



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

**Meeting #:** 4788th  
**Date:** Monday, December 8, 2025  
**Time:** 7:00 P.M.  
**Location:** Council Chamber, City Hall  
**Council Present:** Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Biehn, Councillor Burbach, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa  
**Staff Present:** André Morin - 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, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk, Miranda Franken - Council Clerk Secretary

To watch the Council meeting live, please click the following link: <https://stratford-ca.zoom.us/j/86066572224?pwd=MmcA9UzwkwLyEoAIUfBAPLAnu6sKHV.1>

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

Pages

**1. Call to Order:**

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

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

## Respectful Conduct Statement

### 2. **Declarations of Pecuniary Interest and the General Nature Thereof:**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and to otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

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

12 - 36

Motion by

**THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated November 24, 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 December 8, 2025, be added to the Agenda as printed.**

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

**5.1 At the December 8, 2025, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

4.1 Confidential Report of the City Clerk with respect to applications for the Municipal Accommodation Tax Ad-Hoc Committee (CM-25-31) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

4.2 Confidential Report of the City Clerk with respect to applications for the Stratford Police Service Board (CM-25-32) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

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

#### **6.1 Poet Laureate Presentation**

Poet Laureates David Stone and Quinn Mayer will be reciting an original

poem and providing an overview of the 2025 Poet Laureate program.

Motion by

**THAT Poets Laureate David Stone and Quinn Mayer be heard.**

## **6.2 Adjournment to a Public Meeting under the Planning Act:**

37 - 47

Motion by

**THAT the Council meeting adjourn to a public meeting under the Planning Act to hear from members of the public with respect to the following planning application:**

- **Official Plan Amendment Application OPA2-25 and Zoning By-law Amendment Z06-25, for 16 Kastner Street;**

**and to reconvene following the public meeting.**

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

### **7.1 Resolution - Application for Part Lot Control Exemption (PLC22-25) for Lot 4 on Registered Plan 44M-91, municipally addressed as 45 and 49 Worsley Street (COU25-158)**

48 - 52

Motion by

**Staff Recommendation: THAT Council APPROVE Application for Part Lot Control Exemption (PLC22-25) to exempt Lot 4 on Registered Plan 44M-91 from Part Lot Control for one year from the date of the passing of the By-law to permit the creation of separate conveyable lots for each of the semi-detached dwelling units such that each unit would be under separate ownership.**

### **7.2 Resolution - Request for Municipal Support Resolution - Cordelia BESS Inc., 465 Wright Boulevard (COU25-165)**

53 - 70

Motion by

**Staff Recommendation: THAT the Report titled, "Request for Municipal Support Resolution - Cordelia BESS Inc., 465 Wright Boulevard" (COU25-165), be received;**

**THAT Council supports the request by Cordelia BESS Inc. for the issuance of a Municipal Support Resolution in relation to a proposed Battery Energy Storage System (BESS) facility at 465 Wright Boulevard;**

**THAT Staff be directed to issue the required Municipal Support Resolution in the form prescribed by the Independent Electricity System Operator (IESO), subject to the conditions and review framework outlined in this report;**

THAT Staff be directed to prepare and bring forward for Council's consideration a draft amendment to the City's Fees and Charges By-law 125-2025 to add a fee of \$3,717.00 for processing requests for Municipal Support Resolutions related to energy projects, as outlined in this report;

AND THAT Staff be directed to prepare and bring forward for Council's consideration a draft amendment to the City's Site Plan Control By-law to include a definition for Private Energy Storage Systems and confirm that such facilities are subject to Site Plan Control.

**7.3 Resolution - Appointment to the Stratford Police Service Board (COU25-159) 71 - 73**

Motion by

**Staff Recommendation:** THAT direction be given on the appointment of one (1) citizen representative to the Stratford Police Service Board for the remainder of a four-year term to November 14, 2026, or until a successor is appointed by Council.

**7.4 Resolution - Municipal Accommodation Tax Ad-Hoc Committee Appointments (COU25-163) 74 - 77**

Motion by

**Staff Recommendation:** THAT direction be given on the appointment of one (1) Member of Council to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;

THAT direction be given on the appointment of one (1) member from the Large Accommodation Sector to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;

THAT direction be given on the appointment of one (1) member from the Small Accommodation Sector to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;

THAT direction be given on the appointment of one (1) member from the Tourism/Business Sector to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;

AND THAT direction be given on the appointment of one (1) citizen to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026.

**7.5 Resolution - Shakespeare Gardens Island Pedestrian Footbridge Removal Update (COU25-166) 78 - 80**

Motion by



**Staff Recommendation:** THAT Council receive the report titled "Shakespeare Gardens Island Pedestrian Footbridge Removal Update" (COU25-166) for information.

**7.6 Resolution - Child Care Space Expansion at Anne Hathaway Day Care Centre (COU25-160)**

81 - 84

Motion by

**Staff Recommendation:** THAT the report titled, "Child Care Space Expansion at Anne Hathaway Day Care Centre" (COU25-160), be received for information;

THAT Council authorize staff to proceed to increase the operating capacity of Anne Hathaway Day Care Centre by 8 preschool spaces (4 licensed spaces) at a maximum cost of \$44,000 as outlined in the City's Procurement Policy;

AND THAT the Director of Social Services be authorized to provide the required commitment to the Ministry of \$44,000 of 100% federal ELCC Infrastructure Funding for a retrofit of Anne Hathaway Day Care Centre.

**7.7 Resolution - Falstaff Street Parking Review (COU25-161)**

85 - 88

Motion by

**Staff Recommendation:** THAT the Traffic and Parking By-law 159-2008, Schedule 2 - No Parking be amended by adding:

Street	Side	Between	Period
Falstaff Street	South	From Downie Street to Nile Street	Anytime

And deleting:

Street	Side	Between	Period
Falstaff Street	South	From Downie Street to a point 13 m east of the east curbline of Downie Street	Anytime
Falstaff Street	South	From a point 56 metres east of the east curbline of Downie Street to Nile Street	Anytime

AND THAT the Traffic and Parking By-law 159-2008, Schedule 5 – Parking for restricted periods be amended by adding:

Street	Side	Between	Times or Days Parking	Maximum Period
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			Prohibited	Permitted
<b>Downie Street</b>	<b>East</b>	<b>From a point 17.5 metres north of the Milton Street north curb to a point 62.0 m north therefrom</b>	<b>8:00 a.m. to 6:00 p.m., except Sunday</b>	<b>1-hour</b>

And deleting:

Street	Side	Between	Times or Days Parking Prohibited	Maximum Period Permitted
<b>Downie Street</b>	<b>East</b>	<b>74' (22.56 m) north of north curb of Milton for a distance of 196 feet (59.74 m)</b>	<b>8:00 a.m. to 6:00 p.m., except Sunday</b>	<b>1-hour</b>

- 7.8 Resolution - Proposed Amendment to Building By-law 112-2005 (COU25-157) 89 - 94

Motion by

**Staff Recommendation: THAT the report titled, "Proposed Amendment to Building By-law 112-2005" (COU25-157), be received;**

**AND THAT Council approve the amendment to By-law 112-2005, as amended, regarding the proposed changes as set out in the report, effective January 1, 2026.**

- 7.9 Resolution - 2026 Interim Tax Levy By-law (COU25-162) 95 - 98

Motion by

**Staff Recommendation: THAT a by-law to authorize an interim tax levy for 2026 and establish the interim tax due dates for the fiscal year 2026 be adopted.**

- 7.10 Resolution - 2026 Temporary Borrowing By-law (COU25-167) 99 - 102

Motion by

**Staff Recommendation: THAT a by-law to authorize the temporary borrowing of funds from time to time to meet current expenditures during the fiscal period ending December 31, 2026, be adopted.**

8. Business for Which Previous Notice Has Been Given:

None noted.

9. Reports of the Standing Committees:

## 9.1 Report of the Community Services Committee:

Motion by

**THAT the Report of the Infrastructure, Transportation and Safety Committee dated December 8, 2025, be adopted as printed.**

### 9.1.1 Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal (COM25-003) 103 - 105

THAT the report titled, "Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal" (COM25-003), be received;

AND THAT the request for Flashing Caution Lights at the Transit Terminal be reviewed when a detailed Transportation Impact Study is undertaken for this area.

## 9.2 Report of the Social Services Committee:

Motion by

**THAT the Report of the Finance and Labour Relations Committee dated December 8, 2025, be adopted as printed.**

### 9.2.1 Implementation of Seniors Designated Housing Pilot Project within the Perth & Stratford Housing Corporation (SOC25-017) 106 - 109

THAT the report titled, "Implementation of Seniors Designated Housing Pilot Project within the Perth & Stratford Housing Corporation" (SOC25-017), be received for information;

THAT authority be delegated to the Director of Social Services to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011;

AND THAT the Delegation of Authority By-law 135-2017, as amended, be further amended to delegate authority to the Director to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011.

### 9.2.2 The Early Development Instrument (EDI) in Stratford, St. Marys, and Perth County (SOC25-013) 110 - 114

THAT the report titled, "The Early Development Instrument (EDI) in Stratford, St. Marys, and Perth County" (SOC25-013), be received for information.

- |       |  |           |
|-------|--|-----------|
| 9.2.3 | <b>Partnership with The Local Community Food Centre (SOC25-014)</b>  | 115 - 118 |
|       | <p>THAT the report titled, "Partnership with The Local Community Food Centre" (SOC25-014), be received for information.</p>                  |           |
| 9.2.4 | <b>Sports and Leisure Program - Outcomes and Impact (SOC25-015)</b>  | 119 - 121 |
|       | <p>THAT the report titled, "Sports and Leisure Program – Outcomes and Impact" (SOC25-015), be received for information.</p>                  |           |
| 9.2.5 | <b>Stratford, St. Marys and Perth County Employment Ontario Services (SOC25-016)</b>   | 122 - 123 |
|       | <p>THAT the report titled, "Stratford, St. Marys and Perth County Employment Ontario Services" (SOC25-016), be received for information.</p> |           |

**10. Notice of Intent:**

None noted.

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

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

Motion by

**THAT By-laws 11.1 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.**

- |      |  |           |
|------|--|-----------|
| 11.1 | <b>Delegation of Authority to Enter into HIFIS Data Sharing Agreement</b>  | 124 - 126 |
|      | <p>To amend section 13 of By-law 135-2017, as amended, to delegate Council's authority to the Director of Social Services to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011.</p> |           |
| 11.2 | <b>Temporary Borrowing By-law</b>  | 127 - 128 |

To authorize the temporary borrowing of funds from time to time to meet current expenditures during the fiscal year ending December 31, 2026 until municipal taxes are collected.

**11.3 Interim Tax Rate By-law** 129 - 130

To authorize an interim tax levy for 2026 and to govern and regulate the finances of The Corporation of the City of Stratford for the fiscal year ending December 31, 2026.

**11.4 Appointments to the Municipal Accommodation Tax Ad-Hoc Committee** 131 - 132

To amend By-law 4-2023, as amended, to make appointments to the Municipal Accommodation Tax Ad-Hoc Committee.

**11.5 Amend the Traffic and Parking By-law - Parking Restrictions on Falstaff and Downie Streets** 133 - 134

To amend Schedule 2, No Parking, and Schedule 5, Parking for restricted periods of the Traffic and Parking By-law 159-2008, as amended, to restrict the parking of vehicles on Falstaff and Downie Streets.

**11.6 Part Lot Exemption Application PLC22-25 - Lot 4, Worsley Street** 135

To exempt Lot 4, Plan 44M-91 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying semi-detached dwelling units to individual owners.

**11.7 Appointments to the Stratford Police Services Board** 136

To amend By-law 4-2023, as amended, to make appointments to the Stratford Police Services Board.

**11.8 Amend the Building By-law 112-2005** 137 - 138

To amend By-law 112-2005 as amended, to revise building permit fees effective January 1, 2026.

**12. Consent Agenda: CA-2025-138 to CA-2025-148** 139 - 148

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 January 12, 2026, 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];
- Infrastructure, Transportation and Safety Committee [7:10 or thereafter following the Regular Council meeting]

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

## 15. Council Reconvene:

### 15.1 Declarations of Pecuniary Interest made at Standing Committees

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

Declarations of Pecuniary Interest made at Standing Committee meetings held on December 8, 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 Reading of the Confirmatory By-law:

149

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 December 8, 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.**

**15.3 Adjournment of Council Meeting**

Meeting Start Time:

Meeting End Time:

Motion by

**THAT the December 8, 2025, Regular Council meeting adjourn.**



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

### **MINUTES**

Meeting #: 4787th  
 Date: Monday, November 24, 2025  
 Time: 7:00 P.M.  
 Location: Council Chamber, City Hall

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

Staff Present: André Morin - 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, Adam Betteridge - Director of Building and Planning Services, Audrey Pascual - Deputy Clerk, Brent Raycraft - Manager of Fleet Operations, Sean Beech - Manager of Environmental Services, Marc Bancroft - Manager of Planning, Emily Robson - Corporate Initiatives Lead, Miranda Franken - Council Clerk Secretary, Will Mason - Rent Receivables Clerk

Also Present: Krista Robinson - Chief Executive Officer, Stratford Public Library Members of the Public and Media

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

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



Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Respectful Conduct Statement

## **2. Declarations of Pecuniary Interest and the General Nature Thereof:**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and to otherwise comply with the *Act*.

### Name, Item and General Nature of Pecuniary Interest

There were no disclosures of pecuniary interest made by a Member at the November 24, 2025 Regular Council meeting.

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

R2025-512

**Motion by** Councillor Nijjar

**Seconded by** Councillor Biehn

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

**Carried**

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

R2025-513

**Motion by** Councillor Burbach

**Seconded by** Councillor Henderson

**THAT the Addendum to the Regular Agenda of Council and Standing Committees dated November 24, 2025, be added to the Agenda as printed.**

**Carried**

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

### **5.1 At the November 10, 2025, Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:**

4.1 Confidential Report of the Chief Administrative Officer with respect to an update on the Redevelopment of Surplus Municipal Properties for Affordable Housing (38 Coriano Street and 161 East Gore Street) (CM-25-29) - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years), Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239. (2)(f)), and A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239. (2)(k)).

R2025-514

**Motion by** Councillor McCabe

**Seconded by** Councillor Nijjar

**THAT the Request for Expressions of Interest for 38 Coriano Street and 161 East Gore Street be cancelled;**

**AND THAT staff be directed to review options for affordable housing.**

**Carried**

### **5.2 At the November 24, 2025, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

**4.1 Confidential Report of the Chief Administrative Officer with respect to an update on the CAO's performance (CM-25-29) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).**

**5.1 Confidential Report of the City Clerk with respect to 2025 Communities in Bloom Advisory Committee Applications (CM-25-30) - Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).**

At the In-camera session, a confidential report from the Chief Administrative Officer was received and personal information were considered under Item 4.1. No direction was given and personal information were considered under Item 5.1.

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

### **6.1 Presentation of the Annual Accessibility Award**

R2025-515

**Motion by** Councillor Henderson

**Seconded by** Councillor Biehn

**THAT the presentation by Roger Koert, Chair of the Accessibility Advisory Committee, of the 2025 Annual Accessibility Award, be heard.**

**Carried**

Roger Koert, Chair of the Accessibility Advisory Committee, spoke to Council regarding the 2025 Annual Accessibility Award. Highlights of the presentation included:

- an overview of the role and mandate of the Accessibility Advisory Committee;
- December 3rd being the International Day for Person's with Disabilities;
- the Annual Accessibility Award being to acknowledge a business, organization, or individual for their contributions in advocating for and improving accessibility in the community;
- Diane Sims, a current member of the Accessibility Advisory Committee and recent appointee to the Order of Canada, being recognized for her writing and advocacy work on bringing awareness to multiple-sclerosis, ovarian cancer, medically-assisted dying, and other topics;
- Ms. Sims being thanked for their advocacy and recognized as an honourable mention for the 2025 Annual Accessibility Award;
- the 2025 Annual Accessibility Award being awarded to the Stratford Intermediate School in recognition of the updates to their facility which go above and beyond the requirements under the Accessibility for Ontarians with Disability Act;

- an overview of the updates and improvements to the school building to make it more accessible for students, staff, and visitors;
- the building upgrades having created a welcoming and inclusive environment for all, allowing students to fully participate; and,
- the work done by the Stratford Intermediate School being a model for accessible education and community engagement.

Chair Koert presented the award to Principal Erin Cassone and Superintendent of Corporate Services Cheri Carter.

Superintendent Carter thanked the committee and Council for the award and noted that their work is not done yet and that their organization is continually looking at more upgrades to further improve accessibility for all.

Mayor Ritsma congratulated Diane Sims. The Mayor also congratulated and thanked the Stratford Intermediate School and Avon-Maitland District School Board for the work that they've done to make the school accessible for all.

## **6.2 Adjournment to a Public Meeting under the Building Code Act - Proposed Amendment to Building By-law 112-2005**

R2025-516

**Motion by** Councillor Burbach

**Seconded by** Councillor Beatty

**THAT the Council meeting adjourn to a public meeting under the Building Code Act to hear from members of the public on the proposed changes to the Building By-law 112-2005, as amended.**

**Carried**

The meeting adjourned to a Public Meeting at 7:18 P.M.

The meeting reconvened at 7:24 P.M.

## **6.3 Request for Delegation by Kent Bunston**

R2025-517

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT Kent Bunston be heard.**

**Carried**

Kent Bunston, referring to a PowerPoint presentation, spoke to Council regarding Item 9.1.2 "Encroachment Application for 14 West Gore Street". Highlights of the presentation included:

- there already being a walkway encroaching on the West Gore road allowance since 2009;
- the walkway needing to be rehabilitated due to the heaving and crack on the pavement;
- it being questioned whether residents are required to get a permit even if the encroachment has existed for a long period;
- examples of other properties with existing encroachments similar if not more extensive than the encroachments at 14 West Gore Street being presented;
- the stone wall being set back 24 inches from the sidewalk which would not impede snow clearing operations;
- there being no issues that arose during the last winter with respect to the encroachments; and
- the property owner committing to installing markings to identify the encroachments during the winter, increasing their liability insurance, and agreeing to the removal of the encroachments at their own expense should it be warranted for future construction works.

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

- the landscaping on the property being installed for two years now;
- the property owner installing red poles to delineate the encroachment;
- there being an increase to the width of the sidewalk due to interlocking brick that was used for the rehabilitation; and
- there being no impediments on the sidewalk due to snow during the last winter season.

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

### **7.1 Resolution - Grand Trunk Renewal Project: Update and Next Steps Toward Market Readiness (COU25-152)**

The Chief Administrative Officer and Corporate Initiatives Lead, referring to a PowerPoint presentation, provided an overview of the report.

Highlights of the presentation included:

- the report being to provide information to help understand where the Grand Trunk Renewal project is at today, where staff think it's heading, and how to move it forward;
- the Grand Trunk site being a tremendous asset which could revitalize the downtown core and there being significant costs involved with its redevelopment;
- the Grand Trunk Renewal project being an opportunity for the community for economic development, downtown vitality, mobility, and housing objectives;
- the main intent being to get the property to market and it being important to plan on how to do this in a sustainable way;
- an overview of the roles that the site currently plays in the community;
- it being important to get the property to a point where it can go to market so that the work to develop the site can begin with the federal and provincial governments, and other community partners;
- an overview of what has occurred in 2025 and the work that's been done to get property to market;
- the goal being to get the property to market by mid-2026;
- there being two key decisions to drive development, the location and configuration of the community facility and the extent and treatment of the superstructure;
- a community facility study being underway;
- staff working closely with the Stratford Public Library and YMCA on what can be done on site;

- a feasibility study to be prepared to consolidate information on the site as well as to assess what additional information is needed by developers;
- an overview of the timeline to market and the timeline of report going back to Council;
- an overview of the interim activation of the site and placemaking activities; and
- there being work done to ensure that the Grand Trunk Renewal project aligns with other projects in the City.

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

- a member noting they would like to see dates included for the deliverables noted;
- it being important to get the project into the hands of people who have the development expertise;
- there being important decisions that need to be made regarding the public spaces and how it will be contingent on the revenue that can be generated from the land;
- there currently being no review completed by a structural engineer to assess what is feasible for the superstructure;
- there being concerns with the significant amount of money that has been spent on the site and the future costs for its development and its impact to taxpayers;
- there being concerns with Council's ability to make a decision on the matter with the election year coming up;
- staff to bring back information to address the comments made by Council;
- there being an analysis conducted on the structure of Grand Trunk superstructure in its current state and information on what can be done to it to be brought back by staff;
- there being other organizations other than developers who have done similar projects in other municipalities;

- it being important for the project to stay as a whole instead of there being piece meal projects;
- the importance of an urban design lens being applied to this project to help assess the needs in the downtown and what can be located on the site;
- there being community partners such as the YMCA and the Stratford Public Library who have invested a lot of time on the project;
- there being other stakeholders to be consulted such as the Seniors Group and the Downtown BIA;
- it being important to look at the economic viability of the project;
- there being discussions on the development of the site continuing for multiple Council terms and it be possible that the best way to move forward is to start with a clean slate;
- there being a big financial piece to the project and a member noting they cannot see a financial way for the City to do the project on its own;
- there being concerns that adding more parameters to the project may shrink the pool of entities who would like to invest in the project;
- having an 18-acre parcel in the downtown core being an attractive opportunity for any municipality;
- there being concerns that the comparable cases used for analysis are based on municipalities whose scale differ from Stratford; and
- there being a workshop proposed for Council to discuss the project.

R2025-518

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT the report titled, "Grand Trunk Renewal Project: Update and Next Steps Toward Market Readiness" (COU25-152), be received for information.**

**Carried**



**7.2 Resolution - Application for Part Lot Control Exemption (PLC14-25) - 59, 63, 67 and 71 Worsley Street (COU25-150)**

R2025-519

**Motion by** Councillor Biehn

**Seconded by** Councillor McCabe

**THAT Council APPROVE Application for Part Lot Control Exemption (PLC14-25) to exempt Lots 1 and 2 on Registered Plan 44M-91 from Part Lot Control for one year from the date of the passing of the By-law to permit the creation of separate conveyable lots for each of the semi-detached dwelling units such that each unit would be under separate ownership.**

**Carried**

**7.3 Resolution - Applications for Part Lot Control (PLC16-25) and (PLC17-25), for Blocks 78 and 79, on Plan 44M-101 (COU25-151)**

R2025-520

**Motion by** Councillor McCabe

**Seconded by** Councillor Hunter

**THAT Council APPROVES Part Lot Control Applications PLC16-25 and PLC17-25 to exempt Blocks 78 and 79 respectively, 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 - Appointments to the Communities in Bloom Advisory Committee November 2025 (COU25-144)**

R2025-521

**Motion by** Councillor Beatty

**Seconded by** Councillor Nijjar

**THAT the Terms of Reference for the Communities in Bloom Advisory Committee be amended to decrease the number of citizen appointments from seven (7) to five (5) members;**

**THAT Carys Wyn Hughes be appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 30, 2027, or until a successor is appointed by**

**Council and that an exemption be granted from the term limit and residency requirement in the Appointments Policy C.3.1;**

**AND THAT Jennifer Mitchell be appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 30, 2027, or until a successor is appointed by Council.**

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

- it being questioned whether the Committee has submitted a formal request to reduce the number of members;
- there being no formal request received but the matter has been discussed by the Committee;
- a member noting that they are not in support of the motion and would like to see the composition be maintained until the next term;
- the Committee's composition being increased last year due to the national symposium held in Stratford; and
- since the national symposium has been completed, it being possible to reduce the composition.

The Mayor called the question on the motion.

**Carried**

## **7.5 Resolution - Emergency Repair of Landfill Dozer (COU25-156)**

R2025-522

**Motion by** Councillor Burbach

**Seconded by** Councillor Beatty

**THAT the emergency refurbishment of the Fleet D6 Dozer be authorized to be completed by Toromont Cat at an approximate total cost of \$365,000.00, excluding HST;**

**AND THAT the expenditure be funded from the Fleet Capital Reserve Fund.**

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

- it being questioned what the cause and the extent is of the failure;
- the Manager of Fleet Operations noting that the engine failed after the number 6 piston stopped due to an injector dropping;
- there being concerns that the equipment is being fixed when it may need a full replacement; and
- the Manager noting that the repair will involve the installation of a new engine which would refurbish the equipment from front to back.

The Mayor called the question on the motion.

**Carried**

#### **7.6 Resolution - William Allman Memorial Arena HVAC Units Replacement (COU25-149)**

R2025-523

**Motion by** Councillor McCabe

**Seconded by** Councillor Burbach

**THAT the proposal for the supply and installation of new HVAC units at the William Allman Memorial Arena, from Cimco Refrigeration Inc. be accepted at a total cost of \$186,000, including HST;**

**AND THAT the purchase be funded, as budgeted, from the Facilities Capital Reserve Fund R-R11-FACI.**

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

- a member thanked staff for finding heat pumps as they are more eco-friendly;
- the Director of Community Services noting that the facility study has identified that the recommended approach be to transition to heat pumps and hybrid vehicles which is the direction that the City is going;
- it being questioned how long before a return on investment can be seen; and
- the Director noting that the final report on the study will be coming to Council which will include information regarding the

improvements and it being estimated that a return on investment will be seen in 10-15 years.

The Mayor called the question on the motion.

**Carried**

**7.7 Resolution - Stratford Public Library Elevator Modernization (COU25-154)**

R2025-524

**Motion by** Councillor Burbach

**Seconded by** Councillor Hunter

**THAT the Tender (T-2025-50) for the Stratford Public Library elevator modernization, be awarded to Trade-Mark Industrial Inc. at a total cost of \$189,677.59, including HST;**

**AND THAT if the additional work is required, the Director of Community Services, be authorized to approve the contingency amount of \$34,636 for hydraulic cylinder drilling from Facilities Capital Reserve Fund R-R11-FACI.**

**Carried**

**7.8 Resolution - Stratford WPCP - Digester Roof and Mixing System Replacement Tender Award (RFP-2025-53) (COU25-155)**

The Manager of Environmental Services provided an overview of the report. Highlights of the presentation included:

- damage to the Primary Digester Roof at the Stratford Water Pollution Control Plant (WPCP) occurring in May 2024;
- an inspection and assessment of the damage being conducted by CIMA;
- the secondary digester being reconfigured as the primary digester;
- there being adequate capacity for some storage with a few minor upsets;
- there being meetings to discuss insurance coverage for the restoration of the primary digester; and
- Provincial funding being applied for the digester but results not being available at this time.

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

- a member noting previous discussions about upgrading the Water Treatment Plant into a renewable natural gas facility;
- materials to be used in the replacement being potentially compatible for such upgrade;
- both submissions including a lens for future growth as well as technological efficiencies;
- direction being previously provided to staff for better recovery from Aqua and the legal process being underway; and
- insurance requirements being refined as a result of the incident.

R2025-525

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT the proposal (RFP-2025-53) for engineering consulting services for the pre-design, detailed design, contract administration and site inspection for the Digester Roof and Mixing System Replacement at the Stratford Water Pollution Control Plant be awarded to CIMA+ at a total cost of \$364,179.00, including HST;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement for contract RFP-2025-53.**

**Carried**

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

None noted.

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

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

R2025-526

**Motion by** Councillor McCabe

**Seconded by** Councillor Hunter

**THAT Items 9.1.1, 9.1.3, and 9.1.4 of the Report of the Infrastructure, Transportation and Safety Committee dated November 24, 2025, be adopted as printed.**

**Carried**

**9.1.1 Encroachment Application for 69 Downie Street (ITS25-023)**

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.

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

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

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

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].

**9.1.2 Encroachment Application for 14 West Gore Street (ITS25-025)**

R2025-527

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT the fence, retaining wall, walkway and garden be permitted to encroach onto the West Gore Street road allowance;**

**THAT an annual fee of \$115.20 adjusted yearly by the CPI, be added to the property tax bill for 14 West Gore Street for the encroachment agreement;**

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

Members of Council and staff held a discussion regarding the motion. Highlights of the discussion include:

- a member noting their support to allow the encroachments and there being other examples of structures that are immediately abutting the sidewalk while the encroachment is 24 inches away from the sidewalk;
- staff ensuring that they assess the risk and the situation when completing snow clearing operations;
- the encroachment being a safety hazard however the 2 feet setback from the sidewalk could minimize impacts;
- staff setting out marking for hazards all over the City as part of its snow clearing operations;
- a review of encroachments coming to the City's attention due to different instances such as a complaint from a neighbour or the property owner applying for a permit;
- an encroachment agreement including liability coverage;
- a fee being charged for the processing of the application and the subsequent registration of the agreement;
- the registration of the agreement being necessary for tracking purposes;

- a review of the fee structure for encroachments being underway with staff planning to bring back a report in Q1 of 2026;
- a member noting that there be consideration for a one-time fee only and to eliminate the recurring fees;

A member requested a recorded vote.

- there already being a lot of properties who pay for encroachments on City property;
- there being instances where homeowners complete significant improvements to the road allowance at their own expense and there being times when necessary repairs are completed by the City resulting in the removal of the improvements;
- the encroachment agreement being in place to protect the City from being liable to replace the improved standard; and
- the property owner confirming that the front face of the block is 2 feet back from the sidewalk and fence is another 8 inches back.

The Mayor called the question on the motion.

In Support (10): Mayor Ritsma, Councillor Beatty, Councillor Biehn, Councillor Burbach, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Sebben, and Councillor Wordofa

**Carried**

## **9.2 Report of the Finance and Labour Relations Committee:**

R2025-528

**Motion by** Councillor Hunter

**Seconded by** Councillor Nijjar

**THAT the Report of the Finance and Labour Relations Committee dated November 24, 2025, be adopted as printed.**

**Carried**



### **9.2.1 Destination Stratford Update Sept 16, 2025 (FIN25-028)**

THAT the report titled, "Destination Stratford Update Sept 16 2025" (FIN25-028), dated September 16, 2025, be received for information.

### **9.2.2 Treasurer's Statement for Development Charges and Parkland Reserve Funds 2024 (FIN25-031)**

THAT the 2024 Treasurer's Statement for City of Stratford Development Charges Reserve Funds be received for information;

AND THAT the 2024 Treasurer's Statement for City of Stratford Parkland Dedication Reserve Fund be received for information.

### **9.2.3 Festival Hydro Update for Q2 ending June 30, 2025 (FIN25-032)**

THAT the Festival Hydro Inc. financial results and commentary for the period ended June 30, 2025, be received for information;

AND THAT Festival Hydro Services Inc. financial results and commentary for the period ended June 30, 2025, be received for information.

### **9.2.4 Municipal Debt Updates and Limits (FIN25-033)**

THAT the report titled, "Municipal Debt Updates and Limits" (FIN25-033), be received for information.

### **9.2.5 Take-out Container Levy Update (FIN25-034)**

THAT the review of a mandatory Single-use and Takeaway Items By-law in the City of Stratford, similar to the by-law developed by the City of Toronto, be referred to staff.

## **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:

R2025-529

**Motion by** Councillor Henderson

**Seconded by** Councillor Burbach

**THAT By-laws 149-2025 to 156-2025 be taken collectively.**

**Carried unanimously**

R2025-530

**Motion by** Councillor Henderson

**Seconded by** Councillor Nijjar

**THAT By-laws 149-2025 to 156-2025 be read a First and Second Time.**

**Carried two thirds support**

R2025-531

**Motion by** Councillor Hunter

**Seconded by** Councillor Burbach

**THAT By-laws 149-2025 to 156-2025 be read a Third Time and Finally Passed.**

**Carried**

R2025-532

**Motion by** Councillor Beatty

**Seconded by** Councillor Henderson

**THAT By-law 157-2025 be read a First and Second Time.**

**Carried two thirds support**

R2025-533

**Motion by** Councillor Beatty

**Seconded by** Councillor Nijjar

**THAT By-law 157-2025 be read a Third Time and Finally Passed.**

**Carried**

### **11.1 Award Proposal for New HVAC Units at the William Allman Memorial Arena - By-law 149-2025**

To authorize the acceptance of a proposal from Cimco Refrigeration Inc. for the supply and installation of new HVAC units at the William Allman Memorial Arena.

### **11.2 2025 Appointments to the Communities in Bloom Advisory Committee - By-law 157-2025**

To amend By-law 4-2023, as amended, to make appointments to the Communities in Bloom Advisory Committee.

**11.3 Part Lot Control Exemption Application PLC14-25 - 59-71  
Worsley Street - By-law 150-2025**

To exempt Lots 1 and 2, Plan 44M-91 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying semi-detached dwelling units to individual owners.

**11.4 Part Lot Control Exemption Application PLC16-25 - Cachet - Plan 44M-101 - Block 78 - By-law 151-2025**

To exempt Block 78 on Plan 44M-101, being Parts 1 to 8 (inclusive) on Plan 44R-6422 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.

**11.5 Part Lot Control Exemption Application PLC17-25 - Cachet - Plan 44M-101 - Block 79 - By-law 152-2025**

To exempt Block 79 on Plan 44M-101, being Parts 1 to 6 (inclusive) on Plan 44R-6410 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.

**11.6 Stratford Public Library Elevator Modernization Tender Award (T-2025-50) - By-law 153-2025**

To authorize the acceptance of a tender, execution of the contract and the undertaking of work by Trade-Mark Industrial Inc. for the Stratford Public Library Elevator Modernization Project (T-2025-50).

**11.7 Award Tender for the Stratford WPCP Digester Roof and Mixing System Replacement - By-law 154-2025**

To authorize the acceptance of a proposal, execution of a contract, and the undertaking of work by CIMA+ for engineering consulting services for the pre-design, detailed design, contract administration and site inspection for the Digester Roof and Mixing System Replacement at the Stratford Water Pollution Control Plant (RFP-2025-53).

**11.8 Encroachment Agreement - 69 Downie Street - By-law 155-2025**

To authorize the entering into and execution of an encroachment agreement with Argolidos Property Corp. (formerly Theocharis Brothers Properties Inc.) to permit the existing metal lights, frame and metal

awning, and frame and metal sign to encroach onto the Downie and Brunswick Street road allowances at 69 Downie Street.

**11.9 Encroachment Agreement - 14 West Gore Street - By-law 156-2025 (Need revised wording)**

To authorize the entering into and execution of an encroachment agreement with Kent Bunston and Michael DieBold to permit the fence, retaining wall, walkway and garden to encroach onto the West Gore Street road allowance at 14 West Gore Street.

**12. Consent Agenda: CA-2025-134 to CA-2025-137**

**12.1 CA-2025-136**

R2025-534

**Motion by** Councillor Biehn

**Seconded by** Councillor Hunter

**THAT CA-2025-136, being a resolution from The Corporation of the City of Brantford regarding Provincial Support of the Ontario Airport Capital Assistance Program, be endorsed.**

**Carried**

**12.2 CA-2025-137**

R2025-535

**Motion by** Councillor Burbach

**Seconded by** Councillor Henderson

**THAT CA-2025-137, being a resolution from the Canadian Union of Postal Workers regarding Protecting Public Postal Service and Door-to-Door Delivery, be endorsed.**

**Carried**

**13. New Business:**

**13.1 Stratford House of Blessings**

Councillor Biehn noted that a diaper and toilet paper drive for the Stratford House of Blessings is underway. The Councillor added that diapers and formula are two expensive and highly requested items that the House of Blessing need to purchase. The diaper donations being able to free up dollars for the purchase of formula. It being noted that Sizes 2, 3, and 4 for diapers are in high demand. Donations being accepted at the

House of Blessings or at the Clerk's Office. The community was thanked for their support for this initiative.

### **13.2 Recycling Program Update**

Councillor Burbach noted that the new Extended Producer Responsibility recycling system will start on January 1, 2026. This being a Provincially led program that will apply to all Ontario municipalities. There being conversations about the new carts presenting a challenge for mobility and seniors or concerns with space issues. Emterra being the local contractor for Stratford. There being residents who would like to get smaller options for the carts. Emterra confirming that they will be accepting two smaller sized carts, a 65-gallon cart on wheels or 35-gallon option. Emterra will take back the larger cart and residents who wish to do so may purchase compatible smaller carts. There being other municipalities who have been given different size options for the carts at no extra cost to residents.

The Director of Infrastructure Services noting that staff will communicate with Emterra regarding the provision of smaller carts at no additional cost to the residents. The Director adding that Council can consider forwarding a resolution to the provider, the Ministry of Environment, Conservation and Parks, and the Perth-Wellington Member of Provincial Parliament regarding the matter.

R2025-536

**Motion by** Councillor Burbach

**Seconded by** Councillor Sebben

**WHEREAS, over the last two weeks, City of Stratford residents have received new 360-litre blue carts as part of the new Blue Box program scheduled to commence on January 1, 2026; and**

**WHEREAS, the Mayor and Members of Council have heard from numerous residents expressing concerns about the size of the 360-litre carts, including mobility, handling, and household storage constraints; and**

**WHEREAS, other Ontario municipalities transitioning to cart based blue box collection have been offered smaller cart sizes by Circular Materials to better accommodate residents' needs;**

**THEREFORE BE IT RESOLVED THAT:**

- **The City of Stratford formally requests that Circular Materials provide Stratford residents with at least one smaller blue box cart option (e.g., 240-litre and/or 120-litre), in addition to the standard 360-litre cart.**
- **That Circular Materials offer a smaller cart option at no additional cost to residents, with a simple exchange/opt-in process and to prioritize accommodations for seniors and persons with disabilities, and to provide guidance on accessibility supports.**
- **That Circular Materials implement the smaller cart option and cart-exchange process in advance of the January 1, 2026 program start date, or as soon as operationally feasible thereafter, with clear timelines.**
- **And That City staff be directed to work with Circular Materials to operationalize the smaller cart option and report back to Council on implementation details, timelines, and any City resourcing implications.**

**BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to Circular Materials and shared with Honourable Todd McCarthy, the Minister of Environment, Conservation and Parks and to the Perth-Wellington Member of Provincial Parliament Mathew Rae for information.**

**Carried**

### **13.3 International Day for the Elimination of Violence Against Women**

Councillor Burbach recognized that November 25 is the International Day for the Elimination of Violence Against Women. The Councillor shared statistics and data regarding violence committed against women including the rates related to intimate partner violence being higher for women and girls in comparison men and boys. The Councillor also noted that there has been an increase in femicide rates since 2014. Councillor Burbach highlighted the importance of education and raising awareness as well as of speaking up about this issue.

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

The next Regular Council meeting is December 8, 2025, in the Council Chamber, City Hall.

R2025-537

**Motion by** Councillor Henderson

**Seconded by** Councillor Nijjar

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

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

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

**Carried**

## **15. Council Reconvene:**

### **15.1 Declarations of Pecuniary Interest made at Standing Committees**

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

Declarations of Pecuniary Interest made at Standing Committee meetings held on November 24, 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 November 24, 2025 Reconvene Council meeting.

### **15.2 Reading of the Confirmatory By-law:**

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

#### **11.10 Confirmatory By-law 158-2025**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on November 24, 2025.

R2025-538

**Motion by** Councillor Burbach

**Seconded by** Councillor Nijjar

**THAT By-law 158-2025 be read a First and Second Time.**

**Carried two thirds support**

R2025-539

**Motion by** Councillor Sebben

**Seconded by** Councillor Henderson

**THAT By-law 158-2025 be read a Third Time and Finally Passed.**

**Carried**

### **15.3 Adjournment of Council Meeting**

R2025-540

**Motion by** Councillor Beatty

**Seconded by** Councillor Wordofa

**THAT the November 24, 2025, Regular Council meeting adjourn.**

**Carried**

Meeting Start Time: 7:00 P.M.

Meeting End Time: 9:07 P.M.

Reconvene Meeting Start Time: 9:27 P.M.

Reconvene Meeting End Time: 9:28 P.M.

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Mayor - Martin Ritsma

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Clerk - Tatiana Dafoe





## PLANNING REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Marc Bancroft, MPL, MCIP, RPP, Manager of Planning  
**Report Number:** COU25-164  
**Attachments:** Public Comment Received

**Title:** Statutory Public Meeting Report with respect to Applications for Official Plan Amendment OPA2-25 and for Zoning By-law Amendment Z06-25, with respect to lands situated at 16 Kastner Street.

**Objective:** The purpose of this report is to describe the applications submitted by Zelinka Priamo Ltd. (c/o Katelyn Crowley) on behalf of Countryside Developments (2014) Inc. (c/o Pete Hyde) with respect to Applications for Official Plan Amendment OPA2-25 and for Zoning By-law Amendment Z06-25. The applications were originally submitted on September 23, 2025, and deemed complete on October 22, 2025.

### Application for Official Plan Amendment

The purpose of this Application is to re-designate the eastern portion of the subject lands, fronting Kastner Street, from 'Medium Density Residential' to 'Residential Area' with the effect of permitting low-density residential uses in the form of single detached dwellings, which is otherwise not permitted under the current 'Medium Density Residential' designation. The balance of the lands would remain designated 'Medium Density Residential'.

### Application for Zoning By-law Amendment

The purpose of this Application is to rezone the subject lands from Residential Fourth Density (R4-23/R4(2)-24) to the Residential First Density (R1(3)) Zone and a new site-specific Residential Fifth Density (R5(3)-XX) Zone. The proposed Amendment would permit a four (4)-storey apartment building on the western portion of the subject lands accessible from Perth Line 36 and would permit single detached dwellings on the eastern portion of the subject lands along the west side of Kastner Street. The proposed building is to be serviced from Kastner Street through a servicing easement.

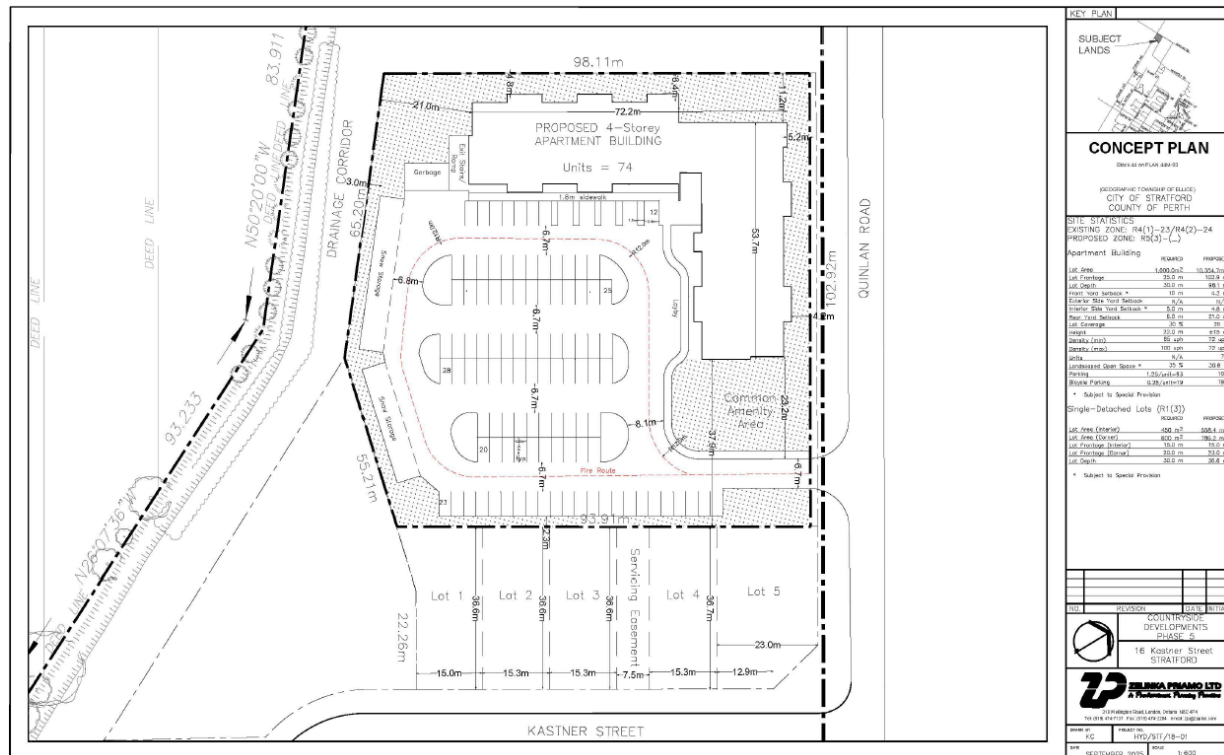
To facilitate the development of the proposed apartment building, the following site-specific exemptions are requested for the proposed R5(3)-XX Zone, being modifications to the parent R5(3) Zone:

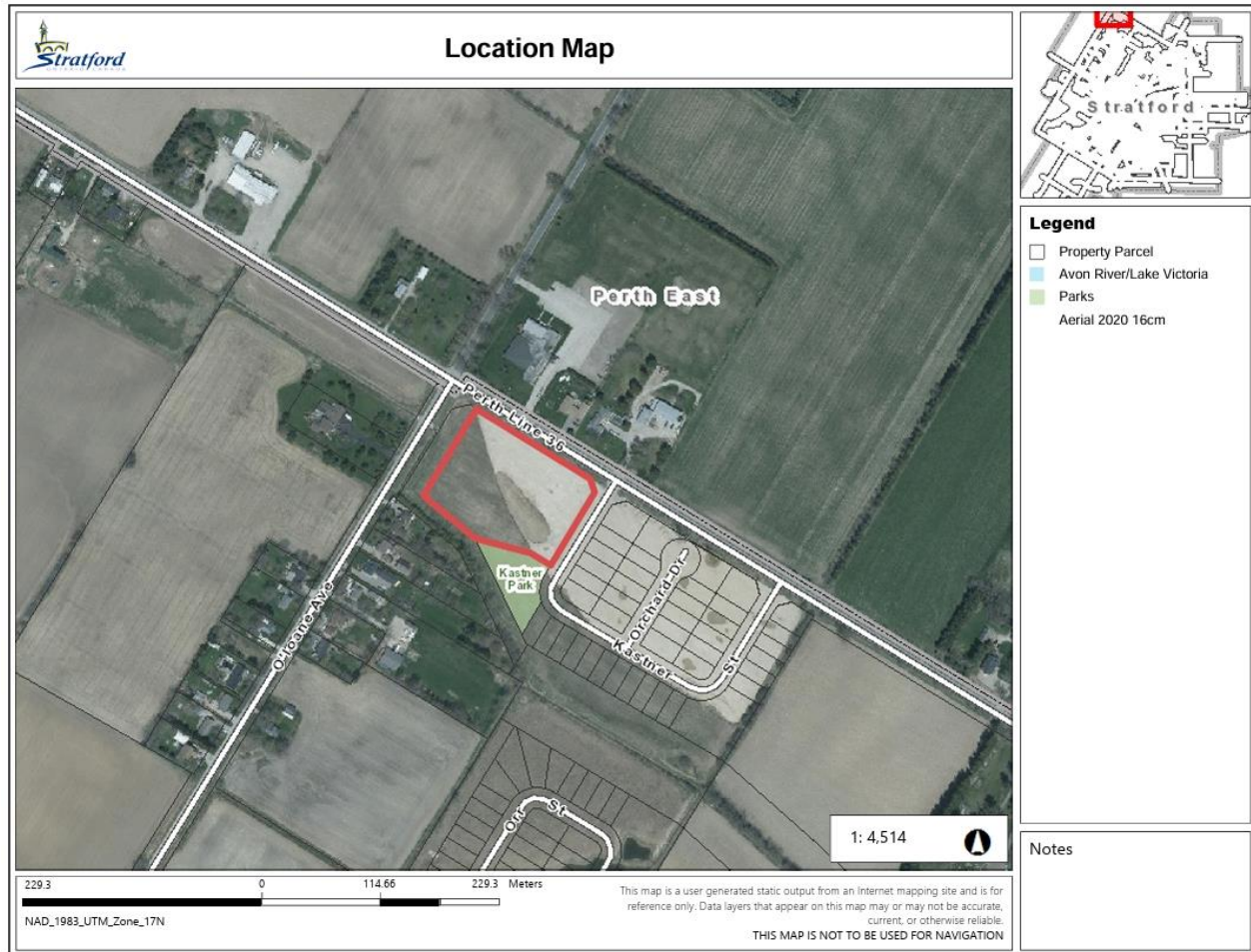
- A minimum front yard depth of 4.0 metres, whereas 7.5 metres is required.
- A minimum interior side yard width of 4.5 metres, whereas 7.5 metres is required.
- A minimum landscaped open space of 30%, whereas 35% is required.

The following documents were submitted in support of the applications:

- Planning and Design Report
- Concept Plan
- Functional Servicing Report
- Geotechnical Investigation
- Stormwater Management Report
- Engineering Drawings
- Noise Assessment

### Concept Plan





## Background:

**Subject Lands:** The lands are located on the west side of Kastner Street and on the south side of Perth Line 36 just east of O'Loane Avenue. The property is also municipally known as 16 Kastner Street and legally described as Block 44 on Plan 44M-93.

## Site Characteristics

Characteristic	Information
Existing Use:	Vacant
Frontage:	81.3 m (267 ft)
Depth	129 m (423 ft)
Area	1.38 ha (3.4 ac)
Shape	Irregular



### Surrounding Land Uses:

Direction	Use
North	Institutional, Residential and Industrial in the form of a church, single detached dwelling and landscaping business, respectively
East	Residential in the form of single detached dwellings
West	Open Space in the form of the McNamara Drain
South	Open Space and Parkland in the form of the McNamara Drain and Kastner Park

### Subject Lands from Perth Line 36

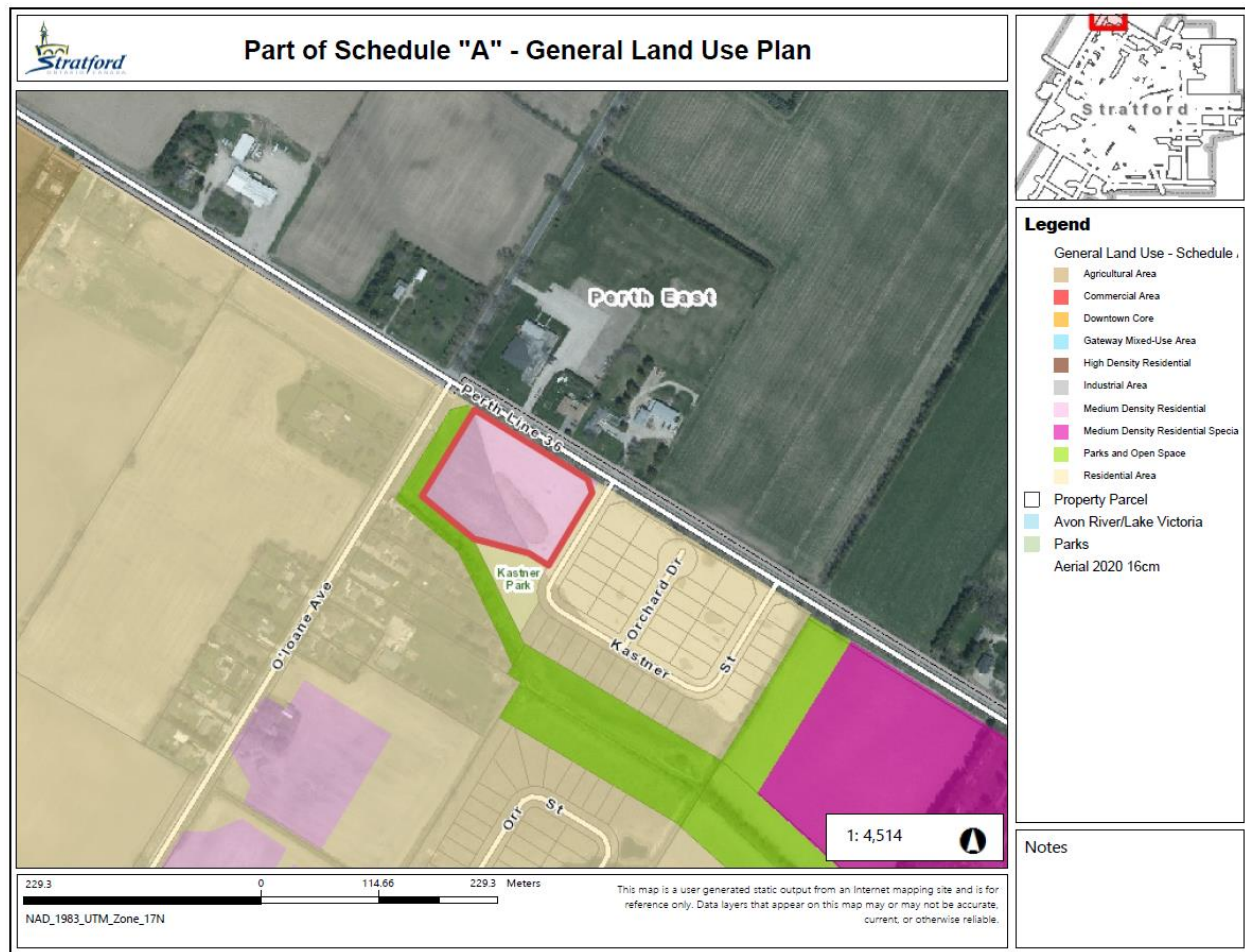


### Subject Lands from Kastner Street



## Official Plan

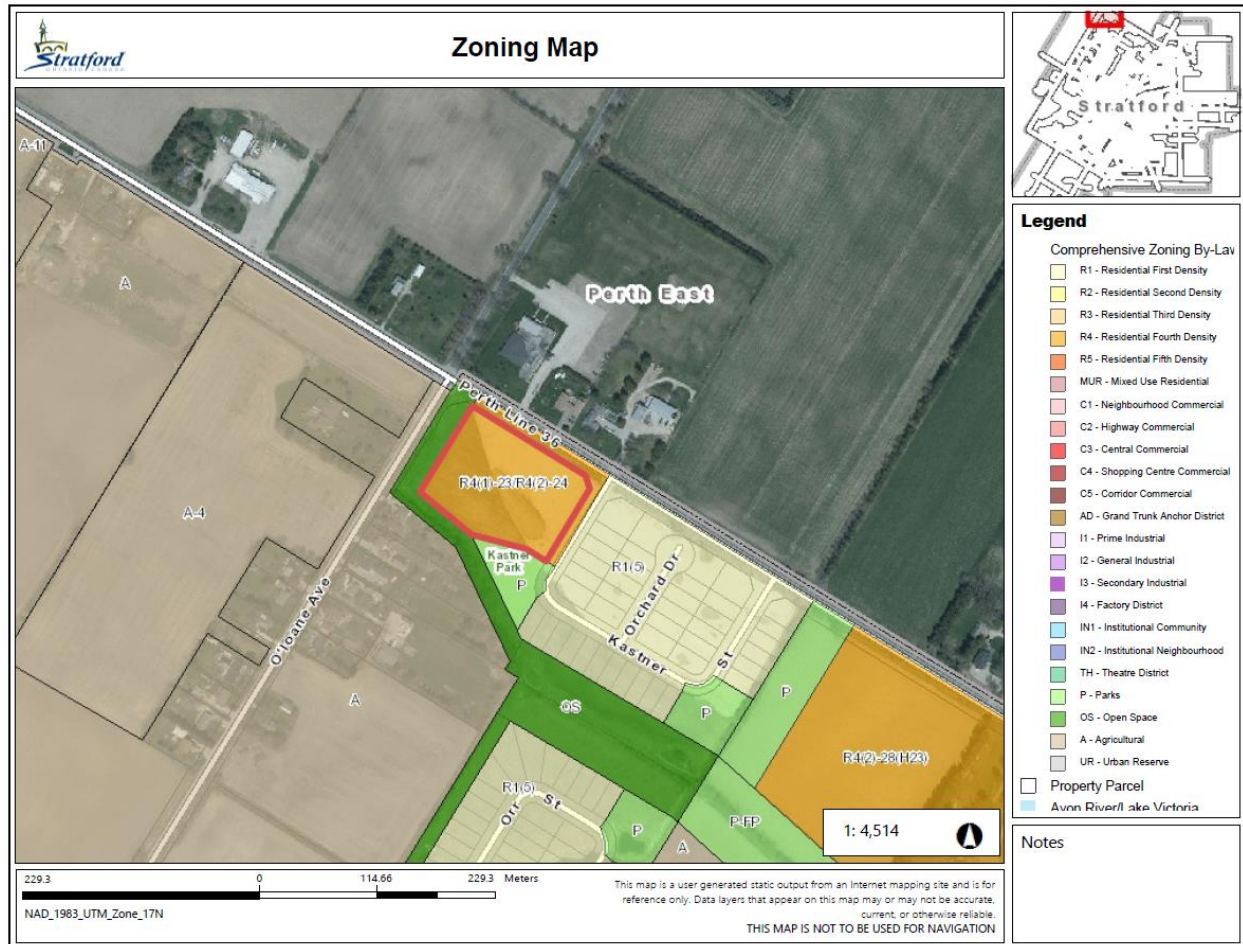
The subject lands are designated Medium Density Residential, which permits townhouses, quadruplex and apartment style dwellings, as outlined in the Stratford West Secondary Plan Area, being part of the City's Official Plan. The west half of the subject lands is generally identified as being within the Regulatory Flood Hazard given the adjacent McNamara Drain. An Official Plan Amendment is required considering the proposed single detached dwellings are not permitted within this designation.



## Existing Zoning

The subject lands are zoned Residential Fourth Density R4(1)-23 / R4(2)-24 Zone under the City's Comprehensive Zoning By-law. The zoning of the lands currently permits both street townhouse dwellings and cluster townhouse dwellings. Given the close proximity of the McNamara Drain, the lands are also regulated under the Conservation Authorities Act. Given the proposed apartment building and the proposed single detached dwellings, a Zoning By-law Amendment is required to allow the subject development.





### Agency Comments

The subject applications were circulated to prescribed agencies on November 14, 2025, with all comments received summarized below. Any agency comments received after this report is finalized will be provided to Council for consideration.

- *Stratford Fire Prevention*
  - No concerns.
- *Stratford Building and Planning Services Department – Building Division*
  - No comments.
- *Stratford Corporate Services Department – Clerks Office*
  - No concerns related to parking.
- *Stratford Infrastructure Services Department – Engineering Division*
  - General Comments
    - A damage deposit will be required prior to construction as per “Schedule E” of the Fees and Charges By-Law 117-2023.

- How many electric vehicle charging stations are proposed for this development?
- General Drawing Requirements
  - The following drawings will be required
    - Site Plan
    - Grading Plan
    - Servicing Plan
    - Erosion and Sediment Control Plan
    - Landscaping Plan
  - Show all surveyed property limits, including bearings and distances. Reference to a City geodetic benchmark is required. Details for the monument 09620130001 are attached.
  - Show location of nearest fire hydrant.
- Concept Plan
  - Pedestrian access (sidewalk) shall run through the proposed servicing easement to Kastner Street to meet the existing sidewalk.
  - The parking spots propose do not meet the minimum standards as follows:
    - As per the City of Stratford's Zoning By-Law - Section 5.2: Parking Space Dimensions and Requirements, the minimum parking space shall have a minimum width of 2.8m and a minimum length of 5.6m.
    - The minimum dimension for a Type A barrier free parking space shall be 5.6m in length, 3.4m in width, and a vertical clearance of 2.59m indoor and 2.75m outdoor, in addition to an adjacent unobstructed pedestrian access aisle width of 1.5m.
    - The minimum dimension for a Type B barrier free parking space shall be 5.6m in length, 2.8m in width, and a vertical clearance of 2.0m, in addition to an adjacent unobstructed pedestrian access aisle width of 1.5m.
- Servicing
  - The proposed development includes five (5) detached lots and 74 residential apartment units, with an estimated average occupancy of 2.4 persons per unit, resulting in a projected population of 190. This exceeds the maximum population outlined in the sanitary drainage plan for the Countryside Estates (Phase 4) subdivision, as

shown in the "Sanitary Drainage Area Plan" (Revision 5 – April 14, 2022). However, an increase to the sanitary capacity for Block 44 was approved, as confirmed in an email from Nathan Bottema (City of Stratford) to MTE dated April 15, 2025. Therefore, the proposed number of units is considered acceptable.

- A Functional Servicing Report is required to address the sanitary, storm and water requirements for this site.
- Block 44 currently has been provided with servicing stubs at property line as follows: Sanitary 150mm PVC; Storm 525mm; and, Water 50mm PEXa
- Environmental Services (Water Division)
  - Commissioning Plan will be required.
  - Please provide a confirmation from the consultant on the number of private well(s) upon the property. All wells on the property shall be decommissioned as per O.Reg 903. A copy of the decommissioning records shall be sent to the Water Division.
- Stormwater Management Report
  - Should the subject site exceed the Countryside Estates – Phase 4 development runoff coefficient of 0.70, a stormwater management design for quantity and quality control will be required to develop this site.
- *investStratford – Housing Specialist*
  - Not in favour of this reduction in residential density to accommodate single detached dwellings. Stratford has both a housing shortage and a lack of available land, combined with limited available infrastructure. Land and infrastructure should be optimized for appropriate density as was designated in the zoning bylaw.
- *Festival Hydro*
  - The proposed apartment building block as well as the five residential lots are currently not within Festival Hydro's service territory.
  - Festival Hydro does have infrastructure in the area to service the 5 residential lots, but would need to go through a service area amendment process with the Ontario Energy Board to obtain the rights to service those properties. The developer should reach out to Festival Hydro to discuss that process if there is a desire to service those lots from our current system. All existing residential lots along Kastner St are also serviced by Festival Hydro.



- Festival Hydro does not have infrastructure in the area to service the proposed apartment building. The developer is advised to discuss the servicing of that lot with Hydro One.
- *Upper Thames River Conservation Authority – Land Use Planning*
  - No objection to the subject applications.
  - Development or site alteration, including grading works, within the Regulated Area will require a Section 28 permit from the UTRCA. As part of the Site Plan Approval Application for the proposed apartment building on the retained lot please include a detailed Grading Plan which identifies the McNamara corridor adjacent to the subject lands, the 250-year floodplain limit based on the constructed grades; and 15 m regulatory allowance.
  - Further comments will be provided by the UTRCA through the review of a future site plan application.
- *Upper Thames River Conservation Authority – Source Water Protection*
  - The subject lands are not located within a vulnerable area and therefore the property is not designated for restricted land use under S. 59 of the Clean Water Act, 2006.

### Public Comments

Notice of the application and public meeting was sent to surrounding property owners on November 14, 2025. Notice was also published in the Beacon Herald on November 15, 2025.

One (1) written submission from the public has been received to date and has been appended to the Council agenda for the December 8, 2025 public meeting.

To date, the key concerns raised include:

- Access – there should be no direct access for the apartment building to Line 36 considering impacts from (i.e. car headlights) on the existing home across from the proposed driveway. There should be limits on the number of driveways on Line 36 given the increase in traffic based on development that has occurred in the area. Access should be provided from Kastner Street consistent with the location of the proposed servicing easement for the apartment building.
- Apartment Building Height – due to the amount of fill used to raise the property, the proposed 4-storey building would have the appearance of being a 6-storey building.
- Drainage – surface water runs off the site and floods the new pathway (along the McNamara Drain) creating icy and unsafe conditions for pedestrians.

**Analysis:** To be provided in a future planning report.

**Financial Implications:** To be provided in a future planning report.

**Staff Recommendation:** **THAT Council hear all interested persons with respect to Applications for Official Plan Amendment OPA2-25 and for Zoning By-law Amendment Z06-25, with respect to lands situated at 16 Kastner Street.**

**Recommended by:** Marc Bancroft, MPL, MCIP, RPP, Manager of Planning

**Reviewed by:** Adam Betteridge, MPA, MCIP, RPP, Director of Building and Planning Services

**Approved for Council by:** André Morin, CPA, Chief Administrative Officer

**From:** [Richard Ivey](#)  
**To:** [Marc Bancroft](#)  
**Subject:** notice of application  
**Date:** Friday, November 21, 2025 11:21:10 AM

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Applications for Official Plan Amendment OP-25 and Zoning  
By-lawAmenedmentZ06-25

16 Kastner st

What happened to the original plan that we agreed on...

The changes to the original plan have this 4 storey apartment Building now exit and entrance to building have been moved to Line 36 this was not the case in original plan. I live directly across from the proposed exit/entrance and all vehicles head lights will shine directly at the front of my house. Original drawings had them exit and entrance onto Kastner st which is the way it should stay. Drawings show area from Kastner called servicing easement this is where the exit /entrance onto Kastner should be.

Traffic on Line 36 has tripled in the last 10 years with all constuction of more than 1000 homes in this area i think we should limit amount of driveways.

Road conditions on this section of Line 36 are terrible and entire section needs to be repaved.

The Building lot that the proposed apartment is going on has been filled in to a point they have raised lot at least 25feet. With the sewer line as the reason why can this not be tied into new line coming down Oloane ave and reduce the ground height. Putting a 4 storey on a lot built up so high makes it look like a six storey.

Water run of from the proposed site floods new path way down one side very dangerous it is always icy from run off and path way installed to low as creek rises and floods it

Thank you for your time if you need any info or have questions please call

 Richard Ivey

 Rudy Court



## PLANNING REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Ryan Queenan, Planner  
**Report Number:** COU25-158  
**Attachments:** Proposed Part Lot Control Exemption By-law

**Title:** Application for Part Lot Control Exemption (PLC22-25) for Lot 4 on Registered Plan 44M-91, municipally addressed as 45 and 49 Worsley Street.

**Objective:** The purpose of this report is to consider a request by Baker Planning Group (c/o Caroline Baker) on behalf of Daly Development Inc. to exempt Lot 4 on Registered Plan 44M-91 from Part Lot Control and to subdivide the lands as shown on Reference Plan 44R-6420. The exemption would allow the conveyance of two (2) semi-detached dwelling units that front on Worsley Street.

**Background:** The subject lands are located on the south side of Worsley Street between St. Vincent Street South and Birmingham Street. Council granted draft plan of subdivision approval on October 12, 2021, comprised of eleven (11) lots for two (2) single detached dwelling units, seven (7) semi-detached dwelling units, and two (2) duplex dwelling units. Final approval was issued on April 14, 2023 and implemented through Registered Plan 44M-91 which effectively created said lots.

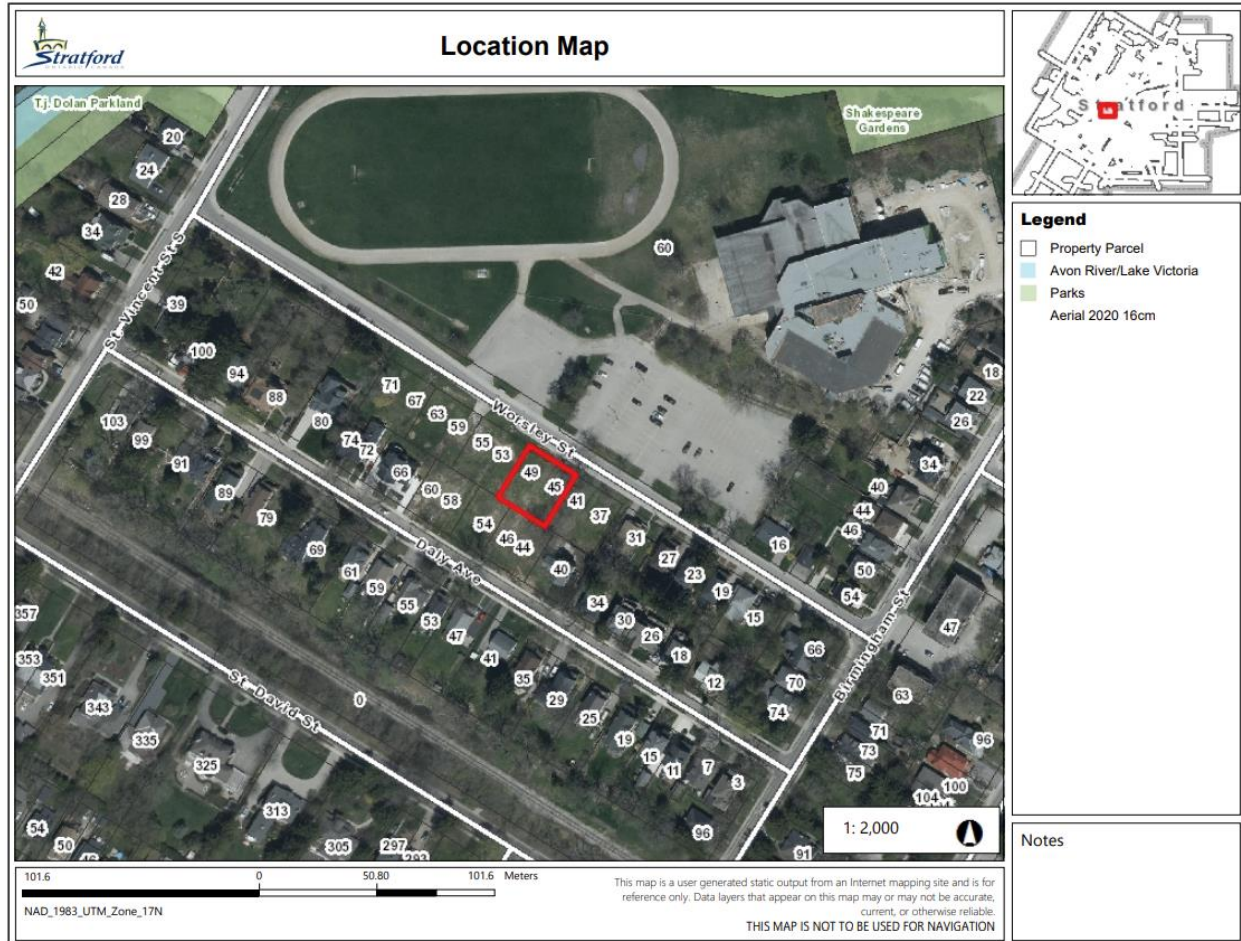
The applicant is requesting the approval of a Part Lot Control Exemption By-law to permit 2 (two) dwelling units to be separately conveyed. Lot 4 contains a semi-detached dwelling containing 2 (two) dwelling units.

### Site Characteristics:

Characteristic	Information
Existing Use:	Dwellings under construction
Frontage:	23.6 m
Depth	25.9 m
Area	613.3 m <sup>2</sup>
Shape	Regular

### Surrounding Land Uses:

Direction	Use
North	Stratford Intermediate School
East	Low density residential
South	Low density residential
West	Low density residential



Please note that the aerial imaging shown above is from 2020 and therefore does not show construction activity that has since occurred in the area including the semi-detached dwellings on the subject lands under construction.



The proposed lots are in conformity with the City of Stratford Comprehensive Zoning By-law. The City's Engineering has no concerns regarding the application. In all, this proposal is appropriate for the subject lands.

**Financial Implications:** None

**Staff Recommendation: THAT Council APPROVE Application for Part Lot Control Exemption (PLC22-25) to exempt Lot 4 on Registered Plan 44M-91 from Part Lot Control for one year from the date of the passing of the By-law to permit the creation of separate conveyable lots for each of the semi-detached dwelling units such that each unit would be under separate ownership.**

**Recommended by:** Ryan Queenan, Planner

**Reviewed by:** Marc Bancroft, MPL, MCIP, RPP, Manager of Planning  
Adam Betteridge, MPA, MCIP, RPP, Director of Building and Planning Services

**Approved for Council by:** André Morin, CPA, Chief Administrative Officer



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

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BEING a By-law to exempt Lot 4, Plan 44M-91 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying semi-detached dwelling units to individual owners.

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**WHEREAS** Section 50(7) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, (hereinafter referred to as the "Planning Act") provides that Council of a municipality may, by by-law, provide that the part-lot control provisions contained in Section 50(5) do not apply to the lands designated in the by-law;

**AND WHEREAS** an application has been made to The Corporation of the City of Stratford to remove certain lands described in Section 1, and as shown on Plan 44R-6420 herein from the part-lot control provisions of the Planning Act for the purpose of conveying semi-detached dwellings to individual owners;

**AND WHEREAS** with the passing of legislation by the Province of Ontario proclaimed on May 22, 1996, whereby Ministry of Municipal Affairs and Housing approval of part-lot control exemption by-law authorized by council, including Council of The Corporation of the City of Stratford, is no longer required;

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

1. That Section 50(5) of the Planning Act, as amended, does not apply to those parcels of land and premises situated in the City of Stratford, in the County of Perth, in the Province of Ontario and described as Lot 4 on Plan 44M-91, being Parts 1 to 14 (inclusive) on Plan 44R-6420 for the purpose of conveying semi-detached dwelling units to individual owners.
2. This exemption shall be in effect for a period of one (1) year from the date of passage of this By-law.
3. That the City Solicitor is authorized to have this By-law registered at the Land Registry Office.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 2025.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe





## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Adam Betteridge, Director of Building and Planning Services  
**Report Number:** COU25-165  
**Attachments:** Formal Request Letter (with site drawing);  
 Draft Municipal Support Resolution.

**Title:** Request for Municipal Support Resolution - Cordelia BESS Inc., 465 Wright Boulevard

**Executive Summary:** Cordelia BESS Inc. has submitted a request to the City of Stratford for a Municipal Support Resolution in connection with a proposed Battery Energy Storage System (BESS) at 465 Wright Boulevard. This request is part of the company's bid under the Independent Electricity System Operator's (IESO) Long-Term 2 Capacity RFP, a competitive province-wide procurement effort to secure new energy storage capacity to support Ontario's growing electricity demands. The resolution, if granted by Council, would demonstrate the City's support for the proposal strictly for the purposes of the IESO procurement process. It does not exempt the project from future municipal approvals, including Site Plan Control and building permits.

Staff have reviewed the submission and conducted internal consultation across City departments and external agencies. The proposed use aligns with provincial policy, the City's Official Plan, Zoning By-law, and Community Climate Action Plan (CCAP). The project is intended to operate for approximately 20 years and would support grid stability, local energy resilience, and Festival Hydro's infrastructure. Staff acknowledge concerns related to aesthetics, assessment value, and fire safety, and recommend these be addressed through the Site Plan Control process, which the proponent has formally committed to.

This report also recommends establishing a new administrative process for similar requests in the future, including a proposed fee of \$3,717.00 to recover costs. While the IESO allows for Community Benefit Agreements, Staff are not recommending such requirements currently due to the lack of clarity and policy guidance. Based on the planning analysis and interdepartmental review, Staff recommend that Council issue a Municipal Support Resolution for the proposal, subject to the outlined conditions and future development approvals.

**Objective:** The purpose of this report is twofold: first, to provide Council with the relevant background, policy context, and preliminary assessment necessary to consider a request for a Municipal Support Resolution related to a proposed Battery Energy Storage System (BESS) facility in Stratford; and second, to outline a proposed administrative (and fee) framework that would guide how similar requests are reviewed and processed in the future. Given that this is the first request of its kind received by the City, this report also aims to ensure transparency, consistency, and accountability in responding to such proposals, while maintaining alignment with applicable planning requirements and municipal procedures.

**Background:** The Independent Electricity System Operator (IESO) is Ontario's agency responsible for managing the electricity system and planning for future energy needs. In response to forecasted electricity demand growth of up to 75% by 2050, the IESO has launched a series of competitive procurements to secure new energy storage capacity across the province.

The current procurement round, known as the Long-Term 2 Capacity Request for Proposals (LT2 RFP), allows energy storage proponents to bid annually over the next four years. The goal is to acquire up to 1,600 megawatts of new capacity to support system reliability, renewable energy integration, and emergency preparedness. More information is available on the IESO website: <https://www.ieso.ca/Sector-Participants/Resource-Acquisition-and-Contracts/Long-Term-2-RFP>

Battery Energy Storage Systems (BESS) are currently the preferred technology, typically using lithium batteries housed in containerized units. These systems charge during off-peak hours and discharge during peak demand, helping to stabilize the grid. BESS facilities also support climate action goals and can defer costly infrastructure upgrades.

As part of the LT2 RFP, proponents must submit a Municipal Support Resolution from the host municipality. This resolution is strictly for procurement purposes and does not exempt the project from normal municipal approvals such as site plan control, zoning, or building permits. Municipalities are permitted to use their own wording for the resolution, provided the required elements are included.

Festival Hydro owns both the subject lands and the adjacent property to the north. The lots are technically two separate properties, but they function as one property and the City has a site plan agreement that spans both properties.

Of note, the subject site is the location of an existing building that was intended for a battery energy storage facility in/around 2017. Staff understand that the building is currently vacant/not utilized.

The Proponent's formal request letter is attached, and it includes a conceptual site drawing that includes 28 separate container structures, each of which would house battery storage.

**Analysis:** As noted earlier in the “Objective” section, this report serves two (2) purposes: 1) provide the necessary information for Council to consider the request to obtain a Municipal Support Resolution for a proposed Battery Energy Storage System (“BESS”) facility; and, 2) establish the necessary administrative requirements and processes in the event that the City receives future requests of this same nature.

### Analysis of the Request

The subject lands are owned by Festival Hydro Inc. and are designated Industrial Areas under the City’s Official Plan and zoned site-specific General Industrial (I2-22) under the City’s Comprehensive Zoning By-law (“CZBL”). More planning analysis and information is provided further on within this report.

Cordelia BESS Inc. is proposing to develop a Battery Energy Storage System (BESS) at 465 Wright Boulevard in Stratford. The system is designed to store and discharge up to 8.8 megawatts (MW) of power (110 megawatt-hours) using a modular, container-based setup. According to information submitted with the request, it will be connected to Festival Hydro’s 27.6 kV distribution network and is intended to operate for approximately 20 years. As stated by the proponent, the project meets required safety, design, and interconnection standards and will participate in Ontario’s Independent Electricity System Operator (IESO) Long-Term Capacity (LT2) program, helping to stabilize and support the province’s electrical grid.

Also provided in the proponent’s request is that, beyond meeting provincial capacity obligations, the facility will provide grid reliability services such as voltage and frequency regulation, support for renewable energy integration, and emergency response capabilities. It is expected to reduce strain on the local grid, defer costly upgrades to infrastructure, and enhance energy resilience for Festival Hydro customers. The technology allows for rapid response to changes in demand and offers the flexibility to expand in the future as community energy needs evolve.

The proponent has submitted a preliminary project timeline outlining key milestones from approval through construction and operation. Notable dates include:

- December 18, 2025 - Proposal submission to IESO under the Long-Term 2 Capacity RFP.
- June 2026 - Expected selection/approval by IESO, if successful.
- August 2026 onward - Begin municipal approvals process, finalize engineering reports, complete environmental permitting, and coordinate Festival Hydro connection assessment.
- 2026–2028 - Estimated 18–24 month period for pre-development planning, procurement, and construction.

- May 2028 to May 2029 - Target construction completion.
- May 1, 2030 - Planned start of commercial operations.

From a planning/development perspective, Council should consider the submitted proposal against the typical policy and regulatory frameworks. The following is provided accordingly:

#### Provincial Planning Statement (PPS, 2024) -

The PPS, 2024, issued under the *Planning Act*, requires that all municipal land use decisions be consistent with provincial policy. Section 3.8 of the PPS, 2024 encourages municipalities to support the development of energy supply infrastructure, including energy storage systems (ESS).

In the PPS, 2024, “ESS” is defined broadly to include systems such as flywheels, compressed air, hydrogen, pumped hydro, and battery storage - all technologies that capture energy for use at a later time to balance supply and demand.

The proposal appears to be consistent with the PPS, 2024.

#### City of Stratford Official Plan -

The subject property is within the Industrial designation of the Official Plan (OP). The OP permits public utility uses and energy projects in all land use designations (except within the Regulatory Flood Line), subject to applicable regulatory approvals, such as the *Environmental Assessment Act*.

While references are made to the now-repealed *Green Energy Act*, the City’s OP supports energy-related infrastructure, including district energy facilities, solar panels, geothermal systems, and similar uses.

Under the OP’s definitions, ‘infrastructure’ includes electric power generation and transmission, placing energy storage facilities within the broader category of essential infrastructure supporting development.

Under Section 5.10.3 of the OP, an “Integrated Community Sustainability Plan” is referenced which outlines objectives for energy conservation, alternative energy generation, and demand management, aligning with broader sustainability goals. The City’s Community Climate Action Plan (CCAP), adopted in August 2024, serves as the referenced “Integrated Community Sustainability Plan”. The CCAP will be covered in more detail in the next subsection.

The proposal conforms with the City’s OP.

#### Community Climate Action Plan (CCAP) -

The City's Community Climate Action Plan (CCAP) prioritizes energy efficiency and the transition from carbon-intensive fuels to low-carbon energy sources such as electricity, thermal energy, and solar power. With electrification and population growth putting pressure on the existing electrical grid, the CCAP emphasizes energy conservation, smart demand management, and local generation as strategies to maintain grid stability.

The CCAP specifically identifies battery storage as one of several emerging technologies that can improve grid resilience and support local energy independence, including opportunities for community-scale energy projects in the future.

The proposal appears to conform with the City's CCAP.

#### Comprehensive Zoning By-law ("CZBL") -

The subject property is within a site-specific "General Industrial Two" (I2-22) zone as shown on Schedule "A", Map 7 of the CZBL.

This site-specific zone allows all uses permitted within the I2 zone but also provides additional permitted non-industrial uses such as Business office, Clinic, Fitness club located within an industrial building, Restaurant located within an industrial building (amongst others).

The I2 zone is generally the most flexible of the industrial zone categories.

Although the proposed use of a "Battery Energy Storage System" is not listed within the permitted uses, the type of use is generalized in municipal zoning by-laws as a "Public Utility". In the City's CZBL, such is defined as:

"PUBLIC UTILITY means

a) any agency, corporation, board or commission providing electricity, gas, oil, steam, water, communications/telecommunications, transportation, stormwater drainage or sewage or waste collection and disposal services to the public; or

b) a use pertaining to any such agency, corporation, board or commission."

Public Utilities are governed in the Zoning By-law by section 4.22, "Public Uses", which states:

"Nothing in this By-law, save and except for Section 4.29 (Upper Thames River Conservation Authority Regulated Area), shall apply to prevent the following uses, buildings, or structures in any zone:

a) a public use where used by a public agency to provide a service to the public.

b) public utility uses and infrastructure, including, but not limited to: the installation of a watermain, sanitary sewer main, storm sewer main, pumping station, gas main, pipeline, lighting fixture or overhead or underground electrical, cable television, communications/telecommunications or other lines or associated transformers, together with any installations or structures appurtenant thereto, excluding an office or other work related structures by a public utility.

c) Notwithstanding a) and b) above, new public agency and public utility uses which have noise, odour, vibration and/or dust impacts including sewage treatment plants and water intake / filtration plants shall not be permitted in a Residential Zone, except through a Zoning By-law Amendment.”

Accordingly, the proposed BESS conforms with the “Public Uses” provisions of the City’s Comprehensive Zoning By-law. If the proposal moves forward, setbacks and other zoning standards will be reviewed and applied at the Site Plan Control stage.

#### Interdepartmental Comments –

As part of the review process the proposal was circulated to internal departments, as well as Festival Hydro Inc. and investStratford, on November 4, 2025. Comments received are summarized below:

- *Stratford Fire Prevention*
  - (all) installation, maintenance and emergency planning to conform with NFPA 855; and,
  - (the) BESS System will require a Fire Safety Plan to be approved by Fire Prevention prior to occupancy/operation.
- *Stratford Infrastructure Services – Engineering Division*
  - Noise Study;
  - Detailed water usage requirements (including potential water supply and pressure demands for fire protection) must be provided;
  - Commissioning and Decommissioning Plans to outline system startup, end-of-life procedures, and site restoration; and,
  - The above are in addition to typical/standard requirements of site plan control (e.g. servicing details and stormwater management).

- *Stratford Community Services - Parks, Forestry and Cemetery Division*
  - Landscaping must comply with the City's Landscape Design Guidelines, with consideration given to the context of adjacent lands.
  - Buffering requirements may include a combination of landscape plantings, decorative fencing, and berms, as appropriate to the site.
  - A Landscaping and Screening Plan will be required as part of the Site Plan submission, reflecting business park design standards and incorporating security fencing where applicable.
- *Stratford Community Services - Transit Division*
  - No comments.
- *investStratford*
  - We understand that CORDELIA BESS Inc. wishes to lease the Festival Hydro lands at 465 Wright Blvd. for upwards of 50 BESS units. CORDELIA is also potentially interested in a future lease of the existing battery storage building at this site due to the former lessee going bankrupt. This will generate revenue for Festival Hydro, but contrary to the Notice Letter, the benefit to Festival Hydro's infrastructure is nominal (at least in the short to medium term).
  - It is our understanding that the outdoor 50 BESS are traditionally contained within storage/shipping containers.
  - While we are supportive of a new lease and renewed utilization of the existing battery storage building, the outdoor installation contained within 50 storage/shipping containers may not present the best use for the property or business park.
  - We will defer to Planning and Building (Adam) to confirm, but it is questionable whether this type of installation would meet the City's Urban Design Guidelines for the business park. We would also need to understand how these structures/units would be addressed by the OBC.
  - The assessed value of storage/shipping containers would likely be nominal, when generating new assessment is a key factor for supporting new development in the City's business parks.
  - The adjacent and neighbouring companies in the business park may not support both the aesthetics or real or perceived risks of being situated near such an outdoor installation (perhaps the Fire Department should be consulted).

- Lastly, the risk of such a venture not being successful beyond installation, may create an area of the business park that cannot be easily re-occupied/leased by another company or re-purposed/re-developed in the same way as a vacated industrial building.
- Not understanding the technology, we would suggest posing the question to CORDELIA on whether the proposed 50 BESS could be operated and housed within a purpose-built industrial building versus in storage/shipping containers.
- *Festival Hydro Inc.*
  - The proposed BESS is planned to be located on Festival Hydro property. A formal land lease agreement between Festival Hydro and the project proponent will be required to define responsibilities, access, maintenance, decommissioning and liability. While the BESS will be situated on Festival Hydro property, Festival Hydro will not have ownership or operational control of the system; and,
  - Festival Hydro will complete a detailed Connection Impact Assessment to evaluate the technical and protection requirements necessary to safely interconnect the BESS to the distribution system. The assessment will confirm interconnection parameters, protection coordination, and any system upgrades required to ensure the safety and reliability of the distribution network.

The proponent has formally acknowledged that, if supported, the project will be subject to Site Plan Control under the *Planning Act*. Accordingly, the above comments would be secured through the Site Plan Control process. To clarify/reiterate, the comments and requirements raised by Staff above will only become necessary if the project receives approval by the IESO and moves forward. Further, Staff are recommending that these requirements be included within the Municipal Support Resolution.

investStratford's comments raise question about this project generating nominal tax assessment. At this juncture, while it is acknowledged that the assessed value of container-based infrastructure may be limited, it is premature to draw conclusions regarding the actual assessment that may result from the proposed BESS facility. Importantly, property assessment is only one of several factors considered when evaluating land use compatibility and economic value to the municipality. In this case, the subject lands are largely vacant and owned by FestivalHydro, Stratford's local electricity distributor. It is reasonable to expect that these lands would be used for electricity-related infrastructure, which aligns with the proposed use and supports broader energy and climate resiliency objectives.



To conclude the first portion of this report, which seeks to provide the necessary information for Council to consider a Municipal Support Resolution for the proposed BESS facility, it is the opinion of Staff that the project is appropriate at the subject property (465 Wright Blvd.), and provided that there are commitments and obligations of the proponent adhered to, Council can provide its support to the issuance of a resolution of support to this proposal.

#### Establishing the Submission Requirements for Future Requests

The second portion of this report pertains to establishing the necessary administrative requirements and processes if the City receives future requests of this same nature.

#### Site Plan Control –

It is recommended that Site Plan Control is applied to this type of development to address matters including but not limited to building/structure layout, screening, noise, lighting, drainage, fencing, fire routes, and access. Notwithstanding the industrial setting, there are noise implications associated with these types of facilities based on HVAC systems and fans required to mitigate residual heat generated by the battery storage process. Additional consideration for BESS facilities include fire safety and emergency response.

Accordingly, an amendment to the City's Site Plan Control By-law is recommended so to introduce a definition for this specific form/type of development and ensure that it is subject to (i.e. not exempt from) Site Plan Control.

The proposed definition for the City's Site Plan Control By-law can be as follows:

"Private Energy Storage Systems: Shall mean a system or facility not owned or operated by a utility company, that operates as the principal use of the property for capturing and storing surplus energy production until discharged for later use, and which may include flywheels, pumped hydro storage, hydrogen storage, fuels storage, compressed air storage, and battery storage."

#### Cost Recovery / Establishing a Fee -

Through this report, staff recommend that an addition (new item) is made to section H) "Miscellaneous" of SCHEDULE "B" to the City's Fees and Charges By-law:

v) Municipal Support Resolution Request - Energy Project  Requests for a Council-endorsed Municipal Support Resolution related to IESO or similar procurement processes. This fee is separate from any Planning Act application fees.	\$3,717.00 (2025 rate)
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This rate is proposed to be the same fee rate as a "Zoning By-law Amendment – Standard" (2025 fee: \$3,717.00), given the process is similar as such process (being: site specific in nature, Planning Division Staff review, circulation to departments/agencies, proceeds to Council/Committee with comprehensive report, with Council required to consider and issue a decision).

Staff note that other municipalities researched in the preparation of this report have also established fees for considering municipal support resolution requests.

#### Community Benefit Agreement -

One component that is allowed through the IESO's procurement framework is the use of "Community Benefit Agreements" (CBAs) between municipalities and project proponents. There is currently limited clarity or guidance on what such benefits should include or how they should be structured. Given the absence of formal policy or precedents specific to this type of infrastructure, Staff are not recommending that a community benefit be required at this time. Should Council wish to explore this further, direction could be given to investigate options for future policy development or case-by-case evaluation.

### **Financial Implications:**

#### **Financial impact to current/future year operating budgets:**

There are no direct implications to the current/future year operating budgets. The City's costs incurred through processing this and future requests can be recovered through the implementation of a processing fee (proposed 2025 fee: \$3,717.00).

#### **Insurance considerations:**

Any matters relating to liability, risk management, and/or insurance will be addressed through the standard Site Plan Control, which through a site plan agreement, allows the City to secure appropriate conditions, additional agreements, and securities for site development and privately owned infrastructure.

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

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

#### **Widening our Economic Opportunities**

Strengthening Stratford's economy by developing, attracting and retaining a diversity of businesses and talent.

## **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.

### **Land and Nature**

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

### **Zero Carbon Energy**

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

**Staff Recommendation: THAT the Report titled, "Request for Municipal Support Resolution - Cordelia BESS Inc., 465 Wright Boulevard" (COU25-165), be received;**

**THAT Council supports the request by Cordelia BESS Inc. for the issuance of a Municipal Support Resolution in relation to a proposed Battery Energy Storage System (BESS) facility at 465 Wright Boulevard;**

**THAT Staff be directed to issue the required Municipal Support Resolution in the form prescribed by the Independent Electricity System Operator (IESO), subject to the conditions and review framework outlined in this report;**

**THAT Staff be directed to prepare and bring forward for Council's consideration a draft amendment to the City's Fees and Charges By-law 125-2025 to add a fee of \$3,717.00 for processing requests for Municipal Support Resolutions related to energy projects, as outlined in this report;**

**AND THAT Staff be directed to prepare and bring forward for Council's consideration a draft amendment to the City's Site Plan Control By-law to include a definition for Private Energy Storage Systems and confirm that such facilities are subject to Site Plan Control.**

**Prepared by:** Adam Betteridge, MPA, MCIP, RPP, Director of Building and Planning Services

**Recommended by:** André Morin, CPA, Chief Administrative Officer

October 15, 2025

CORDELIA BESS INC.  
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N5A 6W1

Attn: Mr. Andre Morin

**Subject: Pre-Engagement Confirmation Notice *CORDELIA BESS 1* Project LT2(c-1)**

Dear Mr. Morin,

In accordance with the Independent Electricity System Operator's LT2(c-1) Request for Proposal, Cordelia BESS Inc. is providing this Pre-Engagement Confirmation Notice 60 days prior to the LT2(c-1) Proposal Submission deadline.

Cordelia BESS Inc is committed to respectful engagement with the City of Stratford to design and build a long-term clean energy project that will meet the needs and desires of the community. The proposed location will be adjacent to the existing Festival Hydro site located at 465 Wright Blvd.

As a willing partner preparing our submission more than 60 days prior to the LT2 (C-1) deadline, we would like to work collaboratively with you, the Council, and the Municipality to meet all applicable criteria. Accordingly, to strengthen our proposal, and to support our collaboration, we would like to include a Municipal Support Resolution to strengthen our LT2 (C-1) submission. We will be pleased to provide any and all information, documentation, or requirements that Municipal officials may require.

Some of the project's community benefits include improved local power reliability and quality, local construction and service jobs, industrial tax base contributions, and support for Festival Hydro's grid modernization.

We have enclosed the following initial information for your review:

- Site sketch showing project size and location at the 465 Wright Blvd location
- Project description

October 15, 2025

We respectfully request a confirmation of receipt of this notice for our proposal record and welcome the opportunity to meet at your convenience to discuss next steps to confirm City Council support for the project. Please do not hesitate to call me at +1.604.312.3996 or email me at [cmcgillivray@energyplug.com](mailto:cmcgillivray@energyplug.com).

Sincerely,

A handwritten signature in black ink that reads "Chris McGillivray". The script is cursive and fluid, with the first name "Chris" and last name "McGillivray" clearly legible.

Director CORDELIA BESS INC.

Tel: 604-312-3996

## 1. Project Scope

- **System Size:** 8.8 MW / 110 MWh AC (135 MWh DC)
- **Configuration:** Containerized BESS with PCS/inverters, EMS, HVAC, and integrated protection systems
- **Interconnection:** To be defined per the substation SLD Bryon will provide
- **Design Life:** ~20 years with modular/expandable architecture
- **Compliance:** Meets CSA/UL standards and IESO interconnection requirements

## 2. Operating Plan (LT2 Context)

- **Capacity:** Operates under IESO LT2 obligations with a committed capacity of 8.8 MW ( 110 MWh Ac, 135 MWh DC)
- **Obligation:** Participates in the Day-Ahead Market (DAM) and will be available during the 12-hour obligation window on business days (~251 days/year)
- **Charging:** During off-peak or non-obligation hours, with EMS ensuring SOC is maintained to meet dispatch commitments
- **Discharging:** Per IESO dispatch instructions during obligation hours, aligned with LT2 requirements
- **Grid Support:** In addition to LT2 commitments, provides local services such as voltage/frequency stabilization, active/reactive power response, and ride-through capability
- **Outside Obligation Hours:** May provide ancillary services (e.g., regulation, operating reserve) and resilience support for critical municipal loads

## 3. Key Benefits to the Stratford

### Grid Support & Reliability

- Voltage and frequency regulation with fast response.
- Active and reactive power control, similar to a STATCOM.
- Ride-through capability for continuity during faults.
- Black start capability, if required.

### Capacity & Demand Management

- Peak shaving and load leveling, reducing stress on the network.
- Time-of-Use (TOU) arbitrage to reduce costs and support rate stability.
- Meets LT2 capacity obligations with a clean, dispatchable resource.

**Integration with Renewables ( if required)**

- Firming intermittent generation (solar/wind).
- Maximization of DER penetration in the region (if required).
- Reduces overall grid power losses through local balancing.

**Local & Community Benefits**

- Improved power quality through frequency stabilization and voltage support.
- Enhanced resilience for Festival Hydro customers during outages.
- Deferral of costly transmission/distribution upgrades.

**Operational Flexibility**

- Ultra-fast response (<5 ms).
- Dispatchable resource across IESO markets.
- Modular, scalable platform to expand as future needs arise.







To:

**Re: DRAFT Resolution – Request for Municipal Support Resolution - Cordelia BESS Inc., 465 Wright Boulevard**

At the December 8<sup>th</sup>, 2025 Regular Meeting of Council, Stratford City Council adopted the following resolution:

**WHEREAS:**

1. The Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("LT2(c-1) RFP") issued by the Independent Electricity System Operator ("IESO").
2. Capitalized terms not defined herein have the meanings ascribed to them in the LT2(c-1) RFP.
3. The Proponent has delivered, no later than sixty (60) days prior to the Proposal Submission Deadline, a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available):	N/A
Legal name of the Proponent:	Cordelia BESS Inc.
Name of the Long-Term Capacity Services Project:	Cordelia BESS 1
Technology of the Long-Term Capacity Services Project:	containerized lithium-ion Battery Energy Storage System (BESS)
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	8.8 MW AC (110 MWh AC; 135 MWh DC)
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands:	465 Wright Blvd, Stratford, ON, LOT 8, PLAN 44M38, City of Stratford (N4Z 1H3). (the " <b>Municipal Project Lands</b> ")

4. Pursuant to the LT2(c-1) RFP, if the Long-Term Capacity Services Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation which may be in the form of a Municipal Resolution in Support of Proposal Submission;

**NOW THEREFORE BE IT RESOLVED THAT:**

5. The council of Corporation of the City of Stratford supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands.
6. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.
7. The Proponent has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.
8. The Municipal Project Lands does not include lands designated as Prime Agricultural Areas in the City of Stratford Official Plan.
9. The Proponent acknowledges the project will be subject to Site Plan Control under the *Planning Act*, including technical review and approval requirements not currently tailored to energy storage facilities in Stratford.
10. As part of the future Site Plan approval process, the Proponent shall submit at its sole cost and to the satisfaction of the City, all required technical studies including but not limited to: a Fire Risk and Response Assessment (with terms approved by Stratford Fire Services), a Commissioning and Decommissioning Plan with financial securities, a Noise Study by a qualified consultant, a Landscaping and Screening Plan aligned with business park standards, and any other studies identified through the City's review; and that any required peer reviews will also be at the Proponent's expense.



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## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU25-159  
**Attachments:** None

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**Title:** Appointment to the Stratford Police Service Board

**Objective:** To consider an appointment to the Stratford Police Service Board.

**Background:** Every municipality in Ontario that maintains a police force (service) is required to have a Police Services Board.

The Board consists of five members and pursuant to the Community Safety and Policing Act (which replaced the Police Services Act) the board consists of:

- two members of city council;
- a person appointed by a resolution of council who is neither a member of council nor an employee of the municipality; and
- two citizens appointed by the Lieutenant Governor in Council.

Following a vacancy of the citizen representative appointed by Council, one (1) position is available for the remainder of a four-year term ending November 14, 2026.

**Analysis:** City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;

- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

The following applications were received for the available position:

- Amanda Martin
- Danielle McDowell
- Emily Abel
- Gerry Burdett
- Lida Wilde
- Ravi Joshi
- Terry Aitcheson
- April Smith
- David Yates

For the applications received, all were complete and meet the requirements. Training for the Stratford Police Service Board will be completed by the Board.

### **Financial Implications:**

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

The costs for recruitment of citizen representatives to advisory committees and local boards are included in the annual budget.

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

The costs for recruitment of citizen representatives to advisory committees and local boards are included in the annual budget.

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

**Not applicable:** This report does not align with one of the Strategic Priorities as the purpose is to consider an appointment to the Stratford Police Service Board.

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

#### **Health and Happiness**

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

### **Equity and Local Economy**

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

**Staff Recommendation: THAT direction be given on the appointment of one (1) citizen representative to the Stratford Police Service Board for the remainder of a four-year term to November 14, 2026, or until a successor is appointed by Council.**

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



## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU25-163  
**Attachments:** None

**Title:** Municipal Accommodation Tax Ad-Hoc Committee Appointments

**Objective:** To consider appointments to the Municipal Accommodation Tax (MAT) Ad-Hoc Committee.

**Background:** On June 27, 2022, Council directed Staff to implement a 4% MAT on all room nights sold in the City, including hotels, motels, bed and breakfasts, and short-term rentals, except where limited by legislation. The introduction of the MAT required entering into an agreement with Stratford Tourism Alliance (Destination Stratford) (the Tourism Entity) to share a portion of the MAT revenues in accordance with the regulation for strategic tourism destination marketing investments by Destination Stratford. Council has directed MAT funds to date towards the LightsOn Stratford festival that has been installed annually by Destination Stratford. The future use of the City's portion of MAT revenues are yet to be determined.

During the 2025 Budget deliberations, staff were directed to develop terms of reference for an Ad-Hoc Committee that would provide recommendations on the use of the City's portion of the MAT revenues.

Following approval of the terms of reference for the MAT Ad-Hoc Committee, the committee is to consist of five (5) members appointed by Stratford City Council as follows:

- One (1) City Councillor
- One (1) Large Accommodator Sector representative
- One (1) Small Accommodator Sector representative
- One (1) Tourism/Business Sector representative
- One (1) City of Stratford citizen

**Analysis:** City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

### Appointments

The following members of Council have expressed an interest in serving on this Ad-Hoc Committee:

- Mayor Ritsma
- Councillor Burbach

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

For the Large Accommodator Sector position:

- Bruce Whitaker
- Jennifer Birmingham

For the Small Accommodator Sector position:

- Barb Shaughnessy
- John Hatton

For the Tourism/Business Sector position:

- Kevin September
- Cameron Ohlman

For the Citizen position:

- Rev. RL Read
- Nathan Schneider
- Joan Ayton
- Elizabeth Edwards

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

### **Financial Implications:**

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

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

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

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

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

**Not applicable:** This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to an ad-hoc committee.

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

#### **Equity and Local Economy**

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

**Staff Recommendation: THAT direction be given on the appointment of one (1) Member of Council to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;**

**THAT direction be given on the appointment of one (1) member from the Large Accommodation Sector to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;**

**THAT direction be given on the appointment of one (1) member from the Small Accommodation Sector to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;**



**THAT direction be given on the appointment of one (1) member from the Tourism/Business Sector to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;**

**AND THAT direction be given on the appointment of one (1) citizen to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026.**

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



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## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Nathan Bottema, Manager of Engineering  
**Report Number:** COU25-166  
**Attachments:** None

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**Title:** Shakespeare Gardens Island Pedestrian Footbridge Removal Update

**Objective:** To inform Council of the Board of Park Management confirmation to remove the Shakespeare Gardens Footbridge and naturalize the island, and to inform Council of proposed next steps in considering future access to the island.

**Background:** At the June 23, 2025, Regular Council meeting, the following motion was passed:

**THAT the report titled, "Shakespeare Gardens Island Pedestrian Footbridge Removal" (ITS25-009), be received for information.**

And,

**THAT the replacement of the Shakespeare Gardens Island Pedestrian Footbridge be referred to the Parks Board to solicit public input on the funding of the replacement of the footbridge.**

Staff presented the Council resolution to the Parks Board at its September meeting, where the following resolution was adopted:

**THAT following its further discussion, the Board of Park Management reaffirms its previous motion the bridge to the island in the Shakespearean Gardens be removed and that the island be left in a naturalized state as an undisturbed pollinator island.**

The bridge has been closed to the public since July 2024, based on recommendations from B.M. Ross and Associates.

At the September Council meeting, Council expressed interest in maintaining the bridge and some level of access to the island. In response, Staff met to review options. During this period, Staff also consulted with the Upper Thames River Conservation Authority (UTRCA) and were advised that the UTRCA intends to proceed in 2026 with the John Street Weir Removal Environmental Assessment (EA), which could fundamentally alter river conditions downstream of the Thomas Orr Dam.

The EA will be led by the UTRCA and will include public engagement on the future function and use of the river corridor. There have been longstanding discussions about reducing the operating and maintenance costs associated with the John Street Weir, which holds water upstream primarily for aesthetic purposes, and about naturalizing the river downstream of the Thomas Orr Dam. The purpose of the EA is to gauge public interest and evaluate the environmental benefits of potential changes. If the river is naturalized, flows would be minimal for most of the year, and bridge access to the island may not be necessary.

**Analysis:** Taking into consideration from the Board of Park Management and the intent to proceed with the John Street Weir Removal EA; Community Services and Infrastructure Services Departments both support the decision to not replace the existing Shakespeare Gardens Island Bridge and to have the island remain in a naturalized state.

The existing bridge presents a public safety hazard and will be removed. The Public Works Division has the capacity to dismantle, remove, and dispose of the structure using in-house resources. As required for maintenance of the naturalized island, the Community Services Department will employ temporary access solutions.

If the decision after going through the public process of the Environmental Assessment, is to naturalize the river Downstream of the Thomas Orr Dam, an entirely different method of access to the island may be warranted. For example, a cost-effective walkway could be considered. Alternatively, the process may also recognize the desire to install a new bridge like the existing bridge. The existing bridge is not accessible and is a public hazard and requires immediate removal.

The EA process is expected to take a year. UTRCA will provide reports from this process, and staff will bring forth any recommendations at that time.

### **Financial Implications:**

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

None. Given the timing, the removal and impacts would occur in 2026.

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

Annual structural maintenance and bi-annual inspections will no longer be required.

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

The removal of the pedestrian footbridge will lead to its removal from the City's asset inventory. The outcomes of the EA will determine options to look at if the weir is removed and what access options exist and what this looks like in terms of the asset management plan. These options and impact to the Asset Management Plan will be addressed in future reports.

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

#### **Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

### **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.

#### **Land and Nature**

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

**Staff Recommendation: THAT Council receive the report titled "Shakespeare Gardens Island Pedestrian Footbridge Removal Update" (COU25-166) for information.**

#### **Prepared by:**

Nathan Bottema, Manager of Engineering

#### **Recommended by:**

Taylor Crinklaw, Director of Infrastructure Services

André Morin, CPA, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Mandy Koroniak, Manager of Children's Services  
**Report Number:** COU25-160  
**Attachments:** None

**Title:** Child Care Space Expansion at Anne Hathaway Day Care Centre

**Objective:** To seek Council's approval to utilize Early Learning and Child Care Infrastructure funding and expand capacity of Anne Hathaway Day Care Centre to allow for the operation of an additional 8 preschool spaces.

**Background:** As Service System Manager for licensed child care and early years programs, the City was approved for \$1,619,188 in funding through the Canada-Ontario Early Learning and Child Care Infrastructure Fund (ELCC Infrastructure Fund). This funding may only be used to increase net new not-for-profit or directly operated, full day licensed childcare spaces. The City must commit these funds by December 31, 2025, and the funds must be spent and spaces operational by December 31, 2026. Timelines are tight for completion of a capital project, and the Ministry of Education has identified that no extensions will be considered.

A Request for Proposals was issued on August 6, 2025, and closed on September 2, 2025. One proposal was received; however the proponent could not fulfill the timeline imposed by the Ministry a successful proponent was not found. The City has since identified an opportunity for a minor renovation at its own operated child care centre, Anne Hathaway Day Care Centre, that would allow for the use of a portion of these funds and increase access to licensed child care in Stratford.

**Analysis:** Anne Hathaway Day Care Centre is currently licensed for 107 spaces. One room in the centre is licensed for 12 kindergarten spaces but currently operates as an 8-space preschool room. Retrofitting the centre with automatic door closures that are wired to the building's fire alarm system would meet the requirements to allow an increase to the capacity of the child care centre as follows:

Licensed Spaces by Age Group	Operating Capacity Dec. 2025	Licensed & Operating Capacity If Retrofitted
Toddler	15	15
Preschool	88	96
Total Spaces	103	111

This retrofit would transform the 12-space kindergarten/8-space preschool room, using an alternate licensed capacity, into a 16-space preschool room, providing access to licensed child care for an additional 8 preschool-aged children.

### Capital Costs

The projected capital costs of \$44,000 (\$40,000 plus a 10% contingency estimate) for this retrofit would be fully funded through the 100% federal ELCC Infrastructure Fund. Projected project costs include the following:

- Door closures: \$ 25,000
- Electrical and fire alarm verification: \$ 5,000
- Play-based materials and equipment: \$ 10,000
- 10% contingency: \$ 4,000
- Total \$ 44,000

### Operating Costs

Anne Hathaway Day Care Centre is currently supported by the Ministry of Education's new CWELCC Cost-Based Funding Formula, which includes Legacy funding for licensed child care spaces that were operational prior to the implementation of the new Funding Formula. These proposed spaces would instead be supported through Growth Top-Up funding, which together with increased parent fee revenues, will offset the operating costs. The net operating cost using the current year funding model for these additional spaces is projected to be a maximum cost of \$45,000 per year, or \$5,625 per space that could potentially impact the tax levy, depending on the funding model and parent fee allocations.

### Alignment with CWELCC Directed Growth Priorities and Value-for-Audit of Anne Hathaway Day Care Centre Recommendations

This expansion of spaces at Anne Hathaway Day Care Centre aligns with the City's [Directed Growth Plan for CWELCC spaces](#) (see [report SOC25-007](#)), which identified Stratford as a priority area for the growth of licensed child care spaces serving children from birth to age 5, as well as the [Value-for-Money Audit of Anne Hathaway Day Care Centre](#) (see [report COU25-77](#)), which recommended that expansion of the capacity of Anne Hathaway Day Care Centre be assessed as an opportunity for increasing access.

## **Financial Implications:**

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

The ELCC Infrastructure Fund that will support the capital costs of this project is 100% federal funding (flowed through the Ministry of Education) and does not impact the City's current year net tax levy. The overall financial impact of receiving and spending the funds is to increase both revenues and expenses accordingly without impact to the tax levy and/or operating surplus/deficit. It is not expected that the new spaces will be operational until 2026.

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

Under the Ministry of Education's new Cost-Based Funding Formula, these expanded spaces will be supported by CWELCC Growth Top-Up funding. Staffing will be managed under the existing staff complement and the net operating costs are currently estimated to be a maximum of \$45,000 per year above identified funding sources.

### **Legal considerations:**

In accordance with Ministry of Education guidelines, the City must commit ELCC Infrastructure Funding by December 31, 2025. The funds must be spent and the new spaces operational by December 31, 2026. Any unspent funds must be recovered and returned to the Ministry of Education.

### **Link to Asset Management:**

The renovations to the child care centre represent an investment in the building that is not owned by the City. Given the long-term occupancy arrangement with the school board, these expenditures will be capitalized as a land improvement and an expected useful life established. Future costs for this space will be included in the City's asset management plan and form part of future transfers to reserve funds for future work, as funding is not expected for any future replacements.

## **Alignment with Strategic Priorities:**

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

This report aligns with this priority as the Children's Services Division plans for and provides funding to support the expansion of affordable, high-quality licensed child care in Stratford, St. Marys, and Perth County.

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

#### **Health and Happiness**

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

#### **Equity and Local Economy**

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

**Staff Recommendation: THAT the report titled, "Child Care Space Expansion at Anne Hathaway Day Care Centre" (COU25-160), be received for information;**

**THAT Council authorize staff to proceed to increase the operating capacity of Anne Hathaway Day Care Centre by 8 preschool spaces (4 licensed spaces) at a maximum cost of \$44,000 as outlined in the City's Procurement Policy;**

**AND THAT the Director of Social Services be authorized to provide the required commitment to the Ministry of \$44,000 of 100% federal ELCC Infrastructure Funding for a retrofit of Anne Hathaway Day Care Centre.**

**Prepared by:** Mandy Koroniak, Manager of Children's Services

**Recommended by:** Kim McElroy, Director of Social Services and Acting Director of Human Resources  
André Morin, Chief Administrative Officer





## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Nathan Bottema, Manager of Engineering  
**Report Number:** COU25-161  
**Attachments:** None

**Title:** Falstaff Street Parking Review

**Objective:** To consider a request from the residents of Falstaff Street to implement parking restrictions on the south side of Falstaff Street near the Downie Street intersection.

**Background:** Residents have raised concerns about vehicles parking on the south side of Falstaff Street near the Downie Street intersection, which makes it difficult for eastbound traffic to pass when westbound vehicles are queued at the stop sign. Additionally, residents have noted sightline concerns when turning from Falstaff Street onto Downie Street due to on-street parking on Downie Street south of the intersection.

Falstaff Street, between Downie Street and Nile Street is 7.3 metres wide, with parking permitted along the northside of the street from Nile Street and parking permitted on the southside from the intersection to a point 43 m east.

Downie Street, between Milton Street and Falstaff Street is 13.3 metres wide, with 1-hour parking permitted on the east side between 8:00 a.m. to 6:00 p.m., from Monday to Saturday, and parking permitted along the west side.

The intersection is located within the Central Commercial District (C3 zoning), and the vacant lot northeast of the intersection is currently being developed into stacked townhouses (SPA02-23).

The City's Traffic and Parking By-law 159-2008 provides the following regulations for on-street parking near intersections and on roadways less than 8.5 metres in width:

### No Parking In Unposted Locations

8. (1) No person shall park a vehicle in any of the following places during the specified times:

- o) Opposite the approach and/or impede the entering or exiting of any public lane or driveway where the roadway is less than 8.5 metres in width measured from curb line to curb line at any time.
- s) Within 10 metres of any intersection.

**Analysis:** Effectively, the existing Posted Parking Zone that is 43 metres in length along Falstaff Street will either create a parking area that is of non-compliance under the Traffic and Parking By-law or is too close to the intersection to the point that it impedes traffic flow and warrants the parking zone being removed.

On-street parking on the south side of Falstaff Street near the Downie Street intersection restricts the available roadway width for two-way traffic. This scenario creates intersection congestions and prevents eastbound vehicles from entering onto the street.

The Public Works Division has noted challenges with winter operations on Falstaff Street due to on-street parking near the intersection. Emergency Services have also expressed their access concerns with unimpeded access to the Street in case of an emergency.

The posted parking zone along the south side of Falstaff Street is 43 metres in length. The driveway approach for the proposed development on the north side of Falstaff, combined with the existing driveways, accounts for a total of 28 metres. Vehicles parked across from these driveway approaches would be in contravention of the Traffic and Parking By-law, leaving the only parking spaces meeting compliance being those closest to the intersection.

A review of collision statistics indicates that, since 2014, there have been three turning-movement-related collisions at the intersection and three hit-and-run collisions involving parked vehicles on Falstaff Street near the intersection.

Staff recommend implementing parking restrictions on the south side of Falstaff Street as to remove the impediments to Winter Operations, Emergency Vehicle Access, resident complaints, minimize current and future by-law infractions, and general improved access.

To minimize impact to parking, existing parking that is currently underutilized, such as south bound on Downie Street, will be painted.

Staff are also recommending reducing the permitted parking on Downie Street by 3 metres. This reduction increases the sight triangles of oncoming traffic slightly, while keeping the number of parking spots in front of the Bradshaw Lofts at 4 spots.

## **Financial Implications:**

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

The cost to supply and install the appropriate parking signs would come from the 2025 operating budget and is estimated at \$1,000.

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

Minor increase to annual reflectivity assessment costs.

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

The new signage will be added to the asset management plan, and replacements will be planned for based on estimated useful life.

## **Alignment with Strategic Priorities:**

### **Enhance our Infrastructure**

This report aligns with this priority as it will promote safe and regular maintenance of the roadways.

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

### **Health and Happiness**

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

### **Travel and Transport**

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

**Staff Recommendation: THAT the Traffic and Parking By-law 159-2008, Schedule 2 - No Parking be amended by adding:**

<b>Street</b>	<b>Side</b>	<b>Between</b>	<b>Period</b>
<b>Falstaff Street</b>	<b>South</b>	<b>From Downie Street to Nile Street</b>	<b>Anytime</b>

## **And deleting:**

<b>Street</b>	<b>Side</b>	<b>Between</b>	<b>Period</b>
<b>Falstaff Street</b>	<b>South</b>	<b>From Downie Street to a point 13 m east of the east curbline of Downie Street</b>	<b>Anytime</b>
<b>Falstaff Street</b>	<b>South</b>	<b>From a point 56 metres east of the east curbline of Downie Street to Nile Street</b>	<b>Anytime</b>

**AND THAT the Traffic and Parking By-law 159-2008, Schedule 5 – Parking for restricted periods be amended by adding:**

<b>Street</b>	<b>Side</b>	<b>Between</b>	<b>Times or Days Parking Prohibited</b>	<b>Maximum Period Permitted</b>
<b>Downie Street</b>	<b>East</b>	<b>From a point 17.5 metres north of the Milton Street north curb to a point 62.0 m north therefrom</b>	<b>8:00 a.m. to 6:00 p.m., except Sunday</b>	<b>1-hour</b>

**And deleting:**

<b>Street</b>	<b>Side</b>	<b>Between</b>	<b>Times or Days Parking Prohibited</b>	<b>Maximum Period Permitted</b>
<b>Downie Street</b>	<b>East</b>	<b>74' (22.56 m) north of north curb of Milton for a distance of 196 feet (59.74 m)</b>	<b>8:00 a.m. to 6:00 p.m., except Sunday</b>	<b>1-hour</b>

**Prepared by:**

Nathan Bottema, Manager of Engineering

**Recommended by:**

Taylor Crinklaw, Director of Infrastructure Services

André Morin, CPA, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Council  
**From:** Connor Occleston, Acting Chief Building Official  
**Report Number:** COU25-158  
**Attachments:** Public Meeting minutes, November 24, 2025

**Title:** Proposed Amendment to Building By-law 112-2005

**Objective:** To amend Building By-law 112-2005, as amended, (Being a by-law respecting permits for construction, demolition and change of use and respecting inspections and the charging of permit fees to update all permit fees) with an effective date of January 1, 2026.

**Background:** This is in accordance with clause 7(1)(c) of the Ontario Building Code Act S.O. 1992, c23 as amended, and hereinafter referred to as the "Building Code Act" or simply "BCA", indicating that Council is to pass a by-law requiring the payment of fees and prescribing the amount of such fees. The City has By-law 112-2005 established and amends it as deemed necessary. The City held a Public Meeting on November 24, 2025 with respect to the proposed amendments and the minutes from the Public Meeting are attached.

**Analysis:** The Building Code Act (hereinafter referred to as the "Act") requires that municipalities recover the reasonable costs of enforcing and administering the Ontario Building Code through the charging of fees. Both direct and indirect costs are eligible. To manage fluctuations in building activity, the Act allows for contributions to reserve funds. The fees are contained within Schedule 'A' of City of Stratford Building By-law 112-2005.

City Building Staff are recommending a fee structure increase designed to recoup the yearly operational costs and to continue to rebuild the depleted reserve fund to a point which will meet the target of 100% of the annual operating costs.

In general, all staffing related costs increase year over year. The proposed fee structure would see an increase in permit fees adjusted yearly using the 12-month average change of the Statistics Canada Consumer Price Index using the September-to-

September rates. The rates would increase automatically each year on the first day of January.

Clarifications have also been provided into Schedule "A" of the Building By-law for additional or call-back inspections where inspectors are required to complete multiple instances of the same inspection due to lack of preparedness or failure to address deficiencies noted from previous inspections.

The current consolidated version (Consolidated to January 27, 2025) of the City's Building By-law 112-2005 is available on the City's website by clicking the following link: [https://www.stratford.ca/en/inside-city-hall/resources/BUILDING-PLANNING-SERVICES/BUILDING/Building-By-law---112-2005\\_aoda.pdf](https://www.stratford.ca/en/inside-city-hall/resources/BUILDING-PLANNING-SERVICES/BUILDING/Building-By-law---112-2005_aoda.pdf)

The noted amendments as recommended by the Acting Chief Building Official are summarized as follows:

1. A new sub-section under section 3, "FEES (Section 7(c) of the Act)" which reads: "6. On January 1, 2026, and the first day of January in each year thereafter, the fees indicated in Schedule A and anywhere in this By-law, shall be adjusted in accordance with the 12-month average change of the Statistics Canada Consumer Price index using the September-to-September rates."
2. A new line/row within the "Other Fees" section of Schedule "A" to By-law 112-2005, as amended, which reads:

<b>Type of Permit: Group Type</b>	<b>Type of Permit: Sub-Type</b>	<b>Permit Fee: Fee per Area (Sq. Ft.)</b>	<b>Permit Fee: Fee per Unit</b>
<b>Other Fees</b>	Additional Inspection Fee – Fee per additional inspection and/or for call- back inspection(s) deemed necessary by the Chief Building Official.	N/A	\$137.00

### **Financial Implications:**

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

Approval of the recommendation as outlined in this report will have no impact on the 2025 budget.

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

Building permit fees are intended to be in place to recover all direct and indirect incurred costs related to the delivery of building permit services.

## **Alignment with Strategic Priorities:**

### **Build Housing Stability**

While increases/additions to permit fees may initially appear counterintuitive to the City's objective of enhancing housing stability, maintaining a financially sustainable Building Division is essential to supporting this goal. Ensuring full cost recovery allows the City to maintain adequate staffing levels, uphold service standards, and deliver timely permit processing and inspections. These measures are critical to facilitating consistent, high-quality housing development and construction activity within the community.

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

**Not applicable:** This report does not align with one of the One Planet Principles.

**Staff Recommendation: THAT the report titled, "Proposed Amendment to Building By-law 112-2005" (COU25-157), be received;**

**AND THAT Council approve the amendment to By-law 112-2005, as amended, regarding the proposed changes as set out in the report, effective January 1, 2026.**

**Prepared by:**

Connor Occleston, Acting Chief Building Official

**Recommended by:**

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

André Morin, CPA, Chief Administrative Officer



## **CITY OF STRATFORD PUBLIC MEETING MINUTES**

A public meeting was held on Monday, November 24, 2025, at 7:18 p.m., in the Council Chamber, at Stratford City Hall, 1 Wellington Street. The purpose of the public meeting was to give Council an opportunity to hear and consider comments from the public regarding an administrative “housekeeping” amendment to the City’s Comprehensive Zoning By-law.

**COUNCIL PRESENT:** Mayor Ritsma - Chair Presiding, Councillor Burbach, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa, Councillor Henderson, Councillor Biehn, Councillor Beatty

**STAFF PRESENT:** André Morin - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Adam Betteridge - Director of Building and Planning, 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, Audrey Pascual - Deputy Clerk, Marc Bancroft - Manager of Planning , Miranda Franken - Council Clerk Secretary, Will Mason - Maintenance Rent Receivables Clerk, Sean Beech - Manager of Environmental Services, Brent Raycraft - Manager of Fleet Operations, Emily Robson - Corporate Initiatives Lead

**ALSO PRESENT:** Krista Robinson - CEO, Stratford Public Library, Members of the public and Media.

Mayor Ritsma called the meeting to order and stated the purpose of this meeting was to give Council and the public an opportunity to hear from all interested persons on the proposed amendments to the Building By-law 112-2005, including Fee Schedule A.

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

### **STAFF PRESENTATION**

Adam Betteridge, Director of Building and Planning, provided an overview of the proposed amendments. Highlights of the presentation included:

- the presentation being on behalf of the Interim Chief Building Official (CBO);



- minor amendments being requested;
- a request noted on page 30 of the agenda that a new sub-section under section 3, Fees which reads: "6. On January 1, 2026, and the first day of January in each year thereafter, the fees indicated in Schedule A and anywhere in this By-law, shall be adjusted in accordance with the 12-month average change of the Statistics Canada Consumer Price index using the September-to-September rates.";
- the September to September time period allowing for automatic inflation adjustments to the fees with these fees currently being part of an annual amendment separate from the fees and charges by-law;
- the second request being the addition of a new fee to be used at the discretion of the Chief Building Official in instances an applicant in the build permit process requests an inspection and isn't ready for such when staff arrive;
- staff observing this being consistent with some property owners more than others;
- the fee allowing for the CBO to apply an additional fee in an effort to save wasted time where staff have attended and due to other circumstances property owners are not ready for the requested inspection; and
- staff are hopeful the fee will not to be applied frequently but as a reminder where required.

### **QUESTIONS FROM COUNCIL**

Councillor Hunter asked if the average homeowner doing projects themselves receives a list of guidelines and instructions to avoid these circumstances. The Director of Building and Planning replied there is an open dialogue between these homeowners and staff. They noted the intention not being to instantly impose the fee with it to be used for some contractors who have been observed to need a nudge to get things in order.

### **QUESTIONS/COMMENTS FROM THE PUBLIC**

No questions or comments were received from the public during the meeting.

### **COMMENTS FROM THE MAYOR**

The Mayor advised that City Council intends to consider the proposed amendments at a future Regular Council meeting where members will have an opportunity for full discussion after reviewing comments received from the public at this time.

Anyone who would like to receive further notice of this matter can email [clerks@stratford.ca](mailto:clerks@stratford.ca). Due to technical difficulties at the November 24, 2025 Public Meeting there was not a livestream or recording of the meeting.

The Mayor adjourned the meeting at 7:24 p.m.

There were no requests from members of the public to receive further information about this application.



## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Members of Council  
**From:** Karmen Krueger, Director of Corporate Services/Treasurer  
**Report Number:** COU25-162  
**Attachments:** Draft By-law – 2026 Interim Tax Levy and Due Dates

**Title:** 2026 Interim Tax Levy By-law

**Objective:** To obtain Council approval to authorize an interim tax levy for 2026 and to confirm the two interim tax levy payment dates.

**Background:** Section 317(1) of the Municipal Act, 2001 permits a municipality to pass a by-law levying a property tax before the annual tax rates are determined. These annual tax rates are usually not finalized until February or March, and sometimes later due to the timing of receiving final assessment information from Municipal Property Assessment Corporation (MPAC), the Provincial Education tax rate, and the final municipal budget.

Section 317(3) of the Municipal Act, 2001 generally states that the amount levied shall be 50% of the taxes levied in the prior year.

**Analysis:** This is an annual by-law required to allow the City to collect taxes in advance of the tax rates being finalized in any given year.

In the tax billing and collection policy approved by Council last year, the interim due dates are outlined as 'the third last business day of February and April.' For 2026, these are:

- Wednesday, February 25, 2026, and Tuesday, April 28, 2026

Interim Tax Instalment Payments are each 25% of their prior year's tax bill. Any property tax change resulting from the 2026 final budget will be reflected on property owners' final tax bills mailed in June.

Whether the 2026 budget results in an annual tax increase or decrease, this is NOT captured in the Interim Tax Bill. The Interim Tax Bill is strictly based upon 50% of the prior year's property taxes. This means that the entire annual tax increase is reflected in

the Final Tax Bill mailed in June, with two instalments due in August and October. Any interim payments made before this time, are reflected in what ratepayers are asked to pay in the final instalments.

### **Financial Implications:**

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

Collecting interim taxes permits the function of the City while avoiding the need to rely on an overdraft borrowing facility to manage cash flows. For the taxpayer, it spreads the property taxes over four payments. Taxpayers can further opt into a monthly payment plan by contacting the Tax Division if they do not already have one in place. Taxpayers are also able to arrange a payment plan directly with their mortgage company, if applicable, where the mortgage company remits the taxes owing on their behalf.

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

None anticipated.

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

**Not applicable:** This report does not align with specific Strategic Priorities of the City; however, sound fiscal governance and adherence to regulations will indirectly support all Strategic Priorities of the City.

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

**Not applicable:** This report does not have a connection to the One Planet Principles.

**Staff Recommendation: THAT a by-law to authorize an interim tax levy for 2026 and establish the interim tax due dates for the fiscal year 2026 be adopted.**

<b>Prepared by:</b>	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
<b>Recommended by:</b>	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer André Morin, CPA, Chief Administrative Officer



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

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BEING a By-law to authorize an interim tax levy for 2026 and to govern and regulate the finances of The Corporation of the City of Stratford for the fiscal year ending December 31, 2026.

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**WHEREAS** section 10(2)3 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a single-tier municipality may pass by-laws respecting financial management of the municipality and its local boards;

**AND WHEREAS** section 307.(1) of the Act provides that all taxes shall, unless expressly provided otherwise, be levied upon the whole of the assessment for real property or other assessments made under the Assessment Act according to the amounts assessed and not upon one or more kinds of property or assessment or in different proportions;

**AND WHEREAS** section 317.(1) of the Act provides that a local municipality, before the adoption of the estimates for the year may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to pass a by-law to levy on the whole of the assessment for each property class in the local municipality ratable for a local municipality purpose, a sum not to exceed that which would be produced by applying the prescribed percentage (or 50 percent if no percentage is otherwise prescribed) of the total amounts billed to each property for all purposes in the previous year on the properties that, in the current year, are in the property class as provided for in section 317 of the Act;

**AND WHEREAS** Section 317.(3) of the Act also authorizes a municipal council by by-law, to adjust the interim taxes on a property if the Council is of the opinion that the Interim Levy on a property is too high or too low in relation to its estimate of the total taxes which will be levied on the property in 2026;

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

1. That the interim tax levy shall become due and payable in two instalments as allowed under Section 342(a) of the Municipal Act, 2001 as follows:
  - a. Fifty percent (50%) of the interim levy, rounded, shall become due and payable on February 25, 2026, and
  - b. the balance of the interim levy shall become due and payable on April 28, 2026, and
  - c. non-payment of the amounts due on the dates stated, in accordance with this section, shall constitute default.

2. Section 342 (b) of the Municipal Act, 2001 allows for alternate instalment due dates to spread the payment of taxes more evenly over the year. Therefore, the interim tax levy for those on a 12 month pre-authorized automatic withdrawal payment plan shall be paid in 6 equal instalments due and payable on or after the first day of each month January to June. The pre-authorized payment plans shall be penalty free for as long as the taxpayer is in good standing with the terms of the plan agreement.
3. That when payment of any instalment or any part of any instalment of taxes levied by the City of Stratford is in default, penalties and where applicable interest, shall be imposed respectively in accordance with City of Stratford policies.
4. That a penalty of one and one-quarter (1¼) per cent shall be added to any instalment on the first day of default and on the first day of each calendar month thereafter in which such default continues until the end of the year in which the taxes are levied, and such penalty shall be levied and collected in the same manner as if it had been originally imposed with and formed part of such instalment.
5. That the interim tax levy rates shall also apply to any property added to the assessment roll after this By-law is enacted.
6. This By-law shall come into force and take effect upon final passage hereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 2025.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



## MANAGEMENT REPORT

**Date:** December 8, 2025  
**To:** Mayor and Members of Council  
**From:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Report Number:** COU24-154  
**Attachments:** Draft By-law 2026 Temporary Borrowing

**Title:** 2026 Temporary Borrowing By-law

**Objective:** To obtain Council approval to allow the City of Stratford to temporarily borrow funds, if necessary during the year. This borrowing by-law is for the City's line of credit for overdraft. It is rarely used but is recommended for unforeseen circumstances.

**Background:** Section 407(1) of the Municipal Act, 2001 states: "At any time during a fiscal year, a municipality may authorize temporary borrowing until the taxes are collected and other revenues are received, of the amount Council considers necessary to meet the current expenditures of the municipality for the year."

On an annual basis, the City's primary banking institution, RBC, requires reaffirmation of the by-law to be aware of the limits, should the necessity to borrow for long-term purposes arise.

The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407(2) of the Municipal Act, 2001; together with the total of any similar borrowings that have not been repaid, shall not exceed:

- (a) From January 1 – September 30 in the year, 50 percent of the total estimated revenues of the Municipality, as set out in the budget adopted for the current year; and
- (b) From October 1 to December 31 in the year, 25 percent of the total estimated revenues of the Municipality as set out in the budget for the current year or \$15,000,000 whichever is less.

Section 407(3) of the Municipal Act, 2001 provides that until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated

using the estimated revenues of the municipality set out in the budget adopted for the previous year.

**Analysis:** The City maintains an overdraft facility to assist with short-term cash flows as required. This has not been utilized in recent years; however it is maintained as a precautionary facility to ensure business continuity.

### **Financial Implications:**

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

There are no immediate or foreseen impacts because of this report. Should the need arise for short-term borrowing, an informational report would be forthcoming outlining the circumstances. As the City's financial position is sufficient currently, this is not anticipated. Should this need arise, the City would have interest costs on any short-term borrowing at the applicable rate.

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

None anticipated.

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

**Not applicable:** This report does not align with specific Strategic Priorities of the City; however, sound fiscal governance and adherence to regulations will indirectly support all Strategic Priorities of the City.

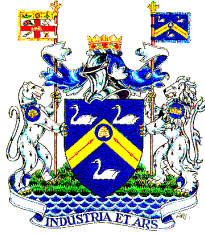
### **Alignment with One Planet Principles:**

**Not applicable:** This report does not have a direct connection to the One Planet Principles, as it is an administrative matter.

**Staff Recommendation: THAT a by-law to authorize the temporary borrowing of funds from time to time to meet current expenditures during the fiscal period ending December 31, 2026, be adopted.**

<b>Prepared by:</b>	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
<b>Recommended by:</b>	Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer André Morin, CPA, Chief Administrative Officer





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

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BEING a By-law to authorize the temporary borrowing of funds from time to time to meet current expenditures during the fiscal year ending December 31, 2026 until municipal taxes are collected.

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**WHEREAS** Section 407 of the Municipal Act, 2001, S.O. 2001, C.25, ("the Act") authorizes temporary borrowing until taxes are collected and other revenues received, of the amount Council considers necessary to meet current expenditures of the municipality for the year;

**AND WHEREAS** Section 407(2) of the Act sets out the total amount which may be borrowed from all sources at any one time plus any outstanding amount of principal borrowed and accrued interest;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to enact a by-law to authorize the temporary borrowing of monies by the City to meet current budget expenditures for the year 2026 ("the year") pending receipt of current revenue;

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

1. That the Treasurer of The Corporation of the City of Stratford is hereby authorized to borrow during the fiscal year ending December 31, 2026, such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act, 2001, S.O. 2001, C.25.
2. The lender(s) from whom amounts may be borrowed under authority of this By-law shall be the Royal Bank of Canada or such other lender(s) as may be determined from time to time by resolution of Council.
3. The total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1 to September 30 in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year, and from October 1 to December 31 in the year, 25 percent of the total of the estimated revenues of the municipality as set out in the budget adopted for the year or \$15,000,000.00 whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with a certified copy of this By-law (a certified copy of the resolution mentioned in Section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated

revenues for the year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act that have not been repaid.

5.

- a) If the estimates for the year have not been adopted at the time an amount is borrowed under this By-law, the limitation on total borrowing, as set out in Section 3 of this Bylaw, shall be calculated for the time being upon the estimated revenues of the municipality as set forth in the estimates adopted for the next preceding year.
- b) If the estimates for the year have not been adopted at the time an amount is borrowed under this By-law, the statement furnished under Section 4 shall show the nature and amount of the estimated revenues of the municipality as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.

- 6. All or any sums borrowed under this By-law shall, with interest thereon, be a charge upon the whole of the revenues of the municipality for the year and for any preceding years as and when such revenues are received, provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
- 7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the year and preceding years or from any other source, which may lawfully be applied for such purpose.
- 8. Promissory Notes or banker's acceptances made under Section 1 shall be signed by the Treasurer or by such other person as is authorized by by-law to sign it.
- 9. This by-law shall come into force and take effect upon the final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 2025.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



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## MANAGEMENT REPORT

**Date:** October 16, 2025  
**To:** Community Services Sub-committee  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COM25-003  
**Attachments:** None

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**Title:** Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal

**Objective:** To consider a recommendation from the Active Transportation Advisory Committee to install flashing caution lights on Downie Street at the Transit Terminal.

**Background:** At the June 25, 2025 Active Transportation Advisory Committee meeting the following motion was passed:

**THAT the Active Transportation Advisory Committee requests Stratford City Council direct staff to review the possibility of installing flashing caution lights at the "Yield to Buses" signs on Downie Street that activate when the buses leave the Transit Terminal.**

The Committee expressed concerns that vehicles are not abiding by the current signage indicating vehicles must yield to transit buses.

**Analysis:** The Transit Division reviewed this option a number of years ago and identified several obstacles. Milton Street, Downie Street and Shakespeare Street intersect at the location of the transit terminal. If flashing caution lights were installed it would require signage on Milton Street stating "no left turns when flashing" while still permitting right hand turns. Shakespeare Street would not permit any movement when lights are flashing. At that time, it was not deemed a preferred traffic control measure as the intersection is complex and signs varying in nature would be confusing.

An additional option considered for traffic control is the installation of traffic lights which are only triggered when buses are leaving the terminal. The Transit Division has noted it is rare a vehicle does not yield to the buses and drivers are not reporting issues.

The Engineering Division noted that any upgrades or changes to the traffic control on Downie Street must be done in conjunction with an overall detailed Transportation

Impact Study that will consider the Grand Trunk development and its new intersection on Downie Street, the St. Patrick/Douro/Downie/Waterloo intersection, the transit hub, the railway crossings, Shakespeare Park, and pedestrian crossings. All these intersections and features must work together to be safe and function properly. It is staff's position that it is premature to contemplate a signalized intersection at the transit hub until this study is completed. Adding flashing lights to the information signs requesting vehicles yield to buses would **not** be recommended.

### **Options for Consideration**

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

1. Receive the report and advise the Active Transportation Advisory Committee that this recommendation will be reviewed when a detailed Transportation Impact Study is undertaken for this area.
2. Direct staff to review the possibility of installing flashing caution lights at the "Yield to Buses" signs on Downie Street that activate when the buses leave the Transit Terminal.
3. File the recommendation (meaning take no action).

### **Financial Implications:**

#### **Not applicable:**

There are no financial implications to be reported because of this report. Financial implications on the addition of flashing lights at the transit terminal have not been researched.

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

**Not applicable:** This report does not align with one of the Strategic Priorities as the request is for flashing lights at the transit terminal entrance to be investigated.

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

#### **Equity and Local Economy**

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

**Staff Recommendation: THAT the report titled, "Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal" (COM25-003), be received;**

**AND THAT the request for Flashing Caution Lights at the Transit Terminal be reviewed when a detailed Transportation Impact Study is undertaken for this area.**

**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



## MANAGEMENT REPORT

**Date:** November 12, 2025  
**To:** Social Services Sub-Committee  
**From:** Kelly Stone, Supervisor of Social Services, Housing  
**Report Number:** SOC25-017  
**Attachments:** None

**Title:** Implementation of Seniors Designated Housing Pilot Project within the Perth & Stratford Housing Corporation

**Objective:** To provide information to Council regarding connecting low-income seniors with attainable and appropriate housing options in the City of Stratford, Town of St. Marys and Perth County and to seek support for the department to proceed in creating and maintaining local eligibility rules.

**Background:** The *Housing Services Act, 2011*, provides that a service manager may determine local eligibility rules for selection from the Rent-Geared-to-Income Centralized Waitlist. Unlike some municipalities across the province, the Perth & Stratford Housing Corporation does not currently hold a local priority designation for the senior population.

Data collected from the Centralized Waitlist for Rent-Geared-to-Income Housing for the City of Stratford, Town of St. Marys and Perth County shows that as of October 2025, of the 668 current applicants, 186 are aged 55 and over and 133 applicants are aged 60 and over. This means that 28% of the overall waitlist are above age 55 and 19% are above age 60. This demonstrates that the need for seniors designated housing exists and that filling vacancies as they arise could be feasible.

The provision of seniors designated Rent-Geared-to-Income housing supports the goal of prioritizing aging populations the opportunity to successfully age at home. This can be accomplished through consideration of location of residence and building sizes and accessibility needs, as well as through increased financial stability for low-income seniors.

The designation of certain buildings for seniors is permitted under the Ontario Human Rights Code, which allows for age-specific housing programs where such designations serve a legitimate purpose, such as addressing the unique needs of older adults. As

such, reserving units in designated buildings for seniors is not considered discriminatory or preferential treatment under the Code.

**Analysis:** The Perth & Stratford Housing Corporation follows provincially legislated mandates as well as municipally approved local rules to ensure offers and transfers comply with both the *Residential Tenancies Act, 2006* and the *Housing Services Act, 2011*.

The Housing Division intends to begin implementation of seniors-designated buildings with a pilot project. Once this is complete and the outcomes have been reviewed, the program could potentially be expanded at select buildings. The location of the potential pilot project is being determined but the intention is to designate a multi-residential building for seniors, to prioritize seniors as units become vacant, and to work with community partners to bring appropriate resources to serve the seniors demographic. The pilot would begin with a building with both seniors and non-seniors as tenants with non-seniors being replaced by seniors as they move out of the building.

Potential capital and accessibility enhancements could include increasing safety through environmental design through projects such as improved lighting and the installation of key-fob entry on secure exterior doors. Additionally, areas with significant greenspace will allow for positive and interactive outdoor activities which could promote socialization amongst neighbours. Potential locations of seniors designated buildings would look at proximity to shopping, parks, libraries, and seniors' programs. The intention is that they would also offer ample parking for those with access to vehicles, and be placed in communities where accessible transportation options are available.

The Perth & Stratford Housing Corporation has committed to increasing staff presence and community collaboration in all locations across the portfolio. Ongoing hosting of social events, community agency information sessions, and facilitating bringing resources to tenants where possible, including community outreach and mobile healthcare partnerships, will keep tenants of all ages better supported with their tenancies, including those who are aging at home. Currently, tenants with medical needs requiring ground floor access or fully accessible units are already prioritized for transfers within the Perth & Stratford Housing Corporation through an internal transfer list and this process would remain unchanged, ensuring that priority status continues to be given to those with the highest need.

Following an evaluation of the success of the pilot project and provided data continues to reflect the need for an expansion within seniors designated housing, additional properties may be considered for suitability in the future.

## **Financial Implications:**

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

Impact is expected to be nominal, as the operating budgets include estimates for general maintenance required within property management and paint, repairs and cleaning, and minor accessibility modifications when unit transfers occur.

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

Impact is expected to be nominal.

## **Alignment with Strategic Priorities:**

### **Build Housing Stability**

This report aligns with this priority as dedicated housing for a targeted population allows resources to be tailored to the unique needs of tenants

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

This report aligns with this priority as it provides the opportunity to support tenants of all ages and abilities. Focusing on housing stability and aging at home allows members of our community the ability to age with independence and stability, and being strategic with designating the right properties should also see a decrease in social isolation for seniors.

## **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.

### **Travel and Transport**

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

**Staff Recommendation: THAT the report titled, "Implementation of Seniors Designated Housing Pilot Project within the Perth & Stratford Housing Corporation" (SOC25-017), be received for information;**

**THAT authority be delegated to the Director of Social Services to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011;**

**AND THAT the Delegation of Authority By-law 135-2017, as amended, be further amended to delegate authority to the Director to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011.**



**Prepared by:** Kelly Stone, Supervisor of Social Services, Housing  
**Recommended by:** Kim McElroy, Director of Social Services  
André Morin, CPA, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** November 12, 2025  
**To:** Social Services Sub-committee  
**From:** Mandy Koroniak, Manager of Children's Services  
**Report Number:** SOC25-013  
**Attachments:** None

**Title:** The Early Development Instrument (EDI) in Stratford, St. Marys, and Perth County

**Objective:** To provide Sub-committee with information about the Early Development Instrument (EDI), including results for children in Stratford, St. Marys, and Perth County.

**Background:** The [Early Development Instrument \(EDI\)](#) is a teacher-completed, population-level questionnaire that was developed at the Offord Centre for Child Studies at McMaster University to measure children's ability to meet age-appropriate developmental expectations at school entry. Teachers complete the EDI in the second half of the school year for children in year two (senior) kindergarten.

### About the EDI

The EDI started in Canada and has been implemented in 12 out of 13 provinces and territories, and over 30 countries worldwide. Widely tested, the EDI is known to be a reliable and valid source of data for children between the ages of 3.5 to 6.5. The tool has a long history in Ontario, and there have been six cycles of the EDI completed from 2004 to 2023. The EDI in Ontario is currently sponsored by the Ministry of Education. Operating under a Memorandum of Understanding with the Ministry, the Children's Services Division exclusively receives the EDI data that pertains to the City of Stratford, Town of St. Marys, and Perth County for service system planning purposes described under the *Child Care and Early Years Act, 2014* (CCEYA). This data informs the Division's service delivery, including planning for child care and early years programs and services that best support the needs of communities.

The EDI focuses on the overall outcomes for children as a health-relevant, measurable concept that has long-term consequences for individuals and populations. The data from its collection helps monitor the developmental health of our young learners. It

measures children's ability to meet age-appropriate developmental expectations across five domains, described below.

### The 5 Domains of the EDI

#### *Physical Health & Well-Being*

- Assesses children's physical readiness for the school day, physical independence, and gross and fine motor skills.

#### *Social Competence*

- Assesses children's willingness to explore new things, approaches to learning, the amount of respect and responsibility they show, and overall social competence.

#### *Emotional Maturity*

- Assesses children's prosocial and helping behaviour, aggressive behaviour, ability to balance between being too fearful and too impulsive, amount of hyperactivity and inattention, and ability to deal with feelings at an age-appropriate level.

#### *Language & Cognitive Development*

- Assesses children's basic and advanced literacy skills, basic numeracy skills, interest in math and reading, memory, and ability to understand similarities and differences.

#### *Communication Skills & General Knowledge*

- Assesses children's ability to communicate in socially appropriate ways, use language and storytelling, and age-appropriate knowledge of life and the world around them.

### Vulnerable Children and Approaches to the EDI

The EDI has been designed as a tool to assist communities and policy makers to mobilize and facilitate positive impact locally.

Children whose EDI scores on any domain fall below the lowest 10% from baseline (data collected in Ontario from 2004-2006) are referred to as vulnerable in that domain. More vulnerability indicates that a greater percentage of children are struggling, even when those struggles are not apparent.

Research shows that without support, these children are more likely to experience poorer outcomes later in life: academically, emotionally, and in their relationships with their peers. Vulnerability at school entry is associated with poorer scores on provincial

standardized tests in Grades 3 and 4, and with having some form of Special Needs status by Grade 9.

It is important to note that children with special needs are reported separately to not lose the individuality of their results. The data shared in this report therefore does not include children with special needs.

### Analysis:

EDI data collection typically occurs every three years, but the last cycle was delayed due to the COVID-19 pandemic. This instead left a 5-year data collection gap between Cycle V (2017/2018) and Cycle VI (2022/2023).

The questionnaires for Cycle VI were also completed later in the school year, and it is important to keep in mind that children in Cycle VI are slightly older than in previous cohorts. In addition, in Cycle VI, five school boards in Ontario did not collect EDI data.

EDI data shows that within the Province of Ontario, 31% of kindergarten children are vulnerable in at least one domain. While data for Cycle VI in Stratford, St. Marys, and Perth County shows lower vulnerability than for Ontario, 25% of children locally are still vulnerable in one or more domains.

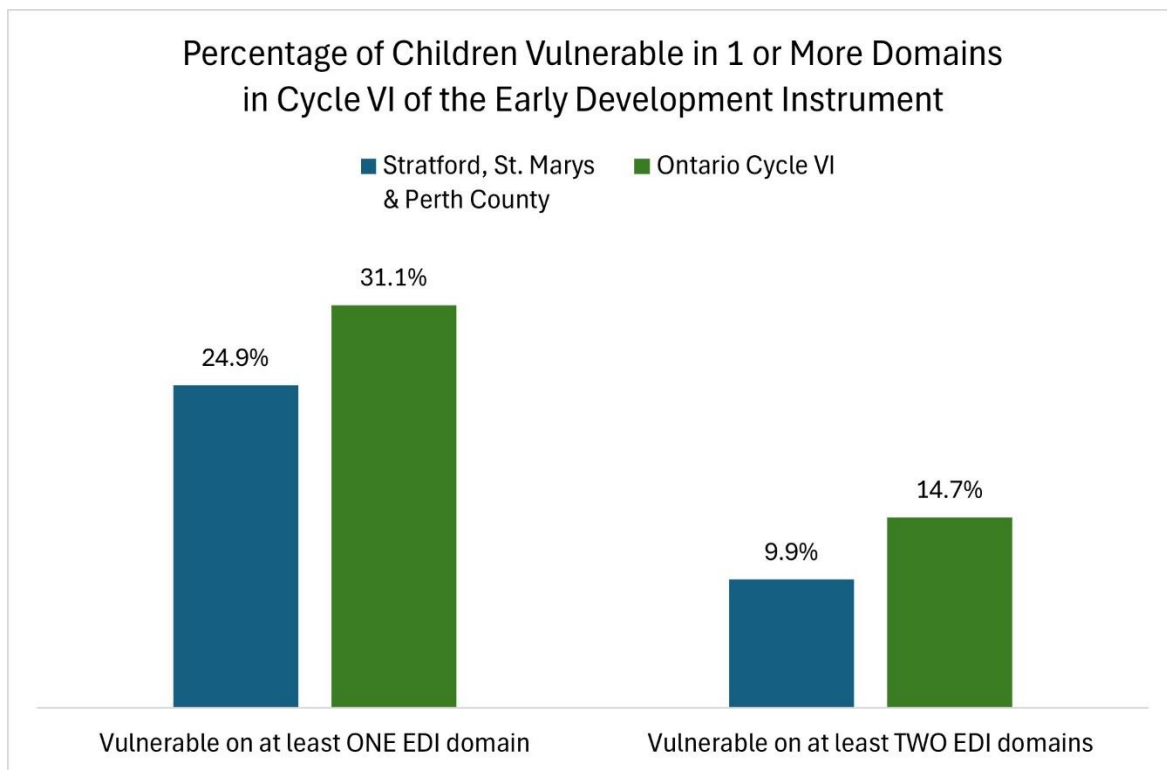


Fig. 1: Percentage of children in Stratford, St. Marys, and Perth County vulnerable on at least one EDI domain in Cycle VI of the EDI.

Similarly, across each of the five domains of the EDI, Cycle VI of the EDI shows lower vulnerability for children in Stratford, St. Marys, and Perth County when compared to the Province of Ontario.

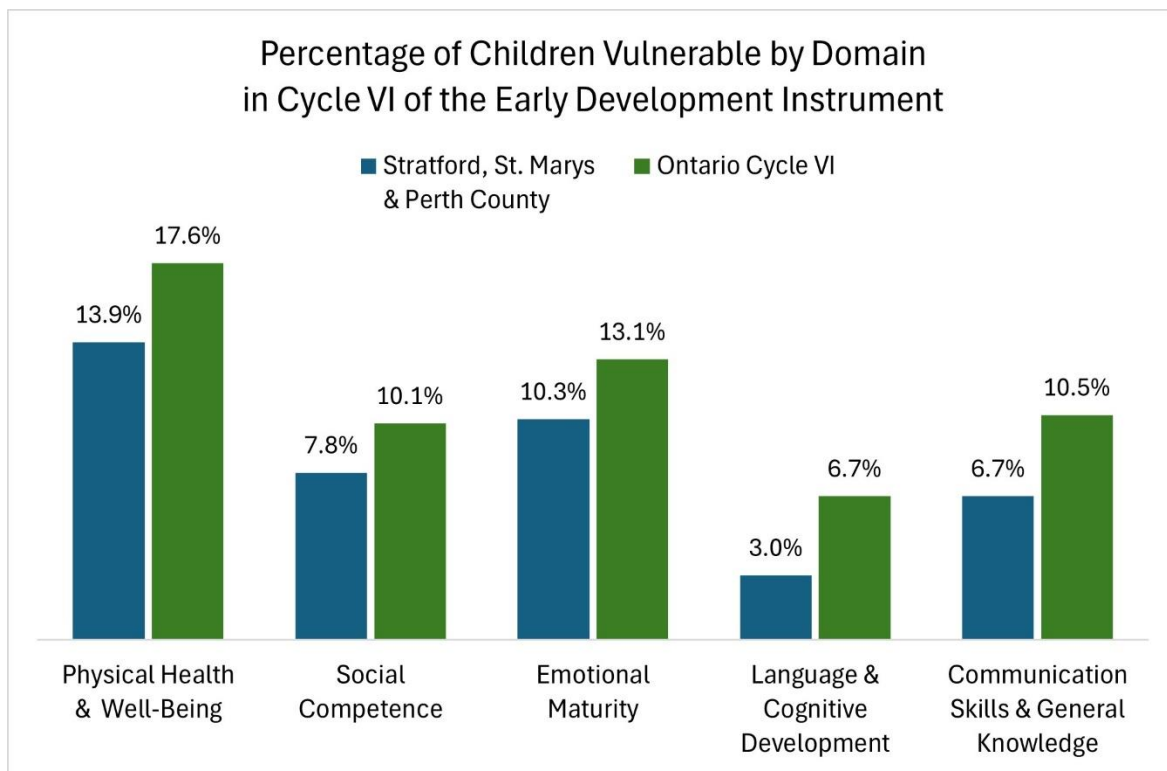


Fig. 2: Percentage of children in Stratford, St. Marys, and Perth County vulnerable on each of the five domains in Cycle VI of the EDI.

Province-wide, vulnerability is trending lower in Language & Cognitive Development and Communication Skills & General Knowledge, and is trending higher in Physical Health & Well-Being, Social Competence, and Emotional Maturity.

Some of the variables that are known to influence EDI scores include the following:

- Sex: girls tend to have higher scores than boys, and therefore less vulnerability
- Age: older children tend to have higher scores than younger children
- First language: children whose first language is English or French tend to have higher scores on the Communication Skills and General Knowledge domain

#### Next Steps and Cycle VII of the EDI

The Children's Services Division supports the sharing and use of aggregate EDI data by community partners and agencies supporting children and young families, including those offering early years programming. The EDI can help identify both strengths and needs within communities to advance healthy child development, well-being, and to improve life-long outcomes for children and their communities.

Cycle VII of the EDI is scheduled to be collected across Ontario in Spring 2026.

### References and Resources

Offord Centre for Child Studies. (2025). EDI in Ontario Over Time – Cycles 1-6 Report. Offord Centre for Child Development, McMaster University.

Offord Centre for Child Studies. (2024). Summary Report: Ontario, City of Stratford, 2022/2023. Offord Centre for Child Development, McMaster University.

Offord Centre for Child Studies. (2016). [EDI and the Early Years Video](#).

### **Financial Implications:**

#### **Not applicable:**

This report shares local data on the developmental health of children and is provided for information only.

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

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

This report aligns with this priority as the Children's Services Division, in collaboration with community partners and leveraging Province-wide research, plans for a system of licensed childcare and early years programs and services that is accessible, responsive, of high quality, and responsive to local needs.

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

#### **Health and Happiness**

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

#### **Equity and Local Economy**

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

**Staff Recommendation: THAT the report titled, "The Early Development Instrument (EDI) in Stratford, St. Marys, and Perth County" (SOC25-013), be received for information.**

#### **Prepared by:**

Mandy Koroniak, Manager of Children's Services

#### **Recommended by:**

Kim McElroy, Director of Social Services and Acting Director of Human Resources

André Morin, CPA, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** November 12, 2025  
**To:** Social Services Sub-Committee  
**From:** Alex Burgess, Manager of Ontario Works  
**Report Number:** SOC25-014  
**Attachments:** None

**Title:** Partnership with The Local Community Food Centre

**Objective:** To provide Council with an update regarding an ongoing partnership between The Local Community Food Centre and the Social Services Department/Ontario Works Division.

**Background:** The Local Community Food Centre (The Local) has been operating in Stratford since 2012. Since it's inception, The Local has been an integral part of the community and a key resource for recipients of Ontario Works benefits as well as caseworkers within the Ontario Works program. The Local operates programs that reduce food insecurity and social isolation in the community and offer an opportunity for individuals to connect with others and participate meaningfully in a caring and barrier-free environment.

The Local's website identifies three primary aspects within their programs: Access to Food, Acquisition of Food Skills and Education and Community Engagement. In addition to providing weekly community meals, the Local also manages an Urban Farm within the City of Stratford boundaries and offers a community access market in both Stratford and St. Marys. The Access Market offers fresh local foods including vegetables, fruits and meats at wholesale prices. Everyone is welcome in the space. The markets operate on Monday evenings and Friday afternoons in Stratford, and the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month in St. Marys. Recently, The Local also announced a partnership within St. Marys to support residents with transportation to and from the Market.

**Analysis:** As the cost-of-living increases across the country, Ontario Works recipients are left living in difficult situations because rates have not increased since 2018. Presently, a single adult on Ontario Works (with shelter costs) can receive a maximum of \$733 per month. An unsheltered individual can receive a maximum of \$343 for their basic needs. Food security continues to be the most pressing issue for clients, alongside challenges related to housing insecurity and lack of access to proper healthcare. Food

security touches on all aspects of someone's life. PROOF, an interdisciplinary research program studying food insecurity, identified the following through its research:

"Adults living in food-insecure households are more likely to also experience infectious diseases, poor oral health, injury, and chronic conditions, like depression and anxiety disorders, heart disease, hypertension, arthritis, back problems, and chronic pain. They are also more likely to be diagnosed with multiple chronic conditions. The negative implications for health are greatest for those living in severely food-insecure households."<sup>1</sup>

Statistics Canada data from 2024 indicates that 26.4% of households living in Ontario are facing food-insecurity and that 1/3<sup>rd</sup> of children are currently living with food insecurity. Over half of female lone-parent families are affected by food insecurity.<sup>2</sup> When looking at the local caseload, lone-parent families represent approximately 28% of those in receipt of assistance and female-led households comprise 54% of benefit units.<sup>3</sup> Anecdotally, it should be noted that a significant majority of single parent households in receipt of Ontario Works locally are led by a female.

The Ontario Works Division first partnered with The Local in 2023 to support access to their market through the provision of store credits for OW and ODSP recipients. In 2024, the program was modified to include gift certificates and in 2025, transitioned to physical gift cards. This transition has supported with better accessibility for clients, less stigma when attending the market and more personal choice for individuals accessing services. It is important to note that this funding is not supporting operational needs of The Local Community Food Centre, but rather, is funding directly provided to clients to access the market. The Local does not retain any portion of funding for administration and food is sold at cost, meaning that the funds invested go directly to addressing food insecurity. As a local non-profit, funding remains precarious, and sustaining operations continues to pose a challenge in the current economic climate. The Ontario Works Division is committed to partnering with The Local whenever possible, but it is important to denote the fiscal constraints that are present when addressing food insecurity in the community. While this is an important starting point in better supporting our clients, we acknowledge there is further work to be done.

In 2024, 70 unique individuals were provided with gift cards to access the market. Due to provincial funding parameters, only Ontario Works and Ontario Disability Support Program recipients can access the program. In 2024, most gift cards were provided to clients in receipt of Ontario Works (65). To date in 2025, 75 unique individuals have been provided with access to the market at The Local. Eligibility criteria has changed over the past 12 months, and the cards can now be issued on an as-needed basis. With that in mind, OW also can provide gift cards to other grocery stores and can provide

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<sup>1</sup> <https://proof.utoronto.ca/food-insecurity/what-are-the-implications-of-food-insecurity-for-health-and-health-care/>

<sup>2</sup> <https://proof.utoronto.ca/2025/new-data-on-household-food-insecurity-in-2024/>

<sup>3</sup> Ontario Works Caseload-at-a-Glance, September, 2025.



additional funding through discretionary benefits, participation benefits and mandatory benefits available through the program.

This partnership is an extremely important and unique relationship that allows caseworkers to address food security immediately and with dignity. Clients can attend the market, choose what they need, and utilize the funds as they see fit. They are also able to secure a meal while at The Local and speak to the staff there so that they can be supported with any issues that may arise. The Ontario Works Division has recently made another purchase of gift cards from The Local and will continue to provide these essential tools to social assistance recipients.

### **Financial Implications:**

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

There is no anticipated impact on the municipal tax levy because of this program.

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

Moving forward, the Ontario Works Division will continue include food security items such as gift cards for The Local Community Food Centre in the Discretionary Benefits program. This program is funded through 100% Provincial sources and there is no anticipated impact on the municipal tax levy moving forward.

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

#### **Build Housing Stability**

This report aligns with this priority as greater food security can positively impact housing stability and free up funding to ensure rental payments can be made on time.

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

This report aligns with this priority as the partnership between The Local and Ontario Works promotes a meaningful relationship that is meeting the basic needs of citizens within the community. The gift cards also ensure that funding stays within the community. Whenever possible, the food is locally sourced and supports local business and the products are sold at cost. Every dollar invested is a dollar retained within the community.

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

#### **Health and Happiness**

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

#### **Equity and Local Economy**

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

### **Culture and Community**

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

### **Local and Sustainable Food**

Promoting sustainable humane farming and healthy diets high in local, seasonal organic food and vegetable protein.

**Staff Recommendation: THAT the report titled, "Partnership with The Local Community Food Centre" (SOC25-014), be received for information.**

<b>Prepared by:</b>	Alex Burgess, Manager of Ontario Works
<b>Recommended by:</b>	Kim McElroy, Director of Social Services
	André Morin, CPA, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** November 12, 2025  
**To:** Social Services Sub-Committee  
**From:** Robin Brown, Supervisor of Social Services  
Alex Burgess, Manager of Ontario Works  
**Report Number:** SOC25-015  
**Attachments:** None

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**Title:** Sports and Leisure Program - Outcomes and Impact

**Objective:** To provide Council with summary information regarding services provided by the Ontario Works division to families receiving social assistance, through both the Ontario Works and Ontario Disability Support Programs, who access Sports and Leisure Program funding.

**Background:** The Sports and Leisure Program, initiated by the Social Services Department has been supporting children whose families receive social assistance in the City of Stratford, the Town of St. Marys, and Perth County. This program has been operating for over a decade. Families can access funding to aid with the cost of supporting their children in various activities throughout the year. The program promotes inclusion, equality, and community engagement through various recreational and social activities.

Eligible families can access up to \$500 per child per calendar year to help with funding towards an activity or program of their choosing. Some of these activities include soccer, baseball, dance and swimming lessons. The program also covers the costs for equipment and uniforms as necessary for participation.

The Sports and Leisure Program can have profound benefits for those children who access the program. It can help to develop stronger ties to the community. It can also promote equal opportunities for children regardless of their socio-economic status and enhance overall confidence and well-being.

**Analysis:** The program was allocated \$45,000 for funding in 2025. By October 1st, the entirety of the funding was dispersed. The program was able to support 139 different children from 72 different households.

To qualify for the program, the child must be active on a social assistance file and reside within Perth County. Of the 139 children that were supported, 105 resided in Stratford, accounting for 76% of those that accessed the funding. Residents of Perth County made up 24% of the children that were supported with 34 children accessing services. The Town of St. Marys made up a small portion with 7 children accessing funding, accounting for 5% of the total funding allocated.

The program allows children to access the funding as early as the parent chooses, up until their 18th birthday. For example, if a mother would like to take her 6-month old child to a 'mom and tots' swim class, funding would be approved for the child. For the older children, if registration paperwork is submitted before their 18th birthday, the funds will be approved, assuming all other eligibility criteria are met and funds remain.

The age ranges for the 2025 calendar year were age 1 through 17. The average age for accessing funding was 9 years old.

The program is open for nearly any request that can be considered a sports or leisure activity. For instance, the most popular reason to access funding was soccer, with 31 registrations. Summer camp registrations were also high, coming in at 29 registrations. Swimming lessons and pool passes were also popular.

The Community Services Department offers free passes to the Lion's Pool for children (2-15 years of age) who are residents of the city and who are receiving social assistance. If a child can access the Social Agency Pass, the Sports and Leisure funding can help with the cost of a swim pass for the parent of the child as they are required to accompany their children as per the rules of the facility.

While there are some challenges to the Sports and Leisure program, which include limited funding, dictated by the current budget constraints and the high demand for access to the funding, overall, the program offers the Social Services Department an opportunity to help residents of Perth County. The program can impact children's lives by fostering inclusion and development. The Social Services Department is looking forward to offering the same services in 2026.

### **Financial Implications:**

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

The \$45,000 is a shared cost across the City of Stratford, Perth County and Town of St. Marys. The funds were included in the 2025 budget at the cost-shared rate determined by the municipalities. There will be no further anticipated budgetary impacts because of this program since the funds have been exhausted.

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

The \$45,000 to deliver the program has been included in the 2026 budget request for the Social Services Department.

## **Alignment with Strategic Priorities:**

### **Build Housing Stability**

This report aligns with this priority as this partnership provides gateways to housing stability for some of the most vulnerable members of the community, allowing families to focus their funding on their core needs while ensuring youth can participate in activities in the community.

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

This report aligns with this priority as it encourages and supports residents with attending and engaging with organizations and programs throughout the community.

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

### **Health and Happiness**

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

### **Equity and Local Economy**

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

### **Culture and Community**

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

**Staff Recommendation: THAT the report titled, "Sports and Leisure Program – Outcomes and Impact" (SOC25-015), be received for information.**

#### **Prepared by:**

Robin Brown, Supervisor of Social Services  
Alex Burgess, Manager of Ontario Works

#### **Recommended by:**

Kim McElroy, Director of Social Services  
André Morin, CPA, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** November 12, 2025  
**To:** Social Services Sub-Committee  
**From:** Alex Burgess, Manager of Ontario Works  
**Report Number:** SOC25-016  
**Attachments:** None

**Title:** Stratford, St. Marys and Perth County Employment Ontario Services

**Objective:** To provide Council with an update regarding changes to the Employment Ontario network in Stratford, St. Marys and Perth County.

**Background:** The City of Stratford, in conjunction with the consortium members Bruce County, Grey County and County of Huron, acts as the Service System Manager (SSM) for the delivery of employment services in Perth, Grey, Bruce and Huron. The Stratford-Bruce Peninsula SSM is operated by Bruce County staff with guidance provided by the executive leadership committee. The City of Stratford is represented by the Social Services Department and InvestStratford on this committee. The details of the consortium agreement are outlined in report COU21-107 and the details regarding the SSM operations have been detailed in multiple reports at Social Services Sub-Committee, with the most recent update being provided through report SOC25-004.

The Ontario Works Division (OW) works extremely closely with Employment Ontario (EO) partners and has had an ongoing relationship since the inception of the Ontario Works program. In April 2023, the Ontario Works Division completed the Employment Services Transformation (EST) to the Provincially designated Integrated Employment Services (IES) system. Prior to April 2023, Ontario Works caseworkers completed both life stabilization and employment-related work with all OW clients, making referrals to EO as necessary, while working to address issues related to stability such as housing precarity, food insecurity, medical requirements, mental health and addictions concerns, and general well-being. After April 2023, the Ontario Works team now focuses solely on life stabilization and EO delivers all employment-related aspects of the work that we do.

**Analysis:** Since the transition to IES in 2023, Employment Ontario providers in Perth County have shifted and further transitions are currently underway. Conestoga Career Centre, a one-time EO provider in Perth County, left the system in 2024 which left only one EO provider in Perth County. As of September 30, 2025, Partners in Employment is

no longer delivering EO services within the catchment area after a decision made by the SSM to exit them from the current system.

Currently, Employment Ontario providers available to residents of Stratford, St. Marys and Perth County include Agilec, LEADS Employment Services and College Boreal. Ontario Works clients can be referred to all three agencies and members of the public are able to access services through these agencies. The SSM released a Request for Qualifications in July 2025 that received responses although no announcement has yet been made regarding another provider who will enter the Perth County area. The Social Services Department welcomes a wide range of Employment Ontario services as it ensures there is not only client choice, but a range of expertise available in the community.

### **Financial Implications:**

#### **Not applicable:**

There are no financial implications because of this report. This report is being provided for information only and details changes to service delivery within the community that are not directly funded or operated by The Corporation of the City of Stratford.

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

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

This report aligns with this priority as it encourages partnership across public sector and private sector agencies to move members of the community requiring employment support forward. A strong partnership between Social Services, InvestStratford, the SSM, Employment Ontario providers, and employers in the community will benefit the community at large and provide a key service that helps match qualified applicants with appropriate employment opportunities.

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

#### **Equity and Local Economy**

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

**Staff Recommendation: THAT the report titled, "Stratford, St. Marys and Perth County Employment Ontario Services" (SOC25-016), be received for information.**

#### **Prepared by:**

Alex Burgess, Manager of Ontario Works

#### **Recommended by:**

Kim McElroy, Director of Social Services

André Morin, CPA, Chief Administrative Officer



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

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BEING a By-law to amend section 13 of By-law 135-2017, as amended, to delegate Council's authority to the Director of Social Services to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011.

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**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** Section 23.1 and 23.2 of the Municipal Act, 2001, as amended, authorizes a municipality to delegate certain powers and duties;

**AND WHEREAS** the Council of The Corporation of the City of Stratford adopted Delegation of Powers and Duties Policy as required under Section 270 of the Municipal Act, 2001, with respect to the delegation of Council's legislative and administrative authority;

**AND WHEREAS** the Council of The Corporation of the City of Stratford enacted By-law 135-2017 to delegate certain authority to certain officials and employees of The Corporation of the City of Stratford or to authorize certain routine administrative practices;

**AND WHEREAS** By-law 135-2017 is amended from time to time by Council as deemed appropriate;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to amend section 13 of By-law 135-2017, as amended, to delegate certain authority to the Director of Social Services to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011;

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



1. That the Council of The Corporation of the City of Stratford hereby delegates Council's authority to the Director of Social Services to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011 on behalf of the Corporation.
2. That Schedule "A" of By-law 135-2017, be amended in this regard by amending section 13 in Schedule "A" attached hereto.
3. All other provisions of By-law 135-2017, as amended, shall remain in force and effect.
4. This By-law shall come into force upon its final passage.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 2025.

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Mayor – Martin Ritsma

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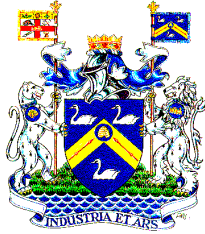
Clerk – Tatiana Dafoe

**THIS IS SCHEDULE "A" to By-law XXX-2025**

Adopted this 8th day of December, 2025

**Amending Schedule "A"**  
**To By-law 135-2017, as amended**

<b>NUMBER</b>	<b>DELEGATED AUTHORITY</b>	<b>DELEGATE</b>	<b>SOURCE OF POWER OR DUTY</b>	<b>DELEGATION RESTRICTIONS</b>	<b>COMMUNICATION</b>	<b>Previously Delegated</b>
13.33	Authority to make and update local eligibility rules for the purpose of seniors designated housing pertaining to the Housing Services Act, 2011.	Director of Social Services	Housing Services Act, 2011	None	Council to be notified of changes to local eligibility rules pertaining to the Housing Services Act, 2011 through the Consent Agenda	No



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

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BEING a By-law to authorize the temporary borrowing of funds from time to time to meet current expenditures during the fiscal year ending December 31, 2026 until municipal taxes are collected.

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**WHEREAS** Section 407 of the Municipal Act, 2001, S.O. 2001, C.25, ("the Act") authorizes temporary borrowing until taxes are collected and other revenues received, of the amount Council considers necessary to meet current expenditures of the municipality for the year;

**AND WHEREAS** Section 407(2) of the Act sets out the total amount which may be borrowed from all sources at any one time plus any outstanding amount of principal borrowed and accrued interest;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to enact a by-law to authorize the temporary borrowing of monies by the City to meet current budget expenditures for the year 2026 ("the year") pending receipt of current revenue;

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

1. That the Treasurer of The Corporation of the City of Stratford is hereby authorized to borrow during the fiscal year ending December 31, 2026, such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act, 2001, S.O. 2001, C.25.
2. The lender(s) from whom amounts may be borrowed under authority of this By-law shall be the Royal Bank of Canada or such other lender(s) as may be determined from time to time by resolution of Council.
3. The total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1 to September 30 in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year, and from October 1 to December 31 in the year, 25 percent of the total of the estimated revenues of the municipality as set out in the budget adopted for the year or \$15,000,000.00 whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with a certified copy of this By-law (a certified copy of the resolution mentioned in Section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated

revenues for the year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act that have not been repaid.

5. a) If the estimates for the year have not been adopted at the time an amount is borrowed under this By-law, the limitation on total borrowing, as set out in Section 3 of this By-law, shall be calculated for the time being upon the estimated revenues of the municipality as set forth in the estimates adopted for the next preceding year.  
  
b) If the estimates for the year have not been adopted at the time an amount is borrowed under this By-law, the statement furnished under Section 4 shall show the nature and amount of the estimated revenues of the municipality as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.
6. All or any sums borrowed under this By-law shall, with interest thereon, be a charge upon the whole of the revenues of the municipality for the year and for any preceding years as and when such revenues are received, provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the year and preceding years or from any other source, which may lawfully be applied for such purpose.
8. Promissory Notes or banker's acceptances made under Section 1 shall be signed by the Treasurer or by such other person as is authorized by by-law to sign it.
9. This By-law shall come into force and take effect upon the final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 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**

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BEING a By-law to authorize an interim tax levy for 2026 and to govern and regulate the finances of The Corporation of the City of Stratford for the fiscal year ending December 31, 2026.

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**WHEREAS** Section 10(2)3 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a single-tier municipality may pass by-laws respecting financial management of the municipality and its local boards;

**AND WHEREAS** Section 307.(1) of the Act provides that all taxes shall, unless expressly provided otherwise, be levied upon the whole of the assessment for real property or other assessments made under the Assessment Act according to the amounts assessed and not upon one or more kinds of property or assessment or in different proportions;

**AND WHEREAS** Section 317.(1) of the Act provides that a local municipality, before the adoption of the estimates for the year may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to pass a by-law to levy on the whole of the assessment for each property class in the local municipality ratable for a local municipality purpose, a sum not to exceed that which would be produced by applying the prescribed percentage (or 50 percent if no percentage is otherwise prescribed) of the total amounts billed to each property for all purposes in the previous year on the properties that, in the current year, are in the property class as provided for in Section 317 of the Act;

**AND WHEREAS** Section 317.(3) of the Act also authorizes a municipal council by by-law, to adjust the interim taxes on a property if the Council is of the opinion that the Interim Levy on a property is too high or too low in relation to its estimate of the total taxes which will be levied on the property in 2026;

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

1. That the interim tax levy shall become due and payable in two instalments as allowed under Section 342(a) of the Municipal Act, 2001 as follows:
  - a. Fifty percent (50%) of the interim levy, rounded, shall become due and payable on February 25, 2026, and
  - b. the balance of the interim levy shall become due and payable on April 28, 2026, and
  - c. non-payment of the amounts due on the dates stated, in accordance with this section, shall constitute default.

2. Section 342 (b) of the Municipal Act, 2001 allows for alternate instalment due dates to spread the payment of taxes more evenly over the year. Therefore, the interim tax levy for those on a 12 month pre-authorized automatic withdrawal payment plan shall be paid in 6 equal instalments due and payable on or after the first day of each month January to June. The pre-authorized payment plans shall be penalty free for as long as the taxpayer is in good standing with the terms of the plan agreement.
3. That when payment of any instalment or any part of any instalment of taxes levied by the City of Stratford is in default, penalties and where applicable interest, shall be imposed respectively in accordance with City of Stratford policies.
4. That a penalty of one and one-quarter (1¼) per cent shall be added to any instalment on the first day of default and on the first day of each calendar month thereafter in which such default continues until the end of the year in which the taxes are levied, and such penalty shall be levied and collected in the same manner as if it had been originally imposed with and formed part of such instalment.
5. That the interim tax levy rates shall also apply to any property added to the assessment roll after this By-law is enacted.
6. This By-law shall come into force and take effect upon final passage hereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 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**

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BEING a By-law to amend By-law 4-2023, as amended, to make appointments to the Municipal Accommodation Tax Ad-Hoc Committee.

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**WHEREAS** Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** 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 deems it necessary to amend By-law 4-2023 to make further appointments to the Municipal Accommodation Tax Ad-Hoc Committee;

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

1. That Section 1 of By-law 4-2023, as amended, be further amended to include the following new section:
  - 1.48 That (insert name) is hereby appointed as the Council representative to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;
2. That Section 2.18 of By-law 4-2023, as amended, be further amended by adding the following new provisions:
  - a) (insert name) is hereby appointed as the Large Accommodation Sector representative to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;
  - b) (insert name) is hereby appointed as the Small Accommodation Sector representative to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;
  - c) (insert name) is hereby appointed as the Tourism/Business Sector representative to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026;

d) (insert name) is hereby appointed as the citizen at large representative to the Municipal Accommodation Tax Ad-Hoc Committee for a term ending April 30, 2026.

3. All other provisions of By-law 4-2023 remain in force and effect.

4. That this By-law shall come into force and effect upon final passage.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 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 amend Schedule 2, No Parking, and Schedule 5, Parking for restricted periods of the Traffic and Parking By-law 159-2008, as amended, to restrict the parking of vehicles on Falstaff and Downie Streets.

**WHEREAS** Section 10(1) of the Municipal Act, 2001, S.O. 2001, c. 25, 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 Council of the Corporation of the City of Stratford adopted Traffic and Parking By-law 159-2008 to regulate traffic and the parking of motor vehicles in the City of Stratford;

**AND WHEREAS** Council has amended Traffic and Parking By-law 159-2008 from time to time as necessary to further regulate traffic and parking of motor vehicles;

**AND WHEREAS** Council deems it necessary to further amend Traffic and Parking By-law 159-2008, to amend Schedule 2, No Parking, to restrict the parking of vehicles on Falstaff Street;

**AND WHEREAS** Council deems it necessary to further amend Traffic and Parking By-law 159-2008, to amend Schedule 5, Parking for restricted periods, to restrict the parking of vehicles on Downie Street;

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

1. That Schedule 2, No Parking, of the Traffic and Parking By-law 159-2008, as amended be further amended by adding the following provision:

Street	Side	Between	Period
Falstaff Street	South	From Downie Street to Nile Street	Anytime

2. That Schedule 2, No Parking, of the Traffic and Parking By-law 159-2008, as amended be further amended by deleting the following provision:

Street	Side	Between	Period
Falstaff Street	South	From Downie Street to a point 13 m east of the east curbline of Downie Street	Anytime
Falstaff Street	South	From a point 56 metres east of the east curbline of Downie Street to Nile Street	Anytime

3. That Schedule 5, Parking for restricted periods, of the Traffic and Parking By-law 159-2008, as amended be further amended by adding the following provision:

Street	Side	Between	Times or Days Parking Prohibited	Maximum Period Permitted
Downie Street	East	From a point 17.5 metres north of the Milton Street north curb to a point 62.0 m north therefrom	8:00 a.m. to 6:00 p.m., except Sunday	1-hour

4. That Schedule 5, Parking for restricted periods, of the Traffic and Parking By-law 159-2008, as amended be further amended by deleting the following provision:

Street	Side	Between	Times or Days Parking Prohibited	Maximum Period Permitted
Downie Street	East	74' (22.56 m) north of north curb of Milton for a distance of 196 feet (59.74 m)	8:00 a.m. to 6:00 p.m., except Sunday	1-hour

5. The provisions of this By-law shall come into effect upon final passage.
6. All other provisions of the Traffic and Parking By-law 159-2008, as amended, shall remain in force and effect.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 2025.

\_\_\_\_\_  
Mayor – Martin Ritsma

\_\_\_\_\_  
Clerk – Tatiana Dafoe



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

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BEING a By-law to exempt Lot 4, Plan 44M-91 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying semi-detached dwelling units to individual owners.

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**WHEREAS** Section 50(7) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, (hereinafter referred to as the "Planning Act") provides that the Council of a municipality may, by by-law, provide that the part-lot control provisions contained in Section 50(5) do not apply to the lands designated in the by-law;

**AND WHEREAS** an application has been made to The Corporation of the City of Stratford to remove certain lands described in Section 1, and as shown on Plan 44R-6420 herein from the part-lot control provisions of the Planning Act for the purpose of conveying semi-detached dwellings to individual owners;

**AND WHEREAS** with the passing of legislation by the Province of Ontario proclaimed on May 22, 1996, whereby Ministry of Municipal Affairs and Housing approval of part-lot control exemption by-law authorized by council, including Council of The Corporation of the City of Stratford, is no longer required;

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

1. That Section 50(5) of the Planning Act, as amended, does not apply to those parcels of land and premises situated in the City of Stratford, in the County of Perth, in the Province of Ontario and described as Lot 4 on Plan 44M-91, being Parts 1 to 14 (inclusive) on Plan 44R-6420 for the purpose of conveying semi-detached dwelling units to individual owners.
2. This exemption shall be in effect for a period of one (1) year from the date of passage of this By-law.
3. That the City Solicitor is authorized to have this By-law registered at the Land Registry Office.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8th day of December, 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 amend By-law 4-2023, as amended, to  
make appointments to the Stratford Police Services Board.

---

**WHEREAS** Section 8.(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** 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 deems it necessary to amend By-law 4-2023 to make further appointments to the Stratford Police Services Board;

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

1. That Section 2.4 of By-law 4-2023, as amended, be removed and replaced with the following appointment:
  - 2.4 That (insert name) is hereby appointed as the City representative to the Stratford Police Services Board for a four-year term to November 14, 2026 or until a successor is appointed by City Council.
2. All other provisions of By-law 4-2023 remain in force and effect.
3. That this By-law shall come into force and effect upon final passage.

Read a FIRST, SECOND and THIRD time and

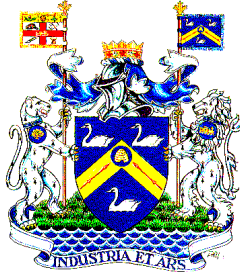
FINALLY PASSED this 8th day of December, 2025.

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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**

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BEING a By-law to amend By-law 112-2005 as amended,  
to revise building permit fees effective January 1, 2026.

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**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25, S.130, as amended, provides that a municipality may regulate matters not specifically provided for by the Municipal Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality;

**AND WHEREAS** Section 7 of the Building Code Act 1992, S.O. 1992, c.23, as amended, empowers council to pass by-laws respecting permits for construction, demolition, occupancy, change of use, mechanical, plumbing, sewage systems and conditional permits and respecting inspections and the charging of permit fees;

**AND WHEREAS** the Council of The Corporation of the City of Stratford enacted By-law 112-2005 respecting permits for construction, demolition and change of use and respecting inspections and the charging of permit fees;

**AND WHEREAS** the building permit fees have been amended from time to time by Council as deemed necessary;

**AND WHEREAS** Council held a public meeting, pursuant to Section 7.(6) of the Building Code Act, 1992, S.O. 1992, Chapter 23, on November 24, 2025, to consider further amendments to the current building permit fees;

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

1. That Section 3 of By-law 112-2005, as amended, be further amended to add the following new sub-section:
  6. On January 1, 2026, and the first day of January in each year thereafter, the fees indicated in Schedule A and anywhere in this By-law, shall be adjusted in accordance with the 12-month average change of the Statistics Canada Consumer Price index using the September-to-September rates.
2. That Schedule "A" to By-law 112-2005, as amended, be further amended to add the following:

Type of Permit: Group Type	Type of Permit: Sub-Type	Permit Fee: Fee per Area (Sq. Ft.)	Permit Fee: Fee per Unit
Other Fees	Additional Inspection Fee – Fee per additional inspection and/or for call- back inspection(s) deemed necessary by the Chief Building Official.	N/A	\$137.00

- 3. The fees shall come into effect on January 1, 2026.
- 4. All other provisions of By-law 112-2005 as amended, shall remain in force and effect.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 8<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
Mayor – Martin Ritsma

\_\_\_\_\_  
Clerk – Tatiana Dafoe



## **STRATFORD CITY COUNCIL**

### **CONSENT AGENDA**

December 8, 2025

<b>REFERENCE NO.</b>	<b>CONSENT AGENDA ITEM</b>
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CA-2025-138	In accordance with By-law 135-2017 as amended, the Infrastructure Services Department is providing notification that:
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- Cobourg Street from Trow Avenue to Front Street will be closed Wednesday, November 19, 2025 for one day only to allow for safe and efficient repair of a water service leak at 225 Cobourg Street. Temporary two-way traffic. No through traffic at the site of excavation.
- Worsley Street (both directions) from Birmingham Street to St. Vincent Street will be closed Wednesday, November 19, 2025 from 9:00 a.m. until 3:00 p.m. This temporary road closure is necessary to facilitate repairs to the Worsley Street base asphalt.
- King Street from Frederick Street to Regent Street will be closed Tuesday, November 18, 2025 for several hours beginning at approximately 7:30 p.m. to allow for safe and efficient repair of a water main break at the corner of King Street and Regent Street. Local Traffic only.
- George Street East from Downie Street to Waterloo St. South will be closed, local traffic only, Monday, December 1, 2025 for one day only to allow for safe and efficient repair of a watermain valve at the intersection of Downie Street and George Street East.

CA-2025-139	Road Closure Request – Winter Wander-land
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I, Taylor Crinklaw, Director of Infrastructure Services, as authorized by By-law 102-2008, do hereby authorize the temporary closure to vehicular traffic of the below noted street for the time period noted;

On Saturday, November 29, 2025 and Sunday, November 30, 2025, from 10:00 a.m. to 6:00 p.m. daily:

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

On Saturday, November 29, 2025, at 10:00 a.m. until Sunday, November 30, 2025, at 6:00 p.m.:

- York Street between the entrances to the York Street parking lot

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

That the event organizer provides the Event Coordinator with the required certificate of insurance at least 48 hours prior to the event;

That the Events Coordinator cause notice of these temporary street closures to be posted to the City's website and to be sent to emergency services, Chamber of Commerce, and Stratford Tourism Alliance; and

That the Clerk's Office advise Council of these authorized temporary street closures on the next available Consent Agenda.

CA-2025-140

#### Off Road Vehicle Request – Winter Wander-land

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

- An exemption be granted from Off-Road Vehicle By-law 135-2020 to operate an Off-Road vehicle on municipal property for the Annual Winter Wander-land event on Saturday, November 29, 2025, and Sunday, November 30, with the following conditions:
  - Not permitted on City roads unless closed to vehicular traffic.
  - Not permitted off the special event site (e.g. City sidewalks, property and road outside area of event).
  - Insured \$5M, naming the City as an additional insured and confirmation that insurance covers the use of the Off-Road Vehicle.
  - Off-Road Vehicle needs to be trailered to the site (e.g. can't be driven on City roads to the site).
  - Only Ontario Inflatables personnel are permitted to operate the Off-Road Vehicle and must have a valid G license.



- That the event organizer provides the Events Coordinator with the required certificate of insurance at least 48 hours prior to the event.
- That the grant of this exemption is subject to change should new information become available prior to the start of the Event.
- All other provisions of Off-Road Vehicle By-law 135-2020 that are applicable remain in force and effect.

CA-2025-141

Noise By-law Exemption Request – Winter Wander-land

I, Tim Wolfe, Director of Community Services, as authorized by By-law 135-2017, do hereby authorize that:

- An exemption be granted from Noise Control By-law 113-79 for the 2025 Winter Wander-Land in Market Square.
- For the operation of loudspeakers and amplification of sound [Schedule 2, Clause 2], the loading and unloading provision [Schedule 2, Clause 4], and from the unreasonable noise provision [Schedule 1 clause 8] on Saturday, November 29, 2025 and Sunday, November 30, 2025, between the hours of 11:00 a.m. and 5:30 p.m.
- That the grant of this exemption is subject to change should new information become available prior to the start of the Event.
- All other provisions of Noise by-law 113-79 that are applicable remain in force and effect

CA-2025-142

Notification that the Community Services Division intends to issue a Request for Proposals in accordance with the City's Purchasing Policy for the "Parks and Recreation Master Plan".

CA-2025-143

Notification that the Community Services Facilities Recreation Division intends to issue a Request for Quotations in accordance with the City's Purchasing Policy for the following:

- Allman LED Lighting Retrofit
- Allman Arena Compressor
- Rotary Complex Entrance Doors
- Packham Complex Parking Lot Lighting

- CA-2025-144 Notification that the Community Services-Facilities Recreation Division intends to issue a Request for Tenders in accordance with the City's Purchasing Policy for the following capital projects:
- Allman Arena Dehumidifier
  - Allman Arena Exterior Paving and Concrete
  - Rotary Complex Parking Lot Renovations
  - Rotary Complex EPDM Roofing
  - Rotary Complex Domestic Hot Water Boilers
  - Rotary Complex Make-up Air Units
  - Rotary Complex Dehumidifier
  - Dufferin Arena Dehumidifier
  - Agriplex TPO Roof Membrane
  - SERC Sports Field Lighting
  - Gallery Stratford Parking Lot
- CA-2025-145 Notification that the Community Services-Facilities Other Division intends to issue a Request for Quotations in accordance with the City's Purchasing Policy for the following:
- Council Chambers Air Conditioning
  - Administration of Justice Flooring
- CA-2025-146 Notification that the Community Services-Parks & Forestry Division intends to issue a Request for Proposals in accordance with the City's Purchasing Policy for "SERC Track Replacement".

**Endorsement of the following resolutions have been requested:**

- CA-2025-147 Resolution from The Township of Selwyn regarding Curbside Recycling Eligibility for Non-Profit Organizations.
- Attachment: Letter from The Township of Selwyn dated November 12, 2025.
- CA-2025-148 Resolution from The Corporation of the City of Brantford regarding Professional Activity (P.A.) Day on Municipal Election Day – School Board.

Attachment: Letter from The Corporation of the City of Brantford dated November 28, 2025.



November 12, 2025

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford,

**Re: Curbside Recycling Eligibility for Non-Profit Organizations**

At its regular meeting held on November 11<sup>th</sup>, 2025, the Council of the Township of Selwyn passed the following resolution:

**Resolution No. 2025 – 223 – Curbside Recycling – Non Profits**

Mayor Sherry Senis – Councillor Brian Henry –

Whereas the Province of Ontario designated producers to be responsible for collecting recycling in the Province; and

Whereas non-profit organizations, including our local food banks, have been deemed ineligible for producer blue box collection effective January 1<sup>st</sup>, 2026; and

Whereas food insecurity is a local, provincial and federal issue; and

Whereas food banks need to receive grocery items that are delivered in cardboard boxes and cartons which generate copious amounts of recyclable material; and

Whereas food banks are volunteer and donation based with no revenue collected to pay for services such as removal of recyclable materials;

Therefore be it resolved that the Council of the Township of Selwyn strongly urge the Province to re-instate the eligibility for curbside blue box collection as of January 1<sup>st</sup>, 2026, for non-profit organizations, such as food banks; and

That this motion be forwarded to Premier Doug Ford, Minister of the Environment, Conservation and Parks, MPP Dave Smith, County and City of Peterborough, Association of Municipalities of Ontario, Eastern Ontario Wardens' Caucus and Ontario Municipalities for support.

Carried.

Under the Province's producer-responsibility framework, food banks and similar non-profit organizations have been deemed ineligible for curbside blue box collection effective January 1, 2026. This change will place an unreasonable burden on these essential community services that rely entirely on volunteers and donations.

Food banks play a critical role in addressing food insecurity — an issue of local, provincial, and national importance. These organizations receive large quantities of grocery items packaged in cardboard and other recyclable materials, yet they have no sustainable means to manage the associated recycling costs once municipal collection ends.

The Township of Selwyn strongly urges the Province of Ontario to reinstate eligibility for curbside blue box collection for non-profit organizations, such as food banks.

Thank you for your attention to this matter.

Sincerely,



Megin Hunter  
Office Assistant/ Receptionist  
Township of Selwyn

Cc: Minister of the Environment Conservation and Parks  
MPP Dave Smith  
City of Peterborough  
Peterborough County  
Association of Municipalities of Ontario  
Eastern Ontario Wardens' Caucus  
Ontario Municipalities

**Mailing Address**  
PO Box 270  
Bridgenorth  
Ontario K0L 1H0

**Tel:** 705 292 9507  
**Fax:** 705 292 8964



November 28, 2025

Premier Doug Ford

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Doug Ford:

Please be advised that Brantford City Council at its meeting held November 25, 2025 adopted the following:

**12.4.11 Professional Activity (P.A) Day on Municipal Election Day – School Boards - Councillor Carpenter**

Councillor Carpenter read the title of his notice of motion:

WHEREAS municipalities across Ontario are responsible for organizing and administering municipal and school board elections every four years, as mandated under the *Municipal Elections Act, 1996*; and

WHEREAS local schools are traditionally among the most convenient, accessible, and familiar polling locations for voters in all communities; and

WHEREAS schools offer important accessibility features such as level entrances, parking, and public visibility that make them ideal polling stations, particularly for seniors, parents, and persons with disabilities; and

WHEREAS the use of schools as polling locations can lead to increased costs with regards to ensuring the safety and security of students; and

WHEREAS many municipalities face challenges securing suitable and accessible alternative voting locations, resulting in increased costs and reduced accessibility for voters; and

WHEREAS the Municipal Elections Act provides that school boards shall provide their facilities free of charge for the Municipal and School board elections; and

WHEREAS holding a province-wide Professional Activity (P.A.) Day for all publicly funded schools on municipal election day would alleviate concerns from school administrators for voting purposes while maintaining student safety; and

WHEREAS this coordinated approach would enhance voter convenience, improve accessibility, and help strengthen civic engagement and democratic participation by allowing electors to vote at their local schools without disrupting the student body; and

WHEREAS it would also create efficiencies and potential cost savings for municipalities by reducing the need to rent alternative facilities or implement special security measures; and

WHEREAS aligning a P.A. Day with municipal election day would require minimal disruption to the school calendar, as school boards already schedule several P.A. Days each academic year; and

WHEREAS this measure would demonstrate a spirit of cooperation between the Province of Ontario, local municipalities, and school boards to promote civic engagement and fiscal responsibility;

WHEREAS the Association of Municipal Clerks and Treasurers of Ontario and its members have lobbied the Province to establish a P.A day on Election Day;

NOW THEREFORE BE IT RESOLVED THAT:

- A. The Council of the City of Brantford respectfully requests the Premier of Ontario to consider directing all publicly funded school boards in Ontario to schedule a Professional Activity (P.A.) Day on the date of the municipal election in each election year; and
- B. That this direction be made in consultation with the Ministry of Education, the Association of Municipalities of Ontario (AMO), and school board associations, to ensure consistency across the province; and
- C. THAT a copy of this resolution be forwarded to:
  - i. The Premier of Ontario;
  - ii. The Minister of Education;
  - iii. The Association of Municipalities of Ontario (AMO);
  - iv. The Ontario Public School Boards' Association (OPSBA);
  - v. The Ontario Catholic School Trustees' Association (OCSTA); and
  - vi. All Ontario municipalities for their information and support
  - vii. MPP Will Bouma

I trust this information is of assistance.

Yours truly,



Chris Gauthier City Clerk,  
[cgauthier@brantford.ca](mailto:cgauthier@brantford.ca)

CC - The Minister of Education [paul.calandra@pc.ola.org](mailto:paul.calandra@pc.ola.org)

The Ontario Public School Boards' Association (OPSBA) [Bwallace@opsba.org](mailto:Bwallace@opsba.org)

The Ontario Catholic School Trustees' Association (OCSTA) [aobrien@ocsta.on.ca](mailto:aobrien@ocsta.on.ca)

Association of Municipalities of Ontario - [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All Ontario municipalities for their information and support

MPP Will Bouma - [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)





**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 December 8, 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 December 8, 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 8<sup>th</sup> day of December, 2025.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe