



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

Date: Monday, December 8, 2025
Time: 7:10 P.M.
Location: Council Chamber, City Hall
Committee Present: Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Mayor Ritsma, Councillor Beatty, Councillor Biehn, Councillor Henderson, Councillor Hunter, Councillor McCabe, Councillor Sebben, Councillor Wordofa
Staff Present: André Morin - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Audrey Pascual - Deputy Clerk, Taylor Crinklaw - Director of Infrastructure Services, Tim Wolfe - Director of Community Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Karmen Krueger - Director of Corporate Services, Kim McElroy - Director of Social Services and Interim Director of Human Resources

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

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Sub-committee Minutes

4 - 9

Sub-committee minutes are attached for background regarding the discussion held at the November 26, 2025 Sub-committee meeting.

4. Delegations

None scheduled.

5. Report of the Supervisor of Waste Operations

5.1 Stratford Landfill Public Input Invite November 2025 (ITS25-027)

10 - 12

Staff Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input November 2025;

AND THAT the report on the Stratford Landfill Public Input November 2025 (ITS25-027), be received for information.

Motion by

Sub-committee Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input November 2025;

AND THAT the report on the Stratford Landfill Public Input November 2025 (ITS25-027), be received for information.

6. Report of the Council Committee Coordinator

6.1 Encroachment Application for 23 Albert Street (ITS25-026)

13 - 17

Staff Recommendation: THAT the request for an encroachment onto municipal property of the lighting and sign at 23 Albert Street be approved;

THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 23 Albert Street for the encroachment agreement;

THAT the owners be required to apply for an awing permit for the two (2) awnings within six months from the date of approval of the encroachment;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 23 Albert Street.

Motion by

Sub-committee Recommendation: THAT the request for an encroachment onto municipal property of the lighting and sign at 23 Albert Street be approved;

THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 23 Albert Street for the encroachment agreement;

THAT the owners be required to apply for an awing permit for the two (2) awnings within six months from the date of approval of the encroachment;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 23 Albert Street.

7. For the Information of Committee

7.1 Department Update

18 - 23

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

7.2 Advisory Committee/Outside Board Minutes

24 - 63

The following Advisory Committee minutes are provided for the information of Committee:

- Active Transportation Advisory Committee minutes of June 25, 2025 and September 24, 2025
- Accessibility Advisory Committee minutes of September 2, 2025 and October 7, 2025
- Energy & Environment Advisory Committee minutes of September 4, 2025 and October 2, 2025

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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



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

MINUTES

Date: November 26, 2025
 Time: 4:30 P.M.
 Location: Council Chamber, City Hall

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

Staff Present: Taylor Crinklaw - Director of Infrastructure Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk, Miranda Franken - Council Clerk Secretary, Emily Skelding – Supervisor of Waste Operations, Autumn Loosemore – Interim Manager of Climate Change Programs

1. Call to Order

The Chair called the Meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

Respectful Conduct Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the November 26, 2025, Infrastructure, Transportation and Safety Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Supervisor of Waste Operations

4.1 Stratford Landfill Public Input Invite November 2025 (ITS25-027)

Staff Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input November 2025;

AND THAT the report on the Stratford Landfill Public Input November 2025 (ITS25-027), be received for information.

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

- a Member noted there having been a comment about the long lines for hazardous waste days at the Stratford Landfill;
- staff noted the Province limiting landfill drop offs to Saturdays; and
- an application having been submitted to the Province for an expansion of the times and days permitted with staff awaiting a reply.

Motion by Councillor Hunter

Sub-committee Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input November 2025;

AND THAT the report on the Stratford Landfill Public Input November 2025 (ITS25-027), be received for information.

Carried

5. Report of the Council Committee Coordinator

5.1 Encroachment Application for 23 Albert Street (ITS25-026)

Staff Recommendation: THAT the request for an encroachment onto municipal property of the lighting and sign at 23 Albert Street be approved;

THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 23 Albert Street for the encroachment agreement;

THAT the owners be required to apply for an awing permit for the two (2) awnings within six months from the date of approval of the encroachment;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 23 Albert Street.

Motion by Councillor McCabe

Sub-committee Recommendation: THAT the request for an encroachment onto municipal property of the lighting and sign at 23 Albert Street be approved;

THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 23 Albert Street for the encroachment agreement;

THAT the owners be required to apply for an awing permit for the two (2) awnings within six months from the date of approval of the encroachment;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 23 Albert Street.

Carried

6. Department Update

Sub-committee Discussion: The Director of Infrastructure Services introduced the Interim Manager of Climate Change Programs and staff provided highlights on the Department Update as follows:

- a Member asked how recycling collection will work regarding downtown non eligible sources with non eligible businesses sharing a property with eligible residential apartments;

- staff replied the regulation is that the residential unit is eligible but the business below is not with business waste not to be put in waste receptacles intended for the above residential units;
- the City having extended non eligible collection from January to October, 31, 2026 and intending to deliver downtown carts in the downtown core;
- staff noted mandatory pricing including garbage, green bin and leaf waste with there having been a non mandatory option to price the collection of non eligible sources including business, churches and others in the Curbside Waste Collection Contract brought to the September 22 Council meeting;
- as awarded this option was not included as there had been indication the Province may include these;
- it was noted at a Provincial meeting on September 30, 2025 this inclusion was not adopted;
- staff will be bringing a report to council in coming months for direction on non eligible sources after October 31 and what is to be included;
- a Member asked how to direct residents living above their downtown business noting there not being space on the sidewalk for the new recycling bins;
- staff replied the City can work with residents in this circumstance case by case at this time and continue to use their smaller bins for the duration of the contract till October 2025 and;
- comments in this regard can be directed towards the Director of Infrastructure Services and the Supervisor of Waste Operations;
- the Avondale reconstruction project having been paved November 26, 2025;
- the Albert Street reconstruction has not been paved with staff aiming to have this done before winter sets;
- it was noted quality controls requiring certain considerations in paving and if these are not met the paving may have to be redone in the spring;
- a consultant having been hired to review work at Lorne Avenue and Downie Street with plans to tender in 2026;

- the division being ready for winter with the operational fleet doing shift work;
- the contractor for the O'Loane having equipment issues with the tunnelling machine having encountered boulders that have deteriorated the mechanism that slides through the tunnel;
- without this it being difficult to push new sections of pipe through the tunnel and there being a concern that if the tunnelling stops the machine could freeze delaying the project;
- a request in this regard for the extension of operating hours and for noise by-law exemption having been declined;
- staff are reviewing penalties in the contract with it being noted that tunnelling overnight is not allowed;
- should tunnelling stop and seize there may be a rescue required at a significant cost to restore the shaft;
- staff are hoping to rectify the issue in the next 24 to 72 hours and if not a follow up report will come to Council with anticipation that it could take weeks or months till work can continue;
- discussion was had between Members and staff regarding language noted in the contract that would account for these circumstances; and
- the discussion touched on noise, boulder expectations and requirements to keep the project on pace.

7. Advisory Committee/Outside Board Minutes

The following Advisory Committee minutes were provided for the information of Sub-committee:

- Active Transportation Advisory Committee minutes of June 25, 2025 and September 24, 2025
- Accessibility Advisory Committee minutes of September 2, 2025 and October 7, 2025
- Energy & Environment Advisory Committee minutes of September 4, 2025 and October 2, 2025

8. Next Sub-committee Meeting

The December Sub-committee meeting has been cancelled in accordance with the approved 2025 Meeting Schedule. Information about 2026 Sub-committee meetings will be available at a later date.

9. Adjournment

Motion by Councillor Beatty

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

Carried

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:51 P.M.



MANAGEMENT REPORT

Date: November 26, 2025
To: Infrastructure, Transportation and Safety Sub-committee
From: Emily Skelding, Supervisor of Waste Operations
Report Number: ITS25-027
Attachments: None

Title: Stratford Landfill Public Input Invite November 2025

Objective: To consider comments received regarding the operation of the Landfill site.

Background: As a requirement of Environmental Compliance Approval (ECA) Number A150101 for the Stratford Landfill Site, the public must be invited to make comments, either verbal or written about the operation of the Landfill Site on a semi-annual basis.

Analysis: Notice was placed in the Beacon Herald Town Crier and Marketplace from October 11th through November 22nd, 2025, inclusive, inviting citizens to provide comments on the operation of the landfill site or request to appear as a delegation at the November 2025 Infrastructure, Transportation and Safety Sub-committee meeting. One response was received as of November 4th, with comments and suggestions summarized below.

Comment 1: A phone call was received from a resident with the following comments and question.

- Concerned with the long lineups/wait times for the Household Hazardous Waste days and the additional pollution from the cars waiting in line;
- Why is it not possible to be able to drop off HHW items anytime at the landfill; and
- Concerned that long lines/wait times will push people to disposing of Household Hazardous Waste items incorrectly.

Response 1:

Household Hazardous Waste (HHW) events are conducted in accordance with the requirements outlined in our Environmental Compliance Approval (ECA), as regulated by the Province. At present, this approval only permits collection on Saturdays. Staff are in

the process of amending our ECA to allow HHW to be received during regular landfill operating hours. This change will provide greater flexibility for residents and staff in managing household hazardous waste

It is recognized that these events can experience wait times and staff encourage residents to visit during off-peak hours, typically later in the day, to help reduce congestion. The current scheduling of events is limited by the ECA, as well as staffing and budget considerations. Staff remain committed to improving this service for residents and ensuring that all household hazardous materials are managed and disposed of safely and responsibly.

Financial Implications:

Financial impact to current year operating budget:

As a result of the public engagement there are no implications at this time.

Financial impact on future year operating budget:

Any change in service levels at the Stratford Landfill site would have a financial impact to be determined by staff and brought to a future meeting for consideration.

Alignment with Strategic Priorities:

Enhance our Infrastructure

This report aligns with this priority as the city seeks to gather public feedback for consideration on how to enhance the infrastructure at the landfill.

Work Together For Greater Impact

This report aligns with this priority as the city seeks to gather public feedback for consideration on how to enhance services at the landfill.

Alignment with One Planet Principles:

Culture and Community

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

Zero Waste

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

Zero Carbon Energy

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

Staff Recommendation: THAT Council consider any comments received as part of the Stratford Landfill Public Input November 2025;

AND THAT the report on the Stratford Landfill Public Input November 2025 (ITS25-027), be received for information.

Prepared by: Emily Skelding, Supervisor of Waste Operations
Recommended by: Taylor Crinklaw, Director of Infrastructure Services
André Morin, CPA, Chief Administrative Officer



MANAGEMENT REPORT

Date: November 26, 2025
To: Infrastructure, Transportation and Safety Sub-committee
From: Vicky Trotter, Council Committee Coordinator
Report Number: ITS25-026
Attachments: 23 Albert Street Drawing

Title: Encroachment Application for 23 Albert Street

Objective: To consider a request to enter into an Encroachment Agreement with the owner of 23 Albert Street. The purpose of the Encroachment Agreement is to permit metal lights, two canopies and one sign to encroach onto the Albert Street road allowance.

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

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

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

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

No new encroachments onto park property will be permitted."

The Policy further states:

"7. When Encroachments will not be granted

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

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

Analysis: The application was circulated to departments for comments, and the following was received:

By-law Division:

The By-law Division has noted the awnings do not require an encroachment agreement; however the owner would need to apply for an Awning Permit, which would include the signing of an Indemnity Agreement.

Planning Division:

The Planning Division noted they have no concerns from a land use planning standpoint.

Building Division:

No comments provided.

Engineering Division:

No comments provided.

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

1. Permit the lighting and sign to encroach onto the municipal road allowance. If this option is approved, the annual fee of \$50.00 adjusted yearly by the CPI, would be added to the property tax bill for this property for the encroachment agreement, representing revenue to the City.
2. Deny the request for an encroachment which would result in the owner having to remove the lighting and sign at the cost of the owner. There are no fees or financial implications with this option.

Staff recommend proceeding with Option 1. This option would allow the lighting and sign to encroach onto the Albert Street municipal road allowance, having nominal impact to the City.

Financial Implications:

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

If Option 2 is selected, there is no financial implication to the City.

Financial impact on future year operating budget:

If Option 1 is selected, the amounts noted above would be adjusted yearly by the CPI and added to the property tax bill until the agreement is terminated or the encroachment is removed, representing revenue to the City.

If Option 2 is selected, there is no financial implication to the City.

Alignment with Strategic Priorities:

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

Alignment with One Planet Principles:

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

Staff Recommendation: THAT the request for an encroachment onto municipal property of the lighting and sign at 23 Albert Street be approved;

THAT an annual fee of \$50.00 adjusted yearly by the CPI, be added to the property tax bill for 23 Albert Street for the encroachment agreement;

THAT the owners be required to apply for an awing permit for the two (2) awnings within six months from the date of approval of the encroachment ;

AND THAT the City Clerk be directed to prepare a by-law authorizing the encroachment at 23 Albert Street.

Prepared by:

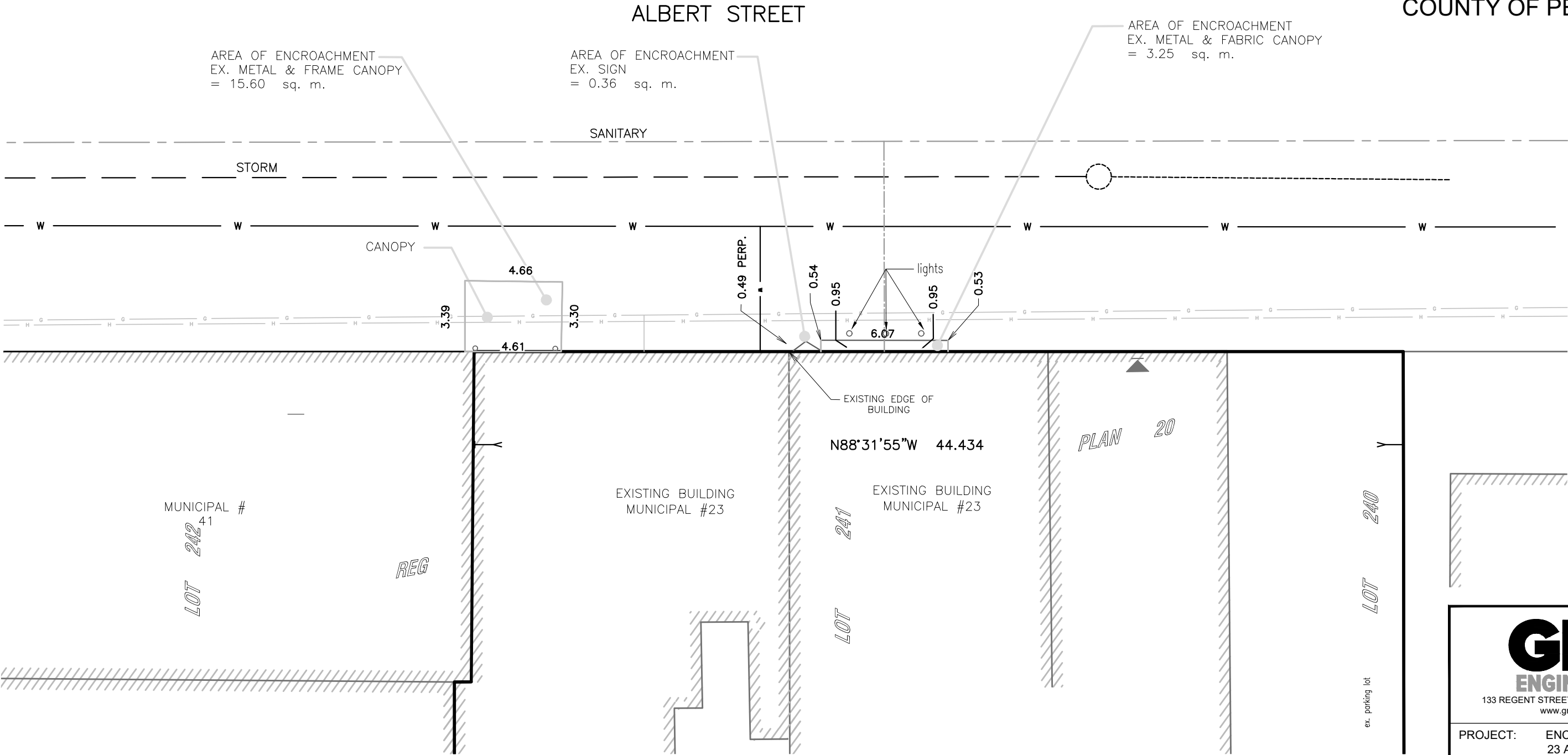
Vicky Trotter, Council Committee Coordinator

Recommended by:

Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer

André Morin, CPA, Chief Administrative Officer

ENCROACHMENT SKETCH FOR
23 ALBERT STREET
CITY OF STRATFORD
COUNTY OF PERTH



MUNICIPAL #
41
LOT 242

REG

EXISTING BUILDING
MUNICIPAL #23

LOT 241

EXISTING BUILDING
MUNICIPAL #23

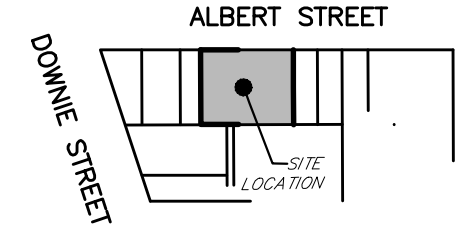
PLAN 20

LOT 240

ex. parking lot

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

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



KEY MAP (N.T.S.)

GRIT
ENGINEERING
133 REGENT STREET, STRATFORD, ON N5A 3W2
www.gritengineering.ca

PROJECT: ENCROACHMENT SKETCH
23 ALBERT STREET

CLIENT: THEOCHARIS BROTHERS
PROPERTIES INC

DATE:
2025/06/24

SCALE: 1 : 200 METRIC
0 5 10

PROJECT NO:
GE23-0630-1-SK2

DRAWN BY: MB
CHECKED BY: SJC

DRAWING NO.
C100 (REV2)

Infrastructure, Transportation and Safety Sub-Committee

November 2025

IS Update Regarding Capital Projects and General Operations

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

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

Studies

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

Capital Projects - Ongoing

- Concrete and Asphalt Restoration
 - Continuation of multi-year tender to replace damaged concrete sidewalk, curbs and asphalt road cuts, including restoration works.
- Albert Street Reconstruction Phase 2 – Front to King Street
 - Full reconstruction with new watermains, sanitary and storm sewers.
 - Design includes continuation of 'bicycle boulevard' and traffic calming.
 - Tender awarded to Van Bree Infrastructure, construction ongoing, scheduled for completion fall 2026
- Downtown Intersection Improvements
 - Intersection improvements to enhance pedestrian safety in accordance with the Downtown Traffic Study.
 - Designs being finalized, tender tentative 2025, construction Spring 2026: Church/Ontario/Huron; Waterloo/Ontario, Downie/George.
- Erie Street Parking Lot Repairs
 - Maintenance repairs for parking lot surface and drainage, parking spots reconfigured for a net gain of 8 (eight) spaces
 - Tender awarded to Steve Smith Construction
 - Construction complete, bicycle parking to be installed in November.

Capital Projects – 2025

- Avon and Avondale Reconstruction
 - Avon Street from Avondale to John, Avondale Street from the Cemetery bridge to Huron Street.
 - Full reconstruction with new watermains, sanitary and storm sewers.
 - Tender awarded to Elgin Construction, construction ongoing
- Huron Street Reconstruction Phase 2 – John to Matilda
 - Subject to Connecting Link funding, Full reconstruction with new watermains, sanitary and storm sewers.
 - Open House was held July23-August 10, report to ITS sub-committee in September, tender in December for 2026 construction
 - Some utility relocations being completed prior to construction
- Erie Street Multi-Use Trail Rehabilitation– Lorne Avenue to the south
 - Full reconstruction of existing deteriorated trail. Work also includes new sidewalks on the east side of Erie Street from Lorne Ave south to connect to the existing sidewalk
 - Tender awarded to Armstrong Paving and Materials Group Ltd., construction ongoing
- Lorne and Downie Intersection
 - Intersection improvement to include left turn lanes on Lorne Avenue, in both directions.
 - Design being finalized, with tender planned for early 2026.
- Asphalt Resurfacing 2025
 - Resurfacing for Regent Street, Britannia Street, Willow Street, Downie Street and Delamere Avenue.
 - Tender awarded to GIP Paving Inc., asphalt work complete, Downie Street line painting is the only activity outstanding
- O’Loane Avenue Trunk Sanitary Sewer Extension
 - Consulting services awarded to MTE Consultants in 2024 for the design and tender of the trunk sanitary sewer from its current terminus south of Huron Street, to approximately Galt Street, by micro-tunnelling.
 - Tender awarded to Network Sewer and Watermain Ltd., construction ongoing, micro-tunnel is 30% complete.
- Pedestrian Crossing Improvements 2025
 - Design ongoing for pedestrian crossings at Downie/West Gore and West Gore/Mowat area.
 - Quotation awarded to AV Utility & Electrical Services, construction ongoing
- Bridge and Culvert Repairs 2025
 - Tender for erosion control works at various structures awarded to A2Z Civil 2608558 Ontario Limited, construction complete.
 - Tender for concrete works on various structures awarded to VanDriel Excavating Inc, construction planned spring of 2026.
- East Gore Watermain
 - Design being finalized for watermain looping on East Gore Street.
 - Tender scheduled for January 2026.
- Watermain Relining

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

Divisional Updates

Engineering Division Works

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

Environmental Services Operations Update: Water

- Three watermain breaks (2 public, 1 private) have occurred during this reporting period. The total breaks for 2025 thus far are 38.
- Valve Replacements completed at CH Meier and Normandy Drive easement.
- Ongoing watermain commissioning and connections on the Orr Street Extension and Albert Street Reconstruction Projects.
- Ongoing water service repairs being repaired throughout the city.
- Fire Hydrant Flushing and Maintenance are ongoing. Approximately 80% completed.

Environmental Services Operations Update: Wastewater

- Preventative Maintenance work with has started with Xylem. This includes inspection of pumps in all 11 Pumping Stations.
- Follow-up remedial work is being completed by Environmental Services staff on sanitary acoustic assessments.
- On going sanitary and storm service installations throughout the City for developments and severances. Three service installations are remaining to be completed by year end

Environmental Services Operations Update: Stormwater

- Ongoing catch basin and storm maintenance hole refurbishments throughout the City
- Fall Stormwater Pond Inspections completed

Environmental Services Operations Update: Water Pollution Control Plant

- Awarding for the Request for Proposal for the Digester Roof and Mixing System Replacement at the Stratford WPCP to occur at Regular Council meeting on November 24th.

Public Works Operations Update: General and Road Maintenance

- Pothole Repairs: Utilization of the online portal and supervisor inspections.
- Landfill Support: Concentrated effort in perimeter maintenance. Tree removal, infrastructure identification and overdue/increased condition repairs.
- Sanitary and Storm Maintenance: Repairs on maintenance holes and catch basins almost complete integrating asphalt repairs to minimize restoration costs. Two late projects at and near 110 Ontario due to Boardwalk.
- Road Sweeping: Increased support for street cleaning. Snow and Frost is helping the cause to drop canopies.
- Reflectivity Inspections: A field inspection completed, awaiting stock/inventory for retroreflective compliance.

- Training and Winter Readiness: Ongoing training for new and junior staff in anticipation of winter shifts starting November 16th. Smart About Salt, CN safety and overview of Winter Maintenance for all staff Nov 14th.

Public Works Operations Update: Fleet

- Procurement Efforts: Medium Duty Plow truck was approved for award by council, Transit hoist will be going to Bids and Tenders .
- Electric Vehicle Tendering: Retender of electric vans for engineering due to financial and specification discrepancies.
- Fleet Audit and Certification: Insurance-driven fleet audit rescheduled for November 28th; Airport Fuel tanks certified, pending minor repairs.
- Routine Maintenance: winter tire changeover, regular PMs and annual inspections.
- Regulatory Compliance: CVOR renewal completed, along with fleet licensing and emissions testing.
- Winterization: Preparing fleets for winter operations with comprehensive checks and maintenance.

Public Works Operations Update: Waste Management

- Public Communication: Waste Collection Calendar is in final review.
- Non-eligible Blue Box Recycling: Agreement for processing non-eligible blue box material with BRA is in progress.
- Landfill Recycling Depot: Agreement with Circular Materials regarding the recycling depot located at the landfill was given Council approval and a signed agreement is now in place.
- New Recycling Cart Program: Circular Materials (via Emterra) has now started rolling out blue recycling carts to residents in Stratford. We are receiving many inquiries, directing residents to contact Emterra directly with questions and concerns. Our website has been updated to provide residents with more information.
- Landfill Operations: The landfill is receiving a lot of leaf and yard waste.

Climate Action Division

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

creating an adaptation and resilience strategy for the city, a precursor for any project chosen to implement in the future.

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

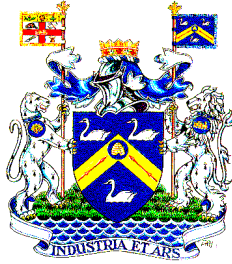
Special Projects – Erie Street Parking Lot Redevelopment

Tentative Internal Workplan:

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

Project Updates:

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



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, June 25, 2025, at 7:02 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: David Daglish – Chair Presiding, Kelley Teahen, Joel LaCourse, Christine Lee, Councillor Jo-Dee Burbach

Staff Present: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Also Present: Pete McDonnell (Cycle Stratford), Kate Mulrooney (Climate Momentum), Kate Schillings (Climate Momentum)

Regrets: Councillor Harjinder Nijjar, Pat Ranney (Cycle Stratford), Rhonda Gesinghaus-Vaters, Nick Sheldon – Project Manager

1. Call to Order

The Chair called the meeting to order at 7:02 p.m.

Reading of the Land Acknowledgement and Moment of Silent Reflection.

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Kelley Teahen

Seconded by Christine Lee

THAT the minutes from the Active Transportation Advisory Committee meeting dated May 28, 2025 be adopted as printed.

4. Delegation: Safer Speeds on Stratford Streets – Kate Mulrooney & Kate Schillings, Climate Momentum

Kate Mulrooney addressed the committee and discussed the positive impact that lowering neighbourhood speed limits to 40 km/hour would have in Stratford.

Ms. Mulrooney stated that it is recommended in Stratford's Transportation Master Plan that streets be lowered from 50 km/hour to 40 km/hour. The Plan was approved in 2023 and this speed reduction was brought to the ITS Sub-committee for discussion, however it did not pass at Sub-committee and go onto Council for further consideration.

Ms. Mulrooney has started a petition to support the speed reduction and would also like ATAC's support in moving this issue forward and back to Council for further consideration.

Councillor Burbach stated that when this request came to Sub-committee, the two main arguments that the project did not go any further was that Councillors felt the cost of the new signage was too high and they did not feel that there was a safety issue with the current 50 km/hour speed limit in the City, as no one has been injured to date. Councillor Burbach noted that part of the issue is that residential streets provincially are 50 km/hour. If Stratford chooses to reduce this speed, the City will have to put signs up at the entry way to each of the neighbourhoods.

Kelley Teahen inquired if there was data showing what percentage of residential streets in Stratford are currently 40 km/hour. Councillor Burbach stated that the traffic engineers would be able to provide this information. Ms. Mulrooney stated that this information may already be included in the Transportation Management Plan. Ms. Teahen noted that in several areas in Canada, they are now moving to 40 km/hour on residential streets and 30 km/hour in school, senior, hospital zones, etc.

Ms. Mulrooney will request to be a delegation at an upcoming Council meeting to address Council as a whole and will encourage citizens to reach out to individual Councillors with their concerns regarding the speed limit.

Motion by Joel LaCourse

Seconded by Kelley Teahen

THAT the Active Transportation Advisory Committee recommends to the Infrastructure Services Department that the reduction of speed from 50 km/hour to 40 km/hour on residential streets in Stratford be included in their draft 2026 budget. Carried

Kate Mulrooney and Kate Schillings are no longer present at the meeting at 7:34 p.m.

5. Festival Route Working Group Update

Pete McDonnell presented the committee with two options for potential signage along the Festival Bicycle Route. Between the two options, committee members preferred the signage that has the bicycle icon in between Festival and Route and the narrower arrow. Councillor Burbach will investigate a bicycle icon that closely resembles the previous symbol used on other city bicycle racks.

Motion by Christine Lee

Seconded by Councillor Burbach

THAT the Active Transportation Advisory Committee supports the Festival Route signage concept as presented with minor amendments to the placement and style of the bicycle icon and the preferred narrower arrow. Carried

Vicky Trotter stated that the Engineering Division has all the locations for the signs and once the final draft of the signage is complete, they can be ordered and then installed along the route.

6. Business Arising from Previous Minutes

6.1 Update on Car-Free Fridays

Councillor Burbach stated that there is one more car-free Friday left in June. The events have been well-received with many visitors, not just people who work downtown. Members are hoping to continue the partnership with the BIA to keep the car-free Friday events going in future years.

6.2 Sidewalk Stencil Designs

Vicky Trotter provided the committee with samples of previous stencils that the City has used, as well as some new options. Committee members preferred the following design options:

1. Bunny Hop
2. Webbed Feet (swan/goose/duck)
3. Zig Zag

Ms. Trotter will review the costs and purchase what the budget allows.

7. New Business

7.1 2025 ATAC Budget Review

Vicky Trotter reviewed the status of the 2025 budget and what funds are remaining. There are some outstanding amounts of the budget which have been spent on car-free Fridays for Cycle Month. ATAC has also committed to

purchasing a new bike rack near the police station (\$800.00). The Committee has requested funds be moved to wayfinding to assist with the Festival City Cycle Route signage (\$2,000.00).

Members discussed doing a 2024 Report Card and updating the stats to be posted on the website again.

Funds are still remaining in the conferences/workshops budget line, should any members wish to attend an event prior to the end of the year.

Motion by Councillor Burbach

Seconded by Kelley Teahen

THAT the Active Transportation Advisory Committee spend up to a maximum of \$250.00 to complete an updated Report Card with the 2024 statistics. Carried

7.2 2026 ATAC Budget Request for Council

Members discussed possible projects and events for 2026 and how the budget funds would best be allocated.

Motion by Joel LaCourse

Seconded by Christine Lee

THAT the Active Transportation Advisory Committee requests a 2026 budgetary figure of \$11,000.00 from the City of Stratford as follows:

ATAC Banner	\$250.00
Education – Cycle Month, Conferences/Workshops	\$2,750.00
School Travel Planning (stencils)	\$2,000.00
Bike Racks/Bike Rack Security	\$2,000.00
Wayfinding/Trail Signage	\$4,000.00

Carried

7.3 Caution Lights at Transit Terminal

Joel LaCourse noted the dangers of the buses leaving the transit terminal and vehicles on Downie Street not obeying the yield to buses signs. Eventually there is going to be a collision, especially as visitors may not see the yield signs and may not stop when the buses drive out. Mr. LaCourse suggests that flashing caution lights, in conjunction with the yield signs, would draw more attention for drivers to stop when the buses are leaving the terminal. The caution lights could be activated when the buses are leaving, otherwise they would not flash.

Motion by Joel LaCourse

Seconded by Christine Lee

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. Carried

7.4 Parking Near Avon School

Joel LaCourse inquired about cars parking on both sides of Huntingdon Street and the dangerous situations for children attending Avon School, as well as residents who live in the area.

Vicky Trotter stated that the City regularly has officers visiting school areas, however there are many schools for officers to patrol and divide their time between. One of the main problems with the parking around Avon School is that the cars park too close to the corners, not abiding by the 10 meters from the corner. The other problem in that area is that people are parking in no parking zones. Enforcement is difficult, as officers cannot be there all the time. The school, city staff and police have worked together on an educational campaign to distribute safety information to parents.

Ms. Trotter will research the parking provisions for the area around Avon School for further discussion at the September meeting.

7.5 Signaled Cross Walks

Kelley Teahen inquired if the pedestrian cross-overs that the City is installing in the downtown area (George Street, West Gore Street) have audible signals. Vicky Trotter will inquire with staff if the cross-overs will have audible signals and will update the committee.

7.6 Bike Lanes Update

Councillor Burbach updated the committee that the ITS Sub-committee has tabled ATAC's request to install bike lanes on John Street. Engineering staff stated that at the corner where John Street turns into Queensland Road, would need to be widened to safely accommodate bikes and vehicles (approximately \$175,000.00). Further down John Street, where the street narrows, the curbs would need to be cut back to accommodate installing a bike lane (approximately \$400,000.00).

Councillor Burbach also reported that the City has received verbal confirmation that the Province has denied the installation of bike lanes on Erie Street, as they do not want to lose any traffic lanes to bike lanes. Councillor Burbach has

inquired if the funding for Erie Street bike lanes could be transferred to use for the John Street bike lanes.

8. Date of Next Meeting

The next ATAC meeting is scheduled for Wednesday, September 24, 2025 at 7:00 p.m. at the Stratford Rotary Complex in the Mansbridge Room.

9. Adjournment

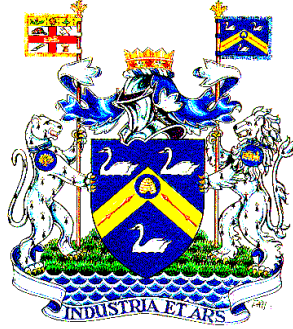
Motion by Councillor Burbach

Seconded by Joel LaCourse

THAT the June 25, 2025 ATAC meeting adjourn. Carried

Start Time: 7:02 P.M.

End Time: 9:03 P.M.



Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, September 24, 2025, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Councillor Jo-Dee Burbach – Chair Presiding, Christine Lee, Councillor Harjinder Nijjar, Pat Ranney (Cycle Stratford), Rhonda Gesinghaus-Vaters

Staff Present: Vicky Trotter – Council Committee Coordinator, Nick Sheldon – Project Manager, Casey Riehl – Recording Secretary

Regrets: Kelley Teahen, Joel LaCourse, David Daglish, Inspector Jason Clarke

1. Nomination of Chair for the September 25, 2025 Meeting

Motion by Rhonda Gesinghaus-Vaters

Seconded by Pat Ranney

THAT Councillor Burbach chair the September 24, 2025 Active Transportation Advisory Committee meeting in the absence of the Chair and Vice-Chair. Carried

2. Call to Order

The Chair called the meeting to order at 7:04 p.m.

Reading of the Land Acknowledgement and Moment of Silent Reflection.

Reading of the Respectful Workplace Conduct Statement

3. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

4. Adoption of Previous Minutes

Motion by Rhonda Gesinghaus-Vaters

Seconded by Councillor Nijjar

THAT the minutes from the Active Transportation Advisory Committee meeting dated June 25, 2025 be adopted as printed.

5. Festival Route Working Group Update

Vicky Trotter reported that Pat Ranney and Pete McDonnell have completed marking all the locations. Community Services was pleased with the locations in the cemetery and approved them all, Engineering has commented on the other locations and there are a few that need minor changes. Ms. Trotter will work on the proof of the sign design and request a final invoice. The signs will be manufactured and paid for out of this year's budget. Depending on the weather, the signs will be installed later this fall or early next spring. Councillor Burbach thanked Pat Ranney and Vicky Trotter for all their hard work completing this project.

6. Business Arising from Previous Minutes

6.1 Update on Request for Caution Lights at Transit Terminal

Vicky Trotter reported that she has written a management report that will be going to the Community Services Sub-committee meeting, as it relates to the transit terminal. Ms. Trotter will provide the members with a date of the meeting and a link to the report once it has been confirmed. The Sub-committee will determine if they will move forward with the idea of flashing caution lights at the terminal exit to Downie Street when buses are leaving.

Councillor Burbach noted that Council has had discussions about traffic lights at Downie Street and George Street, which will not be happening as they are planning to install a pedestrian crossing at this intersection. The previous downtown traffic study completed a few years ago, does recommend a traffic light at the transit terminal at some point. The lights would be activated when the buses exit but also be activated by pedestrians crossing Downie Street. Ms. Trotter noted that with the Cooper Site being developed, this whole area will be reviewed and studied as part of the plan.

6.2 Parking Provisions for the Area Around Avon School

Vicky Trotter reported that a recommendation went to Council on September 22, 2025 and was passed. The recommendation is to not allow parking on the east side of Avon Street, which will allow traffic and buses to pass more easily. The no parking on the east side will be during arrival and dismissal times at the school. Prior to this, parking was permitted on both sides of the street, making it

dangerous for children to cross and difficult for traffic to pass through, especially buses.

6.3 2025 ATAC Project/Budget Review

Vicky Trotter reviewed the 2025 budget to date:

- The sidewalk stencils depleted the school travel/planning budget line;
- \$450.00 remaining in the bike rack budget line;
- \$6,000.00 remaining in the wayfinding budget line, which will be used to complete the Festival Bike Route project;
- Funds remaining in conference/workshop budget line, which some could be re-allocated to complete the report card update;
- Cycle Month budget line has \$40.00 remaining.

7. New Business

7.1 Reminder of Member Terms Ending

Staff reminded Christine Lee and Kelley Teahen that their current terms will be ending on November 30, 2025. If members wish to re-apply, the deadline to submit your application is 4:30 p.m. on October 17, 2025. The application can be found on the City of Stratford website. A reminder e-mail will be sent out to those members whose terms are ending.

7.2 Bridge Across River at O'Loane Avenue

Christine Lee inquired if the City has considered installing a walking bridge across the river (O'Loane Avenue). Nick Sheldon stated that placing a bridge lower has been discussed, however there are property ownership issues on the north side, with some property not owned by the city.

7.3 Master Transportation Plan - Funds from Erie Street Bicycle Lanes

Councillor Burbach stated that, as previously discussed at the last meeting, the Ontario Government denied installing separated bike lanes on Erie Street. If you look at the Stratford Master Transportation Plan, the lanes on Erie Street were a pivotal part of the cycling infrastructure for the city. She asked ATAC members to review the MTP and make some recommendations to Council for alternative routes, as Erie Street is no longer a possibility. Further discussion will take place at the next meeting.

Staff will forward members a copy of the Master Transportation Plan for their reference.

7.4 Pedestrian Crossing on Huron Street at Matilda Street

Councillor Burbach discussed the possibility of a pedestrian crossing on Huron Street at Matilda Street. There is a high volume of people crossing in this busy area, especially students. This pedestrian crossover is not in the MTP, however the circumstances in this area have changed now with the secondary schools amalgamating and increasing foot traffic. Council has asked staff to draft a report outlining the cost of a crossover and what is involved with the MTO. Once Councillor Burbach receives the report, she will discuss it further with ATAC members and perhaps a recommendation from ATAC would be worth making. Vicky Trotter will make a note to request that ATAC has an opportunity to provide feedback on this project.

7.5 Erie Street Multi-Use Trail

Nick Sheldon reported that the contractor for the Erie Street multi-use trail is mobilized and have started the project.

7.6 New Sidewalk Installations

Nick Sheldon reported on new sidewalks to be installed in the following areas:

- John Street (West Gore to Easson) on the west side;
- Gordon Street (Willow to Ontario)

7.7 Lorne Avenue Property – Sidewalk Installation

Councillor Burbach reported that a property on Lorne Avenue that has a missing sidewalk in front of it has recently been sold. Councillor Burbach has contacted staff to inquire if the City can reach out to the new owner to inquire if they are willing to allow the City to purchase the piece of land at the road to complete this missing sidewalk link. The City has tried numerous times over the past few years to purchase the area beside the road from the previous homeowner. As it is private property, the City cannot install a sidewalk on it.

7.8 On-Street Parking around the Packham Road Sports Complex

Rhonda Gesinghaus-Vaters inquired about cars consistently parking in the bike lanes on the roads around the Packham Sports Complex. There are a lot of no parking signs around Stratford indicating parking is not permitted in bike lanes, but there is no signage in the Packham Sports Complex area. It is very dangerous for cyclists when there are cars lining both sides of the street covering

the bike lanes. Councillor Burbach inquired if, in lieu of signs, Public Works could paint no parking symbols along the lanes. Staff noted that they do paint some of them, however they require repainting frequently. Signs are an investment initially but require no maintenance once installed.

Motion by Rhonda Gesinghaus-Vaters

Seconded by Pat Ranney

THAT the Active Transportation Advisory Committee requests additional "No Parking" signs be installed along Dunn's Road and Wright Boulevard for the bike lanes. Carried

8. Date of Next Meeting

The next ATAC meeting is scheduled for Wednesday, October 22, 2025 at 7:00 p.m. at the Stratford Rotary Complex in the Mansbridge Room.

9. Adjournment

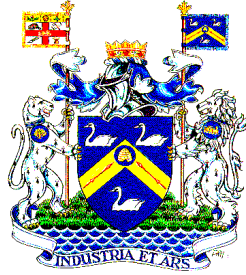
Motion by Rhonda Gesinghaus-Vaters

Seconded by Councillor Harjinder

THAT the September 24, 2025 ATAC meeting adjourn. Carried

Start Time: 7:04 P.M.

End Time: 7:33 P.M.



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, September 2, 2025, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Roger Koert – Chair Presiding, Diane Sims, Jamie Pritchard, Jen Weber, Andy Mark, Councillor Bonnie Henderson

Staff Present: Nathan Bottema – Project Engineer, Casey Riehl – Recording Secretary

Regrets: Joan Jones, Kathleen Barry, Vicky Trotter – Council Committee Coordinator

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 12:02 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection.

Reading of the Respectful Workplace Policy.

Roger Koert shared a statement in memory of the recent passing of former Accessibility Advisory Committee member and accessibility advocate Peter Zein.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

Motion by Andy Mark

Seconded by Diane Sims

THAT the minutes from the Accessibility Advisory Committee meeting dated June 3, 2025 be adopted as printed. Carried

4. Infrastructure Services Update

Nathan Bottema, Project Engineer, provided the following updates:

- Capital projects are all still ongoing;
- The summer student has completed flagging intersections and the contractor is working through the areas. An update will be provided at the next meeting;
- There is a 100 ft. trial area on the multi-use trail at the Packham Road sports fields (midway through the park, near the club house and Dunn Road). They have mixed stone dust in with the existing material. Staff has asked for feedback from the AAC on the trail. Roger Koert and Nathan Bottema will both do a site visit. Once Roger Koert has visited the trail, the AAC can discuss if a recommendation should be made to complete the remaining trail using the same material or to possibly use a different material altogether.
- Contractors are continuing to work on the AAC's recommendations with regard to the Engineering accessibility budget. An update on the list will be provided at the next meeting.

Roger Koert asked if it would be possible for the AAC's site plan review committee to review sidewalk plans for the City of Stratford. Mr. Bottema will discuss this request with staff and see if the AAC can be included in the reviews moving forward.

5. Update from the Site Plan Review Sub-Committee

No new updates provided.

6. Update from Council

- Councillor Henderson stated that it is nice to see at recent Council meetings that other Councillors besides herself are raising accessibility questions with developers;
- Council approved two new hybrid mobility buses to be added to the fleet. One of the current buses will be put out of service once the new buses arrive.

7. Business Arising from Previous Minutes

7.1 Discussion on Retirement Residence Visits

Roger Koert reviewed the list of the feedback received from the retirement residence visits that the AAC did this summer. Items such as crosswalk locations, transit concerns, accessible parking spots, curb cuts, more accessible washrooms, snow clearing at mailboxes/retirement homes and audible crossings.

Staff will forward the list to all AAC members.

After hearing feedback that there were not enough accessible washrooms in Stratford, Councillor Henderson suggested that perhaps people are just not aware of the accessible washrooms that are available in municipal buildings throughout the city. Councillor Henderson has volunteered to create a list of all the accessible washrooms that could be shared and posted for information.

Staff will contact the Events Coordinator to inquire if having accessible washrooms is on the events application and also if it is possible to make it mandatory for all events. Staff will also inquire who determines where the Mobi-mats are placed for events and if organizers set them up or City staff.

Roger Koert will work with Vicky Trotter to compile the list of concerns and forward the suggestions to the appropriate City departments for their information.

7.2 Annual Accessibility Award Update

Some nominations have started to come into the City. Staff will contact the City's Communication Specialist to inquire if the call for nominations could be run again a few more times prior to the deadline.

Andy Mark and Diane Sims have volunteered to coordinate this event again this year. Once the nomination deadline has passed, arrangements will be made to tour each location for a decision on a recipient at the November AAC meeting.

7.3 Staircase Handrails at the Allman Arena

Deferred to next meeting.

7.4 2025 AAC Projects Review & Budget Update

AAC members discussed possibly purchasing additional promotional items for use at upcoming events. Jamie Pritchard will research some possibilities: hot/cold packs, calendar, small measuring tape, multi-tool. Diane Sims suggested giving this year's Accessibility Award recipient an AAC bag full of committee swag.

Roger Koert will follow up with Vicky Trotter and Kathleen Barry regarding volunteers for the upcoming SLAAA event.

8. New Business

8.1 Reminder of Member Terms Ending

Staff reported that Joan Jones, Kathleen Barry and Andy Mark's current terms with the Committee will be ending on November 30, 2025 and applications are available on the City's website should they wish to re-apply.

8.2 Outdoor Accessibility Fest-for-All Event - September 12, 2025

Jamie Pritchard reported that there is an upcoming accessibility event in Amherstburg that AAC members might like to attend. He will forward the link to AAC members for their information.

8.3 Accessibility Audits at City Playgrounds

Roger Koert suggested that the AAC could request that all the playgrounds in Stratford have an accessibility audit done on them. Many playgrounds have ramps; however, many have a small lip or ledge to get onto the playground and then have wood chips covering the play area. An audit by City staff could verify the accessibility of the equipment, as well as the surrounding area of the playground. Staff will forward this request to Vicky Trotter to inquire what the proper process would be to complete the audits.

8.4 Update on Tom Patterson Island Bridge

Diane Sims will provide the committee with an update on the status of replacing the current bridge to the Tom Patterson Island with an accessible one.

9. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, October 7, 2025, at 12:00 p.m. at the Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

10. Adjournment

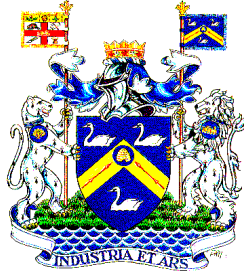
Motion by Andy Mark

Seconded by Jen Weber

THAT the September 2, 2025, Accessibility Advisory Committee meeting adjourn. Carried

Start Time: 12:02 P.M.

End Time: 1:23 P.M.



Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, October 7, 2025, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Roger Koert – Chair Presiding, Jen Weber, Andy Mark, Joan Jones, Kathleen Barry

Staff Present: Nathan Bottema – Project Engineer, Nolan Campbell - Engineering Design Technician, Casey Riehl – Recording Secretary

Regrets: Diane Sims, Jamie Pritchard, Councillor Bonnie Henderson, Vicky Trotter – Council Committee Coordinator

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 12:04 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection.

Reading of the Respectful Workplace Policy.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

Motion by Jen Weber

Seconded by Andy Mark

THAT the minutes from the Accessibility Advisory Committee meeting dated September 2, 2025 be adopted as printed. Carried

4. Infrastructure Services Update

Nathan Bottema, Project Engineer, provided the following updates:

- The curb cut work that the AAC had previously requested is on the October list and the contractor is aware that these nine locations are to be completed. These areas were previously temporarily padded by asphalt. These requested locations will be covered by the Engineering Departments' 2025 accessibility budget line and will bring the estimated cost of the accessibility work to approximately \$45,000.00 for this year;
- Mr. Bottema has also requested staff clearing snow over the winter keep a list of areas that need attention so that a list can be generated and started early next year;
- Mr. Bottema visited the Packham Sports Field site to see the test section of the trail. He stated that the area is much different from what was used the first time they did the trail. It is solid and smooth, with the loose recycled asphalt as the base under it.

Roger Koert stated he is meeting with a member of the Stratford Soccer Association on October 14, 2025 for a site visit. Mr. Koert stated that it will be interesting to see how the section of trail holds up over the winter and if it is still good in the spring. If it does, this may be a good solution. The AAC could make a motion in the future to recommend a 5-year replacement upgrade plan.

5. Update from the Site Plan Review Sub-Committee

Nolan Campbell, Engineering Design Technician, provided the following updates:

- 67 James Street – in discussion with Planning staff, based on the scope of the project, it may actually be reduced and not come through again for another review and is currently under a formal consultation (FC);
- 93 Trinity Street – A large development on the former Krug Furniture site with significant comments from Engineering staff during the FC. During the next review there may be quite a few changes to look at that could affect accessibility;
- 67 Barron Street (Emily Murphy Centre) – Comments after the previous AAC feedback was received basically stated that because there are no accessible units proposed and accessibility on site is not relevant in terms of that portion of the development. Mr. Campbell will have these comments from Planning later this week and the AAC can review what they have stated;

6. Update from Council – Deferred to Next Meeting

7. Business Arising from Previous Minutes

7.1 Annual Accessibility Award Update

Staff has received three nominations for this year's Accessibility Award. Two were for the same facility. Andy Mark will arrange a date for any members who wish to tour the facility. Staff will arrange for the mobility bus that day. The award will be presented at the November 24, 2025 Council meeting.

7.2 Staircase Hand Railings at the Allman Arena

Roger Koert reported that the AAC could make a recommendation to start the process of having hand railings at the Allman included in a future capital budget, as the 2026 draft budgets have already been submitted by staff. Nathan Bottema reported that he was informed by the Community Facilities manager that a contract is going to be awarded shortly for building condition assessments and accessibility audits for City facilities in the coming weeks. Staff anticipates that the potential outcome of this review will include adding railings at the arena and the cost will be included in their 10-year capital forecast.

Motion by Jen Weber

Seconded by Joan Jones

THAT the Accessibility Advisory Committee recommends that Council direct staff to develop and design a railing system for the Allman Arena;

AND THAT the project be included in the 2027 budget. Carried

7.3 Accessibility Audits at City Playgrounds

Roger Koert inquired if the upcoming contract for building condition assessments and accessibility audits for City facilities will include parks. Nathan Bottema stated that it is more likely to be strictly buildings. Mr. Bottema received information from the Parks and Forestry Manager that Stratford playgrounds are inspected monthly by a certified playground inspector. They follow a check list to review all the safety aspects of the structures. Beyond safety of service, there does not seem to be items on the check list relating to the grounds, safe access and accessibility. Mr. Bottema did not hear back from the Manager if extra columns could be added to the checklist for accessibility issues.

Motion by Kathleen Barry

Seconded by Andy Mark

THAT the Accessibility Advisory Committee recommends staff include an additional column on their monthly playground maintenance check list to check that zero threshold is being maintained on ground surface approaches to play structures, such as ramps. Carried

7.4 Update on Tom Patterson Island Bridge

Roger Koert reported that he met with the current Dragon Boat Festival Chair to discuss the bridge to the Tom Patterson Island. The Chair also sees a need to work towards accommodating people over to the Island and has been working on some options and recommendations.

Nathan Bottema stated that it has been left with him to draft a report to Council, essentially stating the cost of removal and replacement of the bridge. Mr. Koert noted that one conversation with the Dragon Boat Chair was that instead of removal and replacement, it was in addition to the existing. A flatter bridge next to the existing bridge could be an option.

8. New Business

8.1 Update on Youth Engagement Event

Kathleen Barry reported she attended the recent “Your City Your Future” event held at the Rotary Complex for all grade 10 students in Stratford. There were lots of presenters and workshop type events for the students to participate in. There were approximately 500 students in attendance and they each received a passport to go around and visit the different booths. Ms. Barry engaged with many students who visited the AAC booth and handed out AAC promo items. There were even a couple of students interested in applying to join the committee. Ms. Barry highly recommends the AAC participating in this event again next year if organizers hold it again.

8.2 SERC Washroom Renovations – Feedback/Comments

AAC Members reviewed the site plans and drawings for the proposed upgrades to the SERC washrooms. The plans outline renovations to the two existing washrooms with new fixtures and to also renovate the changeroom on the playground side of the building to a universal accessible barrier-free washroom.

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There will be a pathway from the sidewalk on Matilda St. to the universal washroom. AAC Members provided the following feedback on the design:

- The existing sidewalk on the north side should be widened with a landing area at the door where the new pathway meets it. There is not enough room on the sidewalk to allow for the automatic door to open for someone in a wheelchair;
- Consider removing and replacing all existing sidewalks leading up to and around the building to ensure they meet AODA standards and are compliant in width and zero threshold;
- Is there an opportunity to include an accessible shower as part of this facility?
- There is a location indicated on the drawings to install an adult change table. If budget does not allow for the change table to be installed this year, this needs to be included in a future budget in order to make this universal washroom an accessible changeroom;

8.3 City of Stratford Washroom List – Deferred to Next Meeting

8.4 Countryside Park Development

Nathan Bottema reported that information on the new Countryside Park, located in the green space next to the Rotary Complex, is now on Engage Stratford for residents to provide preliminary comments. Mr. Bottema encouraged members to participate and to provide feedback. The AAC may also be included as a stakeholder in future discussions regarding the park.

9. Date of Next Meeting:

The next meeting of the AAC will be held on Tuesday, November 4, 2025, at 12:00 p.m. at the Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

10. Adjournment

Motion by Jen Weber

Seconded by Joan Jones

THAT the October 7, 2025, Accessibility Advisory Committee meeting adjourn. Carried

Start Time: 12:04 P.M.

End Time: 1:08 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on September 4, 2025 at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Mike Sullivan – Chair Presiding, Felicity Sutcliffe, Anna Stratton, Craig Merkley, Ken Clarke, Julia Schneider, Anita Jacobsen, Linda Wakenhut, Councillor Larry McCabe, Vanni Azzano, Councillor Jo-Dee Burbach

Committee Members Present via Phone: Geoff Krauter

Staff Present: Vicky Trotter – Council Committee Coordinator, Emily Skelding – Supervisor of Waste Operations, Casey Riehl – Recording Secretary

Regrets: Sadaf Ghalib – Manager of Climate Change Programs, Zach Kritzer, Vanni Azzano

1. Call to Order

Mike Sullivan, Chair called the meeting to order at 4:05 p.m.

Reading of the Land Acknowledgment and a moment of silent reflection.

Reading of the Respectful Workplace Conduct Statement

Motion by Ken Clarke

Seconded by Julia Schneider

THAT the rules of the Procedural By-Law be suspended to allow committee member Geoff Krauter to attend the September 4, 2025 Energy & Environment Advisory Committee meeting electronically. Carried

Energy & Environment Advisory Committee
September 4, 2025

The motion was carried unanimously.

Vicky Trotter will confirm and clarify the outline in the Procedural By-law regarding members attending advisory committee meetings via phone.

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Craig Merkley

Seconded by Linda Wakenhut

THAT the minutes from the Energy & Environment Advisory Committee meeting dated June 5, 2025 be adopted as printed. Carried

4. Working Group Updates:

Ecological Working Group:

The working group provided a written update on their activities. Craig Merkley provided the following additional updates at the meeting and was available to answer questions:

- There have been quite a few weed pull events organized by E&E. It is great to see the members of the community step up and help lead some of the events;
- The next weed pull is scheduled for Thursday, September 11, 2025 in the morning at T.J. Dolan;
- Staff sprayed for knotweed in T.J. Dolan;
- There are ongoing issues with private property owners planting invasive species on their property. They have been discussing this with the Manager of Parks & Forestry to help find solutions, as it is identified in the management plan. One property owner had planted a large amount of Japanese knotweed along the river and was happy to allow Community Services staff to remove it;
- The new white line painted and the gravel installed near the weir has helped stop people from driving and parking over the grasses;
- Students will continue building more boardwalks for the T.J. Dolan trail this fall;

- There is a new treatment to use on Japanese Knotweed as an alternate to spraying. It is currently being used in the UK and may be approved in the future for use in Canada.

Community Education & Engagement Working Group (CEEWG):

The working group provided a written update on their plans. Anna Stratton provided the following update at the meeting and was available for questions:

- The working group plans to engage with citizens with a focus on urban tree canopy cover, naturalization and native plants, outreach and bolstering the local economy. They will be reaching out to other local groups to research what plans they are currently working on.

Felicity Sutcliffe inquired whether CEEWG would be interested in leading an upcoming talk for the Stratford Lakeside Active Adults Association. They are hosting various talks in the new year and this might be a good fit. If the working group is interested, Ms. Sutcliffe will pass their contact information on.

Vicky Trotter stated that if the working groups would like to submit their notes to staff one week prior to the E&E meeting, the reports can be included as part of the agenda package.

5. Supervisor of Waste Operations Update

Emily Skelding, Supervisor of Waste Operations, provided the following updates:

- In June, staff was busy grinding a large pile of limbs/brush collected at the landfill. The chips then get blended into the compost as well as used to support operations, primarily when it is really wet, they will use them as a stabilizing floor when large trucks come in;
- The final household hazardous waste day for 2025 will be held on Saturday, September 13, 2025;
- Staff has been working with the Ministry to finish up the administrative amendment to the current permit for household hazardous waste. One of the challenges at the landfill is that they can only receive hazardous waste on Saturdays between 9:00 a.m. and 4:00 p.m. The current permit does not allow for flexibility to be able to receive it more often like some of the neighbouring municipalities. The request has been submitted and is being reviewed;

Energy & Environment Advisory Committee
September 4, 2025

- It was necessary to purchase more litter control fences at the landfill, especially with the northwesterly winds in the winter. In the past they have purchased mobile litter fences, which can be very expensive. The fleet manager was creative and they have acquired old hay wagons that can be repurposed into fences;
- The waste collection contract ends in November 2026. With the new recycling carts coming to Stratford, it is a good time to secure proposals to continue waste collection services as they are but also get proposals for a cart-based system. This will provide Council with options to review. This proposal closed two weeks ago and staff is currently reviewing them and will take them to Council soon. If Stratford goes to a cart system, tags may not be required and the cost of the bins and pick ups would be included in property taxes;
- In June the Provincial Government released some proposed amendments to the new Blue Box program that would impact Stratford:
 - initially producers were going to be responsible for public space receptacles, they have now proposed to remove that from their obligations;
 - they have changed phasing-in some of their recovery targets for some flexible plastics and beverage containers, etc;
 - they are looking to remove or defer expanding the program to multi-residential, schools and specified long-term care facilities that are not already included in the program. This one would not have a large impact on Stratford, as a lot of them are already included in the municipal program;
 - Proposed continuing to maintain the collection of recycling for small businesses;
- Any decisions regarding the recycling depot at the landfill are on pause until the amendments are confirmed. Ms. Skelding should have an update for members at the October E&E meeting.
- Over the summer, staff participated in some community engagement activities delivering compost to the community garden for the Children's Aid Society and the SDSS eco garden and held some tours of the landfill for grade 7 and 8 students at Nancy Campbell Collegiate;
- Staff worked on preparing the operations budget.

Mike Sullivan inquired if there are private businesses who have city waste collection in Stratford, particularly in terms of restaurants. Ms. Skelding stated that since the city provides curbside waste pick up, if there are businesses that participate in garbage pick up, it would be a tagged bag brought to the curb. If they are using a bin, it would be through a private company who brings that bin to the landfill. It is not common for businesses to put tagged bags out for collection, but some of the smaller businesses that do not generate a lot of garbage do.

6. E&E Motions Update

Vicky Trotter reported that there are no new updates on E&E motions, with the exception of the E&E motion that went to the Finance & Labour Relations Sub-committee. The Sub-committee has provided a response asking E&E to determine if an Ontario municipality has adopted a take-out container levy and what the programs include. Mike Sullivan has completed the research and provided it to Vicky Trotter and E&E members.

Mr. Sullivan reviewed some of the various options provided, with the “ask first” policy as the most promising one. The program mandates restaurants to ask customers whether they have their own cup, need cutlery or condiments prior to providing them. Some establishments are using compostable items; however, it is sometimes debatable what is compostable or biodegradable and what is not.

Mr. Sullivan has provided members with the Toronto by-law outlining the requirements, including signage. This by-law has been in place just over a year and reports are not yet available on how much waste has been reduced as a result.

Councillor Burbach suggested that this could be an initiative that the advocacy and education group with the BIA could assist with. They could reach out to downtown businesses for feedback and also contact the Toronto BIA to hear what feedback they are getting with the policy in place now.

Emily Skelding reported that any diversion of re-usable cups from the landfill is welcomed. With the new blue box program, they are going to be coming out with a harmonized list. There have been some indications that hot beverage cups will be included on the harmonized list, so it is possible that with the new blue box program that coffee cups will be accepted in the blue box province wide.

Councillor McCabe cautioned the committee that this initiative may have the potential to have a negative impact on the overall view of the activity of the E&E committee in

the community by focusing on a small impact item as opposed to really reducing greenhouse gas emissions across the city.

Councillor Burbach noted that nothing is actually being taken away, it is requiring that people get asked.

Motion by Geoff Krauter

Seconded by Julia Schneider

THAT the Energy & Environment Advisory Committee requests Stratford City Council direct staff to draft a by-law to consider implementing a mandatory “Ask First” policy for Stratford businesses, similar to the City of Toronto;

AND THAT the Energy & Environment Advisory Committee will provide financial support for the cost of signage and distribution to businesses.

Carried

7. Business Arising from Previous Minutes

7.1 Climate Conversations Update

Felicity Sutcliffe provided the following overview of the Climate Conversations Series noting the last Climate Conversation in the series was held in June - Connecting for Climate Change Action.

Ms. Sutcliffe stated a survey was conducted from people who attended asking them what they would like to see for future events. Some of the feedback indicated that they would like to have mixers, which have been done in the past and also workshops to help people know what practical things they can do. The three top topics that people would like to hear and talk about are the Community Climate Action Plan, food topics, building/planning/housing. Ms. Sutcliffe noted that people have asked what are the top ten things that they can personally do to make a difference. This would be another good topic for a workshop. Vicky Trotter will contact the Climate Change Program Manager to discuss a top ten list;

Climate Momentum is hoping that other groups will host workshops. They are hoping that E&E might like to host an event. The first event will be an Autumn solstice family event on September 20, 2025 in T.J. Dolan. Ms. Sutcliffe is attending a meeting on September 10th and will report back to E&E with some more details.

7.2 Transit Passes for Students

Vicky Trotter stated there are no new updates to be provided since the June meeting. The Ministry of Education increased funding two years ago affording schools the funds to rent yellow school buses as opposed to purchasing bus passes. City of London Transit was possibly entering into a trial with Clark Road Secondary School providing free transit passes starting with their grade 9's year one and grade 9 and 10 year two. Unfortunately, at this time a memorandum of understanding could not be signed by all parties and the program has not moved forward.

Felicity Sutcliffe is no longer present at the meeting at 5:26 p.m.

Mike Sullivan reported that transit in the City of Orangeville is completely free and has been since 2023. It has recently been extended to 2027. The City is expecting a windfall because of this as the gas tax is predicated on transit ridership, which has gone through the roof as a result of free transit. Ridership has more than doubled. Mr. Sullivan stated Orangeville funds their transit system with the gas tax revenue and the City of Stratford does not. Councillor Burach stated the gas tax revenue is used for transit capital, such as purchasing new buses. Mike Sullivan noted that the provincial gas tax revenue is meant to be used for the running of public transit.

Mike Sullivan will send committee members the information from the City of Orangeville and the provincial itemization on how much money is going to each municipality.

Councillor Burbach recently attended the AMO Conference and one of the topics discussed was free transit. There was talk amongst municipalities that this would be an option for them to receive additional transit funding. Unfortunately, there is a chance that the provincial government may be switching up the formula, which may ultimately affect cities such as Orangeville and how they use the gas tax.

Councillor McCabe stated that he is disappointed that the school board reallocated funding from city transit to using school buses.

Linda Wakenhut suggested that there could be a larger discount for student bus passes, as more incentive for students to use transit.

Mike Sullivan inquired with Councillor Burbach and Councillor McCabe if there is any hope of having free transit in Stratford. Councillor McCabe suggested Mr. Sullivan could provide a report with the numbers from Orangeville to make a good argument for it. Councillor Burbach stated that they would argue in support of the recommendation. Mike Sullivan will prepare documentation for the October meeting.

7.3 E&E Banner

Vicky Trotter presented two options of pop-up banners from other advisory committees for their consideration. E&E members would like to move forward with a banner for their committee. Ms. Trotter will work with the City's Corporate Communications Specialist on a draft design to share with the committee for their consideration.

7.4 2025 E&E Projects Review & Budget Discussion

Vicky Trotter reviewed funds that remain outstanding on the current budget. Most of the funds in the naturalization budget line has been accounted for at the June meeting and will be used prior to the end of the year, such as boardwalks and trees. There are still enough funds for the committee to purchase a banner under the community and education budget line. Emily Skelding suggested giveaway items for the Home Show, such as reusable water bottles, is always a good idea to have. Members suggested calendars or note pads would be good giveaways as well. If Council approves the "ask first" initiative, funds required for signage for this project will most likely come out of the 2026 budget.

Vicky Trotter will gather some options and pricing for E&E giveaways to discuss at the October meeting.

8. New Business

8.1 Salt Use Resolution

Craig Merkley discussed municipalities creating a Municipal Resolution Tool Kit, to bring forward to their municipality. The Ecological Working Group will put together a draft tool kit addressing the excess use of salt for discussion at the next meeting. This resolution would restrict the municipality's liability, allowing them to reduce the amount of salt being put down.

Councillor Burbach stated that this issue was discussed at the AMO Conference, particularly the use of salt on private parking lots and restricting the amount used.

Emily Skelding stated that the Manager of Public Works trained all staff last year on a program called “smart about salt”, which encourages the smart use of salt. There are plans to train staff with this program again this winter.

Anita Jacobsen stated that this is also coming through from Landscape Ontario Professionals, who want to see regulations that every operator has to follow as a guideline. They are also pushing the provincial government to enact regulations.

8.2 Reminder of Member Terms Ending

Staff reminded Felicity Sutcliffe, Anita Jacobsen, Jeff Krauter and Mike Sullivan that their current terms will be ending on November 30, 2025. The youth position is also currently vacant and will be advertised this fall. If members wish to reapply, the deadline to submit your application is 4:30 p.m. on October 17, 2025. The application can be found on the City of Stratford website. A reminder e-mail will be sent out to those members whose terms are ending.

Anna Stratton stated that members should consider adding Indigenous representation on the committee. Vicky Trotter stated that the committee can make a motion requesting that Council add an Indigenous representative on the committee.

Motion by Anna Stratton

Seconded by Julia Schneider

THAT the Energy & Environment Advisory Committee requests Stratford City Council designate a seat on the E&E Committee for an Indigenous representative from Indigenous communities. Carried

9. Upcoming Events

None noted.

10. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, October 2, 2025, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Energy & Environment Advisory Committee
September 4, 2025

11. Adjournment

Motion by Ken Clarke

Seconded by Julia Schneider

THAT the September 4, 2025 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:05 P.M.

Meeting End Time: 6:00 P.M.



Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on October 2, 2025 at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Mike Sullivan – Chair Presiding, Felicity Sutcliffe, Anna Stratton, Craig Merkley, Ken Clarke, Anita Jacobsen, Linda Wakenhut, Vanni Azzano, Councillor Larry McCabe, Councillor Jo-Dee Burbach

Staff Present: Vicky Trotter – Council Committee Coordinator, Emily Skelding – Supervisor of Waste Operations, Casey Riehl – Recording Secretary

Regrets: Sadaf Ghalib – Manager of Climate Change Programs, Zach Kritzer, Julia Schneider, Geoff Krauter

1. Call to Order

Mike Sullivan, Chair called the meeting to order at 4:00 p.m.

Reading of the Land Acknowledgment and a moment of silent reflection.

Reading of the Respectful Workplace Conduct Statement

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Councillor McCabe

Seconded by Felicity Sutcliffe

THAT the minutes from the Energy & Environment Advisory Committee meeting dated September 4, 2025 be adopted as printed. Carried

4. Working Group Updates:

Ecological Working Group:

Craig Merkley provided the following updates at the meeting and was available to answer questions:

- The September 11, 2024 weed pull was another successful event with approximately 10 volunteers who came out to help;
- Craig Merkley and Anita Jacobsen recently attended a buckthorn treatment webinar through the Invasive Species Council that was very informative;
- Spraying took place last week in the T.J. Dolan area for Japanese knotweed and phragmites. Buckthorn may be sprayed this fall in and around the cemetery. It will be a large job and they will tackle small sections at a time;
- Don Farwell has been growing native grass plugs and the working group will be planting big blue stem plugs along the trails;
- There will be some infill planting in T.J. Dolan on Monday, October 6, 2025 with 200 woodland plants, 125 woody shrubs and 100 potted trees. There will be approximately 40 SDSS students and volunteers assisting with the plantings where there are side trails cut to try and help deter people from making and using side trails. The "Stay on the Trail" signs will also be posted;
- Members are continuing to work on the new sign for the main entrance to the T.J. Dolan trail.

Community Education & Engagement Working Group (CEEWG):

Anna Stratton provided the following update at the meeting and was available for questions:

- The working group will be working on updating the original 2008 Green Gardening book, using the same format and adding new graphics. Julia Schneider will be the lead on this project. Their goal is to have the new books completed by the end of January. The book will be available in hard copy as well as digitally;
- The working group will continue to work with staff on a tool kit for energy and transportation;

Linda Wakenhut stated that CEEWG could get involved in the future to provide some input for the new Countryside Park that is to be located next to the Rotary Complex. Preliminary designs are currently being developed and a survey has been released on Engage Stratford.

5. Supervisor of Waste Operations Update

Emily Skelding, Supervisor of Waste Operations, provided the following updates:

- There were 420 vehicles at the September 13, 2025 household hazardous waste drop off. This was the final drop off day for 2025. The City is still waiting for approval from the Ministry to hold hazardous waste drop offs on additional days, which will alleviate some of the wait times when they can only be held on Saturdays;
- On September 22, 2025 Council voted to continue with the current waste collection program with bag tags and no carts. A new addition to the contract will be that green bins will now be collected twice per week in the downtown core;
- Ms. Skelding shared the new harmonized list of items that will now be collected with the new blue bin contract starting in 2026. There are many additional materials that are now included in collections such as coffee cups, cartons, tetra packs, aerosols, toothpaste tubes, hand cream tubes, deodorant, plant pots, black containers, bubble wrap and meat trays;
- There will be one combined waste and recycling calendar created. Recycling information on the new program will begin to go out to residents in October;
- The Ministry and producers confirmed that waste from businesses, churches, municipal buildings, etc. will not be included in the program. Council had decided at the beginning of 2025 to cover the blue box recycling for those that were not included in the program between January and November of 2026.
- The recycling depot located at the landfill has been approved to continue. This will allow the public to bring recycling to the landfill to drop off. This will be going to Council for approval on October 14, 2025 to decide whether the City will enter into an agreement with the producers to continue with the depot;
- The Stratford Library contacted Ms. Skelding regarding a replacement Terracycle box to collect art supplies. The E&E Committee sponsored the previous box at the Library that is now full.

Energy & Environment Advisory Committee
October 2, 2025

Motion by Vanni Azzano

Seconded by Felicity Sutcliffe

THAT The Energy & Environment Advisory Committee spend up to a maximum of \$500.00 to sponsor a new Terracycle box for the Stratford Public Library to collect art supplies. Carried

6. E&E Motions Update

Vicky Trotter reviewed the motion updates that were distributed to members in the agenda package.

- A management report for the “Ask First” policy recommendation has been drafted and will be going to the October 21, 2025 Finance and Labour Relations Sub-committee meeting. The report will be going back to the Finance and Labour Relations Sub-committee as it originally pertained to a levy;
- The “Stay on the Trail” signs have been purchased; the posts need to be installed for some of the signs;
- The T.J. Dolan boardwalks are still underway. The students will be building more sections this fall;
- The boot brush stations have been purchased; the signs have been drafted to be purchased and manufactured later this fall to be installed in the spring;
- The E&E budget request for 2026 has been submitted and Council is currently in budget deliberations;
- A management report for E&E’s request to add an Indigenous representative to the committee is currently being drafted.

7. Business Arising from Previous Minutes

7.1 Climate Conversations Update

Felicity Sutcliffe reported that Julia Schneider, Linda Wakenhut and herself met with organizers in September to discuss plans for future climate conversations. The idea was to map out what all of the organizations are doing. There is hope that the E&E Committee could be the lead on one or two upcoming events. Some events are planned for the remainder of this year and part of 2026. Perhaps E&E could assist by hosting an event in January and/or May 2026.

Some suggestions for the E&E events are to hold a “Top 10 things you can do to make a difference” talk. Discussing big and small changes people can do to help make a difference and also a talk on urban forests, urban farming and urban pollinator pathways.

Felicity Sutcliffe volunteered to be the lead on these events. Mike Sullivan, Anna Stratton, Linda Wakenhut and Emily Skelding volunteered to assist. Vanni Azzano stated that CBEAC may also be interested in a partnership.

Staff will make arrangements to book the Auditorium once dates have been set.

7.2 Transit Passes for Students

Mike Sullivan forwarded a press release from the Town of Orangeville regarding their free transit program and how it has positively impacted people’s lives, as well as numerous figures relating to Stratford’s budget and how the province pays the City. Mr. Sullivan did find a figure from the Province of Ontario that in 2022 the number of riders in Stratford was over 400,000. Based on the budget for revenue, Mr. Sullivan believes this figure is high and is likely closer to 200,000. If the gas tax was based on over 400,000, but there is realistically only 200,000, then the gas tax revenue could shrink substantially.

Mr. Sullivan stated it is his understanding that in the past, Stratford has not used the gas tax revenue to fund transit, it generally goes towards infrastructure. The Town of Orangeville expected to get most of their costs for subsidy back in the increase in tax revenue, but they did not provide figures. Based on the increase in ridership in Orangeville, if only half of the people who would normally have driven, rode on the bus, it will remove 260 tons of CO² out of the air.

Mr. Sullivan has spoken to staff in the Ministry of Finance to inquire about the gas tax refunds and has learned that Stratford is not applying for some of the funding they are eligible for, such as the Tax Exempt Usage Ontario and PTO Refund Ontario programs. Councillor Burbach and Councillor McCabe will look into this.

Vicky Trotter shared some Stratford ridership statistics:

- Rides taken on transit in 2024 – 518,457
- Rides taken on the mobility bus in 2024 – 20,614

- Rides taken on PC Connect – 24,318

Linda Wakenhut suggested that perhaps free transit could be done in stages, offering free transit for seniors and for students under a certain age as a starting point.

Vanni Azzano inquired if free transit actually gets people out of their cars and riding transit instead and questioned if there is any data showing that it gets people using transit instead of driving their car. Could the increased numbers be taking a socio-economic section that do not have other transportation and are using free transit more frequently. Mr. Sullivan stated that this is an unknown, and Orangeville did not share that data. Mr. Azzano inquired if this could be an issue that could be posted on Engage Stratford. Would people stop using their cars and start taking transit if it was free and Would people be okay with a possible tax levy increase to support free transit if the tax refund does not cover all costs. Vicky Trotter will inquire how it works to use Engage Stratford as a platform to do a survey on free transit.

7.3 2025 E&E Projects Review & Budget Discussion

Vicky Trotter reviewed projects that remain outstanding on the current budget and will need to be completed before year-end:

- Boot brush signage
- T.J. Dolan boardwalks
- T.J. Dolan entrance sign
- Tree plantings
- E&E banner

7.4 Salt Resolution

Craig Merkley previously distributed a draft resolution to E&E members to review and discuss. It was suggested that a representative from the UTRCA could attend a future Council meeting to discuss source water protection in conjunction with this resolution.

Motion by Craig Merkley

Seconded by Anita Jacobsen

THAT the Energy & Environment Advisory Committee recommends Council consider the adoption the following salt reduction resolution:

Whereas road salt is a known toxic substance designated under the Canadian Environmental Protection Act because of tangible threats of serious or irreversible environmental and health damage from road salt; and

Whereas salt levels in Ontario's groundwater aquifers, creeks, rivers, and lakes have increasingly worsened since the 1970s, seriously affecting municipal drinking water sources and aquatic life; and

Whereas - add local statements on salt pollution, local municipal actions taken to minimize salt impacts, local salt concerns, economic damages from salts, etc. if available for that municipality

Whereas the Ontario and Canadian governments have taken many actions over the past 25 years including setting water quality guidelines, developing voluntary codes of practice, signing the Canada-Ontario Great Lakes Agreement, and holding workshops, yet still the salt problem continues to grow; and

Whereas numerous situation analyses have recommended salt solutions involving liability protection, contractor certification, government-approved Best Management Practices (BMPs) and salt management plans; and %

Whereas increased numbers of slips and falls claims, and other injury/collision claims related to snow and ice, are resulting in salt applicators overusing salt beyond levels considered best practices; and

Whereas unlimited contractor liability is making it difficult or expensive for snow and ice management contractors to obtain insurance coverage, resulting in contractors leaving the business, thereby making it difficult for municipalities and private owners to find contractors; and

Whereas the Snow and Ice Management Sector (SMS) of Landscape Ontario is working with the Ontario government to institute a limited liability regime for snow and ice management, including enforceable

contractor training/certification and government-approved BMPs for salt application; and

Whereas many Ontario municipalities have Salt Management Plans, but these often require updating in light of improved science and better salt management practices now available.

THEREFORE BE IT RESOLVED THAT:

This municipality urges the province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially-endorsed standard BMPs for snow and ice management; and

This municipality urges the province of Ontario to create and fund an expert stakeholder advisory committee to advise the province and municipalities on the best courses of action to protect freshwater ecosystems and drinking water from the impacts of salt pollution; and

This municipality commits to the reduction of the use of road salt as much as possible while maintaining safety on roads, parking lots and sidewalks; and

This resolution be sent to all municipalities in the Southwestern Region, Association of Municipalities of Ontario (AMO), local MPPs, Conservation Ontario, the Ontario Municipal Water Association, Minister Todd McCarthy (MECP), Attorney General Doug Downey, and Premier Doug Ford. Carried

This recommendation will initially go to the Infrastructure, Transportation and Safety Sub-committee. Councillor Burbach will also watch for similar resolutions that may come through from other municipalities. Vicky Trotter will also look back on previous Council minutes to ensure that one has not already been received.

8. New Business

8.1 Bird Friendly City Designation

Ken Clarke reported that Destination Stratford is working on having Stratford designated as a Bird Friendly City. Stratford is already a Bee Friendly City. There is approximately 40 criteria that the city must try to meet to be designated. This

designation will attend to the well-being of birds, wildlife and nature in general in the city.

Destination Stratford will also be commissioning giant bird sculptures on Tom Patterson Island for Lights On Stratford this winter.

8.2 Blue Communities Program

Councillor Burbach reported on a program called the Blue Communities Program, which promotes using tap water. Councillor Burbach shared some contact information with members should anyone be interested in doing some research on the program and reporting back to E&E if it is something they want to pursue.

8.3 City Water Truck

Members discussed the use of the water truck at events. Vicky Trotter noted that use of the truck is included on the special event application form. Should event organizers who are operating on city property meet the criteria and want the truck at their event, they can indicate it on their application.

8.4 E&E Promotional Items

Vicky Trotter shared some options for committee promotional items such as tumblers, travel cups, tote bags, phone stand/screen cleaner key chain, eco-friendly wheat grass pens, regular pens, stress relief balls, coco planter kit, recycled sunglasses, seeds, planter kit, etc. Members like the idea of seed packets to give away. Vanni Azzano volunteered to look into native plant seed packs to giveaway. Further discussion will take place at the next meeting.

9. Upcoming Events

None noted.

10. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, November 6, 2025, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Energy & Environment Advisory Committee
October 2, 2025

11. Adjournment

Motion by Vanni Azzano

Seconded by Ken Clarke

THAT the October 2, 2025 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:00 P.M.

Meeting End Time: 5:47 P.M.