



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

Date: Monday, November 10, 2025

Time: 7:05 P.M.

Location: Council Chamber, City Hall

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

Staff Present: André Morin - Chief Administrative Officer, Audrey Pascual - Deputy Clerk, Taylor Crinklaw - Director of Infrastructure Services, Tim Wolfe - Director of Community Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Karmen Krueger - Director of Corporate Services, Kim McElroy - Director of Social Services and Interim Director of Human Resources, Miranda Franken - Council Clerk Secretary

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

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

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

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

Pages

1. Call to Order

The Chair to call the Meeting to Order.

Councillor Beatty provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a

member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

- | | | |
|-----|--|---------|
| 3. | Sub-committee Minutes | 5 - 11 |
| | Sub-committee minutes are attached for background regarding the discussion held at the October 29, 2025, Sub-committee meeting. | |
| 4. | Delegations | |
| | None scheduled. | |
| 5. | Report of the Council Committee Coordinator | |
| 5.1 | Encroachment Application for 69 Downie Street (ITS25-023) | 12 - 15 |
| | <p>Staff Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;</p> <p>THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;</p> <p>AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.</p> <p>Motion by</p> <p>Sub-committee Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;</p> <p>THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;</p> <p>AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.</p> | |
| 5.2 | Encroachment Application for 14 West Gore Street (ITS25-025) | 16 - 23 |
| | <p>Motion by</p> <p>Staff Recommendation: THAT the walkway be permitted to encroach onto the West Gore Street road allowance;</p> <p>THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 14 West Gore Street for the encroachment</p> | |

agreement;

THAT the fence, retaining wall and garden be removed and returned to grass at the cost of the owner within one year of the date of approval by Council;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 14 West Gore Street.

6. Report of the Climate Change Program Manager

6.1 Annual Corporate Greenhouse Gas Emissions – 2024 (ITS25-022)

24 - 33

Staff Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2024" (ITS25-022), be received for information.

Motion by

Sub-committee Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2024" (ITS25-022), be received for information.

7. Report of the Events Coordinator

7.1 Request an Exemption to Noise Control By-law 113-79 for Lights On Stratford (ITS25-021)

34 - 36

Staff Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

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

Motion by

Sub-committee Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

- Unreasonable Noise [Schedule 1, Clause 8];

- The operation of loudspeakers and amplification of sound [Schedule 2, Clause 2];
- Loading and unloading [Schedule 2, Clause 4].

8. For the Information of Committee

8.1 Department Update

37 - 42

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

8.2 Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board minutes to be provided to Committee.

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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



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

MINUTES

Date: October 29, 2025
 Time: 4:30 P.M.
 Location: Council Chamber, City Hall

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

Staff Present: Taylor Crinklaw - Director of Infrastructure Services, Audrey Pascual - Deputy Clerk, Neil Anderson - Director of Emergency Services/Fire Chief, Miranda Franken - Council Clerk Secretary

Also present: Members of the Public

1. Call to Order

The Chair called the Meeting to Order.

Councillor Beatty provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Conduct Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence

from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the October 29, 2025, Infrastructure, Transportation and Safety Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Council Committee Coordinator

4.1 Encroachment Application for 69 Downie Street (ITS25-023)

Staff Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;

THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.

Motion by Councillor McCabe

Sub-committee Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;

THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.

Carried

5. Report of the Climate Change Program Manager

5.1 Annual Corporate Greenhouse Gas Emissions – 2024 (ITS25-022)

Staff Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2024" (ITS25-022), be received for information.

Sub-committee Discussion: The Director of Infrastructure Services provided an overview of the report. Highlights included the following:

- the report outlining successes over 2024;
- data indicating a considerable drop in Corporate Green House Gas Emissions since 2017;
- this being largely a result of Provincial allocation for carbon with increased efficiencies at Provincial level now being recognized by reporting mechanisms;
- gains towards targets resulting from upgrades to facilities and fleet;
- the biggest area for improvement to meet 2030 objectives being required through facilities;
- the recommendation being through deep energy retrofits for bigger emitters;
- staff are currently proceeding with a grant through Federation of Canadian Municipalities (FCM) to investigate efficiencies for the Burnside Agriplex, City Hall, the City Hall Annex, Dufferin Arena, the Police station, the Rotary Complex and the Allman Arena;
- recommendations to outline where the biggest efficiencies can be gained;
- staff anticipate a considerable cost associated with these; and
- the 2026 Budget and subsequent Budgets to discuss if the City will proceed through the deep energy retrofits to meet objectives or make adjusted recommendations to move climate initiatives forward.

Discussion occurred between Sub-committee and staff. Highlights of the discussion included the following:

- a member asked if the FCM grant will cover the assessment for the deep retrofits;
- staff replied the grant received will cover the majority of the work being undertaken; and

- a member thanked staff for the work done on this report and to move the initiatives forward.

Motion by Councillor Hunter

Sub-committee Recommendation: THAT the report titled, "Annual Corporate Greenhouse Gas Emissions – 2024" (ITS25-022), be received for information.

Carried

6. Report of the Deputy Clerk

6.1 Parking Request – 41 Mornington Street (ITS25-024)

Staff Recommendation: THAT the request to install seven (7) parking stalls on the municipal road allowance off Hamilton Street, near Mornington Street be referred to staff for inclusion in the Downtown Parking Study to be undertaken in 2026.

Sub-committee Discussion: The Deputy Clerk provided an overview of the report. Highlights included the following:

- a request being received from St. James Church to install parking stalls along Hamilton Street;
- there being concerns identified with a lack of parking in the area;
- the City typically grants exemptions to the No Parking restrictions for specific events held in the Church; and
- the requested stalls to be located closer to the Church to accommodate members of the public who may have accessibility concerns.

Discussion occurred between Sub-committee and staff. Highlights included the following:

- a Member asked if the addition of the stalls would result in taking away parallel parking spots used for special events;
- staff replied that exemptions for Church events are typically granted for Mornington Street and Caledonia Street with the stalls proposed for the front of the Church accommodated between two trees on Hamilton Street;

- the proposed area being a municipal road allowance that would require the Church enter into an encroachment agreement;
- the Church having identified the significant financial impact for the install and have requested the City install the parking spots;
- a Member commented this area not being in the downtown area and not wanting the Downtown Parking study to be delayed, stretched or challenged by this request;
- a Member commented that in addition to enforcement a most effective and inexpensive traffic calming measure being on street parking;
- discussion was had regarding a replacement motion to possibly include a study of on street and overnight parking;
- in response to a Members question staff replied that if the City installs the parking stalls there would be no encroachment agreement and the stalls would be municipal parking;
- staff noted current parking being on the north side of Hamilton Street adjacent to the houses with there being vehicle parking spaces on the side adjacent to the Church;
- the width of the street being less than 8.5m and not allowing parking across from driveways with conflict arising from residents not able to back out and this being particularly problematic during winter months when the street is narrowed due to snow banks; and
- the requested stalls being intended to eliminate those conflicts.

Motion by Councillor Hunter

Sub-committee Recommendation: THAT the request to install seven (7) parking stalls on the municipal road allowance off Hamilton Street, near Mornington Street be referred to staff to review surrounding parking restrictions.

Carried

7. Report of the Events Coordinator

7.1 Request an Exemption to Noise Control By-law 113-79 for Lights On Stratford (ITS25-021)

Staff Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

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

Motion by Councillor Nijjar

Sub-committee Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

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

Carried

8. Department Update

Sub-committee Discussion: The Director of Infrastructure Services provided highlights on the Department Update as follows:

- staff preparing for winter with the operational fleet transitioning to snow plows;
- construction projects being completed for the season;
- pavement across the city completed for the year with some restoration and line work remaining;
- staff wrapping up Accessibility Compliance requirements for 2025 with reporting due every other year;

- an emergency response exercise having been completed on October 23, 2025 with the exercise being a tornado scenario; and
- staff thanked the Fire Division for orchestrating with the live exercise being a valuable exercise for staff to be better prepared in future.

9. Advisory Committee/Outside Board Minutes

There were no Advisory Committee/Outside Board minutes provided to Sub-committee.

10. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is November 26, 2025, at 4:30 p.m. in the Council Chamber, City Hall.

11. Adjournment

Motion by Councillor Hunter

Sub-committee Decision: THAT the Infrastructure, Transportation and Safety Sub-committee meeting adjourn.

Carried

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:48 P.M.



MANAGEMENT REPORT

Date: October 29, 2025
To: Infrastructure, Transportation and Safety Sub-committee
From: Vicky Trotter, Council Committee Coordinator
Report Number: ITS25-023
Attachments: 69 Downie Street Drawing

Title: Encroachment Application for 69 Downie Street

Objective: To consider a request to enter into an Encroachment Agreement with the owner of 69 Downie Street. The purpose of the Encroachment Agreement is to permit metal lights, frame and metal awning, and frame and metal sign to encroach onto the Downie Street and Brunswick Street road allowances.

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

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

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

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

No new encroachments onto park property will be permitted."

The Policy further states:

"7. When Encroachments will not be granted

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

- new encroachments onto park property;
- additions to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances;
- the encroachment poses a danger to the public;
- when construction has commenced prior to the issuance of a required permit from the City."

There is currently an encroachment agreement for the property dated October 14, 1986 for the portion of the building which encroaches onto the municipal road allowances of Downie and Brunswick Streets.

Analysis: The application was circulated to departments for comments, and no concerns were received.

Sub-committee may wish to consider one of the following options:

1. Approve the request for an encroachment of the metal lights, frame and metal awning, and frame and metal sign.
2. Deny the request and require the metal lights, frame and metal awning and frame and metal sign to be removed at the cost of the owner.

Staff recommend Option 1 as no concerns were received from departments, and the encroachments have been in place for a significant period of time.

Financial Implications:

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

Financial impact to current year operating budget:

If the encroachment of the metal lights, frame and metal awning, and frame and metal sign is approved (Option 1), the annual fee of \$897.34 adjusted yearly by the CPI, would be added to the property tax bill for this property for the encroachment agreement, representing revenue to the City.

If the encroachment is denied (Option 2) there will be no financial impact to the current year operating budget.

Financial impact on future year operating budget:

If approved, the amounts noted above would be adjusted yearly by the CPI and added to the property tax bill until the agreement is terminated or the encroachment is removed, representing revenue to the City.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the encroachment policy is a service offered by the City to permit existing building or structures to encroach onto municipal property. The City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.

Alignment with One Planet Principles:

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

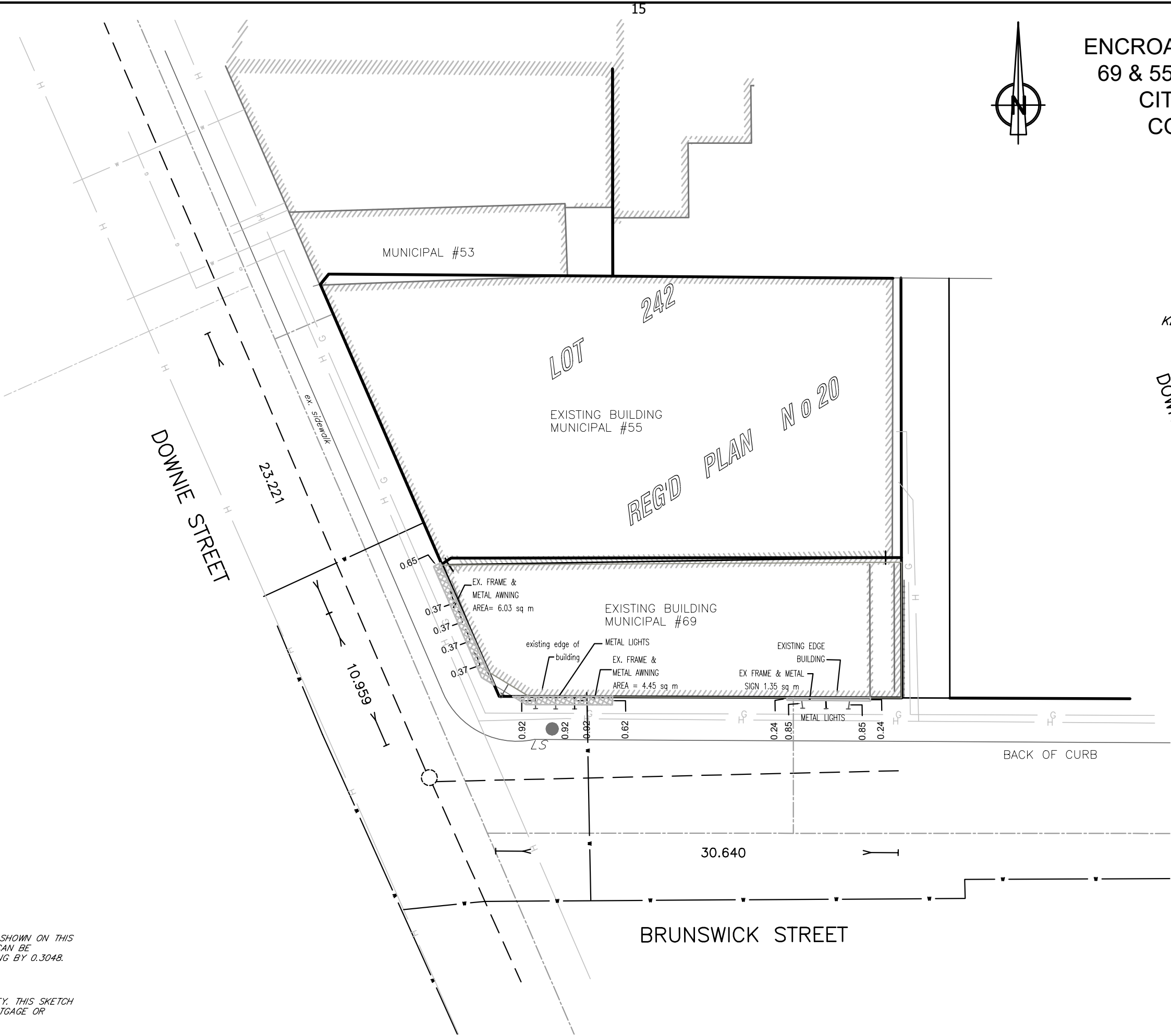
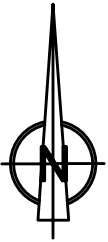
Staff Recommendation: THAT the metal lights, frame and metal awning, and frame and metal sign be permitted to encroach onto the Downie and Brunswick Street road allowances;

THAT the annual fee of \$897.34 adjusted yearly by the CPI, be added to the property tax bill for 69 Downie Street;

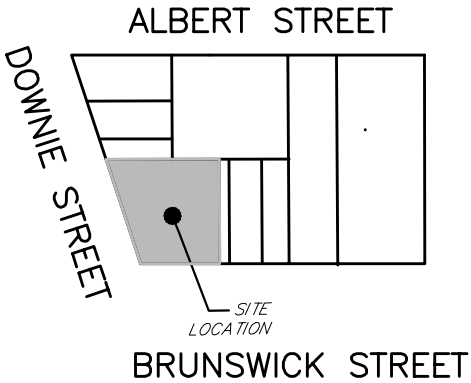
AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 69 Downie Street.

Prepared by:	Vicky Trotter, Council Committee Coordinator
Recommended by:	Tatiana Dafoe, City Clerk
	Karmen Krueger, CPA, CA, Director of Corporate Services
	André Morin, CPA, Chief Administrative Officer

ENCROACHMENT SKETCH FOR
69 & 55 BRUNSWICK STREET
CITY OF STRATFORD
COUNTY OF PERTH



KEY MAP (N.T.S.)



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

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

69 & 55 BRUNSWICK STREET
STRATFORD, ON N5A 3W2
www.gritengineering.ca

PROJECT: ENCROACHMENT SKETCH	
CLIENT: THEOCHARIS BROTHERS	
DATE: 1 2025/06/24	
SCALE: : 300 METRIC 	
PROJECT NO: GE23-0630-1-SK2	
DRAWN BY: MB CHECKED BY: SJC	DRAWING NO. C100 (REV2)



MANAGEMENT REPORT

Date: November 10, 2025
To: Infrastructure, Transportation and Safety Committee
From: Vicky Trotter, Council Committee Coordinator
Report Number: ITS25-025
Attachments: 14 West Gore Street Drawing, 14 West Gore Photos

Title: Encroachment Application for 14 West Gore Street

Objective: To consider a request to enter into an Encroachment Agreement with the owner of 14 West Gore Street. The purpose of the Encroachment Agreement is to permit the fence, retaining wall, walkway and garden to encroach onto the West Gore Street road allowance.

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

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

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

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

No new encroachments onto park property will be permitted."

The Policy further states:

"7. When Encroachments will not be granted

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

- new encroachments onto park property;
- additions to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances;
- the encroachment poses a danger to the public;
- when construction has commenced prior to the issuance of a required permit from the City."

In August 2024 it was brought to the attention of the By-law Division that the homeowner had built very close to the sidewalk. The owner was contacted and advised they were required to submit an encroachment application. In September 2025 the final documents for the encroachment application were submitted to the Clerk's Office.

Analysis: The application was submitted for review to the following divisions: Planning, Engineering, Building, and By-law. Their comments are summarized below.

Engineering:

The Engineering Division has concerns when it comes to snow removal by sidewalk plows. We foresee the potential damage to the garden, retaining wall and fence during snow removal operations, specifically when it comes to the snow load pushing and sitting against these items.

Given the possibility of damage to the garden, retaining wall and fence during snow removal operations, specifically when it comes to the snow load pushing and sitting against these items, staff sought advice from the City's Solicitor on potential implications to the City. If Council wishes to permit these additional structures to encroach onto the municipal road allowance it is recommended that a clause be added to the encroachment agreement which would limit the liability to the City should the structures be damaged.

By-law:

The By-law Division noted upon review of the City's Fence and Hedge By-law 128-2003, the location of the fence, retaining wall and walkway are in violation of Section 5.2 of said by-law, which states: No person shall construct, erect, maintain, keep or permit within the City of Stratford any fence on public property including any street as defined in this by-law without the prior written permission of Council.

Building:

The Building Division stated the request does not offend the City's Comprehensive Zoning By-law.

Sub-committee may wish to consider one of the following options:

1. Permit the fence, retaining wall, walkway and garden to encroach onto the municipal road allowance. If this option is approved, it is recommended that a clause be added to the encroachment agreement which would limit the liability to the City should the structures be damaged. The annual fee of \$115.20 adjusted yearly by the CPI, would be added to the property tax bill for this property for the encroachment agreement, representing revenue to the City, but would still leave all encroachments in place. If the encroachments are approved despite the fence, retaining wall and walkway being in violation of the City's Fence and Hedge By-law 128-2023, such approval would cause the noted violations to be considered "deemed to comply."
2. Deny the request for an encroachment which would result in the owner having to remove the fence, retaining wall, garden and walkway and return the area to grass at the cost of the owner. There are no fees or financial implications with this option and results in full compliance with all City by-laws.
3. Permit the walkway to encroach onto the municipal road allowance and require the fence, retaining wall and garden to be removed and returned to grass at the cost to the owner. If this option is approved, the annual fee of \$50.00 adjusted yearly by the CPI, would be added to the property tax bill for this property for the encroachment agreement, representing revenue to the City.

Due to the above noted concerns from the Engineering Division, Staff recommend proceeding with Option 3, a partial encroachment. This option would allow only the walkway to encroach onto the municipal road allowance. This option would require the owner to remove the fence, retaining wall and garden and return the area into grass at the cost of the owner.

Financial Implications:

Financial impact to current and future year operating budget:

If Option 1 or Option 3 is selected, the annual fee, adjusted yearly by the CPI, would be added to the property tax bill for this property for the encroachment agreement. The annual fee is based on the size of the encroachment and is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property.

Legal considerations:

If Option 1 is approved, it is recommended that a clause be added to the encroachment agreement which would limit the City's liability in the event of damage caused during City activities, (snow clearing).

Alignment with Strategic Priorities:

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

Alignment with One Planet Principles:

Not applicable: This report does not align with one of the Strategic Priorities as the encroachment policy is a service offered by the City to permit existing building or structures to encroach onto municipal property. The City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.

Staff Recommendation: THAT the walkway be permitted to encroach onto the West Gore Street road allowance;

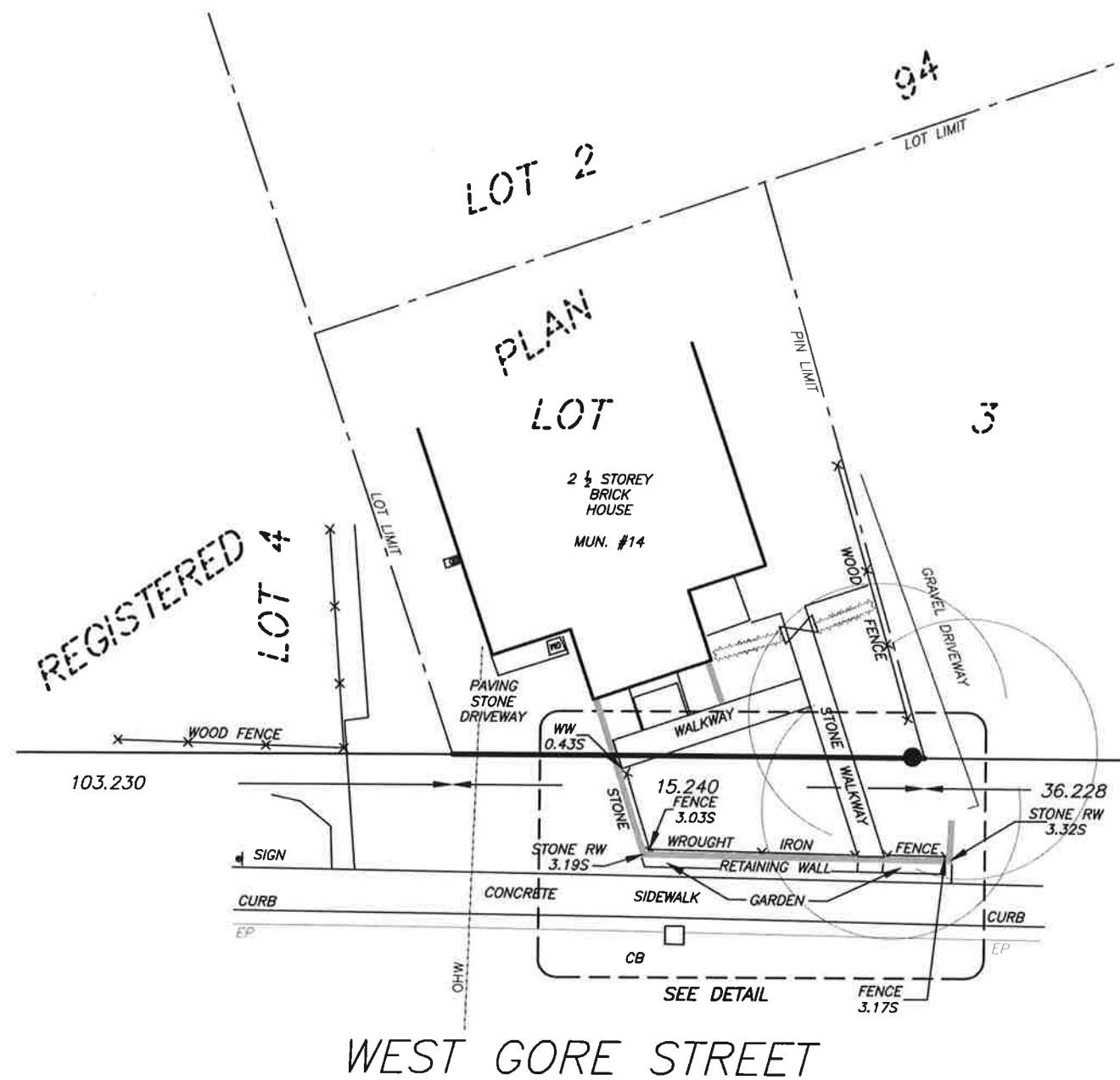
THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 14 West Gore Street for the encroachment agreement;

THAT the fence, retaining wall and garden be removed and returned to grass at the cost of the owner within one year of the date of approval by Council;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 14 West Gore Street.

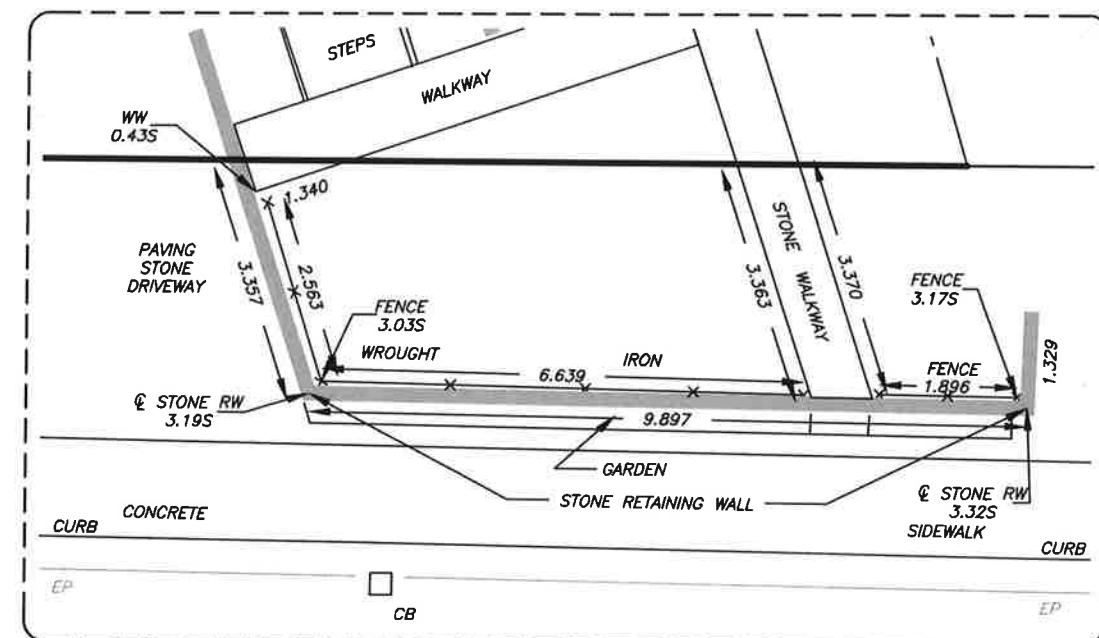
Prepared by: Vicky Trotter, Council Committee Coordinator

Recommended by: Tatiana Dafoe, City Clerk
Karmen Krueger, CPA, CA, Director of Corporate Services
André Morin, CPA, Chief Administrative Officer



ENCROACHMENT SKETCH
 OF PART OF
LOT 3
REGISTERED PLAN No. 94
 IN THE
CITY OF STRATFORD
COUNTY OF PERTH
 SCALE 1:200
 0 1 2 3 4 8 12 METRES
MTE OLS LTD.
ONTARIO LAND SURVEYORS

DETAIL:
 SCALE: 1:100



CAUTION:

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED
 EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.

THIS SKETCH IS PREPARED FOR KENT BUNSTON
 DATE : SEPTEMBER 10, 2025

© COPYRIGHT 2025, MTE OLS LTD.

METRIC:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
 CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



MTE ONTARIO LAND SURVEYORS LTD.
 365 HOME STREET
 STRATFORD, ONTARIO, N5A 2A5
 TEL: 519-271-7952

Cad File: P:\P\55895\100\55895-100-SK1.DWG

COGO : 55895-100.ASC

Drawn By : C. JANSSEN

Checked By : T. MCNEIL, OLS

File No : 55895-100-SK1 (S)

Aug 14, 2024 14:49:00

Stratford

Josh Lee-Him, Bylaw Enforcement Officer

City of Stratford

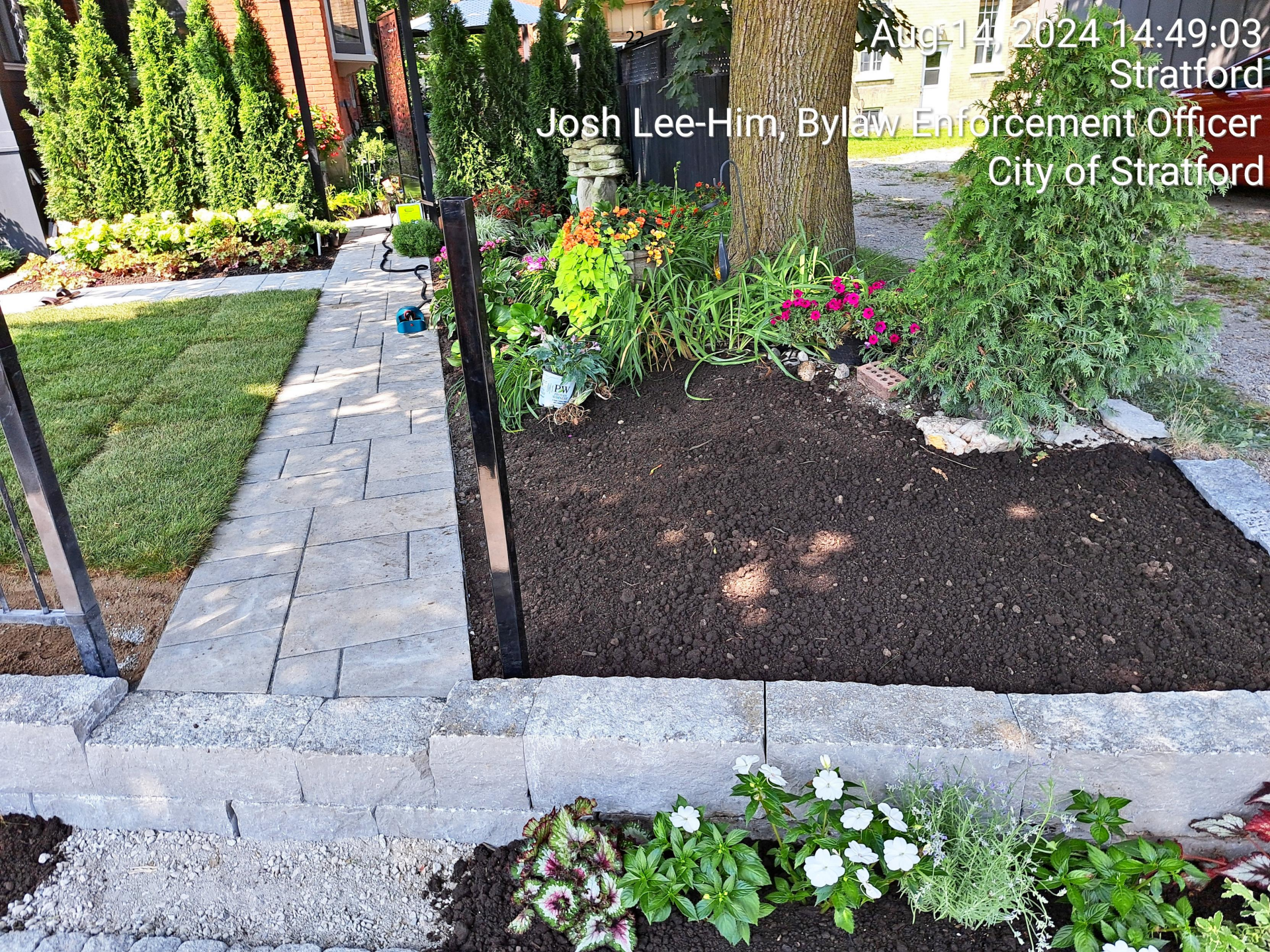


Aug 14, 2024 14:49:03

Stratford

Josh Lee-Him, Bylaw Enforcement Officer

City of Stratford



Aug 14, 2024 14:49:05

Stratford

Josh Lee-Him, Bylaw Enforcement Officer

City of Stratford





MANAGEMENT REPORT

Date: October 29, 2025
To: Infrastructure, Transportation and Safety Sub-committee
From: Sadaf Ghalib, Climate Change Programs Manager
Report Number: ITS25-022
Attachments: None

Title: Annual Corporate Greenhouse Gas Emissions – 2024

Objective: To report annually on the City of Stratford’s Corporate Greenhouse Gas (GHG) emissions inventory for the year-ending December 31, 2024, and progress toward meeting corporate GHG emission reduction targets.

Background: On October 23, 2023, City Council endorsed the Corporate Energy and Emissions Plan (CEEP), which provides guidance on how the City can accelerate efforts toward decarbonization, operationalize actions to support energy efficiency and achieve the required emission reduction targets to align with provincial and federal objectives.

Goals in the CEEP are aligned with Council’s Climate Emergency Declaration of 2020 and subsequent commitment to reducing greenhouse gas (GHG) emissions by 30% from 2017 levels by 2030, 60% by 2040 and achieving near to net-zero emissions by 2050.

Since this declaration, the City has committed to taking action within its municipal operations and aligning decision-making with our energy efficiency goals and climate targets. Staff continue to implement recommendations from CEEP, track and monitor efforts within each department, and document progress toward achieving overarching sustainability goals.

Analysis: Compared to the 2017 baseline year, the City’s total GHG emissions for 2024 decreased by approximately 20.75% (equal to 1,053.75 tonnes of carbon dioxide equivalent, or tCO₂e). Annual GHG emissions also decreased by approximately 10% between 2023 and 2024. Total corporate GHG emissions in 2024 were approximately 4,022.65 tCO₂e.

Some external factors influenced this change, including but not limited to stable CO₂ emission factors for natural gas and diesel generation in the province, and a slight

increase in the electricity consumption intensity values for Ontario's electricity grid. Other internal factors included energy efficiency improvements for corporate facilities, ongoing transition of fleet vehicles and equipment to low-carbon options, as well as the availability of more accurate data from historical reporting.

For future years, some impacts are anticipated from variations in seasonal outdoor temperatures that can influence GHG emission outcomes from year to year by causing fluctuations in energy consumption to accommodate occupant thermal comfort. Such variations cannot be determined or predicted in the face of erratic climate events such as more frequent heat waves, intense winter storms and frequent precipitation events.

Measured energy usage and GHG emissions are noted for each asset class below (Table 1) and overall corporate GHG emissions for 2024 are depicted graphically in Figure 1 and 2.

Table 1 Measured Energy and GHG Emissions for Corporate Assets (2024)

Asset Class	Energy Type(s) in Use	Usage/ Generation	2024 GHG Emissions
Buildings (including Municipal Airport)	Electricity	6,294,802 kWh	283.91 tCO ₂ e
	Natural Gas	773,352 cu. m.	1,485.61 tCO ₂ e
Fleet (including Stratford Police Services)	Gasoline	189,235 L	1,778.30 tCO ₂ e
	Diesel	500,434 L	
	Electricity	4,071 kWh	
Outdoor Lighting (streetlights and traffic lights)	Electricity	7,561,326 kWh	226.83 tCO ₂ e
Solid Waste	Not applicable	288.82 tonnes	151 tCO ₂ e
Water and Wastewater	Electricity	3,217,238 kWh	97 tCO ₂ e

Corporate Energy and Emissions Plan (CEEP) Implementation

- The Climate Action team continued to provide inter-departmental support to staff and ensured that a strategic climate lens informed planning and decision making.
- Monitored the implementation of CEEP recommendations for corporate assets.

- Continued including climate considerations in the annual budget process to quantify energy and emissions impacts of city-wide initiatives including but not limited to projects, plans and procurement components. This evaluation tool has helped interdepartmental staff assess climate impacts for a wide array of projects right from the conception stage and is further intended to support decision making for staff as well as Council.
- Supported interdepartmental initiatives including building energy audits for facilities, the determination of more assets to be included, evaluation of streetlight inventory, assistance on EV charging station initiatives, technical guidance on grant funding applications for fleet transition to hybrid and electric buses and periodic reporting to funding organizations for secured grants.

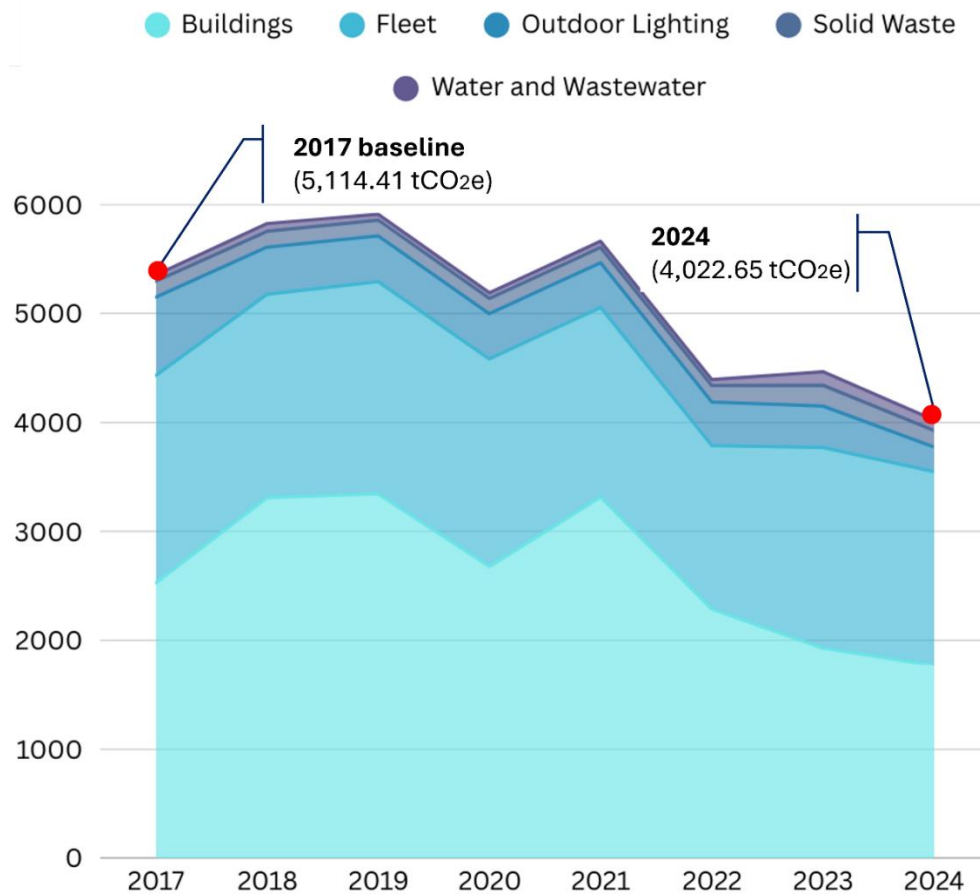
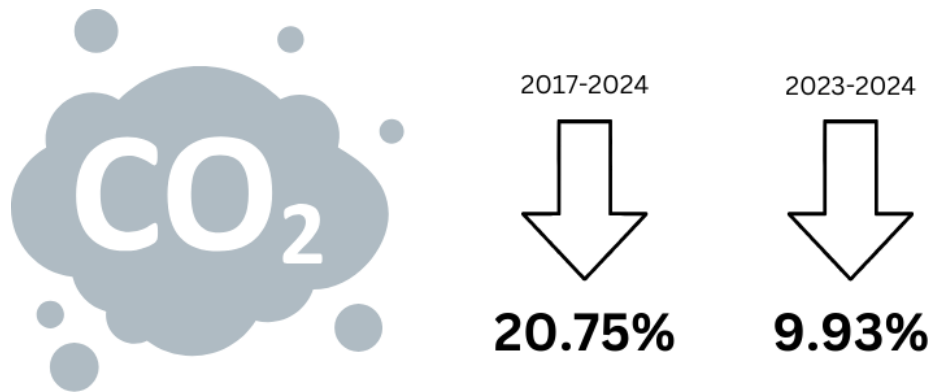


Figure 1 Corporate GHG Emissions Trajectory from 2017 – 2024



Corporate GHG emissions from 2017 baseline year have decreased by 20.75%, and annual emissions from 2023-24 have decreased by 9.93%

Figure 2 Change in Corporate GHG Emissions since baseline year (2017) and Annual Emissions from 2023-2024

Energy and Emissions Share

Consistent to previous years, a predominant share of energy usage and emissions was driven by buildings and fleet. Corporate emissions from the baseline year (2017) have decreased by 20.75%, and annual emissions from 2023 to 2024 have decreased by 9.93% (see asset class breakdown in Figure 3 below).

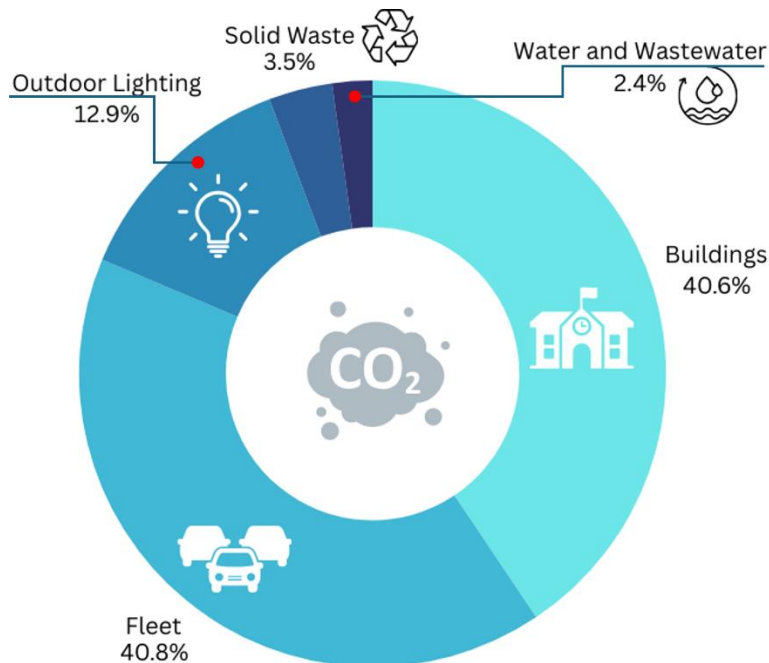


Figure 3 Energy and Emissions Share for each asset class (2024)

While there has been a slight decrease in buildings' emissions due to ongoing basic retrofits to replace aging, or end-of-life components and equipment to efficient options, much deeper retrofits to low-carbon options such as electric powered are needed to drive the energy transition and emissions decrease for the corporate trajectory to be on track for our net-zero targets.

For fleet and equipment, the transition is somewhat steady as several aging models have been upgraded to their hybrid or electric counterparts. While immediate cost savings and emissions reduction can be observed through the fleet asset class, the most impact on emissions is expected through upgrading the entire fleet of light-duty vehicles to electric options, followed by upgrades of medium and heavy-duty fleet to other low carbon options, such as hybrid where feasible.

Overview of Initiatives from Corporate Asset Classes

A high-level overview of initiatives for each asset class is provided below.

Building Asset Class

Through ongoing strategic investments in building retrofits such as efficient mechanical system replacements, envelope improvements and lighting upgrades, corporate buildings attained emission reduction of approximately 8.23% over the past year along with significant operating cost savings. This translates to a decrease in approximately 158.72 tCO_{2e} of emissions.

Some initiatives undertaken for buildings are noted as follows.

- Seven facilities approved for funding to undergo feasibility studies from Federation of Canadian Municipalities (FCM): Burnside Agriplex, City Hall, City Hall Annex, Dufferin Arena, Police Station, Rotary Complex, and William Allman Memorial Arena. At the time of writing this report, these feasibility studies were underway. Staff have retained consultant support to help identify pathways to retrofit these facilities to low-carbon, high-performance buildings.
- Installation of an electric heating boiler at the William Allman Memorial Arena. The new boiler replaced two existing gas-fired units at the facility. The electric boiler is now the main source for heating, with the two existing gas-fired boilers being the secondary heating source when demand peaks. Prior to this replacement, there were four gas-fired units, two of which were not operational.
- Replacement of the roofing system at the William Allman Memorial Arena. Replacement of the cooling tower for the refrigeration plant at the Dufferin Lions Arena.
- Replacement of a rooftop HVAC unit at City Hall Annex serving the third floor.

- LED lighting retrofit of City Hall (ongoing), Stratford Public Library and Destination Stratford office.
- Replacing the T5 lighting fixtures (ice surface lighting) at the Dufferin Lions Arena with LED lighting fixtures.
- Replacing the obsolete older style LED lighting fixtures (ice surface lighting) at the Rotary Complex (Rink A).
- Replacement of the roofing system at the Administration of Justice Building.

Fleet Asset Class

Ongoing procurement of low carbon options as a replacement for aging conventional internal combustion engine (ICE) vehicles and equipment that have been added to the City's inventory over the past year have resulted in annual fuel cost savings of around 30%, along with notable GHG emission reductions.

Table 2 Corporate Fleet and Equipment

Fuel type	Number of Units (fleet and equipment)	Percentage Breakdown
Gasoline	59	43%
Diesel	51	37%
Propane	6	4%
Hybrid	21	15%
Electric	1	1%

Notable efforts from 2024 are highlighted below.

- Equipment upgrades included small tool transition to battery options and electric articulating boom lift.
- Stratford Police Services (SPS) continues to replace fleet with low carbon options. Out of an inventory comprising 33 vehicles, 18 are gasoline, 1 is diesel powered and 14 are hybrid vehicles. Overall, SPS has completed 42% of their fleet transition to hybrid vehicles, benefiting from operational cost savings and contributing to corporate emissions reductions.
- The Transit Division also initiated significant upgrades to the transit fleet, with two new hybrid buses procured to phase out two aging units.

Outdoor Lighting

There were few LED conversions conducted for outdoor lighting in 2024. Overall, since 2019, 76% of total streetlights (5,777 units) have been converted to LED. Remaining

lights include high-pressure sodium (1,382 units), fluorescent lamps (2 units), incandescent and metal halide lamps (2 units). In 2024, streetlights and traffic lights utilized 7,561,326.9 kWh of electricity, and generated approximately 226.83 tCO₂e at the cost of \$1,604,682.

Conversions for some existing lighting options to LEDs are planned for 2026.

Water and Wastewater

The annual energy consumption for 2024 has been measured as 3,217,238 kWh, marking a 2% decrease from the annual consumption in 2023. Generally, energy consumption and associated costs for operations at the Water Pollution Control Plant (WPCP) facility have been consistently increasing over the years, which is primarily due to increased infrastructure needs due to growth leading to increased flow, as well as variable precipitation patterns and snow melt in the region.

- The average demand at the facility in 2024 was 538 kW, representing a 10% increase compared to the 2023 average of 487 kW. The peak demand for the year occurred in July 2024, reaching a maximum of 691 kW.
- In 2024, the verified annual total cost amounted to \$460,081, representing a 14.5% increase compared to the 2023 total of \$401,578. Notably, energy costs peaked in January 2024, marking the highest expenditure for that category during the year.
- Ontario Clean Water Agency (OCWA) continues to monitor the facility and provide recommendations for potential energy saving programs and initiatives.

Municipal Solid Waste

For the GHG emissions inventory, emissions are determined from the total waste generated in a year, including that which is landfilled, and recycled and composted or diverted from landfill. In 2024, community-wide generated waste was approximately 38,230.86 metric tonnes, of which 67.15% was sent to landfill and 32.85% was diverted to other streams including recycling and composting.

Overall, the city disposed 25,672.65 metric tonnes of waste to the landfill, which is slightly lower (approx. 8.5%) than the amount of waste generated and disposed to landfill in 2023 (29,999.28 tonnes)

Recycled waste generated and disposed to recycling facilities was approximately 12,557.71 metric tonnes, or 32.85% of total waste generated.

While an accurate number cannot be determined for corporate-generated waste, it is estimated that anywhere between 1% to 1.25% of the total waste can be assumed to be generated at municipal facilities and parks, or approximately 288.82 metric tonnes.

This estimate includes waste collection from downtown waste receptacles, parks and other public buildings.

While managing waste generated at all municipal facilities, parks, public spaces and during events can be a challenging metric to track, efforts are underway to increase awareness around waste generation and reduction.

Infrastructure Upgrades

While infrastructure upgrades like installing electric vehicle (EV) charging stations involve upfront costs, they are expected to support the transition to electric vehicles and meet the community's future infrastructure needs as more drivers switch from conventional cars to plug-in hybrids and EVs. In 2024, 7 new EV stations were installed on municipal parking lots.

Staff continue to track usage for the current inventory and explore opportunities for grants and funding. Below are excerpts from the 12-month usage of EV stations in all municipal parking lots for 2024.

Table 3 City's EV Charging Station Session Details for 2024

Period	January 1, 2024, to Dec 31, 2024
Energy deployed	47.42 MWh
Cost incurred (based on electricity cost of 0.18c per kWh)	\$8,536.80
GHG savings	49.65 tCO ₂ e
Gasoline savings	22,530.88 Litres

At the time of writing this report, the City's EV station deployment helped avoid an estimated 178,831 kgCO₂e (carbon emissions or 178.83 tCO₂e), which is equivalent to planting 4,585 trees and letting them grow for 10 years.

Notable efforts from 2024 are highlighted below.

- Through funding provided by Natural Resources Canada (NRCan) and the Zero Emission Vehicle Infrastructure Program (ZEVIP), the City completed the installation of 4 dual port Level 2 EV charging stations and 1 Level 3 EV charging station at Erie Street Parking Lot and 2 dual port L2 EV charging stations at York Street Parking Lot.
- Staff applied to the Province of Ontario's EV ChargeON program for funding to install L3 EV Charging Stations at the Rotary Complex.
- Staff applied to the new intake of NRCan's Zero Emission Vehicle Infrastructure Program (ZEVIP) for funding to install L3 EV Charging Stations at the Rotary Complex.

- Staff continued to collaborate with Festival Hydro Inc. to analyze the feasibility of drawing power from the electric grid to serve current and future demand for both L2 and L3 charging stations.

Climate Lens Across Corporate Initiatives

2024 saw several initiatives that incorporated a climate lens in development and implementation. Highlighted below are some key projects.

- A climate lens was applied for the second year as part of the annual municipal budget process. This continues into the 2026 budget process. This assisted in identifying ongoing energy and cost savings as well as emission reduction opportunities in corporate-wide planning and operations that can have a direct impact on the GHG emission trajectory.
- Endorsement of the Community Climate Action Plan (CCAP) advancing climate action within the community, with clear and tangible actions.
- Update of existing plans and strategies with energy transition and climate action as a key priority. Projects included the 2024 – 2027 Strategic Priorities, and the Official Plan Review.
- Staff applied for a funding opportunity to advance adaptation and resilience-based initiatives through FCM's Local Leadership for Climate Adaptation- Climate Ready Plans and Processes.

Financial Implications:

Not applicable:

There are no direct financial implications to be reported because of this informational report.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this strategic priority as its recommendations promote energy efficient buildings, sustainable transportation options and infrastructure, support the energy transition for the City and community, that is anticipated to significantly drive emission reduction and support sustainable growth.

Alignment with One Planet Principles:

Equity and Local Economy

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

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

Travel and Transport

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

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Zero Waste

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT the report titled, “Annual Corporate Greenhouse Gas Emissions – 2024” (ITS25-022), be received for information.

Prepared by:

Sadaf Ghalib, Climate Change Programs Manager

Recommended by:

Taylor Crinklaw, Director of Infrastructure Services

André Morin, CPA, Chief Administrative Officer



MANAGEMENT REPORT

Date: October 29, 2025
To: Infrastructure, Transportation and Safety Sub-committee
From: Kirstin Riddell, Event Coordinator
Report Number: ITS25-021
Attachments: None

Title: Request an Exemption to Noise Control By-law 113-79 for Lights On Stratford

Objective: To consider an exemption request for Destination Stratford's Lights On event from Noise Control By-law 113-79. This event is taking place every Thursday through Sunday from December 12, 2025, to January 18, 2026, between the hours of 5:00 p.m. to 10:00 p.m.

Background: Noise By-laws are designed to reduce and control both unnecessary and excessive sounds which can be a nuisance and degrade the quality and peacefulness of neighbourhoods. The Noise By-law identifies different rules and restrictions for noise based on four geographical areas throughout the city known as zones (Quiet zone, Residential zone, Commercial zone, Park zone).

The production, reproduction, or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79. The nature of this event would include this type of sounds.

Exemptions from the Noise By-law are requested for the following clauses:

Schedule 1, Clause 8 – "Unreasonable noise provision."

Schedule 2, Clause 2 – "The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction, or amplification of sound."

Prohibited all day Sundays and Statutory Holidays, and from 11pm of one day to 7am next day from Monday to Thursday, and from 12am of one day to 7am next day on Friday and Saturday.

Schedule 2, Clause 4 – “Loading, unloading, delivering, packing, unpacking, or otherwise handling of any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects.”

Prohibited all day Sundays and Statutory Holidays, and from 7pm of one day to 7am next day.

Analysis: A Noise By-law exemption was first approved for this recurring event in 2021 for the Market Square location only. As amplified noise is permitted in commercial zones Monday to Thursday from 7:00 a.m. to 11:00 p.m., and Friday and Saturday from 7:00 a.m. to 12:00 a.m., the exemption to permit the amplification of sound in a Commercial Zone is for Sunday between the hours of 5:00 p.m. to 10:00 p.m.

This year’s Lights On event will include light displays at Tom Patterson Island, Market Square, Destination Stratford Office – 47 Downie Street, and 70 Ontario Street – exterior light wall. The event will take place every Thursday to Sunday between the hours of 5:00 p.m. and 10:00 p.m. starting December 12, 2025, until January 18, 2026.

The intent of this noise by-law exemption request is to:

- Permit the operation of loudspeakers and amplification of sound for the duration of the event.
- Allow for certain noise during setup and take down.
- Support an exemption from the unreasonable noise provision for the duration of the event.

Notice of Intent to Neighbouring Residents

A notice of the noise exemption request was issued in the Town Crier and the event organizers hand delivered notices to residents within 120m of the event locations. The deadline for comments was September 22, 2025. To date, no responses have been received.

Destination Stratford has hosted the Lights On Stratford event safely and successfully in the City of Stratford since 2021. However, as amplified sound is now expected at 47 Downie Street and 70 Ontario Street, an exemption to Noise Control By-law 113-79 is subject to Council review and final approval.

Financial Implications:

There are no financial implications because of this report.

Alignment with Strategic Priorities:

Work Together For Greater Impact

This report aligns with this priority as it highlights a community-based event that features inclusive lighting displays, bringing together people of all ages and cultures, while fostering a stronger, more connected community.

Alignment with One Planet Principles:

Health and Happiness

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

Culture and Community

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

Staff Recommendation: THAT the request for a Noise Control By-law exemption from the provisions outlined below for the Lights On Stratford event by Destination Stratford and taking place every Thursday through Sunday from 5:00 p.m. to 10:00 p.m. starting December 12, 2025, to January 18, 2026, be approved:

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

Prepared by: Kirstin Riddell, Events Coordinator

Recommended by: Tim Wolfe, Director of Community Services
André Morin, CPA, Chief Administrative Officer

Infrastructure, Transportation and Safety Sub-Committee

October 2025

IS Update Regarding Capital Projects and General Operations

The following Infrastructure Services update on capital projects and general operations is an extension of the proposed key deliverables identified in the Engineering, Environmental, Public Works and Climate Divisions' respective annual workplans.

Special Projects can be found the City page, www.EngageStratford.ca

Studies

- Storm Model and Master Plan Update
 - Subject to budget approval, update to existing storm model and consolidation of all existing storm master plans and EA reports, climate change adaptation to be included.
- Sanitary Master Plan Update
 - RFP for consultant services awarded to Civica, work nearing completion.
 - New sanitary model to be used to update existing Sanitary Master Plan and incorporate all lands annexed since 2004.
 - Second Open House held in person and on Engage, May 21, 2025 – no members of the public attended, no comments received online.
 - Council presentation of final report by end of 2025.

Capital Projects - Ongoing

- Concrete and Asphalt Restoration
 - Continuation of multi-year tender to replace damaged concrete sidewalk, curbs and asphalt road cuts, including restoration works.
- Albert Street Reconstruction Phase 2 – Front to King Street
 - Full reconstruction with new watermains, sanitary and storm sewers.
 - Design includes continuation of 'bicycle boulevard' and traffic calming.
 - Tender awarded to Van Bree Infrastructure, construction ongoing, scheduled for completion fall 2026
- Downtown Intersection Improvements
 - Intersection improvements to enhance pedestrian safety in accordance with the Downtown Traffic Study.
 - Designs being finalized: Church/Ontario/Huron; Waterloo/Ontario, Downie/George.
 - Tender to close in November.
- Erie Street Parking Lot Repairs
 - Maintenance repairs for parking lot surface and drainage, parking spots reconfigured for a net gain of 8 (eight) spaces
 - Tender awarded to Steve Smith Construction
 - Construction complete, bicycle parking being sourced.

Capital Projects – 2025

- Avon and Avondale Reconstruction
 - Avon Street from Avondale to John, Avondale Street from the Cemetery bridge to Huron Street.
 - Full reconstruction with new watermains, sanitary and storm sewers.
 - Tender awarded to Elgin Construction, construction ongoing
- Huron Street Reconstruction Phase 2 – John to Matilda
 - Subject to Connecting Link funding, Full reconstruction with new watermains, sanitary and storm sewers.
 - Open House was held July23-August 10, report to ITS sub-committee in September, tender in November for 2026 construction
 - Some utility relocations being completed prior to construction
- Erie Street Multi-Use Trail Rehabilitation– Lorne Avenue to the south
 - Full reconstruction of existing deteriorated trail. Work also includes new sidewalks on the east side of Erie Street from Lorne Ave south to connect to the existing sidewalk
 - Tender awarded to Armstrong Paving and Materials Group Ltd., construction ongoing
- Lorne and Downie Intersection
 - Intersection improvement to include left turn lanes on Lorne Avenue, in both directions.
 - Design being finalized, with tender planned for late 2025.
- Asphalt Resurfacing 2025
 - Resurfacing for Regent Street, Britannia Street, Willow Street, Downie Street and Delamere Avenue.
 - Tender awarded to GIP Paving Inc., construction ongoing.
- O’Loane Avenue Trunk Sanitary Sewer Extension
 - Consulting services awarded to MTE Consultants in 2024 for the design and tender of the trunk sanitary sewer from its current terminus south of Huron Street, to approximately Galt Street, by micro-tunnelling.
 - Tender awarded to Network Sewer and Watermain Ltd., construction ongoing
- Pedestrian Crossing Improvements 2025
 - Design ongoing for pedestrian crossings at Downie/West Gore and West Gore/Mowat area.
 - Quotation awarded to AV Utility & Electrical Services.
- Bridge and Culvert Repairs 2025
 - Tender for erosion control works at various structures awarded to A2Z Civil 2608558 Ontario Limited, with construction scheduled for summer.
 - Tender for concrete works on various structures awarded to VanDriel Excavating Inc, construction ongoing.
- East Gore Watermain
 - Design being finalized for watermain looping on East Gore Street .
 - Tender scheduled for January 2026

- Watermain Relining
 - Watermain relining on Morrison Street, Neal Avenue and Fern Street,
 - Tender awarded to Fer-Pal Construction Ltd., construction complete
- Various Sidewalks
 - Gordon Street from Ontario Street to Willow Street, John Street South from Easson Street to West Gore Street.
 - Tender scheduled for award in November, construction in spring 2026.
- Lorne Avenue Trunk Sewer Condition Assessment and Rehabilitation
 - Consultant services to assess the condition of the Lorne Avenue CSP storm sewer which is past its service life. Rehabilitation options will be evaluated for 2026 implementation.
 - RFP awarded to Andrews.Engineer

Divisional Updates

Engineering Division Works

- Automated Speed Enforcement (ASE) report has been received by Council, staff are finalizing the terms of the agreement.
- Red Light Enforcement will be considered upon effective delivery of ASE.
- Evaluation of a potential pedestrian crossing near Huron Street Bridge, and safe cycling options for 2025 resurfaced streets for future report to council.
- Pavement Condition Assessment 2025 to be completed by GEI Consultants Canada Ltd, data collection is complete, and report is being finalized
- Review of development engineering plans and reports for various proposed subdivisions.
- Review of formal consultations, site plan applications, zone change applications, and various other planning matters.
- Inspection services for subdivision construction are ongoing.
- Municipal consents are ongoing, for the review and approval of utility infrastructure installation within the City's right-of-way.
- Supporting Corporate special projects, Grand Trunk Community Hub servicing, attainable housing, new industrial subdivision development.
- Advisory Staff committee representations provided for Accessibility, Active Transportation, and Energy and Environment.
- Compiling data for asset management initiatives, attend Asphalt Working group and CCTV Sewer Condition Assessment Working Group meetings.
- Survey and design ongoing for 2025 and future projects.
- Budget 2026 – capital and operational

Environmental Services Operations Update: Water

- Four watermain breaks have occurred during this reporting period. The total breaks for 2025 thus far are 35.
- Valve Replacements completed on Waterloo St. at Ontario St.

- Ongoing watermain commissioning occurring at CH Meier, Albert and Avondale Street Reconstruction Projects
- Ongoing water service repairs being repaired throughout the city.

Environmental Services Operations Update: Wastewater

- Follow-up remedial work is being completed by Environmental Services staff on sanitary acoustic assessments.
- On going sanitary and storm service installations throughout the City for developments and severances
- New pressure transducer installed at Vivian Pumping Station to replace current level transmitter
- New electrical panel with PLC and HMI installed at Erie Street Pumping Station

Environmental Services Operations Update: Stormwater

- Ongoing catchbasin and storm maintenance hole refurbishments
- Fall Stormwater Pond Inspections underway

Environmental Services Operations Update: Water Pollution Control Plant

- Evaluations underway of the submissions for the Request for Proposal for the Digester Roof and Mixing System Replacement at the Stratford WPCP.

Public Works Operations Update: General and Road Maintenance

- Hot mix pothole work – from online portal and road inspections done by Supervisors
- Erie St. asphalt shoulder patching.
- Line painting complete... next lots and bike lanes
- Downie St. parking lot patched, swept and stalls for cars and buses painted.
- 4th round Mowing and line trimming started
- Continuing to repair Sanitary and Storm Maintenance holes and catch basins – doing all repairs including asphalt (ease restoration costs)
- Road sweeping increased into fall season
- Trip step grinding repairs. (repairs, parts)
- Areas identified that could not be fixed with grinding may need enhanced repair with asphalt or large grinder (parts)
- Retro reflectivity field inspection done – awaiting report and repair list
- Several Internal Support projects. Signage requests from engineering.
- All garbage cans and benches uptown were repaired and painted.
- Bike racks to be repaired and painted next.
- Winter Shifts begin November 16th
- Preparation ongoing for winter season. Training and fleet.

Public Works Operations Update: Fleet

- Tendering through Canoe for the Transit hoist replacement WIP
- Tendering through Canoe for the new medium duty plow truck WIP
- Electric vans for engineering are being retendered due to over budget and specification issues and tender closed analysis in process WIP
- Insurance provider is asking for a Fleet Audit postponed until further notice
- Status quo -Airport Fuel tanks are certified from Weights and Measures Canada now so only a few small repairs needed, and the system can be activated WIP
- Repairs and annual inspections as needed WIP
- Fleet oiling for winter prep is set for Sept 22nd week completed
- CVOR renewal in process
- Preparing for Fleet licensing renewal, E tests completed, Fleet renewal in process
- Winter prep in process

Public Works Operations Update: Waste Management

- Request for Proposal (RFP) for Waste Collection Services 2026-2033 went to Regular Council September 22nd, currently writing contract/signatures with Canadian Waste Management
- Depot agreement with Circular Materials went to Regular Council October 14
- Non-eligible blue box collection change order for contract with Canadian Waste Management in progress
- Management report for non-eligible blue box processing anticipated for October 27 Regular Council
- Waste Collection Calendar 2026 underway, there will be a dedicated page for the new blue box program
- Public education expected to commence from the producers to residents regarding blue carts
- Harmonized list for recycling materials has been released (October 1), many items have been added to the list, such as coffee cups, aerosols and cartons
- Work for the administrative amendment to the Environmental Compliance Approval for household hazardous waste continues
- Grindings from Delamere were used on the roads at the landfill to help with dust control and overall maintenance

Climate Action Division

- Climate lens has been integrated in the budget process for 2026, with all staff applying this for their projects, workplans and initiatives. Additional information is being provided in the budget package to demonstrate cost savings as they relate to new low-carbon procurement options, for the information of Council.
- Ongoing tracking and monitoring of overall City's emissions through Corporate Energy and Emissions Plan (CEEP) with a focus on fleet transition and building improvements. Annual report to ITS Subcommittee planned for October 2025.
- Approved for Federation of Canadian Municipalities (FCM) funding to advance adaptation related efforts– funds of up to \$70,000 have been approved for creating an adaptation and resilience strategy for the city, a precursor for any project chosen to implement in the future.

- Feasibility studies for retrofitting seven city facilities expected to be complete by year-end, this will help us identify and apply for additional funding toward capital projects for facilities through FCM Green Municipal Fund.
- Staff are working on priority action items to initiate from the Community Climate Action Plan (CCAP) within existing capacity and resources.
- Staff are working to hire and fill positions within the Climate Action division.
- Continuous application of a climate lens across municipal operations including but not limited to: OP review, planning applications, procurement, etc.
-

Special Projects – Erie Street Parking Lot Redevelopment

Tentative Internal Workplan:

1. Resurface Erie Street Parking Lot - complete
2. Public Engagement (Spring/Summer 2025)
 - a. Survey's / Open House / Pop Up
3. Reflecting and Addressing Easements (2025-2027)
4. Environmental Assessment Review
 - a. Existing Study Review (Spring 2025)
 - b. Additional Studies to Residential Standard (TBD)
5. Downtown Parking Study (2026-2027)
 - a. Budget line included for 2026 draft budget deliberations
6. Municipal Services Feasibility Study (Fall 2025)
7. Comprehensive Review and Report (2027)
8. Expression of Interest or Request for Proposal (TBD)

Project Updates:

- Review Existing Environmental Phase 1 and 2
 - Completed. Results are promising in that minimal soil impacts appear to be present, however, historical standards no longer apply requiring that a Phase 1 and 2 be redone. Additional boreholes and sampling may be required if the intent is to change the site to a more sensitive use (e.g. residential). Changing the site to a more sensitive use would require a Record of Site Condition.
 - Next Step. Continue with further Environmental Investigations as required.
- Engaged Consultant for Phase 1 Environmental Assessment
 - Completed March 2025.
 - Additional sampling required to meet current regulations.
- Engage Consultant for Phase 2 Environmental Assessment
 - Engineering Consultant Engaged.
 - Investigative drilling set for Complete
 - Findings and assessment Draft Complete, additional work required.