



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

MINUTES

Date:	February 26, 2026
Time:	4:30 P.M.
Location:	Council Chamber, City Hall
Sub-committee Present:	Councillor Sebben - Chair Presiding, Councillor Burbach - Vice Chair, Councillor McCabe, Councillor Wordofa
Regrets:	Councillor Biehn
Staff Present:	Adam Betteridge - Director of Building and Planning Services, Audrey Pascual - Deputy Clerk, Karmen Krueger - Director of Corporate Services, Elizabeth Czekaj - Supervisor of By-law Compliance, Miranda Franken - Council Clerk Secretary
Also present:	Members of the Public

1. Call to Order

The Chair called the meeting to Order.

Councillor Biehn provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Conduct Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a

member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the February 26, 2026, Planning and Heritage Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Supervisor of By-law and Compliance

4.1 Information on the implementation of the Administrative Monetary Penalty System (AMPS) (PLA26-002)

Staff Recommendation: THAT the report titled, "Information on the Implementation of the Administrative Monetary Penalty Program" (PLA26-002), be received for information;

THAT Council support the concept of transitioning the adjudication of by-law matters away from the current Provincial Offences Act (POA) system and direct the process to have the City manage the dispute process;

AND THAT Staff be directed to conduct the necessary research and return at a future Council meeting with the Administrative Monetary Penalties By-law, associated policies, set fines related to AMPS, and an implementation plan for Council's approval.

Sub-committee Discussion: The Supervisor of By-law Compliance provided an overview of the report. Highlights included the following:

- the report being to provide information and seek approval to move forward with research for the implementation of the Administrative Monetary Penalty System (AMPS) and the creation of the procedural process for future Council consideration;
- the Provincial Offences Act (POA) being the legislation in place to prosecute non-criminal offences with the process being potentially lengthy;
- amendments having been made to the Municipal Act in the early 2000's allowing municipalities to create an adjudication process for

parking violations and later to adjudicate additional by-law infractions;

- this being the creation of the Administrative Monetary Penalty System (AMPS) replacing the traditional court system with an administrative system allowing enforcement of penalties without going to trial;
- the program being designed to allow efficient dispute resolutions with more municipal flexibility to work with penalty holders for a more transparent outcome;
- an overview was given of the dispute process under AMPS as attached in Schedule A of the report;
- benefits of the program include assistance to penalty holders by a potential for extended times on reviews and payments;
- AMPS offers reviews through virtual meetings, by phone or in person;
- the program offsetting the court system burden while reaching resolutions to meet similar compliance as the POA system;
- implementation would require an AMPS By-law outlining the procedural process and identification and amendment to designated City By-laws to regulate enforcement through AMPS;
- short form wording and fines to be laid out similar to the POA system;
- staff would develop the required regulatory policies and procedures including a Screening and Hearing By-law to protect integrity and impartiality;
- to facilitate the program staff would research software solutions that include roadside issuance, public payments, screening requests and notifications; and
- subject to approval of the report the implementation would be carried out using a staged approach.

Discussion was had between Sub-committee and Staff. Highlights included the following:

- a Member asked if the online portal component is being referred to the Tech Review in process;
- the Director of Corporate Services replied the portal has been identified through the IT Strategic Plan information gathering stage with the plan not included in the staged work plan but contemplated in the strategy;
- The Supervisor of By-law Compliance included that staff are reviewing current software solutions to investigate if this could be an addition;
- a Member commented online parking payments would be positive for both residents and visitors to the City and asked how many files have been referred to the POA system historically;
- the Director of Building and Planning Services replied that the escalation of by-law files has been avoided due to the time and cost of the court process; and
- the opinion of Municipal By-law Enforcement has been negatively impacted accordingly.

Motion by Councillor Burbach

Sub-committee Recommendation: THAT the report titled, "Information on the Implementation of the Administrative Monetary Penalty Program" (PLA26-002), be received for information;

THAT Council support the concept of transitioning the adjudication of by-law matters away from the current Provincial Offences Act (POA) system and direct the process to have the City manage the dispute process;

AND THAT Staff be directed to conduct the necessary research and return at a future Council meeting with the Administrative Monetary Penalties By-law, associated policies, set fines related to AMPS, and an implementation plan for Council's approval.

Carried

4.2 Proposed Exemption from Sign By-Law 159-2004 for the Canadian Dairy Expo (PLA26-001)

Staff Recommendation: THAT the request for a variance from the Sign By-law 159-2004 for the Canadian Dairy Expo be approved for a period of three (3) years to December 31, 2028, to permit the installation of:

- Nine (9) temporary sidewalk signs and one (1) cow statue for a temporary period of approximately seven (7) to ten (10) days, coinciding with the Canadian Dairy Expo event in late March to early April, on City-owned property at the following locations:
 - Mornington Street at the City's northerly limits;
 - McCarthy Road West at Mornington Street (2 signs);
 - McCarthy Road East at Romeo Street;
 - Ontario Street at the City's easterly limits (2 signs);
 - Huron Street at the City's westerly limits;
 - Downie Street (Road 112) at the City's southerly limits;
 - Erie Street at Line 32; and
 - The northeast corner of McCarthy Road West and Mornington Avenue (Cow Statue)

Sub-committee Discussion: The Supervisor of By-law Compliance provided an overview of the report. Highlights included the following:

- the request being for signage during the annual Canadian Dairy XPO (CDX) event;
- the event representatives seeking the same number of signs and locations as the 2025 request;
- the request being for a 3-year exemption rather than a 1-year exemption with no changes to signs in those three years; and
- if any changes were made to the number or type of signs the applicant would be required to request a new exemption.

Motion by Councillor McCabe

Sub-committee Recommendation: THAT the request for a variance from the Sign By-law 159-2004 for the Canadian Dairy Expo be approved for a period of three (3) years to December 31, 2028, to permit the installation of:

- **Nine (9) temporary sidewalk signs and one (1) cow statue for a temporary period of approximately seven (7) to ten (10) days, coinciding with the Canadian Dairy Expo event in late March to early April, on City-owned property at the following locations:**
 - **Mornington Street at the City's northernly limits;**
 - **McCarthy Road West at Mornington Street (2 signs);**
 - **McCarthy Road East at Romeo Street;**
 - **Ontario Street at the City's easterly limits (2 signs);**
 - **Huron Street at the City's westerly limits;**
 - **Downie Street (Road 112) at the City's southerly limits;**
 - **Erie Street at Line 32; and**
 - **The northeast corner of McCarthy Road West and Mornington Avenue (Cow Statue)**

Carried

5. Department Update

Sub-committee Discussion: The Director of Building and Planning Services and Supervisor of By-law Compliance provided a department update highlighting the following:

- the By-law Division working on AMPS, active with trade licenses and working to fill the position for Cross Connection Back Flow Officer;
- the trade licensing program doing well;
- Bed and Breakfast applications coming in with staff working through the applications;
- the Building Division seeing record housing statistics despite slow downs in larger centres with Building permits being the highest since 2019;

- 40% of housing starts being townhouses and a quarter being apartments;
- staff are glad to see housing types moving away from single detached dwellings with the housing crisis front and center;
- smaller centres offering builders and developers shorter timelines on red tape and people being more interested in smaller centers at this time;
- the Planning Division being at full complement;
- the Supervisor of Planning, Policy and Placemaking working on the Official Plan (OP) review; and
- the Planning staff all having been with the City for a stable time period offsetting the difficulty of having new staff who may not be familiar with the City.

Discussion was had between Sub-committee members and Staff. Highlights of the discussion included the following:

- a Member asked if there is a timeline on when reviews will be done to ensure all Short-Term Accommodations are licensed and to enforcing the by-law where necessary; and
- staff replied the division will be moving forward with proactive inspections after March 31 of this year once all applications have been received.

6. Advisory Committee/Outside Board Minutes

There were no Advisory Committee/Outside Board minutes provided to Sub-committee.

7. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting will be held on March 26, 2026, at 4:30 p.m. in the Council Chambers if required.

8. Adjournment

Motion by Councillor Burbach

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

Carried

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:47 P.M.