



STRATFORD CITY COUNCIL ADDENDA

Motion by

That the Addenda be added to the Agenda for the August 10, 2015 Council meeting.

6.0 HEARINGS OF DEPUTATIONS AND PRESENTATIONS:

The following requested to address City Council at the Council meeting subsequent to the finalizing of the Council Agenda. If Council wishes to hear delegations at the Council meeting, a motion to hear is first required.

- 6.2 Delegation Request – Lyndon Stewart, Manager – Dairy XPO, regarding the Dairy XPO event proposal listed on the Report of the Community Services Committee for Council's consideration.

Attachment – Summary dated August 5, 2015 with attachments

Mr. Stewart will be presenting a document that brings together a high level overview of the past three year partnership between CDX and the City of Stratford, and as well outlines the proposal for the next five years.

Motion by

That

**The Corporation of the City of Stratford
PLANNING AND HERITAGE COMMITTEE
ADDENDUM**

3.0 REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

3.1 Friends of the Cooper Site Proposal – Professional Opinions

Delegation request by Lawrence Ryan

Attachment – Email and Correspondence dated August 10, 2015 from Lawrence Ryan



4483rd MEETING REGULAR

August 10, 2015
5:00 P.M.
COUNCIL CHAMBER
CITY HALL

STRATFORD CITY COUNCIL AGENDA

The Municipal Council of The Corporation of the City of Stratford will meet in Regular Session in the Council Chamber on the above date and time.

COUNCIL PRESENT: Mayor Mathieson – Chair presiding, Councillors Beatty, Brown, Bunting, Clifford, Henderson, Ingram, Mark, McManus and Ritsma.

REGRETS: Councillor Vassilakos

STAFF PRESENT: Ronald R. Shaw – Chief Administrative Officer, Cindy McNair – Deputy CAO/Director of Human Resources, Joan Thomson – City Clerk, Andre Morin – Director of Corporate Services, David St. Louis – Director of Community Services, Ed Dujlovic – Director of Infrastructure and Development Services, Carole Desmeules - Director of Social Services, Charlene Lavigne – Deputy Clerk, John Paradis - Fire Chief.

ALSO PRESENT: Police Chief Bates, Members of the public and Media.

1.0 **CALL TO ORDER:**

Singing of O Canada

Moment of Silent Reflection

2.0 **DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

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

Name, Item and Nature of Pecuniary Interest

3.0 ADOPTION OF THE MINUTES

- 3.1 Motion by
That the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated July 27, 2015 be adopted as printed.

4.0 ADOPTION OF THE ADDENDUM / ADDENDA TO THE AGENDA

- 4.1 Motion by
That the Addendum / Addenda to the Regular Agenda of Council and Standing Committees dated August 10, 2015, be added to the Regular Agenda as printed.

5.0 REPORT OF THE COMMITTEE OF THE WHOLE IN-CAMERA SESSION:

- 5.1 From the July 27, 2015 Session under the *Municipal Act, 2001* as amended, Applications for vacant SEED Co Board position [Personal matters about an identifiable individual(s) including municipal employees or local board employees) (section 239.(2)(b))]

Motion by

That Franklin Famme be nominated by Stratford City Council for the vacant Banking / Financial Sector position on the SEED CO. Board of Directors.

- 5.2 At the August 10, 2015 Session, under the *Municipal Act, 2001* as amended, matters concerning the following items were considered:
- Update on CUPE Local 1385 Negotiations [Labour relations or employee negotiations (section 239.(2) (d))];
 - Update on CUPE Local 197 Negotiations [Labour relations or employee negotiations (section 239.(2) (d))];
 - Nominees for Ontario Senior of the Year Award [Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2) (b))]

6.0 HEARINGS OF DEPUTATIONS AND PRESENTATIONS:

6.1 Police Exemplary Service Medal Presentation to Police Chief Bates

Presentation by Mayor Mathieson to Chief John Bates.

7.0 ORDERS OF THE DAY:

7.1 Proclamation – Request from the Ontario Society of Occupational Therapists

Attachment – Letter dated July 22, 2015

Motion by

That City Council hereby proclaims October 2015 as “National Occupational Therapy Month” in the City of Stratford to recognize the achievements and contributions of these valued health professionals.

7.2 Resolution – Declaration of Surplus Land – Portions of Block 100 and Block 101, Plan 528

Attachment – Map

Motion by

That Block 100 and Block 101, Registered Plan 528, with the exception of portions required to be retained as reserve and road widening purposes, be declared as surplus to the needs of The Corporation of the City of Stratford.

7.3 Acceptance of Proposal – Ontario Structure Inspection Manual (OSIM) Inspections for Bridges and Culverts 2015-2021

Attachment – Management Report dated July 28, 2015

Motion by

That B. M. Ross and Associates Limited be retained for Consulting Services for the 2015-2021 OSIM Bridge and Culvert Inspections at a cost of \$76,810.00 plus HST and that the Mayor and Clerk be authorized to execute the contract agreement.

7.4 Resolution – Sale to ViRi Holdings Ltd.

Attachment – Report from SEED Co. dated August 5, 2015

Attachment – Draft Reference Plan

Motion by

That Part of Lot 21, Plan 44M-38 City of Stratford, being Part of PIN 53254-0114 (LT) and being the southerly 25 metres of Lot 21 Plan 44M-38 abutting Lot 20 Plan 44M-38 and now described as Part 1 on Reference Plan 44R- be conveyed to VIRI Holdings Ltd., and that the Mayor and Clerk be authorized to execute the conveyance documents.

7.5 Proclamation – Request from Parachute Canada

Attachment – Letter dated July 24, 2015

Motion by

That City Council hereby proclaims October 19-25, 2015 as “National Teen Driver Safety Week” in the City of Stratford to raise awareness and seek solutions to preventable teen deaths on the road across Canada.

8.0 BUSINESS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

8.1 None scheduled.

9.0 REPORTS OF THE STANDING COMMITTEES:

9.1 Report of the Infrastructure, Transportation and Safety Committee:

Your Committee recommends:

9.1.1 That staff are authorized to proceed under the provisions of the Municipal Act, 2001, Ont. Reg. 586/06 to initiate the local improvement process, for Sidewalk East Side of Dawson Street from Delamere Avenue to North of Viola Court Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

That should sufficient petitions against the proposed local improvement be received in accordance with the Municipal Act, 2001, Ont. Reg. 586/06, the City apply to the Ontario Municipal Board under Section 8 for approval to undertake the proposed work as a local improvement;

That the by-law be prepared for Council consideration in 2015, subject to OMB approval;

And, that the project be referred to the 2016 Budget process.

- 9.1.2 That an all-way stop be installed at the corner of Church Street and St. Patrick Street;

and that Traffic and Parking By-law 159-2008, Schedule 11 – Through Streets, be amended by deleting:

Street	Between
Church Street	From the south side of Ontario Street to the north side of Cambria Street

And adding:

Street	Between
Church Street	From the south side of Ontario Street to the north side of St. Patrick Street
Church Street	From the south side of St. Patrick Street to the north side of Cambria Street

And that staff investigate purchasing solar-powered flashing stop lights.

- 9.1.3 That the improvements at the intersection of Moderwell and Monteith be referred to the 2016 Capital Budget for consideration.
- 9.1.4 That the purchase of the solar powered speed signs be referred to 2016 budget discussions.
- 9.1.5 That Council approve the construction of a 3.0m wide multi-use trail in the standard location as part of the boulevard restoration for the O’Loane Avenue watermain project.
- 9.1.6 That Infrastructure & Development Services be authorized to issue a Request for Proposal for consulting services to complete the Water Distribution and Supply Master Plan, which will include the development of a hydraulic water distribution model;

And that the 2015 Capital Budget be revised accordingly.

- 9.1.7 That Council receives Stratford’s Internal Audit results that have been conveyed to Top Management and the Owner (Council).
- 9.1.8 That the request from the Local Community Food Centre for exemptions from Noise Control By-law 113-79 for a Block Party on

Ross Street on August 16, 2015, with a rain date of August 23, 2015, between 3:00 pm and 6:00 pm, be approved.

9.1.9 That the request for an exemption from the unreasonable noise provision [Schedule 1 clause 8] of the City's Noise Control By-law 113-79 as amended for the 2015 Dragon Boat Festival on September 19, 2015 and an exemption to permit the operation of ATVs on municipal property under the jurisdiction of The Corporation of the City of Stratford for the Dragon Boat Festival, and that the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event, be approved.

9.1.10 That the request for temporary street closures for the 2015 Dragon Boat Festival for Saturday, September 19, 2015 from 7:00 a.m. to 10:00 p.m.:

- North Street from Lakeside Drive to Water Street
- Front Street from Ballantyne Avenue to Cobourg Street
- Trow Avenue from Cobourg Street to Water Street
- Cobourg Street from Trow Avenue to Queen Street
- Water Street from Queen Street to Morenz Drive
- Ballantyne Avenue from Queen Street to North Street

And for the following road closures for Saturday, September 19, 2015 from 5:00 a.m. to 9:00 p.m.:

- Lakeside Drive from Queen Street to Morenz Drive
- Front Street from Lakeside Drive to Ballantyne Avenue
be approved and;

Further, that the North side of Cobourg Street, from Front Street to Waterloo Street, be designated as a temporary "No Parking" area for September 19, 2015.

Further, that the East and West sides of Nile Street, from Ontario Street to Water Street, be designated as a temporary "No Parking" area for September 19, 2015.

9.1.11 That the application be approved for an encroachment by 2367380 Ontario Inc as owner of 104-108 Downie Street, to permit the existing eaves at 104 Downie Street encroaching 0.46 meters onto George Street road allowance 30.696 metres in length, the buildings at 104 and 108 Downie Street encroaching 0.37 meters onto the Downie Street road allowance 19.065 metres in length and the cornice

moulding at 108 Downie Street encroaching 0.63 metres onto the Downie Street road allowance 6.736 metres in length.

- 9.1.12 That the application be approved for an encroachment by J.L. Bradshaw Limited as owner of 245 Downie Street, to permit the existing building encroaching 0.12 metres onto the Falstaff Street road allowance 86.802 metres in length.
- 9.1.13 That the request for an exemption to permit the operation of ATVs on the former Fairgrounds property on Glastonbury Drive under the jurisdiction of The Corporation of the City of Stratford, for the 2015 Stratford Kiwanis Garlic Festival on September 12 and 13, 2015 and that the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event., be approved.

Respectfully submitted by Councillor McManus, Chair.

Motion by

That the Report of the Infrastructure, Transportation and Safety Committee dated August 10, 2015 be adopted as printed.

9.2 Report of the Planning and Heritage Committee:

Your Committee recommends:

- 9.2.1 That Council approve the Heritage Permit for 111 Downie Street for fixed awnings on the second and third floors.
- 9.2.2 That Council approve the 2 rounded top windows as proposed for 83 Ontario Street and the 2 rectangular windows, provided that trim be used to incorporate the rounded corner detail.
- 9.2.3 That the Heritage Stratford Committee recommendation to have the current Sign By-law amended to have all sign permit requests in the Heritage Conservation District and on designated properties, reviewed by Heritage Stratford, be referred to Development Services Division.

Respectfully submitted by Councillor Ritsma, Chair.

Motion by

That the Report of the Planning and Heritage Committee dated August 10, 2015 be adopted as printed.

9.3 Report of the Community Services Committee:

Your Committee recommends:

- 9.3.1 That approval for the revised event proposal from Canadian Dairy Xpo (CDX) be considered, subject to,
- A signed agreement with the event organizer that includes a firm budget and cost sharing model;
 - That the event be held in April of each year;
 - An engineering report be required on the proposed slag material proposed for the parking facilities that includes safety and environmental assessment;
 - Site plan approval is required;
 - Provisions include that the new structure can only be used if the Rotary Complex is not available or suitable;
 - Amendments to the Ag Society agreement be made;
 - Zoning By-law and Official Plan Amendments be submitted with the consent of the property owner;
 - Concerns with angled parking on both sides of McCarthy Road West be addressed;
 - CDX work out an agreement satisfactory to the Rotary Club regarding the Home Show;
 - A full parking plan be provided by CDX and how this will impact McCarthy Road West and the Rotary Complex.

Respectfully submitted by Councillor Beatty, Chair.

Motion by

That the Report of the Community Services Committee dated August 10, 2015 be adopted as printed.

9.4 Report of the Finance and Labour Relations Committee:

Your Committee recommends:

- 9.4.1 That the April 30, 2015 financial report be received for information.
- 9.4.2 That approval be provided for staff to source fully integrated asset management software upgrades and implementation.

That funding be approved for staff to hire one (1) asset management position for a duration not exceeding 30 months.

That staff provide Council with an updated implementation plan and budget as part of the 2016 City Budget process.

- 9.4.3 That the annual report for the City's development charges for the year ending December 31, 2014 be approved and forwarded to the Ministry of Municipal Affairs and Housing.
- 9.4.4 That the annual investment report from BMO Nesbitt Burns for the management of the City's General Fund and Trust fund investments and the City Treasurer's statement regarding investment activity be received.

Respectfully submitted by Councillor Clifford, Chair.

Motion by

That the Report of the Finance and Labour Relations Committee dated August 10, 2015 be adopted as printed.

10.0 NOTICE OF INTENT:

- 10.1 None identified

11.0 READING OF THE BY-LAWS:

The following by-laws require First and Second readings and Third and Final readings and could be taken collectively upon unanimous vote of Council present:

- 11.1 To authorize the conveyance of Part of Lot 21, Plan 44M-38 City of Stratford, being Part of PIN 53254-0114 (LT) and being the southerly 25 metres of Lot 21 Plan 44M-38 abutting Lot 20 Plan 44M-38 and now described as Part 1 on Reference Plan 44R- to ViRi Holdings Ltd.

Attachment – By-law 11.1

- 11.2 To amend Schedule 11 (Through Streets) of Traffic and Parking By-law 159-2008 as amended, to provide for an all-way stop at Church Street and St. Patrick Street.

Attachment – By-law 11.2

- 11.3 To amend By-law 65-2012 as amended, to permit the operation of ATVs on certain municipal property for the 2015 Dragon Boat Festival and for the 2015 Stratford Kiwanis Garlic Festival.

Attachment – By-law 11.3

- 11.4 To amend Traffic and Parking By-law 159-2008 as amended, to amend certain no parking provisions for the 2015 Dragon Boat Festival.

Attachment – By-law 11.4

- 11.5 To authorize the entering into and execution of an encroachment agreement with 2367380 Ontario Inc., to permit existing encroachments at 104-108 Downie Street to continue to encroach on to the George Street West and Downie Street road allowances.

Attachment – By-law 11.5

- 11.6 To authorize the entering into and execution of an encroachment agreement with J.L. Bradshaw Limited to permit an existing encroachment at 245 Downie Street to continue to encroach on to the Downie Street road allowances.

Attachment – By-law 11.6

- 11.7 To accept the proposal for consulting services from B. M. Ross and Associates Limited for the 2015-2021 OSIM Bridge and Culvert Inspections to authorize the undertaking of the work and that the Mayor and Clerk be authorized to execute the contract agreement.

Attachment – By-law 11.7

Motion by

That By-laws 11.1 to 11.7 be taken collectively.

Motion by

That By-laws 11.1 to 11.7 be read a First and Second time.

Motion by

That By-laws 11.1 to 11.7 be read a Third time and Finally Passed.

12.0 CONSENT AGENDA:

Attachment – Consent Agenda dated August 10, 2015

Dated August 10, 2015 – numbered CA-2015-71 to CA-2015-77

13.0 NEW BUSINESS:

14.0 ADJOURNMENT:

The next Regular Council meeting is Monday, September 14, 2015 at 7:00 pm in the Council Chamber, City Hall.

Motion by

That the meeting adjourn to convene into Standing Committees and to Committee of the Whole if necessary, and to reconvene into Council.

Meeting Start Time:

Meeting End Time:

15.0 COUNCIL RECONVENE:

Mayor - Daniel B. Mathieson

Clerk – Joan Thomson



**The Corporation of the City of Stratford
PLANNING AND HERITAGE COMMITTEE
AGENDA**

The Planning and Heritage Committee will meet on August 10, 2015 in the Council Chamber, City Hall following the Regular meeting of City Council.

SUB-COMMITTEE ATTENDANCE: Councillor Ritsma - Chair presiding, Councillor Ingram - Vice-Chair, Councillors Brown, Henderson and Vassilakos.

REGRETS: None noted at the July 30, 2015 meeting.

COMMITTEE PRESENT: Councillor Ritsma - Chair presiding, Councillor Ingram - Vice-Chair, Mayor Mathieson, Councillors Beatty, Brown, Bunting, Clifford, Henderson, Mark and McManus.

REGRETS: Councillor Vassilakos

STAFF PRESENT: Ronald R. Shaw – Chief Administrative Officer, Cindy McNair – Deputy CAO/Director of Human Resources, Joan Thomson – City Clerk, Andre Morin – Director of Corporate Services, Ed Dujlovic – Director of Infrastructure and Development Services, David St. Louis – Director of Community Services, Carole Desmeules - Director of Social Services, Charlene Lavigne – Deputy Clerk, John Paradis - Fire Chief, Jeff Leunissen – Manager of Development Services.

ALSO PRESENT: Members of the public and Media.

1.0 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 Nature of Pecuniary Interest

Sub-committee: None declared at the July 30, 2015 meeting.

Committee:

2.0 DELEGATIONS

None scheduled.

3.0 REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

3.1 Friends of the Cooper Site Proposal – Professional Opinions

Objective: To consider professional opinions on the Friends of the Cooper Site proposal to allow temporary public access to the Cooper Building for guided tours.

Attachment – Replies from various agencies/organizations

Background and Analysis: At the June 22, 2015 Council meeting, City Council made the following referral:

That the proposal by Iain Reynolds of Friends of the Cooper Site, for temporary public access to the Cooper building be referred to Staff to consult with the City's Insurer, Engineers, Perth District Health Unit and to obtain legal advice.

Accordingly, Staff asked the following organizations for their opinion/position on the Friends of the Cooper Site proposal:

- Perth District Health Unit (PDHU)
- Orr Insurance
- Read Jones Christoffersen Ltd (RJC)
- GHD Limited (formerly Conestoga Rovers and Associates)
- Ontario Ministry of the Environment and Climate Change (MOECC)
- Ontario Ministry of Labour (MOL)

Replies are attached as follows:

- Dr. Miriam Klassen, PDHU
- Rob Wrigley, MOECC
- Greg Brooks, GHD
- Tim Van Zwol, RJC
- Rick Orr, Orr Insurance

Furthermore, we received an e-mail from Chris Plouffe, Regional Director of the Western Region of the Ministry Of Labour indicating that the Ministry of Labour has no interest in responding to the Friends of the Cooper Site proposal. He noted that there been several long term issues at this site and orders issued on multiple occasions that remain outstanding, and the protective measures mentioned in the letter and

engineering report would expose workers to these hazards at the site while installing them. He recommended the City contact the London Construction and Mining Program manager to discuss methods of bringing the Cooper Site into compliance.

As the attached replies indicate, there are still outstanding orders against the building from the PDHU, MOECC, and the City of Stratford's Chief Building Official. In any case, public access to the building cannot be permitted until the PDHU order is cleared. Furthermore, these responses indicate that covered walking paths will not mitigate exposure to airborne contaminants that may be present in the building. Recommendations for making the site safe for public access include compliance with outstanding orders against the building, completing risk assessments, and conducting further environmental mitigation. For full details, see the attached replies.

Should Council wish to proceed further with this request, we would recommend proceeding with the interior air clearance testing as described by GHC. However, given the number of concerns raised, we cannot recommend acceptance of the proposal from the Friends of the Cooper Site.

Finally, this proposal has been reviewed by the City's legal Counsel. They agree with the staff recommendation that the City should not provide temporary public access to the Cooper Site.

Financial impact: GHD provided an estimate of \$25,000 to remove debris piles, \$1,000 to isolate the south addition, and \$6,000 for air clearance testing. We are unsure of the any other costs to that may be needed to satisfy other departments should the air clearance testing pass.

Please note that both the PDHU and MOECC recommend that we wait to the outcome of the Risk Assessment being undertaken by the City. That could take up to two years.

Staff recommendation: That public access to the Cooper Building remain prohibited at this time.

Sub-committee discussion: The Chair asked if anyone present wished to address Sub-committee regarding this matter.

Lawrence Ryan distributed his written comments with regard to the letters of opinion from agencies on this matter and reviewed highlights with Sub-committee. He also stated he is requesting that Sub-committee defer any decision on the matter until they have reviewed his comments.

The Chair asked again if anyone present wished to address Sub-committee. There were no further presenters.

Sub-committee expressed concern about the Friends of the Cooper Site request, citing safety concerns, the precautionary principle and the cost to implement GHD's recommendations with regard to potential asbestos exposure.

Sub-committee recommendation: Motion by Councillor Henderson
That public access to the Cooper Building remain prohibited at this time.
Carried. (July 30, 2015)

Committee discussion:

Committee recommendation:

3.2 Closing Dover Street Road Allowance

Objective: To consider closing the Dover Street Road Allowance.

Attachment – Public Meeting Minutes dated July 27, 2015

Attachment - Map

Background: City Council recently initiated a process to consider closing and declaring as surplus to the needs of the Corporation of the City of Stratford, the Dover Street Road Allowance East of King Street.

Analysis: As noted at the Public Meeting (Minutes attached), the Director of Infrastructure and Development Services advised that part of Dover Street was closed back in 1981. There are a number of properties that back onto it, though no one uses this road access. They all have access from other streets. There are no utilities on this street and departments are not opposed to the closing of this street.

Financial Impact: The City does not require this property. Closing this road allowance and subsequently declaring it surplus will allow the City to sell the property. If developed, it will then generate future tax revenue. Lastly, the City will no longer be responsible for this property and any expenses associated with that responsibility.

Staff Recommendation: **That that part of the Dover Street Road Allowance lying East of King Street and West of Romeo Street South in the City of Stratford be permanently closed.**

Committee discussion:

Committee recommendation:

4.0 FOR THE INFORMATION OF COMMITTEE

4.1 Project Update

Objective: To provide a verbal update on the status of various building and planning projects.

Background and Analysis: Sub-committee has requested that an update be provided at each Sub-committee meeting.

Financial impact: To be provided at the Sub-committee meeting.

Staff recommendation: For the information of Sub-committee.

Sub-committee discussion: The Manager of Development Services provided the following updates:

Zone Change Applications

Z04-15 - 98 Shakespeare - Application to permit a triplex dwelling

Z07-14 – 485 Romeo St S – Appeal received

Site Plan Applications

480 Douro Street – New EMS facility

Applications to amend existing site plan for 320 Home Street and 45 Dunlop Place received.

Committee of Adjustment

Appeal to Minor Variance Application for 50 Daly Avenue received and sent to the OMB.

	2015	2014	2013
Consents	14	10	21
Minor Variances	20	25	33

New Dwelling Unit Permits Issued

	July 2015	June 2015	2014
Single detached dwellings	49	38	
Duplex dwellings	4 (8 units)	4 (8 units)	
Triplex Dwellings	1 (3 units)	1 (3 units)	
Townhouse Dwellings	19	19	
Apartment Dwellings			
Total	79	68	119

Significant Permits Currently Under Review

437 St Vincent Street – 16 unit apartment building

255 John Street North - 50 unit apartment building

148 Borden Street – 7 unit apartment building

480 Douro Street – New EMS facility

The Manager responded to questions, stating he is not sure of the square footage of the EMS facility at this time, but there are four access points proposed.

With regard to the appeal to the OMB of a Minor Variance Application for Daly Avenue, the Manager advised he expects there will be a consolidated hearing for this appeal and the Consent appeal submitted last month for the same property.

The Committee of Adjustment denied the application as they did not feel it complied with the intended purpose of the zoning by-law. The Manager explained which matters require a zone change application, which come to Council, and matters that go through the Committee of Adjustment.

Staff are expecting to surpass last year's dwelling unit permits issued by next month due to the number of new apartments in apartment buildings under review at this time.

In response to a question about how many active applications are with the OMB, the Manager advised there are three – 1 zone change application and two Committee of Adjustment applications.

With regard to the Golden Bamboo property that was recently sold, in response to a question, the Manager stated the owner recently applied for a Brownfield grant to clean up the site. The zoning is split between mixed-use residential and residential. Staff have discussed permitted uses for the current zoning with the owner but they have not received any applications.

Discussion took place regarding a property in the Bromberg subdivision off O'Loane Avenue. A citizen contacted council members to express concern that she has not received top soil and her neighbours have. Councillor Henderson asked whether the City can do anything to ensure that when properties are sold, they are actually finished. The Manager responded that staff are looking into it and noted that changes can be made to future subdivision agreements, specifically certain time frames for installation of driveways, top soil and sod. It was noted that many developers wait until the end to have driveways and topsoil done because it is cheaper to do many properties at a time.

Sub-committee recommendation: For the information of Sub-committee.

5.0 ADJOURNMENT

Motion by

That the Planning and Heritage Committee meeting adjourn.

Meeting Start Time:

Meeting End Time:



The Corporation of the City of Stratford
INFRASTRUCTURE, TRANSPORTATION AND SAFETY COMMITTEE
AGENDA

The Infrastructure, Transportation and Safety Committee will meet on August 10, 2015 in the Council Chamber, City Hall following the Regular meeting of City Council.

SUB-COMMITTEE PRESENT: Councillor McManus - Chair presiding, Councillor Brown - Vice-Chair, Councillors Bunting and Henderson.

REGRETS: Councillor Beatty

COMMITTEE PRESENT: Councillor McManus - Chair presiding, Councillor Brown - Vice-Chair, Mayor Mathieson, Councillors Beatty, Bunting, Clifford, Henderson, Ingram, Mark and Ritsma.

REGRETS: Councillor Vassilakos

STAFF PRESENT: Ronald R. Shaw – Chief Administrative Officer, Cindy McNair – Deputy CAO/Director of Human Resources, Joan Thomson – City Clerk, Andre Morin – Director of Corporate Services, Ed Dujlovic – Director of Infrastructure and Development Services, David St. Louis – Director of Community Services, Carole Desmeules - Director of Social Services, Charlene Lavigne – Deputy Clerk, John Paradis - Fire Chief.

ALSO PRESENT: Members of the public and Media.

1.0 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 Nature of Pecuniary Interest

Sub-committee: None declared at the July 29, 2015 meeting.

Committee:

2.0 DELEGATIONS

None scheduled.

3.0 REPORT OF THE DIRECTOR OF INFRASTRUCTURE AND DEVELOPMENT SERVICES

3.2 Gregory Crescent and Abraham Drive Water Service Failures

Objective: To update Council regarding localized water service failures on Gregory Crescent and Abraham Drive.

Background and Analysis: Gregory Crescent and Abraham Drive were developed in 2002 and 2003 by Riverbend Construction. Miracle Construction installed the municipal water services on the City side and varying contractors installed on the private side.

Since that time, there have been an unusual number of water service failures, attributed to accelerated corrosion, on the copper piping installed.

It has been difficult to determine the exact number of failures for each street. The following totals have been established through e-mails, field notes and drawing mark-ups.

<i>Address</i>	<i>Date</i>	<i>City or Private</i>	<i>Contractor</i>
46 Gregory	October 11, 2006	City side	Miracle
82 Gregory	November 2008	City side	Miracle
78 Gregory	July 16, 2009	Private side	Private
122 Gregory	November 13, 2013	Private side	Private
31 Gregory	September 10, 2014	Private side	Private
35 Gregory	September 14, 2014	Private side	Private
59 Gregory	October 13, 2014	Private side	Private
42 Gregory	Unknown	Private side	Private
46 Gregory	Unknown	Private side	Private
86 Gregory	Unknown	Private side	Private
53 Abraham	Jan 15, 2007 & Feb 16, 2011	Private side	Private
29 Abraham	September 12, 2014	Private side	Private
35 Abraham	Unknown (2014?)	Private side	Private
22 Abraham	Unknown (2014?)	Private side	Private
51 Abraham	Unknown	Private side	Private

To summarize the totals, there have been a total of 10 failures on Gregory and 5 failures on Abraham. Of the 15 total failures, 13 have been private side and 2 have been considered City side ownership.

Over the past several years, there has been much discussion, research and testing done to determine an exact cause of the localized copper corrosion failures.

Conclusions/Corrective Actions:

1. No manufacturing defects detected

In 2007, a sample of copper was sent to Wolverine Tube (Canada) Inc. for analysis. The conclusion was that there were no manufacturing defects with this specific piece of copper piping.

2. Water quality not a contributing factor

During the pipe analysis, it was also determined that corrosion appeared to originate from the exterior which also eliminated aggressive water quality characteristics as a cause.

3. Evidence of aggressive soils on the surface

In 2011, a sample of copper pipe was sent to the "Surface Science Lab" at Western University for analysis. By analyzing the surface material on the copper, it was concluded, at that time, that an overabundance of de-icing salt seeping into the groundwater, along with other elements, formed the perfect corrosive environment. There were no other studies conducted in response to the service failures.

Benchmarking:

An informal survey, with neighbouring municipalities, indicates that copper failures have occurred in localized situations elsewhere throughout southwestern Ontario. The municipalities did not undertake any significant investigations as to the cause; hence definitive conclusions have not been established in any of these cases. In some cases, impurities in the copper has been suspected but never confirmed. In other situations, water quality, poor electrical grounding, and aggressive soils are suspected but never tested further.

Gregory Crescent and Abraham Drive, currently, appear to be the only areas of localized failures of copper water services within the City of Stratford water distribution system. Although other water service failures do occur throughout the City, an explanation as to a cause is usually clearly established, including age or weather related failures.

It is reasonable to conclude that the water service failures of Gregory Crescent and Abraham Drive could be as a result of aggressive soils. Determining an exact cause would prove beneficial towards the ultimate reduction of such failures occurring in the future. It is recommended that the following actions be taken without prejudice.

Soil Testing

- Soil testing in trench of impacted homes at surface, mid depth and full depth

- Soil testing at alternate location not in trench locale
- Soil testing for (based on research and previous studies)
 - Chlorides
 - Sulphates
 - Resistivity

Subsequent action would depend on the findings of the soil testing.

Financial impact: There would be a cost of \$6,050.00 plus HST to conduct 12 borehole soil extractions and an additional \$200.00 per soil sample. It would be expected to obtain 2 samples per extraction for a total cost of \$10,850.00 plus HST.

Staff recommendation: That the City conduct soil testing on Gregory Crescent and Abraham Drive.

Sub-committee discussion: The Director of Infrastructure and Development Services reviewed the report, noting the report was hand-delivered to the affected residents.

With regard to chloride in the soil, Councillor Brown asked whether the site was ever used as a dumping ground for snow, as he was advised by a resident that was the case. The Director replied that to his knowledge the City has never used the site for dumping snow but a private contractor might have.

Mr. Zein wondered why other cities haven't done soil testing when these problems are costing residents so much money and expressed concern regarding the resale value of their houses. One resident commented that Pete Hyde as the builder paid for the first six houses that experienced problems but the rest were told he couldn't pay and another stated that she only recently purchased her house and this has caused stress.

The Director stated this is a localized problem, as other pipe breaks in the city have attributable causes and the city has repaired services on the city side. Residents are responsible for services on the private side. In response to a question, he advised that provincial requirements state soil testing must be done when zoning is changed from industrial to residential but is not required when going from agricultural to residential. In response to a question about whether the water main itself is copper, the Director advised that it is PVC. The rest of the pipes are copper and they are corroding from the outside in. A sample was tested in 2007 but another sample could be tested by an independent operator.

Larry Appel stated he was surprised that Phase 1 environmental testing before the subdivision was built did not find that it was a snow dump site and assured that it was at one time. He also noted that much more salt was used on roads in the past.

Discussion took place about how many builders built in this subdivision and that so far, all of the houses with pipe failures have been built by the same contractor. It was also noted that builders tend to purchase several lots together. The Director advised that soil testing would take place in various areas around the subdivision, not just the affected areas.

The Director advised they have a soil consultant on retainer and will put the testing in motion immediately upon approval by Council. The Chair notified the residents that this matter comes back to committee on August 10 and could reconvene the same night if Council wishes to move the matter forward.

Sub-committee recommendation: Motion by Councillor Brown
That the City conduct soil testing on Gregory Crescent and Abraham Drive and conduct testing on the copper pipe. Carried. (July 29, 2015)

Committee discussion:

Committee recommendation:

4.0 REPORT OF THE CITY CLERK

4.1 Special By-law Enforcement Officers at 91 Avonwood Drive – Perth Condominium Corporation #1

Objective: To consider the appointment of a special by-law enforcement officer for the parking lot at 91 Avonwood Drive.

Background and Analysis: A request has been received from Perth Condominium Corporation #1, to appoint Arthur Tucker as special by-law enforcement officer to enforce certain parking restrictions on private property and to rescind the appointment of Sandy Smith.

The Special Parking Enforcement Officers will enforce the following provisions of Traffic and Parking By-law 159-2008:

- a) To prohibit parking on private property without consent
- b) To prohibit parking in the area designated as a fire route; and
- c) To prohibit unauthorized parking in a space designated for vehicles transporting persons with a disability, which vehicle displays the appropriate designated permit.

Financial impact: Cost to the City to provide training and ticket books. There is potential for revenue from the collection of parking fines.

Staff recommendation:

1. That Arthur Tucker be appointed as a special by-law enforcement officer to enforce certain parking restrictions on private property within the parking lot at 91 Avonwood Drive, Stratford.
2. That the appointment of Sandy Smith as a special by-law enforcement officer at 91 Avonwood Drive, Stratford be rescinded.
3. That an agreement be entered into with respect to the appointment of the by-law enforcement officers.

Sub-committee discussion: None.

Sub-committee recommendation: Motion by Councillor Bunting

1. **That Arthur Tucker be appointed as a special by-law enforcement officer to enforce certain parking restrictions on private property within the parking lot at 91 Avonwood Drive, Stratford.**
2. **That the appointment of Sandy Smith as a special by-law enforcement officer at 91 Avonwood Drive, Stratford be rescinded.**
3. **That an agreement be entered into with respect to the appointment of the by-law enforcement officers.**

Carried. (July 29, 2015)

Committee discussion:

Committee recommendation:

4.2 Request for Exemption to Noise Control By-law for Annual Fall Fair

Objective: To consider the request from The Stratford & District Agricultural Society for exemptions from Noise Control By-law 113-79 for the Annual Fall Fair at the Stratford Rotary Complex until 10:00 p.m. from Thursday, September 24 to Saturday, September 26, 2015 inclusive and until 4:00 p.m. on Sunday, September 27, 2015.

Background and Analysis: The production, reproduction or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79 as follows:

As part of the Stratford & District Agricultural Society Fall Fair on September 24-27, 2015 there will be amusement ride and amplified music for the patrons of the event.

The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound. [Schedule 2 clause 2]

Prohibited Zones and Times:

Residential Zone - Prohibited all day Sundays and Statutory Holidays, and from 5:00 p.m. of one day to 7:00 a.m. the next day

The loading, unloading, delivering, packing, unpacking, or otherwise handling of any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects is also one of the sounds regulated by the By-law. Prohibited zones and times are the same as noted above. [Schedule 2 clause 4]

The Stratford & District Agricultural Society will also require an exemption from the unreasonable noise provision [Schedule 1 clause 8].

Noise By-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods.

The Stratford & District Agricultural Society circulated notices to businesses and residents within 120m on July 2, 2015 with a deadline of July 17, 2015 for responses.

A letter from The Stratford & District Agricultural Society dated July 17, 2015 confirms that no concerns were raised from the circulation to businesses and residents.

Staff have not expressed concern regarding the proposed exemptions.

Financial impact: None.

Staff recommendation: For the consideration of Council in granting an exemption from the City's Noise Control By-law 113-79 as amended [Schedule 2 clause 4] and the unreasonable noise provision [Schedule 1 clause 8] for the 2015 Stratford & District Agricultural Society Fall Fair September 24 thru September 27.

Sub-committee discussion: None.

Sub-committee recommendation: Motion by Councillor Henderson
That an exemption from the City's Noise Control By-law 113-79 as amended [Schedule 2 clause 4] and the unreasonable noise provision [Schedule 1 clause 8] for the 2015 Stratford & District Agricultural Society Fall Fair September 24 thru September 27, be granted. Carried. (July 29, 2015)

Committee discussion:

Committee recommendation:

4.3 Encroachment Application 229 Cobourg Street

Objective: To enter into an Encroachment Agreement with Michael Smith, as the owner of 229 Cobourg Street, for the existing building encroaching onto the Cobourg Street road allowance.

Attachment - Drawing

Background and Analysis: The owner of 229 Cobourg Street has submitted an application for an existing encroachment onto Cobourg Street.

The existing fence encroaches 3.90 metres onto the Cobourg Street road allowance 8.75 metres in length as shown on the attached property sketch.

No concerns from City Departments were received regarding this encroachment application to allow the existing encroachment to continue. The encroachment agreement contains a provision to cancel the approval by the City in the future, if required.

Encroachment Policy P.3.2 provides for existing encroachments:

When an Encroachment Agreement is Required

When an existing building or structure encroaches onto municipal property, the City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.

Types of Existing Encroachments

Buildings or Structures

Typically, existing encroachments are permanent buildings or structures that were inadvertently and partially erected over a road allowance or municipal property and cannot easily be removed without significant impact to the remaining structure. Examples include existing buildings, garages, retaining walls or signs. Permission will not be given for additions to buildings or structures to encroach onto road allowances or other municipal property.

Financial impact: The annual fee of \$312.35, adjusted yearly by the CPI will be added to the property tax bill for this property.

Staff recommendation: That the application be approved for an existing encroachment by Michael Smith as owner of 229 Cobourg Street, to permit the existing fence encroaching 3.90 metres onto the Cobourg Street road allowance 8.75 metres in length to remain.

Sub-committee discussion: None.

Sub-committee recommendation: Motion by Councillor Henderson
That the application be approved for an existing encroachment by Michael Smith as owner of 229 Cobourg Street, to permit the existing fence encroaching 3.90 metres onto the Cobourg Street road allowance 8.75 metres in length to remain. Carried. (July 29, 2015)

Committee discussion:

Committee recommendation:

*Item 4.3 to also be considered at the August 10, 2015 reconvene Council meeting.

5.0 FOR THE INFORMATION OF COMMITTEE

5.1 Issuance of Building Permits

Objective: To hear a presentation from Jessie Larsen regarding concerns with the issuance of building permits and then allow staff to respond.

Background and Analysis: Jessie Larsen is one of the owners of the Red Rabbit Restaurant recently opened on Wellington Street.

Financial impact: Unknown at this time.

Staff recommendation: That presentation from Jessie Larsen regarding concerns with the issuance of building permits be heard.

Sub-committee discussion: Ms. Larsen introduced herself as a restaurateur who recently opened a restaurant on Wellington Street. She is excited to be part of the downtown core and has taken over a space that had been empty as she wanted to be part of a revitalized downtown that has no empty store fronts.

She applied for permits from the City on March 14, 2015 and was told it would be 10-14 days for processing. She did not get permits for almost 2 months and she had concerns with her experience, including, being given a long list of deficiencies at 5 weeks when she had been in daily prior to that to ask whether there was anything she missed, experiencing more road blocks than assistance from staff, having final reports turned down after significant delay at the beginning of the process, not being advised of "alternative solutions" and the corresponding process earlier on and concerns with the *Building Code* itself, although she acknowledged the City has little control over that. She provided detail regarding her experience.

She was advised that the delay was due to short staffing and although she understands the difficulty that presents, she questioned why there did not seem to be a contingency plan in place, why there were not more staff qualified to review permit applications and why there was no one with an engineering degree in that department.

Her industry is seasonal and they lost a significant portion of their year while waiting for permits. This can be catastrophic to small businesses and she doesn't feel it is fair to be dependent on a system that does not seem have the same urgency. Council needs to be aware that they hold people's lives in their hands.

The Director of Infrastructure and Development Services advised that staff will provide a report and full accounting with regard to this matter on a future agenda and acknowledged there were some issues getting permits out in time; however, there are three positions in the department who review permits and losing one of the three has a significant impact on workload.

The Chair thanked Ms. Larsen for attending and sharing her concerns.

Sub-committee decision: Motion by Councillor Henderson

That staff prepare a report regarding the issuance of building permits and in particular, permits with regard to the Red Rabbit Restaurant. Carried.

(July 29, 2015)

5.2 Capital Project Update

Objective: Engineering to provide a verbal update on the status of various engineering capital projects.

Background and Analysis: Sub-committee has requested that an update be provided at each Sub-committee meeting.

Financial impact: To be provided at the Sub-committee meeting.

Staff recommendation: For the information of Sub-committee.

Sub-committee discussion: The Director of Infrastructure and Development Services advised of some the following updates and stated that the remainder would be listed in the minutes:

1. Borden Street Trunk Sewer from Lorne Avenue to Bruce Street
 - Project is complete except for top coat asphalt which will be placed in August of 2015, and some replacement of plants that died over the winter

2. Mornington Street eastside Sidewalk
 - Construction to be undertaken in September, after completion of the culvert
3. Matilda Street Reconstruction Galt south of Oakdale
 - Tender awarded to Omega
 - Construction slated for August
4. Dufferin Street Oak to Walnut
 - Tender awarded to Ro-buck
 - Construction has commenced, scheduled to be complete end of August
5. Quinlan Pump Station Engineering
 - Land acquisition to be obtained for the Pumping Station
 - Request for Proposal to be sent out once land has been obtained
6. Nile Street Shakespeare to Douro
 - Storm sewer needs to be redesigned to accommodate the 250 year storm event
 - Project has been placed on hold till the storm sewer model has been updated.
7. Strachan Street West Gore to Brydges
 - Top coat asphalt to be placed Sept/October
 - Contractor has returned to complete deficiencies
8. Resurfacing
 - Contract awarded to Brantco Construction
 - Resurfacing ongoing

It was noted that potholes are particularly bad this year and the Director was asked whether there needed to be more money in the budget. He responded they currently spend \$500,000 per year and could spend \$1.2 million. The City has purchased additional equipment for a second crew and they are spending a lot of time on this issue. Two bad winters in a row has had a serious effect on the roads.

9. Sidewalk/Curb and Gutter
 - Contract awarded to Nicholson Concrete
 - Concrete restoration work has commenced
 - Contract to continue till end of October
10. Mornington Vivian Reconstruction
 - Mornington Street and Vivian line is open to traffic
 - Boulevard and driveway restoration has been completed
 - Review on how to construct deep sanitary sewer is underway

- Top coat asphalt to be placed in the fall
11. Parking Lots
 - Downie Lot Expansion - No Parking signs to be installed
 - Erie St – design complete, awaiting decision regarding parking structure
 - St. Patrick St – design complete, awaiting direction
 - Albert St –design complete, awaiting direction
 - York St – design complete, awaiting direction
 - Lions Pool – review and design options complete, awaiting direction
 12. Queen Street Storm Sewer
 - Preliminary design is underway
 - Consultant has been selected AMEC
 - Grant application was unsuccessful
 13. Romeo Street Pedestrian Bridge over the Court Drain
 - Quotation for consultant being reviewed
 - Conservation authority approval required for the design
 - Existing bridge is being extended to accommodate sidewalk and future bike lanes
 - Project slated for late 2015
 14. Clarifiers at Water Pollution Control Plant
 - Consultant has been selected CIMA
 - Design to commence in August
 15. Huron Street Bridge
 - Retender project in November
 16. St. Andrew Street Road Widening/Parking
 - Tender awarded to Armstrong Paving
 - Work ongoing, behind schedule

The Director stated that the contractor is a few weeks behind schedule and staff are pressing them to get back on schedule, although they will not be finished by the original end date of end of July. In response to a question about the impact on Summer Music events at St. Andrew's Church, the Director advised that as part of the contract, the contractor must work around the events.

17. Flow Monitoring and Sanitary model update
 - RFP being prepared
 - Flow monitoring to commence in fall of 2015
18. Bridge Appraisal RFP

- RFP was issued in conjunction with neighbouring municipalities for the selection of a consultant to undertake the review of the Bridge, Foot Bridge, Retaining Walls, Culverts and Subways which has to be undertaken every two years
 - Project to be awarded in August
 - Assessment to commence in fall
19. Detailed Bridge Deck Assessment RFP
- RFP has been prepared for the selection of a consultant to undertake a detailed deck assessments on two bridges as recommended by the 2013 Bridge Appraisal Final Report
 - Assessment to commence in fall
20. Miscellaneous Bridge Repairs (4)
- Preparing a quotation to carry out minor erosion control protection work on four structures as identified in the 2013 Bridge Appraisal Report
 - Obtaining UTRCA approval for the work
 - Construction to occur in late October
21. Romeo/Norfolk Watermain/Storm Sewer Conflict
- Obtaining quotes for work
22. CCTV Quotation for Various Storm and Sanitary Sewers
- Quotation awarded to Infrastructure Intelligence Services Inc.
 - Work ongoing
23. Mornington/Iddington Creek Culvert Extension
- Quotation awarded to Van Driel Excavating Inc.
 - Construction ongoing
24. C.H. Meier Storm Outlet
- Repair work was completed end of May
25. O'Loane Watermain Extension
- Oakdale portion postponed until completion of watermain model
 - To be tendered after negotiations for land are finalized
26. Easson Watermain Replacement
- Contract awarded to Elgin Construction
 - Construction to commence by August
27. LED Street Light Conversion
- Project awarded to EARTH
 - Kick off meeting held
 - Project completion December 31, 2015

28. Lorne Ave Watermain Replacement
 - Survey complete, design has commenced
 - Proposing multi-use trail on south side of road
 - Construction scheduled for September

29. Cooper Standard Waldie Drain Sanitary Trunk Repair
 - Sanitary collapse blocked off and Waldie Drain returned to original alignment
 - Private service to be relocated
 - Trunks sewer to be abandoned 2016

Councillor Henderson stated that she is receiving a lot of complaints about where community mailboxes are located, giving several examples. The Director reiterated that Canada Post has the final say on locations but noted he is aware of several that were installed in the wrong location and will be moved.

Sub-committee recommendation: For the information of Committee.

6.0 ADVISORY COMMITTEE/OUTSIDE BOARD MINUTES

- Active Transportation Advisory Committee Minutes of May 27, 2015 distributed for the information of Council.

- Accessibility Advisory Committee Minutes of June 2, 2015 distributed for the information of Council.

7.0 ADJOURNMENT

Motion by

That the Infrastructure, Transportation and Safety Committee meeting adjourn.

Meeting Start Time:

Meeting End Time:



**The Corporation of the City of Stratford
FINANCE AND LABOUR RELATIONS COMMITTEE
AGENDA**

The Finance and Labour Relations Committee will meet on August 10, 2015 in the Council Chamber, City Hall following the Regular meeting of City Council.

SUB-COMMITTEE PRESENT: Councillor Clifford - Chair presiding, Councillor Vassilakos, Mayor Mathieson

REGRETS: Councillor Mark – Vice Chair, Councillors Beatty and McManus

COMMITTEE PRESENT: Councillor Clifford - Chair presiding, Councillor Mark - Vice-Chair, Mayor Mathieson, Councillors Beatty, Brown, Bunting, Henderson, Ingram, McManus and Ritsma.

REGRETS: Councillor Vassilakos

STAFF PRESENT: Ronald R. Shaw – Chief Administrative Officer, Cindy McNair – Deputy CAO/Director of Human Resources, Joan Thomson – City Clerk, Andre Morin – Director of Corporate Services, Ed Dujlovic – Director of Infrastructure and Development Services, David St. Louis – Director of Community Services, Carole Desmeules - Director of Social Services, Charlene Lavigne – Deputy Clerk, John Paradis - Fire Chief.

ALSO PRESENT: Members of the public and Media.

1.0 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 Nature of Pecuniary Interest

Sub-committee: None declared at the July 21, 2015 Sub-committee meeting.

Committee:

2.0 DELEGATIONS

None scheduled.

3.0 REPORT OF THE MANAGER OF ENVIRONMENTAL SERVICES

3.1 Request to Waive Sanitary Charges – 390 Douro Street

Objective: To provide details to Council of the request to waive the sanitary costs for 390 Douro Street in relation to a large leak that occurred on the property in April of 2015.

Attachment – Letter dated June 6, 2015 from John Fisher

Background and Analysis: Mr. John Fisher, owner of Perth Properties at 390 Douro St. is requesting relief of his water bill as described in a letter to the City, dated June 6, 2015.

The Meter Readers noticed the building had consumed 2,821 m³ from March 17 until April 21. This resulted in an invoice of \$2,881.86 in water and \$4,541.81 in sewage for a total of \$7,423.67 plus a \$2.00 fixed monthly charges for water and sewers.

The meter was read again on April 28th. In a week's time 390 Douro had consumed 632 m³ of water. Mr. Fisher was then notified by Festival Hydro. Mr. Fisher went to check 390 Douro and it was confirmed at this time to be an internal plumbing problem.

Subsequently, the next billing period from April 21 to May 20 resulted in 647 m³ being charged, including \$664.38 in water and \$1,047.06 in sewage for a total of \$1,711.44 plus a \$2.00 fixed monthly charges for water and sewers.

A review of past billing indicates an average usage of 7-8 m³ of water per billing period.

As per Mr. Fisher's letter, he has received all invoices and has paid the water portion of the bill but not the sewage component. Past due balance on July 30th billing information is \$5,499.66.

A site visit was conducted by city staff on June 25th. It was confirmed at this time that the break did occur in a very large crawl space under the building. There was no evidence in this crawl space of any sanitary discharge point and, although this leak could have eventually escaped to a sanitary location, there is no way to confirm that this would have occurred.

Mr. Fisher has made the necessary replacements to the internal plumbing that should mitigate a similar situation from occurring in the future.

Financial impact: As per the billing periods previously identified, the sewage charge was \$4,542.81 for May billing and \$1,048.06 for June. Normal charges for sewage, and based on historical billing, is \$18.25 + \$1.00 service charge per month.

This calculates to a request to waive a net amount of \$5,552.37 for this event. The water portion has been paid in full and there would be no adjustments.

Staff recommendation: That staff be authorized to adjust the 390 Douro Street sewer charges by \$5,499.66.

Sub-committee discussion: Mr. Fisher provided background on the matter, noting the leak was determined to be in the crawl space of the building and was quite substantial. He had a contractor in and it was decided to abandon a section of the leaking pipe and install a new one. The average water bill for this property was \$20 per month and for the two months the pipe was leaking, the water bill was \$9,000.

He then contacted Festival Hydro to express concerns about the water bill. He understands he has to pay for water used but in this case, as the water did not discharge into the sanitary sewer system, he should not have to pay the sewage portion of the bill.

In response to the motion put forward and passed, Mr. Fisher stated he believes the outstanding amount is closer to \$6,100 and would like to have Festival Hydro advise of the actual amount owing.

Sub-committee recommendation: Motion by Mayor Mathieson

That staff be authorized to adjust the 390 Douro Street sewer charges by \$5,499.66. Carried. (July 21, 2015)

Committee discussion:

Committee recommendation:

4.0 REPORT OF FESTIVAL HYDRO

4.1 Festival Hydro Inc. Financial Statement Highlights (audited) for the year end December 31, 2014

Objective: To consider the audited financial reports from Festival Hydro Inc. for the year end December 31, 2014.

Attachment - Commentary

Attachment – Financial Statements as at December 31, 2014

Background and Analysis: As noted in the Financial Statements.

Financial Impact: This will be in the reports from the Board.

Staff recommendation: That the audited Financial Statements of Festival Hydro Inc. for the year ended December 31, 2014 be adopted by City Council.

Sub-committee discussion: Debbie Reece, CFO of Festival Hydro Inc., noted the financial statements were not issued until May 28, 2015, which is later than normal as they were waiting on information from the Ontario Energy Board. She reviewed the highlights of the balance and income sheet commentaries, focusing on the regulatory assets, bank overdraft and net income.

Sub-committee recommendation: Motion by Councillor Vassilakos
That the audited Financial Statements of Festival Hydro Inc. for the year ended December 31, 2014 be adopted by City Council. Carried.
(July 21, 2015)

Committee discussion:

Committee recommendation:

4.2 Festival Hydro Services Inc. Financial Statement Highlights (audited) for the year end December 31, 2014

Objective: To consider the audited financial reports from Festival Hydro Services Inc. for the year end December 31, 2014.

Attachment - Commentary

Attachment – Financial Statements as at December 31, 2014

Background and Analysis: As noted in the Financial Statements.

Financial Impact: This will be in the reports from the Board.

Staff recommendation: That the audited Financial Statements of Festival Hydro Services Inc. for the year ended December 31, 2014 be adopted by City Council.

Sub-committee discussion: Kelly McCann, CFO of Festival Hydro Services Inc., reviewed the commentary on financial results, noting there were capital additions in the sum of \$251,000 and explained the additions. She also referred to the income statement, advising that the net income for the year was \$68,000.

She stated there were variances in the budget, explaining that revenue for the year was slightly below at budget. They had projected hiring a general manager, as well as sales increases. They determined that a general manager was not a resource they required and as a result, operating expenses were also \$72,000 below budget.

Sub-committee recommendation: Motion by Mayor Mathieson
That the audited Financial Statements of Festival Hydro Services Inc. for the year ended December 31, 2014 be adopted by City Council. Carried.
(July 21, 2015)

Committee discussion:

Committee recommendation:

5.0 REPORT OF THE SUPERVISOR OF TAX REVENUE

5.1 Tax Adjustments

Objective: To receive Minutes of Settlement under Section 39.1 for 2015 and an Amended Property Assessment Notice for 2015.

Attachment – Report of the Tax Supervisor dated July 10, 2015

Background and Analysis: Minutes of Settlement (Section 39.1) are for information purposes. The municipality can object to the settlement by signing the Minute of Settlement form and filing the prescribed fee to the Assessment Review Board by the required date.

Amended Property Assessment Notices are issued to correct factual information on a property that results in a change to the assessment and/or classification.

Financial impact: There has been an allowance made in the 2015 Budget for anticipated tax adjustments.

Staff recommendation: That the Report of the Supervisor of Tax Revenue dated July 10, 2015 regarding the Minutes of Settlement under Section 39.1 for 2015 and the Amended Property Assessment Notice for 2015 be received as recommended.

Sub-committee discussion: The Supervisor of Tax Revenue stated that there are four residential adjustments and they are self-explanatory.

Sub-committee recommendation: Motion by Mayor Mathieson

That the Report of the Supervisor of Tax Revenue dated July 10, 2015 regarding the Minutes of Settlement under Section 39.1 for 2015 and the Amended Property Assessment Notice for 2015 be received as recommended. Carried. (July 21, 2015)

Committee discussion:

Committee recommendation:

*Item 5.1 to also be considered at the August 10, 2015 reconvene Council meeting.

6.0 REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

6.1 GO Transit Business Case and Market Study

Objective: To consider commissioning a business case to explore opportunities to bring the GO Transit layover yard to Stratford and the extension of service to Stratford.

Attachment – Management Report dated July 8, 2015

Background and Analysis: See attached report.

Financial impact: The study could cost up to \$100,000 in consulting fees in order to make a proper case to Metrolinx.

Please also note that if Stratford were successful in securing the layover yard as a result of this study, the long term cost implications are unknown. It is important to note that extensions of GO train services to Barrie, Guelph and Kitchener were implemented with contributions by the benefitting municipalities of one-third of the capital costs involved, including required track improvements, layover facilities and stations. Metrolinx has indicated that a similar contribution would be required from the City of Stratford for any extension of the Kitchener Line to Stratford.

There is no money in the current budget. It would need to be referred to the 2016 budget if there is interest in proceeding.

Staff recommendation: For the consideration of Sub-committee.

Sub-committee discussion: The CAO reviewed his report, noting he recently had a telephone conversation with representatives of Metrolinx. If Council wants to move ahead with respect to this matter, they will need to present a business case. Staff do not know what the cost of the study would be but guess approximately \$50-\$100,000.

It was suggested that unless there are local partner communities to help build a coordinated system with a local hub in Stratford, it may be difficult to build a business case. It was suggested that further preliminary work could be done before doing a study.

Mayor Mathieson suggested staff speak with the United Way Transportation Committee to see if there are any possible interested community partners and that the possibility of a market case and business study be referred to the 2016 budget.

It was suggested that the possibility of a bus from Stratford to Baden would be part of the study.

Sub-committee recommendation: Motion by Councillor Vassilakos
That staff be directed to speak with the United Way Transportation Committee regarding whether there are neighbouring municipalities that may be interested in commissioning a business case to explore opportunities to bring the GO Transit layover yard to Stratford and the extension of service to Stratford;

And further that the commissioning of a GO Transit Business Case and Market Study be referred to the 2016 budget. Carried. (July 21, 2015)

Committee discussion:

Committee recommendation:

6.2 2015 Dashboard Report – 2nd Quarter

Objective: To consider the City of Stratford's 2nd Quarter Dashboard Report for 2015.

Attachment – 2nd Quarter Dashboard Report

Background and Analysis: See attached report.

Financial impact: N/A

Staff recommendation: That the 2015 Corporate Dashboard Report, as of June 30th, 2015 be received.

Sub-committee discussion: The CAO reviewed the Dashboard Report.

Concern was raised that the quarterly reports from SEED Co. are broad and it was requested that the CAO communicate to them that Sub-committee would appreciate more detail, particularly the types of businesses and jobs created and whether they are full time, part time or contract.

A question was asked whether the Stratford Tourism Alliance review would come back to Council as there were financial ramifications in the recommendations. The CAO explained that staff's role is to facilitate STA's requests to Council, should they wish to act on any of the recommendations.

In response to a question regarding Market Square, the CAO advised that AtFocus would be presenting a report at the next Council meeting.

With regard to a master plan for the development of the Cooper Site, a citizen asked whether there was a difference between developers and contractors. The CAO stated that there isn't, as long as they meet the requirements of the RFP.

Sub-committee recommendation: Motion by Councillor Vassilakos
That the 2015 Corporate Dashboard Report, as of June 30th, 2015 be received. Carried. (July 21, 2015)

Committee discussion:

Committee recommendation:

6.3 Stratford Normal School

Objective: To consider the status of the Stratford Normal School and the City's lease with the Stratford Festival of Canada.

Attachment – Management Report dated June 18, 2015

Background and Analysis: See attached report.

Financial impact: In the next seven years, the City can expect to receive \$525,000 in rental revenue from the Stratford Festival. This money is put into a general building maintenance reserve that goes toward the maintenance and upkeep of corporate municipal buildings.

Offsetting this are repairs and maintenance expenses. The Portico has been completed. Other known expenses include:

- Window Replacement. The Building Division estimates a cost of \$100,000 which would be phased over a number of years and the cost drawn from the reserve.

Staff recommendation: That the report on the Stratford Normal Lease with the Stratford Festival of Canada be received.

Sub-committee discussion: The CAO reviewed his report and responded to questions, stating that the building was purchased for good value and it is zoned as parkland, which restricts the uses of the building. With regard to upkeep of the building, the tenants are responsible for regular maintenance and the City is responsible for expenditures over a certain value.

Sub-committee recommendation: Motion by Mayor Mathieson
That the report on the Stratford Normal Lease with the Stratford Festival of Canada be received. Carried. (July 21, 2015)

Committee discussion:

Committee recommendation:

7.0 REPORT OF THE DIRECTOR OF HUMAN RESOURCES

7.1 Driver Abstract Check Program

Objective: There is no longer a requirement to have Council policy H.1.8 Loss of Employee Driver's License. This policies content will be administered by a new administrative policy named the Driver Abstract Check Program.

Attachment - Policies

Background and Analysis: The Corporate Leadership Team requested that a program be created with regard to driver abstract checks for the City of Stratford. The purpose of the policy is to ensure that all employees of the City of Stratford, who are required to have a driver's license as a condition of their employment, have a valid Driver's License in the class necessary for all vehicles and/or equipment that the employee may be required to operate. The Human Resources Department contacted other municipalities to review their policy/procedures regarding checking of driver abstracts. Based on the research, the Human Resources Department has drafted a policy that meets the needs of the organization. As a result of this new policy there is no longer a requirement to have Council policy H.1.8 Loss of Employee Driver's License.

In addition, the attached policy has been reviewed extensively and approved by the Corporate Leadership Team. Furthermore, the leadership of the six (6) unions within the City of Stratford were provided a copy of the policy for comment.

Financial impact: The financial impact of the Driver Abstract Check Program is in the form of Human Resources administrative time which is needed to complete the checks.

Staff recommendation: That policy H.1.8 Loss of Employee Driver’s License be rescinded as a Council adopted policy and that senior staff be tasked with taking reasonable steps to ensure that employees meet corporate vehicle licensing requirements.

Sub-committee discussion: The Director of Human Resources stated they are looking to rescind Policy H.1.8. which was created in the 1990’s and institute an administrative policy, the purpose of which is to ensure that employees have the necessary licensing requirements when operating city vehicles, or their own vehicles, if that is what their job entails.

Sub-committee recommendation: Motion by Mayor Mathieson
That policy H.1.8 Loss of Employee Driver’s License be rescinded as a Council adopted policy and that senior staff be tasked with taking reasonable steps to ensure that employees meet corporate vehicle licensing requirements. Carried. (July 21, 2015)

Committee discussion:

Committee recommendation:

8.0 REPORT OF THE DIRECTOR OF CORPORATE SERVICES

8.1 Cooper Expropriation and Site Maintenance Expenses to Date

Objective: To provide Council with a summary of 2015 expenditures to date with respect to the Cooper site expropriation and the site maintenance/environmental.

Background and Analysis: In February 2015, staff reported on historical net expenditures relating to Cooper Expropriation and Site Maintenance. Staff intend to provide semi-annual year to date reports moving forward.

Financial impact:

COOPER SITE EXPROPRIATION			
City of Stratford Costs to June 30 2015			
Expenditures:	<table border="1"> <tr> <td style="text-align: center;">2015 YTD (as of June 30/15)</td> </tr> <tr> <td style="height: 20px;"> </td> </tr> </table>	2015 YTD (as of June 30/15)	
2015 YTD (as of June 30/15)			

Legal	158,696
Consulting	191
	158,887

COOPER SITE MAINTENANCE & ENVIRONMENTAL	
City of Stratford Costs to June 30 2015	
	2015 YTD (as of June 30/15)
EXPENDITURES:	
Consulting	38,777
	38,777

Staff recommendation: For the information of Sub-committee.

Sub-committee discussion: The Director of Corporate Services stated that Council requested staff provide updates on costs related to the Cooper Site and will do so semi-annually. He noted that with the agenda, costs were provided to June 2015. Information was provided to Council subsequent to the agenda being published showing the year to date costs from 2009-present and the total costs. This information will be provided as part of the August 10, 2015 Committee agenda.

He reminded Sub-committee that costs incurred in the system as of June 2015 don't necessarily represent all costs in June, as costs such as legal fees for the OMB hearing have not yet been billed.

Sub-committee recommendation: Motion by Mayor Mathieson **To receive the report of 2015 expenditures to date with respect to the Cooper site expropriation and the site maintenance/environmental presented at the July 21, 2015 Finance and Labour Relations Sub-committee meeting. Carried. (July 21, 2015)**

Subsequent information: The chart attached is the additional information provided to Council mentioned above.

Attachment – Cooper Site Expropriation Costs Since 2009

Committee discussion:

Committee recommendation:

9.0 FOR THE INFORMATION OF COMMITTEE

9.1 Debt Report June 30, 2015

Objective: To provide information to Council on 2015 long term debt transactions to the end of the 2nd quarter.

Attachment - Charts

Background and Analysis: A report on debt issuance was tabled with Subcommittee in March 2015 and the following Council decision was provided at the March 23, 2015 Council meeting:

That the Director of Corporate Services be authorized to enter into long term borrowing agreements of up to \$15,500,000 based on the philosophy presented in Option #4, relating to the following projects:

- *University of Waterloo – Stratford Campus*
- *Southside Storm Sewer Upgrades*
- *Cooper Site*

City staff received and negotiated rate quotes and debt options from 2 major banks and Infrastructure Ontario. Different financial instruments were investigated including traditional long term loans, debentures, equity/debt swaps, and swaps with optional exit strategies. Options were compared taking into account interest rates, estimated future interest rates, timing, potential legal costs, and various risks (credit risk, interest rate risk, etc.).

A final decision was made to obtain traditional financing from RBC as follows:

\$4,550,000	12 year term/25 year amortization	2.84%
\$4,500,000	13 year term/25 year amortization	2.88%
\$1,311,186	5 year term/5 year amortization	1.75%
\$2,000,000	10 year term/10 year amortization	2.49%
\$1,500,000	8 year term/20 year amortization	2.51%
<u>\$1,500,000</u>	11 year term/20 year amortization	2.80%
\$15,361,186		

This financing will lock in very good interest rates maturing at a variety of strategic dates providing the City with the flexibility to pay off the outstanding principal upon the maturity date or refinancing the debt at future market rates. The current plan assumes the outstanding principal payments will be paid out in full, but depending on financial and capital needs in the future, flexibility will be available.

Further to this financing, a previous RBC loan matured on June 27, 2015 with an outstanding balance of **\$1,833,982**. This loan had an interest rate of 4.51%, it has

been refinanced at the same terms with a revised interest rate of 2.42%. This will save the City approximately \$170,000 in interest expense and approximately \$20,000 per year on the annual budget.

Financial impact: Two revised charts are attached:

- Chart 1 projects the future tax budget requirements for long term debt payments
- Chart 2 projects the outstanding principal balance for the next 15 years

Staff recommendation: For the information of Sub-committee.

Sub-committee discussion: The Director of Corporate Services stated this report is to advise Sub-committee of the debt that was let out that has been on the books for several years as directed by Council in March. Staff looked at options, noting that all rates are under 3%.

He referred to the charts, noting that tax supported debt payments hold steady for the next 4 to 5 years and then begin to drop. In response to a question about chart 2, the Director advised that it represents debt that is committed in the 2015 budget but there are potential increases to the future debt load from water and sewer work that needs to be completed and the Market Square and Cooper Site projects.

He noted that decisions in the 2016 budget will help decide whether they need to borrow again in the future. He noted it is actually prudent to do so, to keep the infrastructure deficit at a reasonable level.

Sub-committee recommendation: For the information of Sub-committee.

9.2 City of Stratford RFP Process

Objective: To provide Sub-committee with a summary of the RFP process followed by the City of Stratford.

Attachment - Corporate Evaluation Template

Background and Analysis: At the June 8, 2015 Council meeting, the following motion was passed:

That the Finance and Labour Relations Sub-committee review the RFP process

Within the City's Procurement of Goods Policy, Request for Proposals (RFP) are discussed under section 36.0, details below:

36.0 REQUEST FOR PROPOSAL

- 36.1 A Request for Proposal is used when the goods/services are of a highly specialized or flexible nature, such as telecommunications or computer equipment. This allows the Corporation to generalize the description of the project and this in turn has the vendors provide their bids on the latest and best products in their line.*
- 36.2 The only consideration in using this method is that the submissions received in a Request for Proposal require longer time for analysis before making a decision on a successful bidder.*
- 36.3 Prior notification to Council on the Consent Agenda is required. The evaluation criteria and process shall be approved by the Manager of Financial Services prior to the issuance of the Request for Proposal. Request for Proposals budgeted to exceed \$100,000 are to be awarded by By-law.*
- 36.4 Proposals shall be received in a public opening and securities confirmed, where applicable, but bid prices shall not be read out.*

Below is a summary of the internal process:

- Department in co-operation with Purchasing develops the RFP and establishes the evaluation process/criteria which is included in the RFP document.
- The Corporate evaluation template is modified by the department to fit the criteria within the document and a matrix is developed for review of submissions and is sent to the Manager of Financial Services for approval.
- Once the department develops the final RFP, Purchasing issues and receives the sealed bids, records the names of the submissions and disburses to the user department to distribute to evaluation committee. If required, the Consultant's policy is taken into consideration.
- An evaluation committee is established. The committee shall perform an independent and group evaluation from the matrix. The evaluation committee reaches consensus on final rating results, possibly holds interviews and makes recommendation of award.
- All evaluation sheets shall be kept for transparency and according to the records retention by-law.
- Attached is a sample of the Corporate evaluation template information. Criterion will vary according to the project.

Financial impact: Not applicable.

Staff recommendation: For the information of Sub-committee.

Sub-committee discussion: The Director of Corporate Services advised that staff will be bringing more information regarding procurement forward but this is background information on the current RFP process.

He stated there is not a standard agreement or scoring template for RFP's and the guidelines around each project may be different. RFP's are typically used for expenditures that are not a straight set of goods.

In response to a question as to whether the RFP's are different for each department, the Director explained that because the City doesn't have a central purchasing department, each department does a lot of the purchasing functions on their own with guidance from the Finance Division in Corporate Services and explained the process in further detail.

Sub-committee recommendation: For the information of Sub-committee.

10.0 ADJOURNMENT

Motion by

That the Finance and Labour Relations Committee meeting adjourn.

Meeting Start Time:

Meeting End Time:

15.0 COUNCIL RECONVENE

DECLARATIONS OF PECUNIARY INTEREST made at Standing Committee meetings held on August 10, 2015 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

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 Nature of Pecuniary Interest

15.1 Committee Reports

Motion by

That Item 4.3 of the Infrastructure, Transportation and Safety Committee meeting dated August 10, 2015 be adopted as follows:

- 4.3 That the application be approved for an existing encroachment by Michael Smith as owner of 229 Cobourg Street, to permit the existing fence encroaching 3.90 metres onto the Cobourg Street road allowance 8.75 metres in length to remain.

Motion by

That Item 5.1 of the Finance and Labour Relations Committee meeting dated August 10, 2015 be adopted as follows:

- 5.1 That the Report of the Supervisor of Tax Revenue dated July 10, 2015 regarding the Minutes of Settlement under Section 39.1 for 2015 and the Amended Property Assessment Notice for 2015 be received as recommended.

The following by-laws require First and Second readings and Third and Final Readings and could be taken collectively upon unanimous vote of Council present:

- 11.8 To authorize the entering into and execution of an encroachment agreement to permit an existing encroachment at 229 Cobourg Street to continue to encroach on to the Cobourg Street road allowance.

Attachment – By-law 11.8

- 11.9 To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on August 10, 2015.

Attachment – Confirmatory By-law

Motion by

That By-laws 11.8 to 11.9 be taken collectively.

Motion by

That By-laws 11.8 to 11.9 be read a First and Second time.

Motion by

That By-laws 11.8 to 11.9 be read a Third time and Finally Passed.

Motion by

That the August 10, 2015 Regular Council meeting adjourn.

Reconvene Meeting Start Time:

Reconvene Meeting End Time: