



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Wednesday, January 13, 2026 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Jacob VanKooten, Anne Ceballo, Cambria Ravenhill, Chantale Pitts, Barb Cottle, Ted Boniface, Jeff Atchison, Councillor Larry McCabe

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

Regrets: Andy Bicanic

1. Call to Order

Jacob VanKooten 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. Disclosure of Pecuniary Interest and The General Nature Thereof

None declared.

3. Welcome New Member – Ted Boniface

Jacob VanKooten welcomed new member Ted Boniface to the Heritage Stratford Committee and members and staff introduced themselves.

4. Election of 2026 Chair and Vice-Chair

Staff declared nominations open for the 2026 Chair of the Heritage Stratford Advisory Committee.

Cambria Ravenhill nominated Jeff Atchison.

Staff asked if there were any further nominations. No further nominations were made.

Motion by Anne Ceballo

Seconded by Councillor McCabe

THAT the nominations for the 2026 Heritage Stratford Advisory Committee Chair be closed. Carried

Jeff Atchison indicated that he would allow his nomination to stand.

Motion by Cambria Ravenhill

Seconded by Barb Cottle

THAT Jeff Atchison be elected as the 2026 Chair of the Heritage Stratford Advisory Committee. Carried

Staff declared nominations for the 2026 Vice-Chair of the Heritage Stratford Advisory Committee open.

Jeff Atchison nominated Cambria Ravenhill.

Cambria Ravenhill nominated Barb Cottle.

Staff asked if there were any further nominations. No further nominations were made.

Motion by Councillor McCabe

Seconded by Anne Ceballo

THAT nominations for the 2026 Heritage Stratford Advisory Committee Vice-Chair be closed. Carried

Cambria Ravenhill indicated that she would not allow her name to stand.

Barb Cottle indicated that she would allow her name to stand.

Motion by Cambria Ravenhill

Seconded by Councillor McCabe

THAT Barb Cottle be elected as the 2026 Vice-Chair of the Heritage Stratford Advisory Committee. Carried

Jeff Atchison will now chair the meeting.

5. Adoption of Previous Minutes

Motion by Barb Cottle

Seconded by Jacob VanKooten

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated December 9, 2025, be adopted as amended (removing Jeff Atchison as present at the meeting). Carried

6. Business Arising from Previous Minutes

None noted.

7. Designation Sub-Committee Update

7.1 Update on Non-Designated Properties Register

Alex Burnett reported that there are currently no new updates on the properties on the register and there should be some updates for the February meeting.

8. Building & Planning Services Report (January 2026)

Alex Burnett reported there were no permits issued since the last meeting.

9. New Business

9.1 Review of Heritage Stratford Sub-Committees

Members and staff provided a brief overview of each of the three sub-committees for the new Heritage Stratford members. Members confirmed which sub-committees they would like to participate in.

Permit Review & Heritage Sign Sub-committee

Jeff Atchison (Chair), Jacob VanKooten, Larry McCabe, Andy Bicanic, Chantale Pitts, Anne Ceballo

Designation Sub-committee

Jeff Atchison, Barb Cottle, Cambria Ravenhill, Anne Ceballo, Ted Boniface

Awards Sub-committee

Barb Cottle, Cambria Ravenhill, Chantale Pitts

Alex Burnett will contact members of the Designation Sub-committee to set up a meeting to discuss plans to move forward on some potential designations. The 2027 deadline is approaching, where the non-designated properties will no longer be listed for a span of five years. Stratford currently has approximately (30) properties of interest on their non-designated list and Mr. Burnett would like to possibly see one or two at risk properties get designated.

Alex Burnett reviewed the list of non-designated properties for all members. The list is located on the City of Stratford website. Members also discussed the possibility of creating a second Heritage Conservation District (HCD) in Stratford as a 2027 project. Members would be interested in a possible HCD near the Avon River/Lake Victoria.

Vicky Trotter will assist with information regarding property ownership for designations and also do some research on recent municipalities who have designated a HCD for reference for further discussion at the February meeting. Jeff Atchison will also do some research on recent HCD's in Kitchener.

9.2 Proposed New Street Name – Misener Street

The City of Stratford Planning Department circulated a request to add the surname "Misener" to the City's street name reserve list and to provide any comments they may have prior to January 23, 2026.

Heritage Stratford members do not have any issue with adding Misener to the reserve list.

9.3 Approval of Community Heritage Ontario 2026 Membership

Motion by Cambria Ravenhill

Seconded by Jacob VanKooten

THAT the Heritage Stratford Advisory Committee spends \$75.00 to renew their annual Community Heritage Ontario membership for 2026. Carried

9.4 Review of Annual Report to Council

Vicky Trotter circulated the draft annual report that was submitted by the Chair, for members to provide their comments and any feedback prior to sending it to Council.

Members had no concerns with the report and Ms. Trotter will submit it as presented.

9.5 Official Plan

Cambria Ravenhill inquired if the new Supervisor of Policy Planning and Placemaking in the Planning Department will be in charge of working on the Official Plan. Alex Burnett stated that Stuart Filson has been hired and his main focus right now will be the Official Plan and greater planning policy across the city.

Alex Burnett will discuss the heritage discussion paper with Mr. Filson and have it e-mailed to Heritage members. Mr. Burnett will inquire if Mr. Filson would be available to attend an upcoming Heritage Stratford meeting.

10. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, February 10, 2026, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

11. Adjournment

Motion by Jacob VanKooten

Seconded by Barb Cottle

THAT the January 13, 2026 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:00 P.M.

End Time: 7:58 P.M.