



The Corporation of the City of Stratford
Planning and Heritage Sub-committee
Open Session
AGENDA

Date:	Thursday, December 11, 2025
Time:	4:30 P.M.
Location:	Council Chamber, City Hall
Sub-committee Present:	Councillor Sebben - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Biehn, Councillor McCabe, Councillor Wordofa
Staff Present:	Adam Betteridge - Director of Building and Planning Services, Alex Burnett - Planner, Karmen Krueger - Director of Corporate Services, Audrey Pascual - Deputy Clerk, Miranda Franken - Council Clerk Secretary

To watch the Sub-committee meeting live, a zoom link will be published to the Council Calendar prior the meeting.

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

Pages

1. Call to Order

The Chair to call 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

3. Delegations

None scheduled.

4. Report of the Intermediate Planner

4.1 Heritage Alteration Permit Appeal for 23 Downie Street (PLA25-002)

3 - 7

Motion by

Staff Recommendation: THAT the decision by the Heritage Stratford Permit Review Committee to deny the Heritage Alteration Permit application for 23 Downie Street to permit covering the existing rear brick façade with EIFS stucco, be upheld as it is contrary to the recommendation of the said Committee and the City of Stratford's Heritage Conservation District Standards.

5. Department Update

The Director/Manager to provide an update on department activities and ongoing projects.

6. Advisory Committee Minutes

8 - 14

The following Advisory Committee Minutes are provided for the information of Sub-committee:

- Heritage Stratford Advisory Committee minutes of May 13, 2025 and October 15, 2025

7. Next Sub-committee Meeting

Information about the 2026 Sub-committee meetings will be available at a later date.

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: December 11, 2025
To: Planning and Heritage Sub-committee
From: Alexander Burnett, Intermediate Planner, MCIP, RPP
Report Number: PLA25-002
Attachments: None

Title: Heritage Alteration Permit Appeal for 23 Downie Street

Objective: To consider the issuance of a Heritage Alteration Permit for a property designated under Part V of the Ontario Heritage Act at 23 Downie Street, to cover the rear of the existing building with Exterior Insulation and Finish System (EIFS) stucco as opposed to repairing the existing brick.

Background: By-law 173-97 of the City of Stratford was passed on October 27th, 1997, designating the City's downtown core as a Heritage Conservation District (HCD) under the Ontario Heritage Act. The subject property, municipally known as 23 Downie Street, is located within the City's HCD, and is subject to the City's Heritage Conservation District Standards regarding redevelopment and alterations.

The property owner applied for a Heritage Alteration permit on May 5th, 2025, to cover the rear painted brick façade of the building with EIFS stucco. As part of the application, the applicant stated that options to repair and maintain the existing brick were explored but determined that the brick was beyond repair and that covering it with stucco was the best option.

Upon receipt of the Heritage Alteration permit application, it was circulated to the Heritage Stratford Permit Review Committee. On July 7th, 2025, the Heritage Stratford Permit Review Committee completed their review, denying the application. As per the Heritage Stratford Permit Review Committee Evaluation form, the Committee is of the opinion that the existing brick façade of the building is not beyond repair and should be repaired/maintained in accordance with the City's HCD Standards.

The owner has elected to appeal this decision, bringing this matter before Sub-committee today.



Figure 1: Site photo of the rear façade at 23 Downie Street.

Analysis:

Heritage Alteration Permit process

A Heritage Alteration Permit is required to undertake alterations to a property designated under the Ontario Heritage Act. These changes could include the replacement, removal, alteration, damage or destruction of heritage attributes on the property. For Part V designated properties, such as the subject property, classes of alterations requiring Heritage Alteration Permit approval are identified in the City's HCD Standards.

The City's HCD Standards requires approval for "any new construction or alteration in the Heritage Conservation District". As per the *Ontario Heritage Act, RSO 1980*, "alteration" is defined as: "to change in any manner and includes to restore, renovate, repair or disturb". As such, the proposal to cover the existing brick with EIFS stucco at 23 Downie Street requires a Heritage Alteration Permit.

To streamline the review and approval of Heritage Alteration Permits, Council adopted a process which results in most Heritage Alteration Permits being issued without requiring a decision of Council. In general, the process is as follows:

1. Upon receipt of a permit, a determination is made by staff to as to whether a Heritage Alteration Permit is required. If a Heritage Alteration Permit is not required, the permit is reviewed under the Ontario Building Code.
2. If a Heritage Alteration Permit is required, the application is circulated to the Permit Review Committee (a sub-committee of Heritage Stratford). There is no fee for a Heritage Alteration Permit.
3. If the Permit Review Committee accepts the Heritage Alteration Permit, the Permit is issued.
4. If the Permit Review Committee does not accept the Heritage Alteration Permit, an opportunity is provided for the applicant and Permit Review Committee to have dialogue to come to an agreement on the permit.
5. If the applicant and Permit Review Committee cannot come to an agreement on the Heritage Alteration Permit, Staff will prepare a report to the Planning and Heritage Subcommittee.

Heritage Stratford Review

As part of the HCD's creation, the City of Stratford introduced HCD Standards that provide guidance and direction to property owners and members of the public on built form and alterations that are permitted within the HCD. Section 3.1 of the HCD Standards refers to provisions for masonry walls.

As per Section 3.1.1, "the original masonry must be retained wherever possible. If repair and/or reconstruction is necessary, the new brick or stonework shall match the appearance of the original as closely as possible, in color, shape and/or pattern". Additionally, Section 3.1.6 states that "parging or stucco of existing brick or stone cladding shall only be considered where the masonry façade is in a state of serious disrepair".

As part of the Heritage Alteration Permit application, the applicant has stated that the existing brick façade is beyond repair, and that the proposed EIFS stucco is the best alternative. Heritage Stratford has determined as part of their review, that the existing

brick façade is not beyond repair, and should be repaired and maintained in accordance with provision 3.1 of the HCD Standards. As a result, the heritage alteration permit was denied.



Figure 2: The existing brick façade and proposed EIFS stucco façade.

Financial Implications:

Financial impact to current year operating budget:

There will be no financial impact to the current or future operating budget as a result of the heritage alteration permit application.

Legal considerations:

Should the owner appeal Council's decision to uphold the denial of the Heritage Alteration Permit by the City's Permit Review Committee pursuant to the Ontario Heritage Act, legal costs would be incurred with respect to a future Ontario Land Tribunal hearing. There is an annual amount in the City's operating budget for legal expenses to enforce City by-laws and decisions.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as heritage preservation is not identified.

Alignment with One Planet Principles:

Culture and Community

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

Staff Recommendation: THAT the decision by the Heritage Stratford Permit Review Committee to deny the Heritage Alteration Permit application for 23 Downie Street to permit covering the existing rear brick façade with EIFS stucco, be upheld as it is contrary to the recommendation of the said Committee and the City of Stratford's Heritage Conservation District Standards.

Recommended by:

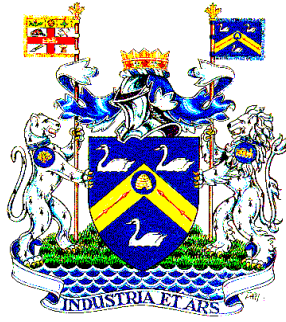
Alexander Burnett, Intermediate Planner, MCIP, RPP

Reviewed by:

Marc Bancroft, Manager of Planning, MPL, MCIP, RPP

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

André Morin, CPA, Chief Administrative Officer



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, May 13, 2025 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Jacob Vankooten – Chair, Brian Johnson, Barb Cottle, Anne Ceballo, Cambria Ravenhill, Councillor Larry McCabe, Jeff Atchison, Andy Bicanic

Staff Present: Alex Burnett – Planner, Anu Kumar – Planner, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Also Present: Representatives from the Friends of the Stratford Shakespearean Garden

1. Call to Order

Jacob Vankooten - Chair, called the meeting to order at 7:00 p.m.

Reading of the Land Acknowledgment and a 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 Cambria Ravenhill

Seconded by Andy Bicanic

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated March 11, 2025, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Update on the James Anderson Award

Brian Johnson has contacted the recipient for last year's award for 14 Erie Street and the presentation will take place onsite on Saturday, May 17, 2025 at 11:00 a.m. All members of Heritage Stratford are invited to attend.

4.2 Blue Plaque Awards

Brian Johnson reported that two recipients have been chosen from the nominations that Heritage Stratford has previously received. The plaque sub-committee will review and confirm the background information submitted with the nominations as well as conduct their own research.

Sub-committee members will reach out to both the nominators to inform them that a blue plaque will be awarded this year.

4.3 Shakespearean Garden Heritage Designation Plaque Wording and Information Signage

Motion by Andy Bicanic

Seconded by Barb Cottle

THAT the Heritage Stratford Advisory Committee allows representatives from the Friends of Stratford Shakespearean Garden to address the Committee. Carried

Alex Burnett had previously provided members with three draft wording options for the designation plaque to be placed in the Shakespearean Gardens.

Reg White stated that the Friends of the Shakespearean Garden would like the designation plaque to also recognize them, as they were the initiators of getting the Shakespearean Gardens designated. Mr. Burnett explained that the designation plaques are not intended to recognize an organization or group, these designations are to acknowledge the history of the property and to have the plaque for future generations to understand the importance of the property.

Vicky Trotter confirmed that the designation plaques are only 10" in diameter and the amount of specific wording that will fit on it is limited. The Heritage Stratford Committee has previously discussed the possibility of placing an additional information sign in the gardens to tell the history of

Heritage Stratford Advisory Committee
May 13, 2025

the entire site. This may be a more appropriate spot to have the Friends of the Shakespearean Garden recognized for the work that they have put towards this project.

Motion by Brian Johnson

Seconded by Barb Cottle

THAT the Heritage Stratford Advisory Committee recommends the following wording for the Shakespearean Gardens designation plaque:

The Shakespearean Gardens

Opened 1936. These gardens demonstrate Stratford's legacy of creating public spaces combining industrial heritage with parkland.

Carried

Vicky Trotter will research the costs involved with purchasing and installing an information sign in the gardens and report back to the committee.

Depending on the quotes, this may have to be a consideration for the 2026 HS budget. Another option could be to partner with the Parks Department on the sign or to seek alternative funding to help cover the cost.

Reg White thanked members of Heritage Stratford for working with Friends of the Stratford Shakespearean Garden to help get the gardens designated. Having the gardens receive municipal recognition is an important accomplishment.

Members of the Friends of the Stratford Shakespearean Garden are no longer present at the meeting at 7:30 p.m.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register

No new updates reported.

Alex Burnett introduced fellow Planner, Anu Kumar, to the Committee who will be working with Alex on heritage related projects.

6. Building & Planning Services Report (May 2025)

The Building & Planning report for May 2025 was previously provided to members. Alex Burnett, Planner reviewed the report with members and was available for

Heritage Stratford Advisory Committee
May 13, 2025

questions. Mr. Burnett will confirm when 68 Caledonia Street is approved, noting the requested conditions outlined by the HS review sub-committee are included.

7. New Business

7.1 Heritage Conference – June 19-21, 2025 (Prince Edward County)

Members discussed the upcoming Heritage Conference and if any members would like to attend. Cambria Ravenhill stated that she would be interested in attending on behalf of HS.

Motion by Brian Johnson

Seconded by Andy Bicanic

THAT the Heritage Stratford Advisory Committee spends up to a maximum of \$1,000.00 to cover all travel, accommodation and registration expenses related to a committee member attending the 2025 Heritage Conference (June 19-21, 2025). Carried

7.2 Ministry of Citizenship and Multiculturalism (MCM) – Ontario Heritage Act Training for Heritage Stratford Members

The City Clerk has provided HS with information regarding the Heritage Policy and Services Unit (HPSU) at the Ministry of Citizenship and Multiculturalism (MCM) training sessions for municipalities on a variety of topics related to the Ontario Heritage Act.

Heritage Stratford members expressed their interest in participating in a training session.

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, June 10, 2025, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

Motion by Andy Bicanic

Seconded by Anne Cebello

THAT the May 13, 2025 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 7:41 P.M.



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Wednesday, October 15, 2025 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Brian Johnson – Vice-Chair Presiding, Barb Cottle, Anne Ceballo, Councillor Larry McCabe, Jeff Atchison, Andy Bicanic

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

Regrets: Jacob VanKooten, Cambria Ravenhill

1. Call to Order

Brian Johnson – Vice-Chair, called the meeting to order at 7:02 p.m.

Reading of the Land Acknowledgment and a 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 Andy Bicanic

Seconded by Barb Cottle

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated September 9, 2025, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Update on Blue Plaque Award Presentations

Barb Cottle reported that the Timothy Findley plaque ceremony has taken place and it was a great event including guest speakers. The second presentation will be on Saturday, October 18th at 11:00 a.m. and is taking place at 108 Mornington Street. The Mayor is scheduled to attend and Brian Johnson will be speaking at the presentation.

4.2 Shakespearean Gardens Information Signage

Vicky Trotter reported that the Parks & Forestry Manager has given consent for Heritage Stratford to use the existing sign at the entrance to the garden to add some history of the garden and explain its designation. Vicky Trotter will initially do a mockup of the sign for further discussion at the November meeting. Alex Burnett will provide Ms. Trotter with some previously submitted background information from the Friends of the Shakespearean Gardens.

Motion by Anne Ceballo

Seconded by Jeff Atchison

THAT the Heritage Stratford Advisory Committee re-uses the existing signage at the Shakespearean Gardens and consult with the Friends of the Shakespearean Gardens on wording and photography with the City of Stratford formalizing the final signage. Carried

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register

Alex Burnett reported that he is continuing to work on the report for the Nile Street property that will be going to Council in late November or December. Once the report is completed for the Hibernia Street property and is going to Council, Mr. Burnett will notify the property owners.

6. Building & Planning Services Report (October 2025)

The Building & Planning report for October 2025 was previously provided to members. Alex Burnett, Planner, reviewed the report with members and was available for questions.

7. New Business

7.1 Doors Open Stratford (April 18-19, 2026)

Barb Cottle recently received information inquiring if Heritage Stratford would be interested in participating in a supporting role with the Doors Open Stratford event in 2026. Members interested and available to volunteer can reach out to Alanna Bowes directly.

7.2 HS Member Remuneration Beginning in 2026

Vicky Trotter reported that beginning in January 2026, HS members will receive remuneration for attending committee meetings. Members will also receive remuneration for any required heritage alteration permit reviews and site plan reviews. Vicky Trotter will follow up with Russell Harley to discuss the best way to track members time for these reviews/meetings.

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on **Wednesday**, November 12, 2025, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

9. Adjournment

Motion by Andy Bicanic

Seconded by Anne Ceballo

THAT the October 15, 2025 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:02 P.M.

End Time: 7:29 P.M.