



Stratford City Council
Regular Council Open Session
AGENDA

Meeting #: 4754th
Date: Monday, September 9, 2024
Time: 7:00 P.M.
Location: Council Chamber, City Hall
Council Present: Mayor Ritsma - Chair Presiding, Councillor Biehn, Councillor Briscoe, Councillor Burbach, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Sebben, Councillor Wordofa
Staff Present: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Dave Bush - Director of Human Resources, Audrey Pascual - Deputy Clerk

To watch the Council 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:

Mayor Ritsma, Chair presiding, to call the Council meeting to order.

Councillor Nijjar and Councillor Beatty have provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Respectful Workplace Policy Statement

2. Declarations 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 to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest**3. Adoption of the Minutes:**

13 - 28

Motion by

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated August 12, 2024 be adopted as printed.

4. Adoption of the Addendum/Addenda to the Agenda:

Motion by

THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated September 9, 2024 be added to the Agenda as printed.

5. Report of the Committee of the Whole In-Camera Session:**5.1 At the September 9, 2024, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

4.1 Proposed Repurchase of Land in the Crane West Business Park - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years); and Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));

4.2 Affordable Housing Purchase Proposal Update - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years), and A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k));

5.1 Applications for Advisory Committees and Boards - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

6. Hearings of Deputations and Presentations:

6.1 Request for Delegation by the Downtown Stratford Business Improvement Area

Jamie Pritchard, General Manager and Megan Chrisholm, Board Member of the Downtown Stratford Business Improvement Area will be requesting approval for the installation of pedestrian wayfinding signs in the downtown.

For the consideration of Council.

Motion by

THAT Jamie Pritchard and Megan Chrisholm of the Downtown Stratford BIA be heard.

7. Orders of the Day:

7.1 Resolution - Official Plan Amendment Application OPA01-24 and Zone Change Application Z02-24 for 3188 Vivian Line 37 in the City of Stratford (COU24-105)

29 - 98

Following the Planning Consultants presentation on behalf of the City, representatives from GSP Group will be present to answer questions from Members of Council. The following persons have then requested to speak on this matter:

- Brian Elliott
- Donna Sobura
- Paul Brown

Motion by

THAT Brian Elliot, Donna Sobura and Paul Brown be heard.

Motion by

Staff Recommendation: THAT Official Plan Amendment application OPA01-24 and Zoning By-law Amendment application Z02-24 as submitted by GSP Group on behalf of Stratford LTC LP c/o peopleCare Inc. to establish a Long-Term Care Facility on the lands municipally known as 3188 Vivian Line 37, Stratford BE APPROVED with the addition of a Site-Specific Holding Provision on the South Parcel, for the following reasons:

1. The request is consistent with the Provincial Policy Statement;
2. The request is in conformity with the goals, objectives, and policies of the Official Plan;
3. The request maintains the intent and purpose of the Zoning By-law, and is appropriate for the proposed use and function of the subject lands;
4. The public were consulted during the application circulation and public meeting and comments that have been received in writing or at the public meeting have been reviewed, considered, and analyzed within the Planning Report;

AND THAT Council pass a resolution that no further notice is required under Section 34 (17) of the Planning Act.

7.2 Resolution - Updated Coordinated Strategy for Public Land Encampments (COU24-101) 99 - 131

Motion by

Staff Recommendation: THAT the report titled, "Updated Coordinated Strategy for Public Land Encampments" (COU24-101), be received for information.

7.3 Resolution - Canada Mortgage and Housing Corporation – Housing Accelerator Fund, Second Round (2024) (COU24-104) 132 - 136

Motion by

Staff Recommendation: THAT Council direct Staff to finalize the Action Plan as presented in Report COU24-104 and in support of an application to the Canada Mortgage and Housing Corporation – Housing Accelerator Fund 2;

THAT the Chief Administrative Officer, in consultation with the Director of Corporate Services, Director of Social Services, and Director of Building and Planning, be authorized to approve the Action Plan, including the refinement of the proposed initiatives, in support of the City's application for the Housing Accelerator Fund prior to finalizing the application to the Canada Mortgage and Housing Corporation;

THAT the Chief Administrative Officer be authorized to sign all necessary Housing Accelerator Fund application related documents in support of the City's submission;

THAT the Mayor and Clerk be authorized to execute all documents to effect a transfer to the City of the Housing Accelerator Fund on terms acceptable to the Director of Corporate Services and in forms acceptable to the City Solicitor;

AND THAT a subsequent report be prepared to outline the zoning provisions for a change from 3 Units to 4 Units as of Right, for Council's consideration.

- 7.4 Resolution - City Hall Auditorium Rental Policy Amendment (COU24-090) 137 - 142**
- Motion by
Staff Recommendation: THAT Policy P.3.4 Rental of City Hall Auditorium be rescinded and replaced with an Administrative Policy.
- 7.5 Resolution - Administration of Justice Building Accessible Entrance Ramp – Tender Award (COU24-092) 143 - 145**
- Motion by
Staff Recommendation: THAT the tender (T-2024-23) for the installation of an accessible entrance ramp at the Administration of Justice Building be awarded to Uniqueco Building Restoration Inc. for a total cost of \$162,607, including HST;
- THAT Facilities Capital Reserve Fund R-R11-FACI be used to provide the funding required;**
- AND THAT if additional work is required, subject to approval by the Director of Community Services, an additional contingency be authorized to fund any potential issues that are not within the scope of work from Facilities Capital Reserve Fund R-R11-FACI.**
- 7.6 Resolution - Encroachment Application for 96 Huron Street (COU24-093) 146 - 150**
- Motion by
Staff Recommendation: THAT the encroachment application for 96 Huron Street to permit the existing concrete steps, sidewalk and handrail to encroach onto the Huron Street road allowance for a total encroachment area of 47.17m², be approved;
- THAT Council provide direction on the annual fee of \$50.00 adjusted yearly by the CPI, to be added to the property tax bill for 96 Huron Street;**
- AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 96 Huron Street for consideration at a future Regular Council meeting.**
- 7.7 Resolution - Zero Emission Vehicle Infrastructure Program (COU24-102) 151 - 154**
- Motion by
Staff Recommendation: THAT staff be authorized to apply for funding to

install four Level 3 EV Charging Stations under the Natural Resources Canada's Zero Emission Vehicle Infrastructure Program;

THAT the use of the Parking Reserve Fund be authorized to fund the City's portion of the project;

AND THAT staff report back with total project costs and amendments required to the Traffic and Parking By-law if required.

- 7.8 Resolution - Closed Meeting Investigation Report – Follow-up (COU24-107) 155 - 173

Motion by

Staff Recommendation: THAT the Closed Meeting Protocol be adopted;

THAT section 4.2 of the Delegation of Authority By-law 137-2017 be amended to provide authority to the Chief Administrative Officer and the Director of Human Resources to hire and promote employees, including authority to issue employment letters, and to adjust salaries in accordance with all relevant policies and legislation and subject to the passage of a by-law by Council, where necessary;

AND THAT section 4.3 of the Delegation of Authority By-law 137-2017 be amended to provide authority to the Chief Administrative Officer to approve the termination of City employees below the CAO or deputy CAO (if applicable) level, including authority to execute termination agreements and to amend the Delegation Restriction to "In the opinion of legal counsel where the costs associated with the termination are \$250,000 or below, not including any costs normally incurred as a result of a resignation or retirement".

- 7.9 Resolution - Accessibility Advisory Committee Composition and Appointments (COU24-094) 174 - 176

Motion by

Staff Recommendation: THAT direction be given on the appointment of two citizens-at-large and one agency representative to the Accessibility Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT the terms of reference for the Accessibility Advisory Committee be amended to remove two citizen-at-large representatives from the composition of the Accessibility Advisory Committee.

- 7.10 Resolution - Appointments to the Active Transportation Advisory Committee (COU24-095) 177 - 180

Motion by

Staff Recommendation: THAT direction be given on the appointment of one citizen-at-large to the Active Transportation Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of an Avon Trail representative to the Active Transportation Advisory Committee for the remainder of the four year term to November 30, 2025, or until a successor is appointed by Council;

AND THAT the terms of reference for the Active Transportation Advisory Committee be amended to remove the one representative from the Energy and Environment Advisory Committee.

- 7.11 Resolution - Appointments to the Communities in Bloom Advisory Committee (COU24-096) 181 - 183

Motion by

Staff Recommendation: THAT direction be given on the appointment of three citizen representatives to the Communities in Bloom Advisory Committee to November 30, 2025, or until a successor is appointed by Council.

- 7.12 Resolution - Appointments to Heritage Stratford (COU24-097) 184 - 186

Motion by

Staff Recommendation: THAT direction be given on the appointment of four citizens to the Heritage Stratford Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of one representative from the Perth Huron Builder's Association to the Heritage Stratford Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT the composition of the Heritage Stratford Committee be amended to remove the alternate Perth Huron Builders' Association representative.

- 7.13 Resolution - Appointments to the Energy and Environment Advisory Committee (COU24-098) 187 - 190

Motion by

Staff Recommendation: THAT direction be given on the appointment of citizen representatives to the Energy and Environment Advisory Committee to November 30, 2025, or until a successor is appointed by

Council;

THAT direction be given on the appointment of a Youth Representative to the Energy and Environment Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of a representative from Climate Momentum to the Energy and Environment Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT staff be directed to re-advertise for a citizen representative on the Energy and Environment Advisory Committee.

- 7.14 Resolution - Appointments to the Stratfords of the World (Ontario) Advisory Committee (COU24-099) 191 - 193
- Motion by
 Staff Recommendation: THAT direction be given on the appointment of two citizens to the Stratfords of the World (Ontario) Advisory Committee to November 30, 2025, or until a successor is appointed by Council;
- AND THAT the composition of the Stratfords of the World (Ontario) Advisory Committee be amended by reducing the number of citizen representatives from 9 to 8.
- 7.15 Resolution - Re-appointment to Festival Hydro Inc. and Festival Hydro Services Inc. (COU24-100) 194 - 195
- Motion by
 Staff Recommendation: THAT direction be given on the re-appointment of Mark Henderson to the Festival Hydro Inc. Board of Directors for a four-year term from December 1, 2024 to November 30, 2028;
- AND THAT direction be given on the re-appointment of Tony Ciciretto to the Festival Hydro Services Inc. Board of Directors for a four-year term from December 1, 2024 to November 30, 2028.
- 7.16 Resolution - Mid-term Appointment to the Committee of Adjustment (COU24-106) 196 - 198
- Motion by
 Staff Recommendation: THAT direction be given on the appointment of one (1) citizen representative to the Committee of Adjustment for the remainder of a four-year term to November 14, 2026, or until successors are appointed by Council.
- 7.17 Resolution - Municipal Significant Request from Spottydawg Productions 199

Inc.

Applicants Ralph Spoltore and Julia Blowes of Spottydawg Productions Inc. will be in attendance to answer questions.

Spottydawg Productions Inc. has requested designation of the Big Wreck Concert to be held October 19, 2024 and the Washboard Union Concert to be held November 2, 2024 at the Stratford Rotary Complex as municipally significant events for the purpose of obtaining a liquor licence.

The Building Division, Huron Perth Public Health and Police Services have indicated no concerns with the events.

Fire Prevention Services advised they have no concerns provided the following is adhered to:

- Front foyer means of egress to remain unobstructed at all times.
- An onsite fire inspection will be conducted prior to the start of the events.
- Fire prevention to be contacted to arrange for LLBO Special Occasion Permit Inspection.

Motion by

THAT City Council hereby designates the Big Wreck Concert to be held October 19, 2024 and the Washboard Union Concert to be held November 2, 2024 at the Stratford Rotary Complex as having municipal significance for the purpose of obtaining liquor licences from the AGCO, subject to the necessary permits being obtained, compliance with the City's Municipal Alcohol Risk Policy, compliance with the conditions outlined by Fire Services are adhered to at all times during the event, and the required certificates of insurance being provided prior to the event.

7.18 Correspondence - Conservation Authority Fee Freeze

200 - 201

Brian Petrie, Chair of the Upper Thames River Conservation Authority has requested support in signing the attached letter to the Minister of Natural Resources and Forestry asking for a reversal of the direction to freeze the fees for planning, development, and permitting.

For the consideration of Council.

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Reports of the Standing Committees:

There are no Standing Committee reports to be considered by Council.

10. Notice of Intent:

None scheduled.

11. Reading of the By-laws:

The following By-laws require First and Second Readings and Third and Final Readings and could be taken collectively upon unanimous vote of Council present:

Motion by

THAT By-laws 11.1 to 11.7 be taken collectively.

Motion by

THAT By-laws 11.1 to 11.7 be read a First and Second Time.

Motion by

THAT By-laws 11.1 to 11.7 be read a Third Time and Finally Passed.

- | | | |
|-------------|---|-----------|
| 11.1 | Fees and Charges 2025 | 202 - 231 |
| | To establish fees and charges to be collected by The Corporation of the City of Stratford in 2025 and to repeal By-law 117-2023 as amended. | |
| 11.2 | Award Tender for Accessible Ramp at Administration of Justice Building | 232 |
| | To authorize the acceptance of a tender from Uniqueco Building Restoration Inc. for the installation of an accessible entrance ramp at the Administration of Justice Building (T-2024-23). | |
| 11.3 | Appoint a Deputy Chief Building Official | 233 |
| | To appoint a Deputy Chief Building Official and repeal By-law 71-2023. | |
| 11.4 | Encroachment Agreement - 96 Huron Street | 234 - 235 |
| | To authorize the entering into and execution of an encroachment agreement with The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario to permit the existing concrete steps, sidewalk and handrail to encroach onto the Huron Street municipal road allowance at 96 Huron Street. | |
| 11.5 | Appointments to Advisory Committees and Boards | 236 - 238 |

To amend By-law 4-2023, as amended, to make appointments to advisory committees and boards.

11.6 Zoning By-law Amendment Z02-24 - 3188 Vivian Line 37 239 - 243

To amend By-law 10-2022 as amended, with respect to Zoning Bylaw Amendment application Z02-24 by GSP Group to amend the zoning at 3188 Vivian Line 37 to be Institutional Community Special ("IN1-____"), and to amend the zoning at future parcel 3184 Vivian Line 37 to be Institutional Community Special with a Site Specific Holding Provision ("IN1-____ (H____)"), as described herein.

11.7 Adopt Official Plan Amendment No. 34 244 - 249

To adopt Official Plan Amendment No. 34 to add special policies to the "Residential Area" designation that applicable to the Subject Lands at 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion) respectively.

12. Consent Agenda: CA-2024-140 to CA-2024-150 250 - 257

Council to advise if they wish to consider any items listed on the Consent Agenda.

13. New Business:

14. Reading of the Confirmatory By-law: 258

The following By-law requires First and Second Readings and Third and Final Readings:

By-law 11.8 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on September 9, 2024.

The next Regular Council meeting is September 23, 2024 in the Council Chamber, City Hall.

Motion by

THAT By-law 11.8 be read a First and Second Time.

Motion by

THAT By-law 11.8 be read a Third Time and Finally Passed.

15. Adjournment of Council Meeting

Meeting Start Time:

Meeting End Time:

Motion by

THAT the September 9, 2024 Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4752nd
 Date: Monday, August 12, 2024
 Time: 7:00 P.M.
 Location: Council Chamber, City Hall

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

Regrets: Councillor Burbach

Staff Present: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Dave Bush - Director of Human Resources, Miranda Franken - Council Clerk Secretary, Chris Van Bargaen – Deputy Fire Chief, Sadaf Ghalib – Climate Change Programs Manager, John Ritz – Homelessness and Housing Stability Supervisor, Danielle Clayton – Recording Secretary

Also Present: Members of the Public and Media

1. Call to Order:

Mayor Ritsma, Chair presiding, called the Council meeting to order.

Councillor Burbach provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Respectful Workplace Policy Statement

2. Declarations 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 to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

Councillor Beatty declared a pecuniary interest on Items 5.1, 11.2 and 11.3 as business associates have an interest in the properties.

3. Adoption of the Minutes:

R2024-304

Motion by Councillor McCabe

Seconded by Councillor Nijjar

THAT the Minutes of the Special Meeting of Council of The Corporation of the City of Stratford dated July 23, 2024 be adopted as printed.

Carried

4. Adoption of the Addenda to the Agenda:

R2024-305

Motion by Councillor Beatty

Seconded by Councillor Sebben

THAT the Addenda to the Regular Agenda of Council and Standing Committees dated August 12, 2024 be added to the Agenda as printed.

Carried

R2024-306

Motion by Councillor McCabe

Seconded by Councillor Biehn

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated July 22, 2024, be adopted as printed.

Carried

5. Report of the Committee of the Whole In-Camera Session:

5.1 At the July 22, 2024, Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:

4.1 Proposed Disposition of Land in the Crane West Business Park -
Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years)

Councillor Beatty having declared a pecuniary interest did not participate in the discussion or vote on this item.

R2024-307

Motion by Councillor McCabe

Seconded by Councillor Henderson

THAT The Corporation of the City of Stratford hereby consents to the sale of the property known as Lot 2 in the Crane West Business Park, legally described as Part of Lot 1 and 2, Concession 3 (Downie) designated as Parts 9, 10 and 11 Reference Plan 44R-5904, subject to a drainage easement over Part 9, Reference Plan 44R-5904 as in R145534, in the City of Stratford, County of Perth being part of PIN 53264-0091(LT) to Crane Avenue Holdings (Stratford Lot 2) Inc.

Carried

R2024-308

Motion by Councillor Hunter

Seconded by Councillor Biehn

THAT The Corporation of the City of Stratford hereby consents to the sale of the property known as Lot 3 in the Crane West Business Park, legally described as Part of Lot 1 and 2, Concession 3 (Downie) designated as Parts 12, 14, 15, and 16 Reference Plan 44R-5904 subject to a drainage easement over Part 14, Reference Plan 44R-5904 as in R145534, in the City of Stratford, County of Perth being part of PIN 53264-0091 to Crane Avenue Holdings (Stratford Lot 3) Inc.

Carried

5.2 August 12, 2024, Committee of the Whole In-camera Session

The August 12, 2024, Committee of the Whole In-camera Session was cancelled.

6. Hearings of Deputations and Presentations:**6.1 Public Meeting under the Planning Act**

The Regular Council meeting adjourned to a public meeting at 7:09 p.m. and reconvened at 8:22 p.m.

R2024-309

Motion by Councillor McCabe

Seconded by Councillor Nijjar

THAT the Council meeting adjourn to a public meeting under the Planning Act to hear from members of the public on Zone Change Application Z02-24 and Official Plan Amendment OPA01-24, for 3188 Vivian Line 37 and to reconvene at the conclusion of the public meeting.

Carried

7. Orders of the Day:**7.1 Resolution - Ad Hoc Grand Trunk Renewal Committee Workplan & Update 2 (COU24-086)**

Joani Gerber, CEO of investStratford, provided an overview of the second update and work plan of the Ad Hoc Grand Trunk Renewal Committee.

Members of Council and the CEO discussed:

- there being two pathways for partners to come forward;
- there being active applications with the Federal Government but no specific funding available for community hubs;
- staff and the Mayor working with provincial and federal colleagues and advocating for the project;
- there being opportunities for additional site visits; and
- members of Council being provided with talking points ahead of the AMO conference.

R2024-310

Motion by Councillor Henderson

Seconded by Councillor Nijjar

THAT staff be directed to work with members of the Ad Hoc Grand Trunk Renewal Committee and Working Group Chairs to implement the Q3-Q4 2024 workplan as presented in Report (COU24-086).

Carried

7.2 Resolution - Fees and Charges 2025 (COU24-085)

R2024-311

Motion by Councillor Hunter

Seconded by Councillor Wordofa

THAT the 2025 Fees and Charges By-law to set the fees and charges for services performed by the City in 2025 be approved as presented in Report COU24-085 with an effective date of January 1, 2025;

THAT the Fees and Charges By-law 117-2023 as amended, be repealed upon the new Fees and Charges By-law coming into force and effect;

AND THAT direction be given to the City Clerk to list the 2025 Fees and Charges By-law on a future agenda for consideration by Council.

Carried

7.3 Resolution - Crossing Guard Services – Contract Extension (COU24-083)

R2024-312

Motion by Councillor Hunter

Seconded by Councillor Briscoe

THAT a contract extension with Commissionaires Great Lakes for the provision of Crossing Guard Services in the City of Stratford, for a one-year term ending in June 2025 be authorized;

AND THAT the Mayor and Clerk, or their respective designates, be authorized to execute all necessary extension documents.

Carried

7.4 Resolution - Intensive Case Management (ICM) Program Update (COU24-084)

R2024-313

Motion by Councillor Henderson

Seconded by Councillor Briscoe

THAT the report titled, "Intensive Care Management (ICM) Update" (COU24-084), related to the rebranding from the Supported Housing of Perth Program (SHOPP) model due to the funding source changes, be received for information.

Carried

7.5 Resolution - Request to Extend Timeframe for Part Lot Control Exemption for the Daly Avenue and Worsley Street Residential Development (COU24-087)

R2024-314

Motion by Councillor McCabe

Seconded by Councillor Nijjar

THAT Council authorize an extension of the original Exemption from Part Lot Control, as set out in By-law 20-2023, for an additional 6-months in order to facilitate the easements required for the required retaining wall, sanitary sewers, and storm drainage as they relate to the Daly Worsley subdivision;

AND THAT Council direct staff to prepare such by-law.

Carried

7.6 Resolution - Closed Meeting Investigation Report 36684-7 (COU24-088)

R2024-315

Motion by Councillor Hunter

Seconded by Councillor McCabe

THAT the Closed Meeting Investigation Final Report 36684-7 dated July 25, 2024, be received for information.

Carried

7.7 Correspondence - Lowering of the Flag on the Anniversary of the Montreal Massacre 1989

R2024-316

Motion by Councillor Henderson

Seconded by Councillor Wordofa

THAT Stratford City Council authorizes the lowering of the Flag at City Hall on December 6, 2024, the anniversary of the 1989 Montreal Massacre, to remind us of the 14 women murdered and 14 people injured at the Ecole Polytechnique in a misogynist massacre of female students and to remind that violence against women remains an issue.

Carried

7.8 Proclamation - Overdose Awareness Day

R2024-317

Motion by Councillor Briscoe

Seconded by Councillor Wordofa

THAT Stratford City Council hereby proclaims August 31, 2024 as Overdose Awareness Day to raise awareness of the tremendous burden addiction has on individuals, families and communities in the City of Stratford;

AND THAT Stratford City Council authorizes the flying of the Overdose Awareness flag beginning on August 30, 2024 to raise awareness that Opioid use and overdose have reached crisis levels in all communities.

Carried

7.9 Proclamation - British Home Child Day

R2024-318

Motion by Councillor Henderson

Seconded by Councillor Briscoe

THAT Stratford City Council hereby proclaims September 28, 2024 as "British Home Child Day" in the City of Stratford.

Carried

7.10 Proclamation - Stratford Symphony Orchestra Week

R2024-319

Motion by Councillor McCabe

Seconded by Councillor Biehn

THAT Stratford City Council hereby proclaims September 23 to 28, 2024 as Stratford Symphony Orchestra Week in recognition of the contribution made to the arts and the dedication to the community.

Carried

7.11 Added - Correspondence– Ontario Land Tribunal Decision OLT-23-001049- 173 William Street, Stratford

R2024-320

Motion by Councillor Nijjar

Seconded by Councillor Hunter

THAT the Memorandum of Oral Decision and Order of the Ontario Land Tribunal, Case No. OLT-23-001049, 173 William Street, be received.

Carried

8. Business for Which Previous Notice Has Been Given:

None scheduled

9. Reports of the Standing Committees:

9.1 Report of the Community Services Committee

R2024-321

Motion by Councillor Beatty

Seconded by Councillor Nijjar

THAT the Report of the Community Services Committee dated August 12, 2024 be adopted as printed.

Carried

9.1.1 Stratford Invasive Plant Plan 2024 (COM24-006)

THAT the Stratford Invasive Plant Plan be adopted;

AND THAT staff be directed to implement the recommendations contained in the Plan and to include sufficient resources and funding in the annual budget process for Council's consideration.

10. Notice of Intent:

None scheduled

11. Reading of the By-laws:

The following By-laws required First and Second Readings and Third and Final Readings:

11.1 Amend Part Lot Control By-law 20-2023 - By-law 94-2024

To amend Part Lot Control By-law 20-2023 to extend the expiration date by six months.

11.2 Conveyance of Lot 2 in the Crane West Business Park - By-law 95-2024

To authorize the transfer (conveyance) to Crane Avenue Holdings (Stratford Lot 2) Inc. of Lot 2, Plan 44R-5904, in the Crane West Business Park.

11.3 Conveyance of Lot 3 in the Crane West Business Park - By-law 96-2024

To authorize the transfer (conveyance) to Crane Avenue Holdings (Stratford Lot 3) Inc. of Lot 3, Plan 44R-5904, in the Crane West Business Park.

11.4 Transfer of Lands for the Construction of a Public Road - By-law 97-2024

To authorize the transfer (conveyance) from W. Charlot Grains Ltd. of Part 1 on Reference Plan 44R-6212.

R2024-322

Motion by Councillor Beatty

Seconded by Councillor Sebben

THAT By-laws 94-2024 and 97-2024 be taken collectively.

Carried unanimously

R2024-323

Motion by Councillor Henderson

Seconded by Councillor Hunter

THAT By-laws 94-2024 and 97-2024 be read a First and Second Time.

Carried two-thirds support

R2024-324

Motion by Councillor Beatty

Seconded by Councillor Nijjar

THAT By-laws 94-2024 and 97-2024 be read a Third Time and Finally Passed.

Carried

R2024-325

Motion by Councillor Hunter

Seconded by Councillor Nijjar

THAT By-laws 95-2024 be read a First and Second Time.

Carried two-thirds support

Councillor Beatty having declared a pecuniary interest on By-law 95-2024 did not participate in the vote.

R2024-326

Motion by Councillor Henderson

Seconded by Councillor Nijjar

THAT By-laws 95-2024 be read a Third Time and Finally Passed.

Carried

Councillor Beatty having declared a pecuniary interest on By-law 95-2024 did not participate in the vote.

R2024-327

Motion by Councillor McCabe

Seconded by Councillor Briscoe

THAT By-laws 96-2024 be read a First and Second Time.

Carried two-thirds support

Councillor Beatty having declared a pecuniary interest on By-law 96-2024 did not participate in the vote.

R2024-328

Motion by Councillor Hunter

Seconded by Councillor Biehn

THAT By-laws 96-2024 be read a Third Time and Finally Passed.

Carried

Councillor Beatty having declared a pecuniary interest on By-law 96-2024 did not participate in the vote.

12. Consent Agenda: CA-2024-130 to CA-2024-139

12.1 CA-2024-130

A member requested that CA-2024-130 be endorsed. There was no seconder for the motion.

13. New Business:

None noted.

14. Adjournment to Standing Committees:

The next Regular Council meeting is September 9, 2024 in the Council Chamber, City Hall.

R2024-329

Motion by Councillor McCabe

Seconded by Councillor Nijjar

THAT the Council meeting adjourn to convene into Standing Committees as follows:

- **Finance and Labour Relations Committee [7:05 P.M. or thereafter following the Regular Council meeting];**
- **Infrastructure, Transportation and Safety Committee [7:10 P.M. or thereafter following the Regular Council meeting]**

and to Committee of the Whole if necessary, and to reconvene into Council.

Carried

15. Council Reconvene:

15.1 Declarations of Pecuniary Interest made at Standing Committees

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.

Declarations of Pecuniary Interest made at Standing Committee meetings held on August 12, 2024 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a member at the August 12, 2024, Council Reconvene Meeting.

15.2 Committee Reports

15.2.1 Finance and Labour Relations Committee

R2024-330

Motion by Councillor Henderson

Seconded by Councillor Hunter

THAT Items 5.1 to 6.3 of the Finance and Labour Relations Committee meeting dated August 12, 2024, be adopted as follows:

5.1 SEEDCo/investStratford Update to March 31, 2024 (FIN24-020)

THAT the Stratford Economic Enterprise Development Corporation (SEEDCo./investStratford) Update for the period ending March 31, 2024, be received for information.

5.2 Destination Stratford Update (FIN24-024)

THAT the Destination Stratford Update (FIN24-024) dated July 16, 2024, be received for information.

5.3 2024 Community Grant Appeal Request (FIN24-023)

THAT the request from Playmakers! Theatre School to amend Council's decision regarding the 2024 community grant award to Playmakers! Theatre School be approved and the grant provided be increased to \$5,000.00.

5.4 Property Tax Arrears and Tax Sales Update (FIN24-025)

THAT the report titled, "Property Tax Arrears and Tax Sales Update" (FIN24-025), be received for information.

6.1 Stratfords of the World Advisory Committee Funding Request (FIN24-018)

THAT the request from the Stratfords of the World Advisory Committee for an additional \$500.00 to assist with expenses relating to hosting information sessions for the January 2025 New Zealand Reunion, be approved and funded from the advisory committee reserve.

6.2 Communities in Bloom 2024 Additional Funding Request (FIN24-022)

THAT the request from Communities in Bloom Advisory for an additional amount of up to \$5,000.00 to assist members with expenses related to travelling to Charlottetown for the 2024 Communities in Bloom Symposium, be approved and funded from the advisory committee reserve.

6.3 Climate Conversations Steering Committee 2024 Request for Financial Assistance (FIN24-026)

THAT a Community Grant in the amount of \$3281.42 be provided to the Climate Conversations Steering Committee in kind for their Climate Conversations to be held in 2024 and 2025 to fund the following:

- Auditorium Rental Fee - \$1,281.42
- Technical Support - \$2,000.00

Carried

15.2.2 Infrastructure, Transportation and Safety Committee

R2024-331

Motion by Councillor Biehn

Seconded by Councillor Briscoe

THAT Items 5.1 to 8.1 of the Infrastructure, Transportation and Safety Committee meeting dated August 12, 2024 be adopted as follows:

5.1 Community Climate Action Plan (ITS24-015)

THAT the Community Climate Action Plan (CCAP) be adopted;

THAT staff be directed to:

- **Identify and advance actions in CCAP that can be implemented within the existing staffing capacity and budget resources;**
- **Include CCAP programs and supporting resources required for consideration in the 2025 multi-year budget process;**

AND THAT staff be authorized to continue to explore potential funding opportunities through senior levels of government.

6.1 Repair or Replace Fire Utility Vehicle (ITS24-014)

THAT the repair of the fire utility vehicle in the amount of \$28,025 be authorized.

6.2 Procure New Fire Apparatus using Canoe Procurement Group (ITS24-017)

THAT staff be authorized to use the Canoe procurement group to proceed with the procurement process to purchase a Pierce Quintuple Combination Pumper fire apparatus.

7.1 Request for an exemption to Noise Control By-law 113-79 for the Stratford Lantern Parade event (ITS24-013)

THAT approval be granted to Playmakers! Theatre School for an exemption to Noise Control By-law 113-79 for the Stratford Lantern Parade event occurring on Saturday, October 19, 2024, from 8:00 a.m. to 11:00 p.m. from the following provisions:

- **Unreasonable Noise [Schedule 1 clause 8];**
- **The operation of loudspeakers and amplification of sound [Schedule 2 clause 2];**
- **Loading and unloading [Schedule 2 clause 4].**

8.1 Erie Street Parking Lot Surface Treatment (ITS24-016)

THAT Council authorize staff to proceed with the design and issuing a tender for the resurfacing of the Erie Street Parking Lot at this time;

THAT the matter with respect to the Erie Street Parking Lot project be referred to staff to investigate alternative options for the site;

AND THAT staff be directed to report back with alternative options for the consideration of Council at a future meeting.

Carried

A request was made to take Item 5.1 separately and for a recorded vote to be taken.

Mayor Ritsma called the question on Items 6.1 to 8.1.

Carried

On item 5.1 a recorded vote was undertaken:

In Support (9): Councillor Sebben, Councillor McCabe, Councillor Briscoe, Councillor Wordofa, Mayor Ritsma, Councillor Nijjar, Councillor Henderson, Councillor Beatty, Councillor Hunter

Opposed (1): Councillor Biehn

Absent (1): Councillor Burbach

Carried

15.3 Reading of the Confirmatory By-law (reconvene):

The following By-law required First and Second Readings and Third and Final Readings.

By-law 11.5 Confirmatory By-law 98-2024

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on August 12, 2024.

R2024-332

Motion by Councillor Briscoe

Seconded by Councillor Wordofa

THAT By-law 98-2024 be read a First and Second Time.

Carried two-thirds support

R2024-333

Motion by Councillor Hunter

Seconded by Councillor Nijjar

THAT By-law 98-2024 be read a Third Time and Finally Passed.

Carried

15.4 Adjournment of Council Meeting

R2024-334

Motion by Councillor Nijjar

Seconded by Councillor Hunter

THAT the August 12, 2024 Regular Council meeting adjourn.

Carried

Meeting Start Time: 7:00 P.M.

Meeting End Time: 8:55 P.M.

Reconvene Meeting Start Time: 10:13 P.M.

Reconvene Meeting End Time: 10:18 P.M.

Mayor - Martin Ritsma

Clerk - Tatiana Dafoe



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Robyn McIntyre, Consulting Planner for the City of Stratford
Report Number: COU24-105
Attachments: Maps, Agency and Public Comments

Title: Official Plan Amendment Application OPA01-24 and Zone Change Application Z02-24 for 3188 Vivian Line 37 in the City of Stratford

Objective: The purpose of this report is to describe the proposed development at 3188 Vivian Line 37 and the associated applications submitted by GSP Group on behalf of peopleCare. This Official Plan Amendment and Zoning By-law Amendment will facilitate the establishment of a Nursing Home and a Retirement Home.

The purpose of the Official Plan Amendment application is to add a site-specific policy to the existing 'Residential Area' designation which will increase the maximum height on the north portion of the subject lands from 4 storeys to 5 storeys, and to increase the maximum height on the south portion of the subject lands from 4 storeys to 7 storeys.

The purpose of the Zoning By-law Amendment application is to rezone the property from Agricultural ("A") and Urban Reserve ("UR") to two separate site-specific Community Institutional Zones ("IN1-___" and "IN1-___"). Different site-specific provisions are requested for the north and the south portions of the subject lands. The following site-specific provisions are requested for each:

North Portion

- Section 2.3.2 b) of the Zoning By-law shall not apply;
- To limit the total number of beds permitted in the Nursing Home to 288;
- To reduce the minimum south interior side yard setback to 0.0 metres, whereas the Zoning By-law currently requires 9.9 metres;
- To reduce the minimum overall Landscaped Open Space requirement to 28%, whereas the Zoning By-law currently requires 35%;

- To add a provision stating that the Landscaped Open Space requirement shall include green roofs above ground level, for clarity;
- To reduce the minimum Landscaped Open Space requirement for Parking Lots with more than 50 parking spaces to 7.5%, whereas the Zoning By-law currently requires 15%;
- To remove the requirement for a planting strip between parking areas or aisles and lot lines where the IN1-_____ zone (north portion of 3188 Vivian Line 37) and the IN1-_____ zone (south portion of Vivian Line 37) abut, whereas the Zoning By-law currently requires a 1.5 metre planting strip or 0.15-metre-wide fence, wall, hedge, or shrub;
- To reduce the minimum bicycle parking requirement for the Nursing Home to 6 spaces, whereas the Zoning By-law currently requires 34 spaces;
- To add a provision that allows bicycle parking to be within 35 metres of the principle building entrance or the main employee entrance, whereas the Zoning By-law currently requires that bicycle parking be within 35 metres of the principle building entrance only;
- To reduce the minimum number of loading spaces for a Nursing Home to 2, whereas the Zoning By-law currently requires 3 spaces;
- To reduce the minimum loading space setback from the south interior lot line to 0.0 metres, whereas the Zoning By-law currently requires 1 metre where abutting a non-residential zone;
- To add a provision stating that a loading space shall not be required to be abutting the Nursing Home building, whereas the Zoning By-law currently requires that the space abuts the building; and
- To allow access and maneuvering to and from a loading space to exceed the boundaries of the subject lands only into a Right-of-Way easement registered in favour of the subject lands, whereas the Zoning By-law currently requires that access and maneuvering must be located on the same lot.

South Portion

- Section 2.3.2 b) of the Zoning By-law shall not apply;
- To allow a Personal Care Establishment and Personal Service Establishment accessory to a Retirement Home, whereas the Zoning By-law does not currently permit these as primary or accessory uses in the IN1 Zone;
- To reduce the minimum west interior side yard setback to 6.0 metres, whereas the Zoning By-law currently requires 12.25 metres;

- To reduce the minimum eastern interior side yard setback to 9.0 metres for a canopy, whereas the Zoning By-law currently requires 12.25 metres;
- To reduce the minimum rear yard setback to 0.0 metres, whereas the Zoning By-law currently requires 7.5 metres;
- To increase the maximum lot coverage to 34.5%, whereas the Zoning By-law currently allows a maximum of 30%;
- To remove the requirement for a planting strip between parking areas or aisles and lot lines where the IN1-XX zone (north portion of 3188 Vivian Line 37) and the IN1-XX zone (south portion of Vivian Line 37) abut, whereas the Zoning By-law currently requires a 1.5 metre planting strip or 0.15-metre-wide fence, wall, hedge, or shrub;
- To remove the parking requirement for a Personal Care Establishment and Personal Service Establishment accessory to a Retirement Home, whereas the Zoning By-law currently requires parking to be provided at a rate of 1 parking space per 30 square metres of net floor area for a Personal Care Establishment and a Personal Service Establishment;
- To reduce the minimum number of loading spaces required for a Retirement Home to 1, whereas the Zoning By-law currently requires 3;
- To reduce the minimum loading space setback from the rear lot line to 0.0 metres, whereas the Zoning By-law currently requires 1 metre where abutting a non-residential zone;
- To add a provision stating that a loading space shall not be required to be abutting the Retirement Home building, whereas the Zoning By-law currently requires that the space abuts the building; and
- To allow access and maneuvering to and from a loading space to exceed the boundaries of the subject lands only into a Right-of-Way easement registered in favour of the subject lands, whereas the Zoning By-law currently requires that access and maneuvering must be located on the same lot.

Staff Note:

Decorative Fencing Inclusion

The original circulation of the application indicated that site specific relief was also requested for both the north portion and south portion as follows:

"To add a provision stating that the vertical area of any decorative fencing or walls shall count towards the minimum Landscaped Open Space requirement for Parking lots with more than 50 parking spaces, for clarity;"

Upon subsequent review and based on agency comments, it has been determined that this relief is no longer required. Staff and the applicant have agreed to remove this site-specific provision from the request for both the north and south portions.

Landsaped Open Space

The applicant has submitted two site plan applications, one for the north parcel and one for the south parcel. Through the site plan application process for the north parcel, it was identified that the Landsaped Open Space contribution provided by the green roof was included in the calculation for Parking Lot Landsaped Open Space rather than the north-site-wide Landsaped Open Space. The green roof contributes 2% Landsaped Open Space and should contribute to the north-site-side Landsaped Open Space.

While the green roof's Landsaped Open Space contribution was allocated to the incorrect provision, ultimately the same amount of Landsaped Open Space is provided. As such, Staff have made the required adjustment to the Zoning By-law Amendment to reflect this adjustment. The Zoning By-law Amendment now requests a Landsaped Open Space of 28% whereas the Zoning By-law requires 35%. The Parking Lot Landsaped Open Space of 7.5%, whereas the Zoning By-law requires 15%.

Noise Study

A Noise Study was requested from the applicant to review the impacts of on-site noise sources. The Noise Study was received by the City of Stratford on August 29, 2024. The Noise Study determined that the potential environmental noise impact from road traffic and stationary noise is not significant. The recommendation for the north parcel was that central air-conditioning should be required, and a barrier is required along the inside and outside of the roof's edge. These elements will be incorporated into the development of the north parcel through the Site Plan Application and Building Permit process.

As the Noise Study focused on the development of the North Parcel, Staff are recommending a Holding Provision be established on the South Parcel to prohibit the construction of any buildings or structures prior to the completion of a Noise Study; this Holding Provision would implement the requirements of the Official Plan. Specifically, the recommended Holding Provision is as follows:

Uses Permitted Until the Holding Provision is Removed:

Site Alteration is permitted only to legally establish the north parcel (3188 Vivian Line 37) and south parcel (3184 Vivian Line 47) as well as any required easements. All other Site Alteration shall be prohibited until the Holding Provision is removed.

Site Development is permitted only to establish site elements that are shared with the North Parcel (3188 Vivian Line 37), including a driveway, parking area, and servicing

infrastructure. All other Site Development shall be prohibited until the Holding Provision is removed.

Conditions for Removal of Holding Provision:

That a Noise Study be completed to the satisfaction of the City of Stratford.

This would be a site-specific Holding Provision. Once a Noise Study is completed to the satisfaction of the City of Stratford, the Holding Provision could be removed, and the site could be developed in accordance with the requirements of the Zoning By-law.

Background:

Interpretation of this Report

- "Subject Lands" refers to 3188 Vivian Line 37 as it presently exists.
- "Adjacent" refers to property directly beside 3188 Vivian Line 37 as it presently exists.
- "OPA" refers to Official Plan Amendment application OPA01-24.
- "ZBA" refers to Zoning By-law Amendment application Z02-24.
- "Long-Term Care Facility" refers to the proposed development as a whole, being the Nursing Home on the north parcel, Retirement Home / Seniors Apartments on the south parcel, and all associated parking and landscaping.

History of Proposal

On January 13, 2022, the Ontario Ministry of Long-Term Care and the Perth-Wellington MPP, Randy Pettapiece, announced that approval had been given to peopleCare to build a new 160-bed Nursing Home in Stratford. This new facility is proposed to re-establish the 60 Long Term Care beds that were lost when the previous peopleCare Stratford home on Mornington Street was closed due to a flood in 2015. This new facility would also add 100 new beds and has been envisioned as part of a "campus of care" which would include a range of seniors housing and support options through a phased development.

In October 2022, the City of Stratford announced discussions with peopleCare on the potential development of the Nursing Home on one of two City-owned properties. The properties that were considered included: a portion of the Grand Trunk site (also known as the Cooper Block), or a vacant greenfield property at 3188 Vivian Line 37 in the north end of the City. Since discussions began, the Vivian Line 37 property has been identified as the preferred choice for the proposed development. It is approximately 5.7 acres in area, with access to municipal services from Vivian Line 37.

Following the selection of the site, a proposal was prepared. The proposal included a 288-bed Nursing Home on the north portion of the subject lands, and a 150 unit / 164-bed Retirement Home on the south portion of the subject lands. The Nursing Home on the north portion of the subject lands is proposed to be five-storeys in height. The Retirement Home is proposed to range from five to seven-storeys in height. The proposal also included associated resident parking, visitor parking, staff parking, landscaped space, amenity space, and other components.

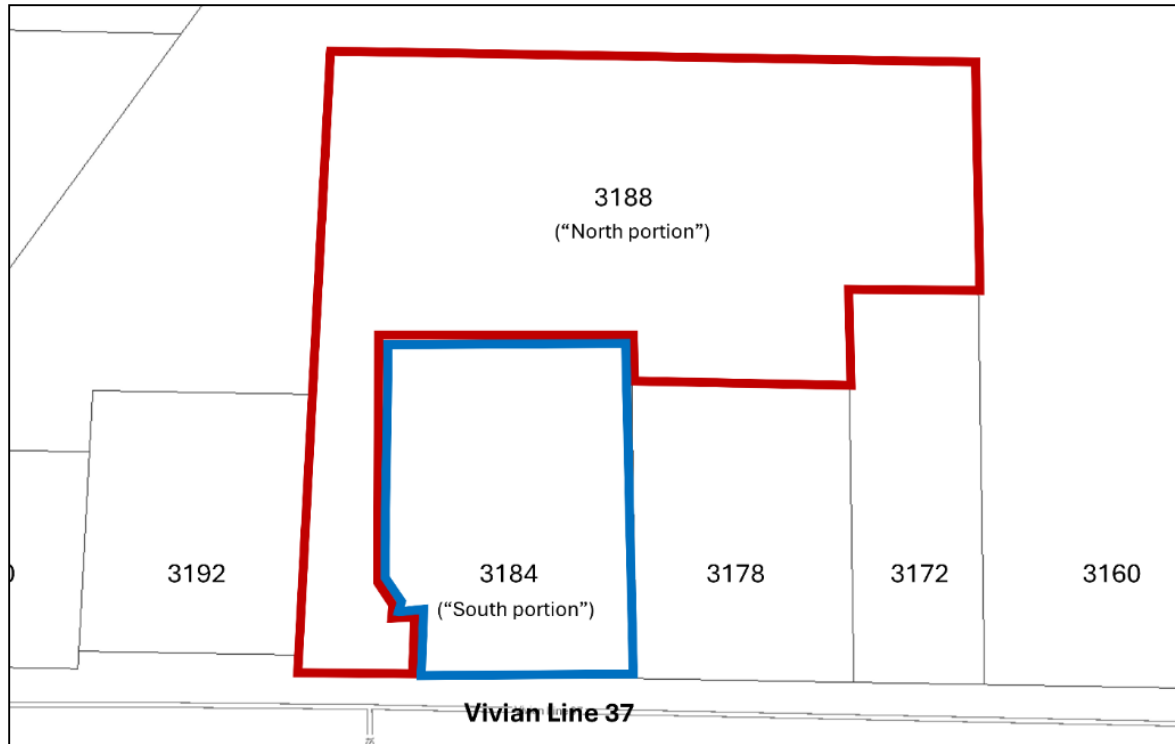
At the May 28, 2024, City Council meeting, a Notice of Intent was issued to 'Consider Declaring as Surplus and to Dispose of 3188 Vivian Line 37'. The matter was considered by City Council at its June 10, 2024, Regular Meeting. Minutes from this meeting are available online, on the City of Stratford's Council Calendar website.

At this meeting, City Council approved a resolution to declare the Vivian Line 37 lands as surplus, to dispose of the lands via direct negotiation and sale to a Nursing Home provider, and directed that Staff prepare a further report for Council's consideration. This resolution can be found online on the City of Stratford's Council Calendar website. A report on the potential sale of the property at 3188 Vivian Line 37 is to be considered by City Council.

peopleCare has retained GSP Group to assist with the planning applications required to facilitate the proposal. A Formal Consultation Application was received on May 1, 2024, to gather preliminary comments on the proposal. Applications for an Official Plan Amendment and Zoning By-law Amendment were received on June 28, 2024. Applications for Site Plan were received on July 3, 2024.

Proposed Phasing

The City has the authority to divide the lands through a Reference Plan prior to disposing of them. The lands are proposed to be divided into two parcels as outlined on the key map below. The north parcel (outlined in red) is to be municipally known as 3188 Vivian Line 37, and the south parcel (outlined in blue) is to be municipally known as 3184 Vivian Line 37.



The north parcel is proposed to be developed first, with the 5-storey 288-bed Nursing Home with associated parking, landscaping, amenities, and other components as Phase 1. The south parcel is proposed to be developed later, consisting of a 5 and 7 storey building containing 150-unit / 164-bed Retirement Home and associated parking, landscaping, amenities, and other components as Phase 2.

Site Characteristics

Characteristic	Information
Existing Use	Vacant / Agricultural
Frontage	94.5 metres
Depth	175 metres
Area	23,309 square metres
Shape	Irregular

Surrounding Land Uses

Direction	Use
North	Agricultural
East	Rural Residential and Agricultural
South	Residential
West	Residential and Agricultural

Public Comments

The Notice of Application and Public Meeting was sent to property owners within 120 metres of the subject lands on July 19, 2024. Notice was also included in the Town Crier portion of the Beacon Herald on July 20, 2024. Public comments received prior to the finalization of the Public Meeting Staff Report were appended to the report and addressed at the Public Meeting held on August 12, 2024. At this meeting, additional comments were received which are reviewed and analysed within this report.

Agency Comments

The Zone Change and Official Plan Amendment applications materials were sent to agencies for review and comment on July 5, 2024, with comments being due July 19, 2024. The agency comments received to date have been appended to this memo. Some agency comments have been discussed within this memo where appropriate.

Analysis:

Provincial Policy Statement, 2020

Resilient Development and Land Use Patterns

The PPS provides policy direction on achieving efficient and resilient development and land use patterns. This direction includes accommodating an appropriate range and mix of residential types in order to meet the long-term needs of the community.

The proposed development would establish a total of 288 Nursing Home beds in addition to 164 Retirement Home / Seniors Apartment beds. The addition of these beds provides a mix of residential types for the community.

Settlement Areas

The PPS specifically notes that settlement areas are to be the focus of growth and development. The City of Stratford is identified as a settlement area under the PPS.

Land use patterns within settlement areas are to efficiently use land and resources in addition to infrastructure and public service facilities.

The subject lands are within the City of Stratford's settlement area, and as such are appropriate for growth and development. The subject lands have access to municipal services which have capacity to service the subject lands, and a collector road which is intended to serve local travel demands to provide connections within neighbourhoods.

Land Use Compatibility

With respect to land use compatibility, developments are to avoid potential adverse effects from odour, noise, and other contaminants. Where avoidance is not possible, developments should mitigate these potential effects.

The proposed development includes a Nursing Home, a Retirement Home, and Seniors Apartments. These institutional and residential uses are complementary to the Residential designation in which they are proposed.

A Noise Study was requested from the applicant to review the impacts of on-site noise sources. The Noise Study was received by the City of Stratford on August 29th, 2024. The Noise Study determined that the potential environmental noise impact from road traffic and stationary noise is not significant. The recommendation for the north parcel was that central air-conditioning should be required, and a barrier is required along the inside and outside of the roof's edge. These elements will be incorporated into the development of the north parcel through the Site Plan Application and Building Permit process.

As the Noise Study focused on the development of the North Parcel, Staff are recommending a Holding Provision be established on the South Parcel to prohibit the construction of any buildings or structures prior to the completion of a Noise Study; this Holding Provision would implement the requirements of the Official Plan and would be site-specific. Once a Noise Study is completed to the satisfaction of the City of Stratford, the Holding Provision could be removed, and the site could be developed in accordance with the requirements of the Zoning Bylaw.

Housing

At the direction of the PPS, Planning authorities shall maintain the ability to accommodate residential growth; residential growth can take place through intensification. Through this residential growth, Planning authorities are required to provide for an appropriate range and mix of housing densities and options.

The proposed Nursing Home, Retirement Home, and Seniors Apartments contribute to the range and mix of housing densities and options to the City of Stratford. As the subject lands are within the City's settlement area and given their Residential Areas

designation in the Official Plan, they are appropriate to accommodate this institutional and residential growth.

Infrastructure and Public Service Facilities

Generally, the PPS promotes the use of existing infrastructure and public service facilities to ensure they are optimized and adaptively reused where appropriate.

The proposed development can be serviced by the existing municipal water, wastewater, and sewer infrastructure available along Vivian Line 37.

Long-Term Economic Prosperity

Development should support the long-term economic viability of communities by encouraging residential development to provide a range of housing options and optimize the long-term use of land.

The proposed Nursing Home, Retirement Home, and Seniors Apartments optimize the long-term use of the subject lands. These institutional uses are relevant to long-term community prosperity and allow community members to age in place within the City of Stratford. Overall, this supports improved quality of life and the economic viability of the City of Stratford.

City of Stratford Official Plan

Under Section 21 of the *Planning Act, R.S.O. 1990, c. P. 13*, municipal councils are permitted to consider and “*initiate an amendment to, or the repeal of, any official plan that applies to the municipality [...]*”.

As such, the subject OPA application has been submitted requesting a maximum height of five storeys on the north parcel, and five to seven storeys on the south parcel. In the instance of both the north and south parcels, the Official Plan currently permits a maximum of four storeys.

Schedules and Designations

Schedule A of the City of Stratford Official Plan identifies the subject lands as being designated ‘Residential Areas’; Schedule C identifies the subject lands as being partially in a SPP Significant Threat Area; and Schedule D identifies Vivian Line 37 as being a Collector road.

Section 3 – General Policy Directions

As per policy 3.2.3, the subject lands meet the general definition of a ‘Major Redevelopment Site’ as they have potential for residential development, exceed 2 hectares, are located on a Collector road, and are not within a Mixed-Use Corridor Area, Industrial Area, or Parks and Open Space Area. Evaluation criteria for Major

Redevelopment Sites are included under Subsection iii. The proposed development meets these criteria as follows:

- a) The proposed development is well setback from neighbouring residential uses and has been designed to place the tallest portion of the development (7-storeys) central to the site allowing the development to scale down closer to adjacent uses.
- b) The ground floor of the proposed development has been designed to consider pedestrian safety through pick-ups, drop-offs, deliveries, and general movement. Through the site plan process, the site will create an active and inviting street frontage.
- c) There are parking spaces between the Retirement Home building and the front lot line which are 13.5 metres from the front lot line. These parking spaces are outside of the minimum front yard setback of 7.5 metres. The majority of surface parking spaces are internal to the subject lands and are buffered from streets and residential uses as required. Details on the contents of this buffering will be determined during the site plan stage.
- d) The proposed development has been designed with consideration to public safety and accessibility given the nature of the proposed uses. There are sidewalks along Vivian Line 37 that offer connection to public facilities such as parks.
- e) A 45-degree angular plane test is often used to measure the compatibility of a building and identify if any mitigation is required for the mass of the building; this test is completed from eye-level at the property line. Both the five and seven-storey building portions on the south property remain approximately 17.6 metres from the nearest property line (to the east). This setback would permit an approximately 6-storey building under a 45-degree angular plane test.

A Shadow Study was requested for only the seven-storey portion of the proposed building given the difference between the requested height and the current permissions of the Official Plan (four-storeys). Staff have discussed the requirement for this Shadow Study with the applicant and it will be completed during the site plan amendment stage for Phase 2 on the south parcel.

- f) Preliminary grading, drainage, and stormwater management plans were provided with OPA and ZBA applications; there were no concerns with materials that were identified during the agency circulation process. The detailed design of these plans will take place during the site plan stage.
- g) Preliminary landscape plans were provided with OPA and ZBA applications; there were no concerns with materials that were identified during the agency

circulation process. The detailed design of the landscape plan will take place during the site plan stage.

- h) The proposed development is well setback from adjacent properties and does not significantly restrict or prevent development of adjacent properties in accordance with the Official Plan and Zoning By-law.
- i) Excess parking is provided in comparison to the requirements of the Zoning By-law. As permitted by the Zoning By-law, a Parking Agreement will be required to address the allocation of 'off-site' parking spaces for the south parcel, which are located on the north parcel. This Agreement will be part of the site plan stage. The installation or rough-in of electric vehicle parking spaces will be reviewed at the site plan stage as well.
- j) The subject lands front onto Vivian Line 37, a collector road. Transit Route 5 – Devon City Public Transit services which extends north along Romeo Street North, east along Vivian Line 37, and then south along Fairfield Drive. Opportunities to provide a pedestrian activated crosswalk light across Vivian Line 37 will be considered at the site plan stage.

As required under policy 3.5.6, an Archaeological Assessment has been completed on the subject lands and concluded that no archaeological material was documented during the assessment, and that no further archaeological assessments were required. This Archaeological Assessment has been entered into the provincial register.

Section 4 – Land Use Strategy

Per policy 4.2, the subject lands are designated Residential Areas. In these areas, residential development is focused in stable, well established residential neighbourhoods. These neighbourhoods include a range of related uses such as parks and schools; a Nursing Home is also considered a related use. Undeveloped lands on the periphery of the City are intended for future residential development.

The proposed development is a related use as permitted under the Residential Areas designation. The subject lands are 'undeveloped lands on the periphery of the City' and as such are intended for future residential use in accordance with the Official Plan.

Additionally, policy 4.5, encourages residential areas to achieve a mix of housing types and a minimum average density of housing in the development of new residential areas in order to provide diversity in housing stock. Residential Areas are intended to permit low and medium density residential uses in addition to complementary non-residential uses. Certain non-residential uses are permitted provided they are complementary to, or compatible with, the neighbourhood. Institutional uses are considered a complementary use to residential uses.

The proposed uses are considered complementary non-residential uses. The Official Plan does not establish density targets for complementary non-residential uses / institutional uses such as Nursing Homes and Retirement Homes.

Policy 4.5 also provides that the proposed development constitutes a New Residential Area. The maximum height permitted in a New Residential Area is four storeys. The proposed development exceeds the maximum of 4 storeys, and thus a site-specific policy is required to permit the proposed development. The building on the north parcel is proposed to be 5 storeys, and the building on the south parcel is proposed to be 7 storeys and site-specific policies for both parcels have been requested by the Official Plan Amendment application.

The proposed OPA would be specific to the proposed uses. Rather than generally permitting a 'five or seven storey height', the OPA proposes to permit a five storey Nursing Home on the north parcel, and a five to seven storey Retirement Home and Seniors Apartments on the south parcel. By tailoring the OPA to the specific uses of the proposed development, neighbours are granted some certainty in terms of the proposal and the applicant maintains flexibility to adjust the development details within the scope of the overall uses proposed.

Section 5 – Environment and Sustainability Strategy

The Source Protection Plan ("SPP") Significant Threat Area prohibits any uses that are or would be, a significant drinking water threat as identified in the Thames-Sydenham Drinking Water Source Protection Plan (5.4.3).

The SPP Significant Threats Area on the subject lands is in the southwest corner of the subject lands. No buildings are proposed in this location. The uses proposed within the subject lands as a whole do not constitute significant drinking water threat.

Section 7 – Community Infrastructure

Vivian Line 37 is identified as a collector road which is intended to serve local travel demands providing connections within neighbourhoods. Collector roads are required to have a road allowance width of 23 metres. In accordance with policies 7.2.1 and 7.2.2 the City shall require that sufficient lands be conveyed to the City to provide the appropriate Right-of-Way width through the site plan stage. The Site Plan provided with the OPA and ZBA applications identifies the required road widening area to be retained by the City.

All new urban development shall be connected to municipal water and sanitary sewer systems and shall only be permitted where the systems have adequate capacity to service such development and/or redevelopment. The proposed development is intended to be on municipal water and sanitary sewer systems and therefore satisfies this requirement. The agency circulation process raised no concerns regarding the capacity of these services or their ability to service the subject lands.

In order to ensure the City's supply of parkland is maintained, the City shall, as a condition of plan of subdivision, consent, or site plan approval, require the conveyance of land for parkland or other public recreational purposes based on the parkland conveyance provisions of the Planning Act. Parkland dedication will be collected at the site plan stage process through cash-in-lieu of parkland for both Phase 1 and Phase 2.

Development proposals shall be reviewed to ensure they are designed to accommodate emergency vehicles and other safety considerations. Adequate access and safety considerations are to be addressed at the site plan stage. The City's Fire Prevention department has advised that there are no concerns with providing emergency services to the proposed development.

Northeast Secondary Plan Background Study and Policies

The subject lands are designated 'Residential' in the City of Stratford's Northeast Secondary Plan ("the Secondary Plan"). Policies for the Northeast Secondary Plan Area are included Section 11.1 of the Official Plan.

The predominant use of land in the Secondary Plan area will be low density residential uses. Medium density residential uses are to be restricted to townhouses, quadraplexes, or apartment style-residences (11.1.2.12). The proposal includes a Nursing Home and Retirement Home which are complimentary to low and medium density residential uses as permitted by the Secondary Plan.

Summary

In summary, Council is permitted to consider the subject OPA under Section 21 of the *Planning Act, R.S.O. 1990, c. P. 13*. The proposed amendment would facilitate the addition of a range and mix of housing options to Stratford's housing stock in accordance with the direction of the PPS and is in general conformity with the intent of the Official Plan. For these reasons, Staff are recommending approval of OPA01-24.

City of Stratford Zoning By-law

Under Section 34 of the *Planning Act, R.S.O. 1990, c. P. 13*, municipal councils are permitted to consider amendments to Zoning By-laws passed under the same section of the *Planning Act*. As such, the subject ZBA application has been submitted requesting a number of amendments to the City of Stratford's Zoning By-law for the north and south parcels separately which are reviewed and evaluated in this section.

Evaluation of Site-Specific Provision Requests

1) Permitted Uses (Primary and Accessory)

The subject lands are split zoned, part Urban Reserve ("UR") and part Agricultural ("A"). The UR zone permits existing uses, home occupations, and single detached dwellings;

the proposed Nursing Home and Retirement Home are not currently permitted in the UR zone. The A zone permits agricultural uses, agricultural related uses, animal shelters, conservation uses, forestry, home occupations, institutional uses, livestock facilities, non-farm residential uses, on-farm diversified uses, and wayside permit aggregate operations. In this instance, 'institutional uses' refers to the following:

"[...] public or private school, place of worship, day care centre, nursing home, fire station, police station, ambulance dispatch office, ambulance terminal, administrative office of a municipal, provincial or federal government agency, auditorium, hospice, hospital, library, museum, park, and recreational park, or other similar type uses."

The proposed use is not currently permitted in the A zone. The ZBA proposes to rezone the subject lands with two separate site-specific Institutional Community zones to permit the proposed Nursing Home and Retirement Home uses. One site-specific zone would be for the north parcel, and the other would be for the south parcel.

As previously discussed in this report, the proposed uses are complementary to residential uses and are permitted in the Residential Areas designation of the Official Plan. Therefore, this site-specific request maintains the intent and purpose of the Official Plan and is appropriate to accommodate the proposed development.

2) Accessory Personal Care and Personal Service Establishments

The proposal includes personal care and personal service establishments within the Retirement Home, which does not presently permit accessory uses. As such, the ZBA requests a site-specific provision to permit a personal service and personal care establishments accessory to a Retirement Home.

The proposed build-out of the subject lands would establish an institutional long-term care facility, including a Nursing Home and Retirement Home. The definition of a 'Nursing Home' in the Zoning By-law allows for the inclusion of personal care as part of the overall establishment, however, these uses are proposed to be accessory to the Retirement Home. The proposed personal care and personal service establishments are intended to serve residents of this long-term care facility—the Nursing Home and Retirement Home alike—to make daily activities easier. For these reasons, the proposed personal care and personal service establishments would be complementary to the nature and function of the proposed institutional uses. Therefore, this site-specific request maintains the intent and purpose of the Official Plan and is appropriate to accommodate the proposed development.

3) No Parking for Accessory Personal Care and Personal Service Establishments

The proposed Personal Care and Personal Service Establishments are intended to service residents of the Nursing Home and Retirement Home; any parking associated with these uses would be for employees. The proposed development provides 46

parking spaces in excess of the Zoning By-law requirements. Therefore, this site-specific request is appropriate for the proposed use of the subject lands.

4) Section 2.3.2 – Lots with More Than One Zone

Both the north and south parcels are proposed to have a site-specific provision exempting them from the requirements of Section 2.3.2 b) of the Zoning By-law, which regulates lots with more than one zone.

As previously mentioned, the subject lands are presently split zoned between UR and A. Should the ZBA be approved prior to the north and south parcels being separated, then the different site-specific IN1 zones for the north and south parcels would also result in the lot being split zoned.

Section 2.3.2 b) states that where a lot is split zoned, and a use is permitted in both proposed zones, then the separate zones shall be interpreted together as one lot. By exempting the north and south parcels from this provision, the parcels are required to be treated as separate lots before they are severed. This ensures compliance with the site-specific provisions as requested and allows for the orderly development of the subject lands. For this reason, this site-specific request is appropriate for the proposed use of the subject lands.

5) Maximum Density for Nursing Home

As noted earlier in this report, the Official Plan does not provide policies to regulate the density of institutional uses such as Nursing Homes. The applicant has requested a site-specific provision to limit the maximum number of beds within the Nursing Home to 288. Staff are of the opinion that this site-specific request is appropriate for the proposed use of the subject lands.

As some public comments indicated concerns with the proposed density and building height, Staff are of the opinion that this site-specific request provides neighbours some assurance that the density of the Nursing Home, in terms of proposed number of beds, cannot increase without another public process that they can participate in. This site-specific request is appropriate for the proposed use of the subject lands.

6) Reduced Loading Space Requirements

Site specific provisions were requested to reduce the required number of loading spaces on the north parcel from three to two for a Nursing Home, and on the south parcel from two to one for a Retirement Home. The applicant presently operates a number of long-term care facilities and has advised that the operational and service needs of the Nursing Home use can be satisfied with two loading spaces, and that the Retirement Home use can be satisfied with one loading space. In total, three loading spaces would be provided. Given that the uses will ultimately function together, this site-specific request is appropriate for the proposed use of the subject lands.

7) Location of Loading Spaces

Three site specific provisions have been requested to accommodate the proposed design and location of these loading spaces as outlined below.

The first site-specific request for the location of the loading spaces is to remove the requirement for loading spaces to abut the associated Nursing Home and Retirement Home buildings. To maintain the function of the site and allow pedestrians to circulate, sidewalks have been placed between the loading spaces and the Nursing Home / Retirement Home buildings. Some public comments indicated concerns with the pedestrian flow of the site. The sidewalks surrounding the loading spaces support pedestrian flow. As such, this site-specific request is appropriate for the proposed use of the subject lands.

The second and third requests are related. The second request is to allow a setback of 0.0 metres to the shared lot line between the north parcel and south parcel, and the third request is to allow access and manoeuvring to and from the loading spaces to cross the shared lot line between the north parcel and the south parcel.

The proposed development has been designed to locate all three loading spaces in one place, being west central to the site abutting a shared lot line between the north and south parcels. This design allows for the efficient use and function of the site as a long-term care facility in comparison to locating the loading spaces separately within each parcel and in compliance with the setbacks of the Zoning By-law. To ensure legal rights to cross property lines when accessing and manoeuvring to and from the loading spaces, reciprocal access easements will be required at the site plan stage. For these reasons, these site-specific requests are appropriate for the proposed use of the subject lands.

8) Setback of 0.0 metres for Building Link

A site-specific provision was requested for both the north and south parcels to accommodate the proposed building link which is a one-storey connection between the north façade of the Retirement Home and south façade of the Nursing Home. This building link allows the uses to function together as intended, creating the proposed long-term care facility. This site-specific request is appropriate for the proposed use and function of the subject lands.

Some public comments raised concerns about this requested setback. While the location of this request was clarified at the public meeting, Staff confirm that the site-specific provision has been drafted to specifically reference the shared lot line between the north and south parcels to ensure that this relief would only apply to the building link area. The aforementioned relief from Section 2.3.2 b) of the Zoning By-law assists with the enforcement of this setback prior to the lots being created.

9) Western Interior Side Yard Setback Reduction

A site-specific provision is requested to reduce the western interior side yard setback of the south parcel from 12.25 metres to 6.0 metres. This would apply to the lot line between the west façade of the Retirement Home building and the lot line shared with the north parcel.

Reciprocal easements would be required along this shared lot line between the north and south parcels to facilitate the movement and location of the proposed loading spaces, as discussed earlier in this report. The west façade of the Retirement Home remains approximately 27.5 metres from the west lot line that is shared between the north parcel and the adjacent property. For these reasons, this site-specific request is appropriate for the proposed use and function of the subject lands.

10) Eastern Interior Side Yard Setback Reduction

A site-specific provision is requested to reduce the eastern interior side yard setback of the south parcel from 12.25 metres to 9.0 metres. Typically, this setback would be measured from the eastern interior lot line to the façade of the Retirement Home building, which is 17.6 metres. However, a canopy extends over the entrance of the Retirement Home building and the lay-by lane, projecting closer to the lot line than the Retirement Home façade. As such, the setback is instead measured from the eastern interior lot line to the canopy, this distance measures 9.0 metres.

Some public comments voiced concerns with pedestrian safety during pick-ups and drop-offs from the proposed long-term care facility. The proposed canopy addresses some of these concerns as it covers a lay-by lane which would allow incoming and outgoing visitors and residents easy, sheltered access to the main entrance of the Retirement Home. The canopy also offers refuge from the elements if it is sunny or raining, which can be a benefit to those with mobility challenges which was another concern expressed through public comments.

Given that the façade of the building is 17.6 metres from the eastern interior side lot line, and as the canopy assists in addressing public concerns, Staff are of the opinion that this site-specific request is appropriate for the proposed use and function of the subject lands.

11) Removal of Planting Strip Buffer from Abutting Parking Areas and Spaces

The ZBA requests a site-specific provision for both the north and south parcels to remove the requirement for a planting strip between parking areas and spaces along shared lot lines between the north and south parcels.

This request facilitates the function of the sites as a long-term care facility, allowing their drive aisles and parking areas to be connected for ease of use. This request would only apply to areas where the north parcel and south parcel abut internal to the sites.

This request would not apply to parking areas and spaces abutting adjacent properties, the applicant would still be required to establish planting strips between parking spaces and areas abutting adjacent properties. This site-specific request is appropriate for the proposed use and function of the subject lands.

12) Landscaped Open Space Requirement in Large Parking Lots

A site-specific provision is requested for the north parcel to allow a minimum landscaped open space area of 7.5% in large surface parking areas with more than 50 parking spaces, whereas the Zoning By-law presently requires a minimum of 15%.

For clarity, this requirement is above and beyond the landscaped open space requirements of the proposed Institutional Community zone.

The intent of this landscape open space requirement is to provide breaks in parking lots as traffic calming measures and to improve the aesthetic of parking lots. The proposed design includes a number of landscaped islands within the parking lot, and a number of traffic calming measures are included in the parking lot areas such as crosswalks and organic curves in the parking aisles. Details regarding the design of the landscaped islands will occur at the site plan stage. This site-specific request is appropriate for the proposed use of the subject lands.

13) Maximum Lot Coverage

The south parcel requests a site-specific provision to permit a maximum lot coverage of 34.5% whereas the Zoning By-law presently states a maximum of 30%. The purpose of this maximum requirement is to balance the impervious surfaces of a site with the pervious, landscaped areas which ultimately assists with stormwater management and drainage.

The south parcel includes landscaped open space to balance the proposed maximum lot coverage, including a number of landscaped islands, lawns, and a 25 metre by 30 metre landscaped open space central to the Retirement Home / Seniors Apartment building. Further, when looking at the north and south parcels together, the maximum lot coverage is 25% and a broader mix of landscaped open space is provided. Given that the north and south parcels will ultimately function together, and as the landscaped open space requirement balances across the entirety of the subject lands, this site-specific request is appropriate for the proposed use of the subject lands.

14) Minimum Landscaped Open Space Requirement

The north parcel requests a site-specific provision to permit a minimum landscaped open space area of 28%, whereas the Zoning By-law presently requires a minimum of 35%. Similarly to lot coverage, the purpose of this minimum requirement is to balance the impervious surfaces of a site with the pervious, landscaped areas which ultimately assists with stormwater management and drainage.

There were no concerns raised about the stormwater management report and preliminary drawings for this OPA and ZBA during the agency circulation phase. The applicant has provided that there are no concerns about drainage and balance of impervious surfaces on the subject lands. Further detailed review and design of the grading and drainage for the site will occur at the site plan stage. As such, this site-specific request is appropriate for the proposed use of the subject lands.

15) Green Roofs

The proposed development will incorporate a green roof on the north building, which is effectively an accessible garden-type space on the roof of the building. A site-specific provision has also been requested to allow green roofs to count towards Landscaped Open Space requirements as the definition of "Landscaped Open Space" requires that this space be located at ground-level, and effectively omits green roofs. This site-specific request is appropriate for the proposed use of the subject lands.

16) Bicycle Parking and Location

The north parcel has requested relief from the bicycle requirements of the Zoning By-law for two separate purposes. The first is to reduce the overall number of bicycle parking spaces required to 6 (6% of the required parking space count) rather than the Zoning By-law requirement of 34. There is no request for the south parcel, as it exceeds the bicycle parking requirement of 7 and provides 8 spaces.

The Zoning By-law does not provide a bicycle parking rate specific to Nursing Homes. As such, this use is categorized under "All other Institutional Uses" and required to provide bicycle parking at a rate of 2 spaces plus 1 space per 500 square metres of gross floor area. This rate is high in comparison to the bicycle parking requirements for other institutional uses in the Zoning By-law. For example, schools are only required to have one bicycle space per classroom, and Retirement Homes are only required to have 0.25 bicycle spaces per required visitor parking space. With the nature of the proposed Nursing Home Staff are of the opinion that this site-specific request is appropriate for the proposed use of the subject lands.

The second request is to permit the bicycle parking spaces to be within 35 metres of the main building entrance or the main employee entrance, whereas the Zoning By-law requires that the bicycle parking spaces be within 35 metres of the main building entrance only. This request would allow bicycle parking spaces to be dispersed throughout the site and located closer to the employee entrance, which promotes active transportation and aligns with the sustainability policies of the Official Plan. This site-specific request is appropriate for the proposed use of the subject lands.

Summary

In summary, Council is permitted to consider the subject ZBA under Section 34 of the *Planning Act, R.S.O. 1990, c. P. 13*. The proposed amendment would facilitate the establishment of a long-term care facility permitted by the Official Plan. The requested site-specific provisions provide appropriate relief from the Zoning By-law and would facilitate the proposed function of the subject lands. Staff are recommending approval of Z02-24.

Response to Comments

A Public Meeting for OPA01-24 and Z02-24 was held on August 12, 2024. This section provides responses to public comments received on OPA01-24 and Z02-24 prior to, at, and following the public meeting. This section may provide reference to another portion of this report if the response has already been discussed.

Site Plan Stage

A number of comments related to the detailed design of the subject lands which is addressed through the Site Plan process. Site Plan applications have been submitted for the north and south parcels, and the detailed design is in progress through consultation with Staff and relevant agencies. Certain studies, plans, and materials are to be addressed through the Site Plan applications and not the OPA01-24 and Z02-24. This includes the following materials that were mentioned in comments on this application:

- Drainage and Stormwater Management;
- Shadow Studies;
- Lighting / Photometric Studies; and
- Landscape Plans.

The City of Stratford has provided delegated authority for Staff to approve site plan applications. As such, these site plan applications are not public.

Preservation of Agricultural Lands

As discussed at the Public Meeting, the subject lands are located within the City of Stratford's settlement area and are intended for development. This is reflected in the policies of the City of Stratford's Official Plan and supported by the Provincial Policy Statement, 2020.

Increased Lot Coverage

Please refer to the following section of this report: *City of Stratford Zoning By-law, Evaluation of Site-Specific Provision Requests, 13*).

Reduced Setbacks

Please refer to the following section of this report: *City of Stratford Zoning By-law, Evaluation of Site-Specific Provision Requests, 7), 8), 9), and 10).*

Accessory Uses to Retirement Homes

Please refer to the following section of this report: *City of Stratford Zoning By-law, Evaluation of Site-Specific Provision Requests, 2) and 3).*

Traffic

As discussed at the public meeting, Vivian Line 37 is a collector road. For additional information within this report, please refer to the following section of this report: *City of Stratford Official Plan, Section 7 – Community Infrastructure.*

In Table 5 of the City's Transportation Master Plan as approved in 2023, Vivian Line 37 is identified as a candidate for a street classification change. Specifically, it is recommended that the portion of Vivian Line 37 between Mornington Street and Romeo Street be re-classified as an Arterial Road, a higher classification. The Official Plan indicates that Arterial Roads are intended to serve regional and local travel demands by carrying large volumes of all types of vehicular traffic. The City's Infrastructure Services Division provided the following comment on traffic along Vivian Line 37:

"Engineering: In the 2004 Northeast Secondary Plan, this area of the City is designated for growth, with Vivian Line identified as a collector road. This road is intended to handle moderate to high traffic volumes and facilitate connections within neighbourhoods. Vehicle speeds on this road are managed under provincial operational guidelines. Speed assessments were conducted in 2014, 2022, and 2023, and the results indicated that speeds were generally within acceptable limits. As with many of the City's collector roads, Staff have installed speed information signs for educational awareness. Enforcement was recommended to address occasional instances of speeding."

Concerns were raised about the speed of vehicles presently travelling along Vivian Line 37. This is an existing condition which would be outside the scope of the proposed development as it applies to a broader area (Vivian Line 37) which is not subject to OPA01-24 and Z02-24; these applications apply only to 3188 Vivian Line 37. Any actions Council would like to take to evaluate and address pedestrian safety along Vivian Line 37 should be addressed separately from OPA01-24 and Z02-24.

Pedestrian Safety

As discussed at the public meeting, there is presently a sidewalk extending from Mornington Street to Fairfield Street along the south side of Vivian Line 37. There is a sporadic sidewalk provided along the north side of Vivian Line 37 between Mornington

Street and Harrison Street, however it is not continuous. It is the intent of the City that a continuous sidewalk will also be provided on the north side of Vivian Line 37 in the future. The Transportation Master Plan approved in 2023 proposes a pedestrian crossing at the intersection of Mornington Street and Vivian Line 37 in the future.

Concerns were raised about the pedestrian safety along Vivian Line 37 as a direct result of high vehicle speeds. This is an existing condition that applies to a broad area (Vivian Line 37) which is outside the scope of the proposed development; the proposed development only applies to 3188 Vivian Line 37. Any actions Council would like to take to evaluate and address vehicular speeds along Vivian Line 37 should be addressed separately from OPA01-24 and Z02-24.

At the public meeting it was requested that a signalized crosswalk be established to connect the north and south sides of Vivian Line 37 and increase safety of future residents and staff when accessing the sidewalk or transit stop on the south side of the road. The City will consider crosswalk opportunities with the developer during the site plan stage.

Staff note that given the intent of providing a continuous sidewalk along both the north and south sides of Vivian Line 37, and as pedestrian safety is an existing concern, a signalized crosswalk would be utilized by and as a benefit to all members of the surrounding community. Given that a signalized crosswalk would benefit the greater community and not solely the proposed development, any actions Council would like to take to evaluate and address the feasibility of establishing a signalized crosswalk along Vivian Line 37 should be addressed separately from OPA01-24 and Z02-24.

Drainage and Stormwater Management

The stormwater management report and preliminary drawings provided with the OPA01-24 and Z02-24 submission indicate no concerns with managing drainage and stormwater on-site, which is typical for all developments. Details regarding the drainage of the site will be addressed at the site plan stage. Additional discussion on this topic can be found in the following section of this report: *City of Stratford Zoning By-law, Evaluation of Site-Specific Provision Requests, 13), 14), and 15).*

Parking

The Zoning By-law requires that the north parcel provide a minimum of 96 parking spaces and the proposal includes 139. The south parcel is required to provide a minimum of 103 parking spaces, and the proposal includes 106. In total, 199 parking spaces are required by the Zoning By-law, and 245 parking spaces are proposed. This is an excess of 46 parking spaces.

Some parking spaces for the south parcel are proposed to be located on the north parcel as permitted by the Zoning By-law. The specific location of these parking spaces would be addressed at the site plan stage.

Barrier-Free Parking

The Zoning By-law requires that the north parcel provide a minimum of 4 barrier-free parking spaces, and the proposal includes 4 spaces. The south parcel is required to have a minimum of 5 barrier-free parking spaces, and the proposal includes 5 spaces. In total, 9 barrier-free parking spaces are proposed, and the requirements of the Zoning By-law are met. Provided the parking requirements of the Zoning By-law remain satisfied, any parking adjustments to add or relocate certain parking spaces could be addressed through the site plan stage.

Comments from the public meeting requested that the applicant look at opportunities to provide additional barrier-free parking given the nature of the proposed uses. The applicant has advised that an additional accessible parking space is proposed on the north parcel for the Nursing Home; this adjustment will be reflected in the site plan at the site plan stage.

Electric Vehicle Parking

The City of Stratford's Zoning By-law does not require electric vehicle ("EV") parking spaces. The sustainability policies of the Official Plan would support the inclusion of EV spaces, however they cannot be required.

Comments from the public requested that the applicant look at opportunities to provide this parking, nonetheless. The applicant has advised that four parking spaces on the north parcel will be dedicated to electric vehicle parking with charging conduits.

Noise Study

Please refer to the following section of this report: Provincial Policy Statement > Land Use Compatibility. Additionally, please review the Staff Note Section of the Objective Section.

Emergency Vehicle Frequency

Some public comments expressed concerns with the noise emitted by emergency vehicles and increased frequency of these trips given the nature of the proposed development. Staff note that Section 4 of the City's Noise By-law indicates that emergency vehicles are exempt from the requirements of the By-law. As such, the noise from emergency vehicles cannot be mitigated. Noise from emergency vehicles is a part of urban life and experienced across the City; this is not unique to the proposed development.

Impacts on Trees

As discussed at the public meeting, tree removals will continue to be regulated by the City's Tree By-law. Any details regarding the landscaping of the site and proposed trees will be addressed at the site plan stage.

At the public meeting, a neighbour expressed concerns with some specific tree removals in proximity to their property. It is Staff's understanding that this neighbour is in contact with the applicant to discuss opportunities to relocate the affected trees, if possible.

Height and Density

Please refer to the following section of this report: *City of Stratford Official Plan, Section 3 – General Policy Direction and Section 4 – Land Use Strategy.*

Wind Study

Wind studies are typically requested for high rise buildings. The height of the building does not necessitate a Wind Study; this study was not requested by the City.

Shadow Study / Sunlight Study

A shadow study is being completed for the seven-storey portion of the south parcel to evaluate the shadow impacts. The details of the design and impacts of the Shadow Study will be reviewed and addressed at the site plan stage. Please refer to the following section of this report for additional information: *City of Stratford Official Plan, Section 3 – General Policy Direction, e).*

Lighting / Photometric Study

The proposed lighting for the exterior of the proposed buildings will be addressed during the site plan stage. During this review, consideration is given to ensure that there is no light 'spillage' onto neighbouring properties.

Contained Landscaped Space for Residents

The Nursing Home has an internal courtyard that acts as contained landscaped open space. Additionally, a green roof is proposed on the roof of the Nursing Home, which can act as contained landscaped space as well. The details of the landscaped open spaces will be addressed at the site plan stage.

Sustainable Measures

The detailed design of the site is addressed during the site plan stage which is in progress. As the design of the site has not yet been finalized, exact confirmation of features such as solar panels, use of recycled materials, and the ultimate lifespan of the

building cannot be confirmed at this time. The City of Stratford promotes sustainable development and will continue to encourage these features.

The applicant has provided that additional sustainable features are being discussed with their team. These features will be detailed during the site plan stage as appropriate.

Disposal Date for APS

Residents expressed interest in the proposed execution date for the sale of the subject lands. The sale of the lands is a legal matter that is being processed by the City's Corporate Services Department. The sale of the lands does not impact the planning merits of OPA01-24 or Z02-24.

Fire and Emergency Services

At the public meeting, the City advised that there are no concerns with providing fire and emergency services for the proposed building.

Lot Line Locations and Surveys

The applicant has had a legal survey of the subject lands prepared to show the location of all lot lines. This legal survey will be part of the public record as indicated at the public meeting and can be shared by the applicant.

Financial Implications:

Financial impact to current year operating budget:

There are no direct impacts to the current year operating budget as a result of the zoning change and official plan amendment applications. There is a financial implication to the City relating to the pending proposed disposition. Should these proposed changes be approved and the proposed disposition occurs, the proceeds from disposition will be realized at that time.

Financial impact on future year operating budget:

As there is no additional municipal infrastructure being assumed or created with this proposed development, there are no anticipated increases to operating costs to maintain services like roads linear infrastructure, or parks.

There will be a revenue impact to the City in the form of property tax revenues. These are dependent upon the assessed value determined by MPAC for the institutional use but will be reflective of other similar properties in the institutional classification.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as this proposal incorporates existing infrastructure, transportation networks and utilities to support sustainable growth.

Build Housing Stability

This report aligns with this priority as this proposal supports increasing housing availability, while targeting intensification.

Work Together For Greater Impact

This report aligns with this priority as the proposal promotes the reuse of existing lands to meet the housing needs of the community.

Alignment with One Planet Principles:**Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

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

Culture and Community

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

Travel and Transport

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

Staff Recommendation: THAT Official Plan Amendment application OPA01-24 and Zoning By-law Amendment application Z02-24 as submitted by GSP Group on behalf of Stratford LTC LP c/o peopleCare Inc. to establish a Long-Term Care Facility on the lands municipally known as 3188 Vivian Line 37, Stratford BE APPROVED with the addition of a Site-Specific Holding Provision on the South Parcel, for the following reasons:

- 1. The request is consistent with the Provincial Policy Statement;**
- 2. The request is in conformity with the goals, objectives, and policies of the Official Plan;**
- 3. The request maintains the intent and purpose of the Zoning By-law, and is appropriate for the proposed use and function of the subject lands;**
- 4. The public were consulted during the application circulation and public meeting and comments that have been received in writing or at the public meeting have been reviewed, considered, and analyzed within the Planning Report;**

AND THAT Council pass a resolution that no further notice is required under Section 34 (17) of the Planning Act.

Prepared by:

Robyn McIntyre, BES Consulting Planner

Recommended by:

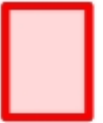
Pierre Chauvin, MA, MCIP, RPP, Consulting Planner

Adam Betteridge, MPA, MCIP, RPP, Director of Building and
Planning Services

Joan Thomson, Chief Administrative Officer



Location Map for 3188 Vivian Line 37, Stratford



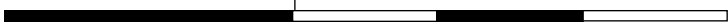
Legend

- Streets
 - City Limit
 - Neighbouring Municipality
 - Avon River/Lake Victoria
 - Parks
- Aerial 2020 16cm

1: 12,395



481.7 0 240.84 481.7 Meters



Disclaimer: This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

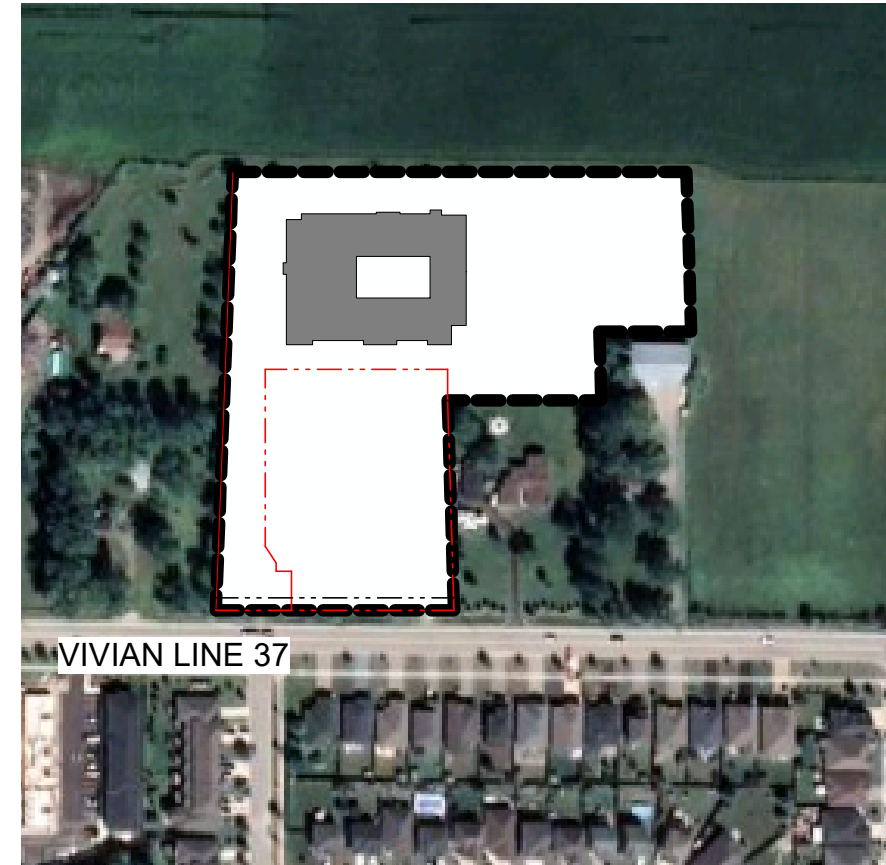
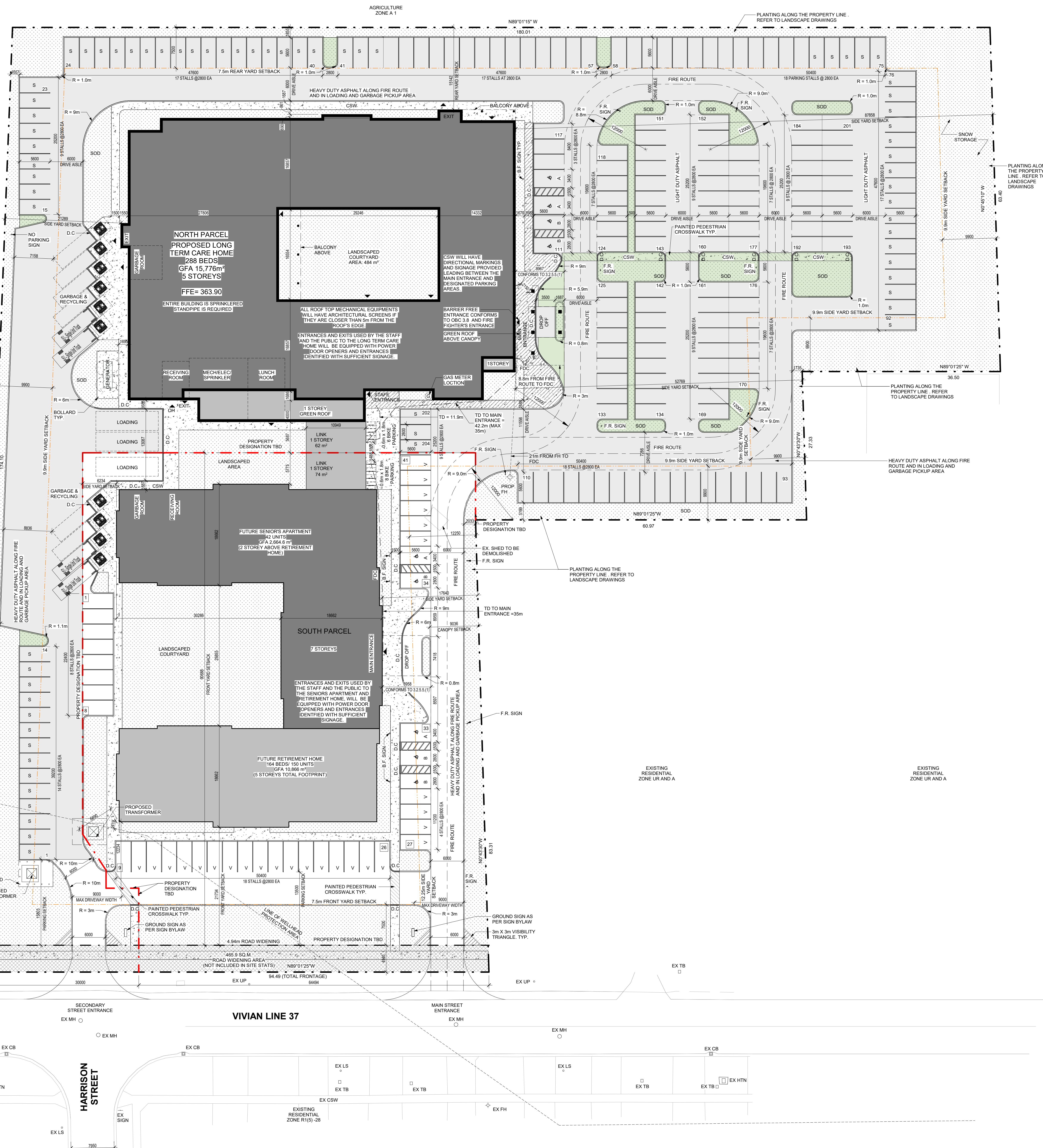
Notes

NAD_1983_UTM_Zone_17N

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Map Printed: July 4, 2024

THIS MAP IS NOT TO BE USED FOR NAVIGATION



3 KEY PLAN
1:3000

SITE DATA - LONG TERM CARE

DATA	REQUIRED	PROVIDED
ZONING	INI (INSTITUTIONAL COMMUNITY)	
LOT AREA (m²)	MIN 2,000 m²	16,260.5 m²
LOT FRONTAGE (m)	MIN 30 m	30 m
LOT COVERAGE (%)	MAX 36%	21.69%
LANDSCAPE AREA (m²)	MAX 4,869 m²	3,447 m²
FRONT YARD (m)	MIN 7.5 m	90.6 m
SIDE YARD (m) (4.5m or 1 half the height of the building whichever is the greater)	MIN 9.9 m	WEST- 21.3 m EAST- 52.76 m SOUTH- 1.0 m
REAR YARD (m)	MIN 7.5 m	15.14 m

BUILDING DATA - LONG TERM CARE HOME

DATA	REQUIRED	PROVIDED
TOTAL DENSITY (# of units)		288 BEDS
BUILDING AREA (m²)		3,382 m²
GROSS FLOOR AREA (m²)		15,838 m²
NET FLOOR AREA (m²)		14,567 m²
NUMBER OF STOREYS		5
BUILDING HEIGHT (m)	MAX 30 m	19.8 m
BUILDING LINK AREA (m²)		62 m²

LANDSCAPING DATA - LONG TERM CARE HOME

DATA	REQUIRED	PROVIDED
LANDSCAPE AREA (percentage)	MIN 35 %	26.64 %
LANDSCAPE AREA (m²)	5,680 m²	4,532 m²
HARDSCAPE AREA (m²)		7,600 m²
BUILDING FOOTPRINT (percentage)		20.67 %
BUILDING FOOTPRINT (m²)		3,382 m²
SURFACE PARKING AREA (m²)		8,400 m²
TOTAL LANDSCAPE OPEN AREA (m²)	1,260 m²	833 m²
LANDSCAPE OPEN AREA (percentage)	MIN 15 % OF SURFACE PARKING AREA	9.9 %
LANDSCAPE OPEN AREA WITHIN SURFACE PARKING (m²)		640 m²
GREEN ROOF AREA (m²)		110 m² (60% PROPOSED)
CANOPY GREEN ROOF AREA (m²)		83 m²

VEHICLE PARKING DATA - LONG TERM CARE HOME

DATA	REQUIRED	PROVIDED
LONG TERM CARE PARKING	96 (1.03 BEDS)	139 (1.03 BEDS)
BARRIER FREE PARKING (1:100 = 4% OF TOTAL REG.)	4 (INCLUSIVE)	4 (INCLUSIVE)
TOTAL	96	139

LOADING AND BICYCLE PARKING DATA

DATA	REQUIRED	PROVIDED
LONG TERM CARE HOME	34	9
BICYCLE PARKING (2 + 1 PER 500 m²)		10% OF REQUIRED PARKING STALLS
TOTAL	34	9
LONG TERM CARE HOME LOADING	3	2
TOTAL	3	2

SITE DATA - RETIREMENT HOME & SENIOR LIVING APARTMENTS LOT

DATA	REQUIRED	PROVIDED
ZONING	INI (INSTITUTIONAL COMMUNITY)	
LOT AREA (m²)	MIN 2,000 m²	6,516.2 m²
LOT FRONTAGE (m)	MIN 30 m	64.5 m
LOT COVERAGE (%)	MAX 36%	34.46%
FRONT YARD (m)	MIN 7.5 m	21.7 m
SIDE YARD (m) (4.5m or 1 half the height of the building whichever is the greater)	MIN 12.25 m	EAST - 17.6m WEST - 6.23m SOUTH - 12.23 m
REAR YARD (m)	MIN 7.5 m	0 m

BUILDING DATA - RH & SA

DATA	REQUIRED	PROVIDED
TOTAL DENSITY (# of units)		192 UNITS
BUILDING AREA (m²)		2,247.33 m²
GROSS FLOOR AREA (m²)		13,531 m²
NET FLOOR AREA (m²)		10,831 m²
NUMBER OF STOREYS		7
BUILDING HEIGHT (m)	MAX 30 m	24.5m
BUILDING LINK AREA (m²)		74 m²

LANDSCAPING DATA - RH & SA

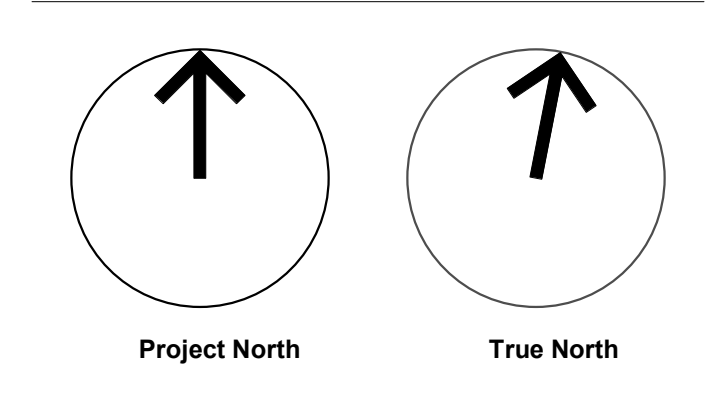
DATA	REQUIRED	PROVIDED
LANDSCAPE AREA (percentage)	MIN 35 %	38.18 %
LANDSCAPE AREA (m²)		2,469 m²
HARDSCAPE AREA (m²)		1,780 m²
BUILDING FOOTPRINT (percentage)		34.48 %
BUILDING FOOTPRINT (m²)		2,247.33 m²

VEHICLE PARKING DATA

DATA	REQUIRED	PROVIDED
RETIREMENT HOME PARKING (0.5 BED)	82	31
(21 VIS. INCLUSIVE)		
SENIORS APARTMENT PARKING (0.50 WELLS UNIT)	21	10
(6 VIS. INCLUSIVE)		
BARRIER FREE PARKING (101-200 = 1 + 3% OF TOTAL REG.)	5 (INCLUSIVE)	5 (INCLUSIVE)
RH AND SA PARKING ON NORTH PARCEL		65
TOTAL	103	106

LOADING AND BICYCLE PARKING DATA

DATA	REQUIRED	PROVIDED
BICYCLE PARKING (0.25 PER VISITOR PARKING)	7	8
LOADING PARKING	3	1
TOTAL	3	8



GENERAL NOTES

- Do not scale drawings. Written dimensions shall have precedence over scaled dimensions.
- All work shall comply with the 2012 Ontario Building Code and amendments.
- Contractors must check and verify all dimensions and specifications and report any discrepancies to the architect before proceeding with the work.
- All contractors and sub-contractors shall have a set of approved construction documents on site at all times.
- All documents remain the property of the architect. Unauthorized use, modification, and/or reproduction of these documents is prohibited without written permission. The contract documents were prepared by the consultant for the account of the owner.
- The material contained herein reflects the consultants best judgement in light of the information available to him at the time of preparation. Any use which a third party makes of the contract documents, or any reliance on or decisions to be made based on them are the responsibility of such third parties.
- The consultant accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on the contract documents.

GENERAL SITE NOTES

- ALL SITE PLAN DRAWINGS ARE TO BE FULLY COORDINATED WITH LANDSCAPE AND ENGINEERING DRAWING SUBMISSIONS.
- THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION. ALL UTILITY LOCATIONS SHOW ARE APPROXIMATE, UNLESS NOTED OTHERWISE.
- THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING ALL UTILITY COMPANIES PRIOR TO COMMENCING WORK IN THE PROJECT AREA. LIKEWISE, THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING HIS WORK AND THAT OF THE INVOLVED UTILITIES IN THE PROJECT AREA.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING ALL LABOUR, MATERIAL AND EQUIPMENT AND INCIDENTAL ITEMS NEEDED TO PROVIDE ADEQUATE CONSTRUCTION, SIGNING, BARRICADES, TRAFFIC CONTROL DEVICES AND OTHER RELATED ITEMS FOR THE PROJECT AREA, DURING THE CONSTRUCTION PERIOD.
- THE PROPERTY OWNER IS RESPONSIBLE FOR RIGHT-OF-WAY REPLACEMENT OR REPAIR COSTS TO CITY STANDARDS.
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ADJACENT PROPERTIES FROM DAMAGE AND EROSION DURING THE CONSTRUCTION PERIOD. ANY DAMAGE TO ADJACENT PROPERTIES DURING CONSTRUCTION SHALL AT A MINIMUM, BE RESTORED TO A STATE EQUAL TO ITS PRECONSTRUCTION STATE.
- ALL SITE LIGHTING SHALL NOT RESULT IN ANY GLARE OR SPILL OVER TO SURROUNDING PROPERTIES OR PUBLIC VIEW.
- ALL SNOW STORAGE SHALL BE LOCATED ON SITE. SURPLUS SNOW STORAGE SHALL BE REMOVED OFF SITE AT OWNER'S EXPENSE BY PRIVATE REMOVAL SERVICE.

SITE LEGEND

- EXIT
- EMERGENCY EXIT
- FDC FIRE DEPARTMENT CONNECTION
- U.P. = UTILITY POLE
- L.S. LIGHT STANDARD
- W.M.L. WALL MOUNTED LIGHT
- FENCE
- D.C. DROP CURB
- FUTURE SA AND RH PARKING
- V VISITOR PARKING
- SNOW MELT AREA
- ROAD WIDENING AREA
- TACTILE STRIP
- LANDSCAPE OPEN AREA
- SURFACE PARKING AREA
- NFBH NON-FREEZE HOSE BIB
- B.L. BOLLARD LIGHT
- CSW CONCRETE SIDEWALK
- FIRE ROUTE SIGN
- BARRIER FREE SIGN

No.	Date	Revision
8	2024-07-02	ISSUED FOR SITE PLAN APPROVAL
7	2024-06-27	ISSUED FOR COORDINATION
6	2024-06-26	ISSUED FOR COORDINATION
5	2024-06-24	ISSUED FOR COORDINATION
4	2024-06-20	ISSUED FOR COORDINATION
3	2024-06-11	ISSUED FOR MINISTRY PRELIMINARY SUBMISSION 02
2	2024-05-31	ISSUED FOR COORDINATION
1	2024-05-30	ISSUED FOR PRELIMINARY REVIEW

Client:

peopleCare communities

Project Name / Address:

3188 VIVIAN LINE 37 STRATFORD LONG TERM CARE HOME

Project No: 23069

Drawing No: 2024-06-28

Drawn by: SK

Checked by: TSLJLH

Office Location: KITCHENER

Plot Date / Time: 7/2/2024 2:06:04 PM

Drawing Name: SITE PLAN - OVERALL

Ontario Association of Architects

Architects

JEFFREY HALBURTON LICENCE

Revision No: r8

Drawing No: 8158

D1.1

1 OVERALL SITE PLAN
1:300

NOTE: PROPERTY BOUNDARY AND EXISTING CONDITIONS HAVE BEEN TAKEN FROM TOPOGRAPHIC PLAN OF SURVEY OF PART OF LOT 45, CONCESSION 5 CREATED BY STANTEC GEOMATICS LTD. DATED MAY 10, 2024

Do not scale drawings. Contractors must check and verify all dimensions and specifications and report any discrepancies to the architect before proceeding with the work. All documents remain the property of the architect. Unauthorized use, modification, and/or reproduction of these documents is prohibited without written permission. The contract documents were prepared by the consultant for the account of the owner. The material contained herein reflects the consultants best judgement in light of the information available to him at the time of preparation. Any use which a third party makes of the contract documents, or any reliance on or decisions to be made based on them are the responsibility of such third parties. The consultant accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on the contract documents.



Consolidated Public Comments - Voicemails

Date: July 31, 2024

File: Official Plan Amendment OPA01-24
Zoning Bylaw Amendment Z02-24

Address: 3188 Vivian Line 37, Stratford

Owner/Agent: City of Stratford
GSP Group

This memo summarizes the public comments received via voicemail or phone call for Official Plan Amendment application OPA01-24 and Zoning Bylaw Amendment Z02-24 as of the date identified above. Any voicemails, phone calls, or public comments received after the staff report is finalized will be provided to Council for consideration.

1. Dennis Egan

Phone Call Discussion from July 23, 2024

- Has the sale of the lands been pre-determined?
 - No, the sale will not be completed without the approval of the applications, sale will be conditional on the completion of the ZBA and OPA.
- Where can online materials be found?
 - RM to find link and send to Dennis via email.
- Confirmation requested for front yard setback and western side yard setback.
 - RM to confirm and advise.
- Is a shadow study being considered / required?
 - Yes, required through Site Plan process. Holding being proposed if study is not completed in time for SPA.
- Will garbage be left outside all the time, or only on pickup days?
 - RM to ask applicant.
- If all approvals are received, when is construction anticipated?
 - RM to ask applicant.
- Confirmation of Green Roof.
 - Like a garden on a roof top, used as part of the landscape space requirements.

2. Beth Farrell

Voicemail from July 29, 2024

- Happy about proposal.
- Concerned about existing truck traffic and would like to see the truck route adjusted one street further north to improve circulation for residents.
- Would like to attend the public meeting to discuss the proposal, or to send a delegate from their building.

Phone Call Discussion from July 29, 2024

- Acknowledge receipt of comments.
- Truck Route was approved as part of the Transportation Master Plan in 2023. Route extends along Romeo Street from Lorne Avenue East in the south to Vivian Line 37 in the north. Truck Route is not part of the applications.
 - Changes to the truck route is outside the scope of the public meeting.
 - Concerns can be brought up to ward councillor for discussion with Council.
 - Truck Route may be discussed more generally as part of traffic interaction with the subject lands.
- Anyone can attend the public meeting to provide comments and ask questions. Don't need to register as delegate.

From: Robyn McIntyre
To: Angie Todd
Cc: Planning <planning@stratford.ca>
Subject: RE: Notice of application for official plan amendment & zoning by-law amendment for 3188 Vivian Line 37
Date: Friday, August 2, 2024 9:27 AM

Good Morning Angie,

Thank you for submitting your comments. I can confirm that I have saved them to the file and that they will be provided to Council for consideration at the Public Meeting. I will review your concerns and discuss them in my presentation to Council at the Public Meeting on August 12

Thanks Angie,

Robyn McIntyre, BES (Hons.) | Intermediate Planner
MHBC Planning, Urban Design & Landscape Architecture

From: Angie Todd
To: Robyn McIntyre
Subject: Notice of application for official plan amendment & zoning by-law amendment for 3188 Vivian Line 37
Date: Thursday, August 1, 2024 7:39 PM

Good evening Robyn,

I would like to submit my comments/concerns for the upcoming public meeting on August 12th, 2024. I live [REDACTED]

[REDACTED] and have been an owner/resident here for 9 years.

I have witnessed many changes to the area in the last 4 or 5 years that have made an impact on living here.

What used to be a quiet, country type neighborhood is now more built up/populated with much more traffic.

This has taken some getting used to.

Let me mention that I am not opposed to a long term care/retirement facility, as I believe there is great shortage for the aging population. Something I wish was available when my parents were alive.

I'm assuming this new plan will be something similar to Spruce Lodge/Hamlet Estates? And having a long term care/retirement facility within the boundaries of a residential area isn't entirely a bad thing, in fact it can be a nice addition. My father resided in the Mitchell Nursing Home, and this was located in a residential area.

A concern I do have is the increased amount of traffic along Vivian Line and Romeo Street. As it is now, with just a stop sign at Romeo, it is quite difficult to turn left onto Vivian Line from Romeo Street. And also turning left or right from Vivian Line onto Mornington.

So with this proposed new facility further down Vivian Line, the traffic will increase substantially. I would like to know what considerations are being made for this area with regards to the aforementioned?

Will there be a set of stop lights at the corner of Romeo Street North and Vivian Line? And also at the corner of Vivian Line and Mornington?

Safety for the residents who live in this area must be factored in.

Thank you for listening,

Angela Todd

From: [Robyn McIntyre](#)
To: [Cheryl.lehmann](#)
Subject: RE: 3188 Vivian Line 37 plan
Date: Friday, August 2, 2024 8:59 AM

Hi Cheryl,

Thank you for submitting your comments. I can confirm that I have saved them to the file and that they will be provided to Council for consideration as part of the Public Meeting. In response to your comments, I can provide the following:

- 1) The applicant has advised that the Personal Service and Personal Care Establishments are intended for residents of the Long Term Care Home and Retirement Home. The Personal Service and Personal Care Establishments are not intended to bring in 'outside' clients that would need additional parking on the subject lands.
- 2) I will ask the applicant for additional information on the plans for construction trailers.
- 3) Regarding the Official Plan Amendment, if approved, policies to limit the height of the Retirement Home to 7- storeys and Long Term Care Home to 5-stories would be included in the Official Plan. These policies could not be removed or adjusted without another public process such as the applicant is going through right now. If the heights were proposed to change again in the future, you would receive another notice and have the opportunity to participate in the public process again.

I will ensure I go over this information again in my presentation to Council at the Public Meeting on August 12.

Thanks Cheryl,

Robyn McIntyre, BES (Hons.) | Intermediate Planner
MHBC Planning, Urban Design & Landscape Architecture

From: Cheryl.lehmann
To: Robyn McIntyre
Subject: 3188 Vivian Line 37 plan
Date: Thursday, August 1, 2024 12:57 PM

Good afternoon

Thank you for the opportunity to comment on the proposed plan for this site. While we do support the concept of a combined LTC/Retirement Home on this site we do have some concerns.

Harrison Street has unfortunately become overflow parking for the various condo buildings in the area as well as construction vehicles, leading to no parking for guests of residents and frequently parking on both sides of the street which makes it difficult to safely exit our driveway. I am concerned that the request to remove the parking requirement of 1 parking spot per 30 square meters of floor area will exacerbate this situation. I would also ask for consideration of where the construction trailers will park. This will be a long term project and Harrison Street is not the solution.

The current concept requests an official plan ammendment to allow for 5 stories on the North and 7 stories on the South. I do not have an issue with this however what assurance do we have that the plan will not change to higher buildings and we will not be consulted. This concern is based on the two condo buildings behind us. The plan we were shown was for one four-storey building along Vivian Line with green space and parking directly behind us. This plan was obviously changed with no notice to the residents affected on Harrison Street.

Thank you for your consideration and I look forward to the additional information on Aug 12.

Cheryl Lehmann

From: [Robyn McIntyre](#)
To: [Thomas Miller](#)
Cc: [Planning <planning@stratford.ca>](#)
Subject: RE: 3188 Vivian Line 37
Date: Friday, August 2, 2024 9:16 AM

Hi Thomas,

Thank you for submitting your comments. I can confirm that I have saved them to the file and that they will be provided to Council for consideration at the Public Meeting. I will review your concerns and discuss them in my presentation to Council at the Public Meeting on August 12.

Thanks Thomas,

Robyn McIntyre, BES (Hons.) | Intermediate Planner
MHBC Planning, Urban Design & Landscape Architecture

From: [Thomas Miller](#)
To: [Robyn McIntyre](#)
Subject: 3188 Vivian Line 37 plan
Date: Thursday, August 1, 2024 7:40 PM

August 1, 2024

Robyn McIntyre
City of Stratford
Building and Planning Services Department

Re: 3188 Vivian Line 37

Robyn McIntyre

I am writing as a concerned neighbour to this development, and am against the zoning changes as they are being asked for by the city and by PeopleCare.

Bylaws are written to give guidelines as to what and how something is to be built and cared for within the limits of the city. They serve to introduce new construction and services and to acclimate them into a community in a way that will not be detrimental to its closest neighbours. The changes being asked for do just that. It is placing a building, or buildings on the property of a size in excess of what is currently allowed. Also the reduction of setbacks and buffer zones with put driveways and parking spaces, which I would assume will be illuminated right up to the property line of the back yard of its closest neighbour.

I do understand the need for Long Term Care beds but I also understand that this will significantly affect our neighbourhood. This is a slap to the current residents of Vivian Line that will have to endure the drastic increase of traffic that will follow.

Light pollution alone with illuminated parking lots and driveway will affect the evening enjoyment of our street that is enjoyed by many.

Again, we have a current set of rules by way of bylaws that govern how this should proceed. Changing the bylaws as a site specific change just shows the rest of us that the city cares less about us as residents and given enough money, rules don't matter.

Signed a concerned resident

Thomas S. Miller



Consolidated Comments

Date: July 22, 2024

File: Official Plan Amendment OPA01-24
Zoning Bylaw Amendment Z02-24

Address: 3188 Vivian Line 37, Stratford

Owner/Agent: City of Stratford
GSP Group

This memo is a summary of the agency comments received on Official Plan Amendment application OPA01-24 and Zoning Bylaw Amendment Z02-24 as submitted on June 28th, 2024 for the lands municipally known as 3188 Vivian Line 37, Stratford. This memo is a summary, the applicant is strongly encouraged to review the fulsome comments.

1. Canada Post Corporation

- 1.1. Currently Canada Post does not have any additional comments for this application.
- 1.2. Comments provided as part of the associated Formal Consultation Application include the following:
 - 1.2.1. Canada Post has reviewed the proposal for the above noted Development Application and has determined that the project adheres to the multi-unit policy and will be serviced by developer/owner installed Lock Box Assembly.
 - 1.2.2. Multi-unit buildings and complexes (residential and commercial) with a common lobby, common indoor or sheltered space, require a centralized lock box assembly which is to be provided by, installed by, and maintained by the developer/owner at the owner's expense. Buildings with 100 units or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room.

2. Festival Hydro

- 2.1. Festival Hydro has no concerns with the OPA and Zoning applications.

3. Huron Perth Public Health

- 3.1. At this time Huron Perth Public Health does not have any specific concerns or feedback related to the current Official Plan Amendment (OPA01-24) and Zoning Bylaw Amendment (Z02-24) at 3188 Vivian Line37, Stratford.

4. Township of Perth East

- 4.1. Perth East has no comments or concerns for the proposed development.

5. Quadro

- 5.1. Quadro has no issues with this application.

6. City of Stratford Building Department

- 6.1. Official Plan Amendment OPA01-24
 - 6.1.1. No concerns from Building with the proposed official plan amendment for increase in building height.
- 6.2. Concerns with the proposal for a 0m setback to property line for the link portion that extends over property lines. Easements for this will be required to be established for this setback to be applicable. Easements to be completed prior to the issuance of building permits for the 0m setback to be applicable, once completed no concerns with proposed amendment.

7. City of Stratford Climate Change Department

- 7.1. Parking: has there been any consideration given to providing EV-ready parking stalls to future-proof the development? This would include adding adjacent energized power outlets (i.e. an electrical junction box or a receptacle) where an EV supply equipment (EVSE - i.e. an EV charger) can be installed in the future. Having this planned for some parking stalls would help achieve sustainability goals further. Although EV parking is not a requirement under the current Zoning bylaw, the applicant may consider planning for proving energized power outlets only.

8. City of Stratford Infrastructure Services Department

- 8.1. Official Plan Amendment OPA01-24
 - 8.1.1. The Engineering Division has no comments or concerns regarding the Official Plan Amendment (OPA-24).
- 8.2. Zoning Bylaw Amendment Z01-24

- 8.2.1. Landscape open space reduction – engineering is accepting of including green roofs as part of the calculation, however, using the area of the vertical face of fencing is not acceptable.

9. City of Stratford Fire Prevention Department

- 9.1. No comments from Fire Prevention at this time.

10. City of Stratford Parks Department

- 10.1. No issue with Zoning Bylaw Amendment.

11. City of Stratford Transit Department

- 11.1. No concerns from Transit.

12. Upper Thames River Conservation Authority

- 12.1. The Upper Thames River Conservation Authority (UTRCA) has reviewed this application with regard for the policies within the Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006), Section 28 of the Conservation Authorities Act, the Planning Act, the Provincial Policy Statement (2020), and the Upper Thames River Source Protection Area Assessment Report.

12.2. Conservation Authorities Act

- 12.2.1. The subject lands are not affected by any regulations (Ontario Regulation 41/24) made pursuant to Section 28 of the Conservation Authorities Act.

12.3. Drinking Water Source Protection – Clean Water Act

- 12.3.1. The subject lands are located within a vulnerable area. For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at:

<https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>

12.4. Recommendation

- 12.4.1. The UTRCA has no objections or requirements for this application. Thank you for the opportunity to comment.

13. Wightman

- 13.1. We have no comment.

14. Other

14.1. Though circulated on these applications, no comments were received from the following agencies:

14.1.1. Bell Canada c/o MMM Group Limited

14.1.2. Enbridge Gas

14.1.3. Rogers Cable TV

14.1.4. Rogers Communications – Service Expansion

14.1.5. Hydro One Networks Inc.

14.1.6. Ministry of Municipal Affairs and Housing

14.1.7. Ontario Power Generation (Hydro One)

14.1.8. Technical Standards & Safety Authority

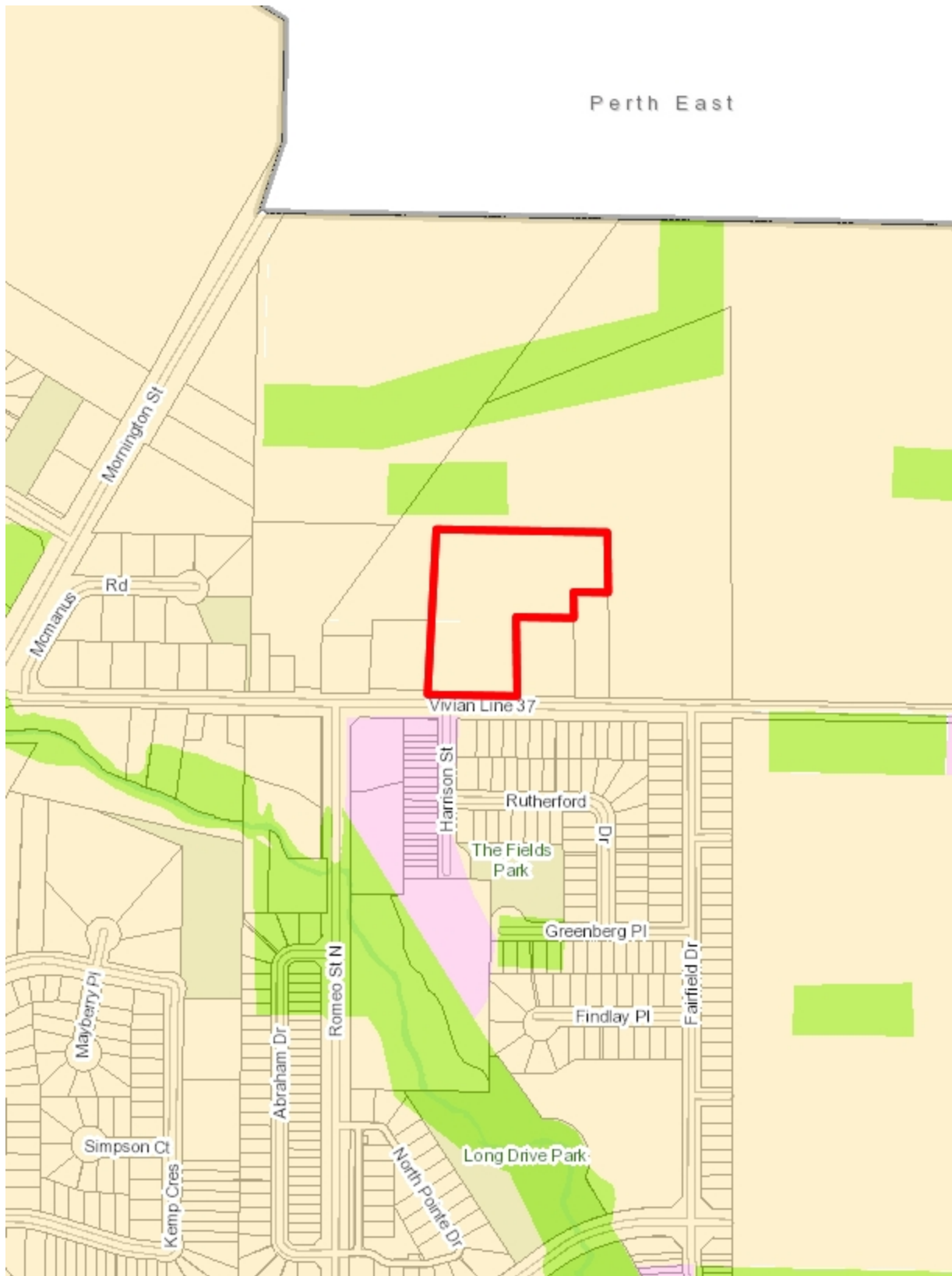
14.1.9. Corporation of the County of Perth

14.1.10. City of Stratford – Clerks Department

14.1.11. City of Stratford – Business Improvement Association



Current Official Plan Map for 3188 Vivian Line 37, Stratford



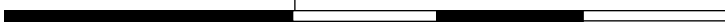
Legend

- General Land Use - S
- Agricultural Area
 - Commercial Area
 - Downtown Core
 - Industrial Area
 - Medium Density Residential
 - Medium Density Residential
 - Parks and Open Space
 - Residential Area
- Property Parcel
 - Streets
 - City Limit
 - Neighbouring Municipality
 - Avon River/Lake Victoria
 - Parks

1:6,197



240.8 0 120.42 240.8 Meters



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NAD_1983_UTM_Zone_17N

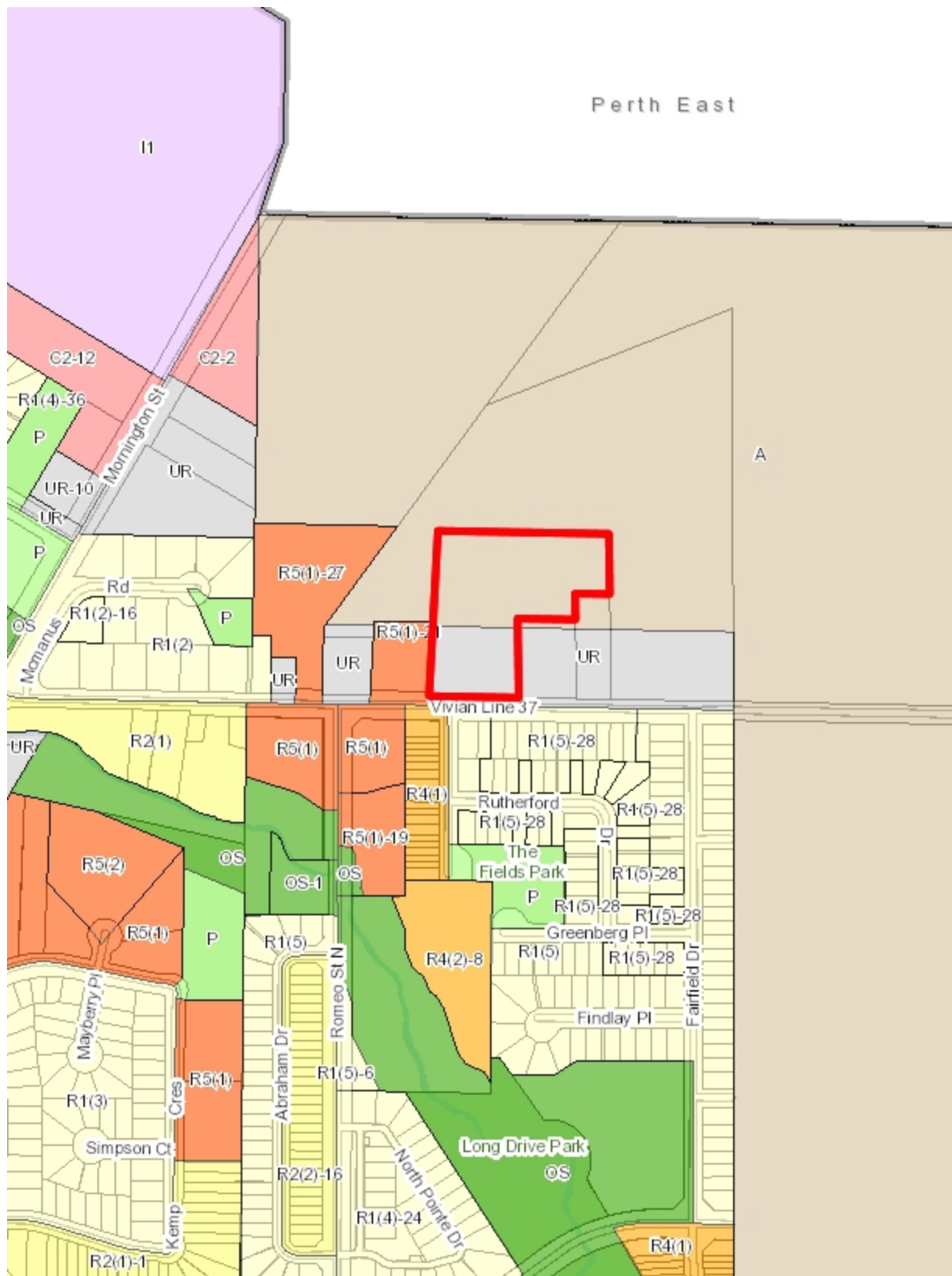
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Notes

72 Current Zoning Map for 3188 Vivian Line 37, Stratford



Legend

Comprehensive Zoning

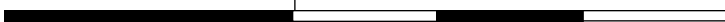
- R1 - Residential First D
- R2 - Residential Second
- R3 - Residential Third D
- R4 - Residential Fourth D
- R5 - Residential Fifth D
- MUR - Mixed Use Residential
- C1 - Neighbourhood Commercial
- C2 - Highway Commercial
- C3 - Central Commercial
- C4 - Shopping Centre
- C5 - Corridor Commercial
- AD - Grand Trunk Arterial
- I1 - Prime Industrial
- I2 - General Industrial
- I3 - Secondary Industrial
- I4 - Factory District
- IN1 - Institutional Commercial
- IN2 - Institutional Neighbourhood
- TH - Theatre District
- P - Parks
- OS - Open Space
- A - Agricultural
- UR - Urban Reserve

- Property Parcel
- Streets
- City Limit
- Neighbouring Municipality
- Avon River/Lake Victoria
- Parks

1: 6,197



240.8 0 120.42 240.8 Meters



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NAD_1983_UTM_Zone_17N

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Notes



City of Stratford

Official Plan Amendment No. _____

Adopted August _____, 2024

AMENDMENT NO. _____ TO THE OFFICIAL PLAN
OF THE CITY OF STRATFORD

Section 1 – Title and Components

This amendment shall be referred to as Amendment No. ___ to the Official Plan of the City of Stratford. Sections 1 to 4 constitute background information and are not part of the formal Amendment. Section 5 constitutes the formally adopted Amendment to the Official Plan.

Section 2 – Location

The subject lands are presently known as 3188 Vivian Line 37, Stratford. Legally, these lands are referred to as PT LT 45 CON 3, N Easthope PT 2, 44R1587 & PT 2, 44R1032 except PT1 44R1674, Perth E, City of Stratford, Perth County, Province of Ontario, PIN 53080-0027.

The subject lands are proposed to be divided into two parcels. The first parcel is 3188 Vivian Line 37, also referred to as the North portion. The North portion is approximately 1.6 hectares in size with 30 metres of frontage on Vivian Line 37. The second parcel is 3184 Vivian Line 37, also referred to as the south portion. The south portion is approximately 0.6 hectares with 64.5 metres of frontage on Vivian Line 37.

The key plan below shows 3188 Vivian Line 37 (north portion) in red, and 3184 Vivian Line 37 (south portion) in blue.

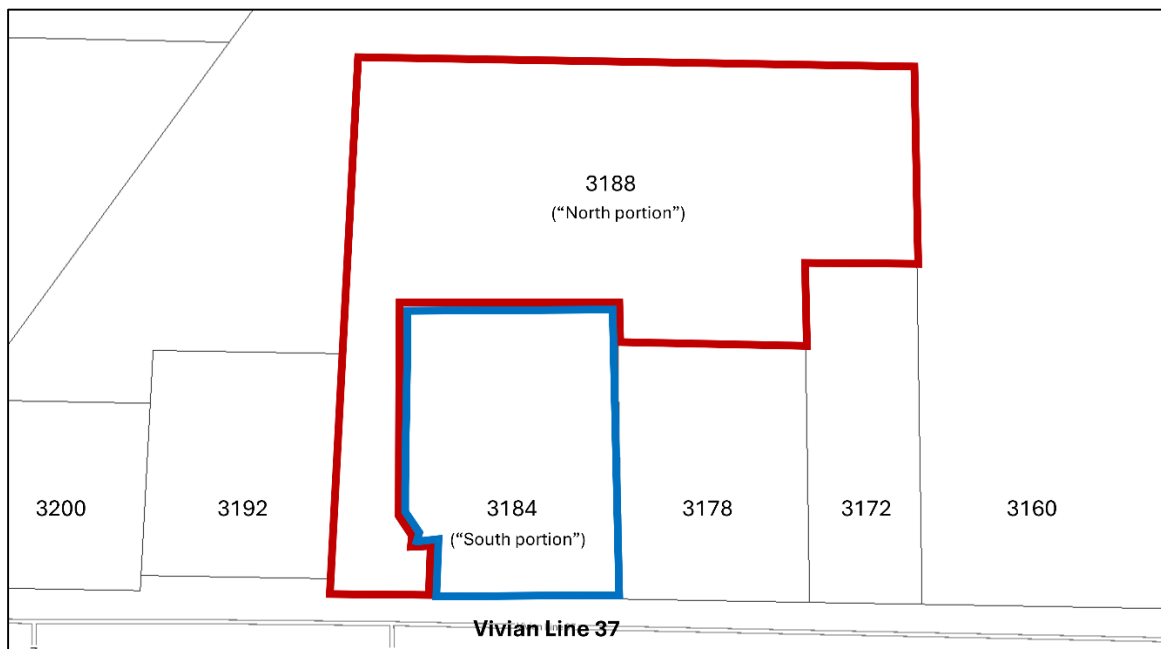


Figure 1: Key Plan depicting 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion).

Section 3 – Purpose of the Amendment

The purpose of this amendment is to add special policies to the “Residential Area” designation that applicable to the Subject Lands at 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion) respectively.

The special provisions include:

3188 Vivian Line 37 - North Portion

- a) The maximum building height for a Nursing Home shall be five (5) storeys.

3184 Vivian Line 37 – South Portion

- a) The maximum building height for a Retirement Home building shall be seven (7) storeys.

Section 4 – Basis of Amendment

Official Plan Amendment OPA01-24 will facilitate the establishment of a 288-bed Nursing Home at 3188 Vivian Line 37 (north portion), having a height of five (5) storeys whereas the Official Plan currently permits a maximum of four (4) storeys. Further, Official Plan Amendment OPA01-24 will facilitate the establishment of a 164-bed Retirement Home at 3184 Vivian Line 37 (south portion), having a height of seven (7) storeys whereas the Official Plan currently permits a maximum of four (4) storeys.

The Official Plan Amendment OPA01-24 would maintain the “Residential Areas” designation on the subject lands and to add Special Policy Areas to permit increased heights for 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion) respectively.

The Official Plan Amendment is consistent with the Provincial Policy Statement, 2020. The Official Plan Amendment maintains the general intent of the City of Stratford’s Official Plan.

Section 5 – The Amendment

The Official Plan of the City of Stratford is amended as follows:

- a) Schedule “A” of the Official Plan of the City of Stratford is amended by adding ‘Special Policy Area _____’ to the Subject Lands, currently known as 3188 Vivian Line 37, which is inclusive of a future parcel to be known as 3184 Vivian Line 37, as identified on Schedule “A” to this Official Plan Amendment No. _____; and

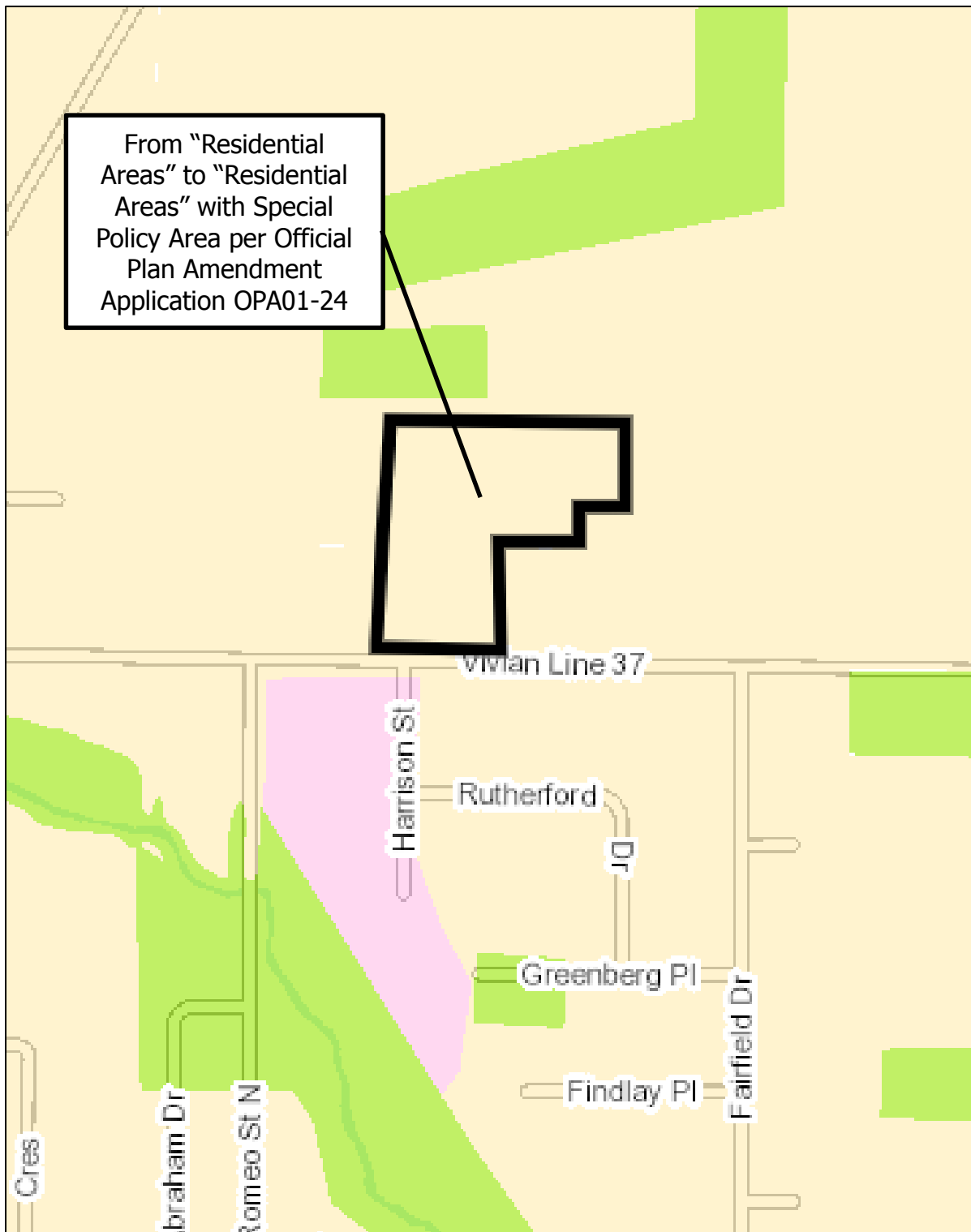
b) By adding the following Section to the Official Plan of the City of Stratford:

1. "Section 4.5.4. _____

Notwithstanding any mention to the contrary herein, the maximum height of a Nursing Home at 3188 Vivian Line 37 shall be five (5) storeys and the maximum height of a Retirement Home at 3184 Vivian Line 37 shall be seven (7) storeys."

Schedule "A"

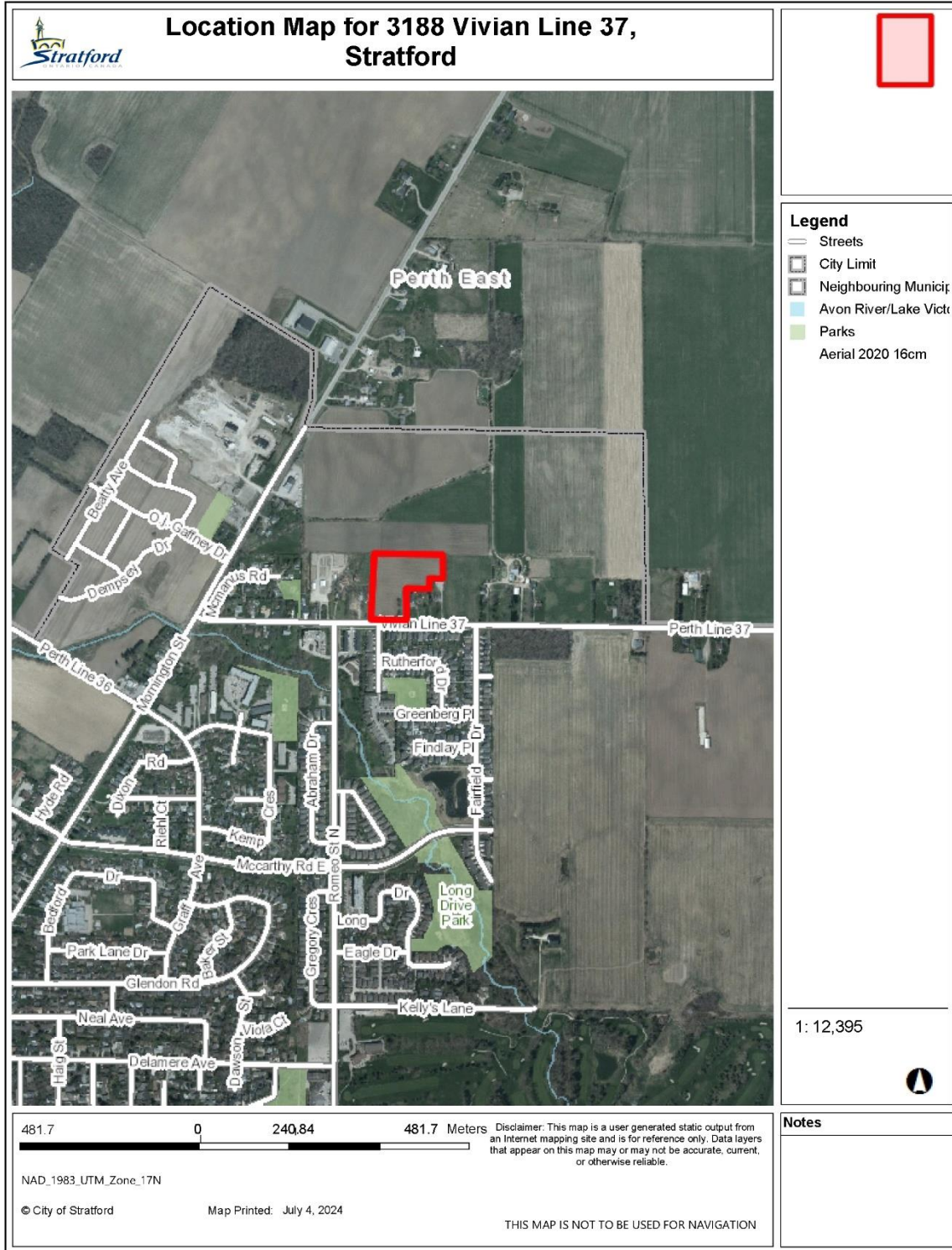
To Official Plan Amendment No. _____
Special Policy Area.



Schedule "B"

To Official Plan Amendment No. _____

Location Map





**BY-LAW NUMBER _____-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 10-2022 as amended, with respect to Zoning Bylaw Amendment application Z02-24 by GSP Group to amend the zoning at 3188 Vivian Line 37 to be Institutional Community Special ("IN1-_____"), and to amend the zoning at future parcel 3184 Vivian Line 37 to be Institutional Community Special with a Site Specific Holding Provision ("IN1-_____ (H_____)", as described herein.

WHEREAS authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

AND WHEREAS the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the Zoning By-law, be further amended;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. THAT Schedule "A", Map 2, to Zoning Bylaw 10-2022 as amended, is hereby amended by rezoning those lands in the **north portion of 3188 Vivian Line 37 which will eventually be wholly referred to as 3188 Vivian Line 37** in the City of Stratford per the key map in Schedule "B" hereto, from Urban Reserve ("UR") and Agricultural ("A") to Institutional Community Special ("IN1-_____"); and
2. AND THAT Section 15.5 of Zoning Bylaw 10-2022 as amended be further amended by adding the following site-specific provisions to those lands in the north portion of 3188 Vivian Line 37 in the City of Stratford per the key map in Schedule "B" hereto:
 - a. "The IN1-_____ zone shall apply to 3188 Vivian Line 37;
 - b. Section 2.3.2 b) of the Zoning Bylaw shall not apply;
 - c. The total number of beds permitted in the Nursing Home shall be 288;
 - d. The minimum south interior side yard setback shall be 0.0 metres where abutting 3184 Vivian Line 37;
 - e. The minimum overall Landscaped Open Space requirement shall be 28%;
 - f. The Landscaped Open Space requirement may include green roofs above ground level;

- g. The minimum Landscaped Open Space requirement for Parking Lots with more than 50 parking spaces shall be 7.5%;
 - h. A planting strip between parking areas or aisles and lot lines where the IN1-_____ zone (3188 Vivian Line 37) and the IN1-_____ zone (3184 Vivian Line 37) abut shall not be required;
 - i. The minimum bicycle parking requirement for the Nursing Home is 6 spaces;
 - j. Bicycle parking is permitted to be within 35 metres of the principle building entrance or the main employee entrance;
 - k. The minimum number of loading spaces for a Nursing Home shall be 2;
 - l. The minimum loading space setback from the south interior lot line shall be 0.0 metres where abutting 3184 Vivian Line 37;
 - m. A loading space shall not be required to be abutting the Nursing Home building;
 - n. Access and maneuvering to and from a loading space may exceed the boundaries of the subject lands only into a Right-of-Way easement over 3184 Vivian Line 37 registered in favour of the subject lands;
3. AND THAT Schedule "A", Map 2, to Zoning Bylaw 10-2022 as amended, is hereby amended by rezoning those lands in the **south portion of 3188 Vivian Line 37, which will eventually to be municipally known as 3184 Vivian Line 37** in the City of Stratford per the key map in Schedule "B" hereto, from Urban Reserve ("UR") and Agricultural ("A") to Institutional Community Special with a Site Specific Holding Provision ("IN1-_____ (H_____)");
4. AND THAT Section 15.5 of Zoning Bylaw 10-2022 as amended be further amended by adding the following site-specific provisions to those lands in the south portion of 3188 Vivian Line 37 in the City of Stratford per the key map in Schedule "B" hereto:
- a. "The IN1-_____ zone shall apply to 3184 Vivian Line 37;
 - b. Section 2.3.2 b) of the Zoning Bylaw shall not apply;
 - c. A Personal Care Establishment shall be a permitted use provided it is accessory and subordinate to a Retirement Home use;
 - d. A Personal Service Establishment shall be a permitted use provided it is accessory and subordinate to a Retirement Home use;
 - e. There shall be no parking requirement for a Personal Care Establishment or Personal Service Establishment that is accessory to a Retirement Home use;
 - f. The minimum west interior side yard setback shall be 6.0 metres where abutting 3188 Vivian Line 37;
 - g. The minimum eastern interior side yard setback shall be 9.0 metres where abutting 3188 Vivian Line 37;

- h. The minimum rear yard setback shall be 0.0 metres where abutting 3188 Vivian Line 37;
 - i. The maximum lot coverage shall be 34.5%;
 - j. A planting strip between parking areas or aisles and lot lines where the IN1-_____ zone (3184 Vivian Line 37) and the IN1-_____ zone (3188 Vivian Line 37) abut shall not be required;
 - k. The minimum number of loading spaces required for a Retirement Home shall be 1;
 - l. The minimum loading space setback from the rear lot line shall be 0.0 metres where abutting 3188 Vivian Line 37;
 - m. A loading space shall not be required to be abutting the Retirement Home building;
 - n. Access and maneuvering to and from a loading space may exceed the boundaries of the subject lands only into a Right-of-Way easement over 3188 Vivian Line 37 registered in favour of the subject lands;
5. AND THAT Section 2.5.2 of Zoning Bylaw 10-2022 as amended be amended by adding the following Site-Specific (H_____) Holding Provision:
- a. "The following uses shall be permitted until the (H_____) Holding Provision is removed in accordance with the Planning Act:
 - i. Site Alteration is permitted only to legally establish the north parcel (3188 Vivian Line 37) and south parcel (3184 Vivian Line 47) as well as any required easements. All other Site Alteration shall be prohibited until the Holding Provision is removed.
 - ii. Site Development is permitted only to establish site elements that are shared with the North Parcel (3188 Vivian Line 37), including a driveway, parking area, and servicing infrastructure. All other Site Development shall be prohibited until the Holding Provision is removed.
 - b. The (H_____) Holding Provision may be removed when the following conditions have been met:
 - i. That a Noise Study be completed to the satisfaction of the City of Stratford."
6. AND THAT this by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe

This is Schedule "A" to By-law _____ -2024

Adopted this 9th day of September, 2024

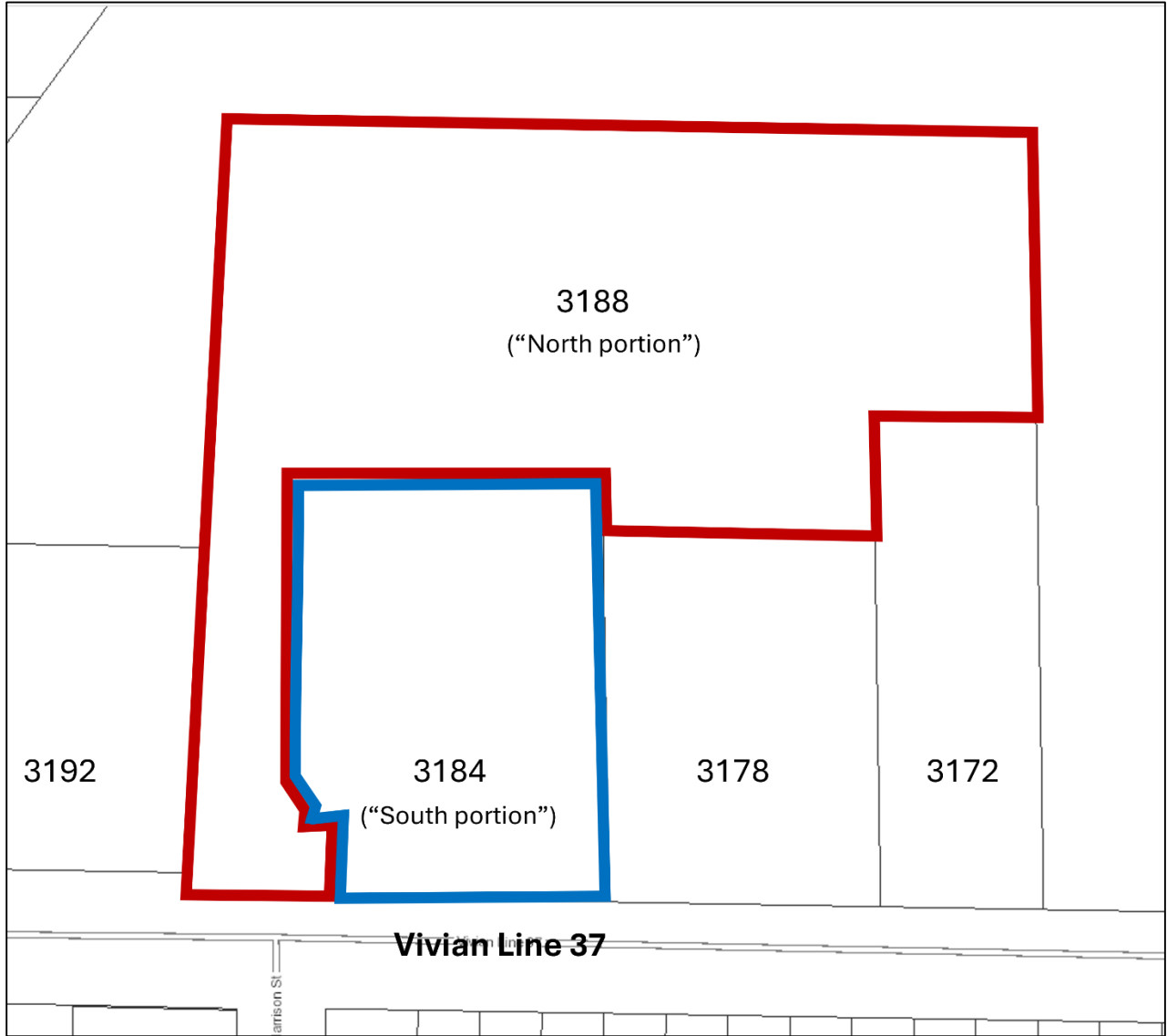
3188 Vivian Line 37, Stratford



This is Schedule "B" to By-law _____-2024

Adopted this 9th day of September, 2024

Key Plan showing 3188 Vivian Line 37 (north portion) where the IN1-_____ zone is proposed, and 3184 Vivian Line 37 (south portion) where the IN1-_____(H_____) zone is proposed.





CITY OF STRATFORD PUBLIC MEETING MINUTES

A public meeting was held on Monday, August 12, 2024, at 7:10 p.m., in the Council Chamber, at Stratford City Hall, 1 Wellington Street. The purpose of the public meeting was to give Council an opportunity to hear and consider comments from the public regarding the Zone Change By-law Amendment Application (Z02-24) and Official Plan Amendment Application (OPA01-24) under Section 34 and Section 21 of the Planning Act, R.S.O. 1990 that affects the property with the municipal address of 3188 Vivian Line 37.

COUNCIL PRESENT: Mayor Martin Ritsma – Chair presiding, Councillor Brad Beatty, Councillor Taylor Briscoe, Councillor Lesley Biehn, Councillor Bonnie Henderson, Councillor Mark Hunter, Councillor Larry McCabe, Councillor Harjinder Nijjar, Councillor Cody Sebben and Councillor Geza Wordofa

REGRETS: Councillor Jo-Dee Burbach

STAFF PRESENT: Joan Thomson – Chief Administrative Officer, Taylor Crinklaw - Director of Infrastructure Services, Tim Wolfe – Director of Community Services, Kim McElroy – Director of Social Services, Dave Bush – Director of Human Resources, Karmen Krueger – Director of Corporate Services, Chris Van Bargaen – Deputy Fire Chief, Tatiana Dafoe – City Clerk, Miranda Franken – Council Clerk Secretary, Danielle Clayton – Recording Secretary, Sadaf Ghalib – Climate Change Programs Manager, John Ritz – Homelessness and Housing Stability Supervisor

ALSO PRESENT: Pierre Chauvin – Consulting Planner from MHBC for the City of Stratford, Rachel Bossie – Senior Planner for GSP Group / agent for the applicant, Michael Serra – Planner for GSP Group, Wade Stever – peopleCare, members of the public and media.

Mayor Ritsma called the meeting to order and stated the purpose of the meeting was to give Council an opportunity to hear and consider comments from the public regarding the Zone Change By-law Amendment Application (Z02-24) and Official Plan Amendment Application (OPA01-24) under Section 34 and Section 21 of the Planning Act, R.S.O. 1990 that affects the property with the municipal address of 3188 Vivian Line 37.

The Mayor explained the order of procedure for the public meeting.

STAFF PRESENTATION

Pierre Chauvin, Consulting Planner for the City, referring to a PowerPoint presentation, provided an overview of the applications. Highlights of the presentation included:

- the subject land being located at the north end of Stratford, east of the intersection of Mornington Street and Vivian Line 37;
- the proposal being to establish a long-term care facility, inclusive of a nursing home and retirement home;
- the nursing home would consist of 288 beds and 5 storeys tall;
- the retirement home consisting of 164 beds and a mix of 5-7 storeys tall;
- a total of 245 parking spaces being provided on site; and
- the site being developed in two phases.

The Consulting Planner stated that the proposal is for an Official Plan Amendment to permit a maximum height of a 5-storey building on the north parcel and a 7-storey building on the south parcel. It is proposed that the site be rezoned to Institutional Community, with two site specific provisions for the north and south parcels, and the site specific provisions are to be tailored to the proposed uses.

The Consulting Planner advised that the following public comment themes were received as of August 2, 2024 and were attached to the staff report:

- preservation of agricultural lands;
- concerns about the request for increased lot coverage;
- concerns about the request for reduced setbacks;
- proposed retirement home accessory uses;
- concerns about the increased traffic and pedestrian safety;
- concerns about drainage, parking, and increased noise;
- the impact of the development on the existing trees; and
- the proposed building height and density.

In response to the public comments, the Consulting Planner advised that the removal of any tress will be reviewed during the site plan process and will be regulated by the by-law. There is currently a noise study in progress and the noise resulting from emergency vehicles is exempt from the Noise Control By-law under Section 4.0. The shadow study is only required for the 7-storey portion of the south building. The construction of the proposed 7-storey building would be constructed during phase 2.

The Planner noted that the subject lands are within the urban boundary and do not have provincial protection as agricultural lands. The subject lands are designated Residential Official Plan and are intended to be for development. The proposal includes internal sidewalks on site and there is a sidewalk that extends from Mornington Street to Fairfield Drive. The Transportation Master Plan was approved in 2023 and recommended a pedestrian crossing at Mornington Street and Vivian Line 37.

The Planner advised that a traffic study was not requested, and that Vivian Line 37 is a collector road. It was noted that the Official Plan intends for collector roads to "serve local travel demands providing connections within the neighbourhoods." If required in the future, the lands for a road widening would be taken from the subject lands to assist in facilitating a road widening.

With respect to concerns relating to the increase in maximum lot coverage, the Consulting Planner Advised:

- for the south parcel there is a request for site specific provisions to permit a maximum lot coverage of 34.5% from the maximum 30% that is permitted;
- for the north parcel there is a request for a maximum lot coverage of 21.2%;
- both sites are intended to function together, cumulatively the sites will have a lot coverage of 25%; and
- the site will be balanced with landscaped space, amenity space, and green roofs.

With respect to the concerns regarding the reduction of the south interior side yard setback, it would apply only to the lot line between the north and south parcels. This request would facilitate a connection between the nursing home and the retirement home.

The Consulting Planner advised that the north parcel requires a minimum of 96 spaces and there are 139 parking spaces proposed. The south parcel requires a minimum of 103 spaces and there are 106 parking spaces proposed. It was noted that the personal care and

personal service establishments are intended to service on-site residents only and not the general public.

With respect to the concerns regarding the proposed density and height, it was noted by the Consulting Planner that the Official Plan does not have a maximum density requirement but does have a maximum height requirement. It was noted that the north parcel would be 5-storeys and have 288 beds. The south parcel would have a 5-storey portion and a 7-storey portion for a total of 164 beds. The proposed buildings meet the setback requirements from the neighbouring properties. The only site-specific provisions requested are for the setbacks that are internal to the site.

QUESTIONS FROM COUNCIL

There were no questions from Council.

APPLICANT PRESENTATION

Rachel Bossie, Senior Planner for GSP Group and agent for the applicant, referring to a PowerPoint presentation, provided an overview of the applications. Highlights of the presentation included:

- the subject lands being located within the northeastern portion of the City within the City limits on the north side of Vivian Line 37 between Mornington Street and Road 111;
- the proposal being the development of a 5-storey long term care facility on the north portion of the site;
- a 5 to 7-storey retirement home including seniors' apartments being on the south portion of the site;
- phase one for the north parcel including the long term care facility and phase one for the south parcel including the driveway and sidewalk access to the north parcel; and
- phase two for the north parcel including additional parking, curbing and the building link while phase two for the south parcel is to include the retirement home and senior apartments.

The Senior Planner provided an overview of peopleCare stating that they are a Canadian owned company that provides senior housing, age in place care while providing change in care needs, memory care and housing options.

An Official Plan Amendment is requested to increase the height from a maximum of 4-storeys to a maximum of 5-storeys for the long-term care facility on the north parcel and a

maximum of 7-storeys for the retirement home on the south parcel. Currently the subject lands are split zoned as Agricultural and Urban Reserve. The proposed Zoning By-law Amendment application is to rezone the north and south portion of the site to two distinct Institutional Community Zones with site specific provisions on each to accommodate the proposed long-term care and retirement home development.

QUESTIONS FROM COUNCIL

Councillor Henderson requested clarification on parking on the northwest corner and the northeast corner. The Senior Planner advised that these parking spaces would be dedicated to the retirement home and there will be accessory spaces required on the south portion of the site.

Councillor Henderson stated the parking for residents seems like it is a distance away. Concerns were raised regarding resident's mobility and possibly not being able to walk to their vehicles. The Senior Planner advised that this information will be taken into consideration and back to the applicant to discuss.

QUESTIONS/COMMENTS FROM THE PUBLIC

Paul Brown provided the following comments:

- opposed to the sale of the subject lands for a private long-term care facility;
- understands the needs for a certain number of not-for-profit nursing homes; and
- concerned regarding the cost of this development to taxpayers.

Brian Elliott provided the following comments:

- adjoining property owner to the subject lands;
- requested clarification on whether the property has been sold to peopleCare;
- concerned with wind and sun being blocked as his property is low lying and relies on the wind and sun to dry the property;
- concerned with the proposed 7-storey height;
- supportive of a development that is fitting to the community;

- concerns regarding increased traffic and lights from emergency vehicles;, that the trees along the back of their property will be removed due to the proposed row of parking, and that there are long term consequences of removing trees; and
- concerned about another property tax increase to support this development and requested a financial study to be undertaken.

The Chief Administrative Officer (CAO) stated that the property is under an Agreement of Purchase and Sale with pending conditions.

Councillor Henderson stated that there has been no developments in Stratford that has caused property values to decrease.

Pam Balfour provided the following comments:

- concerns with the increase of traffic that would come from this development;
- there already being issues with the speed of vehicles on the street;
- there being a high volume of families in the area;
- vehicles not stopping for school buses; and
- concerns for the elderly trying to navigate Vivian Line 37.

George Rigor provided the following comments on behalf of his sister who is a resident of Vivian Line 37:

- concerns with the proposed development taking away from the peaceful country setting and character of the community;
- proposed development will obstruct views;
- concerned that the streets are not designed to handle the increase to traffic;
- concerned for the increase congestions, noise, flashing lights and increased pollution; and
- the loss of agricultural land is detrimental.

Jane Marie Mitchell provided the following comments:

- supportive of the increase in number of beds returning to the community;

- cautioned the City on accepting any and all conditions in the proposed plan;
- concerned with the possibility of overcrowding, lack of features for residents and there should be an increase in parking spaces;
- questioned how many electrical vehicle charging stations would be on site;
- questioned where the open, natural space would be for residents to use;
- will there be a dedicated space for residents who need contained areas to ensure safety for dementia or Alzheimer's;
- questioned if there are plans for an on demand cross-walk on Mornington Street; and
- questioned what the water efficiency plans are, how their carbon footprint will be reduced, what is the lifespan of the proposed buildings, and will there be adaptive reuses for the building.

Todd Foster provided the following comments:

- questioned if there was a timeline on when construction would begin; and
- questioned if the City's Fire Department and emergency services have the capacity to handle 5-7-storey buildings.

The Deputy Fire Chief indicated that the City's Fire Department has the capacity to handle the proposed size of the building.

The CAO stated that a timeline will be brought forward.

The agent for the applicant advised that electrical vehicle charging stations will be looked into as well as the possibility of increasing accessible parking spaces. The agent thanked members of the public for their comments.

QUESTIONS FROM COUNCIL

Councillor Henderson questioned if the landscaping that is adjacent to all property's boundaries would be maintained. The agent for the applicant advised that there is landscaping proposed.

Councillor Briscoe questioned if the proposed plan is adaptable as the development process would be a phased approach. The agent for the applicant advised that the applicant is aware that the proposed development may change based on the needs of the community at

the time of building. Phase one would be approved for the fire route and driveway on the east side and then in the future it would come in for site plan approval.

Councillor Henderson requested clarification that site plan approval is not required to come to Council under the new legislation that the Ford Government has put in place. The Senior Planner advised that change was implemented a while back and in the City of Stratford site plan approval has been delegated to staff for a while now. Councillor Henderson questioned if future developments would be reviewed by staff and not brought to Council. The Senior Planner advised that if the Zoning By-law amendment and the Official Plan amendment are approved, and as long as the development complies with what is approved, it would not require a public approval process but would require site plan approval through staff.

Councillor Hunter requested clarification on the proposed build schedule for the development. The agent for the applicant advised that peopleCare Communities is working closely with the Ministry of Long-Term Care and expect to receive approval by November 2024, to move forward with the construction of the long-term care home. From there, peopleCare Communities will continue to work with the City and their partners to accelerate the project and will share updates with the public on their website as they move through the process should the applications be approved by Council.

Councillor Biehn requested clarification on where green space would be located within the proposed development and if the province requires a specific amount of green space for long-term care homes. The agent for the applicant advised that they will speak with peopleCare Communities regarding whether there is a provincial requirement for the amount of green space. The agent advised that there is a contained courtyard for residents and on the south parcel there will be green space.

Councillor Wordofa questioned if there would an elevator on site. The agent advised that this will be discussed with the architectural team on the interior designs and that there will be elevators. It was noted that the capacity of the elevators will be noted during the building permit process.

Sheila Elliott noted that her property surrounds two sides of the proposed development. She indicated that surveyors have been out to stake the property lines. It was noted that the property lines that have been shown on the drawings are not correct while being compared to what is actually staked out. It was questioned what can be done about the survey line as it is detrimental to their property. The agent advised that a draft reference plan of the property can be shared with the property owner.

Councillor Sebben requested clarification on the parking requirements that were presented for the south lot. It was questioned if the parking requirements were done for 5 or 7-storeys. Pierre Chauvin, Consulting Planner advised that the 7-storey building was included in the parking space calculation. Councillor Sebben questioned if the density for the proposed 7-storey building was taken into consideration. The Consulting Planner advised that all calculations were based on the proposed 7-storey building being in place.

Councillor Briscoe questioned if it was possible to conduct a speed study of the area due to the concerns and issues that are already happening in the area. It was questioned if any traffic calming measures could be implemented. Councillor Briscoe supported the suggestion of having an on-demand crosswalk and traffic calming measures. The Consulting Planner noted that it would be the responsibility of the applicant and that staff and Council could provide direction.

Councillor Wordofa questioned if the public was consulted on the design process. The agent advised that this public meeting is where public consultation takes place to gather feedback and comments on the proposed development.

The Mayor noted that this matter will be considered at the August 22, 2024, Special Council meeting and that a video recording of the meeting would be posted to the City's website.

The Mayor adjourned the meeting at 8:15 p.m.

The following individuals requested to receive further information from the public meeting on August 12, 2024:

- Brian Elliott
- Pamela Balfour

**Putting “old wine in new bottles”
The sale of city land 3188 Vivian Line 37 for a long term
care facility 9 September 2024
Stratford City Council Meeting**

“That every hospital in Canada of 100 beds or more introduce either independently, or in association with other hospitals in the same centre, other community organizations, the local health department, or any combination of these, a home care programme.”

1964 Royal Commission on Health
Services

Introduction

Good evening Mayor Ritsma, Councillors and members of the public. My name is Paul Brown. I continue to oppose the sale of city owned property at 3188 Vivian Line 37 for the purpose of constructing and operating a private for-profit Long Term Care Facility. My opposition is grounded on the following evidence:

My concerns are fourfold: the staggering taxpayer cost that accompanies such a project with no public ownership of the resulting facility; secondly lack of acknowledgment of the enhanced quality of medical care in homecare; thirdly recognizing the metamorphosis in Canadians attitudes toward “aging in place” for older adults, and fourthly a lack of due diligence for the homecare changes coming in 2025. These four factors are confronting our community and our city’s long term care decisions. They challenge the old institution-centric model of long term care. In the meantime, our health system is showing signs of buckling, if not collapsing under an old system. I’m advocating for a new direction that brings healthcare to the home and community within a new model of long term care. I’m advocating for new wine in new bottles

1) The Cost of Long Term Care Facilities

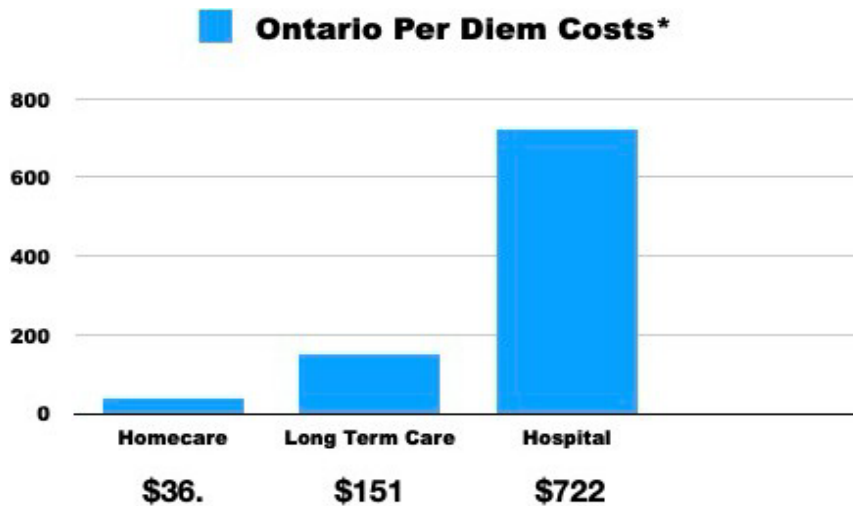
The financial projection below reveals the staggering costs for constructing and operating a new LTCF with either 160 beds or 288 beds. The annual cost for one person in a new LTCF is \$119,296 per year. The following table shows the costs over a 25 year mortgage for a 160 bed and a 288 bed facility.

Projected Cost Of A New Long Term Facility

Beds	Gov’t Pays/Day *	Resident Copay/Day *	Gov’t ConGrant	Total/Day	Total/Year	25 Year Total
1	\$205.99	\$65.32	\$55.53	\$326.84	\$119,296	\$2,982,415
160	“	“	“	“	19,087,456	\$477,186,400
288	“	“	“	“	34,357,420	\$858,935,520

*Based on July 2023 Ontario Ministry of Long Term Care rates.

The cost of a new 288 bed long term care facility is over \$859M with \$687M (80%) paid for by the taxpayer over the 25 year term of the mortgage. Moreover, the magnitude of this liability diverts significant investments away from locally driven home and community service agencies such as Huron Perth's OneCare and Huron Perth's new Health Team. This institution-centric development leads us in a downwards fiscal circle. A new model can lead us in an upwards sustainable trajectory. The following graph shows the "limited" Ontario's homecare's costs and the potential to make responsible value- added homecare investments.



*For the year 2022

2) Quality of home care

My second concern is an absence of evidence recognizing recent medical research and studies. Medical knowledge leads to scientific discovery and technological breakthroughs. In 1951 medical knowledge was doubling every 50 years. Today medical knowledge doubles every 73 days. It is not mere speculation that medical knowledge will continue to accelerate homecare advances.

Hip Fractures: "...direct costs to the health care system are significantly lower for patients who return to the community - \$21,000 per patient – versus those who were transferred to long-term care living, which can be upward of \$47,000. Dr. Peter Zhang & Dr. Anser Daud, "Modernized home care can help stabilize health costs." March 22, 2023, [The Globe and Mail](#).

Pediatrics: "Ontario gave Ottawa Children's Hospital of Eastern Ontario (CHEO) money to open more "acute care" beds... our clinicians had a different take. They created a program that welcomed young people more quickly, got them home at night to sleep and reconnect with their families? Our clinician's solution is steeped in evidence and research." Alex Munter, CEO of CHEO: March 16, 2023, [Stratford Beacon Herald](#).

Stem Cell Transplant: At-home Stem Cell Transplant Recovery: "Patients typically spend 30 days in hospital.... Ms. Millar convalesced in a home environment with her sister for company...And, according to Dr. Jonas Mattsson, it leads to better health outcomes." April 21, 2023, [The Globe and Mail](#).

Home Dialysis: A pilot project at eight hospitals across Ontario. Personal support workers are trained to help people with hemodialysis at home, the same way family members are trained. [Ontario Renal Network website](#) 2024.

Residential Assessment: With a Canadian Red Cross donation and the assistance of a Huron Perth Working Group, Prof. John Hirdes from the University of Waterloo's interRAI program is analyzing Huron Perth older adults needs and identifying priority areas for remaining in their homes. [CRC/interRAI Huron Perth Working Group](#), July 2024

Heart Failure Palliative Care: "Cardiologist Susanna Man and Dr. Leah Steinberg came up with a Collaborative at-home palliative care approach for heart-failure patients that can provide home visits and help manage their symptoms there, reducing the need for them to go to hospital. October 22, 2022, [The Globe and Mail](#).

Loneliness: "Loneliness is even more common in long-term care institutions. The prevalence of severe loneliness among older people living in care homes is at least double that of community-dwelling populations: 22% to 42% for the resident population compared with 10% for the community population.

[J Am Med Dir Assoc 2020 Jul;21 \(7\):966-967](#)

These are some examples that demonstrate the ability of home care to deliver impressive clinical quality results. Early talk about the "homespital" it is not idle speculation. I believe that is a trajectory that society is moving on. I fear that large long term care facilities are moving in the opposite direction?

3) Quality of life

The clinical results from the home care initiatives listed above are accompanied by a societal shift in attitudes towards institutionalizing our older adults. This change in attitudes, accelerated by the pandemic, is showing up in initiatives across the country. They don't require massive construction projects, and they can delay placement in long term care facilities.

The Nursing Home Without Walls (NHWW) program aims to enhance the experience of aging by empowering older adults and their caregivers in New Brunswick to age in their homes. Created by researcher Dr. Suzanne Dupuis-Blanchard from the Université de Moncton, this program facilitates healthy aging at home by providing access to essential knowledge, support, and services. By enabling older adults to age in place, NHWW contributes to prolonged independence, minimizing the need for premature admission to long-term care (LTC) facilities and decreasing unnecessary emergency department visits.

CAPABLE: (Community Aging in Place, Advancing Better Living for Elders): opened to seniors in the Preston Nova Scotia area in December 2023. It is now available to seniors in Kings County NS. Eligible seniors are paired with a nurse, occupational therapist and handyperson to identify simple changes to their daily activities and homes that will help them live more independently.

NORCs (Naturally Occurring Retirement Communities): are geographical communities that hold a large concentration of older adults. NORCs are popping up throughout Ontario. "They can exist within a residential building (vertical NORC) or a neighbourhood covering a larger geographical area (horizontal NORC). Unlike retirement homes, assisted living facilities, and long term care homes NORCs are not purpose-built to care for people as they age. Rather, they include a wide range of intergenerational housing types that have evolved with changing population dynamics to have a high percentage of older adults." [Healthcare Excellence Canada](#).

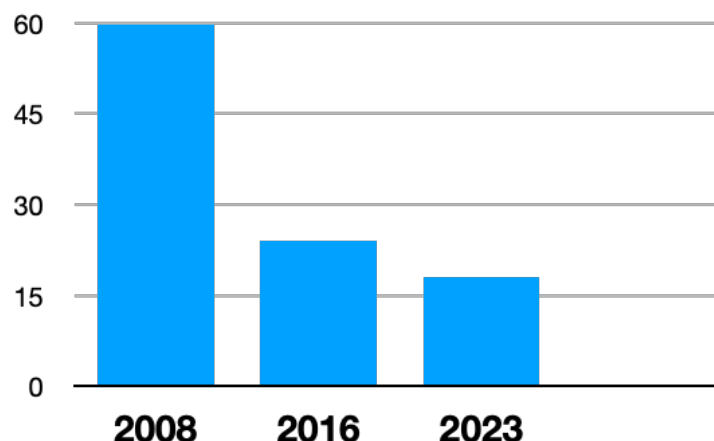
In Newfoundland and Labrador there is a paid family caregiver option under Home Care that helps to reduce any financial hardship faced by families caring for loved ones. [Seniors for Social Action Ontario](#) states that Ontario has no such program.

Canadian society seems to be mobilizing. From Healthcare Excellence Canada's "[National Aging In Place Webinar Series](#)" (eight sessions running from September 25, 2024 to November 26, 2025), to Stratford Public Library's [55+ Aging With Agility](#) (sessions running from June 6, 2024 to December 20, 2024).

Sessions that will ultimately help us to live actively and delay admission to a long term care facility.

4) Due Diligence: Our limited homecare and community services help to postpone "placement" in long term care facilities, which in turn leads to shorter long term facility stays, resulting in a reduced demand for new long term care bed construction. This length of stay reduction is demonstrated in this graph.

Average Length of Stay in Ontario LTCFs - In months



Expanded homecare services under a new mandate will serve to further reduce the length of stay required in long term care facilities. Please note that a reduction from 24 months to 12 months in length of stay is the equivalent of doubling the number of long term care beds in our community. Let me be clear; I am not opposed to a long term care facilities. But long term care does not mean just long term care facilities.

4) Due Diligence:

Due diligence by the Canadian population is telling us that our health system is failing. We are failing in our responsibility to so many Canadians. The old model of long term care relied on housing older adults in expensive institutions. I suggest that model has helped destabilized our health system. The new model advances the opportunity to redesign long term care as part of a primary care, community care and home care model...new wine in a new bottle.

Conclusion

It was 60 years ago that the of Royal Commission on Health Services made its recommendation on homecare: But home care was left out of the *Diagnostic Services Act* and out of the *Medical Services Act* and therefore out of Canadian Medicare. No federal home care legislation was passed, omitting a third leg to our "universal" health care system....and we've been paying for it ever since.

Long term care does not mean expensive long term care facilities. The magnitude of such an investment in these large facilities serves to suck out most of the potential tax dollars needed for new and better homecare services. This is going to quickly become apparent in our community. A new Ontario *Convenient Care at Home Act* received Royal Assent on December 4, 2023. This law is setting up local Health Teams to be "...responsible for connecting people to home care services starting in 2025"...that is, in less than four months from today. This new *Convenient Care at Home Act*, will no doubt require additional taxpayer investment in homecare services. In light of this new *Convenient Care at Home Act*, I conclude that City Council's approval of the 3188 Vivian Line 37 land sale for a long term care facility is premature. This new Ontario homecare legislation was passed into law seven weeks before the City Council's meeting of January 23, 2024, when mention was first made of a "Long Term Care Home" arising out of Council's in-camera meeting that evening. This proposed land sale seems to pre-empt our new Huron Perth and Area convenient homecare services. This land sale appears to be against the fiscal requirements of *Convenient Care at Home* and the needs of our taxpayers.

There is no longer a local District Health Council to engage citizens, receive concerns and consider our options. Our DHC has been disbanded. There is no longer a local Community Care Access Centre. Our CCAC has been disbanded. There is no longer a Local Health Integration Network. Our LHIN has been disbanded. So, in order to voice legitimate concerns about our community healthcare, that rely on taxpayer dollars, who are the citizens of Stratford to appeal to if not City Council?

Recommendations

- a) That Stratford City Council retract its land sale for the construction of a Long Term Care Facility at 3188 Vivian Line 37
- b) That Stratford City Council co-sponsor an annual homecare symposium.

People want to stay in their homes also in their communities. Many times this puts people outside of our larger urban centres at a disadvantage. Stratford is a beautiful community and a gem in Canada. Their innovation and thoughtfulness in care could be a model for others.

Dr. Catherine Burns, Associate Vice-President, University of Waterloo



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: John Ritz, Homelessness and Housing Stability Supervisor
 Kim McElroy, Director of Social Services
Report Number: COU24-101
Attachments: 1. Presentation – Encampments: A Homelessness Crisis;
 2. AMO Homeless Encampments in Ontario: A Municipal Perspective
 Position Paper

Title: Updated Coordinated Strategy for Public Land Encampments

Objective: To provide the Mayor and Council an update on the City's updated coordinated encampment strategy for the City of Stratford in response to the Association of Municipalities of Ontario's (AMO) position paper "Homeless Encampments in Ontario: A Municipal Perspective."

Background: On February 14, 2022, the City adopted a Coordinated Response for Those Unsheltered (SOC22-003). Included in this report was the City's approach to encampments.

On July 2, 2024, AMO released a position paper "Homeless Encampments in Ontario: A Municipal Perspective". This prompted a review of the City of Stratford's Coordinated Response.

The AMO report highlights key points including:

- Encampments in municipalities are the result of a lack of intergovernmental cooperation and a lack of supply of affordable housing.
- Ontario is the only jurisdiction in Canada where social housing is a municipal responsibility, versus a provincial one. Because of this, Ontario municipalities must be flexible to respond to increasingly complex homelessness issues while ensuring the safety and vibrancy of the community for all residents.
- Concrete solutions are needed immediately which requires collaboration from the provincial and federal governments.

As the Consolidated Municipal Service Manager (CMSM) the City of Stratford is the lead agency responsible for supporting households experiencing homelessness as well as housing stability supports within the City of Stratford. Over the past years, visible homelessness encampments within the City of Stratford have been observed, and a coordinated response to address emerging concerns facing those living unsheltered was needed. According to the local By-Name List (BNL) the number of households experiencing unsheltered homelessness within the City of Stratford, Town of St. Marys, and Perth County as of June 30, 2024, was 39.

Analysis: The Social Services Department has been working diligently to update its coordinated response to homelessness with a focus on public encampments. There is a distinction between publicly owned lands and privately owned lands.

Private landowners are responsible for their own property in accordance with City of Stratford Municipal By-laws, the Ontario Building Code, Building Code Act, Ontario Fire Code, and the Fire Protection and Prevention Act.

Provisions already exist for private property landowners to have people removed from their property if they wish. Private landowners are strongly encouraged to walk their land and contact the non-emergency police phone number for enforcement of the Trespass to Property Act or other applicable enforcement legislation.

The continued goal is to end chronic homelessness. This response will continually evolve based on demonstrated need, preferred practices, and new information. The intention is to meet individuals where they are at and assist them in the best possible way for their individual circumstances.

To properly update this strategy, many sources of information were researched including the attached resources.

The Encampment Strategy for the City of Stratford uses an assessment tool to assess risk at an encampment through a tiered response. Tier 1 is used for encampments that are abandoned up to a Tier 4 depending on the severity of health and safety risks present.

It is guided by several key principles:

- Services are voluntary and consistently offered.
- Multiple sectors and systems will collaborate to address encampments and share responsibility.
- Intensive and persistent outreach and engagement will be practiced prior to the use of enforcement, clearance, or criminalization.
- All individuals can be housed, with the right housing model and service supports.
- To the greatest extent practicable, individual choices about where and how to live will be honored.

- Where appropriate, client driven housing stability supports will be offered to those eligible and in need.

The Encampment Response Team, a highly collaborative multi-sector team, meets bi-weekly to discuss and evaluate encampments.

The City of Stratford recognizes that homelessness is an ever-evolving issue, and the strategy will continuously change to meet demonstrated need, and preferred practices that will benefit our community. The strategy intends to balance the needs, the protection of dignity, and right to privacy of the most vulnerable in the community while maintaining community safety, health, order, and safe and enjoyable parks, playgrounds, and green spaces for all residents.

Financial Implications:

Financial impact to current year operating budget:

There are no additional explicit financial impacts with adopting this strategy in 2024, though there will be impacts to the current workplans of staff to address these issues if and as they arise, which are not quantifiable at this time.

Financial impact on future year operating budget:

The 2025 draft budget includes \$120,000 to address encampments. There are no additional explicit financial impacts with adopting this strategy, though there will be staffing impacts associated for encampment clean ups on public property by staff in other departments as required.

Legal considerations:

There are no legal considerations because of this report.

Insurance considerations:

There are no insurance considerations because of this report.

Alignment with Strategic Priorities:

Build Housing Stability

This revised strategy aligns with Council's priority by rapidly re-housing unsheltered individuals.

Work Together For Greater Impact

This revised strategy aligns with Council's goal to end chronic homelessness.

Intentionally Change to Support the Future

This revised strategy aligns with Council's goal to end chronic homelessness.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

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

Culture and Community

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

Land and Nature

Protecting and restoring land for the benefit of people and wildlife.

Staff Recommendation: THAT the report titled, "Updated Coordinated Strategy for Public Land Encampments" (COU24-101), be received for information.

Prepared by: John Ritz, Homelessness and Housing Stability Supervisor
Kim McElroy, Director of Social Services

Recommended by: Joan Thomson, Chief Administrative Officer

July 2, 2024

Homeless Encampments in Ontario:

A Municipal Perspective



Introduction

As homelessness escalates in its scope, visibility, and complexity, communities in Ontario are seeing a rise in homeless encampments. In 2023, at least 1400 homeless encampments existed in Ontario's communities.¹ Their existence is not unique to large urban centres and can now be found in all types of communities including urban, small town, rural, and northern Ontario.

Encampments are the latest expression of a homelessness crisis decades in the making. These encampments are a tragic result of cracks in the foundations of our housing, health, and social systems and are a public policy failure by successive provincial and federal governments. A lack of intergovernmental cooperation and integration of effort, and insufficient supply of affordable housing have compounded matters.

While municipalities did not create the homelessness crisis, they are being forced to manage it without the resources or tools to sufficiently respond. Municipalities are often caught balancing the important needs of unsheltered people living in encampments, who deserve to be treated with empathy and respect, and a responsibility to ensure our communities are safe and vibrant places for all residents.

Concrete solutions to this crisis are needed now. Provincial and federal governments need to take responsibility for the policy decisions that have led to this crisis and take a leadership role in finding solutions. This must include substantial new investments and policy changes to address the root causes of homelessness, stave off the growth in encampments, and connect people already living in encampments with the supports they need right now.

This abdication of leadership has meant that municipalities and citizen groups are increasingly looking to the courts for guidance. This leads to adversarial approaches and increases complexity in a way that puts us farther behind. Municipalities need clear guidance from the provincial government regarding how to address encampments when resource realities and the rights of groups and individuals appear to be at odds.

In a province as prosperous as Ontario, homeless encampments cannot be the best we can do for our residents, communities, and businesses. We know we have the capacity to solve this problem. All that we need is the resolve.

¹AMO Survey of Municipal Service Managers and DSSABs, December 2023

Ontario Municipalities Are Committed to Meeting Rights Obligations

Municipalities have long understood the critical importance of housing in the health, safety, and well-being of individuals and families.

Ontario's municipalities are also fully committed to meeting all their obligations under the *Charter* and the *Ontario Human Rights Code*. But in the context of substantial growth in needs and declining resources, interpretations of what these obligations are, and how to meet them are increasingly at odds.

In responding to homeless encampments, many municipalities are following guidelines provided by experts in rights-based approaches², including the importance of:

- Meaningfully engaging with individuals living in encampments, including ongoing good faith discussions with as many encampment residents as possible to understand concerns and provide supports;
- Exploring viable alternatives to encampment evictions or removals, such as offering alternative housing solutions – like tiny homes, shelters, rent supplements or re-locating encampments from dangerous or inappropriate sites;
- Supporting encampment residents' access to essential services, such as drinking water, waste management, and sanitation facilities;
- Respecting encampments residents' belongings; and
- Working with encampment residents and police forces to develop and implement encampment safety protocols.

Many municipalities across Ontario have implemented innovative approaches to encampments that have improved circumstances for both encampment residents and the broader community.

²The Shift Municipal Engagement Guidance, Homeless Encampments – [The Shift](#), 2023

Case Study 1:

Municipality A – a regional municipality – found an alternative to a large encampment on municipal land. There were health and safety risks resulting from fires, pests, unsanitary conditions and serious criminal activity and unsanitary conditions. To protect the residents and to prevent further damage to the property, the upper tier municipality worked with a lower tier municipality and participating community partners to find an interim housing solution. A supervised transitional housing site was established on municipal land with 50 cabins to provide temporary shelter. On-site services help residents meet basic needs, connect to services and permanent housing options. These efforts are complemented by a new Council-approved and funded plan to end chronic homelessness.

Case Study 2:

Municipality B – a northern municipality with a large Indigenous population – implemented a protocol to manage encampments on public property with an explicit commitment to a rights-based approach. It requires that the municipality exhaust options for engaging with and moving each individual to a safer indoor space before encampment removal is considered. Respect for and protection of Indigenous rights is a key commitment. The protocol outlines the roles and responsibilities of various municipal players, centering the provision of services around the principles of housing first and the safety of encampment and broader community residents. The local District Social Services Administration Board collaborates to provide support services such as outreach, emergency shelter and housing help assistance.

Case Study 3:

Municipality C – a large municipality – focused on a human rights-based outreach to meet the basic needs of high acuity unsheltered homeless individuals through an innovative service hub and mobile depot model. This approach was implemented within the context of a Whole of Community System Response, building upon a robust existing emergency shelter and housing supports system and provision of new mental health and addictions services plus 600 highly supportive housing units. Encampment health and safety review protocols are in place to guide municipal staff and community partners when supporting and managing encampments in a way that balances the public and private interests of public spaces while allowing for temporary shelter. This includes identifying situations where encampments are able to remain with supports and situations where they are restricted or significant interventions including removal are required. It also sets out rules for inhabitants of encampments to ensure health and safety (e.g. limiting the size and not allowing open fires or combustibles). These protocols also allow for identification of any challenges, unmet needs and/or resources required to respond to and support social and health service care planning.

But almost five years out from the beginning of the pandemic, many municipalities with long-term encampments are experiencing an erosion of community will, trust and buy-in for solutions. Tensions arise between individual and community obligations when municipalities respond to encampments. There is often a lack of consensus between what encampment residents need, what community members want, what human rights advocates are calling for, and what municipalities believe they must do to fulfill their roles and responsibilities to all residents.

Some people living in encampments refuse offers of shelter or housing options, opting to continue living in an outdoor encampment for various reasons. There are situations when it is necessary to re-locate and/or remove encampments and find other alternative options.

It is not a sustainable, long-term solution for municipalities to allow the normalization of encampments. Municipalities need to act in the best interests of the homeless and their communities to find other solutions.

Municipalities Need Flexibility to Respond to Complexity

Municipalities recognize the challenging circumstances that lead people to end up in encampments. These community members have complex needs that municipalities do their best to meet, with the same respect, dignity, and compassion afforded to all municipal residents.

But municipal responsibilities go beyond supporting encampment residents. Municipal governments are responsible for ensuring community health and safety through public health, by-law enforcement, paramedicine, fire, and policing services.

Homeless encampments are mostly unplanned environments without the infrastructure and amenities to make them healthy and safe places for the inhabitants residing there. As a result, the proliferation of homeless encampments can result in substantial risks to both encampment residents and the broader community.

This is why municipalities have by-laws to prohibit certain activities on properties that may cause personal injury or damage to the lands. This often includes bans on camping and erecting unauthorized structures. Municipalities are also obligated to exercise powers under the *Fire Protection and Prevention Act* to remove or reduce an immediate threat to life. Municipally-led public health agencies work to prevent transmission of infectious diseases, while municipal police forces must enforce the Criminal Code to ensure public safety.

Meeting all these obligations in a way that respects everyone's rights and needs is not always straight forward, and frequently requires significant judgement as situations can quickly become complex:

Case Study 1:

Municipality X – a mid-sized city with a significant student population – had a significant encampment in a major public park for over two years. At its largest, the site housed over 100 residents and included many unsafe structures. Violence and illegal activity, including fentanyl trafficking, became common place as policing became dangerous and ineffective. Numerous serious fires created threats to life and inflicted major damage. Outreach workers continued to provide health and support services and repeatedly offered alternative housing options to all individuals in the encampment. While many residents were successfully transitioned into housing, a number refused to leave unsafe structures.

Case Study 2:

Municipality Y – a large upper tier municipality – experienced an encampment of approximately 50 people established on municipal land used to support public transit. The municipality quickly mobilized intensive community social service resources and incurred significant costs to provide security and regular site clean-up. Despite efforts to meet the needs of residents, it was determined that the conditions at the encampment, including fires, pests, unsanitary conditions, and serious criminal activity posed a risk to health and safety as well as damage to the land, so removal was sought. Alternative shelter and housing solutions to the encampment were provided, including 50 new transitional housing units.

Case Study 3:

Municipality Z – a northern urban community – had many encampments in parks, roads and private property. After an encampment resident tragically died after creating a fire inside their tent, municipal fire services educated residents about how to stay warm in a safe manner, but the risks remained. Municipal law enforcement officers work together with social services staff first to connect with the residents to seek a resolution. The approach is open, transparent, and outlined publicly in a municipal protocol. In addition, a guidance document was developed by a third-party expert in homelessness service delivery planning. There is an emphasis on finding solutions through housing and other support services to resolve encampment situations. Council is going further to implement a plan to end chronic homelessness by 2030.

Municipal governments across Ontario experience challenges ensuring the health and wellness of inhabitants of encampments. First responders such as paramedics are often called in response to emergency situations or to provide community paramedicine services. Encampment inhabitants have had serious health conditions including life threatening ones. People have been hospitalized and, in a few cases, even died. Health risks come from extreme weather exposure, carbon monoxide poisoning, fires, and from smoke inhalation because of the use of heating and cooking devices within tents and other structures. Others have suffered from frostbite, resulting in amputations of fingers and toes.

In many of these circumstances, removal of encampments was deemed necessary to preserve the safety of both the residents of the encampments and the broader community.

Municipalities understand that alternative shelter options must be identified before removing encampments. They understand that in some circumstances, the ongoing existence of an encampment might be the best option – regardless of implications for others' access to parks, manageable safety concerns, or impacts on businesses and community quality of life. They understand the need to educate their staff, officials, and the broader public on the rights that all residents have.

However, a categorical ban on encampment removals under any circumstance or a sense that enforcement does not have a role in encampments management simply doesn't reflect the complex situation in which Ontario finds itself. Pretending otherwise does a disservice to the many dedicated municipal staff and officials who find themselves trying to rectify an untenable situation.



Federal and Provincial Government Leadership Is Needed Now

Municipalities have an important role to play contributing to solutions to homelessness and supporting those in encampments. But the scope of action and investment required to adequately address encampments far outstrips municipal fiscal capacity and jurisdiction.

Provincial Action Required

Progress on encampments depends primarily on action and leadership from provincial government to address the root causes of homelessness, namely:

- Growing Income Insecurity:** Across the province, a growing number of Ontarians can no longer afford the basic necessities of life. In Ontario, 45% of tenant households spend 30% or more of their total income on shelter. This is the highest rate across the country. By 2025, approximately 160,000 households will spend more than 50% of their income on rent, putting their housing at risk and increasing the likelihood of them becoming homeless. Food bank use in Ontario has skyrocketed, increasing 42% over the past 3 years alone. One-third of these visitors were using food banks for the first time, including growing numbers of workers.³ When people can't afford to pay rent and feed themselves and their families, they aren't able to work, take care of their kids, or contribute to the community. Despite recent increases to the Ontario Disability Support Program (ODSP) rates, in real terms ODSP and Ontario Works rates have never been lower, having not kept up with inflation for decades. Outdated and overly complicated rules keep people in poverty. Increasing social assistance rates and transforming social assistance to better help people to get back on their feet and fully participate in the economy will be a critical part of making progress on homeless encampments.

Social Assistance – Currently, because they do not have shelter costs, people who are homeless are not entitled to receive shelter benefits. This means that homeless people on ODSP/OW receive around \$500/\$400 less per month than the average monthly rates (\$1308/\$733). Amending OW and ODSP policies to provide the shelter allowance to homeless individuals is a key way that the province can make progress on homelessness.

³ Feed Ontario – The Hunger Report (2022).

- **Insufficient supply of deeply affordable housing:** Deeply affordable housing includes a range of approaches – from government-owned buildings, to rent subsidies, to non-profit housing and co-operative developments – to provide housing for individuals who are unable to afford market rents. It is a smart way to invest tax dollars in community well-being and economic prosperity by providing people with dignity, opportunity, and a better quality of life. The wait list for government subsidized housing assistance in 2018 was 215,000 people. According to recent Canada Housing Renewal Association study, an additional 143,225 units of deeply affordable community housing is needed in Ontario by 2030 just to meet the OECD average.⁴

Most social housing stock in Ontario has been made possible by past significant federal and provincial investments, primarily between the 1960s and 1990s. However, provincial commitment has been limited since downloading responsibility for social housing to municipalities in the 1990s. Ontario remains the only jurisdiction in Canada where social housing is a municipal responsibility. Each year, municipalities spend approximately \$1 billion in connection with provincial housing programs.⁵ During the pandemic, many municipalities invested in additional deeply affordable housing assistance to meet demand. Property taxpayers, including people on fixed incomes, cannot support the kinds of investments needed to keep up with demand.

The National Housing Strategy lays a good foundation for action. However, the recent temporary federal-provincial disagreement on the proposed Ontario provincial action plan put over \$350 million in NHS funding at risk, highlighting a fundamental lack of intergovernmental alignment and the overall disconnect between community housing needs, targets, and resources. There is a need to fundamentally re-think the way that community housing is funded in Ontario. Collaboration and integration of effort to a shared commitment to end homelessness is absolutely required.

⁴ Deloitte, Canadian Housing and Renewal Association and Housing Partnership Canada: [The Impact of Community Housing on Productivity](#), 2023.

⁵ Financial Accountability Office of Ontario – Ontario’s Housing and Homelessness Programs (2021)

- Inadequate Approach to Mental Health and Addictions:** Ontario is also experiencing a mental health and addictions crisis that intersects with and contributes to homelessness. People with poor mental health are more vulnerable; homelessness exacerbates mental illness – a tragic and costly cycle. Approximately 30-35% of those experiencing homelessness and up to 75% of women experiencing homelessness struggle with mental illnesses.⁶ Ontario's Roadmap to Wellness program was a step forward in addressing mental health and addictions challenges in Ontario. But progress has been slow, waitlists for addictions treatment programs remain far too long, and government action has not focused enough on people with complex social needs and the importance of integrating health and social supports. Inconsistent access to mental health and addictions services across the province results in gaps for many rural and northern communities that prevent progress on homelessness.

Supportive Housing –

Supportive Housing is deeply affordable housing with on-site supports that helps individuals achieve housing stability, preventing a return to homelessness, especially for people with mental health conditions and addictions. Significantly more supportive housing units are needed urgently. Estimates of the shortfall of units in 2017 range from between 30,000 to 90,000.⁷



⁶ www.homelesshub.ca/about-homelessness/topics/mental-health#:~:text=People%2520with%2520mental%2520illness%2520experience,experiencing%2520homelessness%2520C%2520have%2520mental%2520illnesses

⁷ Wellesley Institute – [Supportive Housing in Ontario: Estimating the Need](#) (2017)

It will take years to reverse the systemic issues created by decades of policy choices made by successive provincial governments. In the interim, provincial leadership and investment is required to:

- **Expand the emergency shelter system:** Emergency shelters already under strain are ill-equipped to respond to increasing demands driven by growing numbers of asylum-seekers and sky-rocketing rents.
- **Establish Homeless Encampment Guidance:** Provincial guidance is urgently needed to ensure an appropriate and consistent approach to encampments in a complex and evolving legal and policy landscape. The abdication of leadership by the provincial government and resulting adjudication by the courts is costly and slow, creating unclear and unrealistic expectations, and feeding divisions at the community level. Establishing and reinforcing principles and parameters at a provincial level, consistent with the statutory obligations, will allow municipalities to focus on what they do best – providing services to citizens aligned with local needs and circumstances – without the impossible task of reconciling provincial policy choices at odds with group or individual rights.
- **Cost-match federal encampment funding:** The 2024 Federal Budget announced an additional \$250 million in dedicated funding to addressing encampments with a call out to provinces and territories to cost match this investment. The provincial government must heed this call and provide the matching funds.

Federal Government

AMO applauds important demonstrations of federal government leadership on non-market housing and homelessness, including the 2018 National Housing Strategy, the 2019 Reaching Home Initiative, and most recently elements of the 2024 Canada's Housing Plan, including the Affordable Housing Fund, the Rapid Housing Initiative and the Rental Protection Fund.

Sustained, concerted, significant action across all governments is needed, however, to truly make progress. The federal Parliamentary Budget Officer has determined that the funding is still insufficient to meet the target of reducing chronic homelessness by 50%. This will require additional investments of \$3.5 billion a year across Canada. This is 7 times the current funding level. Recent federal-provincial disagreements in the context of the National Housing Strategy highlight the need for stronger inter-governmental collaboration on community housing and homelessness across all three orders of government.

AMO supports the federal Housing Advocate's call for a federally-led National Encampments Response Plan. This Plan must, however, preserve municipal flexibility and respect provincial (and in turn, municipal) heads of power, jurisdiction and rights. This is necessary to meet broader responsibilities and respond to specific circumstances

effectively. It cannot include recommendations from the federal Housing Advocate's report such as a ban on forced removals in any circumstances.

How Can Municipalities Navigate in the Interim?

While provincial and federal action is urgently required, municipal governments are responding to immediate needs in their community that cannot be delayed by insufficient support from other orders of government.

An evolving legal landscape and the proliferation of guidance from different sources about how municipalities should respond to homeless encampments can create challenges for municipalities and service partners trying to assess options.

Individuals do not have a right to camp anywhere they choose on public lands, at any time. Nor do those who decline appropriate alternative shelter options have a right to continue to reside in encampments.

Municipal governments must implement solutions that are effective, appropriate, feasible, practical, and in compliance with Ontario and Canadian law including but not limited to human rights legislation. For example, in contrast to some guidance, municipal police forces cannot be ordered by municipal councils to stop enforcing the Criminal Code by decriminalizing drug use in encampments. Municipal police forces also cannot abdicate their public safety responsibilities, which is incompatible with suggestions to fully de-centre policing as a municipal response.

Some guidance has stated categorically that municipalities must stop all removals on public lands, going beyond current legal obligations. The Shift's [Homeless Encampments: Municipal Engagement Guidance](#) was developed in collaboration with municipalities, housing and health experts and provides helpful and practical advice.

While each municipality faces unique facts and circumstances that require independent legal assessments and advice, considering these key factors as they make hard decisions about the best options for their communities can help municipalities to mitigate legal risks:

- **Alternative shelter options for individual encampment residents are critical:** Removing encampments from public lands when there is no alternative shelter space for encampment residents has been found to violate the *Charter* right to life, liberty and security of the person. Alternative shelter options include spaces in emergency shelters or alternative tenting locations, among others. It is not the case that municipalities must demonstrate capacity for all homeless individuals within a municipality to clear an encampment, but it is important that each individual in the encampment under consideration for removal have a specifically identified shelter option.

- **Location of alternative shelter options:** An important factor in whether alternative shelter locations are appropriate is their accessibility to services – such as food banks, health services, or sanitation facilities – that provide the basic necessities of life. Ways to enable access to these services – such as public transit or mobile service delivery options – should be considered.
- **Public use of occupied space:** How public lands where encampments have arisen are designated for use is an important factor. Encampments located in major parks that are heavily accessed by the public are different from encampments located on empty lots. The degree to which the presence of an encampment impedes public use of space may be a relevant factor, particularly from a public safety perspective.
- **Protected groups and homeless encampments:** *The Ontario Human Rights Code* prohibits actions that discriminate against people based on protected grounds like race, disability, and sex in social areas that include housing and services. Because of the over-representation of groups such as Indigenous people, people with mental health and substance use conditions, or gender-diverse individuals in homeless encampments, there is an elevated risk that actions related to homeless encampments can create or exacerbate disadvantage based on prohibited grounds.

Ultimately, municipalities should be:

- Assessing risk to the unsheltered homeless, community residents and the municipality and identify actions to mitigate them.
- Assessing compliance of planned actions with the *Charter* and the *Ontario Human Rights Code* by consulting legal counsel.
- Providing outreach to people living in homeless encampments and engaging them about solutions about their individual circumstances.
- Engaging and developing solutions with people with lived experience of homelessness to ensure the proposed approach is appropriate and responsive to the needs and experiences of people experiencing homelessness.
- Focusing on the needs of and appropriately engaging Indigenous People in the community, given their over-representation in the homeless population, must inform the response.

Conclusion

Homeless encampments are the most recent symptom of much deeper system failures that are compromising the foundations of our social and economic prosperity.

It's time for the provincial and federal governments to play a leadership role in solving this crisis and addressing the root causes of homelessness.

Ontario's municipalities are ready to work with provincial and federal partners to end both homeless encampments and chronic homelessness in Ontario.



Disclaimer: This document is not to be construed as the provision of specific legal advice for local situations. Municipalities and organizations should seek legal counsel's advice on questions regarding compliance with applicable laws. This document does not attempt to comprehensively cover every possible situation that may arise with encampments and is timely at the date of its publication. Municipal governments should endeavour to keep apprised of developments in law, and to learn from each other what works and what does not with the circumstances of their local situation.

**Association of Municipalities of Ontario (AMO)**

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Encampments: A Homelessness Crisis



AMO: Homeless Encampments in Ontario: A Municipal Perspective



July 2, 2024



AMO: Homeless Encampments in Ontario: A Municipal Perspective

- Meaningfully engaging with individuals living in encampments
- Exploring viable alternatives to encampment evictions or removals
- Supporting encampment residents' access to essential services
- Respecting encampments residents' belongings
- Working with encampment residents and police services to develop and implement encampment safety protocols
- Ensuring community health and safety through a multi-sectoral approach
- Respecting the rights, safety and security of private landowners and members of the public



AMO: Homeless Encampments in Ontario: A Municipal Perspective

Growing income
insecurity

Insufficient
supply of
deeply
affordable
Housing

Inadequate
approach to
mental health
and addictions

AMO: Homeless Encampments in Ontario: A Municipal Perspective



Expand the emergency shelter system



Establish homeless encampment guidance



Cost-match federal encampment funding



AMO: Homeless Encampments in Ontario: A Municipal Perspective

- Assess risk
- Assess compliance of planned actions with the Charter and the Ontario Human Rights Code
- Provide outreach to people living in homeless encampments
- Develop solutions with people with lived experience of homelessness
- Focus on the needs of and appropriately engaging indigenous people in the community



Encampment Strategy: City of Stratford



Simmons, G. (2023). *Cleared encampment part of Stratford's co-ordinated response to homelessness* [Photograph]. Beacon Herald. <https://www.stratfordbeaconherald.com/news/local-news/cleared-encampment-part-of-stratfords-co-ordinated-response-to-homelessness>



Local Definition: Encampment

Refers to one or more temporary accommodations consisting of tents, vehicles, makeshift shelters, bus shelters and/or vacant buildings on public or privately owned land



Encampments on Private Land

- Private landowners are responsible for their own property in accordance with City of Stratford Municipal By-laws, the Ontario Building Code, Building Code Act, Ontario Fire Code, and the Fire Protection and Prevention Act
- Provisions already exist for private property landowners to have people removed from their property if they wish
- Landowners are strongly encouraged to walk their land and contact the non-emergency police phone number for enforcement of the Trespass to Property Act or other applicable enforcement legislation



Integration with Collaborative Partners

Various departments and positions within the City of Stratford are involved in the response, including:

Social
Services

Police
Services

Fire Services

Community
Services

Infrastructure
Services

Building and
Planning



Guiding Principles

- Multiple sectors and systems will collaborate to address encampments and share responsibility
- Intensive and persistent outreach and engagement will be practiced prior to the use of enforcement, clearance, and criminalization (enforcement is preferred to be a last resort)
- All individuals can be housed with the right housing model and service supports
- To the greatest extent possible, individual choices about where and how to live will be honored
- Where appropriate, client driven housing stability supports will be offered to those eligible and in need

Encampment Response Process

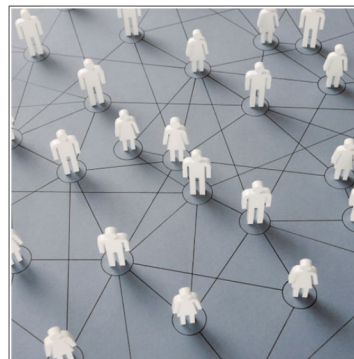
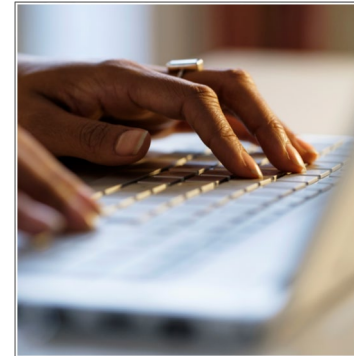
- Is adequately resourced, year-round encampment response
- Has the ability to respond quickly and consistently
- Integrated with an outreach services team that prioritizes the rights and needs of those in encampments
- Utilizes a risk assessment tool to help categorize and operationalize the response needed
- 4 level tiered response

In Development



Consistent key performance indicators

A communication and reporting structure



A response focused on working towards systemic improvements



In Conclusion

- Encampment response is focused on Public Land
- Guided in rights-based approaches
- Rooted in a collaborative process where key partners assist within all steps of response
- Utilizes strong outreach services to build trust and relationships
- Strategy is constantly evolving and changing to adapt to emergent needs of the community





MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor Ritsma and City Council
From: Kendra Fry, Housing Specialist, investStratford,
 Joani Gerber, CEO, investStratford
 Adam Betteridge, MCIP, RPP – Director of Building and Planning
Report Number: COU24-104
Attachments: None

Title: Canada Mortgage and Housing Corporation – Housing Accelerator Fund, Second Round (2024)

Objective: To provide an overview of the Canada Mortgage and Housing Corporation ('CMHC') – Housing Accelerator Fund, Second Round ('HAF2'), funding program available to municipalities intended to increase the supply of housing across Canada and to seek direction of Council. The funding program is in its second iteration and is only open to unsuccessful applicants from phase 1. Staff are seeking Council direction to proceed with a revised application for a minimum of seven initiatives included or similarly applied for in the first round.

The application deadline is September 13, 2024.

Background: The CMHC released guidelines for their second round of the Housing Accelerator Fund (HAF2) program which aims to increase the supply of housing through incentives and accelerated processes.

The key objectives of the HAF2 program are to incentivize the implementation of local actions that remove barriers to housing supply, accelerate the growth of supply, and support the development of communities that are aligned with the following priorities:

- Supporting the development of complete communities that are walkable, consisting of appropriate residential density and a diverse mix of land uses, providing access to a wide variety of amenities and services through public and active transportation.
- Supporting the development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic

inclusion largely achieved through the equitable provision of housing across the entire housing spectrum.

- Supporting the development of low-carbon and climate resilient communities.

The HAF program is intended for local governments across Canada that have delegated authority over land use planning and development approvals. It is expected to result in permits being issued to create an additional 12,000 more housing units across the country by 2029.

To apply, the City of Stratford must develop a framework "Action Plan", using a prescribed form, and identify a minimum of 7 initiatives with milestones that outlines how the City will increase the average annual rate of housing growth by at least 10% and the housing growth rate by at least 1.1%.

New in Round Two, the City of Stratford must commit to allowing four units as of right to be eligible for funding.

Analysis: The core of the HAF2 application is an "Action Plan", which is required to include several components, including a comprehensive list of potential initiatives which may assist in increasing the local housing supply. The Action Plan must demonstrate how the identified initiatives will increase the City's housing supply, including growth targets tied to a 10% unit increase threshold.

The City has completed other housing-related studies which show the ongoing commitments Stratford has been making to housing and can provide input to the Action Plan. Such studies include: the Stratford, Perth County and St. Marys 10-Year Housing and Homelessness Plan, Five-year Update (2020-2024); The Stratford Housing Project: A Road Map for Attainable Market Housing Development (2021); and The Stratford Attainable Housing Project (2023).

These studies recommend implementation of several of the initiatives that are sought by CMHC's funding program. As part of last year's application to HAF, the City's Building and Planning Director consulted with other City departments, as well as investStratford. The following initiatives are recommended to be applied for in the City's Action Plan:

- **Incentive Programs / Community Improvement Plan ("CIP")** (HAF Initiative Type: Implementing incentives, costing or fee structures, for example density bonusing, to encourage such things as affordable housing and conversions from non-residential to residential)
- **Development Approvals e-Modernization & Housing Concierge** (HAF Initiative Type: Implementing new/enhanced processes or systems such as case management, e-permitting, land and building modelling)

- **Repurposing City-owned Lands** (HAF Initiative Type: Create a process for the disposal of City-owned land assets for the development of affordable housing as-of-right (not requiring rezoning))
- **Community Partnerships for Affordable Housing** (HAF Initiative Type: Partnering with non-profit housing providers to preserve and increase the stock of affordable housing)
- **Streamlining the Housing Approval Process** (HAF Initiative Type: Implementing changes to decision making such as delegating development approval authority to municipal staff based on established thresholds or parameters)
- **Encouraging Detached Additional Residential Units** (HAF Initiative Type: Encouraging Accessory Residential Units—a second smaller unit on the same property as a primary unit)
- **Encouraging the “Yes In My Backyard”: Bringing Back the Missing Middle Units in Existing Neighbourhoods** (HAF Initiative Type: Allowing increased housing density (increased number of units and number of storeys) on a single lot including promoting “missing middle” housing forms typically buildings less than 4 stories)
- **Zoning for the Downtown Core** (HAF Initiative Type: Promoting high-density development without the need for rezoning (as-of-right zoning), e.g., for housing developments up to 10 stories that are in proximity (within 1.5km) of rapid transit stations and reducing car dependency)

All possible initiatives available were considered, however the short timeline requires the City to move swiftly on an application. As noted earlier, the above eight (8) initiatives have been identified as “application-worthy” given existing council policies (e.g. housing studies, strategic priorities, and the Official Plan).

Planning Implications:

To be eligible to receive the HAF2 funding, should the City be successful in this application, the City of Stratford must adopt zoning provisions that allow “Four Units As of Right”.

Currently, municipalities are required by the province to allow “Three As of Right”.

Acceptance of the grant funding would require Council to immediately adopt “Four as of Right”. This decision of Council is not required at this time to submit the application, but the intent to adopt this by-law change in the event of funding is required. There will be a subsequent report prepared for Council to outline change from Three to Four Units as

of Right. Due to the HAF2 funding deadline of September 13, this subsequent report is not available for this meeting.

Financial Implications:

Not applicable:

There is no financial implication to the City's budget as a result of making an application to the subject grant funding program. Should the grant application be successful, further information regarding the scope and financial implications will be brought to Council for consideration.

Alignment with Strategic Priorities:

Build Housing Stability

This report aligns with this priority as it will support the City of Stratford's work to add affordable, attainable and community dwelling units to our inventory.

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.

Culture and Community

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

Staff Recommendation: THAT Council direct Staff to finalize the Action Plan as presented in Report COU24-104 and in support of an application to the Canada Mortgage and Housing Corporation – Housing Accelerator Fund 2;

THAT the Chief Administrative Officer, in consultation with the Director of Corporate Services, Director of Social Services, and Director of Building and Planning, be authorized to approve the Action Plan, including the refinement of the proposed initiatives, in support of the City's application for the Housing Accelerator Fund prior to finalizing the application to the Canada Mortgage and Housing Corporation;

THAT the Chief Administrative Officer be authorized to sign all necessary Housing Accelerator Fund application related documents in support of the City's submission;

THAT the Mayor and Clerk be authorized to execute all documents to effect a transfer to the City of the Housing Accelerator Fund on terms acceptable to the Director of Corporate Services and in forms acceptable to the City Solicitor;

AND THAT a subsequent report be prepared to outline the zoning provisions for a change from 3 Units to 4 Units as of Right, for Council's consideration.

Prepared by: Kendra Fry, Housing Specialist, investStratford
Recommended by: Adam Betteridge, MCIP, RPP – Director of Building and Planning
Joani Gerber, CEO, investStratford
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tim Wolfe, Director of Community Services
Report Number: COU24-090
Attachments: P.3.4 – Rental of Auditorium Policy (Current);
 P.3.4 – Rental of Auditorium Policy (DRAFT)

Title: City Hall Auditorium Rental Policy Amendment

Objective: To rescind the City of Stratford Auditorium Rental Policy P.3.4 and replace it with an administrative policy which will include a more fulsome description of procedures for use of the space as well as prohibited uses and events and move from a Council Policy to an Administrative Policy.

Background: The City Hall Auditorium Rental Policy was first adopted by Council February 26, 1979 with amendments made February 22, 1999; February 28, 2005, and February 13, 2017. The current Policy contains very few guidelines:

- That the City Hall Auditorium is not booked for Christmas Eve, New Year's Eve and the following identified holidays: New Year's Day, Christmas Day, Good Friday and Easter Monday.
- That day-time performances/theatrical productions and rehearsals be restricted from using the Auditorium when City Hall offices are open to the Public.
- That rental fees no longer be waived when the event is over, but the renter's equipment is still in the Auditorium the next day.
- Minor amendments to the Rental Agreement may be permitted without Council approval, provided the spirit and intent of the February 13, 2017 Auditorium policies are maintained and are to the satisfaction of the Chief Administrative Officer or designate.

Effective July 2022, the Community Services Department, Facilities Division assumed responsibility of the operations and maintenance of all City of Stratford facilities which included City Hall. This was identified as a Service Delivery Review recommendation.

As the maintenance of City Hall was assumed by the Department it was determined that the booking of the Auditorium could also be automated, by using the Community Services' booking software rather than the manual process previously used in the Clerks' Office. This change occurred in January 2024.

Analysis: The City Hall Auditorium space may be rented by members of the public or community groups. The purpose of the revised administrative policy is to provide guidelines for members of the public on the use of the City Hall Auditorium.

Staff advise that the current Policy does not provide a fulsome overview of the guidelines. Therefore, both the Policy and the Auditorium Rental Agreement documents have been updated.

Financial Implications:

Not applicable:

There are no financial implications to be reported as a result of this report.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as it pertains to policy wording amendment.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Culture and Community

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

Staff Recommendation: THAT Policy P.3.4 Rental of City Hall Auditorium be rescinded and replaced with an Administrative Policy.

Prepared by: Tim Wolfe, Director of Community Services

Recommended by: Tim Wolfe, Director of Community Services
Joan Thomson, Chief Administrative Officer

The Corporation of the City of Stratford

Policy Manual

P.3 Municipal Property

Dept: Corporate Services

Committee: Infrastructure, Transportation and
Safety

P.3.4 Rental of City Hall Auditorium

Adopted: February 26, 1979
 Amended: February 22, 1999 by R99-67; February 28, 2005, February 13, 2017
 Reaffirmed:
 Related Documents:
 Council Policy Administrative Policy

That the City Hall Auditorium not be booked for Christmas Eve, New Year's Eve and the following identified holidays: New Year's Day, Christmas Day, Good Friday and Easter Monday.

That day-time performances/theatrical productions and rehearsals be restricted from using the Auditorium when City Hall offices are open to the Public.

That rental fees no longer be waived when the event is over but the renter's equipment is still in the Auditorium the next day.

Minor amendments to the Rental Agreement may be permitted without Council approval, provided the spirit and intent of the February 13, 2017 Auditorium policies are maintained and are to the satisfaction of the Chief Administrative Officer or designate.



The Corporation of the City of Stratford Policy Manual

Policy Number:	P.3.4
Policy Section:	Municipal Property
Department:	Community Services
Date Adopted:	February 26, 1979
Date Amended:	February 22, 1999 by R99-67; February 28, 2005, February 13, 2017; September 9, 2024
Scheduled for Review:	
Date of Last Review:	2024
Policy Type:	Administrative Policy

Rental of City Hall Auditorium

Policy Statement:

The City of Stratford is the owner and operator of the City Hall Auditorium. This space may be rented by members of the public or community groups.

Purpose:

The purpose of this policy is to provide guidelines for members of the public and city staff on the use of the City Hall Auditorium.

Procedure:

Use of the City Hall Auditorium

1. Any requests to book the City Hall Auditorium that are in accordance with City policies and subject to City approval will be accepted on a first come, first serve basis and subject to the Lessee entering into an agreement.
2. No application to rent the City Hall Auditorium shall be approved if it in any way results in the interference of the day-to-day operations of City Hall, including but not limited to public access, Council meetings, maintenance and/or renovations, unless approved by the Director of Community Services.
3. The use of the City Hall Auditorium for public elections and City events, including but not limited to, meetings, open houses or presentations shall take precedence over any other bookings. At all times the City shall retain the sole and exclusive

right to use the City Hall Auditorium at any time upon the City providing written notice to the Lessee a minimum of thirty (30) days in advance of the booking cancellation.

4. The City Hall Auditorium is not available for rent and shall not be rented out after 4:00 p.m. on the second, third or fourth Monday of every month in order to maintain flexibility in accommodating City meetings, open houses and similar functions related to the conduct of City business, except for the approved theatrical productions that book two to three weeks annually.
5. The City Hall Auditorium will not be booked for any Statutory Holidays or other Holidays observed by the City of Stratford.
6. Any requests to book the City Hall Auditorium that are submitted greater than one (1) year in advance of the booking date for the event shall not be accepted by the City, unless approved by the Director of Community Services. This does not apply to City events including, but not limited to, municipal elections or City sponsored events.
7. The use of the City Hall Auditorium for any necessary event set-up prior to and take down after the actual event may be considered and treated as additional rental times and subject to additional fees. All set-up and take down times shall be approved by the City. The City retains the right and authority to reschedule any approved set-up and take down times as necessary.

Prohibited Uses and Events

1. Consumption of food and beverages is allowed only in permitted areas.
2. Confetti and/or confetti-like products, cooking equipment, open flames, burning of incense and/or candles or any similar products are not permitted to be used in the facility or on facility grounds, unless approved by the Director of Community Services.
3. The use of fans, portable heaters, smoke machines or dry ice is strictly prohibited, unless approved by the Director of Community Services.
4. No person under the age of 18 shall be permitted to rent the City Hall Auditorium or shall be permitted to be the signing authority.
5. The City Hall Auditorium **shall not** be used for the following types of events, unless approved by the Director of Community Services:
 - a) Functions that include dancing during regular business hours 8:30 a.m. – 4:30 p.m. Monday – Friday when City Hall is normally open.

- b) Any music concerts, bands, or performances where the instruments are amplified during regular business hours 8:30 a.m. – 4:30 p.m. Monday – Friday when City Hall is normally open.
- c) Performances, theatrical productions and/or rehearsals during regular business hours 8:30 a.m. – 4:30 p.m. Monday – Friday when City Hall is normally open.
- d) Private parties, private functions, or banquets where alcohol is being sold, provided, or consumed save and except for City approved and sponsored events.
- e) Retail sales events or events for commercial or business purposes, with the exception of cinema use.
- f) Any event or purpose which may render the insurance on City Hall void or voidable or which might cause the premiums for such insurance to be increased.

Amendments to Rental Agreement

Minor amendments to the Rental Agreement may be permitted without Council approval, provided the spirit and intent of the February 13, 2017 Auditorium policies are maintained and are to the satisfaction of the Chief Administrative Officer or designate.

Legislative Authority:

N/A

Related Documents:

- City Hall Auditorium, Rental Terms, Conditions and Contract
- City of Stratford Municipal Alcohol Policy



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Mark Hackett, Manager of Community Facilities
Report Number: COU24-092
Attachments: None

Title: Administration of Justice Building Accessible Entrance Ramp – Tender Award

Objective: To provide Council with information and to award the tender for the installation of an accessible entrance ramp at the Administration of Justice Building.

Background: At the February 26, 2024, Council Meeting, Council approved the 2024 budget and the capital expenditure of \$200,000 for the installation of an accessible entrance ramp at the Administration of Justice Building.

The Community Services Department consulted with Artas Engineering & Design Inc. to design the accessible ramp and barrier free entrance to ensure compliance with all legislation with the Ontario Building Code and the Accessibility for Ontarians with Disabilities Act (AODA). This cost was approximately \$11,000.

The design for the project was presented to the City of Stratford Accessibility Advisory Committee (AAC) on May 7, 2024. The AAC fully supports the design concept as presented.

Analysis: Working with the Purchasing Clerk, T-2024-23 was issued which was posted on July 15, 2024. Four submissions were received.

- Uniqueco Building Restoration Inc. - \$143,900 plus HST.
- SST Group of Construction Companies Ltd. - \$187,800 plus HST.
- Tradition Construction Inc. - \$203,700 plus HST.
- Direk Construction Inc. - \$260,750 plus HST.

The lowest cost submission received is from Uniqueco Building Restoration Inc. in the amount of \$162,607, including HST. The submission cost is under the approved budget for the project.

Reference checks were completed for the references that were provided from Uniqueco Building Restoration Inc. for similar municipal projects of this nature. No significant concerns were raised from the references provided.

Staff recommend that the T-2024-23 be awarded to the lowest bid, Uniqueco Building Restoration Inc.

Financial Implications:

Financial impact to current year operating budget:

The unspent funds of approximately \$43,000 will remain in the reserve fund R-R11-FACI for future capital expenditure requirements. There are no anticipated impacts to the operating budget.

Financial impact on future year operating budget:

Annual repairs and maintenance, as well as transfers to reserves for future replacement of the assets, will be included in future operating budgets.

Link to asset management plan and strategy:

The accessible ramp is expected to have a useful life of approximately 25 years. Future transfers to reserve funds will need to reflect planned replacements over the period and at the end of the useful life for the accessible ramp, like all assets included in the asset management plan.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as this project will reduce barriers to accessibility for members of the public that are utilizing the facility.

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.

Culture and Community

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

Staff Recommendation: THAT the tender (T-2024-23) for the installation of an accessible entrance ramp at the Administration of Justice Building be awarded to Uniqueco Building Restoration Inc. for a total cost of \$162,607, including HST;

THAT Facilities Capital Reserve Fund R-R11-FACI be used to provide the funding required;

AND THAT if additional work is required, subject to approval by the Director of Community Services, an additional contingency be authorized to fund any potential issues that are not within the scope of work from Facilities Capital Reserve Fund R-R11-FACI.

Prepared by: Mark Hackett, Manager of Community Facilities
Recommended by: Tim Wolfe, Director of Community Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-093
Attachments: Encroachment Sketch of 96 Huron Street

Title: Encroachment Application for 96 Huron Street

Objective: To consider a request to enter into an Encroachment Agreement with the owner of 96 Huron Street. The purpose of the Encroachment Agreement is to permit the existing concrete steps, sidewalk, and handrail to encroach onto the Huron Street road allowance.

Background: The purpose of this report is to consider entering into an encroachment agreement for the existing concrete steps, sidewalk and handrail ("the encroachments") at 96 Huron Street which if approved would encroach onto the Huron Street road allowance.

During the reconstruction of Huron Street, the encroachments were identified by staff and the property owner was notified.

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

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

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

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

No new encroachments onto park property will be permitted.”

The Policy further states:

“7. When Encroachments will not be granted

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

- new encroachments onto park property;
- additions to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances;
- the encroachment poses a danger to the public;

when construction has commenced prior to the issuance of a required permit from the City.”

Analysis:

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

- Planning Services advised that they have no concerns with this application.
- Building Services advised they have no concerns regarding the application. Building Services noted that the existing steps are currently being proposed as changing under a Building Permit Application. The area of the steps are not increasing. There are slight changes to the design of the stairs and new hand railing are being installed.
- Engineering Division advised they do not have any comments or concerns with this encroachment application.

Staff recommend approving the entering into of an encroachment agreement for the encroachments.

Request for Fee Waiver:

The owner has requested that the encroachment fee of \$50.00, adjusted yearly by the CPI be waived. The Encroachment Policy states that an annual fee will not be charged for encroachments in institutional zones. The subject property is zoned R2(1)/MUR.

The Tax Department has confirmed the portion of the property which operates as a church is exempt from municipal taxes as it is an institution. The residential portion of the property is subject to municipal taxes. The encroachments are located on the residential portion of the property and therefore fees would be applicable. To exempt the annual encroachment fee, Council would need to approve an exemption to Encroachment Policy P.3.2.

Financial Implications:

Financial impact to current year operating budget:

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

Financial impact on future year operating budget:

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

Alignment with Strategic Priorities:

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

Alignment with One Planet Principles:

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

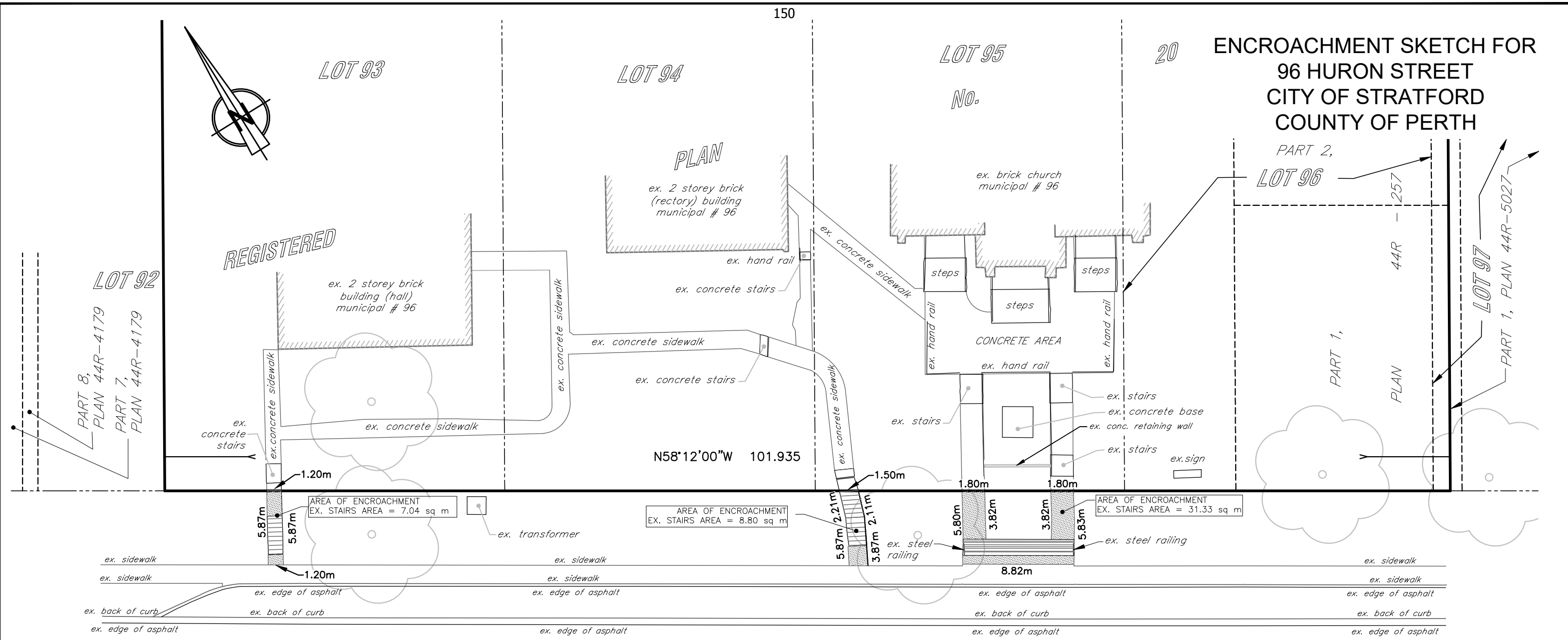
Staff Recommendation: THAT the encroachment application for 96 Huron Street to permit the existing concrete steps, sidewalk and handrail to encroach onto the Huron Street road allowance for a total encroachment area of 47.17m², be approved;

THAT Council provide direction on the annual fee of \$50.00 adjusted yearly by the CPI, to be added to the property tax bill for 96 Huron Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 96 Huron Street for consideration at a future Regular Council meeting.

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

ENCROACHMENT SKETCH FOR
96 HURON STREET
CITY OF STRATFORD
COUNTY OF PERTH

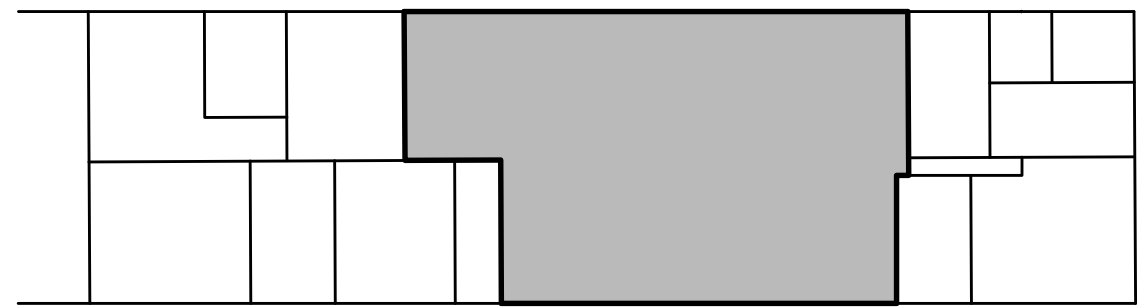


HURON STREET

HIBERNIA STREET

MORNINGTON STREET

HURON STREET



KEY MAP (N.T.S.)



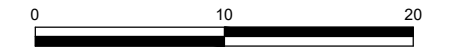
117 REGENT STREET, STRATFORD, ON N5A 3W2
www.gritengineering.ca

PROJECT: 96 HURON STREET
CLIENT: ENCROACHMENT SKETCH

CLIENT: DIOCESE OF LONDON
CLIENT: C/O HEIDI MONTEITH

DATE: 2023/02/15

SCALE: 1 : 400 METRIC



PROJECT NO:
GE23-0361-SK1

DRAWN BY: BAS
CHECKED BY: SJC
DRAWING NO.
C100

Metric:
DISTANCES AND COORDINATES SHOWN ON THIS SKETCH ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

Caution:
THIS IS NOT A PLAN OF SURVEY. THIS SKETCH SHALL NOT BE USED FOR MORTGAGE OR TRANSACTION PURPOSES.

BEARINGS AND DISTANCES DERIVED FROM DEPOSITED PLAN 44R-4179 & 44R-5027.

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MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Audrey Pascual, Deputy Clerk
Report Number: COU24-102
Attachments: None

Title: Zero Emission Vehicle Infrastructure Program

Objective: To seek approval from Council to apply to the Natural Resources Canada's Zero Emission Vehicle Infrastructure Program to install additional electric vehicle charging stations in the City of Stratford.

Background: In 2022, the City of Stratford was successful in applying for funding to install new EV Charging Stations under the Zero Emission Vehicle Infrastructure Program (ZEVIP) with Natural Resources Canada (NRCan). The City's EV Charging Station Expansion Project has since seen the installation of five new dual port Level 2 charging stations in downtown parking lots. By January 2025, the installation of six additional dual port Level 2 charging stations, along with the City's first Level 3 fast charging station will be completed.

NRCan has announced the launch of the new round of ZEVIP applications. The program will support the deployment of EV Chargers, including Level 3 fast chargers, in public places across Canada with the aim of making EV charging infrastructure accessible for Canadians from coast to coast.

Subject to Council approval, the City is well-positioned to submit a successful application to this program to further expand the City's EV charging network.

Analysis: Under the Zero Emission Vehicle Infrastructure Program (ZEVIP), the City is eligible to apply for the Community Public EV Charging Infrastructure stream. Eligible projects under this stream must increase the number of public EV chargers in the community and must include the installation of a minimum of two Level 3 fast charging stations available for use 24/7 or at least as frequently as the operating hours of the site.

Recognizing that the City's current EV expansion project with NRCan involves the installation of chargers primarily in the downtown core, staff have identified the Rotary Complex as an alternate location in the community to install Level 3 fast charging stations. While ZEVIP requires a minimum of two Level 3 charging stations to be eligible for funding, staff have collaborated with Festival Hydro to confirm that the capacity of the existing on-site transformer can manage four new Level 3 charging stations. At peak times under current services, staff estimate that 2,000 people attend the Rotary Complex on a weekly basis. With a wide variety of programs and services available at the site and public EV charging infrastructure not being accessible nearby, the City's application for funding would provide an increased service level, potentially draw greater numbers of EV drivers to the area, reduce range anxiety for EV drivers, meet the community's infrastructure needs, and help fill in the gap in the City's as well as the regional EV network especially for fast charging stations.

As noted, eligible programs under ZEVIP require that charging stations must be publicly accessible 24 hours per day, 7 days a week or at least as frequently as the site's operating hours. The Cooper and Downie Parking lots (24-hour parking) were not considered suitable due to the timing of the ongoing discussions for the sites. Even with the preferred remaining location of the Rotary Complex, amendments to overnight parking restrictions are needed to meet conditions imposed by the funder. Therefore, should an application for funding be successful, staff would propose amending the Traffic and Parking By-law to permit overnight parking in the Rotary Complex parking lot for electric vehicle charging. Subject to no concerns from Council, staff would proceed under this intent and report back to Council should the application be successful.

At the time of this report, the cost for a new Level 3 fast charging station is \$62,443.80 (including HST). With four of these stations proposed by staff for the City's ZEVIP application, this would total \$249,775.20 (including HST) in capital equipment costs. From an operating perspective, ongoing annual costs for station support from the service provider would total \$17,121.76 (including HST) for the proposed stations. These services will provide staff with access to important real-time data which displays metrics including usage and availability of stations, both live and historical, identifies when there are issues present with the machine, operational analytics such as energy consumption and related financials.

Currently, exact construction costs for the proposed project to establish power supply and prepare the site for installation are undetermined, as staff are seeking further details. Once this information is available and prior to completing any work, subject to application approval from NRCan, staff will report back with final project costs for Council approval. Based on costs quoted for the City's current NRCan expansion project, construction costs for this round of ZEVIP application could be up to \$110,000.

With respect to funding, maximum amounts under the ZEVIP for Level 3 charging stations are up to 50% of total project costs, to a maximum of \$50,000 per charger

based on the proposed stations having an electrical output of 50 kW to 90kW. With the cost per unit at the time of this report and estimated project construction costs, the City could expect to receive a maximum funding amount around \$185,045.08 with a successful application. This would leave approximately \$185,045.08 in project costs for the City's funding contribution from the Parking Reserve Fund, currently projected to have a balance of 2.6 million by the end of 2024.

The City currently has a funding application submitted under the Ministry of Transportation's EV ChargeON Program for the EV expansion project at the Rotary Complex. Under the ChargeON Program, the maximum funding amount for Level 3 charging stations is up to 75% of total project costs, to a maximum of \$75,000 per charger. Both the ChargeON Program and ZEVIP allow for stacking of funds and it is possible to secure up to 75% of the total project cost support from different levels of government (i.e. federal, provincial/territorial and/or municipal). If the City is successful for both applications, the City's contribution of the project reduces to 25%, or \$92,522.54.

One of the mandatory requirements for the ZEVIP application is an attestation that the applicant has secured their share (50%) of the total project costs. Staff are seeking direction from Council to authorize the use of the Parking Reserve Fund for this purpose.

With respect to fees for use of City-owned EV charging stations, all current Level 2 charging stations have been free of charge up to this point. Staff intend to review usage data as more Level 2 stations come online and will consider adding a competitive costing scheme for use of existing or future Level 2 charging stations. For the future Level 3 fast charging station planned for the NRCan expansion project and for the proposed stations under the new ZEVIP stream, staff recognize that these stations come with higher operational and maintenance costs. In addition to the increased kWh per charge, other municipalities implement fees for use of their Level 3 fast charging stations. If the City's application for this program is successful, staff will prepare a fee-for-usage analysis and recommendation for Council's consideration. Prior to implementation of any costing scheme, staff will bring a report forward to Council to recommend amending the City's Fees and Charges By-law with competitive, cost recovery rates for use of the City-owned charging stations, which will then support future maintenance and replacement costs at end-of-life.

Financial Implications:

Financial impact to current year operating budget:

There are no impacts to the current year operating budget as the funding and project would occur in 2025.

Financial impact on future year operating budget:

The impact to the 2025 budget would consist of the capital investment and operating costs of approximately \$238,591.58 (after HST rebates) plus an estimated \$111,936.00

in site preparation costs. Based on the maximum funding available, the net cost to the City would be \$185,045.08. Should the City be successful with its ChargeON application as well, the net cost to the City is \$92,522.54. The final costs along with operating costs that might arise in the first year would be from the Parking Reserve Fund and would become part of the operating budget in 2026, funded from parking revenues.

Link to asset management plan and strategy:

As with all City infrastructure, these assets become part of the City's asset inventory, requiring periodic maintenance, and replacement at the end of useful life (estimated at 10 years). This future capital cost becomes part of the replacement and funding strategy and would become part of the 10-year forecast at that end of useful life period. This has a financial impact on the parking revenues raised.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This initiative aligns with this strategic priority as its recommendations promote the enhancement of alternative transportation infrastructure and support energy transition to low-carbon sources, through the development of EV Charging networks, which will significantly contribute to emission reductions and support sustainable growth.

Alignment with One Planet Principles:

Culture and Community

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

Travel and Transport

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

Staff Recommendation: THAT staff be authorized to apply for funding to install four Level 3 EV Charging Stations under the Natural Resources Canada's Zero Emission Vehicle Infrastructure Program;

THAT the use of the Parking Reserve Fund be authorized to fund the City's portion of the project;

AND THAT staff report back with total project costs and amendments required to the Traffic and Parking By-law if required.

Prepared by: Audrey Pascual, Deputy Clerk
Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
 Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-107
Attachments: Appendix 1: Draft Closed Meeting Protocol

Title: Closed Meeting Investigation Report – Follow-up

Objective: To provide options for consideration by Council to address recommendations made by the City's Closed Meeting Investigator.

Background: In February 2024, the City received a report from the City's Closed Meeting Investigator. The report reviewed closed session meetings and the votes taken over a five year period. At the February 26, 2024 Regular Council meeting, the report was considered and Council adopted the following resolution:

THAT the Closed Meeting Investigation Reports dated February 20, 2024, be received;

AND THAT the recommendations contained in the Closed Meeting Investigation Reports be referred to staff and legal counsel for review and to prepare a report for consideration at a future Regular Council meeting.

The recommendations from the Closed Meeting Investigator included:

1. Council and staff obtain training to ensure that they are properly following the processes as required under the Municipal Act, 2001, S.O. 2001, c. 25 (hereinafter referred to as the "Act").
2. Council should work towards creating procedures for topics that arise often, like contracts, land sale or employment decisions.
3. Council should have a clear process for moving substantive decision making into the open.

4. Council should ensure that resolutions are clearly worded, and that, where possible, they clearly provide instructions to staff rather than making substantive decisions.
5. Council should have clear procedures for moving into open session, including in cases where members are concerned that a vote or discussion is no longer properly in closed.
6. Decisions should not be bundled together, particularly where they are unrelated.

Subsection 239.2(12) of the Act requires that Council pass a resolution stating how it intends to address the findings of the report. The purpose of this report is to provide Council with options for addressing the above noted recommendations.

Analysis:

Recommendation 1: Education and Training

Staff are working to obtain a facilitator to provide an education session in the Fall of 2024. This session will focus on open meeting requirements, best practices for closed meetings, and on the exemptions noted in section 239 of the Act and the reason for considering matters in closed session.

Recommendations 2-5:

Staff have drafted a Closed Meeting Protocol ("the Protocol") attached as "Appendix 1". The purpose of the Protocol is to assist the City with ensuring compliance with the statutory requirements for holding Closed Meetings as well as to enhance the transparency of the City decision-making process.

The Protocol outlines the:

- statutory requirements for closed meetings,
- roles and responsibilities,
- the process to be followed before a closed meeting is held, during a closed meeting and after, and
- provides an overview of each exemption, what discussions include and do not include.

It is recommended the Protocol be adopted and that the procedures contained will assist the City with meeting the statutory requirements of the Act and address the recommendations made by the Closed Meeting Investigator.

In addition to the Protocol, staff are recommending the following amendments:

- Amend section 4.2 of the Delegation of Authority By-law 137-2017 to provide authority to the Chief Administrative Officer and the Director of Human

Resources to hire and promote employees, including authority to issue employment letters, and to adjust salaries in accordance with all relevant policies and legislation, subject to the passage of a by-law by Council, where necessary.

- Amend section 4.3 of the Delegation of Authority By-law 137-2017 to provide authority to the Chief Administrative Officer to approve the termination of City employees below the CAO or deputy CAO (if applicable) level, including authority to execute termination agreements. The Delegation Restriction would be amended to "In the opinion of legal counsel where the costs associated with the termination are \$250,000 or below, not including any costs normally incurred as a result of a resignation or retirement." Current communication requirements would remain in effect.

The Chief Administrative Officer retains the responsibility under s 4.2.1 of the Delegation of Authority By-law for hiring at the Director level in accordance with relevant policies and legislation, subject to the passage of a by-law by Council, where necessary.

Recommendation 6: Decisions should not be bundled together

Amendments have been made to in-camera reports to contain separate and distinct motions as required.

Financial Implications:

Financial impact to current year operating budget:

Costs associated with obtaining legal advice were covered within the 2024 operating budget.

Financial impact on future year operating budget:

There are no financial implications on future year operating budgets because of this report.

Legal considerations:

Staff sought legal advice in preparing recommendations for Council's consideration.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities. The Act requires that Council adopt a resolution stating how it intends to address recommendations made by the Closed Meeting Investigator. The purpose of this report is to outline options for consideration by Council.

Alignment with One Planet Principles:

Not applicable: This report does not align with one of the One Planet Principles. The Act requires that Council adopt a resolution stating how it intends to address

recommendations made by the Closed Meeting Investigator. The purpose of this report is to outline options for consideration by Council.

Staff Recommendation: THAT the Closed Meeting Protocol be adopted;

THAT section 4.2 of the Delegation of Authority By-law 137-2017 be amended to provide authority to the Chief Administrative Officer and the Director of Human Resources to hire and promote employees, including authority to issue employment letters, and to adjust salaries in accordance with all relevant policies and legislation and subject to the passage of a by-law by Council, where necessary;

AND THAT section 4.3 of the Delegation of Authority By-law 137-2017 be amended to provide authority to the Chief Administrative Officer to approve the termination of City employees below the CAO or deputy CAO (if applicable) level, including authority to execute termination agreements and to amend the Delegation Restriction to "In the opinion of legal counsel where the costs associated with the termination are \$250,000 or below, not including any costs normally incurred as a result of a resignation or retirement".

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer

City of Stratford Closed Meeting Protocol

Objective

The Closed Meeting Protocol is intended to assist The Corporation of the City of Stratford ("the City") ensure compliance with the statutory requirements for holding Closed Meetings as well as to enhance the transparency of the City decision-making process.

This Protocol is based upon the following principles:

- Mature, responsible local government is fostered by an informed electorate;
- A decision-making process which is open and transparent to the public enhances the democratic legitimacy of local government;
- To the greatest extent possible, the public should be able to observe municipal government in process;
- In some circumstances, the public interest is best served by maintaining the confidentiality and privacy of certain information and decisions;
- The law recognizes that there are legitimate reasons for municipal business to be discussed and debated in the absence of the public.

This Protocol is intended to support and enhance the provisions of the Municipal Act, 2001, ("the Municipal Act") and Council's Procedure By-law, as amended from time to time, and is not intended to be separately enforceable.

Definitions

For the purpose of this Protocol, unless otherwise stated, the following terms shall have the following meanings:

"**Chair**" means the Member of Council presiding over a meeting.

"**Chief Administrative Officer**" means the Chief Administrative Officer of The Corporation of the City of Stratford.

"**City Solicitor**" means the individuals acting as solicitors for The Corporation of the City of Stratford.

"**Clerk**" means the City Clerk of The Corporation of the City of Stratford.

"Closed Meeting" means a meeting, or part of a meeting, which is closed to the public as permitted by the Municipal Act, also referred to as an "in-camera meeting".

"Confidential Report" means a Staff Report intended to be considered in a Closed Meeting.

"Council" means the Council of The Corporation of the City of Stratford and includes committees of Council.

"Department Head" means the member of City Staff responsible for one of the City's departments. This includes a member that is serving in an Acting role.

Statutory Requirements for Closed Meetings

The "Open Meeting Rule" is enshrined in section 239 of the Municipal Act. It provides that, unless otherwise permitted, all meetings of Council (and committees of Council), must be open to the public. There are fourteen (14) subject matter exceptions which permit a Closed Meeting to be held, as set out in subsections 239(2), (3), and (3.1) of the Municipal Act. Section 239 of the Municipal Act also contains certain procedural requirements for holding and conducting Closed Meetings.

The Open Meeting Rule seeks to increase public confidence in local government, and prevent secrecy in decision-making. The Open Meeting Rule also seeks to balance the public interest in open and transparent municipal decision-making, while also recognizing that in certain circumstances, meetings in the absence of the public are required to protect municipal interests.

Roles and Responsibilities

Council as a whole is responsible for making decisions that affect the City, the electorate, and those having business with the City. While Council will consider the recommendations of City Staff in making its decisions, Council bears ultimate responsibility and accountability for those decisions. This includes decisions in relation to Closed Meetings, such as whether it is appropriate to convene a Closed Meeting, which exception should be relied upon, and the appropriate level of public disclosure following a Closed Meeting.

City Staff carry out the decisions and policies of Council, and provide professional advice and recommendations to Council on a range of matters affecting the City. In the course of performing these duties, City Staff will also make recommendations regarding the conduct of Closed Meetings. City Staff are responsible to provide reasoned advice on such matters as the application of closed meeting exceptions, the practices and

procedures of Council, and whether information should be kept confidential on account of various municipal interests.

Individual Members of Council (hereinafter referred to as “Members”) are guardians of the public trust, and the individual decision-makers who, when acting together as a quorum of Council, make decisions that bind the City. In performing these duties, Members will receive confidential information during Closed Meetings. Members bear ethical obligations to preserve the confidentiality of such information. Inadvertence or indiscretion in relation to Closed Meeting matters may significantly harm the City’s interests – financial, legal, and reputational – and the overall public interest.

Before a Closed Meeting

Selecting a Closed Meeting Exception:

Council’s business is often initiated by City Staff or in response to inquiries. Staff then report their professional recommendations on various municipal matters. The City recognizes that staff reports, and the agenda review process will play an integral role in ensuring compliance with the Open Meeting Rule and fostering a transparent decision-making process.

The relevant Department Head shall be responsible for identifying whether a matter should be considered in a Closed Meeting. In making such a determination, the Department Head should, when necessary, consult with the Clerk, the Chief Administrative Officer, and/or the City Solicitor as appropriate.

The Department Head shall consider the following two questions in determining whether a matter should be considered in a Closed Meeting:

1. Does the matter qualify for one of the closed meeting exceptions enumerated in subsections 239(2), (3) or (3.1) of the Municipal Act? In other words, can the subject matter be considered and discussed in a Closed Meeting?
2. If the matter is permitted to be discussed in a Closed Meeting, is there a compelling reason why the matter should be considered in a Closed Meeting? What is the corporate, municipal or other interest that is to be protected by holding a Closed Meeting?

In considering the above questions, the Department Head shall have regard for, among other matters, whether full transparency and disclosure in the immediate term would in any way serve to compromise the municipal interests engaged by the matter.

Naming of Confidential Reports, Agenda Resolution to Convene a Closed Meeting:

Before holding a Closed Meeting, Council must pass a resolution stating the fact that it is holding a Closed Meeting, and the general nature of the matter(s) to be considered at the Closed Meeting. Such a resolution should maximize the information available to the public, while at the same time not undermining the reason for excluding the public in the first place. This resolution should not simply restate the applicable closed meeting exception listed in subsections 239(2), (3) or (3.1) of the Municipal Act.

In some limited circumstances, the need for confidentiality may encompass the very fact of considering a matter in a Closed Meeting. This may include, but is in no way limited to, circumstances where the identification of a specific party, property, or matter in a resolution to convene a Closed Meeting would, in and of itself, reveal the interest sought to be protected by the Closed Meeting. The City recognizes that these circumstances would be limited.

To assist in ensuring compliance with the Municipal Act, the following standard naming convention shall be used for all Confidential Reports, unless to do so would undermine the very reason for excluding the public in the first place:

Confidential Report of the **[Department Head]** with respect to **[Subject Matter / Property / Party / Appeal Reference Number] [Corporate Report Number (X-00-00)] – [Reference to Closed Meeting Exception]**

For example:

Confidential Report of the Chief Administrative Officer with respect to the Proposed Disposition of Land (Long Term Care Home) (CM-24-01) – proposed or pending acquisition or disposition of land s. 239(2)(c)

The title of a Confidential Report must cite the relevant closed meeting exception from the Municipal Act. Where appropriate, City Staff may cite multiple closed meeting exceptions if more than one exception is applicable.

The titles of all Confidential Reports to be considered at a Closed Meeting will be listed on the Open Meeting agenda for the purpose of providing notice to the public, and shall also form the content of the resolution to convene a Closed Meeting.

The following format will be used in developing the motion to adjourn to a closed session:

Motion to proceed into closed session

Moved by Councillor [name] and Councillor [name]

THAT [Council/Committee] move into closed session to consider the following matters:

4.1 Confidential Report of the [Department Head] with respect to [Subject Matter / Property / Party / Appeal Reference Number] [Corporate Report Number (CM-00-00)] – [Reference to Closed Meeting Exception]

4.2 Confidential Report of the [Department Head] with respect to [Subject Matter / Property / Party / Appeal Reference Number] [Corporate Report Number (CM-00-00)] – [Reference to Closed Meeting Exception]

4.3 Confidential Verbal Update of the [Department Head] with respect to [Subject Matter / Property / Party / Appeal Reference Number] [Corporate Report Number (CM-00-00)] – [Reference to Closed Meeting Exception]

The resolution to convene in a Closed Meeting shall be prepared in advance of the Closed Meeting by the Clerk and shall generally form part of the relevant meeting agenda. Where items are added to the agenda for a Closed Meeting as addenda items, the resolution shall be updated to reflect those new items.

During a Closed Meeting

Individuals Entitled to Attend a Closed Meeting:

Attendance at a Closed Meeting shall generally be limited to those individuals required to ensure the Closed Meeting matters are fully and properly considered. This includes the Members who are not otherwise prohibited from attending the Closed Meeting and generally includes the Clerk, the Deputy Clerk, the Director of Corporate Services/Treasurer, the Chief Administrative Officer, and the responsible Department Head for the matter under consideration.

Other individuals may be requested to attend a closed meeting where their attendance may become necessary in the course of Council business. Where appropriate, other individuals shall only be permitted to attend the portion of the Closed Meeting to which their presence is relevant or necessary.

Chair to Preside over Closed Meetings:

In addition to their responsibilities under the Procedure By-law, the Chair shall be responsible for presiding over a Closed Meeting. It is incumbent on the Chair to educate themselves on the statutory requirements that govern a Closed Meeting, including the subject matters which may be permitted to be discussed in a Closed Meeting and the procedural requirements for conducting a Closed meeting, including voting.

The Chair shall preside over deliberations in a Closed Meeting to ensure that Members do not inadvertently discuss matters which are not permitted to be discussed in a Closed Meeting, or matters which are not necessarily incidental to the main topic of discussion. Where a Member begins to stray from an appropriate Closed Meeting topic, the Chair shall promptly advise the Member of their obligation to remain on topic and to refrain from discussing unrelated or unpermitted topics.

Staff Recommendations and Voting in Closed Meetings:

Confidential Reports provide Council with professional advice and recommendations to take action on municipal business and matters. When preparing recommendations that will be considered in a Closed Meeting, City Staff must take into consideration the limitations on what matters can be voted on during a Closed Meeting, and what matters must be voted on in Open Session.

Except where otherwise permitted, no voting shall take place during a Closed Meeting. Voting during a Closed Meeting may only occur if the rules in subsection 239(6) of the Municipal Act, are satisfied. A vote may only be taken during a duly-constituted Closed Meeting if it is for one of two purposes:

- Procedural matters (e.g., to receive and file (take no action) information, to refer a matter, to defer consideration); or
- Giving direction or instruction to City Staff or agents or representatives of the City (e.g., the Chief Administrative Officer, the Clerk, external legal counsel, consultants retained by the City).

During a Closed Meeting, Council shall not make an "informal decision" where no formal vote of the Members is taken. Council is not permitted to make an informal decision by consensus, "head nodding," or to take a "straw poll" during a Closed Meeting. Such decisions constitute a "vote" on the matter, and where not taken for a permitted purpose, such decisions do not comply with the Municipal Act.

The Chair will ensure that any vote taken during a Closed Meeting complies with subsection 239(6) of the Municipal Act. The Chair may rule a vote out of order where it does not comply with the requirements of subsection 239(6) of the Municipal Act.

Recommendations in a Confidential Report may entail a decision which is not permitted to be voted upon in a Closed Meeting (e.g., a decision to adopt a policy, a decision to appoint an individual to a committee). City Staff should indicate in Confidential Reports which portions of the recommendations can be voted upon and adopted during the Closed Meeting, and which portions must be voted on in Open Session.

Recommendations from City Staff should generally follow the following format:

- **For Closed Session:** THAT Report CM-00-22 be received.
- **For Open Session:** THAT Council appoint Jane Doe as City Clerk.

Written Reports Preferred over Verbal Updates:

Written reports from City Staff will generally be preferred over verbal presentations or updates. Written reports circulated ahead of a Closed Meeting provide clarity on the subject matter to be discussed, and help justify the reasoning for holding a Closed Meeting. However, in some circumstance, a verbal presentation or update may be permissible, or practically necessary given other constraints or in recognition of the sensitivity of the specific matter.

For the purpose of this Protocol, the relevant Department Head shall treat a request to make a verbal presentation or update during a Closed Meeting as though it were a written Confidential Report. The Department Head shall submit a verbal presentation form to the Clerk, in the form prescribed by the Clerk, as soon as possible in advance of the Closed Meeting for inclusion on the relevant meeting agenda. Where any presentation materials will be relied upon, the Department Head shall provide same to the Clerk for review and to ensure the subject matter of the presentation forms a subject matter that is permitted to be discussed in a Closed Meeting.

Requests to provide a verbal presentation or update will generally not be considered once a Closed Meeting has already commenced and is underway. In the event of a time sensitive matter or in extenuating circumstances, in consultation with the Chief Administrative Officer and at the discretion of the Clerk, a verbal presentation or update may be added to the Closed Meeting agenda as an item of "New Business" so long as Council adjourns its Closed Meeting, reconvenes in Open Session, and passes a resolution in accordance with subsection 239(4) of the Municipal Act.

Closed Meeting Materials:

Members will require access to highly sensitive, confidential, and privileged materials and information in order to make informed decisions on matters during a Closed Meeting. It is imperative that Members recognize the importance of confidential information, and that they must take every precaution against the unauthorized disclosure of such confidential information. Members shall observe strict compliance with their ethical obligations regarding confidential information outlined in the City's Code of Conduct.

Closed Meeting documents and records, including Confidential Reports, correspondence from external legal counsel, and other confidential information, will be provided to

Members as directed in the Council Procedure By-law. City Staff may circulate hard copies of confidential information to Members during a Closed Meeting, with such copies to be returned to the Clerk immediately upon the conclusion of the Closed Meeting. The Clerk shall be responsible to ensure the shredding or destruction of hard copies of confidential information, and to track whether any hard copies remain in circulation. Members are not to take notes, scans, or photographs of any documents or materials.

If a member of Council does not return confidential closed meeting information to the Clerk, it is their responsibility to safeguard the information by placing it in a cabinet that is locked and which they are the only person who has access to the key to open it. The member of Council will be responsible for all costs of these items.

After Closed Meeting

Reporting Out of Closed Session:

“Reporting out” or “reporting back” immediately following a Closed Meeting is not a requirement in the Municipal Act. However, it is recognized as a best practice for enhancing the transparency of municipal decision-making. The extent of Council’s obligation to report out is outlined in the City’s Procedure By-law. Further the content of or details contained in a resolution to “report out”, not being statutorily prescribed, is within Council’s purview.

While the City is committed to enhancing the transparency of its decision-making process, it also recognizes that, in certain circumstances, full or substantial disclosure of the deliberations of Council in a Closed Meeting in the immediate term is simply not appropriate.

Council’s resolution to report out will be based on the recommendation of City Staff as presented in the corresponding Confidential Report. Where appropriate, City Staff may also recommend the release of any appendices to a Confidential Report following Council’s final consideration of the matter.

City Staff will generally base a recommendation as to the content of the resolution to report out on the following options:

Option A: A recommendation that Council report out as much general context and substance of the Closed Meeting matter as possible.

Application: This option aims to provide the public with the most amount of general information from a Closed Meeting, while refraining from disclosing the sensitive confidential details. Examples may include where Council is provided a general update

about ongoing labour negotiations, or where Council considers and reviews a draft agreement with a known entity. Confidential details about advice or recommendations provided to Council need not be disclosed. However, where there would be no harm to the corporate interests in advising the public that the specific matter was considered, those details should be disclosed.

Option B: A recommendation that Council make a substantive decision in relation to the Confidential Report in Open Session, based upon the discussion and consideration in the Closed Meeting.

Application: This option is appropriate where an immediate Council decision is required to give effect to a recommendation in a Confidential Report, but entails a substantive decision that is not permitted to be voted on in a Closed Meeting. Examples may include the appointment of individuals to fill various positions in the City or on committees or local boards, or a decision to declare municipal lands surplus and authorize the sale of those lands.

Option C: A recommendation that Council report out that the Confidential Report was received for information, and/or direction was given to City Staff, and providing general details about the information received and the direction given.

Application: This option is reserved for matters where sensitive and nonsensitive information can be separated. For example, Council may report out the fact of having considered and given direction on the sale of City property, but without disclosing precisely what direction was given.

Option D: A recommendation that Council only report out that the Confidential Report was received for information, and/or direction was given to City Staff, without providing any specific details.

Application: This option is reserved for matters which are highly sensitive in nature and where full disclosure in the immediate term is not appropriate. This could include receiving legal advice on a highly sensitive or confidential matter, or considering highly confidential information from another level of government.

In making a determination on the content of the resolution to report out, the Department Head responsible for the Confidential Report shall consider whether full or substantial disclosure of the of the deliberations of Council or the matters considered in the Closed Meeting in the immediate term would be prejudicial to the interest considered at the Closed Meeting.

Waiving Privilege, Confidentiality:

Council will often seek and be provided with legal advice during a Closed Meeting. Such advice is protected by solicitor-client privilege, which is itself enshrined as a closed meeting exception in clause 239(2)(f) of the Municipal Act. Solicitor-client privilege is designed to protect the interests of the client in seeking or receiving legal advice, but may be waived where prudent to do so. However, as the City (i.e., the client) can only act through Council, privilege can only be waived through an express resolution of Council, voted on by a majority of Members present at a meeting. Solicitor-client privilege cannot be waived by any single Member of Council, even if purporting to be acting in the public interest.

Similarly, the City, through Council, may also wish to waive the confidentiality of materials and information distributed or discussed at a Closed Meeting.

In general, Council will not waive solicitor-client privilege or confidentiality unless advised by the City Solicitor that doing so would not prejudice the interests of the City.

Should Council wish to waive solicitor-client privilege or confidentiality and release information from a Closed Meeting, Council may do so by adopting a resolution in the following general format in open session:

Moved by Councillor [Name] and Councillor [Name]

THAT Council waive **[solicitor-client privilege / confidentiality]** in and authorize the release of **[Document / Staff Report], [in its entirety / in part]**, but only insofar as **[extent of waiver]**.

Any such waiver of privilege or confidentiality shall not include such confidential information which the City is required by law not to disclose or release. For example, the Municipal Freedom of Information and Protection of Privacy Act generally prohibits the City from disclosing the personal information of an identifiable individual. In this example, the Clerk would review all documents to be disclosed and apply any redactions as may be necessary.

Members should acknowledge that the waiver of privilege or confidentiality in a matter does not automatically authorize the public release or discussion of all information from the Closed Meeting which is not otherwise authorized to be disclosed. For example, if Council authorizes the release of a legal opinion considered at a Closed Meeting, Members are not automatically entitled to publicly release or discuss the substance of Council's deliberations at the Closed Meeting on that item.

Closed Session Minutes:

The Clerk shall be responsible for recording, without note or comment, all resolutions, decisions and proceedings in a Closed Meeting in the form of meeting minutes.

Generally, the minutes of a Closed Meeting will be action or decision oriented, recording both the procedural and substantive resolutions. The minutes of a Closed Meeting shall be maintained by the Clerk in a highly confidential manner.

Guide to Closed Meeting Exceptions

Topic / Municipal Act Exemption	Discussion Can Include	Discussion Does not Include
Security of municipal property – s. 239(2)(a)	Property Facilities Assets	Financial interests of the municipality Strategy with respect to municipal infrastructure or growth
Personal matters about identifiable individuals – s. 239(2)(b)	Municipal Employees Members of boards and committees Scrutiny of an individual's performance or conduct Candidates for a job or committee	Council remuneration An individual in their professional or official capacity Salary bands, a hiring process, or staff reorganization Information already in the public realm
A proposed or pending acquisition or disposition of land – s. 239(2)(c)	Purchases Sales Leases Easements Expropriations	Speculation regarding prospective acquisition or disposition of land, where no bargaining position yet exists Discussions when the other party to a transaction is present

Topic / Municipal Act Exemption	Discussion Can Include	Discussion Does not Include
Labour relations or employee negotiations – s. 239(2)(d)	Unionized and non-unionized employees Employee Negotiations Compensation, benefits, or vacation for specific employees Staff performance, conduct, discipline, hiring and firing Changes to workload or roles of specific employees Grievances under a collective agreement	Council members, including their remuneration Organization reviews or restructuring
Litigation or potential litigation, including matters before administrative tribunals – s. 239(2)(e)	Current or pending litigation Matters before the Ontario Land Tribunal Deciding whether or not to litigate in a specific case	Speculation that litigation may arise in future, or where there is no evidence of any current or future legal proceedings Litigation that has concluded
Advice that is subject to solicitor-client privilege – s. 239(2)(f)	Legal Opinions or Advice Status reports/briefings including through staff	A topic where privilege has been waived, such as where a third party is present A topic other than the legal advice itself Whether or not to seek legal advice

Topic / Municipal Act Exemption	Discussion Can Include	Discussion Does not Include
Matters under other legislation – s. 239(2)(g)	Emergency Management and Civil Protection Act	Where another Act might imply that a matter is sensitive, but does not explicitly state that the matter can be discussed in a closed meeting
Information supplied in confidence by another level of government – s. 239(2)(h)	Provided to the municipality by another level of government (Canada, province or territory, or a Crown Agenda) and explicitly supplied to the City or local board in confidence i.e. marked confidential by the other level of government	Where the municipality determines the matter should be confidential, rather than the other level of government Where the information was provided by another municipality
Information supplied in confidence by a third party – s. 239(2)(i)	Falls into one of the listed types: trade secret, scientific, technical, commercial, financial, or labour relations information Was supplied confidentially, whether explicitly or implicitly, to the municipality by a third party and if disclosed, could reasonably be expected to cause harm, either by prejudicing significantly with the contractual or other negotiations of a person, group of persons or organization	Where the information did not belong to a third party Where there is only a merely possible or speculative risk of harm if the information were to be disclosed

Topic / Municipal Act Exemption	Discussion Can Include	Discussion Does not Include
Information belonging to the municipality – s. 239(2)(j)	<p>Falls into one of the listed types: trade secret, scientific, technical, commercial or financial information</p> <p>Belongs to the municipality and has monetary value or potential monetary value</p>	<p>The municipality or local board has no proprietary or ownership interest in the information</p> <p>There is no evidence that the municipality or local board could sell the information for money</p>
Plans and instructions for negotiations – s. 239(2)(k)	<p>About a position, plan, procedure, criteria or instruction</p> <p>Where the information is intended to be applied to negotiations carried on by the municipality or local board and the negotiations are ongoing or will be carried out in the future</p>	<p>In the absence of related negotiations</p> <p>Where negotiations are concluded</p>
Education or Training – s. 239(3.1)	<p>Council Orientation</p> <p>Professional Development</p>	<p>That materially advance council business or decision making</p> <p>About subjects that are not for the purpose of education or training</p>
Request under the Municipal Freedom of Information and Protection of Privacy Act – s. 239(3)(a)	FOI Requests – only if Council is designated as the Head of the Institution which it currently is not.	Anything outside of the permissible discussion

Topic / Municipal Act Exemption	Discussion Can Include	Discussion Does not Include
An Ongoing Investigation respecting the City by an Ombudsman or an appointed municipal ombudsman or closed meeting investigator – s. 239(3)(b)	Ongoing Investigation by the Ombudsman appointed under the Ombudsman Act or Ombudsman appointed by the City, or a closed meeting investigator	Anything outside of the permissible discussion

Date Adopted:

Date Amended:



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-094
Attachments: None

Title: Accessibility Advisory Committee Composition and Appointments

Objective: To consider the composition of the Accessibility Advisory Committee and appointments.

Background: The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) sets out the process for developing, implementing and enforcing accessibility standards. The AODA requires all municipalities of 10,000 or more residents to have an accessibility advisory committee, with the majority of members being persons with disabilities.

The three main activities of an accessibility advisory committee are to:

1. Advise municipal council about:
 - the requirements and implementation of accessibility standards;
 - the preparation of accessibility reports;
 - other matters for which the council may seek its advice.
2. Review site plans and drawings described in section 41 of the *Planning Act* that the committee selects.
3. Perform all other functions that are specified in the regulations.

The AAC is to consist of eleven (11) members appointed by Stratford City Council as follows:

- One (1) City Councillor
- One (1) agency representative
- Nine (9) citizens-at-large

At this time, the following positions are available for appointment:

- Five (5) Citizen positions
- One (1) agency representative

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Appointments

Following recruitment for the available positions, the City received applications from the following persons:

- Andy Mark – citizen-at-large
- Kathleen Barry – citizen-at-large
- Joan Jones – Family Services Perth-Huron

Historically, the City has experienced difficulty filling all vacant positions on the committee. Due to this difficulty, staff recommend amending the composition in the terms of reference to remove two citizen-representative positions. This would bring the composition to nine members (1 Councillor, 1 agency representative and 7 citizens).

For the applications received, all were complete and meet the requirements.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

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

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to an advisory committee.

Alignment with One Planet Principles:**Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

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

Staff Recommendation: THAT direction be given on the appointment of two citizens-at-large and one agency representative to the Accessibility Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT the terms of reference for the Accessibility Advisory Committee be amended to remove two citizen-at-large representatives from the composition of the Accessibility Advisory Committee.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-095
Attachments: None

Title: Appointments to the Active Transportation Advisory Committee

Objective: To consider appointments to the Active Transportation Advisory Committee.

Background: In 2014, the Bike and Pedestrian Master Plan adopted by Council contained an action plan which recommended the creation of an Active Transportation Advisory Committee (ATAC). The mandate of the ATAC is to serve as a forum for the public to raise their viewpoints on active transportation issues and/or findings, and to bring these interests to the attention of the appropriate staff, departments or standing committees. The ATAC also acts to educate, promote and enhance active transportation in the City of Stratford.

The Active Transportation Advisory Committee, upon request of the City of Stratford or the Director of Infrastructure Services will:

- Advise on measures and policies required to implement the City's commitment to active transportation as referenced in the Transportation Master Plan, Bike and Pedestrian Master Plan, Official Plan, and any other related plans or reports;
- Monitor the implementation of said plans, and evaluate their effectiveness;
- Provide, as part of an annual report, the ATAC list of recommended on and off-road bikeway, walkway and trails network implementation priorities for the subsequent year;
- Advise on by-laws, legislations and regulations that have an impact on the pedestrian, trails and cycling network, and its applicable users;
- Advise on matters pertaining to education of pedestrian, cycling and trails safety, and the development of policies and programs in accordance with its mandate;

- Liaise with outside agencies on matters of common interest (i.e.: local school boards, health units, special interest groups, government ministries, etc.);
- Advise in addressing active transportation issues received from other governments and agencies (i.e., studies, policies, programs, legislation, etc.);
- Make recommendations regarding financial and policy programs that help to increase utilitarian active transportation participation as alternatives to the private automobile;
- Endeavour to increase public awareness and understanding of active transportation matters, and assist in developing new active transportation policies, strategies and programs.

The ATAC is comprised of nine (9) members appointed by Stratford City Council as follows:

- Two (2) City Councillors
- One (1) representative from the Energy and Environment Advisory Committee
- Four (4) citizens-at-large
- One (1) Avon Trail representative
- One (1) Cycle Stratford representative

The following positions are available for appointment:

- One (1) Citizen position
- One (1) Avon Trail representative
- One (1) representative from the Energy and Environment Advisory Committee

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;

- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Appointments

Following recruitment for the available positions, the City received applications from the following persons:

- Kelley Teahen – citizen-at-large
- Amanda Hertel – citizen-at-large
- Christine Lee - Avon Trail representative position

For the applications received, all were complete and meet the requirements. All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

For the Energy and Environment Advisory Committee representative position, a member has not been identified to fill this role. Staff recommend amending the terms of reference for ATAC to remove this position from the composition of the committee. Staff recommend this approach as a Council Committee Coordinator has been hired who can assist with bringing matters forward to advisory committees without a specific member from another committee being appointed.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to an advisory committee.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Staff Recommendation: THAT direction be given on the appointment of one citizen-at-large to the Active Transportation Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of an Avon Trail representative to the Active Transportation Advisory Committee for the remainder of the four year term to November 30, 2025, or until a successor is appointed by Council;

AND THAT the terms of reference for the Active Transportation Advisory Committee be amended to remove the one representative from the Energy and Environment Advisory Committee.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-096
Attachments: None

Title: Appointments to the Communities in Bloom Advisory Committee

Objective: To consider appointments to the Communities in Bloom Advisory Committee.

Background: The mandate of the Communities in Bloom (CIB) Advisory Committee is to:

1. foster civic pride, environmental protection and beautification, through community participation;
2. improve the tidiness, appearance and visual appeal of neighbourhoods, parks, open spaces and streets;
3. focus on environmental awareness and preservation of heritage and culture;
4. co-ordinate a host program as required; and
5. be financially sustainable.

The CIB Committee is made up of six members, one councillor and five citizens. There are three citizen positions to be filled.

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;

- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

The following applications were received for the available positions:

- Kimberly Richardson – first appointed in 2017
- Mary Anne Krutila
- Carys Wyn Hughes – first appointed in 2011

For the applications received, all were complete and meet the requirements. Policy C.3.1, Council Appointed Advisory Committees, states that, “No one may serve on an advisory committee for more than 3 consecutive two-year terms, plus if applicable, one preceding partial term in those cases where committee members are initially appointed mid-term to fill a vacancy.” Given the difficulty in recruiting volunteers for this committee, it is recommended that should Council wish to appoint Kimberly Richardson and Carys Wyn Hughes to the CIB Committee that an exemption to the term limit in Policy C.3.1 be granted.

All citizens appointed to the City’s advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to the CIB Committee.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Land and Nature

Protecting and restoring land for the benefit of people and wildlife.

Staff Recommendation: THAT direction be given on the appointment of three citizen representatives to the Communities in Bloom Advisory Committee to November 30, 2025, or until a successor is appointed by Council.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-097
Attachments: None

Title: Appointments to Heritage Stratford

Objective: To consider appointments to the Heritage Stratford Committee.

Background: Heritage Stratford is the City's Municipal Heritage Committee under the Ontario Heritage Act. Heritage Stratford was originally created in 1981 as a Local Architectural Conservation Advisory Committee through By-Law 70-81. The Committee was then amended in 2004 through By-Law 133-2004. Heritage Stratford has a Statutory Role and a Non-Statutory Role to fulfill in Stratford.

Heritage Stratford is comprised of 9 members, with one alternate representative as follows:

Representative / Organization	Number of Members
Citizens	7
Council member	1
Perth Huron Builders' Association representative	1
Perth Huron Builders' Association alternate representative	1

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;

- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

For Heritage Stratford, there are five (5) citizen representative positions available for a two-year term to November 30, 2025. There is also one (1) Perth Huron Builder's Association representative position available for a two-year term to November 30, 2025. Following advertisement of these positions, the following applications were received:

- For the citizen representative positions:
 - Anne Claessens
 - Cambria Ravenhill
 - Jeff Atchison
 - Brian Johnson - first year appointed to Heritage Stratford was 2019
- For the Perth Huron Builder's Association representative position:
 - Jacob Van Kooten – first year appointed to Heritage Stratford was 2016

For the applications received, all were complete and meet the requirements. Policy C.3.1, Council Appointed Advisory Committees, states that, "No one may serve on an advisory committee for more than 3 consecutive two-year terms, plus if applicable, one preceding partial term in those cases where committee members are initially appointed mid-term to fill a vacancy." Given the difficulty in recruiting volunteers for this committee, it is recommended that should Council wish to appoint Brian Johnson and Jacob Van Kooten to the Committee that an exemption to the term limit in Policy C.3.1 be granted.

Staff also recommend amending the composition of the Committee to remove the alternate Perth Huron Builders' Association representative position following the resignation of this member from the Committee.

Staff will begin recruitment for the vacant position.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose of the report is to consider appointments to the Heritage Stratford Committee.

Alignment with One Planet Principles:

Culture and Community

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

Staff Recommendation: THAT direction be given on the appointment of four citizens to the Heritage Stratford Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of one representative from the Perth Huron Builder's Association to the Heritage Stratford Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT the composition of the Heritage Stratford Committee be amended to remove the alternate Perth Huron Builders' Association representative.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-098
Attachments: None

Title: Appointments to the Energy and Environment Advisory Committee

Objective: To consider appointments to the Energy and Environment Advisory Committee.

Background: The main purpose of the Energy and Environment Committee (E&E) is to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. The Committee's principal goal will be to improve the environment and advocate for energy efficiency across the entire municipal spectrum. The Committee strives to maintain Stratford's reputation as a community of environmental excellence. The Committee shall be advisory in nature and shall advise City Council of environmental matters and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable.

E&E is comprised of 13 members, as follows:

Representative / Organization	Number of Members
Council member	2
Citizens-at large	7
A representative of Civic Beautification and Environmental Awareness	1
A representative of the Avon River Environment Association (AREA)	1
Youth representative (one-year term)	1
A representative of Climate Momentum	1

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and

joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Appointments

For the E&E Committee the following positions are available:

- Four (4) citizens
- One (1) Youth Representative
- One (1) Climate Momentum Representative

Following recruitment for the available positions, the City received applications from the following persons:

- Citizen Positions:
 - Anita Jacobsen – year first appointed was 2019
 - Felicity Sutcliffe
 - Geoff Krauter – year first appointed was 2019
- Youth Representative:
 - Zachary Kritzer
- Climate Momentum Representative:
 - Mike Sullivan

For the applications received, all were complete and meet the requirements. Policy C.3.1, Council Appointed Advisory Committees, states that, “No one may serve on an advisory committee for more than 3 consecutive two-year terms, plus if applicable, one preceding partial term in those cases where committee members are initially appointed mid-term to fill a vacancy.” Given the difficulty in recruiting volunteers for this committee, it is recommended that should Council wish to appoint Anita Jacobsen and

Geoff Krauter to the CIB Committee that an exemption to the term limit in Policy C.3.1 be granted.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to an advisory committee.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Land and Nature

Protecting and restoring land for the benefit of people and wildlife.

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT direction be given on the appointment of citizen representatives to the Energy and Environment Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of a Youth Representative to the Energy and Environment Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of a representative from Climate Momentum to the Energy and Environment Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT staff be directed to re-advertise for a citizen representative on the Energy and Environment Advisory Committee.

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



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-099
Attachments: None

Title: Appointments to the Stratfords of the World (Ontario) Advisory Committee

Objective: To consider appointments to the Stratfords of the World (Ontario) Advisory Committee and to amend the composition of the Committee.

Background: The Mandate of the Stratfords of the World is:

1. To facilitate exchange programs which meet the cultural, educational and social needs of our community;
2. To encourage community partnerships which provide additional opportunities;
3. To assist with the biennial (recurring every 2 years) citizen exchange program between Stratford ON, Stratford PEI, Stratford Connecticut, Stratford-upon-Avon England, Stratford Australia, Stratford New Zealand.
4. To co-ordinate a host program as required;
5. To ensure that the annual Friendship Flower Bed is updated;
6. To be financially sustainable.

Stratfords of the World is comprised of 10 members as follows:

- 1 Council Member
- 9 Citizens

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;

- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Three (3) citizen positions are available on the Committee and following recruitment, two applications were received from the following individuals:

- June Sharon Wells – first appointed in 2015
- Ken Clarke – first appointed in 2009

For the applications received, all were complete and meet the requirements. Policy C.3.1, Council Appointed Advisory Committees, states that, "No one may serve on an advisory committee for more than 3 consecutive two-year terms, plus if applicable, one preceding partial term in those cases where committee members are initially appointed mid-term to fill a vacancy." Should Council wish to appoint the applicants to the Committee it is recommended that an exemption to the term limit in Policy C.3.1 be granted.

As a third application was not received and the next reunion will not be held for several years staff recommend amending the composition of the committee by reducing the number of citizen appointments from 9 to 8.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose of the report is to consider appointments to the Committee.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Culture and Community

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

Staff Recommendation: THAT direction be given on the appointment of two citizens to the Stratfords of the World (Ontario) Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT the composition of the Stratfords of the World (Ontario) Advisory Committee be amended by reducing the number of citizen representatives from 9 to 8.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-100
Attachments: None

Title: Re-appointment to Festival Hydro Inc. and Festival Hydro Services Inc.

Objective: To consider the re-appointment of persons to the Festival Hydro Inc. and Festival Hydro Services Inc. Board of Directors.

Background: Both the Festival Hydro Inc. and Festival Hydro Services Inc. Board of Directors are made up of councillor and citizen appointments. For each Board, one citizen position is available for a four-year term to November 30, 2028. When filling positions on the Board, each Board makes a recommendation for consideration by Council.

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];

- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

The Festival Hydro Inc. Board has recommended that Mark Henderson be re-appointed for a four-year term from December 1, 2024 to November 30, 2028.

The Festival Hydro Services Inc. Board has recommended that Tony Ciciretto be re-appointed for a four-year term from December 1, 2024 to November 30, 2028.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider re-appointments to two boards.

Alignment with One Planet Principles:

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT direction be given on the re-appointment of Mark Henderson to the Festival Hydro Inc. Board of Directors for a four-year term from December 1, 2024 to November 30, 2028;

AND THAT direction be given on the re-appointment of Tony Ciciretto to the Festival Hydro Services Inc. Board of Directors for a four-year term from December 1, 2024 to November 30, 2028.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-106
Attachments: None

Title: Mid-term Appointment to the Committee of Adjustment

Objective: To consider applications for a mid-term vacancy on the Committee of Adjustment.

Background: The Committee of Adjustment is a quasi-judicial tribunal appointed by City Council and is independent and autonomous from City Council. It derives its jurisdiction from the Planning Act of Ontario.

The mandate of the Committee of Adjustment is to:

- hear and make decisions on Applications for "Minor Variances" - where a requirement of a Zoning By-law cannot be met (under Section 45 of the Planning Act). This includes applications which deal with the enlargement or extension of a building or structure that is legally non-conforming or for a change in conforming use; and
- hear and make decisions on Applications for Consent to "sever" a property or for any agreement, mortgage or lease that extends for 21 years or more (under Section 53 of the Planning Act).

The Committee of Adjustment is comprised of five (5) citizen representatives appointed for a four-year term to November 14, 2026. In February 2024, Council accepted the resignation of Peter Moreton leaving a vacancy on the Committee. The purpose of this report is to consider filling that vacancy.

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Staff contacted individuals on the Appointments Name Bank to see if they were still interested in serving on this committee. Staff received responses from Roger Black, David Hartney and James Montgomery that they were still interested.

For the applications received, all were complete and meet the requirements. Policy C.3.1, Council Appointed Advisory Committees, states that, "No one may serve on an advisory committee for more than 3 consecutive two-year terms, plus if applicable, one preceding partial term in those cases where committee members are initially appointed mid-term to fill a vacancy." Should Council wish to appoint Roger Black to the Committee of Adjustment, an exemption to the term limit in Policy C.3.1 should be granted as he was first appointed to the Committee in 2003.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose of the report is to consider filling a mid-term vacancy on the Committee of Adjustment.

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 direction be given on the appointment of one (1) citizen representative to the Committee of Adjustment for the remainder of a four-year term to November 14, 2026, or until successors are appointed by Council.

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

Spottedawg Productions Inc.

August 19, 2024

Subject: Municipal Significance status for Spottedawg Productions Concerts
Location: Stratford Rotary Complex
Dates: October 19th and November 2nd, 2024

Dear City of Stratford Council,

Spottedawg Productions Inc., has brought some of Canada's most significant and popular musical artists (James Barker Band and Jade Eagleson) to perform concerts in Stratford, Ontario over the past year. Both of these shows were wildly successful and enjoyed by many. We are dedicated to continuing our efforts with more shows in Stratford moving forward.

On Saturday, October 19th legendary Canadian Rock band **Big Wreck** and on Saturday November 2nd, 7-time CCMA Award winners, **Washboard Union** are coming to Stratford to perform at the Stratford Rotary Complex. We have additional artists set to perform on each show, including bands local to the Stratford area. Both of these shows will be very popular in this community.

Please consider this letter as our official request for obtaining Municipal Significance status for these two upcoming events from the City of Stratford Council. The reason we are looking to obtain this status is so that Spottedawg Productions Inc., can apply for a Special Occasions Permit (SOP), and serve alcohol at these two events, using our own staff and volunteers. AGCO has informed us that we are required to have council confirm and declare our events as being of Municipal Significance in order to accomplish this goal..

I thank you in advance for your consideration of my request. If you have any questions or concerns please feel free to contact me at the number below.

Warmest Regards,

Ralph Spoltore


Hello Mayor Ritsma,

I am writing you on behalf of the Upper Thames River Conservation Authority (UTRCA) Board of Directors. I would like to bring to your attention the impact of the decision by the Minister of Natural Resources and Forestry of Ontario, Graydon Smith, to freeze the fees conservation authorities can charge in regard to planning, development, and permitting fees, and ask for your support in requesting that the decision be reversed and the freeze lifted.

The Minister issued a Ministers Direction (attached) on December 28, 2022. As stated by the Minister in the direction, "The purpose of this Direction, which is effective from January 1, 2023, to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities."

The Minister issued a second Direction (attached) on December 13, 2023, extending the freeze on fees to December 31, 2024. This Direction was further confirmed in a letter from the Ministry (attached) dated February 16, 2024.

The Direction justified the freeze as a way to assist in reaching the goal of Bill 23 (1.5 million homes in 10 years). It stated that, "A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development."

Freezing the development and application fees has the greatest impact on conservation authorities located in high-growth areas of the province, which includes the UTRCA. Since 2021, provincial population reports reflect that municipalities within the Upper Thames watershed are the fastest growing in Ontario. Corresponding to this population growth, the UTRCA has seen a very large increase in the number of planning, development, and permit applications being submitted.

At the same time, the UTRCA is also responding to reduced timelines to review and comment on applications since the changes of Bill 108 and 109 came into effect. Staff have heard from member municipalities about the need for the UTRCA to increase its level of service to respond to these changes, so that the municipalities are also able to meet the timelines imposed on them by the legislation.

Increases in development pressure to accommodate the watershed's population growth, coupled with reduced timelines, have resulted in the UTRCA having to increase staffing

to meet service delivery timelines. This has led to higher costs which, due to the fee freeze, can only be addressed by levying member municipalities for the extra costs.

The UTRCA is trying to limit the impact to member municipalities by proactively looking for efficiencies through streamlining the processes used by staff and implementing technology. These measures will not, however, address the current situation regarding who is being asked to fund this service.

Growth should pay for growth. Under the current freeze, the Authority's ability to assign the cost of growth to those who are benefiting has been removed. This has led to all the residents of the member municipalities having to pay more through increased tax rates.

I ask you to join in signing the attached letter to the Minister asking for a reversal of the Direction to freeze the fees for planning, development, and permitting. Lifting the freeze on fees will enable the UTRCA to limit the levy asks to member municipalities by recovering more of the costs associated with planning, development, and permitting, from those that are using the service.

Sincerely,



Brian Petrie, Chair

Upper Thames River Conservation Authority Board of Directors

Attachment



**BY-LAW NUMBER XXX-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to establish fees and charges to be collected by The Corporation of the City of Stratford in 2025 and to repeal By-law 117-2023 as amended.

WHEREAS the Municipal Act, 2001, S.O. 2001, as amended, (“the Municipal Act”) provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS section 391 of the Municipal Act provides that without limiting sections 9, 10 and 11 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS section 398 of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS the Planning Act, R.S.O. 1990, c. P.13, s.69(1) as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect to planning matters;

AND WHEREAS pursuant to the Building Code Act, 1992, S.O. 1992 c.7.1(c) as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amount thereof;

AND WHEREAS Council of The Corporation of the City of Stratford deems it expedient to consolidate and update the fees and charges to be collected by municipal departments, local boards and authorized agents of The Corporation of the City of Stratford;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the fees and charges as set out in the Schedules attached to this By-law of The Corporation of the City of Stratford are hereby established in respect of:
 - a) the services or activities provided or done by or on behalf of the municipality as may be set forth in the Schedules;

- b) the costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality or any local board as may be set forth in the Schedules;
 - c) the use of the property of the municipality, including property under the control of the municipality as may be set forth in the Schedules; or,
 - d) the other activities as may be set forth in the Schedules.
2. Each Schedule to this By-law forms part of this By-law:
- Schedule "A" Corporate-Wide Fees and Charges
 - Schedule "B" Planning Fees and Charges
 - Schedule "C" Community Services Fees and Charges
 - Schedule "D" Infrastructure Services Fees and Charges
 - Schedule "E" Fire Fees and Charges
 - Schedule "F" Social Services Fees and Charges
 - Schedule "G" Stratford Municipal Airport Fees and Charges
3. Except where a contrary intention appears in the Schedules or in any other City By-law relating thereto, the fees and charges described in the attached Schedules shall be paid by the person or persons who have requested, received or obtained a service, activity or use of property identified in any of the Schedules.
4. The fees and charges described in the attached Schedules will be subject to Harmonized Sales Tax (HST), where applicable and shall be paid in addition to any fees and charges.
5. Except where a contrary intention appears in the attached Schedules or in any other City By-law relating thereto, or in the contract under which the service, activity or use of property is provided, all fees and charges shall be paid in full at the earlier of the following times:
- a) At the time that the service, activity or use of property for which a fee or charge is payable, is received or obtained;
 - b) At the time that the service, activity or use of property for which a fee or charge is payable is requested, including sales of tickets and bookings for future activities, events and uses of property.
6. That the fees and charges shall be adjusted annually on January 1, by the Consumer Price Index (CPI), where indicated in the Schedules to this By-law. The CPI calculation is based on a 12-month average of the total CPI as calculated by the Bank of Canada from November 1st to October 31st.
7. That in those instances where the Consumer Price Index is less than zero (0), fees and charges shall not be adjusted by the CPI change for that year.
8. Despite Paragraphs 6 and 7, fees and charges may be adjusted, as approved by Council, to recover at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
9. Where any portion of a fee or charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the unpaid balance of such Fee or Charge shall bear simple interest from such due date until the first day

of the month in which payment is made at the rate of 1.25% (15% per annum) thereafter until such fee or charge is paid in full.

10. Where any portion of a Fee or Charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the Treasurer may add the unpaid balance of such Fee or Charge, together with accrued interest, to the tax roll for the following properties:
 - a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and
 - b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
11. No request by any person, or their agent, for any information, service, activity or use of City property or facilities described in the Schedules attached to this By-law shall be acknowledged, processed or provided by the city departments unless and until the person or their agent, requesting the information, service, activity or use of City property or facility has paid or arranged to pay the fee or charge, where applicable, in the amount as set out in the Schedules to this By-law.

SCHEDULES

12. Where the Schedules to this By-law reference other By-laws in relation to Fees and Charges imposed hereunder, the terms and provision of such other By-laws shall apply to the Fees and Charges imposed hereunder, provided that, where there is a discrepancy in the stated amount of any such Fee or Charge between such other By-laws and this By-law, the Fees and Charges set forth in the Schedules of this By-law shall govern and any inconsistent By-laws shall be amended accordingly.

SEVERABILITY

13. Each Fee and Charge enacted pursuant to this By-law shall be treated as a separate enactment and shall not necessarily be affected by any determination of ultra vires or other invalidity or any other Fee and Charge enacted pursuant to this By-law.

EFFECTIVE DATE

14. This by-law shall come into force and take effect upon the final passage thereof.

APPLICATION

15. Sections 9 and 10 apply to Fees and Charges which have been enacted pursuant to Part XII of the Municipal Act. Where Fees and Charges in this By-law have been enacted upon an authority other than Part XII of the Municipal Act, sections 9 and 10 shall only apply to such Fees and Charges if and to the extent permitted by such other authority.

INTERPRETATION

16. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.

17. If a Court declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

REPEAL

18. That By-law 117-2023, and all amendments thereto, are hereby repealed upon this By-law coming into force and effect.
19. The repeal of By-law 117-2023 as amended shall not have the effect of invalidating any debt which came into existence as a result of the said By-law, and any amounts owing to the Municipality under the said By-law shall remain due and owing to the Municipality and with all the remedies for collection of same, as if the said By-law 117-2023 as amended had never been repealed.
20. All other By-laws which reference user fees and charges that are outlined in the Schedules attached to this By-law are hereby amended to refer to the respective schedule stated in this By-law.

TITLE

21. This By-law may be referred to as the "Fees and Charges By-law".

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe

THIS IS SCHEDULE "A" TO BY-LAW XXX-2024
of The Corporation of the City of Stratford
adopted this 9th day of September, 2024.

CORPORATE-WIDE FEES AND CHARGES
(all departments)

All Fees are subject to HST where applicable

Miscellaneous

Item	Fee
Any cheque not cleared by the City's bank [NSF]	\$40.00

Area Openings and Encroachment Fees

Item	Fee
Application Fee for Area Openings or Encroachment	\$596.67
The size of the encroachment is used in the calculation of the annual fee. This fee is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property. This calculation will be determined by the City on an annual basis. Once calculated, this annual fee is added to the tax bill of the property owner. The minimum annual fee, regardless of the area, is \$50.00 plus the annual CPI increase. An annual fee will not be charged for encroachments in institutional zones.	Minimum Fee - \$50.00 plus annual CPI increase
Application Fee for Release of an encroachment agreement	\$425.45
Fee to Register and to Release Liens on property [includes but is not limited to loans by the City and heritage loan to heritage property owners]	\$425.00 to register a lien on title or to release a lien on title

General Information Requests

Item	Fee
Search time	\$7.50 for each 15 minutes
Research time	\$7.50 for each 15 minutes
Record preparation	\$7.50 for each 15 minutes
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

Personal Information Requests (Own Information)

Item	Fee
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

Corporate Services Department:

Item	Fee
Commissioning of Document	\$25.00 per document
Marriage Licence	\$125.00 per licence
Civil Marriage Ceremony	\$300.00 plus HST = \$339.00
Civil Marriage Ceremony Cancellation Charge (if cancelled within one (1) week of ceremony date)	\$50.00 plus HST = \$56.50
Witness Fee for Civil Ceremony	\$25.00 per witness
Retail Business Holidays Act Exemption Application	Single Application - \$560 Shopping Mall - \$688
*fees are increased annually by the CPI	Group of 3 or more stores on same property - \$688
Tax Certificate	\$60.00
Tax Certificate – Rush (less than 48 hours)	\$75.00
Duplicate Tax Bill	\$10.00
Statement of Tax Account	\$10.00
Additions of balances to Tax Roll	\$25.00
Tax Arrears Notice (at December 31)	\$10.00
Final Warning – Before Tax Sale Registration	\$20.00
Tax Sale Registration Administration Fee – Set-up	\$100.00
Tax Sale Registration Administration Fee – When Registered	\$250.00
Registration of Death	\$20.00 if issued at Clerk’s Office \$40.00 if issued at Stratford Fire Department
Municipal Information Form	\$45.00 for any AGCO Form – Municipal Information Form, Special Occasion Permit, Municipal Designation as a Significant Event
Rental rate for meter hoods in the core area – there shall be a limit of two hoods (4 spaces) in any section of a block of a parking area at any one time	\$6.75 per day per single meter plus HST \$13.50 per day per double meter plus HST \$50.00 deposit \$10.00 administration fee

Dog and Cat Licensing – if paid before March 1

Dog or Cat	Regular	Senior’s discount
Altered	\$20.00	\$17.00
Unaltered	\$50.00	\$42.50
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – if paid after March 1

Dog or Cat	Regular	Senior’s discount
Altered	\$30.00	\$25.50
Unaltered	\$60.00	\$51.00
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – other fees

Item	Fee
Replacement Tag	\$10.00
Kennel/Cattery License	\$550.00
Specialized Needs Dog	No fee

NOTE: New residents to Stratford may bring a current tag from another municipality and exchange it at no cost for a current City of Stratford tag (one time only)

Municipal Lottery Licensing Fees

Item	Fee
Raffles, where the total value of all prizes to be awarded does not exceed \$50,000.00	3% of the total value of all prizes to be awarded
Bazaar Lotteries	3% of prizes for a bingo and 3% of prizes for a raffle and \$10.00 per wheel of fortune per day
Break-open ticket lotteries where tickets are not sold in conjunction with another gaming event	3% of total prizes per box (unit)
Bingo Lotteries	\$100.00 per event
Catch the Ace lottery events	The payment of the lottery licence fee remains at 3% however the payment and timing of the fees may be spread out over the licence period.

On -Street and Off-Street parking rates

Location	Rate	Effective Date
On-street Parking Rate	\$1.50 per hour	April 1, 2020
Off-street Parking Rate	\$1.25 per hour	April 1, 2020

Parking permits for municipal parking lots effective October 31, 2015

PARKING LOT	TIME PERIOD
	Up to a maximum of six months
York Street Parking Lot – 10 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month
Erie Street Parking Lot – “Lower” sections B and C – 24 permits available	\$100.66 + HST = \$113.75 per month
Rear of Stratford Jail / Rear of Perth County Court House – 1 Huron Street – 4 permits available	\$100.66 + HST = \$113.75 per month

THIS IS SCHEDULE "B" TO BY-LAW XXX-2024

of The Corporation of the City of Stratford
adopted this 9th day of September, 2024.

PLANNING FEES AND CHARGES

All Fees are subject to HST where applicable.

Planning Application Fees and Charges

In addition to the application fees listed below in sections A) to J), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

A) Pre-Application Consultation ("Formal Consultation")

Item	Fee
i) Application for Pre-Application Consultation:	No fee

B) Official Plan Amendment

Item	Fee
i) Amendment to the Official Plan	\$6,925.00
ii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law (Major or Standard)	\$7,644.00
iii) Amendment to the Official Plan and/or Zoning By-law requiring recirculation: <ul style="list-style-type: none"> • Requested recirculation (by applicant) requiring technical re-review • Requested (by applicant) recirculation not requiring technical re-review 	\$1,251.00 \$626

C) Zoning By-law Amendment ("Zone Change")

Item	Fee
i) Zoning By-law Amendment – Major A change in zone category and/or an amendment which requires the review of one or more supporting studies (other than Planning Justification).	\$5,699.00
ii) Zoning By-law Amendment – Standard Any general, technical amendment to existing zoning regulations (except building height), and/or to add one/limited new permitted use(s), does not contradict provincial policies, conforms with the City's Official Plan, and, does not require the review of any study/studies (other than Planning Justification).	\$3,717.00
iii) Concurrent applications for an amendment to the Official Plan and Zoning By-law	(see Item 0 ii) above)
iv) Amendment to the Official Plan and/or Zoning By-law requiring recirculation	(see Item 0 iii) above)
v) Removal of a holding provision	\$2,112.00
vi) Extend a temporary use	\$1,527.00

D) Committee of Adjustment (Minor Variances and Consents)

Item	Fee
i) Minor Variance (MV) <ul style="list-style-type: none"> • a small variation from the requirements of the zoning by-law; • the extension or enlargement of a legal non-conforming use; or, • a change in the legal non-conforming use that is similar to the existing use or more compatible with the uses permitted by the by-law. One (1) MV Application may be submitted to seek relief from multiple requirements of the zoning by-law. In such cases, pre-submission consultation is strongly encouraged.	\$1,368.00
a) If an application requires a recirculation	\$753.00
ii) Consent of one additional lot/easement (severance) <ul style="list-style-type: none"> a) Each additional lot/easement (severance) b) If an application requires a recirculation 	\$1,756.00 \$260.00 \$800.00
iii) Request for change to condition(s) of approval	\$569.00
iv) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$2,092.00
v) Development Agreement - Committee of Adjustment The preparation (and/or review) and execution of any development agreement imposed on a decision of MV or Consent, save and except site plan control agreement: <ul style="list-style-type: none"> • Major: an agreement which requires legal/technical review • Minor: 	\$500 plus incurred legal/technical review costs \$300

E) Site Plan Control

Item	Fee
i) Site plan approval <ul style="list-style-type: none"> a) An additional fee will be added if building or addition is equal to or greater than 3,716 square metres or 40,000 square feet, or greater than 50 units. 	\$3,639.00 \$1,138.00
ii) Amendment to a site plan agreement	\$2,445.00
iii) Minor amendment to a site plan agreement (Section 8.3.3)	\$451.00
iv) Site plan approval for infill developments	\$1,927.00
v) Letter of conformity relating to site plan agreement compliance	\$105.00

F) Plan of Subdivision, Vacant Land Condominium and Common Element Plans of Condominium

Item	Fee
i) Up to 50 development lots/blocks/units* An additional fee will be added if greater than 50 units is proposed*	\$9,413.00 \$1,309.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,439.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$519.00
iv) Registration of final plan	\$802.00
v) Extension of Draft Approval a) Recirculation required b) No recirculation required	\$1,439.00 \$519.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

G) Standard, Amalgamated, Phased and Leasehold Condominium

Item	Fee
i) Up to 50 units a) An additional fee will be added if greater than 50 units is proposed*	\$5,364.00 \$1,309.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,439.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$519.00
iv) Registration of final plan	\$802.00
v) Condominium Exemption	\$1,597.00

*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.

H) Miscellaneous

Item	Fee
i) Deeming Application	\$1,138.00
ii) Driveway Widening Review	\$120.00
iii) Telecommunication Tower Review	\$1,138.00
iv) Applications for the passing of a Part-Lot Control exemption by-law For each additional new part created	\$1,838.85 \$135.56

I) Secondary Suite Registration

Item	Fee
i) Registration of a new Secondary Suite	\$270.00
ii) Renewal of previously registered Secondary Suite	\$165.00

J) General

Item	Fee
i) Letters of conformity (other than By-law 92-75) – with survey	\$105.00
ii) Letters of conformity – without survey	\$90.00
iii) Letters of conformity without survey – 2 business day response time	\$160.00
iv) Letters of conformity with survey – 2 business day response time	\$170.00

Item	Fee
v) Full size registered plans, plans of condominium, city street maps	\$35.00
vi) Custom Plots	\$60.00
vii) Change of Municipal Address	\$170.00
viii) AGCO Agency Approval Letter – Building	\$85.00

THIS IS SCHEDULE "C" TO BY-LAW XXX-2024
of The Corporation of the City of Stratford
adopted this 9th day of September, 2024.

COMMUNITY SERVICES FEES AND CHARGES

Special Events

Item	Fee (tax not applicable)
Non-Refundable late fee, expedited service	\$170/application
Road closures that extend beyond approved times	See Schedule "D" Infrastructure Services

Recreation Facilities

Item	Fee (includes tax)
Rental dues where total rental fee is less than \$100	100% of fee, non-refundable
Rental deposit where total rental fee is greater than \$100	25% of fee, non-refundable
Discount to Community Organizations	Maximum of 30%
Discount for underutilized hall and meeting space	Maximum of 50%

Arenas

Summer Ice Rates (April 1 to September 30)

Item	Fee (includes tax)
Standard Rental	\$210.00/hour
Minor Sports	\$210.00/hour
Last Minute Ice Flat Fee	\$60.00/hour

Winter Ice Rates (October 1 to March 31)

Item	Fee (includes tax)
Prime Time	\$250.00/hour
Non-prime Time	\$210.00/hour
Minor Sports (October 1 to April 30)	\$210.00/hour
Last Minute Ice Flat Fee	\$60.00/hour

Arena Floor – No Ice Rentals

Item	Fee (includes tax)
Sports and Short Period Rentals	\$133.34/hour
Private Full Day Rental	\$1,706.30/day
Removal of ice surface cover	\$1,500.00/event

Halls and Meeting Space

Weekdays: Monday to Friday

Single Meeting Room – Games Room & Hall Side Meeting Room (Rotary Complex)

Item	Fee (includes tax)
Up to 8 hours	\$31.64/hour
Beyond 8 hours	\$253.12/day

Double Meeting Room – Upper Lobby (Allman Arena), Mansbridge Room (Rotary Complex), Boardroom & Ritsma Room (Agridplex)

Item	Fee (includes tax)
Up to 8 hours	\$38.42/hour
Beyond 8 hours	\$307.36/day

Banquet Halls – City Hall Auditorium, Tim Taylor Lounge (Rotary Complex), Market, Agridplex Hall (Agridplex)

Item	Fee (includes tax)
Up to 8 hours	\$72.32/hour
Beyond 8 hours	\$578.56/day

Event Halls – Community Halls A/B/C/D (Rotary Complex)

Item	Fee (includes tax)
Single Hall Full Day (Maximum 12 Hours)	\$875.75/day
Single Hall Half Day (Up to Maximum 6 Hours)	\$437.50
Entire Hall (Four Single Halls)	\$3,084.90/day

Weekends: Saturday & Sunday

Single Meeting Room – Games Room & Hall Side Meeting Room (Rotary Complex)

Item	Fee (includes tax)
Up to 8 hours	\$47.46/hour
Beyond 8 hours	\$379.68/day

Double Meeting Room – Upper Lobby (Allman Arena), Mansbridge Room (Rotary Complex), Boardroom & Ritsma Room (Agridplex)

Item	Fee (includes tax)
Up to 8 hours	\$58.76/hour
Beyond 8 hours	\$470.08/day

Banquet Halls – City Hall Auditorium, Tim Taylor Lounge (Rotary Complex), Market, Agridplex Hall(Agridplex)

Item	Fee (includes tax)
Up to 8 hours	\$83.62/hour
Beyond 8 hours	\$668.96/day

Event Halls – Community Halls A/B/C/D (Rotary Complex)

Item	Fee (includes tax)
Single Hall Full Day (Maximum 12 Hours)	\$1,141.30/day
Single Hall Half Day (Up to Maximum 6 Hours)	\$570.65
Entire Hall (Four Single Halls)	\$3,751.60/day

Amenities

Kitchen

Item	Fee (includes tax)
Agridplex	\$118.65/day
Rotary Complex Community Halls	\$175.15/day

Audio Visual

Item	Fee (includes tax)
Wireless microphone	\$67.80/day
Wired microphone	\$29.38/day
Portable TV/VCR/DVD player	\$20.34/day

Electrical Connections

Item	Fee (includes tax)
110V 15 AMP connection	\$23.73/day
110V 30 AMP connection (with panel)	\$40.68/day
220V connection	\$163.85/day

Data Connections

Item	Fee (includes tax)
Wired internet (per single connected unit)	\$61.60/day

Installations

Item	Fee (includes tax)
Stage, 4 section starter (16 feet x 8 feet)	No charge
Stage, additional sections (maximum 24 sections)	\$20.34/day
Removal of ice surface cover	\$1,500.00/event
Judges Platform, 4 section starter (16 feet x 8 feet)	\$813.60/day
Judges Platform, additional sections (4 feet x 8 feet)	\$84.75/day

Bar Charges

Item	Fee (includes tax)
Draft fee	\$85.88/day
Ice	\$47.46/day

Multi-Use Sports Fields

Stratford Agriplex - Indoor

Item	Fee (includes tax)
Single court	\$45.20/hour
All 4 courts for sport tournament use	\$988.75/day
Installation of the Agriplex Fieldhouse flooring protective cover	\$1,500 per event
Removal of the Agriplex Fieldhouse flooring protective cover	\$1,500 per event

Fields/Diamonds - Outdoor

Item	Fee (includes tax)
Single Field/Diamond, 2 hours (maximum 2 hours)	\$70.06/use
Single Field/Diamond, half day (maximum 6 hours)	\$129.95/half day
Single Field/Diamond, full day (8 hours or more)	\$259.90/day
Minor Sport Use	\$15.13/participant
Artificial Turf Field – Full Field (Maximum 2 Hours)	\$113.00/use
Artificial Turf Field – Half Field (Maximum 2 Hours)	\$67.80/use
Temporary Ball Diamond Tournament Outfield Fencing (Packham Sports Complex)	\$375.00/diamond/event

Beach Volleyball, Basketball, Pickelball, Tennis – Outdoor (May 1 – October 31)

Item	Fee (includes tax)
Single court	\$17.45/hour
All 4 courts (8 hours or more)	\$542.40/day

Market Square

Daily Rental Fees

Item	Fee (includes tax)
All of Market Square	\$452.00/day
All of Market Square (Community Organization)	\$56.50/day
Adjacent Parking Area	\$226.00/day
Adjacent Parking Area (Community Organization)	No fee

Upper Queen's Park

Item	Fee (includes tax)
Pavilion	\$46.55/hour
Pavilion – Charitable Event (6 hours or more)	\$116.39/day
Pavilion – Commercial Event (6 hours or more)	\$232.78/day
Permanent Picnic Tables	\$98.93/four-hr period \$145.48/more than four-hr period
Bandshell (Upper Queens and Veteran's Drive)	\$29.09/hour \$14.57/hour (non-profit/fundraising) \$116.39/day (multi-day events)

No charge for community events of remembrance (such as Day of Mourning, Remembrance Day, Vigils).

Non-Profit and charitable organizations receive a 50% discount on commercial rates.

TRANSIT

Standard Transit

Single Ride, Cash

Item	Fee (tax not applicable)
Child (under 5 years)	No charge
Student and Affordable	\$2.50/single
Adult	\$3.00/single
Senior	\$2.75/single

Single Ride, Tickets

Item	Fee (tax not applicable)
Student and Affordable	\$2.25/single
Adult	\$2.75/single
Senior	\$2.50/single

Single Day Pass

Item	Fee (tax not applicable)
Single Rider	\$7.00/day
Family (1 adult plus up to 4 riders)	\$15.00/day

30 Day Pass

Item	Fee (tax not applicable)
Student and Affordable	\$60.00/pass
Adult	\$70.00/pass
Senior	\$60.00/pass

Charters

Item	Fee (tax not applicable)
Charter (minimum charge of \$50.00)	\$96.05/hour

Parallel Transit

In Town, One-Way Trip

Item	Fee (tax not applicable)
Adult	\$3.00/single
Senior	\$2.75/single

In Town, Other

Item	Fee (tax not applicable)
10 Ride Card	\$30.00/card

Passes

Item	Fee (tax not applicable)
Single Day Pass	\$7.00/day
Adult, 30 Day	\$70.00/pass
Senior/Affordable, 30 Day	\$60.00/pass

Out of Town, One-Way Trip

Item	Fee (tax not applicable)
Ride	\$3.00/single plus \$1.47/km

Charters

Item	Fee (tax not applicable)
Charter, In Town	\$35.76/hour plus single ride fee
Charter Wait Time	\$35.76/hour

Recreation Programs**Skating**

Single Admission

Item	Fee (includes tax)
Child (under 5 years)	No charge
General Admission (5 years plus)	\$4.25/single
Family (maximum 2 adults and children under 19 years of age, and all of the same household)	\$15.00/family

Season Pass

Item	Fee (includes tax)
Child (under 5 years)	No charge
Child (5 – 14 years)	\$68.00 (tax not applicable)
Youth (15 – 18 years)	\$70.00/pass
Adult (19 – 54 years)	\$87.00
Senior (55 years plus)	\$74.00
Family (maximum 2 adults and children under 19 years of age, and all of the same household)	\$231.00

Sponsored Skate

Item	Fee (includes tax)
Sponsored Skate (Weekends and holidays, including school holidays)	\$250.00/hour
Sponsored Skate (Weekdays)	\$210.00/hour

Aquatics

Single Swim

Item	Fee (includes tax)
Child (under 2 years)	No Charge
General Admission (2 years plus)	\$4.25/swim
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$15.00/swim

Season Pass

Item	Fee (includes tax)
Child (under 2 years)	No Charge
Children (2 – 14 years)	\$94.00/season (tax not applicable)
Youth (15 - 18 years)	\$107.50/season
Adults (19 - 54 years)	\$155.00/season
Seniors/Special Population (55 years plus)	\$115.00/season
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$295.00/season

Swim Lessons

Item	Fee (tax not applicable)
½ hour (2-week session)	\$88.25/session
¾ hour (2-week session)	\$98.25/session
1 hour (2-week session)	\$105.00
Swim Team	\$170.00/session
Bronze Star	\$105.00
Bronze Medallion	\$235.00
Bronze Cross	\$235.00

Specialized Aquatics Programs

Item	Fee (tax not applicable)
Adapted Aquatics (30 mins)	\$88.25
Water Fitness	\$5.25

Private Swim Rentals

Item	Fee (includes tax)
1 - 30 Swimmers	\$232.75/hour
31 - 125 Swimmers	\$267.70/hour

Sponsored Swims

Item	Fee (includes tax)
Sponsored Swim	\$197.75/hour
Sponsored Free Swim	\$627.15/hour

Day Camps

Item	Fee (tax not applicable)
5-day Week	\$172.50
4-day Week	\$152.00
Swim Camp (10 Days)	\$445.00
Single-day	\$38.00

35+ Programs

Item	Fee (includes tax)
Chair Yoga	\$5.00
Yoga Flow	\$8.00
LivFit	\$8.00
Volleyball	\$5.00

Advertising

Digital Advertising – Indoor Displays

8-inch Advertisement

Item	Fee (includes tax)
1 Month	\$144.64/term
3 Months	\$412.45/term
6 Months	\$819.25/term
9 Months	\$1,226.05/term
12 Months	\$1,638.50/term

18-inch Advertisement

Item	Fee (includes tax)
1 Month	\$288.15/term
3 Months	\$819.25/term
6 Months	\$1,644.15/term
9 Months	\$2,463.40/term
12 Months	\$3,277.00/term

26-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Digital Advertising – Transit Displays

24-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Rink Board Sign Advertising

Item	Fee (includes tax)
For Glass (one time change)	\$355.95/glass
For Year	\$740.15/year

Cemetery

Lots

Item	Dimensions	Land	Perpetual Care	HST	Total
Single Grave	1m x 3m	\$1,037.04	\$691.36	\$224.69	\$1,953.09
2 Grave Plot	2m x 3m	\$2,074.09	\$1,382.72	\$449.39	\$3,906.20
3 Grave Plot	3m x 3m	\$3,110.88	\$2,073.92	\$674.02	\$5,858.82
6 Grave Plot	3m x 6m	\$6,222.28	\$4,148.18	\$1,348.16	\$11,718.62
Child Plot Upright	3ft x 7ft	\$291.06	\$194.04	\$63.06	\$548.16
Infant Plot Flat Marker	2ft x 4ft	\$256.09	\$175.00	\$56.04	\$487.13
Stillborn Plot Flat Marker	2ft x 48in	\$256.09	\$175.00	\$56.04	\$487.13
Cremation Plot Flat Marker	2ft x 2ft	\$385.18	\$256.79	\$83.46	\$725.43
Cremation Plot Flat Marker	2 ft x 4ft	\$770.36	\$513.57	\$166.91	\$1,450.84

Niches

Item	Dimensions	Land	Perpetual Care	HST	Total
Columbarium Wall	144 cubic inch	\$2,228.43	\$393.25	\$340.82	\$2,962.50
Bronze Scrolls	n/a	\$875.50	n/a	\$113.82	\$989.32
Plaque Emblem	n/a	\$20.60	n/a	\$2.68	\$23.28
Level above bottom (per level)	n/a	\$42.23	\$7.45	\$6.46	\$56.14

Avondale Garden Mausoleum

Item	Level	Cost	Maintenance	HST	Total
Section #1	E	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
Premium	D	\$7,733.88	\$1,933.47	\$1,256.76	\$10,924.11
	C	\$9,882.18	\$2,470.55	\$1,605.85	\$13,958.58
	B	\$8,808.03	\$2,202.00	\$1,431.30	\$12,441.33
	A	\$6,015.24	\$1,503.81	\$977.48	\$8,496.53
Section #2	E	\$5,157.08	\$1,289.27	\$838.03	\$7,284.38
Interior Courtyard	D	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
	C	\$8,593.20	\$2,148.30	\$1,396.40	\$12,137.90
	B	\$7,519.05	\$1,879.76	\$1,221.85	\$10,620.66
	A	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Section #3	E	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Exterior Courtyard	D	\$5,585.58	\$1,396.40	\$907.66	\$7,889.64
	C	\$7,304.22	\$1,826.06	\$1,186.94	\$10,317.22
	B	\$6,293.07	\$1,573.27	\$1,022.62	\$8,888.96
	A	\$4,296.60	\$1,074.15	\$698.20	\$6,068.95

Scattering Garden

Item	Dimensions	Service	Perpetual Care	HST	Total
Sale of scattering services	n/a	\$422.30	\$30.00	\$58.80	\$511.10
Single Memorial Plaque	1in x 6in	\$278.10	\$0.00	\$36.15	\$314.25
Double Memorial Plaque	2.25in x 6in	\$329.60	\$0.00	\$42.85	\$372.45
Double Plaque with text	3.5in x 6in	\$381.10	\$0.00	\$49.54	\$430.64

Interment Charges

Item	Base Rate	HST	Total
License Fee	\$30.00	n/a	\$30.00
Adult Regular Depth	\$939.82	\$122.18	\$1,062.00
Adult Double Depth	\$1,100.43	\$143.06	\$1,243.49
Child 3ft x 6ft opening	\$356.90	\$46.40	\$403.30
Child 2ft x 4ft opening	\$237.93	\$30.93	\$268.86
Stillborn 2ft x 20in opening	\$237.93	\$30.93	\$268.86
Mausoleum Entombment Opening	\$702.66	\$91.35	\$794.01
Cremation Remains (12" x 12")	\$376.33	\$48.92	\$425.25
Cremation Remains (over 12" x 12")	\$513.04	\$66.70	\$579.74
Cremation Remains in Columbarium Niche	\$342.02	\$44.46	\$386.48
Winter Storage	\$327.16	\$42.53	\$369.69

Disinterment Charges

Item	Base Rate	HST	Total
For burial in another cemetery	\$1,813.67	\$235.78	\$2,049.45
For burial in another plot in Avondale	\$2,901.84	\$377.24	\$3,279.08
Cremation 12" x 12"	\$446.13	\$58.00	\$504.13
Niche	\$342.03	\$44.46	\$386.49

Foundations

Item	Base Rate	HST	Total
Priced per cubic foot at minimum cost of \$242.00 plus taxes	\$28.74/cubic foot	Applicable	Contingent on size
Inspection fee	\$78.80	\$10.24	\$89.04
Flat Marker Installation (by Avondale Cemetery Staff)	\$56.65	\$7.36	\$64.01

Foundations – Care & Maintenance

Item	Base Rate	HST	Total
Flat Marker under 173 square inches	\$0	n/a	\$0
Flat Marker over 173 square inches	\$100.00	\$13.00	\$113.00
Up to 4 feet x 4 feet	\$200.00	\$26.00	\$226.00
Over 4 feet x 4 feet	\$400.00	\$52.00	\$452.00

Other

Item	Base Rate	HST	Total
Saturday Burials	\$373.55	\$48.56	\$422.11
Entry of Funerals after hours (per 15 minutes)	\$41.61	\$5.41	\$47.02
Chapel Committal Service	\$102.28	\$13.30	\$115.58
Transfer of Certificates of Internment Rights	\$130.00	\$16.90	\$146.90
Replacement Certificate of Interment Rights	\$30.90	\$4.02	\$34.92

THIS IS SCHEDULE "D" TO BY-LAW XXX-2024
of The Corporation of the City of Stratford
adopted this 9th day of September, 2024

INFRASTRUCTURE SERVICES FEES AND CHARGES

Miscellaneous

Item	Fee
Land transfer inquiries	\$65.00 per land transfer inquiry
Street Permit: Hoarding on City Sidewalk Excavation on Road Allowance	\$65.00
Single Trip Oversized Load Permit	\$65.00
Hydration Station Rental	\$30.00 per day

Administrative Fees

Item	Fee
New Sewer and/or Water Connections	\$190.00 plus actual cost of the project
Sewer and/or Water Repairs	\$85.00 plus actual cost of the project
Private Sidewalk and Curb: Driveway widenings or relocation Curb or sidewalk replacement Damage deposit and repair	\$85.00 plus actual cost of the project
Sidewalk or Curb Repair for Utility Companies	\$42.50 per location plus actual cost of the project
Miscellaneous Invoice for Service: Damaged sign and traffic signals Street cleaning (mud, fuel, oil) Sewer flushing Garbage pickup Road Closures for MTO, etc.	Actual cost to provide service including materials. Plus 7% administrative costs with minimum fee of \$85.00
Special Events Road Closure Set-up and Takedown Requiring Barricades Only	\$200 per event
Special Events Road Closure Setup Requiring Traffic Control Plan	Actual costs for provide service including materials. Plus 7% administrative costs with a minimum fee of \$85.00
Payroll Burden on invoices to the public	45%
Warehouse Fee on the invoices to the public for material taken from stock	15%
Temporary Access Across Municipal Property (Policy P.3.6) Fees and damage deposits subject to annual Consumer Price Index increase	\$55 per application, plus damage deposit of \$105 per metre of private property abutting city property
As Built Drawings	\$25.00 per sheet \$25.00 per pdf file

Water Rates

Consumption Charge	2025
First 3 cubic metres	\$3.04 /m3
All additional cubic metres	\$1.24 /m3
Minimum consumption charge	\$9.12

Monthly Flat Charge	2025
Under 1 inch meter	\$10.00
1 inch meter	\$15.25
1½ inch meter	\$19.50
2 inch meter	\$24.00
3 inch meter	\$32.25
4 inch meter	\$42.00
6 inch meter	\$71.50
8 inch meter	\$96.75

Sanitary Sewer

Sewage Service Rate	2025
First 3 cubic metres	\$4.57 /m3
All additional cubic metres	\$1.87 /m3
Minimum consumption charge	\$13.71
Fixed monthly charge	\$11.25

Development, Subdivision, Pre-Servicing, Condominium Servicing Agreements

Item	Fee
a) Administrative fees for preparation of an agreement	\$2,300.00 Plus all legal fees, including registration*
b) Review fees for Engineering Submissions	
i. Variable fee per single detached or semi detached dwelling lot per submission	\$57.40
ii. Variable fee per block per submission (excluding road widening and reserve blocks)	\$114.00
c) Construction Inspection Fee (prior to registration of agreement)	2% of total construction cost estimate
d) Subdivision Tree fee (prior to registration of agreement) Number of required trees to be determined by the Manager of Parks, Forestry and Cemetery	\$350.00 per tree

*an \$8,000.00 initial deposit is required to be applied towards legal expenses. Any costs incurred over this amount will be invoiced separately. If total expenses are less than the initial deposit, a refund along with a continuity statement will be issued for the remaining balance.

MECP Consolidated Linear ECA and Water System Review and Approvals

Item	Fee
Watermain review and approvals	\$1,200.00
Sanitary and Storm Sewers review and approvals	\$1,100.00
Stormwater Management Systems review and approvals	\$1,800.00

Waste Management Rates

Item	Fee
Bag Tag	\$3.86
Bag or Can at Landfill Site	\$5.06
Minimum scale rate	\$25.00
Tip Fee – regular – loose loads of waste	\$94.00 per tonne
Tip Fee – regular – more than five (5) bags or cans of waste	\$94.00 per tonne
Tip Fee – regular – loads of recyclables, brush or yard waste 200 kilograms or greater	\$94.00 per tonne
Tip Fee – Asbestos	\$180.00 per tonne
Tip fee concrete/asphalt	\$5.00 tonne
Scale down – car	\$25.00
Scale down – truck	\$27.00
Scale down – trailer	\$25.00
Scale down- Roll off	\$12.50/cubic yard
Scale down – Packer	\$18.00/cubic yard
Large Item Tag	\$14.00
Recycle Box	\$8.25
Green Bin – 45 litre	\$20.00
White Goods – No Freon	\$25.00
White Goods – Freon Removal	\$45.00
Large Green Bin (commercial only)	\$40.00
IPL Recycle Carts (commercial only)	\$100.00
Organic Kitchen Catcher	\$4.00
Commission Fee on sale of garbage bag tags	5%

An administrative fee of \$25.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

All goods sold are HST applicable and HST is included the price of the goods.

Site Alteration

Item	Fee
Site Alteration Permit Fee	\$510.00
Site Alteration Permit Renewal Fee	\$510.00
Site Alteration Transfer of Permit Fee	\$255.00
Preparation of Site Alteration Agreement Fee (including registration fee)	\$920.00 Plus all legal fees, including registration*

*a \$2,000.00 initial deposit is required to be applied towards legal expenses. Any costs incurred over this amount will be invoiced separately. If total expenses are less than the initial deposit, a refund along with a continuity statement will be issued for the remaining balance.

THIS IS SCHEDULE "E" TO BY-LAW XXX-2024
of The Corporation of the City of Stratford
adopted this 9th day of September, 2024

FIRE FEES AND CHARGES

Item	Fee
Officer Incident Report	\$100
Fire Investigation Report	\$130
Property Records Search and Letter	\$100
Property Inspection and Letter (includes residential inspection for a Day Care)	Residential - \$150 for first unit plus \$25 for each additional unit per building. Commercial/Industrial - \$150 for first unit plus \$25 for each additional unit per building, plus \$25 for each 5,000 sq. ft. over 10,000 sq. ft.
Open Burn fire inspection and permit as in By-law 5-2006 as amended	\$100
LLBO Special Occasion Permit/Inspection	\$100
Liquor Licence Application and Inspection	\$150
Fire extinguisher training	\$150 per session, maximum 12 persons; \$10 per each additional person up to a maximum of 20. \$5 for personal certificate if requested.
Fire Department Assistance beyond Normal Requirements or Circumstances (i.e. Fire Staff and Vehicle required for fire watch)	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Multiple (three or more) responses to false automatic fire alarms caused by the same issue, after building owner has been notified of the issue., Each failure over 3 will be separately billed.	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Multiple (three or more) failures to notify of system maintenance, within the same two weeks. Each failure over three will be separately billed.	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Multiple (three or more) Nuisance/malicious responses or violations (i.e. Open Burning Bylaw), over a three month period.	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Review of propane facility Risk and Safety Management Plans: a) Initial R&SMP review process for a new, existing or expanding propane facility	a) \$400 not including fees for third party or external review;
Subsequent annual review for existing propane facilities	\$200 not including fees for third party or external review.
Re-inspection for Fire Code Non-compliance and/or Deficiencies	\$150
Occupant Load Calculations	\$100

Item	Fee
Tent Inspections	\$100
Storage Site Inspections	\$100
Cost recovery of any third-party or contracted equipment required to aid in fire fighting operations or at any other emergency scene.	Recovery of the billed cost to the Fire Department/Corporation, plus 7% administration fee, with a minimum of \$85.00 fee.

HST applied where applicable.

THIS IS SCHEDULE "F" TO BY-LAW XXX-2024

of The Corporation of the City of Stratford
adopted this 9th day of September, 2024

SOCIAL SERVICES FEES AND CHARGES**Anne Hathaway Daycare Centre**

Toddler (18 months to 2.5 years)

Length of Time	Fee
Weekly	\$113.68
Daily	\$27.80

Preschool (2.5 to 4 years)

Length of Time	Fee
Weekly	\$99.03
Daily (includes JK and SK)	\$23.79

Nursery School (9:30am to 1:30pm)

Length of Time	Fee
Daily	\$17.33

Before and After School

Length of Time	Fee
Kindergarten	\$6.85 am or pm
Grade 1-6	\$6.63 am or pm

Britannia Street Housing

General Repairs

Item	Fee
Replacement of screens	\$45.00 – small window \$55.00 – large window \$60.00 – exterior door
Replacement of windows (damaged, broken or missing)	\$150.00 – less than 1000 square inches \$500.00 – more than 1000 square inches
Drywall Repair	\$100.00 - 2 square feet and under (per wall) \$120.00 - 2 square feet and over (per wall) up to actual cost
Door Repair	\$100.00 (per door)
Window Repair	\$45.00 (per window)
Replacement of interior doors (includes labour and hardware, as required)	\$140.00 – without frame \$200.00 – with frame
Replacement of Main Building Door	\$5,000.00
Replacement of exterior doors (includes labour and hardware, as required)	\$900.00 – exterior door
Replace kitchen cupboard doors or hinges	\$90.00 per door \$50.00 per hinge pair
Replace kitchen countertop	\$60.00 per linear foot
Wallpaper/border removal (includes shelf/drawer liner)	\$100.00 per wall \$80.00 per border per wall
Additional coat of paint/stain blocking	At cost based on tender pricing
Removal of peel and stick tile	Less than 100 square feet-\$3.00 per square foot More than 100 square feet-\$4.00 per square foot

Damage to flooring	\$10.00 per square foot
Missing handrails	\$100.00 per handrail
Parking for secondary vehicle	\$25.00 per month

Plumbing Repairs

Item	Fee
Install new toilet	\$350.00
Plugged toilet or drain	\$70.00 - \$300.00 per occurrence, depending on if a machine is required
Kitchen taps	\$135.00 (installed)
Vanity sink and taps	\$135.00 (installed)

Electrical Repairs

Item	Fee
Missing light fixtures	\$50.00 – interior/exterior
Broken/Damaged/Painted Receptacles	\$15.00 – for the first three \$5.00/receptacle after first three
Missing (or tampered with) smoke detectors	\$150.00 (* see below)
Broken thermostat	\$75.00
No heat call with no issue	\$75.00
Missing/broken light shade	\$50.00

* Note – additional fines or penalties could apply outside of this fee if other authoritative bodies, such as Fire Department or Provincial authorities, levy additional amounts.

Locksmithing

Item	Fee
Replacement Fob	\$75.00
Repin lock	\$75.00
Replace Unit Door Lock	\$150.00 – replace lock
Replace door handle	\$75.00 – replace handle
Mailbox Key Replacement	\$75.00

Pest Control

Item	Fee
Obligation to comply with treatment plan	Costs will be assessed on a case by case basis

Appliance Replacement

Item	Fee
Fridge replacement caused by damage	\$850.00-\$925.00 per appliance
Stove replacement caused by damage	\$699.00 per appliance

Additional Cleaning

Item	Fee
Fridge	\$75.00
Stove & Oven	\$75.00
Kitchen	\$75.00
Bathroom	\$75.00
Cleaning – Nicotine	Up to \$900.00
Waste Removal of remaining personal property and furniture	\$75.00 – minimum Actual Cost

THIS IS SCHEDULE "G" TO BY-LAW XXX-2024

of The Corporation of the City of Stratford
passed this 9th day of September, 2024

STRATFORD MUNICIPAL AIRPORT FEES AND CHARGES

ITEM	FEE
Fuel Sales	<p>Aviation Gas and Jet A Fuel costs will fluctuate based upon market pricing. Aviation Gas surcharge is listed at \$0.35/litre.</p> <p>Jet A fuel surcharge is listed at \$0.40/litre.</p>
Landing Fees	<p>All commercial/corporate turbofan/turbojet engine propelled aircraft, regardless of the number of engines, will be charged a \$100 flat rate.</p> <p>All commercial/corporate multi-engine aircraft, which includes piston or turbine/turboprop powered aircraft and multi-engine turbine helicopters, will be charged a \$50 flat rate.</p> <p>All commercial/corporate single engine piston or turbine/turboprop powered aircraft will be charged a \$25 flat rate.</p>
Aircraft Parking Fees	Fee for all aircraft is \$80.00 per month and \$10 for an overnight stay.
	\$0.26 per square foot (covered and uncovered footprint).
Airport Terminal Building Rental Fees	\$9,000 per year.
Airport User Fees	\$300 per based private aircraft or \$500 per based commercial aircraft, charged annually.
Farmland Lease	\$28,000 per year

HST applied where applicable.



**BY-LAW NUMBER XX-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of a tender from Uniqueco Building Restoration Inc. for the installation of an accessible entrance ramp at the Administration of Justice Building (T-2024-23).

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, ("the Municipal Act, 2001") provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the Municipal Act, 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the tender (T-2024-23) of Uniqueco Building Restoration Inc. for the installation of an accessible entrance ramp at the Administration of Justice Building, be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the Corporate seal thereto.
2. That the accepted amount of the tender (T-2024-23) for the installation of an accessible entrance ramp at the Administration of Justice Building is \$162,607, including HST.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to appoint a Deputy Chief Building Official
and repeal By-law 71-2023.

WHEREAS section 3(2) of the Building Code Act, 1992, as amended, provides for the appointment of a Chief Building Official and Inspectors;

AND WHEREAS section 77 of the Legislation Act, 2006, as amended, provides for the appointment of Deputies;

AND WHEREAS section 23.1 of the Municipal Act, S.O. 2001, c.25, as amended, authorizes a municipality to delegate its powers and duties;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

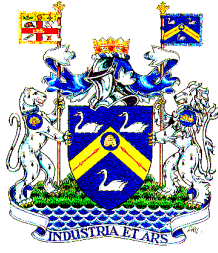
1. That Connor Occleston is hereby appointed as Deputy Chief Building Official for The Corporation of the City of Stratford effective August 19, 2024 and shall remain in effect until such appointment is rescinded or a successor is appointed.
2. That as directed by the Chief Building Official or when the Chief Building Official is absent, the Deputy Chief Building Official shall have all the powers and duties of the Chief Building Official. For the purposes of this section, "absent" includes when the Chief Building Official is on leave or unavailable for any reason.
3. That By-law 73-2023 is hereby repealed.
4. That any By-law and/or portion of any By-law inconsistent with the provisions of this By-law, are hereby repealed.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the entering into and execution of an encroachment agreement with The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario to permit the existing concrete steps, sidewalk and handrail to encroach onto the Huron Street municipal road allowance at 96 Huron Street.

WHEREAS Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, ("the Municipal Act, 2001"), provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the Municipal Act, 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS The Corporation of the City of Stratford is the registered owner of the municipal property known as the Huron Street road allowance;

AND WHEREAS the owner of The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario applied to The Corporation of the City of Stratford to permit the existing concrete steps, sidewalk and handrail to encroach onto the Huron Street municipal road allowance at 96 Huron Street;

AND WHEREAS the Parties hereto agree to enter into an Agreement to permit the encroachment permit the existing concrete steps, sidewalk and handrail as of the date of this by-law, for a total encroachment of 47.17m², to encroach onto the Huron Street municipal road allowance at 96 Huron Street as shown on Schedule "B" to the Agreement, to continue under certain terms and conditions as set out in the said Agreement;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the Encroachment Agreement between The Corporation of the City of Stratford and The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario to permit the existing concrete steps, sidewalk and handrail as of the date of this by-law for a total encroachment of 47.17m² to encroach onto the Huron Street municipal road allowances at 96 Huron Street, be entered into and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto.
2. The Encroachment Agreement applies to the property known municipally as the Huron Street municipal road allowance at 96 Huron Street, and more particularly described as:
 - LOT 393 PLAN 20 STRATFORD; LOT 394 PLAN 20 STRATFORD; LOT 395 PLAN 20 STRATFORD; LOT 93 PLAN 20 STRATFORD; LOT 94 PLAN 20 STRATFORD; LOT 95 PLAN 20 STRATFORD AS IN R209946; T/W AN EASEMENT OVER PTS 4, 5 & 6 44R-5027 AS IN R128929 (FIRSTLY); S/T & T/W AN EASEMENT OVER PTS 2,3 44R-5027 AS IN R128929 (SECONDLY AND THIRDLY): SAVE & EXCEPT PTS 1,2 44R-5027; CITY OF STRATFORD
3. The City Solicitor is authorized to register the Encroachment Agreement referred to in Paragraph 1 herein, in the appropriate Land Registry office.
4. This By-law comes into force and takes upon final passage.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 4-2023, as amended, to make appointments to advisory committees and boards.

WHEREAS Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Council of The Corporation of the City of Stratford adopted By-law 4-2023 to appoint Council Members to Sub-committees of Council and Standing Committees of Council and to Advisory Committees, Boards and Agencies and to appoint Citizens to Advisory Committees and Boards during the 2022 term of municipal office;

AND WHEREAS Council of The Corporation of the City of Stratford deems it necessary to amend By-law 4-2023 to make further appointments to several advisory committees and boards;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That section 2.2 e) of By-law 4-2023, as amended, be deleted and replaced with the following new section 2.2 2):
 - 2.2 e) (insert name) is hereby appointed to the Committee of Adjustment for a four-year term ending November 14, 2026 or until a successor is appointed by City Council.
2. That Section 2.6 a) of By-law 4-2023, as amended, be deleted and replaced with the following new section 2.6 a):
 - 2.6 a) Mark Henderson is hereby re-appointed to the Festival Hydro Inc. Board of Directors for a four-year term to November 30, 2028 or until a successor is appointed by City Council.
3. That Section 2.7 c) of By-law 4-2023, as amended, be deleted and replaced with the following new section 2.7 c):
 - 2.7 c) Tony Ciciretto is hereby re-appointed to the Festival Hydro Services Inc. Board of Directors for a four-year term to November 30, 2028, or until a successor is appointed by City Council.
4. That Section 2.11 of By-law 4-2023, as amended, be further amended to make the following appointments:

That (insert name) and (insert name) are hereby appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed to the Accessibility Advisory Committee as an agency representative for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

5. That Section 2.12 of By-law 4-2023, as amended, be further amended to make the following appointments:

That (insert name) is hereby appointed to the Active Transportation Advisory Committee as a citizen-at-large for a two-year term to November 30, 2025, or until a successor is appointed by Council.

That (insert name) is hereby appointed to the Active Transportation Advisory Committee as the Avon Trail for the remainder of the four year term to November 30, 2025, or until a successor is appointed by Council.

6. That Section 2.13 of By-law 4-2023, as amended, be further amended to make the following appointments:

That (insert name) is hereby appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

7. That Section 2.14 of By-law 4-2023, as amended, be further amended to make the following appointments:

That (insert name) is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a youth representative to the Energy and Environment Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a representative of Climate Momentum to the Energy and Environment Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

8. That Section 2.15 of By-law 4-2023, as amended, be further amended to make the following appointments:

That (insert name) is hereby appointed as a citizen representative to the Heritage Stratford Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Heritage Stratford Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Heritage Stratford Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Heritage Stratford Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as the Perth Huron Builder's Association representative for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

9. That Section 2.16 of By-law 4-2023, as amended, be further amended to make the following appointments:

That (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

That (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 30, 2025 or until a successor is appointed by City Council.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



**BY-LAW NUMBER _____-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 10-2022 as amended, with respect to Zoning Bylaw Amendment application Z02-24 by GSP Group to amend the zoning at 3188 Vivian Line 37 to be Institutional Community Special ("IN1-_____"), and to amend the zoning at future parcel 3184 Vivian Line 37 to be Institutional Community Special with a Site Specific Holding Provision ("IN1-_____ (H_____)", as described herein.

WHEREAS authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

AND WHEREAS the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the Zoning By-law, be further amended;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. THAT Schedule "A", Map 2, to Zoning Bylaw 10-2022 as amended, is hereby amended by rezoning those lands in the **north portion of 3188 Vivian Line 37 which will eventually be wholly referred to as 3188 Vivian Line 37** in the City of Stratford per the key map in Schedule "B" hereto, from Urban Reserve ("UR") and Agricultural ("A") to Institutional Community Special ("IN1-_____"); and
2. AND THAT Section 15.5 of Zoning Bylaw 10-2022 as amended be further amended by adding the following site-specific provisions to those lands in the north portion of 3188 Vivian Line 37 in the City of Stratford per the key map in Schedule "B" hereto:
 - a. "The IN1-_____ zone shall apply to 3188 Vivian Line 37;
 - b. Section 2.3.2 b) of the Zoning Bylaw shall not apply;
 - c. The total number of beds permitted in the Nursing Home shall be 288;
 - d. The minimum south interior side yard setback shall be 0.0 metres where abutting 3184 Vivian Line 37;
 - e. The minimum overall Landscaped Open Space requirement shall be 28%;
 - f. The Landscaped Open Space requirement may include green roofs above ground level;

- g. The minimum Landscaped Open Space requirement for Parking Lots with more than 50 parking spaces shall be 7.5%;
 - h. A planting strip between parking areas or aisles and lot lines where the IN1-_____ zone (3188 Vivian Line 37) and the IN1-_____ zone (3184 Vivian Line 37) abut shall not be required;
 - i. The minimum bicycle parking requirement for the Nursing Home is 6 spaces;
 - j. Bicycle parking is permitted to be within 35 metres of the principle building entrance or the main employee entrance;
 - k. The minimum number of loading spaces for a Nursing Home shall be 2;
 - l. The minimum loading space setback from the south interior lot line shall be 0.0 metres where abutting 3184 Vivian Line 37;
 - m. A loading space shall not be required to be abutting the Nursing Home building;
 - n. Access and maneuvering to and from a loading space may exceed the boundaries of the subject lands only into a Right-of-Way easement over 3184 Vivian Line 37 registered in favour of the subject lands;
3. AND THAT Schedule "A", Map 2, to Zoning Bylaw 10-2022 as amended, is hereby amended by rezoning those lands in the **south portion of 3188 Vivian Line 37, which will eventually to be municipally known as 3184 Vivian Line 37** in the City of Stratford per the key map in Schedule "B" hereto, from Urban Reserve ("UR") and Agricultural ("A") to Institutional Community Special with a Site Specific Holding Provision ("IN1-_____ (H_____)");
4. AND THAT Section 15.5 of Zoning Bylaw 10-2022 as amended be further amended by adding the following site-specific provisions to those lands in the south portion of 3188 Vivian Line 37 in the City of Stratford per the key map in Schedule "B" hereto:
- a. "The IN1-_____ zone shall apply to 3184 Vivian Line 37;
 - b. Section 2.3.2 b) of the Zoning Bylaw shall not apply;
 - c. A Personal Care Establishment shall be a permitted use provided it is accessory and subordinate to a Retirement Home use;
 - d. A Personal Service Establishment shall be a permitted use provided it is accessory and subordinate to a Retirement Home use;
 - e. There shall be no parking requirement for a Personal Care Establishment or Personal Service Establishment that is accessory to a Retirement Home use;
 - f. The minimum west interior side yard setback shall be 6.0 metres where abutting 3188 Vivian Line 37;
 - g. The minimum eastern interior side yard setback shall be 9.0 metres where abutting 3188 Vivian Line 37;

- h. The minimum rear yard setback shall be 0.0 metres where abutting 3188 Vivian Line 37;
 - i. The maximum lot coverage shall be 34.5%;
 - j. A planting strip between parking areas or aisles and lot lines where the IN1-_____ zone (3184 Vivian Line 37) and the IN1-_____ zone (3188 Vivian Line 37) abut shall not be required;
 - k. The minimum number of loading spaces required for a Retirement Home shall be 1;
 - l. The minimum loading space setback from the rear lot line shall be 0.0 metres where abutting 3188 Vivian Line 37;
 - m. A loading space shall not be required to be abutting the Retirement Home building;
 - n. Access and maneuvering to and from a loading space may exceed the boundaries of the subject lands only into a Right-of-Way easement over 3188 Vivian Line 37 registered in favour of the subject lands;
5. AND THAT Section 2.5.2 of Zoning Bylaw 10-2022 as amended be amended by adding the following Site-Specific (H_____) Holding Provision:
- a. "The following uses shall be permitted until the (H_____) Holding Provision is removed in accordance with the Planning Act:
 - i. Site Alteration is permitted only to legally establish the north parcel (3188 Vivian Line 37) and south parcel (3184 Vivian Line 47) as well as any required easements. All other Site Alteration shall be prohibited until the Holding Provision is removed.
 - ii. Site Development is permitted only to establish site elements that are shared with the North Parcel (3188 Vivian Line 37), including a driveway, parking area, and servicing infrastructure. All other Site Development shall be prohibited until the Holding Provision is removed.
 - b. The (H_____) Holding Provision may be removed when the following conditions have been met:
 - i. That a Noise Study be completed to the satisfaction of the City of Stratford."
6. AND THAT this by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe

This is Schedule "A" to By-law _____ -2024

Adopted this 9th day of September, 2024

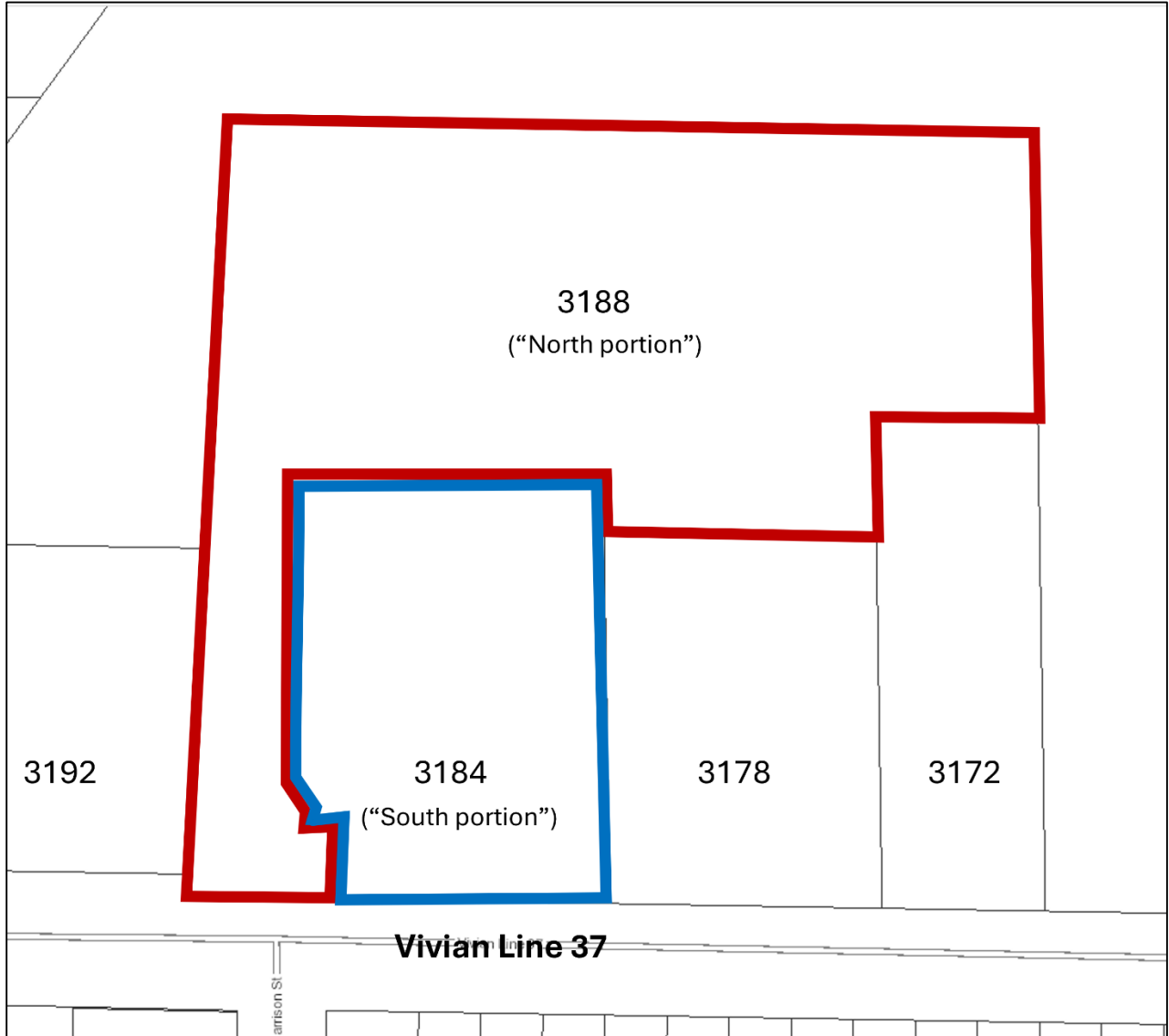
3188 Vivian Line 37, Stratford



This is Schedule "B" to By-law _____-2024

Adopted this 9th day of September, 2024

Key Plan showing 3188 Vivian Line 37 (north portion) where the IN1-_____ zone is proposed, and 3184 Vivian Line 37 (south portion) where the IN1-_____(H_____) zone is proposed.





**BY-LAW NUMBER XX-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to adopt Official Plan Amendment No. 34 to add special policies to the "Residential Area" designation that applicable to the Subject Lands at 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion) respectively.

WHEREAS Sections 17 and 21 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provide that the Council of a municipality may, by by-law, adopt amendments to its Official Plan;

AND WHEREAS the Council has provided adequate information to the public and held at least one public meeting in accordance with the *Planning Act*;

AND WHEREAS the public interest was considered by Council to the need to adopt an amendment to the Official Plan of the City of Stratford for the subject lands;

AND WHEREAS the Council has determined that the request for an amendment is consistent with the Provincial Policy Statement, conforms with the goals and objectives of the Official Plan, will facilitate development that is appropriate for the lands, is compatible with surrounding lands and is considered to be sound land use planning and will encourage efficient use of land and infrastructure;

NOW THEREFORE the Council of The Corporation of the City of Stratford in accordance with the *Planning Act*, R.S.O. 1990, c.P.13 as amended, hereby enacts as follows:

1. That Amendment No. 34 to the Official Plan of the City of Stratford, consisting of the attached text and schedules, is hereby adopted.
2. The Clerk is hereby authorized and directed to proceed with the giving of written notice of Council's decision in accordance with the provisions of the *Planning Act*.
3. This By-law shall come into effect upon Final Passage and in accordance with the *Planning Act*.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe



City of Stratford Official Plan Amendment No. 34

Adopted: September 9, 2024

AMENDMENT NO. 33 TO THE OFFICIAL PLAN
OF THE CITY OF STRATFORD

Section 1 – Title and Components

This amendment shall be referred to as Amendment No. 34 to the Official Plan of the City of Stratford. Sections 1 to 4 constitute background information and are not part of the formal Amendment. Section 5 constitutes the formally adopted Amendment to the Official Plan.

Section 2 – Location

The subject lands are presently known as 3188 Vivian Line 37, Stratford. Legally, these lands are referred to as PT LT 45 CON 3, N Easthope PT 2, 44R1587 & PT 2, 44R1032 except PT1 44R1674, Perth E, City of Stratford, Perth County, Province of Ontario, PIN 53080-0027.

The subject lands are proposed to be divided into two parcels. The first parcel is 3188 Vivian Line 37, also referred to as the North portion. The North portion is approximately 1.6 hectares in size with 30 metres of frontage on Vivian Line 37. The second parcel is 3184 Vivian Line 37, also referred to as the south portion. The south portion is approximately 0.6 hectares with 64.5 metres of frontage on Vivian Line 37.

The key plan below shows 3188 Vivian Line 37 (north portion) in red, and 3184 Vivian Line 37 (south portion) in blue.

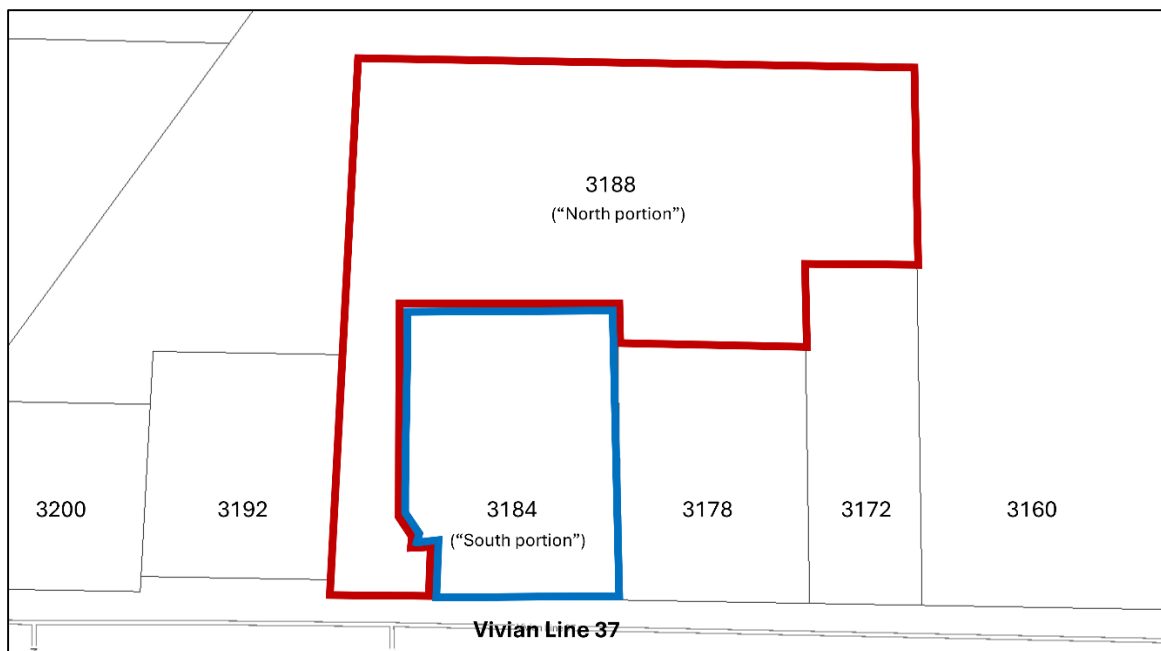


Figure 1: Key Plan depicting 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion).

Section 3 – Purpose of the Amendment

The purpose of this amendment is to add special policies to the “Residential Area” designation that applicable to the Subject Lands at 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion) respectively.

The special provisions include:

3188 Vivian Line 37 - North Portion

- a) The maximum building height for a Nursing Home shall be five (5) storeys.

3184 Vivian Line 37 – South Portion

- a) The maximum building height for a Retirement Home building shall be seven (7) storeys.

Section 4 – Basis of Amendment

Official Plan Amendment OPA01-24 will facilitate the establishment of a 288-bed Nursing Home at 3188 Vivian Line 37 (north portion), having a height of five (5) storeys whereas the Official Plan currently permits a maximum of four (4) storeys. Further, Official Plan Amendment OPA01-24 will facilitate the establishment of a 164-bed Retirement Home at 3184 Vivian Line 37 (south portion), having a height of seven (7) storeys whereas the Official Plan currently permits a maximum of four (4) storeys.

The Official Plan Amendment OPA01-24 would maintain the “Residential Areas” designation on the subject lands and to add Special Policy Areas to permit increased heights for 3188 Vivian Line 37 (north portion) and 3184 Vivian Line 37 (south portion) respectively.

The Official Plan Amendment is consistent with the Provincial Policy Statement, 2020. The Official Plan Amendment maintains the general intent of the City of Stratford’s Official Plan.

Section 5 – The Amendment

The Official Plan of the City of Stratford is amended as follows:

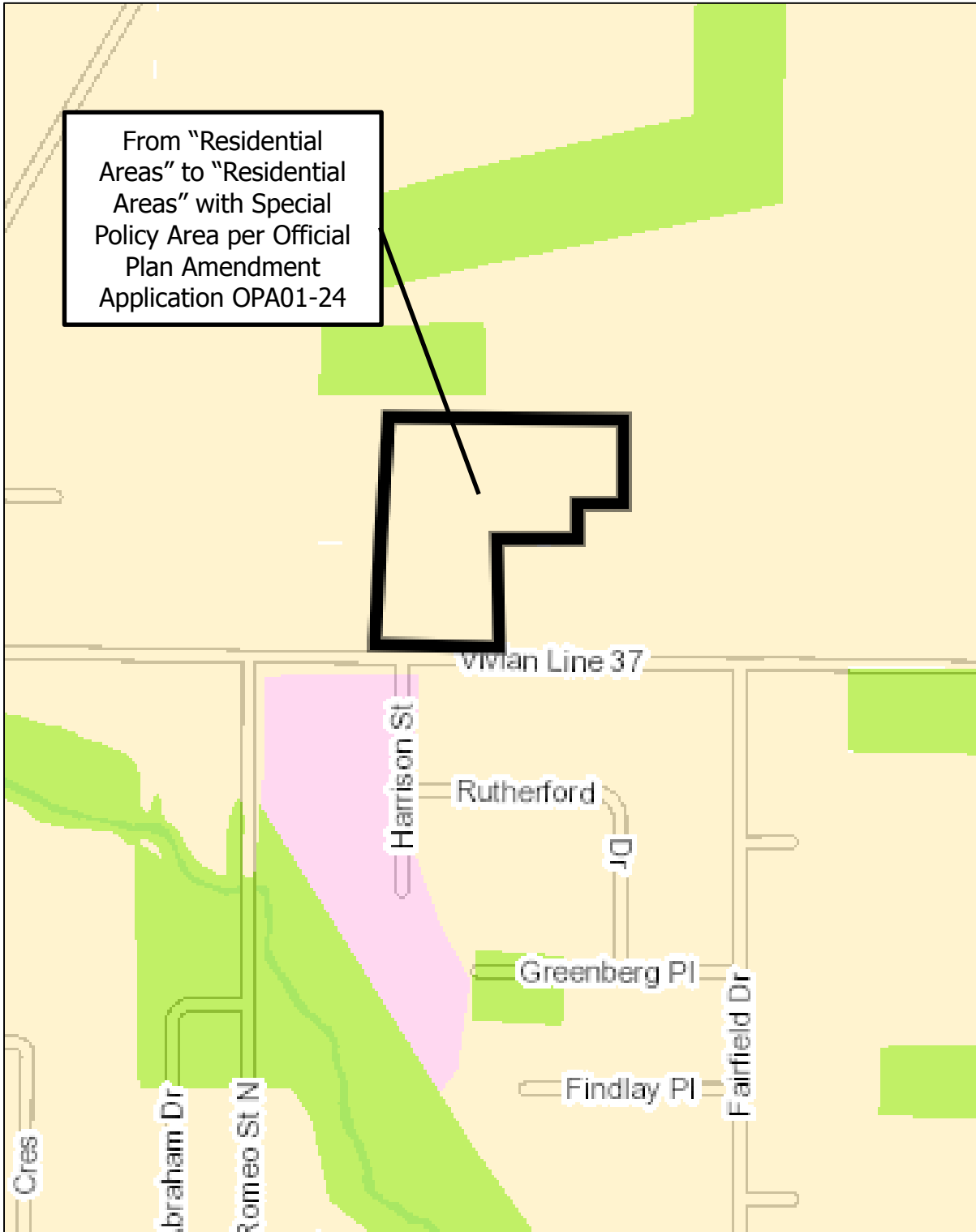
- a) Schedule “A” of the Official Plan of the City of Stratford is amended by adding ‘Special Policy Area _____’ to the Subject Lands, currently known as 3188 Vivian Line 37, which is inclusive of a future parcel to be known as 3184 Vivian Line 37, as identified on Schedule “A” to this Official Plan Amendment No. 34; and
- b) By adding the following Section to the Official Plan of the City of Stratford:

1. “Section 4.5.4.11

Notwithstanding any mention to the contrary herein, the maximum height of a Nursing Home at 3188 Vivian Line 37 shall be five (5) storeys and the maximum height of a Retirement Home at 3184 Vivian Line 37 shall be seven (7) storeys.”

Schedule "A"

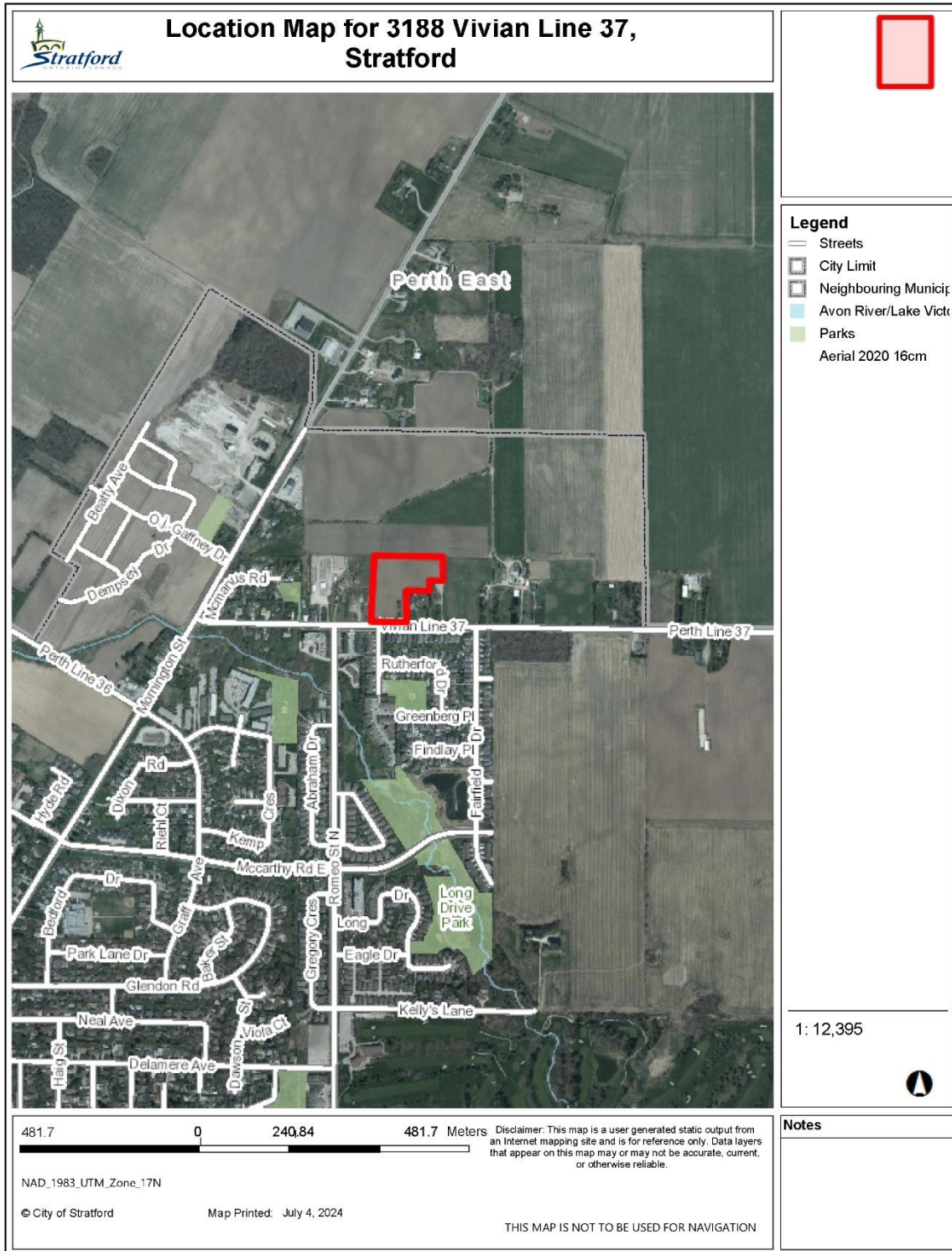
To Official Plan Amendment No. 34
Special Policy Area.



Schedule "B"

To Official Plan Amendment No. 34

Location Map





STRATFORD CITY COUNCIL
CONSENT AGENDA

September 9, 2024

REFERENCE NO. CONSENT AGENDA ITEM

CA-2024-140 Resolution from The City of Toronto regarding Provincial Support for Family Physicians.

Attachment – Letter from the City of Toronto dated July 31, 2024.

Endorsement of this resolution is requested.

CA-2024-141 Road Closure Request - Remembrance Day 2024

I, Taylor Crinklaw, Director of Infrastructure Services, as authorized by By-law 102-2008, do hereby authorize the temporary closure to vehicular traffic of the below noted street for the time period noted;

On Monday, November 11, 2024, from 9:30 a.m. to 12:00 p.m.:

- Erie Street from Ontario Street to Cobourg Street
- York Street from Erie Street to east entrance of York Street parking lot
- Veterans Drive from Lakeside Drive to Ontario Street (eastbound traffic permitted from Cobourg Street to Lakeside Drive for residents as required when safe to do so)
- Cobourg Street from Waterloo Street to Veterans Drive (westbound traffic access for residents as required when safe to do so)
- Albert Street from Waterloo Street to Downie for staging

That these temporary street closures are not subject to Ministry of Transportation approval with respect to a connecting link;

That the event organizer provides the Events Coordinator with the required certificate of insurance at least 48 hours prior to the event;

That the Events Coordinator cause notice of these temporary street closures to be posted to the City's website and to be sent to emergency services, Chamber of Commerce, and Stratford Tourism Alliance; and

That the Clerk's Office advise Council of these authorized temporary street closures on the next available Consent Agenda.

CA-2024-142 In accordance with the By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:

Louise Street from Blake Street to Whitelock Street, Stratford, will be temporarily closed to through traffic, local traffic only, for one day only, Tuesday, August 13, 2024. This is to facilitate a storm connection for St. Ambrose Catholic Elementary School.

CA-2024-143 In accordance with the By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:

Regent Street, from Trinity to King Street, Stratford, will be temporarily closed to through traffic August 13, from 8:00 a.m. until early evening to complete sanitary sewer work in this area.

CA-2024-144 In accordance with the By-law 135-2017, as amended, the Infrastructure Services Department is providing notification that:

The following street will be temporarily closed to through traffic on Saturday, August 24, 2024 from 6:00 a.m. until 4:00 p.m. for Family Fair in the Square Event.

- Market Place from Downie Street to Wellington Street

CA-2024-145 In accordance with the By-law 135-2017, as amended, the Infrastructure Services Department is providing notification that:

The following streets will be temporarily closed to through traffic on Sunday, September 1, 2024 from 6:30 a.m. until 4:00 p.m. for the Stratford Kinsmen Annual Car Show

- Lakeside Drive from Front Street to Lakeside Drive North
- Queen Street from Lakeside Drive to the Festival Theatre Parking Lot

CA-2024-146 Noise control By-law Exemption Request – 2024 Stratford Fall Fair

I, Tim Wolfe, Director of Community Services, as authorized by By-law 135-2017, do hereby authorize that;

An exemption be granted from Noise Control By-law 113-79 for the Stratford and District Agricultural Society's Stratford Fall Fair as follows:

- For the amplification of sound [Schedule 2 clause 2] for the following dates and times:
 - September 19, 2024 from 4:00 p.m. – 10:30 p.m.
 - September 20, 2024 from 10:00 a.m. – 11:00 p.m.
 - September 21, 2024 from 10:00 a.m. – 11:00 p.m.
 - September 22, 2024 from 10:00 a.m. – 6:00 p.m.
- From the unreasonable noise provision [Schedule 1 clause 8] for the duration of the event.
- That the grant of this exemption is subject to change should new information become available prior to the start of the event.
- All other provisions of Noise Control By-law 113-79 that are applicable remain in force

CA-2024-147

Municipal Information Form for Liquor License Application for an outdoor area at 156 Waterloo Street (Bru Garden)

Section 2- To be completed by the City Clerk.

Section 3- Asking if Council has specific concerns regarding the zoning, non-compliance with By-law or general objections to this application.

The Planning Division, Fire Prevention and Public Health have not expressed concerns with this application.

The Building Division provided the following comments:

- A fee of \$80.00 is required to be paid
- A floor plan completed by a qualified designer is required to be provided demonstrating:
 - the areas desired to be licensed
 - the occupant loads for licensed areas
 - exits/egress paths from the licensed areas
 - washrooms

- The attached AGCO template form filled out within the "Re" section and send to building@stratford.ca.

CA-2024-148 Resolution from the Township of Stirling Rawdon regarding Public Sector Salary Disclosure.

Attachments – Letter from the Township of Stirling Rawdon dated August 21, 2024.

Endorsement of this resolution is requested.

CA-2024-149 Municipal Information Form for Liquor License Application for an indoor and outdoor area at 38 Erie Street (Curry Zone).

Section 2- To be completed by the City Clerk.

Section 3- Asking if Council has specific concerns regarding the zoning, non-compliance with By-law or general objections to this application.

Fire Prevention, the Stratford Police and Public Health have not expressed concerns with this application.

The Building Division provided the following comments:

- A fee of \$80.00 is required to be paid
- A floor plan completed by a qualified designer is required to be provided demonstrating:
 - the areas desired to be licensed
 - the occupant loads for licensed areas
 - exits/egress paths from the licensed areas
 - washrooms
- The attached AGCO template form filled out within the "Re" section and send to building@stratford.ca.

CA-2024-150 In accordance with the By-law 135-2017, as amended, the Infrastructure Services Department is providing notification that:

The following street will be temporarily closed to through traffic Tuesday, August 27 and Wednesday, August 28 from 8:00 a.m. until 3:00 p.m. (both days) for Asphalt Maintenance Work:

- Nile Street from Rebecca Street to Grange Street

City Council

Member Motions - Meeting 19

MM19.5	ACTION	Adopted		Ward: All
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Requesting the Province to Support Family Physicians - by Councillor Dianne Saxe, seconded by Councillor Mike Colle

City Council Decision

City Council on June 26 and 27, 2024, adopted the following:

1. City Council request the Minister of Health to take immediate action to:
 - a. properly compensate family physicians with appropriate fee increases; and
 - b. reduce the administrative burden that the Province places on family doctors so they have more time to see their patients.
2. City Council forward City Council's decision to the Premier of Ontario, the Minister of Health, the Association of Municipalities of Ontario, and the municipal Clerks of Ontario's municipalities.
3. City Council request a direct response from the Minister of Health within 30 days.

Summary

On May 13, 2024, the City of Belleville set a good example by passing a resolution calling upon the provincial government to improve compensation and reduce administrative burden for Ontario's family physicians. Toronto should do the same.

The Province of Ontario is responsible for providing quality health care to all residents of Ontario. Family medicine is the backbone of the healthcare system and providing timely access to a primary health care provider for everyone in Ontario, is essential and should be a top Provincial Government priority. Instead, the shortage of family physicians has reached a crisis point.

Millions of Ontario residents, and hundreds of thousands of Torontonians, do not have a family doctor. Studies show that patients without a primary care provider have poorer health outcomes while costing the health care system more. Meanwhile, hospitals, emergency rooms and clinics are overloaded by residents' unmet health care needs.

The Province of Ontario could address this issue quickly and efficiently by paying fair wages to family physicians and by lessening the undue administrative burden this provincial government imposes on family doctors.

Background Information (City Council)

Member Motion MM19.5

(<https://www.toronto.ca/legdocs/mmis/2024/mm/bgrd/backgroundfile-246768.pdf>)



John D. Elvidge
City Clerk

City Clerk's Office

Secretariat
Sylvia Przewdziecki
Council Secretariat Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-392-7032
Fax: 416-392-2980
e-mail:
Sylvia.Przewdziecki@toronto.ca
web: www.toronto.ca

**In reply please quote:
Ref.: 24-MM19.5**

(Sent by Email)

July 31, 2024

MUNICIPAL CLERKS OF ONTARIO'S MUNICIPALITIES:

**Subject: Member Motions Item 19.5
Requesting the Province to Support Family Physicians (Ward All)**

City Council on June 26 and 27, 2024, adopted [Item MM19.5](#) and, in so doing, has forwarded City Council's decision to the Premier of Ontario, the Minister of Health, the Association of Municipalities of Ontario, and the municipal Clerks of Ontario's municipalities.

J. Canchela
for City Clerk

J. Canchela/wg

Attachment

Sent to: Premier, Province of Ontario
Minister of Health and Deputy Premier, Province of Ontario
Executive Director, Association of Municipalities of Ontario
Municipal Clerks of Ontario's Municipalities

c. City Manager



2529 Stirling-Marmora Road
 Box 40
 Stirling, ON K0K 3E0
 Phone: 613-395-3380 Fax: 613-395-0864

August 21, 2024

Premier's Office
 Room 281
 Legislative Building, Queen's Park
 Toronto, ON M7A 1A1

Dear Hon. Ford,

Re: Public Sector Salary Disclosure

At the August 6, 2024 Standing Committees meeting, Committee made the following recommendation:

Moved by Councillor Dean Graff
Seconded by Councillor Don Stewart

That the report from the CAO-Treasurer entitled, "Public Sector Salary Disclosure" be received; and

That Committee recommends to Council the following resolution be adopted and forwarded to the Province of Ontario Premier's Office, the Ministry of Municipal Affairs and Housing, the Association of Municipalities of Ontario and all Ontario Municipalities;

Now Therefore Be It Resolved That the Public Sector Salary Disclosure Act be updated to reflect the inflation rates since 1996; and further

That the Act be further updated so that the inflation rate is applied each year to the requirement to report public salaries.

Carried.

This resolution was subsequently ratified and confirmed by Council at their meeting of August 19, 2024.

Sincerely,

Sydney Dodson
 Deputy Clerk

/sd

Cc: Roxanne Hearn – CAO/Treasurer, Premier Doug Ford, the Ministry of Municipal Affairs and Housing, AMO, all Ontario Municipalities



**BY-LAW NUMBER XXX-2024
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on September 9, 2024.

WHEREAS subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25*, as amended, (*the Act*) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That the action of the Council at its meeting held on September 9, 2024, in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe