



Stratford City Council  
Regular Council Open Session  
AGENDA

<b>Meeting #:</b>	4790th
<b>Date:</b>	Monday, January 26, 2026
<b>Time:</b>	7:00 P.M.
<b>Location:</b>	Council Chamber, City Hall
<b>Council Present:</b>	Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Biehn, Councillor Burbach, Councillor Henderson, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa
<b>Staff Present:</b>	André Morin - Chief Administrative Officer, Audrey Pascual - Deputy Clerk, Kim McElroy - Director of Social Services and Interim Director of Human Resources, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Victoria Trotter - Council Committee Coordinator

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

<https://stratford-ca.zoom.us/j/89644149641?pwd=A0femWAXnUX9sVEqrLmDd9MHnLvBWA.1.html>

A video recording of the meeting will also be available through a link on the City's website <https://calendar.stratford.ca/meetings> following the meeting.

Pages

**1. Call to Order:**

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

Councillor Hunter has provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Respectful Conduct Statement

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

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

Name, Item and General Nature of Pecuniary Interest

**3. Adoption of the Minutes:**

10 - 27

Motion by

**THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated January 12, 2026, be adopted as printed.**

**4. Adoption of the Addendum/Addenda to the Agenda:**

Motion by

**THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated January 26, 2026, be added to the Agenda as printed.**

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

**5.1 At the January 26, 2026 Session, under the Municipal Act, 2001, as amended, a matter concerning the following item was considered:**

4.1 Confidential Report of the Chief Administrative Officer - Collective Bargaining Update – CUPE 1385, CUPE 197 and IBEW 636 (Parallel Transit Division) (CM-26-02) - Labour relations or employee negotiations (section 239.(2)(d)).

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

Delegations and Presentations have been included in section 7 of the Agenda.

**7. Orders of the Day:**

**7.1 Resolution - Downtown Stratford Business Improvement Area 2026 Draft Budget (COU26-006)**

28 - 35

Jamie Pritchard, General Manager of the Downtown Stratford Business Improvement Area (BIA) will present the 2026 Draft Budget.

Motion by

**THAT Jamie Pritchard, General Manager, of the Downtown Stratford BIA, be heard.**

Motion by

**Staff Recommendation: THAT the draft 2026 budget of the Downtown Stratford Business Improvement Area be approved as submitted in the amount of \$354,042.28;**

**THAT the sum of \$319,442.28 shall be levied on properties located within the boundaries of the Downtown Stratford Business Improvement Area for the year 2026;**

**AND THAT the City Clerk be directed to prepare the requisite by-law pursuant to section 208 of the Municipal Act, 2001, to levy the special charge upon the rateable property in the business improvement area for the Downtown Stratford Business Improvement Area for 2026.**

7.2	<b>Resolution - Heritage Alteration Permit Appeal for 23 Downie Street (COU26-009)</b>	36 - 55
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Appellant Craig Foster will be in attendance to speak to their appeal.

Motion by

**THAT Craig Foster be heard.**

Motion by

**Staff Recommendation: THAT the Heritage Alteration Permit application for 23 Downie Street, proposing the replacement of the existing rear brick façade with EIFS (Exterior Insulation and Finish System) stucco, be denied, as the proposed alteration is contrary to the recommendation of the Heritage Stratford Permit Review Committee and does not conform to the City of Stratford's Heritage Conservation District Standards.**

7.3	<b>Resolution - Recommendation Report for a property located at 145 Ontario Street with respect to an Application for Draft Plan of Condominium (31CDM25-002) (COU26-013)</b>	56 - 66
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Caroline Baker, Baker Planning Group, will speak to the report on behalf of the applicant following the staff presentation.

Motion by

**THAT Caroline Baker of Baker Planning Group be heard.**

Motion by

Staff Recommendation: THAT Council for the City of Stratford pursuant to Section 51(31) of the Planning Act grant draft approval to Application for Draft Plan of Condominium (31CDM25-002) submitted by Baker Planning Group on behalf of Lot 44 Developments Inc. for a property located at 145 Ontario Street and subject to the conditions of draft plan approval attached to the Planning Report dated January 26, 2025 and recommended by the Manager of Planning;

THAT the above is recommended for the following reasons:

- I. The request is consistent with the Provincial Planning Statement; and
- II. The request conforms with the City's Official Plan and complies with the City's Comprehensive Zoning By-law.
- III. Comments received have been received, reviewed comprehensively and appropriately addressed through the recommended conditions of draft plan approval.

7.4	<b>Resolution - Recommendation Report for Draft Plan of Subdivision Application 31T21-002 and Zone Change Application Z07-21 for 525 O'Loane Avenue in the City of Stratford (COU26-010)</b>	67 - 136
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Robyn McIntyre, Consulting Planner for the City from MHBC, will be in attendance to answer any questions regarding the recommendation. Dave Nuttall, DLN Group Inc., will present on behalf of the applicant.

Motion by

THAT Dave Nuttall of DLN Group Inc. be heard.

Motion by

Staff Recommendation: THAT Draft Plan of Subdivision application 31T21-002, as submitted by DLN Group Inc. (c/o Dave Nuttall) for the lands municipally known as 525 O'Loane Avenue, subject to the conditions of draft plan approval appended to this Staff Report as recommended by Robyn McIntyre, Consulting Planner on January 26, 2026, BE APPROVED for the following reasons:

1. The request satisfies the criteria outlined in Section 51(24) of the Planning Act;
2. The request is consistent with the Provincial Planning Statement, 2024;
3. The request conforms to the City of Stratford's Official Plan;
4. The request constitutes sound land use planning and is appropriate for the development of the subject lands; and

5. A Public Meeting has been held and no comments were received.

AND THAT Zone Change Application Z07-21, as submitted by DLN Group Inc. (c/o Dave Nuttall) for the lands municipally known as 525 O'Loane Avenue, which proposes to rezone the subject lands from Urban Reserve ("UR") to five zones and a holding symbol being:

- A new Residential Second Density zone ("R2(2)-47") with the following site-specific provisions:
  - To permit a reduced minimum Lot Area of 284 square metres, whereas 300 square metres is required.
- A new Residential Second Density zone ("R2(2)-48") with the following site-specific provisions:
  - To permit a reduced minimum Lot Frontage for "Single Detached -Corner Lots" of 10 metres, whereas 15 metres is required.
  - To permit a reduced minimum Lot Frontage for "Duplex-Corner Lots" of 10 metres, whereas 18 metres is required.
- A new Residential Fifth Density zone ("R5(3)-28") with the following site-specific provision:
  - To permit a reduced minimum Front Yard Setback of 7.5 metres, whereas 10 metres is required.
- A Residential Fourth Density zone ("R4(4)")
- An Open Space zone ("OS")
- And a new Holding Symbol (H28) with the following regulations:
  - Permitted Uses: "Until such time as the (H28) is removed, no building structure or use shall be erected or altered save and except for existing buildings or structures permitted in the applicable zone, until such time as the (H) symbol has been removed in accordance with the provisions of the Planning Act."
  - Conditions for Removal: "The (H28) shall not be removed until the corridor works for the Roadhouse Drain and Finnegan Drain, and grading within the existing floodplain, have been completed to the satisfaction of the Upper Thames River Conservation Authority and the City."

BE APPROVED for the following reasons:

- The request provides for the development of the subject lands in a manner which is consistent with the Provincial Planning Statement, 2024;
- The request conforms to the City of Stratford's Official Plan;
- The request constitutes sound land use planning and is

appropriate for the development of the subject lands; and

- A Public Meeting has been held and no comments were received.

7.5	Resolution - Accessibility Advisory Committee Barrier Buster Grant Opportunity 2026 (COU26-007)	137 - 144
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Motion by

Staff Recommendation: THAT direction be given to staff to apply for the maximum funding under the Rick Hansen Barrier Buster Grant for the construction and installation of an accessible viewing area on Veteran's Drive;

THAT the project be funded using \$10,000 from Item D.1.2 in the 2026 Mayor's Budget Capital Program, if the grant application is successful;

AND THAT the Mayor and Clerk, or their respective designates, be authorized to execute all necessary agreements and documents required should the grant application be successful.

7.6	Resolution - Request for an Indigenous Representative on the Energy and Environment Advisory Committee (COU26-008)	145 - 147
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Motion by

Staff Recommendation: THAT the request to designate a seat on the Energy and Environment Advisory Committee for an Indigenous Representative be referred to staff to review as part of the broader Advisory Committee Governance Review.

7.7	Resolution - Recommendation Report with respect to Applications for Official Plan Amendment OPA2-25 and for Zoning By-law Amendment 206-25, for lands situated at 16 Kastner Street (COU26-011)	148 - 179
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Dave Hannam, Zelinka Priamo, will present on behalf of the applicant following the staff presentation.

Motion by

Staff Recommendation: THAT Application for Official Plan Amendment OPA2-25 submitted by Zelinka Priamo Ltd. (c/o Katelyn Crowley) on behalf of Countryside Developments (2014) Inc. (c/o Pete Hyde) on the lands known municipally known as 16 Kastner Street:

BE APPROVED for the following reasons:

1. The request is consistent with the Provincial Planning Statement 2024 and conforms with the City of Stratford Official Plan;
2. The request constitutes sound land use planning and is

appropriate for the development of the lands;

3. Public comments have been received, reviewed comprehensively and appropriately addressed.

THAT Application for Zoning By-law Amendment Z06-25 submitted by Zelinka Priamo Ltd. (c/o Katelyn Crowley) on behalf of Countryside Developments (2014) Inc. (c/o Pete Hyde) on the lands known municipally known as 16 Kastner Street:

**BE APPROVED IN PRINCIPLE** for the following reasons:

1. The request is consistent with the Provincial Planning Statement 2024 and conforms with the City of Stratford Official Plan;
2. The request constitutes sound land use planning and is appropriate for the development of the lands;
3. Public comments have been received, reviewed comprehensively and appropriately addressed.

AND THAT the implementing zoning by-law amendment be forwarded to City Council for approval once the applicant has obtained direct legal access to Perth Line 36 for the proposed apartment building to the satisfaction of the Manager of Planning.

**7.8 Resolution - T-2023-10 Annual Asphalt, Concrete and Turf Repairs (Various Locations) – Consideration of Contract Extension (COU26-2026)** 180 - 182

Motion by

Staff Recommendation: THAT Council approve a one-year extension of Contract T-2023-10 – Annual Asphalt, Concrete and Turf Repairs contract with 465929 Ontario Ltd. o/a Nicholson Concrete at 'Year 3' unit prices.

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

None noted.

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

There are no Standing Committee reports to be considered at the January 26, 2026 meeting.

**10. Notice of Intent:**

None noted.

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

The following By-laws require First and Second Readings and Third and Final

Readings and could be taken collectively upon unanimous vote of Council present:

Motion by

**THAT By-laws 11.1 to 11.4 be taken collectively.**

Motion by

**THAT By-laws 11.1 to 11.4 be read a First and Second Time.**

Motion by

**THAT By-laws 11.1 to 11.4 be read a Third Time and Finally Passed.**

**11.1 Implementing By-law - Official Plan Amendment No. 35** 183 - 186

To adopt Official Plan Amendment No. 35 to redesignate the subject lands from "Medium Density Residential" to "Residential Areas".

**11.2 Zoning By-law Amendment Z07-21 - 525 O'Loane Avenue** 187 - 190

To amend By-law 10-2022 as amended, with respect to Application for Zoning By-law Amendment Z07-21 by DLN Group Inc. to amend the zoning of certain lands known as 525 O'Loane Avenue.

**11.3 Amend the Fees and Charges By-law - Overnight Parking Permits** 191 - 192

To amend the Fees and Charges By-law 125-2025, as amended, for The Corporation of the City of Stratford, to amend fees for Parking Permits for Municipal Parking Lots.

**11.4 Amend the Traffic and Parking By-law - Erie Street Lot Permits** 193 - 194

To amend Schedule 19, Parking Permits, of the Traffic and Parking By-law 159-2008, as amended, to provide for additional parking permits in the Erie Street Lot.

**12. Consent Agenda: CA-2026-12 to CA-2026-16** 195 - 196

Council to advise if they wish to consider any items listed on the Consent Agenda.

**13. New Business:**

**14. Adjournment to Standing Committees:**

The next Regular Council meeting is February 9, 2026 in the Council Chamber, City Hall.

Motion by

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

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

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

**15. Council Reconvene:**

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

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

Declarations of Pecuniary Interest made at Standing Committee meetings held on January 26, 2026, with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

**15.2 Confirmatory By-law:**

197

The following by-law requires First and Second Readings and Third and Final Readings:

**By-law 11.5 - Confirmatory By-law**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on January 26, 2026.

Motion by

**THAT By-law 11.5 be read a First and Second Time.**

Motion by

**THAT By-laws 11.5 be read a Third Time and Finally Passed.**

**15.3 Adjournment of Council Meeting**

Motion by

**THAT the January 26, 2026, Regular Council meeting adjourn.**



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

### **MINUTES**

Meeting #:

4789th

Date:

Monday, January 12, 2026

Time:

7:00 P.M.

Location:

Council Chamber, City Hall

Council Present:

Mayor Ritsma - Chair Presiding, Councillor Beatty, Councillor Biehn, Councillor Hunter, Councillor McCabe, Councillor Nijjar, Councillor Sebben, Councillor Wordofa

Regrets:

Councillor Burbach and Councillor Henderson

Staff Present:

André Morin - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Audrey Pascual - Deputy Clerk, Kim McElroy - Director of Social Services and Interim Director of Human Resources, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Will Mason - Rent Receivables Clerk

Also Present:

Members of the Public and Media

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

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

Councillor Burbach and Councillor Henderson provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Singing of O Canada

Respectful Conduct Statement

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

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

Name, Item and General Nature of Pecuniary Interest

Councillor Hunter declared a pecuniary interest with respect to Item 5. Councillor Hunter is a part of a group investigating purchasing the subject property.

**3. Adoption of the Minutes:**

R2026-01

**Motion by** Councillor Nijjar

**Seconded by** Councillor Wordofa

**THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated December 8, 2025, be adopted as printed.**

**Carried**

**4. Adoption of the Addenda to the Agenda:**

R2026-02

**Motion by** Councillor Biehn

**Seconded by** Councillor Nijjar

**THAT the Addenda to the Regular Agenda of Council and Standing Committees dated January 12, 2026, be added to the Agenda as printed.**

**Carried**

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

**5.1 At the January 12, 2026 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:**

4.1 Confidential Report of the Chief Administrative Officer with respect to the potential purchase of property for municipal purposes (CM-26-01) - Proposed or pending acquisition or disposal of land by the municipality or

local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years).

**5.2 Added - From the January 12, 2026 In-camera Session under the Municipal Act, 2001, as amended:**

4.1 Confidential Report of the Chief Administrative Officer with respect to the potential purchase of property for municipal purposes (CM-26-01) - Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years).

R2026-03

**Motion by** Councillor McCabe

**Seconded by** Councillor Nijjar

**THAT the entering into and execution of a Letter of Intent with the National Trust Company and the Bank of Nova Scotia for the potential purchase of the former Scotiabank building and property located at 10 – 52 Wright Boulevard, Stratford, be approved;**

**AND THAT a by-law authorizing the entering into and execution of the Letter of Intent be adopted.**

Members of Council held a discussion regarding the motion. Highlights of the discussion included:

- a member noting their concerns with moving the police station outside of the downtown core;
- there being no substitute to the positive presence with having Police in the downtown;
- moving the location potentially removing patrons from the downtown and creating a vacancy;
- a member noting their support for the motion;
- there being a need for moving police services to the edge of town for expandability and due to growth; and

- Stratford Police also serving St. Marys and other municipalities making this a central location.

The Mayor called the question.

**Carried**

Councillor Hunter having declared a pecuniary interest did not participate in the discussion or vote on this matter.

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

None scheduled.

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

### **7.1 Resolution - Applications for Part Lot Control (PLC18-25), (PLC19-25), (PLC20-25), and (PLC21-25) for Blocks 81, 84, 89, and 92 respectively, on Plan 44M-101(COU26-002)**

R2026-04

**Motion by** Councillor Hunter

**Seconded by** Councillor McCabe

**THAT Council APPROVE Part Lot Control Applications PLC18-25, PLC19-25, PLC20-25, and PLC21-25 to exempt Blocks 81, 84, 89, and 92 respectively, on Registered Plan 44M-101 from Part Lot Control for one year from the date of the passing of the By-law to permit the creation of separate lots for each of the street townhouse dwelling units such that each unit would be under separate ownership.**

**Carried**

### **7.2 Resolution - Parking Permit Program Review (COU26-005)**

**Motion by** Councillor Nijjar

**Seconded by** Councillor McCabe

**THAT the maximum number of Erie Street Parking Lot monthly permits be increased from twenty-four (24) to thirty-five (35);**

**THAT the Erie Lot Overnight Parking Pilot Program be approved to provide the following parking permits on a first-come-first-served basis:**

- **5 monthly overnight parking permits, and**

- **10 daily overnight parking permits;**

**THAT staff be directed to prepare an amendment to the Fees and Charges By-law to include the expansion of the Erie Street Parking Lot permits;**

**AND THAT staff be directed to prepare an amendment to the Traffic and Parking By-law to designate the Erie Lot for overnight parking.**

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

- a member noting that payment for parking is required beginning at 9:00 a.m.;
- allowing overnight permits to be valid from 6:00 p.m. to 9:00 a.m. to eliminate any confusion regarding when payment for parking is required; and
- the Deputy Clerk noting that Council can change the hours for the overnight parking permits as presented by the member.

R2026-05

**Motion by** Councillor Hunter

**Seconded by** Councillor Nijjar

**THAT the motion be amended to change the Erie Lot Overnight parking permit pilot project to allow permit holders to park in the lot from 6:00 p.m. to 9:00 a.m.**

**Carried**

Members of Council and staff continued the discussion regarding the following:

- it being questioned how the numbers for the additional permits were determined;
- the Deputy Clerk noting that the numbers were determined based on the current waitlist as well as the availability of permits for downtown residents and their usage;
- it being questioned whether there are restrictions on the parking permits;

- the Deputy Clerk noting that the Cooper Lot and York Lot permits are restricted to downtown residents only and proof of residency is required at the time of purchase; and
- there being no residency restriction for the proposed Erie Lot overnight parking permit.

R2026-06

**Motion by** Councillor McCabe

**Seconded by** Councillor Sebben

**THAT the motion be amended to restrict the provision of the Erie Lot monthly overnight parking permits to downtown residents.**

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

- it being questioned whether there are benefits to opening the overnight permits to non-residents of the downtown core; and
- the Deputy Clerk noting that the Erie Lot overnight parking permit will allow individuals who do not reside in the downtown but may work in the downtown to purchase the permits.

The Mayor called the question on the amendment.

**Carried**

R2026-07

**Motion by** Councillor Nijjar

**Seconded by** Councillor McCabe

**THAT the maximum number of Erie Street Parking Lot monthly permits be increased from twenty-four (24) to thirty-five (35);**

**THAT the Erie Lot Overnight Parking Pilot Program be approved to provide the following parking permits on a first-come-first-served basis:**

- **5 monthly overnight parking permits (downtown residents only), and**
- **10 daily overnight parking permits;**

**THAT overnight Erie Lot parking permit holders be permitted to park in the lot from 6:00 p.m. to 9:00 a.m.;**

**THAT staff be directed to prepare an amendment to the Fees and Charges By-law to include the expansion of the Erie Street Parking Lot permits;**

**AND THAT staff be directed to prepare an amendment to the Traffic and Parking By-law to designate the Erie Lot for overnight parking.**

The Mayor called the question on the amended motion.

**Carried**

**7.3 Resolution - Ontario Fire Protection Grant Transfer Payment Agreement**

R2026-08

**Motion by** Councillor Beatty

**Seconded by** Councillor Biehn

**THAT The Corporation of the City of Stratford enter into an Ontario Fire Protection Grant Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General to support the municipal fire service in acquiring critical equipment and other needs to improve and enhance the level of fire protection service being provided;**

**AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the Ontario Transfer Payment Agreement provided through the Fire Protection Grant on behalf of the Corporation.**

**Carried**

**7.4 Resolution - Cooper Standard Youth Soccer Lease Agreement 2025 - 2035 (COU26-003)**

R2026-09

**Motion by** Councillor Nijjar

**Seconded by** Councillor Wordofa

**THAT Council authorize the entering into of an agreement between The Corporation of the City of Stratford, Cooper Standard Automotive Canada Limited, and Stratford Youth Soccer that outlines the responsibilities of each party for the use**

**of the soccer facility located to the south and west of Plant #2, 703 Douro Street, for a further ten years to December 31, 2035.**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of the municipal corporation.**

**Carried**

**7.5 Resolution - 2026 Tender Award for Pruning, Removal and Disposal of Designated Trees and Stumps (COU26-001)**

R2026-10

**Motion by** Councillor Beatty

**Seconded by** Councillor Hunter

**THAT the tender (T-2025-71) for the removal of designated trees and their stumps be awarded to Lange Bros. (Tavistock) Limited in the amount of \$60,796.26, including HST;**

**THAT the tender (T-2025-71) for regular, overtime and emergency pruning services be awarded to Lange Bros. (Tavistock) Limited in an amount up to \$257,075.00, including HST;**

**THAT the tender (T-2025-71) for removal of designated stumps be awarded to Davey Tree Expert Co. of Canada, Limited in the amount of \$10,176.40, including HST;**

**AND THAT the tender (T-2025-71) for locked-in second emergency call be awarded to Davey Tree Expert Co. of Canada, Limited at an hourly rate for \$318.83, per hour including HST.**

**Carried**

**7.6 Resolution - Gallery Stratford & Administration of Justice Building HVAC Units Replacement (COU26-004)**

R2026-11

**Motion by** Councillor Nijjar

**Seconded by** Councillor Hunter

**THAT the Tender (T-2025-59) for the replacement of the HVAC Units at Gallery Stratford and the Administration of Justice Building, be awarded to Jayden's Mechanical Ltd. at a total cost of \$461,307.18, including HST;**

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

**AND THAT if additional work is required, subject to approval by the Director of Community Services, an additional contingency be authorized to fund any potential issues that are not within the approved scope of work from the Facilities Capital Reserve Fund R-R11-FACI and in accordance with Policy F.1.15 Capital Budget Authorization for Expenditures.**

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

- it being questioned what led to the delay in the completion of the project when it was included in the 2023 budget;
- the Director of Community Services noting that due to organizational changes and additional structural repairs, the initial project was delayed;
- the initial project being for a like for like replacement, but additional considerations were taken following the completion of the Feasibility Study and its recommendations to reduce the carbon footprint of the building;
- the building condition assessment used for the initial project being completed in 2020; and
- a building condition assessment being completed recently and will be completed regularly moving forward to help inform the asset management plan.

The Mayor called the question on the motion.

**Carried**

**7.7 Resolution - Canadian Dairy XPO Municipally Significant Event Request**

R2026-12

**Motion by** Councillor Beatty

**Seconded by** Councillor Nijjar

**THAT City Council hereby designates the 2026 Canadian Dairy XPO (CDX) event to be held April 1 and 2, 2026, including the**

**networking event on March 31, 2026, in the Cow Coliseum at the Stratford Rotary Complex as having municipal significance for the purpose of obtaining liquor licenses from the AGCO, subject to compliance with the City's Municipal Alcohol Risk Policy, required certificates of insurance being provided and approval being granted by the City's Building and Fire Departments.**

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

- it being questioned how soon the organizers need to submit the required documentation;
- staff having been in regular contact with the organizers; and
- the organizers having been informed of the requirements for approval from the City.

The Mayor called the question on the motion.

**Carried**

**7.8 Resolution - Resignation from the Energy and Environment Advisory Committee**

R2026-13

**Motion by** Councillor McCabe

**Seconded by** Councillor Biehn

**THAT the resignation of Linda Wakenhut from the Energy and Environment Advisory Committee be accepted.**

**Carried**

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

None noted

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

**9.1 Report of the Finance and Labour Relations Committee:**

R2026-14

**Motion by** Councillor Hunter

**Seconded by** Councillor Biehn

**THAT the Report of the Finance and Labour Relations Committee dated January 12, 2025 be adopted as printed.**

**Carried**

**9.1.1 Update of Natural Gas and Electricity Procurement (FIN25-035)**

THAT the report titled, "Update of Natural Gas and Electricity Procurement" (FIN25-035), dated November 18, 2025, be received for information.

**9.1.2 Festival Hydro Update for Q3 ending September 30, 2025 (FIN25-037)**

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

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

**9.1.3 Ontario Regulation 284/09 – Excluded Expenses 2026 Budget (FIN25-037)**

THAT the Report FIN25-037 dated November 18, 2025, from the Director of Corporate Services regarding legislative requirements of Ontario Regulation 284/09, and the impact of excluded expenses from the City's 2026 budget, be received for information.

**9.1.4 Reserve and Reserve Fund Policy Review (FIN25-040)**

THAT Council receive the Reserve and Reserve Fund Policy Review (FIN25-040) report for information;

THAT Council authorize the proposed housekeeping changes and the establishment of a new Reserve Fund for Affordable Housing;

AND THAT \$1,000,000.00 of the proceeds of sale be allocated to the Affordable Housing Reserve Fund and the remaining \$2,062,481.78 be allocated at the time of receipt of the Asset Management Plan with recommendations from the Director of Corporate Services.

**9.1.5 Operating Budget Variance Report as at September 30, 2025 (FIN25-038)**

THAT the report titled, "Operating Budget Variance Report as at September 30, 2025" (FIN25-038), dated November 18, 2025, be received for information.

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

R2026-15

**Motion by** Councillor Nijjar

**Seconded by** Councillor Wordofa

**THAT the Report of the Infrastructure, Transportation and Safety Committee dated January 12, 2025 be adopted as printed.**

**Carried**

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

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.

**9.2.2 Encroachment Application for 23 Albert Street (ITS25-026)**

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 awning 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.

**10. Notice of Intent:**

None

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

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

R2026-16

**Motion by** Councillor Beatty  
**Seconded by** Councillor Biehn

**THAT By-laws 1-2026 to 12-2026 be taken collectively.**

**Carried** unanimously

R2026-17

**Motion by** Councillor Hunter  
**Seconded by** Councillor Nijjar

**THAT By-laws 1-2026 to 12-2026 be read a First and Second Time.**

**Carried** two-thirds support

R2026-18

**Motion by** Councillor Beatty  
**Seconded by** Councillor Biehn

**THAT By-laws 1-2026 to 12-2026 be read a Third Time and Finally Passed.**

**Carried**

R2026-19

**Motion by** Councillor McCabe  
**Seconded by** Councillor Biehn

**THAT By-law 13-2026 be read a First and Second Time.**

**Carried** two-thirds support

Councillor Hunter having declared a pecuniary interest did not participate in the discussion or vote on this matter.

R2026-20

**Motion by** Councillor Nijjar  
**Seconded by** Councillor McCabe  
**THAT By-law 13-2026 be read a Third Time and Finally Passed.**

**Carried**

Councillor Hunter having declared a pecuniary interest did not participate in the discussion or vote on this matter.

**11.1 Cooper Standard Youth Soccer Lease Agreement 2025-2035 - By-law 1-2026**

To authorize the entering into and execution of a lease agreement with Cooper-Standard Automotive Canada Limited and Stratford Youth Soccer to continue the use of the soccer facility located to the south and west of Plant #2, 703 Douro Street, for a ten-year term.

**11.2 Part Lot Control Application PLC18-25 - Cachet - Block 81 - By-law 2-2026**

To exempt Block 81 on Plan 44M-101, being Parts 1 to 13 (inclusive) on Plan 44R-6425 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners.

**11.3 Part Lot Control Application PLC19-25 - Cachet - Block 84 - By-law 3-2026**

To exempt Block 84 on Plan 44M-101, being Parts 1 to 10 (inclusive) on Plan 44R-6424 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners.

**11.4 Part Lot Control Application PLC20-25 - Cachet - Block 89 - By-law 4-2026**

To exempt Block 89 on Plan 44M-101, being Parts 1 to 8 (inclusive) on Plan 44R-6431 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners.

**11.5 Part Lot Control Application PLC21-25 - Cachet - Block 92 - By-law 5-2026**

To exempt Block 92 on Plan 44M-101, being Parts 1 to 9 (inclusive) on Plan 44R-6437 from the provisions of part-lot control for a period of one (1) year for the purpose of conveying street townhouse dwelling units to individual owners.

**11.6 Award Tender for Regular, Overtime and Emergency Pruning Services in 2026 - By-law 6-2026**

To authorize the acceptance of a tender, execution of the contract and the undertaking of the work by Lange Bros. (Tavistock) Limited for regular, overtime, and emergency pruning services in 2026 (T-2025-71).

**11.7 Award Tender for the Removal of Designated Trees and Stumps in 2026 - By-law 7-2026**

To authorize the acceptance of a tender, execution of the contract and the undertaking of the work by Lange Bros. (Tavistock) Limited for the removal of designated trees and stumps in 2026 (T-2025-71).

**11.8 Award Tender for the Removal of Designated Stumps in 2026 - By-law 8-2026**

To authorize the acceptance of a tender, execution of the contract and the undertaking of the work by Davey Tree Expert Co. of Canada, Limited for the removal of designated stumps in 2026 (T-2025-71).

**11.9 Award Tender for Locked-in Second Emergency Call in 2026 - By-law 9-2026**

To authorize the acceptance of a tender, execution of the contract and the undertaking of the work by Davey Tree Expert Co. of Canada, Limited for locked-in second emergency call services in 2026 (T-2025-71).

**11.10 Fire Protection Grant Ontario Transfer Payment Agreement - By-law 10-2026**

To authorize the execution of an Ontario Fire Protection Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General to receive funds through the Fire Protection Grant program.

**11.11 Award Tender for New HVAC Units at Gallery Stratford and the Administration of Justice Building - By-law 11-2026**

To authorize the acceptance of a tender by Jayden's Mechanical Ltd. for the supply and installation of new HVAC Units at Gallery Stratford and the Administration of Justice Building (T-2025-59).

**11.12 Encroachment Agreement - 23 Albert Street - By-law 12-2026**

To authorize the entering into and execution of an encroachment agreement with Leheon Property Corp. to permit the existing lighting and sign to encroach onto the Albert Street road allowance at 23 Albert Street.

**11.13 Added - Authorize Letter of Intent for Potential Purchase of 10-52 Wright Boulevard, Stratford - By-law 13-2026**

To authorize the entering into and execution of a Letter of Intent with the National Trust Company and the Bank of Nova Scotia for the potential purchase of the former Scotiabank building and property located at 10-52 Wright Boulevard, Stratford.

**12. Consent Agenda: CA-2026-001 to CA-2026-011****12.1 CA-2026-007**

R2026-21

**Motion by** Councillor Nijjar

**Seconded by** Councillor Sebben

**THAT CA-2026-007, being resolutions regarding the Bill 68: Plan to Protect Ontario Act, be endorsed.**

**Carried**

**12.2 CA-2026-008**

R2026-22

**Motion by** Councillor Nijjar

**Seconded by** Councillor Biehn

**THAT CA-2026-008, being a resolution from The Corporation of the City of Sarnia regarding Financial Relief for Municipally-Policed Communities, be endorsed.**

**Carried**

**12.3 CA-2026-011**

R2026-023

**Motion by** Councillor McCabe

**Seconded by** Councillor Nijjar

**THAT CA-2026-011, being a resolution from the Town of East Gwillimbury regarding Opposition to Protect Ontario by Unleashing Our Economy Act, 2025, be endorsed.**

**Carried**

**12.4 CA-2026-010**

R2026-24

**Motion by** Councillor Hunter

**Seconded by** Councillor McCabe

**THAT CA-2026-010, being a resolution from the Town of Smith Falls regarding Ontario Community Infrastructure Fund (OCIF), be endorsed.**

**Carried**

**13. New Business:**

**13.1 Diaper Drive**

Councillor Biehn thanked everyone who participated in the Diaper Drive for the Stratford House of Blessing.

**13.2 Alzheimer Society Fundraising**

The Mayor congratulated the Alzheimer Society Huron Perth and their executive director Cathy Ritsema on their successful fundraising event. The Mayor also thanked those who participated and volunteered for the event.

**14. Adjournment to Standing Committees:**

There were no Standing Committee meetings held.

The next Regular Council meeting is January 26, 2026 in the Council Chamber, City Hall.

**15. Confirmatory By-law 14-2026**

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on January 12, 2026.

R2026-25

**Motion by** Councillor Sebben

**Seconded by** Councillor Nijjar

**THAT By-law 14-2026 be read a First and Second Time.**

**Carried** two-thirds support

R2026-26

**Motion by** Councillor Hunter

**Seconded by** Councillor McCabe

**THAT By-law 14-2026 be read a Third Time and Finally Passed.**

**Carried**

**16. Adjournment of Council Meeting**

R2026-27

**Motion by** Councillor Biehn**Seconded by** Councillor Nijjar**THAT the January 12, 2026 Regular Council meeting adjourn.****Carried**

Meeting Start Time: 7:00 P.M.

Meeting End Time: 7:35 P.M.

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Mayor - Martin Ritsma

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Clerk - Tatiana Dafoe



## MANAGEMENT REPORT

**Date:** January 26, 2026  
**To:** Mayor and Council  
**From:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Report Number:** COU26-006  
**Attachments:**

- 1) BIA Proposed 2026 Budget
- 2) Draft 2026 BIA Levy By-law

**Title:** Downtown Stratford Business Improvement Area 2026 Draft Budget

**Objective:** To approve the 2026 draft operating budget and corresponding levy rates of the Downtown Stratford Business Improvement Area (BIA).

**Background:** The Municipal Act, 2001, s. 204 authorizes a municipality to establish a Business Improvement Area to be governed by a board of management.

The Municipal Act, 2001, s. 205 requires that the board of management *shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and that the board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it.*

The 2026 budget approved by the BIA Board is attached for review.

**Analysis:** The 2026 budget being presented was approved by the BIA. It represents an increase in the overall budgeted expenses \$9,419.18 with a levy increase of \$8,419.19. The change to the BIA tax levy is due to an increase in projected non-tax revenues of \$1,000.

Based on the assessment values in the catchment area, the 2026 rates are illustrated in Table 1:

<b>Property Classification</b>	<b>2026 CVA</b>	<b>2026 Ratio</b>	<b>2026 Rate</b>	<b>2026 Levy by Class</b>
Commercial	93,918,400	1.975370	0.00332842	\$312,599.66
Industrial	1,598,000	2.542033	0.00428199	\$6,842.62
Total	95,516,400			\$319,442.28

For comparison, the 2025 information is noted in Table 2:

<b>Property Classification</b>	<b>2025 CVA</b>	<b>2025 Ratio</b>	<b>2025 Rate</b>	<b>2025 Levy by Class</b>
Commercial	92,884,300	1.975370	0.00324675	\$304,348.37
Industrial	1,598,000	2.542033	0.00417693	\$6,674.73
Total	95,337,400			\$311,023.10

Because there has not been a new reassessment cycle, there are only minor increases to assessment, and no classification shifts.

On a separate note, the City provides the BIA with accounting services (accounts payables and payments, accounts receivables and revenues, cash deposits, bank reconciliations, remittance of HST returns and financial statement preparation) at no charge. City Finance staff also provide guidance when requested and liaise where required with the BIA's financial auditor.

The following in-kind supports are provided from the City's Finance division to the BIA:

In-kind contributions amount to an estimated 150-175 hours annually at an estimated cost of \$8,500. This is briefly described as follows:

- Day to day banking, including all accounting and preparation of cash deposits taken to the bank, processing revenues through Accounts Receivable, typically weekly, and monthly bank reconciliation activities. This also includes all accounting required for the Downtown Dollars program.
- Accounts Payable and payments: The City remits payments to BIA vendors throughout the year. The average cheque and EFT volume of transactions is 15 and 39 respectively per month.

- Mail: City staff process BIA mail through the City's postage machine and take it to the post office. The BIA is invoiced for postage used at the City's discounted rate.
- Payroll: BIA staff are not paid directly through the City's routine payroll, however transactions are calculated in the payroll system, and paid from Accounts Payable staff. The BIA provides the City with amounts to be statutorily remitted, and these amounts are paid through A/P staff.
- Accounting and financial statement preparation, including a monthly statement of revenue and expenditure (cash basis) prepared for BIA staff to take to the Board, including review of Trial Balance and formatting into a user-friendly spreadsheet. Also liaising with BIA staff and auditors with respect to annual audited financial statements that City staff prepare and forward to the auditors.
- BIA Tax Levy: The City administers the BIA levy through the semi-annual tax billing process. The Levy is charged to commercial and industrial property owners in the catchment area. The owners' names and addresses are maintained the same as all City properties. Extracting this information for the BIA is performed typically once annually to assist them with mailing initiatives (for the annual general meeting and other). Adjustments to assessed values and taxes similarly occur with BIA properties, and annual reconciliations made to the BIA levy originally billed and payments to the BIA are adjusted accordingly as needed.
- HST: City staff manage the BIA's legislative reporting and remitting of HST collected and HST rebates and input tax credits. The BIA is on a semi-annual reporting frequency and staff prepare, review and remit the returns online, and all accounting through Accounts Receivable relating to these remittances is recorded by City staff.

### **Financial Implications:**

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

There is no direct financial impact for The Corporation of the City of Stratford. The in-kind provision of services/dedication of Finance staff time to perform all financial transactions and bookkeeping is an indirect (unrecorded) impact of costs incurred related to supporting the BIA and absorbed in the overall City tax levy.

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

There is no future year impact, as the BIA budget and levy are approved annually.

**Alignment with Strategic Priorities:****Work Together For Greater Impact**

This report aligns with this priority as the Council approval of the BIA budget supports the partnership with the BIA.

**Intentionally Change to Support the Future**

This report aligns with this priority as the City and BIA's partnership allows for continued leveraging of resources.

**Alignment with One Planet Principles:**

**Not applicable:** This report does not align with One Planet principles as it is an administrative report only.

**Staff Recommendation: THAT the draft 2026 budget of the Downtown Stratford Business Improvement Area be approved as submitted in the amount of \$354,042.28;**

**THAT the sum of \$319,442.28 shall be levied on properties located within the boundaries of the Downtown Stratford Business Improvement Area for the year 2026;**

**AND THAT the City Clerk be directed to prepare the requisite by-law pursuant to section 208 of the Municipal Act, 2001, to levy the special charge upon the rateable property in the business improvement area for the Downtown Stratford Business Improvement Area for 2026.**

**Prepared by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer

**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
André Morin, CPA, Chief Administrative Officer

# DOWN TOWN STRATFORD

BUSINESS IMPROVEMENT AREA

## Proposed 2026 Budget

REVENUES	
Tax Levy	\$319,442.28
Interest on Accounts	\$5,000.00
Community Collaboration	\$17,600.00
Grant Revenue – Project/City Grant	\$12,000.00
<b>TOTAL REVENUES</b>	<b>\$354,042.28</b>
EXPENSES	
<b>Operating</b>	
CC Support Fees - Admin, Animation, Members	\$167,616.28
Office Operations	\$11,275.00
Advocacy and Education	\$3,300.00
Insurance	\$3,000.00
AGM / Membership	\$1,500.00
Phone	\$1,000.00
Anticipated Levy Refund	\$10,000.00
<b>Animation, Marketing and Beautification</b>	
Community Engagement	\$4,000.00
Holiday Animation	\$21,000.00
Promotion	\$23,675.00
Contract - Marketing	\$30,000.00
Website Maintenance & Hosting	\$1,500.00
STA contribution	\$35,000.00
Beautification	\$26,176.00
Destination Animation Fund	\$5,000.00
Sponsorships	\$10,000.00
<b>TOTAL EXPENSE</b>	<b>\$354,042.28</b>



**BY-LAW NUMBER XX-2026  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to levy a special charge upon the rateable property in the business improvement area for the Downtown Stratford Business Improvement Area (BIA) (formerly City Centre BIA) for 2026.

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**WHEREAS** section 208 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, requires the City to levy a special charge upon the rateable properties in the Business Improvement Area (BIA) that are in a prescribed business property class sufficient to raise the amount required for the purposes of the Board of Management of the BIA;

**AND WHEREAS** the total rateable property in the BIA, upon which the assessment will be levied, is set out in Schedule "A" attached to this By-law and which said assessment is the basis upon which the taxes for the BIA will be raised;

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

1. That the tax rates set out in Schedule "A" attached to this By-law shall be levied upon the rateable properties as set out therein for the purposes of raising the sums of money required by the Downtown Stratford BIA.
2. That the Treasurer shall proceed to collect the amount to be raised by this By-law, together with all other sums on the tax roll in the manner as set forth in the Assessment Act, the Municipal Act and any other applicable Acts and the By-laws in force in this municipality.
3. That it shall be lawful for the Treasurer of The Corporation of the City of Stratford to pay and the said Treasurer is hereby authorized to pay out the monies of The Corporation of the City of Stratford from time to time for such purposes, the rates and payments specified in Schedule "A" attached hereto and forming part of this Bylaw.
4. That when payment of any installment or any part of any installment of taxes levied by this By-law is in default, penalties or where applicable interest, shall be imposed respectively in accordance with City of Stratford policies.
5. That Schedule "A" attached to this By-law, forms part of this By-law.
6. This By-law is deemed to have come into force and effect on January 1, 2026.

Read a FIRST, SECOND and THIRD time and  
FINALLY PASSED this Xth day of February, 2026.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe

**Schedule "A" to By-law XXX-2026**Adopted this X<sup>th</sup> day of February, 2026**BIA Tax Rates for 2026:**

<b>Tax Class</b>	<b>Assessment</b>	<b>BIA Rate</b>	<b>Taxes</b>
Commercial (all)	\$93,918,400	.00332842	\$312,599.66
Industrial	\$1,598,000	.00418199	\$6,842.62
<b>TOTALS</b>	<b>\$95,516,400</b>		<b>\$319,442.28</b>

**BIA Budget for 2026:**

Downtown Stratford Business Improvement Area 2026 Budget

**Revenue**

<b>2026 Budget Item</b>	<b>2026 Budget Amount</b>
Tax Levy	\$319,442.28
Interest on Accounts	5,000.00
Community Collaboration	17,600.00
Grant Revenue – Project/City Grant	12,000.00
<b>Total Revenues</b>	<b>\$354,042.28</b>

**Operating**

<b>2026 Budget Item</b>	<b>2026 Budget Amount</b>
CC Support Fees - Admin, Animation, Members	\$167,616.28
Office Operations	11,275.00
Advocacy and Education	3,300.00
Insurance	3,000.00
AGM / Membership	1,500.00
Phone	1,000.00
Anticipated Levy Refund	10,000.00

**Animation, Marketing and Beautification**

<b>2026 Budget Item</b>	<b>2026 Budget Amount</b>
Community Engagement	\$4,000.00
Holiday Animation	21,000.00
Promotion	23,675.00
Contract Marketing	30,000.00
Website Maintenance and Hosting	1,500.00
STA contribution	35,000.00
Beautification	26,176.00
Destination Animation Fund	5,000.00
Sponsorships	10,000.00
<b>Total Expenses</b>	<b>\$354,042.28</b>



## PLANNING REPORT

**Date:** January 26, 2026  
**To:** Regular Council  
**From:** Alexander Burnett, Intermediate Planner, RPP, MCIP  
**Report Number:** COU26-009  
**Attachments:** Heritage Conservation District Standards

**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 27<sup>th</sup>, 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 5<sup>th</sup>, 2025, to replace the rear façade of the building from painted brick to 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 replacing 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 7<sup>th</sup>, 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 was 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 elected to appeal this decision and this matter was heard before the City's Planning & Heritage Sub-Committee on December 11, 2025. At the Sub-Committee meeting, the item was referred to Regular Council with the following information to be included in the follow-up report:

- the process for considering heritage alteration permit applications,
- the rules relating to alterations of the front or back portion of buildings in the heritage area including amount of surface area (30% or 50%),
- precedent set as a result of previous decisions that are similar to this application,
- the status of the Facade Improvement Loan program,
- options for obtaining a professional opinion on the state of the brick.



Figure 1: Site photo of the rear façade at 23 Downie Street, taken from the Albert Street parking lot.

## **Analysis:**

### Heritage Alteration Permit process

Prior to the issuance of a Building Permit, all Part IV or V heritage designated properties within the City are required to apply and receive a Heritage Alteration Permit for the works proposed. As the subject property is located within the City's Heritage Conservation District, making it a Part V designated property, and the works proposed require a building permit to be issued, a Heritage Alteration Permit is also required.

Heritage Alteration Permits are 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, 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 Sub-committee.

## Heritage Stratford Review / Rules & Standards

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 1.1 of the HCD Standards applies general standards for front and rear façades and Section 3.1 refers to provisions for masonry walls.

As per Section 1.1, rear facades or "second frontages" to existing stores, such as the subject property's rear entrance from the Albert Street parking lot, are to be treated in a less formal way than front façades. Property owners are not encouraged to create false impressions of high-style main-street frontages where they never existed, but rather to keep the backs of buildings in good repair.

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". There is no provision in the HCD standards regarding surface area requirements for masonry conservation.

## Precedents / Previous Decisions

Regarding precedent set by past decisions similar to the subject appeal, there have been no heritage alteration permits approved in the past ten years for the application of stucco over original brick within the HCD. Furthermore, while staff are aware of past decisions, each heritage alteration permit application is evaluated on its own merits, in accordance with the Ontario Heritage Act and the intent of the HCD standards. Properties that appear inconsistent with current HCD standards may have undergone alterations prior to the designation of the district, completed work without proper approvals, or received approval under earlier interpretations of the guidelines.

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. Though treated less formally than a front façade, Heritage Stratford determined that the existing rear entrance functions as a public entrance and should be maintained as it currently exists. Furthermore, Heritage Stratford determined 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.

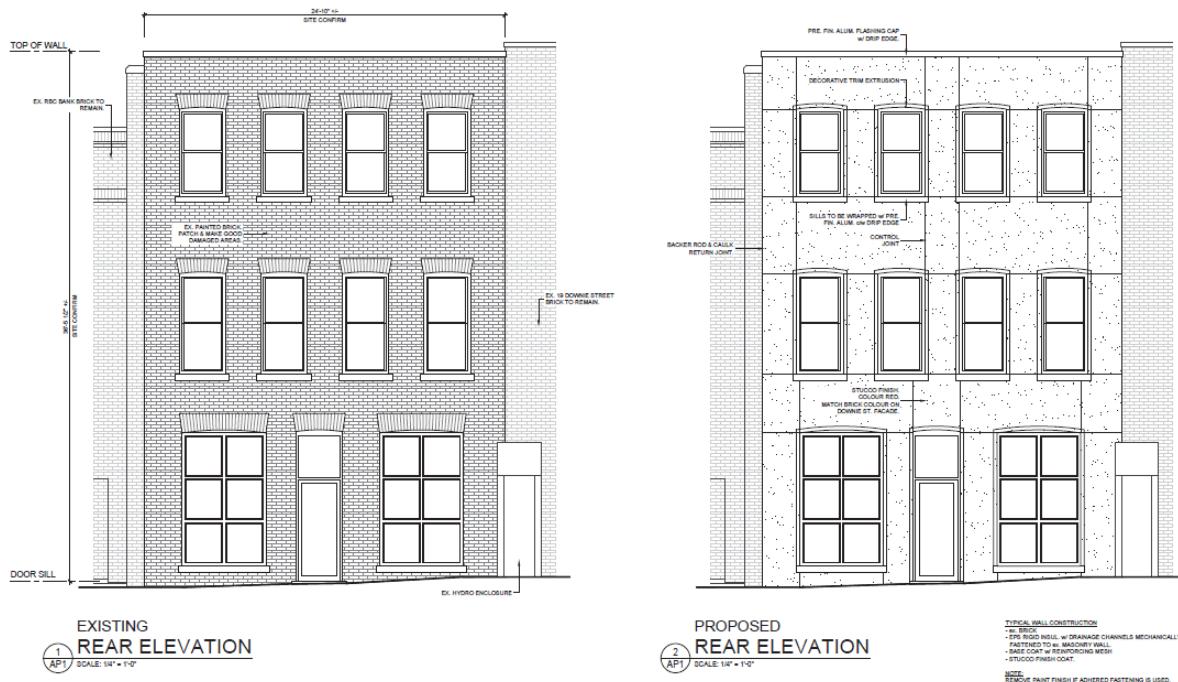


Figure 2: The existing brick façade and proposed EIFS stucco façade.

#### Heritage Façade Improvement Loan Program:

Section 28 of the Planning Act allowed municipalities, where there are provisions in its Official Plan relating to community improvement, to designate by By-law, a "Community Improvement Project Area", and subsequently provide for the preparation of a "Community Improvement Plan". For the purposes of carrying out the community improvement plan, a municipality may offer grants or loans to owners of land or buildings to pay for the whole or part of any cost of rehabilitating such lands or buildings.

In May 2004, the Ministry of Municipal Affairs and Housing gave final approval to the City of Stratford Heritage Conservation District (HCD) Community Improvement Plan (CIP).

The City's HCD CIP provides three types of programs: Façade Improvement Loans; Building Code Upgrade Loans; and, Rehabilitation Grants.

When these three heritage programs were administered, the Façade Improvement Loan Program covered 50% of the cost of the improvements to a maximum of \$25,000. This loan was granted to property owners upon receipt of invoices for all completed work and City inspection of all completed improvements. Loans were secured through the

registration of a lien on title for the total loan amount. Interest-free loan payments began six months after the advancement of funds. Repayment of the loan was based on monthly repayments over a 10-year amortization period.

The heritage programs were administered as part of a multi-year pilot with no ear-marked funding; however, they are currently on hiatus as the City has put its CIP focus toward housing, with particular emphasis on increasing the supply of affordable housing across the City. Should Council wish to fund the Façade Improvement Loan Program (or any of the programs under the CIP), a source of funding must be identified, and it is recommended the requirements of the program be reviewed.

### Professional Opinion

A professional opinion on the state of the brick was not submitted by the Applicant as part of their Heritage Alteration Permit application. Should a professional evaluation of the brick be undertaken by the Applicant, it will be required to be submitted as part of a new application.

### **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 subject heritage alteration permit application.

### **Legal considerations:**

Should the owner appeal Council's decision 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.

**Staff Recommendation: THAT the Heritage Alteration Permit application for 23 Downie Street, proposing the replacement of the existing rear brick façade with EIFS (Exterior Insulation and Finish System) stucco, be denied, as the proposed alteration is contrary to the recommendation of the Heritage Stratford Permit Review Committee and does not conform to the City of Stratford's Heritage Conservation District Standards.**

**Recommended by:** Alexander Burnett, Intermediate Planner, RPP, MCIP

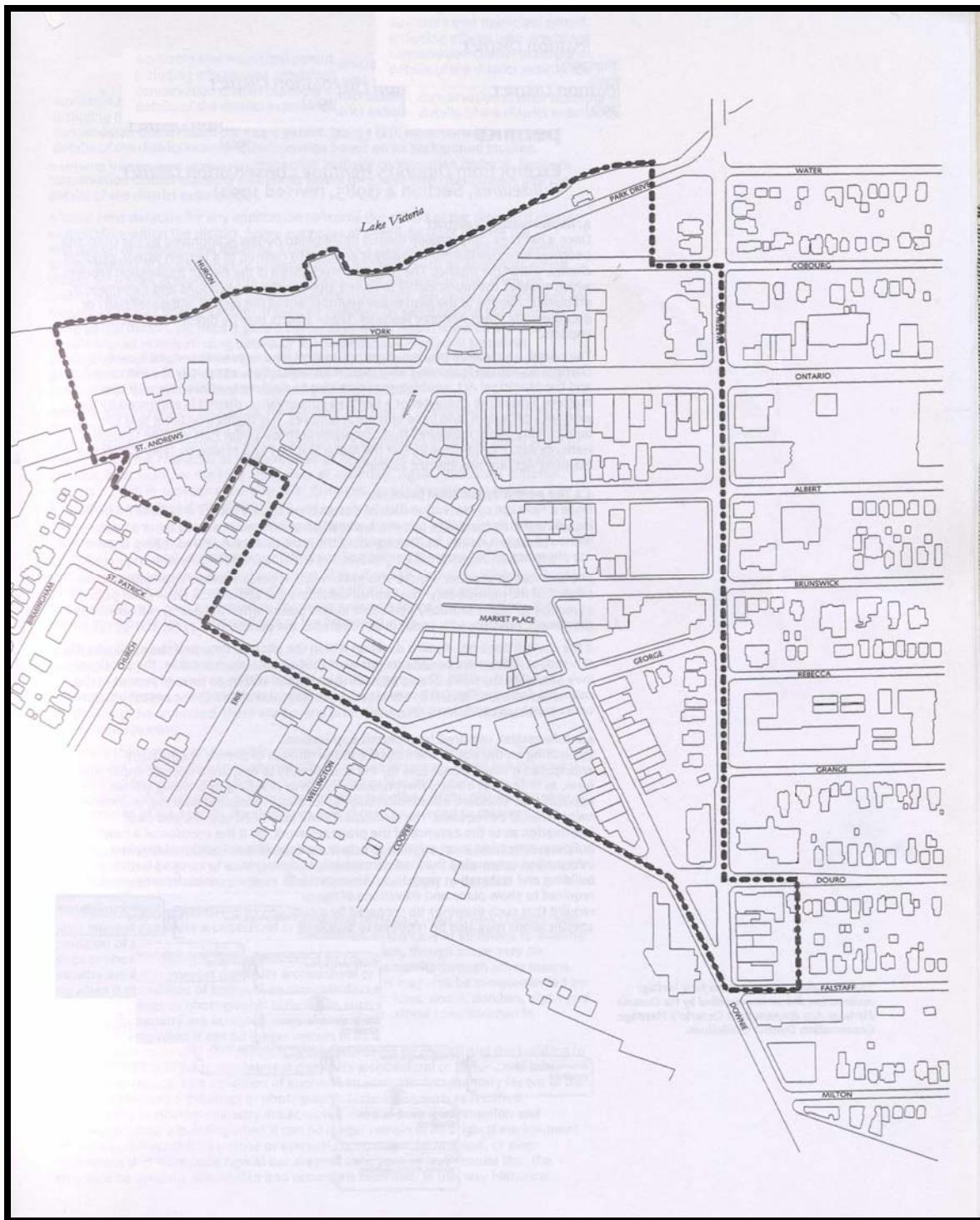
**Reviewed by:** Marc Bancroft, Manager of Planning, MPL, MCIP, RPP

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

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

# CITY OF STRATFORD

## HERITAGE CONSERVATION DISTRICT STANDARDS



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## **OVERVIEW**

### **What is a Heritage Conservation District?**

A heritage conservation district is an aggregate of buildings, streets, and open spaces that, as a whole, is a collective asset to a community. It has a special character that distinguishes it from its surroundings. By establishing a heritage conservation district, a municipality can protect the character of the area through the course of change.

### **When and why was the Heritage Conservation District Established?**

The City of Stratford established the Heritage Conservation District on October 27<sup>th</sup>, 1997, through Municipal By-law 173-97. The intent of this by-law was to conserve significant elements of City's heritage character through future development.

### **How does the Heritage Conservation District affect a property owner?**

The Heritage Conservation District designation enables the community to embark on several courses for the district's improvement and conservation, including the possibility of funds to assist in improvements.

Council will control alterations and proposed demolitions plus the compatibility and design of new construction will be reviewed.

### **When do I need approval?**

Under the *Ontario Heritage Act, R.S.O 1980*, any new construction or alteration in the Heritage Conservation District requires a Heritage Permit from the City of Stratford. Heritage permits are issued through the City of Stratford Building and Planning Department and may require Council approval.

The *Ontario Heritage Act, R.S.O 1980*, defines "alter" or "alteration" as:

"to change in any manner and includes to restore, renovate, repair or disturb."

General maintenance of an existing structure is permitted providing it is not altering the appearance of the building.

### **How does a citizen obtain more information?**

The City of Stratford Building & Planning Department can provide complete information on the Heritage Conservation District Policies and the Heritage Permit Process:

Building & Planning Department  
City of Stratford  
1 Wellington Street P.O. Box 818  
Stratford, ON N5A 6W1  
Tel: (519) 271-0250 ext. 218 or 266  
Fax: (519) 271-5966  
[www.city.stratford.on.ca](http://www.city.stratford.on.ca)

Historical information may be researched and obtained at the Stratford-Perth Archives:

Stratford-Perth Archives  
24 St. Andrew Street  
Stratford, Ontario N5A 1A3  
Phone: (519) 273-0399  
Fax: (519) 273-5746  
[www.stratfordpertharchives.on.ca](http://www.stratfordpertharchives.on.ca)

### **The Heritage Permit approval process**

Prior to the granting of any building permit or site plan approval in the HCD, the owner/applicant will be required to obtain a heritage permit from the City of Stratford.

The application/approval process for Heritage Permits is as follows:

1. Applicant submits a complete Heritage Permit Application along with all of the required documentation.
2. Staff reviews the application and applies the standards contained in the attached guidelines.
3. Based on a review of the heritage permit application, staff determines if the proposed alteration is significant enough to require Municipal Heritage Committee and/or Council review of the application.
4. If proposed alterations are determined to comply with the standards and are minor in nature Staff may issue a Heritage Permit.
5. If Municipal Heritage Committee review is required, and the Municipal Heritage Committee recommends approval, Staff may issue a Heritage Permit.
6. If staff determines that the application is significant enough to warrant Council review or if the Municipal Heritage Committee does not recommend approval, the Heritage Permit application is referred to Council for approval.

## **1.0 HERITAGE DISTRICT CONSERVATION STANDARDS**

Good design is achieved through expertise and sensitivity. Following all the recommendations and suggestions in these standards will not necessarily result in good design, nor does it automatically provide a basis for obtaining a building permit. Each proposal will be evaluated on its own merit. It is possible that an excellent design solution may even disregard some of the recommendations usually appropriate to such renovations. However, following the recommendations outlined in these standards should serve as a good basis for property development and maintenance in the Heritage Conservation District.

### **1.1 General Standards for Frontages and Rear Facades**

Owners of buildings in the Heritage Conservation District are encouraged to rehabilitate and restore the front facades of buildings, in accordance with the detailed conservation guidelines in the Ontario Heritage Foundation's manual, *Well Preserved* and in the *Stratford Heritage Conservation District Study and Plan*.

Baird, G. and Fram, M. *Stratford Downtown Heritage Conservation District Study and Plan*  
Polymath&Thaumaturge Inc. and Baird/Sampson Architects, 1994

Fram, Mark. *Well-Preserved: the Ontario Heritage Foundation's manual of principles and practice for architectural conservation*. Revised edition. Erin: Boston Mills Press, 1992

There are numerous and longstanding examples of second frontages to existing stores (for instance, behind Downie and Ontario at the Albert Street parking lot), as well as the York Street frontages of Ontario Street buildings. So far, these frontages have been treated in a less formal way than the front facades, and this should continue. Preservation and enhancement of this kind of resource must have regard for the inherent "industrial" character of Stratford.

It is recommended that such owners be encouraged not to create false impressions of high-style "main-street" frontages on the "backs" where they never existed, but rather to keep the "backs" of buildings in good repair. When renovating, keep in mind the tradition that was the first historical form of visual appreciation the "backs" ever received.

### **1.2 General Standards for Architectural Details**

#### **1.2.1 Repair**

Much of the visual appeal of Stratford's buildings is in large part due to the decorative wood detail, for example: cornices, canopies and brackets. Where possible, existing work is to be repaired rather than replaced.

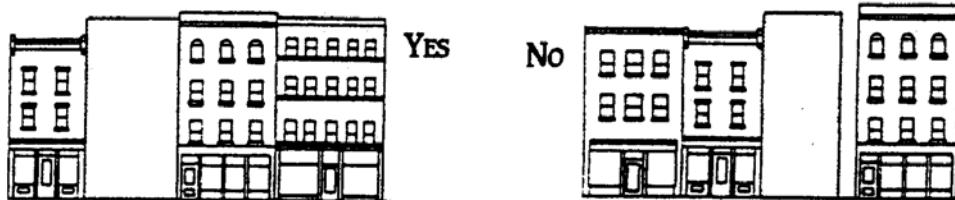
### 1.2.2 Replacement

If replacement is necessary, making an exact copy of the original is preferable. Investigate using other types of materials if it is impossible to make a copy using original materials. Replacing missing elements with a contemporary design might be acceptable if it is in harmony with the building as a whole.

## **2.0 POLICES FOR ADDITIONS AND NEW CONSTRUCTION**

### ***2.1 Location and Massing***

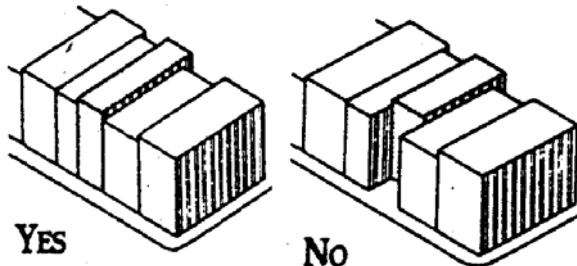
- 2.1.1 All new construction and additions are to be designed with the pedestrian as the primary focus at the street level.
- 2.1.2 The side yard on each side of a development must be the same as the side yards on the rest of the street.



- 2.1.3 The ratio of the height to the width of the façade of a building must be within 10% of the ratio of the height to the width of the facades of nearby buildings.



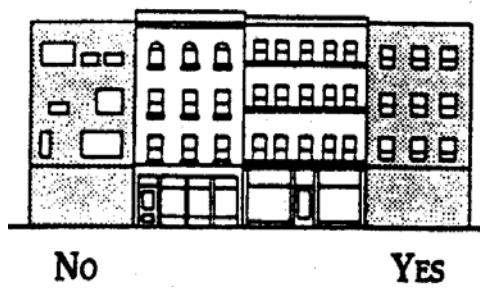
- 2.1.4 Where all buildings are on the same line, new buildings must do the same. If other buildings are different distances back from the street, the setback of the new building must be the same as the building on one side or the other. Refer to page 14 of *Stratford Downtown Heritage Conservation District Study and Plan*.



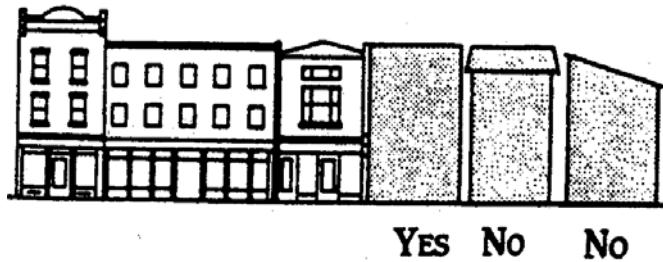
2.1.5 In the case of very wide lots, the façade needs to be divided to look like separate buildings.



2.1.6 The amount of window area in the front of a building and size of windows must be the same as nearby buildings (within 10%).



2.1.7 The direction, pitch and arrangement of a roof must be the same as the predominant streetscape of the downtown core.



2.1.8 The height of a development cannot be less than 80% and not more than 120% of the average height of the 2 highest buildings in the block.



## City of Stratford Heritage Conservation District Standards

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- 2.1.9 Additions shall apply site line techniques to determine the degree of visibility of the addition or extension to the public eye. This is especially important where the new building is proposed to be of a greater height than the original building.
- 2.1.10 Additions shall be to the rear or on a less significant elevation. In some instances it may be found that each elevation has a carefully considered design element, making additions and extensions more difficult to include. In these cases an understanding of the significance of the place, including the design philosophy approach, shall be considered.

### **2.2 Architecture**

- 2.2.1 Any new parking structures created in the Heritage Conservation District are subject to these standards.
- 2.2.2 Previous additions, which obscure part of the original building, should be removed where evidence of the original is sufficient to enable accurate reconstruction.
- 2.2.3 Whether the relation of the addition/new construction to the original building is deferential or assertive, new work must acknowledge either the original or the predominant streetscape of the downtown core. Historic details and patterns must be addressed in the design of new work. New elements or configurations must not clash with or trivialize the old.



- 2.2.4 New work shall maintain the rhythm, orientation and proportions of either the original or the predominant streetscape of the downtown core, especially where visible from the street.
- 2.2.5 An addition shall not damage significant fabric or intrude on nearby historic buildings or the area as a whole. An addition shall complement either the original or the predominant streetscape of the downtown core. It is acceptable for additions to look like they have been added to the building.
- 2.2.6 The amount of demolition permitted shall be limited to the amount essential to the feasibility of the proposal. Fabric that is identified to be of significance shall not be removed or demolished. Consideration shall be given to the setting and views from the surrounding streets and laneways.

- 2.2.7 Additions to facades shall be avoided.
- 2.2.8 New additions and infill construction shall be compatible (able to co-exist) in terms of materials, size, proportions, mass, height, setback, texture, color, plan configuration, surface configuration and other details to adjoining and/or surrounding significant buildings.
- 2.2.9 Care shall be taken when considering additions and extensions to a heritage structure. New work shall be distinguishable from the old. New work shall be harmonious and sympathetic with the significant features of the structure. This can be achieved by making the new material slightly recessed, a different material to the old, a different texture, surface treatment or by aging the new. The contrast shall not be harsh or visually obtrusive.
- 2.2.10 Design shall consider the relationship between openings such as windows, doors and solid walls and the continuation of horizontals such as string courses and plinths. Design shall pick up on shapes, mass, scale, heights above the ground of cornices, key moldings, materials, colors and other details.
- 2.2.11 Existing openings shall be used to facilitate access between the old and the new to minimize the amount of demolition required.
- 2.2.12 New roofs shall relate to the existing roof form or follow traditional options for additions.
- 2.2.13 Previous additions shall be retained where they have attained a degree of significance in their own right.
- 2.2.14 Additions may be removed if they are a great deal less significant than other work, or if they have a negative impact on the understanding of the significance of the structure.

## **3.0 STANDARDS FOR RENOVATIONS**

### **3.1 Masonry Walls**

- 3.1.1 The original masonry must be retained wherever possible. If repair and/or reconstruction is necessary, the new brick or stone work shall match the appearance of the original as closely as possible, in color, shape and/or pattern.
- 3.1.2 The original mortar shall be retained whenever possible. Repoint only when necessary to preserve the wall or to reduce water penetration. Repointing shall be done with mortar of the same color and with joints of the same size, tooling and profile of the original.

- 3.1.3 The use of modern techniques and materials is often inappropriate for renovations, for example the use of hard, pure Portland cement mortar with relatively soft older bricks can lead to disintegration of the brick as walls shift or moisture escapes.
- 3.1.4 Similarly, to prevent damage to brick, the use of electric saws or chipping hammers to remove old mortar shall be avoided; manual removal of mortar is preferable.
- 3.1.5 Cracks are to be found in nearly every old building. Since movement in the structure causes most cracking, the cause of the movement shall be determined before corrective repairs are undertaken. If structural movement has ceased, simple repointing may be all that is required, but, if the crack is still active, it is essential that the structural problems be resolved before repointing is attempted.
- 3.1.6 Parging or stucco of existing brick or stone cladding shall only be considered where the masonry façade is in a state of serious disrepair.

### **3.2 Masonry Wall Cleaning**

- 3.2.1 To clean masonry, it is wise to use the gentlest means, preferably water with addition of detergent or special chemicals applied with soft bristle brushes and washed off with a gentle spray of water. Choose an inconspicuous sample area to test a cleaning method.
- 3.2.2 Sand blasting is not permitted as it damages the surface of stone and removes the hard outer layer of brick, which leads to rapid deterioration. Sand blasting also severely damages the mortar joints.
- 3.2.3 Unless there is serious accumulation of surface dirt which is damaging to the masonry, it is often better not to clean, leaving the weathered patina.

### **3.3 Masonry Wall Painting**

- 3.3.1 Unpainted stone and brick shall remain unpainted. An already painted brick wall may be repainted, but only with a masonry paint that breathes. Many types of paint and silicone can create a surface coating on masonry that traps moisture and can result in the outer surface of brick spalling off.
- 3.3.2 Painting of previously unpainted brick or stone work shall only be considered where the masonry façade is in a serious state of disrepair.
- 3.3.3 When repainting, it is best to match the original color of the masonry or apply a neutral color (i.e. natural tones of red, beige, grey or white).

### **3.4 Cladding**

- 3.4.1 The application of new surfaces or coatings that alter the appearance and character of the heritage building's original cladding shall not be utilized. The use of metal and synthetic sidings such as vinyl is not supported.
- 3.4.2 The removal of siding considered to be unsympathetic to the District is encouraged (i.e. aluminum and vinyl siding, asbestos tile, angelstone, etc.) Once removed, the heritage building should be restored to its original state using available physical and archival evidence. If the original cladding material is unknown, a siding material appropriate to the style of the building and commonly used in the District shall be introduced.
- 3.4.3 Wood siding shall only be replaced when it has lost its material integrity and its ability to hold a surface coating.
- 3.4.4 Wood siding shall be sealed and protected, not stripped bare.

### **3.5 Building Openings (Windows & Doors)**

#### **3.5.1 Repairs**

Original doors and windows shall be retained particularly those with decorative woodwork, leaded or curved windowpanes, or stained glass. Old wood doors and windows can often be repaired at modest cost and continue to serve better than some replacements. Rotted portions can be replaced and weather-stripping will make doors and windows weather tight. If only a few windows are beyond repair, it is advisable to replace those and repair the rest.

#### **3.5.2 Replacement**

In order to preserve the visual quality of the facade, replacement windows and doors shall be made to fit the original masonry openings. Changing the size of the openings to accommodate standard size windows or dropped ceilings shall be avoided. The trim elements surrounding the frames, the sill, lintel and cap shall be retained. The new windows and doors shall match the original proportions, divisions, depth of inset into the wall, and detail of framing elements.

### **3.6 Roofs**

- 3.6.1 The roof is the part of the building most exposed to the weather and the easiest to neglect. Undetected leaks can cause very serious damage in a matter of hours. Regular inspection and maintenance is essential, including annual cleaning of gutters and drainpipes, as well as inspection of flashing, chimneys and other parts. If a roof is damaged in only a few spots, simple repairs may be possible, but recurring leaks usually mean that the entire roof needs replacing.

- 3.6.2 Original roof forms shall be conserved and maintained. Elements such as the original roof configuration, roofing material and associated architectural details shall be maintained.
- 3.6.3 Roofs visible from the ground shall be repaired wherever possible to preserve the original materials, color and texture. If replacement becomes necessary then the same material or as close a match as possible shall be used.
- 3.6.4 Functional and decorative metalwork including but not necessarily limited to eaves trough, soffits, fascia, flashings and downspouts, shall be repaired or restored if possible and original materials maintained. If the components need to be replaced then comparable profiles and colors shall be used.

### **3.7 Roof Repairs**

The restoration of a roof and any associated details to their original state is encouraged and shall be undertaken using available physical and archival evidence. Cornices, brackets, cresting, gables, eaves and chimneys shall be preserved and not covered.

### **3.8 Roof Replacement**

The restoration of original roofing material is preferred. An alternative that enhances the architectural style of the building, such as a good quality composition shingle (asphalt), is acceptable.

### **3.9 Roof Top Structures**

- 3.9.1 The installation of roof top structures, including but not limited to dormers, solar panels, skylights, satellite dishes, radio beacons, ventilation systems and vents, plumbing stacks, mechanical equipment, roof decks, railings and visual screens, shall be carefully considered so that their visual impact is reduced. The structures shall not detract from or dominate the appearance of the roofline. Where possible they shall be installed in the rear or side elevations, while taking into account the silhouette of the roof. In some instances skylights might be preferred to dormers or attic windows and this will depend upon the elevation and the roof pitch.
- 3.9.2 Original chimneys shall be retained and conserved. Repairs to chimneys shall use materials that match the original. Where a chimney is missing it shall be reconstructed if detailed evidence exists of its material, design, scale etc. Where little or no evidence exists, a simply designed chimney that takes its material, design and scale from that of the building shall be constructed.

**4.0 STREETSCAPES:****4.1 Landscaping**

- 4.1.1 Flowerbeds are shall be placed so that they do not hinder pedestrians from exiting their vehicles.
- 4.1.2 New plantings are encouraged. Plant material introduced to the District's streetscape shall be indigenous. New street trees shall be deciduous specimens such as maple (sugar and silver), chestnut and linden.
- 4.1.3 Existing mature trees and other vegetative amenities shall be retained and preserved. Where removal is being considered refer to the Stratford Urban Tree Policy.
- 4.1.4 Trees shall be planted at appropriate locations that avoid screening architecturally significant facades and important views.
- 4.1.5 Plantings shall contribute to screening less attractive sites in the District. Screening of above ground utilities shall allow for proper operation and maintenance.
- 4.1.6 Care shall be taken to maintain an appropriate distance from the face of the building so that plantings do not have an adverse affect on the buildings' exterior.
- 4.1.7 The shaping of street tree canopies shall be undertaken in a sensitive manner so as not to disfigure the tree.

**4.2 Awnings**

- 4.2.1 Retractable awnings are encouraged to provide shade in the HCD.
- 4.2.2 Awnings shall complement and not obscure the architectural details of the building. Plastic and sheet metal awnings are unsuitable.

**4.3 Out Door Furniture**

- 4.3.1 Street furniture (which includes but is not limited to, newspaper stands, benches, Bell booths, bike racks and garbage cans) shall be of a heritage style and shall be placed at appropriate intervals so as not to obstruct the regular movement of traffic, pedestrians and/or egress from vehicles.
- 4.3.2 Sitting areas are encouraged in the core area.

**4.4 Lighting**

4.4.1 Replacement lighting maintained by private property owners in the core area must be consistent with the heritage style used by the City of Stratford when placed in an area affecting the streetscape.

**4.5 Signs**

4.5.1 When street signs in the Heritage Conservation District are replaced, they are to be replaced with heritage style street signs that compliment the light standards and that the heritage style signs state 'Heritage District' under the street name.

4.5.2 When Provincial highway signs are to be removed, they shall be replaced with heritage style directional signs.



## PLANNING REPORT

**Date:** January 26, 2026  
**To:** Mayor and Council  
**From:** Marc Bancroft, MPL, MCIP, RPP, Manager of Planning  
**Report Number:** COU26-013  
**Attachments:** Recommended Conditions of Draft Plan Approval

**Title:** Recommendation Report for a property located at 145 Ontario Street with respect to an Application for Draft Plan of Condominium (31CDM25-002).

**Objective:** The purpose of this report is to consider draft approval for an Application for Draft Plan of Condominium submitted by Baker Planning Group on behalf of Lot 44 Development Inc. for a property located at 145 Ontario Street.

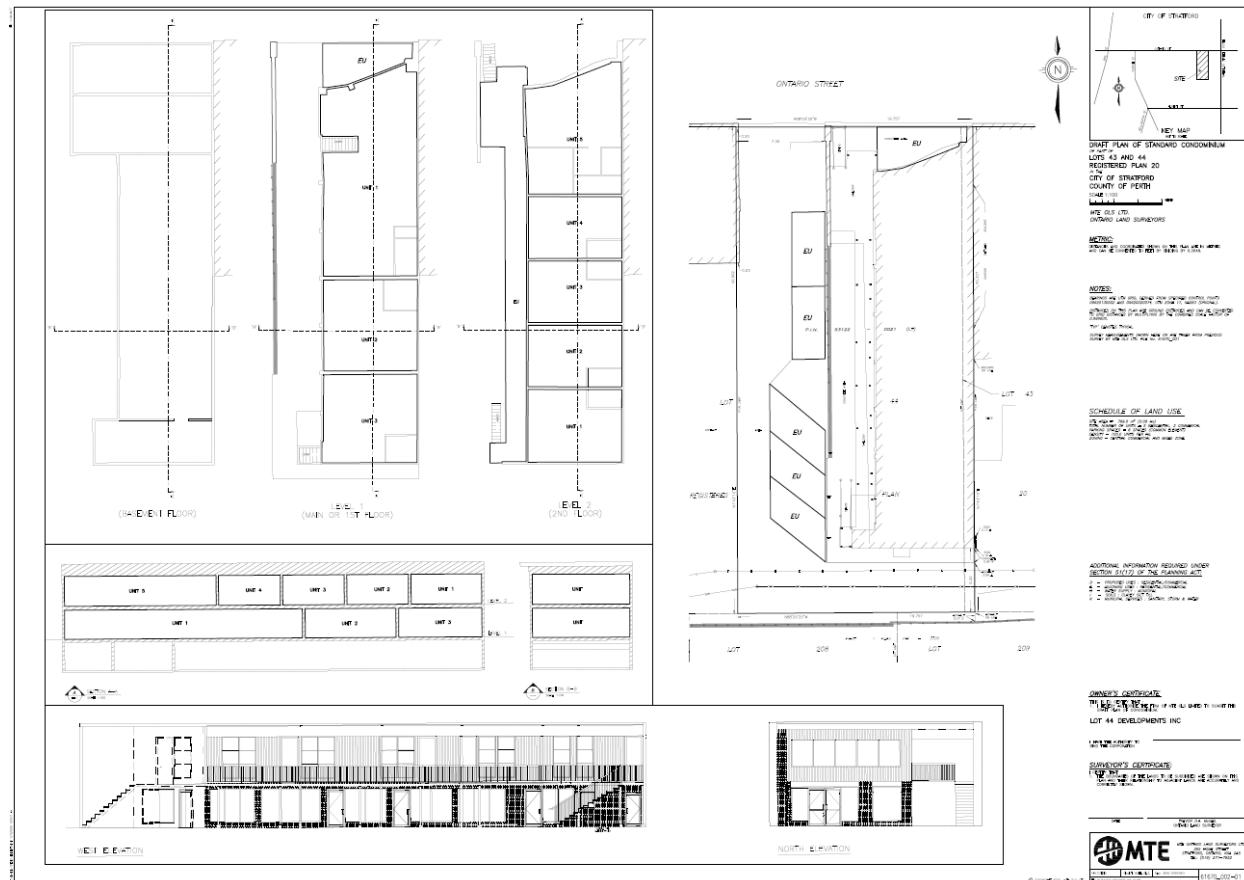
A standard plan of condominium is proposed as shown on the attached Plan which includes the proposed Units, exclusive use areas and common elements, comprised of the following:

- Eight (8) Units for the restaurant, inn and commercial spaces;
- Common elements would include the driveway, exterior stairs and communal walkway;
- Exclusive use areas would include the upper balcony for the inn units (Units 2-1 to 2-5); one parking space for each of the units (Units 2-1 to 2-5); front patio and signage area for Unit 1-1.

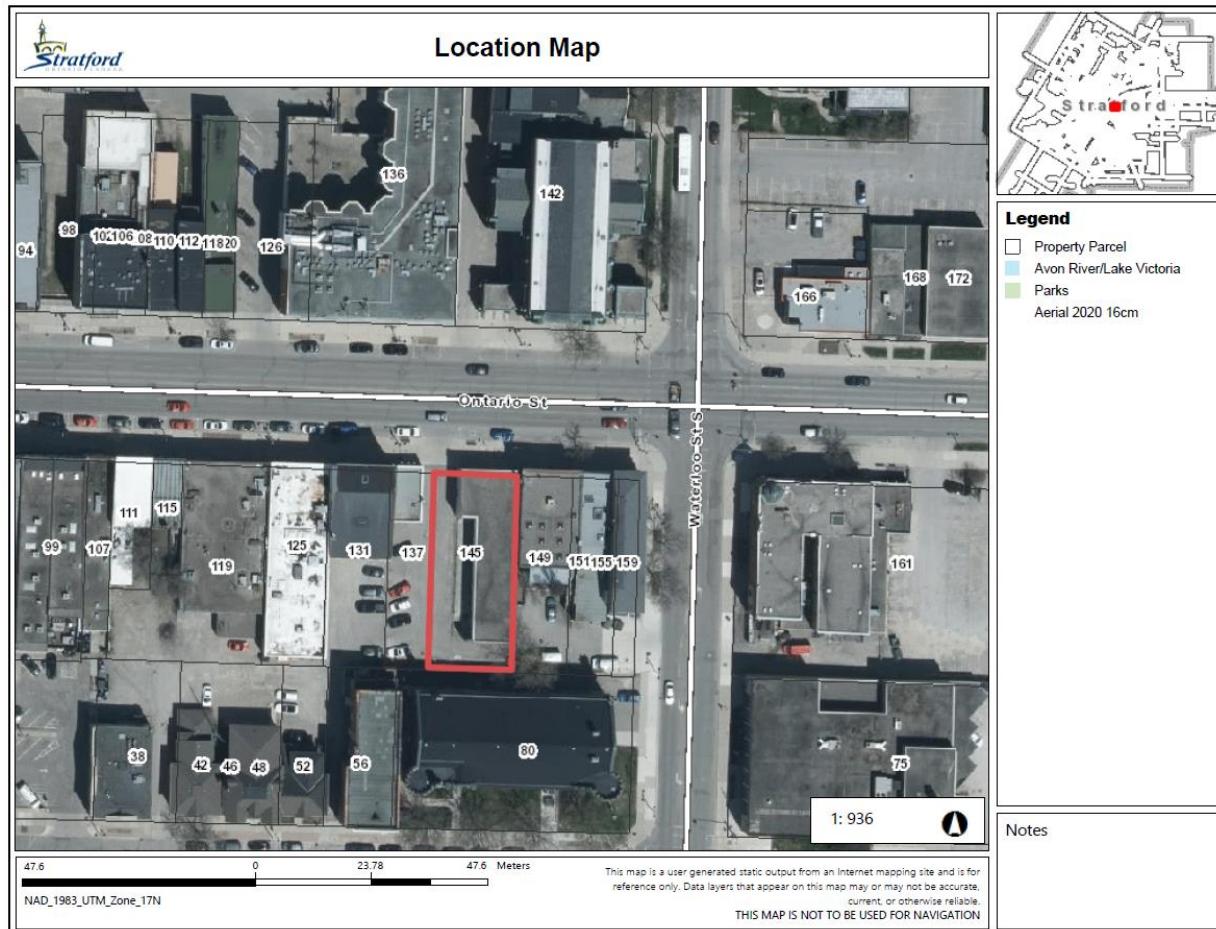
There is no physical development proposed for the subject lands in that this proposal would allow the free-hold ownership of individual units through the proposed condominium.

The Planning Act does not require the holding of a public meeting prior to a municipality considering draft plan approval for a Plan of Condominium.

## Proposed Plan of Condominium



**Background:** The subject lands are located on the south side of Ontario Street just west of Waterloo Street in the City of Stratford, having a frontage of 17.75 metres on Ontario Street and an area of 797 square metres. The subject lands are legally described as Part of Lots 43 and 44 on Plan 20, City of Stratford.



The property contains an existing two-storey building which accommodates a restaurant use ("Bowl Bar") at grade-level along Ontario Street, five (5) units as part of an inn, and two (2) commercial units. There is an existing driveway off Ontario Street which provides access to five (5) on-site parking spaces. A communal walkway is provided to Ontario Street for each of the units.

#### Site Characteristics:

Characteristic	Information
Existing Use:	Two-storey commercial building
Frontage:	19.76 metres
Depth	40.5 metres
Area	673 square metres
Shape	Regular

### Surrounding Land Uses:

Direction	Use
North	Commercial
East	Commercial
South	Institutional
West	Commercial

### Subject Lands from the north side of Ontario Street



### Agency Comments

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

- *Stratford Building and Planning Department – Acting Chief Building Official*
  - It is recommended that a Technical Building Audit be required as a condition of this development to be completed and submitted to the City's Chief Building Official for approval and that any deficiencies identified under the Ontario Building Code, Fire Code, or Chapter 665 of the Municipal Code (Property Standards for Maintenance and Occupancy) be rectified to the satisfaction of the Chief Building Official.

- *Stratford Fire Prevention*
  - No concerns.
- *Stratford Corporate Services Department – Clerks Office*
  - No concerns related to parking.
- *Festival Hydro*
  - No concerns with the additional units (no physical development proposed).
  - If the customer requires a service upgrade or additional hydro meters to suit said project, they shall reach out to Festival Hydro requesting a service layout.
- *Upper Thames River Conservation Authority – Land Use Planning*
  - No objections.
- *Upper Thames River Conservation Authority – Source Water Protection*
  - The subject lands are not located within a vulnerable area and therefore the property is not designated for restricted land use under S. 59 of the Clean Water Act, 2006.
  - For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at: <https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>

### Public Comments

Notice of the application was sent to surrounding property owners on November 14, 2025. Notice was also published in the Beacon Herald on November 15, 2025. No comments were received by the public.

### **Analysis:**

#### Provincial Planning Statement (PPS)

The PPS which came into effect on October 20th, 2024, and is intended to streamline the provincial planning framework and replaces the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe, with an emphasis on more enabling housing policies. The 2024 PPS provides policy direction on matters of provincial interest relating to Building Homes, Sustaining Strong and Competitive Communities, Infrastructure and Facilities, Wise Use and Management of Resources,

and Protecting Public Health and Safety. All decisions on planning matters are required to be consistent with the PPS.

The PPS states that planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses, housing options, transportation options, employment, public service facilities and other institutional uses. The subject application is consistent with the PPS considering it provides a mixed-use development in the Downtown Core which contributes to a complete community. As a result, the request for Draft Plan of Condominium approval is appropriate for the subject lands and is consistent with the PPS.

#### City of Stratford Official Plan

The property is designated 'Downtown Core' in the City's Official Plan. Uses permitted under this designation include a wide range of uses including retail, service, office, accommodation and entertainment uses. The goals and objectives within the Downtown Core include to encourage the development, re-development, enhancement and maintenance of a Downtown which is vibrant, compact, multi-functional, attractive and people friendly and which constitutes the primary focus of the City with its own distinct identity and character. The goals and objectives also aim to maintain the Downtown as the City's centre for retail and service trade and government services and to reverse the relative decline in the retail sector by establishing the 'Downtown Core' as the location of first choice for new retail development. The proposed condominium supports the foregoing goals and objectives considering the use of the site aligns with the uses permitted in the Downtown Core designation.

The subject lands are located within the Downtown Heritage Conservation District. According to the Official Plan, development in the Heritage Conservation District shall be reviewed in the context of the applicable Heritage District Plan and any Heritage Conservation District Guidelines and, where appropriate Parks Canada Guidelines for the Conservation of Historic Places in Canada. Furthermore, development shall require a heritage permit if any alterations or changes to the appearance of the property and the buildings and structures on the property are to be made, including all additions and alterations to buildings and structures on the property, demolition of buildings or structures on the property, all new construction, and landscaping and/or alteration to the property. Considering the requested condominium does not require any physical change including alterations or demolitions of the existing building, the proposed development poses no impact to the Downtown Heritage Conservation District.

According to the Official Plan, Plans of Condominium are to conform to the general policies and designations of the Official Plan and must create a minimum number of units appropriate to allow for the reasonable, independent operation of a condominium corporation. The proposed Plan of Condominium conforms to the general policies of the Official Plan and would allow for the reasonable, independent operation of a Condominium Corporation.

### City of Stratford Comprehensive Zoning By-Law

The property is zoned Central Commercial (C3) pursuant to the City's Comprehensive Zoning By-law, which permits a broad range of uses including residential, commercial and institutional uses. Current uses contained within the existing two (2) storey building including the restaurant, inn and retail uses conform with the Zoning By-law.

This Plan of Condominium is consistent with the PPS, conforms with the Official Plan provisions and the Comprehensive Zoning By-law, is appropriate for development of the lands and represents good planning. Circulation comments included in this Report have been addressed through the recommended conditions of draft plan approval attached to this Report.

**Financial Implications:** There are no financial implications for the City of Stratford considering there is no physical development proposed for the subject lands in that this proposal would allow the free-hold ownership of individual units through the proposed condominium.

**Staff Recommendation:** **THAT Council for the City of Stratford pursuant to Section 51(31) of the Planning Act grant draft approval to Application for Draft Plan of Condominium (31CDM25-002) submitted by Baker Planning Group on behalf of Lot 44 Developments Inc. for a property located at 145 Ontario Street and subject to the conditions of draft plan approval attached to the Planning Report dated January 26, 2025 and recommended by the Manager of Planning;**

**THAT the above is recommended for the following reasons:**

- I. The request is consistent with the Provincial Planning Statement; and**
- II. The request conforms with the City's Official Plan and complies with the City's Comprehensive Zoning By-law.**
- III. Comments received have been received, reviewed comprehensively and appropriately addressed through the recommended conditions of draft plan approval.**

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

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

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

January 26, 2026

## **Conditions of Draft Plan Approval**

That the City of Stratford pursuant to Section 51(31) of the Planning Act grant draft approval to Plan of Condominium 31CDM25-002 subject to the following conditions:

1. This approval applies to the Draft Plan of Standard Condominium prepared by MTE Ontario Land Surveyors Ltd. certified by Trevor McNeil, OLS, File No. 61670\_002-D1, drawing file name 61670\_002-D1.DWG, dated July 10, 2025. The Plan is comprised of the following features:
  - a) Eight (8) Units for the restaurant, inn and commercial spaces;
  - b) Common elements including the driveway, exterior stairs and communal walkway;
  - c) Exclusive use areas including the upper balcony for the inn units (Units 2-1 to 2-5); one parking space for each of the units (Units 2-1 to 2-5); front patio and signage area for Unit 1-1.
2. The development is to be registered as one condominium corporation. Any phase limits are to be to the satisfaction of the Manager of Planning.
3. This approval of the draft plan applies for a period of five (5) years, and if final approval is not given within that time, the draft approval shall lapse, except in the case where an extension has been granted by the Approval Authority.
4. Prior to final approval for the registration of any phase of the condominium corporation within this development, a list of building Unit numbers and the corresponding legal descriptions that will be in place upon registration of the plan of condominium shall be submitted to the City to the satisfaction of the Manager of Planning.
5. The Condominium Declaration shall contain appropriate provisions requiring municipal addressing and/or door point numbers to be posted on the façade of each building Unit in accordance the City's Municipal Addressing By-law to the satisfaction of the Manager of Planning.
6. Prior to final approval for the initial registration or any subsequent phase of the development as a condominium corporation by the Approval Authority, the Manager of Planning, City of Stratford, is to be advised in writing by the City of Stratford Corporate Services Department, Tax Division that all financial obligations/encumbrances on the said lands have been paid in full, including property taxes and local improvement charges.

7. Prior to final approval, the Owner shall make arrangements for the granting of any easements for utilities and municipal services. Specifically, an easement shall be required in favour of the City of Stratford to recognize an existing municipal storm sewer along the rear of the property, and to be 3 metres in total width to be centered along the pipe.
8. Prior to final approval for the registration or the development as a condominium corporation, the garbage and recycling enclosures shall be screened from Ontario Street to the satisfaction of the Manager of Planning.
9. Prior to final approval, the Owner shall enter into an agreement registered on title with the City of Stratford to address any applicable encroachments and to maintain the screening of garbage and recycling enclosures from Ontario Street, all to the satisfaction of the Manager of Planning. Specifically with respect to encroachments, the agreement shall recognize the front portion of the building and stairs along the frontage which encroach into the Ontario Street road allowance.
10. Prior to final approval, the Manager of Planning, is to be advised in writing, by the telecommunications company, that the Owner has made satisfactory arrangements with a telecommunications provider for the provision of permanent or temporary wire-line communications/telecommunication services to this plan.
11. Prior to final approval, the Manager of Planning, is to be advised in writing, by Hydro One and/or Festival Hydro, that the Owner has made satisfactory arrangements with an electricity provider for the provision of permanent or temporary electricity services to this plan.
12. Prior to final approval, the Manager of Planning, is to be advised in writing, by Enbridge Gas Inc., that its requirements with respect to easements and rights-of-way for services have been met.
13. Prior to final approval for the registration or the development as a condominium corporation, the Manager of Planning is to be advised in writing by Canada Post that the Owner has confirmed mail delivery equipment has been supplied and installed to the satisfaction of Canada Post.
14. That the Condominium Declaration proposed to be registered or any amendment thereto to affect the registration of a condominium phase shall be submitted for approval to the City's Manager of Planning. The said Declaration shall contain:

- a) A provision that outlines that telecommunications, mail delivery equipment, water lines and appurtenances, hydro, driveway, exterior stairs, communal walkway, sanitary sewer lines, and appurtenances are to be described as a common element and exclusive use areas including the upper balcony for the inn units (Units 2-1 to 2-5); one parking space for each of the units (Units 2-1 to 2-5); front patio and signage area for Unit 1-1, and may include items that are external to the buildings and items that service more than one Unit or the Units and common elements and are to be operated, repaired, and maintained by the Condominium Corporation to the satisfaction of the Manager of Planning;
- b) A provision that unitized parking spaces are to be owned by inn unit owners; and
- c) Provisions requiring municipal addressing and/or door point numbers to be posted on the façade of each building Unit in accordance the City's Municipal Addressing By-law to the satisfaction of the Manager of Planning.

15. That prior to final approval, the Owner provide a written undertaking directed to the City's Manager of Planning to register a Condominium Declaration which shall include the approved provisions as required in condition 14 hereof.

16. That a Technical Building Audit be completed and submitted to the City's Chief Building Official for approval and that any deficiencies identified under the Ontario Building Code, Fire Code, or Chapter 665 of the Municipal Code (Property Standards for Maintenance and Occupancy) be rectified to the satisfaction of the Chief Building Official.

17. The digital copy of the plans provided are required containing the plan of condominium in Auto CAD native format (.dwg), stored as a single file, with all of the classes of features (eg. building footprint, Unit boundaries, Exclusive Use boundaries, interior roadways, access to public street, etc.) separated into different layers. For further information, please contact City of Stratford Building and Planning Services Department.

18. Prior to final approval, for the purposes of satisfying any of the conditions of draft approval herein contained, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances and final plans, and to advise the City of Stratford in writing how each of the conditions of draft approval has been, or will be, satisfied. The Owner acknowledges that, in the event that the final approval package does not include the complete information required by the City of Stratford, such submission will be returned to the Owner without detailed review by the City.

## **NOTES TO DRAFT APPROVAL**

- i) Pursuant to Section 51(59) of the Planning Act, if a plan approved under Section 51(58) of the Planning Act is not registered within 30 days of approval, the City of Stratford may withdraw its approval.
- ii) If final approval is not given to this Plan, within 5 years of the draft approval date, and no extensions have been granted, draft approval shall lapse under subsection 51(32) of the Planning Act, R.S.O., 1990. If the Owner wishes to request an extension to draft approval, a written explanation, together with a resolution from the local municipality, must be received by the Approval Authority 60 days prior to the lapsing date.
- iii) All plans are to be prepared using total station survey and compatible with the latest version of AutoCAD. The final plan submitted for registration, engineered design drawings and construction record drawings are to be provided in print and digital format referenced to a control network compiled to the satisfaction of the City of Stratford in accordance with Ontario Basic Mapping (U.T.M. Grid 1:2000), for future use within the City's geographical information system.
- iv) The Owner is advised that clearances from the following agencies are required:
  - City of Stratford Corporate Services Department, Tax Division
  - City of Stratford Building and Planning Services Department, Planning Division
  - City of Stratford Building and Planning Services Department, Building Division
  - City of Stratford Infrastructure Services Department, Engineering Division
  - Enbridge Gas Inc.
  - Festival Hydro
  - Bell Canada
- v) The following is required for registration under the Registry Act and for City use:
  - Two (2) original mylars
  - Five (5) white paper prints
  - One (1) digital copy



## PLANNING REPORT

**Date:** January 26, 2026  
**To:** Mayor and Council  
**From:** Robyn McIntyre, MCIP, RPP, Consulting Planner  
**Report Number:** COU26-010  
**Attachments:** Recommended Conditions of Draft Approval, Zoning By-law Amendment and December 8, 2021 Public Meeting Minutes

**Title:** Recommendation Report for Draft Plan of Subdivision Application 31T21-002 and Zone Change Application Z07-21 for 525 O'Loane Avenue in the City of Stratford.

**Executive Summary:** Applications for a Draft Plan of Subdivision (31T21-002) and Zoning By-law Amendment (Z07-21) for the lands at 525 O'Loane Avenue were originally received in 2019. The applications were deemed complete in 2021.

A Public meeting was held in December 2021 to satisfy the statutory requirements under the Planning Act. Following the public meeting, the applicant made a series of adjustments to the Draft Plan of Subdivision and Zoning By-law Amendment applications to address agency comments. The differences between the original (2021 version) of the draft plan and the current (2025 version) of the draft plan are not considered to be of a significant nature to warrant a second public meeting.

The applications have been circulated for agency comments several times since the original submission. The most recent set of agency comments received on the seventh resubmission made in May 2025 indicate no significant concerns with the application. A number of comments are addressed through recommended conditions of draft plan approval.

The Draft Plan of Subdivision satisfies the criteria for Subdivisions outlined in Section 51(24) of the Planning Act and is consistent with the Provincial Planning Statement, 2024. The Draft Plan of Subdivision application conforms to the Official Plan; recommended conditions of draft plan approval have been included to address certain policies at the detailed design stage.

The Zoning By-law Amendment application conforms to the Official Plan and implements the Residential Areas designation. The Zoning By-law Amendment application proposes five zones for the subject lands, three site specific zones for

various residential uses and two regular zones for residential areas and open spaces. The requested zones maintain the intent of the Zoning By-law.

The subject lands were historically used as a Ministry of Transportation storage site, and as a result, soil contamination has been found on the property. The applicant has completed a series of environmental studies and reports to document this contamination. These reports have been submitted to the province for review and have been accepted by way of the issuance of a Record of Site Condition and a Certificate of Property Use to guide the future use and development of the subject lands. The recommended conditions of draft plan approval include a clause for the Subdivision Agreement to acknowledge the Owner's responsibility under the Certificate of Property Use.

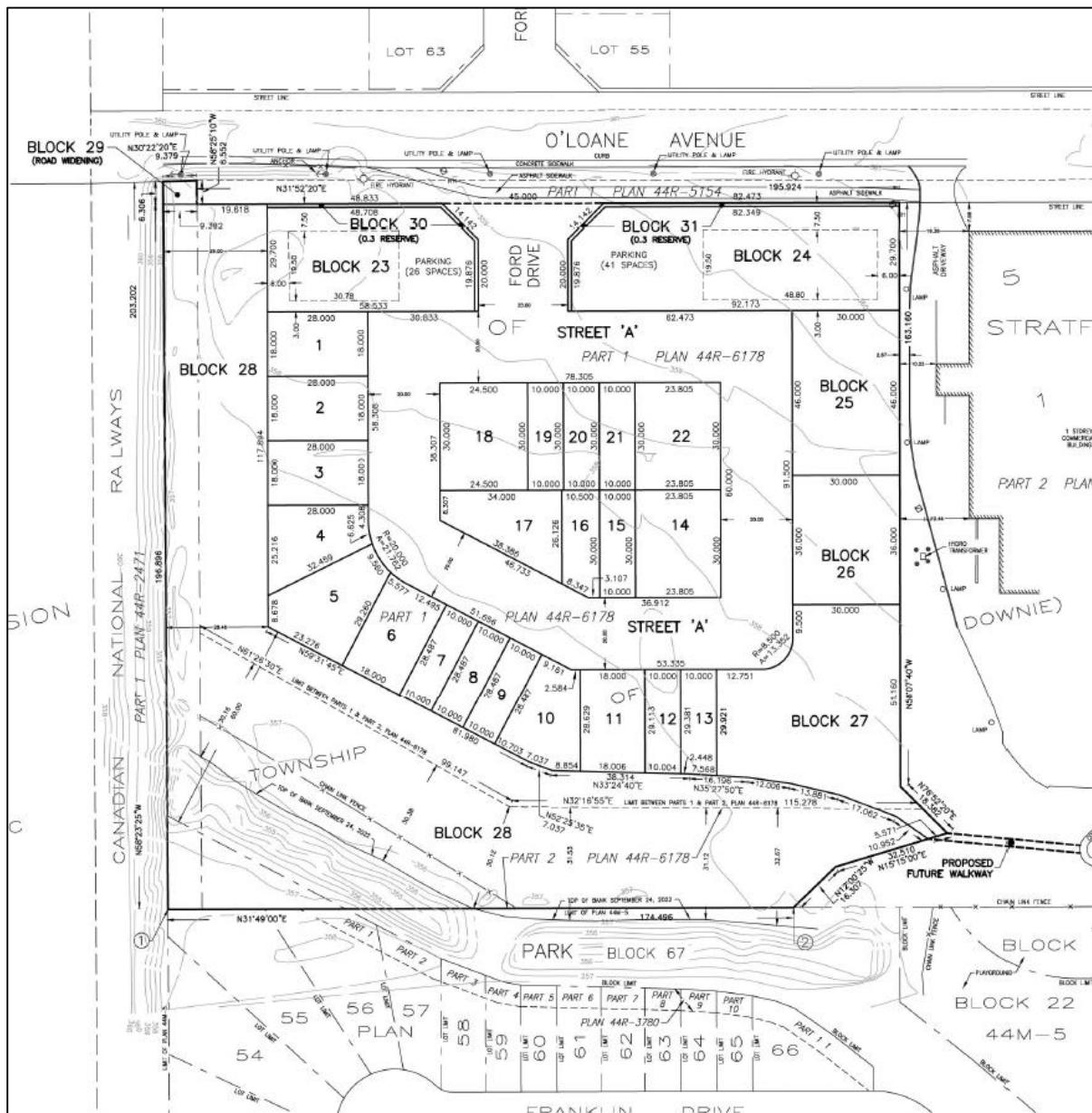
Staff are recommending approval of the Draft Plan of Subdivision (31T21-002) attached subject to the conditions of draft plan approval attached hereto. Staff are also recommending approval of the Zoning By-law Amendment (Z07-21) application.

**Objective:** The purpose of this report is to describe the proposed development at 525 O'Loane Avenue and the associated applications submitted by the property owner, DLN Group Inc.

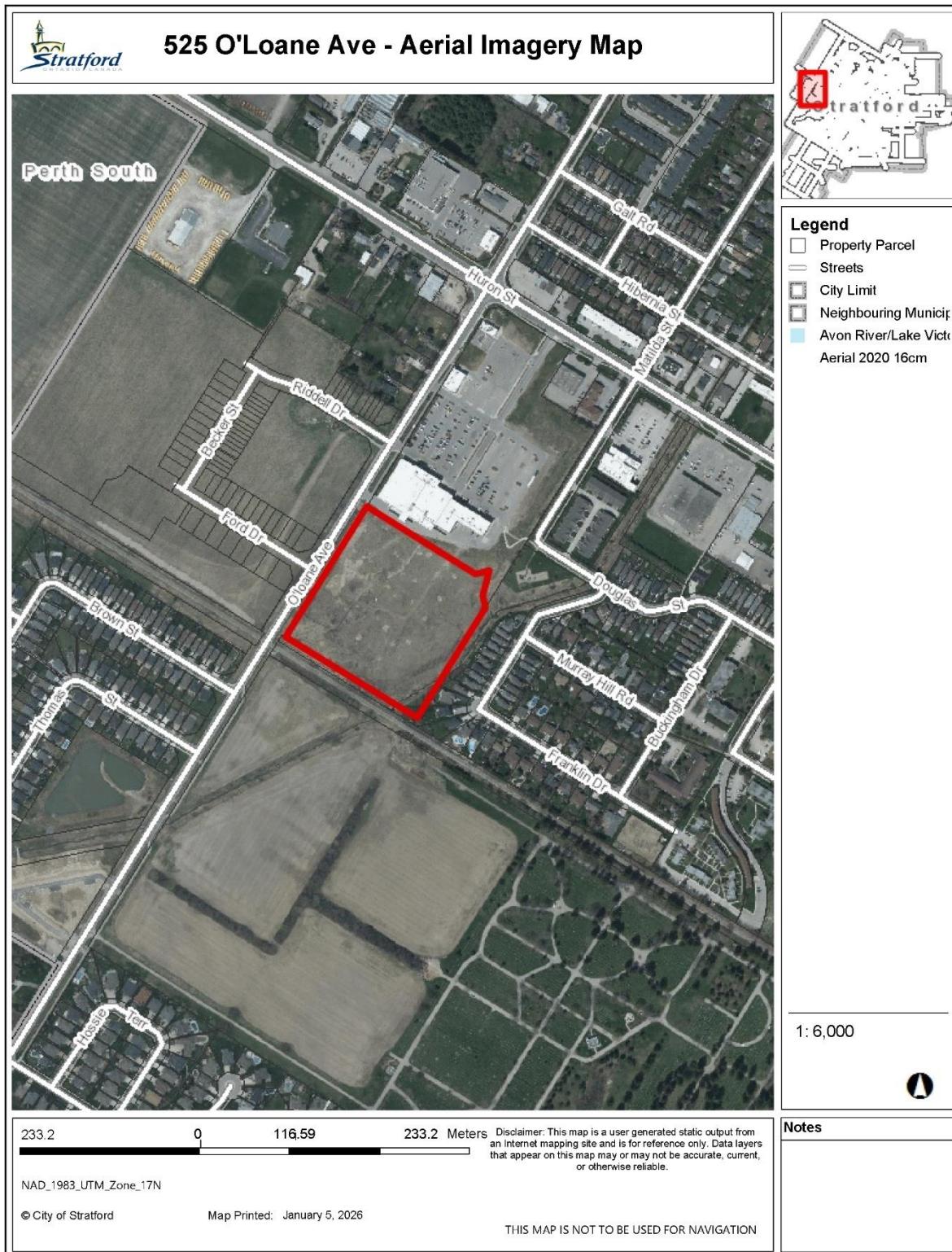
The purpose of the Draft Plan of Subdivision application is to create a residential subdivision inclusive of a looped road network. More specifically, the proposed draft plan of subdivision includes twenty-two lots for low density residential development, four blocks for multiple residential development, one block for stormwater management, one open space block, one road widening block, and two 0.3-metre reserves. In total, the draft plan of subdivision would accommodate 76 dwelling units.

The purpose of the Zoning By-law Amendment application is to rezone the subject lands from the current Urban Reserve ("UR") to five different zone categories depending on the proposed uses as outlined herein. To summarize, the proposed zones include: Open Space ("OS"); Residential Second Density Two Zone with Site-Specific Provisions ("R2(2)-47"); Residential Second Density Two Zone with Site-Specific Provisions ("R2(2)-48"); Residential Fourth Density Four Zone ("R4(4)"); and Residential Fifth Density Three Zone with Site-Specific Provisions ("R5(3)-28"). A Holding Symbol ("H28") is also proposed for the floodplain overlay area to address comments from the Upper Thames River Conservation Authority.

## Draft Plan of Subdivision



## Location Map



### Application Materials

A number of materials have been submitted in support of these applications. Various iterations of these documents have also been submitted in response to agency comments. The following documents were submitted in support of the applications:

- Application Forms and Fees
- Agent Authorization Form
- Draft Plan of Subdivision
- Engineering Design Brief
- Environmental Impact Study
- Functional Servicing Report
- Geotechnical and Soils Report
- Housing Affordability Letter
- Infiltration Assessment
- Ministry Acknowledgement Letter for Archaeological Assessment
- Noise Impact Study
- On-Street Parking Plan
- Phase 2 Environmental Site Assessment
- Planning Justification Report
- Preliminary Grading Plan
- Preliminary Concept Plans for Multiple Residential Blocks
- Record of Site Condition
- Risk Assessment
- Stormwater Management Brief
- Traffic Impact Study
- Tree Management Plan
- Vibration Impact Study
- Various Comment Response Matrices
- Walkway Agreement Letter

**Background:** The applications for a Draft Plan of Subdivision and Zoning By-law Amendment were originally submitted in 2019. Several resubmissions have been provided to the City since the original submission to address agency comments received throughout the circulation process before bringing the applications to Council for a decision. The timeline of previous submissions for these applications is outlined below.

#### *December 2019*

- First submission of Draft Plan of Subdivision and Zoning Bylaw Amendment applications. Deemed incomplete because the Phase 2 Environmental Site Assessment, Record of Site Condition, and Stormwater Management Reports were not provided.

*April 2021*

- Second submission provided to the City.
- Deemed incomplete in May 2021 because engineering comments indicated Stormwater Management Design Brief could not be accepted.

*September 2021*

- Partial submission provided to the City to satisfy outstanding concerns.
- Deemed complete in October 2021; file numbers assigned.

*December 2021*

- Public Meeting held for Draft Plan of Subdivision and Zoning Bylaw Amendment applications. Staff Report included agency comments which indicated some concerns with the proposal. Applicant indicated no concerns addressing these issues and revised submission materials accordingly.

*March 2022*

- Third submission of application materials to address agency comments.

*March 2023*

- Fourth submission of application materials to address agency comments.

*October 2023*

- Fifth submission of application materials to address agency comments.

*September 2024*

- Sixth submission of application materials to address agency comments.

*February 2025*

- Partial resubmission to provide supplemental information.

*May 2025*

- Seventh submission of application materials to address agency comments.

*September 2025*

- Eighth submission of application materials to address agency comments.
- Agency circulation yielded that sufficient information has been provided to proceed to Council for a decision.

Description of Subject Lands

The subject lands are located on the east side of O'Loane Avenue. Specifically, the subject lands are immediately east of the intersection of Ford Drive and O'Loane Avenue. The subject lands are approximately 4.01 hectares in size with approximately 196 metres of frontage on O'Loane Avenue. The subject lands are presently vacant and were historically used as a Ministry of Transportation storage yard. The subject lands are legally described as Part of Lot 5, Concession 1, Geographic Township of Townie,

now in the City of Stratford, County of Perth. The associated tax assessment roll number is 3111010110282060000.

#### Site Characteristics

Characteristic	Information
Existing Use	Vacant
Frontage	196 metres
Depth	197 metres
Area	4.01 hectares
Shape	Generally Rectangular

#### Surrounding Land Uses

Direction	Use
North	Commercial (Grocery Store and Parking Lot)
East	Residential
South	Railroad Tracks, Avondale Cemetery
West	Residential

Photo of Subject Lands from O'Loane Avenue looking North-East



Photo of Subject Lands from O'Loane Avenue looking South-East



## Agency Comments

Previous submissions of the Draft Plan of Subdivision and Zoning By-law Amendment applications have been circulated to agencies for comments. With respect to the two most recent submissions, the seventh submission (May 2025) was circulated for agency comments to confirm sufficient information had been provided to proceed to a Council meeting for a decision. The comments outlined below were provided on the seventh circulation of the applications and associated materials. Many of these comments have already been discussed with the applicant and addressed / resolved or included in the recommended conditions of draft approval to be addressed at the appropriate time.

The materials in the eighth submission package included minor changes to address some comments received on the seventh submission's agency comments. Given the minor nature of the changes, and as agencies had confirmed that sufficient information had been provided to proceed, the eighth submission package was not fulsomely circulated for agency comment.

- **City of Stratford, Transit Division**
  - Transit has no concerns.
- **City of Stratford, Fire Prevention**
  - No comments or concerns from Fire Prevention at this time.
- **City of Stratford, Infrastructure Services, Engineering Division**
  - (Engineering Division has) reviewed the response to City comments provided by Strik Baldinelli Moniz ("SBM", the Developer's engineering consultant), as well as additional plans and reports received in July 2025 as part of the zone change and Draft Plan of Subdivision submission and have the following comments:
  - Draft Plan of Subdivision, May 2025:
    - No comment.
  - General Comments:
    - Developer will be required to pay for a Watermain Hydraulic Assessment of the proposed subdivision using the City's water model, which is to be completed by the City's consultant.
    - The Roadhouse Municipal Drain and the Finnegan Drain are subject to the requirements of the Drainage Act R.S.O 1990. No changes to the drains (location, capacity, cross-section etc.) are allowed except in accordance with the Act. All adjustments or impacts to the Municipal drains are the sole responsibility of the developer and must conform to the Act.

- The development must comply with the requirements of the MOECP Certificate of Property Use No. 8784-D5RQ35, including reference to grading, storage garages, ventilation, backup power supply, vapour mitigation system, notifications to owners, monitoring and sampling programs, annual reporting etc.
- All excess soil management is to be implemented in accordance with O.Reg. 406/19 in addition to the requirements of the CPU.
- A noise study will be required for any development of Blocks 23 and 24.
- Site Servicing Design Brief, SBM, Preliminary Engineering Plans, SBM, rev 10 dated 27/05/2025:
  - No concerns with respect to the draft plan application.
  - No technical review of the drawings has been completed. A preliminary scan of the drawings has been completed to highlight major concerns only.
  - Detailed comments regarding sewer and watermain layout, service layout, stormwater quality and quantity control, and water balance will be provided during the detailed review of full engineering submissions. Brief preliminary comments have been forwarded to the developer's consultant for their information.
- **City of Stratford, Planning Division**
  - Comment Response Letter from SBM
    - Under the Planning Act, the City cannot request a Noise Study as part of a Site Plan Approval Application. As such, a Holding Symbol will be implemented on Blocks 23, 24, 25, and 26 to require that a noise study be completed as part of the development of the lands and site plan approval.
      - *Staff Note: This Holding requirement has since been removed and addressed through the Subdivision Agreement instead.*
    - Approval of the intersection design inclusive of Ford Drive, O'Loane Avenue, and the Ford Drive extension included in the proposal to the satisfaction of the City will be a condition of draft approval for 31T21-002.

- The completion of a Watermain Hydraulic Assessment by the City's consultant, as paid for by the applicant, and to the satisfaction of the City, will be a condition of draft approval for 31T21-002.
- Confirmation of conformity with the Drainage Act R.S.O. 1990 to the satisfaction of the City will be a condition of draft approval for 31T21-002.
- Comment Response Letter from Premiere Environmental Consultants
  - The comment regarding storage garages indicates that the owner shall refrain from constructing any new buildings or portions thereof on, in, or under the subject lands or portion thereof unless the building includes a storage garage. Where a storage garage is provided, it must cover the entire building area at grade per the Certificate of Property Use. Please indicate how the proposal will conform to this requirement. Blocks 23 and 24 are not proposed to include a storage garage, and the balance of the residential units are not proposed to have the entirety of their main floors be comprised of a garage.
  - Per the Ontario Building Code, as deferred to for the definition of a Storage Garage by the MECP, "storage garage means a building or part thereof intended for the storage or parking of motor vehicles and which contains no provision for the repair or servicing of such vehicles."
  - Confirmation of obtaining a Record of Site Condition and approval of a Risk Assessment and Risk Management Plan to the satisfaction of the City will be a condition of draft approval for 31T21-002.
  - To fulfill the monitoring and reporting requirements of the Certificate of Property Use, the creation and implementation of a monitoring and reporting program to the satisfaction of the City will be a condition of draft approval for 31T21-002.
- Walkway Agreement Letter
  - If the lands should be secured by the developer to extend the walkway across a neighbouring parcel of land, then the following comments would also apply. Depending on the timing of the lands being secured, the below comments may be included as conditions of draft approval.

- To confirm the location of the proposed walkway, the preparation of a reference plan and legal establishment of an easement may be required.
- To ensure the proposed walkway is constructed, securities may be required by the City for the completion of the walkway.
- To ensure the walkway is maintained, an agreement regarding the establishment and maintenance of the walkway may be required to be registered on title.
- Draft Plan of Subdivision
  - Please remove the proposed building outlines and parking lot areas from Blocks 23 and 24. These Blocks should instead include the estimated unit counts.
  - Please confirm how the noise wall to be established and maintained along the northern lot line will be accommodated. Should an additional block be required, please revise the draft plan to include such.
  - An easement and maintenance agreement over the noise wall lands will be required by the City as a condition of draft approval for 31T21-002.
  - The draft plan was finalized on May 23, 2025, but the OLS signature thereon is dated March 27, 2025. To ensure the OLS provides the appropriate clearance of the proposed draft plan, please have the OLS (Jason Wilband) update their signature and date accordingly.
  - Alex Antal is listed as an owner of the subject lands via DLN Group, but the Walkway Agreement indicates Alex is represented via Antal Developments Inc. Please confirm if Alex is indeed an owner of the subject lands, and if so, provide the required contact information set out on the draft plan of subdivision application form.
  - Should DLN be processing the application on behalf of Antal Developments Inc., an agent authorization letter will be required.
- Planning Justification Report
  - Table 1 indicates that 11 Cluster Housing units are proposed on Blocks 25 and 26, however the balance of the report and submitted

drawings references 12. Please confirm the proposed unit count for these blocks.

- Per the discussion provided at the end of Section 4, the creation of the four stormwater easements between Street A and Block 28 will be required as a condition of draft approval for 31T21-002.
- Please note that given the stage and nature of 31T21-002 and Z07-21, the concept plans for Block 23 and 24 were not reviewed in detail at this time. The applicant will be responsible for ensuring that the ultimate development of these lands complies with the Zoning Bylaw and any applicable site-specific provisions.
- Given the timeline and changes to the subject applications since they were originally deemed complete in October 2021, the applications will need to complete a fulsome re-circulation for agency comments prior to returning to Council for a decision.
- The Traffic Brief completed for the subject lands in 2019 was completed for potentially 64 dwelling units, whereas the current proposal includes potentially 76 dwelling units. A letter from LEA Consulting or equally qualified person(s) will be required to confirm if the conclusions of the 2019 Traffic Brief remain applicable, or if additional study should be completed.
- Clearance from the Goderich-Exeter Railway will be required as a condition of draft approval for 31T21-002.
- Per the recommendations of the Noise Study from 2019 as completed by LEA Consulting, the completion of and implementation of the recommendations of an additional Noise Study to the satisfaction of the City will be a condition of draft approval for 31T21-002.
- The findings of the 2019 Noise Study will be required to be implemented, or demonstrated commitment to their implementation via undertaking, to the satisfaction of the City as a condition of draft approval for 31T21-002.
- An easement and maintenance agreement over the noise wall lands will be required by the City as a condition of draft approval for 31T21-002.
- The City may require securities be provided for the construction of the 2.4 metre noise wall to be established along the northern property line of the subject lands.

- Payment of cash-in-lieu of parkland will be required as a condition of draft approval of 31T21-002.
- The Special Policy Area that the subject lands are within states that, "at least 25% of all housing units to be provided will be within the affordability range established by the province [...]"". While the Planning Report indicates that the proposal "is able" to accommodate affordable housing units, the provision of such is a requirement of the Official Plan. The applicant must confirm how this policy will be or has been satisfied through the proposed development.
- The city will require the establishment of a 3-storey height limit on the subject lands to ensure the proposed density aligns with the Residential Areas designation in the Official Plan.
- Zoning By-law Analysis
  - Table 4 -- The R2(2) Zone requires that semi-detached dwelling units on a corner lot must provide a minimum of 450 square metres per dwelling unit. Lots 14, 18, and 22 do not meet this requirement, however the Planning Report does not request a site-specific provision. Please confirm.
  - Table 4 -- The R2(2) Zone requires that semi-detached dwelling units on a corner lot must provide a minimum frontage of 12 metres per dwelling unit. Lots 14 and 22 do not meet this requirement, however the Planning Report does not request a site-specific provision. Please confirm.
- **City of Stratford, Clerks Department**
  - Parking restrictions in the area of the subject property are as follows:
    - Parking is not permitted on all roadways within Stratford between 2:00 a.m. to 6:00 a.m. all year round.
    - O'Loane is less than 8.5 metres in width and as such parking opposite the approach and / or impede the entering or exiting of any public lane or driveway is not permitted.
  - Our office would also like to note that while there are currently no parking restrictions for O'Loane Avenue, it is less than 8.5 metres in width limiting availability for overflow parking from the proposed development.

- **City of Stratford, Building Division**

- Building has no comments or concerns at this time.

- **City of Stratford, Climate Division**

- It is recommended that a percentage of the parking spaces be developed as "EV ready", to enable future installation of Level 2 EV chargers (208V-240V). EV-ready provisions can include adding adjacent energized power outlets (i.e. an electrical junction box or a receptacle) where EV supply equipment (EVSE – i.e. an EV charger) can be installed in the future.
  - This site can be a suitable proponent to have a low-carbon energy system installed. It is recommended that the owner/developer consider the following for the development - photovoltaic/solar panels and/or a geothermal energy system with heat pumps (for both heating and cooling).
  - It is recommended that the new buildings integrate a passive design approach, with emphasis on an airtight building envelope, use of daylighting, and ventilation strategies.
  - It is recommended that the landscaped open areas have native and adaptive species installed.

- **City of Stratford, Economic Development**

- The Stratford Economic Enterprise Development Corporation (investStratford) does not provide technical comments for draft plan of subdivision applications. However, from an economic development and workforce development perspective we are supportive of new residential developments in Stratford, particularly those that provide a balanced mix and range of units, with a portion being offered at an attainable price point.

- **City of Stratford, Environmental Division**

- No comments on this application.

- **City of Stratford, Housing Division**

- The Housing Division of investStratford has no concerns regarding 525 O'Loane Avenue.

- **City of Stratford, Community Services Division**

- The property consists of a significant amount of volunteer weed trees such as poplar and Manitoba maple.
- However, an arborist report and tree preservation plan will be required for any significant trees on the property.
- Significant trees meaning any healthy hardwoods over 30cm at dbh (are they being saved or removed).
- In this case the replanting plan will likely offset replacement costs of any significant trees being removed.

- **Avon Maitland District School Board**

- A total of 69 units are proposed for this development. With respect to this application, the following comments are submitted:
- Location:
  - This development falls within the attendance boundaries of:
  - Avon Public School (Gr K-6)/Stratford Intermediate School (Gr 7-8)
  - Stratford District Secondary School (Gr 9-12)
- Comments:
  - Although the impact of this development will be minimal, the local elementary and secondary school are operating above built capacity. Interim accommodation measures such as portables or grade splits are being utilized to accommodate existing students.
  - Additional measures may be required to address future student accommodation.
  - Please note, student transportation providers may not travel on privately owned or maintained rights-of-way and roads not yet assumed by the municipality to pick-up/drop-off students. A congregated bus stop may be located outside of the development area.
  - We will continue to monitor development growth in the municipality on behalf of the AMDSB as it relates to the cumulative impact on local schools. The AMDSB also requests notification of any modifications, community consultations, appeals, or notices of decision related to this development application.

- If there are any questions or comments regarding the Board's response, please contact [amdsb.planning@watsonecon.ca](mailto:amdsb.planning@watsonecon.ca).
- **Enbridge Gas**
  - Zoning Notices:
    - Enbridge Gas does not object to the proposed application(s), however, we reserve the right to amend or remove development conditions.
    - Please always call before you dig, see web link for additional details: <https://www.enbridgegas.com/safety/digging-safety-for-contractors>
  - Draft Plan of Condo or Subdivisions
    - It is Enbridge Gas Inc.'s request that prior to registration of the plan, the Owner shall make satisfactory arrangements with Enbridge Gas Inc. (Enbridge Gas) to provide the necessary easements and/or agreements required by Enbridge Gas for the provision of local gas service for this project. Once registered, the owner shall provide these easements to Enbridge Gas at no cost, in a form agreeable and satisfactory to Enbridge Gas.
- **Source Water Protection (UTRCA)**
  - The subject lands are not located within a vulnerable area and therefore the property is not designated for restricted land use under S. 59 of the Clean Water Act, 2006. For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at: <https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>
- **Huron Perth Public Health**
  - Site Features:
    - Alignment with mixed-use and complete community principles.
  - Housing
    - The 2019 City of Stratford Official Plan states as a guiding principle "vi) Intensification – Encourage appropriate intensification and infill, including mixed use development, which reflects the existing context of the city with respect to factors such as height and design".

- Development plan incorporates a mix of housing types including high-density (apartment buildings) residential options.
- Inclusion of some affordable housing options is also strongly encouraged to support a more inclusive and balanced community.
- Accessible Parking:
  - Good placement near buildings and pathways.
- Pedestrian Connectivity:
  - The sidewalk infrastructure connecting housing on Ford Dr., recreational path on O'Loane, and proposed walkway to Matilda and Douglas St. Playground supporting safe movement is a strength.
- Safety:
  - The STOP sign positioned before the recreational path on O'Loane is great as it enhances safety for cyclists and pedestrians especially if there are poor sightlines, while still allowing drivers to inch forward once the path is clear.
- Community Mailbox:
  - The mailbox location appears to be inaccessible for individuals with limited mobility, as no sidewalks or curb drops are indicated. It is recommended to relocate the mailbox to a location with a connected sidewalk to ensure it is accessible and usable by all residents.
- Bike Parking:
  - Great to see bike parking incorporated into the site plan for the apartment buildings.
  - Recommend consulting "The Essentials of Bike Parking" for selection of bike parking facilities.
- On Street Parking:
  - Would recommend on street parking be allowed only on one side of the street from an emergency vehicle perspective. If roads are 20 feet wide, an average SUV is 6.5 feet wide, and the average firetruck is 8 feet wide, parking allowed on both sides would limit fire being able to access homes.

- **Canada Post**

- Canada Post has reviewed the proposal for the above noted Development and has determined that the completed project will be serviced by centralized mail delivery provided through Canada Post Community Mailboxes.
- Our multi-unit policy will apply for any buildings of 3 or more self-contained units with a common indoor area. For these units the owner / developer will be required to install a mail panel and provide access to Canada Post.
- Multi-unit buildings and complexes (residential and commercial) with a common lobby, common indoor or sheltered space, require a centralized lock box assembly which is to be provided by, installed by, and maintained by the developer/owner at the owner's expense. Buildings with 100 units or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room.
- In order to provide mail service to this development, Canada Post requests that the owner/developer comply with the following conditions:
  - The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
  - The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
  - The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
  - The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will

be required to be prepared a minimum of 30 days prior to the date of first occupancy.

- The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
- The owner/developer agrees, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Stratford.
- The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
- The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
- Canada Post further requests the owner/developer be notified of the following:
  - The owner/developer of any condominiums will be required to provide signature for a License to Occupy Land agreement and provide winter snow clearance at the Community Mailbox locations
  - Enhanced Community Mailbox Sites with roof structures will require additional documentation as per Canada Post Policy
  - There will be no more than one mail delivery point to each unique address assigned by the Municipality
  - Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project
  - The complete guide to Canada Post's Delivery Standards can be found at:  
[https://www.canadapost.ca/cpo/mc/assets/pdf/business/standards\\_manual\\_en.pdf](https://www.canadapost.ca/cpo/mc/assets/pdf/business/standards_manual_en.pdf)

- **CN Rail**

- The proposed development site at 525 O'Loane Avenue is located at over 2.5 km from CN's right of way. Accordingly, CN Rail does not have any comments concerning this application.

- **Festival Hydro**

- Please see our comments for this submission below:
- The hydro pole in conflict with the entrance is not shown on the drawings however please be aware that the pole will need to be re-located a minimum 1.5m from back of curb and a minimum 0.3m from the edge of the sidewalk/any hard surface at the Developer's expense.
- The pole in conflict with the entrance is also in conflict with the proposed storm/culvert under the entrance. Conflicts exist both at the pole's existing location and where it will need to be relocated.
- There are existing joint use (communications) attachments on the poles along O'Loane. As a new roadway into the site is being proposed there must be sufficient heights for these attachments when crossing over the roadway to satisfy CSA clearances. Festival Hydro will confirm heights and if adjustments are required, we will put the Developer in touch with the appropriate joint use party to rectify.
- What are the expected power requirements and anticipated electrical service sizes for Block 23 and Block 24.
- The non-standard utility trench locations avoid the infiltration trench however there may not be enough space to accommodate transformer vaults. This shall be confirmed during the electrical design.
- The developer will need to engage a consultant to work with Festival Hydro on the design of the primary and secondary distribution system within the subdivision and Blocks. The consultant shall contact Festival Hydro Engineering ([engineering@festivalhydro.com](mailto:engineering@festivalhydro.com)) to initiate the design process and have Festival Hydro provide technical requirements and clearances that will need to be met within the condo block, both from buildings and any other proposed buried infrastructure.
- Be aware that the current site design with the infiltration trench on both sides of the street will create complexities from an electrical servicing perspective. Road crossings may also be difficult due to having to navigate through infiltration trenches as well as water/sewer/storm lines.

- All primary and secondary cabling and transformation is to be owned by Festival Hydro.
- Festival Hydro will require blanket easements over all blocks to be developed as part of this site plan submission and within the development.
- Developer will need to enter into a Subdivision/Residential Servicing Agreement with Festival Hydro.
- **Genesee & Wyoming Canada Inc.**
  - Following the review of the documents received, our comments are as follows:
  - The proposed setbacks comply with the current standards, and your noise and vibration studies also seem to indicate that they meet the said standards.
  - It will be important to inform potential residents that an active railway corridor is in the area.
  - And finally, no additional drainage water should be directed towards the railway corridor.
- **Ontario Power Generation**
  - OPG has no comment for the subject applications Draft Plan of Subdivision Application 31T21-002 and Zoning By-law Amendment application Z07-21.
- **Quadro**
  - Quadro has no plans to serve this new development.
- **Upper Thames River Conservation Authority Comments**
  - Upper Thames River Conservation Authority (UTRCA) has reviewed the subject applications under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 5.2 of the Provincial Planning Statement (PPS, 2024), as a regulatory authority under Ontario Regulation 41/24 and as a public body under the Planning Act as per our CA Board approved policies.

- BACKGROUND & PROPOSAL

- The Draft Plan of Subdivision and Zoning Bylaw Amendment applications were originally submitted in December 2019 to facilitate the development of a mixed density residential subdivision on the subject lands. The applicant revised their proposal through several full and partial resubmissions to addressed agency comments. This submission includes revisions to a few Residential Blocks as well as the Stormwater Management Block.

- DOCUMENTS REVIEWED

- The following documents were received and reviewed as part of the circulation:
- Draft Plan, prepared by AGM Ltd., plot date, May 23, 2025;
- Drawings (Sheet No. 2, 3A, 4, 5, 16A, 16B, 17, 19A, 19B, & SK1), prepared by SBM, signed and sealed May 27, 2025; and
- Planning Justification Report (Revised), prepared by SBM, dated June 2, 2025.

- RECOMMENDATION

- The UTRCA is generally satisfied with the applications and supporting documentation and is of the opinion that our comments can be addressed through the detailed design submission as part of the conditions of approval. Please refer to the below comments, and recommended conditions of approval, provided to support the above recommendation.

- ROLES & RESPONSIBILITIES

- PROVINCIAL PLANNING STATEMENT (PPS 2024) – Planning Act: In accordance with Section 5.2 Natural Hazards of the PPS, development shall be directed away from areas of natural hazards where there is an unacceptable risk to public health or safety or of property damage and not create new or aggravate existing hazards.

- Roadhouse Drain Master Drainage Plan (2007)

- The Master Drainage Plan was completed in conjunction with the West Secondary Plan Study for the City of Stratford by the McCormick Rankin Corporation in 2007. The Report reviewed and evaluated floodplain management alternatives for the Roadhouse

Drain. For the portion of the Roadhouse Drain that runs adjacent to and traverses the subject lands a 60 m enhanced floodplain corridor was proposed. The corridor included grading (cut/fill) along the Drain to lower the channel banks to reconnect it to the floodplain, lower flood levels and maintain floodplain storage while reducing floodplain width. In addition to the corridor works the Master Drainage Plan noted that fill would be required within the existing floodplain beyond the 60 m corridor.

- In keeping with the Master Drainage Plan the 60 m corridor must connect with the lower channel banks of the Roadhouse Drain. To ensure all lots are located outside of the floodplain, filling within the regulatory floodplain, outside of the 60 m corridor will be required. An application for a Section 28 permit from UTRCA will be required prior to undertaking any corridor and/or filling works.

- SECTION 28 REGULATION (O.Reg. 41/24) - Conservation Authorities Act

- The UTRCA regulates development activities within the Regulated Areas in accordance with Ontario Regulation 41/24 made pursuant to Section 28 of the Conservation Authorities Act. This regulation requires proponents to obtain a permit from the UTRCA prior to undertaking any prohibited activities in the regulated area. Portions of the subject lands are regulated by the UTRCA due to the presence of:
  - A watercourse known as the Finnegan Drain;
  - A watercourse known as the Roadhouse Drain; and
  - A stream valley (not apparent) that is affected by flooding and erosion hazards;
- The UTRCA flood modeling staff are undertaking updated floodplain modeling for the watershed. Based on our best available information a revised regulatory (250-year) floodplain elevation of 359.3 masl has been provided by UTRCA flood modeling staff for the subject lands.

- UTRCA ENVIRONMENTAL PLANNING POLICY MANUAL (2006, revised 2017)

- The UTRCA's Environmental Planning Policy Manual is available online at: <https://thamesriver.on.ca/wp-content/uploads/EnvPlanningPolicyManual-update2017.pdf>

- UTRCA's policies align with the natural hazard policies of the PPS and those which are applicable to the subject lands include:
  - 3.2.2 General Natural Hazard Policies
    - These policies direct new development and site alteration away from hazard lands. No new hazards are to be created, and existing hazards should not be aggravated. The Authority also does not support the fragmentation of hazard lands through lot creation which is consistent with the PPS.
  - 3.2.3 Riverine Flooding Hazard Policies
    - These policies address matters such as the provision of detailed floodplain mapping, floodplain planning approach (one zone vs. two zones), and uses that may be allowed in the floodplain subject to satisfying UTRCA permit requirements.
  - DRINKING WATER SOURCE PROTECTION - Clean Water Act
    - The subject lands are not located within a vulnerable area. For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at: <https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>
  - COMMENTS & RECOMMENDED CONDITIONS OF APPROVAL
    - UTRCA is generally satisfied with the applications and supporting documentation and is of the opinion that our comments can be addressed through the detailed design submission as part of the conditions of approval. Accordingly, we offer the following conditions of draft plan approval:
      - In conjunction with the submission of the engineering drawings, the Owner shall submit detailed grading plans and erosion/sediment control plans that will identify all erosion and sediment control measures for the subject lands to the satisfaction of the City of Stratford and the Upper Thames River Conservation Authority. The plans are to include measures to be used during all phases of construction including the regrading and channelization of Block 28.
      - In conjunction with the submission of the engineering drawings, the Owner shall submit a stormwater management report to the satisfaction of the City of

Stratford and the Upper Thames River Conservation Authority.

- The Owner shall complete the regrading, channelization and stabilization of Block 28, containing the Finnegan Drain and Roadhouse Drain, all at once generally in keeping with the Master Drainage Plan prepared by the McCormick Rankin Corporation (2007) to the satisfaction of the City of Stratford and the Upper Thames River Conservation Authority.
- The channelization, regrading and stabilization within Block 28, containing the Finnegan Drain and Roadhouse Drain, is to occur prior to any excavation or regrading within the existing floodplain limits outside of the corridor to ensure flood storage is maintained. The Owner shall provide certification (i.e. as-built survey) that the regrading and channelization of Block 28 has been completed in accordance with the approved plans to the satisfaction of the City of Stratford and the Upper Thames River Conservation Authority prior to any grading within the existing floodplain limit outside of Block 28.
- The subject lands are regulated by the UTRCA in accordance with Ontario Regulation 41/24 made pursuant to Section 28 of the Conservation Authorities Act.
- We recommend that the following note be included in the draft plan approval:
  - In accordance with Ontario Regulation 41/24 made pursuant to Section 28 of the Conservation Authorities Act, the Owner/Applicant shall obtain the necessary permits from the UTRCA prior to undertaking any prohibited activities in the regulated area including filling, grading, construction, alteration to watercourse and/or interference with a wetland.
  - Consistent with the hazard lands associated with the Roadhouse Drain up and downstream of the subject lands, the UTRCA is supportive of the proposed rezoning of Block 28, containing the Finnegan Drain and Roadhouse Drain corridor, to Open Space (OS).
  - The UTRCA recommends that a Holding Symbol (H\*\*) is applied to the lands within the existing floodplain hazard. The Holding Symbol (H\*\*) shall not be removed from the subject lands until the works have been completed for the

Roadhouse Drain and Finnegan Drain to the satisfaction of the Upper Thames River Conservation Authority and the City.

- The Applicant will be required to include the information requested in comment 13, from our letter dated January 5, 2024, as part of the Section 28 permit submission for the proposed corridor works.

- UTRCA REVIEW FEES

- Consistent with UTRCA Board of Directors approved policy, Staff are authorized to collect fees for the review of Planning Act applications and the peer review of supporting technical studies. The UTRCA invoiced the Applicant \$7,690.00 (Invoice #IN0013804) on May 18, 2023, for our review of the subject applications. It is our understanding that the invoice will be paid after issuance of draft plan conditions.

- We remind the applicant that a Section 28 permit application will be required prior to any development activity upon the subject lands within the regulated area and will be subject to additional application fees to be determined upon review of an application submission.

- **Wightman**

- Wightman has no comments.

- **Township of Perth East**

- Regarding the Notice of Application for Draft Plan of Subdivision Application 31T21-002 and Zoning By-law Amendment Application Z07-21 submission #7 received by the Township of Perth East on July 29, 2025, the Planning Department has reviewed the applications and are of the opinion that the Township of Perth East should not have any concerns with the applications.

#### Public Comments

Members of the public within the prescribed circulation radius were given notice of the Public Meeting held in December 2021 to satisfy the statutory requirement under the Planning Act. No public comments were received prior to that meeting, and no public delegations were provided at that meeting. There have been no public comments received as of the date this report is finalized.

It is acknowledged that there have been multiple revisions and resubmissions of the proposed Draft Plan since the initial Public Meeting in December 2021. However, the adjustments made since the initial public meeting are not considered to be of a

significant nature to warrant an additional public meeting. The general design and layout of the plan remain consistent with what was originally proposed and presented to the public.

### **Analysis:**

#### Planning Act, R.S.O., 1990, c. P. 13

The Planning Act, R.S.O., 1990 c. P. 13 ("the Planning Act") provides direction on planning matters in the Province of Ontario. Section 51(24) of the Planning Act includes criteria that approval authorities shall have regard to when considering a draft plan of subdivision. The proposed subdivision has appropriate regard to the required criteria as outlined and discussed below:

*"(a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;"*

Section 2 of the Planning Act pertains to matters of provincial interest. This section states that Planning authorities shall have regard to a number of matters of provincial interest ranging from the protection of ecological systems and agricultural resources to the conservation of heritage features and provision of communication, transportation, and other servicing systems.

The reports and studies submitted in support of the subject applications indicate that there are no significant or notable ecological systems, natural areas, features, functions, natural resources, or mineral resources on the subject lands themselves (2(a), 2(c)). However, comments from the UTRCA indicate that there is a floodplain overlay area on the subject lands. A Holding Symbol is being utilized to require the appropriate works be completed prior to buildings or structures being constructed on the property to address this requirement.

As the subject lands were historically used as a Ministry of Transportation storage yard, there is potential contamination in the soils. A Phase 1 and 2 Environmental Site Assessment were completed as part of the Record of Site Condition and Risk Assessment procedure for the subject lands to review this contamination. These reports have been accepted by the province through the issuance of a Certificate of Property Use to guide the future development of the subject lands with respect to this contamination. The recommended draft approval conditions implement the Certificate of Property Use by the inclusion of an acknowledgement clause in the future Subdivision Agreement (2(a), 2(c), 2(o)).

The subject lands are not an agricultural resource (2(b)). There are no features of significant architectural, cultural, historical, archaeological, or scientific interest identified on the subject lands (2(d)).

There are appropriate service and utility connections surrounding the subject lands to provide for the proposed residential uses. Clearance from the respective agencies in

charge of these services and utilities has been included in the recommended draft approval conditions (2(e), 2(f)). The detailed design of accessibility considerations, communication, waste management, and municipal service systems can be addressed as conditions of draft plan approval (2(g), 2(h.1)).

The nature of the proposed residential subdivision does not provide employment, educational, explicit health, social, cultural, or explicit recreational facilities (2(i), 2(k)). The School Boards have not expressed any significant capacity concerns for their applicable schools that would accommodate this subdivision.

The proposed residential subdivision is not premature and represents orderly development given the mix of surrounding land uses in addition to the existence of service and utility networks along O'Loane Avenue (2(h)). This development would provide a range and mix of housing options to the community, including single detached dwellings, semi-detached dwellings, duplexes, townhouses, and low-rise apartment buildings which contribute to the local tax base (2(j), 2(l)). Given surrounding land uses, access to transit, and community facilities, the subject lands are an appropriate location for the proposed growth and development (2(p), 2(q)).

The future detailed design of the proposed dwelling units can continue to consider sustainability features and opportunities for well-designed built form which contribute to the surrounding sense of place (2(r), 2(s)).

*"(b) whether the proposed subdivision is premature or in the public interest;"*

The proposed subdivision is not premature. The proposed development represents an infill opportunity on a remediated brownfield site in an area surrounded by existing residential, commercial, institutional, and recreational uses. The subject lands front onto O'Loane Avenue which provides connections to the broader road and sidewalk network, but also to the existing service and utility networks along O'Loane Avenue. Further, the subdivision provides a range and mix of additional housing options to the City's housing stock.

*"(c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;"*

The plan conforms to the Official Plan as outlined later in this report. The proposed subdivision aligns with the road network of Ford Drive, as established by another Draft Plan of Subdivision across O'Loane Avenue and opposite the subject lands.

*"(d) the suitability of the land for the purposes for which it is to be subdivided;"*

The subject lands are suitable for the purpose for which they are to be subdivided. The subject lands are presently designated Residential Areas in the Official Plan and are proposed to be zoned for the same purpose. The subject lands are adequately sized to

accommodate the proposed number of dwelling units and the associated street infrastructure required to support the proposed number of dwelling units.

While the lands were historically used as a Ministry of Transportation storage site, the lands are now predominantly vacant and covered by naturalized vegetation. The environmental reports completed for the subject lands indicate that the subject lands can be suitable for residential development provided such conforms to the Certificate of Property Use issued by the province. The recommended draft approval conditions include acknowledgement of this Certificate of Property Use and implement such into the Subdivision Agreement as appropriate.

*"(d.1) if any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;"*

While sale prices have not been finalized, the applicant's Housing Affordability Letter states that the proposed semi-detached, duplex, and townhouse-built forms could meet the affordability criteria outlined by the City of Stratford's Housing Needs Assessment.

*"(e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;"*

The subject lands will be accessed from O'Loane Avenue, which is an arterial road. The road network proposed internal to the draft plan of subdivision will be a local road. The detailed design of the proposed road connections will be addressed as a condition of draft plan approval.

*"(f) the dimensions and shapes of the proposed lots;"*

The proposed lots would be generally rectangular in shape, with some pie-shaped lots resulting from the surrounding open space area / Roadhouse Drain area. All lots are sized to accommodate a driveway as well as front and rear yard space in addition to the proposed dwelling on each site. Conformity with the Zoning By-law and regulations associated with lot sizes is discussed later in this report.

*"(g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;"*

Future restrictions on the subject lands include development in accordance with the Certificate of Property Use as discussed earlier in this report. The Certificate of Property Use is issued and enforced by the Province of Ontario. Development will continue to be regulated by the Zoning By-law as appropriate.

*"(h) conservation of natural resources and flood control;"*

A portion of the subject lands include the Roadhouse Drain. The proposed stormwater management strategy appropriately considers this feature. Further detailed design of the proposed stormwater management facility and the subject lands' interaction with the Roadhouse Drain will be addressed at the detailed design stage as required by a condition of draft plan approval.

*"(i) the adequacy of utilities and municipal services;"*

Per the reports and plans provided in support of these applications, the subject lands can be adequately serviced from existing infrastructure. Detailed design of these service connections as well as utility connections will be addressed as a condition of draft plan approval.

*"(j) the adequacy of school sites;"*

Agency comments from the Avon Maitland District School Board ("AMDSB") confirm that the subject lands are within the attendance boundaries of the Stratford District Secondary School, Avon Public School, and Stratford Intermediate School. The AMDSB's comments state that, "Although the impact of this development will be minimal, the local elementary and secondary school are operating above built capacity. Interim accommodation measures such as portables or grade splits are being utilized to accommodate existing students. Additional measures may be required to address future student accommodation." Based on these comments, the proposed development can be accommodated by the existing school network through interim accommodations where necessary.

*"(k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;"*

The proposed road network would be conveyed to the City for public purposes as well as a number of daylight triangles and 0.3 metre reserves throughout the proposed subdivision. These areas are shown on the draft plan of subdivision and will be conveyed as a condition of draft plan approval.

*"(l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and"*

Opportunities for conservation, efficient use, and supply of energy can be reviewed as part of the detailed design of the subdivision. City Staff have provided comments to the applicant regarding climate change and sustainability to be considered as the subject lands continue to be designed.

*"(m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act or subsection 114 (2) of the City of Toronto Act, 2006."*

The subject lands are within a site plan control area. Site Plan requirements are triggered by proximity to the railway to the south, and by multiple residential sites with more than 10 dwelling units. Site plan approval will be required by the Planning Act and the City's Site Plan Control By-law.

### *Summary*

The proposed subdivision satisfies the criteria outlined in Section 51(24) of the Planning Act as related to draft plans of subdivision.

### Provincial Planning Statement, 2024

The Provincial Planning Statement, 2024 ("PPS") came into effect on October 20, 2024. The PPS is issued under Section 3 of the Planning Act and provides direction on matters of provincial interest related to land use planning and development. The Planning Act requires that all decisions affecting planning matters shall be consistent with the PPS.

### *Building Homes, Sustaining Strong and Competitive Communities*

Planning authorities should support the achievement of complete communities (2.1.6). The proposed development contributes an appropriate range and mix of housing options and densities to the existing neighbourhood (2.1.6.a)). The contribution of dwelling units diversifies the available housing stock in the area in terms of unit sizes, tenures, elevations and grades, parking availability, and pedestrian connections to improve access and social equity (2.1.6 b), 2.1.6 c)).

Planning authorities shall provide for an appropriate range and mix of housing options (2.2.1). The proposed subdivision contributes 76 dwelling units to the City's housing stock, a gross density of 18.9 units per hectare based on a land area of 4.01 hectares, and a net density of 45.3 units per hectare based on a residential area of 1.67 hectares which aligns with the density targets outlined in the City's Official Plan (2.2.1 a)). The proposed subdivision efficiently uses land, resources, and infrastructure, and provides active transportation connections via the proposed sidewalk network which will connect to the existing sidewalk network in the neighbourhood (2.2.1 c)).

Settlement Areas shall be the focus of growth and development (2.3.1.1). Planning authorities shall support general redevelopment to support the achievement of complete communities (2.3.1.3). The proposed development would contribute to the range and mix of housing options available in the community on lands which have sufficient services available to accommodate the proposal (2.3.1.3). The proposed development efficiently uses land and resources (2.3.1.2 a)), optimizes existing infrastructure and public service facilities (2.3.1.2 b)), connects to the broader sidewalk and bike network to promote active transportation (2.3.1.2 c)), and are located along the City's transit network, supporting ridership in the community (2.3.1.2. d)).

Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate (2.9.1). The proposed subdivision efficiently uses urban

land in terms of size, density, servicing infrastructure, and natural heritage consideration. The inclusion of townhouses supports a compact built form (2.9.1 a)). The proposed subdivision can continue to consider opportunities for energy conservation and efficiency through the detailed design of the lands (2.9.1 c), 2.9.1 d)).

#### *Infrastructure and Facilities*

The PPS directs that transportation systems should be provided which are safe, energy efficient, and are appropriate to address projected needs and support the use of zero and low emission vehicles (3.2.1). The proposed subdivision includes a road network which addresses the projected need of the community and safely separates pedestrian traffic from vehicular traffic. This road network will continue to be refined through the detailed design of the site while satisfying conditions of draft plan approval.

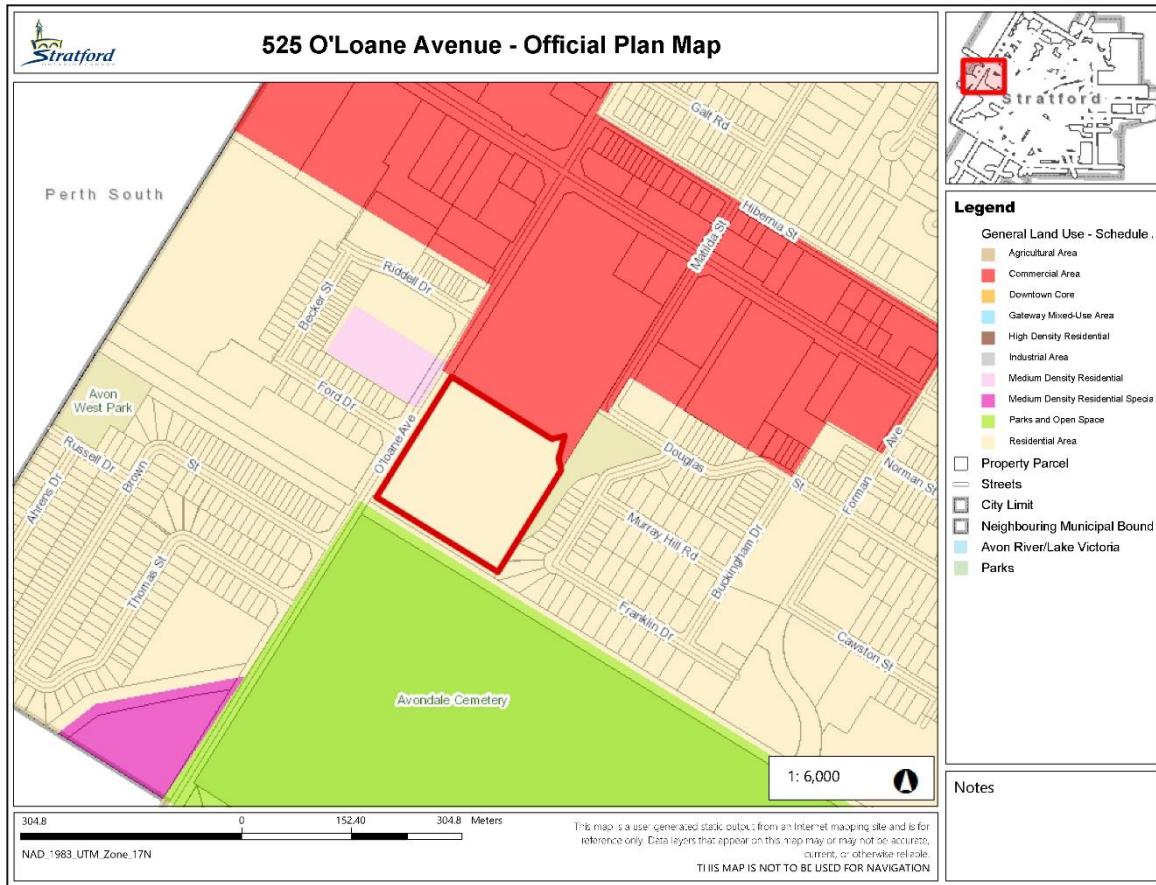
Municipal sewage and water services are the preferred form of servicing within settlement areas (3.6.2). The proposed development would be connected to municipal sewage and water services accordingly.

Healthy, active, and inclusive communities are to be promoted (3.9.1). The proposed development provides connections to the existing pedestrian network which provides active transportation opportunities for all ages and abilities (3.9.1 a), 3.9.1 b)).

#### *Summary*

The proposed development is consistent with the Provincial Planning Statement, 2024.

## Official Plan



### Residential Areas

The subject lands are designated Residential Areas in the City of Stratford's Official Plan which permits low and medium density residential uses such as single detached dwellings, townhouse dwellings, and back-to-back townhouse dwellings (4.5.2). Outlets for stormwater management facilities are permitted in all land use designations (4.3).

The proposed development includes single detached dwellings, semi-detached dwellings, duplexes, townhouse dwellings, and low-rise apartment buildings, all of which are permitted in the Residential Areas designation. The proposed stormwater management facility is also permitted in the Residential Areas designation as noted.

The proposed development constitutes a New Residential Area. New residential areas are encouraged to include a mix of development forms and densities, intermix low density in smaller groups, utilize a street-oriented design, and be located adjacent to collector roads. Rectilinear grid street patterns are encouraged to promote connectivity, as well as linkages to the City's parks and open space system (4.5.3.2). The maximum height in new residential areas is four storeys (4.5.3.4).

The proposed subdivision includes a mix of low and medium density built forms. The proposed lots are street oriented along the proposed internal roadway which is looped. The proposed development is intended to accommodate a range and mix of housing options which would not exceed four storeys in height and would comply with the requirements of the Official Plan.

The Residential Areas designation permits low and medium density residential uses (4.5.2). Low density uses are those between 12 and 25 units per net hectare (4.5.3.3 i)). Medium density uses are those between 25 and 65 units per net hectare (4.5.3.3 ii)).

The proposed subdivision contributes 76 dwelling units to the City's housing stock at a net density of 46 units per hectare (rounded) based on a residential area of 1.67 hectares. This aligns with the density range allowed for medium density uses in the Residential Areas designation.

#### *Special Policy Areas Undeveloped and Underutilized Lands*

The subject lands are within a special policy area for undeveloped and underutilized lands which requires a mix of housing types at a density of at least 25 units per hectare (4.5.4.1). Development in this special policy area may only proceed once assurance is provided that there is sufficient sanitary sewage capacity (4.5.4.1). This policy also expects that at least 25% of all housing units to be provided are within the affordability range established by the province (4.5.4.1).

The proposed development includes single detached dwellings, semi-detached dwellings, a duplex, townhouses, and low-rise apartment buildings. The average density is 45 units per net hectare. The Servicing Feasibility Study determined that there is sufficient servicing capacity for this development, and City Staff has not indicated any issues or concerns with the findings of this Study.

The applicant's housing affordability letter indicates that a mix of freehold and rental units are proposed for this site, and of the freehold units, 69% are semi-detached, duplex, and townhouse units which can meet the affordability criteria outlined in the City's Housing Needs Assessment, which utilizes the affordability calculations set out by the Government of Canada.

The Owner has already been in contact with various departments at the City of Stratford to explore options for providing affordable housing on the subject lands. As the City does not currently have implementing by-laws to obligate the provision of affordable housing through the Planning process, the recommended conditions of draft plan approval include a clause for the Subdivision Agreement that acknowledge the Owner's commitment to providing affordable housing. In addition to this clause, investStratford has been exploring a number of options to support the provision of affordable housing in the City through the Attainable Housing Project. Where these programs are supported by the City and implemented, additional incentives will be

available to the Owner to support the provision of affordable housing on the subject lands.

#### *Lands Adjacent to Railways*

The subject lands are adjacent to a railway and the applicant has completed a Noise Impact Study and Vibration Impact Study (5.5.3, 5.5.4). The Noise Impact Study found that the noise associated with the railway can be mitigated to meet provincial criteria requirements. The Vibration Impact Study found that the anticipated vibrations are below the industry standards and that vibration mitigation should not be required.

The recommended draft plan approval conditions include requirements to implement the recommendations of both the Noise Impact Study and the Vibration Impact Study. These conditions also include requirements to complete additional noise studies once there are development plans in place for the proposed multiple residential blocks, and requirements for the implementation of noise warning clauses (5.5.6).

#### *Contaminated Sites*

The subject lands were historically used as a Ministry of Transportation storage site which has resulted in some contamination of the soils on site. The applicant has completed a Phase 1 and 2 Environmental Site Assessment to review this contamination and has been working to mitigate this contamination to support future development on the subject lands. These reports have been submitted to the province, and the province has 'approved' these reports by way of issuing a Record of Site Condition and a Certificate of Property Use. The Certificate of Property Use is legally enforceable by the province and requires the applicant adhere to certain criteria when developing the subject lands.

The applicant has submitted the associated Environmental Site Assessments, Soil Analyses, Certificate of Property Use, Record of Site Condition, and Risk Assessment to the City (5.8). The recommended draft plan approval conditions include a condition to add a clause in the future Subdivision Agreement for additional acknowledgement of the Owner's responsibility with respect to the Certificate of Property Use. Schedule B to the Certificate of Property Use requires that any persons having interest in or acquiring interest in the Property—such as a tenant or a purchaser—be given a copy of the Certificate of Property Use.

#### *Community Design Strategy*

The Community Design Strategy promotes elements of sustainability to support resilient neighbourhoods. The proposed development conforms to these policies as follows:

- The proposed development includes a range and mix of residential dwelling types in an area of existing mixed uses (6.2.1 i)).

- The proposed development would connect to the existing road and sidewalk network (6.2.1 ii)).
- The appropriate mitigation measures are being implemented to protect hydrological features (6.2.1 iii)).
- The proposed zoning would not inhibit the ability to establish community gardens on future multiple residential blocks if desired (6.2.1 iv)).
- A 1.33-hectare open space block and a 0.23-hectare stormwater management block are proposed to ensure permeable surfaces remain on site for natural drainage (6.2.1 v), 6.2.1 vi)).
- Opportunities for sustainable built form can continue to be explored as the detailed design takes place (6.2.1 vii), 6.2.1 viii)).

The Community Design Strategy also includes policies on street systems and streetscape designs. The proposal conforms to these policies as follows:

- The proposed looped local road internal to the subdivision supports an interconnected street system to make efficient use of the subject lands (6.2.2 i), 6.2.3 iv)).
- Existing street patterns will not be modified with the exception of adding a road connection to O’Loane Avenue (6.2.2 ii)).
- There is no reverse lotting proposed. The multiple residential lots can be designed to ensure all their frontages appropriately address each streetscape and that parking areas are appropriately sited and landscaped (6.2.3 i), 6.2.3 v), 6.2.3 vii)).
- The recommendations of the Noise Impact Study would be implemented through the recommended draft approval conditions (6.2.3 ii)).
- The detailed design of dwellings can ensure that garages are not a dominant feature in the landscape (6.2.3 vi)).
- A Streetscaping Plan has been included as a requirement in the recommended draft plan approval conditions to ensure the appropriate landscaping, street furnishings, on-street parking and signage is established (6.2.3 viii), 6.2.3 ix)).

Additional criteria related to landscaping (6.2.5), safe design (6.2.6), accessibility (6.2.7), and active transportation (6.2.8), among other elements, are included in the Official Plan. Staff have included a condition of draft plan approval to facilitate the detailed design of the proposed streetscape and associated elements discussed herein.

#### *Community Infrastructure – Parking*

O’Loane Avenue is an Arterial Road which is required to have a road allowance width of 30 metres (7.2.1). Arterial Roads serve regional and local travel demand by carrying large volumes of all types of vehicular traffic. Direct access from abutting properties may be restricted as described in Table 2 of the Official Plan. The proposed draft plan of subdivision includes a road widening block (Block 29) and two 0.3 metre reserves (Block 30 and 31) to address these policies.

The road internal to the proposed subdivision would be a local road. Local roads are intended to be 20 metres wide and serve local travel demands by providing direct access from abutting properties to the road system (7.2.1). The draft plan of subdivision shows these proposed streets at the intended width of 20 metres and would facilitate access from the proposed lots to the broader road network. The recommended draft plan approval conditions include the detailed design of the proposed street to the City's satisfaction.

The proposed connection to O'Loane Avenue provides future residents with access to the existing road and sidewalk network, but also the existing bus network (7.2.3, 7.2.4). The completion and approval of an On-Street Parking Plan is included as a recommended condition of draft plan approval (7.2.7).

#### *Community Infrastructure – Servicing*

With respect to servicing, a Servicing Feasibility Strategy was completed for the proposed development and will continue to be articulated through detailed design as required by recommended draft plan approval conditions. Generally, the proposed development conforms to the Official Plan servicing policies as follows:

- The proposed development would be connected to municipal water and sanitary sewer systems as the Servicing Feasibility Study has confirmed that appropriate capacity exists to accommodate the proposed dwellings (7.3).
- The proposed development includes a stormwater management block and has completed stormwater analyses as revised based on comments from the Engineering Division (7.4).
- The recommended draft plan approval conditions include requirements for clearance from utility agencies such as Enbridge and Festival Hydro prior to registration (7.6).
- The recommended draft plan approval conditions include a requirement for the conveyance or payment in lieu of parkland prior to the registration of the subdivision where appropriate (7.7).

#### *Plans of Subdivision*

All lands in the City are subject to subdivision control and part lot control (9.3.1). A plan of subdivision is generally required where a new road or significant extension to an existing road and / or service infrastructure is required (9.3.2 i)), where more than five lots are being created (9.3.2 ii)), and where the city deems it in the public interest for the proper development of the lands (9.3.2 iii)). In this instance, the subdivision criteria from the Official Plan are satisfied and the plan of subdivision is appropriate for the development of the subject lands. The recommended draft plan approval conditions for this subdivision application are appended to this report.

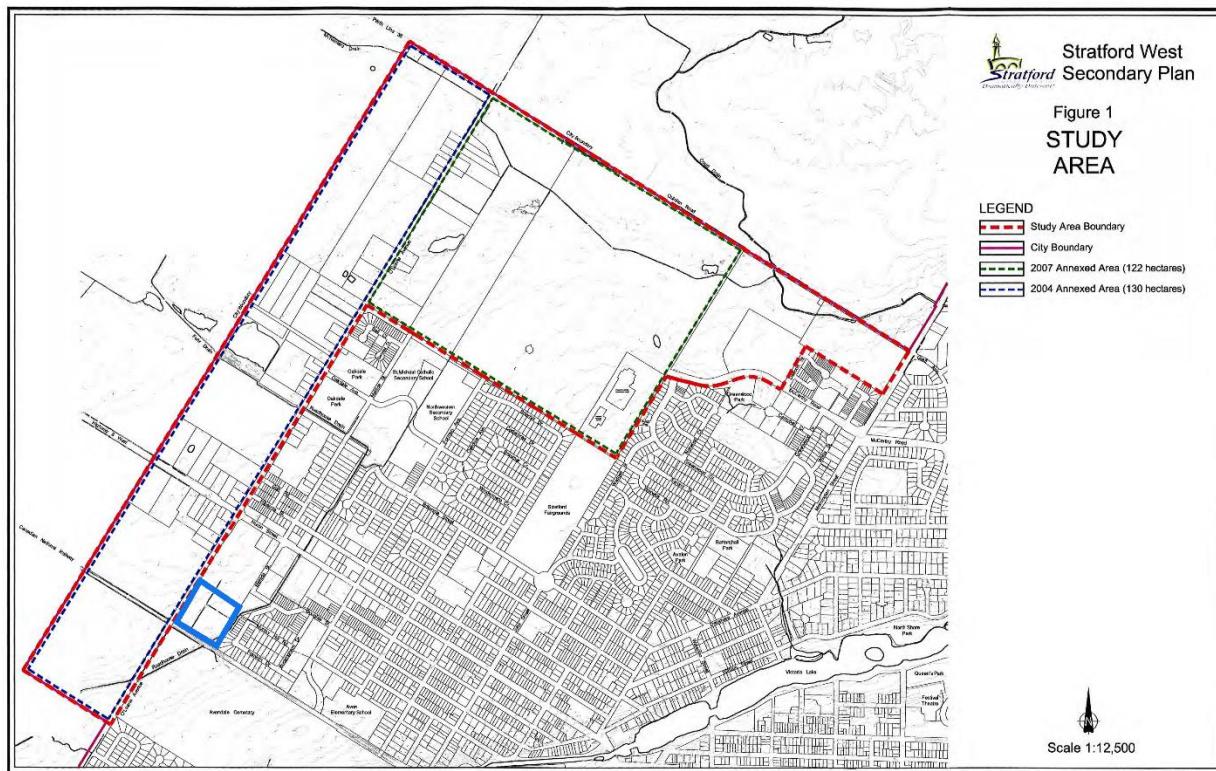
## *Site Plan Control*

All lands in the City are within a site plan control area (9.6.1). Site Plan requirements are triggered by proximity to the railway to the south, and by multiple residential sites with more than 10 dwelling units. Site plan approval will be required by the Planning Act and the City's Site Plan Control By-law.

## *Summary*

The proposed draft plan of subdivision conforms to the requirements of the City of Stratford Official Plan. A number of conditions of draft plan approval have been included to address various policies of the Official Plan as appropriate and discussed herein.

## Stratford West Secondary Plan

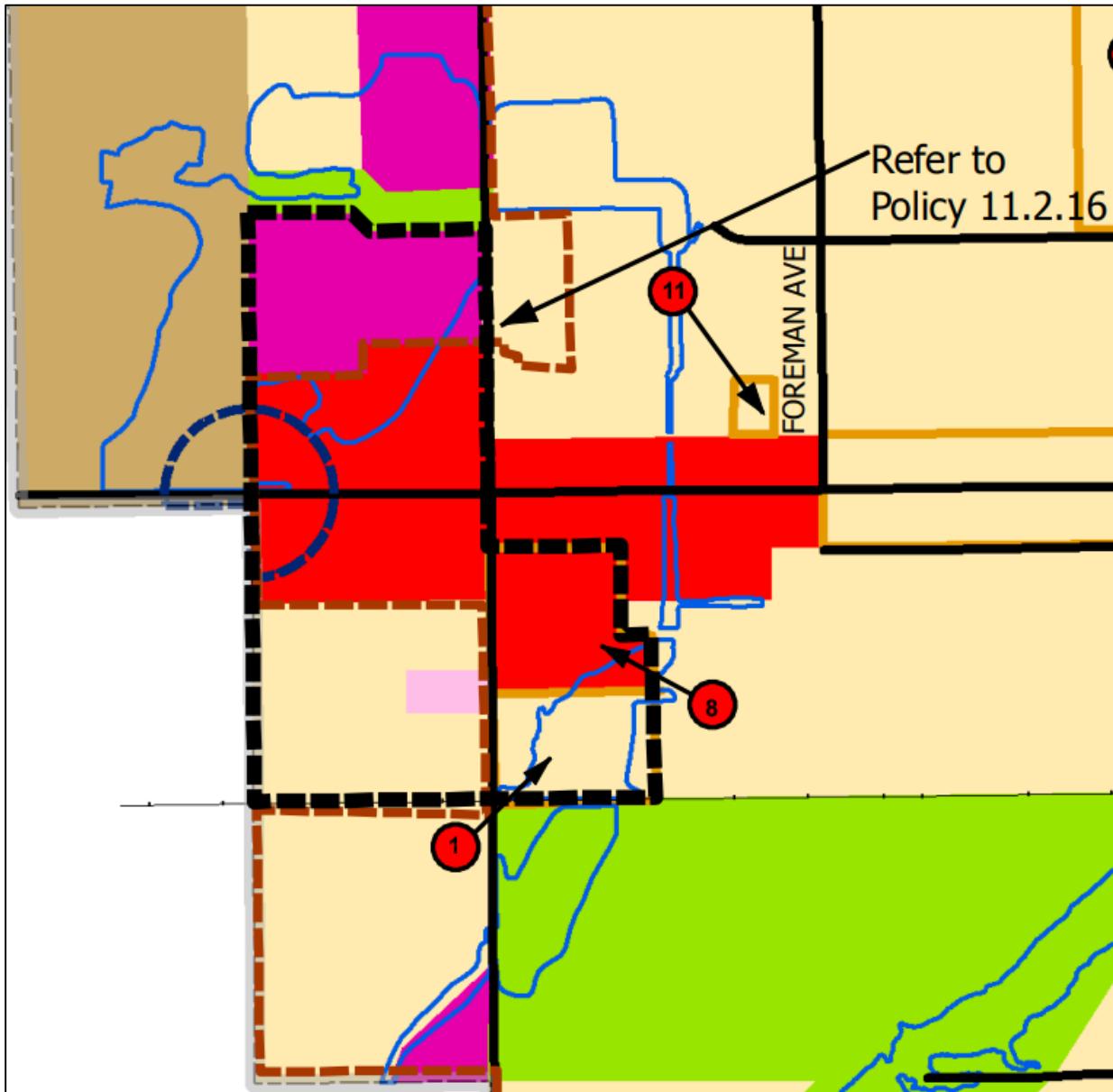


As outlined on the map above, the subject lands are not within the Stratford West Secondary Plan Area. However, Schedule 'A' to the Official Plan indicates that the site is subject to policy 11.2.16 which is specific to the Stratford West Secondary Plan Area. Policy 11.2.16 states as follows:

*"Notwithstanding the land use designations and policies applicable to the lands in the vicinity of Huron Street and O'Loane Avenue, delineated by a heavy dashed line on Schedule "A" – General Land Use Plan and marked as "Refer to Policy 11.2.16 ", these lands have been identified, through the City's Commercial Needs Study (2002) and Official Plan Amendment No. 10 adopted by City Council on*

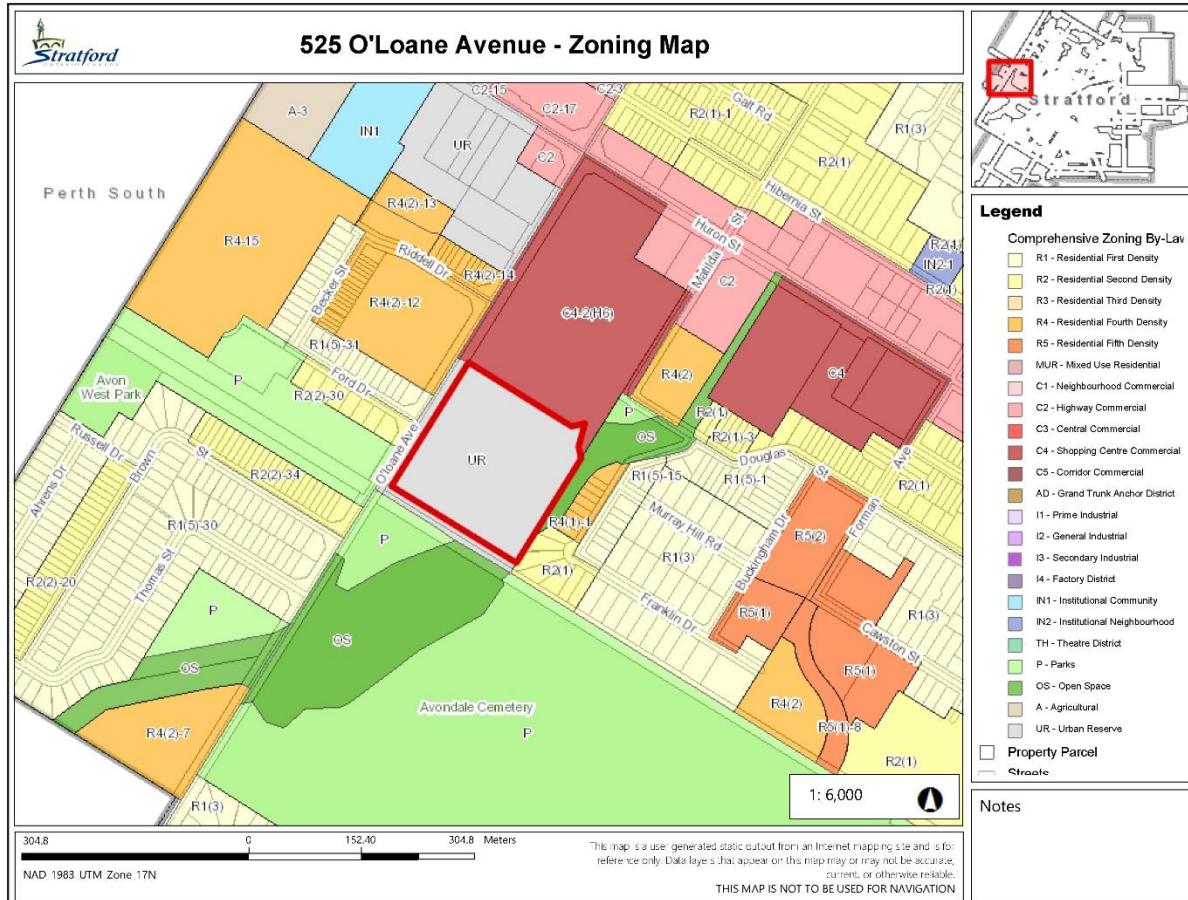
*October 24, 2007, as the potential location for large format retail development that cannot be accommodated or attracted to the Downtown Core. As such, Policies 4.7.13 and 4.7.6 of the Official Plan shall apply to the lands delineated on Schedule "A" – General Land Use Plan such that, prior to any approval by Council of any application for retail development or redevelopment on any portion of the lands, the requirements of Policies 4.7.13 and 4.7.6 shall have been carried out and/or implemented to the satisfaction of City Council."*

The Map below is another excerpt from Schedule 'A' to the Official Plan with the location of the subject lands indicated in blue to illustrate policy 11.2.16:



The City has previously stated that where lands in this special policy are designated 'Residential Areas' this policy does not apply. As the subject lands are also designated Residential Areas, policy 11.2.16 is deemed not to apply to this site.

### Zoning By-law 10-2022



### *Urban Reserve Zone*

The subject lands are presently zoned Urban Reserve ("UR"). This zone permits existing uses, home occupations, and existing single detached dwellings (14.1). Urban Reserve zones are intended as placeholders until a development proposal is prepared, at which time the lands are rezoned to permit the proposed development.

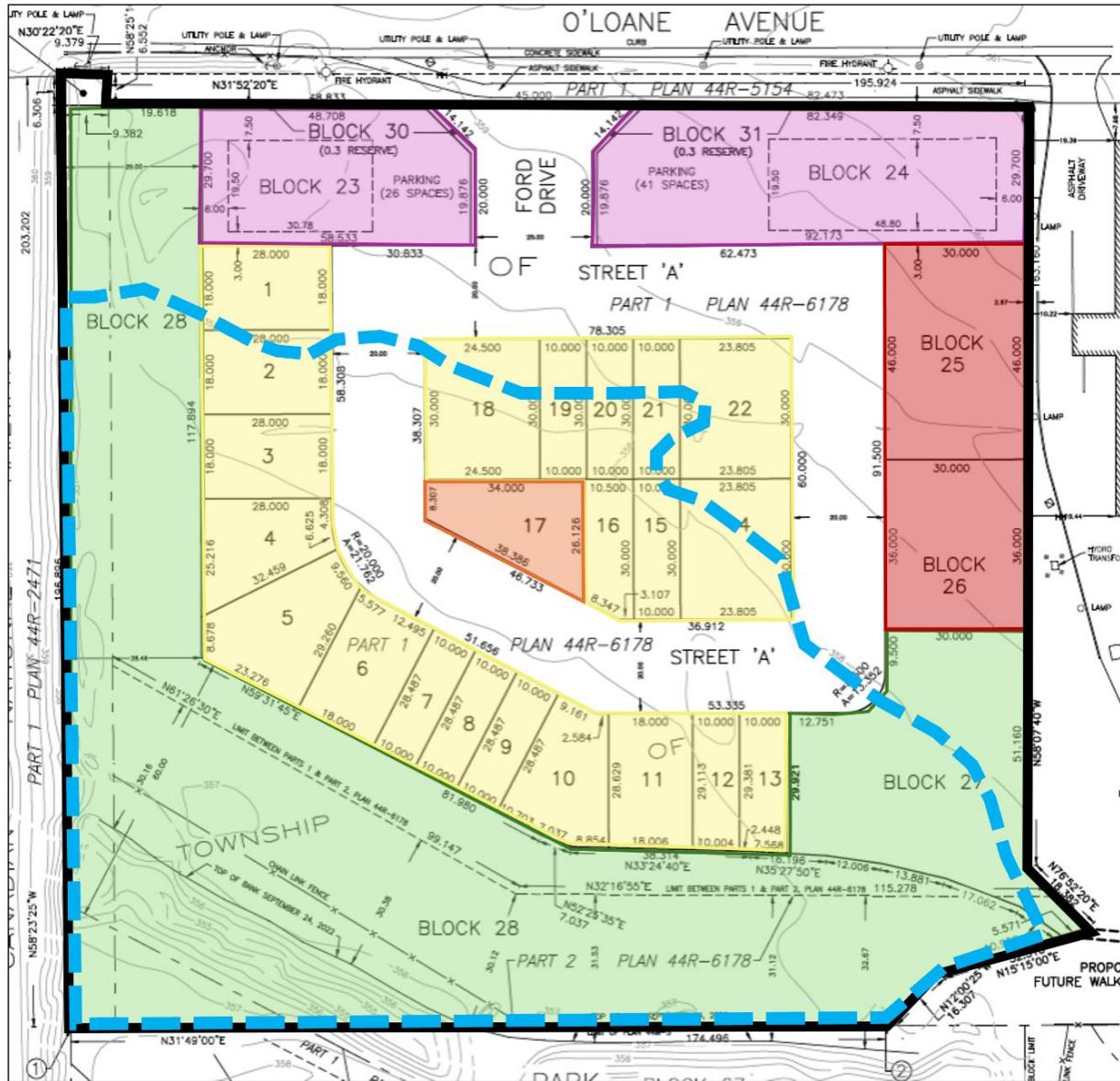
### *Zoning By-law Amendment*

A Zoning By-law Amendment is proposed to establish five site specific zones on the subject lands as outlined in the table below coordinated with the map below. A Holding Symbol is proposed for all those lands affected by the Upper Thames River

Conservation Authority's floodplain overlay limits, per their comments on these applications as indicated by a blue dashed area on the map below.

Proposed Zone	Applicable Lots / Blocks
R2(2)-47 (H28)	1-16 and 18-22
R2(2)-48 (H28)	17
R5(3)-28	23, 24
R4(4)	25, 26
OS (H28)	27, 28

*Proposed Zoning Map*



*Residential Second Density Two Zone with Site Specific Provision 47 – R2(2)-47*

The Residential Second Density Two Zone with site-specific provisions is proposed for lots 1-16 and 18-22. This zone permits single detached dwellings and semi-detached dwellings as proposed. One site-specific provision is requested for this zone as follows:

- To permit a reduced minimum Lot Area of 284 square metres, whereas 300 square metres is required.

The intent of a minimum lot area regulation is to ensure sufficient space exists for a dwelling, access to the site (driveway), and appropriate setbacks can be applied. The applicant is proposing a single detached and semi-detached dwelling models for these lands which can accommodate a driveway, dwelling, and setbacks with a reduced lot area. The proposed dwelling type is permitted by the R2(2) zone and the Residential Areas designation. The proposed built forms promote a range and mix of dwelling types in the community as encouraged by the PPS.

*Residential Second Density Two Zone with Site Specific Provision 48 -- R2(2)-48*

The Residential Second Density Two Zone with site-specific provisions is proposed for the lot 17. This zone permits duplexes as proposed. Two site-specific provisions are requested for this zone as follows:

- To permit a reduced minimum Lot Frontage for “Single Detached -Corner Lots” of 10 metres, whereas 15 metres is required.
- To permit a reduced minimum Lot Frontage for “Duplex-Corner Lots” of 10 metres, whereas 18 metres is required.

The intent of a minimum lot frontage regulation is to ensure sufficient space for access (driveway), yards, parking, and visibility on each lot. Corner lots for single detached dwellings are required to have a minimum width of 15 metres, and interior lots for single detached dwellings are required to have a minimum width of 10 metres.

The orientation of lot 17 requires that the frontage be measured along the shortest frontage. Although the site has approximately 38 metres of frontage along the southeastern portion of the proposed lot, the frontage is measured along the western lot line which is approximately 10 metres.

*Residential Fifth Density Three Zone with Site Specific Provision 28 – R5(3)-28*

The Residential Fifth Density Three Zone with site-specific provisions is proposed for Blocks 23 and 24. This zone permits apartment buildings as proposed. One site-specific provision is requested for this zone as follows:

- To permit a reduced minimum Front Yard Setback of 7.5 metres, whereas 10 metres is required.

The intent of a front yard setback provision is to ensure dwellings do not impose their built forms on the street and to provide sufficient depth for driveway parking, among other reasons. Permitting the front façade of the dwelling to extend 2.5 metres closer to the O’Loane Avenue for the multiple residential blocks allows for a consistent setback along this side of the street, considering the existing setback of the Commercial building on the adjacent property to the north. This would also allow for flexibility in design options for the site, allowing for the consideration of ground-floor entry units which are connected to the street to further animate O’Loane Avenue.

*Residential Fourth Density Four Zone – R4(4)*

The Residential Fourth Density Four Zone is proposed for Blocks 25 and 26. This zone permits townhouses as cluster housing (6.3.4.1). No site-specific provisions are requested for these blocks.

*Open Space Zone – OS*

The Open Space Zone is proposed for Blocks 26 and 27 to accommodate the proposed stormwater management facility and buffer lands. These uses are permitted in the OS zone. No site-specific provisions are requested for these blocks.

*Holding Symbol – (H28)*

Comments from the UTRCA request a Holding Symbol be established for the lands within the floodplain hazard area to limit development until the appropriate works to the Roadhouse and Finnegan Drains have been completed to the satisfaction of the UTRCA and the City. As such, a new Holding Symbol (H28) is proposed for the subject lands.

Permitted uses until the holding symbol is removed include the following:

“Until such time as the (H28) is removed, no building structure or use shall be erected or altered save and except for existing buildings or structures permitted in the applicable zone, until such time as the (H) symbol has been removed in accordance with the provisions of the Planning Act.”

Conditions for the removal of the holding symbol are as follows:

“The (H28) shall not be removed until the corridor works for the Roadhouse Drain and Finnegan Drain, and grading within the existing floodplain, have been completed to the satisfaction of the Upper Thames River Conservation Authority and the City.”

*Summary*

The proposed zones are appropriate for the proposed uses on the subject lands. The site-specific regulations proposed by the Zoning By-law amendment maintain the intent of the original Zoning By-law requirements. The subject Zoning By-law Amendment

would facilitate the development of the subject lands in accordance with the uses intended by the Official Plan.

**Financial Implications:** There are no imminent municipal expenses anticipated as part of the subject applications.

The proposal would yield additional revenue for the City through the collection of building permit fees, development charges, and property taxes.

Any lands required to be conveyed to the City are addressed as conditions of draft approval and are to be provided to the City free of charge.

Eventually, the proposed road network would be conveyed to the City and costs associated with maintenance and snow clearing would be a municipal responsibility. It is anticipated this cost can be addressed through the additional property tax revenue generated in the neighbourhood.

**Staff Recommendation: THAT Draft Plan of Subdivision application 31T21-002, as submitted by DLN Group Inc. (c/o Dave Nuttall) for the lands municipally known as 525 O'Loane Avenue, subject to the conditions of draft plan approval appended to this Staff Report as recommended by Robyn McIntyre, Consulting Planner on January 26, 2026, BE APPROVED for the following reasons:**

- 1. The request satisfies the criteria outlined in Section 51(24) of the Planning Act;**
- 2. The request is consistent with the Provincial Planning Statement, 2024;**
- 3. The request conforms to the City of Stratford's Official Plan;**
- 4. The request constitutes sound land use planning and is appropriate for the development of the subject lands; and**
- 5. A Public Meeting has been held and no comments were received.**

**AND THAT Zone Change Application Z07-21, as submitted by DLN Group Inc. (c/o Dave Nuttall) for the lands municipally known as 525 O'Loane Avenue, which proposes to rezone the subject lands from Urban Reserve ("UR") to five zones and a holding symbol being:**

- **A new Residential Second Density zone ("R2(2)-47") with the following site-specific provisions:**
  - **To permit a reduced minimum Lot Area of 284 square metres, whereas 300 square metres is required.**

- **A new Residential Second Density zone ("R2(2)-48") with the following site-specific provisions:**
  - **To permit a reduced minimum Lot Frontage for "Single Detached -Corner Lots" of 10 metres, whereas 15 metres is required.**
  - **To permit a reduced minimum Lot Frontage for "Duplex-Corner Lots" of 10 metres, whereas 18 metres is required.**
- **A new Residential Fifth Density zone ("R5(3)-28") with the following site-specific provision:**
  - **To permit a reduced minimum Front Yard Setback of 7.5 metres, whereas 10 metres is required.**
- **A Residential Fourth Density zone ("R4(4)")**
- **An Open Space zone ("OS")**
- **And a new Holding Symbol (H28) with the following regulations:**
  - **Permitted Uses: "Until such time as the (H28) is removed, no building structure or use shall be erected or altered save and except for existing buildings or structures permitted in the applicable zone, until such time as the (H) symbol has been removed in accordance with the provisions of the Planning Act."**
  - **Conditions for Removal: "The (H28) shall not be removed until the corridor works for the Roadhouse Drain and Finnegan Drain, and grading within the existing floodplain, have been completed to the satisfaction of the Upper Thames River Conservation Authority and the City."**

**BE APPROVED for the following reasons:**

- **The request provides for the development of the subject lands in a manner which is consistent with the Provincial Planning Statement, 2024;**
- **The request conforms to the City of Stratford's Official Plan;**
- **The request constitutes sound land use planning and is appropriate for the development of the subject lands; and**
- **A Public Meeting has been held and no comments were received.**

**Recommended by:** Robyn McIntyre, BES, RPP, MCIP, Consulting Planner  
**Reviewed by:** Pierre Chauvin, MA, RPP, MCIP, Consulting Planner & Marc Bancroft, MPL, MCIP, RPP, Manager of Planning Adam Betteridge, MPA, MCIP, RPP, Director of Building and Planning Services  
**Approved for Council by:** André Morin, CPA, Chief Administrative Officer



## Consolidation of Conditions of Draft Approval

<b>Date</b>	January 26, 2026
<b>File Number</b>	31T21-002 (Draft Plan of Subdivision)
<b>Address</b>	525 O'Loane Avenue, Stratford
<b>Owner / Agent</b>	DLN Group Inc. c/o Dave Nuttall

### GENERAL CONDITIONS

- 1) That this approval applies only to the draft plan of subdivision 31T21-002 as shown on the plan prepared by Archibald, Gray, & McKay Ltd. as dated May 2025 which includes:
  - Lots 1-22: Residential (31 dwelling units)
  - Block 23: Multiple Residential (12 dwelling units)
  - Block 24: Multiple Residential (22 dwelling units)
  - Block 25: Multiple Residential (6 dwelling units)
  - Block 26: Multiple Residential (5 dwelling units)
  - Block 27: Stormwater Management
  - Block 28: Open Space
  - Block 29: Road Widening
  - Blocks 30 & 31: 0.3-metre Reserves
- 2) In the instance where the Subdivision is to be staged, the Subdivider shall prepare a Staging Plan to the satisfaction of the City of Stratford's Manager of Planning in consultation with the Manager of Engineering. Where the Subdivision is to be staged, a Supplementary Agreement identifying each lot or block for which credits are payable shall be registered for each stage prior to the registration of each stage of the plan of subdivision, until there is no outstanding balance remaining.
- 3) That, following final approval by the City of Stratford, the Owner shall provide a digital copy of the Plan of Subdivision in an electronic format compatible with the latest version of AutoCAD referenced to NAD83 UTM Zone 17 Horizontal Control



Network and created from survey information utilizing the City's Survey Control Network to the City of Stratford's Planning Department.

- 4) The Subdivider shall install within the subdivision any required geodetic monuments under the direction of the City's Manager of Engineering, with co-ordinate values and elevations thereon and submit for registration the plans showing the location of the monuments, their co-ordinate values, elevations and code numbers as prescribed by the Surveyor General of Ontario.
- 5) To expedite the approval for registration, the Subdivider shall submit to the City's Manager of Planning, a detailed written submission documenting how all conditions imposed by this approval that require completion prior to registration of the subdivision plan(s), have been satisfied.

## **PRIOR TO EXECUTION OF SUBDIVISION AGREEMENT**

### *Approved Plans*

- 6) Prior to area grading or the execution of the Subdivision Agreement, whichever should come first, the Subdivider shall prepare an Area Grading, Erosion and Siltation Control Report and Plan to the satisfaction of the City's Director of Infrastructure Services in consultation with the Upper Thames River Conservation Authority.
- 7) The Subdivider agrees that prior to the City's approval of servicing drawings for lotless blocks intended for street townhouse dwellings or single, semi-detached, or duplex dwellings, to submit an On-Street Parking Plan and obtain approval of such plan from the City's Manager of Engineering in consultation with the City's Manager of Planning. The on-street parking plan shall include detailed signage stating that on-street parking is prohibited between 2:00 a.m. and 6:00 a.m.
- 8) The Subdivider shall prepare detailed Site Servicing Plans the subject lands and obtain approval thereof from the City's Manager of Engineering in consultation with the City's Chief Building Official.



- 9) The Subdivider shall prepare a detailed engineering design for stormwater management facilities inclusive of a water balance report, and obtain approval thereof, from the City's Manager of Engineering in consultation with the City's Manager of Parks, Forestry and Cemetery, and the Upper Thames River Conservation Authority.
- 10) The Subdivider agrees that they shall be responsible for all costs associated with the preparation and completion of a Watermain Hydraulic Assessment by the City's consultant to the satisfaction of the Manager of Engineering.
- 11) The Subdivider shall prepare a design for the intersection of Ford Drive, O'Loane Avenue, and the proposed Ford Drive extension and obtain approval thereof, from the City's Manager of Engineering.
- 12) The Subdivider shall obtain approval of landscape plans for the stormwater management facilities. The landscape plans are to be prepared by a qualified professional and approved by the City's Manager of Parks, Forestry and Cemetery, in consultation with the Upper Thames River Conservation Authority.
- 13) The Subdivider shall obtain approval of Photometric Plans for Street "A". The photometric plans are to be prepared by a qualified professional and approved by the City's Manager of Planning in consultation with the City's Manager of Engineering.
- 14) The Subdivider shall prepare a Streetscape Plan for Street "A" to the satisfaction of the City's Manager of Planning, in consultation with the City's Manager of Engineering and the City's Manager of Parks, Forestry and Cemetery. The Streetscape Plan shall illustrate a consistent streetscape theme for the referenced street showing:
  - a. Design and construction details with preference to low-maintenance, sustainable plantings and decorative streetscape elements;



- b. Design and construction details for defined pedestrian crosswalks, where required by the City;
- c. Design and construction details for traffic calming features, where required by the City;
- d. Conceptual identification of locations and type of flankage lot streetscape features, such as decorative fencing and landscaping between side yard fencing, where required by the City;
- e. Identify potential locations of utilities and transit stops.

Any centre medians, traffic calming features and crosswalks shall be installed by the Subdivider in accordance with the approved Streetscape Plan with the initial road construction.

- 15) The Subdivider shall obtain approval of a Street Tree Plan for Street "A". The plans are to be prepared by a qualified professional and approved by the City's Manager of Parks, Forestry and Cemetery and the City's Manager of Engineering.
- 16) The Subdivider shall prepare an Arborist Report and Tree Inventory and Preservation Plan consistent with the City of Stratford Tree Preservation By-law Number 86-2020 (as amended or revised) to the satisfaction of the City's Manager of Parks, Forestry and Cemetery. The Report and Plan shall be prepared by a qualified professional and shall address any significant trees on the property. Significant shall mean any healthy hardwood trees over 30 centimetres in diameter at breast height whether they are being retained or removed.
- 17) The Subdivider shall prepare a Replanting Plan prepared by a qualified professional to the satisfaction of the City's Manager of Parks, Forestry and Cemetery.



### *Agreement Clauses*

- 18) The Subdivider shall acknowledge a commitment to providing a minimum affordable housing rate of 25% of the proposed dwelling units for the entire subdivision, as noted in applicable policy 4.5.4.1 of the Official Plan, through the following clause to be included in the Subdivision Agreement:
  - a. "The Subdivider acknowledges and commits to providing a minimum affordable housing rate of 25% of the proposed dwelling units for the entire subdivision in conformity with the policies of the Official Plan, being 19 affordable dwelling units where 76 dwelling units are proposed."
- 19) The Subdivider shall undertake and implement Certificate of Property Use No. 8784-D5RQ35 through the following clauses to be included in the Subdivision Agreement:
  - a. "As outlined in Schedule B: CERTIFICATE OF REQUIREMENT thereto, Certificate of Property Use No. 8784-D5RQ35 shall be included in all offers of purchase and sale or rental agreements for all Lots and Blocks."
  - b. "Prior to the issuance of any building permit(s) for Lots 14, 22 or Blocks 24, 25, Record of Site Condition B-404-3327530884 and Certificate of Property Use No. 8784-D5RQ35 shall be provided to the City of Stratford's Chief Building Official."
  - c. "The Subdivider acknowledges that Certificate of Property Use No. 8784-D5RQ35 is issued under the authority of the Environmental Protection Act, R.S.O. 1990, c.E.19, and holds the Legal Authority outlined in Part 2 of the Certificate of Property Use No. 8784-D5RQ35."
- 20) The Subdivider covenants and agrees to incorporate the recommendations of the Noise Impact Study as prepared by LEA Consulting LTD, for DLN Group and as dated December 4, 2019, and as updated via letter from LEA Consulting LTD dated February 27, 2024, through the following clauses to be included in the Subdivision Agreement:



- a. "The following Type-C Noise Warning Clause shall be registered on Title and shall be included in all Agreements of Purchase and Sale, Deeds and/or Tenancy Agreements for Lots 1, 2, 3, 4, 5 and Block 23 and 24:

*"This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment. ""*

- b. "The following Type-E Noise Warning Clause shall be registered on Title and shall be included in all Agreements of Purchase and Sale, Deeds and/or Tenancy Agreements for Blocks 24, 25, 26:

*"Purchasers/tenants are advised that due to the proximity of the adjacent industry / facility / utility, noise from the industry / facility / utility may at times be audible. ""*

- c. "The Subdivider agrees that all residential units within Lots 1, 2, 3, 4, 5 and Block 23 and 24 shall be constructed to allow for the installation of central air conditioning."
- d. "Additional Noise Assessment shall be completed for Blocks 23, 24, 25, 26 to the satisfaction of the City's Manager of Engineering in consultation with the City's Manager of Planning prior to Site Plan Approval for these blocks. Implementation of any required noise mitigation measures shall either be incorporated into the design of the buildings and/or site and/or additional agreements with the City may be required."
- e. "The Subdivider shall construct a noise barrier wall to the specifications noted herein and in the location identified in the Noise Impact Study as prepared by LEA Consulting LTD, for DLN Group and as dated December



4, 2019, and as updated via letter from LEA Consulting LTD dated February 27, 2024. Any posts in the noise barrier wall are to be adjusted to ensure they are located at lot line intersections/property line corners."

- f. "The Subdivider shall be responsible for all costs for the construction of an Acoustic Barrier, including any retaining walls, in accordance with the Noise Study titled "NOISE IMPACT STUDY 525 O'Loane Avenue, City of Stratford Proposed Residential Subdivision" as prepared by LEA Consulting LTD and dated December 4, 2019, including particulars as follows:
  - i. A 2.4-metre high acoustic barrier located along the north property limit of Block 24, 25, 26 as shown on the Draft Plan of Subdivision prepared by Archibald, Gray, & McKay Ltd. as dated May 2025;
  - ii. That the wall in a) above be continuous and constructed without gaps for the proper mitigation of road and rail noise;
  - iii. That, for the wall in a) above, any fence or gate materials must have a minimum surface density of 20 kg/m<sup>2</sup>;
  - iv. That, for the wall in a) above, any gate opening should have the necessary sills and overlapping lips to ensure that no gaps occur between the gate and the fence or ground;
  - v. That the wall in a) above be constructed with a 0.30 metre offset from the northern property limit of Blocks 24, 25, 26;
  - vi. That the wall in a) above be fully constructed within one (1) year of the first building permit issued for either Block 24, 25, or 26;"
- g. "Prior to construction of the acoustic barrier required in subclause e) above, the Subdivider agrees to submit a Noise Wall Design Report prepared by a qualified Professional Engineer in accordance with the recommendations of in accordance with the Noise Study titled "NOISE IMPACT STUDY 525 O'Loane Avenue, City of Stratford Proposed



Residential Subdivision" as prepared by LEA Consulting LTD and dated December 4, 2019, to the satisfaction of the City's Manager of Engineering."

- h. "Prior to the release of any securities related to the noise wall recommended by the Noise Study titled "NOISE IMPACT STUDY 525 O'Loane Avenue, City of Stratford Proposed Residential Subdivision" as prepared by LEA Consulting LTD and dated December 4, 2019, the Subdivider shall provide a Certificate of Compliance from a Professional Engineer qualified to provide acoustical services in the Province of Ontario indicating that the acoustic barrier has been constructed in accordance with the associated Noise Wall Design Report therefor as prepared to the satisfaction of the City's Manager of Engineering. Without limiting the foregoing, the Certificate of Compliance must include:
  - i. Test certificate for each production of lot supplied to the project, showing compliance with all the requirements of the approved Detailed Noise Study and the Noise Wall Design, and
  - ii. "As Built Plans" including ties to the property line, ground grades, bottom of footing elevations and top of wall elevations."
  - i. "The Subdivider further agrees and covenants that the maintenance, repair and replacement of the noise wall will be the responsibility of the individual property owners for which part of the system is positioned within private property. The City of Stratford will not be responsible for any future maintenance, repair and/or replacement work."
  - j. "The following Clause shall be registered on Title and shall be included in all Agreements of Purchase and Sale, Deeds and/or Tenancy Agreements for Blocks 24, 25, 26:

*"Purchasers are advised that they are responsible to maintain the integrity of any noise barrier located on their property in a good*



*and safe condition including the replacement or reconstruction of the barrier, should that be necessary."*

- 21) The Subdivider shall incorporate the recommendations of the Traffic Brief as prepared by LEA Consulting LTD, for DLN Group and as dated December 4, 2019, and as updated via letter from LEA Consulting LTD dated December 12, 2024, through the following clauses to be included in the Subdivision Agreement:
  - a. The Subdivider shall provide transit network maps, cycling network maps, and information on the 'Smart Commute' program in offers of purchase and sale and tenancy agreements for all Lots and Blocks included in this Subdivision.
- 22) The Subdivider shall prepare a cost estimate for all engineering, noise wall, and landscaping and surface works to the satisfaction of the City's Manager of Engineering. The cost estimate shall be prepared by qualified professionals. The engineering portion of the cost estimate shall provide an itemized list of all costs, both on and off site, to install and provide all site works and site servicing as required by the approved Engineering Plans. The landscaping portion of the cost estimate shall provide an itemized list of all costs, both on and off site, to install and provide all site landscaping, vegetation, and other works required by the approved landscaping, streetscaping, street tree, and replanting plans, among others.
- 23) The Subdivider shall provide a Letter of Credit or Surety Bond consistent with the City's standard template in the amount specified by the approved cost estimate for all engineering, noise wall, and landscaping works to the satisfaction of the City's Director of Corporate Services in consultation with the City's Manager of Planning.

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## **PRIOR TO FINAL APPROVAL**

### *Subdivision Agreement*



24) The Subdivider shall sign the Subdivision Agreement and the agreement shall be registered against title of the subdivision lands.

*Fees and Payments*

25) The Subdivider shall make arrangements with, and to the satisfaction of, the City of Stratford Finance Division for the payment of any outstanding Municipal property taxes.

26) The Subdivider shall satisfy the total 5% parkland dedication requirement for the entire subdivision by cash-in-lieu based on a property appraisal undertaken by a qualified professional, to the satisfaction of the City's Manager of Planning.

*Conveyances, Dedications, and Easements*

27) The Subdivider shall make arrangements for the granting of any easements required for utilities and municipal services. The Subdivider agrees to the following:

- a. to provide copies of the Final Plan and reference plan(s) showing the easements to Hydro, Gas, and Telecommunication, and any other agencies requiring easements to the City's Manager of Planning and Manager of Engineering.
- b. to ensure that there are no conflicts between the desired locations for utility easements and those easement locations required by the City's Manager of Engineering.
- c. to ensure that there are no conflicts between utility or municipal service easement locations and any approved Tree Preservation / Replanting Plan.
- d. if utility easement locations are proposed within lands to be conveyed to, or presently owned by the City, the Subdivider shall obtain prior written approval from the City's Manager of Planning and the City's Manager of



Engineering, or, in the case of parkland, the City's Manager of Parks, Forestry and Cemetery.

- e. to provide to the City's Manager of Planning, a clearance letter from each agency requiring an easement. Such letter shall state that the respective utility company has received all required grants of easement, or alternatively, no easements are required.

28) The Subdivider shall dedicate all roads, road widenings, and public walkways to the City by the registration of the Final Plan.

29) The Subdivider agrees to convey to the City all of the following lands as shown on the Final Plan for the purposes stated therein, at no cost and free of encumbrance, concurrently with the registration of the plan of subdivision:

- Block 27: Stormwater Management Facility
- Block 28: Open Space Block
- Block 29: Road Widening
- Block 30: 0.3-metre Reserve
- Block 31: 0.3-metre Reserve

#### *Plans for Approvals*

30) The Subdivider agrees that all streets shall be named to the satisfaction of the City's Manager of Planning in consultation with the City's Clerk and the City's Emergency Services Departments.

#### *Agency Conditions / Clearances*

31) The Subdivider shall obtain a clearance letter from Enbridge Gas indicating that all required easements have been provided and that there are no outstanding concerns with the Subdivision. The clearance letter shall be provided to the City's Manager of Planning.



- 32) The Subdivider shall obtain a clearance letter from Festival Hydro indicating that all required easements have been provided and that there are no outstanding concerns with the Subdivision. The clearance letter shall be provided to the City's Manager of Planning.
- 33) The Subdivider shall obtain a clearance letter from the Goderich-Exeter Railway operated by Genesee and Wyoming Canada Inc indicating no concerns with the Subdivision and noting they are satisfied with current Vibration Impact Study prepared by LEA Consulting LTD. and dated December 4, 2019, and any addenda thereto, and the Noise Impact Study addenda prepared by LEA Consulting LTD. and dated December 4, 2019, and any addenda thereto. The clearance letter shall be provided to the City's Manager of Planning.
- 34) The Subdivider shall obtain a clearance letter from the Telecommunications (i.e. Bell or Rogers) provider for the Subdivision indicating no concerns with the Subdivision. The clearance letter shall be provided to the City's Manager of Planning.
- 35) The Subdivider shall obtain a clearance letter from Canada Post, indicating no concerns with the Subdivision and addressing the following conditions. The clearance letter shall be provided to the City's Manager of Planning.
  - a. The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans. The location of the mailbox shall be approved by the City's Manager of Engineering.
  - b. The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
  - c. The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard



and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.

- d. The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- e. The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
- f. The owner/developer agrees, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Municipality of Stratford.
- g. The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
- h. The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.

36) The Subdivider shall obtain a clearance letter from the Upper Thames River Conservation Authority indicating no concerns with the Subdivision and



addressing the following conditions. The clearance letter shall be provided to the City's Manager of Planning.

- a. In conjunction with the submission of the engineering drawings, the Owner shall submit detailed grading plans and erosion/sediment control plans that will identify all erosion and sediment control measures for the subject lands to the satisfaction of the City of Stratford and the Upper Thames River Conservation Authority. The plans are to include measures to be used during all phases of construction including the regrading and channelization of Block 28.
- b. In conjunction with the submission of the engineering drawings, the Owner shall submit a stormwater management report to the satisfaction of the City of Stratford and the Upper Thames River Conservation Authority.
- c. The Owner shall complete the regrading, channelization and stabilization of Block 28, containing the Finnegan Drain and Roadhouse Drain, all at once generally in keeping with the Master Drainage Plan prepared by the McCormick Rankin Corporation (2007) to the satisfaction of the City of Stratford and the Upper Thames River Conservation Authority.
- d. The channelization, regrading and stabilization within Block 28, containing the Finnegan Drain and Roadhouse Drain, is to occur prior to any excavation or regrading within the existing floodplain limits outside of the corridor to ensure flood storage is maintained. The Owner shall provide certification (i.e. as-built survey) that the regrading and channelization of Block 28 has been completed in accordance with the approved plans to the satisfaction of the City of Stratford and the Upper Thames River Conservation Authority prior to any grading within the existing floodplain limit outside of Block 28.




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## Notes

### *Notes for Conditions*

- The Owner is responsible for obtaining the necessary clearances for each of the conditions of draft approval stated herein, including those required by external agencies.
- If the lands should be secured by the developer to extend the walkway across a neighbouring parcel of land, as indicated by 'future walkway' on the current iteration of the Draft Plan, then the following comments would also apply. Depending on the timing of the lands being secured, the below comments may be included as conditions of draft approval.
  - To confirm the location of the proposed walkway, the preparation of a reference plan and legal establishment of an easement may be required.
  - To ensure the proposed walkway is constructed, securities may be required by the City for the completion of the walkway.
  - To ensure the walkway is maintained, an agreement regarding the establishment and maintenance of the walkway may be required to be registered on title.
- In accordance with Ontario Regulation 41/24 made pursuant to Section 28 of the Conservation Authorities Act, the Owner/Applicant shall obtain the necessary permits from the UTRCA prior to undertaking any prohibited activities in the regulated area including filling, grading, construction, alteration to watercourse and/or interference with a wetland.
- Consistent with UTRCA Board of Directors approved policy, Staff are authorized to collect fees for the review of Planning Act applications and the peer review of supporting technical studies. The UTRCA invoiced the Applicant \$7,690.00 (Invoice #IN0013804) on May 18, 2023 for our review of the subject applications. It is our



understanding that the invoice will be paid after issuance of draft plan conditions. This fee payment timing is established by the UTRCA.

*Notes for Zoning By-law Amendment*

- The UTRCA recommends that a Holding Provision (H\*\*) is applied to the lands within the existing floodplain hazard. The Holding Provision (H\*\*) shall not be removed from the subject lands until the works have been completed for the Roadhouse Drain and Finnegan Drain to the satisfaction of the Upper Thames River Conservation Authority and the City.

*Notes for Brownfield CIP Application BF-01-20*

- The City is able to process applications for the CIP Brownfield Grant once they have received a written submission outlining how the following prerequisites have been met:
  - Two copies of the Phase 2 Environmental Site Assessment;
  - One pdf copy of the Phase 2 Environmental Site Assessment;
  - A copy of the original invoice which indicates the consultant has been paid in full;
  - A clearance letter from the City of Stratford Engineering Services Division indicating the following:
    - Sediment and erosion control drawings have been submitted which are acceptable to the City,
    - Sediment and erosion control measures have been installed in accordance with the accepted drawings,
    - Any damage to municipal infrastructure has been rectified, if required, and
    - A clearance letter from the UTRCA.
- Once the City is satisfied that the above has been addressed, an Agreement will be sent to the developer for execution. The City will then also execute the Agreement and will be able to proceed with the reimbursement.



**BY-LAW NUMBER \_\_\_\_\_-2026  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to amend By-law 10-2022 as amended, with respect to Application for Zoning By-law Amendment Z07-21 by DLN Group Inc. to amend the zoning of certain lands known as 525 O'Loane Avenue.

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**WHEREAS** authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

**AND WHEREAS** the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the Zoning By-law, be further amended.

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

1. THAT Schedule "A", Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve ("UR") Zone to Residential Second Density Two with site-specific provisions ("R2(2)-47") Zone, those lands outlined described as "R2(2)-47" on Schedule "A" attached hereto and forming part of this By-law, and shown as Lots 1-16, and 18-22 on Draft Plan of Subdivision 31T21-002.
2. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 15.2, being Zone Exceptions of the Residential Second Density Zone, by adding the following:

**15.2.**

- a) Defined Area (east of O'Loane Avenue, north of railroad tracks) R2(2)-47 as shown on Schedule "A", Map 1
- b) Minimum Lot Area: 284 square metres."
3. THAT Schedule "A", Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve ("UR") Zone to Residential Second Density Two with site-specific provisions ("R2(2)-48") Zone, those lands outlined described as "R2(2)-48" on Schedule "A" attached hereto and forming part of this By-law, and shown as Lot 17 on Draft Plan of Subdivision 31T21-002.

4. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 15.2, being Zone Exceptions of the Residential Second Density Zone, by adding the following:

**“15.2.”**

- a) Defined Area (east of O’Loane Avenue, north of railroad tracks) R2(2)-48 as shown on Schedule “A”, Map 1
  - b) Minimum Corner Lot Frontage (Single Detached): 10 metres.
  - c) Minimum Corner Lot Frontage (Duplex): 10 metres.”
5. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve (“UR”) Zone to Residential Fifth Density Three with site-specific provisions (“R5(3)-28”) Zone, those lands outlined described as “R5(3)-28” on Schedule “A” attached hereto and forming part of this By-law, and shown as Block 23 and 24 on Draft Plan of Subdivision 31T21-002.
6. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 15.5, being Zone Exceptions of the Residential Fifth Density Zone, by adding the following:

**“15.5.”**

- a) Defined Area (east of O’Loane Avenue, north of railroad tracks) R5(3)-28 as shown on Schedule “A”, Map 1
  - b) Minimum Front Yard Setback: 7.5 metres.”
7. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve (“UR”) Zone to Residential Fourth Density Four (“R4(4)”) Zone, those lands outlined described as “R4(4)” on Schedule “A” attached hereto and forming part of this By-law, and shown as Block 25 and 26 on Draft Plan of Subdivision 31T21-002.
8. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve (“UR”) Zone to Open Space (“OS”) Zone, those lands outlined described as “OS” on Schedule “A” attached hereto and forming part of this By-law, and shown as Block 27 and 28 on Draft Plan of Subdivision 31T21-002.
9. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by adding a Holding Symbol (H28) to those lands outlined described as “R2(2)-47”, “R2(2)-48”, and “OS” on Schedule “A” attached hereto and forming part of this By-law, and shown as Lots 1-22 and Blocks 27 and 28 on Draft Plan of Subdivision 31T21-002.
10. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 2.5.2, being Holding Symbols, by adding the following:

<b>Holding Symbol</b>	<b>Permitted Uses Until the Holding Symbol is Removed</b>	<b>Conditions for Removal of the Holding Symbol</b>
H28	Until such time as the (H28) is removed, no building structure or use shall be erected or altered save and except for existing buildings or structures permitted in the applicable zone, until such time as the (H) symbol has been removed in accordance with the provisions of the Planning Act.	The (H28) shall not be removed until the corridor works for the Roadhouse Drain and Finnegan Drain, and grading within the existing floodplain, have been completed to the satisfaction of the Upper Thames River Conservation Authority and the City.

11. AND THAT this by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

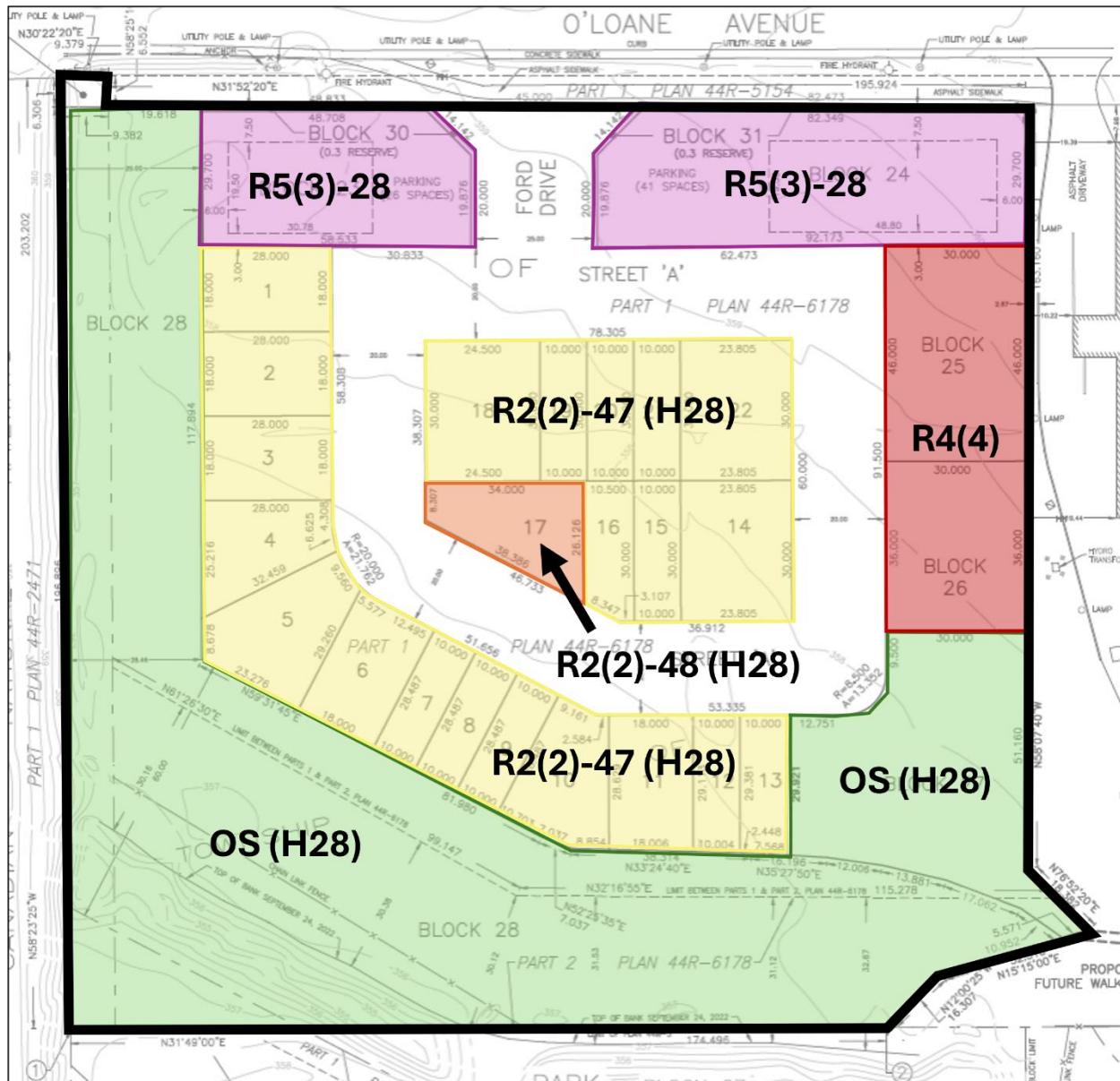
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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe

This is Schedule "A" to  
By-law Number \_\_\_\_-2026





## CITY OF STRATFORD PUBLIC MEETING MINUTES

A **PUBLIC MEETING** was held on Wednesday, December 8, 2021, at 5:43 p.m., via electronic participation to give the public and Council an opportunity to hear all interested persons with respect to Plan of Subdivision 31T21-002 and Zone Change Application Z07-21, relating to 525 O'Loane Avenue in the City of Stratford.

**COUNCIL PRESENT:** Mayor Mathieson – Chair presiding, Councillors Brad Beatty, Graham Bunting, Jo-Dee Burbach, Tom Clifford, Dave Gaffney, Bonnie Henderson, Danielle Ingram, Martin Ritsma and Kathy Vassilakos.

**STAFF PRESENT:** Joan Thomson – Chief Administrative Officer, John Paradis - Fire Chief, Taylor Crinklaw - Director of Infrastructure and Development Services, Tatiana Dafoe – City Clerk, David St. Louis – Director of Community Services, Kim McElroy – Director of Social Services, Jonathan DeWeerd – Chief Building Official, Alyssa Bridge – Manager of Planning, Jeff Bannon – Planner, Chris Bantock – Deputy Clerk, Jodi Akins – Council Clerk Secretary and Nancy Bridges – Recording Secretary.

**ALSO PRESENT:** David Nuttall, Heather Houghton and John Crits.

**REGRETS:** Councillor Sebben

Mayor Mathieson called the meeting to order and stated the purpose of the meeting is to give Council and the public an opportunity to hear all interested persons with respect to Plan of Subdivision 31T21-002 and Zone Change Application Z07-21, relating to 525 O'Loane Avenue in the City of Stratford.

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

### **STAFF PRESENTATION**

Jeff Bannon, City Planner, described the subject lands as being on the east side of O'Loane Avenue between GEXR Railway and Huron Street and having an approximate area of 4.02ha. He noted the proposed draft plan of subdivision contains 15 single detached dwelling lots, 10 semi-detached dwelling lots, 2 street townhouse blocks, 2 townhouse blocks, 1 walkway block and 2 open space blocks. The lands are proposed to accommodate up to 69 new residential units. The planner noted the area would be accessed by one new local road.

The Planner noted the lands are surrounded by commercial, park, single detached dwellings, subdivision under construction and a rail line and cemetery. He stated the application was deemed complete on October 26, 2021 and supporting reports were also submitted.

The Planner noted the property is designated as Residential Area in the Official Plan and this allows for a range of dwelling types. The special policy area is to recognize underdeveloped and underutilized lands and the City will expect at least 25% of all housing units to be within the affordability range established by the Province.

The requested zoning by-law amendment is to rezone the lands from Future Residential (FR) to a Residential Second Density R2(2) – special zone, a Residential Fourth Density R4(2) zone, a split Residential Fourth Density R4(2) – Special zone / Residential Fifth Density R5(1) – special zone and a Park (P) zone.

The application was circulated to various agencies and staff have received the following comments:

- The Clerk's office requested that sufficient parking be provided on the site;
- Canada Post will provide mail delivery to the subdivision through centralized community mail boxes;
- Engineering Services provided comments that can be found in the management report.

No public comments have been received to date.

### **QUESTIONS FROM COUNCIL**

None.

### **APPLICANT PRESENTATION**

Dave Nuttall, representing the applicant, noted this development will be the fourth project by this developer in that area of Stratford. The purpose of the development is to bring lower/entry type housing to the City. He noted that any issues raised by the Upper Thames River Conservation Authority have been resolved and have resulted in altering the flood plain to handle more. The proposed development will be a combination of single detached, semi-detached and townhouses with reduced rents.

Mr. Nuttall noted the entrance to the area will be shifted to the south to line up with existing roads. This will require relocating some hydro poles. There will be a walkway to allow access to an existing park. He noted that the engineering comments are being worked through and other comments can be accommodated.

### **QUESTIONS FROM COUNCIL**

Councillor Henderson inquired if the developer has considered Low Impact Development (LID) for the stormwater area. Mr. Nuttall stated that LID is sometimes difficult to implement as it requires a lot of upkeep from the municipality. He noted the site may allow for LID in the large open area and it has been suggested that the developer donate spruce trees to help fill in the greenery faster. A chain-link fence is required along the railroad tracks for safety.

Councillor Henderson noted a wooden fence would be ideal for privacy and sound dampening. She inquired whether any units would be accessible. Mr. Nuttall stated one floor units could be explored for the end units.

Councillor Clifford inquired if an Environmental Site Assessment has been completed. Mr. Nuttall stated a record of site condition is required and in process. They are in the final stages of completing the report and submitting to the Ministry of Environment, Conservation and Parks (MECP).

Councillor Burbach inquired if the builder would be including any environmental enhancements. Mr. Nuttall noted he was unsure of the exact specifications used by the builder in this regard.

### **QUESTIONS FROM THE PUBLIC**

Staff advised there were no questions submitted via the electronic Q & A during the meeting.

The Mayor noted the matter will be considered at a future Planning and Heritage Committee meeting and that a video recording of the meeting would be posted to the City's website.

The Mayor adjourned the meeting at 6:12 p.m.

**There were no requests to receive further information from the public meeting on December 8, 2021.**



## MANAGEMENT REPORT

**Date:** January 26, 2026  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU26-007  
**Attachments:** RBC Barrier Buster Grants Program Eligibility Criteria  
 Bandshell Viewing Area Concept

**Title:** Accessibility Advisory Committee Barrier Buster Grant Opportunity 2026

**Objective:** To seek authorization to apply for the Rick Hansen Foundation's Barrier Buster Grant to construct and install an accessible viewing area on Veteran's Drive across from the bandshell.

**Background:** The bandshell on Veteran's Drive was built in 1929 and was originally used for afternoon and evening concerts in the park. Today, the bandshell is used for various special events including Stratford Live Music and Food and World in a Weekend: International Puppet and Music Festival hosted by Stratford Summer Music and SpringWorks.

In May 2015, the Accessibility Advisory Committee (AAC) recommended that a curb cut, and landing area be created on both sides of Veteran's Drive near the bandshell. The Engineering Division installed curb cuts in 2015, however no additional upgrades were completed, and full accessibility of the space was never realized. When Veteran's Drive is closed for events the southern curb cut is often blocked and the grassy area leading away from the curb cut is too steep to independently navigate for people with mobility challenges or devices.

At the September 5, 2023 AAC meeting a discussion of furthering the project took place and the following motion was passed:

**THAT the Accessibility Advisory Committee requests the design of a new accessible access and viewing area at the parkland adjacent to the Bandshell on Veteran's Drive be reviewed and a drawing and quote be provided for AAC members to review.**

Engineering staff reviewed the request and designed a concept for the viewing area including an asphalt platform measuring 30m long and 5m wide with three curb ramps and sidewalk access points.

The request and design concept was presented to the Parks Board and at their meeting held on April 8, 2024 the following motion was passed:

**To approve the staff recommendation to have IDS to design, develop and install the platform as indicated, with the recommendation to use a permeable surface.**

In 2025 staff was made aware of a potential private donor to complete this project. Unfortunately, the funding was not received and the project, including design, did not proceed and was not included in 2026 budget or staff workplans.

In honour of the 40th Anniversary of Rick Hansen's Man In Motion World Tour, and in partnership with RBC and RBC Foundation 40 accessibility grants of up to \$40,000 are being offered to complete access-improvement projects.

In reviewing program eligibility municipalities are permitted to apply and the accessible viewing area on Veteran's Drive across from the bandshell project would be eligible if approved.

**Analysis:** It is estimated the total cost to design and construct the project including a 5x30 meter concrete platform and three (3) connections to the sidewalk is \$50,000.

If the grant is received in the amount of \$40,000 the remaining \$10,000 required for the project could be directed to this capital project as the Mayor's 2026 Budget included \$50,000 for Accessibility Improvements (Project D.1.2) The purpose of this established capital line item is to fund improvements to existing infrastructure such as installation of new curb cuts and tactile plates (as recommended by the Accessibility Advisory Committee), therefore Council approval is required to direct a portion of these funds to this alternative project. Using the funds approved for this project means there is less available for curb cuts and tactile plates, however staff will work within the total approved budgeted amounts for 2026 to complete other identified projects that arise. Should the grant not be successful this project will not proceed, and the funding will remain for its initially intended purpose.

The deadline to apply for the Barrier Buster grant is March 15, 2026, and the project must be completed by January 31, 2027.

### **Financial Implications:**

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

There would be no impact to the current year operating budget.

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

Future year operating budgets may have maintenance impacts to the new infrastructure, yet to be determined.

**Link to Asset Management Plan:**

The proposed accessible viewing area on Veterans Drive is not currently part of the City's Asset Management Plan or current infrastructure and represents an addition to the City's inventory of assets that will require financial planning for ongoing maintenance and ultimate replacement.

**Alignment with Strategic Priorities:****Enhance our Infrastructure**

This report aligns with this priority as the accessible viewing area would enhance accessible infrastructure to allow for all citizens to attend events at the Veteran's Drive Bandshell.

**Alignment with One Planet Principles:****Health and Happiness**

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

**Staff Recommendation: THAT direction be given to staff to apply for the maximum funding under the Rick Hansen Barrier Buster Grant for the construction and installation of an accessible viewing area on Veteran's Drive;**

**THAT the project be funded using \$10,000 from Item D.1.2 in the 2026 Mayor's Budget Capital Program, if the grant application is successful;**

**AND THAT the Mayor and Clerk, or their respective designates, be authorized to execute all necessary agreements and documents required should the grant application be successful.**

**Prepared by:** Vicky Trotter, Council Committee Coordinator

**Recommended by:** Tatiana Dafoe, MA, City Clerk

Karmen Krueger, CPA, CA, Director of Corporate Services

André Morin, CPA, Chief Administrative Officer



## RBC Barrier Buster Grants Program



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## RBC Barrier Buster Grants Program

### Eligibility Criteria

#### 1. Organization Eligibility

To be eligible, organizations must:

- Be located in Canada
- Be one of the following:
  - A registered charity
  - A qualified donee (see [CRA website](#) for more information)
  - An incorporated non-profit organization
- Provide one of the following:
  - A Canada Revenue Agency (CRA) Registration Number
  - A Certificate of Incorporation (if do not have a CRA Registration Number)

The following are **not** eligible:

- Individuals
- Programs or services
- Sports teams (unless a qualified donee)
- Political organizations or parties
- Private or corporate foundations
- Private (fee-based) elementary or secondary schools

## 2. Accessibility Infrastructure Project Eligibility

Accessibility Infrastructure Improvement Projects must:

- Be located in Canada
- Be implemented on property that is either:
  - Owned by the applicant organization, or
  - Leased long-term, with at least 5 years remaining as of March 15, 2026
- Address specific barriers for people with disabilities
- Result in permanent, tangible accessibility improvements
- Meet [CSA/ASC B651:23 Accessible design for the built environment](#) (where applicable)
- Be completed by January 31, 2027

## 3. Budget Eligibility

- Maximum grant request: \$40,000
- Projects over \$40,000 must have secured additional funding at time of application to cover all costs
- Only expenses incurred after the grant award date are eligible
- Supplier quotes required for items over \$10,000
- Professional consultation costs must not exceed 20% of the requested grant
- Grant funds **cannot** be used for Community Engagement Events or plaque installation

## 4. Application Eligibility

Applications must:

- Be submitted in English or French
- Be complete and include the following:
  - Application Form\*
  - Certificate of Incorporation (if no CRA Registration Number)
  - Letter of Support from a community organization or member
  - Detailed Budget (using the provided template)
  - Supplier Quotes (for items over \$10,000)
- Demonstrate ability to meet the program's key dates
- Be submitted by **March 15, 2026 at 23:00 PST**

\*Alternative format available on request.

## 5. Other

Grant recipients must:

- Host a Community Engagement Event by June 4, 2027 to celebrate the completed project, and promote access and inclusion to the community
- Install an RHF-provided plaque at the project site (installation costs covered by recipient)
- Provide a representative for an interview and consent to RHF sharing and publishing your project story.

## Key Dates

Action	Deadline
Submit application and supporting documents	March 15, 2026 at 23:00 PST
Receive grant approval notification	April 16, 2026
Sign and return agreement package to <a href="mailto:access@rickhansen.com">access@rickhansen.com</a>	April 23, 2026
Public announcement of recipients during National AccessAbility Week	May 31 to June 6, 2026
Receive 90% of approved grant funds	May 31, 2026
Submit interim report to RHF	October 15, 2026
Complete Accessibility Infrastructure Project	January 31, 2027
Submit Accessibility Infrastructure Project Completion Report to RHF	January 31, 2027
Install plaque and host Community Engagement Event	By June 4, 2027
Submit Final Report to RHF	June 11, 2027
Receive final 10% of approved grant funds, upon review of the Final Report	June 30, 2027



## RBC Barrier Buster Grants Program



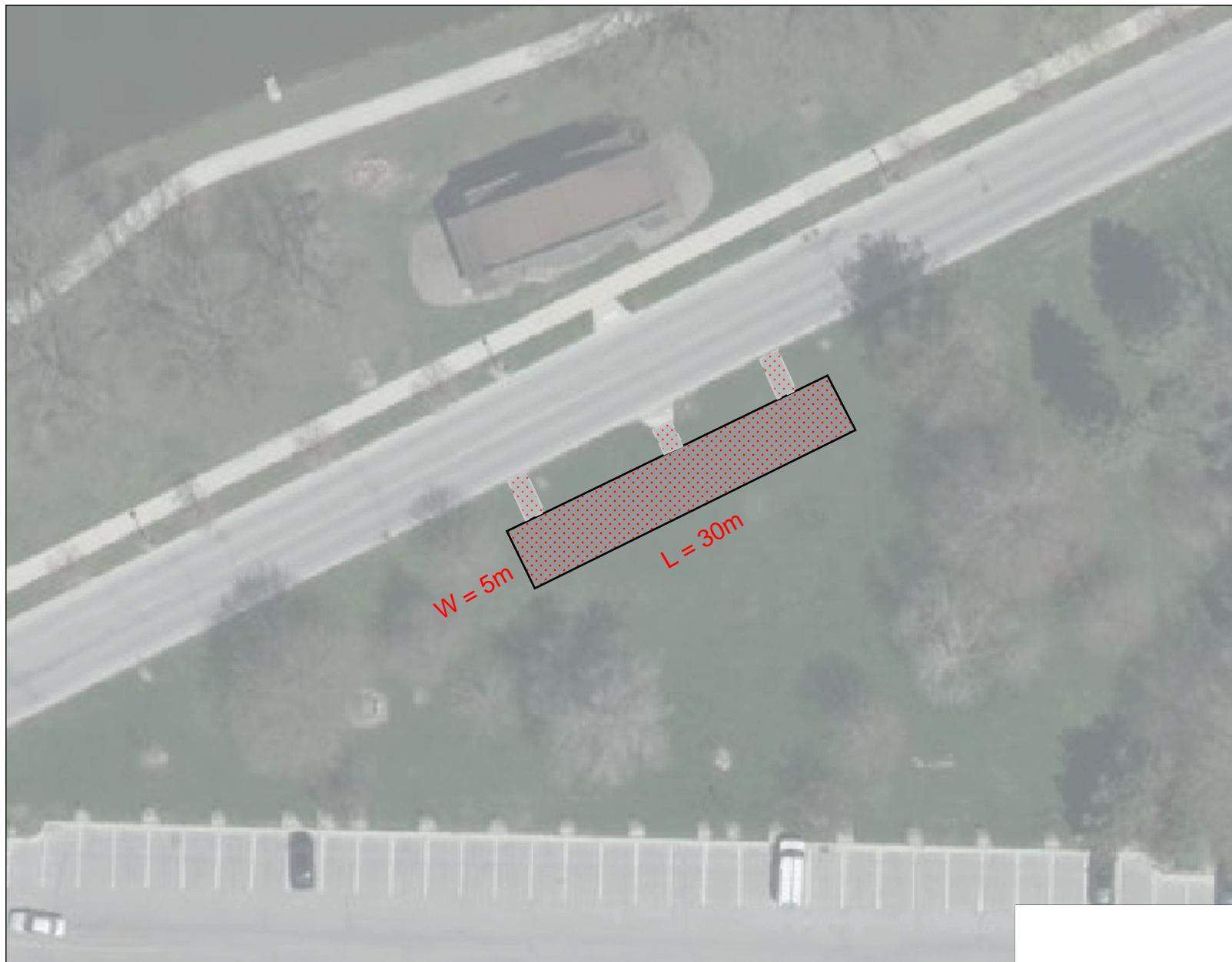
### Thanks to our National Partners





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## Veterans Park Event Platform Concept



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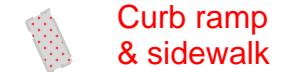
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

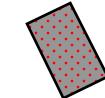


### Legend

Aerial 2020 16cm



Curb ramp  
& sidewalk



Asphalt  
Platform

### Notes

Enter Notes/Description of the map




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## MANAGEMENT REPORT

**Date:** January 26, 2026  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU26-008  
**Attachments:** None

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**Title:** Request for an Indigenous Representative on the Energy and Environment Advisory Committee

**Objective:** To consider the request from the Energy and Environment (E&E) Advisory Committee for an Indigenous representative to be added to the Committee.

**Background:** The E&E Advisory Committee currently has a composition of 13 members including:

- two (2) members of City Council,
- seven (7) citizens at large,
- one (1) youth representative,
- one (1) representative from the Civic Beautification and Environmental Awareness Committee (CBEAC),
- one(1) representative from the Avon River Environmental Association (AREA), and
- one (1) representative from Climate Momentum.

Advisory Committees provide advice and feedback to City Council on a variety of issues, including active transportation, accessibility, heritage, and in E&E's case the environment. For most of the City's advisory committees, citizen volunteers are relied upon to bring their diverse backgrounds and expertise to participate on these committees.

At the September 4, 2025 E&E Advisory Committee meeting the following motion was passed:

**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.**

The purpose of this report is to consider the request for an Indigenous Representative position to be added to the Committee.

**Analysis:** Members of the E&E Advisory Committee were asked to detail how an Indigenous representative would assist the committee in meeting their mandate and the projects they undertake.

Members noted the appointment of an Indigenous Representative follows the Calls to Action of the Truth and Reconciliation Commission of Canada to which the City has made a commitment. The appointment would provide substance to the land acknowledgement in recognition of the occupation of Indigenous lands and is vital in all municipal decision making for inclusion and to represent the diversity in their own communities.

Some members raised concerns about designating a seat for an Indigenous Representative on the Committee, emphasizing that it should not be a token gesture without understanding their potential contributions to the Committee.

Staff reviewed other municipal advisory committee structures and noted that the instances where a seat is designated for an Indigenous representative are limited or non-existent. Some communities have developed an indigenous advisory committee. The City of Hamilton's Indigenous Advisory Committee assists the City to honour and engage its Indigenous citizens in the pursuit of the City's vision by providing advice and/or recommendations, through the appropriate Standing Committee of Council, that enhance the wellbeing of Indigenous people and/or resolve municipal issues. This Committee envisions a future where Hamilton is an inclusive and culturally-aware community, where issues of importance to its Indigenous peoples are addressed proactively, effectively and respectfully on the municipal agenda. Other municipalities have explored an indigenous-municipal relationship agreement in order to engage with Indigenous communities.

Staff are currently undertaking a Governance Review which includes reviewing the City's advisory committees including their structure. It is recommended that the request to add an Indigenous representative to the E&E Advisory Committee be referred to staff to be included in the broader governance review. This would enable a thorough review of the request, options available for the entire corporation, undertaking consultation with indigenous leaders and communities, and ensure the intended outcomes are fully evaluated and achieved.

If Council would like to pursue adding an Indigenous representative to the E&E Advisory Committee now, then it is recommended the following be considered:

- consultation occur with Indigenous communities and leaders on the addition of a representative on the Committee, including any potential remuneration, prior to a decision being made;

- the City seek a candidate chosen by the Indigenous community and that appointment be confirmed by Council;
- details on why the position is important to the Committee and how they could contribute to the Mandate and Terms of Reference be provided.

### **Financial Implications:**

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

Financial implications to the current year and future year operating budgets have not been contemplated as the impact depends on whether a position is added. These financial implications could be detailed in a subsequent report, subject to direction of Council.

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

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

This report aligns with this priority as advisory committees provide advice and feedback to City Council on a variety of issues which rely on citizen volunteers to bring their diverse backgrounds and expertise to participate on these committees.

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

#### **Health and Happiness**

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

#### **Land and Nature**

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

**Staff Recommendation: THAT the request to designate a seat on the Energy and Environment Advisory Committee for an Indigenous Representative be referred to staff to review as part of the broader Advisory Committee Governance Review.**

**Prepared by:** Vicky Trotter, Council Committee Coordinator

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



## PLANNING REPORT

**Date:** January 26, 2026  
**To:** Mayor and Council  
**From:** Marc Bancroft, MPL, MCIP, RPP, Manager of Planning  
**Report Number:** COU26-011  
**Attachments:** Recommended Official Plan Amendment, Zoning By-law  
 Amendment and December 8, 2025 Public Meeting Minutes

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

**Objective:** The purpose of this report is to provide a recommendation for the applications submitted by Zelinka Priamo Ltd. (c/o Katelyn Crowley) on behalf of Countryside Developments (2014) Inc. (c/o Pete Hyde) with respect to Applications for Official Plan Amendment OPA2-25 and for Zoning By-law Amendment Z06-25. The applications were originally submitted on September 23, 2025, deemed complete on October 22, 2025 and presented at a public meeting of City Council on December 8, 2025.

### Application for Official Plan Amendment

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

### Application for Zoning By-law Amendment

The purpose of this Application is to rezone the subject lands from Residential Fourth Density (R4-23/R4(2)-24) to the Residential First Density (R1(3)) Zone and a new site-specific Residential Fifth Density (R5(3)-XX) Zone. The proposed Amendment would permit a four (4)-storey apartment building (totaling 74 units based on the latest concept plan) on the western portion of the subject lands accessible from Perth Line 36 and would permit single detached dwellings on the eastern portion of the subject lands

along the west side of Kastner Street. The proposed building is to be serviced from Kastner Street through a servicing easement.

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

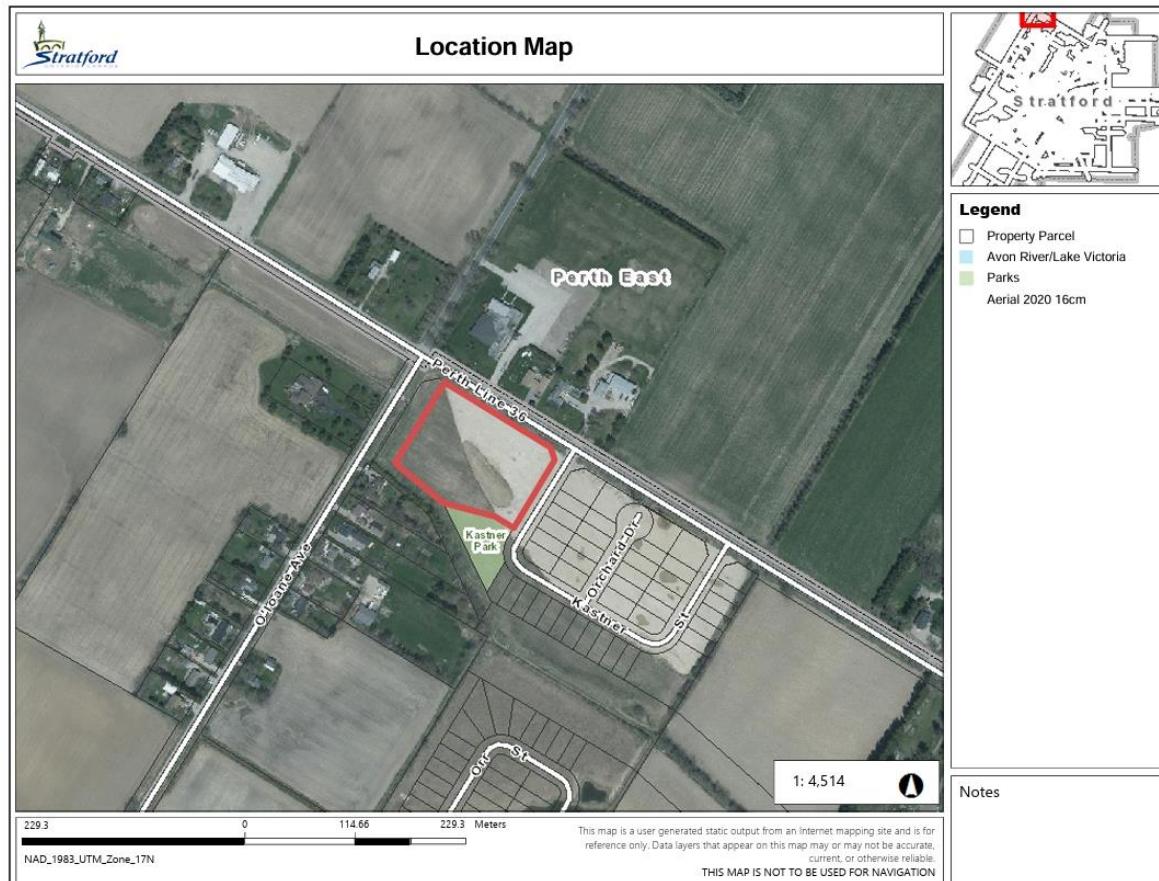
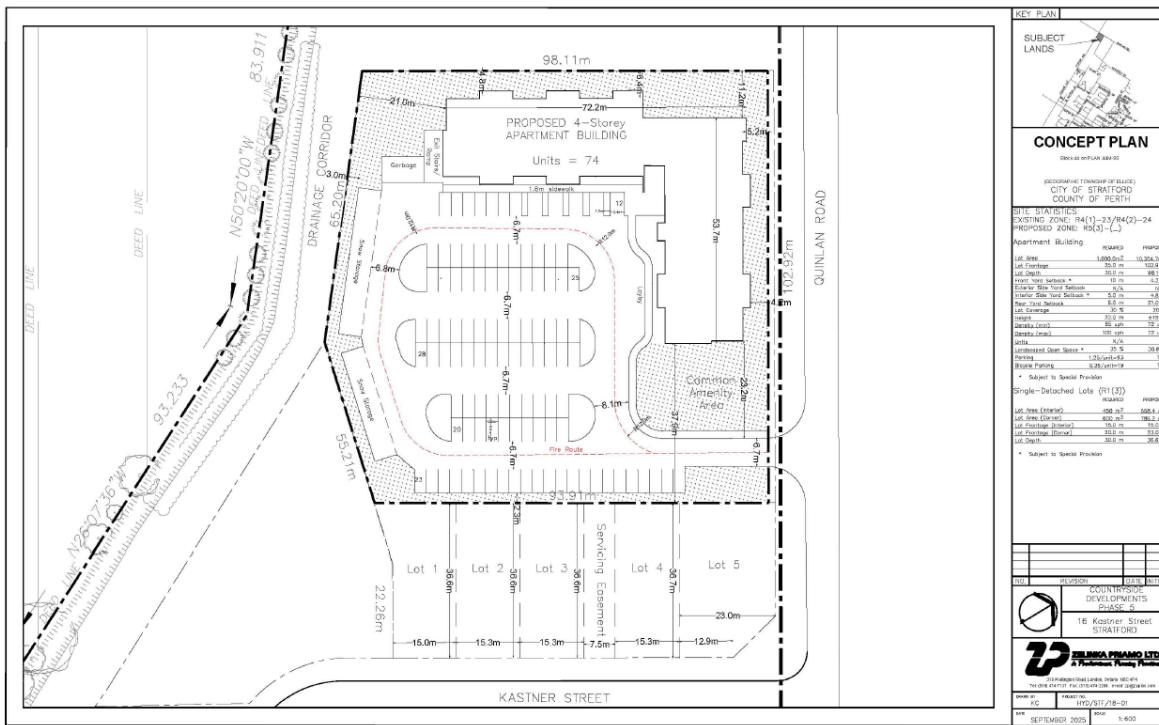
- A minimum front yard depth of 4.0 metres, whereas 10 metres is required.
- A minimum interior side yard width of 4.5 metres, whereas 7.5 metres is required.
- A minimum landscaped open space of 30%, whereas 35% is required.

Based on the current zoning of the site which support townhouse dwellings, the site would be capable of supporting approximately 43 housing units based on a concept plan submitted to the City during the evaluation of the draft plan of subdivision for this area. The latest concept shown below would increase the housing unit yield from 43 housing units to 80 housing units (including 74 apartment units and 6 single detached units).

The following documents were submitted in support of the applications:

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

## Concept Plan



## **Background:**

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

### Site Characteristics

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

### Surrounding Land Uses:

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

### Subject Lands from Perth Line 36



### Subject Lands from Kastner Street



### Agency Comments

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

- *Stratford Fire Prevention*
  - No concerns.
- *Stratford Building and Planning Services Department – Building Division*
  - No comments.
- *Stratford Corporate Services Department – Clerks Office*
  - No concerns related to parking.
- *Stratford Infrastructure Services Department – Engineering Division*
  - General Comments
    - A damage deposit will be required prior to construction as per "Schedule E" of the Fees and Charges By-Law 117-2023.
    - How many electric vehicle charging stations are proposed for this development?

- General Drawing Requirements

- The following drawings will be required
    - Site Plan
    - Grading Plan
    - Servicing Plan
    - Erosion and Sediment Control Plan
    - Landscaping Plan
  - Show all surveyed property limits, including bearings and distances. Reference to a City geodetic benchmark is required. Details for the monument 09620130001 are attached.
  - Show location of nearest fire hydrant.

- Concept Plan

- Pedestrian access (sidewalk) shall run through the proposed servicing easement to Kastner Street to meet the existing sidewalk.
  - The parking spots propose do not meet the minimum standards as follows:
    - As per the City of Stratford's Zoning By-Law - Section 5.2: Parking Space Dimensions and Requirements, the minimum parking space shall have a minimum width of 2.8m and a minimum length of 5.6m.
    - The minimum dimension for a Type A barrier free parking space shall be 5.6m in length, 3.4m in width, and a vertical clearance of 2.59m indoor and 2.75m outdoor, in addition to an adjacent unobstructed pedestrian access aisle width of 1.5m.
    - The minimum dimension for a Type B barrier free parking space shall be 5.6m in length, 2.8m in width, and a vertical clearance of 2.0m, in addition to an adjacent unobstructed pedestrian access aisle width of 1.5m.

- Servicing
  - The proposed development includes five (5) detached lots and 74 residential apartment units, with an estimated average occupancy of 2.4 persons per unit, resulting in a projected population of 190. This exceeds the maximum population outlined in the sanitary drainage plan for the Countryside Estates (Phase 4) subdivision, as shown in the "Sanitary Drainage Area Plan" (Revision 5 – April 14, 2022). However, an increase to the sanitary capacity for Block 44 was approved, as confirmed in an email from Nathan Bottema (City of Stratford) to MTE dated April 15, 2025. Therefore, the proposed number of units is considered acceptable.
  - A Functional Servicing Report is required to address the sanitary, storm and water requirements for this site.
  - Block 44 currently has been provided with servicing stubs at property line as follows: Sanitary 150mm PVC; Storm 525mm; and, Water 50mm PEXa
- Environmental Services (Water Division)
  - Commissioning Plan will be required.
  - Please provide a confirmation from the consultant on the number of private well(s) upon the property. All wells on the property shall be decommissioned as per O.Reg 903. A copy of the decommissioning records shall be sent to the Water Division.
- Stormwater Management Report
  - Should the subject site exceed the Countryside Estates – Phase 4 development runoff coefficient of 0.70, a stormwater management design for quantity and quality control will be required to develop this site.
- *investStratford – Housing Specialist*
  - Not in favour of this reduction in residential density to accommodate single detached dwellings. Stratford has both a housing shortage and a lack of available land, combined with limited available infrastructure. Land and infrastructure should be optimized for appropriate density as was designated in the zoning bylaw.

- *Festival Hydro*
  - The proposed apartment building block as well as the five residential lots are currently not within Festival Hydro's service territory.
  - Festival Hydro does have infrastructure in the area to service the 5 residential lots, but would need to go through a service area amendment process with the Ontario Energy Board to obtain the rights to service those properties. The developer should reach out to Festival Hydro to discuss that process if there is a desire to service those lots from our current system. All existing residential lots along Kastner St are also serviced by Festival Hydro.
  - Festival Hydro does not have infrastructure in the area to service the proposed apartment building. The developer is advised to discuss the servicing of that lot with Hydro One.
- *Upper Thames River Conservation Authority – Land Use Planning*
  - No objection to the subject applications.
  - Development or site alteration, including grading works, within the Regulated Area will require a Section 28 permit from the UTRCA. As part of the Site Plan Approval Application for the proposed apartment building on the retained lot please include a detailed Grading Plan which identifies the McNamara corridor adjacent to the subject lands, the 250-year floodplain limit based on the constructed grades; and 15 m regulatory allowance.
  - Further comments will be provided by the UTRCA through the review of a future site plan application.
- *Upper Thames River Conservation Authority – Source Water Protection*
  - The subject lands are not located within a vulnerable area and therefore the property is not designated for restricted land use under S. 59 of the Clean Water Act, 2006.

### **Analysis:**

#### Provincial Planning Statement

The Provincial Planning Statement (PPS), 2024, came into effect on October 20, 2024. The PPS is issued under Section 3 of the Planning Act and provides direction on matters of provincial interest related to land use planning and development. The Planning Act requires that all decisions affecting planning matters shall be consistent with the PPS.

Section 2.1 directs municipalities to plan for an appropriate range and mix of housing options and densities that meet projected needs, ensuring long-term sustainability and vibrant communities. This involves the efficient use of land and resources and aligning growth with existing and future infrastructure, as well as supporting a mix of housing types and densities within settlement areas to effectively accommodate population growth. This proposal aligns with these objectives by promoting efficient land use and providing diverse housing options. Based on the previous and latest concept plans for this site, the proposed housing units would increase from 43 townhouse dwelling units to 80 housing units, comprised of 74 apartment units and 6 single detached units. The latest proposed development would maximize resource utilization, expands housing diversity within Stratford, and leverages existing infrastructure efficiently to meet broader housing demand.

Section 2.3 of the PPS emphasizes that settlement areas should serve as the focus for growth, with land use patterns aimed at maximizing efficient and sustainable development. The proposed development is situated within Stratford being a designated settlement area, enhancing density, optimizing existing municipal infrastructure, and supporting the City's strategic growth framework.

Section 2.9 focuses on energy conservation, air quality, and climate change, encouraging developments that aim to reduce emissions and improve energy efficiency. By advancing a denser housing form and optimizing urban land use, the proposal fosters a compact urban form designed to minimize environmental impacts and promote sustainable growth.

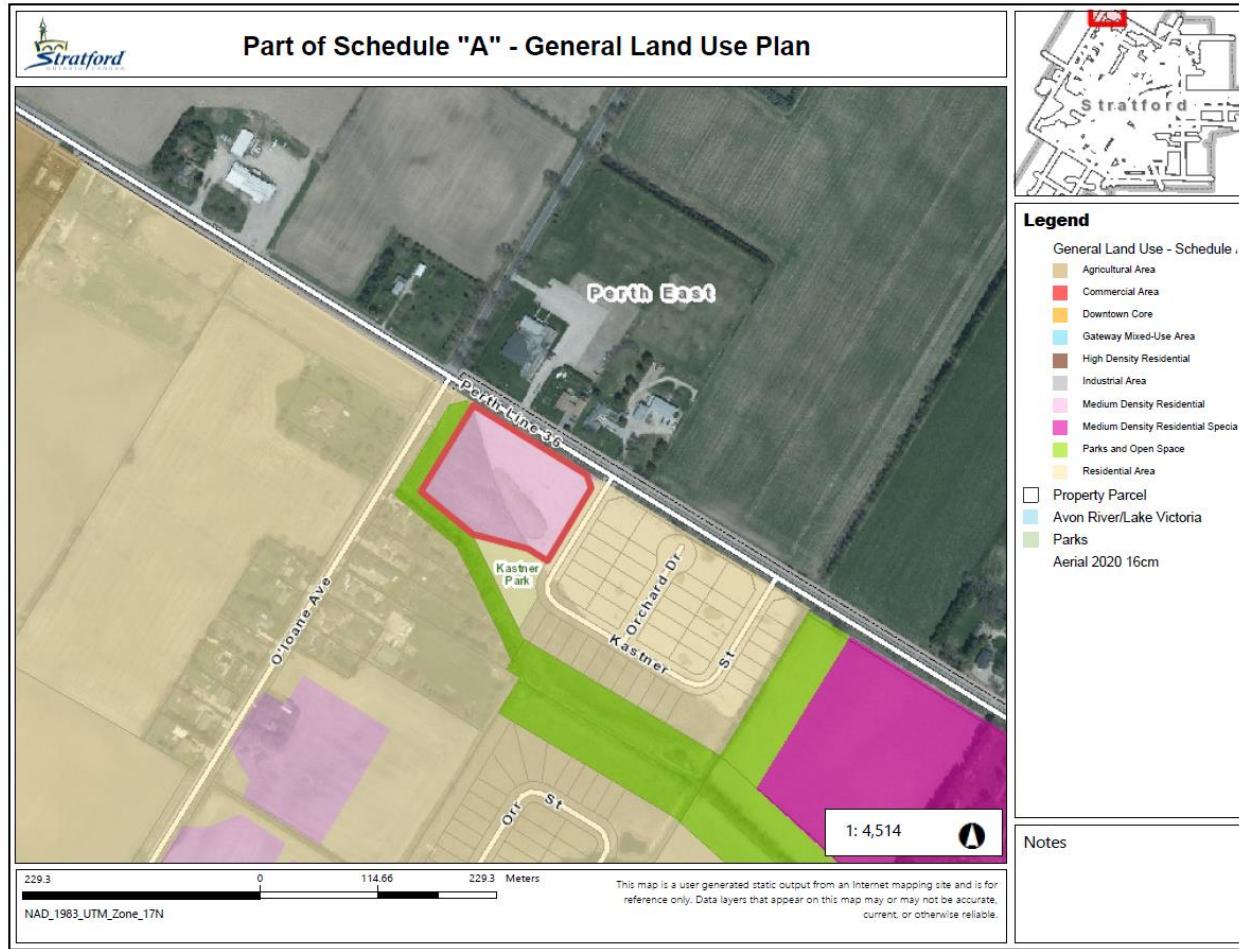
Section 3.5.1 of the PPS states that major facilities (including transportation corridors) and sensitive land uses (including residential development) shall be planned and developed to avoid or to minimize and mitigate potential adverse impacts with respect to noise impacts to ensure the long-term viability of major facilities. As previously noted, a noise assessment was submitted in support of the subject applications to determine noise impacts on the subject lands from traffic associated with Perth Line 36. The assessment indicates that no requirements are necessary with respect to special physical components (i.e. windows, sound insulation, noise barrier) to mitigate noise impacts in that the proposed development meets acceptable indoor sound level criteria. Recommended noise mitigation measures outlined in the assessment include forced air heating/central air conditioning and noise warning clauses to be registered on title limited to the proposed apartment building and the proposed single detached dwelling adjacent to Perth Line 36. These measures are to be implemented through an agreement to be registered on title for the lands affected.

Overall, this proposal demonstrates consistency with the PPS.

#### City of Stratford Official Plan

The subject lands are designated Medium Density Residential, which permits townhouses, quadraplex and apartment style dwellings, as outlined in the City's Official

Plan. The west half of the subject lands is generally identified as being within the Regulatory Flood Hazard given the adjacent McNamara Drain. An Official Plan Amendment is required considering the proposed single detached dwellings are only permitted under the Residential Areas designation.



Section 4.5.1 outlines Goals and Objectives for the Residential Areas designation including:

- Maintaining essential neighbourhood qualities of quiet enjoyment, privacy, public health, safety, and basic municipal services.
- Ensuring intensification is compatible in terms of scale, density, and design with existing developments, alongside sound planning principles relating to servicing and site design.
- Achieving a mix of housing types to diversify the housing stock and provide affordable options while ensuring efficient investment and maintenance of municipal services.

- Creating new residential neighbourhoods that encourage community interaction, reduce auto dependence, and maintain essential neighbourhood qualities.

The subject proposal aligns with the foregoing policy direction by proposing single detached dwellings having a similar character, massing and design to existing and planned single detached dwellings south and east of the subject lands. Essential neighbourhood qualities including quiet enjoyment and privacy shall not be compromised. The proposed development overall introduces housing diversity in the City and make more efficient use of land and infrastructure through increased density.

Section 4.5.3.2 states that development in new residential areas, including the subject lands, shall be subject to the following criteria:

- i) mix of development forms and densities;
- ii) medium density residential uses are encouraged and shall be:
  - a) intermixed with low density development in smaller groups;
  - b) primarily street oriented in design; and,
  - c) located adjacent to collector and arterial roads, park and greenland areas, community facilities and commercial areas and/or as a physical transition between high and low density residential development.
- iii) the road pattern is a modified, rectilinear grid pattern which provides for the maximum possible degree of connectivity internally, and externally with the existing developed areas and abutting arterial and collector roads with short blocks to promote active transportation modes; and,
- iv) the development incorporates linkages to the City's parks and open space system and/or incorporates private or public open space features which serve as focal points for the residential development and/or structural elements which define the character and structure of the area.

The subject proposal aligns with the foregoing policy direction. This development would provide a housing mix by introducing a medium-density residential use in the form of the proposed apartment building and low-density residential uses in the form of single detached dwellings on the west side of Kastner Street, thus broadening housing options and responding to diverse community needs. Based on the requested reduced front yard depth, the apartment building demonstrates street oriented design with direct access proposed to Perth Line 36 being a designated Collector Road and adjacent to open space lands and trails along the McNamara Drain and Kastner Park.

The lands are also subject to the Stratford West Secondary Plan ("SWSP"), which forms part of the City's Official Plan. Applicable policy direction primarily pertains to development opportunities adjacent to the McNamara Drain and the need for necessary approvals from the Upper Thames River Conservation Authority given the extent of

associated regulated lands. These matters are capable of being addressed through the site plan approval process required for the construction of the apartment building.

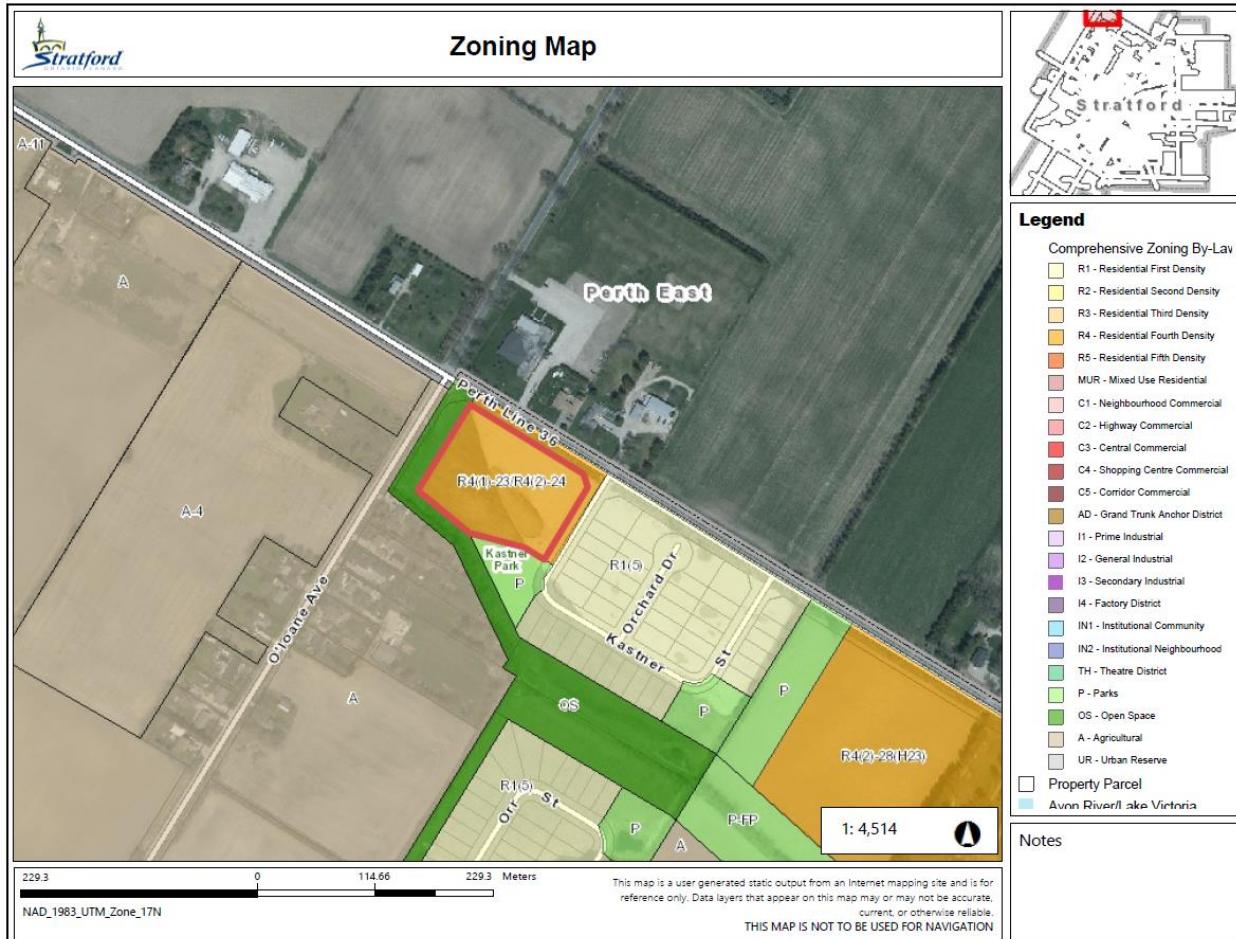
Section 11.2.11, with respect to the SWSP, indicates that within the Medium Density Residential designation, medium density residential uses are permitted in the form of townhouses, quadraplex and apartment style dwellings subject to a minimum and maximum residential density ranging between 30 and 100 units per hectare ("UPH"). This development within the Medium Density Residential designation proposes an apartment building with a proposed density of 72 UPH which falls within the acceptable range.

As such, the subject proposal conforms with the City of Stratford Official Plan.

#### City of Stratford Comprehensive Zoning By-law

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

## Existing Zoning Map



A Zoning By-law Amendment has been requested to rezone the subject lands from Residential Fourth Density (R4-23/R4(2)-24) to the Residential First Density (R1(3)) Zone and a new site-specific Residential Fifth Density (R5(3)-XX) Zone. The proposed Amendment would permit a four (4)-storey apartment building on the western portion of the subject lands accessible from Perth Line 36 and would permit single detached dwellings on the eastern portion of the subject lands along the west side of Kastner Street. The proposed building is to be serviced from Kastner Street through a servicing easement. As the proposal conforms to the Residential policies of the City's Official Plan, Planning Staff are supportive of residential intensification on the property and have no concerns with rezoning the subject lands to permit the proposed residential uses in the form of the apartment building accessible from Perth Line 36 and the single detached dwellings on the west side of Kastner Street.

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

- A minimum front yard depth of 4.0 metres, whereas 10 metres is required.
- A minimum interior side yard width of 4.5 metres, whereas 7.5 metres is required.
- A minimum landscaped open space of 30%, whereas 35% is required.

### *Yard Setbacks*

The intent of the front yard depth provision is to ensure dwellings are located a safe distance from the street and that a consistent building line is maintained, as well as to prevent noise or privacy issues. The proposed apartment building would maintain a consistent building line with the proposed single detached dwelling at the corner of Kastner Street and Perth Line 36. Furthermore, no significant noise issues are anticipated based on the noise assessment submitted in support of this proposal. The intent of the side yard width provision is to ensure adequate separation for drainage and rear yard access purposes. The reduced side yard width allows for flexibility in the final site design while not compromising site drainage and rear yard access. It would also ensure further separation of the proposed apartment building from the proposed single detached residential uses to the east, considering the reduced side yard only applies to the west side of the property.

### *Landscaped Open Space*

The intent of the landscaped open space provision is to ensure that there are adequate outdoor amenity areas to support the future residents and ensure sufficient impervious surfaces to facilitate stormwater management. A reduction in landscaped open space would not impair stormwater management measures which are to be addressed in the detailed design stage as part of the subsequent site plan approval process to allow the development of the apartment building. Furthermore, the reduced landscape open space requirement would have a nominal impact on outdoor amenity areas considering the adjacent neighbourhood park, trail, and open space lands adjacent to the McNamara Drain.

### *Access*

Before the subject lands can be rezoned to support the apartment building, direct access to Perth Line 36 is required given the north side of the subject property is separated by Perth Line 36 by a 0.3 metre reserve. To secure the direct access, a by-law is required to dedicate the proposed driveway opening along the said reserve as a public highway. Once the foregoing is satisfied, only then would the proposed R5(3)-XX zoning envelope have legal access and frontage on a public road. As such, it is recommended that the requested zoning by-law amendment be approved in principle and that passing of the by-law amendment be deferred pending the passing of a dedication by-law.

In all, the requested Zoning By-law Amendment is consistent with the Provincial Planning Statement and in conformity with the City's Official Plan.

### Public Comments

Notice of the application and public meeting was sent to surrounding property owners on November 14, 2025. Notice was also published in the Beacon Herald on November 15, 2025. The following key concerns were raised through the circulation of this proposal and the public meeting of City Council held on December 8, 2025, followed by a response from Planning Staff:

#### *Access*

There were conflicting concerns raised by area residents regarding vehicular access for the proposed apartment building.

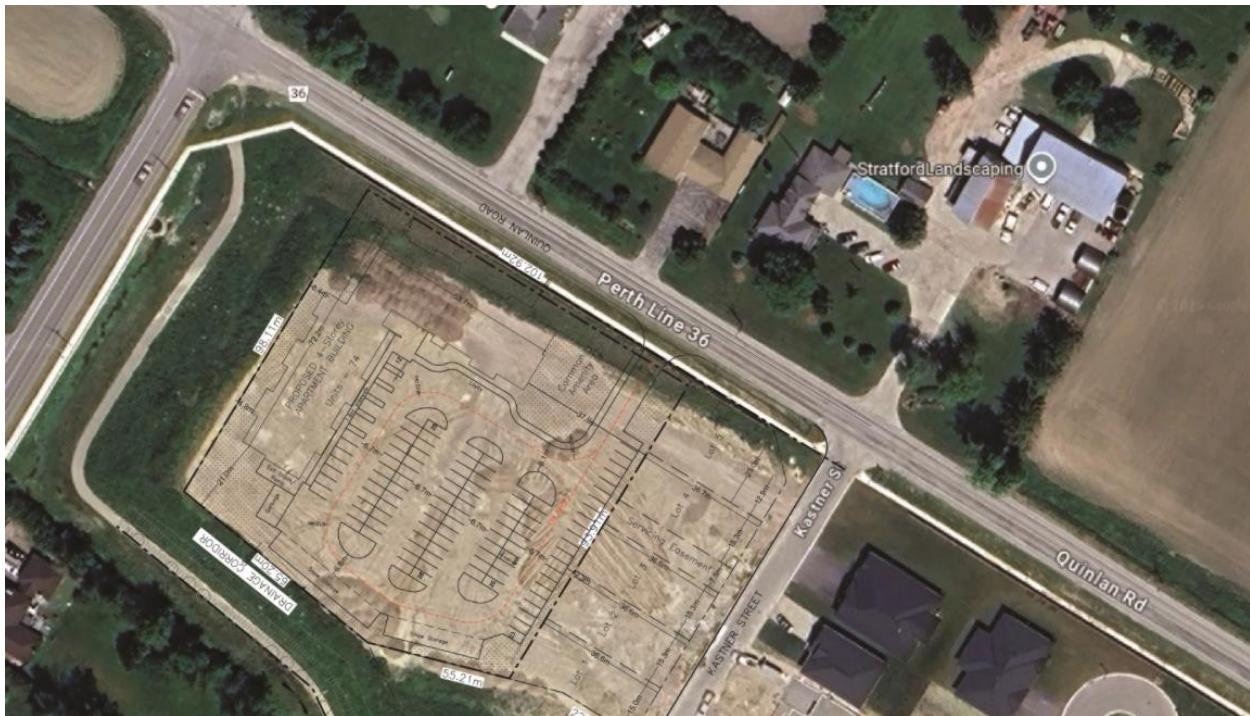
One neighbour indicated there should be no direct access for the apartment building to Perth Line 36 considering impacts from (i.e. car headlights) on the existing home across from the proposed driveway. There should be limits on the number of driveways on Perth Line 36 given the increase in traffic based on development that has occurred in the area. Access should be provided from Kastner Street consistent with the location of the proposed servicing easement for the apartment building.

Conversely, two neighbours expressed support for the proposal provided direct access for the apartment building is provided to Perth Line 36 to ensure Kastner Street remains a local street with low traffic volumes.

#### Planning Staff Response:

Below is a graphic of the proposed development with aerial photography provided by the applicant's agent.

Figure 1: Proposed development with aerial photography



The proposed access to Perth Line 36 provides adequate separation and sightlines from the intersection of Perth Line 36 and Kastner Street. It also ensures vehicular traffic is directed to the Perth Line 36, designated as a Collector road and higher order road compared to Kastner Street, designated as a Local street.

The alignment of the proposed access is between existing dwellings located on the northerly side of Perth Line 36. As such, no significant impacts from vehicle headlights are anticipated. Notwithstanding, landscaping requirements implemented through site plan control shall be considered to ensure an appropriate interface along Perth Line 36 with careful attention to not obstruct sightlines.

#### *Apartment Building Height*

Due to the amount of fill used to raise the property, the proposed 4-storey building would have the appearance of being a 6-storey building.

Planning Staff Response: The site shall require re-grading to support the development of the apartment building and subject to site plan control. Under the requested R5(3) zone, the maximum building height would be 22 metres whereas the concept plan proposes a building height of approximately 15 metres.

### *Drainage*

Concerns were expressed regarding site drainage including surface water running off the site and flooding the new pathway (along the McNamara Drain) creating icy and unsafe conditions for pedestrians.

Planning Staff Response: The development of the site shall be subject to site plan approval. Through that process, approvals will be required with respect to site grading and stormwater management to ensure there are no adverse drainage impacts on adjoining lands.

### *Housing Tenure*

Concern was expressed regarding the proposed apartment building compared to the original proposal for townhouse dwellings. The preference is for the apartment to be a condominium compared to rental units.

Planning Staff Response: Although approval will be required from the City to allow the construction of the apartment building, the City ultimately has no control whether the apartment building is developed to accommodate rental apartment units or as a condominium for the free-hold ownership of individual apartment units.

**Financial Implications:** No municipal expenses are anticipated with respect to the subject proposal. The proposed increase in housing units would result in a more efficient use of infrastructure and would yield additional revenue for the City through the collection of building permit fees, development charges and ultimately property taxes.

**Staff Recommendation: THAT Application for Official Plan Amendment OPA2-25 submitted by Zelinka Priamo Ltd. (c/o Katelyn Crowley) on behalf of Countryside Developments (2014) Inc. (c/o Pete Hyde) on the lands known municipally known as 16 Kastner Street:**

**BE APPROVED for the following reasons:**

- 1. The request is consistent with the Provincial Planning Statement 2024 and conforms with the City of Stratford Official Plan;**
- 2. The request constitutes sound land use planning and is appropriate for the development of the lands;**
- 3. Public comments have been received, reviewed comprehensively and appropriately addressed.**

**THAT Application for Zoning By-law Amendment Z06-25 submitted by Zelinka Priamo Ltd. (c/o Katelyn Crowley) on behalf of Countryside Developments**

**(2014) Inc. (c/o Pete Hyde) on the lands known municipally known as 16 Kastner Street:**

**BE APPROVED IN PRINCIPLE for the following reasons:**

- 1. The request is consistent with the Provincial Planning Statement 2024 and conforms with the City of Stratford Official Plan;**
- 2. The request constitutes sound land use planning and is appropriate for the development of the lands;**
- 3. Public comments have been received, reviewed comprehensively and appropriately addressed.**

**AND THAT the implementing zoning by-law amendment be forwarded to City Council for approval once the applicant has obtained direct legal access to Perth Line 36 for the proposed apartment building to the satisfaction of the Manager of Planning.**

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

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

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



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

A public meeting was held on Monday, December 8, 2025, at 7:23 p.m., in the Council Chamber, at Stratford City Hall, 1 Wellington Street. The purpose of the public meeting was to give Council an opportunity to hear and consider comments from the public regarding Official Plan Amendment OPA2-25 and Zone Change Z06-25. The applications affect the property with the municipal address of 16 Kastner Street, Stratford.

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

**STAFF PRESENT:** André Morin - Chief Administrative Officer, Kim McElroy - Director of Social Services and Interim Director of Human Resources, Tim Wolfe - Director of Community Services, Taylor Crinklaw - Director of Infrastructure Services, Karmen Krueger - Director of Corporate Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk, Miranda Franken - Council Clerk Secretary, Marc Bancroft - Manager of Planning, Alexander Burnett - Intermediate Planner, Will Mason - Maintenance Rent Receivables Clerk

**ALSO PRESENT:** Katelyn Crowley, Planner from Zelinka Priamo Ltd, representing the agent of the applicant, Members of the Public and Media.

Mayor Ritsma called the meeting to order and stated the purpose of this meeting was to give Council and the public an opportunity to hear all interested persons with respect to the following applications: Official Plan Amendment OPA2-25 and Zone Change Z06-25. The applications affect the property with the municipal address of 16 Kastner Street, Stratford.

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

## STAFF PRESENTATION

Marc Bancroft, Manager of Planning, referring to a PowerPoint presentation, provided an overview of the application. Highlights of the presentation included:

- the subject lands being located on the west side of Kastner Street, the south side of Perth Line 36 and east of O'Loane Avenue;
- the lands currently being vacant and separated from Perth Line 36 by a 0.3 metre reserve with vehicular access accessible from Kastner Street only at this time;
- surrounding land uses include institutional, residential and industrial in the form of a church to the north, residential single detached dwellings to the east, open space lands to the west including the MacNamara Drain and open space and parkland to the south including the MacNamara Drain and Kastner Park;
- the application having been submitted by Zelinka Priamo on behalf of Countryside Developments Inc.;
- a number of studies having been submitted in support of the application including a Planning Justification Report, a Geo Technical Investigation, a Stormwater Management Report (SWM), a series of engineering drawings and a Noise Assessment;
- the purpose of the proposed Official Plan (OP) amendment being to re-designate the eastern portion of the lands fronting Kastner Street from Medium Density Residential to Residential Area permitting low-density residential uses in the form of single detached dwellings which are otherwise not permitted under the current designation;
- the balance of the lands is to remain Medium Density Residential;
- the purpose of the proposed Zoning By-law Amendment being as follows;
  - to re-zone the west side of Kastner Street to Residential First Density R1(3) zone to permit single detached dwellings; and
  - to re-zone the balance of the lands to a site specific Residential Fifth Density R5(3) zone to permit a four-storey apartment building accessible from Perth Line 36;
- to facilitate the development of the proposed apartment building, site specific zoning provisions being requested including:

- a minimum front yard depth of 4.0 metres, whereas 7.5 metres is currently required;
- a minimum interior side yard width of 4.5 metres, whereas 7.5 metres is currently required; and
- a minimum landscaped open space of 30%, whereas 35% is currently required.
- the proposed four storey apartment building to contain 74 units framing the northwest corner of the site adjacent to Perth Line 36, the proposed 5 single detached lots on the west side of Kastner Street and a proposed servicing easement to accommodate the apartment building and to tie into Kastner Street;
- under the OP the lands being designated to permit townhouses, quadraplex and apartment style dwellings as outlined in the Stratford West Secondary Plan Area with the west half being within the Regulatory Flood Hazard zone given the adjacent MacNamara Drain;
- the existing zoning under the Zoning By-law being a dual zone only permitting street and cluster townhouse dwellings and lands regulated under the Conservation Authorities Act given the proximity of the MacNamara Drain;
- the applications having been circulated to agencies on November 14, 2025, with no concerns or objections raised with the exception of comments from the investStratford Housing Specialist not being in favour of the reduced residential density to accommodate single detached dwellings considering the housing crisis;
- a comment having been made that Stratford has both a housing shortage and a lack of available land combined with limited available infrastructure and that infrastructure should be optimized for appropriate density as designated in the Zoning By-law;
- the Notice of application having been circulated to all property owners within 120 metres of the subject lands on November 14, 2025, and included in the Town Crier on November 15, 2025, with the following key issues raised;
  - apartment building access on Perth Line 36 versus Kastner Street with one resident indicating the access should be on Kastner Street to avoid headlights onto a dwelling located on the north side of Perth Line 36 and another resident indicating support for the proposed access on Perth Line 36 to limit traffic on Kastner Street;

- due to the amount of fill used to raise the property the four-storey apartment building height would appear as a six-storey; and
- drainage concerns that the surface water runs off the site flooding the new pathway along the MacNamara Drain and creating icy and unsafe conditions for pedestrians.

## **QUESTIONS FROM COUNCIL**

Councillor Sebben asked if there are parking exemptions being requested. The Manager of Planning replied there is no request for relief from any parking requirements.

Councillor Henderson noted there are no accessible parking spots indicated on the plan and asked if this would be dealt with through the Site Plan application. The Manager of Planning advised a Site Plan application would have to be filed with the City dealing with these nuances. Councillor Henderson asked how many units are to be made accessible. The Manager of Planning replied they are not aware but the agent for the applicant might have these answers.

## **AGENT PRESENTATION**

Katelyn Crowley, agent from Zelinka Priamo Ltd., representing Countryside Developments (2014) Inc. and referring to a rendering, provided the following additional information regarding the application:

- the property having previously received approval through a Countryside proposal for medium density residential townhouse developments with 33 units per hectare or 44 townhouses;
- the market having changed since that time with apartments being a more desired and affordable form of housing for the current and future residents of Stratford;
- the apartment built form being a different form for the area adding to the diversity and less lands being required for the apartments than was needed for the townhouses allowing for the remainder of the lands to be single detached dwellings along the west side of Kastner Street;
- the proposed apartment block to consist of a four-storey apartment building with 74 dwelling units and 108 surface parking spaces with vehicular access on Perth Line 36;
- of the 108 parking spaces, five are to be barrier free consistent with the Zoning By-law;

- of the 74 dwelling units, four are to be completely accessible where three are required under the building code with the main entrance to be a barrier free design to meet current AODA standards, with barrier free travel throughout common corridors and an elevator;
- this apartment style having been constructed successfully on a property in London, Ontario with the proposed apartment to have a mix of 1, 2 and 3 bedroom units and the tender for the apartments proposed to be rentals;
- preliminary building charges being calculated at approximately \$600,000 to be paid for the apartments and \$8,000 for each single detached dwelling unit based on current rates for Development Charges to be contributed to City services and infrastructure;
- route 3 being the closest transit route at Fraser Drive and the site being accessible by multi use trail;
- the easement through lots 3 and 4 being a servicing easement for the apartment block with the infrastructure proposed to be only underground;
- as per the requirements of the Planning Act the meeting being for the purpose of consultation with neighbours with all comments submitted previously having been reviewed;
- regarding the perceived reduced residential density requested to accommodate single detached dwellings where townhouses are currently permitted, the proposed density being 72 units per hectare for the apartment block with this being more than the current density permitting 33 units per hectare or 45 townhouses and the proposal being an increase from the initial proposed density and a more efficient use of the lands;
- the vehicular access on Perth Line 36 being able to support increased traffic and appropriately separated from surrounding major intersections with landscaping for screening being considered along Perth Line 36 and this can be further refined through the Site Plan application;
- a traffic report not having been requested at the time of submission but revisions having been reviewed in consultation with a traffic engineer regarding the proposed access point;

- regarding the drainage and retained stormwater of the future development, this will be improved through future detailed grading and engineering design with a formal grading plan, servicing plan and landscape plan to be submitted as part of the Site Plan submission; and
- the proposed development for the 74 unit apartment building and the 5 single detached dwelling units is believed to be appropriate for the property and an overall efficient use of the available land and infrastructure.

## **QUESTIONS FROM COUNCIL**

Councillor Henderson asked for clarification on the number of accessible parking spaces and accessible units. The Agent for the Applicant replied that the proposal is for five accessible parking spots and four accessible units.

Councillor Hunter asked if detached lots are easier to sell than townhouses at this time. The Agent for the Applicant replied they do not have these numbers but it is the developer's opinion that this is the case.

Councillor Burbach asked about the height the building would sit. The Agent for the Applicant replied that at this time the property looks quite elevated and the grading and storm water management on the site is going to have to be redone through the apartment submission with no detailed grading plan yet.

Councillor Sebben noted when the previous submission was brought to Council there were concerns of headlights shining into houses across the street. Councillor Sebben asked about the mentioned mitigation with shrubs and if there are further mitigation strategies. The Agent for the Applicant replied that landscaping may be the only way to mitigate, that there will be in and out traffic with headlights but this is to be mitigated where possible.

The Mayor called for questions or comments from the public. There were none.

Councillor Burbach asked if the increased density which would cause more traffic will change the need for a traffic study in this area. The Director of Infrastructure Services replied that a traffic study is triggered at 75 units and they have not yet confirmed a follow up with staff but this is to be considered at the Site Plan stage.

## **COMMENTS FROM THE MAYOR**

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

Anyone who would like to receive further notice of this matter can email clerks@stratford.ca. A video of this meeting will be posted to the City's website.

The Mayor adjourned the meeting at 7:45p.m.

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



**BY-LAW NUMBER XXX-2026  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to adopt Official Plan Amendment No. 35 to redesignate the subject lands from "Medium Density Residential" to "Residential Areas".

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**WHEREAS** Sections 17 and 21 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provide that the Council of a municipality may, by by-law, adopt amendments to its Official Plan;

**AND WHEREAS** the Council has provided adequate information to the public and held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the public interest was considered by Council to the need to adopt an amendment to the Official Plan of the City of Stratford for the subject lands;

**AND WHEREAS** the Council has determined that the request for an amendment is consistent with the Provincial Planning Statement, conforms with the goals and objectives of the Official Plan, will facilitate development that is appropriate for the lands, is compatible with surrounding lands and is considered to be sound land use planning and will encourage efficient use of land and infrastructure;

**NOW THEREFORE** the Council of The Corporation of the City of Stratford in accordance with the *Planning Act*, R.S.O. 1990, c.P13 as amended, hereby enacts as follows:

1. That Amendment No. 35 to the Official Plan of the City of Stratford, consisting of the attached text and schedules, is hereby adopted.
2. The Clerk is hereby authorized and directed to proceed with the giving of written notice of Council's decision in accordance with the provisions of the *Planning Act*.
3. This By-law shall come into effect upon Final Passage and in accordance with the *Planning Act*.

Read a FIRST, SECOND and a THIRD TIME and

FINALLY PASSED this 26<sup>th</sup> day of January, 2026.

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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe



# City of Stratford

## Official Plan Amendment No. 35

Adopted: January 26, 2026

## AMENDMENT NO. 35 TO THE OFFICIAL PLAN OF THE CITY OF STRATFORD

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### **Section 1 – Title and Components**

This amendment shall be referred to as Amendment No. 35 to the Official Plan of the City of Stratford. Sections 1 to 4 constitute background information and are not part of the formal Amendment. Section 5 constitutes the formally adopted Amendment to the Official Plan.

### **Section 2 – Purpose of the Amendment**

The purpose of this amendment is to redesignate the Subject Lands from “Medium Density Residential” to “Residential Area”.

### **Section 3 – Location**

The Subject Lands are located on the west side of Kastner Street and on the south side of Perth Line 36. The Subject Lands have an area of approximately 0.3 hectares and form part of a larger parcel of land having a total area of approximately 1.38 hectares, to which the west and south sides of the larger parcel are bounded by the McNamara Drain.

### **Section 4 – Basis of Amendment**

The purpose of this Official Plan Amendment is to redesignate the Subject Lands to the Residential Area designation to allow with the effect of permitting low-density residential uses in the form of single detached dwellings which are otherwise not permitted under the current designation.

The basis for this amendment is as follows:

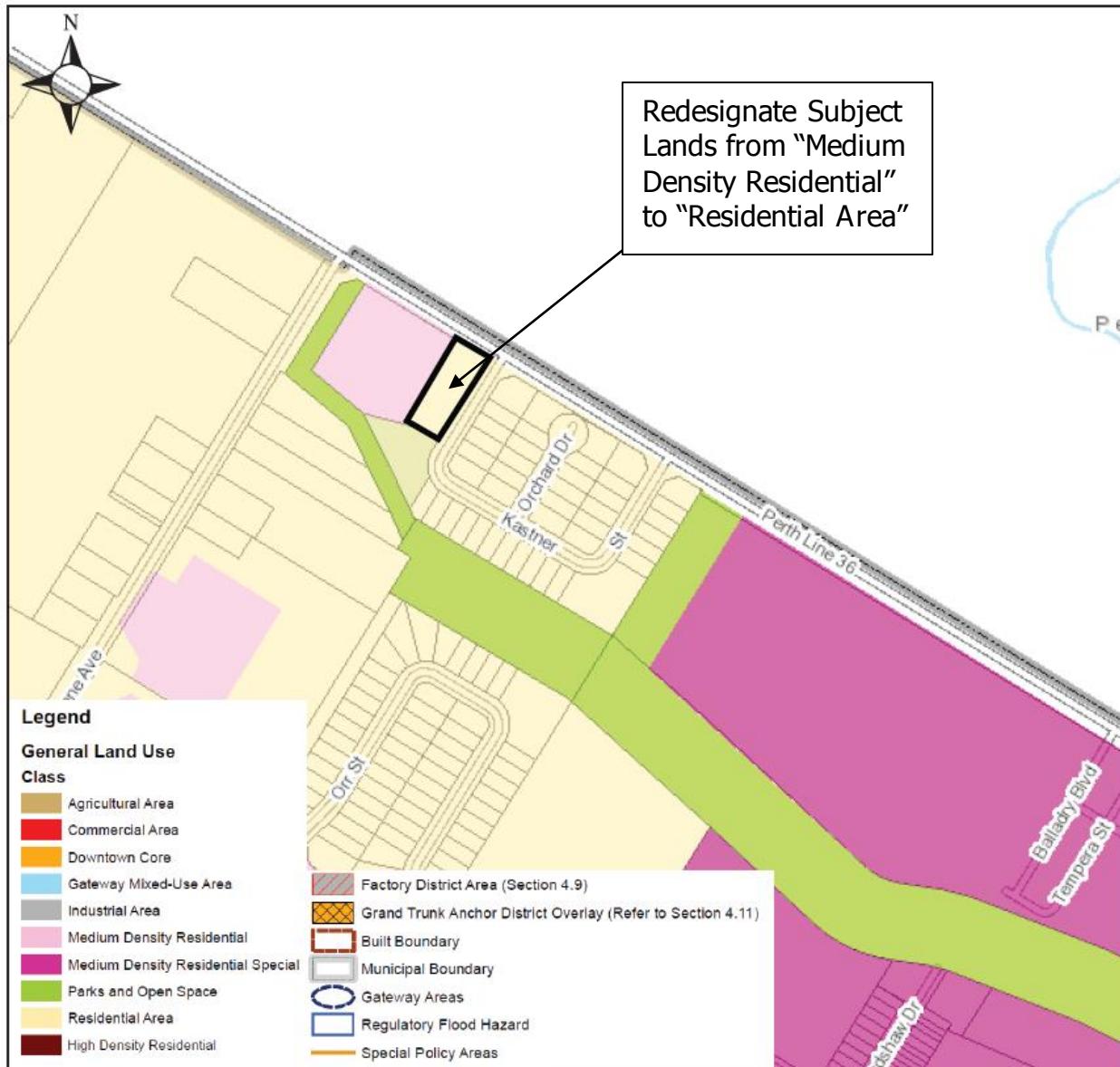
1. The Official Plan Amendment is consistent with the 2024 Provincial Planning Statement.
2. The Official Plan Amendment conforms to the goals and objectives of the City of Stratford Official Plan.
3. The subject proposal would allow the development of low-density residential uses having a similar character, massing and design compared to existing and planned single detached dwellings south and east of the subject lands.
4. Essential neighbourhood qualities including quiet enjoyment and privacy shall not be compromised.
5. Including the apartment building proposed on adjoining lands to the west designated Medium Density Residential, the proposed development overall introduces housing diversity in the City and make more efficient use of land and infrastructure through increased density.

### **Section 5 – The Amendment**

The Official Plan of the City of Stratford is amended as follows:

1. Schedule “A”, General Land Use Plan is hereby amended by redesignating the subject lands located on the west side of Kastner Street and on the south side of Perth Line 36 having an area of approximately 0.3 hectares from “Medium Density Residential” to “Residential Area” as shown on Schedule ‘A’ to Official Plan Amendment No. 35.

**Schedule 'A'**  
**To Official Plan Amendment No. 35**





**BY-LAW NUMBER \_\_\_\_\_-2026  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to amend By-law 10-2022 as amended, with respect to Application for Zoning By-law Amendment Z06-25 by Countryside Developments (2014) Inc. to amend the zoning of certain lands known as 16 Kastner Street.

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**WHEREAS** authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to pass this by-law;

**AND WHEREAS** the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the City of Stratford Comprehensive Zoning By-law, be further amended.

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

1. THAT Schedule "A", Map 2 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Residential Fourth Density (R4(1)-23) / Residential Fourth Density (R4(2)-24) to Residential First Density (R1(3)), those lands outlined in heavy solid lines and described as R1(3) on Schedule "A" attached hereto and forming part of this By-law, and legally described as Part of Lot 5, Concession 2 (geographic Township of Ellice), now City of Stratford, being part of Block 44 on Plan 44M-93.
2. THAT Schedule "A", Map 2 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Residential Fourth Density (R4(1)-23) / Residential Fourth Density (R4(2)-24) to Residential Fifth Density (R5(3)-29), those lands outlined in heavy solid lines and described as R5(3)-29 on Schedule "A" attached hereto and forming part of this By-law, and legally described as Part of Lot 5, Concession 2 (geographic Township of Ellice), now City of Stratford, being part of Block 44 on Plan 44M-93.
3. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 15.5, being Zone Exceptions of the Residential Fifth Density Zone, by deleting Section 15.5.29 in its entirety and replacing it with the following:

**15.5.29**

- a) Defined Area (16 Kastner Street)

R5(3)-29 as shown on Schedule "A", Map 2

b) Minimum Front Yard Depth: 4 metres

c) Minimum Interior Side Yard Width (from the westerly lot line): 4.5 metres

d) Minimum Landscaped Open Space: 30%

4. AND THAT this by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this XXXth day of XXXX, 2026.

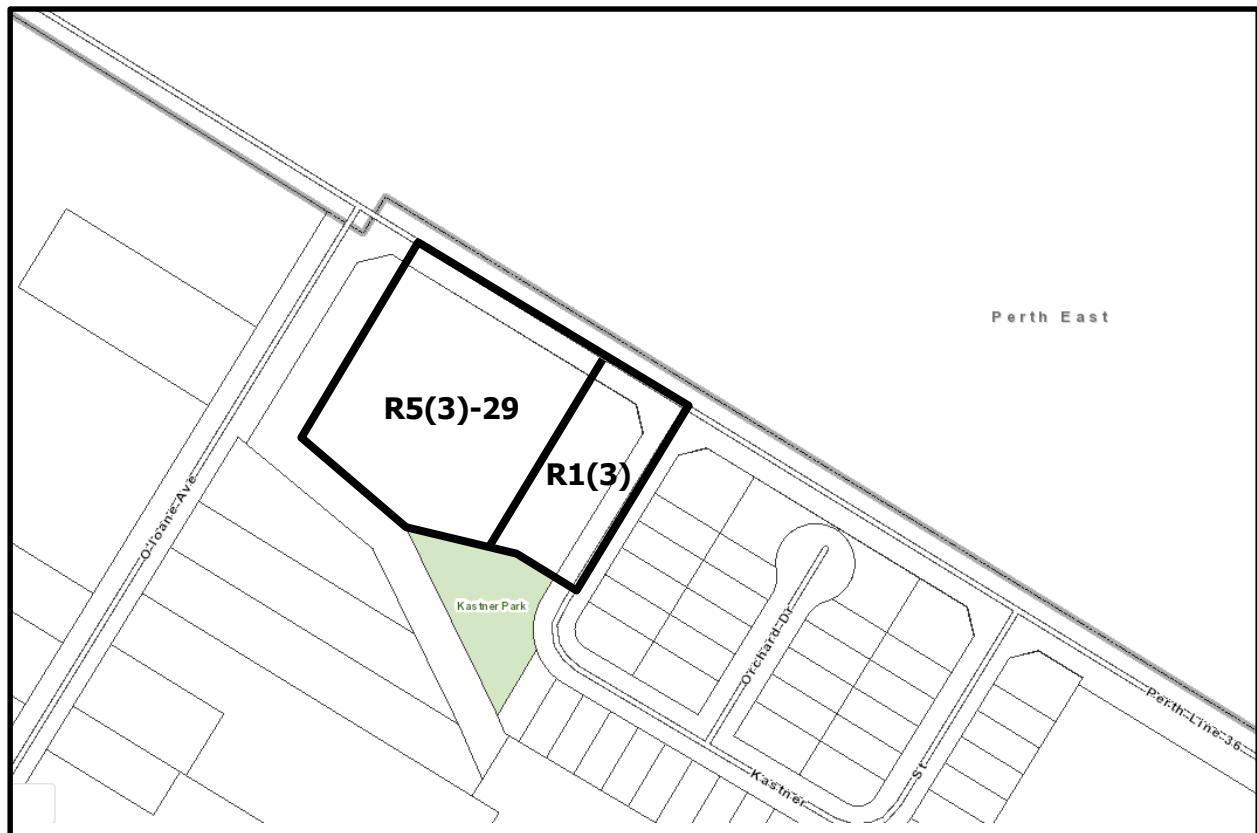
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Mayor – Martin Ritsma

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Clerk – Tatiana Dafoe

This is Schedule "A" to  
By-law Number \_\_\_\_\_-2026





## MANAGEMENT REPORT

**Date:** January 26, 2026  
**To:** Infrastructure, Safety, and Transportation Sub-committee  
**From:** Nick Sheldon, Project Manager  
**Report Number:** COU26-012  
**Attachments:** None

**Title:** T-2023-10 Annual Asphalt, Concrete and Turf Repairs (Various Locations) – Consideration of Contract Extension

**Objective:** The objective of this report is to provide information to Council regarding options and seek Council support to extend Contract T-2023-10 – Annual Asphalt, Concrete and Turf Repairs.

**Background:** Contract T-2023-10 – Annual Asphalt, Concrete and Turf Repairs was awarded to 465929 Ontario Ltd. o/a Nicholson Concrete as a one-year contract with the option to extend for two additional one-year terms in 2023.

Prior to 2022, this work was delivered through three separate contracts for concrete, asphalt, and turf restoration. These contracts were consolidated into a single agreement to streamline administration and improve coordination and provide an on-call mechanism for completing miscellaneous asphalt, concrete, and turf repairs required throughout the City of Stratford. The combined approach allows one division to manage progress tracking, verification of completed work, and payment certification based on actual quantities installed. This model was intended to improve internal efficiency and enhance customer service by expediting repair timelines for residents.

The consolidated contract approach has proven successful, with repairs consistently completed in a timely manner and to City standards. Each year repairs are completed at approximately 350 locations.

The City exercised both available extension options, and the contract's third and final approved year concluded on January 1, 2026. The contractor has since offered to extend the contract for an additional one-year term at the same unit prices as Year 3.

**Analysis:** On approval of Contract T-2023-10 – Annual Asphalt, Concrete and Turf Repairs, Council authorized the award of the contract to 465929 Ontario Ltd. o/a

Nicholson Concrete for the 2023 construction season and further authorized the Director of Infrastructure Services to execute up to two additional one-year extensions, subject to annual performance evaluation and satisfactory pricing.

Both authorized extension options have since been exercised, and the third and final approved contract year concluded on January 1, 2026. The contractor has now proposed an additional one-year extension. As this is beyond the initially approved term, Council approval is required to extend the current contract, or provide direction to issue a new tender for the work.

#### Option 1 – Extend the Existing Contract for One Additional Year

This option would involve extending the existing contract for an additional one-year term at the same unit prices and terms as Year 3, as proposed by the contractor. Extending the contract would allow the City to continue using the current service delivery model and contractor, who is familiar with City standards, processes, and infrastructure and has facilitated the past contracts successfully.

An extension would maintain continuity of service, ensuring pricing stability. The consolidated contract structure and established workflows would remain in place, supporting the timely delivery of planned and emergency repairs.

While this option would not provide an opportunity to test current market pricing during the extension period, this is the recommended option.

#### Option 2 – Retender the Work

This option would involve issuing a new competitive tender for the Annual Asphalt, Concrete and Turf Repair services. Retendering would provide an opportunity to assess current market conditions and potentially obtain different pricing or contract terms.

Retendering would require staff resources to prepare tender documents, conduct the procurement process, and transition to a new contract. Market conditions at the time of tender could result in pricing that is higher or lower than current rates. A new contractor may require time to become familiar with City standards and expectations, which could affect service delivery during the transition period.

Two key components of the City's rehabilitation and replacement strategy are ensuring financial sustainability and consideration of service levels. Either option presented in this report reflects some financial due diligence: a contract extension provides short-term cost certainty, while re-tendering validates pricing against current market conditions. Utilizing the existing contractor would ensure an uninterrupted continuation of existing restoration service levels for residents, which is a qualitative metric reflected in the asset management plan.

The recommended approach reflects current market conditions, the City's risk tolerance, and budget stability while continuing to deliver planned infrastructure maintenance.

### **Financial Implications:**

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

Work completed is budgeted annually in the capital program, funded by transfers to the reserve funds. If the contract is extended as recommended, there would be no financial impact. Retendering would also result in no budget impact, but the quantity of work may be reduced or increased depending on the unit pricing, impacting future years. Given the current backlog of identified repair locations, pricing increases may reduce the City's ability to address this backlog in the current year.

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

Replacement of isolated uneven sidewalk sections will ensure the safety of residents and mitigates the risks of potential personal injury claims. Any operating costs for maintenance are captured in future operating budgets and capital replacement costs are captured in the review and development of the ten-year forecast.

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

The link to the asset management plan and strategy is reflected in the operating plan and forecasted capital plan.

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

##### **Enhance our Infrastructure**

This report aligns with this priority by supporting the continued delivery of timely repairs that maintain the safety, accessibility, and condition of municipal infrastructure.

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

##### **Travel and Transport**

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

#### **Staff Recommendation: THAT Council approve a one-year extension of Contract T-2023-10 – Annual Asphalt, Concrete and Turf Repairs contract with 465929 Ontario Ltd. o/a Nicholson Concrete at 'Year 3' unit prices.**

**Prepared by:** Nick Sheldon, Project Manager

**Recommended by:** Taylor Crinklaw, Director of Infrastructure Services  
André Morin, CPA, Chief Administrative Officer



**BY-LAW NUMBER XXX-2026  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

---

BEING a By-law to adopt Official Plan Amendment No. 35 to redesignate the subject lands from "Medium Density Residential" to "Residential Areas".

---

**WHEREAS** Sections 17 and 21 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, provide that the Council of a municipality may, by by-law, adopt amendments to its Official Plan;

**AND WHEREAS** the Council has provided adequate information to the public and held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the public interest was considered by Council to the need to adopt an amendment to the Official Plan of the City of Stratford for the subject lands;

**AND WHEREAS** the Council has determined that the request for an amendment is consistent with the Provincial Planning Statement, conforms with the goals and objectives of the Official Plan, will facilitate development that is appropriate for the lands, is compatible with surrounding lands and is considered to be sound land use planning and will encourage efficient use of land and infrastructure;

**NOW THEREFORE** the Council of The Corporation of the City of Stratford in accordance with the *Planning Act*, R.S.O. 1990, c.P13 as amended, hereby enacts as follows:

1. That Amendment No. 35 to the Official Plan of the City of Stratford, consisting of the attached text and schedules, is hereby adopted.
2. The Clerk is hereby authorized and directed to proceed with the giving of written notice of Council's decision in accordance with the provisions of the *Planning Act*.
3. This By-law shall come into effect upon Final Passage and in accordance with the *Planning Act*.

Read a FIRST, SECOND and a THIRD TIME and

FINALLY PASSED this 26<sup>th</sup> day of January, 2026.

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Mayor – Martin Ritsma

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Deputy Clerk – Audrey Pascual



# City of Stratford

## Official Plan Amendment No. 35

Adopted: January 26, 2026

## AMENDMENT NO. 35 TO THE OFFICIAL PLAN OF THE CITY OF STRATFORD

---

### **Section 1 – Title and Components**

This amendment shall be referred to as Amendment No. 35 to the Official Plan of the City of Stratford. Sections 1 to 4 constitute background information and are not part of the formal Amendment. Section 5 constitutes the formally adopted Amendment to the Official Plan.

### **Section 2 – Purpose of the Amendment**

The purpose of this amendment is to redesignate the Subject Lands from “Medium Density Residential” to “Residential Area”.

### **Section 3 – Location**

The Subject Lands are located on the west side of Kastner Street and on the south side of Perth Line 36. The Subject Lands have an area of approximately 0.3 hectares and form part of a larger parcel of land having a total area of approximately 1.38 hectares, to which the west and south sides of the larger parcel are bounded by the McNamara Drain.

### **Section 4 – Basis of Amendment**

The purpose of this Official Plan Amendment is to redesignate the Subject Lands to the Residential Area designation to allow with the effect of permitting low-density residential uses in the form of single detached dwellings which are otherwise not permitted under the current designation.

The basis for this amendment is as follows:

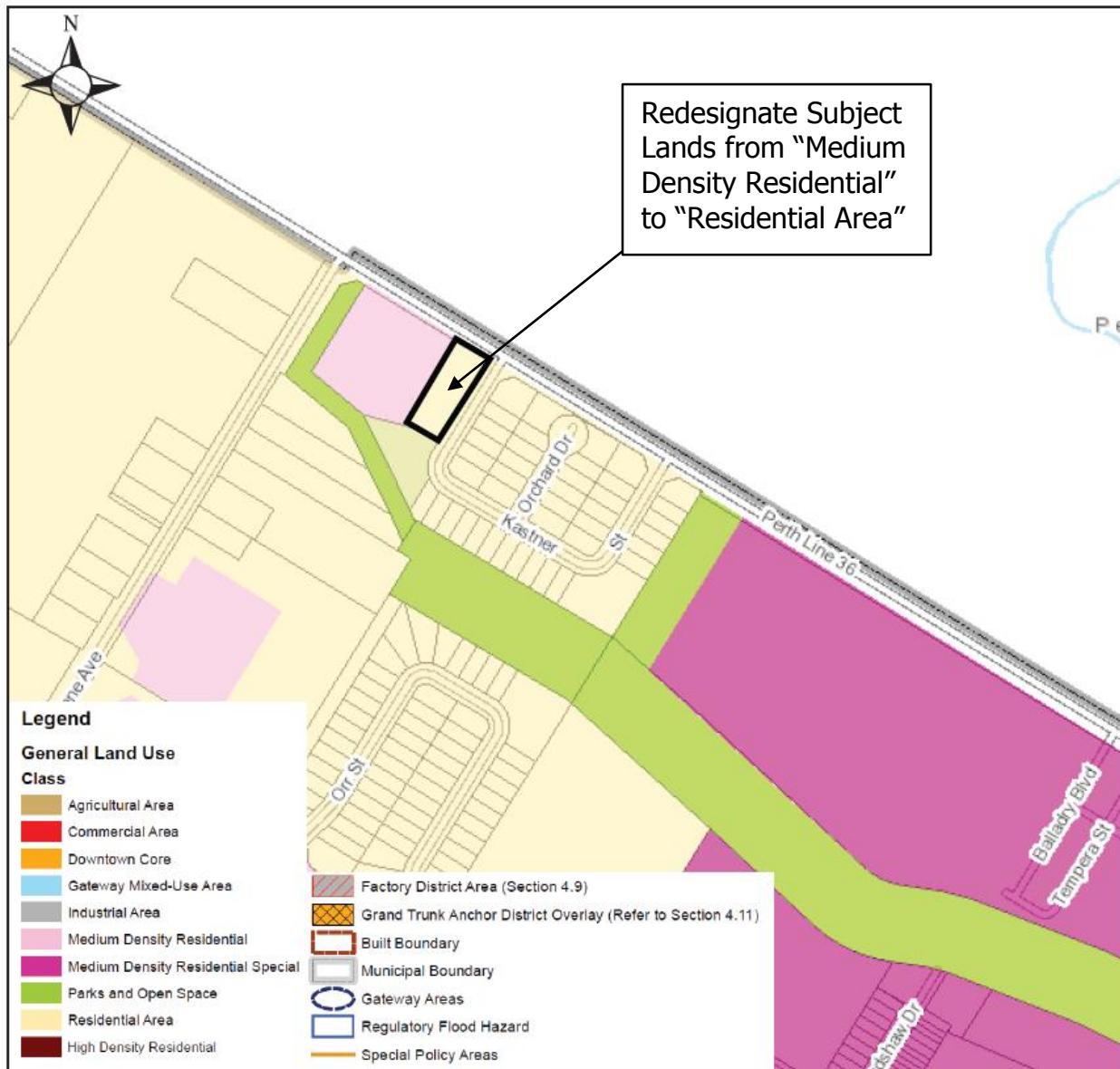
1. The Official Plan Amendment is consistent with the 2024 Provincial Planning Statement.
2. The Official Plan Amendment conforms to the goals and objectives of the City of Stratford Official Plan.
3. The subject proposal would allow the development of low-density residential uses having a similar character, massing and design compared to existing and planned single detached dwellings south and east of the subject lands.
4. Essential neighbourhood qualities including quiet enjoyment and privacy shall not be compromised.
5. Including the apartment building proposed on adjoining lands to the west designated Medium Density Residential, the proposed development overall introduces housing diversity in the City and make more efficient use of land and infrastructure through increased density.

### **Section 5 – The Amendment**

The Official Plan of the City of Stratford is amended as follows:

1. Schedule “A”, General Land Use Plan is hereby amended by redesignating the subject lands located on the west side of Kastner Street and on the south side of Perth Line 36 having an area of approximately 0.3 hectares from “Medium Density Residential” to “Residential Area” as shown on Schedule ‘A’ to Official Plan Amendment No. 35.

**Schedule 'A'**  
**To Official Plan Amendment No. 35**





**BY-LAW NUMBER XX-2026**  
**OF**  
**THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to amend By-law 10-2022 as amended, with respect to Application for Zoning By-law Amendment Z07-21 by DLN Group Inc. to amend the zoning of certain lands known as 525 O'Loane Avenue.

---

**WHEREAS** authority is given to the Council of The Corporation of the City of Stratford by Section 34 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, ("the Planning Act") to pass this by-law;

**AND WHEREAS** the said Council has provided adequate information to the public and has held at least one public meeting in accordance with the *Planning Act*;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it in the public interest that By-law 10-2022, as amended, known as the Zoning By-law, be further amended;

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

1. THAT Schedule "A", Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve ("UR") Zone to Residential Second Density Two with site-specific provisions ("R2(2)-47") Zone, those lands outlined described as "R2(2)-47" on Schedule "A" attached hereto and forming part of this By-law, and shown as Lots 1-16, and 18-22 on Draft Plan of Subdivision 31T21-002.
2. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 15.2, being Zone Exceptions of the Residential Second Density Zone, by adding the following:

**"15.2.47**

- a) Defined Area (east of O'Loane Avenue, north of railroad tracks) R2(2)-47 as shown on Schedule "A", Map 1
- b) Minimum Lot Area: 284 square metres."
3. THAT Schedule "A", Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve ("UR") Zone to Residential Second Density Two with site-specific provisions ("R2(2)-48") Zone, those lands outlined described as "R2(2)-48" on Schedule "A" attached hereto and forming part of this By-law, and shown as Lot 17 on Draft Plan of Subdivision 31T21-002.

4. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 15.2, being Zone Exceptions of the Residential Second Density Zone, by adding the following:

#### **“15.2.48**

- a) Defined Area (east of O’Loane Avenue, north of railroad tracks) R2(2)-48 as shown on Schedule “A”, Map 1
- b) Minimum Corner Lot Frontage (Single Detached): 10 metres.
- c) Minimum Corner Lot Frontage (Duplex): 10 metres.”
5. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve (“UR”) Zone to Residential Fifth Density Three with site-specific provisions (“R5(3)-28”) Zone, those lands outlined described as “R5(3)-28” on Schedule “A” attached hereto and forming part of this By-law, and shown as Block 23 and 24 on Draft Plan of Subdivision 31T21-002.
6. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 15.5, being Zone Exceptions of the Residential Fifth Density Zone, by adding the following:

#### **“15.5.33**

- a) Defined Area (east of O’Loane Avenue, north of railroad tracks) R5(3)-28 as shown on Schedule “A”, Map 1
- b) Minimum Front Yard Setback: 7.5 metres.”
7. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve (“UR”) Zone to Residential Fourth Density Four (“R4(4)”) Zone, those lands outlined described as “R4(4)” on Schedule “A” attached hereto and forming part of this By-law, and shown as Block 25 and 26 on Draft Plan of Subdivision 31T21-002.
8. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by changing the zoning of the lands from Urban Reserve (“UR”) Zone to Open Space (“OS”) Zone, those lands outlined described as “OS” on Schedule “A” attached hereto and forming part of this By-law, and shown as Block 27 and 28 on Draft Plan of Subdivision 31T21-002.
9. THAT Schedule “A”, Map 1 to Zoning By-law 10-2022 as amended, is hereby amended by adding a Holding Symbol (H28) to those lands outlined described as “R2(2)-47”, “R2(2)-48”, and “OS” on Schedule “A” attached hereto and forming part of this By-law, and shown as Lots 1-22 and Blocks 27 and 28 on Draft Plan of Subdivision 31T21-002.
10. THAT Zoning By-law 10-2022 as amended, be further amended by amending Section 2.5.2, being Holding Symbols, by adding the following:

<b>Holding Symbol</b>	<b>Permitted Uses Until the Holding Symbol is Removed</b>	<b>Conditions for Removal of the Holding Symbol</b>
H28	Until such time as the (H28) is removed, no building structure or use shall be erected or altered save and except for existing buildings or structures permitted in the applicable zone, until such time as the (H) symbol has been removed in accordance with the provisions of the Planning Act.	The (H28) shall not be removed until the corridor works for the Roadhouse Drain and Finnegan Drain, and grading within the existing floodplain, have been completed to the satisfaction of the Upper Thames River Conservation Authority and the City.

11. That this by-law shall come into effect upon Final Passage in accordance with the *Planning Act*.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26<sup>th</sup> day of January, 2026

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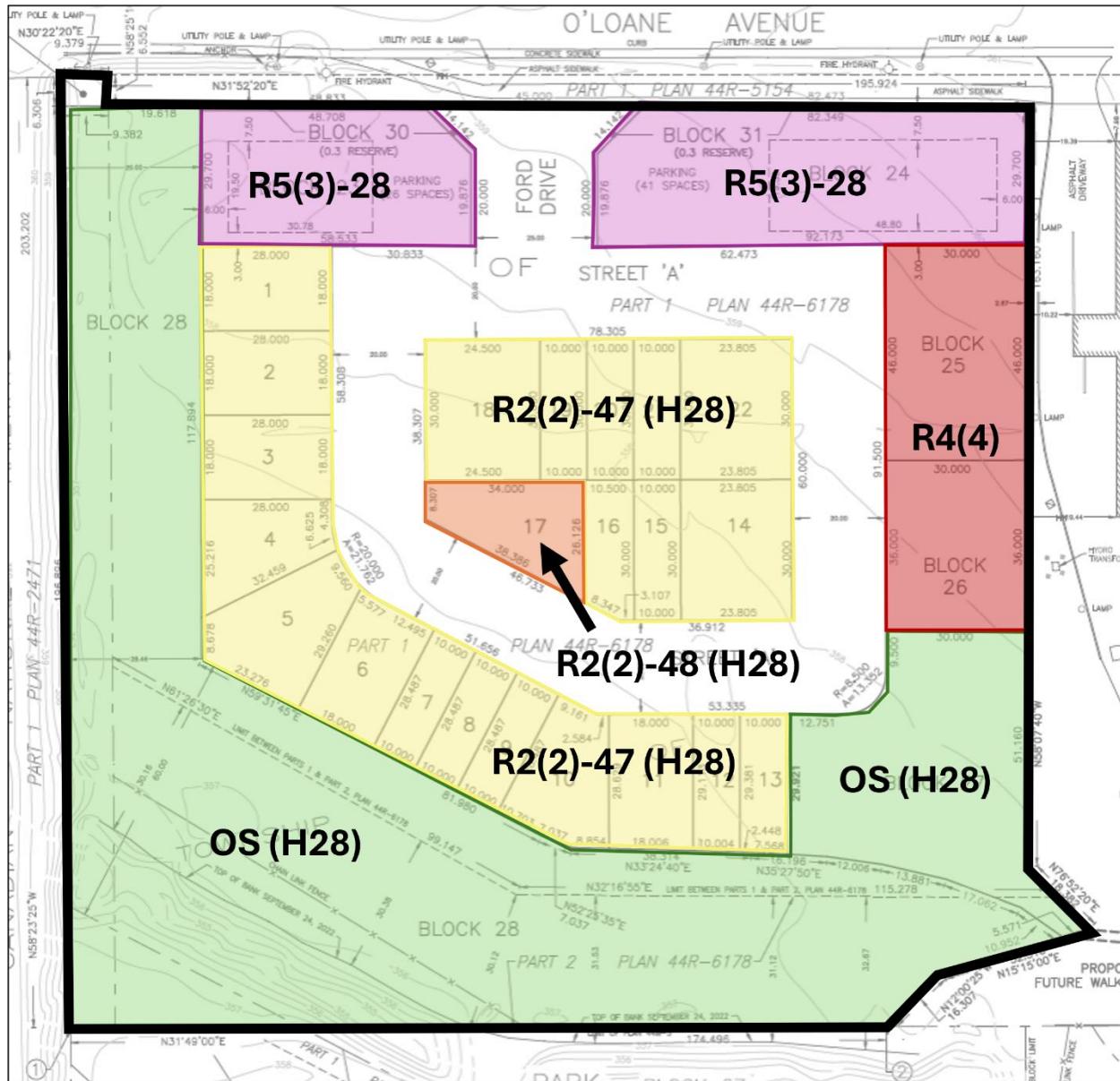
Mayor – Martin Ritsma

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Deputy Clerk – Audrey Pascual

**This is Schedule "A" to By-law XX-2026  
Adopted this 26<sup>th</sup> day of January, 2026**

Amending By-law 10-2022  
Of  
The Corporation of the City of Stratford





**BY-LAW NUMBER XX-2026  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to amend the Fees and Charges By-law 125-2025, as amended, for The Corporation of the City of Stratford, to amend fees for Parking Permits for Municipal Parking Lots.

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**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, ("the Municipal Act, 2001") provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 10(1) of the Municipal Act, 2001, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** section 10(2) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1);

**AND WHEREAS** Section 391(1) of the Municipal Act, 2001, provides that without limiting Sections 9, 10 and 11 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

**AND WHEREAS** the Council of The Corporation of the City of Stratford adopted By-law 125-2025, known as the Fees and Charges By-law to establish fees and charges to be collected by The Corporation of the City of Stratford;

**AND WHEREAS** the Council of The Corporation of the City of Stratford deems it necessary to amend the Fees and Charges By-law from time to time;

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

1. That Schedule "A" to By-law 125-2025, Corporate-Wide Fees and Charges, be amended by deleting the Section related to "Parking permits for municipal parking lots" and replacing it with the following new section:

### **Parking Permits for Municipal Parking Lots**

<b>PARKING LOT</b>	<b>Fee</b>	<b>EFFECTIVE DATE</b>
York Street Parking Lot – 10 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month (Up to a maximum of six months)	October 31, 2015
Rear of Stratford Jail / Rear of Perth County Court House – 1 Huron Street – 4 permits available	\$100.66 + HST = \$113.75 per month (Up to a maximum of six months)	October 31, 2015
Erie Street Parking Lot – "Lower" sections B and C – 35 permits available	\$100.66 + HST = \$113.75 per month (Up to a maximum of six months)	January 26, 2026
Erie Street Parking Lot Monthly Overnight Parking Permit – 5 permits available, downtown residents only	\$100.66 + HST = \$113.75 per month	January 26, 2026
Erie Street Parking Lot Daily Overnight Parking Permit – 10 permits available	\$10 + HST = \$11.30 per day	January 26, 2026

2. All other provisions of By-law 125-2025 shall remain in force and effect.
3. This By-law shall come into force and effect upon final passage thereof.

Read a FIRST, SECOND and a THIRD TIME and

FINALLY PASSED this 26<sup>th</sup> day of January, 2026.

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Mayor – Martin Ritsma

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Deputy Clerk – Audrey Pascual



**BY-LAW NUMBER XX-2026  
OF  
THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to amend Schedule 19, Parking Permits, of the Traffic and Parking By-law 159-2008, as amended, to provide for additional parking permits in the Erie Street Lot.

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**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, ("the Municipal Act, 2001") provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** Section 10(1) of the Municipal Act, 2001 provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** Section 10(1) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** the Council of the Corporation of the City of Stratford adopted Traffic and Parking By-law 159-2008 to regulate traffic and the parking of motor vehicles in the City of Stratford;

**AND WHEREAS** the Council of the Corporation of the City of Stratford deems it necessary to further amend Traffic and Parking By-law 159-2008, to amend Schedule 19, Parking Permits, to provide additional parking permits in the Erie Street Lot;

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

1. That Schedule 19, Parking Permits, to the Traffic and Parking By-law 159-2008, as amended, be further amended to delete the following provision:

"Erie Street Lot – 24 permits maximum"

and to replace it with the following provisions:

"Erie Street Lot – 35 permits maximum

Erie Street Lot – Monthly Overnight Permit – 5 permits maximum for Downtown Residents Only

Erie Street Lot – Daily Overnight Permit – 10 permits maximum"

2. All other provisions of By-law 159-2008 shall remain in force and effect.
3. This By-law shall come into force and effect upon final passage thereof.

Read a FIRST, SECOND and a THIRD TIME and  
FINALLY PASSED this 26<sup>th</sup> day of January, 2026.

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Mayor – Martin Ritsma

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Deputy Clerk – Audrey Pascual



## **STRATFORD CITY COUNCIL**

### **CONSENT AGENDA**

January 26, 2026

#### **REFERENCE NO. CONSENT AGENDA ITEM**

CA-2026-012

Road Closure Request:

I, Taylor Crinklaw, Director of Infrastructure Services, as authorized by By-law 102-2008, do hereby authorize the temporary closure to vehicular traffic of the below noted street for the time period noted:

On Saturday, February 28, 2026, from 4:45 p.m. to 7:00 p.m.:

- William Street from Waterloo Street to Lakeside Drive North

That these temporary street closures are not subject to Ministry of Transportation approval with respect to a connecting link;

That the event organizer provides the Event Coordinator with the required certificate of insurance at least 48 hours prior to the event;

That the Events Coordinator cause notice of these temporary street closures to be posted to the City's website and to be sent to emergency services, Chamber of Commerce, and Stratford Tourism Alliance; and

That the Clerk's Office advise Council of these authorized temporary street closures on the next available Consent Agenda.

CA-2026-013

Municipal Information Form for Liquor License Application for an indoor area at 106A 10 Downie Street (Odette Bridal)

Section 2 – To be completed by the City Clerk.

Section 3 – Asking if Council has specific concerns regarding zoning, non-compliance with by-law or general objections to this application.

The Planning Division, Public Health and Stratford Police have not expressed concerns with this application.

Fire Prevention provided the following comments:

- No concerns from Fire Prevention at this time.
- The Applicant has contacted Fire Prevention for an on-site inspection and Agency Letter of Approval.

The Building Division provided the following comments:

- A separate AGCO letter will be required from the Building Department. The applicant will be required to submit the following:
  - Payment of the required fee. The current fee for application is \$85.00
  - A floor plan completed by a qualified designer is required to be provided demonstrating:
    - the areas desired to be licensed
    - the occupant loads for licensed areas
    - exits/egress paths from the licensed areas
    - washrooms
  - The attached AGCO template form filled out within the "Re" section and send to [building@stratford.ca](mailto:building@stratford.ca).

CA-2026-014	Notification that the Infrastructure Services Department, Fleet Division intends to issue a Tender in accordance with the City's Purchasing Policy for "The Supply and Delivery of Six Light Duty Vehicles".
CA-2026-015	Notification that the Infrastructure Services Department, Public Works Division, intents to issue a Request for Proposal (RFP) in accordance with the City's Purchasing Policy for "Source Separated Organics Processing".
CA-2026-016	Notification that the Social Services Division has designated "Seniors Designated Housing" at 175 St. David St., Mitchell and 29 Buckingham Drive, Stratford, in accordance with the Housing Services Act, 2011.



**BY-LAW NUMBER XXX-2026**  
**OF**  
**THE CORPORATION OF THE CITY OF STRATFORD**

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BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on January 26, 2026.

**WHEREAS** subsection 5(1) of the Municipal Act, 2001, S.O. 2001 c.25, as amended, ("the Municipal Act, 2001") provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** subsection 5(3) of the Municipal Act, 2001, provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

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

1. That the action of the Council at its meeting held on January 26, 2026, in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26<sup>th</sup> day of January, 2026.

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Mayor – Martin Ritsma

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Deputy Clerk – Audrey Pascual