



**Stratford City Council**  
**Regular Council Open Session**  
**AGENDA**

**Meeting #:** 4778th  
**Date:** Monday, August 11, 2025  
**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 Hunter, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa  
**Staff Present:** Adam Betteridge - Interim Chief Administrative Officer, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services and Interim Director of Human Resources, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk

To watch the Council meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

**1. Call to Order:**

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

Councillor Henderson provided regrets for this meeting.

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 - 35

Motion by

**THAT the Minutes of the Special Meeting of Council of The Corporation of the City of Stratford dated July 21, 2025, and the Regular Meeting of Council of The Corporation of the City of Stratford dated July 28, 2025, 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 August 11, 2025, be added to the Agenda as printed.**

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

**5.1 At the August 11, 2025, Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:**

4.1 Confidential Report of the City Clerk with respect to an application for the Festival Hydro Services Inc. Board of Directors (CM-25-17) - 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 - Fees and Charges For 2026 (COU25-102)**

36 - 110

Motion by

**Staff Recommendation:** THAT the 2026 Fees and Charges By-law to set the fees and charges for services performed by the City in 2026 be approved as presented in Report COU25-102 with an effective date of January 1, 2026;

THAT the Fees and Charges By-law 99-2024, as amended, be repealed upon the new Fees and Charges By-law coming into force and effect;

AND THAT direction be given to the City Clerk to list the 2026 Fees and Charges By-law on a future agenda for consideration by Council.

**7.2 Resolution - Licensing Appeal Committee Appointment (COU25-103) 111 - 118**

Motion by

**Staff Recommendation:** THAT three members of Council, plus one alternate, be appointed to act as the Licensing Appeal Committee under the Bed & Breakfast Licensing By-law 180-2004 and the Accommodation Licensing By-law 130-2022;

AND THAT a by-law be adopted to establish the Licensing Appeal Committee and appoint members.

**7.3 Resolution - Contracted Human Resources Support Services Update (COU25-099) 119 - 121**

Motion by

**Staff Recommendation:** THAT the report titled, "Contracted Human Resources Support Services Update" (COU25-099), be received for information;

THAT in accordance with the City's Procurement Policy, Council authorize the continuation of transitional support services with Ward & Uptigrove Human Resources Solutions for a term concluding December 31, 2025;

AND THAT the expenditures for this service continue to be recorded under HR consulting costs within the departmental budget.

**7.4 Resolution - Shift in Staffing Complement at Anne Hathaway Day Care (COU25-097) 122 - 124**

Motion by

**Staff Recommendation:** THAT Council support changing the staffing model at Anne Hathaway Day Care Centre;

AND THAT the Director of Social Services / Interim Director of Human Resources be authorized to implement the changes in staffing model as

noted, removing 4,500 hours of teaching assistant supply hours and adding two full time Teaching Assistant positions.

- 7.5 Resolution - Appointment to the Festival Hydro Services Inc. Board of Directors (COU25-100) 125 - 126

Motion by

**Staff Recommendation:** THAT John Hoo be appointed to the Festival Hydro Services Inc. Board of Directors for a four year term commencing December 1, 2025;

**AND THAT** a by-law be adopted to appoint John Hoo to the Board effective December 1, 2025.

- 7.6 Resolution - New Mobility Bus Tender Award (COU25-098) 127 - 129

Motion by

**Staff Recommendation:** THAT the proposal (RFP-2025-45) for the supply and delivery of two (2) High Floor Mobility Buses be awarded to Girardin Ontario Inc. in the amount of \$345,600.10 (including HST).

- 7.7 Resolution - Resignation from Communities in Bloom Advisory Committee and Energy & Environment Advisory Committee

Motion by

**THAT** the resignation of Linda Wakenhut from the Communities in Bloom Advisory Committee and the Energy & Environment Advisory Committee effective December 31, 2025, be accepted.

- 7.8 Resolution - Resignation from the Ad-Hoc Grand Trunk Renewal Committee

Motion by

**THAT** the resignation of Zach Schultz from the Ad-Hoc Grand Trunk Renewal Committee be accepted.

- 7.9 Proclamation - Rail Safety Week 130

Motion by

**THAT** Stratford City Council hereby proclaims September 15 to 21, 2025 as "Rail Safety Week" in the City of Stratford to raise awareness of rail safety, save lives and prevent injuries in communities including the City of Stratford.

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

None noted.

## 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 August 11, 2025, be adopted as printed.**

#### 9.1.1 Annual Community Income Tax Clinic for Completion of 2024 Returns (SOC25-008)

131 - 133

THAT the City of Stratford issue a thank you to all businesses that provided their support and services during the Annual Community Income Tax Clinic.

## 10. Notice of Intent:

### 10.1 Notice of Motion

At the September 8, 2025 Regular meeting, Councillor Wordofa intends to put forward the following motion for consideration:

THAT the Mayor be asked to include a temporary shelter in the Rotary Complex for homeless people in the winter as part of the 2026 budget.

### 10.2 Notice of Motion

At the September 8, 2025, Regular Council meeting, Councillor Wordofa intends to put forward the following motion for consideration:

THAT a traffic light be installed at the intersection of George Street and Downie Street.

## 11. Reading of the By-laws:

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

Motion by

**THAT By-laws 11.1 to 11.8 be taken collectively.**

Motion by

**THAT By-laws 11.1 to 11.8 be read a First and Second Time.**

Motion by

**THAT By-laws 11.1 to 11.8 be read a Third Time and Finally Passed.**

<b>11.1</b>	<b>Appoint Municipal By-law Enforcement Officers</b>	<b>134 - 135</b>
	To amend By-law 60-2003 as amended, to appoint Municipal By-law Enforcement Officers for the purpose of enforcing City of Stratford By-laws.	
<b>11.2</b>	<b>Appoint Inspector under the Building Code Act</b>	<b>136 - 137</b>
	To amend By-law 8-2009, as amended, to appoint Cole Archer as Inspector under the Building Code Act for The Corporation of the City of Stratford.	
<b>11.3</b>	<b>Award Proposal for High Floor Mobility Buses</b>	<b>138</b>
	To authorize the acceptance of a proposal by Girardin Ontario Inc. for the supply and delivery of two (2) High Floor Mobility Buses (RFP-2025-45).	
<b>11.4</b>	<b>Festival Hydro Services Inc. Board Appointment</b>	<b>139</b>
	To amend By-law 4-2023, as amended, to make an appointment to the Festival Hydro Services Inc. Board of Directors.	
<b>11.5</b>	<b>Encroachment Agreement - 40 Daly Avenue</b>	<b>140 - 141</b>
	To authorize the entering into and execution of an encroachment agreement with Bruce Whitaker and Thomas Atlee to permit the existing retaining wall and parking pad to encroach onto the Daly Avenue municipal road allowance at 40 Daly Avenue.	
<b>11.6</b>	<b>Licensing Appeal Committee</b>	<b>142 - 145</b>
	To establish a Licensing Appeal Committee.	
<b>11.7</b>	<b>Appoint Members to the Licensing Appeal Committee</b>	<b>146</b>
	To amend By-law 4-2023, as amended, to appoint members to the Licensing Appeal Committee.	
<b>11.8</b>	<b>Amend Fees and Charges By-law - EV Charger User Fees</b>	<b>147 - 148</b>
	To amend the Fees and Charges By-law 99-2024, as amended, for The Corporation of the City of Stratford, to include fees for Electric Vehicle Charging Stations.	
<b>12.</b>	<b>Consent Agenda: CA-2025-097 to CA-2025-100</b>	<b>149 - 154</b>

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 September 8, 2025, 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 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 August 11, 2025, 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 Committee Reports**

**15.2.1 Finance and Labour Relations Committee**

Motion by

**THAT Items 6.1, 6.2 and 6.3 of the Finance and Labour Relations Committee meeting dated August 11, 2025, be adopted as follows:**

### **6.1 Composition and Size of Council for the 2026-2030 Term (FIN25-025)**

THAT City Council initiate the notice of intent process to change the composition of City Council to 9 members (8 Councillors and a Mayor) in time for the 2026 municipal election.

### **6.2 Appointment of Deputy Mayor (FIN25-023)**

THAT direction be given to the City Clerk to develop a policy outlining a process for selecting a Deputy Mayor by rotation, with a maximum of four (4) Councillors permitted to serve in the role per term, and commencing with the 2026-2030 term of office.

### **6.3 2026 Municipal and School Board Election Alternative Voting Methods (FIN25-024)**

THAT the use of internet and telephone voting in the 2026 municipal and school board election be approved;

AND THAT free transit on election day be approved to support access and remove barriers to voting for the 2026 municipal and school board election;

AND THAT the Clerk be directed to prepare a by-law authorizing the use of internet and telephone voting in the 2026 municipal and school board election.

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

155

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

### **By-law 11.9 Confirmatory By-law**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on August 11, 2025.

Motion by

**THAT By-law 11.9 be read a First and Second Time.**

Motion by

**THAT By-law 11.9 be read a Third Time and Finally Passed.**

## **15.4 Adjournment of Council Meeting**

Meeting Start Time:

Meeting End Time:

Motion by

**THAT the August 11, 2025, Regular Council meeting adjourn.**



## Stratford City Council Special Council Open Session

### MINUTES

Meeting #: 4776th  
 Date: Monday, July 21, 2025  
 Time: 6:30 P.M.  
 Location: Council Chamber, City Hall

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

Regrets: Councillor Burbach

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

Also Present: Members of the Public and Media

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

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

Councillor Burbach provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

## 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 Thereof

There were no declarations of pecuniary interest made by a member at the July 21, 2025 Special Council meeting.

### 3. **Added - Adoption of the Addenda to the Special Council Agenda**

R2025-306

**Motion by** Councillor Henderson

**Seconded by** Councillor Nijjar

**THAT the Addenda to the Special Agenda of Council dated July 21, 2025, be added to the agenda as printed.**

**Carried**

### 4. **Orders of the Day:**

#### **4.1 Resolution - Procedural By-law Review - Update (COU28-082)**

R2025-307

**Motion by** Councillor Biehn

**Seconded by** Councillor Wordofa

**THAT Mike Sullivan be heard.**

**Carried**

Mike Sullivan spoke to Council regarding the proposed changes to the Procedural By-law. Highlights of the presentation included:

- the proposed changes to the timeline for the publishing of the agenda being supported;
- clarity being requested regarding delegations to closed meeting items and delegations for items not listed on the agenda;
- there being concerns with the proposed reduction of delegation time limits;

- there being concerns on the proposed two-step process and how it reduces the ability of the public to engage with Council;
- clarity being requested on the process for recording votes;
- there being concerns that the proposed language regarding the points of privilege is limiting;
- there being concerns with the proposed meeting start times and how this can affect the public's ability to attend meetings as well as for those interested in running for Council; and
- clarity being requested on how the 2/3 of Council is calculated.

The City Clerk, referring to a PowerPoint presentation, provided an overview of the recommendations regarding the Procedural By-law Update. Highlights of the presentation included:

- direction being sought from Council regarding the recommendations;
- an overview of the timeline for public consultation on the draft By-law, the approval, and the implementation;
- a background on the review completed by staff and the results of the public engagement;
- an overview of the proposed meeting structure;
- an overview of the proposed Council committees, their mandates, and matters to be considered by each committee;
- an overview of the timelines related to the publishing of the agenda and the duration of presentations and deputations;
- staff recommending the development of a petitions policy;
- an overview on the recommendations related to delegations;
- an overview of the provisions in the By-law relating to decorum at meetings; and
- an overview of other notable changes.

Members of Council and staff held a discussion regarding the following:

- the proposed methods for providing notices regarding meetings;
- the removal of the overview of presentations in the minutes in line with legislation;
- there being support for the use of the vote manager to record votes;
- an open forum being included at the start of the meeting;
- delegations not being permitted at Ad Hoc Committee meetings and instead being directed to Council meetings where the matter will be considered;

The Deputy Clerk left the meeting at 7:27 p.m.

The Deputy Clerk returned to the meeting at 7:29 p.m.

- the provisions regarding the reconsideration of Council decisions;
- the provision for hybrid attendance to meetings for members of the public, staff, and Council;
- Council having the ability to suspend rules to allow for additional time for delegations to speak;
- the proposed two-step decision making process resulting in efficiencies;
- the enforcement of the provisions relating to public conduct during meetings;
- there being consistency in the meeting start times and how early meeting start times may limit the public's ability to attend as well as Council members who may have scheduling conflicts; and
- additional legal review to be completed following the preparation of the draft of the By-law.

**Motion by** Councillor Sebben

THAT the City Clerk be directed to retain the current three-step decision making process in the draft Procedural By-law.

There was no seconder for the motion.

**Motion by** Councillor Biehn

**Seconded by** Councillor Sebben

THAT the City Clerk be directed to include the following time limits for delegations in the draft Procedural By-law:

- a member of the public will be permitted to speak for 10 minutes at a Committee meeting regarding a matter;
- a member of the public will be permitted to speak for 10 minutes at a Council meeting regarding a matter; and
- if a member of the public speaks at a Council meeting for a second time, they will be permitted to speak for 5 minutes and they will be limited to providing new information only.

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

- a member noting they would prefer ten minutes for each delegation but would support the motion;
- a member noting that a further consideration of the matter beyond the current meeting may be needed if there are a number of delegation requests received; and
- five minutes being sufficient as requestors can provide additional information regarding their delegation prior to the meeting;

Councillor Sebben requested a recorded vote.

The Mayor called the question on the motion and a recorded vote was undertaken.

In Support (5): Councillor Sebben, Councillor Biehn, Councillor Wordofa, Mayor Ritsma, and Councillor Henderson

Opposed (5): Councillor McCabe, Councillor Briscoe, Councillor Beatty, Councillor Hunter, and Councillor Nijjar

**Defeated**

**Motion by** Councillor Biehn

**Seconded by** Councillor Wordofa

THAT the City Clerk be directed to include the following time limits for delegations in the draft Procedural By-law:

- a member of the public will be permitted to speak for 10 minutes at a Committee meeting regarding a matter; and,
- a member of the public will be permitted to speak for 5 minutes at a Council meeting regarding a matter.

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

- Council members being elected to represent the public and hearing them being part of the job;
- the proposed five-minute limit not stepping beyond the best practice as per the study conducted of other municipalities;
- there being support for the five-minute limit from the public feedback gathered;
- there being mechanisms to enhance discussion such as Council having the ability to suspend the rules; and
- the five-minute limit not being inclusive of the time to address questions from Council.

The Mayor called the question on the motion.

**Defeated**

R2025-308

**Motion by** Councillor Biehn

**Seconded by** Councillor McCabe

**THAT the City Clerk be directed to include a start time of 6:00 p.m. or 7:00 p.m. for Regular Council meetings in the draft Procedural By-law.**

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

- a member noting their support for opening up Council meeting start times;
- consistent evening meeting schedules being preferred to avoid confusion; and
- a member noting that not everyone will have the flexibility to adjust their schedules affecting their ability to attend different meeting start times.

The Mayor called the question on the motion.

**Carried**

**Motion by** Councillor Hunter

**Seconded by** Councillor McCabe

That the City Clerk be directed to include a one-hour limit for all scheduled delegations in the draft Procedural By-law.

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

- a member requesting clarification on how many meetings have occurred where delegations have gone over one hour;
- a member clarifying that they would like to see a one-hour limit for all delegations scheduled in one meeting; and
- the City Clerk noted that staff can gather additional information on the duration of delegations and present this to Council at a future meeting.

The motion was withdrawn.

**Motion by** Councillor Henderson

**Seconded by** Councillor Sebben

THAT the City Clerk be directed to include provisions to permit delegations at Ad Hoc Advisory Committee meetings in the draft Procedural By-law.

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

- delegations being provided the opportunity to present at Council where they can provide their input on the Ad Hoc Committee's recommendation;
- delegations informing the recommendations made by Ad Hoc Committees;
- Ad Hoc Committees having the ability to invite presenters at their meetings to provide information; and,
- a member noting that Ad Hoc Committees can hold open houses and other public consultation events.

The Mayor called the question on the motion.

**Defeated**

**Motion by** Councillor Sebben

**Seconded by** Councillor Wordofa

THAT the City Clerk be directed to include an Open Forum, scheduled at the beginning of the Council meeting, in the draft Procedural By-law.

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

- a member noting that they would prefer a town hall format instead of open forum at every meeting;
- an open forum providing Council an opportunity to hear from the public regarding concerns;
- Council having a list of items to get through during meetings; and,
- a member noting that having a space in City offices where members of Council can meet with constituents would be helpful.

The Mayor called the question on the motion.

**Defeated**

Council recessed at 9:07 p.m.

Council reconvened at 9:15 p.m.

R2025-309

**Motion by** Councillor Biehn

**Seconded by** Councillor McCabe

**THAT the City Clerk be directed to gather information regarding the holding of bi-annual town hall meetings.**

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

- the town hall being an additional avenue for the public to speak with Council;
- clarification being sought regarding quorum;
- a town hall not constituting as a meeting as Council will not be making decisions to advance City business; and
- the City Clerk noting that staff will review options and look at structure considerations for Council.

The Mayor called the question on the motion.

**Carried**

R2025-310

**Motion by** Councillor Henderson

**Seconded by** Councillor Biehn

**THAT the proposed revisions to the Procedural By-law as amended be approved;**

**THAT staff be directed to prepare a draft Procedural By-law;**

**AND THAT staff be directed to proceed to a Public Meeting to receive comments from members of the public on the draft Procedural By-law.**

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

- a member noting they cannot support the changes related to the reduction of delegation times;
- public input regarding the draft By-law potentially resulting in changes to the recommendations; and,
- the Mayor noting that Council had a fulsome discussion regarding the matter.

The Mayor called the question on the motion.

**Carried**

#### **4.2 Added - Resolution Appointment of a Chief Administrative Officer**

R2025-311

**Motion by** Councillor Nijjar

**Seconded by** Councillor Beatty

**THAT André Morin be appointed Chief Administrative Officer for The Corporation of the City of Stratford effective September 2, 2025.**

**Carried**

### **5. Reading of the By-laws:**

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

Added - 5.1 Appointment of a Chief Administrative Officer - By-law 81-2025

To appoint a Chief Administrative Officer for The Corporation of the City of Stratford.

5.2 Confirmatory By-law - By-law 82-2025

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on July 21, 2025.

R2025-312

**Motion by** Councillor Briscoe

**Seconded by** Councillor Wordofa

**THAT By-laws 81-2025 and 82-2025 be taken collectively.**

**Carried** unanimously

R2025-313

**Motion by** Councillor Henderson

**Seconded by** Councillor Sebben

**THAT By-laws 81-2025 and 82-2025 be read a First and Second Time.**

**Carried** two-thirds support

R2025-314

**Motion by** Councillor Hunter

**Seconded by** Councillor Briscoe

**THAT By-laws 81-2025 and 82-2025 be read a Third Time and Finally Passed.**

**Carried**

**6. Adjournment:**

R2025-315

**Motion by** Councillor Briscoe

**Seconded by** Councillor Wordofa

**THAT the July 21, 2025 Special Council Meeting adjourn.**

**Carried**

Meeting Start Time: 6:43 P.M.

Meeting End Time: 9:24 P.M.

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Mayor - Martin Ritsma

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Clerk - Tatiana Dafoe



## Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4777th  
 Date: Monday, July 28, 2025  
 Time: 7:07 P.M.  
 Location: Council Chamber, City Hall

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

Regrets: Councillor Biehn and Councillor Briscoe

Staff Present: Adam Betteridge - Interim Chief Administrative Officer, Audrey Pascual - Deputy Clerk, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Neil Anderson - Director of Emergency Services/Fire Chief, Victoria Trotter - Council Committee Coordinator, Jeff Wilson - Manager of Housing, Marc Bancroft - Manager of Planning

Also Present: Members of the Public and Media

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

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

Councillor Biehn and Councillor Briscoe provided regrets for this meeting.

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

Councillor Hunter declared a pecuniary interest on Item 7.8 - T-2025-15 O'Loane Avenue Sanitary Trunk Sewer Extension Tender Award. Councillor Hunter owns property which may benefit from the sewer extension.

## **3. Adoption of the Minutes:**

R2025-316

**Motion by** Councillor Beatty

**Seconded by** Councillor Nijjar

**THAT the Minutes of the Special Meeting of Council of The Corporation of the City of Stratford dated July 10, 2025 and the Regular Meeting of Council of The Corporation of the City of Stratford dated July 14, 2025 be adopted as printed.**

**Carried**

## **4. Adoption of the Addendum to the Agenda:**

There was no addendum to the July 28, 2025 Regular Council agenda.

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

### **5.1 At the July 28, 2025 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:**

4.1 Confidential Report of the City Clerk and Legal Opinion from the City Solicitor with respect to a Potential Litigation Matter (CM-25-16) - Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)).

At the In-camera session, direction was provided to the City Solicitor regarding the matter.

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

### **6.1 Order of Canada Recognition - Diane Sims**

Member of Parliament John Nater and Mayor Ritsma presented certificates to recognize Diane Sims , recipient of the Order of Canada, writer and accessibility advocate. MP Nater stated Ms. Sims has completed the hard work necessary to build a better country and that is why she has been awarded the highest civilian order bestowed on any citizen.

Mayor Ritsma echoed MP Nater's comments and stated Ms. Sims has done incredible work and is not stopping yet.

Ms. Sims stated she is honoured to receive the awards from MP Nater and Mayor Ritsma. Ms. Sims noted she started the Multiple Sclerosis Chapter in Sault Ste. Marie at the age of 18, was diagnosed with ovarian cancer, became a speaker for ovarian cancer research and has written numerous books. Ms. Sims stated her journey is not over and her next project is to make the Tom Patterson Island bridge accessible.

### **6.2 Request for Delegation by Bruce Whitaker**

R2025-317

**Motion by** Councillor Burbach

**Seconded by** Councillor McCabe

**THAT Bruce Whitaker be heard.**

**Carried**

Bruce Whitaker presented to Council regarding Item 7.1 Encroachment Application for 40 Daly Avenue as the property owner. Highlights of the presentation included:

- the cement pad being in place when they purchased the property in June 2024;
- prior to the extensive renovations this being the only driveway and was gravel;
- vehicles including their personal SUV being able to fit on the parking pad without impeding the sidewalk;
- Daly Avenue having a number of parking constraints and further development being planned;

- having spoken with the neighbours who indicated they do not have concerns with the parking pad; and
- being willing to remove the parking pad if at any time the City requires the land or it becomes an issue.

## **7. Orders of the Day:**

### **7.1 Resolution - Encroachment Application for 40 Daly Avenue Additional Update (COU25-094)**

R2025-318

**Motion by** Councillor Henderson

**Seconded by** Councillor McCabe

**THAT Council approves Option 3, permitting the retaining wall and Driveway at 40 Daly Avenue to encroach onto the Daly Avenue road allowance for a total encroachment area of 14.12m<sup>2</sup>;**

**THAT the annual fee of \$130.66 adjusted yearly by the CPI, be added to the property tax bill for 40 Daly Avenue;**

**AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 40 Daly Avenue.**

**Carried**

### **7.2 Resolution - Part Lot Control Application PLC01-24 - 4110 Perth Line 36**

R2025-319

**Motion by** Councillor Hunter

**Seconded by** Councillor Nijjar

**THAT Council approves Part Lot Control Application PLC01-24 to exempt Blocks 24, 25 and 26 on Plan 44M-100 from Part Lot Control for one year from the date of the passing of each By-law to permit the creation of separate lots for each of the street townhouse dwelling units such that each unit will be under separate ownership and to allow rear yard easements for internal units for maintenance purposes.**

**Carried**

**7.3 Resolution - Part Lot Control Application PLC04-25 - Creation of seven (7) Freehold Units**

R2025-320

**Motion by** Councillor McCabe

**Seconded by** Councillor Wordofa

**THAT Council approves Part Lot Control Application PLC04-25 to exempt Block 77 on Registered Plan 44M-101 from Part Lot Control for one year from the date of the passing of the By-law to permit the creation of separate lots for each of the street townhouse dwelling units such that each unit will be under separate ownership.**

**Carried**

**7.4 Resolution - User Fees for Electric Vehicle Charging Stations (COU25-091)**

R2025-321

**Motion by** Councillor McCabe

**Seconded by** Councillor Burbach

**THAT the proposed user fees for City-owned Electric Vehicle (EV) Charging Stations be approved;**

**THAT the Electric Vehicle Charging Spaces in municipal lots be exempted from the overnight parking restriction;**

**AND THAT staff be directed to prepare the necessary amendments to the 2025 Fees and Charges By-law and the Traffic and Parking and By-law.**

**Carried**

**7.5 Resolution - Festival Hydro Update for the Period Ending March 31, 2025 (COU25-088)**

R2025-322

**Motion by** Councillor Beatty

**Seconded by** Councillor Hunter

**THAT the Festival Hydro Inc. financial statements and commentary for the period ending March 31, 2025, be received for information;**

**AND THAT the Festival Hydro Services Inc. financial statements and commentary for the period ending March 31, 2025, be received for information.**

**Carried**

**7.6 Resolution - Appointment to the Stratford Economic Enterprise Development Corporation Board of Directors (COU25-078)**

R2025-323

**Motion by** Councillor McCabe

**Seconded by** Councillor Burbach

**THAT Catherine Newell Kelly be appointed to the Stratford Economic Enterprise Development Corporation Board of Directors for a three-year term to June 2028, with an option to extend for an additional two year term, or until a successor is appointed by Council;**

**AND THAT a by-law confirming the appointment be adopted.**

**Carried**

**7.7 Resolution - Connecting Link Program Intake 10 - 2025-2026 Transfer Payment Agreement (COU25-089)**

R2025-324

**Motion by** Councillor Burbach

**Seconded by** Councillor Henderson

**THAT the Mayor and Clerk be authorized to execute the Transfer Payment Agreement for the Connecting Link Program Intake 10 2025-2026 on behalf of The Corporation of the City of Stratford.**

**Carried**

**7.8 Resolution - T-2025-15 O'Loane Avenue Sanitary Trunk Sewer Extension Tender Award (COU25-090)**

The Director of Infrastructure Services noted the initial sub-contractor is in receivership, therefore the contractor has moved onto a secondary sub-contractor who is in good standing.

R2025-325

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the tender for the O'Loane Avenue Sanitary Trunk Sewer Extension (T-2025-15) be awarded to Network Sewer and**

**Watermain Limited, at a total tender price of \$5,649,999.99, including HST;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement for construction contract T-2025-15;**

**AND THAT staff be authorized to proceed with long-term debt financing options and documentation to be presented at a future Council meeting in 2026 or upon completion of the project.**

**Carried**

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

**7.9 Resolution - Parking Enforcement Services Request for Proposal Award (RFP-2025-48) (COU25-096)**

R2025-326

**Motion by** Councillor Beatty

**Seconded by** Councillor Burbach

**THAT the request for proposal (RFP-2025-48) for parking enforcement services in the City of Stratford be awarded to Secure Shield Security Inc. for a three-year term ending August 2028, with an option to renew for two additional one-year terms until August 2030;**

**AND THAT the Mayor and Clerk, or their respective designates, be authorized to execute all necessary contract agreements.**

**Carried**

**7.10 Resolution - Crossing Guard Services Request for Proposal Award (RFP-2025-39) (COU25-087)**

R2025-327

**Motion by** Councillor Burbach

**Seconded by** Councillor McCabe

**THAT the request for proposal (RFP-2025-39) for crossing guard services in the City of Stratford be awarded to Synergy Protection Group Inc. for a three-year term ending June 2028, with an option to renew for two additional one-year terms until June 2030;**

**AND THAT the Mayor and Clerk, or their respective designates, be authorized to execute all necessary contract agreements.**

**Carried**

**7.11 Resolution - RFP 2025- 44 - 2025 - 2026 Geotechnical Engineering Services Contract Award (COU25-092)**

R2025-328

**Motion by** Councillor Nijjar

**Seconded by** Councillor Burbach

**THAT the proposal (RFP-2025-44) for Consulting Services related to Geotechnical Engineering be awarded to MTE Consultants Inc. at a total cost of \$122,508.95, including HST;**

**THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement for contract RFP-2025-44 for the 2025 term;**

**AND THAT the Director of Infrastructure Services be authorized to approve the one-year extension of the Contract for 2026, subject to successful performance.**

**Carried**

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

None noted.

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

**9.1 Report of the Finance and Labour Relations Committee:**

R2025-329

**Motion by** Councillor Hunter

**Seconded by** Councillor McCabe

**THAT the Report of the Finance and Labour Relations Committee dated July 28, 2025, be adopted as printed.**

**Carried**

**9.1.1 SEEDCo./investStratford Update to March 31 2025 (FIN25-018)**

THAT the Stratford Economic Enterprise Development Corporation (SEEDCo./investStratford) Update to March 31, 2025, be received for information.

### **9.1.2 Waive Facility Fees for the To Stratford With Love Banquet (FIN25-015)**

THAT the report titled, "Waive Facility Fees for the To Stratford With Love Banquet" (FIN25-015), be received;

AND THAT the facility rental fee waiver request in the amount of \$3,627 for use of the Community Halls on December 13, 2025 be approved.

## **9.2 Report of the Infrastructure, Transportation and Safety Committee:**

R2025-330

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the Report of the Infrastructure, Transportation and Safety Committee dated July 28, 2025 be adopted as printed.**

**Carried**

### **9.2.1 Installation of Bicycle Lanes on John Street (ITS25-010)**

THAT the report titled, "Implementation of Bicycle Lanes on John Street" (ITS25-010), be received for information.

### **9.2.2 Stratford Water Pollution Control Plant – Primary Digester Roof Failure Update (ITS25-013)**

THAT the report titled, "Stratford Water Pollution Control Plant – Primary Digester Roof Failure Update" (ITS25-013) be received for information;

AND THAT Council direct Staff to proceed with a Request for Proposal for Consulting Engineering Services for the roof replacement of the Primary Digester at the Stratford Water Pollution Control Plant.

### **9.2.3 Water Meter Transmitter Replacement Program (ITS25-014)**

THAT Council authorize Staff to proceed with issuing a Request for Proposal for new Automated Metering Reading (AMR) meter transmitters as part of the City of Stratford's Water Metering Program.

#### **9.2.4 Stratford Landfill Public Input Invited June 2025 (ITS25-011)**

THAT the report titled, "Stratford Landfill Public Input June 2025" (ITS25-011), be received for information.

#### **10. Notice of Intent:**

None noted.

#### **11. Reading of the By-laws:**

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

A member requested By-law 11.4 be taken separately.

R2025-331

**Motion by** Councillor Sebben

**Seconded by** Councillor Burbach

**THAT By-laws 83-2025 to 91-2025 be taken collectively.**

**Carried** unanimously

R2025-332

**Motion by** Councillor Henderson

**Seconded by** Councillor Nijjar

**THAT By-laws 83-2025 to 91-2025 be read a First and Second Time.**

**Carried** two-thirds support

R2025-333

**Motion by** Councillor Beatty

**Seconded by** Councillor Hunter

**THAT By-laws 83-2025 to 91-2025 be read a Third Time and Finally Passed.**

**Carried**

R2025-334

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT By-law 92-2025 be read a First and Second Time.**

**Carried** two-thirds support

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

R2025-335

**Motion by** Councillor McCabe

**Seconded by** Councillor Nijjar

**THAT By-law 92-2025 be read a Third Time and Finally Passed.**

**Carried**

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

### **11.1 investStratford Board Appointment - By-law 83-2025**

To amend By-law 4-2023, as amended, to make an appointment to the Stratford Economic Enterprise Development Corporation Board of Directors.

### **11.2 Award Proposal for Crossing Guard Services - By-law 84-2025**

To authorize the acceptance of a proposal, execution of the contract and the undertaking of work by Synergy Protection Group Inc. for crossing guard services in the City of Stratford (RFP-2025-39).

### **11.3 Connecting Links Program Contribution Agreement for the Reconstruction of Huron Street Phase 2 Project - By-law 85-2025**

To authorize the execution of a Connecting Links Program Contribution Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation for the Reconstruction of Huron Street Phase 2 Project.

### **11.4 Award Tender for the O'Loane Avenue Sanitary Trunk Sewer Extension - By-law 92-2025**

To authorize the acceptance of a tender, execution of the contract and the undertaking of work by Network Sewer and Watermain Limited for the O'Loane Avenue Sanitary Trunk Sewer Extension (T-2025-15).

### **11.5 Award Proposal for Consulting Services Related to Geotechnical Engineering - By-law 86-2025**

To authorize the acceptance of a proposal, execution of the contract and the undertaking of work by MTE Consultants Inc. for Consulting Services related to Geotechnical Engineering (RFP-2025-44).

**11.6 Part Lot Control Application PLC04-25 - By-law 87-2025**

To exempt Block 77 on Plan 44M-101, being Parts 1 to 7 (inclusive) on Plan 44R-6364 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners.

**11.7 Part Lot Control application PLC01-24 - Block 24 - By-law 88-2025**

To exempt Block 24 on Plan 44M-100, being Parts 1 to 34 (inclusive) on Plan 44R-6299 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners and to grant easements to allow access to rear yards for internal units.

**11.8 Part Lot Control Application PLC01-24 - Block 25 - By-law 89-2025**

To exempt Block 25 on Plan 44M-100, being Parts 35 to 80 (inclusive) on Plan 44R-6299 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners and to grant easements to allow access to rear yards for internal units.

**11.9 Part Lot Control Application PLC01-24 - Block 26 - By-law 90-2025**

To exempt Block 26 on Plan 44M-100, being Parts 81 to 126 (inclusive) on Plan 44R-6299 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners and to grant easements to allow access to rear yards for internal units.

**11.10 Award Proposal for Parking Enforcement Services - By-law 91-2025**

To authorize the acceptance of a proposal, execution of the contract and the undertaking of work by Secure Shield Security Inc. for the provision of parking enforcement services in the City of Stratford (RFP-2025-48).

**12. Consent Agenda: CA-2025-092 to CA-2025-096**

Council did not advise of any items to be considered on the Consent Agenda.

**13. New Business:**

None noted.

**14. Adjournment to Standing Committees:**

The next Regular Council meeting is August 11, 2025, in the Council Chamber, City Hall.

R2025-336

**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 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 July 28, 2025, 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 July 28, 2025, Council Reconvene meeting.

## **15.2 Committee Reports**

### **15.2.1 Social Services Committee**

R2025-337

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT Item 6.1 of the Social Services Committee meeting dated July 28, 2025, be adopted as follows:**

#### **6.1 Homelessness Reduction Innovation Fund Approval (SOC25-009)**

**THAT Council authorize the Mayor and Clerk, or their delegates, on behalf of The Corporation for the City of Stratford to enter into an agreement with the Canadian Alliance to End Homelessness for the Homelessness Reduction Innovation Fund and to sign any additional documentation required.**

**Carried**

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

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

### **By-law 11.11 Agreement with the Canadian Alliance to End Homelessness for the Homelessness Reduction Innovation Fund - By-law 93-2025**

To authorize the execution of an Agreement with the Canadian Alliance to End Homelessness for the Homelessness Reduction Innovation Fund.

### **By-law 11.12 Confirmatory By-law - By-law 94-2025**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on July 28, 2025.

R2025-338

**Motion by** Councillor Hunter

**Seconded by** Councillor Burbach

**THAT By-laws 93-2025 to 94-2025 be taken collectively.**

**Carried** unanimously

R2025-339

**Motion by** Councillor Henderson

**Seconded by** Councillor Nijjar

**THAT By-laws 93-2025 to 94-2025 be read a First and Second Time.**

**Carried** two-thirds support

R2025-340

**Motion by** Councillor Burbach

**Seconded by** Councillor Wordofa

**THAT By-laws 93-2025 to 94-2025 be read a Third Time and Finally Passed.**

**Carried**

#### **15.4 Adjournment of Council Meeting**

R2025-341

**Motion by** Councillor Nijjar

**Seconded by** Councillor Beatty

**THAT the July 28, 2025 Regular Council meeting adjourn.**

**Carried**

Meeting Start Time: 7:07 P.M.

Meeting End Time: 7:49 P.M.

Reconvene Meeting Start Time: 7:53 P.M.

Reconvene Meeting End Time: 7:55 P.M.

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Mayor - Martin Ritsma

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Deputy Clerk - Audrey Pascual



## MANAGEMENT REPORT

**Date:** August 11, 2025  
**To:** Mayor and Members of Council  
**From:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Report Number:** COU25-102  
**Attachments:** 1) Current 2025 Fees and Charges By-law  
 2) Draft 2026 Fees and Charges By-law

**Title:** Fees and Charges For 2026

**Objective:** This report is intended to summarize the changes being proposed to the 2026 fees and charges and is accompanied by the 2025 By-law for comparison purposes. All schedules have been updated in the draft 2026 By-law to reflect these proposed changes.

**Background:** It is best practice for a municipality's fees and charges to be determined prior to budget consideration. This ensures that revenue estimates are based on any approved rate levels. This is typically done pre-budget to assist with estimating revenues into the budget year, but any changes to any of the fees and charges can be updated at any time, should a further review be deemed prudent or new information become available.

There are some exceptions where review occurs out of this cycle, where governed by other indices for inflation or are tied to other by-laws. When these are next reviewed, they may be considered as additional schedules for the consolidated by-law.

**Analysis:** The fees and charges are separated into schedules to reflect the functional areas to which they apply. The intent is to assist with navigation through the document, but also to allow for modification of specific schedules in between full reviews if required, without opening the entire by-law.

Some services provided by the City are intended to be full user-pay (full cost recovery), while others are intended to pass along some of the costs to the user but are subsidized to varying degrees by the tax levy. This just means that costs are covered in part by fees and in part by the net impact on the tax levy. Staff continue to assess the appropriate mix for each type of service. Existing rates and fees have been reviewed to ensure they remain:

- Reflective of the desired split between user-pay and tax-supported services
- Market competitive (looking at other comparable centres)
- Where applicable, have included inflationary pressures
- Valid and appropriate

Rates are analyzed and proposed at the department level and compiled into this report and the attached proposed by-law. Each Director and Manager can respond to questions related to the rates and fees for the specific divisions.

Where Consumer Price Index (CPI) was used as the basis for increasing fees, a modest 2.5% inflator was chosen, based on 2024 and 2025 CPI indicators.

Annual inflationary indices have been decreasing and are expected to remain low, as the federal government uses CPI to inform other monetary policies to stimulate the economy and consumer behaviour. At the time of this report, the CPI indicators are slightly below 2%, but staff are proposing a slightly higher price increase factor as the impact is nominal in most cases and in recognition of lower-than-CPI increases during the pandemic to assist those paying the fees during that difficult period.

Using 2.5% ensures some recognition of increasing costs but will not result in a large increase for most fees. In some cases, to keep the fees schedules simple, as in the case of a transit fare or a public skating admission for example, the fees have been rounded so that the figures used inclusive of HST are easily communicated. These may vary from the 2.5% but the intent is to approximate this inflator unless otherwise noted. In many cases, there is a rounding effect to minimize the penny-factor so this could slightly impact the 2.5% incremental increase.

Where an increment other than 2.5% was used, further explanation is noted below.

The sections below by Schedule to the By-law indicate which fees are being proposed amended and where wording clarifications are added. The fees that are not being amended are not part of this report but can be viewed on the drafted schedules. In most cases, a fee is not included in this report if it was recently increased and/or the department staff do not feel another increase is warranted based on market research or field knowledge.

## **Schedule "A" Corporate-Wide Fees and Charges**

The proposed changes are primarily a result of shifts in how services are delivered, CPI or clarification based on feedback received. All other fees in the schedule are proposed to remain status quo.

- NSF Fee increase from \$40 to \$45, based on comparators and the City's bank's NSF fee
- Application Fee for Area Openings or Encroachment increase from \$596.67 to \$612.00

- Application Fee for Release of an encroachment agreement increase from \$25.45 to \$36.00
- Fee to Register and to Release Liens on property increased from \$425 to \$564.48 based on Land Registry fees and inclusive of HST
- **Change:** Retail Business Holidays Act Exemption Application previously was \$560 per or \$688 for shopping mall/3 or more stores. Recommended change to base fee on square footage: under 2,400 sq ft now \$574 and for businesses more than 2,400 sq ft now \$705.
- Tax sale registration fee increase from \$250 to \$300 based on comparators
- **Change:** Registration of Death-no change (\$20) if issued by Clerks office during business hours, but if after-hours is required (to be issued by the Transit office now and no longer the Fire Department) \$40

## Schedule “B” Planning Fees and Charges

In preparing the 2025 fees, for the more complex application processes that increasingly require senior-level expertise and involvement, an interim adjustment of 15% was adopted as recommended by the Director of Building and Planning Services. This adjustment was considered moderate and necessary to acknowledge recent staffing investments in the Division, and to mitigate the financial burden on the tax base that has been increasing over time. For 2026, staff are mainly recommending CPI increases to fees based on the current state of City processes and the best available evidence, ensuring fairness and equity.

### Pre-Application Construction (“Formal Consultation”)

- **New** Application for Pre-Application Consultation increase from \$0 (no fee) to \$750.

This new fee is recommended for the City to collect revenue on Formal Consultation requests that do not result in a formal application submission. Anticipated annual fees based on historic volumes is \$10,500, which would be recognized after the two-year mark, and which will assist with 2026 and future budget pressures. This fee is intended to be credited towards an applicant’s future formal application fee, should they pursue within two years. This approach generally aligns with similar sized cities in the region.

### Official Plan Amendment

- Amendment to the Official Plan increase from \$6,925 to \$7,100
- Concurrent applications increase from \$7,644 to \$7,840
- Recirculation requiring technical re-review increase from \$1,251 to \$1,280
- Recirculation not requiring technical re-review increase from \$626 to \$640
- Zoning By-law Amendment – (Major) increase from \$5,699 to \$5,840
- Zoning By-law Amendment – (Standard) increase from \$3,717 to \$3,810
- Removal of holding provision increase from \$2,112 to \$2,170

- Extend a temporary use increase from \$1,527 to \$1,570

#### Committee of Adjustment (Minor Variances and Consents)

- Minor variance increase from \$1,368 to \$1,400
- If application requires recirculation increase from \$753 to \$770
- Consent of one additional lot increase from \$1,756 to \$1,800
- Each additional lot increase from \$260 to \$270
- If application requires recirculation decrease from \$800 to \$770
- Request for change to conditions of approval increase from \$569 to \$580
- Concurrent applications to the Committee of Adjustments increase from \$2,092 to \$2,140
- Development Agreement Major review increase from \$500 to \$510
- Development Agreement Minor review increase from \$300 to \$310
- **New** Development Agreement Certificate of Consent \$300 per provisional consent granted
- **New** Certificate of Validation \$900
- Site Plan Approval increase from \$3,639 to \$3,730
- Additional fee increase from \$1,138 to \$1,170
- Amendment to Site Plan Agreement increase from \$2,445 to \$2,510
- Minor Amendment to Site Plan Approval increase from \$451 to \$460
- Letter of conformity increase from \$105 to \$110

#### Plan of Subdivision, Vacant Land Condominium and Common Element Plans

- Up to fifty (50) lots increase from \$9,413 to \$9,650
- Additional if greater than fifty (50) lots increase from \$1,309 to \$1,340
- Revisions to conditions requiring recirculation increase from \$1,439 to \$1,480
- Revisions to conditions not requiring recirculation increase from \$519 to \$530
- Issuance of final approval increase from \$802 to \$820
- **Delete:** Registration of final plan (included in above)
- Extension of Draft Approval (recirculation required) increase from \$1,439 to \$1,480
- Extension of Draft Approval (no recirculation required) increase from \$519 to \$530

#### Standard, Amalgamated, Phased and Leasehold Condominium

- Up to fifty (50) units increase from \$5,364 to \$5,500
- Additional if greater than fifty (50) units increase from \$1,309 to \$1,340
- Revisions to conditions requiring recirculation increase from \$1,439 to \$1,480
- Revisions to conditions not requiring recirculation increase from \$519 to \$530
- Issuance of final approval increase from \$802 to \$820
- **Delete:** Registration of final plan (included in above)
- Condominium Exemption increase from \$1,597 to \$1,640

## Miscellaneous

- Deeming by-law application increase from \$1,138 to \$1,170
- Driveway Widening Review increase from \$120 to \$123
- Telecommunications Tower review increase from \$1,138 to \$1,170
- Application for Part lot Control increase from \$1,838.85 to \$1,890
- **Change:** For each additional new lot increase from \$135.56 to \$140 <addition to include each new easement created>
- Registration of Secondary Suite increase from \$270 to \$280
- Renewal of previously registered Secondary Suite from \$165 to \$170

## General

- **Change:** Renamed Letters of Conformity and removed with/without survey to combine with Zoning/Building Information report (7-10 business days) increase from \$105 to \$110
- **Change:** Renamed Letters of Conformity and removed with/without survey to combine with Zoning/Building Information report (within two business days) increase from \$170 to \$400
- Full size registered plans increase from \$35 to \$40
- Custom plots increase from \$60 to \$65
- Change of Municipal Address increase from \$160 to \$175
- AGCO Agency Approval Letter increase from \$85 to \$90
- **Change:** Accommodation Licensing (renamed from Short-Term Accommodation)
- STR License Application Fee per application and for first room increase from \$412 to \$420
- Additional room increase from \$125 to \$130
- **Change:** Replaces Licensing fees in the B&B By-law (180-2004, Schedule A, as amended) increase to B&B License Application Fee per application, and for first room \$210
- **Change:** Replaces Licensing fees in the B&B By-law (180-2004, Schedule A, as amended) increase to Fee per Additional room \$130
- Late Filing Fee increase to \$75
- Transfer processing fee increase to \$70
- Appeal fee increase to \$190

## Schedule "C" Community Services Department Fees and Charges

### Arenas:

### Summer Ice Rates (April 1 to September 30) (all rates include tax):

- Standard Rental increase from \$210.00 per hour to \$250.00 per hour to reflect higher energy costs to maintain ice in the summer months

- Last minute ice increase from \$60.00 per hour to \$70.00 per hour to reflect higher energy costs to maintain ice in the summer months

Winter Ice Rates (October 1 to March 31) (all rates include tax):

- Last minute ice increase from \$60.00 per hour to \$70.00 per hour to reflect inclusive of HST.

Arena Floor – No Ice Rentals (all rates include tax):

- **Change:** Removal of ice surface cover \$1,500/event – moved this to the Installations Section

Hall and Meeting Space

- **Change:** Modified definition to include Sports Lounge at Agriplex (no changes to fees proposed at this time)
- **New:** Event Halls – Community Halls A/B/C/D (Rotary Complex) added Single Hall Half Day (Up to Maximum 3 Hours) to allow for shorter rental periods \$218.75

Audio Visual – Removal of these fees as they are part of the space rental fees

- **Delete:** Audio Visual fees \$67.80/day
- **Delete:** Wireless Microphone \$29.38/day
- **Delete:** Portable TV/VCR/DVD player \$20.34

Bar Charges

- **Change:** 'ice' to 'draft fee' and increased fee from \$47.46 per day to \$85.88 per unit per day

Multi-Use Sports Fields:

Stratford Agriplex – Indoor

- All 4 courts for tournament use increased from \$988.75 to \$1,446.40 to move towards higher cost recovery for Sport Tourism initiatives. This represents 20% less than full cost, and is like what other users in sport agreements would pay
- Last minute ice increase from \$60.00 per hour to \$70.00 per hour to reflect inclusive of HST.

Fields/Diamonds-Outdoors

- Minor Sport Use – added 'per participant fee' for clarity. No change to fee.
- **New:** Artificial Turf-Half field (Maximum 1 hour) \$39.90 to provide additional options to longer rentals

## Transit

Single Ride/Tickets increased to match the cash fare fees.

- Student increased from \$2.25 to \$2.50
- Adult increased from \$2.75 to \$3.00
- Senior increased from \$2.50 to \$2.75

## Aquatics

- **Delete:** Sponsored Swim \$197.75 as it is covered under the next item
- **Reduced:** Sponsored Free Swim from \$627.15/hour to \$440.70 per hour based on comparable, and ideally to stimulate additional demand for sponsoring

## Day Camps

- 5-day week increase from \$172.50 to \$190.00 for consistency with 4-day week and single day rates

## **New:** Birthday Party Package (Agriplex)

- Birthday Party (20 youth, maximum) \$240.00 for 3-hour program 1:30pm-4:30pm and is a combination of gym and room rentals

## Digital Advertising – Indoor Displays

A review of comparable municipalities indicates that we are the highest, resulting in very minor rate decreases being proposed. This is to recognize relationships with long-standing customers and to remain competitive.

- 8" Advertisement 1 month reduce from \$144.64 to \$135.60
- 8" Advertisement 3 month reduce from \$412.45 to \$386.46
- 8" Advertisement 6 month reduce from \$819.25 to \$772.92
- 8" Advertisement 9 month reduce from \$1,226.05 to \$1,159.38
- 8" Advertisement 12 month reduce from \$1,638.50 to \$1,545.84
- 18" Advertisement 1 month reduce from \$288.15 to \$271.20
- 18" Advertisement 3 month reduce from \$819.25 to \$772.92
- 18" Advertisement 6 month reduce from \$1,644.15 to \$1,545.84
- 18" Advertisement 9 month reduce from \$2,463.40 to \$2,318.76
- 18" Advertisement 12 month reduce from \$3,277.00 to \$3,091.68
- 26" Advertisement 1 month reduce from \$431.66 to \$406.80
- 26" Advertisement 3 month reduce from \$1,226.05 to \$1,159.38
- 26" Advertisement 6 month reduce from \$2,463.40 to \$2,318.76
- 26" Advertisement 9 month reduce from \$3,689.45 to \$3,478.14
- 26" Advertisement 12 month reduce from \$4,921.15 to \$4,637.52

#### Niches:

- Level above the bottom increase from \$56.14 total to \$57.89 to correct minor error in previous rate.

**Delete:** Scattering Garden- Due to thefts of bronze memorial plaques these are being discontinued

- Single Memorial Plaque \$314.25
- Double Memorial Plaque \$372.45
- Double Plaque with Text \$430.64

### Schedule “D” Infrastructure Services Fees and Charges

#### Miscellaneous:

- Land Transfer Inquiries increase from \$65 to \$70 per inquiry
- Street Permit increase from \$65 to \$70
- Single Trip Oversized Load Permit increase from \$65.00 to \$70
- Hydration Station Rental increasing from \$25 to \$30 per day.

#### Administrative:

- New Sewer and/or Water Connections increase from \$190 plus actual costs to \$200 plus actual costs
- Sewer and/or Water Repairs increase from \$85 plus actual costs to \$90 plus actual costs
- Private Sidewalk and Curb increase from \$85 plus actual costs to \$90 plus actual costs
- Sidewalk or Curb repair increase from \$42.50 per location plus actual costs to \$45.00 plus actual costs
- Miscellaneous Invoices for Service minimum fee increased from \$85 to \$90
- Temporary Access Across Municipal Property (Policy P.3.6) increase from \$85 per application to \$90 per application and increase damage deposit from \$105/m to \$110/m
- **Change:** Supplying as-built drawings and PDFs previously was flat rate per sheet/file changed to same cost for first 15 minutes of staff time, and additional fee of \$20 per additional 15 minutes of staff time. This is based on comments received from developers.

#### Water Rates and Sanitary Sewer Rates

All fees are consistent with Year 2 in the 10-year Water Rate Plan previously adopted by Council on December 16, 2024. These are not outlined in this report but can be found in Appendices H and I in the rate study and on the Infrastructure Services Appendix in the City’s drafted by-law attached to this report.

### Development, Subdivision, Pre-Servicing, Condominium Servicing Agreements:

- Administrative fees to prepare agreement increase from \$2,337 to \$2,355
- Review Fees for Engineering submissions (single) increase from \$57.40 to \$58.85 and (block) increase from \$114.00 to \$116.85

### Ministry of the Environment, Conservation and Parks (MECP) Consolidated Linear Environmental Compliance Approval (ECA) and Water System Review and Approvals

- Watermain review and approvals increase from \$1,200 to \$1,230
- Sanitary and Storm Sewer Reviews and approvals increase from \$1,100.00 to \$1,127.50
- Stormwater Management Systems Reviews and approvals increase from \$1,800 to \$1,845

### Waste Management

- Bag Tags increasing from \$3.86 to \$3.90
- Bags or Cans at landfill increasing from \$5.06 to \$5.10
- Tip Fee regular (all categories) increase from \$94.00 to \$94.94
- **Delete:** Recycle box \$8.25 removed due to the changes in the blue box program

### Site Alteration:

- Site Alteration Permit Fee increase from \$510 to \$522.75
- Site Alteration Permit Alteration increase from \$510.00 to \$522.75
- Site Alteration Transfer Fee increase from \$265.00 to \$261.40
- Preparation of Site Alteration Agreement increase from \$920 to \$945

## **Schedule "E" Fire Department Fees and Charges**

- Fire Extinguisher Training clarification language around number of participants added
- Several rates updated to reflect current MTO rates that changed from \$543.03 to \$571.52 per hour per vehicle

## **Schedule "F" Social Services Department Fees and Charges**

### Anne Hathaway Daycare

There is an anticipated reduction in fees coming in 2026 that is a direct result of participation in the Canada Wide Early Learning and Child Care (CWELCC) Program. Specific guidance has not yet been received from the Ministry of Education. Once received a report will be brought forth to Council to open the by-law to adjust fees accordingly. Any fee reduction for users will be offset with increased Provincial funding resulting in no anticipated change to the tax levy

## Affordable Housing

**Change:** Section previously referred to as Britannia Street; relabeled as Affordable Housing to capture all affordable units the City is responsible for.

A review was undertaken of actual costs and the following have been updated accordingly.

- Screen replacements changed to reflect minimum charge of \$50 per screen, regardless of size, and removed 'small', 'large' and 'door'
- Window replacements change to reflect minimum charge depending on nature of damages of \$100
- Window repair change to reflect minimum charge of \$100
- Replacement of main building door changed to reflect minimum charge of \$100
- Replacement of exterior doors changed to reflect minimum charge of \$100
- Wallpaper/border removal (includes shelf/drawer liner) changed from per wall to a per hour charge of \$49.75
- Damage to flooring increased from \$10 per square foot to \$11
- Installation of new toilet increase from \$350 to \$400
- Plugged toilet or drain changed to reflect minimum charge of \$100
- Replace missing light fixtures increase from \$50 to \$55
- Repair broken or damaged receptacles changed to \$5 per receptacle
- Repair broken thermostat increase from \$75 to \$100
- Respond to 'no heat' call with no issue increase from \$75 to \$100
- Replace missing/broken light shade increase from \$50 to \$110
- **Change:** Replacement fob from \$75 to actual costs, minimum charge \$50
- **Change:** Replace unit door lock from \$150 to actual costs, minimum charge \$50
- **Change:** Replace door handle from \$75 to actual costs, minimum charge \$125
- **Change:** Replace mailbox key from \$75 to actual costs, minimum charge \$50
- Respond to obligation to comply with pest treatment plan changed from case-by-case basis to \$25 for all pests besides bed bugs and \$50 for bed bugs
- Fridge replacement due to damage increased from \$850-\$925 to \$1,000
- Stove replacement due to damage increase from \$699 to \$840

## Schedule "G" Airport Fees and Charges

The Fire Chief and Airport manager continue to seek ways to increase revenues and contain costs associated with Stratford Municipal Airport. Not included in the proposed changes but being currently explored is whether a fee for 'touch and go' landings performed by student pilots could be implemented. Further information will follow as it becomes available.

Fees for fuel and other landing fees are currently comparable or higher to neighbouring airports and therefore no changes are being proposed for those.

- Hangar Rental Fee header has been added (housekeeping change) and language has been updated to reflect that they are based on agreement. These are also under review.
- Airport Terminal Building Rental Fees increase from \$9,000 annually to \$12,000 annually
- Farmland lease rates changed to reflect 'by agreement' but noting that in 2025, per acre pricing was increased to better reflect market rates of \$260 per acre.

### **Building Permit Fees**

Proposed rate changes for 2025 were intended, however have been deferred until the Chief Building Official can review. These will be reviewed in 2026 and brought forward under a separate report. Currently these fees are not part of the consolidated fees and charges, but once brought forward, may become incorporated into this By-law.

### **By-law Enforcement**

Currently, fees relating to by-law are captured in a separate by-law and are reviewed later in the fall. Incorporating these fees into the consolidated fee by-law will be considered when that review takes place.

### **Financial Implications:**

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

Not applicable as this report relates to future 2026 revenues for the City.

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

The 2026 budget process is currently underway, and the approved fees and charges will inform the estimated budgeted revenues to come from fee sources.

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

**Not applicable:** This report does not directly align with the Strategic Priorities as it is a financial/administrative report.

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

**Not applicable:** One Planet Principles do not apply to this financial/administrative report.

**Staff Recommendation: THAT the 2026 Fees and Charges By-law to set the fees and charges for services performed by the City in 2026 be approved as presented in Report COU25-102 with an effective date of January 1, 2026;**

**THAT the Fees and Charges By-law 99-2024, as amended, be repealed upon the new Fees and Charges By-law coming into force and effect;**

**AND THAT direction be given to the City Clerk to list the 2026 Fees and Charges By-law on a future agenda for consideration by Council.**

**Prepared by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
Adam Betteridge, Interim Chief Administrative Officer



**BY-LAW NUMBER 99-2024  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to establish fees and charges to be collected by The Corporation of the City of Stratford in 2025 and to repeal By-law 117-2023 as amended.

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**WHEREAS** the Municipal Act, 2001, S.O. 2001, as amended, ("the Municipal Act") provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

**AND WHEREAS** section 391 of the Municipal Act provides that without limiting sections 9, 10 and 11 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

**AND WHEREAS** section 398 of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

**AND WHEREAS** the Planning Act, R.S.O. 1990, c. P.13, s.69(1) as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect to planning matters;

**AND WHEREAS** pursuant to the Building Code Act, 1992, S.O. 1992 c.7.1(c) as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amount thereof;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it expedient to consolidate and update the fees and charges to be collected by municipal departments, local boards and authorized agents of The Corporation of the City of Stratford;

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

1. That the fees and charges as set out in the Schedules attached to this By-law of The Corporation of the City of Stratford are hereby established in respect of:
  - a) the services or activities provided or done by or on behalf of the municipality as may be set forth in the Schedules;

- b) the costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality or any local board as may be set forth in the Schedules;
  - c) the use of the property of the municipality, including property under the control of the municipality as may be set forth in the Schedules; or,
  - d) the other activities as may be set forth in the Schedules.
- 2. Each Schedule to this By-law forms part of this By-law:
  - Schedule "A" Corporate-Wide Fees and Charges
  - Schedule "B" Planning Fees and Charges
  - Schedule "C" Community Services Fees and Charges
  - Schedule "D" Infrastructure Services Fees and Charges
  - Schedule "E" Fire Fees and Charges
  - Schedule "F" Social Services Fees and Charges
  - Schedule "G" Stratford Municipal Airport Fees and Charges
- 3. Except where a contrary intention appears in the Schedules or in any other City By-law relating thereto, the fees and charges described in the attached Schedules shall be paid by the person or persons who have requested, received or obtained a service, activity or use of property identified in any of the Schedules.
- 4. The fees and charges described in the attached Schedules will be subject to Harmonized Sales Tax (HST), where applicable and shall be paid in addition to any fees and charges.
- 5. Except where a contrary intention appears in the attached Schedules or in any other City By-law relating thereto, or in the contract under which the service, activity or use of property is provided, all fees and charges shall be paid in full at the earlier of the following times:
  - a) At the time that the service, activity or use of property for which a fee or charge is payable, is received or obtained;
  - b) At the time that the service, activity or use of property for which a fee or charge is payable is requested, including sales of tickets and bookings for future activities, events and uses of property.
- 6. That the fees and charges shall be adjusted annually on January 1, by the Consumer Price Index (CPI), where indicated in the Schedules to this By-law. The CPI calculation is based on a 12-month average of the total CPI as calculated by the Bank of Canada from November 1st to October 31st.
- 7. That in those instances where the Consumer Price Index is less than zero (0), fees and charges shall not be adjusted by the CPI change for that year.
- 8. Despite Paragraphs 6 and 7, fees and charges may be adjusted, as approved by Council, to recover at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
- 9. Where any portion of a fee or charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the unpaid balance of such Fee or Charge shall bear simple interest from such due date until the first day

of the month in which payment is made at the rate of 1.25% (15% per annum) thereafter until such fee or charge is paid in full.

10. Where any portion of a Fee or Charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the Treasurer may add the unpaid balance of such Fee or Charge, together with accrued interest, to the tax roll for the following properties:
  - a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and
  - b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
11. No request by any person, or their agent, for any information, service, activity or use of City property or facilities described in the Schedules attached to this By-law shall be acknowledged, processed or provided by the city departments unless and until the person or their agent, requesting the information, service, activity or use of City property or facility has paid or arranged to pay the fee or charge, where applicable, in the amount as set out in the Schedules to this By-law.

## **SCHEDULES**

12. Where the Schedules to this By-law reference other By-laws in relation to Fees and Charges imposed hereunder, the terms and provision of such other By-laws shall apply to the Fees and Charges imposed hereunder, provided that, where there is a discrepancy in the stated amount of any such Fee or Charge between such other By-laws and this By-law, the Fees and Charges set forth in the Schedules of this By-law shall govern and any inconsistent By-laws shall be amended accordingly.

## **SEVERABILITY**

13. Each Fee and Charge enacted pursuant to this By-law shall be treated as a separate enactment and shall not necessarily be affected by any determination of ultra vires or other invalidity or any other Fee and Charge enacted pursuant to this By-law.

## **EFFECTIVE DATE**

14. This by-law shall come into force and take effect upon the final passage thereof.

## **APPLICATION**

15. Sections 9 and 10 apply to Fees and Charges which have been enacted pursuant to Part XII of the Municipal Act. Where Fees and Charges in this By-law have been enacted upon an authority other than Part XII of the Municipal Act, sections 9 and 10 shall only apply to such Fees and Charges if and to the extent permitted by such other authority.

## **INTERPRETATION**

16. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.

17. If a Court declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

### **REPEAL**

18. That By-law 117-2023, and all amendments thereto, are hereby repealed upon this By-law coming into force and effect.
19. The repeal of By-law 117-2023 as amended shall not have the effect of invalidating any debt which came into existence as a result of the said By-law, and any amounts owing to the Municipality under the said By-law shall remain due and owing to the Municipality and with all the remedies for collection of same, as if the said By-law 117-2023 as amended had never been repealed.
20. All other By-laws which reference user fees and charges that are outlined in the Schedules attached to this By-law are hereby amended to refer to the respective schedule stated in this By-law.

### **TITLE**

21. This By-law may be referred to as the "Fees and Charges By-law".

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of September, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe

**THIS IS SCHEDULE "A" TO BY-LAW 99-2024**  
of The Corporation of the City of Stratford  
adopted this 9th day of September, 2024.

**CORPORATE-WIDE FEES AND CHARGES**  
(all departments)

All Fees are subject to HST where applicable

**Miscellaneous**

Item	Fee
Any cheque not cleared by the City’s bank [NSF]	\$40.00

**Area Openings and Encroachment Fees**

Item	Fee
Application Fee for Area Openings or Encroachment	\$596.67
The size of the encroachment is used in the calculation of the annual fee. This fee is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property. This calculation will be determined by the City on an annual basis. Once calculated, this annual fee is added to the tax bill of the property owner.  The minimum annual fee, regardless of the area, is \$50.00 plus the annual CPI increase. An annual fee will not be charged for encroachments in institutional zones.	Minimum Fee - \$50.00 plus annual CPI increase
Application Fee for Release of an encroachment agreement	\$425.45
Fee to Register and to Release Liens on property [includes but is not limited to loans by the City and heritage loan to heritage property owners]	\$425.00 to register a lien on title or to release a lien on title

**General Information Requests**

Item	Fee
Search time	\$7.50 for each 15 minutes
Research time	\$7.50 for each 15 minutes
Record preparation	\$7.50 for each 15 minutes
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

**Personal Information Requests (Own Information)**

Item	Fee
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

Corporate Services Department:

Item	Fee
Commissioning of Document	\$25.00 per document
Marriage Licence	\$125.00 per licence
Civil Marriage Ceremony	\$300.00 plus HST = \$339.00
Civil Marriage Ceremony Cancellation Charge (if cancelled within one (1) week of ceremony date)	\$50.00 plus HST = \$56.50
Witness Fee for Civil Ceremony	\$25.00 per witness
Retail Business Holidays Act Exemption Application	Single Application - \$560 Shopping Mall - \$688 *fees are increased annually by the CPI Group of 3 or more stores on same property - \$688
Tax Certificate	\$60.00
Tax Certificate – Rush (less than 48 hours)	\$75.00
Duplicate Tax Bill	\$10.00
Statement of Tax Account	\$10.00
Additions of balances to Tax Roll	\$25.00
Tax Arrears Notice (at December 31)	\$10.00
Final Warning – Before Tax Sale Registration	\$20.00
Tax Sale Registration Administration Fee – Set-up	\$100.00
Tax Sale Registration Administration Fee – When Registered	\$250.00
Registration of Death	\$20.00 if issued at Clerk’s Office \$40.00 if issued at Stratford Fire Department
Municipal Information Form	\$45.00 for any AGCO Form – Municipal Information Form, Special Occasion Permit, Municipal Designation as a Significant Event
Rental rate for meter hoods in the core area – there shall be a limit of two hoods (4 spaces) in any section of a block of a parking area at any one time	\$6.75 per day per single meter plus HST \$13.50 per day per double meter plus HST \$50.00 deposit \$10.00 administration fee

Dog and Cat Licensing – if paid before March 1

Dog or Cat	Regular	Senior’s discount
Altered	\$20.00	\$17.00
Unaltered	\$50.00	\$42.50
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – if paid after March 1

Dog or Cat	Regular	Senior’s discount
Altered	\$30.00	\$25.50
Unaltered	\$60.00	\$51.00
Less than 1 year old	\$20.00	\$17.00

**Dog and Cat Licensing – other fees**

Item	Fee
Replacement Tag	\$10.00
Kennel/Cattery License	\$550.00
Specialized Needs Dog	No fee

**NOTE:** New residents to Stratford may bring a current tag from another municipality and exchange it at no cost for a current City of Stratford tag (one time only)

**Municipal Lottery Licensing Fees**

Item	Fee
Raffles, where the total value of all prizes to be awarded does not exceed \$50,000.00	3% of the total value of all prizes to be awarded
Bazaar Lotteries	3% of prizes for a bingo and 3% of prizes for a raffle and \$10.00 per wheel of fortune per day
Break-open ticket lotteries where tickets are not sold in conjunction with another gaming event	3% of total prizes per box (unit)
Bingo Lotteries	\$100.00 per event
Catch the Ace lottery events	The payment of the lottery licence fee remains at 3% however the payment and timing of the fees may be spread out over the licence period.

**On -Street and Off-Street parking rates**

Location	Rate	Effective Date
On-street Parking Rate	\$1.50 per hour	April 1, 2020
Off-street Parking Rate	\$1.25 per hour	April 1, 2020

**Parking permits for municipal parking lots effective October 31, 2015**

PARKING LOT	TIME PERIOD Up to a maximum of six months
York Street Parking Lot – 10 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month
Erie Street Parking Lot – “Lower” sections B and C – 24 permits available	\$100.66 + HST = \$113.75 per month
Rear of Stratford Jail / Rear of Perth County Court House – 1 Huron Street – 4 permits available	\$100.66 + HST = \$113.75 per month

**THIS IS SCHEDULE “B” TO BY-LAW 99-2024**  
of The Corporation of the City of Stratford  
adopted this 9th day of September, 2024.

Amended by By-law 16-2025 on the 10<sup>th</sup> day of February, 2025

**PLANNING FEES AND CHARGES**  
All Fees are subject to HST where applicable.

**Planning Application Fees and Charges**  
In addition to the application fees listed below in sections A) to J), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City’s actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

**A) Pre-Application Consultation (“Formal Consultation”)**

Item	Fee
i) Application for Pre-Application Consultation:	No fee

**B) Official Plan Amendment**

Item	Fee
i) Amendment to the Official Plan	\$6,925.00
ii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law (Major or Standard)	\$7,644.00
iii) Amendment to the Official Plan and/or Zoning By-law requiring recirculation: <ul style="list-style-type: none"><li>Requested recirculation (by applicant) requiring technical re-review</li><li>Requested (by applicant) recirculation not requiring technical re-review</li></ul>	<div>\$1,251.00</div> <div>\$626</div>

**C) Zoning By-law Amendment (“Zone Change”)**

Item	Fee
i) Zoning By-law Amendment – Major A change in zone category and/or an amendment which requires the review of one or more supporting studies (other than Planning Justification).	\$5,699.00
ii) Zoning By-law Amendment – Standard Any general, technical amendment to existing zoning regulations (except building height), and/or to add one/limited new permitted use(s), does not contradict provincial policies, conforms with the City’s Official Plan, and, does not require the review of any study/studies (other than Planning Justification).	\$3,717.00
iii) Concurrent applications for an amendment to the Official Plan and Zoning By-law	(see Item B) ii) above)
iv) Amendment to the Official Plan and/or Zoning By-law requiring recirculation	(see Item B) iii) above)
v) Removal of a holding provision	\$2,112.00
vi) Extend a temporary use	\$1,527.00

**D) Committee of Adjustment (Minor Variances and Consents)**

<b>Item</b>	<b>Fee</b>
i) Minor Variance (MV) <ul style="list-style-type: none"> <li>• a small variation from the requirements of the zoning by-law;</li> <li>• the extension or enlargement of a legal non-conforming use; or,</li> <li>• a change in the legal non-conforming use that is similar to the existing use or more compatible with the uses permitted by the by-law.</li> </ul> One (1) MV Application may be submitted to seek relief from multiple requirements of the zoning by-law. In such cases, pre-submission consultation is strongly encouraged.	\$1,368.00
a) If an application requires a recirculation	\$753.00
ii) Consent of one additional lot/easement (severance)	\$1,756.00
a) Each additional lot/easement (severance)	\$260.00
b) If an application requires a recirculation	\$800.00
iii) Request for change to condition(s) of approval	\$569.00
iv) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$2,092.00
v) Development Agreement - Committee of Adjustment The preparation (and/or review) and execution of any development agreement imposed on a decision of MV or Consent, save and except site plan control agreement: <ul style="list-style-type: none"> <li>• Major: an agreement which requires legal/technical review</li> <li>• Minor:</li> </ul>	\$500 plus incurred legal/technical review costs \$300

**E) Site Plan Control**

<b>Item</b>	<b>Fee</b>
i) Site plan approval	\$3,639.00
a) An additional fee will be added if building or addition is equal to or greater than 3,716 square metres or 40,000 square feet, or greater than 50 units.	\$1,138.00
ii) Amendment to a site plan agreement	\$2,445.00
iii) Minor amendment to a site plan agreement (Section 8.3.3)	\$451.00
iv) Site plan approval for infill developments	\$1,927.00
v) Letter of conformity relating to site plan agreement compliance	\$105.00

**F) Plan of Subdivision, Vacant Land Condominium and Common Element Plans of Condominium**

<b>Item</b>	<b>Fee</b>
i) Up to 50 development lots/blocks/units*	\$9,413.00
An additional fee will be added if greater than 50 units is proposed*	\$1,309.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,439.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$519.00

Item	Fee
iv) Registration of final plan	\$802.00
v) Extension of Draft Approval	
a) Recirculation required	\$1,439.00
b) No recirculation required	\$519.00

\*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a “block” plan.

### **G) Standard, Amalgamated, Phased and Leasehold Condominium**

Item	Fee
i) Up to 50 units	\$5,364.00
a) An additional fee will be added if greater than 50 units is proposed*	\$1,309.00
ii) Revisions to draft conditions of approval (recirculation required)	\$1,439.00
iii) Revisions to draft conditions of approval (no recirculation required)	\$519.00
iv) Registration of final plan	\$802.00
v) Condominium Exemption	\$1,597.00

\*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a “block” plan.

### **H) Miscellaneous**

Item	Fee
i) Deeming Application	\$1,138.00
ii) Driveway Widening Review	\$120.00
iii) Telecommunication Tower Review	\$1,138.00
iv) Applications for the passing of a Part-Lot Control exemption by-law	\$1,838.85
For each additional new part created	\$135.56

### **I) Secondary Suite Registration**

Item	Fee
i) Registration of a new Secondary Suite	\$270.00
ii) Renewal of previously registered Secondary Suite	\$165.00

### **J) General**

Item	Fee
i) Letters of conformity (other than By-law 92-75) – with survey	\$105.00
ii) Letters of conformity – without survey	\$90.00
iii) Letters of conformity without survey – 2 business day response time	\$160.00
iv) Letters of conformity with survey – 2 business day response time	\$170.00
v) Full size registered plans, plans of condominium, city street maps	\$35.00
vi) Custom Plots	\$60.00
vii) Change of Municipal Address	\$170.00
viii) AGCO Agency Approval Letter – Building	\$85.00

K) Short Term Accommodation

Item	Fee
i. Application Fee for Short Term Rental Licence (First Room, and per Application/Licence) a. Plus the following applicable amount per additional room:	\$412.00 \$125.00
ii. Late Filing Fee (per Application/Licence)	\$70.00
iii. Transfer processing Fee (per Application/Licence)	\$34.00
iv. Appeal Fee (Short Term Rental & Bed and Breakfasts)	\$185.00

**THIS IS SCHEDULE "C" TO BY-LAW 99-2024**  
of The Corporation of the City of Stratford  
adopted this 9th day of September, 2024.

**COMMUNITY SERVICES FEES AND CHARGES**

**Special Events**

Item	Fee (tax not applicable)
Non-Refundable late fee, expedited service	\$170/application
Road closures that extend beyond approved times	See Schedule "D" Infrastructure Services

**Recreation Facilities**

Item	Fee (includes tax)
Rental dues where total rental fee is less than \$100	100% of fee, non-refundable
Rental deposit where total rental fee is greater than \$100	25% of fee, non-refundable
Discount to Community Organizations	Maximum of 30%
Discount for underutilized hall and meeting space	Maximum of 50%

**Arenas**

Summer Ice Rates (April 1 to September 30)

Item	Fee (includes tax)
Standard Rental	\$210.00/hour
Minor Sports	\$210.00/hour
Last Minute Ice Flat Fee	\$60.00/hour

Winter Ice Rates (October 1 to March 31)

Item	Fee (includes tax)
Prime Time	\$250.00/hour
Non-prime Time	\$210.00/hour
Minor Sports (October 1 to April 30)	\$210.00/hour
Last Minute Ice Flat Fee	\$60.00/hour

Arena Floor – No Ice Rentals

Item	Fee (includes tax)
Sports and Short Period Rentals	\$133.34/hour
Private Full Day Rental	\$1,706.30/day
Removal of ice surface cover	\$1,500.00/event

**Halls and Meeting Space**

Weekdays: Monday to Friday

Single Meeting Room – Games Room & Hall Side Meeting Room (Rotary Complex)

Item	Fee (includes tax)
Up to 8 hours	\$31.64/hour
Beyond 8 hours	\$253.12/day

Double Meeting Room – Upper Lobby (Allman Arena), Mansbridge Room (Rotary Complex), Boardroom & Ritsma Room (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$38.42/hour
Beyond 8 hours	\$307.36/day

Banquet Halls – City Hall Auditorium, Tim Taylor Lounge (Rotary Complex), Market, Agriplex Hall (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$72.32/hour
Beyond 8 hours	\$578.56/day

Event Halls – Community Halls A/B/C/D (Rotary Complex)

Item	Fee (includes tax)
Single Hall Full Day (Maximum 12 Hours)	\$875.75/day
Single Hall Half Day (Up to Maximum 6 Hours)	\$437.50
Entire Hall (Four Single Halls)	\$3,084.90/day

Weekends: Saturday & Sunday

Single Meeting Room – Games Room & Hall Side Meeting Room (Rotary Complex)

Item	Fee (includes tax)
Up to 8 hours	\$47.46/hour
Beyond 8 hours	\$379.68/day

Double Meeting Room – Upper Lobby (Allman Arena), Mansbridge Room (Rotary Complex), Boardroom & Ritsma Room (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$58.76/hour
Beyond 8 hours	\$470.08/day

Banquet Halls – City Hall Auditorium, Tim Taylor Lounge (Rotary Complex), Market, Agriplex Hall(Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$83.62/hour
Beyond 8 hours	\$668.96/day

Event Halls – Community Halls A/B/C/D (Rotary Complex)

Item	Fee (includes tax)
Single Hall Full Day (Maximum 12 Hours)	\$1,141.30/day
Single Hall Half Day (Up to Maximum 6 Hours)	\$570.65
Entire Hall (Four Single Halls)	\$3,751.60/day

**Amenities**

Kitchen

Item	Fee (includes tax)
Agriplex	\$118.65/day
Rotary Complex Community Halls	\$175.15/day

Audio Visual

Item	Fee (includes tax)
Wireless microphone	\$67.80/day
Wired microphone	\$29.38/day
Portable TV/VCR/DVD player	\$20.34/day

Electrical Connections

Item	Fee (includes tax)
110V 15 AMP connection	\$23.73/day
110V 30 AMP connection (with panel)	\$40.68/day
220V connection	\$163.85/day

Data Connections

Item	Fee (includes tax)
Wired internet (per single connected unit)	\$61.60/day

Installations

Item	Fee (includes tax)
Stage, 4 section starter (16 feet x 8 feet)	No charge
Stage, additional sections (maximum 24 sections)	\$20.34/day
Removal of ice surface cover	\$1,500.00/event
Judges Platform, 4 section starter (16 feet x 8 feet)	\$813.60/day
Judges Platform, additional sections (4 feet x 8 feet)	\$84.75/day

Bar Charges

Item	Fee (includes tax)
Draft fee	\$85.88/day
Ice	\$47.46/day

**Multi-Use Sports Fields**

Stratford Agriplex - Indoor

Item	Fee (includes tax)
Single court	\$45.20/hour
All 4 courts for sport tournament use	\$988.75/day
Installation of the Agriplex Fieldhouse flooring protective cover	\$1,500 per event
Removal of the Agriplex Fieldhouse flooring protective cover	\$1,500 per event

Fields/Diamonds - Outdoor

Item	Fee (includes tax)
Single Field/Diamond, 2 hours (maximum 2 hours)	\$70.06/use
Single Field/Diamond, half day (maximum 6 hours)	\$129.95/half day
Single Field/Diamond, full day (8 hours or more)	\$259.90/day
Minor Sport Use	\$15.13/participant
Artificial Turf Field – Full Field (Maximum 2 Hours)	\$113.00/use
Artificial Turf Field – Half Field (Maximum 2 Hours)	\$67.80/use
Temporary Ball Diamond Tournament Outfield Fencing (Packham Sports Complex)	\$375.00/diamond/event

Beach Volleyball, Basketball, Pickelball, Tennis – Outdoor (May 1 – October 31)

Item	Fee (includes tax)
Single court	\$17.45/hour
All 4 courts (8 hours or more)	\$542.40/day

**Market Square**

Daily Rental Fees

Item	Fee (includes tax)
All of Market Square	\$452.00/day
All of Market Square (Community Organization)	\$56.50/day
Adjacent Parking Area	\$226.00/day
Adjacent Parking Area (Community Organization)	No fee

**Upper Queen’s Park**

Item	Fee (includes tax)
Pavilion	\$46.55/hour
Pavilion – Charitable Event (6 hours or more)	\$116.39/day
Pavilion – Commercial Event (6 hours or more)	\$232.78/day
Permanent Picnic Tables	\$98.93/four-hr period \$145.48/more than four-hr period
Bandshell (Upper Queens and Veteran’s Drive)	\$29.09/hour \$14.57/hour (non-profit/fundraising) \$116.39/day (multi-day events)

No charge for community events of remembrance (such as Day of Mourning, Remembrance Day, Vigils).

Non-Profit and charitable organizations receive a 50% discount on commercial rates.

**TRANSIT**

**Standard Transit**

Single Ride, Cash

Item	Fee (tax not applicable)
Child (under 5 years)	No charge
Student and Affordable	\$2.50/single
Adult	\$3.00/single
Senior	\$2.75/single

Single Ride, Tickets

Item	Fee (tax not applicable)
Student and Affordable	\$2.25/single
Adult	\$2.75/single
Senior	\$2.50/single

Single Day Pass

Item	Fee (tax not applicable)
Single Rider	\$7.00/day
Family (1 adult plus up to 4 riders)	\$15.00/day

30 Day Pass

Item	Fee (tax not applicable)
Student and Affordable	\$60.00/pass
Adult	\$70.00/pass
Senior	\$60.00/pass

Charters

Item	Fee (tax not applicable)
Charter (minimum charge of \$50.00)	\$96.05/hour

Parallel Transit

In Town, One-Way Trip

Item	Fee (tax not applicable)
Adult	\$3.00/single
Senior	\$2.75/single

In Town, Other

Item	Fee (tax not applicable)
10 Ride Card	\$30.00/card

Passes

Item	Fee (tax not applicable)
Single Day Pass	\$7.00/day
Adult, 30 Day	\$70.00/pass
Senior/Affordable, 30 Day	\$60.00/pass

Out of Town, One-Way Trip

Item	Fee (tax not applicable)
Ride	\$3.00/single plus \$1.47/km

Charters

Item	Fee (tax not applicable)
Charter, In Town	\$35.76/hour plus single ride fee
Charter Wait Time	\$35.76/hour

**Recreation Programs**

**Skating**

Single Admission

Item	Fee (includes tax)
Child (under 5 years)	No charge
General Admission (5 years plus)	\$4.25/single
Family (maximum 2 adults and children under 19 years of age, and all of the same household)	\$15.00/family

Season Pass

Item	Fee (includes tax)
Child (under 5 years)	No charge
Child (5 – 14 years)	\$68.00 (tax not applicable)
Youth (15 – 18 years)	\$70.00/pass
Adult (19 – 54 years)	\$87.00
Senior (55 years plus)	\$74.00
Family (maximum 2 adults and children under 19 years of age, and all of the same household)	\$231.00

Sponsored Skate

Item	Fee (includes tax)
Sponsored Skate (Weekends and holidays, including school holidays)	\$250.00/hour
Sponsored Skate (Weekdays)	\$210.00/hour

Aquatics

Single Swim

Item	Fee (includes tax)
Child (under 2 years)	No Charge
General Admission (2 years plus)	\$4.25/swim
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$15.00/swim

Season Pass

Item	Fee (includes tax)
Child (under 2 years)	No Charge
Children (2 – 14 years)	\$94.00/season (tax not applicable)
Youth (15 - 18 years)	\$107.50/season
Adults (19 - 54 years)	\$155.00/season
Seniors/Special Population (55 years plus)	\$115.00/season
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$295.00/season

Swim Lessons

Item	Fee (tax not applicable)
½ hour (2-week session)	\$88.25/session
¾ hour (2-week session)	\$98.25/session
1 hour (2-week session)	\$105.00
Swim Team	\$170.00/session
Bronze Star	\$105.00
Bronze Medallion	\$235.00
Bronze Cross	\$235.00

Specialized Aquatics Programs

Item	Fee (tax not applicable)
Adapted Aquatics (30 mins)	\$88.25
Water Fitness	\$5.25

Private Swim Rentals

Item	Fee (includes tax)
1 - 30 Swimmers	\$232.75/hour
31 - 125 Swimmers	\$267.70/hour

Sponsored Swims

Item	Fee (includes tax)
Sponsored Swim	\$197.75/hour
Sponsored Free Swim	\$627.15/hour

Day Camps

Item	Fee (tax not applicable)
5-day Week	\$172.50
4-day Week	\$152.00
Swim Camp (10 Days)	\$445.00
Single-day	\$38.00

35+ Programs

Item	Fee (includes tax)
Chair Yoga	\$5.65
Yoga Flow	\$9.04
LivFit	\$9.04
Volleyball	\$5.65

Advertising

Digital Advertising – Indoor Displays

8-inch Advertisement

Item	Fee (includes tax)
1 Month	\$144.64/term
3 Months	\$412.45/term
6 Months	\$819.25/term
9 Months	\$1,226.05/term
12 Months	\$1,638.50/term

18-inch Advertisement

Item	Fee (includes tax)
1 Month	\$288.15/term
3 Months	\$819.25/term
6 Months	\$1,644.15/term
9 Months	\$2,463.40/term
12 Months	\$3,277.00/term

26-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Digital Advertising – Transit Displays

24-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Rink Board Sign Advertising

Item	Fee (includes tax)
For Glass (one time change)	\$355.95/glass
For Year	\$740.15/year

Cemetery

Lots

Item	Dimensions	Land	Perpetual Care	HST	Total
Single Grave	1m x 3m	\$1,037.04	\$691.36	\$224.69	\$1,953.09
2 Grave Plot	2m x 3m	\$2,074.09	\$1,382.72	\$449.39	\$3,906.20
3 Grave Plot	3m x 3m	\$3,110.88	\$2,073.92	\$674.02	\$5,858.82
6 Grave Plot	3m x 6m	\$6,222.28	\$4,148.18	\$1,348.16	\$11,718.62
Child Plot Upright	3ft x 7ft	\$291.06	\$194.04	\$63.06	\$548.16
Infant Plot Flat Marker	2ft x 4ft	\$256.09	\$175.00	\$56.04	\$487.13
Stillborn Plot Flat Marker	2ft x 48in	\$256.09	\$175.00	\$56.04	\$487.13
Cremation Plot Flat Marker	2ft x 2ft	\$385.18	\$256.79	\$83.46	\$725.43
Cremation Plot Flat Marker	2 ft x 4ft	\$770.36	\$513.57	\$166.91	\$1,450.84

Niches

Item	Dimensions	Land	Perpetual Care	HST	Total
Columbarium Wall	144 cubic inch	\$2,228.43	\$393.25	\$340.82	\$2,962.50
Bronze Scrolls	n/a	\$875.50	n/a	\$113.82	\$989.32
Plaque Emblem	n/a	\$20.60	n/a	\$2.68	\$23.28
Level above bottom (per level)	n/a	\$42.23	\$7.45	\$6.46	\$56.14

Avondale Garden Mausoleum

Item	Level	Cost	Maintenance	HST	Total
Section #1	E	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
Premium	D	\$7,733.88	\$1,933.47	\$1,256.76	\$10,924.11
	C	\$9,882.18	\$2,470.55	\$1,605.85	\$13,958.58
	B	\$8,808.03	\$2,202.00	\$1,431.30	\$12,441.33
	A	\$6,015.24	\$1,503.81	\$977.48	\$8,496.53
Section #2	E	\$5,157.08	\$1,289.27	\$838.03	\$7,284.38
Interior Courtyard	D	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
	C	\$8,593.20	\$2,148.30	\$1,396.40	\$12,137.90
	B	\$7,519.05	\$1,879.76	\$1,221.85	\$10,620.66
	A	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Section #3	E	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Exterior Courtyard	D	\$5,585.58	\$1,396.40	\$907.66	\$7,889.64
	C	\$7,304.22	\$1,826.06	\$1,186.94	\$10,317.22
	B	\$6,293.07	\$1,573.27	\$1,022.62	\$8,888.96
	A	\$4,296.60	\$1,074.15	\$698.20	\$6,068.95

Scattering Garden

Item	Dimensions	Service	Perpetual Care	HST	Total
Sale of scattering services	n/a	\$422.30	\$30.00	\$58.80	\$511.10
Single Memorial Plaque	1in x 6in	\$278.10	\$0.00	\$36.15	\$314.25
Double Memorial Plaque	2.25in x 6in	\$329.60	\$0.00	\$42.85	\$372.45
Double Plaque with text	3.5in x 6in	\$381.10	\$0.00	\$49.54	\$430.64

## Interment Charges

<b>Item</b>	<b>Base Rate</b>	<b>HST</b>	<b>Total</b>
Interment License Fee	\$30.00	n/a	\$30.00
Adult Regular Depth	\$939.82	\$122.18	\$1,062.00
Adult Double Depth	\$1,100.43	\$143.06	\$1,243.49
Child 3ft x 6ft opening	\$356.90	\$46.40	\$403.30
Child 2ft x 4ft opening	\$237.93	\$30.93	\$268.86
Stillborn 2ft x 20in opening	\$237.93	\$30.93	\$268.86
Mausoleum Entombment Opening	\$702.66	\$91.35	\$794.01
Cremation Remains (12" x 12")	\$376.33	\$48.92	\$425.25
Cremation Remains (over 12" x 12")	\$513.04	\$66.70	\$579.74
Cremation Remains in Columbarium Niche	\$342.02	\$44.46	\$386.48
Winter Storage	\$327.16	\$42.53	\$369.69

## Disinterment Charges

<b>Item</b>	<b>Base Rate</b>	<b>HST</b>	<b>Total</b>
For burial in another cemetery	\$1,813.67	\$235.78	\$2,049.45
For burial in another plot in Avondale	\$2,901.84	\$377.24	\$3,279.08
Cremation 12" x 12"	\$446.13	\$58.00	\$504.13
Niche	\$342.03	\$44.46	\$386.49

## Foundations

<b>Item</b>	<b>Base Rate</b>	<b>HST</b>	<b>Total</b>
Priced per cubic foot at minimum cost of \$242.00 plus taxes	\$28.74/cubic foot	Applicable	Contingent on size
Inspection fee	\$78.80	\$10.24	\$89.04
Flat Marker Installation (by Avondale Cemetery Staff)	\$56.65	\$7.36	\$64.01

## Foundations – Care &amp; Maintenance

<b>Item</b>	<b>Base Rate</b>	<b>HST</b>	<b>Total</b>
Flat Marker under 173 square inches	\$0	n/a	\$0
Flat Marker over 173 square inches	\$100.00	\$13.00	\$113.00
Up to 4 feet x 4 feet	\$200.00	\$26.00	\$226.00
Over 4 feet x 4 feet	\$400.00	\$52.00	\$452.00

Other

Item	Base Rate	HST	Total
Saturday Burials	\$373.55	\$48.56	\$422.11
Entry of Funerals after hours (per 15 minutes)	\$41.61	\$5.41	\$47.02
Chapel Committal Service	\$102.28	\$13.30	\$115.58
Transfer of Certificates of Internment Rights	\$130.00	\$16.90	\$146.90
Replacement Certificate of Interment Rights	\$30.90	\$4.02	\$34.92

**THIS IS SCHEDULE “D” TO BY-LAW 143-2024**

Adopted on the 16th day of December, 2024

Amending By-law 99-2024  
of The Corporation of the City of Stratford  
adopted on the 9th day of September, 2024

**INFRASTRUCTURE SERVICES FEES AND CHARGES**

Miscellaneous

Item	Fee
Land transfer inquiries	\$65.00 per land transfer inquiry
Street Permit: Hoarding on City Sidewalk Excavation on Road Allowance	\$65.00
Single Trip Oversized Load Permit	\$65.00
Hydration Station Rental	\$30.00 per day

Administrative Fees

Item	Fee
New Sewer and/or Water Connections	\$190.00 plus actual cost of the project
Sewer and/or Water Repairs	\$85.00 plus actual cost of the project
Private Sidewalk and Curb: Driveway widenings or relocation Curb or sidewalk replacement Damage deposit and repair	\$85.00 plus actual cost of the project
Sidewalk or Curb Repair for Utility Companies	\$42.50 per location plus actual cost of the project
Miscellaneous Invoice for Service: Damaged sign and traffic signals Street cleaning (mud, fuel, oil) Sewer flushing Garbage pickup Road Closures for MTO, etc.	Actual cost to provide service including materials. Plus 7% administrative costs with minimum fee of \$85.00
Special Events Road Closure Set-up and Takedown Requiring Barricades Only	\$200 per event
Special Events Road Closure Setup Requiring Traffic Control Plan	Actual costs for provide service including materials. Plus 7% administrative costs with a minimum fee of \$85.00
Payroll Burden on invoices to the public	45%
Warehouse Fee on the invoices to the public for material taken from stock	15%
Temporary Access Across Municipal Property (Policy P.3.6) Fees and damage deposits subject to annual Consumer Price Index increase	\$55 per application, plus damage deposit of \$105 per metre of private property abutting city property
As Built Drawings	\$25.00 per sheet \$25.00 per pdf file

## Water Rates

<b>Consumption Charge</b>	<b>2025</b>
First 3 cubic metres	\$3.12 /m3
All additional cubic metres	\$1.27 /m3
Minimum consumption charge	\$9.37

<b>Monthly Flat Charge</b>	<b>2025</b>
Under 1 inch meter	\$10.17
1 inch meter	\$15.78
1½ inch meter	\$20.06
2 inch meter	\$24.61
3 inch meter	\$33.17
4 inch meter	\$43.34
6 inch meter	\$73.56
8 inch meter	\$99.51

## Sanitary Sewer

<b>Sewage Service Rate</b>	<b>2025</b>
First 3 cubic metres	\$4.57 /m3
All additional cubic metres	\$1.87 /m3
Minimum consumption charge	\$13.68
Fixed monthly charge	\$10.46

## Development, Subdivision, Pre-Servicing, Condominium Servicing Agreements

<b>Item</b>	<b>Fee</b>
a) Administrative fees for preparation of an agreement	\$2,300.00 Plus all legal fees, including registration*
b) Review fees for Engineering Submissions	
i. Variable fee per single detached or semi detached dwelling lot per submission	\$57.40
ii. Variable fee per block per submission (excluding road widening and reserve blocks)	\$114.00
c) Construction Inspection Fee (prior to registration of agreement)	2% of total construction cost estimate
d) Subdivision Tree fee (prior to registration of agreement) Number of required trees to be determined by the Manager of Parks, Forestry and Cemetery	\$350.00 per tree

\*an \$8,000.00 initial deposit is required to be applied towards legal expenses. Any costs incurred over this amount will be invoiced separately. If total expenses are less than the initial deposit, a refund along with a continuity statement will be issued for the remaining balance.

## MECP Consolidated Linear ECA and Water System Review and Approvals

<b>Item</b>	<b>Fee</b>
Watermain review and approvals	\$1,200.00
Sanitary and Storm Sewers review and approvals	\$1,100.00
Stormwater Management Systems review and approvals	\$1,800.00

## Waste Management Rates

<b>Item</b>	<b>Fee</b>
Bag Tag	\$3.86
Bag or Can at Landfill Site	\$5.06
Minimum scale rate	\$25.00
Tip Fee – regular – loose loads of waste	\$94.00 per tonne
Tip Fee – regular – more than five (5) bags or cans of waste	\$94.00 per tonne
Tip Fee – regular – loads of recyclables, brush or yard waste 200 kilograms or greater	\$94.00 per tonne
Tip Fee – Asbestos	\$180.00 per tonne
Tip fee concrete/asphalt	\$5.00 tonne
Scale down – car	\$25.00
Scale down – truck	\$27.00
Scale down – trailer	\$25.00
Scale down- Roll off	\$12.50/cubic yard
Scale down – Packer	\$18.00/cubic yard
Large Item Tag	\$14.00
Recycle Box	\$8.25
Green Bin – 45 litre	\$20.00
White Goods – No Freon	\$25.00
White Goods – Freon Removal	\$45.00
Large Green Bin (commercial only)	\$40.00
IPL Recycle Carts (commercial only)	\$100.00
Organic Kitchen Catcher	\$4.00
Commission Fee on sale of garbage bag tags	5%

An administrative fee of \$25.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

All goods sold are HST applicable and HST is included the price of the goods.

## Site Alteration

<b>Item</b>	<b>Fee</b>
Site Alteration Permit Fee	\$510.00
Site Alteration Permit Renewal Fee	\$510.00
Site Alteration Transfer of Permit Fee	\$255.00
Preparation of Site Alteration Agreement Fee (including registration fee)	\$920.00 Plus all legal fees, including registration*

\*a \$2,000.00 initial deposit is required to be applied towards legal expenses. Any costs incurred over this amount will be invoiced separately. If total expenses are less than the initial deposit, a refund along with a continuity statement will be issued for the remaining balance.

**THIS IS SCHEDULE "E" TO BY-LAW 99-2024**

of The Corporation of the City of Stratford  
adopted this 9th day of September, 2024

**FIRE FEES AND CHARGES**

<b>Item</b>	<b>Fee</b>
Officer Incident Report	\$100
Fire Investigation Report	\$130
Property Records Search and Letter	\$100
Property Inspection and Letter (includes residential inspection for a Day Care)	Residential - \$150 for first unit plus \$25 for each additional unit per building. Commercial/Industrial - \$150 for first unit plus \$25 for each additional unit per building, plus \$25 for each 5,000 sq. ft. over 10,000 sq. ft.
Open Burn fire inspection and permit as in By-law 5-2006 as amended	\$100
LLBO Special Occasion Permit/Inspection	\$100
Liquor Licence Application and Inspection	\$150
Fire extinguisher training	\$150 per session, maximum 12 persons; \$10 per each additional person up to a maximum of 20. \$5 for personal certificate if requested.
Fire Department Assistance beyond Normal Requirements or Circumstances (i.e. Fire Staff and Vehicle required for fire watch)	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Multiple (three or more) responses to false automatic fire alarms caused by the same issue, after building owner has been notified of the issue., Each failure over 3 will be separately billed.	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Multiple (three or more) failures to notify of system maintenance, within the same two weeks. Each failure over three will be separately billed.	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Multiple (three or more) Nuisance/malicious responses or violations (i.e. Open Burning Bylaw), over a three month period.	Current MTO rates (\$543.03) per hour per fire vehicle responding and \$271.52 for each 30-minute increment per apparatus after the first hour, plus attending firefighter wages.
Review of propane facility Risk and Safety Management Plans: a) Initial R&SMP review process for a new, existing or expanding propane facility Subsequent annual review for existing propane facilities	a) \$400 not including fees for third party or external review;  \$200 not including fees for third party or external review.
Re-inspection for Fire Code Non-compliance and/or Deficiencies	\$150
Occupant Load Calculations	\$100

Item	Fee
Tent Inspections	\$100
Storage Site Inspections	\$100
Cost recovery of any third-party or contracted equipment required to aid in fire fighting operations or at any other emergency scene.	Recovery of the billed cost to the Fire Department/Corporation, plus 7% administration fee, with a minimum of \$85.00 fee.

HST applied where applicable.

THIS IS SCHEDULE "F" TO BY-LAW 143-2024

Adopted on the 13th day of January, 2025

Amending By-law 99-2024  
of The Corporation of the City of Stratford  
adopted on the 9th day of September, 2024

SOCIAL SERVICES FEES AND CHARGES

Anne Hathaway Daycare Centre

Toddler (18 months to 2.5 years)

Length of Time	Fee
Weekly	\$110.00
Daily	\$22.00

Preschool (2.5 to 4 years)

Length of Time	Fee
Weekly	\$99.03
Daily (includes JK and SK)	\$22.00

Nursery School (9:30am to 1:30pm)

Length of Time	Fee
Daily	\$17.33

Before and After School

Length of Time	Fee
Ages 6 and up	\$13.25
Kindergarten	\$6.85 am or pm
Grade 1-6	\$6.63 am or pm

Britannia Street Housing

General Repairs

Item	Fee
Replacement of screens	\$45.00 – small window \$55.00 – large window \$60.00 – exterior door
Replacement of windows (damaged, broken or missing)	\$150.00 – less than 1000 square inches \$500.00 – more than 1000 square inches
Drywall Repair	\$100.00 - 2 square feet and under (per wall) \$120.00 - 2 square feet and over (per wall) up to actual cost
Door Repair	\$100.00 (per door)
Window Repair	\$45.00 (per window)
Replacement of interior doors (includes labour and hardware, as required)	\$140.00 – without frame \$200.00 – with frame
Replacement of Main Building Door	\$5,000.00
Replacement of exterior doors (includes labour and hardware, as required)	\$900.00 – exterior door
Replace kitchen cupboard doors or hinges	\$90.00 per door \$50.00 per hinge pair
Replace kitchen countertop	\$60.00 per linear foot

Wallpaper/border removal (includes shelf/drawer liner)	\$100.00 per wall \$80.00 per border per wall
Additional coat of paint/stain blocking	At cost based on tender pricing
Removal of peel and stick tile	Less than 100 square feet-\$3.00 per square foot More than 100 square feet-\$4.00 per square foot
Damage to flooring	\$10.00 per square foot
Missing handrails	\$100.00 per handrail
Parking for secondary vehicle	\$25.00 per month

Plumbing Repairs

Item	Fee
Install new toilet	\$350.00
Plugged toilet or drain	\$70.00 - \$300.00 per occurrence, depending on if a machine is required
Kitchen taps	\$135.00 (installed)
Vanity sink and taps	\$135.00 (installed)

Electrical Repairs

Item	Fee
Missing light fixtures	\$50.00 – interior/exterior
Broken/Damaged/Painted Receptacles	\$15.00 – for the first three \$5.00/receptacle <b>after</b> first three
Missing (or tampered with) smoke detectors	\$150.00 (* see below)
Broken thermostat	\$75.00
No heat call with no issue	\$75.00
Missing/broken light shade	\$50.00

\* Note – additional fines or penalties could apply outside of this fee if other authoritative bodies, such as Fire Department or Provincial authorities, levy additional amounts.

Locksmithing

Item	Fee
Replacement Fob	\$75.00
Repin lock	\$75.00
Replace Unit Door Lock	\$150.00 – replace lock
Replace door handle	\$75.00 – replace handle
Mailbox Key Replacement	\$75.00

Pest Control

Item	Fee
Obligation to comply with treatment plan	Costs will be assessed on a case by case basis

Appliance Replacement

Item	Fee
Fridge replacement caused by damage	\$850.00-\$925.00 per appliance
Stove replacement caused by damage	\$699.00 per appliance

Additional Cleaning

Item	Fee
Fridge	\$75.00
Stove & Oven	\$75.00
Kitchen	\$75.00
Bathroom	\$75.00
Cleaning – Nicotine	Up to \$900.00
Waste Removal of remaining personal property and furniture	\$75.00 – minimum Actual Cost

**THIS IS SCHEDULE "G" TO BY-LAW 99-2024**  
of The Corporation of the City of Stratford  
passed this 9th day of September, 2024

**STRATFORD MUNICIPAL AIRPORT FEES AND CHARGES**

ITEM	FEE
Fuel Sales	Aviation Gas and Jet A Fuel costs will fluctuate based upon market pricing. Aviation Gas surcharge is listed at \$0.35/litre.  Jet A fuel surcharge is listed at \$0.40/litre.
Landing Fees	All commercial/corporate turbofan/turbojet engine propelled aircraft, regardless of the number of engines, will be charged a \$100 flat rate.  All commercial/corporate multi-engine aircraft, which includes piston or turbine/turboprop powered aircraft and multi-engine turbine helicopters, will be charged a \$50 flat rate.  All commercial/corporate single engine piston or turbine/turboprop powered aircraft will be charged a \$25 flat rate.
Aircraft Parking Fees	Fee for all aircraft is \$80.00 per month and \$10 for an overnight stay.
	\$0.26 per square foot (covered and uncovered footprint).
Airport Terminal Building Rental Fees	\$9,000 per year.
Airport User Fees	\$300 per based private aircraft or \$500 per based commercial aircraft, charged annually.
Farmland Lease	\$28,000 per year

HST applied where applicable.



**BY-LAW NUMBER XX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to establish fees and charges to be collected by The Corporation of the City of Stratford in 2026 and to repeal By-law 99-2024 as amended.

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**WHEREAS** the Municipal Act, 2001, S.O. 2001, as amended, ("the Municipal Act") provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

**AND WHEREAS** section 391 of the Municipal Act provides that without limiting sections 9, 10 and 11 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

**AND WHEREAS** section 398 of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

**AND WHEREAS** the Planning Act, R.S.O. 1990, c. P.13, s.69(1) as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect to planning matters;

**AND WHEREAS** pursuant to the Building Code Act, 1992, S.O. 1992 c.7.1(c) as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amount thereof;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it expedient to consolidate and update the fees and charges to be collected by municipal departments, local boards and authorized agents of The Corporation of the City of Stratford;

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

1. That the fees and charges as set out in the Schedules attached to this By-law of The Corporation of the City of Stratford are hereby established in respect of:
  - a) the services or activities provided or done by or on behalf of the municipality as may be set forth in the Schedules;

- b) the costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality or any local board as may be set forth in the Schedules;
  - c) the use of the property of the municipality, including property under the control of the municipality as may be set forth in the Schedules; or,
  - d) the other activities as may be set forth in the Schedules.
2. Each Schedule to this By-law forms part of this By-law:
- Schedule "A" Corporate-Wide Fees and Charges
  - Schedule "B" Planning Fees and Charges
  - Schedule "C" Community Services Fees and Charges
  - Schedule "D" Infrastructure Services Fees and Charges
  - Schedule "E" Fire Fees and Charges
  - Schedule "F" Social Services Fees and Charges
  - Schedule "G" Stratford Municipal Airport Fees and Charges
3. Except where a contrary intention appears in the Schedules or in any other City By-law relating thereto, the fees and charges described in the attached Schedules shall be paid by the person or persons who have requested, received or obtained a service, activity or use of property identified in any of the Schedules.
4. The fees and charges described in the attached Schedules will be subject to Harmonized Sales Tax (HST), where applicable and shall be paid in addition to any fees and charges.
5. Except where a contrary intention appears in the attached Schedules or in any other City By-law relating thereto, or in the contract under which the service, activity or use of property is provided, all fees and charges shall be paid in full at the earlier of the following times:
- a) At the time that the service, activity or use of property for which a fee or charge is payable, is received or obtained;
  - b) At the time that the service, activity or use of property for which a fee or charge is payable is requested, including sales of tickets and bookings for future activities, events and uses of property.
6. That the fees and charges shall be adjusted annually on January 1, by the Consumer Price Index (CPI), where indicated in the Schedules to this By-law. The CPI calculation is based on a 12-month average of the total CPI as calculated by the Bank of Canada from November 1st to October 31st.
7. That in those instances where the Consumer Price Index is less than zero (0), fees and charges shall not be adjusted by the CPI change for that year.
8. Despite Paragraphs 6 and 7, fees and charges may be adjusted, as approved by Council, to recover at a minimum, respective service, administration and capital costs, as well as costs for any other purpose in any amount permitted under applicable law.
9. Where any portion of a fee or charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the unpaid balance of such Fee or Charge shall bear simple interest from such due date until the first day

of the month in which payment is made at the rate of 1.25% (15% per annum) thereafter until such fee or charge is paid in full.

10. Where any portion of a Fee or Charge imposed under this By-law remains unpaid beyond the time at which such Fee or Charge is due, the Treasurer may add the unpaid balance of such Fee or Charge, together with accrued interest, to the tax roll for the following properties:
  - a) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; and
  - b) In all other cases, any property for which all of the owners are responsible for paying the fees and charges.
11. No request by any person, or their agent, for any information, service, activity or use of City property or facilities described in the Schedules attached to this By-law shall be acknowledged, processed or provided by the city departments unless and until the person or their agent, requesting the information, service, activity or use of City property or facility has paid or arranged to pay the fee or charge, where applicable, in the amount as set out in the Schedules to this By-law.

## **SCHEDULES**

12. Where the Schedules to this By-law reference other By-laws in relation to Fees and Charges imposed hereunder, the terms and provision of such other By-laws shall apply to the Fees and Charges imposed hereunder, provided that, where there is a discrepancy in the stated amount of any such Fee or Charge between such other By-laws and this By-law, the Fees and Charges set forth in the Schedules of this By-law shall govern and any inconsistent By-laws shall be amended accordingly.

## **SEVERABILITY**

13. Each Fee and Charge enacted pursuant to this By-law shall be treated as a separate enactment and shall not necessarily be affected by any determination of ultra vires or other invalidity or any other Fee and Charge enacted pursuant to this By-law.

## **EFFECTIVE DATE**

14. This by-law shall come into force and take effect upon the final passage thereof.

## **APPLICATION**

15. Sections 9 and 10 apply to Fees and Charges which have been enacted pursuant to Part XII of the Municipal Act. Where Fees and Charges in this By-law have been enacted upon an authority other than Part XII of the Municipal Act, sections 9 and 10 shall only apply to such Fees and Charges if and to the extent permitted by such other authority.

## **INTERPRETATION**

16. In this By-law, unless the context otherwise requires words importing the singular number shall include the plural.

17. If a Court declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

### **REPEAL**

18. That By-law 99-2024, and all amendments thereto, are hereby repealed upon this By-law coming into force and effect.
19. The repeal of By-law 99-2024 as amended shall not have the effect of invalidating any debt which came into existence as a result of the said By-law, and any amounts owing to the Municipality under the said By-law shall remain due and owing to the Municipality and with all the remedies for collection of same, as if the said By-law 99-2024 as amended had never been repealed.
20. All other By-laws which reference user fees and charges that are outlined in the Schedules attached to this By-law are hereby amended to refer to the respective schedule stated in this By-law.

### **TITLE**

21. This By-law may be referred to as the "Fees and Charges By-law".

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this XXth day of August, 2025.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe

**THIS IS SCHEDULE "A" TO BY-LAW XX-2025**  
of The Corporation of the City of Stratford  
passed this Xth day of August, 2025

**CORPORATE-WIDE FEES AND CHARGES**  
(all departments)

All Fees are subject to HST where applicable

**Miscellaneous**

Item	Fee
Any cheque not cleared by the City’s bank [NSF]	\$45.00

**Area Openings and Encroachment Fees**

Item	Fee
Application Fee for Area Openings or Encroachment	\$612.00
The size of the encroachment is used in the calculation of the annual fee. This fee is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property. This calculation will be determined by the City on an annual basis. Once calculated, this annual fee is added to the tax bill of the property owner.  The minimum annual fee, regardless of the area, is \$50.00 plus the annual CPI increase. An annual fee will not be charged for encroachments in institutional zones.	Minimum Fee - \$50.00 plus annual CPI increase
Application Fee for Release of an encroachment agreement	\$36
Fee to Register and to Release Liens on property [includes but is not limited to loans by the City and heritage loan to heritage property owners]	\$564.48 (includes HST and Land Registry Office Registration fee)

**General Information Requests**

Item	Fee
Search time	\$7.50 for each 15 minutes
Research time	\$7.50 for each 15 minutes
Record preparation	\$7.50 for each 15 minutes
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

**Personal Information Requests (Own Information)**

Item	Fee
Photocopies/printouts	\$0.20 per page
Computer programming	\$15.00 for each 15 minutes
CDs or flash drives	\$10.00 each
Other costs	Amount specified in an invoice

Corporate Services Department:

Item	Fee
Commissioning of Document	\$25.00 per document
Marriage Licence	\$125.00 per licence
Civil Marriage Ceremony	\$300.00 plus HST = \$339.00
Civil Marriage Ceremony Cancellation Charge (if cancelled within one (1) week of ceremony date)	\$50.00 plus HST = \$56.50
Witness Fee for Civil Ceremony	\$25.00 per witness
Retail Business Holidays Act Exemption Application	For businesses under 2,400 sq ft - \$574  For businesses 2,400 sq. ft. or more - \$705
*fees are increased annually by the CPI	
Property Ownership Change	\$10.00
Tax Certificate	\$60.00
Tax Certificate – Rush (less than 48 hours)	\$75.00
Duplicate Tax Bill	\$10.00
Statement of Tax Account	\$10.00
Additions of balances to Tax Roll	\$25.00
Tax Arrears Notice (at December 31)	\$10.00
Final Warning – Before Tax Sale Registration	\$20.00
Tax Sale Registration Administration Fee – Set-up	\$100.00
Tax Sale Registration Administration Fee – When Registered	\$300.00
Registration of Death	\$20.00 if issued at Clerk’s Office \$40.00 if issued at Transit Office
Municipal Information Form	\$45.00 for any AGCO Form – Municipal Information Form, Special Occasion Permit, Municipal Designation as a Significant Event
Rental rate for meter hoods in the core area – there shall be a limit of two hoods (4 spaces) in any section of a block of a parking area at any one time	\$6.75 per day per single meter plus HST \$13.50 per day per double meter plus HST \$50.00 deposit \$10.00 administration fee

Dog and Cat Licensing – if paid before March 1

Dog or Cat	Regular	Senior’s discount
Altered	\$20.00	\$17.00
Unaltered	\$50.00	\$42.50
Less than 1 year old	\$20.00	\$17.00

Dog and Cat Licensing – if paid after March 1

Dog or Cat	Regular	Senior’s discount
Altered	\$30.00	\$25.50
Unaltered	\$60.00	\$51.00
Less than 1 year old	\$20.00	\$17.00

**Dog and Cat Licensing – other fees**

Item	Fee
Replacement Tag	\$10.00
Kennel/Cattery License	\$550.00
Specialized Needs Dog	No fee

**NOTE:** New residents to Stratford may bring a current tag from another municipality and exchange it at no cost for a current City of Stratford tag (one time only)

**Municipal Lottery Licensing Fees**

Item	Fee
Raffles, where the total value of all prizes to be awarded does not exceed \$50,000.00	3% of the total value of all prizes to be awarded
Bazaar Lotteries	3% of prizes for a bingo and 3% of prizes for a raffle and \$10.00 per wheel of fortune per day
Break-open ticket lotteries where tickets are not sold in conjunction with another gaming event	3% of total prizes per box (unit)
Bingo Lotteries	\$100.00 per event
Catch the Ace lottery events	The payment of the lottery licence fee remains at 3% however the payment and timing of the fees may be spread out over the licence period.

**On -Street and Off-Street parking rates**

Location	Rate	Effective Date
On-street Parking Rate	\$1.50 per hour	April 1, 2020
Off-street Parking Rate	\$1.25 per hour	April 1, 2020

**Parking permits for municipal parking lots effective October 31, 2015**

PARKING LOT	TIME PERIOD Up to a maximum of six months
York Street Parking Lot – 10 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month
Erie Street Parking Lot – “Lower” sections B and C – 24 permits available	\$100.66 + HST = \$113.75 per month
Rear of Stratford Jail / Rear of Perth County Court House – 1 Huron Street – 4 permits available	\$100.66 + HST = \$113.75 per month

**THIS IS SCHEDULE “B” TO BY-LAW XX-2025**  
of The Corporation of the City of Stratford  
passed this XXth day of August, 2025

**PLANNING FEES AND CHARGES**  
All Fees are subject to HST where applicable.

**Planning Application Fees and Charges**  
In addition to the application fees listed below in sections A) to J), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City’s actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

**A) Pre-Application Consultation (“Formal Consultation”)**

Item	Fee
i) Application for Pre-Application Consultation – Should a complete formal planning application submission in the form of an Application for an Official Plan Amendment, Zoning By-law, Draft Plan of Subdivision, Draft Plan of Condominium, or Site Plan Approval (including an Amendment thereto) be submitted within 2 years following an Application for Pre-Application Consultation, the Formal Consultation fee collected shall be applied as a credit to the said formal Application fee(s). Although there is no Formal Consultation Fee associated with all other planning application types, a Formal Consultation submission is recommended for all other application types.	\$750

**B) Official Plan Amendment**

Item	Fee
i) Amendment to the Official Plan	\$7,100
ii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law (Major or Standard)	\$7,840
iii) Amendment to the Official Plan and/or Zoning By-law requiring recirculation: <ul style="list-style-type: none"><li>Requested recirculation (by applicant) requiring technical re-review</li><li>Requested (by applicant) recirculation not requiring technical re-review</li></ul>	<div>\$1,280</div> <div>\$640</div>

**C) Zoning By-law Amendment (“Zone Change”)**

<b>Item</b>	<b>Fee</b>
i) Zoning By-law Amendment – Major A change in zone category and/or an amendment which requires the review of one or more supporting studies (other than Planning Justification).	\$5,840
ii) Zoning By-law Amendment – Standard Any general, technical amendment to existing zoning regulations (except building height), and/or to add one/limited new permitted use(s), does not contradict provincial policies, conforms with the City’s Official Plan, and, does not require the review of any study/studies (other than Planning Justification).	\$3,810
iii) Concurrent applications for an amendment to the Official Plan and Zoning By-law	(see Item 0 ii) above)
iv) Amendment to the Official Plan and/or Zoning By-law requiring recirculation	(see Item 0 iii) above)
v) Removal of a holding provision	\$2,170
vi) Extend a temporary use	\$1,570

**D) Committee of Adjustment (Minor Variances and Consents)**

<b>Item</b>	<b>Fee</b>
i) Minor Variance (MV) <ul style="list-style-type: none"> <li>a small variation from the requirements of the zoning by-law;</li> <li>the extension or enlargement of a legal non-conforming use; or,</li> <li>a change in the legal non-conforming use that is similar to the existing use or more compatible with the uses permitted by the by-law.</li> </ul> One (1) MV Application may be submitted to seek relief from multiple requirements of the zoning by-law. In such cases, pre-submission consultation is strongly encouraged. <p>a) If an application requires a recirculation</p>	\$1,400
ii) Consent of one additional lot/easement (severance) <p>a) Each additional lot/easement (severance)</p> <p>b) If an application requires a recirculation</p>	\$1,800 \$270 \$770
iii) Request for change to condition(s) of approval	\$580
iv) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$2,140
v) Development Agreement - Committee of Adjustment The preparation (and/or review) and execution of any development agreement imposed on a decision of MV or Consent, save and except site plan control agreement: <ul style="list-style-type: none"> <li>Major: an agreement which requires legal/technical review</li> <li>Minor:</li> </ul> vi) Certificate of Consent (per provisional consent granted) vii) Certificate of Validation	\$510 plus incurred legal/technical review costs \$310 \$300 \$900

**E) Site Plan Control**

<b>Item</b>	<b>Fee</b>
i) Site plan approval	\$3,730
a) An additional fee will be added if building or addition is equal to or greater than 3,716 square metres or 40,000 square feet, or greater than 50 units.	\$1,170
ii) Amendment to a site plan agreement	\$2,510
iii) Minor amendment to a site plan agreement (Section 8.3.3)	\$460
iv)	
v) Letter of conformity relating to site plan agreement compliance	\$110

**F) Plan of Subdivision, Vacant Land Condominium and Common Element Plans of Condominium**

<b>Item</b>	<b>Fee</b>
i) Up to 50 development lots/blocks/units*	\$9,650
An additional fee will be added if greater than 50 units is proposed*	\$1,340
ii) Revisions to draft conditions of approval (recirculation required)	\$1,480
iii) Revisions to draft conditions of approval (no recirculation required)	\$530

<b>Item</b>	<b>Fee</b>
iv) Issuance of Final Approval	\$820
v) Extension of Draft Approval	
a) Recirculation required	\$1,480
b) No recirculation required	\$530

\*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a “block” plan.

**G) Standard, Amalgamated, Phased and Leasehold Condominium**

<b>Item</b>	<b>Fee</b>
i) Up to 50 units	\$5,500
a) An additional fee will be added if greater than 50 units is proposed*	\$1,340
ii) Revisions to draft conditions of approval (recirculation required)	\$1,480
iii) Revisions to draft conditions of approval (no recirculation required)	\$530
iv) Issuance of Final Approval	\$820
v) Condominium Exemption	\$1,640

\*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a “block” plan.

**H) Miscellaneous**

<b>Item</b>	<b>Fee</b>
i) Deeming By-law Application	\$1,170
ii) Driveway Widening Review	\$123
iii) Telecommunication Tower Review	\$1,170
iv) Applications for the passing of a Part-Lot Control exemption by-law	\$1,890
For each additional new lot or easement created	\$140

**I) Secondary Suite Registration**

<b>Item</b>	<b>Fee</b>
i) Registration of a new Secondary Suite	\$280
ii) Renewal of previously registered Secondary Suite	\$170

**J) General**

<b>Item</b>	<b>Fee</b>
i) Zoning / Building Information Report (other than By-law 92-75) (within 7-10 business days)	\$110
ii)	
iii)	
iv) Zoning / Building Information Report (within 2 business days)	\$400
v) Full size registered plans, plans of condominium, city street maps	\$40
vi) Custom Plots	\$65
vii) Change of Municipal Address	\$175
viii) AGCO Agency Approval Letter – Building	\$90

**K) Accommodation Licensing**

<b>Item</b>	<b>Fee</b>
i. Application Fee for Short Term Rental Licence (First Room, and per Application/Licence)	\$420
a. Plus the following applicable amount per additional room:	\$130
i. Application Fee for a Bed & Breakfast Licence (First Room, and per Application/Licence)	\$210
ii. Plus the following applicable amount per additional room:	\$130
iii. Late Filing Fee (per Application/Licence)	\$75
iv. Transfer processing Fee (per Application/Licence)	\$40
v. Appeal Fee (Short Term Rental & Bed and Breakfast)	\$190
vi. Group Home - New	\$210
vii. Group Home - Renewal	\$176

**L) Trade licensing**

<b>Item</b>	<b>Fee</b>
i. Plumbing Contractor	\$123
ii. Master Plumber	\$115
iii. Journeyman Plumber	\$22
iv. Backflow Tester	\$115
v. Drainlayer Contractor	\$123
vi. Drainlayer	\$115
vii. Late Fee (After January 1)	\$41

M) By-law Permits

Item	Fee
i. Driveway Alteration	\$141
ii. Sign Permit	\$261
iii. Sign Permit (Community Events, Feather Flag, Sidewalk)	\$59
iv. Sign Variance	\$704
v. Pool – Above Ground	\$285
vi. Pool - Inground	\$457.
vii. Fence & Hedge Amendment	\$705

**THIS IS SCHEDULE “C” TO BY-LAW XX-2025**  
of The Corporation of the City of Stratford  
passed this Xth day of August, 2025

**COMMUNITY SERVICES FEES AND CHARGES**

**Special Events**

Item	Fee (tax not applicable)
Non-Refundable late fee, expedited service	\$170/application
Road closures that extend beyond approved times	See Schedule “D” Infrastructure Services

**Recreation Facilities**

Item	Fee (includes tax)
Rental dues where total rental fee is less than \$100	100% of fee, non-refundable
Rental deposit where total rental fee is greater than \$100	25% of fee, non-refundable
Discount to Community Organizations	Maximum of 30%
Discount for underutilized hall and meeting space	Maximum of 50%

**Arenas**

Summer Ice Rates (April 1 to September 30)

Item	Fee (includes tax)
Standard Rental	\$\$250.00/hour
Minor Sports	\$210.00/hour
Last Minute Ice Flat Fee	\$\$70.00/hour

Winter Ice Rates (October 1 to March 31)

Item	Fee (includes tax)
Prime Time	\$250.00/hour
Non-prime Time	\$210.00/hour
Minor Sports (October 1 to April 30)	\$210.00/hour
Last Minute Ice Flat Fee	\$\$70.00/hour

Arena Floor – No Ice Rentals

Item	Fee (includes tax)
Sports and Short Period Rentals	\$133.34/hour
Private Full Day Rental	\$1,706.30/day

**Halls and Meeting Space**

Weekdays: Monday to Friday

Single Meeting Room – Games Room & Hall Side Meeting Room (Rotary Complex),  
Sports Lounge (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$31.64/hour
Beyond 8 hours	\$253.12/day

Double Meeting Room – Upper Lobby (Allman Arena), Mansbridge Room (Rotary Complex), Boardroom & Ritsma Room (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$38.42/hour
Beyond 8 hours	\$307.36/day

Banquet Halls – City Hall Auditorium, Tim Taylor Lounge (Rotary Complex), Market, Agriplex Hall (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$72.32/hour
Beyond 8 hours	\$578.56/day

Event Halls – Community Halls A/B/C/D (Rotary Complex)

Item	Fee (includes tax)
Single Hall Full Day (Maximum 12 Hours)	\$875.75/day
Single Hall Half Day (Up to Maximum 3 Hours)	\$218.75
Single Hall Half Day (Up to Maximum 6 Hours)	\$437.50
Entire Hall (Four Single Halls)	\$3,084.90/day

Weekends: Saturday & Sunday

Single Meeting Room – Games Room & Hall Side Meeting Room (Rotary Complex), Sports Lounge (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$47.46/hour
Beyond 8 hours	\$379.68/day

Double Meeting Room – Upper Lobby (Allman Arena), Mansbridge Room (Rotary Complex), Boardroom & Ritsma Room (Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$58.76/hour
Beyond 8 hours	\$470.08/day

Banquet Halls – City Hall Auditorium, Tim Taylor Lounge (Rotary Complex), Market, Agriplex Hall(Agriplex)

Item	Fee (includes tax)
Up to 8 hours	\$83.62/hour
Beyond 8 hours	\$668.96/day

Event Halls – Community Halls A/B/C/D (Rotary Complex)

Item	Fee (includes tax)
Single Hall Full Day (Maximum 12 Hours)	\$1,141.30/day
Single Hall Half Day (Up to Maximum 3 Hours)	\$285.33
Single Hall Half Day (Up to Maximum 6 Hours)	\$570.65
Entire Hall (Four Single Halls)	\$3,751.60/day

Amenities

Kitchen

Item	Fee (includes tax)
Agriplex	\$118.65/day
Rotary Complex Community Halls	\$175.15/day

## Electrical Connections

<b>Item</b>	<b>Fee (includes tax)</b>
110V 15 AMP connection	\$23.73/day
110V 30 AMP connection (with panel)	\$40.68/day
220V connection	\$163.85/day

## Data Connections

<b>Item</b>	<b>Fee (includes tax)</b>
Wired internet (per single connected unit)	\$61.60/day

## Installations

<b>Item</b>	<b>Fee (includes tax)</b>
Stage, 4 section starter (16 feet x 8 feet)	No charge
Stage, additional sections (maximum 24 sections)	\$20.34/day
Installation of ice surface cover	\$1,500.00/event
Removal of ice surface cover	\$1,500.00/event
Judges Platform, 4 section starter (16 feet x 8 feet)	\$813.60/day
Judges Platform, additional sections (4 feet x 8 feet)	\$84.75/day

## Bar Charges

<b>Item</b>	<b>Fee (includes tax)</b>
Draft fee	\$85.88/unit/day

**Multi-Use Sports Fields**

## Stratford Agriplex - Indoor

<b>Item</b>	<b>Fee (includes tax)</b>
Single court	\$45.20/hour
All 4 courts for sport tournament use	\$1,446.40/day
Installation of the Agriplex Fieldhouse flooring protective cover	\$1,500.00 per event
Removal of the Agriplex Fieldhouse flooring protective cover	\$1,500.00 per event

## Fields/Diamonds – Outdoor

<b>Item</b>	<b>Fee (includes tax)</b>
Single Field/Diamond, 2 hours (maximum 2 hours)	\$70.06/use
Single Field/Diamond, half day (maximum 6 hours)	\$129.95/half day
Single Field/Diamond, full day (8 hours or more)	\$259.90/day
Minor Sport Use Per Participant Fee	\$15.13/participant
Packham Single Field/Diamond Minor Sport Use	30% of the above fees
Artificial Turf Field – Full Field (Maximum 2 Hours)	\$113.00/use
Artificial Turf Field – Half Field (Maximum 2 Hours)	\$67.80/use
Artificial Turf Field – Half Field (Maximum 1 Hour)	\$39.90/use
Temporary Ball Diamond Tournament Outfield Fencing (Packham Sports Complex)	\$375.00/diamond/event

Beach Volleyball, Basketball, Pickelball, Tennis – Outdoor (May 1 – October 31)

Item	Fee (includes tax)
Single court	\$17.45/hour
All 4 courts (8 hours or more)	\$542.40/day

**Market Square**

Daily Rental Fees

Item	Fee (includes tax)
All of Market Square	\$452.00/day
All of Market Square (Community Organization)	\$56.50/day
Adjacent Parking Area	\$226.00/day
Adjacent Parking Area (Community Organization)	No fee

**Upper Queen’s Park**

Item	Fee (includes tax)
Pavilion	\$46.55/hour
Pavilion – Charitable Event (6 hours or more)	\$116.39/day
Pavilion – Commercial Event (6 hours or more)	\$232.78/day
Permanent Picnic Tables	\$98.93/four-hr period \$145.48/more than four-hr period
Bandshell (Upper Queens and Veteran’s Drive)	\$29.09/hour \$14.57/hour (non-profit/fundraising) \$116.39/day (multi-day events)

No charge for community events of remembrance (such as Day of Mourning, Remembrance Day, Vigils).

Non-Profit and charitable organizations receive a 50% discount on commercial rates.

**TRANSIT**

**Standard Transit**

Single Ride, Cash

Item	Fee (tax not applicable)
Child (under 5 years)	No charge
Student and Affordable	\$2.50/single
Adult	\$3.00/single
Senior	\$2.75/single

Single Ride, Tickets

Item	Fee (tax not applicable)
Student and Affordable	\$2.50/single
Adult	\$3.00/single
Senior	\$2.75/single

Single Day Pass

Item	Fee (tax not applicable)
Single Rider	\$7.00/day
Family (1 adult plus up to 4 riders)	\$15.00/day

30 Day Pass

Item	Fee (tax not applicable)
Student and Affordable	\$60.00/pass
Adult	\$70.00/pass
Senior	\$60.00/pass

Charters

Item	Fee (tax not applicable)
Charter (minimum charge of \$50.00)	\$96.05/hour

Parallel Transit

In Town, One-Way Trip

Item	Fee (tax not applicable)
Adult	\$3.00/single
Senior	\$2.75/single

In Town, Other

Item	Fee (tax not applicable)
10 Ride Card	\$30.00/card

Passes

Item	Fee (tax not applicable)
Single Day Pass	\$7.00/day
Adult, 30 Day	\$70.00/pass
Senior/Affordable, 30 Day	\$60.00/pass

Out of Town, One-Way Trip

Item	Fee (tax not applicable)
Ride	\$3.00/single plus \$1.47/km

Charters

Item	Fee (tax not applicable)
Charter, In Town	\$35.76/hour plus single ride fee
Charter Wait Time	\$35.76/hour

Recreation Programs

Skating

Single Admission

Item	Fee (includes tax)
Child (under 5 years)	No charge
General Admission (5 years plus)	\$4.25/single
Family (maximum 2 adults and children under 19 years of age, and all of the same household)	\$15.00/family

Season Pass

Item	Fee (includes tax)
Child (under 5 years)	No charge
Child (5 – 14 years)	\$68.00 (tax not applicable)
Youth (15 – 18 years)	\$70.00/pass
Adult (19 – 54 years)	\$87.00
Senior (55 years plus)	\$74.00
Family (maximum 2 adults and children under 19 years of age, and all of the same household)	\$231.00

Sponsored Skate

Item	Fee (includes tax)
Sponsored Skate (Weekends and holidays, including school holidays)	\$250.00/hour
Sponsored Skate (Weekdays)	\$210.00/hour

Aquatics

Single Swim

Item	Fee (includes tax)
Child (under 2 years)	No Charge
General Admission (2 years plus)	\$4.25/swim
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$15.00/swim

Season Pass

Item	Fee (includes tax)
Child (under 2 years)	No Charge
Children (2 – 14 years)	\$94.00/season (tax not applicable)
Youth (15 – 18 years)	\$107.50/season
Adults (19 – 54 years)	\$155.00/season
Seniors/Special Population (55 years plus)	\$115.00/season
Family (max 2 adults and children under 19 years of age, and all of the same household)	\$295.00/season

Swim Lessons

Item	Fee (tax not applicable)
½ hour (2-week session)	\$88.25/session
¾ hour (2-week session)	\$98.25/session
1 hour (2-week session)	\$105.00
Swim Team	\$170.00/session
Bronze Star	\$105.00
Bronze Medallion	\$235.00
Bronze Cross	\$235.00

Specialized Aquatics Programs

Item	Fee (tax not applicable)
Adapted Aquatics (30 mins)	\$88.25
Water Fitness	\$5.25

Private Swim Rentals

Item	Fee (includes tax)
1 – 30 Swimmers	\$232.75/hour
31 – 125 Swimmers	\$267.70/hour

Sponsored Swims

Item	Fee (includes tax)
Sponsored Free Swim	\$440.70/hour

Day Camps

Item	Fee (tax not applicable)
5-day Week	\$190.00
4-day Week	\$152.00
Swim Camp (10 Days)	\$445.00
Single-day	\$38.00

Birthday Party Package (Agriplex)

Item	Fee (includes tax)
Birthday Party (20 youth max)	\$240.00

35+ Programs

Item	Fee (includes tax)
Chair Yoga	\$5.65
Yoga Flow	\$9.04
LivFit	\$9.04
Volleyball	\$5.65

Advertising

Digital Advertising – Indoor Displays

8-inch Advertisement

Item	Fee (includes tax)
1 Month	\$135.60
3 Months	\$386.46
6 Months	\$772.92
9 Months	\$1,159.38
12 Months	\$1,545.84

18-inch Advertisement

Item	Fee (includes tax)
1 Month	\$271.20
3 Months	\$772.92
6 Months	\$1,545.84
9 Months	\$2,318.76
12 Months	\$3,091.68

26-inch Advertisement

Item	Fee (includes tax)
1 Month	\$406.80
3 Months	\$1,159.38
6 Months	\$2,318.76
9 Months	\$3,478.14
12 Months	\$4,637.52

Digital Advertising – Transit Displays

24-inch Advertisement

Item	Fee (includes tax)
1 Month	\$431.66/term
3 Months	\$1,226.05/term
6 Months	\$2,463.40/term
9 Months	\$3,689.45/term
12 Months	\$4,921.15/term

Rink Board Sign Advertising

Item	Fee (includes tax)
For Glass (one time change)	\$355.95/glass
For Year	\$740.15/year

Cemetery

Lots

Item	Dimensions	Land	Perpetual Care	HST	Total
Single Grave	1m x 3m	\$1,037.04	\$691.36	\$224.69	\$1,953.09
2 Grave Plot	2m x 3m	\$2,074.09	\$1,382.72	\$449.39	\$3,906.20
3 Grave Plot	3m x 3m	\$3,110.88	\$2,073.92	\$674.02	\$5,858.82
6 Grave Plot	3m x 6m	\$6,222.28	\$4,148.18	\$1,348.16	\$11,718.62
Child Plot Upright	3ft x 7ft	\$291.06	\$194.04	\$63.06	\$548.16
Infant Plot Flat Marker	2ft x 4ft	\$256.09	\$175.00	\$56.04	\$487.13
Stillborn Plot Flat Marker	2ft x 48in	\$256.09	\$175.00	\$56.04	\$487.13
Cremation Plot Flat Marker	2ft x 2ft	\$385.18	\$256.79	\$83.46	\$725.43
Cremation Plot Flat Marker	2 ft x 4ft	\$770.36	\$513.57	\$166.91	\$1,450.84

Niches

Item	Dimensions	Land	Perpetual Care	HST	Total
Columbarium Wall	144 cubic inch	\$2,228.43	\$393.25	\$340.82	\$2,962.50
Bronze Scrolls	n/a	\$875.50	n/a	\$113.82	\$989.32
Plaque Emblem	n/a	\$20.60	n/a	\$2.68	\$23.28
Level above bottom (per level)	n/a	\$43.55	\$7.68	\$6.66	\$57.89

Avondale Garden Mausoleum

Item	Level	Cost	Maintenance	HST	Total
Section #1	E	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
Premium	D	\$7,733.88	\$1,933.47	\$1,256.76	\$10,924.11
	C	\$9,882.18	\$2,470.55	\$1,605.85	\$13,958.58
	B	\$8,808.03	\$2,202.00	\$1,431.30	\$12,441.33
	A	\$6,015.24	\$1,503.81	\$977.48	\$8,496.53
Section #2	E	\$5,157.08	\$1,289.27	\$838.03	\$7,284.38
Interior Courtyard	D	\$6,444.90	\$1,611.23	\$1,047.30	\$9,103.43
	C	\$8,593.20	\$2,148.30	\$1,396.40	\$12,137.90
	B	\$7,519.05	\$1,879.76	\$1,221.85	\$10,620.66
	A	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Section #3	E	\$4,726.26	\$1,181.57	\$768.02	\$6,675.85
Exterior Courtyard	D	\$5,585.58	\$1,396.40	\$907.66	\$7,889.64
	C	\$7,304.22	\$1,826.06	\$1,186.94	\$10,317.22
	B	\$6,293.07	\$1,573.27	\$1,022.62	\$8,888.96
	A	\$4,296.60	\$1,074.15	\$698.20	\$6,068.95

Scattering Garden

Item	Dimensions	Service	Perpetual Care	HST	Total
Sale of scattering services	n/a	\$422.30	\$30.00	\$58.80	\$511.10
Memorial Engraving	n/a	\$620.00	\$0.00	\$80.06	\$700.06

Interment Charges

Item	Base Rate	HST	Total
Interment License Fee	\$30.00	n/a	\$30.00
Adult Regular Depth	\$939.82	\$122.18	\$1,062.00
Adult Double Depth	\$1,100.43	\$143.06	\$1,243.49
Child 3ft x 6ft opening	\$356.90	\$46.40	\$403.30
Child 2ft x 4ft opening	\$237.93	\$30.93	\$268.86
Stillborn 2ft x 20in opening	\$237.93	\$30.93	\$268.86
Mausoleum Entombment Opening	\$702.66	\$91.35	\$794.01
Cremation Remains (12" x 12")	\$376.33	\$48.92	\$425.25
Cremation Remains (over 12" x 12")	\$513.04	\$66.70	\$579.74
Cremation Remains in Columbarium Niche	\$342.02	\$44.46	\$386.48
Winter Storage	\$327.16	\$42.53	\$369.69

Disinterment Charges

Item	Base Rate	HST	Total
For burial in another cemetery	\$1,813.67	\$235.78	\$2,049.45
For burial in another plot in Avondale	\$2,901.84	\$377.24	\$3,279.08
Cremation 12" x 12"	\$446.13	\$58.00	\$504.13
Niche	\$342.03	\$44.46	\$386.49

Foundations

Item	Base Rate	HST	Total
Priced per cubic foot at minimum cost of \$242.00 plus taxes	\$28.74/cubic foot	Applicable	Contingent on size
Inspection fee	\$78.80	\$10.24	\$89.04
Flat Marker Installation (by Avondale Cemetery Staff)	\$56.65	\$7.36	\$64.01

Foundations – Care & Maintenance

Item	Base Rate	HST	Total
Flat Marker under 173 square inches	\$0	n/a	\$0
Flat Marker over 173 square inches	\$100.00	\$13.00	\$113.00
Up to 4 feet x 4 feet	\$200.00	\$26.00	\$226.00
Over 4 feet x 4 feet	\$400.00	\$52.00	\$452.00

Other

Item	Base Rate	HST	Total
Saturday Burials	\$373.55	\$48.56	\$422.11
Entry of Funerals after hours (per 15 minutes)	\$41.61	\$5.41	\$47.02
Chapel Committal Service	\$102.28	\$13.30	\$115.58
Transfer of Certificates of Internment Rights	\$130.00	\$16.90	\$146.90
Replacement Certificate of Interment Rights	\$30.90	\$4.02	\$34.92

**THIS IS SCHEDULE “D” TO BY-LAW XX-2025**  
of The Corporation of the City of Stratford  
passed this Xth day of August, 2025

**INFRASTRUCTURE SERVICES FEES AND CHARGES**

Miscellaneous

Item	Fee
Land transfer inquiries	\$70.00 per land transfer inquiry
Street Permit: Hoarding on City Sidewalk Excavation on Road Allowance	\$70.00
Single Trip Oversized Load Permit	\$70.00
Hydration Station Rental	\$30.00 per day

Administrative Fees

Item	Fee
New Sewer and/or Water Connections	\$200.00 plus actual cost of the project
Sewer and/or Water Repairs	\$90.00 plus actual cost of the project
Private Sidewalk and Curb: Driveway widenings or relocation Curb or sidewalk replacement Damage deposit and repair	\$90.00 plus actual cost of the project
Sidewalk or Curb Repair for Utility Companies	\$45.00 per location plus actual cost of the project
Miscellaneous Invoice for Service: Damaged sign and traffic signals Street cleaning (mud, fuel, oil) Sewer flushing Garbage pickup Road Closures for MTO, etc.	Actual cost to provide service including materials. Plus 7% administrative costs with minimum fee of \$90.00
Special Events Road Closure Set-up and Takedown Requiring Barricades Only	\$250 per event
Special Events Road Closure Setup Requiring Traffic Control Plan	Actual costs for provide service including materials. Plus 7% administrative costs with a minimum fee of \$90.00
Payroll Burden on invoices to the public	45%
Warehouse Fee on the invoices to the public for material taken from stock	15%
Temporary Access Across Municipal Property (Policy P.3.6) Fees and damage deposits subject to annual Consumer Price Index increase	\$90 per application, plus damage deposit of \$110 per metre of private property abutting city property
Supplying As-Built Drawings and PDFs	\$25 for first 15 min. of Staff time; \$20 per additional 15 min

Water Rates

Consumption Charge	2026
First 3 cubic metres	\$3.34 /m3
All additional cubic metres	\$1.36 /m3
Minimum consumption charge	\$10.02

Monthly Flat Charge	2026
Under 1 inch meter	\$10.88
1 inch meter	\$16.89
1½ inch meter	\$21.47
2 inch meter	\$26.33
3 inch meter	\$35.49
4 inch meter	\$46.37
6 inch meter	\$78.71
8 inch meter	\$106.48

Sanitary Sewer

Sewage Service Rate	2026
First 3 cubic metres	\$4.66 /m3
All additional cubic metres	\$1.90 /m3
Minimum consumption charge	\$13.98
Fixed monthly charge	\$10.66

Development, Subdivision, Pre-Servicing, Condominium Servicing Agreements

Item	Fee
a) Administrative fees for preparation of an agreement	\$2,355.00 Plus all legal fees, including registration*
b) Review fees for Engineering Submissions	
i. Variable fee per single detached or semi-detached dwelling lot per submission	\$58.85
ii. Variable fee per block per submission (excluding road widening and reserve blocks)	\$116.85
c) Construction Inspection Fee (prior to registration of agreement)	2% of total construction cost estimate
d) Subdivision Tree fee (prior to registration of agreement) Number of required trees to be determined by the Manager of Parks, Forestry and Cemetery	\$350.00 per tree

\*an \$8,000.00 initial deposit is required to be applied towards legal expenses. Any costs incurred over this amount will be invoiced separately. If total expenses are less than the initial deposit, a refund along with a continuity statement will be issued for the remaining balance.

MECP Consolidated Linear ECA and Water System Review and Approvals

Item	Fee
Watermain review and approvals	\$1,230.00
Sanitary and Storm Sewers review and approvals	\$1,127.50
Stormwater Management Systems review and approvals	\$1,845.00

Waste Management Rates

Item	Fee
Bag Tag	\$3.90
Bag or Can at Landfill Site	\$5.10
Minimum scale rate	\$25.00
Tip Fee – regular – loose loads of waste	\$94.94 per tonne
Tip Fee – regular – more than five (5) bags or cans of waste	\$94.94 per tonne
Tip Fee – regular – loads of recyclables, brush or yard waste 200 kilograms or greater	\$94.94 per tonne
Tip Fee – Asbestos	\$185.00 per tonne
Tip fee concrete/asphalt	\$5.00 tonne
Scale down – car	\$25.00
Scale down – truck	\$27.00
Scale down – trailer	\$25.00
Scale down- Roll off	\$12.50/cubic yard
Scale down – Packer	\$18.00/cubic yard
Large Item Tag	\$14.00
Green Bin – 45 litre	\$20.00
White Goods – No Freon	\$25.00
White Goods – Freon Removal	\$45.00
Large Green Bin (commercial only)	\$40.00
IPL Recycle Carts (commercial only)	\$100.00
Organic Kitchen Catcher	\$4.00
Commission Fee on sale of garbage bag tags	5%

An administrative fee of \$25.00, excluding applicable taxes, shall be charged by the City to provide duplicate copies of tickets for tipping fees when requested to do so.

All goods sold are HST applicable and HST is included the price of the goods.

Site Alteration

Item	Fee
Site Alteration Permit Fee	\$522.75
Site Alteration Permit Renewal Fee	\$522.75
Site Alteration Transfer of Permit Fee	\$261.40
Preparation of Site Alteration Agreement Fee (including registration fee)	\$943.00 Plus all legal fees, including registration*

\*a \$2,000.00 initial deposit is required to be applied towards legal expenses. Any costs incurred over this amount will be invoiced separately. If total expenses are less than the initial deposit, a refund along with a continuity statement will be issued for the remaining balance.

**THIS IS SCHEDULE “E” TO BY-LAW XX-2025**  
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**FIRE FEES AND CHARGES**

Item	Fee
Officer Incident Report	\$100
Fire Investigation Report	\$130
Property Records Search and Letter	\$100
Property Inspection and Letter (includes residential inspection for a Day Care)	Residential - \$150 for first unit plus \$25 for each additional unit per building. Commercial/Industrial - \$150 for first unit plus \$25 for each additional unit per building, plus \$25 for each 5,000 sq. ft. over 10,000 sq. ft.
Open Burn fire inspection and permit as in By-law 5-2006 as amended	\$100
LLBO Special Occasion Permit/Inspection	\$100
Liquor Licence Application and Inspection	\$150
Fire extinguisher training	\$150 per session for up to 12 persons; \$10 per each additional person up to a maximum of 20. \$5 per certificate per participant if requested .
Fire Department Assistance beyond Normal Requirements or Circumstances (i.e. Fire Staff and Vehicle required for fire watch)	Current MTO rate of \$570.50 per hour per full-size fire apparatus and \$285.25 for each auxiliary vehicle responding, , plus attending firefighter wages.
Multiple (three or more) responses to false automatic fire alarms caused by the same issue, after building owner has been notified of the issue., Each failure over 3 will be separately billed.	Current MTO rates of \$570.50 per hour per full-size fire apparatus and \$285.25 for each auxiliary vehicle responding, plus attending firefighter wages.
Multiple (three or more) failures to notify of system maintenance, within the same two weeks. Each failure over three will be separately billed.	Current MTO rates (\$570.50) per hour per full-size fire apparatus and \$285.25 for each auxiliary vehicle responding, , plus attending firefighter wages.
Multiple (three or more) Nuisance/malicious responses or violations (i.e. Open Burning Bylaw), over a three-month period.	Current MTO rates (\$570.50) per hour per full-size fire apparatus and \$285.25 for each auxiliary vehicle responding, plus attending firefighter wages.
Review of propane facility Risk and Safety Management Plans Initial R&SMP review process for a new, existing or expanding propane facility Reviews for existing propane facilities who have already received an initial review of facilities.	\$400 not including fees for third party or external review;  \$200 not including fees for third party or external review.
Re-inspection for Fire Code Non-compliance and/or Deficiencies	\$150
Occupant Load Calculations	\$100
Tent Inspections	\$100

Item	Fee
Storage Site Inspections	\$100
Cost recovery of any third-party or contracted equipment required to aid in firefighting operations or at any other emergency scene.	Recovery of the billed cost to the Fire Department/Corporation, plus 7% administration fee, with a minimum of \$85.00 fee.
In situations where a request is received to expedite a service listed on this bylaw, a surcharge of 25% of the base fee will be added.	

HST applied where applicable.

**THIS IS SCHEDULE “F” TO BY-LAW XX-2025**  
of The Corporation of the City of Stratford  
passed this Xth day of August, 2025

**SOCIAL SERVICES FEES AND CHARGES**

**Anne Hathaway Daycare Centre**

Toddler (18 months to 2.5 years)

Length of Time	Fee
Weekly	\$110.00
Daily	\$22.00

Preschool (2.5 to 4 years)

Length of Time	Fee
Weekly	\$99.03
Daily (includes JK and SK)	\$22.00

Nursery School (9:30am to 1:30pm)

Length of Time	Fee
Daily	\$17.33

Before and After School

Length of Time	Fee
Ages 6 and up	\$13.25
Kindergarten	\$6.85 am or pm
Grade 1-6	\$6.63 am or pm

**Affordable Housing**

General Repairs

Item	Fee
Replacement of screens	\$50.00 per screen
Replacement of windows (damaged, broken or missing)	Variable based on extent of damage, assessed per occurrence at pre-HST invoice cost plus 2% Minimum Charge - \$100.00
Drywall Repair	\$100.00 - 2 square feet and under (per wall) \$120.00 - 2 square feet and over (per wall) up to actual cost
Door Repair	\$100.00 (per door)
Window Repair	Variable based on extent of damage, assessed per occurrence at pre-HST invoice cost plus 2% Minimum Charge - \$100.00
Replacement of interior doors (includes labour and hardware, as required)	\$140.00 – without frame \$200.00 – with frame
Replacement of Main Building Door	Variable based on extent of damage, assessed per occurrence at pre-HST invoice cost plus 2% Minimum Charge - \$100.00
Replacement of exterior doors (includes labour and hardware, as required)	Variable based on extent of damage, assessed per occurrence at pre-HST invoice cost plus 2% Minimum Charge - \$100.00

Replace kitchen cupboard doors or hinges	\$90.00 per door \$50.00 per hinge pair
Replace kitchen countertop	\$60.00 per linear foot
Wallpaper/border removal (includes shelf/drawer liner)	\$49.75 per hour of staff time
Additional coat of paint/stain blocking	Variable based on extent of damage, assessed per occurrence at pre-HST invoice cost plus 2% Minimum Charge - \$100.00
Removal of peel and stick tile	Less than 100 square feet-\$3.00 per square foot More than 100 square feet-\$4.00 per square foot
Damage to flooring	\$11.00 per square foot
Missing handrails	\$100.00 per handrail
Parking for secondary vehicle	\$25.00 per month

Plumbing Repairs

Item	Fee
Install new toilet	\$400.00
Plugged toilet or drain	Variable based on extent of damage, assessed per occurrence at pre-HST invoice cost plus 2% Minimum charge \$100.00
Kitchen taps	\$135.00 (installed)
Vanity sink and taps	\$135.00 (installed)

Electrical Repairs

Item	Fee
Replace missing light fixtures	\$55.00 – interior/exterior
Repair broken/damaged/painted receptacles	\$5.00 per receptacle
Replace missing (or tampered with) smoke detectors	\$150.00 (* see below)
Repair broken thermostat	\$110.00
Respond to ‘no heat’ call with no issue	\$150.00
Replace missing/broken light shade	\$110.00

\* Note – additional fines or penalties could apply outside of this fee if other authoritative bodies, such as Fire Department or Provincial authorities, levy additional amounts.

Locksmithing

Item	Fee
Replacement Fob	Variable, assessed per occurrence at pre-HST invoice cost plus 2% plus staff time at \$49.75 per hour Minimum charge \$50.00
Repin lock	\$75.00
Replace Unit Door Lock	Variable, assessed per occurrence at pre-HST invoice cost plus 2% plus staff time at \$49.75 per hour Minimum charge \$50.00
Replace door handle	Variable, assessed per occurrence at pre-HST invoice cost plus 2% plus staff time at \$49.75 per hour Minimum charge \$125.00
Replace mailbox key	Variable, assessed per occurrence at pre-HST invoice cost plus 2% plus staff time at \$49.75 per hour Minimum charge \$50.00

Pest Control

Item	Fee
Respond to obligation to comply with treatment plan	\$25.00 service charge for all pests except bed bugs. Bed bugs - \$50.00

Appliance Replacement

Item	Fee
Fridge replacement due to damage	\$1,000.00
Stove replacement due to damage	\$840.00

Additional Cleaning

Item	Fee
Fridge	\$75.00
Stove & Oven	\$75.00
Kitchen	\$75.00
Bathroom	\$75.00
Cleaning – Nicotine	Up to \$900.00
Waste Removal of remaining personal property and furniture	Actual Cost, \$75.00 – minimum

**THIS IS SCHEDULE "G" TO BY-LAW XX-2025**  
of The Corporation of the City of Stratford  
passed this Xth day of August, 2025

**STRATFORD MUNICIPAL AIRPORT FEES AND CHARGES**

ITEM	FEE
Fuel Sales	Aviation Gas and Jet A Fuel costs will fluctuate based upon market pricing. Aviation Gas surcharge is listed at \$0.35/litre.  Jet A fuel surcharge is listed at \$0.40/litre.
Landing Fees	All commercial/corporate turbofan/turbojet engine propelled aircraft, regardless of the number of engines, will be charged a \$100 flat rate.  All commercial/corporate multi-engine aircraft, which include piston or turbine/turboprop powered aircraft and multi-engine turbine helicopters, will be charged a \$50 flat rate.  All commercial/corporate single engine piston or turbine/turboprop powered aircraft will be charged a \$25 flat rate.
Aircraft Parking Fees	Fee for all aircraft is \$80 per month and \$10 for an overnight stay.
Hangar Rental Fees	Based on agreement.
Airport Terminal Building Rental Fees	\$12,000 per year.
Airport User Fees	\$300 per based private aircraft or \$500 per based commercial aircraft, charged annually.
Farmland Lease	Based on agreement

HST applied where applicable.



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## MANAGEMENT REPORT

**Date:** August 11, 2025  
**To:** Stratford City Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU25-103  
**Attachments:** Attachment 1: Draft Licensing Appeal Committee Rules of Practice and Procedure

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**Title:** Licensing Appeal Committee Appointment

**Objective:** To consider the appointment of three members of Council plus an alternate to the Licensing Appeal Committee.

**Background:** The Bed & Breakfast Licensing By-law 180-2004 and the Accommodation Licensing By-law 130-2022 set out a process for hearing of appeals where an Officer refuses to issue or renew a licence or where the Officer elects to suspend or revoke a licence under these by-laws. The Licensing Appeal Committee is to be appointed by by-law.

On July 7, 2025, an Appeal under the Bed & Breakfast Licensing By-law 180-2004 was received by the Clerk's Office. The By-law states a hearing is to be held within 60 days of receipt of the appeal. The deadline to hear this appeal is September 5, 2025.

Staff would like to schedule the hearing on Wednesday, September 3.

**Analysis:** Staff are seeking appointment of three members of Council to the Licensing Appeal Committee, plus one alternate to be available in the event a member is unable to attend because of illness or emergency. The members of Council will serve on this Committee for the remainder of the term of Council.

Details of the Appeal Hearing will be provided to the appointed members prior to the Hearing.

Attached to this Report are draft terms of reference for the Committee which will guide the Committee along with associated by-laws.

**Financial Implications:****Not applicable:**

The purpose of this report is to consider the appointment of members of Council to a Licensing Appeal Committee.

**Alignment with Strategic Priorities:**

**Not applicable:** This report does not align with one of the Strategic Priorities as the purpose is to consider the appointment of members of Council to a Licensing Appeal Committee.

**Alignment with One Planet Principles:**

**Not applicable:** This report does not align with one of the One Planet Principles as the purpose is to consider the appointment of members of Council to a Licensing Appeal Committee.

**Staff Recommendation: THAT three members of Council, plus one alternate, be appointed to act as the Licensing Appeal Committee under the Bed & Breakfast Licensing By-law 180-2004 and the Accommodation Licensing By-law 130-2022;**

**AND THAT a by-law be adopted to establish the Licensing Appeal Committee and appoint members.**

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

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Adam Betteridge, Interim Chief Administrative Officer



## Attachment 1

### Licensing Appeal Committee Rules of Practice and Procedure

**WHEREAS** Council of The Corporation of the City of Stratford has duly enacted a Bed & Breakfast Licensing By-law 180-2004 and an Accommodation Licensing By-law 130-2022 to licence, regulate, and govern bed and breakfast establishments and short term accommodations;

**AND WHEREAS** By-laws 180-2004 and 130-2022 require the establishment of a Licensing Appeal Committee to be appointed by By-law;

**AND WHEREAS** on August 11, 2025, Council passed By-law XX-2025, being a By-law to appoint a Licensing Appeals Committee pursuant to By-laws 180-2004 and 130-2022, being the Breakfast Licensing By-law and Accommodation Licensing By-law.

### Authority

- a. The Licensing Appeal Committee has been established under The Corporation of the City of Stratford Bed & Breakfast Licensing By-law 180-2004 and Accommodation Licensing By-law 130-2022.
- b. Council enacted By-law XX-2025 establishing the Licence Appeal Committee on August 11, 2025.
- c. The Licensing Appeal Committee shall conduct its meetings in accordance with the Rules of Practice and Procedures for the Licensing Appeals Committee and the *Statutory Powers Procedures Act*, with modifications as deemed necessary.

### Name of the Committee

The name of the Appeal Committee shall be the "Licensing Appeal Committee."

## **Roles, Responsibilities, and Mandate of the Licensing Appeal Committee**

The Licensing Appeal Committee:

- a. shall hear and determine all appeals from administrative officials made pursuant to a delegated power or duty, where the following by-laws specifically provides a right of appeal to the Licensing Appeal Committee: the Bed & Breakfast Licensing By-law 180-2004 and Accommodation Licensing By-law 130-2022. The Licensing Appeals Committee does not have the authority or jurisdiction to suspend, revoke, or refuse to issue or renew the Licence as a result of, or related to matters and determinations relating to conformity with applicable Federal and Provincial Law and Regulations or City by-laws, including but not limited to the Property Standards By-law; Building Code Act; the Building Code; the Fire Protection and Prevention Act, 1997; the Fire Code; or, an order of the Medical Health Officer;
- b. shall, applying the criteria established by the by-law applicable to the decision being appealed from, make a decision on the appeal;
- c. may attach any conditions to such decision as it may see fit;
- d. may make, give or issue or refuse to make, give or issue any order, direction, permission, approval, license, permit, certificate that it has the power to make give or issue;
- e. may meet privately to inspect the property, to deliberate, or to write a decision or order; and
- f. shall perform such other functions and duties as are now or hereafter conferred upon or assigned it by by-law or under statutory authority.

## **Term**

The term of the members of the Licensing Appeal Committee shall coincide with the term of Council.

## **Composition of the Licensing Appeal Committee**

- a. The Licensing Appeal Committee shall be composed of three members of Stratford City Council with one alternate member.

- b. One alternate member of Council shall be appointed to the Licensing Appeal Committee in the event a member is unable to attend because of illness or emergency.
- c. The Director of Building and Planning or the Municipal Licensing Officer shall attend the Licensing Appeal Committee meetings to provide information on licensing related matters to the Committee.

## **Role of the Members of the Licensing Appeal Committee**

- a. Agree to the Terms of Reference established by Council.
- b. Review all documents, agendas and minutes presented to them before attending Licensing Appeal Committee meetings to provide informed discussion.
- c. The Licensing Appeal Committee may confirm, modify, or rescind the decision of the Municipal Licensing Officer, or extend the time for complying with any requirements imposed on the License.
- d. The Licensing Appeal Committee may direct that the licence be issued with such terms or conditions deemed appropriate by the Licensing Appeal Committee.
- e. The Licensing Appeal Committee may, in the instance of licence refusal, direct that the licence be issued with such terms and/or conditions deemed appropriate by the Licensing Appeal Committee.
- f. The Licensing Appeal Committee may suspend or revoke a licence.

## **Chairperson**

- a. At the first Licensing Appeal Committee meeting during each term of Council, the Licensing Appeal Committee shall elect one of its members as a Chairperson for Committee meetings.

## **Role of the Chairperson**

- a. The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the legislation and that matters are dealt with in a fair, objective, and orderly manner.

- b. The Chairperson shall enforce the observance of order and decorum amongst the Appeal Committee members and the public.
- c. The Chairperson shall ensure opportunity is given to the person who has applied for a review to the Appeal Committee to appear before the Appeal Committee.

### **Licensing Appeal Committee Secretary**

The City Clerk is appointed as the Secretary of the Licensing Appeal Committee and may delegate administrative responsibilities to the Deputy Clerk or alternate staff members where appropriate.

### **Licensing Appeal Committee Secretary's Role**

- a. Upon notification of an appeal, the Licensing Appeal Committee Secretary shall coordinate/facilitate meetings of the Licensing Appeal Committee and prepare and distribute the Agenda for the hearing.
- b. Take minutes of the Licensing Appeal Committee meetings.
- c. Act as a Licensing Appeal Committee resource.

### **City Staff Role**

- a. The Director of Building and Planning Services, Chief Building Official and the Municipal Licensing Officer, as necessary, will attend Licensing Appeal Committee meetings to provide background and supporting information to the Licensing Appeal Committee where appropriate.

### **Licensing Appeal Committee Training**

- a. Prior to a member attending a meeting of the Licensing Appeal Committee, the Clerk shall arrange for the member to receive orientation and training.

### **Quorum**

- a. Quorum of the Licensing Appeal Committee shall be two members.
- b. No Licensing Appeal Committee meeting shall be held without the Licensing Appeal Committee Secretary in attendance.

## **Licensing Appeal Committee Meetings – Notice**

- a. Notice of the Licensing Appeal Committee meetings will be posted to the City's website a minimum of two weeks in advance of the Meeting or Hearing.
- b. Notice of the Licensing Appeal Committee meeting will be provided directly to the Applicant or Licensee, the Officer or any other Person who has requested such notification in writing from the Appeal Tribunal at least fifteen (15) days prior to the date and time fixed for such hearing.
- c. Notice of the Decision, including the written reasons for the decision, of the Licensing Appeal Committee shall be provided within thirty (30) days of the hearing to the Appellant, Applicant and/or Licensee and the Municipal Licensing Officer.

## **Licensing Appeal Committee Meetings – Open to the Public**

- a. The Licensing Appeal Committee shall conduct its meetings on an as required basis.
- b. Licensing Appeal Committee meetings shall be open to the public; however, the public may not participate in the meeting.

## **Location of Licensing Appeal Committee Meetings**

All meetings will be held during regular business hours, Monday to Friday between 8:30 a.m. – 4:30 p.m. excluding holidays, in Council Chambers located at Stratford City Hall, 1 Wellington Street, Stratford Ontario or as directed by the Licensing Committee Secretary.

## **Conflicts**

- a. Committee members shall comply with the *Municipal Conflict of Interest Act* and shall disclose a pecuniary interest in advance, or at the start, of any meeting.
- b. Following declaration of a pecuniary interest, the member shall depart from the meeting for the duration of the consideration of the appeal, discussion, and voting with respect to the matter.

**No Liability**

- a. No Member of the Appeals Licensing Committee, or any City employee is personally liable for anything done by it, or them, under authority of these Terms of Reference.



## MANAGEMENT REPORT

**Date:** August 11, 2025  
**To:** Mayor and Council  
**From:** Adam Betteridge, Interim Chief Administrative Officer  
**Report Number:** COU25-099  
**Attachments:** None

**Title:** Contracted Human Resources Support Services Update

**Objective:** To update the Mayor and Council of the ongoing contracted human resources services within the City of Stratford and seek approval to extend the contracted services of Ward & Uptigrove Human Resources Solutions to the end of 2025.

**Background: Background:** The City continues through a transition in its delivery of Human Resources ("HR") services concurrent with Council's search and recruitment of a permanent Chief Administrative Officer (CAO).

As of the date of writing this report, a permanent CAO has been named and will assume the role on September 2. Further, the City's Director of Social Services continues in the Acting Human Resources (HR) Director role.

At the April 28, 2025, Regular meeting the Interim CAO presented report COU25-050, and Council adopted the following resolution:

**THAT the report titled "Human Resources Update" (COU25-050) be received for information;**

**THAT the Interim Chief Administrative Officer be authorized to enter into an agreement for services with Ward & Uptigrove Human Resources Solutions for a term of three (3) months at a cost of \$60,000, including HST and travel fees;**

**THAT a follow up report be brought forward within the next three-month term to evaluate ongoing need and seek further direction from Council, if required;**

**AND THAT the expenditure for this service be recorded in the HR department budget.**

In the April 28, 2025 report, it was noted that “(a contracted firm) is intended as an interim solution to bridge the next several months after which time the next steps can be more clearly articulated, ideally with the input of the permanent CAO”.

**Analysis:** Since the start of the engagement, Ward & Uptigrove (W&U) has provided steady HR support tailored to the City’s operational needs during this transitional period. Their services have included both routine HR functions and guidance on more complex matters. The Acting HR Director and Interim CAO have been satisfied with this transitional support arrangement to date.

Day-to-day tasks have included support with onboarding and documentation, WSIB and disability/return to work file management, health and safety policy updates, and recruitment panel participation. Administrative support has also been provided for internal committees and labour-related documentation.

At a strategic level, W&U has offered advice on job evaluations & wage parity, compensation, labour relations, and accommodation files. They have also provided guidance on matters sensitive in nature and offered management drop-in hours and training sessions focused on HR legislation and practices.

As anticipated, this arrangement has helped address immediate HR needs and support internal capacity during this transition period.

As Council will recall, the original intent at the outset was to revisit the requirements in the context of CAO recruitment and operational need in three months’ time, and a subsequent report to make recommendations as to next steps; such is the purpose of this Management Report, and it is recommended by both the Acting HR Director and Interim CAO to allow the agreement for services to continue to the end of the calendar year (December 31, 2025).

Extending the support arrangement through to the end of 2025 will provide the incoming CAO with the flexibility to assess the current HR service model, consult with the Corporate Leadership Team, and determine the most appropriate structure and staffing approach moving forward. This allows for careful planning without making immediate long-term commitments. Most importantly, it also allows the incoming CAO to be involved with any future recruitment process(es). Lastly, if the incoming CAO determines at any point that the support arrangement with W&U is no longer needed, the current service agreement includes termination provisions.

As provided in the April report (COU25-050), the estimated value of the services for a three-month period fell below the \$60,000 consultant threshold, allowing staff to proceed without a formal RFP under Section 11.3.1 of the City’s Procurement Policy. Continuation of the support services to the end-of-year requires Council approval as per

section 24.1 of the City's Procurement Policy (the purchase price is greater than \$100,000; prior budget approval has not been obtained; it is in the best interests of the City to do so; and, Council has directed staff to provide a report for approval).

**Financial Implications:**

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

As the approved 2025 budget included staffing of the department, the short-term funding for these services will be offset by reductions in direct salary costs and have no negative impact on the 2025 operating results at this time.

**Alignment with Strategic Priorities:**

**Intentionally Change to Support the Future:**

The recommendations of this report largely align with this Strategic Priority as this direction demonstrates intentional analysis of the service delivery.

**Alignment with One Planet Principles:**

**Not applicable:** This item does not fall under any One Planet Principles heading.

**Staff Recommendation: THAT the report titled, "Contracted Human Resources Support Services Update" (COU25-099), be received for information;**

**THAT in accordance with the City's Procurement Policy, Council authorize the continuation of transitional support services with Ward & Uptigrove Human Resources Solutions for a term concluding December 31, 2025;**

**AND THAT the expenditures for this service continue to be recorded under HR consulting costs within the departmental budget.**

**Prepared by:** Adam Betteridge, Interim Chief Administrative Officer  
Kim McElroy, Acting Director of HR

**Recommended by:** Adam Betteridge, Interim Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** August 11, 2025  
**To:** Mayor and Council  
**From:** Shannon Archer, Business and Integration Manager  
 Corry Gunn, Manager of Day Care  
**Report Number:** COU25-097  
**Attachments:** None

**Title:** Shift in Staffing Complement at Anne Hathaway Day Care

**Objective:** To seek authorization for a staffing adjustment at Anne Hathaway Day Care by reducing temporary supply Teaching Assistant staffing by 2.16 full-time equivalents (FTE) and increasing the permanent Teaching Assistant positions by 2.0 FTE.

**Background:** Anne Hathaway Day Care (AHDC) has undergone significant facility and service expansions since 2018. Recently, in alignment with the enhanced capacity, the daycare has transitioned a half-day program into a full-day program to more adequately meet the requirements of the community.

Regulatory Compliance: AHDC operates under the Ministry of Education guidelines per the Child Care and Early Years Act (2014). Ontario Regulation 137/15 mandates employee-to-child ratios, necessitating reliance on supply staff during absences to maintain these ratios.

**Analysis:** The current staffing of one manager, and thirteen full-time staff is not meeting the Ministry of Education's mandated child-to-teacher ratios when factoring in planned and unplanned absences. This results in a heavier reliance on temporary supply staff for both planned and unplanned absences.

Staff Utilization: Current practice is to utilize supply teachers for approximately 8,136 hours per year (3.9 FTE). Transitioning 4,500 hours (2.16 FTE) of these hours from supply to two permanent positions ensures stable delivery of program services, reduces stress, and mitigates burnout among full-time staff and ensures that Ministry guidelines for child-to-teacher ratios can be met.

Switching from supply staff to permanent Early Childhood Education (ECE) positions will benefit the daycare with:

**More Consistency and Stability:**

- Permanent staff provide more consistent care and establish more stable relationships with the children, enhancing emotional security and development.
- Disruptions in daily routines caused by frequent changes in staffing, are reduced, fostering a predictable environment for children.

**Improved Educational Outcomes:**

- Permanent ECE staff implement and maintain more consistent educational programs with continuity in teaching methods and curriculum.
- Long-term planning and ongoing developmental assessments for each child are enhanced.

**Operational Efficiencies:**

- The administrative burden and uncertainty associated with hiring and managing large pools of supply staff are reduced.
- Permanent staff arrangements streamline scheduling and reduce the need for emergency staffing solutions.

**Regulatory Compliance:**

- Child-to-staff ratios mandated by regulations can be met more consistently as permanent staff are more reliably available compared to on-call supply staff.

**Financial Stability:**

- While upfront costs for permanent staff salaries and benefits are typically higher, they often result in long-term savings through reduced recruitment and training expenses and lower turnover rates. Further there is a reduced reliance on the supply staff hours.

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

This shift in staffing will have a financial impact on direct overall costs to the City estimated at \$28,600 annually. This represents the increase related to benefit costs of a full-time employee and a partial offset by a reduction in the number of supply hours expected moving forward. Indirect savings will also result due to lower turnover rates, training and integration costs. Reduced risks related to not meeting Ministry guidelines are also an expected outcome from this change.

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

Other than anticipated economical increases to wages associated with these positions, there are no impacts expected in future years.

**Alignment with Strategic Priorities:****Work Together For Greater Impact**

This report aligns with this priority as this shift will allow the program to efficiently and consistently accommodate both current enrolment and any anticipated increase in preschool enrolments. Further, by consistently providing high-quality childcare, the

programs are poised to sustain steady and maximized enrollment, improved educational outcomes, and strengthened community support for family-friendly policies.

**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 Council support changing the staffing model at Anne Hathaway Day Care Centre;**

**AND THAT the Director of Social Services / Interim Director of Human Resources be authorized to implement the changes in staffing model as noted, removing 4,500 hours of teaching assistant supply hours and adding two full time Teaching Assistant positions.**

**Prepared by:** Shannon Archer, Business and Integration Manager  
Corry Gunn, Manager of Day Care

**Recommended by:** Kim McElroy, Director of Social Services and Interim  
Director of Human Resources

**Approved for Council by:** Adam Betteridge, Interim Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** August 11, 2025  
**To:** Stratford City Council  
**From:** Tatiana Dafoe, City Clerk  
**Report Number:** COU25-100  
**Attachments:** None

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**Title:** Appointment to the Festival Hydro Services Inc. Board of Directors

**Objective:** To consider an appointment to the Festival Hydro Services Inc. Board of Directors.

**Background:** The Festival Hydro Services Inc. Board of Directors is made up of three members of Council and three members of the public.

The term of Geoff Williams, Board Member, will expire on November 30, 2025, and a replacement is required.

**Analysis:** The Festival Hydro Services Inc. Board has recommended that John Hoo be appointed for a four-year term to the Board from December 1, 2025 to November 30, 2029.

### **Financial Implications:**

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

There are no financial implications to the current year operating budget.

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

There are no financial implications to future year operating budgets.

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

**Not applicable:** This report does not align with one of the Strategic Priorities as the purpose is to consider an appointment to the Festival Hydro Services Inc. Board of Directors.

**Alignment with One Planet Principles:**

**Not applicable:** This report does not align with one of the One Planet Principles as the purpose is to consider an appointment to the Festival Hydro Services Inc. Board of Directors.

**Staff Recommendation: THAT John Hoo be appointed to the Festival Hydro Services Inc. Board of Directors for a four year term commencing December 1, 2025;**

**AND THAT a by-law be adopted to appoint John Hoo to the Board effective December 1, 2025.**

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

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Adam Betteridge, Interim Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** August 11, 2025  
**To:** Mayor and Council  
**From:** Michael Mousley, Manager of Transit  
**Report Number:** COU25-098  
**Attachments:** None

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**Title:** New Mobility Bus Tender Award

**Objective:** To authorize the award of RFP-2025-45 for the supply and delivery of two (2) High Floor Mobility Buses.

**Background:** At present, Stratford Parallel Transit has five mobility buses to run the City's mobility service. The age of these units are 2013, 2015, 2019, 2021, and 2022. The 2013 unit needs to be replaced as it has gone past its life expectancy and is now becoming costly to keep in service. The existing 2013 mobility bus has been identified through data driven condition assessments and lifecycle analysis as being at the end of its useful life and currently exists with functional limitations.

The second mobility bus is an expansion vehicle approved in the 2025 budget, which will enable us to provide increased service along with flexibility for the future as demands for mobility service continues to escalate.

**Analysis:** On Tuesday June 3, 2025, RFP-2025-45 was posted on the City's website and closed on Monday June 30, 2025, at 2:00 p.m. A total of 2 (two) proposals were received from the following organizations in response:

- Overland Custom Coach
- Girardin Ontario Inc.

Proposals were evaluated on the following criteria:

- Compliance of Specifications
- Delivery
- Warranty and Maintenance Support
- Value Added
- Financial Proposal

Following an assessment of the first four categories, the bidders with marks greater than fifty out of seventy-five were moved into the final assessment phase, in which pricing was separately factored and assessed according to the City's matrix. The top proponent's references were then checked, and the committee selected Girardin Ontario Inc.

Girardin has many years of experience in the industry which includes school bus builds of various sizes. Girardin met all the specifications set by the city and was \$61,000 less costly than the other bidder.

### **Financial Implications:**

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

The project is funded two-thirds from ICIP -federal and provincial - (Project STR-21), and one-third from municipal sources. The Municipality may fund their share from Provincial Gas Tax grants that are received annually, so this project has no local tax levy implications.

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

Annual general maintenance costs are not quantified at this time but are expected to be nominal as these units come with a 5-year warranty.

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

This project directly supports the City's Asset Management Plan and Strategy by proactively investing in the renewal and right-sizing of municipal transit fleets to meet current and projected service levels.

Procuring a new, purpose-built vehicle ensures the City can continue to deliver reliable, and efficient specialized services, in alignment with existing levels of service objectives and asset replacement recommendations.

Because the City has relied entirely on federal and provincial funding sources for these assets, there is a risk that service delivery is compromised and/or financial risks to maintain service levels if future funding streams are reduced or eliminated.

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

#### **Enhance our Infrastructure**

This report aligns with this priority as this project supports the City's strategic commitment to sustainable infrastructure, operational efficiency, and informed decision-making based on asset performance data and long-term financial planning.

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

#### **Travel and Transport**

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

**Health and Happiness**

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

**Staff Recommendation: THAT the proposal (RFP-2025-45) for the supply and delivery of two (2) High Floor Mobility Buses be awarded to Girardin Ontario Inc. in the amount of \$345,600.10 (including HST).**

**Prepared by:** Michael Mousley, Manager of Transit  
**Recommended by:** Tim Wolfe, Director of Community Services  
Adam Betteridge, Interim Chief Administrative Officer

**RESOLUTION**  
**IN SUPPORT OF RAIL SAFETY WEEK**

**WHEREAS *Rail Safety Week*** is to be held across Canada from September 15 to 21, 2025;

**WHEREAS**, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

**WHEREAS**, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

**WHEREAS** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

**WHEREAS** CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 15 to 21, 2025.



## MANAGEMENT REPORT

**Date:** July 15, 2025  
**To:** Social Services Sub-committee  
**From:** Colleen Steckly, Administrative Assistant to the Director of Social Services  
 Kim McElroy, Director of Social Services  
**Report Number:** SOC25-008  
**Attachments:** None

**Title:** Annual Community Income Tax Clinic for Completion of 2024 Returns

**Objective:** To provide Council with an update on the annual community income tax clinic serving low-income residents of the City of Stratford, Town of St. Marys, and County of Perth.

**Background:** Since 1989, the City of Stratford has coordinated this clinic with the invaluable support of local accounting firms, specifically this year Famme & Co. Professional Corporation and McCutchen & Pearce Professional Corporation. These partners have consistently offered their services free of charge, this year enabling us to support the completion of 122 individual income tax returns.

**Analysis:** This year upheld the practice initiated during the pandemic, utilizing a successful drop-off and pick-up method, which extends our capacity to serve more residents and provides additional preparation time for our partners.

Enhanced communication strategies ensured broad awareness, involving partner agencies, multiple media platforms, city transit displays and direct notifications to Ontario Works clients.

There were 132 appointment slots generously made available by the participating firms, with a first-come, first-served approach.

Program Eligibility:

- Social Assistance recipients (Ontario Works, ODSP) with a Form T5007.
- Seniors 65+ with single incomes less than \$25,396 and couples with incomes less than \$34,346.

- Other individuals with single incomes less than \$16,000 and couple incomes less than \$32,000.

Alternatives were also made available to potential participants through partnerships with The Salvation Army in Stratford/St. Marys and North Perth and the Stratford Public Library. Additional tax assistance needs included multiple-year filings, estate returns, and convenience to office or readiness by the deadline were also factors.

The clinic ensures participants are equipped to maximize income through federal benefits, essential for accessing resources such as Rent-Geared-to-Income housing and the Canada Child Benefit. The effort reinforces financial stability by promoting access to benefits like the GST/HST credit.

Continued support of this vital community service aids in addressing financial disparities by providing necessary tax services free of charge, further cementing its positive impact on our residents' lives.

### **Financial Implications:**

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

There is no cost to the Corporation other than some administrative staff time to coordinate with the accounting firms and schedule appointments, which did not have an impact on this year's budget or to service delivery.

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

There will be no future year impact relating to the clinic held in 2025.

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

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

This report aligns with this priority as it highlights the coordination of a program that supports residents accessing resources to receive all federal benefits available to them, maximizing incomes.

### **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 the City of Stratford issue a thank you to all businesses that provided their support and services during the Annual Community Income Tax Clinic.**

**Prepared by:** Colleen Steckly, Administrative Assistant to the Director of Social Services

**Recommended by:** Kim McElroy, Director of Social Services  
Adam Betteridge, Interim Chief Administrative Officer



**BY-LAW NUMBER XX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend By-law 60-2003 as amended,  
to appoint Municipal By-law Enforcement Officers for  
the purpose of enforcing City of Stratford By-laws.

---

**WHEREAS** Section 3 (2) of the Building Code Act, 1992, S.O. 1992, c.23, as amended, provides that the Council of each municipality shall appoint such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** Section 10.(1) of the Municipal Act, 2001, S.O. 2001, c 25 as amended, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** Section 15.(1) of the Police Services Act, R.S.O. 1990, c.P.15 as amended, authorizes municipal councils to appoint persons to enforce the by-laws of the municipality;

**AND WHEREAS** Section 15.(2) of the Police Services Act, provides that municipal law enforcement officers are peace officers for the purpose enforcing municipal by-laws;

**AND WHEREAS** the Provincial Offences Act, R.S.O. 1990, c.P.33 as amended, provides for the designation by a Minister of the Crown of any person or class of persons as a Provincial Offences Officer for the purpose of all or any class of offences;

**AND WHEREAS** the Council of The Corporation of the City of Stratford adopted By-law 60-2003 to appoint municipal by-law enforcement officers for the purpose of carrying out or enforcing regulations in accordance with the applicable policies and by-laws of The Corporation of the City of Stratford;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to amend this by-law from time to time;

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

1. That Chris McCracken is hereby appointed as a Municipal By-law Enforcement Officer of The Corporation of the City of Stratford effective July 28, 2025.
2. That Elizabeth Czekaj is hereby appointed as a Municipal By-law Enforcement Officer of The Corporation of the City of Stratford effective August 11, 2025.

3. That Schedule “A” to By-law 60-2003, as amended, is hereby further amended by adding the following:

<b>Name</b>	<b>Effective Date</b>
Chris McCracken	July 28, 2025
Elizabeth Czekaj	August 11, 2025

4. This By-law shall come into force upon final passage hereof.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of August, 2025.

\_\_\_\_\_  
Mayor – Martin Ritsma

\_\_\_\_\_  
Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend By-law 8-2009, as amended, to appoint Cole Archer as Inspector under the Building Code Act for The Corporation of the City of Stratford.

---

**WHEREAS** subsection 3(1) of the Building Code Act, 1992, S.O. 1992, c.23, as amended, ("the Building Code Act"), provides that the Council of each municipality is responsible for the enforcement of the Building Code Act in the municipality;

**AND WHEREAS** section 3(2) of the Building Code Act, provides that the Council of each municipality shall appoint such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** the Council of The Corporation of the City of Stratford adopted By-law 8-2009 to appoint Inspectors under the Building Code Act;

**AND WHEREAS** it is deemed necessary to amend By-law 8-2009 to appoint an additional Inspector under the Building Code Act;

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

1. That Cole Archer be appointed as Inspector for The Corporation of the City of Stratford under the Building Code Act, 1992, S.O. 1992, c.23, as amended, effective July 21, 2025.
2. That Schedule "A" to By-law 8-2009, as amended, be deleted and replaced with the following new Schedule "A" attached to and forming part of this By-law.
3. This By-law comes into force and effect on the date of passing and enactment.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of August, 2025.

---

Mayor – Martin Ritsma

---

Clerk – Tatiana Dafoe

**THIS IS SCHEDULE "A" TO BY-LAW XX-2025**  
**Adopted this 11th day of August, 2025**

Amending By-law 8-2009, as amended  
of  
The Corporation of the City of Stratford

**Inspectors**

List of persons appointed Inspectors under the Building Code Act, 1992, S.O. 1992, c.23, as amended:

- Russell Harley
- Trevor Schon
- Michael Unrau
- Wilyam Swift
- Cole Archer
- Gerald Moore, RSM Building Consultants
- Grant Schwartzentruber, RSM Building Consultants
- Mike McKean, RSM Building Consultants
- John Drahorat, RSM Building Consultants
- Andy Lamers, RSM Building Consultants



**BY-LAW NUMBER XXX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to authorize the acceptance of a proposal  
by Girardin Ontario Inc. for the supply and delivery of two  
(2) High Floor Mobility Buses (RFP-2025-45).

---

**WHEREAS** Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, (“the Municipal Act, 2001”) provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(1) of the Municipal Act 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

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

- 1. That the proposal (RFP-2025-45) of Girardin Ontario Inc. for the supply and delivery of two (2) High Floor Mobility Buses, be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the Corporate seal thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of August, 2025.

\_\_\_\_\_  
Mayor – Martin Ritsma

\_\_\_\_\_  
Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend By-law 4-2023, as amended, to make an appointment to the Festival Hydro Services Inc. Board of Directors.

---

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

**AND WHEREAS** Section 8.(1) of the Municipal Act 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 make appointments to the Festival Hydro Services Inc. Board of Directors;

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

1. That section 2.7 b) of By-law 4-2023, as amended, be further amended by deleting and replacing it with the following new provision effective December 1, 2025:
 

b) John Hoo be appointed to the Festival Hydro Services Inc. Board of Directors for a four-year term to November 30, 2029, or until a successor is appointed by Council.
2. All other provisions of By-law 4-2023 remain in force and effect.

Read a FIRST, SECOND and THIRD time and

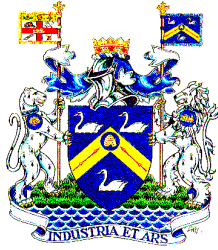
FINALLY PASSED this 11th day of August, 2025.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to authorize the entering into and execution of an encroachment agreement with Bruce Whitaker and Thomas Atlee to permit the existing retaining wall and parking pad to encroach onto the Daly Avenue municipal road allowance at 40 Daly Avenue.

---

**WHEREAS** Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, ("the Municipal Act, 2001"), provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(1) of the Municipal Act, 2001, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** The Corporation of the City of Stratford is the registered owner of the municipal property known as the Daly Avenue road allowance;

**AND WHEREAS** an application was made to The Corporation of the City of Stratford to permit the the existing retaining wall and parking pad to encroach onto the Daly Avenue municipal road allowance at 40 Daly Avenue;

**AND WHEREAS** the Parties hereto agree to enter into an Agreement to permit the encroachment permit the existing retaining wall and parking pad, for a total encroachment of 14.12m<sup>2</sup>, to encroach onto the Daly Avenue municipal road allowance at 40 Daly Avenue as shown on Schedule "B" to the Agreement, to continue under certain terms and conditions as set out in the said Agreement;

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

1. That the Encroachment Agreement between The Corporation of the City of Stratford and Bruce Whitaker and Thomas Atlee to permit the existing retaining wall and parking pad for a total encroachment of 14.12m<sup>2</sup>, to encroach onto the Daly Avenue municipal road allowances at 40 Daly Avenue, be entered into and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto.
2. The Encroachment Agreement applies to the property known municipally as the Daly Avenue municipal road allowance at 40 Daly Avenue, and more particularly described as:
  - Daly Avenue, Plan 74, Stratford, PIN 53140-0107 (LT)
3. The City Solicitor is authorized to register the Encroachment Agreement referred to in Paragraph 1 herein, in the appropriate Land Registry office.
4. This By-law comes into force and takes upon final passage.

Read a FIRST, SECOND and THIRD time and

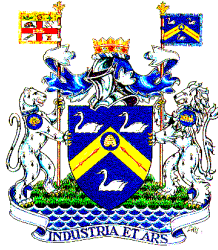
FINALLY PASSED this 11th day of August, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**BY-LAW NUMBER XXX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to establish a Licensing Appeal Committee.

---

**WHEREAS** section 23.1 of the Municipal Act, 2001 S.O. 2001 c.25 (the "Municipal Act, 2001") permits a Council to delegate its powers and duties under the Act to a person or body;

**AND WHEREAS** section 23.2(1) of the Municipal Act, 2001, indicates that a municipality may delegate certain legislative and quasi-judicial powers under the Act only to:

- a) one or more members of its council or a council committee;
- b) a body having at least two members of whom at least 50 per cent are,
  - i. members of its council,
  - ii. individuals appointed by its council,
  - iii. a combination of individuals described in subclauses (i) and (ii);

**AND WHEREAS** section 23.2 of the Municipal Act, 2001, permits Council to delegate its quasi-judicial powers under the Act, such as its powers to regulate licenses of bed and breakfasts and short term rentals;

**AND WHEREAS** the City of Stratford passed By-Law 180-2004 being the Bed and Breakfast Licensing By-Law on December 13, 2004 and By-law 130-2022 being the Accommodation Licensing By-law on October 11, 2022;

**AND WHEREAS** in certain circumstances as set out in the Bed and Breakfast Licensing By-law and the Accommodations Licensing By-Law, there is the possibility of an appeal to the Licensing Appeals Committee;

**AND WHEREAS** the Council of The Corporation of the City of Stratford wishes to create the Licensing Appeals Committee and to delegate certain powers under the Act to the Licensing Appeals Committee;

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

### **1.1 Definitions**

1.1 In this by-law, the following words have the following meanings:

- a) "Accommodation Licensing By-law" means the Accommodation Licensing By-law 130-2022, as amended or a successor thereof.
- b) "Bed and Breakfast Licensing By-law" means the Bed and Breakfast Licensing By-law 180-2004, as amended or a successor thereof.

- c) "City" means The Corporation of the City of Stratford.
- d) "Council" means the Council of The Corporation of the City of Stratford.
- e) "Licensing Appeals Committee" means the committee established by this by-law.
- f) "Member" means a member of the Licensing Appeals Committee.

## **2.1 The Licensing Appeals Committee**

- 2.1 The Licensing Appeals Committee is hereby established.
- 2.2 The Licensing Appeals Committee shall conduct the hearings and perform the duties that are assigned to it by by-law.
- 2.3 The Licensing Appeals Committee shall be composed of three (3) members of Council and one (1) alternate member of Council as appointed by Council.
- 2.4 Members shall serve on the Licensing Appeals Committee for the term of Council.
- 2.5 The Licensing Appeals Committee shall meet as often as necessary for the expedient resolution of its case load.

## **3. Procedures**

- 3.1 The Rules of Practice and Procedures for the Licensing Appeals Committee as set out in Schedule "A" and shall govern the Licensing Appeals Committee.
- 3.1 Notwithstanding any other by-law or policy of the City, if required by the Licensing Appeals Committee, it may meet privately to inspect the property, to deliberate, or to write a decision or order.

## **4. Jurisdiction**

- 4.1 The Licensing Appeals Committee shall hear appeals of decisions of the City, which decisions carry a right of appeal to the Licensing Appeals Committee as set out in the Bed and Breakfast Licensing By-law and the Accommodations Licensing By-law.

## **5. Decisions**

- 5.1 The Licensing Appeals Committee shall make decisions as permitted by the Bed and Breakfast Licensing By-law and the Accommodations Licensing By-law, that are consistent with the purpose and intent of the Bed and Breakfast Licensing By-law and the Accommodations Licensing By-law, and that further the public interest.
- 5.2 The decision of the Licensing Appeals Committee is final and there is no further right of appeal to Council.

## **6. No Liability**

- 6.1 No Member or any City employee is personally liable for anything done by it, or them, under authority of this by-law.

## **7. General**

7.1 This By-law shall be known and may be cited as the “Licensing Appeals Committee By-law”

7.2 The by-law shall come into full force and effect on the day it is passed.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of August, 2024.

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Mayor – Martin Ritsma

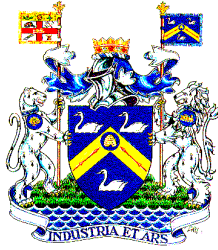
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Clerk – Tatiana Dafoe

**This is Schedule "A" to By-law XX-2025**

Adopted this 11<sup>th</sup> day of August, 2025

Licensing Appeals Committee Rules of Practice and Procedure



**BY-LAW NUMBER XXX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend By-law 4-2023, as amended, to  
appoint members to the Licensing Appeal Committee.

---

**WHEREAS** subsection 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** the 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** the Council of The Corporation of the City of Stratford established a Licensing Appeal Committee through By-law XX-2025 passed on August 11, 2025 and deems it necessary to make appointments to the Licensing Appeal Committee;

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

1. That By-law 4-2023, as amended, be further amended to add the following new provision:
  - 1.48 That (insert names of members of Council to be appointed) are hereby appointed as Council members and Councillor (insert name) is hereby appointed as the alternate member to the Licensing Appeal Committee for a for a four-year term ending November 14, 2026.
2. All other provisions of By-law 4-2023 remain in force and effect.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 11th day of August, 2024.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



**BY-LAW NUMBER XX-2025  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to amend the Fees and Charges By-law 99-2024, as amended, for The Corporation of the City of Stratford, to include fees for Electric Vehicle Charging Stations.

---

**WHEREAS** subsection 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 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** section 10(1) of the Municipal Act, 2001 provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** section 10(2) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1);

**AND WHEREAS** section 391(1) of the Municipal Act, 2001, provides that without limiting sections 9, 10 and 11 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

**AND WHEREAS** Council of The Corporation of the City of Stratford adopted By-law 99-2024, known as the Fees and Charges By-law to establish fees and charges to be collected by The Corporation of the City of Stratford;

**AND WHEREAS** Council of The Corporation of the City of Stratford deems it necessary to amend the Fees and Charges By-law from time to time;

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

1. That Schedule "A" – Corporate-Wide Fees and Charges - to By-law 99-2024, be amended by adding the following fees:

**Electric Vehicle (EV) Charging Station Fees  
(Effective September 1, 2025)**

<b>Electric Vehicle (EV) Charging Station Type</b>	<b>Rate</b>
Level 2 Charging Station	\$2.50 per hour
Level 3 Fast Charging Station	\$16.50 per hour

- 2. All other provisions of By-law 99-2024 remain in force and effect.
- 3. That this By-law comes into force and effect upon final passage thereof.

READ a FIRST, SECOND and THIRD time and  
FINALLY PASSED this 11<sup>th</sup> of August, 2025.

\_\_\_\_\_  
Mayor – Martin Ritsma

\_\_\_\_\_  
Clerk – Tatiana Dafoe



## **STRATFORD CITY COUNCIL**

### **CONSENT AGENDA**

August 11, 2025

<b>REFERENCE NO.</b>	<b>CONSENT AGENDA ITEM</b>
----------------------	----------------------------

- |             |   |
|-------------|---|
| CA-2025-097 | <p>In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:</p> <ul style="list-style-type: none"> <li>• Veterans Drive from Cobourg Street to Waterloo Street will be temporarily closed to through traffic Friday August 1, 2025, at 6:00 p.m. to Monday August 4, 2025, at 8:00 p.m. for the World in a Weekend Event.</li> </ul> |
| CA-2025-098 | <p>Notification that the Infrastructure Services Department intends to issue Request for Proposals in accordance with the City's Purchasing Policy for the following:</p> <ul style="list-style-type: none"> <li>• Lorne Avenue Trunk Storm Sewer Assessment and Rehabilitation;</li> <li>• Well Maintenance Program;</li> <li>• Automated Meter Reading (AMR) System.</li> </ul>                 |

**Endorsement of the following resolutions have been requested:**

- |             |   |
|-------------|---|
| CA-2025-099 | <p>Resolution from the Township of Otonabee-South Monaghan regarding Bill C-2, section 77.5(1).</p> <p>Attachment – Resolution from the Township of Otonabee-South Monaghan dated July 14, 2025.</p>    |
| CA-2025-100 | <p>Resolution from The Corporation of the City of St. Catherines regarding Elect Respect Pledge.</p> <p>Attachment – Letter from The Corporation of the City of St. Catherines dated July 30, 2025.</p> |

At their regular Council meeting held on July 14, 2025, the Council for the Township of Otonabee-South Monaghan passed the following resolution:

R191-2025

Moved by Councillor Terry Holmes

Seconded by Councillor Mark Allen

WHEREAS Bill C-2 proposes to amend the Proceeds of Crime (Money Laundering) and Terrorist Financing Act by adding section 77.5 (1), making it a criminal offense for any business, profession, or charitable entity to accept cash payments, donations, or deposits of \$10,000 or more in a single transaction or related transactions, regardless of their lawful nature;

WHEREAS this blanket ban criminalizes legitimate business transactions using legal tender, punishing businesses and law-abiding citizens solely for choosing to use cash, a fundamental right in Canada;

WHEREAS small businesses, charities, and individuals in Otonabee-South Monaghan and across Canada, including farmers, car dealers, and community organizations, rely on cash for lawful high-value transactions, and this restriction will impose unnecessary hardship, stifle economic activity, and deter charitable giving;

WHEREAS the \$10,000 threshold is arbitrarily low, capturing routine legal transactions while creating compliance burdens that disproportionately harm small businesses, rural communities, and those without digital banking access;

WHEREAS municipalities must stand up for the economic freedom and financial inclusion of their residents;

NOW, THEREFORE, BE IT RESOLVED that the Council of Otonabee-South Monaghan:

- Condemns Bill C-2, section 77.5, as an unacceptable overreach that criminalizes lawful cash transactions and undermines the use of Canadians' right to use legal tender;
- Demands the federal government to withdraw this amendment and engage in meaningful consultation with municipalities, businesses, and charities to develop targeted anti-crime policies that do not penalize legitimate cash transactions;
- Instructs the Municipal Clerk to send this resolution to all Canadian municipalities, the Federation of Canadian Municipalities (FCM), the Ontario

Municipal Association, the Minister of Finance, Emma Harrison, our local MP, the Ontario Chamber of Commerce, and First Nations, calling for unified opposition;

- Urges other municipalities to pass similar resolutions to protect the rights of their residents and businesses

CARRIED.

Sincerely,

Liz Ross, Deputy Clerk

Township of Otonabee-South Monaghan

Tel: 705-295-6852 ext. 214 | Fax: 705-295-6405 | Email: [deputy-clerk@osmtownship.ca](mailto:deputy-clerk@osmtownship.ca)

20 Third Street, PO Box 70, Keene, ON K0L 2G0





July 30, 2025

Association of Municipalities of Ontario  
155 University Ave | Suite 800  
Toronto, ON M5H 3B7

Sent via email: [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**Re: Elect Respect Pledge  
Our File 10.12.1**

To Whom it May Concern,

At its meeting of July 14, 2025, St. Catharines City Council approved the following motion:

WHEREAS democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community; and

WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and

WHEREAS Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment; and

WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office; and

WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables; and

WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and

WHEREAS in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct; and

WHEREAS H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials that encourages individuals to participate in the political process; and

WHEREAS on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a non-partisan “Parliamentary Civility Pledge” to encourage all parliamentarians to commit to end workplace harassment and increase civility on Parliament Hill, modelled after the pledge developed in Halton by representatives of H.E.R.;

NOW THEREFORE BE IT RESOLVED:

THAT City of St. Catharines Council supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct; and

BE IT FURTHER RESOLVED That City of St. Catharines Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at [www.electrespect.ca](http://www.electrespect.ca); and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario’s Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, relevant MPs and MPPs, Regional Police, the Ontario Provincial Police and the Royal Canadian Mounted Police.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Donna Delvecchio, Acting City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:av

cc: Ontario Big City Mayors  
The Federation of Canadian Municipalities



Mayors and Regional Chairs of Ontario  
MPs and MPPs  
Regional Police  
The Ontario Provincial Police  
Royal Canadian Mounted Police



**BY-LAW NUMBER XXX-2025  
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 August 11, 2025.

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**WHEREAS** subsection 5(1) of the Municipal Act, 2001, S.O. 2001 c.25, as amended, ("the Municipal Act, 2001") provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** subsection 5(3) of the Municipal Act, 2001, 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 August 11, 2025, 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 11<sup>th</sup> day of August, 2025.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe