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

Date:	Wednesday, April 29, 2026
Time:	4:30 P.M.
Location:	Council Chamber, City Hall
Sub-committee Present:	Councillor Nijjar - Vice Chair Presiding, Councillor Beatty, Councillor Hunter
Staff Present:	Taylor Crinklaw - Director of Infrastructure Services, Audrey Pascual - Deputy Clerk, Neil Anderson - Director of Emergency Services/Fire Chief, Miranda Franken - Council Clerk Secretary

Watch the Sub-committee meeting live or click the following link: https://stratford-ca.zoom.us/j/89175392933?pwd=hRrUGsEAQ8hYewwL1PO5sF6ZuC1b68.1.

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

Pages

1. Call to Order

The Vice-Chair to call the Meeting to Order.

Councillor Burbach and Councillor McCabe 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

3. Delegations

None scheduled.

4. Report of the Manager of Environmental Services

4.1 WPCP Digester Roof and Mixing System Replacement Update (ITS26-009) 4 - 6

Motion by
Staff Recommendation: THAT the report titled, "WPCP Digester Roof and Mixing System Replacement Recommendation" (ITS26-009), be received for information.

4.2 2025 Stratford Water Pollution Control Plant (WPCP) Annual Report (ITS26-010) 7 - 48

Motion by
Staff Recommendation: THAT the 2025 Stratford Water Pollution Control Plant Annual Report be received for information.

5. Report of the Director of Emergency Services/Fire Chief

5.1 New Medical Dispatching System (ITS26-008) 49 - 51

Motion by
Staff Recommendation: THAT Council support the change in the Stratford Fire Department medical responses to cover Purple, Red and selected other medical responses;

AND THAT staff be directed to negotiate a new Tiered Response Agreement between Stratford Fire Department and Perth County EMS.

6. Department Update 52 - 65

The Director/Manager to provide an update on department activities and ongoing projects. A copy of the updates have been posted to the City's website on the "Engineering Division" page.

7. Advisory Committee/Outside Board Minutes

66 - 100

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

- Accessibility Advisory Committee minutes of February 3, 2026 and March 3, 2026
- Energy and Environment Advisory Committee minutes of February 5, 2026 and March 5, 2026
- Active Transportation Advisory Committee minutes of February 25, 2026

8. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is May 27, 2026 at 4:30 p.m. in the Council Chamber, City Hall.

9. Adjournment

Meeting Start Time:
Meeting End Time:

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

MANAGEMENT REPORT

Date: April 29, 2026
To: Infrastructure, Transportation and Safety Sub-Committee
From: Sean Beech, Manager of Environmental Services
Report Number: ITS26-009
Attachments: None

Title: WPCP Digester Roof and Mixing System Replacement Update

Objective: To inform Council of CIMA's recommendations for the replacement of the Wastewater Pollution Control Plant (WPCP) digester roof material and mixing system, including updated cost estimates.

Background: The City of Stratford awarded the Engineering Consulting Services for The Digester Roof and Mixing System Replacement Project to CIMA. In their first phase of design, CIMA was tasked with identifying and evaluating various options for the replacement roof and mixing system, while also considering opportunities for Renewable Natural Gas (RNG) integration. The analysis and recommendations were documented in a technical memorandum, and the resulting findings and key considerations are presented in this report.

Analysis: The Technical Memo provided a comprehensive review of system processes, historical performance, scope considerations, and recommendations. Replacement options for both the digester roof and mixing system were evaluated and scored against a range of performance, operational, and cost criteria.

In evaluating digester roof options, key consideration was given to asset lifecycle and potential RNG integration, leading CIMA to recommend a 316 stainless steel fixed roof. 316 stainless steel is a premium, molybdenum-alloyed austenitic steel (marine grade) known for superior corrosion resistance.

Anaerobic Digesters with stainless-steel roofs are corrosion resistant, can withstand exposure to headspace gases without the need for an interior gasproof coating and would not require an exterior protective coating below the insulation. Carbon steel was considered and offers lower upfront capital cost; however, over the life of the asset, those savings are reduced, and the increased operational risk associated with premature failure and higher maintenance requirements offsets this benefit. Other roof

options, including concrete, and glass-fused steel, were also evaluated; however, they are less favourable due to lifecycle durability concerns and limited compatibility with the preferred mixing systems.

The recommended mixing system is a Linear Motion Mixing system, which offers significantly lower energy requirements than other options, demonstrated mixing effectiveness, it has been implemented in several neighbouring municipalities over the past decade and came in with the lowest estimated capital costs. The most significant limiting consideration for using this technology is that there is only one supplier. A mitigating factor for this potential risk is that the technology is centrally mounted on the digester roof, like alternative systems such as draft tube mixing, which could allow for a suitable alternative replacement if required.

The 2026 budget was approved at an expenditure of $2,500,000 for this project, funded by the R-R11-WWTR Wastewater Reserve. The Water and Wastewater Rate Study and Financial Plan incorporated this significant project, allowing for appropriate adjustments in user rates to ensure adequate funding. Updated costing in the Technical Memo estimates the total Capital Costs for the digester roof to be $2,963,000. The estimate of the Mixing System is estimated to be $762,000, bringing the total cost of the Capital Project to $3,663,000. There are sufficient funds in the Wastewater Reserve R-R11-WWTR to accommodate the increases in the cost of this project over the current and subsequent fiscal period.

Financial Implications:

Financial impact to current year operating budget:
The financial impact of the $1,163,000 cost overage is not fully known as negotiations are still underway with Ontario Clean Water Agency and their insurer for coverage of part of this cost. Council will be provided updated information regarding this when it is available. Once this insurance recovery is considered, staff are not expecting that the impact will be material over the 6 year rate study forecast but could result in having to prioritize projects until the next rate study is completed (2029).

Financial impact on future year operating budget:
None expected.

Link to asset management plan and strategy:
This project reflects core themes identified in City's 2026 Asset Management Plan (AMP). The project prioritizes lifecycle-based decision-making, and service reliability. Multiple options for the digester roof and mixing system were evaluated using risk, operational, and future adaptability criteria while ensuring the preferred solution delivers long-term value.

As a major investment in the wastewater asset category, the digester project updates an asset that has exceeded its expected useful life. The proposed solution will reduce maintenance needs, improve reliability, and stabilize operating costs. This investment

has also been anticipated through the City's wastewater rate study, supporting a planned and sustainable funding approach which is a main theme of the AMP.

Insurance considerations:
No insurance considerations because of this report.

Alignment with Strategic Priorities:

Enhance our Infrastructure
This report aligns with this priority as this project will enhance digestion of biosolids at the WPCP, while providing operational efficiencies and dependability of this process.

Alignment with One Planet Principles:

Sustainable Water
Using water efficiently, protecting local water resources and reducing flooding and drought.

Zero Carbon Energy
Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT the report titled, "WPCP Digester Roof and Mixing System Replacement Recommendation" (ITS26-009), be received for information.

Prepared by:	Sean Beech, Manager of Environmental Services
Recommended by:	Taylor Crinklaw, Director of Infrastructure Services
	André Morin, CPA, Chief Administrative Officer

MANAGEMENT REPORT

Date: April 29, 2026
To: Infrastructure, Transportation and Safety Sub-committee
From: Sean Beech, Manager of Environmental Services
Report Number: ITS26-010
Attachments: Stratford WPCP-Annual Report 2025 (AODA)

Title: 2025 Stratford Water Pollution Control Plant (WPCP) Annual Report

Objective: To submit the 2025 Stratford Water Pollution Control Plant Annual Report to Council for their information to ensure transparency between Council and the operating authority, the Ontario Clean Water Agency (OCWA).

Background: The Stratford WPCP is owned by the City of Stratford and operated under contract by OCWA. OCWA has prepared the 2025 Annual WPCP Report, which must be submitted annually to the Ministry of the Environment, Conservation and Parks (MECP), showing how the treatment plant performed throughout the year.

The report summarizes operational details for the WPCP and reports on all the activities that occurred at the treatment plant throughout the year. The report also indicates how the plant met Environmental Compliance Approval (ECA) requirements for effluent discharge into the Avon River.

Appendices to the report are not accessible and can be requested.

Analysis:

Total Flows- The WPCP treated a total of 6,341,379 m^3 of influent for an average flow of 17,363m^3 per day. This is an 11% decrease in total flows from last year. The design capacity of the treatment plant is 30,660m^3 per day and based on the flows received for 2025, operated at 56.6% of the design capacity. This percentage decreased from 63.8% in 2024.

Overflow Events- During the 2025 year, the treatment plant had 4 overflow events where there was treated discharge from the wet weather equalization tank and discharge into the Avon River. These events were all due to flows caused by heavy precipitation and/or snow melt.

During a large increase of inflow to the plant, the excess flow is diverted to an equalization tank and contact chamber where appropriate chlorination of the flow is achieved. Upon leaving the Chlorine Contact Chamber, the flow is then de-chlorinated by sodium bisulphite prior to discharge into the Avon River.

The treatment plant also experienced six (6) Bypass Events in 2025. Five (5) tertiary bypasses occurred due to wet weather and operational/mechanical issues within the filter system, and one (1) secondary bypass occurred due to a large storm event. A bypass event occurs when a portion of the entire treatment process is bypassed. The bypass water events typically achieve full treatment. A total volume of 24,661 m^3 were bypassed during these events. All bypassing flow was disinfected through the facilities UV system apart from the secondary bypass event. All bypass and overflow events were reported to the MECP as required.

Effluent Quality -The effluent discharges met all requirements for levels of removal for 2025:

- Total Suspended Solids: 96.90%
- Total Phosphorus: 97.06%

Capital Projects – The following are some of the more major capital projects undertaken for the 2025 year:

- Turbo Blower Maintenance and HMI replacement
- Screw Pump #1 Upper and Lower Bearing replacements
- Filter Surface Wash Pump #1 Repairs and Reinstallation
- Cleanout of Aeration Cell #2 and O-ring replacement
- Meeting Room/ Lunchroom Roof Replacement
- Grit Removal Arm Replacement
- Mudwell Pump #1 Rebuild
- Raw Sludge Pump Rotor and Stator Replacements
- Annual Flowmeter and Level Transmitter calibrations

The Primary Digester Roof and Mixing System Replacement Project is proceeding well, with the retained Engineering Consultants Staff currently supporting this project to keep the project on schedule.

In summary, the Water Pollution Control Plant, operated by OCWA, has met or exceeded all Environmental Compliance Approval requirements for the 2025 operating year.

Future operating budget impacts will be determined through OCWA's annual Major Maintenance Recommendations Report, presented each October. The report identifies capital works required at the WPCP and helps establish the reserve contributions needed to fund those projects. Staff will continue to review capital requirements and the associated reserve fund contributions through the annual budget process.

Each year, these projects are included in the capital budget under "Pollution Control Plant Improvements," with a 2026 allocation of $440,000. As the Sanitary Division operates on a user-pay basis, these costs are fully funded through user fees and have no impact on the tax levy.

Financial Implications:

Financial impact to current year operating budget:
There are no financial implications as this report is informational.

Financial impact on future year operating budget:
There are no financial implications as this report is informational.

Alignment with Strategic Priorities:

Enhance our Infrastructure
Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Alignment with One Planet Principles:

Sustainable Water
Using water efficiently, protecting local water resources and reducing flooding and drought.

Staff Recommendation: THAT the 2025 Stratford Water Pollution Control Plant Annual Report be received for information.

Prepared by:	Sean Beech, Manager of Environmental Services
Recommended by:	Taylor Crinklaw, Director of Infrastructure Services
	André Morin, CPA, Chief Administrative Officer

2025 Annual Performance Report

Prepared For:

The City Of Stratford

Operating Authority:

OCWA

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Reporting Period of January 1st – December 31st, 2025

Issued: March 30, 2026

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Overview

The following report was prepared by Ontario Clean Water Agency on behalf of the City of Stratford in accordance with:

- Section 20(4) (a) through (m) cited in Environmental Compliance Approval #9501-BG3JPF issued June 10th, 2020 to The Corporation of the City of Stratford.

System Process Description

The Stratford WPCP is located at 701 West Gore Street, Ontario. The plant is a conventional activated sludge plant with a rated capacity of 30,660 m^3/d and is comprised of the following components:

- Lift station
- Headworks
- Wet Weather Flow Equalization Tanks and disinfection system
- Preliminary treatment facility consisting of screens and grit removal
- Imported Waste holding tanks and four primary clarifiers
- Biological Treatment facility including supplementary treatment system
- Secondary sedimentation consisting of 3 secondary clarifiers
- Tertiary filtration system
- Ultraviolet based disinfection system
- Anaerobic digestion based sludge stabilization and storage facilities

Raw Wastewater Collection

The wastewater is directed by gravity to 11 pump stations located throughout the city. All pump stations are operated by the City of Stratford Environmental Services Department. For additional information, refer to the City of Stratford Sewage Collection System, Consolidated Linear Infrastructure Annual Performance Report.

Lift Station

The wastewater collection system carries the raw domestic wastewater throughout the city, via pumping stations, to the Water Pollution Control Plant. Sewage from the Queensland and West Gore trunk sewers enter the WPCP by gravity, while the 825mm and 1,500mm diameter inlet sewers feed to the raw sewage lift station from the Forman/O'Loane and the Erie/Brydges/Worsley trunk sewers.

The lift station is equipped with four screw pumps; three screw pumps each with a capacity of 427L/s to handle peak dry weather flows and one storm water screw pump with a capacity of 2,600L/s to handle wet weather flows. The raw sewage discharged from the lift station pumps then flows down the discharge trough by gravity to a distribution chamber.

Wet Weather Equalization Tanks

The flow diversion chamber and equalization tanks provide temporary storage for raw sewage during times when incoming sewage flow exceeds plant capacity. When incoming flow falls below plant capacity, the stored sewage may be drained to the inlet chamber for proper treatment.

During severe wet weather events, once all storage is full, excess flow is diverted to two wet weather flow equalization tanks each with a capacity of approximately 3,762m^3 and equipped with sediment flushing systems and a 300 mm diameter drain pipe connecting to the base of the raw sewage lift station.

Flow passes through a manual bar screen before entering equalization tank 1, where it receives primary treatment through sedimentation. Flow then passes over the baffles into equalization tank 2 where it is dosed with sodium hypochlorite through the use of an in-line mixer. Equalization tank 2 is equipped with baffled walls to act as a chlorine contact chamber to provide additional mixing during emergency wet weather overflow events. Prior to discharge to the Avon River, flows are dosed with sodium bisulphite and integrated with an in-line mixer to ensure sufficient de-chlorination is achieved.

Preliminary Treatment

When incoming flow is below plant capacity, raw water flows through the distribution chamber and into the screening building. The building consists of two mechanical bar screens rated at a hydraulic peak flow of 450L/s. Collected screenings are lifted into a discharge hopper and dewatered by a dewatering screw auger. The screenings and grit are removed and sent to landfill.

Following screening, the raw sewage enters the Detritor, a square tank with a rotating scraper mechanism. When in the Detritor, the grit in the raw sewage settles to the bottom of the tank, while the degritted sewage flows over the effluent weir, into the primary clarifier inlet channel. The grit is collected by the rotating scraper and deposited at the base of the grit auger located in a channel beside the Detritor. The auger mechanism pushes the grit up an incline and into a grit bin. While passing up the incline, a return pump directs sewage from the Detritor to the point where the auger emerges from the channel, causing a reverse flow. The reverse flow separates organic solids from the grit and carries them downward back to the Detritor.

Primary Treatment

Detritor effluent enters the primary influent distribution chamber. Waste activated sludge and stored sludge supernatant is added to the stream at this same location for co-thickening in the four primary clarifiers, each 24.7 m in diameter.

Under normal operating conditions two primary clarifiers provide primary treatment while the other two are used for receiving and holding imported sewage. During peak flow conditions these clarifiers can also be used as storm surge flow holding tanks.

The primary clarifiers are designed to remove settled and floating solids from the wastewater stream, utilizing sludge collector mechanisms, thereby reducing the organic load on the downstream biological Secondary Treatment process. Settled sludge collects on the bottom of the primary clarifiers and is moved to the central hoppers by a rotating scraper mechanism.

Scum and other floatables from the surface of the clarifiers are collected by the rotating surface skimmers and directed to the scum troughs. The scum troughs drain by gravity into shared scum chambers. Primary clarifiers 1 and 2 share a common combined valve and scum chamber, as do primary clarifiers 3 and 4. The collected scum can be removed from the shared scum chambers by using either of the primary sludge pumps, which discharge to the digesters.

Both the sludge and scum are pumped by two sludge pumps and macerated through in-line grinders to the primary anaerobic digester.

The primary effluent system consists of three submersible pumps located in the wet well and include related piping and accessories. The clarified effluent flows over the "V" notch weirs located around the perimeter of the primary clarifier tanks, into the clarifier effluent channel that flows by gravity into the wet well, where it is then pumped to the aeration tank inlet chamber.

Secondary Treatment

The secondary treatment system, also known as the aeration or biological part of the process, is where the organic compounds, pollutants, and nutrients that were not removed in the primary treatment occurs. Effluent from the primary clarifiers flows by gravity to the wet well, from which the primary effluent is pumped to the aeration tank inlet chamber. The return activated sludge and Ferrous Chloride is discharged to this chamber where it mixes with the primary effluent. The mixture, referred to as *mixed liquor* is evenly distributed between the four (4) aeration tanks via the aerated inlet channel.

Each tank is divided into three passes to provide a plug flow aeration pattern which provides flexibility to vary the air supply within the tanks allowing better oxygen transfer and dissolved oxygen (DO) control. It also improves sludge settleability. Aeration and mixing are provided by lattices of 944 ceramic fine pore diffuser discs per aeration cell. The air supply system consists of one duty APG Neuros 350HP Turbo Blower and two standby Hoffman 200HP centrifugal blowers that deliver compressed air to the aeration tanks and the diffuser air system.

Mixed liquor from the aeration tanks flow by gravity into the final clarifier influent distribution chamber and is distributed evenly to the three tanks. Mixed liquor enters each of the final clarifiers via a feed pipe located at the base of the clarifier. The feed pipe discharges within a circular feed well which also acts as a baffle to deflect the incoming flow downwards and reduce short-circuiting.

The clarifier mechanism in each tank is classified as a rapid sludge removal type. The settled sludge is continuously removed from the tank bottom by pipes which are supported on two rotating trusses. Mechanical rake arms on the bottom of the trusses scrape the settled sludge towards the opening in the suction pipes.

The hydraulic head producing the flow in the suction pipes is equal to the difference between the liquid levels in the clarifier and the sludge return box. The eight (8) suction pipes enter the sludge return box from below. A butterfly valve on each pipe is used to control the sludge flow rate into the box from each withdrawal pipe. The settled sludge from the final clarifiers is identified as return activated sludge (RAS). The RAS is either returned to the main RAS header, where it returns to the inlet chamber upstream of the aeration tanks, or it is pumped to the discharge point in the primary settling tank inlet chamber as waste activated sludge (WAS). The WAS settles within the primary clarifiers and is mixed with the primary sludge and then pumped to the primary digester. The sludge from the sludge box flows through a 450 mm diameter pipe, located inside the clarifier inlet column, to the inlet of the RAS pump located in the basement of the blower building (RAS pumping station). The clarified effluent flows over the "V" notch weirs located around the perimeter of the tank, into the clarifier effluent channel that discharges to the clarifier outlet chamber.

Filtration

Secondary clarifier effluent is lifted by the Archimedean screw pumps and flows into the filter inlet gate where it is distributed evenly between four (4) rapid filters. Each filter contains three (3) layers of media; gravel varying in size, sand and anthracite. In removing the solids, some of the residual BOD and phosphorus are also reduced. The solids accumulated in the filter are removed when the filters are backwashed and the backwash wastewater is recycled to the primary clarifier inlet channel. Many of the solids removed by filtration are removed in the second routing through the plant by physical, chemical or biological flocculation and sedimentation; as a result the finely divided solids do not accumulate in the plant.

During backwashes, there are two rotating sub-surface agitators in each filter. Each agitator arm is provided with 38 nozzles and is designed to mix the expanded media during the backwash in order to effectively scour the media and remove all accumulated solids.

The filter effluent percolates downward through the filter media where it is collected in the clear well below. The filter effluent then flows via channel to the final effluent disinfection process.

Final Effluent Disinfection

Filtered effluent flows into the UV channel where it is disinfected by ultraviolet (UV) light before being discharged to the Avon River. The UV system consists of two banks, each comprised of 10 modules with 6 lamps per rack, totaling 120 lamps within one disinfection channel. The water level in the channel is maintained by the weir located at the end of the channel.

Sludge Management System

Under normal operating conditions, the raw sludge removed from the primary treatment process is pumped to the primary digester. The primary digester has a fixed cover and can be maintained at a constant level. When operating in this configuration, sludge is pumped into the digester and excess sludge overflows into the primary tank supernatant overflow box. The lowest pipe in the overflow box connects to the transfer line that leads to the secondary digester. The second highest pipe connects to the supernatant return line to the inlet works (acts as an emergency overflow). The third pipe in the box is the feed line for the box from the primary digester. Alternatively, the transfer pumps may be used to manually pump sludge from the bottom of the primary digester into the bottom of the secondary digester.

The gas compressor located in the gas pump room continuously moves gas produced within the digesters through the draft tubes located at fixed intervals along the roof of the tank. This induces a rolling motion in the digester that provides complete mixing in the unit. Sludge is heated by pumping it through the heat exchanger and back to the primary digester.

Once sludge is transferred to the secondary digester, it settles and thickens in the tank. Methane gas that is produced within the secondary digester is stored in the gas holder cover. Methane gas is used as fuel to run the boiler system supplying heat to the heat exchanger, which in turn keeps the anaerobic digester at a constant temperature. Any methane gas that is not used will burn off into the atmosphere through the waste gas burner. Supernatant from the tank overflows in the secondary overflow box is returned to the primary clarifier influent channel by gravity. Sludge can be sampled at various levels inside the digester by opening the appropriate valves in the sampling room.

Sludge is withdrawn from the bottom of the secondary digester and transferred to the sludge storage holding tank or sludge storage lagoon. Sludge can be withdrawn from either the holding tank and/or lagoon through the sludge loading pumps. All sludge is removed and applied to agricultural land as per the NASM Guidelines.

Standby Power

The Toromont- Cat diesel generator supplies emergency power to the Stratford WPCP, thereby maintaining plant operation during power outages. The generator has been sized to provide adequate power to operate the entire plant under normal conditions.

Plant Facts:

Environmental Compliance Approval:	#9501-BG3JPF (issued June 10th, 2020)
Rated Capacity:	30,660m^3/d
Receiving Water:	Avon River

For 2025, the Stratford WPCP was operated in accordance with the provincial regulations as required in ECA# #9501-BG3JPF. The following report is presented such that it corresponds with Section 20(4) (a) through (m).

Flow Monitoring

The Stratford WPCP is rated to treat an average daily flow of 30,660 m^3. Refer to Figure 1 for a comparison of the average daily flow for the last six years against the rated capacity of the plant. The average daily flow rate in 2025 was 17,374 m^3/d, which is an 11 % decrease from the 2024 average daily flow. The WPCP was at 57 % of its rated capacity in 2025. Refer to Figure 2 for average daily flow each month and the overall annual average daily flow.

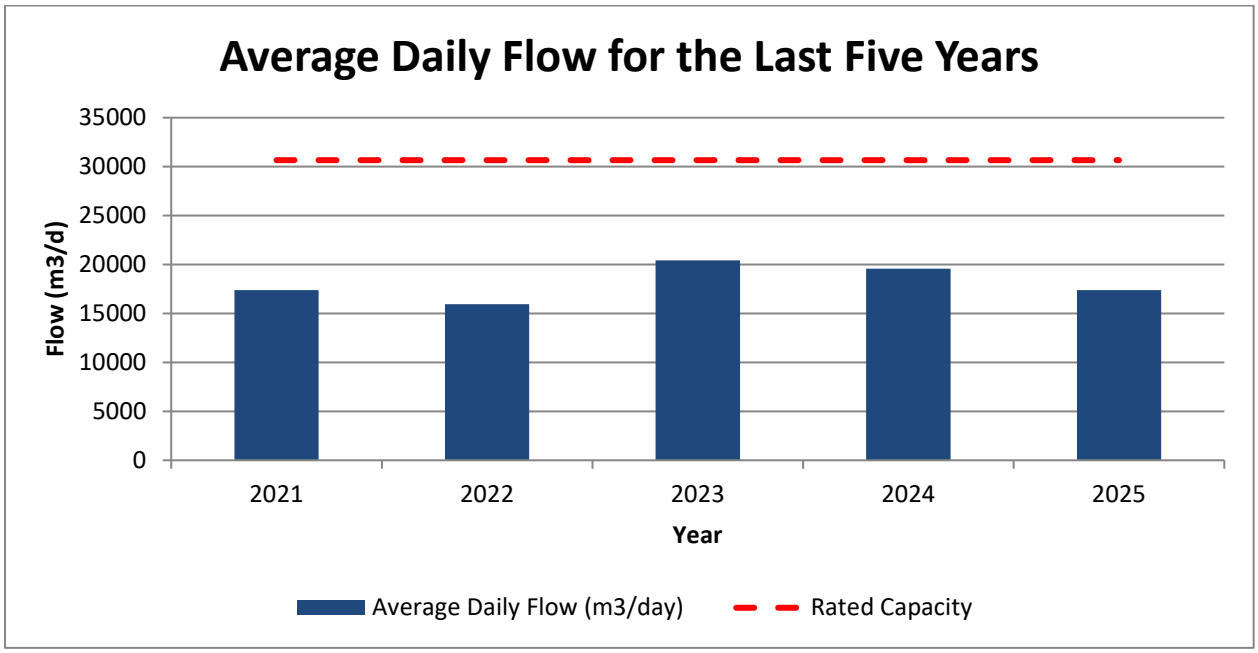

Figure 1. Average Daily Flow for the Last five Years

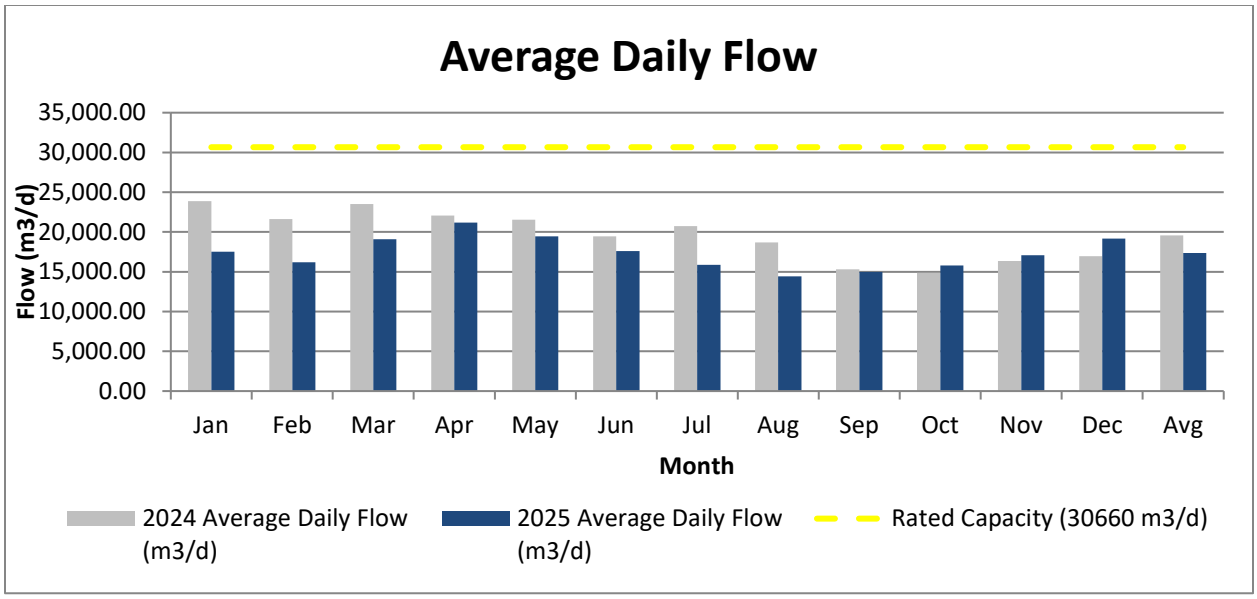

Figure 2. Average Daily Flow each Month

Influent Data

The influent is monitored for BOD_5, total suspended solids (TSS), total phosphorous (TP), and total Kjeldahl nitrogen (TKN) on a weekly basis by means of composite sample. Refer to ***Appendix A Influent and Effluent Data*** for more detail on monthly results.

In 2025, the average raw Biochemical Oxygen Demand (BOD_5) concentration was 231 mg/L, which is a 46 % increase from the average concentration in 2024. Refer to Figure 3 for a comparison of 2025 monthly raw BOD_5 concentrations to 2024 concentrations.

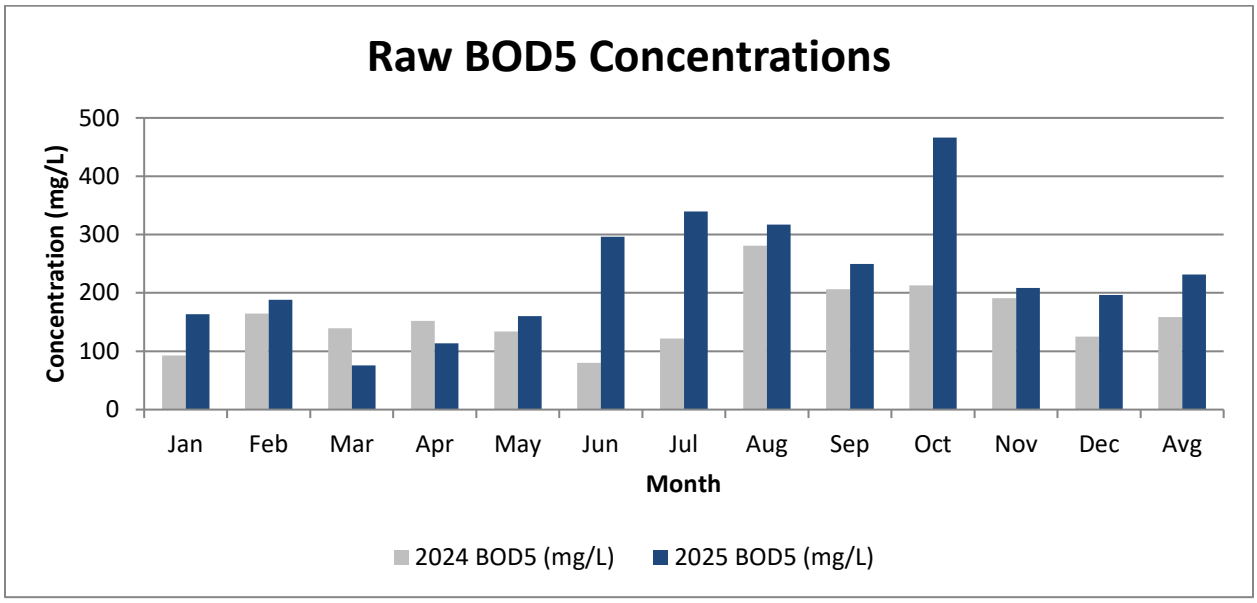

Figure 3. Raw BOD Concentrations

In 2025 the average raw Total Suspended Solids (TSS) concentration was 259 mg/L, which is an 83 % increase from the average concentration in 2024. Refer to Figure 4 for a comparison of 2025 monthly raw TSS concentrations to 2024 concentrations.

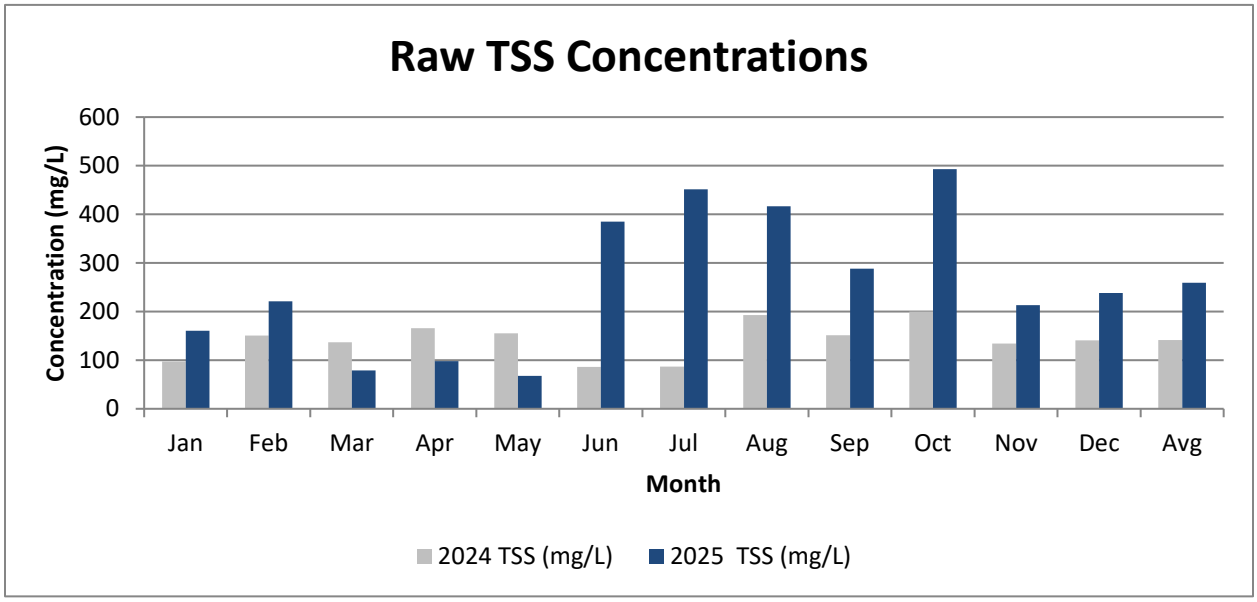

Figure 4. Raw TSS Concentrations

In 2025, the average raw Total Phosphorus (TP) concentration was 4.5 mg/L, which is a 59 % increase from the average concentration in 2024. Refer to Figure 5 for a comparison of 2025 monthly raw TP concentrations to 2024 concentrations.

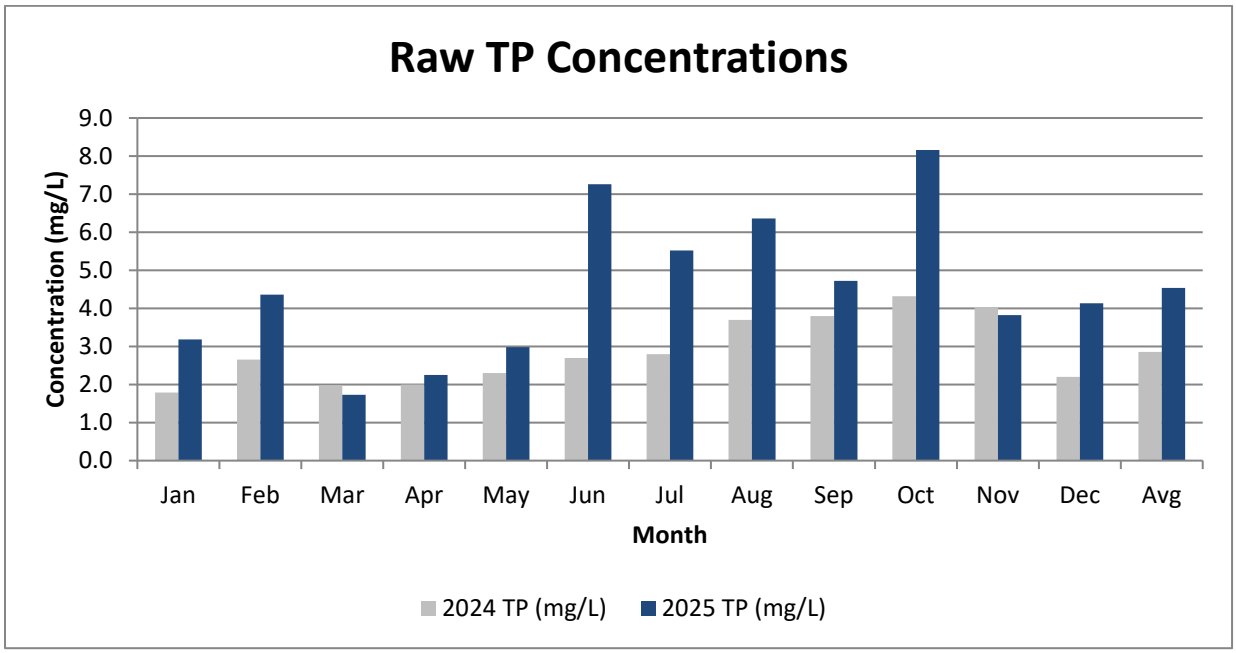

Figure 5. Raw TP Concentrations

In 2025 the average raw Total Kjeldahl Nitrogen (TKN) concentration was 35.0 mg/L, which is a 41 % increase from the average concentration in 2024. Refer to Figure 6 for a comparison of 2025 monthly raw TKN concentrations to 2024 concentrations.

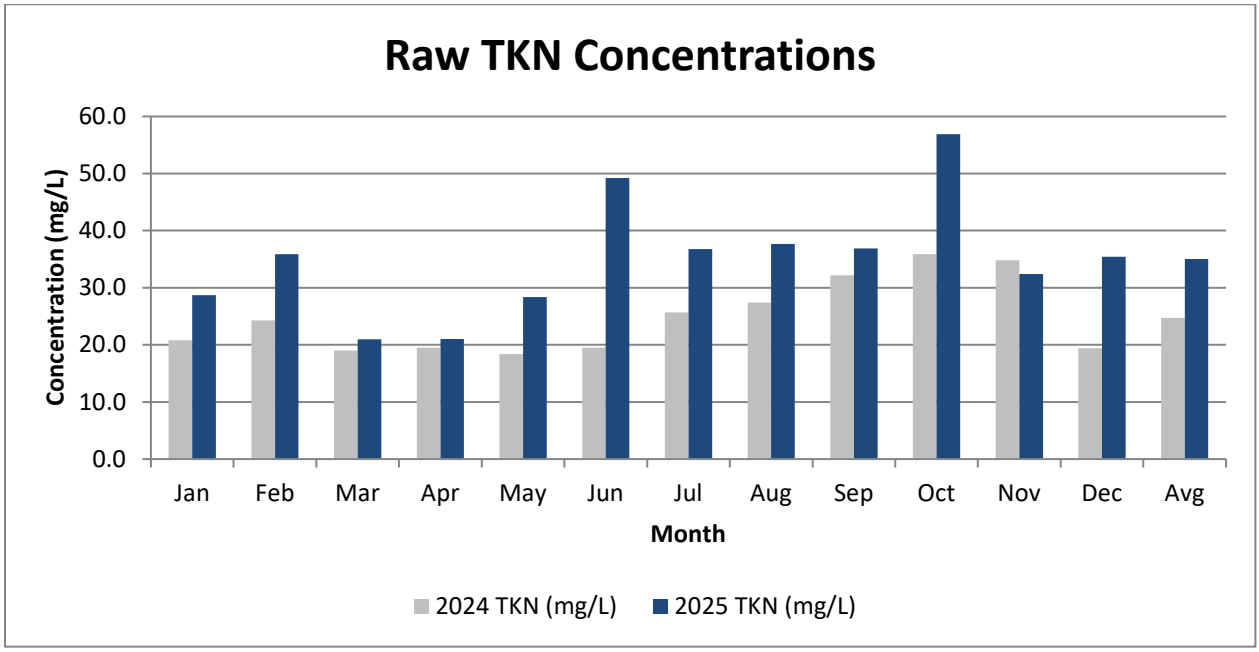

Figure 6. Raw TKN Concentrations

The significant increase in raw water monitoring parameters is attributed to a change to the sample collection method that was implemented during the 2025 reporting period. The new methods provide more agitation to samples prior to collection and have resulted in higher average raw water contaminant loading, and raw samples that are more representative of the typical inflow to the WPCP.

Imported Sewage

The Stratford WPCP is approved to accept imported sewage by licensed waste management system operators as identified within Regulation 347, General Waste Management, for co-treatment in the sewage treatment plant. In 2025, the WPCP has accepted 390 m^3 of imported sewage, as shown in Table 1. This is a 92 % decrease when compared to 2024.

Table 1. Total Imported Sewage

Month	2024	2025
January	669.4	23.08
February	947.7	14.37
March	1061.4	27.63
April	1218.8	46.19
May	754.0	45.81
June	22.0	39.66
July	63.8	43.28
August	43.5	21.95
September	41.6	33.31
October	49.4	22.36
November	36.3	60.20
December	23.5	12.12
Total (m^3)	**4,931.5**	**390.0**

Effluent Monitoring Data

Composite effluent samples are collected from the Stratford WPCP over a twenty-four hour period on a weekly basis and analyzed for: $CBOD_5$, total suspended solids, total phosphorous and Unionized Ammonia. Effluent grab samples are collected on a weekly basis and tested for *E. coli*, pH and dissolved oxygen. Detailed results are found in ***Appendix A Influent and Effluent Data***. Table 2 shows the monthly average effluent loading results.

Table 2. Effluent Loading Results

Month	$CBOD_5$ (kg/d)	TSS (kg/d)	TP (kg/d)	Unionized Ammonia (kg/d)
January	31.1	31.1	1.6	0.02
February	36.7	46.1	1.8	0.01
March	47.1	52.0	1.6	0.02
April	149.1	195.4	3.4	0.02
May	87.3	153.9	2.8	0.02
June	39.9	64.5	1.1	0.02
July	34.0	42.5	1.4	0.03
August	25.1	37.6	0.9	0.01
September	25.5	44.7	0.7	0.01
October	29.6	37.7	1.5	0.02
November	29.9	37.4	1.6	0.01
December	34.2	47.8	1.1	0.02
Average	**47.4**	**65.9**	**1.6**	**0.02**
Limit	**306**	**306**	**6.1**	**3.06**

Comparison to Compliance Limits and Objectives

The Stratford WPCP average monthly effluent Carbonaceous Biochemical Oxygen Demand ($CBOD_5$) concentration in 2025 was 2.5 mg/L, which is a 14 % increase from the annual average in 2024. There were no objective or limit exceedances in 2025. Refer to Figure 7 for a comparison of 2025 monthly effluent CBOD5 concentrations to 2024 concentrations.

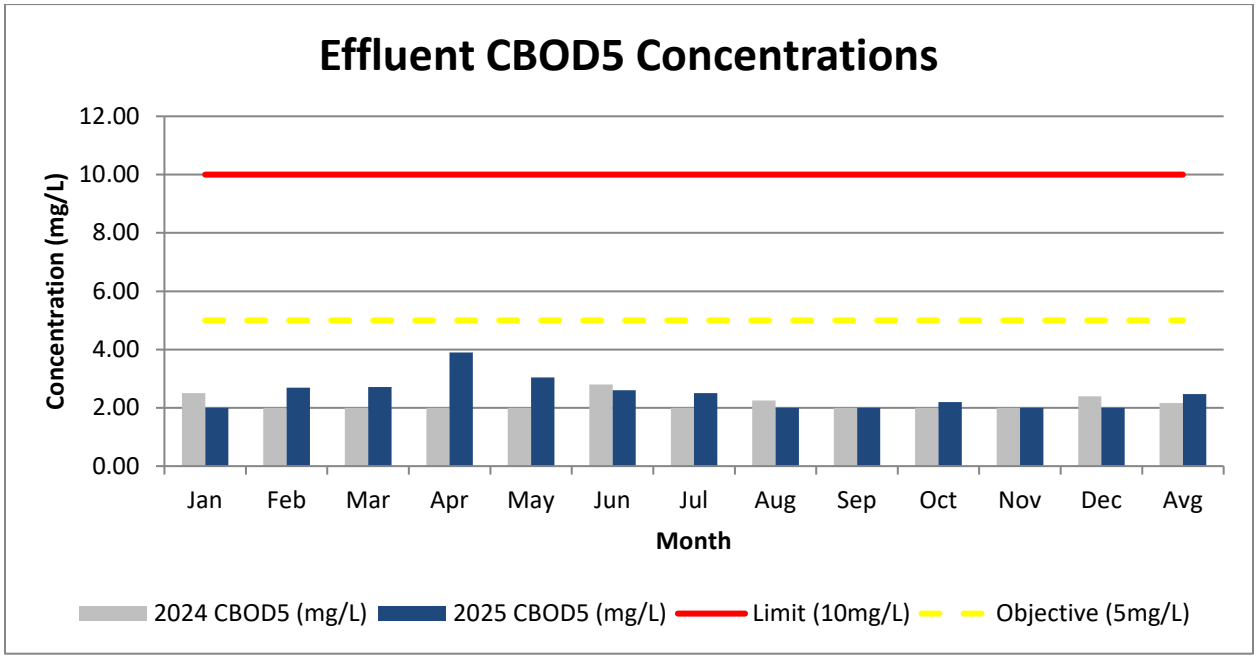

Figure 7. Effluent CBOD Concentrations

The average monthly effluent Total Suspended Solids (TSS) concentration in 2025 was 4.1 mg/L, which is 39 % increase from the annual average in 2024.

There was one (1) objective and one (1) limit exceedance that occurred in April and May, respectively, due to samples collected during tertiary bypass events in these months. Refer to ***Summary of Efforts Made to Achieve Design Objectives*** for more information on the monthly TSS objective and limit exceedances. Refer to Figure 8 for a comparison of 2025 monthly effluent TSS concentrations to 2024 concentrations.

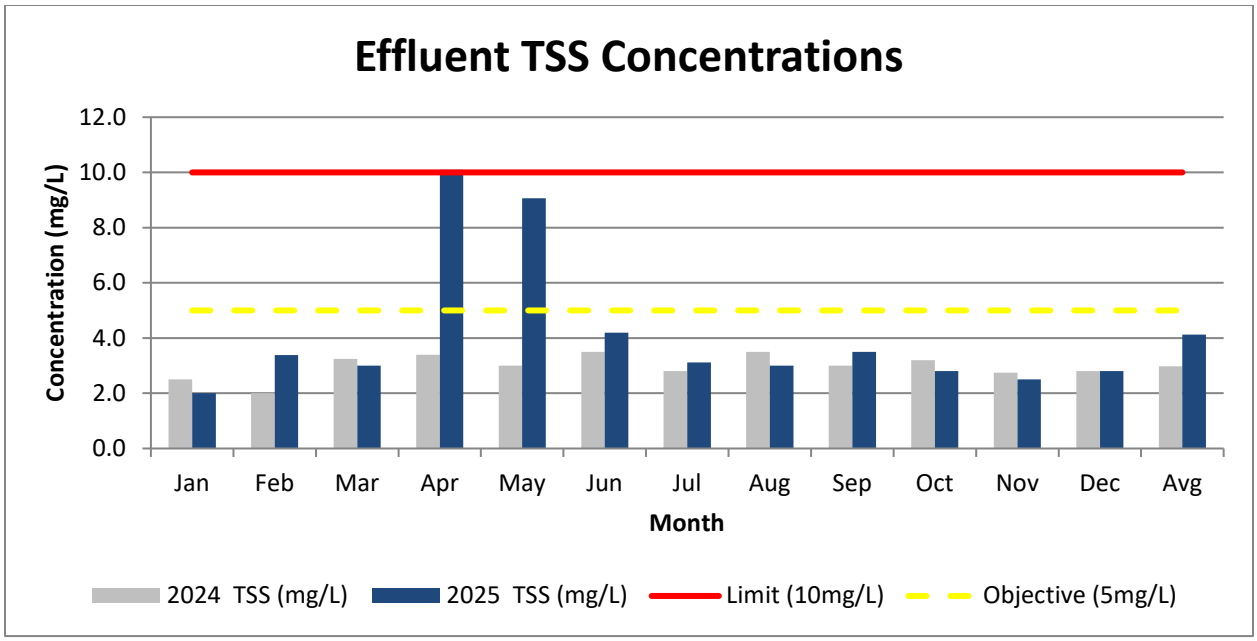

Figure 8. Effluent TSS Concentrations

The average monthly effluent Total Phosphorus (TP) concentration in 2025 was 0.10 mg/L, which is a 23 % increase from the annual average in 2024.

There were four objective exceedances that did not result in a limit exceedance which occurred in February, April, May and October 2025**.** Refer to ***Summary of Efforts Made to Achieve Design Objectives*** for more information on the monthly TP objective exceedances. Refer to Figure 9 for a comparison of 2025 monthly effluent TP concentrations to 2024 concentrations.

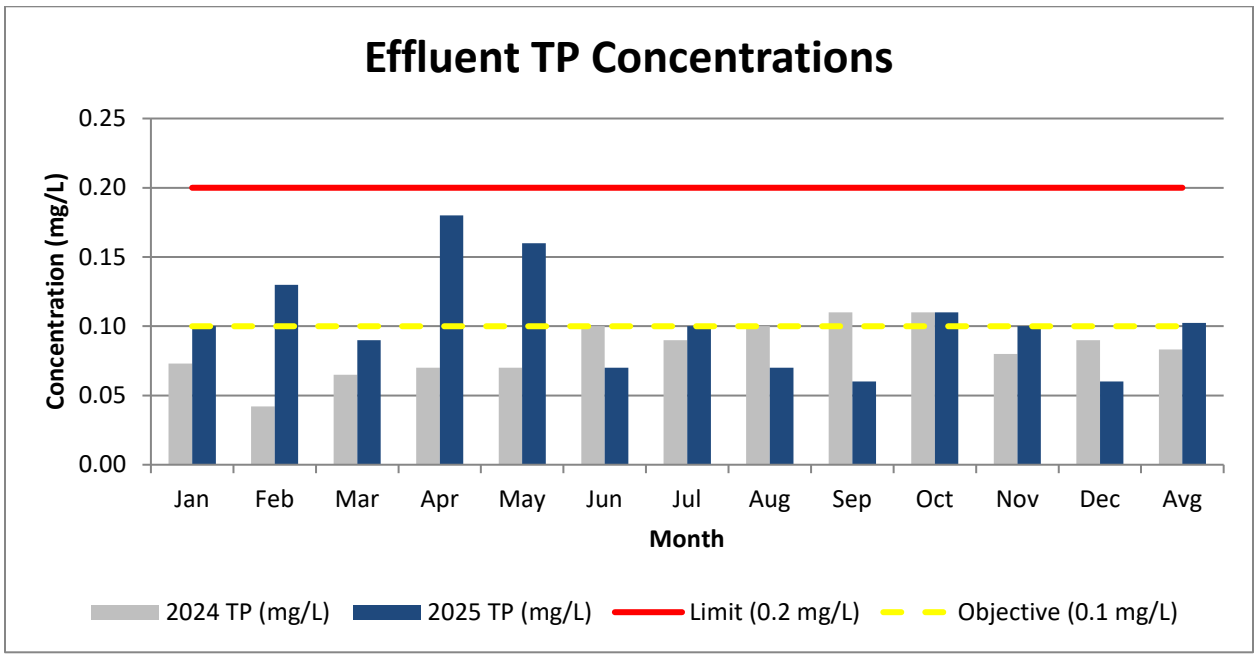

Figure 9. Effluent TP Concentrations

The average monthly effluent Unionized Ammonia concentration in 2025 was 0.001 mg/L, which is a 93 % decrease from the annual average in 2024. This decrease is attributed to unionized ammonia concentrations consistently remaining at or near the laboratory's minimum detectable limit in 2025, resulting in a narrower range of sample results than in 2024. Unionized Ammonia Single Sample results ranged from 0.001-0.127 mg/L in 2024, while sample results in 2025 ranged between 0.001-0.006 mg/L. There were no objective or limit exceedances in 2025. Refer to Figure 10 for a comparison of 2025 monthly effluent Unionized Ammonia concentrations to 2024 concentrations. Refer to Figure 11 for the single sample concentrations compared to the exceedance limit.

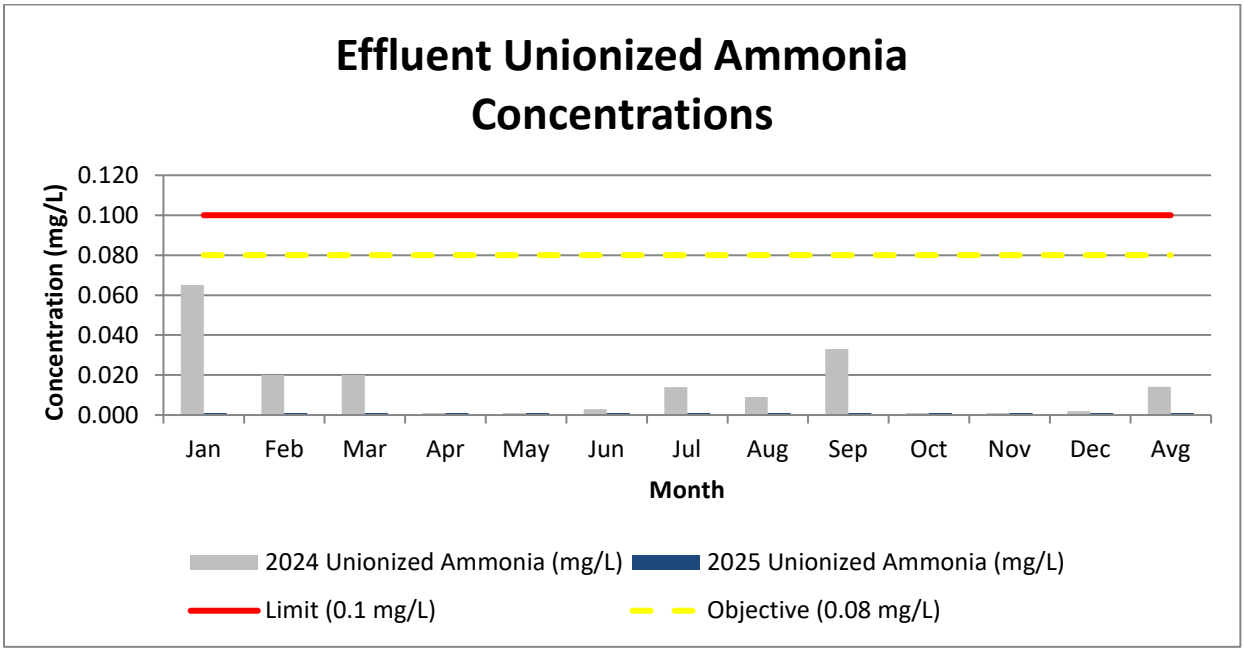

Figure 10. Effluent Unionized Ammonia Concentrations

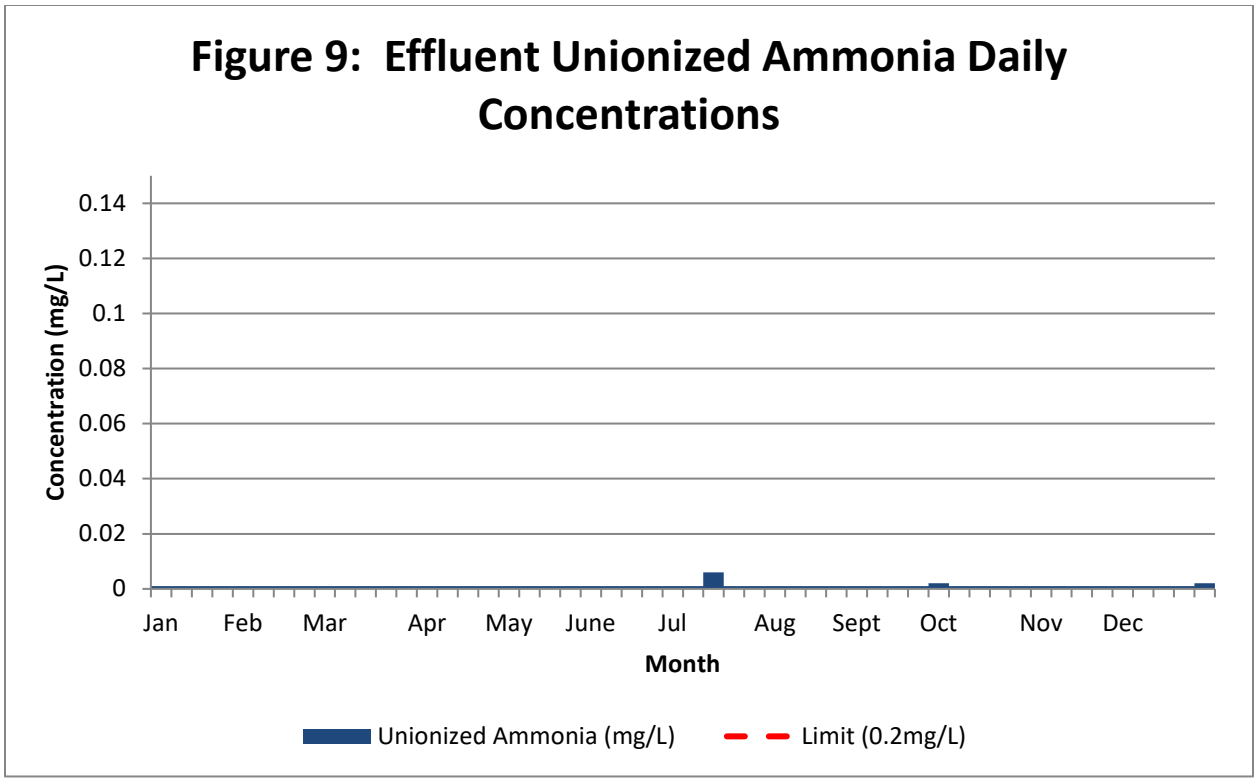

Figure 11. Daily Effluent Unionized Ammonia Concentrations

The monthly geometric mean effluent *E. coli* concentration in 2025 was 3.1 MPN/100mL, which is a 13 % decrease from the annual average in 2024. There were no objective or limit exceedances in 2025. Refer to Figure 12 for a comparison of 2025 monthly effluent E. coli concentrations to 2024 concentrations.

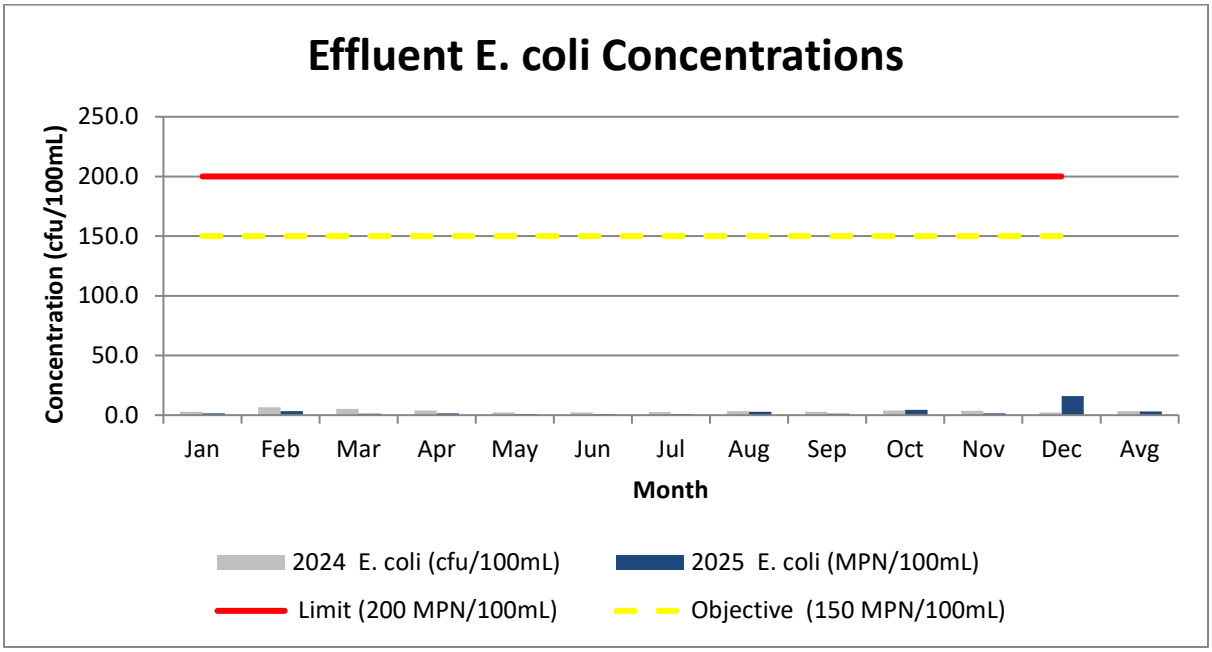

Figure 12. Effluent E. coli Concentrations

The annual monthly average effluent pH value in 2025 was 7.3. There was one (1) effluent pH objective exceedance in March that did not result in a limit exceedance. The exceedance is attributed to the February digester spill event, which resulted in considerable volumes of spilled sludge and decanted water from the digester and lagoon being returned to the WPCP headworks. Refer to ***Summary of Efforts Made to Achieve Design Objectives*** for more information on the single sample pH objective exceedances.

A suspected dye discharge event that entered the WPCP and persisted within the treatment processes for approximately 5 days is considered to be a secondary contributing factor to the exceedance. See the ***Operating Problems & Corrective Actions*** and ***Bypass, Overflows or Abnormal Discharge Events*** sections for more details on these events. Refer to Figure 13 for a comparison of 2025 daily effluent pH values to the objectives and limits.

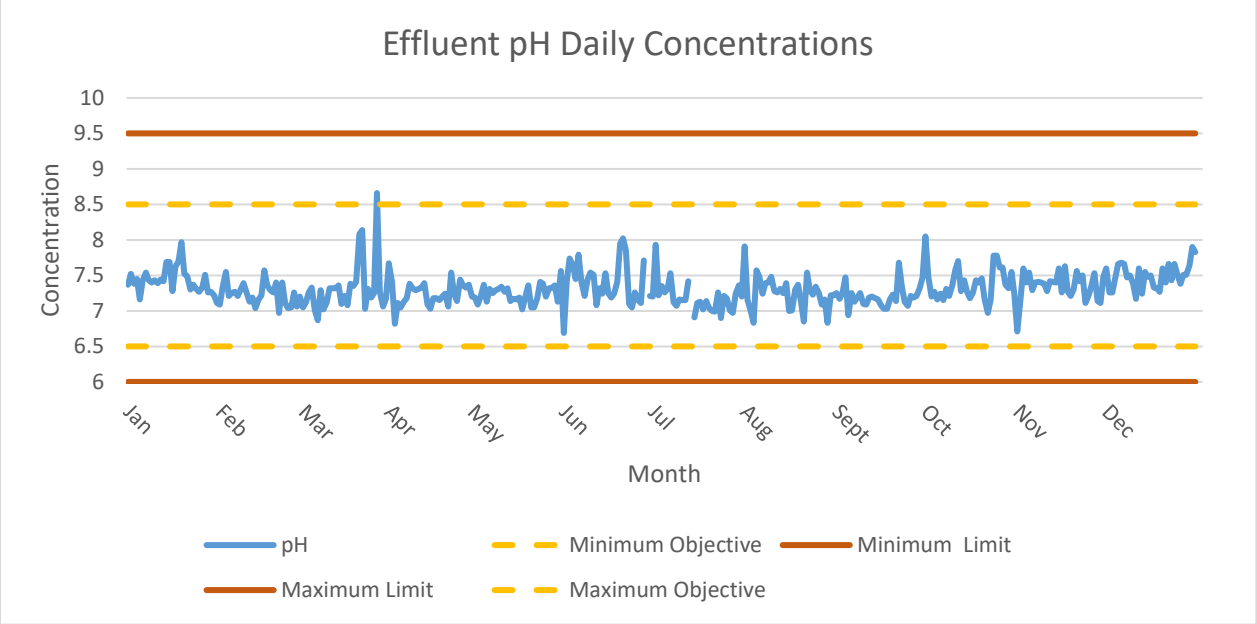

Figure 13. Effluent pH Concentrations

The monthly average Dissolved Oxygen (DO) concentration in 2025 was 9.0 mg/L. There was one (1) D.O. objective exceedance that did not result in a limit exceedance in 2025. Refer to ***Summary of Efforts Made to Achieve Design Objectives*** for more information on the single sample DO objective exceedances. Refer to Figure 14 for a comparison of 2025 daily effluent DO concentrations to the objective and limit.

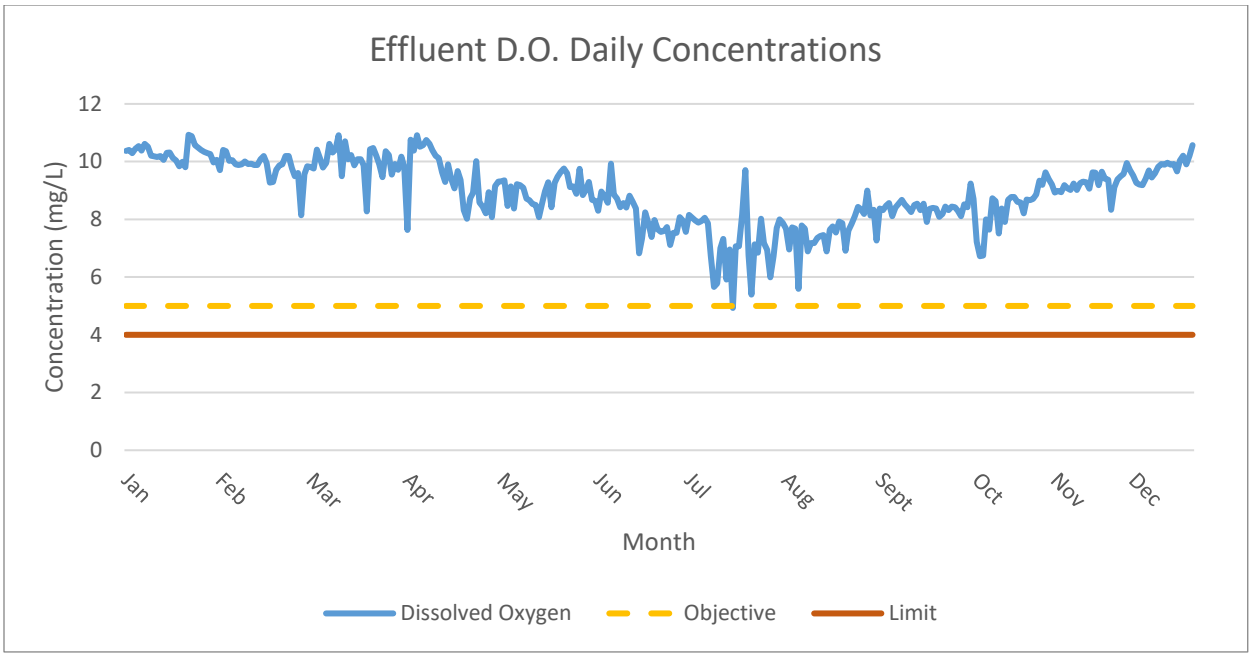

Figure 14. Effluent DO Concentrations

Deviations from Monitoring Schedule

Deviations from the 2025 sample calendar are outlined in Table 3. Refer to ***Appendix B Monitoring Schedule*** for the 2026 sampling schedule.

Table 3. Summary of Deviations from Monitoring Schedule

Scheduled Date	Collected Date	Reason for Deviation
May 20, 2025	May 19, 2025	Moved weekly raw & effluent samples to meet sample holding time requirements due to stat holiday.
June 30, 2025	July 1, 2025	Moved weekly raw & effluent samples to meet sample holding time requirements due to stat holiday.
September 29, 2025	October 1, 2025	Moved weekly raw & effluent samples to meet sample holding time requirements due to stat holiday.
November 10, 2025	November 12, 2025	Moved weekly raw & effluent samples to meet sample holding time requirements due to stat holiday.

Operating Problems & Corrective Actions

The Stratford WPCP faced significant operational pressures in 2025, and in addition to operational difficulties related to aging infrastructure and equipment breakdowns, the facility experienced several effluent objective and limit exceedances. There were single-sample effluent objective exceedances for pH and DO, none of which resulted in limit exceedances. In addition, there were monthly average effluent objective exceedances for TP and TSS, with the TSS exceedance resulting in one corresponding limit exceedance. Refer to the ***Summary of Efforts Made to Achieve Design Objectives*** section for additional details on objective and limit exceedances.

Total Phosphorus

In response to rising chemical costs, operations staff at the Stratford WPCP have been working towards optimizing the chemical dosages applied to wastewater treated at the plant in 2025. As a result, settling characteristics and phosphorus removal can be variable from month-to-month while dosages are optimized for plant flows, and average monthly Total Phosphorus (TP) concentrations can increase from 2024 averages as instances of chemical overdosing are reduced. Despite the ongoing dosage trials, unexpected operational issues throughout 2025 contributed to four (4) monthly average effluent TP concentration objective exceedances. Refer to ***Summary of Efforts Made to Achieve Design Objectives*** for more information on the monthly TP objective exceedances.

Solids Handling, Storage,

Sludge storage presents ongoing challenges for the WPCP due to limited space and land application capabilities. Wet weather in spring of 2025 delayed the start of sludge haulage until late May. Inflow and infiltration in the collection system continues to cause operational challenges at the WPCP. High flows during significant rain and snowmelt events resulted in multiple Primary Treated Overflows and also resulted in high volumes of organic and inorganic solids being carried into the WPCP. These solids contribute to high sludge levels within the primary clarifiers and can result in upsets if daily sludge volumes fed to the digester are rapidly increased. Additionally, inorganic solids can build up as inert material within the primary clarifiers, aeration tanks, and anaerobic digester, which then contributes to the volume of sludge hauled each year, as well as wear on process equipment (e.g. pumps and pipes).

Filtration

Filter media and underdrain replacement in 2022–2023 improved the filter's ability to remove fine suspended solids from wastewater and modestly increased filter flows. However during high flow conditions, or during periods where secondary clarifier effluent contains high TSS concentrations, the increased removal efficiency resulted in more frequent media fouling, which reduced available filter through-flow capacity. Under these conditions, tertiary bypasses occurred in April, May, and October when filter levels rose to the high-level alarm set point. Refer to the ***Bypass, Overflow, Spills & Abnormal Discharge*** section for additional details.

Operational measures were implemented to restore filter capacity, including manual backwashes. OCWA staff and third-party contractors worked to troubleshoot issues with filter high level alarms in SCADA by replacing float switches and repairing associated wiring. While alarm functionality has been restored, the current filter configuration allows only one filter to be backwashed at a time.

Extended backwash cycle intervals driven by mud well pumping capacity limitations and lack of integrated remote monitoring of filter levels and backwash valve status in SCADA can delay optimal backwashing under peak conditions. These system constraints increase the potential for filter fouling and reduced capacity during high-flow events. Refer to the ***Maintenance Activities*** section for recommended corrective actions and SCADA upgrade opportunities.

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Aging Infrastructure and Equipment Failures

The Stratford Water Pollution Control Plant (WPCP) is equipped with three screw pumps, each rated at 427 L/s, as well as a high-capacity storm pump rated at 2,600 L/s to support reliable influent conveyance under a range of operating conditions. During 2025, planned maintenance needs were identified for the 427 L/s pumps, including upper and lower bearing replacements. During this period, the high-capacity storm pump was utilized to ensure uninterrupted wastewater pumping and continuous plant operation.

The storm pump ensured continued system operation; however, as it is not equipped with a variable frequency drive, it operated at full speed during extended runtimes and was managed accordingly while longer-term maintenance and repair options continue to be pursued

Efforts to complete lift pump maintenance have required careful planning due to site conditions such as wet well depth, existing infrastructure configuration, and the age of certain concrete components. Plant staff and engineering resources are actively evaluating practical repair and rehabilitation approaches, and lift pumps #1 and #2 remain out of service during this assessment.

From April 22 to April 30, the WPCP detritor was temporarily taken out of service to allow for the fabrication and installation of new grit arms, replacing original components that had reached the end of their service life. During this brief maintenance window, increased solids loading required operational adjustments to filter backwashing and solids handling processes to maintain consistent treatment performance. These conditions contributed to higher total suspended solids (TSS) effluent concentrations observed during April. Refer to ***Summary of Efforts Made to Achieve Design Objectives*** for details. In addition, age-related air distribution system components within the aeration tanks were addressed through targeted maintenance activities. Operations staff isolated individual aeration cells as required, repaired piping, and replaced diffuser gaskets to maintain uniform air delivery and treatment efficiency. Looking ahead, a comprehensive aeration system upgrade is planned for 2026–2027, which is expected to further enhance operational reliability and system efficiency.

Maintenance Activities

Capital and major maintenance recommendations have been submitted by OCWA to the City of Stratford to address aging infrastructure and ongoing maintenance requirements for the WPCP to continue to produce high quality effluent. Items included on the list for 2026 are:

- Annual inspections and maintenance of:
    - Backflow preventers
    - Emergency diesel generator
    - Fire extinguishers
    - Forklift
    - Gas detectors
    - Lifting devices
    - Turbo blower
    - Administration and digester building boilers
    - Weather station

- Annual aeration cell cleanout and maintenance
- SCADA support and upgrades, including:
    - filter level monitoring
    - alarms when filter back wash intervals exceed a maximum duration
    - ability to monitor filter backwash valve settings
- Raw sludge pump and grinder replacement parts and repairs
- Bar screen Maintenance and repairs
- Administration building upgrades and repairs
- Raw sewage pump rebuild
- Portable submersible pumps (Grindex)
- Ferrous chloride building pump and floor repairs
- Spare/replacement mudwell pump
- Boiler recirculation pump repairs and maintenance
- Digester pump, valve, and pipe replacement parts and maintenance
- Final clarifier maintenance
- Aeration DO system maintenance
- Milltronic level transmitter replacements
- Detritor main flow flowmeter
- Raw sludge flowmeter
- Blower building MCC electrical upgrades
- Shop/detritor building heating system/recirculation and hot water maintenance
- Air handling unit replacement parts
- Primary digester roof repairs
- Filter building valve and actuator maintenance
- UV system replacement parts and maintenance
- Filter building surface wash arm parts
- Backwash flow control
- Facility building improvements
- Overflow sampling
- Health and safety improvements
- Lab equipment and supplies
- Chemical piping repairs/replacements
- SCADA touchdown stations
- Spill clean-up materials
- Trailer/large pumps
- Blower control
- Paint
- Final effluent flowmeter
- Primary clarifier level sensors
- Grit removal system replacement
- New aeration blower
- Aeration piping and valve replacement

Preventative and corrective maintenance is assigned and monitored within OCWA's Workplace Management System (WMS) program. Refer to ***Appendix C Maintenance Summary*** for the WMS report for 2025. Refer to Table 4 for a list of normal and emergency repairs and replacements that took place in 2025.

Table 4. Major Maintenance

Major Maintenance
Heat exchanger, 3-way hot loop valve, and sludge recirculation maintenance
Detritor maintenance/replace corroded rake arms
Ferrous pumps and system maintenance
Administration and digester building boiler maintenance
Filter 2 wiring repairs
Bar screen, bar screen sensor, and grit rake maintenance
Snake and flush primary sludge lines; primary sludge pump maintenance; clean scum pits
Turbo blower maintenance and replace faulty HMI screen
Insurance inspections and concrete assessment of digester roof and raw sewage lift pump volute channels
Network switch replacement and SCADA support
Set up caustic soda feed for secondary digester pH adjustment and complete LOF
Replace digester high level alarm float
Replace upper and lower bearing assembly's in raw sewage screw lift pumps
Surface wash pump #1 repairs and reinstallation
Aeration tank clean out and repair aeration piping leaks and replace diffuser O-rings
Reinstall digester gas compressor
Dewatering auger repairs
Repair filter screw pump oil leak
Repair Cl_2 pipework to EQ contact chamber
Repair filter effluent and back wash valves
Third party calibration of flow meters, D.O. and level sensors; handheld pH and colorimeters
Rebuild chemical building louvres and replace seized motor and motor damper
Replace UV lamps and other components; remove old UV agitator blower
Replace ferrous tank #1 flange bolts
Office AC inspection and service
Build new stairs to access oil containment and storage area
Third party backflow prevention device inspections and service
Build and install walking platform over UV channel
Fabricate and install replacement hot water circulation pump coupling

Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the facilities processes. Operational staff monitor plant performance by performing in-house laboratory analyses twice per week on; raw sewage, raw sludge, secondary sludge, mixed liquor suspended solids (MLSS)

and mixed liquor volatile suspended solids (MLVS), activated sludge, and effluent. These tests include dissolved oxygen, pH, temperature, settling tests and Suspended Solids. Chemical dosages and wasting volumes are also monitored and recorded. Data collected from these tests provide valuable information to the operators to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Calibration Records

Influent and effluent flow meters were calibrated by Pierce Services & Solutions Inc. on November 20th, 2025. The flow meters met the accuracy tolerance of within 15% of the actual flow rate. Imported sewage volumes are calculated utilising the haul truck manifests. All in-house handheld chlorine residual analyzers, D.O. probes, and lab equipment were also calibrated by Pierce Services & Solutions Inc., in accordance with manufactures instructions. Aeration cell D.O probes and analyzers were calibrated on October 29th, 2025, by Cancoppas Limited. The D.O. probes were found accurate within ± 0.3 ppm O_2. Gas detection meters were calibrated on June 16, 2025 by HETEK Solution Inc. Operational staff complete routine pH meter calibrations and verifications. Refer to ***Appendix D Calibration Reports*** for the 2025 calibration records.

Summary of Efforts Made to Achieve Design Objectives

In 2025, the Stratford WPCP experienced seven (7) effluent objective exceedances for TSS (1), TP (4), DO (1), and pH (1) concentrations as well as one (1) limit exceedance for TSS

In February, there was a monthly effluent TP concentration objective exceedance that did not result in a limit exceedance. This exceedance was due to additional phosphorus loading placed on the plant by returning solids with high TP content from sludge spilled during the February digester spill back into the treatment process.

Monthly average effluent TP concentration objective exceedances occurred in April and May. Although there were multiple bypass events during those months (see the ***Bypasses, Overflows & Abnormal Discharge Events*** section for more details), the TP exceedances can primarily be attributed to grab samples with extremely high TP collected during tertiary bypass events on April 26th and May 1st. The tertiary bypasses resulted in a temporary, but significant increase in effluent TP concentrations during this event. 24-hour composite samples collected through the rest of the day of the tertiary bypasses, returned significantly lower concentrations for all monitoring parameters, including TP.

A monthly average effluent TP objective exceedance occurred for the month of October and is attributed to issues related to ongoing efforts to optimize chemical doses within the WPCP's treatment process and reduce chemical costs. A second factor contributing the October TP objective exceedance was elevated phosphorus concentrations within composite samples collected during a tertiary bypass event on October 23rd.

A monthly average effluent Total Suspended Solids (TSS) concentration limit exceedance occurred in April. As with the TP exceedances, the TSS limit exceedance was primarily due to a single composite effluent sample with extremely high TSS, collected immediately after the April 26 bypass event. 24-hour composite samples collected through the rest of the day of the tertiary bypass, and into the next, returned much lower concentration values for TSS and other effluent monitoring parameters.

An effluent TSS concentration objective exceedance occurred in May due to a grab sample that contained a high concentration of suspended solids, collected immediately following the May 1st tertiary bypass event. TSS concentrations within a 24-hour composite samples collected through the rest of the day of the tertiary bypass, and into the next, returned much lower concentration values for TSS and other effluent monitoring parameters. Refer to Table 5 for a summary of monthly average objective exceedances.

Table 5: Monthly average exceedances

Date	Parameter	Concentration (mg/L)	Objective (mg/L)	Limit (mg/L)	Issue & Actions Taken
Feb-2025	TP	0.13	0.1	0.2	Increased loading from high TP solids being returned to the WPCP – increased chemical dosages to improve TP removal.
Apr-2025	TSS	10.1	5	10	High TSS and TP in grab samples collected during tertiary bypass events. Increased WAS rates to remove excess solids within the plant and manually backwashed filters to improve flow rates and end the bypass events.
Apr-2025	TP	0.18	0.1	0.2	High TSS and TP in grab samples collected during tertiary bypass events. Increased WAS rates to remove excess solids within the plant and manually backwashed filters to improve flow rates and end the bypass events.
May-2025	TSS	9.1	5	10	High TSS and TP in grab samples collected during tertiary bypass events. Increased WAS rates to remove excess solids within the plant and manually backwashed filters to improve flow rates and end the bypass events.
May-2025	TP	0.16	0.1	0.2	High TSS and TP in grab samples collected during tertiary bypass events. Increased WAS rates to remove excess solids within the plant and manually backwashed filters to improve flow rates and end the bypass events.
Oct-2025	TP	0.11	0.1	0.2	Chemical dosage optimization and high TP samples collected during a tertiary bypass event.

A maximum effluent pH objective exceedance that did not result in a limit exceedance, occurred in March. The exceedance is attributed to sludge from the February digester upset, and subsequent cleanups during March, and decant water from the secondary digester and sludge lagoon which was returned to the WPCP for reprocessing. A second contributing factor was the green dye spill event which also occurred during this month. Refer to Spills section of the ***Bypass, Overflows, Spills & Abnormal Discharge Events*** for additional details***.***

There was one (1) D.O. objective exceedance, that did not result in a limit exceedance, out of three-hundred and sixty-two (362) total D.O. measurements in 2025. This exceedance is attributed to maintenance on the WPCP's aeration cells causing the turbo blower to trip offline due to excess discharge pressure, resulting in a rapid decrease in DO concentrations. The blower was restarted and operations staff adjusted the aeration system's isolation valves to help relieve excess system pressure. Refer to Table 6 for a summary of single sample limit exceedances.

Table 6: Single sample exceedances

Date	Parameter	Concentration (mg/L)	Objective (mg/L)	Limit (mg/L)	Issue & Actions Taken
28-Mar-2025	pH	8.66	8.5	9.5	Digester sludge returned to WPCP for reprocessing. Reduced volume of decant water from sludge being returned to WPCP.
18-Jul-2025	DO	4.93	5	4	Aeration blower tripped off due to over pressure. Blower restarted and air valves adjusted to reduce discharge pressure.

No monitoring parameters exceeded design objectives or limits more than 50% of the time in 2025 and there were no trends in deterioration of final effluent quality. In addition, the average influent flow has not reached or exceeded 80% of the WPCP's rated capacity.

Notice of Modification to the Works

Due to persistent digester instability and foaming events that led to multiple unplanned sludge discharges, a pilot trial was implemented in late February to dose the secondary digester with sodium hydroxide for pH control. The trial was successful in reducing digester upsets and subsequent sludge spills. On September 24th, 2025, a Notice of Modification of Sewage Works was completed under the Limited Operational Flexibility (LOF) provisions within the WPCP's ECA to provide digester pH correction on a continuing basis. Refer to ***Bypass, Overflows, Spills & Abnormal Discharge Events*** for more details on events in 2025. Refer to ***Appendix E Modification of Works*** for a copy of the digester pH correction Limited Operational Flexibility (LOF) form.

Sludge Generation & Haulage

The Stratford WPCP has the capacity to store a total of 4,370 m^3 of sludge. The storage tank is rated for 2,850 m^3 and the storage lagoon is rated for 1,520 m^3. Sludge is periodically hauled between April 1st and November 30th for field application. Refer to Table 7 for summary of 2025 land application sites and volumes. For a comparison of the total hauled sludge over the last five (5) years, refer to Figure 15.

In response to numerous digester upsets and sludge spills in 2025, operations staff maintained lower sludge levels within the secondary digester by transferring sludge to storage more frequently. Despite this change to operational processes, a lower total volume of sludge was hauled than projected for 2025. This discrepancy is attributed to the Stratford WPCP no longer receiving sewage from the Conestoga Meat Packers WPCP after May, 2024. As a result, imported sewage volumes received by the Stratford WPCP decreased by 92% from 2024 to 2025. Refer to ***Appendix F Sludge Analysis*** for a summary of stored sludge data from 2025. The anticipated sludge production value for 2026 is approximately 17,000 m^3.

Table 7. Sludge Land Application

NASM Plan Site ID	Month	Volume (m^3)
24608	April	2,945
24504 | 62680	July	1,989
24504 | 62680	August	3,502
24504	September	4621
24661	November	3,496
	Total	**16,553**

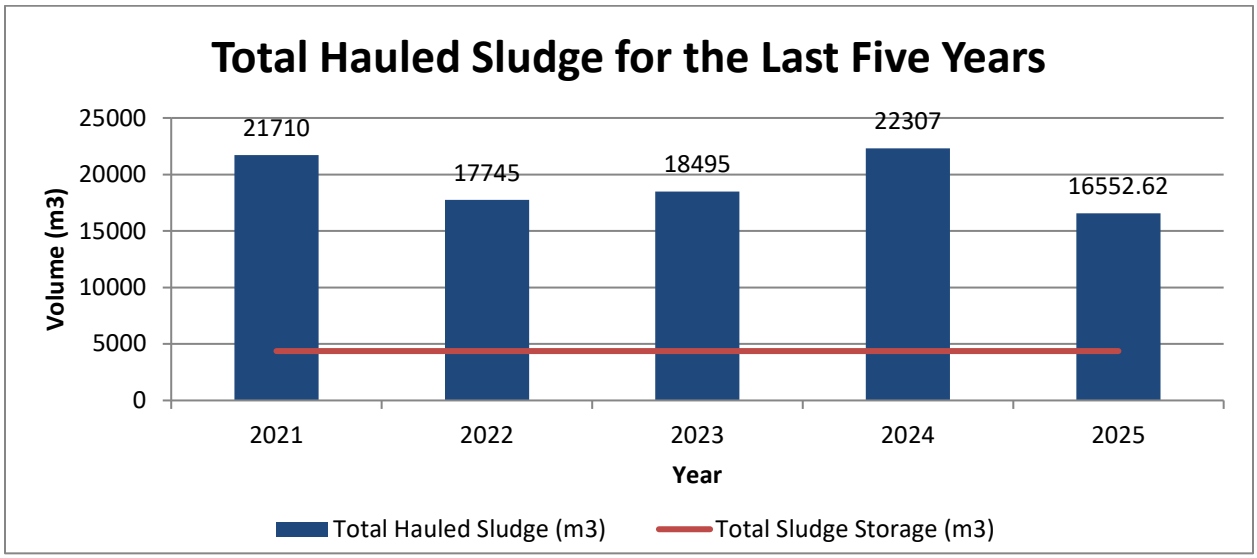

Figure 15. Total Hauled Sludge Volumes

Complaints

The Stratford WPCP has received one (1) community complaint in 2025. On March 11, a community complaint was received by the WPCP after sludge from the February 17 digester spill was discovered to have pooled on the walking path next to the WPCP. In response, staff undertook an extensive inspection of the grounds surrounding the digester within the WPCP property line, as well as the full length of the walking trail downhill from the digester. All identified areas were thoroughly cleaned, with sludge removed using a vac truck to ensure the site was fully restored.

Bypass, Overflows, Spills & Abnormal Discharge Events

A Bypass is the diversion of sewage around one or more treatment processes, within the WPCP. An Overflow is the discharge to the environment from designed location(s) other than the approved effluent discharge location. A bypass or overflow can occur during heavy precipitation and/or snowmelt events when the raw flow exceeds the rated capacity or if a treatment component is out of service for maintenance purposes.

There were four (4) overflow events, all of which have been due to heavy rain and/or snowmelt, five (5) tertiary bypasses, some due to wet weather and some due to operational/mechanical issues within the WPCP, and one (1) secondary bypass in 2025. Table 8 summaries all bypass and overflow events in 2025. Quarterly Bypass and Overflow reports are submitted to the MECP summarizing the events and providing sample results.

Table 8. Summary of Bypass and Overflow Events

Date	Type: Bypass/Overflow	Volume (m^3)
February 25 - April 9	**Overflow**	**979,168**
April 3	**Bypass**	**22,611**
April 7	**Bypass**	**360**
April 26	**Bypass (Spill)***	**876**
May 1	**Bypass (Spill)***	**70**
October 23	**Bypass (secondary)**	**443**
October 23	**Bypass (tertiary)**	**301**
October 23-24	**Overflow**	**8,938**
December 19-20	**Overflow**	**37,483**
December 28 - January 1	**Overflow**	**140,100**

* Non-wet weather bypass event defined as a spill by the SAC.

Outside Normal Operating Condition Samples

The ECA requires additional daily sampling for the WPCP when the plant is operated outside of normal operating conditions. Results are included in final effluent monthly as seen in effluent results. There were no days where the Stratford WPCP exceeded its rated capacity, however, twenty-eight (28)

Outside Normal Operating Condition effluent samples were collected in 2025. Table 9 summarizes the dates and purpose for collecting additional effluent samples.

Table 9. Summary of Outside Normal Operating Conditions Events

Date	Event Description	Date	Event Description
February 19, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	March 29, 2025	Green dye Spill
February 20, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	March 30, 2025	Green dye Spill
February 21, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	April 27, 2025	High solids in WPCP after April 26th tertiary bypass
February 22, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	April 29, 2025	High solids in WPCP after April 26th tertiary bypass
February 23, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	May 2, 2025	Effluent samples collected after May 1 Tertiary bypass
February 25, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	May 13, 2025	Effluent samples collected after May 12 & 13 digester upset and sludge spill
February 26, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	June 6, 2025	Effluent samples collected during high flows and digester upset/foaming event
February 27, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	July 10, 2025	Raw influent samples following digester upset and sludge spill
February 28, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	July 11, 2025	Raw influent samples following digester upset and sludge spill
March 1, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	July 15, 2025	Effluent samples collected after TAN spike on July 14 weekly sample
March 4, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	July 23, 2025	Raw influent sample collected after abnormal color and odor noted in primary clarifiers
March 5, 2025	Post-sludge secondary digester upset and sludge spill effluent monitoring	July 24, 2025	Additional raw influent and final effluent samples collected after TP concentration discrepancies between in-house and accredited lab results

Date	Event Description	Date	Event Description
March 27, 2025	Green dye Spill	July 25, 2025	Additional raw influent and final effluent samples collected after TP concentration discrepancies between in-house and accredited lab results
March 28, 2025	Green dye Spill	July 29, 2025	Effluent sampled after foaming and possible filamentous observed in aeration

Overflows

The ECA requires additional sampling for the WPCP when the plant experiences an overflow or bypass event. Bypass sample results are included in the final effluent results. For the overflow events, samples are collected every hour and combined into an eight-hour composite sample for the duration of the event. The samples are analyzed for BOD_5, total suspended solids and total phosphorous. All applicable notifications have been made and samples were collected during all overflow events, as required by the Environmental Compliance Approval (ECA).

An overflow event occurred at the WPCP between February 25th – April 9th due to heavy rain and snowmelt. All applicable notifications have been made, however, the ECA requirement to collect overflow samples every 8 hours was not met. Overflow samples were not collected between February 28 – March 1, and between March 23 – 24, resulting in a non-compliance. Improved chain of custody practices, and additional reviews and verifications of collected samples were adopted by operations and management staff to help prevent similar issues from occurring in the future. Refer to Table 10 for a monthly summary of overflow sample results.

Table 10. Overflow Event Results

Month	BOD_5 (mg/L)	TSS (mg/L)	TP (mg/L)
January*	65.00	23.23	1.70
February	88.43	33.00	1.98
March	45.71	23.99	1.26
April	40.96	27.85	1.04
May	---	---	---
June	---	---	---
July	---	---	---
August	---	---	---
September	---	---	---
October	42.00	45.00	1.31
November	---	---	---
December	43.24	31.65	0.90
Average	**49.04**	**26.10**	**1.28**

* Includes overflow samples collected in January during the Dec. 26, 2024-Jan 9, 2025 event.

Bypasses

A tertiary bypass occurred during an extreme wet weather event on April 3rd after high inflows to the WPCP clogged the filter media and caused the filters to go into high level alarm, automatically shutting down the filter lift pumps. The tertiary bypass valve automatically opened once the filter inlet trough level reached the high level alarm setpoint. Operations staff performed manual filter backwash cycles to increase filter through-flow; however, extreme rainfall increased water levels within the WPCP's primary and secondary clarifiers above the height of the V-notch weirs. This resulted in short circuiting within the clarifiers, and high solids within the clarifier effluent continued to clog the filter media and hindered manual backwash efforts until water levels within the plant decreased.

On April 7th, a tertiary bypass occurred at the WPCP after automatic filter backwash cycles were suspended due to the filter inlet valve being set to a mode that prevented automated operation. The extended interval between backwashes led to clogging of the filter media and caused filter levels to reach the high-level alarm setpoint, which automatically shut down the filter lift pump. Once the mud well level reached its high-level alarm setpoint, the filter bypass valve opened as designed. Staff performed manual backwashes to clean the filter media and restore normal filter flow.

A tertiary bypass occurred on April 26 after the Waste Activated Sludge (WAS) volume setpoint was adjusted to a level that prevented routine WAS removal. This resulted in solids accumulating within the WPCP, eventually leading to solids overflowing the secondary clarifier weirs and clogging the filter media. As the filters reached their high-level alarm condition, the filter bypass valve opened automatically once mudwell levels triggered the high-level alarm setpoint. It should be noted that although this event meets the definition of a bypass as outlined in the facility's Environmental Compliance Approval (ECA) and was reported to the SAC as such, it was re-classified as a spill by SAC because it was unrelated to a wet-weather event.

Another tertiary bypass occurred on May 1st, due to the WAS volume set point being adjusted to a level that prevented routine WAS removal. The filters became clogged and bypassed in the same manner as the April 26th event. It should be noted that this event was reported to the SAC as a bypass, however, the SAC also re-classified this event as a spill due to it being unrelated to wet weather. No further correspondence has been received by the MECP at this time regarding the reasoning for the re-classification of these events or future reporting requirements for non-wet weather related bypasses.

On October 23rd, secondary bypass occurred after high inflows to the WPCP during an extreme wet weather event caused the level within the primary effluent pump chamber to reach the overflow pipe. Additional flow entering the primary effluent chamber would have diverted through the overflow and through the secondary bypass channel to be discharged to the Avon River.

A partial tertiary bypass also occurred on October 23rd after high plant flows caused water levels within the filter pump wet well to reach the high level alarm point and the tertiary bypass valve to automatically open. It should be noted the filter levels did not reach the high level alarm set point. As a result, the filter lift pumps continued running and directed some of the secondary clarifier effluent through the filters, per the WPCP's usual operating configuration, throughout the duration of the bypass.

Spills

A primary digester overpressure event in May 2024 resulted in the digester roof lifting and separating from the rest of the digester structure. The primary digester has been isolated, and raw sludge diverted directly to the secondary digester. Digester repair assessments have been completed and repair designs are being finalized and pending approval. Using the secondary digester alone to process raw sludge has created series of operational challenges.

Approximately 20 m^3 of secondary digester sludge spilled on February 17th after a digester upset resulted in excessive foaming. Meltwater from snow accumulated on top of the roof seeped into the digester, increasing the water level within. Foam within the digester seeped around the gas skirt of the digester's floating roof and flowed down the digester walls. The primary digester was isolated following the spill, and sludge was transferred to the storage day bed to reduce the tank level. Vac trucks were brought on site to clean up the spilled sludge, however, cold temperatures caused much of the spilled material to rapidly freeze.

Frozen sludge was broken up and transferred to the sludge storage lagoon. As warmer weather melted snow cover, additional sludge from the February 17th spill was located on March 5th and 12th. The sludge was cleaned up by vacuum truck and transferred to the sludge storage lagoon for storage until it could be hauled off site. The facility met all SAC notification requirements for the event in accordance with the ECA.

On March 27, a discharge within the city's wastewater collection system, of what is believed to be dye, turned the influent entering the WPCP a strong green color. The treatment process was unable to remove the pigment agent from the water, resulting in discolored effluent entering the Avon River at the plant's outfall for approximately five (5) days. All required notifications were made and samples of the discolored water were collected at various stages of the treatment process and tested for all required Outside Normal Operating Conditions (ONOC) parameters, Refer ***to Appendix A for Influent & Effluent Data***. In addition, analysis was conducted for F1-F4 hydrocarbons and metals.

A raw influent sample, collected shortly after the discoloration was first observed, returned an F3 concentration of 486 µg/L. All effluent samples analyzed for F1-F4 hydrocarbons returned results below the detection threshold. Effluent samples showed elevated pH shortly after the discoloration entered the WPCP, however, no abnormal results were observed for additional ONOC parameters. The March 27 green dye spill event is a contributing factor to which contributed to the March effluent pH objective exceedance.

On April 3rd, the WPCP experienced a collection system spill after extreme rainfall resulted in the collection system surcharging. Sewage began to overflow from manhole covers near the lift station at the WPCP's headworks building. The WPCP's high capacity storm pump was started, and the collection system surcharge was cleared from the trunk mains entering the WPCP. Hydraulic restrictions within the plant from preliminary bar screen loading resulted in the piping within the WPCP surcharging, and raw sewage began to spill from the primary distribution chamber.

A raw sewage spill occurred at the WPCP on April 21 after a large and sudden inflow of water entered the WPCP through the Queensland trunk main. The inflow surcharged piping within the WPCP and resulted in sewage overflowing at the vactor truck dumping station. WPCP staff contacted the City of

Stratford's Environmental Services Department to report a potential water main break, or sewer blockage. Collection system operators investigated the catchment area of the trunk main, but did not find any water main breaks or leaks, and a visual inspection of the sewer mains found no blockages within the affected main.

Secondary digester sludge spills, with combined volume of approximately 7 m^3, occurred on May 12 and 13 due to significant foaming within the digester. This foam was able to seep past the gas skirt of the structure's floating roof and flow down the sides of the digester, and on to the surrounding grass and asphalted areas of the WPCP. All required regulatory notifications were made, and samples of sludge were collected from the digester during upsets. Sludge pooled on the ground was transferred to the WPCP's sludge storage lagoon.

Clean up operations were completed, and process adjustments were made to help prevent similar incidents from occurring. Such measures include:

- Performing sludge transfers at the start and end of the day to help maintain lower sludge levels within the digester.
- Conducting daily checks of digester levels.
- Implementing a weekly sludge sampling program to monitor volatile acids and alkalinity to help provide advance notice of digester upsets.
- A second, later digester check on weekends to make sure the level will be OK through the night
- A 24-hour composite sample of the raw sewage entering the WPCP is collected every day, and following instances of digester upsets, excessive foaming, or sludge spills, the sample is sent for analysis.
- Submitting a request for Limited Operational Flexibility to dose the secondary digester with caustic soda for improved pH and alkalinity adjustment.
- A foam sensor system is being installed in the space between the secondary digester roof and the wall of the structure. There have been delays in this project, it is ongoing.

Following the implementation of these corrective actions and increased monitoring, digester foaming incidents and spills occurred less frequently. The WPCP experienced a spill of approximately 10 L on July 10th after excessive amounts of foam in the secondary seeped past the seal of the floating roof and flowed down the walls of the digester.

A raw sewage spill occurred on July 24th due to high inflows to the WPCP following heavy rains. The inflows triggered a high-level alarm that resulted in the high-capacity storm pump automatically starting while the lower capacity duty lift pump continued running. Both pumps running simultaneously caused the raw sewage piping within the WPCP to surcharge, and sewage spilled from grating outside the head works building an onto the driveway of the WPCP.

At the time of this event, raw lift pumps 1 and 2 were out of service for rebuilding and bearing replacements and repairs, which has since been completed. OCWA is also working to repair age-related wear of the concrete volutes on pumps 1 and 2. Additional capacity from standby lift pumps, other than the high-capacity storm pump, allow the WPCP to maintain head works wet well levels below the storm pump's automatic starting level during moderate to high inflows, and avoid similar events from occurring in the future.

A sludge spill occurred at the WPCP on August 12th after a hauling truck pulled away from the sludge loading pad with an improperly secured fill port lid. Approximately 2 m^3 of sludge spilled from the trailer, which was cleaned up by washing it back into the sludge storage lagoon.

A raw sewage spill occurred after hours on October 23rd and had ended by the time operations staff arrived on site. Debris strewn on the WPCP's driveway suggests the spill originated from the Vac truck dumping station manhole.

Summary of Efforts made to achieve conformance with F-5-1

The City of Stratford continues its efforts to reduce or eliminate bypass and overflow events through reducing inflow & infiltration (I & I) to the sanitary wastewater collection system. Capital projects intended to reduce collection system I & I include replacement of 976 m of sanitary sewer mains in 2025. Refer to the City of Stratford Sewage Collection System, Consolidated Linear Infrastructure Annual Performance Report for a strategy on managing future bypass and overflow events.

Appendix A

Influent and Effluent Data

(Appendices can be provided upon request to Clerk's Office)

Appendix B

Monitoring Schedule

(Appendices can be provided upon request to Clerk's Office)

Appendix C

Maintenance Summary

(Appendices can be provided upon request to Clerk's Office)

Appendix D

Calibration Reports

(Appendices can be provided upon request to Clerk's Office)

Appendix E

Modification of Works

(Appendices can be provided upon request to Clerk's Office)

Appendix F

Sludge Analysis

(Appendices can be provided upon request to Clerk's Office)

MANAGEMENT REPORT

Date: April 29, 2026
To: Mayor and City Council
From: Neil Anderson, Director of Emergency Services/Fire Chief
Report Number: ITS26-008
Attachments: None

Title: New Medical Dispatching System

Objective: To update City Council on the implementation of the Medical Priority Dispatching System and the impact it will have on Stratford Fire Department medical responses.

Background: Perth County Emergency Medical Services (EMS) currently respond to medical emergencies on what is referred to as a Dispatch Priority Code. A Code 4 means they respond with lights and sirens while a Code 3 is considered as urgent but not life-threatening. Regardless of the emergency, under this system, once an ambulance is assigned to an incident it cannot be reassigned to a different incident of higher urgency. The Stratford Fire Department currently has a Tiered Response Agreement in which we respond to all Tiered level 4 responses which consists of most medical responses.

In October 2026, Perth County EMS will begin being dispatched through a new system called the Medical Priority Dispatch System (MPDS), the service provided by London Central Ambulance Communication Centre (CACC). This system will change how ambulances, and subsequently fire departments, are assigned (tiered) to emergency responses through an extensive line of questioning by the CACC Dispatchers. Instead of a number or Code, the response types will now be assigned colours as a sort of triage system which will resemble the following:

Purple – Emergent and immediately life-threatening
Red – Emergent and potentially life-threatening
Orange – Urgent and potentially serious, immediate threat to life unlikely
Yellow – Not urgent, not serious, immediate threat to life very unlikely
Green – Not urgent, not serious, immediate threat to life very unlikely, may be deferred without detrimental impact to patient outcome.

Analysis: The primary benefit of this MPDS system is that it will permit ambulances to be reassigned to higher priority responses, based upon availability. However, it will also result in potentially higher wait times for clients with lower acuity complaints.

Purple and Red incidents will be dispatched immediately using the closest ambulance, but lower acuity responses will be assigned maximum priority wait times if an ambulance is not available. This means that Orange incidents will be assigned a priority wait time of a maximum of 60 minutes; Yellow will be assigned 120 minutes, and Green will be assigned 240 minutes. Once a colour gets to the maximum wait time, it will then be assigned as the priority for the next available ambulance.

This change in dispatching will mean that the existing Tiered Response Agreement between the Stratford Fire Department and Perth County EMS will no longer be current and will have to be revisited to reflect the MPDS process and redefine the medical incidents that the fire department responds to.

London CACC is one of the last in the province to switch to the MPDS and the Stratford Fire Department has been following the progress of fire departments that have already switched. The recommended practice of these fire departments is to respond to Purple and Red emergencies and some lower acuity medical emergencies that hold a higher priority for the fire department (which will be decided upon by the fire department). The reason for this is that if we were to continue with our current response level it could result in the fire department being committed to a medical event of low acuity (Yellow or Green) for quite possibly hours while waiting for an ambulance that continues to be reassigned to higher priorities. This would equally mean the fire department couldn't respond to the higher priority emergencies once they've already made patient contact and are committed to that location because the fire department does not perform patient transfers. With the fire department responding to the Purple and Red emergencies, it means that the ambulance will also be responding to them.

It is notable that with the MPDS the call volume of medical responses by participating fire departments have dropped considerably to almost half the amount, on average. The reason for this is that they are no longer responding to the low acuity medical incidents as they can't risk being committed to a patient for potentially hours while awaiting an ambulance. Some examples of low acuity medical calls are a headache, feeling generally unwell, and a minor nosebleed.

Once developed in collaboration with Perth County EMS, a new Tiered Response Agreement will be presented for consideration by City Council.

Financial Implications:

Link to asset management plan and strategy:
This will improve the level of service to clients who are having life-threatening medical situations that will receive both fire and ambulance services almost immediately,

permitting the client to be transferred to hospital care much quicker than the existing system.

Not applicable:
There are no financial implications to be reported as a result of this report.

Alignment with Strategic Priorities:

Work Together For Greater Impact
This report aligns with this priority as the fire department and Perth County EMS will draft a tiered response agreement that reflects the new level of service where the fire department will not have to await ambulance to perform a patient transfer.

Intentionally Change to Support the Future
The Stratford Fire Department will adopt their medical responses to the new MPDS system that will be implemented by London CACC and Perth County EMS.

Alignment with One Planet Principles:

Not applicable: This report does not impact the One Planet Principles as it simply deals with a change in level of service.

Staff Recommendation: THAT Council support the change in the Stratford Fire Department medical responses to cover Purple, Red and selected other medical responses;

AND THAT staff be directed to negotiate a new Tiered Response Agreement between Stratford Fire Department and Perth County EMS.

Prepared by: Neil Anderson, Director of Emergency Services/Fire Chief
Recommended by: André Morin, CPA, Chief Administrative Officer

Infrastructure, Transportation and Safety Sub-Committee

March 2026

IS Update Regarding Capital Projects and General Operations

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

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

Studies

- Storm Model and Master Plan Update
  - Subject to budget approval, update to existing storm model and consolidation of all existing storm master plans and EA reports, climate change adaptation to be included.
- Sanitary Master Plan Update
  - RFP for consultant services awarded to Civica, work nearing completion.
  - New sanitary model to be used to update existing Sanitary Master Plan and incorporate all lands annexed since 2004.
  - Council presentation of final report by Summer 2026

Capital Projects - Ongoing

- Queen Street Reconstruction – Regent Street to Brunswick Street
  - Full reconstruction with new watermain, storm and sanitary sewers.
  - Project is currently in the design phase. The public open house was held Feb 2nd to 16th.
- McCarthy Road East Reconstruction – Mornington Street to Romeo Street.
  - Road widening, bike lane addition, sidewalk improvements, ditching.
  - Currently in the design phase.
- Concrete and Asphalt Restoration
  - Continuation of multi-year tender to replace damaged concrete sidewalk, curbs and asphalt road cuts, including restoration works.
  - Work is on hold for winter season
- Albert Street Reconstruction Phase 2 – Front to King Street
  - Full reconstruction with new watermains, sanitary and storm sewers.
  - Design includes continuation of 'bicycle boulevard' and traffic calming.
  - Tender awarded to Van Bree Infrastructure, scheduled for completion fall 2026
  - Work is on hold for winter season.
- Downtown Intersection Improvements
  - Intersection improvements to enhance pedestrian safety in accordance with the Downtown Traffic Study
  - Construction tender to close on March 27th.
- Erie Street Parking Lot Repairs
  - Construction complete, bicycle parking to be installed in February.

Capital Projects – 2025

- Avon and Avondale Reconstruction
  - Avon Street from Avondale to John, Avondale Street from the Cemetery bridge to Huron Street.
  - Full reconstruction with new watermains, sanitary and storm sewers.
  - Tender awarded to Elgin Construction, construction is substantially complete.
  - Landscaping and other restoration will resume in April 2026.
- Huron Street Reconstruction Phase 2 – John to Roadhouse Drain
  - Subject to Connecting Link funding, Full reconstruction with new watermains, sanitary and storm sewers.
  - Construction tender to close on April 9th.
- Erie Street Multi-Use Trail Rehabilitation– Lorne Avenue to the south
  - Full reconstruction of existing deteriorated trail. Work also includes new sidewalks on the east side of Erie Street from Lorne Ave south to connect to the existing sidewalk
  - Tender awarded to Armstrong Paving and Materials Group Ltd., construction ongoing
  - Work is on hold for winter season.
- Lorne and Downie Intersection
  - Intersection improvement to include left turn lanes on Lorne Avenue, in both directions.
  - Design being finalized, with tender planned for early 2026.
- O'Loane Avenue Trunk Sanitary Sewer Extension
  - Consulting services awarded to MTE Consultants in 2024 for the design and tender of the trunk sanitary sewer from its current terminus south of Huron Street, to approximately Galt Street, by micro-tunnelling.
  - Tender awarded to Network Sewer and Watermain Ltd., micro-tunnel is complete and site restoration will commence in the spring.
- Pedestrian Crossing Improvements 2025
  - Downie/West Gore PXO complete
  - West Gore/Mowat PXO complete
- Bridge and Culvert Repairs 2025
  - Tender for concrete works on various structures awarded to VanDriel Excavating Inc
  - Project locations include the John Street Bridge (at Avon River), Waterloo Street Bridge (north of Lakeside Drive) and Lakeside Drive East Bridge (Avon River).
  - Construction planned to start April 20th.
- East Gore Watermain
  - This project has been placed on hold now that the RFEOI Affordable Housing project at 161 East Gore Street has been cancelled.
- Various Sidewalks
  - Gordon Street from Ontario Street to Willow Street, John Street South from Easson Street to West Gore Street.
  - Tender awarded to Nicholson Concrete with construction in spring 2026.

- Lorne Avenue Trunk Sewer Condition Assessment and Rehabilitation
    - Consultant services to assess the condition of the Lorne Avenue CSP storm sewer which is past its service life. Rehabilitation options will be evaluated for 2026 implementation.
    - RFP awarded to Andrews.Engineer

Divisional Updates

Engineering Division Works

- Red Light Enforcement approach to be reviewed.
- Evaluation of a potential pedestrian crossing near Huron Street Bridge, and safe cycling options for 2025 resurfaced streets for future reports to council.
- Review of development engineering plans and reports for various proposed subdivisions.
- Review of formal consultations, site plan applications, zone change applications, and various other planning matters.
- Inspection services for subdivision construction are ongoing.
- Municipal consents are ongoing, for the review and approval of utility infrastructure installation within the City's right-of-way.
- Supporting Corporate special projects, Grand Trunk Community Hub servicing, attainable housing, new industrial subdivision development.
- Advisory Staff committee representations provided for Accessibility, Active Transportation, and Energy and Environment.
- Compiling data for asset management initiatives.
- Ongoing Infrastructure Services Specific Internal Working Groups:
    - Asphalt and Paving Working Group.
    - CCTV Sewer Condition Assessment Working Group.
    - Growth and Parking Standards Working Group.
- Survey and design ongoing for 2026 and future projects.
- Support and guidance for the Accessibility Advisory Committee and Active Transportation Advisory Committee.

Environmental Services Operations Update: Water

- Eleven watermain breaks occurred during this reporting period (Jan 21/26 - Mar 16/26). The total number of watermain breaks thus far in 2026 is 16. The total number of breaks for 2025 was 44.
- Ongoing water service repairs are being completed throughout the city.
- There have been 16 frozen water services during this reporting period. Twelve of the frozen services were on the City owned side; four were Private side issues. Of the twelve City owned frozen services, eleven were successfully thawed using City owned equipment; 1 service could not be thawed and has been supplied by temporary hose connection.
- Aircraft warning light at Dufferin Tower was replaced and outstanding deficiency work at Forman Tower was completed by contractor.
- HMI and PLC upgrades completed at Forman Tower.

- Hydrant Flag installation is underway and ongoing; this activity will be completed throughout the City during Spring 2026 flushing. Hydrant flags to remain installed year-round and replaced as required.
- Chestnut Well has not been returned to service yet - Clearwell disinfection, instrument calibrations, sampling of Raw water and confirmation of SCADA communication using new cellular communication method to be scheduled in Spring 2026.
- A damaged Chlorine gas cylinder was safely capped and returned to the supplier. The damage was reported by Operators and appears to have been a material defect of the fusible plug; there was no gas leak as a result of the damage.
- Fabrication and installation has been completed for new pipe racking at Festival Hydro yard for indoor storage of 1 length of 4", 6", 8", 10" and 12" PVC pipe.
- Efforts to clear backlogged service orders with regards to broken water meter touchpads and stopped meters are ongoing in coordination with Festival Hydro.

Environmental Services Operations Update: Wastewater

- Pumping Station preventative maintenance assessments to continue next week.
- Two new submersible pumps will be installed within the collection system in the coming weeks.
- Two portable trash pumps to be delivered this month for bypass contingencies.
- Planning for second year of sanitary sewer acoustic assessments with contractor.

Environmental Services Operations Update: Stormwater

- Wastewater Operations and Public Works staff have been responding to recent road flooding occurrences as a result of fluctuating weather conditions.

Environmental Services Operations Update: Water Pollution Control Plant

- The Scoping Memo from CIMA has been received from CIMA+ for the Digester Roof and Mixing System Replacement Project. Final decisions on equipment and configuration are expected to occur this month to move the project forward.
- Two (2) Primary Treated Overflows have occurred during the reporting period. This occurred due to heavy precipitation and snow melting.

Public Works Operations Update: General and Road Maintenance

Key Updates/Highlights

- Potholing 24/7 unless performing winter maintenance
- Traffic sign work, addressing backlog due to winter break.
- Planning spring and summer maintenance.
- Meeting to create a robust storm plan for 2026.
- Team meetings over next two weeks.

Citizen Reporting and Issue Management

- We were caught up with Potholes and Jeremy had requested a post last week to be made to submit to online portal pothole concerns. It had a lot of success and used by the public to date.

Roadway and Sidewalk Operations

- Ongoing pothole maintenance.

Materials and Equipment

- Well stocked with salt and maintaining our sand supply.
- Cold mix used for temporary pot hole fixes being delivery bi-weekly as of late.

Weather and Prioritization

- Weather forecast and event discussions.
- Assessing potential events for DLA treatments, etc.
- Tailgate meetings.

Health & Safety and Compliance

- CVOR education has been successful with no incidents since.
- Review of Respectful Workplace by PWD this week.
- Planned tailgate safety meeting with H&S Co-chair Mark for Wednesday morning at Roll Call.

What Council Can Expect

- Ongoing pothole concerns during this fluctuating temperature and weather.
- Well planned spring and summer service. (Wastewater, Storm, Public Works).

<u>Public Works Operations Update: Waste Management</u>

- First HHW Event of 2026 is Saturday April 25, 9am-2pm at the City of Stratford landfill.
- Staff working on report for Mayor and Council regarding future of non-eligible blue box recycling (post October 31, 2026).
- RFP-2026-01 Source Separated Organics Processing awarded to Generate Upcycle for a term of April 1 2026-March 31 2029.
- Waste Rate Study 2027-2032 conducted by DFA Infrastructure Inc is underway.
- New federal regulations for Methane Assessment required for the landfill, application due June 10, 2026.
- Council approved the continued arrangement with Perth East and Perth South for participation in HHW events.
- MECP inspection January 27th, 2026, still waiting for inspection report and results.
- MECP application to amend hours of operation for Household Hazardous Waste, still waiting for review and amendment.
- Biannual Report for 2024 & 2025 being drafted, to be submitted to MECP this year.

Fleet Operations Division Update

- Procurement Efforts: Seven Light Duty vehicles have closed in Bids & Tenders and in review.
- Mini Excavator RFP has been sent out with four suppliers submitting pricing for analysis.
- Two Mid-Sized tractors with attachments RFP has been sent out, so far Four Suppliers have submitted pricing for analysis.
- Landfill Compactor – The award Management report has been submitted to council .
- Electric Forklift addition for the Rotary Complex has been delivered by Leavitt Equipment of Stratford.
- Regulatory Compliance: CVOR is continually monitored due to the excess number of incidents steaming from the heavy winter months.
- Maintenance: PM's and Annual Safety Inspections are underway for March and equipment repairs along with some preparation for spring equipment have the garages busy.
- Fuel contract for the Transit buses is currently being added to our existing Fuel contract with McDougall Energy increasing our existing savings beginning May 1st
- Transit garage will be losing one technician as of March 20th.
- Airport Fuel System is almost complete and testing is underway.

Climate Action Division

- Work on the City's adaptation and resilience strategy, funded through Federation of Canadian Municipalities (FCM), is underway. A climate risk and hazard assessment is currently in progress to help identify vulnerabilities within our community, infrastructure, and essential services. A community engagement plan is also being developed, with public engagement activities planned both online and in person throughout the spring and summer.

- Feasibility studies for retrofitting seven City facilities have been completed, and potential funding opportunities for retrofits through the FCM Green Municipal Fund have been identified. Further review of the capital projects forecast and budget is pending.

- Staff are working on the development of a yearly report card for actions outlined in the Community Climate Action Plan (CCAP). Looking to include yearly statistics such as those found in the ATAC Report Card.

- Applications for the Green Recognition Program closed on March 15. Submissions will be reviewed by staff and members of the Energy & Environment Committee.

Special Projects – Erie Street Parking Lot Redevelopment

Tentative Internal Workplan:

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

Project Updates:

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

Infrastructure, Transportation and Safety Sub-Committee

April 2026

IS Update Regarding Capital Projects and General Operations

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

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

Studies

- Storm Model and Master Plan Update
  - Subject to budget approval, update to existing storm model and consolidation of all existing storm master plans and EA reports, climate change adaptation to be included.
- Sanitary Master Plan Update
  - RFP for consultant services awarded to Civica, work nearing completion.
  - New sanitary model to be used to update existing Sanitary Master Plan and incorporate all lands annexed since 2004.
  - Council presentation of final report by Summer 2026

Capital Projects - Ongoing

- Queen Street Reconstruction – Regent Street to Brunswick Street
  - Full reconstruction with new watermain, storm and sanitary sewers.
  - Project currently out for tender. Tender closes April 17, 2026.
- McCarthy Road East Reconstruction – Mornington Street to Romeo Street.
  - Road widening, bike lane addition, sidewalk improvements, ditching.
  - Design phase. Virtual open house held from March 23 – April 3rd.
- Concrete and Asphalt Restoration
  - Continuation of multi-year tender to replace damaged concrete sidewalk, curbs and asphalt road cuts, including restoration works.
  - Work commenced for 2026.
- Albert Street Reconstruction Phase 2 – Front to King Street
  - Full reconstruction with new watermains, sanitary and storm sewers.
  - Stage 2, from Queen to King, starts April 20th.
- Downtown Intersection Improvements
  - Intersection improvements to enhance pedestrian safety in accordance with the Downtown Traffic Study.
  - Tender awarded to Steve Smith. Project to start April 20th.
- Erie Street Parking Lot Repairs
  - Construction complete, bicycle parking is to be installed at the end of April

Capital Projects – 2025

- Avon and Avondale Reconstruction

  - Avon Street from Avondale to John, Avondale Street from the Cemetery bridge to Huron Street.
  - Full reconstruction with new watermains, sanitary and storm sewers.
  - Tender awarded to Elgin Construction, construction is substantially complete.
  - Landscaping and other restoration will resume in April 2026.
- Huron Street Reconstruction Phase 2 – John to Roadhouse Drain
  - Subject to Connecting Link funding, Full reconstruction with new watermains, sanitary and storm sewers.
  - Tender closed April 9th. Construction is expected to start in May.
- Erie Street Multi-Use Trail Rehabilitation– Lorne Avenue to the south
  - Full reconstruction of existing deteriorated trail. Work also includes new sidewalks on the east side of Erie Street from Lorne Ave south to connect to the existing sidewalk.
  - Tender awarded to Armstrong Paving and Materials Group Ltd., construction ongoing.
  - Sidewalk construction has started on East side of Erie Street.
- Lorne and Downie Intersection
  - Intersection improvement to include left turn lanes on Lorne Avenue, in both directions.
  - Design being finalized, with tender planned for mid-2026.
- O'Loane Avenue Trunk Sanitary Sewer Extension
  - Consulting services awarded to MTE Consultants in 2024 for the design and tender of the trunk sanitary sewer from its current terminus south of Huron Street, to approximately Galt Street, by micro-tunnelling.
  - Tender awarded to Network Sewer and Watermain Ltd., micro-tunnel is complete and site restoration will commence in the spring.
- Pedestrian Crossing Improvements 2026
  - Currently in design phase (tentatively Downie and West Gore, West Gore and Mowat).
- Bridge and Culvert Repairs 2025
  - Tender for concrete works on various structures awarded to VanDriel Excavating Inc
  - Project locations include the John Street Bridge (at Avon River), Waterloo Street Bridge (north of Lakeside Drive) and Lakeside Drive East Bridge (Avon River).
  - Construction started April 13th
- Various Sidewalks
  - Gordon Street from Ontario Street to Willow Street, John Street South from Easson Street to West Gore Street.
  - Tender awarded Nicholson Concrete with construction in spring 2026.
- Lorne Avenue Trunk Sewer Condition Assessment and Rehabilitation
  - Consultant services to assess the condition of the Lorne Avenue CSP storm sewer which is past its service life. Rehabilitation options will be evaluated for 2026 implementation.
  - Inspection complete, assessment report and recommendations to be provided.

Divisional Updates

Engineering Division Works

- Red Light Enforcement approach to be reviewed.
- Review of development engineering plans and reports for various proposed subdivisions.
- Review of formal consultations, site plan applications, zone change applications, and various other planning matters.
- Inspection services for subdivision construction are ongoing.
- Municipal consents are ongoing, for the review and approval of utility infrastructure installation within the City's right-of-way.
- Supporting Corporate special projects, Grand Trunk Community Hub servicing, attainable housing, new industrial subdivision development.
- Advisory Staff committee representations provided for Accessibility, Active Transportation, and Energy and Environment.
- Compiling data for asset management initiatives.
- Ongoing Infrastructure Services Specific Internal Working Groups:
    - Asphalt and Paving Working Group.
    - CCTV Sewer Condition Assessment Working Group.
    - Growth and Parking Standards Working Group.
- Survey and design ongoing for 2026 and future projects.
- Support and guidance for the Accessibility Advisory Committee and Active Transportation Advisory Committee.

Environmental Services Operations Update: Water

- Five watermain breaks occurred during this reporting period (March 16/26 - April 15/26). The total number of watermain breaks thus far in 2026 is 21. The total number of breaks for 2025 was 44.
- Ongoing water service repairs are being completed throughout the city.
- One HSA has been completed thus far in 2026. Deposits have been placed on an additional four.
- Notices to stop running water have been distributed as of April 7th, 2026. Run water notices are sent out to select addresses each winter as a proactive measure to prevent frozen water services.
- HMI and PLC replacement at Dufferin Tower. Level and Temperature sensors require replacement after upgrade.
- Fire Hydrant Flushing has begun for Spring 2026 as of April 13th, 2026. Hydrant Flag installation will be completed and left in place throughout the year.
- Two hydrants were repaired and returned to service, closing out all 2025 Hydrant Maintenance items.
- Chestnut Well has not been returned to service yet - clearwell cleaning and troubleshooting of cellular communications has been completed. Clearwell disinfection, sampling of Raw water and instrument calibrations have yet to be completed.

- Efforts to clear backlogged service orders with regards to broken water meter touchpads and stopped meters are ongoing in coordination with Festival Hydro.
- Transportation of Dangerous Goods training was completed with all staff.
- Temporary Conditions ("Book 7") training was completed with several staff members.

Environmental Services Operations Update: Wastewater

- Two Godwin Portable Pumps added to fleet for bypass purposes.
- Emergency sewer repair made at Anne Hathaway Daycare.
- Devon St. Pumping Station emergency force main repair completed.
- Pumping Station preventative maintenance assessments have been completed; report summaries pending.

Environmental Services Operations Update: Stormwater

- Spring SWM pond inspections underway.
- Ditch and culvert maintenance has started.

Environmental Services Operations Update: Water Pollution Control Plant

- Three (3) Primary Treated Overflows have occurred during the reporting period. The events occurred due to heavy precipitation
- Equipment selection for the Digester Roof and Mixing System Replacement is being finalized with CIMA.

Public Works Operations Update: General and Road Maintenance

Key Updates/Highlights
- Spring work started
- Almost complete first round of city sweeping
- Planning a late-night shift core street cleaning
- Parking lot sweeping soon to follow

Citizen Reporting and Issue Management
- Pothole online submissions have lessened
- Turf repair from extensive sidewalk and road blowing ops. Recording now and repairs begin end of May into June (sooner if temps solicit growth early)

Roadway and Sidewalk Operations
- Removal of sidewalk stakes
- Sweeping of winter sand
- Planning painting

Materials and Equipment
- Prepped for street painting
- Cold mix for potholes stocked

Weather and Prioritization

- Rain has not been an issue to this point – still able to work between "drops"
- Warm temps should allow early stop bar and crosswalk painting (NOTE: Memorial Crosswalk will be gone over again this spring)

Health & Safety and Compliance

- No incidents
- Ongoing monthly inspections for ES and PWD

What Council Can Expect

- Under 30K RFQ for fence repairs now closed and being evaluated for a few tasks (one neighbourhood pathway fencing task and several spot repairs at landfill due to break and enters).
- More robust repairs for asphalt than temporary measures this summer.

<u>Public Works Operations Update: Waste Management</u>

Key Updates/Highlights

- Soils and Waste received in 2025 has caused some concern with longevity of our Landfill
- Navigation and planning in existing cell awaiting methane line installation
- Upcoming report for Waste Study

Citizen Reporting and Issue Management

- MOECP – notice that they are beginning our ECA review soon
- Bag Tags – illegal tags investigation ongoing

Materials and Equipment

- New compactor approved
- Better compaction, better machine, better service

Weather and Prioritization

- Rain rain rain – 24/7 pump running and monitoring by ES and Emily S.
- Liner pump – low
- Surface water – Gorman in cell

Health & Safety and Compliance

- Respectful Workplace review complete with Landfill team at last meeting
- Cover Ops have increased due to winds for litter cover
- Litter picking tasks

What Council Can Expect

- Household hazardous waste day is scheduled for April 24th
- Blue box drop off at the same event - Ad in paper and over voice

- Brush grinding tender out.
- Issues with vendors leaving waste in Downtown after events – addressed with BIA and Special events.
- Supply and delivery of compost to associations and non-profits (high school and Franklin Co-op)

Fleet Operations Division Update

- Procurement Efforts: Seven Light Duty vehicles have been awarded and PO's issued
- Mini Excavator has been awarded and PO issued
- Two Mid-Sized tractors with attachments has been awarded and PO's issued
- Landfill Compactor – The awarded and PO issued
- The 2nd Electric Zamboni has arrived and training and set up at the Rotary Complex is underway
- Two mobile 4" pumps for the Environmental Services group has been awarded and will be arriving for setup and training in early May
- The Landfill Dozer is almost complete its full refurbishment at Toromont Cat in London and will be returning to service if all goes well the week of April 27th and the rental unit returned
- Regulatory Compliance: CVOR is continually monitored and sent off to the Insurance company along with the Fleet policy renewal
- Maintenance: PM's and Annual Safety Inspections are underway for April, winter tire removal is well underway and equipment repairs along with some preparation for spring equipment have the garages busy
- Fuel contract for the Transit buses is currently being added to our existing Fuel contract with McDougall Energy increasing our existing savings beginning May 1st
- Transit garage is down two technicians now and we are streamlining the workload with existing technicians at PW along with outside vendors
- Airport Fuel System is almost complete and testing is underway
- Fleet Policy has been submitted to CLT

Climate Action Division

- Work on the City's adaptation and resilience strategy, funded through Federation of Canadian Municipalities (FCM), is underway. A community engagement plan has been developed, with public engagement activities planned both online and in person throughout the spring and summer. Engagement will begin on April 25th at the Climate Momentum Earth Day event.
- Feasibility studies for retrofitting seven City facilities have been completed, and potential funding opportunities for retrofits through the FCM Green Municipal Fund have been identified. Further review of the capital projects forecast and budget is pending.
- Data collection for annual reporting on the Corporate Energy Emissions Plan has commenced.

- 15 applications were received for the Green Recognition Program. Site visits have been completed, and five applicants are invited to the council meeting on May 11th to receive their certificate.

Special Projects – Erie Street Parking Lot Redevelopment

Tentative Internal Workplan as of May 2025:

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

Project Updates:

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

Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, February 3, 2026, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Roger Koert – Chair Presiding, Jen Weber, Andy Mark, Kathleen Barry, Jamie Pritchard, Judy Hopf, Diane Sims, Councillor Bonnie Henderson, Joan Jones

Staff Present: Nolan Campbell - Engineering Design Technician, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Also Present: Mayor Martin Ritsma

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 12:00 p.m.

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

Reading of the Respectful Workplace Policy.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes – January 6, 2026

Motion by Andy Mark
Seconded by Diane Sims
THAT the minutes from the Accessibility Advisory Committee meeting dated January 6, 2026 be adopted as printed. Carried

4. Infrastructure Services Update

Nolan Campbell reported that the Queen Street reconstruction project is currently posted on Engage Stratford for public consultation. Mr. Campbell will share all future notices with AAC members when projects are added to Engage Stratford to ensure their participation.

5. Update from Site Plan Review Sub-Committee

Nolan Campbell, Engineering Design Technician, reported that the sub-committee completed reviews of the following site plans:

- 444 Douro Street (addition to existing medical building)
- 68 Frederick Street (multi-residential unit)

6. Update From City Council

Councillor Henderson provided the following update from Council:

- Confirming the development at 16 Kastner Street will have (4) accessible units and (5) accessible parking spots. There are a total of (74) units in the building.

7. Business Arising from Previous Minutes

7.1 Special Event Application Review

Vicky Trotter previously circulated the current special events application to all AAC members to review and provide feedback to help update the form.

Roger Koert confirmed that there is information on the application regarding the use of the mobi mats. Mr. Koert did contact organizers of the Lights On event to inquire if they received any feedback from people about the mobi mats that were used on Tom Patterson Island but has not heard back.

At the previous AAC meeting, the committee made a motion to request that an accessible portable washroom always be booked at events if an accessible washroom is not already located at the event. Vicky Trotter contacted Community Services staff to discuss adding this to the application and they have no concerns adding that an accessible portable washroom is mandatory if there is not a permanent accessible washroom. Members added that the application should state that if only one portable washroom is required, it must be an accessible one to accommodate everyone.

Vicky Trotter will review the current wording on the application to see what it states as far as the permanent accessible washroom location and proximity to the event.

Councillor Henderson noted that there is a checkbox to indicate if service animals are permitted at the event venue. It is her understanding that service animals are always permitted, that this should not be on the application. This should be worded differently or removed altogether.

Please send any further suggestions to Vicky Trotter no later than February 27, 2026 and she will send the feedback to staff.

7.2 AAC Name Tags

Vicky Trotter shared some examples of name tags to members for their feedback and comments. Roger Koert and Diane Sims will work with Ms. Trotter to finalize a design for the March meeting.

7.3 Update on the Tom Patterson Bridge

Mayor Ritsma reported that he will be meeting with Festival representative today to gain insight into what the City has in mind for the bridge and also what sort of commitment the Festival may or may not be willing to provide. Mayor Ritsma will provide further updates when available.

Councillor Henderson inquired if there might be any grant funding available for the bridge project. Jamie Pritchard stated that Destination Stratford is always on the lookout for funding and have not seen anything currently applicable for this. Mayor Ritsma added that the City's Corporative Initiative Lead is also watching for grant funding.

7.4 Update on Hidden Disabilities Sunflower

Vicky Trotter reported that she presented this initiative to the City's Accessibility Steering Committee, which is made up of staff members. They are going to review the information and make a decision or provide direction at their next meeting. The AAC concerns about the cost of participating in the program was echoed by the Steering Committee. Ms. Trotter has reached out to legal counsel to inquire about the use of the sunflower in general.

Ms. Trotter added that there are some e-mails circulating with ONAP members regarding the sunflower program. There appears to be a lot of interest from

other municipalities about the program. Ms. Trotter will continue to monitor what the other municipalities are doing, the program seems to be gaining momentum, despite it being run out of the UK and the added costs that are incurred because of that.

7.5 Purchasing Accessible Sports Equipment

Vicky Trotter contacted the Director of Community Services regarding the possibility of purchasing accessible sports equipment. The Director stated that they do not currently have budget funds set aside for this request. Ms. Trotter is continuing to work with staff for clarification on ice regulations regarding the use of on-ice accessible equipment or assistive devices.

Ms. Trotter also noted that the City of St. Catherines contacted ONAP to discuss the inclusion of mobility devices at open skates. Ms. Trotter will continue to monitor the discussions from the other municipalities. Further updates will be provided at the March AAC meeting.

Andy Mark inquired if private citizens or businesses could possibly sponsor ice times for people to use accessible devices on the ice.

7.6 Update on AAC Motions

Vicky Trotter provided an update on AAC motions which was included in members' agenda packages. Ms. Trotter noted that Council approved proceeding with the application for the Rick Hansen Foundation Barrier Busters Grant and she has started working on the paperwork. Huron Perth Public Health has offered to write the required letter of support from a community agency.

Roger Koert suggested a more detailed site plan or concept be included with the application showing that Stratford is ready to execute the project.

Jamie Pritchard also offered to write a letter of support on behalf of the BIA and will discuss with Destination Stratford staff about a letter also.

8. New Business

8.1 Disability Pride Flag

Kathleen Barry explained at the recent Access Fest event she attended, they flew the disability pride flag. Ms. Barry inquired if as part of Bill 128, Ontario Act 2023,

officially recognizing July as Disability Pride Month, Stratford could also fly the flag to recognize this.

Motion by Councillor Henderson
Seconded by Jen Weber
THAT the Stratford Accessibility Advisory Committee purchase a Disability Pride Flag;

AND THAT the Accessibility Advisory Committee requests that Council fly the Disability Pride Flag on the flagpole at the front of City Hall for the month of July in recognition of Disability Pride Month. Carried

8.2 Accessible Boat Launch

Councillor Henderson inquired about previous discussions regarding an accessible boat launch. There had been some discussions at AAC, the Parks Board and also possible sponsorship ideas with local service clubs. Vicky Trotter will contact the Parks Board for an update on this initiative. Ms. Trotter will also reach out to the Town of St. Marys and representatives at Wildwood to discuss their accessible boat launches.

9. Upcoming Events

- Stratford Home & Leisure Show (Rotary Complex) – April 11 & 12, 2026
- Primary Care & Homecare Symposium (Stratford County Club) – April 15, 2026 (Jamie Pritchard, Diane Sims and Andy Mark volunteered to work at the AAC information table)

10. Date of Next Meeting

The next AAC meeting will be held on Tuesday, March 3, 2026 – Rotary Complex, Mansbridge Room, 353 McCarthy Road W., Stratford ON

11. Adjournment

Motion by Jen Weber
Seconded by Andy Mark
THAT the February 3, 2026 Accessibility Advisory Committee meeting adjourn.

Start Time: 12:00 P.M.
End Time: 1:00 P.M.

Accessibility Advisory Committee (AAC)

MINUTES

A meeting of the Stratford Accessibility Advisory Committee (AAC) was held on Tuesday, March 3, 2026, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members Present: Roger Koert – Chair Presiding, Andy Mark, Judy Hopf, Kathleen Barry, Jamie Pritchard, Diane Sims, Councillor Bonnie Henderson

Staff Present: Nolan Campbell - Engineering Design Technician, Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Regrets: Joan Jones, Jen Weber

1. Call to Order

Roger Koert, Chair presiding, called the AAC meeting to order at 12:05 p.m.

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

Reading of the Respectful Workplace Policy.

2. Declaration of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes – February 3, 2026

Motion by Diane Sims
Seconded by Andy Mark
THAT the minutes from the Accessibility Advisory Committee meeting dated February 3, 2026 be adopted as printed. Carried

4. Delegation: Sarah Merkel, HPPH - Health Promotion & Wellbeing Team

Sarah Merkel addressed the committee and shared a presentation on site planning and built environment. Topics discussed included:

- Huron Perth Public Health & Accessibility
- Municipal Liaison Program
- Build Environment – Official Plans
- Build Environment – Site/Subdivision Plans, Commenting
- Active Transportation
- Common Amenity Areas
- Site Connectivity & Accessibility
- Parks & Trail Audits with Reporting to Municipalities

Jamie Pritchard inquired if Ms. Merkel could share her park audits with the AAC once they are complete. It would be very useful information for the members reviewing the annual playground proposals when they are evaluating equipment and making their recommendations. Councillor Henderson stated that it will be helpful to have a network to connect with, to hear about what other municipalities are doing.

Sarah Merkel is also on the Planning list for Stratford and receives the plans that are circulated for comments the same as the AAC site plan review sub-committee.

Roger Koert thanked Ms. Merkel for attending the meeting and sharing information on what types of projects she is working on and how the HPPH Health Promotion & Wellbeing Team works towards inclusion and accessibility.

Sarah Merkel is no longer present at the meeting at 12:35 p.m.

5. Infrastructure Services Update

Nolan Campbell discussed a potential snow windrow removal program for the City of Stratford. He will e-mail the details to committee members for their feedback and comments for staff to begin forming further details on the program. Mr. Campbell will also include links to other municipalities who have a similar program.

Roger Koert inquired about an update on projects planned for 2026 once contracts have been awarded. Nolan Campbell stated that staff is currently working on tenders that will be going out in March and April. A fulsome report of projects awarded could be provided at the May meeting.

Mr. Koert also inquired if there was a report that could be provided that breaks down what projects were completed in 2025 from the engineering budget for accessibility. If there are any outstanding curb cuts from that list, a motion could be made at the May meeting to outline what accessibility projects the AAC would like to request staff complete in 2026.

Mr. Koert stated that one curb cut that should be addressed is at the accessible parking spot on Wellington Street (closest to St. Patrick Street). The curb cut is directly in front of the parking space, which does not allow access to it if there is a vehicle parked in the space. Mr. Koert suggested the curb cut could be moved down approximately a meter with an access aisle to it.

Mr. Koert inquired why the city stopped clearing the snow on the Mornington Street sidewalk from McCarthy Road to Graff Avenue. Nolan Campbell will inquire with staff and provide and update to the committee.

6. Update from Site Plan Review Sub-Committee

Nolan Campbell, Engineering Design Technician, reported that the sub-committee completed reviews of the following site plans:

- 67 Barron Street (Emily Murphy Centre)
- 505 Wright Blvd (industrial addition)
- 775 Douro Street (industrial lot)
- 680 Orr Street (residential development)
- 15 Griffith Road (industrial addition)
- 1067 Ontario Street (drive through at financial institution)

Mr. Campbell will contact Sarah Merkel to inquire about the checklist that she used for reviewing and possibly integrate it into what the site plan review sub-committee completes.

Mr. Campbell will organize staff for the online training modules through Julie Sawchuk. The recommendation from the AAC is to fill as many of the (8) spots as possible with city staff and any additional spots available will be offered to members of the site plan review sub-committee.

Through ONAP, Vicky Trotter has also received the City of Guelph's internal site plan review process through their accessibility coordinator to use as a learning tool.

7. Update From City Council

Councillor Henderson stated there were no new updates to report.

8. Business Arising from Previous Minutes

8.1 Special Event Application Review

Vicky Trotter previously circulated the current special events application to all AAC members to review and provide feedback by February 27, 2026.

Roger Koert suggested that snow should be added as one of the terrains that the mobi-mats can be used for, based on the feedback from Lights On Stratford. The application still has the previous Accessibility, Diversity & Equity Coordinator as the contact, so Ms. Trotter will have that updated.

Councillor Henderson asked if Ms. Trotter would also inquire if the statement regarding Service Dogs can be revised. The current application asks, "are Service Animals permitted at the event venue"? Service Dogs are always permitted and this should be worded differently.

Roger Koert received the following feedback for the mobi-mats used on Tom Patterson Island for Lights On Stratford:

- Better edge fastening to prevent mounds of snow from forming under the mats (suggests a more robust fastening system and also fastening more frequently);
- The exit at the bridge mouth posed some problems – the concrete pad transitioning onto uneven flagstone made it difficult to create a smooth transition onto the mobi-mats;

Andy Mark suggested that there should be additional curb cuts near Tom Patterson Island on the north side. There seems to be enough on the other side, just not access on the island side. Mr. Mark will visit the area to survey curb cuts and accessible parking spots and suggest a location to request additional accessible parking spots.

8.2 AAC Name Tags

Vicky Trotter shared the two final design options for the AAC members to choose from. Members preferred the option that has the logos on it. Ms. Trotter will go ahead and order the nametags with the logos and members names on them.

8.3 Update on Disability Pride Flag

Vicky Trotter reported that the flag has been ordered and the request to fly the disability pride flag in July is listed on the May 26, 2026 Regular Council agenda for the consideration of Council. Ms. Trotter will bring the flag to the next AAC meeting for members to see it.

8.4 Update on Accessible Boat Launch

Vicky Trotter has researched the history of the previous discussions relating to the accessible boat launch. The request went to Parks Board in October 2024 after a request from the Light Up the Night Co-Chairs. The Parks Board approved the project in theory and requested that Light Up the Night representatives attend AAC to and speak to them about their request. However, they did not attend an AAC meeting. At the time, the estimated cost of an accessible boat launch was $69,000.00, for just the dock alone. Prep work, footings, etc. would be an additional cost. For comparison, St. Marys received a $250,000.00 grant plus funding from a private doner for their launch. If the AAC would like to consider an accessible boat launch, they would need to request it to be included in a future budget.

Motion by Councillor Henderson
Seconded by Jamie Pritchard

THAT the Accessibility Advisory Committee recommends that Council direct staff to review the feasibility of an accessible boat launch at the east side of the festival bridge;

AND THAT Council review the possibility of community sponsors for the project. Carried

9. New Business

9.1 National AccessAbility Week

Roger Koert reported that National AccessAbility Week this year will be from May 31-June 6, 2026.

Judy Hopf suggested that this year the AAC could visit local nursing homes once a month to take part in activities with the residents. Ms. Hopf was hoping to visit once a month for a year. Ms. Hopf will contact administrators and/or directors of recreation to inquire if this might be an option.

Ms. Hopf also suggested running a program at the Public Library for children to help them understand accessibility.

Councillor Henderson suggested that the AAC could visit SDSS again and have booths set up.

Roger Koert will do a radio interview and address Council at the May 26, 2026 meeting.

During AccessAbility week, the opening of nominations for the 2026 accessibility award will be announced. Vicky Trotter suggested that if Stratford is successful with the Rick Hansen grant, it could get announced this week as well.

9. Upcoming Events

- Stratford Home & Leisure Show (Rotary Complex) – April 11 & 12, 2026
- Primary Care & Homecare Symposium (Stratford County Club) – April 15, 2026
- City Council Meeting (AccessAbility Week Update) – May 26, 2026
- National AccessAbility Week – May 31-June 6, 2026
- AccessFest (Toronto) – June 6, 2026

10. Date of Next Meeting

The next AAC meeting will be held on Tuesday, April 7, 2026 – Rotary Complex, Mansbridge Room, 353 McCarthy Road W., Stratford ON

11. Adjournment

Motion by Judy Hopf
Seconded by Kathleen Barry
THAT the March 3, 2026 Accessibility Advisory Committee meeting adjourn.

Start Time: 12:05 P.M.
End Time: 1:33 P.M.

Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on February 5, 2026 at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

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

Staff Present: Vicky Trotter – Council Committee Coordinator, Emily Skelding – Supervisor of Waste Operations, Autumn Loosemore – Manager of Climate Change Programs, Casey Riehl – Recording Secretary

Also Present: Olivia Orsini - UTRCA

1. Call to Order

Councillor Burbach, Chair, called the meeting to order at 4:00 p.m.

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

Reading of the Respectful Workplace Conduct Statement

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Anna Stratton
Seconded by Julia Schneider
THAT the minutes from the Energy & Environment Advisory Committee meeting dated December 4, 2025 be adopted as printed. Carried

4. Election of 2026 Vice-Chair

Staff declared nominations open for the 2026 Vice-Chair of the Energy & Environment Advisory Committee.

Ken Clarke nominated Anita Jacobsen.

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

Motion by Councillor McCabe
Seconded by Craig Merkley
THAT the nominations for the 2026 Energy & Environment Advisory Committee Vice-Chair be closed. Carried

Anita Jacobsen indicated that she would allow her name to stand.

Motion by Ken Clarke
Seconded by Councillor McCabe
THAT Anita Jacobsen be elected as the 2026 Vice-Chair of the Energy & Environment Advisory Committee. Carried

5. Delegation: Olivia Orsini, Source Water Policy and Risk Management Advisor, UTRCA – Source Water Protection and the Impacts of Road Salt

Olivia Orsini shared a presentation with E&E with the following highlights:

- The Walkerton Tragedy, 2000;
- Multi-barrier approach for protecting drinking water;
- The Clean Water Act, 2006;
- Thames-Sydenham Source Protection Region;
- The Source Protection Committee;
- Source protection plans and assessment reports;
- Source protection plan: policy tools;
- Groundwater: Wellhead protection areas (WHPAS);
- Surface Water: Intake protection zones (IPZs);
- Drinking water threats;
- Risk management officials/inspectors;
- Part IV policies;
- Road salt;

- How road salt is a drinking water threat;
- What can source do;
- Education and outreach material;

Julia Schneider inquired if sand is a better solution versus salt. Ms. Orsini stated that yes, it is and they try to promote this as part of their best practices. Councillor Burbach noted that people prefer salt as it melts the ice, and sand provides traction.

Councillor Burbach stated that Stratford uses a combination of 75% sand and 25% salt and the City also uses a liquid brine sometimes.

Emily Skelding inquired what the options are to enforce the Act. Ms. Orsini stated that if they do not comply, individual property owners can be charged $50,000.00 per day until they stop and corporations $150,000.00 per day until they stop. If it is a second offence, it jumps to $150,000.00 for individual property owners/day and $250,000.00/day for corporations until they stop. Ms. Orsini stated they have never had a case locally where they have had to fine someone.

Emily Skelding stated that bags of salt that people want to dispose of can be brought to the City's landfill site during household hazardous waste days.

Craig Merkley inquired if there is information that can be shared with business owners to help them know the amount of salt and the best way to spread salt. Ms. Orsini stated that there is a free training video that explains the best practices. Ms. Orsini will send the link to staff to share.

Mike Sullivan inquired if the City would do an analysis this year versus other years, to compare the number of accidents, collisions and the safety of the roads generally having used less salt this year. Councillor Burbach stated that this is important data to know; having changed the process, has it changed the outcome? She will inquire with staff about doing a review.

6. Working Group Updates

Ecological Working Group:

Craig Merkley shared the following updates from the Ecological Working Group:

- SDSS has the lumber to begin the second round of boardwalks for the TJ Dolan trail. The students will build them over the winter to be installed in the spring;

- In discussions with the Parks & Forestry Manager, the large Norway Maples in the TJ Dolan area should be removed. The maple trees will be girdled to kill them and then left standing as a habitat for birds, insects, wildlife;

- An offer was made to organize a wetlands tour for E&E members this summer in the Don River area. More information to follow.

Community Education & Engagement Working Group (CEEWG):

Anna Stratton reported that the working group has continued to work on the information booklet. They will send out a draft next week for E&E members to review and provide feedback and comments on. The goal is to have the final draft to the City for review by March 10, 2026.

CEEWG will meet and discuss organizing participation in the upcoming Home & Leisure Show and Earth Day events. They will work on gathering some materials should E&E decide they would like to participate. Further discussion will take place at the March meeting.

7. Update from the Supervisor of Waste Operations

Emily Skelding provided the following updates:

- Inquiries regarding the new blue box program have started to slow down now after the first few weeks of people getting used to the new program;

- There is a new partnership for the blue box depot at the landfill and so far, staff has been really happy with the service. Emterra has been doing a great job emptying the bins;

- RFP's are currently out for a new 3-year organics collection contract with the potential for a 2-year extension;

- Staff is reviewing the 2025 data and there was an uptick in green bin participation. There was an extra 130 metric tons of waste collected in 2025. Some of the extra could be from downtown businesses participating and some factories now using the green bins in their lunchrooms;

- No has been no update from the Ministry on the requested increase on the household hazardous waste hours at the landfill site;

Julia Schneider inquired if green bin education can be increased to make people aware of the contamination that occurs when you throw the wrong things in, for example the stickers on bananas. Emily Skelding stated that once the blue bin program is running smoothly, they will focus on some extra educational pieces such as this.

Quinn Kearsey inquired how schools can get more involved with using the green bin program. Ms. Skelding stated that all schools are now eligible for the program. She contacted all schools in Stratford individually for the rollout. The City cannot force schools to participate and use the green bins, but it is available if they would like to. She noted that the key to success is a student involvement and custodial staff who are on board to assist.

Councillor McCabe had an inquiry from a citizen asking why the Emterra trucks could not pick up the smaller recycling bins. Ms. Skelding explained that the trucks can pick up the large and medium size bins with the same arm setting, however they have to manually change the settings for the arms each time to pick up the smaller ones and then change back for the larger sizes. As this program is rolling out provincially, this decision may have been made due to the extra time and inefficiency in much larger cities than Stratford. It is her hope that perhaps this may be revisited at a later date and staff will continue to advocate for this option for Stratford.

Mike Sullivan inquired if there was a by-law regarding when people could put their bins out the night before. Now that pick up begin at 7:00 a.m., a lot more people seem to be putting their bins out the night before. Ms. Skelding stated that the by-law does state the bins are to be placed out on the scheduled garbage day ready for pick up starting at 8:00 a.m. As they are only a month into the program, they have not been enforcing this and have not received complaints as of yet. A potential update of the by-law may be necessary.

8. Manager of Climate Change Programs Update

Autumn Loosemore provided the following updates:

- Staff is in the final stages of the hiring process for the community liaison position. The hope is to have the position filled by March 2026;
- The Green Recognition Program will begin again this year and the call for nominations is now open. The deadline for submissions is March 15, 2026. A review sub-committee will be set up to review the nominations. Felicity Sutcliffe provided a brief overview of how the program works.

Mike Sullivan inquired if there will be a progress update on the Community Climate Action Plan. Ms. Loosemore stated staff looks at key metrics or programs that they can look at year after year to see how they are progressing. This is in the works, but it will not be a comprehensive review of the total emissions, like they do for the Corporate Plan. Mr. Sullivan inquired if there are actions in the plan that are being implemented that require City resources to be accomplished. Councillor Burbach stated that this work will be undertaken by the new Community Liaison staff member.

9. E&E Motions Update

Vicky Trotter reviewed the motion updates that were distributed to members in the agenda package and was available for questions.

- Planning does have a draft of policy discussion paper #5 – Sustainable City. It is not a public document yet and Ms. Trotter will distribute it once available;
- The E&E required for an Indigenous representative on the committee went to the January 26, 2026 regular Council meeting and it was referred to staff as part of a broader Advisory Committee governance review;
- Ms. Trotter brought one of the new boot brush signs to show members. The signs and brushes will be installed in T.J. Dolan in the spring. The downpayment for the T.J. Dolan entrance sign has been paid and will be completed for the spring also;
- Two medium Terracycle boxes were purchased and delivered to SDSS for use in their art rooms;
- Ms. Trotter confirmed that E&E, as an advisory committee, cannot endorse Emily Chandler's letter regarding Bill 68, however there was a resolution on the January 12, 2026 Consent Agenda and Council chose to endorse it;
- Ms. Trotter shared a draft of what the E&E pop-up banner would look like. Ms. Trotter will bring a banner from another Advisory Committee to show members at the next meeting. She will also send the picture of the E&E banner to members for feedback before the next meeting.

10. Business Arising from Previous Minutes

10.1 Climate Conversations Update

Felicity Sutcliffe reported that there was an event held last night, February 4, 2026. She thanked E&E members for attending and assisting at the event. It was very well attended, including a good number of students. Ms. Sutcliffe reviewed some planned events that are listed under Upcoming Events with details.

11. New Business

11.1 Review of 2025 Annual Report to Council

As the 2025 Chair, Mike Sullivan completed the annual report for Council. Vicky Trotter provided members a copy of the report Mr. Sullivan prepared with track changes, as the report was adjusted to AODA standards and the information was formatted into the required template. The section regarding recommendations to Council was removed, as it is not requested as part of the form. Some items that were not E&E initiatives were also removed from this report. Both versions of the report have been provided to committee members for their review and final decision on what information should be submitted.

Ken Clarke stated that he thought the recommendations should be included in the report to show what E&E has been working on. Ms. Trotter clarified that all the motions that the committee passed at meetings are included in the report, these were additional recommendations regarding voting and timelines for recommendations going to Council for consideration.

Vanni Azzano stated that in his opinion, this is an annual report on what the committee accomplished and the additional recommendations should be left out.

Mike Sullivan stated that this was his first time seeing this report and completed one. He added two items, a recommendation that there be more transparency around the process where the committee recommendations get to Council, as there is still an outstanding one from 2021. Over the past year, recommendations seem to take a long period of time to get from the committee to Council, one in particular took 10 months. He questioned if Council can design a better way for recommendations to reach the ears of Council. Councillor McCabe agrees with this statement and supports a more streamlined

approach to move items through quicker. Councillor Burbach suggested that the committee could consider this recommendation outside of the report. Vicky Trotter reviewed the current process on how the committee recommendations go to Council and how some are sent directly to staff for a decision. She stated that the procedural by-law is also being reviewed and this may include an update to the 3-step process (Sub-committee, Committee, Council), which may speed the process up. Councillor Burbach and Councillor McCabe will discuss this concern with the CAO to consider a future change.

Members agreed with the edited version of the report and staff will proceed with the submittal.

11.2 Native Seed Packets as Giveaways

Vanni Azzano shared an example of seed packets that E&E could use for a giveaway. The seeds are three species of native flowers and the allotment to purchase would be enough to make 250 packets. E&E Labels can be printed on the packets.

Motion by Anita Jacobsen
Seconded by Felicity Sutcliffe
THAT the Energy & Environment Advisory Committee spend a maximum of $400.00 to purchase enough seeds to make (250) seed packets. Carried

Mike Sullivan no longer present at the meeting at 5:52 p.m.

11.3 SDSS Eco Club Update

Quinn Kearsey provided an update on initiatives that the SDSS Eco Club are working on:

- In January, the Eco Club ran a Bill 68 e-mail campaign to MPP Matthew Rae voicing their concerns about the Bill;
- Students are currently running an in-school fundraiser for the UTRCA native species;
- They have received great feedback from students and staff regarding the success of the Terracycle boxes in the art classes and are interested in expanding with more. Vicky Trotter will send the contact information regarding the boxes to Mr. Kearsey;

- The Club is getting prepared to host the upcoming "Sustainable Bites" event at the Local Community Food Centre on April 8, 2026;
- They will also be participating in the upcoming Children's Water Festival.

12. Upcoming Events

- Energy Conservation, Renewable Energy Support Programs & District Energy (Peter Love) – March 11, 2026 (4:30–6:00 p.m.)
- Sustainable Bites - SDSS Eco Club (The Local 7-9 p.m.) – April 8, 2026
- Stratford Home & Leisure Show (Rotary) – April 11-12, 2026
- Earth Day Street Party (Factory 163) – April 25, 2026 (11:30–2 p.m.)
- Catherine McKenna – Former Federal Minister of the Environment and Climate Change – (City Hall Auditorium) - May 2, 2026

13. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, March 5, 2025, at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

14. Adjournment

Motion by Ken Clarke
Seconded by Anna Stratton
THAT the February 5, 2026 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:00 P.M.
Meeting End Time: 5:57 P.M.

Energy & Environment Advisory Committee

MINUTES

A meeting of the Energy & Environment Advisory Committee (E&E) was held on March 5, 2026 at 4:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

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

Staff Present: Vicky Trotter – Council Committee Coordinator, Emily Skelding – Supervisor of Waste Operations, Autumn Loosemore – Manager of Climate Change Programs, Stuart Filson – Supervisor of Planning Policy & Placemaking, Casey Riehl – Recording Secretary

Regrets: Scott Rutherford

1. Call to Order

Councillor Burbach, Chair, called the meeting to order at 4:00 p.m.

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

Reading of the Respectful Workplace Conduct Statement

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Anita Jacobsen
Seconded by Ken Clarke
THAT the minutes from the Energy & Environment Advisory Committee meeting dated February 5, 2026 be adopted as printed. Carried

4. Adoption of Addendum to the Energy & Environment Advisory Committee Agenda

Motion by Julia Schneider
Seconded by Anna Stratton
THAT the Addendum to the Energy & Environment Advisory Committee Agenda dated March 5, 2026, be added to the agenda as printed. Carried

5. Delegate: Stuart Filson, Supervisor of Planning Policy & Placemaking – Green Development Standards

Stuart Filson addressed the committee regarding the draft policy discussion Paper #5, A Sustainable City, and how it relates to the City's consideration of adopting green development standards. The Sustainable City paper is not finalized and not yet a public document, however Mr. Filson spoke to the direction and intent of the paper and implications for green development standards. Highlights included:

- The Official Plan is the City's primary policy document governing land use;
- This review will improve how the Official Plan implements Council adopted strategies, so they are reflected in day to day planning decisions and conditions of approval;
- The Official Plan notably provides direction for other governing documents such as the zoning bylaw, which is reviewed following the approval of the Official Plan;
- The Official Plan review is done periodically to ensure the Official Plan reflects provincial changes, including amendments to the Planning Act and the new provincial planning statement. It reflects the City's own plans and directions, such as the Strategic Plan, the Corporate Energy and Emissions Plan, Community Climate Action Plan and the Transportation Master Plan, among others. The review is an opportunity to ensure that the Official Plan is clear, internally consistent and defensible at the Ontario Land Tribunal, if appealed;
- The consultant is preparing five policy discussion papers to inform this review, with recommendations for staff and Council. These papers cover the subjects of culture, natural heritage, mobility, growth and sustainability. They are intended to identify gaps, conflicts and opportunities in the existing Official Plan before the draft Official Plan and text is prepared. The Sustainable City paper focuses on climate change and sustainability, without predetermining a specific implementation tool. This includes ways to reduce greenhouse gas emissions and planning approaches for climate impacts;

- Green development standards address sustainability goals with clear development expectations, and can address site design, stormwater approaches, energy readiness, vegetation and other sustainability related performance elements. If Council wishes to pursue green development standards in the future, the Official Plan needs to clearly authorize and support the types of sustainability expectations that the City may apply through planning approvals. The Sustainable City paper informs us of the Official Plans policy basis for integrating these approaches. It aims to help coordinate land use planning with municipal infrastructure planning so growth is both efficient and climate resilient;

- As part of the future recommendations, the paper will support more compact, complete, mixed-use communities, consistent with the transportation master plan, the paper also encourages more transportation options. For stormwater approaches, the paper promotes best practices such as green infrastructure and low impact development standards. It emphasizes natural heritage, such as trees which with cooling, storm water management and overall resilience. Furthermore, the paper will support better aligning the Official Plan with the City's adopted climate documents;

- The Official Plan is higher level than the regulatory frameworks, the Official Plan would generally avoid specifying numerical details, such as the zoning bylaw often does;

- Once the discussion papers are finalized and public, staff will be bringing forward opportunities for Council and the public to comment through the normal Official Plan review process. Mr. Filson will inquire if the draft form of the discussion paper can be shared confidentially with the E&E Committee prior to being released to the public.

Mike Sullivan stated that in 2021 the E&E Committee recommended that the City consider using tax increment equivalency grants (TIEG's) to incent development that meet green development standards. TIEG's have since been developed for another purpose, however, there has never been any movement on the motion that was put forward in 2021. He questioned if it a possibility to use TIEG's. Stuart Filson stated that staff is reviewing TIEG's, as well as other grants and incentives. They have not finalized anything and it will ultimately be determined by Council. This is still an area of focus, and staff is looking to make the language in the Official Plan more supportive, to provide this option in the future.

Anita Jacobsen stated that Stratford was recently declared a Bird Friendly City and questioned if any development-related issues mitigating bird mortality be considered in the planning of communities, buildings, etc. including items such as bird-friendly glass, lights that are only on when needed and shut off during migration times, etc. Mr. Filson stated that this issue will be addressed very generally, as the urban design and landscaping guidelines have not been updated recently. Eventually staff can add provisions such as building heights requiring preventative measures, adding items to the site plan control bylaw, etc.

Mike Sullivan inquired if a review of the secondary plans, that were put in place over thirty years ago and create urban sprawl, will be reviewed as part of this process. Mr. Filson confirmed that the Official Plan has been reviewed in its entirety. There has been direction from the province, seemingly to move in the direction where they do not want to see secondary plans. Therefore the approach the City is using now is to consolidate many of the secondary plans into the main Official Plan body. Staff realizes some of these policies may be out of date or inconsistent with other parts of the Official Plan and are being reviewed for consistency.

Felicity Sutcliffe inquired if the Invest Stratford roadmap will be included as part of the review. Mr. Filson stated that he has reviewed the roadmap and it is in the queue to be addressed as part of the review.

6. Working Group Updates

Ecological Working Group:

Craig Merkley shared the following updates from the Ecological Working Group:

- A base map of the TJ Dolan area has been completed. It shows only the trails and the blank areas for people to document items that can be added to the database;
- The working group will also be meeting with the Parks & Foresty Manager to discuss some upcoming projects.

Community Education & Engagement Working Group (CEEWG):

Anna Stratton shared the following updates from the CEEWG:

- The "Stratford Ecological Gardener" handbook that the working group is working on is almost complete. A copy will be delivered to Vicky Trotter next week for a review. When the final draft is completed, it will be sent to all members of E&E for a final review prior to printing. Some local artists have offered to let E&E use their

art as part of the booklet. There will be a printed version as well as an online option.

- The Local Community Food Centre has offered to host a launch of the booklet on April 23, 2026 where the new booklets can be handed out, as well as seed packets;
- The working group has met with Autumn Loosemore to discuss working together on various upcoming projects and engagement activities;
- Roger Cotton discussed the idea of holding an EV workshop in May to discuss various electric vehicles topics such as rebate program details, EV availability, charger information, etc. Mr. Cotton will circulate a volunteer sheet for anyone to sign up to assist with organizing. Felicity Sutcliff suggested e-bikes could be included as well in this workshop.

Stuart Filson is no longer present at the meeting at 4:25 p.m.

7. Update from the Supervisor of Waste Operations

Emily Skelding provided the following updates:

- The smaller recycle bins have been delivered to residents who requested them. The online portal is now closed to request switching to a smaller bin. Residents could phone Emterra directly if they missed the application deadline and ask if they can exchange for a smaller bin;
- At the end of October, the current contracts with Bluewater and the collection contractor will expire for picking up business recycling. Staff will be going to Council in the next few months to decide what plans will be regarding the continuation of a business recycling program beyond October;
- The contract for green bin material processing will be coming to an end in April and staff has closed the tender process for that contract and Council will now make a decision to award the next contract;
- The next household hazardous waste day is being held on Saturday, April 25, 2026 at the landfill from 10-2 p.m;
- The landfill will be putting in the new methane lines to capture the methane emissions that are at the bottom of the cell.

8. Update from the Manager of Climate Change Programs

Autumn Loosemore provided the following updates:

- There have been some delays in the hiring process, but they are still hiring for the Community Energy Liaison position;
- The Green Recognition program is still open for applications until March 15, 2026. To date they have received five applications. They have not received any applications yet in the energy management and electrification category. The review sub-committee will review the applications and bring them back to the E&E Committee for discussion;
- Ms. Loosemore will have the adaptation and resilience strategy engagement material possibly finished for the next E&E meeting to allow for some feedback prior to being released to the public. There will be an in-person and online version offered.

Mike Sullivan suggested that a category for wastewater could be added to the Green Recognition Program in the future.

Mr. Sullivan stated that other cities have started taxing for wastewater based on the size of the property and questioned if this is something that the City of Stratford would consider. Ms. Loosemore will look into this and provide the committee with an update.

9. Update from the SDSS Eco Club

Quinn Kearsey reported on the following items from the Eco Club:

- The Club held a fundraiser for the UTRCA for turtles on the endangered species list and raised $300.00;
- They are preparing for the upcoming Sustainable Bites event on April 8, 2026. They have arranged for speakers to attend who will have tables set up to actively engage with participants. You must register online on Event Brite and a suggested $10.00 donation will be collected at the door the day of the event;
- Students are working on booking various speakers for Earth Week.

10. Update on E&E Motions

10.1 E&E Banner

Vicky Trotter displayed a pop-up banner for committee members to view and decide if they would like to order one for the committee.

Ms. Trotter suggested that white lines could be added in between the photos to distinguish between them. Anna Stratton suggested an energy photo could be added, such as an EV parking space or charging station. Members also suggested to make the City of Stratford logo at the bottom of the banner as large as possible.

Motion by Craig Merkley
Seconded by Felicity Sutcliffe
THAT the Energy & Environment Advisory Committee spend up to a maximum of $200.00 to purchase an E&E pop-up banner. Carried

Ms. Trotter will have an energy picture added and recirculate the proof prior to ordering the banner.

11. Business Arising from Previous Minutes

11.1 Climate Conversations Update

Felicity Sutcliffe updated members on some of the Climate Conversation events coming up – all events are listed below.

There is also a community solar forum coming up on March 25, 2026 at the Wilmot Recreation Complex (Baden) from 6:30-9:00 p.m.

11.2 Free Transit in Stratford

Mike Sullivan has put forth a motion relating to the Manager of Transit's suggestion at a previous meeting regarding a request for a free transit pilot project.

Motion by Mike Sullivan
Seconded by Anna Stratton
WHEREAS the City of Stratford adopted a Community Climate Action Plan (CCAP) in 2024 which provides plans to reduce the City's emissions by 30% by 2030;

AND WHEREAS the CCAP outlines plans for the reduction of the use of personal vehicles, which create nearly 50% of the city's GHS emissions;

AND WHEREAS the increased use of public transit will contribute to a reduction in GHG emissions;

THEREFORE, the Energy and Environment Committee requests that City Council, in order to promote the wider use of public transit, begin the budgetary and administrative process to implement a one-year trial of free transit commencing in 2027 and lost fare revenue be replaced with savings from fare collection procedures and rebates from provincial gas tax revenue. Carried

11.3 Seed Packets

Vanni Azzano reported that the seed packets are completed and they ended up with 276 packets.

11.4 Process for E&E Motions

Mike Sullivan inquired if there was an update on a clearer process of how motions are sent to Council.

Vicky Trotter reviewed the current process for motions:

- E&E would make a motion at their meeting;
- The Council Committee Coordinator gathers the required information from other departments to create a management report. This part of the process can sometimes be lengthy, depending on how quickly departments respond with their information;
- The management report/motion go to Sub-committee, Committee and Council (this process is also currently under review);

Some items can be addressed quickly by staff and not go through the Council process depending on the request. Other items can get slowed down significantly if they are relating to another item, such as the Official Plan review, which has been ongoing for a number of years.

Ms. Trotter stated that after last meeting, the Council representatives on E&E spoke with André Morin, CAO regarding the process. Ms. Trotter is working with

the CAO to provide information on the current process and going back to motions from 2022 with a detailed outline of each motion.

An update will be provided to the E&E Committee once available.

11.5 Stratford Home & Leisure Show

Members discussed participating in this year's Home Show being held April 11 & 12, 2026. The CEEWG will lead organizing the booth/display for the show. Anna Stratton will circulate a volunteer sign up sheet. Vicky Trotter will book the same size booth as last year (10 x 10).

Motion by Ken Clarke
Seconded by Mike Sullivan
THAT the Energy & Environment Advisory Committee participates in the 2026 Stratford Home & Leisure Show on April 11 & 12, 2026.
Carried

12. New Business

12.1 Request from Perth County Sustainability

There has been a request from Perth County Sustainability to partner with the E&E Committee to hold a free raffle for a water barrel at the upcoming Home & Leisure Show. A water barrel will be on display at the E&E booth at the Home Show and the draw for the winner of the raffle will be held as part of the Earth Day celebrations later in April.

Motion by Mike Sullivan
Seconded by Anna Stratton
THAT the Energy & Environment Advisory Committee partner with Perth County Sustainability to place a rain barrel at the E&E booth at the upcoming Stratford Home & Leisure Show for visitors to enter draw tickets for a draw that will take place at the Earth Day celebrations later in April.

It is unclear if Perth County Sustainability is also sending representatives to be at the booth or just the rain barrel and information. It was understood that they are just asking to place the rain barrel and raffle information for their group. Members have asked for clarification prior to committing, as it would be a joint booth with them and not primarily an E&E Committee booth if both committees

have people there. Vicky Trotter will contact Perth County Sustainability to confirm the request details.

Motion by Vanni Azzano
Seconded by Julia Schneider
THAT the Energy & Environment Advisory Committee defer the decision on the above motion to partner with Perth County Sustainability until the April 2, 2026 E&E meeting. Carried

13. Upcoming Events

- Energy Conservation, Renewable Energy Support Programs & District Energy (Peter Love) – March 11, 2026 (4:30–6:00 p.m.) – Tickets available on Event Brite
- Sustainable Bites - SDSS Eco Club (The Local 7-9 p.m.) – April 8, 2026
- Stratford Home & Leisure Show (Rotary) – April 11-12, 2026
- Festival Hydro Tree Power Event – Pick Up Date – April 18, 2026
- Green Booklet Launch Event – April 23, 2026
- Earth Day Street Party (Factory 163) – April 25, 2026 (11:30–2 p.m.)
- Catherine McKenna – Former Federal Minister of the Environment and Climate Change – (City Hall Auditorium) - May 2, 2026
- Perth Children's Water Festival (Upper Queen's Park) – May 24, 2026

14. Date of Next Meeting

The next meeting of the Energy & Environment Advisory Committee will be held on Thursday, April 2, 2025, at 4:00 p.m., City Hall - Auditorium, 1 Wellington Street, Stratford ON

15. Adjournment

Motion by Ken Clarke
Seconded by Anna Stratton
THAT the March 5, 2026 Energy & Environment Advisory Committee meeting adjourn. Carried

Meeting Start Time: 4:00 P.M.
Meeting End Time: 5:32 P.M.

Active Transportation Advisory Committee

MINUTES

A meeting of the Active Transportation Advisory Committee (ATAC) was held on Wednesday, February 25, 2026 at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: David Daglish – Chair Presiding, Councillor Jo-Dee Burbach, Joel LaCourse, Kelley Teahen, Christine Lee (Avon Trail), Councillor Harjinder Nijjar, Pat Ranney (Cycle Stratford)

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

Regrets: Nick Sheldon – Project Manager, Rhonda Gesinghaus Vaters, Acting Deputy Chief Jason Clarke

1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

Reading of the Land Acknowledgement and Moment of Silent Reflection.

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Kelley Teahen
Seconded by Councillor Nijjar
THAT the minutes from the Active Transportation Advisory Committee meeting dated January 28, 2026 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Update on TJ Dolan Foot Bridge

Vicky Trotter stated that the information received from staff outlined this would be an expensive project ($100,000-$400,000) as they are required to install a 250-year flood structure in this area. A previous quote 15 years ago for a similar project came in at $250,000.00.

Kelley Teahen inquired if just a small foot bridge, such as the other ones all along the river, could be built. Staff stated that those types of foot bridges have not been built by UTRCA.

Christine Lee asked if the bridge could be located somewhere else along the river, not on the flood plain. Ms. Lee also suggested a bridge similar to one in New Hamburg built with cement pads could be considered and questioned if there is another option that is less expansive or extreme. Ms. Trotter noted that the quote for the bridge sent by staff is likely the requirement but could reach out again to inquire if there are other options.

Councillor Burbach suggested that ATAC members could do some preliminary research on bridges to see what other trails have done and some creative solutions to bring back to the March meeting for further discussion.

4.2 Update on John Street Bike Lanes

Vicky Trotter reported that staff is reviewing the management report from last year (July 2025), looking at traffic counts, etc. Ms. Trotter will provide the committee with an update once received.

4.3 Update on Pedestrian Crossings at Traffic Signals

Vicky Trotter provided information in the update regarding signals that Engineering has provided regarding the calculations they use to determine timing. At this time, they have not considered using leading pedestrian intervals.

Pat Ranney inquired why at some intersections the walk signal is not initiated unless the crossing button is pressed. Councillor Burbach stated that the cycle for the light is shorter if there are no pedestrians and cars do not have to wait as long for cars to clear the intersection.

Kelley Teahen would like to see the walk signals show on both sides of the street. Sometimes is only shows walk on the pedestrian side. She would also like to time some of the signals to ensure that they are indeed seven seconds. Stratford's

average pedestrian walking speed may not be the same as the international walking speed given the demographics, and this needs to be taken into account.

4.4 Swag Options for Review

Vicky Trotter provided members with options for promotional items that ATAC could use give out at events. Members reviewed the items and Ms. Trotter will do some further research on reflective bands and flashlight options.

4.5 PI Collision Data – Acting Deputy Chief Clarke

Deferred to next meeting.

4.6 Listing of Bike Racks at Recreation Areas

Vicky Trotter reported that Community Services has provided a list of bike rack locations, she is still waiting on the list from Public Works.

Community Services current bike rack locations:

- Allman Arena
- York Street parking lot
- Boathouse
- Lakeside Drive
- Upper Queen's Park
- Rotary Complex/Agriplex

Members suggested some other locations such as the splashpad, all-wheels park, pickle ball courts, extra racks at Upper Queens Park and review existing locations. Members will work on compiling a list of suggested areas for racks around the city as well as areas that have racks that are well used and could use more.

4.7 Update on Request for "No Parking" Signs for Bike Lanes

Vicky Trotter reported that in the Wright Business Park and Packham Sports Field area, the roads are painted for bike lanes, which is meant to indicate no parking. In order to add signage to those streets, there would need to be a by-law amendment with a report going to Council outlining costs.

As an alternative, staff has agreed to complete an enforcement schedule for late spring/early summer when baseball and soccer is starting. They will regularly visit the area and issue tickets for vehicles parked in the bike lanes. Tickets can have more of an impact than signs do and word will get around to the ball and soccer

teams and hopefully help with the issue. Parking enforcement officers will patrol the area, as well as request Stratford Police attend the area as well when possible.

Staff will review how the first couple of months go to see if parking in the lanes has decreased and re-assess at the June ATAC meeting.

Members suggested that the bike lanes be repainted with fresh paint and to also add no parking or bicycle stencils along the lanes to make it clear that the lines indicate a bike lane and that they are not permitted to park on it. Councillor Burbach suggested one large sign could be posted at the sports fields stating that there is no parking on the bike lanes. Information regarding parking could also be shared with sports organizations.

Kelley Teahen suggested a social media blitz to make all residents aware of the painted bike lanes, where the bike lanes are and that you are not permitted to ever park in them.

Vicky Trotter will contact staff regarding painting stencils on the bike lanes in the spring and arrange for an educational piece to be sent out to the clubs using the sports fields.

Councillor Burbach inquired if there was adequate parking for cars if they do not park on the bike lanes and where else would they park. Members did not feel like there would be enough parking in the area during sporting events. Councillor Burbach suggested a possible protected contra-flow bike lane on one side of the road and on-street parking on the other side. Members suggested that perhaps if there is a large tournament on, the City could make an exception. Staff noted that this is possible, organizers would need to attend Council to request this.

4.8 Huron Street Reconstruction Update

Vicky Trotter reported that there has been an update to the Huron Street reconstruction project limits after the estimates showed that it was forecasted to be well above the allocated budget. The new westerly limit of construction is the Roadhouse Drain and there will not be any updates to the Matilda Street intersection.

Councillor Burbach stated she has met with the Director of Infrastructure about the potential of still having a crossing installed. The Director is aware that ATAC would like to see a crossing along that area on Huron Street. Councillor Burbach stated that the crossing could possibly be part of the second phase of the project.

4.9 Leading Pedestrian Intervals

Joel LaCourse inquired if the City would ever consider trying leading pedestrian intervals at intersection. Councillor Burbach stated that it has not been a discussion here in Stratford.

Motion by Joel LaCourse
Seconded by Kelley Teahen
THAT the Active Transportation Advisory Committee recommends that leading pedestrian intervals be added to all pedestrian crossings on Erie Street, Ontario Street and Huron Street to improve safety for pedestrians. Carried

4.10 Raised Crosswalks

Councillor Burbach has discussed raised crosswalks with the Director of Infrastructure and if it would be possible to try one in Stratford. The Director stated that it is possible, however it does increase the cost of the crossing. Councillor Burbach discussed the idea at the last BIA meeting and they were very supportive of putting one in for the crossing on Downie Street (at George Street) that is scheduled for this spring. Unfortunately, it changes the design of the crossing and new plans would need to be completed for drainage and other engineering considerations. Staff suggested that it be done for one that is not already designed or installed.

Motion by Pat Ranney
Seconded by Kelley Teahen
THAT the Active Transportation Advisory Committee recommends that a raised pedestrian crossing be included in the next approved pedestrian crossing installed in the City as a pilot. Carried

5. New Business

None noted.

6. Date of Next Meeting

The next ATAC meeting is scheduled for Wednesday, March 25, 2026 at 7:00 p.m. at the Stratford Rotary Complex in the Mansbridge Room.

7. Adjournment

Motion by Councillor Nijjar
Seconded by Councillor Burbach
THAT the February 25, 2026 ATAC meeting adjourn. Carried

Start Time: 7:03 P.M.
End Time: 8:19 P.M.