



Stratford City Council  
Regular Council Open Session  
AGENDA

**Meeting #:** 4758th  
**Date:** Tuesday, November 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 Burbach, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa  
**Staff Present:** Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Audrey Pascual - Deputy 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

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.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

## Respectful Conduct 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:**

10 - 23

Motion by

**THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated October 28, 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 November 12, 2024, be added to the Agenda as printed.**

**5. Report of the Committee of the Whole In-Camera Session:****5.1 At the November 6, 2024, Session under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:**

4.1 Confidential Report of the Chief Administrative Officer with respect to a Shared Services Agreement (CM-24-03) – Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)) 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)).

At the In-camera Session the update and advice subject to solicitor client privilege were received.

**5.2 At the November 12, 2024 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

4.1 Confidential Verbal Update of the Chief Administrative Officer with respect to a Litigation/Potential Litigation Matter and Solicitor-Client

Privileged Advice (CM-24-11) - Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (section 239.(2)(e)) and Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)).

5.1 Confidential Report of the City Clerk with respect to 2024 Accessibility Advisory Committee Applications (CM-24-04) – Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

5.2 Confidential Report of the City Clerk with respect to 2024 Active Transportation Advisory Committee Applications (CM-24-05) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

5.3 Confidential Report of the City Clerk with respect to 2024 Communities in Bloom Advisory Committee Applications (CM-24-06) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

5.4 Confidential Report of the City Clerk with respect to 2024 Energy and Environment Advisory Committee Applications (CM-24-07) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

5.5 Confidential Report of the City Clerk with respect to 2024 Heritage Stratford Applications (CM-24-08) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

5.6 Confidential Report of the City Clerk with respect to 2024 Stratfords of the World (Ontario) Advisory Committee Applications (CM-24-09) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

5.7 Confidential Report of the City Clerk with respect to Ad-Hoc Grand Trunk Renewal Committee Youth Representative Applications (CM-24-10) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

**6. Hearings of Deputations and Presentations:**

None scheduled.

**7. Orders of the Day:**

- 7.1 **Resolution - Consideration of Intent to Declare as Surplus – 270 Water Street (COU24-133)** 24 - 26
- Motion by  
**Staff Recommendation: THAT the Report titled, "Consideration of Intent to Declare as Surplus – 270 Water Street (COU24-133)," be received;**
- THAT staff be authorized to initiate the intent to dispose of 270 Water Street process with the intent to maintain the building and heritage designations, excluding the eastern balance of the property;**
- THAT staff be authorized to schedule a public meeting in accordance with Policy P.3.1 Sale and Other Disposition of Land to hear from members of the public with respect to the potential disposition of this building, excluding the eastern balance of the property;**
- AND THAT a follow up report be prepared including a summary of the public feedback from the public meeting, for Council's consideration.**
- 7.2 **Resolution - Nominations for the Destination Stratford Board of Directors (COU24-138)** 27 - 28
- Motion by  
**Staff Recommendation: THAT direction be given on the appointment of a member of Council as a second representative to the Destination Stratford Board of Directors for the remainder of the term to November 14, 2026.**
- 7.3 **Resolution - 2025 Council, Committee, and Sub-committee Meeting Schedule (COU24-127)** 29 - 38
- Motion by  
**Staff Recommendation: THAT the 2025 Council, Committee and Sub-committee meeting schedule be approved, and staff be directed to schedule the meetings accordingly.**
- 7.4 **Resolution - Stratford Poet Laureate and Youth Poet Laureate Program (COU24-132)** 39 - 42
- Motion by  
**Staff Recommendation: THAT Council authorize the proposed three-year pilot Poet Laureate and Youth Poet Laureate Program, in partnership with Destination Stratford and the Stratford Public Library.**
- 7.5 **Resolution - Stratford Hockey Club Agreement Renewal 2024 (COU24-131)** 43 - 45

Motion by

**Staff Recommendation: THAT Council authorize a five-year renewal of the agreement between the City of Stratford and the Stratford Hockey Club Inc. for use of the William Allman Memorial Arena to August 30, 2029;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of the municipal corporation.**

- 7.6 Resolution - Appointment of Youth Representative to the Ad-Hoc Grand Trunk Renewal Committee (COU24-128) 46 - 49**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of a youth representative to the Ad-Hoc Grand Trunk Renewal Committee to September 30, 2025 or until a successor is appointed.**

- 7.7 Resolution - Appointments to the Communities in Bloom Advisory Committee (COU24-129) 50 - 52**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of two (2) citizen representatives to the Communities in Bloom Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

- 7.8 Resolution - Appointments to the Active Transportation Advisory Committee (COU24-130) 53 - 56**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of three (3) citizens-at-large to the Active Transportation Advisory Committee to November 14, 2026, or until a successor is appointed by Council;**

**AND THAT direction be given on the appointment of one (1) Cycle Stratford representative to the Active Transportation Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

- 7.9 Resolution - Appointments to the Energy and Environment Advisory Committee (COU24-134) 57 - 60**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of citizen representatives to the Energy and Environment Advisory Committee to November 14, 2026, or until a successor is appointed by**

**Council;**

**THAT direction be given on the appointment of a Civic Beautification and Environmental Awareness Representative to the Energy and Environment Advisory Committee to November 14, 2026, or until a successor is appointed by Council;**

**THAT direction be given on the appointment of an Avon River Environment Association representative the Energy and Environment Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

**7.10 Resolution - Appointments to Heritage Stratford (COU24-135) 61 - 63**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of citizens to the Heritage Stratford Committee to November 14, 2026, or until a successor is appointed by Council.**

**7.11 Resolution - Appointments to the Stratfords of the World (Ontario) Advisory Committee (COU24-136) 64 - 66**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of six (6) citizens to the Stratfords of the World (Ontario) Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

**7.12 Resolution - Accessibility Advisory Committee Appointments (COU24-137) 67 - 69**

Motion by

**Staff Recommendation: THAT direction be given on the appointment of five (5) citizens-at-large to the Accessibility Advisory Committee for a two year term to November 14, 2026, or until a successor is appointed by Council.**

**8. Business for Which Previous Notice Has Been Given:**

None scheduled.

**9. Reports of the Standing Committees:**

**9.1 Report of the Social Services Committee**

Motion by

**THAT the Report of the Social Services Committee dated November 12,**

2024 be adopted as printed.

**9.1.1 Ontario Works 2025 Provincial Allocation (SOC24-012)**

70 - 73

THAT the report titled, "Ontario Works 2025 Provincial Allocation" (SOC24-012), be received for information.

**9.2 Report of the Community Services Committee**

Motion by

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

**9.2.1 Proposed Free Transit Day (COM24-007)**

74 - 76

THAT a Free Transit Day be authorized by waiving transit fares for one (1) day on November 26, 2024;

AND THAT the financial transaction be recorded as interfunctional as noted in Report COM24-007.

**10. Notice of Intent:**

None noted

**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 and 11.2 be taken collectively.**

Motion by

**THAT By-laws 11.1 and 11.2 be read a First and Second Time.**

Motion by

**THAT By-laws 11.1 and 11.2 be read a Third Time and Finally Passed.**

**11.1 Agreement - Stratford Hockey Club Arena Use**

77 - 78

To authorize the entering into and execution of an amendment to the operating agreement with the Stratford Hockey Club Inc. for use of the William Allman Memorial Arena for a further five year term to August 30, 2029.

**11.2 Appointments to Advisory Committees and Boards**

79 - 81

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

**12. Consent Agenda: CA-2024-181 to CA-2024-190**

82 - 90

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

**13. New Business:**

**14. Adjournment to Standing Committees:**

The next Regular Council meeting is November 25, 2024, in the Council Chamber, City Hall.

Motion by

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

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

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

**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 November 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

**15.2 Reading of the By-laws (reconvene):**

91



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

**By-law 11.3 Confirmatory By-law**

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

Motion by

**THAT By-law 11.3 be read a First and Second Time.**

Motion by

**THAT By-law 11.3 be read a Third Time and Finally Passed.**

**15.3 Adjournment of Council Meeting**

Meeting Start Time:

Meeting End Time:

Motion by

**THAT the November 12, 2024, Regular Council meeting adjourn.**



## **Stratford City Council Regular Council Open Session MINUTES**

Meeting #: 4757th  
 Date: Monday, October 28, 2024  
 Time: 7:00 P.M.  
 Location: Council Chamber, City Hall

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

Regrets: Councillor Briscoe and Councillor McCabe

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, Mike Mousley - Manager of Transit, Kelly Stone - Supervisor of Housing

Also Present: Members of the Public and Media

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

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

Councillor McCabe and Councillor Briscoe 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

There were no disclosures of pecuniary interest made by a member at the October 28, 2024 Regular Council meeting.

**3. Adoption of the Minutes:**

R2024-425

**Motion by** Councillor Nijjar

**Seconded by** Councillor Burbach

**THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated October 15, 2024, be adopted as printed.**

**Carried**

**4. Adoption of the Addenda to the Agenda:**

R2024-426

**Motion by** Councillor Hunter

**Seconded by** Councillor Wordofa

**THAT the Addenda to the Regular Agenda of Council and Standing Committees dated October 28, 2024, be added to the Agenda as printed.**

**Carried**

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

**5.1 October 28, 2024 Committee of the Whole In-camera Session**

The October 28, 2024, Committee of the Whole In-camera Session was cancelled.

**6. Hearings of Deputations and Presentations:****6.1 ADDED - Request for Delegation Regarding Item 7.1 – Boathouse Roof Membrane & Railing Replacement – Tender Award (COU24-124)**

R2024-427

**Motion by** Councillor Nijjar**Seconded by** Councillor Burbach**THAT Jane Marie Mitchell be heard.****Carried**

Jane Marie Mitchell spoke to Council regarding the Boathouse Roof Membrane & Railing Replacement - Tender Award. Highlights of the presentation included:

- an overview of potential materials to be used for roofs to help with minimizing solar absorption;
- an overview of the benefits of installing white roofs;
- concerns regarding the materials used on the roof of the Allman Arena;
- the importance of taking steps to reduce local temperatures and the effects of rising temperatures to the community;
- an inquiry regarding the definition of the environmental lens or climate lens;
- concerns regarding the materials to be used on the roof of the boathouse;
- an overview of the strategies and goals outlined in the City's 2023 Corporate Energy and Emissions Plan;
- a highlight of the City's role in meeting the goals set out in the Plan;
- the City having an opportunity to show leadership by procuring materials that are in line with research to battle climate change;

- the City having the opportunity to bring awareness to measures that can be taken to lower energy needs and emissions through its facility projects; and
- a recommendation to change the current roof of the boathouse to a white surface.

The Director of Community Services provided the following comments regarding the concerns raised during the presentation:

- there being consultation with the Climate Change Programs Manager, for all capital projects, to discuss what climate initiatives can be done for the projects;
- staff currently looking at a feasibility study to look at the seven highest emitters in facilities and what measures can be taken to meet the City's climate goals;
- the Allman Arena being a heritage building so the roof material used was kept as close to the original colour and a higher insulated value was used to help with heat retention and to keep the cooling effect; and
- the paver stone to be used on the boathouse being a light colour to help with the reduction of heat.

## **6.2 ADDED - Request for Delegation Regarding Item 7.2 – Respectful Workplace Policy Options (COU24-126)**

R2024-428

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT correspondence from Mike Sullivan dated October 28, 2024 be received.**

**Carried**

R2024-429

**Motion by** Councillor Hunter

**Seconded by** Councillor Biehn

**THAT Mike Sullivan, Jane Marie Mitchell and Sharon Collingwood, be heard.**

**Carried**

Mike Sullivan spoke to Council regarding the Respectful Workplace Policy. Highlights of the presentation included:

- urging Council to reject the proposed amendments to policies designed to permit banning of citizens;
- an overview of Mr. Sullivan's experience of being banned and the process that occurred in relation to the ban;
- concerns with the proposed changes to the policies and the lack of clarity regarding the complaint process;
- concerns regarding the removal of the actions of Council from the policies;
- concerns regarding the addition of the frivolous and vexatious section to the policy; and
- the proposal creating a confusing mix of policies.

Jane Marie Mitchell spoke to Council regarding the Respectful Workplace Policy. Highlights of the presentation included:

- a comparison of similar policies from the City of Cambridge and the Town of Elliott Lake with the proposed policy;
- an overview of the definition of actions addressed in the Town of Elliott Lake's policy;
- concerns regarding the costs of the Respectful Workplace Policy complaints for the City;
- an overview of the City of Cambridge's Decorum Policy and how it compares to the City of Stratford's Procedural By-law provisions;
- concerns with the definitions and process outlined in the current City of Stratford's Respectful Workplace Policy and their application;
- an overview of Ms. Mitchell's experience with the investigation in relation to the Respectful Workplace Policy complaint against her;

- concerns about the action of Council members not being covered in the policy; and
- a recommendation for public consultation to be conducted prior to approving the policy.

Sharon Collingwood spoke to Council regarding the Respectful Workplace Policy. Highlights of the presentation included:

- an overview of the struggles of many Ontario Councils regarding respectful workplace policies;
- there being concerns about the duplication of policies as there are already many codes of conduct available;
- concerns regarding the legality of the provisions of the policy;
- concerns regarding the complexity and inaccessibility of the policy;
- concerns regarding the application of policy to the public without public consultation or meeting;
- concerns regarding the frivolous and vexatious elements in the policy; and
- the Bracken case being noted.

## 7. Orders of the Day:

### 7.1 Resolution - Boathouse Roof Membrane & Railing Replacement – Tender Award (COU24-124)

R2024-430

**Motion by** Councillor Beatty

**Seconded by** Councillor Nijjar

**THAT the Tender for the supply and installation of a new roofing system and waterproofing for the Boathouse, be awarded to Grand Valley Roofing & Coatings Inc. at a total cost of \$105,997.39, including HST;**

**THAT the Tender for the supply and installation of a new railing system for the Boathouse, be awarded to Kee Safety Ltd. at a total cost of \$129,743.21, including HST;**

**THAT the Tender for the supply and installation of a new interlocking paver system for the Boathouse, be awarded to A Touch of Dutch Landscaping and Garden Services Ltd. at a total cost of \$27,484.99, including HST;**

**THAT Recreation Capital Reserve Fund R-R11-RECR 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 approved Tender scope of work from Recreation Capital Reserve Fund R-R11-RECR.**

With respect to a member's enquiry regarding the contingency limit for the project, the Director of Community Services noted that generally there is a 10% contingency in place and anything more substantial is brought to Council for consideration.

The Mayor called the question on the motion.

**Carried**

## **7.2 Resolution - Respectful Workplace Policy Options (COU24-126)**

The Director of Human Resources, referring to a PowerPoint presentation, provided an overview of the report. Highlights of the presentation included:

- an overview of the current Respectful Workplace Policy and the incidents that have taken place which has caused concerns;
- there being confusion regarding the provisions and application of the policy;
- staff being directed by Council to review the policy at its July 22nd meeting;
- an overview of the options being provided by staff as noted in the report;
- an overview of the staff recommendation relating to Option 1 as noted in the report; and



- an overview of the next steps if Option 1 is approved by Council.

Members of Council and the Director of Human Resources held a discussion regarding the following:

- the proposed changes providing clarity regarding the process and application of policies;
- an overview of the legislative requirements relating to the Council Code of Conduct and Workplace Policy for employees;
- changes to the process to address concerns about rectifying behaviour;
- the policy setting out expectations regarding respectful behaviour and conduct;
- restitution being part of every process involved; and
- the policy not stopping members of the public from going through the delegation process to speak to Council regarding their ideas and concerns.

R2024-431

**Motion by** Councillor Hunter

**Seconded by** Councillor Nijjar

**THAT Council direct the Director of Human Resources to implement Option 1 in Report COU24-126 – Separate the current Respectful Workplace Policy H.1.36 into three (3) separate policies and update the City’s Respect in the Workplace web page;**

**THAT Council adopts the Public Conduct Policy;**

**AND THAT Council accepts the Administration Policy “Respectful Workplace Policy H.1.36” as information.**

Members of Council held a discussion regarding the motion as follows:

- there being concerns that the Council direction was for the application of policy to be reviewed and not only for the policy to be broken down into three pieces;

- there being no change to the policy and concerns that the outcome will be the same as before;
- the policy being required to protect staff from harassment;
- there being concerns about not creating a policy that is tailored to needs of Stratford;
- the need for creating other ways for the public to engage with Council outside of the formal process of delegation;
- the importance of having a policy to ensure that staff are treated respectfully; and
- there being concerns from the public about the application of the policy and how it has discouraged them from participating.

A member requested a recorded vote.

Discussion continued as follows:

- there being a need to support staff as well as to provide the public with the opportunity to speak up;
- the proposed policy being different from the current one; and,
- there being provisions in the new policy for communication with the complainants and the list of offences being made clearer.

A recorded vote was taken on the motion.

In Support (7): Councillor Biehn, Mayor Ritsma, Councillor Henderson, Councillor Beatty, Councillor Hunter, Councillor Nijjar, and Councillor Burbach

Opposed (2): Councillor Sebben, and Councillor Wordofa

**Carried**

**7.3 Resolution - Deputy Mayor Appointment 2024-2026 (COU24-125)**

R2024-432

**Motion by** Councillor Beatty

**Seconded by** Councillor Wordofa

**THAT Councillor Nijjar be appointed as Deputy Mayor for the remainder of the term from November 14, 2024 to November 14, 2026.**

Members of Council held a discussion regarding the motion as follows:

- it being important to share the workload and the possibility of breaking up the term into one-year periods to give everybody a chance; and
- the selection and appointment process of other municipalities, including the City of Ottawa, being noted.

The Mayor called the question on the motion.

**Carried**

**8. Business for Which Previous Notice Has Been Given:**

None scheduled.

**9. Reports of the Standing Committees:**

**9.1 Report of the Infrastructure, Transportation and Safety Committee:**

R2024-433

**Motion by** Councillor Burbach

**Seconded by** Councillor Sebben

**THAT the Report of the Infrastructure, Transportation and Safety Committee dated October 28, 2024, be adopted as printed.**

**Carried**

**9.1.1 Avon Trail Blazing Request (ITS24-018)**

THAT the request from the Avon Trail to blaze the Stratford Side Trail from the Devon Street playground through the City to the TJ Dolan natural area be approved.

**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 and were taken collectively upon unanimous vote of Council present:

R2024-434

**Motion by** Councillor Beatty

**Seconded by** Councillor Henderson

**THAT By-laws 125-2024 to 127-2024 be taken collectively.**

**Carried** unanimously

R2024-435

**Motion by** Councillor Nijjar

**Seconded by** Councillor Burbach

**THAT By-laws 125-2024 to 127-2024 be read a First and Second Time.**

**Carried** two-thirds support

R2024-436

**Motion by** Councillor Hunter

**Seconded by** Councillor Nijjar

**THAT By-laws 125-2024 to 127-2024 be read a Third Time and Finally Passed**

**Carried**

**11.1 Award Tender for the Supply and Installation of a New Roofing System and Waterproofing for the Boathouse - By-law 125-2024**

To authorize the acceptance of a tender and execution of a contract with Grand Valley Roofing & Coatings Inc. for the supply and installation of a new membrane roofing system and waterproofing for the Boathouse.

**11.2 Award Tender for the Supply and Installation of a New Railing System for the Boathouse - By-law 126-2024**

To authorize the acceptance of a tender and execution of a contract with Kee Safety Ltd. for the supply and installation of a new railing system for the Boathouse.

**11.3 Award Tender for the Supply and Installation of a New Interlocking Paver System for the Boathouse - By-law 127-2024**

To authorize the acceptance of a tender and execution of a contract with A Touch of Dutch Landscaping and Garden Services Ltd. for the supply and installation of a new interlocking paver system for the Boathouse.

**12. Consent Agenda: CA-2024-174 to CA-2024-180**

**12.1 CA-2024-176**

R2024-437

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT CA-2024-176, being a resolution from the Town of Bradford West Gwillimbury regarding the Ontario Deposit Return Program, be endorsed.**

**Carried**

**13. New Business:**

**13.1 Housing Specialist Services**

A member highlighted the unique services being offered by the Housing Specialist. The member noted that the specialist collaborates with investStratford to simplify adding rental units to properties and they assist residents with understanding the process and the Building and Planning requirements. The member urged anyone who is interested to contact the Housing Specialist.

**13.2 Communities in Bloom 2025**

A member provided an update regarding the Communities in Bloom National Symposium. The member noted that Stratford received the 5 Bloom Gold Standard which is the highest award. The member recognized the work done by staff, volunteers, and residents. Stratford also received the Best Downtown Award and the member recognized the work done by the merchants, the Downtown Stratford Business Improvement Area, and Destination Stratford. Stratford will be hosting the next national symposium to be held on October 16-19, 2025.

#### **14. Adjournment to Standing Committees:**

The next Regular Council meeting is November 12, 2024, in the Council Chamber, City Hall.

R2024-438

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

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

- **Social Services Committee [7:05 or thereafter following the Regular Council meeting]; and**
- **Community Services Committee [7:10 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 October 28, 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

There were no disclosures of pecuniary interest made by a member at the October 28, 2024 Council Reconvene meeting.

##### **15.2 Reading of the By-laws (reconvene):**

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

**By-law 11.4 Confirmatory By-law - By-law 128-2024**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on October 28, 2024.

R2024-439

**Motion by** Councillor Beatty

**Seconded by** Councillor Burbach

**THAT By-law 128-2024 be read a First and Second Time.**

**Carried** two-thirds support

R2024-440

**Motion by** Councillor Hunter

**Seconded by** Councillor Henderson

**THAT By-law 128-2024 be read a Third Time and Finally Passed.**

**Carried**

**15.3 Adjournment of Council Meeting**

R2024-441

**Motion by** Councillor Henderson

**Seconded by** Councillor Sebben

**THAT the October 28, 2024, Regular Council meeting adjourn.**

**Carried**

Meeting Start Time: 7:00 P.M.

Meeting End Time: 8:25 P.M.

Reconvene Meeting Start Time: 8:39 P.M.

Reconvene Meeting End Time: 8:40 P.M.

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Mayor - Martin Ritsma

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Clerk - Tatiana Dafoe




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Joan Thomson, Chief Administrative Officer  
**Report Number:** COU24-133  
**Attachments:** None

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**Title:** Consideration of Intent to Declare as Surplus – 270 Water Street

**Objective:** To consider information regarding the Discovery Centre at the Normal School [former Teachers' College, former Stratford Normal School] building and property at 270 Water Street and to seek direction of Council with respect to potential disposition of the building excluding the eastern balance of the property.

**Background:** Municipalities in Ontario have authority under the Municipal Act, 2001 to acquire and dispose of property to meet evolving local priorities and to deliver municipal services. Stratford City Council adopted Sale and Other Disposal of Land Policy P.3.1 to set out how municipal property is disposed of by City Council. This Policy guides the process should direction be given by Council to initiate disposal.

Municipalities consider disposal of municipal property/assets where:

- private sector ownership may better serve the interests of residents and the community.
- the buyer is more likely to be able to deliver the desired regeneration of the asset.
- the City's capital can be repurposed into new assets or existing assets which better serve the delivery of core municipal services and Council's Strategic Priorities.
- Certain assets are no longer serving a key municipal need and selling can contribute to sustainable financing.

The Discovery Centre was purchased by the City from the Province of Ontario. The City has owned the property since 2001; however, the building has not been used for City operations.

Community groups came together to repurpose the former Teachers' College to the Discovery Centre for arts, museum, gallery, some retail space, community space and space for the Festival Theatre. The Management Board leased the building from the



City and were to raise funds for renovations and upkeep of the building. Eventually, the arrangement was ended by the Parties and the Board disbanded.

The Discovery Centre was then leased to the Stratford Shakespearean Festival of Canada in 2009, and the current lease extension expires in April 2025.

**Analysis:** As part of an internal review of the City's property assets, it has been identified the City has no space need for this building for municipal purposes in this location.

Staff are requesting direction of Council to initiate the intent to dispose of surplus municipal property with respect to the building at 270 Water Street, excluding the eastern balance of the property which could be retained by the City for parkland.

In accordance with the City's P.3.1 Sale and Other Disposition of Land policy, staff are also requesting direction from Council to schedule a public meeting to hear from the public with respect to the potential intent to declare as surplus and dispose of the subject property.

Following the public meeting, a report will be prepared for Council including a summary of the public feedback and options for Council's consideration. At that time, Council could then consider whether or not to declare the building as surplus to the needs of the municipal corporation, determine the method disposal and set the sale price.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

There is no impact on the current year operating budget as a result of this report.

#### **Financial impact on future year operating budget:**

This will depend on the decision of Council with respect to intent to dispose of the property or to retain.

#### **Link to asset management plan and strategy:**

This will depend on the decision of Council with respect to intent to dispose of the property or to retain.

#### **Legal considerations:**

City Council has received legal advice related to this proposed disposal of land.

#### **Insurance considerations:**

The proposed disposal of this land does not add risk to the City's insurance coverage.

#### **Alignment with Strategic Priorities:**

**Not applicable:** This report is to seek direction of Council with respect to holding a public meeting in accordance with Policy P.3.1.

**Alignment with One Planet Principles:**

**Not applicable:** This report is to seek direction of Council.

**Staff Recommendation: THAT the Report titled, "Consideration of Intent to Declare as Surplus – 270 Water Street (COU24-133)," be received;**

**THAT staff be authorized to initiate the intent to dispose of 270 Water Street process with the intent to maintain the building and heritage designations, excluding the eastern balance of the property;**

**THAT staff be authorized to schedule a public meeting in accordance with Policy P.3.1 Sale and Other Disposition of Land to hear from members of the public with respect to the potential disposition of this building, excluding the eastern balance of the property;**

**AND THAT a follow up report be prepared including a summary of the public feedback from the public meeting, for Council's consideration.**

**Prepared by:** Joan Thomson, Chief Administrative Officer

**Recommended by:** Joan Thomson, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Stratford City Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU24-138  
**Attachments:** None

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**Title:** Nominations for the Destination Stratford Board of Directors

**Objective:** To consider nominating a member of Council to act as a second councillor representative on the Destination Stratford Board of Directors.

**Background:** At the October 15, 2024, Regular meeting, Council adopted the following resolution:

**THAT the request to nominate a second member of Stratford City Council to the Destination Stratford Board of Directors be received;**

**AND THAT direction be given to proceed with Option 1, the nomination of a second Council member to the Board with a report to be brought forward at a subsequent Council meeting to select the nominee.**

The purpose of this report is to consider nominating a second member of Council to act as a representative on the Destination Stratford Board of Directors.

**Analysis:** The following members of Council have put their names forward for consideration. The names of the members of Council appear alphabetically:

- Councillor Burbach
- Councillor Hunter

Members of Council who attend board and committee meetings are entitled to remuneration above their base pay on a per diem basis. Currently this rate is \$60 for half-day and \$120 for full-day. Given the current frequency of the meetings, it is anticipated that this would have a nominal impact, if any, on the budget allocated for Council and Committees.

## **Financial Implications:**

### **Financial impact to current year operating budget:**

There is no anticipated impact on the current year operating budget.

### **Financial impact on future year operating budget:**

Remuneration for members of Council in 2025 will be determined following completion of the Council remuneration review. There is no expected impact beyond the 2025 draft budget, prepared based on assumptions noted earlier in the report.

## **Alignment with Strategic Priorities:**

### **Work Together For Greater Impact**

This report aligns with this priority as committees and boards provide a venue for ongoing interaction between constituents, City Councils, and municipal staff and also offer valuable policy advice in crucial areas of municipal responsibility.

## **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 a member of Council as a second representative to the Destination Stratford Board of Directors for the remainder of the term to November 14, 2026.**

**Prepared by:** Tatiana Dafoe, City Clerk

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU24-127  
**Attachments:** Draft 2025 Council, Committee, and Sub-committee Meeting Schedule

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**Title:** 2025 Council, Committee, and Sub-committee Meeting Schedule

**Objective:** To approve the 2025 schedule of Council, Committee and Sub-committee meetings.

**Background:** Each year a report, along with a proposed meeting schedule, is presented to Council for consideration and adoption in accordance with the City's Procedural By-law 140-2007, which provides:

**"4.13 Meeting Schedule – Clerk to provide**

Prior to the end of the current year, the Clerk shall provide Council with a report setting out the meeting schedule for the next year, noting the exceptions to the Regular Council, Standing Committee and Sub-committee meeting schedules, including but not limited to March break, holiday schedules and year-end. Members of Council are requested to advise the Clerk of changes required at the time the Report is presented by the Clerk."

The purpose of this report is to review and approve the 2025 meeting schedule.

**Analysis:** The 2025 meeting schedule has been drafted on the same basis as the 2024 schedule. The draft schedule continues to consider the following:

- Cancelling the first Regular Council meeting in March as it falls within March Break. It has varied over the years whether Council has wished to hold meetings on March Break or cancel/move them to travel with their families during this week. Staff are proposing the first meeting be cancelled and that only one Council meeting be held on March 24. Staff further recommend rescheduling the Social Services Sub-committee and Community Services Sub-committee meetings to March 4 and 6 respectively.

- Scheduling only one Council meeting in August and cancelling all Sub-committee meetings. This will permit a short summer recess between the first Council meeting in August and the first meeting in September.
- Holding only one Regular Council meeting in December and cancelling Sub-committee meetings.

The draft schedule also includes the following changes:

- Moving the second Regular Council meeting in May to Tuesday, May 27 as May 26 is the Stratford Festival Gala Opening.
- Moving the October Social Services Sub-committee meeting to October 7. The reason this meeting is being moved up a week is because of the Thanksgiving Holiday and the use of Council Chambers by the Committee of Adjustment on the third Wednesday of the month.
- Moving the November Social Services Sub-committee meeting to November 12 as November 11<sup>th</sup> is Remembrance Day and Administration Offices are closed.
- Inclusion of dates for consideration of the draft 2026 budget.

Staff request Council members cross-reference the proposed schedule with both their personal schedules and their Council responsibilities, such as attendance at advisory committee and local board meetings, once known. Any amendments to the schedule should be made prior to adoption.

### **Financial Implications:**

#### **Financial impact to current and future years operating budget:**

There are no financial implications should the proposed meeting schedule be approved. Should the meeting frequencies be increased or decreased following completion of the Procedural By-law review beyond the proposed schedule, there could be a financial impact.

### **Alignment with Strategic Priorities:**

**Not applicable:** The preparation of a meeting schedule is a requirement of the City's Procedural By-law 140-2007 and to facilitate the holding of Council related meetings. Advance scheduling also provides members of the public with information on meetings to be held in the upcoming year. Amendments to the schedule are communicated on the City's website.

### **Alignment with One Planet Principles:**

**Not applicable:** The advance scheduling is required under the City's Procedural By-law and there is no direct correlation to any of the One Planet Principles.

**Staff Recommendation: THAT the 2025 Council, Committee and Sub-committee meeting schedule be approved, and staff be directed to schedule the meetings accordingly.**

**Prepared by:** Tatiana Dafoe, City Clerk

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer



## Stratford City Council

### 2025 Sub-committee, Standing Committee and Council Meeting Schedule

#### January 2025:

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
January 13	Committee of the Whole In-camera meeting	5:00 p.m.
January 13	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Standing Committees as required</li> </ul>	7:00 p.m.
January 14	Social Services Sub-committee	4:30 p.m.
January 16	Community Services Sub-committee	4:30 p.m.
January 20	Hold for possible meeting	TBD
January 21	Finance and Labour Relations Sub-committee	4:30 p.m.
January 27	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
January 29	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
January 30	Planning and Heritage Sub-committee	4:30 p.m.

#### February 2025

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
February 10	Committee of the Whole In-camera meeting	5:00 p.m.
February 10	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul>	7:00 p.m.
February 11	Social Services Sub-committee	4:30 p.m.
February 13	Community Services Sub-committee	4:30 p.m.



February 18	Hold for possible meeting (Feb 17 is Family Day)	TBD
February 18	Finance and Labour Relations Sub-committee	4:30 p.m.
February 24	Committee of the Whole In-camera meeting	5:00 p.m.
February 24	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
February 26	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
February 27	Planning and Heritage Sub-committee	4:30 p.m.

### March 2025

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
March 4	Social Services Sub-committee	4:30 p.m.
March 6	Community Services Sub-committee	4:30 p.m.
March 17	Hold for possible meeting	TBD
March 18	Finance and Labour Relations Sub-committee	4:30 p.m.
March 24	Committee of the Whole In-camera meeting	5:00 p.m.
March 24	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
March 26	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
March 27	Planning and Heritage Sub-committee	4:30 p.m.

### April 2025

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
April 14	Committee of the Whole In-camera meeting	5:00 p.m.
April 14	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul>	7:00 p.m.
April 15	Social Services Sub-committee	4:30 p.m.
April 17	Community Services Sub-committee	4:30 p.m.

April 22	Hold for Possible Meeting (April 21 is Easter Monday)	TBD
April 22	Finance and Labour Relations Sub-committee	4:30 p.m.
April 28	Committee of the Whole In-camera meeting	5:00 p.m.
April 28	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
April 30	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
May 1	Planning and Heritage Sub-committee	4:30 p.m.

## May 2025

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
May 12	Committee of the Whole In-camera meeting	5:00 p.m.
May 12	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul>	7:00 p.m.
May 13	Social Services Sub-committee	4:30 p.m.
May 15	Community Services Sub-committee	4:30 p.m.
May 20	Finance and Labour Relations Sub-committee and Hold for possible meeting (May 19 is Victoria Day)	TBD
May 27	Committee of the Whole In-camera meeting (May 26 is the Stratford Festival Gala Opening)	5:00 p.m.
May 27	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul> (May 26 is the Stratford Festival Gala Opening)	7:00 p.m.
May 28	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
May 29	Planning and Heritage Sub-committee	4:30 p.m.

**June 2025**

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
June 9	Committee of the Whole In-camera meeting	5:00 p.m.
June 9	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul>	7:00 p.m.
June 10	Social Services Sub-committee	4:30 p.m.
June 12	Community Services Sub-committee	4:30 p.m.
June 16	Hold for possible meeting	TBD
June 17	Finance and Labour Relations Sub-committee	4:30 p.m.
June 23	Committee of the Whole In-camera meeting	5:00 p.m.
June 23	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
June 25	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
June 26	Planning and Heritage Sub-committee	4:30 p.m.

**July 2025**

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
July 14	Committee of the Whole In-camera meeting	5:00 p.m.
July 14	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul>	7:00 p.m.
July 15	Social Services Sub-committee	4:30 p.m.
July 17	Community Services Sub-committee	4:30 p.m.
July 21	Hold for possible meeting	TBD
July 22	Finance and Labour Relations Sub-committee	4:30 p.m.
July 28	Committee of the Whole In-camera meeting	5:00 p.m.
July 28	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.

July 30	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
July 31	Planning and Heritage Sub-committee	4:30 p.m.

### August 2025

Date	Meeting Type	Time
August 11	Committee of the Whole In-camera meeting	5:00 p.m.
August 11	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul>	7:00 p.m.

### September 2025

Date	Meeting Type	Time
September 8	Committee of the Whole In-camera meeting	5:00 p.m.
September 8	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Standing Committee's as required</li> </ul>	7:00 p.m.
September 9	Social Services Sub-committee	4:30 p.m.
September 11	Community Services Sub-committee	4:30 p.m.
September 15	Hold for possible meeting	TBD
September 16	Finance and Labour Relations Sub-committee	4:30 p.m.
September 22	Committee of the Whole In-camera meeting	5:00 p.m.
September 22	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
September 24	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
September 25	Planning and Heritage Sub-committee	4:30 p.m.

### October 2025

Date	Meeting Type	Time
October 7	Social Services Sub-committee	4:30 p.m.
October 14	Committee of the Whole In-camera meeting (October 13 is Thanksgiving Day)	5:00 p.m.
October 14	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> </ul>	7:00 p.m.

	<ul style="list-style-type: none"> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul> (October 13 is Thanksgiving Day)	
October 16	Community Services Sub-committee	4:30 p.m.
October 20	Hold for possible meeting	TBD
October 21	Finance and Labour Relations Sub-committee	4:30 p.m.
October 27	Committee of the Whole In-camera meeting	5:00 p.m.
October 27	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
October 29	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
October 30	Planning and Heritage Sub-committee	4:30 p.m.

## November 2025

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
November 10	Committee of the Whole In-camera meeting	5:00 p.m.
November 10	Regular Council and Standing Committee <ul style="list-style-type: none"> <li>• Finance and Labour Relations Committee</li> <li>• Infrastructure, Transportation and Safety Committee</li> <li>• Planning and Heritage Committee</li> </ul>	7:00 p.m.
November 12	Social Services Sub-committee (November 11 is Remembrance Day)	4:30 p.m.
November 13	Community Services Sub-committee	4:30 p.m.
November 17	Hold for possible meeting	TBD
November 18	Finance and Labour Relations Sub-committee	4:30 p.m.
November 24	Committee of the Whole In-camera meeting	5:00 p.m.
November 24	Regular Council and Standing Committees <ul style="list-style-type: none"> <li>• Social Services Committee</li> <li>• Community Services Committee</li> </ul>	7:00 p.m.
November 26	Infrastructure, Transportation and Safety Sub-committee	4:30 p.m.
November 27	Finance and Labour Relations Committee – Budget Meeting	9:00 a.m.
November 27	Planning and Heritage Sub-committee	4:30 p.m.

**December 2025**

<b>Date</b>	<b>Meeting Type</b>	<b>Time</b>
December 1	Finance and Labour Relations Committee – Budget Meeting	9:00 a.m.
December 2	Finance and Labour Relations Committee – Budget Meeting	9:00 a.m.
December 8	Committee of the Whole In-camera meeting	5:00 p.m.
December 8	Regular Council and Standing Committees (year-end)	7:00 p.m.
December 15	Hold for Finance and Labour Relations Committee – Budget Meeting	9:00 a.m. or 5:00 p.m.

The 2025 Meeting Schedule is subject to change. Please contact the Clerk's Office at 519-271-0250 extension 5240 to confirm meeting dates.

If you require this document in an alternative format, please contact the Clerk's Office at 519-271-0250 extension 5237.




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Alanna Bowes, Culture, Sport and Sponsorship Coordinator  
**Report Number:** COU24-132  
**Attachments:** None.

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**Title:** Stratford Poet Laureate and Youth Poet Laureate Program

**Objective:** To outline the details and receive endorsement from Council to create the Stratford Poet Laureate and Youth Poet Laureate Program.

**Background:** In collaboration with Destination Stratford and the Stratford Public Library, staff are pleased to introduce a new three-year pilot program, scheduled to launch on December 2, 2024, establishing two key posts: Poet Laureate and Youth Poet Laureate. These roles will be instrumental in supporting and showcasing Stratford's literary and spoken word communities while also encouraging dialogue and cultural expression across generations. The positions of Poet Laureate and Youth Poet Laureate are honours bestowed and do not represent a position of employment with The Corporation of the City of Stratford.

Creators in these roles will share stories through poetry, literature, spoken word, oral history, music, and/or the performing arts, helping to deepen the public's connection to literature, storytelling, culture, and heritage. Through this program, we aim to gather, preserve and share unique Stratford and area stories that shape our community both now and in the future.

**Analysis:** The program will serve as a platform for artistic innovation, public storytelling, and cultural engagement, culminating in a series of public presentations, community collaborations, and educational initiatives. The resulting works of this program will be added to the Stratford Public Library's permanent and evolving collection for present and future members of the public to access.

### **Poet Laureate Position**

The Poet Laureate position will serve to honour a poet (aged 25 years and older) who writes excellent poetry and focuses on themes that are relevant to the people who live in Stratford and area. As an ambassador for poetry and literature, the Poet Laureate will

be invited to attend events to share works and raise the profile of the literary arts in Stratford and area.

- **Duties and Responsibilities:**
  - Produce at least three original works for specific events or occasions identified by the organizing committee each year.
  - Make public presentations of their work at least three times a year.
  - Collaborate with the Stratford Public Library on at least one literary program or event per year.
  - Mentor the Youth Poet Laureate.
- **Term:** Three years.
- **Honorarium:** The Poet Laureate will receive \$2,500 per year as an honorarium, payable in four equal quarterly installments of \$625 each. Additional funding for literary initiatives is at the discretion of the organizing committee.

### **Youth Poet Laureate Position**

The Youth Poet Laureate position will serve to honour a youth poet (aged 14 to 24 years), who writes excellent poetry and focuses on themes that are relevant to youth who live in Stratford and area. This poet will provide a strong youth voice and will reach out to other youth to inspire interest in poetry and the arts – particularly the literary arts. As an ambassador for youth, poetry, and the arts, the Youth Poet Laureate will be invited to attend events to share works and increase engagement of youth with the arts.

- **Duties and Responsibilities**
  - Produce at least two original works for specific events or occasions identified by the organizing committee each year.
  - Make public presentations of their work at least two times a year.
  - Collaborate with the Stratford Public Library on at least one community youth literary program or event per year.
  - Be mentored by the Poet Laureate.
- **Term:** One year.
- **Honorarium:** The Youth Poet Laureate will receive \$1,000 per year as an honorarium, payable in two equal biannual installments of \$500 each. Additional funding for literary initiatives is at the discretion of the organizing committee.



### **Selection Process**

A selection committee will be formed, with all members chosen jointly by the Stratford Public Library CEO and Destination Stratford Executive Director. The selection committee will consist of five representatives including:

- A member of the staff of the Stratford Public Library.
- A member of the staff of Destination Stratford.
- A member of the City of Stratford Community Services Department.

Two additional representatives will be selected and *may* include:

- An organization or individual member of the local arts community.
- A member of the City of Stratford Diversity, Equity and Inclusion Department.
- A representative of a local arts organization representing collaborative arts groups.
- A member of City Council.

The committee will review applications and select candidates based on artistic experience and merit, contributions to the arts, culture, and heritage community in Stratford and the surrounding area, recognition within their peer community, strength of references, and their ability to serve as ambassadors for the arts. Short-listed candidates will advance to the Interview Phase, with final selections for Poet Laureate and Youth Poet Laureate being made by the selection committee.

### **Post-Pilot Program Continuation**

At the two-year point of the Poet Laureate Program, the organizing committee will evaluate the program's successes and challenges. Based on this evaluation, they will decide whether to continue the program after the third year, make changes to the existing program, expand it to include additional literary positions, or discontinue the program.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

No financial impact to current year operating budget.

#### **Financial impact on future year operating budget:**

The program will be funded by Destination Stratford through honorariums of \$2,500 per year for the Poet Laureate and \$1,000 per year for the Youth Poet Laureate, for the three-year pilot program. There is no significant impact expected related to this program based on the Destination Stratford 2025 draft budget that has been submitted for consideration.

### **Alignment with Strategic Priorities:**

#### **Strengthening our Plans, Strategies and Partnerships**

This report aligns with this priority as partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

#### **Work Together For Greater Impact**

This report aligns with this priority as it highlights the City's ongoing commitment to strengthening partnerships with local organizations, including Destination Stratford and the Stratford Public Library. This project highlights our collaborative efforts to showcase culture and literature in our community.

### **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 Council authorize the proposed three-year pilot Poet Laureate and Youth Poet Laureate Program, in partnership with Destination Stratford and the Stratford Public Library.**

**Prepared by:** Alanna Bowes, Culture, Sport and Sponsorship Coordinator

**Recommended by:** Tim Wolfe, Director of Community Services

Joan Thomson, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Tim Wolfe, Director of Community Services  
**Report Number:** COU24-131  
**Attachments:** None

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**Title:** Stratford Hockey Club Agreement Renewal 2024

**Objective:** To renew the current agreement for five-years with the Stratford Hockey Club Inc. (the 'Hockey Club') for use of the William Allman Memorial Arena to August 30, 2029.

**Background:** The Hockey Club has had an agreement with the City of Stratford for use of the Allman Arena for many years and has indicated that they wish to renew this agreement for a further five years.

The summarized details of the agreement include:

The Hockey Club:

- Is responsible for staffing and operation of the box office and other personnel as required
- Is responsible for the number of security personnel required for each game as determined by the Municipal Alcohol Policy
- Is responsible for expenses relating to doorman, ticket taker and sellers, game officials, public address announcers, referee and linesmen, security, and any other staff necessary for the operation of the hockey game
- Will have exclusive use of the small office, first aid room, training rooms and adjoining dressing room during the season
- Is responsible for the utility costs of the observation booth at the east end of the upper level

- Is permitted to use the arena once per year at no charge for the purpose of taking team pictures
- Will provide the City with proof of liability insurance

The City:

- Will supply the Club with sufficient pre-season ice time
- Will supply the Club with sufficient practice time during regular season
- Will allow the Club to schedule as many games as the Club desires on Friday nights
- Grants the Club the exclusive use of the room under the stands as a weight room for current signed hockey players of the Club and only during Allman Arena hours of operation

The City solicitor has reviewed the agreement.

**Analysis:** The Hockey Club pays the ice rental rate as approved by Council in the Fees & Charges By-law. For the 2024/2025 season the rate is \$250 per hour for prime time.

The agreement results in revenues to the City of approximately \$43,440 annually for about 175 prime-time hours at \$250 per hour (prime-time rate). This covers the regular season plus pre-season and playoffs that are accommodated at the Rotary Complex before the ice goes into Allman.

The club has further programming for spring and summer tryouts, and these additional 80-plus hours result in additional revenues of \$21,000 to the City.

In 2024, the relationship represented more than 25% of the William Allman Memorial Arena budgeted ice rental revenues.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

There is nominal impact to the current year operating budget based on budgeted and actual activity.

#### **Financial impact on future year operating budget:**

The budgeted revenues are included in each year based on the existing contract, so there is likely little impact to the planned revenues entering into a renewed term other than modest annual increases in the Fees and Charges By-law. Should the Hockey Club not renew the contract, the impact to the City would be material enough that there could be additional financial impacts.

**Insurance considerations:**

The Hockey Club provides a Certificate of Insurance naming the City as additional insured for commercial general liability insurance for claims for personal injury, death or property damage or loss in the amount of not less than five million dollars (\$5,000,000).

**Alignment with Strategic Priorities:**

**Not applicable:** This report does not align with one of the Strategic Priorities as it pertains to an agreement renewal.

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

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

**Staff Recommendation: THAT Council authorize a five-year renewal of the agreement between the City of Stratford and the Stratford Hockey Club Inc. for use of the William Allman Memorial Arena to August 30, 2029;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of the municipal corporation.**

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




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-127  
**Attachments:** None

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**Title:** Appointment of Youth Representative to the Ad-Hoc Grand Trunk Renewal Committee

**Objective:** To consider the appointment of a youth representative to the Ad-Hoc Grand Trunk Renewal Committee.

**Background:** The main purpose of the Ad-Hoc Grand Trunk Renewal Committee is to provide support and a forum for input and exchange of ideas on the renewal of the Grand Trunk building.

The Committee:

- supports the Grand Trunk Master Plan adopted by City Council;
- acts as a sounding board to the City on matters dealing with the renewal of the Grand Trunk building, including building designs and architectural plans;
- identifies fundraising opportunities and support fundraising initiatives;
- advises and assist with the development of a public engagement program and promote the activities of the Grand Trunk renewal;
- liaises with other committees or organizations with overlapping roles and responsibilities.

The Ad-Hoc Grand Trunk Renewal Committee is comprised of members, as follows:

Council:

- Mayor and/or designate of the Mayor

Public:

- 1 Citizen-at-Large
- 1 Economic Development – e.g. BIA member, Chamber of Commerce representative, business owner, manufacturing

- 1 Development – e.g., construction or building industry
- 1 Accounting – accountant, financial planning
- 1 Stratford Lakeside Active Adults Association member
- 1 Youth – e.g. aged 13-25
- Education – e.g. Teacher, principal, professor, director
- 1 Theatre – community or professional theatre
- 1 Design – e.g. architect, engineer
- 1 Legal – e.g. lawyer, insurance
- 1 Land use planning – e.g. planner

Staff:

- 1 Chief Administrative Officer (non-voting)
- 1 Corporate Initiatives Lead (non-voting)
- 1 Director of Community Services and/or Designate (non-voting)
- 1 Recording Secretary (non-voting)

In April of 2024, the youth representative position became vacant following a resignation and the City has been working to fill this position since.

**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

The available position for the Ad-Hoc Grand Trunk Renewal Committee is the youth representative.

Following recruitment for the available position, the City received applications from the following persons:

- Ryen Ropp-Robinson
- Zachary Schultz

Policy C.3.1, Council Appointed Advisory Committees, states that, “a youth representative appointed to a City of Stratford Board or Committee be a minimum age of 14 years old, that they be a citizen of Stratford.” Should Council wish to appoint Ryen Ropp-Robinson to the Ad-Hoc Grand Trunk Renewal Committee an exemption to the citizen of Stratford requirement in Policy C.3.1 must 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. There are no anticipated financial implications from this report.

#### **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. There are no anticipated financial implications from this report.

### **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 ad-hoc 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.

#### **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 a youth representative to the Ad-Hoc Grand Trunk Renewal Committee to September 30, 2025 or until a successor is appointed.**



**Prepared by:** Vicky Trotter, Council Committee Coordinator  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-129  
**Attachments:** None

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**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 two (2) 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:

- Barb Hacking – first appointed in 2011
- Yvonne O'Reilly
- Cindy Carlson – first appointed in 2019
- Linda Wakenhut

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 Barb Hacking and Cindy Carlson to the CIB Committee that an exemption to the term limit in Policy C.3.1 be granted.

Consideration could be given to appointing three citizen representatives to bring the total composition to 7 members. Staff do not recommend reducing the total number of members at this time as the Committee will be hosting the CIB National Symposium in 2025 which will require additional resources.

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 are 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 are 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 Communities in Bloom 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.

**Staff Recommendation: THAT direction be given on the appointment of two (2) citizen representatives to the Communities in Bloom Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

**Prepared by:** Vicky Trotter, Council Committee Coordinator  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
 Joan Thomson, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-130  
**Attachments:** None

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**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 eight (8) members appointed by Stratford City Council as follows:

- Two (2) City Councillors
- Four (4) citizens-at-large
- One (1) Avon Trail representative
- One (1) Cycle Stratford representative

The following positions are available for appointment:

- Three (3) Citizen position
- One (1) Cycle Stratford 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:

For the citizen-at-large position:

- Joel B. LaCourse
- Linda Wakenhut
- John Lewis – year first appointed 2023
- Rhonda Gesinghaus Vaters
- Julia Schneider
- E. David Daglish – year first appointed 2022

For the Cyle Stratford representative position:

- Pat Ranney – year first appointed 2022

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.

Consideration could be given to appointing four citizens-at-large to bring the total composition to 9 members. Alternatively, two citizen-at-large could be appointed and the composition reduced to 7 members. An odd number of members lessens the possibility for tied votes.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

The costs for recruitment of citizen representatives to advisory committees and local boards are 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 are 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.

**Travel and Transport**

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

**Staff Recommendation: THAT direction be given on the appointment of three (3) citizens-at-large to the Active Transportation Advisory Committee to November 14, 2026, or until a successor is appointed by Council;**

**AND THAT direction be given on the appointment of one (1) Cycle Stratford representative to the Active Transportation Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

**Prepared by:** Vicky Trotter, Council Committee Coordinator  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer





## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-134  
**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) Civic Beautification and Environmental Awareness (CBEAC) representative
- One (1) Avon River Environmental Association (AREA) representative

Following recruitment for the available positions, the City received applications from the following persons:

- Citizen Positions:
  - Anna Stratton
  - Julia Schneider
  - Ken Clarke – year first appointed 2023
- CBEAC Representative:
  - Vanni Azzano – year first appointed 2016
- AREA Representative:
  - Craig Merkley – year first appointed 2011

Policy C.3.1 states “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 Vanni Azzano and Craig Merkley to the E&E Committee an exemption to the policy will be required. The remaining applications were complete and met all 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.

Staff can begin recruitment for the vacant position following direction of Council with respect to appointments. Alternatively, the total composition of the E&E Committee can be amended to ensure an odd number of members appointed. Staff do not recommend increasing the number of members appointed due to the size of the committee presently.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

The costs for recruitment of citizen representatives to advisory committees and local boards are 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 are 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 14, 2026, or until a successor is appointed by Council;**

**THAT direction be given on the appointment of a Civic Beautification and Environmental Awareness Representative to the Energy and Environment Advisory Committee to November 14, 2026, or until a successor is appointed by Council;**

**THAT direction be given on the appointment of an Avon River Environment Association representative the Energy and Environment Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

**Prepared by:** Vicky Trotter, Council Committee Coordinator  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-135  
**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

**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 three (3) citizen representative positions available for a two-year term to November 30, 2026. Following advertisement of these positions, the following applications were received:

- For the citizen representative positions:
  - Andy Bicanic
  - Barb Cottle

For the applications received, all were complete and meet the requirements.

Staff will begin recruitment for the vacant position, following Council's consideration of this report.

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 are 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 are 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 citizens to the Heritage Stratford Committee to November 14, 2026, or until a successor is appointed by Council.**

**Prepared by:** Vicky Trotter, Council Committee Coordinator  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-136  
**Attachments:** None

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**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 9 members as follows:

- 1 Council Member
- 8 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].

Six (6) citizen positions are available on the Committee and following recruitment, six (6) applications were received from the following individuals:

- Linda Hawken – year first appointed 2020
- Joan Ayton – year first appointed 2015
- Kathy Hill – year first appointed 2020
- Barbara Finkelstein – year first appointed 2023
- Joyce Mohr – year first appointed 2024
- Susan L. Kummer – first appointed in 2008

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 Joan Ayton and Susan L. Kummer to the Committee it is recommended that an exemption to the term limit in Policy C.3.1 be granted.

An administrative error was made during the appointment process completed in September 2024 when the composition of the committee was amended to reduce the total composition from 9 to 8. At the time of the last report, the total composition was 10 members (not 9) and following direction of Council the total number was reduced by one (reduced to 9 and not 8). Staff have administratively corrected the total composition of this committee to 9 instead of 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 are 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 are 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 six (6) citizens to the Stratfords of the World (Ontario) Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

#### **Prepared by:**

Vicky Trotter, Council Committee Coordinator

#### **Recommended by:**

Karmen Krueger, CPA, CA, Director of Corporate Services

Joan Thomson, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-137  
**Attachments:** None

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**Title:** Accessibility Advisory Committee Appointments

**Objective:** To consider appointments to the Accessibility Advisory Committee.

**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 nine (9) members appointed by Stratford City Council as follows:

- One (1) City Councillor
- One (1) agency representative
- Nine (7) citizens-at-large

At this time, the following positions are available for appointment:

- Five (5) Citizen positions

**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:

- Jenny Weber – citizen-at-large
- Diane Sims – citizen-at-large – first appointed in 2018
- Jamie Pritchard - citizen-at-large – first appointed in 2023
- Roger Koert - citizen-at-large – first appointed in 2021
- Brittany McCabe - citizen-at-large

For the applications received, all were complete. 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 Diane Sims to the Accessibility Advisory Committee, an exemption to the term limit in Policy C.3.1 should also be considered.

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 five (5) citizens-at-large to the Accessibility Advisory Committee for a two year term to November 14, 2026, or until a successor is appointed by Council.**

**Prepared by:**

Vicky Trotter, Council Committee Coordinator

**Recommended by:**

Karmen Krueger, CPA, CA, Director of Corporate Services

Joan Thomson, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** October 8, 2024  
**To:** Social Services Sub-committee  
**From:** Alex Burgess, Manager of Ontario Works  
 Kim McElroy, Director of Social Services  
**Report Number:** SOC24-012  
**Attachments:** None

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**Title:** Ontario Works 2025 Provincial Allocation

**Objective:** To provide Council with an update regarding the 2025 Provincial funding allocation for the Ontario Works division.

**Background:** The Ontario Works Division has two primary funding sources: Provincial funding (the Ministry of Children, Community and Social Services (MCCSS)) and municipal partner supports via taxation. Since January 2018, MCCSS has funded one hundred percent (100%) of social assistance payments. MCCSS provides program delivery funding (PDF) in two separate envelopes:

- **50/50 PDF – Social Services Administration**
  - This stream of funding supports Ontario Works intake, case management, eligibility review and enhanced verification. This funding also supports 50% of the administrative costs to manage the program, with the municipalities cost-sharing the remainder.
- **100% PDF – Ontario Works Employment Assistance**
  - This stream of funding is allocated 100% to support the delivery of employment services by the Division (not cost-shared by the municipalities).

In addition to the 100% PDF envelope tied to 2018 level, it further sustained an effective 22% reduction due to the Employment Services Transformation, outlined in the 2024 budget package. As a result of these impacts, the partner municipalities contributed \$317,200 of municipal funding in 2024. This allowed the Ontario Works Division to maintain staffing and support levels while caseloads continued to increase. As of August 2024, the caseload has increased to 775 benefit units. In January 2023, the caseload sat at 674. This 14% caseload increase has put added pressure on the

Ontario Works staff, reducing the amount of time they are able to spend with each client as they try and support them in their journey toward self-sufficiency.

**Analysis:** In a memo received in September 2024, MCCSS has acknowledged that due to a steady rise in caseloads across the Province, they are no longer holding delivery partners to 2018 expenditure levels. The Ministry will now use monthly average caseloads and caseload projections to adjust 2025 allocations. As a result the City of Stratford will receive an additional \$290,000 across the PDF envelope. Funding has increased in the 50/50 PDF by \$208,600 to a total of \$1,256,900 and has increased in the 100% PDF \$81,400 to a total of \$281,800 (guaranteed, not dependent on municipal contribution). The 50/50 portion of this funding requires that the municipality match the MCCSS contribution to receive the funding.

As noted earlier in the report, caseloads have steadily risen since the COVID-19 pandemic which has resulted in higher caseworker to client ratios, meaning caseworkers are spending less time with their clients due to the increased volume of paperwork, benefit requests, Ontario Works applications and clients requiring action plan updates.

Caseworkers are expected to meet with their entire caseload every 3-6 months to update the Ontario Works action plan. Clients with more complex needs require more frequent updates and is becoming more difficult for caseworkers to achieve as the caseload continues to grow. The result is a level of service delivery that is not in line with the vision of the Ontario Works program locally nor provincially.

Currently, a single client on Ontario Works receives a maximum of \$733 while a couple with two children receives a maximum of \$1,250. As the program is administratively burdensome and requires caseworker approval for the issuance of all benefits, contact between client and caseworker is more frequent due to the volume of requests that are coming in from the growing caseload.

Further to this, the local office continues to see a significant volume of Ontario Works applications. As of August 2024, the local office has averaged 77 applications per month and is intervening in all of the applications that are received, even those that are automatically processed by the centralized Intake and Benefit Administration Unit (IBAU) due to errors, undeclared information, or the application requiring local office intervention before the file is granted.

For these reasons, the Ontario Works Division will be including an expansion of an additional Ontario Works caseworker on a permanent basis during the 2025 budget cycle. The Province has recognized the need for additional support due to increasing caseloads and has increased funding for the program for the first time in 7 years.

The expansion initiative identifies that a new caseworker position will cost approximately \$107,000. With the Province now committed to funding half of this position, the City of Stratford would provide \$21,730 via taxation to increase the

responsiveness and availability of Ontario Works caseworkers to meet the needs of the most vulnerable citizens in our community. The remaining costs would be shared between the Province of Ontario, Perth County, and the Town of St Marys.

To maximize service delivery and provincial funding, the Ontario Works Division is proposing the additional caseworker for 2025 and beyond.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

There is no impact on the 2024 budget as the funding allocation impacts 2025 and onwards.

#### **Financial impact on future year operating budget:**

As a result of the funding held at 2018 levels, the municipal contribution toward the Social Services administrative costs has exceeded the 50 percent requirement. This increase to the funding allocation will return the cost sharing between the Province and municipalities back to the 50/50 level. Further, the proposed impact on the City of Stratford tax levy for the Ontario Works Department at existing service levels reduces \$60,947 (9.75%). Should Council approve the expansion initiative, the proposed impact to the City of Stratford tax levy results in an adjusted 6.28% compared to 2024.

### **Alignment with Strategic Priorities:**

#### **Build Housing Stability**

This report aligns with this priority as caseworkers often support clients experiencing housing instability and homelessness. By enhancing the caseworker complement, this will allow the team to spend more time with their most vulnerable clients, supporting them with many different aspects of their life and ensuring they are accessing all available benefits, that they are being seen in a timely manner and that they have the support they need on their path toward self-sufficiency. By ensuring caseworkers have more manageable caseloads, they are better able to support their clients who are experiencing housing instability.

### **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 the report titled, "Ontario Works 2025 Provincial Allocation" (SOC24-012), be received for information.**



**Prepared by:** Alex Burgess, Manager of Ontario Works  
**Recommended by:** Kim McElroy, Director of Social Services  
Joan Thomson, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** October 17, 2024  
**To:** Community Services Sub-committee  
**From:** Michael Mousley, Manager of Transit  
**Report Number:** COM24-007  
**Attachments:** None

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**Title:** Proposed Free Transit Day

**Objective:** To have Council consider waiving all transit fares for City bus services (Transit and Mobility) for a period of one (1) business day on Tuesday November 26, 2024 in observation of World Transit Day (recognized on Sunday November 10, 2024).

**Background:** At the June 13, 2023, Social Services Sub-committee, a delegation from the EPIC Advocacy group of The Local Community Food Centre made a presentation. The delegation requested that the City of Stratford make transit passes free, on an opt-in basis, for residents who are in receipt of Ontario Disability Support Program (ODSP) or Ontario Works (OW). This was an added component for data collection included in the free transit day.

In the past, the City of Stratford has been supporting the Stratford Business Improvement Area (BIA) initiative of Car-Free Fridays, to advertise and promote the travelling without use of carbon emissions and promoting healthy lifestyle choices of walking, biking, or other physical means of transportation. Offering transit services without cost supports the use of environmentally friendly transit options by removing the cost barrier. The BIA is excited to co-host with the Transit Department on November 26.

**Analysis:** To appropriately measure the potential estimated financial impacts of providing a free transit system and provide meaningful data back to the Mayor and Council, staff are suggesting the use of a free transit day. The initiative to make transit free for one day would provide staff a further opportunity to test ridership and assess required process changes.

The Car-Free Fridays serve a dual purpose of supporting green initiatives as well as providing an opportunity to measure transit usage. This could then help inform potential future programming and the possibility of an enhanced fare structure.

Free Transit Day on September 8, 2023, resulted in 36% increase in ridership.

The City's Director of Building and Planning has reviewed this initiative and fully supports advancing sustainable transportation options. Encouraging free transit days aligns with good planning practices that reduce vehicle dependency, increase transit ridership, and promote healthier, more vibrant urban growth. This initiative contributes to a more sustainable and accessible community, supporting long-term city development goals.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

The estimated impact to the 2024 revenues, if the recommendation is accepted, is \$5,000 in the form of reduced transit fare revenue for the day. This loss of revenue is estimated from analyzing 2023 daily transit fares on the last Tuesday in November. The actual revenue impact may vary due to the variety of transit fare options such as monthly fare vouchers and variants in demand which can be impacted by other variables, like weather or concurrent events. To track the financial impacts, this is captured as 'interfunctional' which ensures the department maintains the revenue effect while the cost is reflected in corporate fee waivers. This does not have a direct levy impact, rather is a tracking tool to illustrate forfeited revenues.

#### **Financial impact on future year operating budget:**

As this is a one-time proposal, there are no direct impacts to future year budgets. If this did recur, in future years, the presentation is changing from 'fee waivers' to be reflected as a discount line. Should further analysis result in changes to the fare structures later, these impacts would be outlined at that time.

### **Alignment with Strategic Priorities:**

#### **Enhance our Infrastructure**

This report aligns with this priority as the data gathered will inform strategies to improve the pedestrian, cycling, and transportation experience by implementing the short-term initiatives from the Transportation Master Plan. Further, it works toward the City's climate action goals.

### **Alignment with One Planet Principles:**

#### **Health and Happiness**

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

#### **Travel and Transport**

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

**Staff Recommendation: THAT a Free Transit Day be authorized by waiving transit fares for one (1) day on November 26, 2024;**

**AND THAT the financial transaction be recorded as interfunctional as noted in Report COM24-007.**

**Prepared by:** Michael Mousley, Manager of Transit  
**Recommended by:** Tim Wolfe, Director of Community Services  
Joan Thomson, Chief Administrative Officer



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

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BEING a By-law to authorize the entering into and execution of an amendment to the operating agreement with the Stratford Hockey Club Inc. for use of the William Allman Memorial Arena for a further five year term to August 30, 2029.

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**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, ("the Municipal Act, 2001") provides that a municipal power shall be exercised by By-law;

**AND WHEREAS** Section 8(1) of 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** the Council of The Corporation of the City of Stratford and the Stratford Hockey Club Inc., entered into an operating agreement dated the 13<sup>th</sup> day of August, 1996 for the use of the William Allman Memorial Arena on Morenz Drive;

**AND WHEREAS** the operating agreement has been renewed since 1996 according to the terms and conditions contained in the amending agreements;

**AND WHEREAS** it is deemed expedient to enter into a further amending agreement with the Stratford Hockey Club. Inc., for use of the William Allman Memorial Arena for a further five year term to August 30, 2029;

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

1. That the amending agreement between The Corporation of the City of Stratford and the Stratford Hockey Club. Inc., be entered into for a further five year term to August 30, 2029 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.

Read a FIRST, SECOND and THIRD time and  
FINALLY PASSED this 12th day of November, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



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

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

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**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 2.11 of By-law 4-2023, as amended, be further amended to make the following appointments:
  - 2.11 c) (insert name) is hereby appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.11 d) (insert name) is hereby appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.11 e) (insert name) is hereby appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.11 f) (insert name) is hereby appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.11 h) (insert name) is hereby appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 14, 2026 or until a successor is appointed by City Council.

2. That Section 2.12 of By-law 4-2023, as amended, be deleted and replaced with the following new sections:
  - 2.12 a) (insert name) is hereby appointed as a Cycle Stratford representative to the Active Transportation Advisory Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.12 c) (insert name) is hereby appointed as a citizen representative on the Active Transportation Advisory Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.12 d) (insert name) is hereby appointed as a citizen representative on the Active Transportation Advisory Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.12 e) (insert name) is hereby appointed as a citizen representative on the Active Transportation Advisory Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
3. That Section 2.13 of By-law 4-2023, as amended, be further amended to make the following appointments:
  - 2.13 d) (insert name) is hereby appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.13 e) (insert name) is hereby appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
4. That Section 2.14 of By-law 4-2023, as amended, be further amended to make the following appointments:
  - 2.14 d) (insert name) is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.14 f) (insert name) is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.14 g) (insert name) is hereby appointed as the Civic Beautification and Environmental Awareness Committee representative to the Energy and Environment Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.14 h) (insert name) is hereby appointed as the Avon River Environment Association (AREA) representative to the Energy and Environment Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
  - 2.14 i) (insert name) is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
5. That Section 2.15 of By-law 4-2023, as amended, be further amended to make the following appointments:



- 2.15 e) (insert name) is hereby appointed as a citizen representative to the Heritage Stratford Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
- 2.15 f) (insert name) is hereby appointed as a citizen representative to the Heritage Stratford Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
6. That Section 2.16 of By-law 4-2023, as amended, be further amended to make the following appointments:
- 2.16 a) (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
- 2.16 b) (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
- 2.16 c) (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
- 2.16 d) (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
- 2.16 e) (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
- 2.16 f) (insert name) is hereby appointed as a citizen representative to the Stratfords of the World-Ontario Committee for a two-year term to November 14, 2026 or until a successor is appointed by City Council.
7. That Section 2.16 g) of By-law 4-2023, as amended, be deleted.
8. That Section 2.17 of By-law 4-2023, as amended, be amended to make the following appointment:
- 2.17 g) (insert name) is hereby appointed as the youth representative of the Ad-Hoc Grand Trunk Renewal Committee for the remainder of the two-year term to September 30, 2025.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 12th day of November, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**STRATFORD CITY COUNCIL**  
**CONSENT AGENDA**

November 12, 2024

**REFERENCE NO.      CONSENT AGENDA ITEM**

CA-2024-181      Road Closure Request – Winter Wander-land

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 Saturday, November 30, 2024, & Sunday, December 1, 2024, from 9:00 a.m. to 6:00 p.m. daily:

- Southbound lane of Wellington Street from Downie Street to Market Place
- Market Place from Wellington Street to Downie Street

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 Event 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-2024-182      Off Road Vehicle Request – Winter Wander-land

I, Taylor Crinklaw, Director of Infrastructures Services, as authorized by By-law 135-2017, do hereby authorize that:

- An exemption be granted from Off-Road Vehicle By-law 135-2020 to operate an Off-Road vehicle on municipal property for the Annual Winter Wander-land event on Saturday, November 30, 2024, and Sunday, December 1, with the following conditions:

- Not permitted on City roads unless closed to vehicular traffic.
  - Not permitted off the special event site (e.g. City sidewalks, property and road outside area of event).
  - Not travel at speeds greater than 15 kph.
  - Insured \$5M, naming the City as an additional insured and confirmation that insurance covers the use of the Off-Road Vehicle.
  - Off-Road Vehicle needs to be trailered to the site (e.g. can't be driven on City roads to the site).
  - Only Ontario Inflatables personnel are permitted to operate the Off-Road Vehicle and must have a G license.
- That the event organizer provides the Events Coordinator with the required certificate of insurance at least 48 hours prior to 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 Off-Road Vehicle By-law 135-2020 that are applicable remain in force and effect.

CA-2024-183

In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:

Road work will be undertaken on Waterloo Street, at the intersection of William Street, for sidewalk crossing construction, on October 23, between 7:00 a.m. and approximately 1:00 p.m. Please note this is not a closure but notification of road work in an area that requires notice to Emergency Services. The work zone is depicted in **Red** (and will move side to side) and the **Orange** shows areas that might experience some traffic delays.

Attachment – Media Notice of Road Work.

CA-2024-184

In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:

Wellington Street, from St. Patrick Street to Market Place, will be temporarily closed today, October 24, 2024, to facilitate storm and sanitary work.

The closure is scheduled to begin at 7:30 a.m and is anticipated to be closed until early evening.

Attachment – Road Closure Map.

- CA-2024-185 In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:
- Lakeside Drive, westbound only, from Front Street to Waterloo Street, will be temporarily closed Friday, October 25, 2024 to allow for Warrior Hockey one-way traffic parking eastbound, beginning at 3 p.m. The closure will be removed after the game.
- CA-2024-186 Notification that the Corporate Services Department, IT Division, intends to call the following Tender in accordance with the City's Purchasing Policy:
- Supply and Deliver Meraki Solutions.
- CA-2024-187 In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:
- Erie Street from Ontario Street to St. Patrick Street will be closed on October 29 until approximately end of day.
- The northbound lanes will be closed to facilitate paving through the Erie/Ontario Street intersection.
- CA-2024-188 In accordance with By-law 135-2017, as amended, the Infrastructure Services Department is providing notification that:
- The following streets will be temporarily closed to traffic on Monday, November 11 from 9:30 a.m. until 12:00 p.m. for the Remembrance Day Parade and Ceremony:
- 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
- CA-2024-189 Resolutions from the Good Roads Association and the Town of Blue Mountains regarding the Establishment of an Ontario Rural Road Safety Program.

Attachment – Letter from Good Roads dated October 9, 2024 and Letter of endorsement from the Town of The Blue Mountains dated October 21, 2024.

Endorsement of this resolution is requested.

CA-2024-190

Regarding Road Closure Request – Santa’s Parade of Lights

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 Sunday, December 1, 2024, from 3:00 p.m. to 7:00 p.m.:

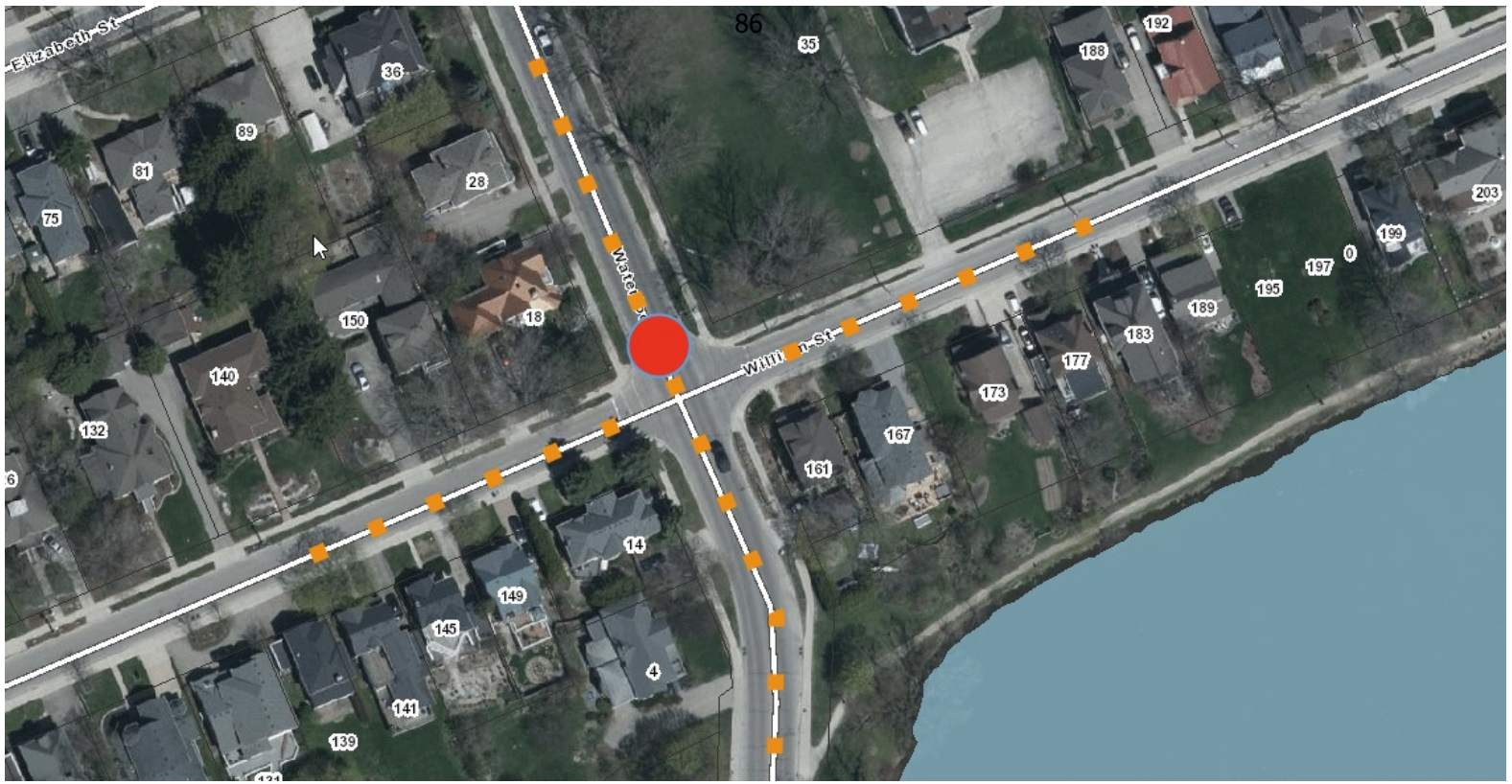
- William Street from Waterloo Street to Martin Street
- Hillcrest Street from Delamere Ave to William Street
- Denison Street
- Lakeside Drive N from Martin Street to Lakeside Drive
- Lakeside Drive from Lakeside Drive N to Waterloo Street
- Veterans Drive from Waterloo Street to York Street

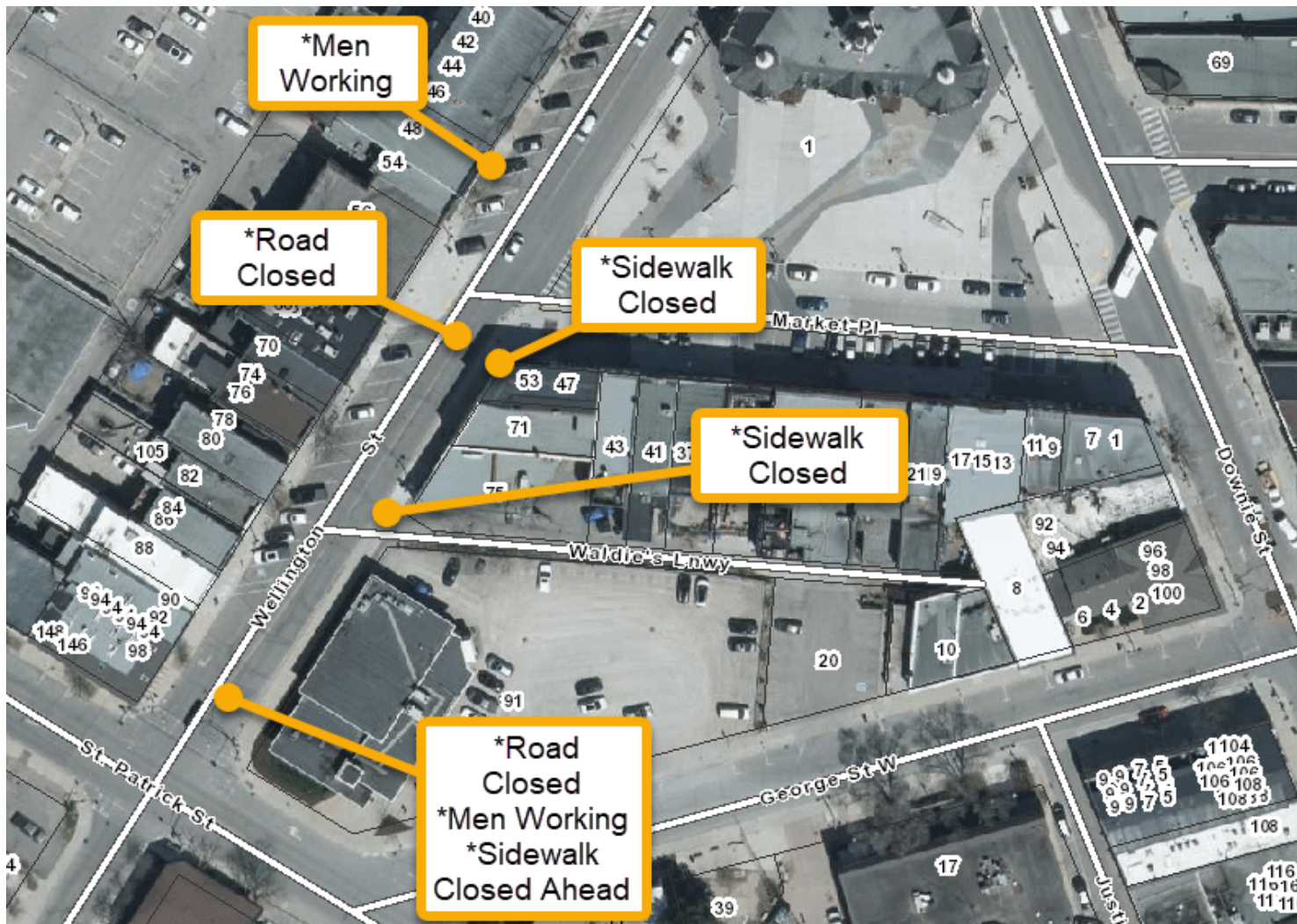
That these temporary street closures are not subject to Ministry of Transportation approval with respect to a connecting link;

That the event organizer provides the Event 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.





Wednesday, October 09, 2024

To: City of Stratford Head of Council and Council Members

From: Good Roads

**Subject: Establishment of an Ontario Rural Road Safety Program**

Too many Ontarians are being seriously injured or killed on our roads.

In 2023, there were 616 people killed and 36,090 people injured. The number of fatalities is up nearly 20% in the last ten years.

In 2021, the most recent year of complete data from MTO's *Ontario Road Safety Annual Report* (ORSAR), there were 561 fatalities – 426 of which occurred on municipal roads. While rural Ontario only represents 17% of the province's population, 55% of these deaths occurred on rural roads. By any measure, Ontario's rural roads are disproportionately more dangerous.

At the same time, municipal insurance premiums continue to increase. With no plausible reform being considered for joint and several liability, municipalities need to find innovative means for managing risk, particularly on their roadways,

To deal with this crisis, Good Roads has designed a multifaceted rural road safety program and have been in discussions with the Ministry of Transportation to fund it. The program would target a municipality's most dangerous roads, perform road safety audits, and install modern safety infrastructure that prevents serious injuries and save lives. This program is designed to be cost effective while also providing rural municipalities with a direct means for addressing risk associated with their roadways.

Good Roads has proposed leading a five-year \$183 million program that leverages our 131 years of municipal road expertise and our industry partnerships to quickly put in place the solutions that will address some of Ontario's most dangerous roads.

Good Roads is seeking support to address these preventable tragedies.

If the City of Stratford would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Premier and the Minister of Transportation:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;



AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the City of Stratford requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

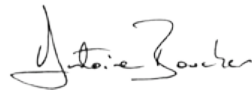
FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

If you have any questions regarding this initiative please contact Thomas Barakat, Good Roads' Manager of Public Policy & Government Relations, at [thomas@goodroads.ca](mailto:thomas@goodroads.ca) at your convenience.

Sincerely,



Scott R. Butler  
Executive Director



Antoine Boucher  
President  
Good Roads Board of Directors



**The Town of The Blue Mountains  
Council Meeting**

**Title:** Scott R. Butler, Executive Director, Ontario Good Roads Association and Antoine Boucher, President, Ontario Good Roads Board of Directors

**Date:** Monday, October 21, 2024

**Moved by:** Councillor McKinlay

**Seconded by:** Councillor Maxwell

THAT Council of the Town of The Blue Mountains receives for information the correspondence of Scott R. Butler, Executive Director, Ontario Good Roads Association and Antoine Boucher, President, Ontario Good Roads Board of Directors Re: Request for Council Consideration of Support for Resolution regarding the Establishment of an Ontario Rural Road Safety Program;  
WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;  
AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;  
AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;  
AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;  
AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;  
THEREFORE, BE IT RESOLVED THAT the Town of The Blue Mountains requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and  
FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and  
FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

**YES: 6**

**NO: 0**

**CONFLICT: 0**

**ABSENT: 1**

**The motion is Carried**

**YES: 6**

Mayor Matrosovs

Councillor Ardiel

Councillor Hope

Councillor Maxwell

Councillor McKinlay

Councillor Porter

**NO: 0**

**CONFLICT: 0**

**ABSENT: 1**

**Deputy Mayor Bordignon**



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

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BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on November 12, 2024.

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**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 November 12, 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 12th day of November, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe