



Stratford City Council Regular Council Open Session AGENDA

Meeting #: 4601st
Date: Monday, December 16, 2019
Time: 6:00 P.M.
Location: Council Chamber, City Hall
Council Present: Mayor Mathieson - Chair Presiding, Councillor Bunting, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos
Staff Present: Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief, Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary

Pages

1. Call to Order:

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

Councillor Beatty provided regrets for this meeting.

Singing of O Canada

Moment of Silent Reflection

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

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

Name, Item and General Nature of Pecuniary Interest

3. Adoption of the Minutes:

21 - 39

Motion by _____

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated December 9, 2019 be adopted as printed.

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

Motion by _____

THAT the Addendum/Addenda to the Regular Agenda of Council and Standing Committees dated December 16, 2019, be added to the Agenda as printed.

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

5.1 Citizen Appointments to the Accessibility Advisory Committee

Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b))

Motion by _____

Staff Recommendation: THAT Peter Zein and Geoff Krauter be appointed as citizen representatives to the Accessibility Advisory Committee for two-year terms to November 30, 2021 or until successors are appointed;

AND THAT staff be directed to advertise for the remaining vacant position.

5.2 Citizen Appointments to the Active Transportation Advisory Committee

Personal matters about an identifiable individual(s) including municipal employees or local board employees) (section 239.(2) (b))

Motion by _____

Staff Recommendation: THAT Stephen Barlow and David Daglish be appointed as citizen representatives to the Active Transportation Advisory Committee for two-year terms to November 30, 2021 or until successors are appointed.

5.3 Citizen Appointments to the Energy & Environment Committee

Personal matters about an identifiable individual(s) including municipal employees or local board employees) (section 239.(2) (b)

Motion by _____

Staff Recommendation: THAT Anna Stratton, Geoff Krauter, Anita Jacobsen and Emily Chandler be appointed as citizen representatives to the Energy & Environment Committee for two-year terms to November 30, 2021.

5.4 Appointments to the Heritage Stratford Committee

Personal matters about an identifiable individual(s) including municipal employees or local board employees) (section 239.(2) (b)

Motion by _____

Staff Recommendation: THAT Brian Johnson and Patrick O'Rourke be appointed as citizen representatives to the Heritage Stratford Committee for two-year terms to November 30, 2021 or until successors are appointed;

THAT Jacob VanKooten be appointed as the Stratford and Area Building Association representative to the Heritage Stratford Committee for a two-year term to November 30, 2021 or until a successor is appointed;

AND THAT staff be directed to advertise for the remaining vacant positions.

5.5 Citizen Appointments to the Stratfords of the World - Ontario Committee

Personal matters about an identifiable individual(s) including municipal employees or local board employees) (section 239.(2) (b)

Motion by _____

Staff Recommendation: THAT the terms of reference for the Stratfords of the World - Ontario Committee be amended to change the composition to 10 citizen representatives and 1 council member;

AND THAT Mary K. Bohdanetzky, June Wells , Donnalene Tuer-Hodes, Wayne Whitehorn, Joyce Mohr and Ken Clarke be appointed as citizen representatives to the Stratfords of the World - Ontario Committee for two-year terms to November 30, 2021 or until successors are appointed.

5.6 Citizen Appointments to the Communities in Bloom Committee

Personal matters about an identifiable individual(s) including municipal employees or local board employees) (section 239.(2) (b))

Motion by _____

Staff Recommendation: THAT Carys Wyn Hughes and Kimberly Richardson be appointed as citizen representatives to the Communities in Bloom Committee for two-year terms to November 30, 2021 or until successors are appointed;

AND THAT an exemption be granted from the residence eligibility requirement contained in the Appointments Policy for the appointment of Carys Wyn Hughes.

5.7 Citizen Appointments to the Stratford Town and Gown Committee

Personal matters about an identifiable individual(s) including municipal employees or local board employees) (section 239.(2) (b))

Motion by _____

Staff Recommendation: THAT Joanne Benham-Rennick be appointed to the Stratford Town and Gown Committee as a citizen representative for a two-year term to November 30, 2021 or until a successor is appointed.

5.8 At the December 16, 2019 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

- Proposed or pending acquisition or disposal of land by the municipality or local board (section 239.(2)(c)) (includes municipal property leased for more than 21 years; and Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)); and A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k));
- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f)); and A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239.(2)(k));
- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably

be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization (section 239.(2)(i)).

6. Hearings of Deputations and Presentations:

6.1 Presentation by Mayor Ted Comiskey regarding the Demand the Right Campaign 40 - 56

Mayor Comisky has requested to present to Council regarding the Demand the Right Campaign which demands the right for municipalities to approve any proposed landfill sites within or adjacent to their communities.

A resolution is listed for Council's consideration and Mayor Comisky requests Council's endorsement and support.

Motion by _____

THAT the presentation by Mayor Ted Comisky regarding the Demand the Right Campaign, be heard.

6.2 Presentation by Overlap & Associates 57

Marilyn Cameron and Steve Krysak from Overlap & Associates will be giving an overview of the process for creation of Key Performance Indicators for the City's Strategic Priorities.

Motion by _____

THAT the presentation by Overlap & Associates regarding Key Performance Indicators for the City's Strategic Priorities, be heard.

7. Orders of the Day:

7.1 Resolution - Request for Variance to Transit Terminal Capital Budget (COU19-108) 58 - 59

Motion by _____

Staff Recommendation: THAT Council approve a variance in the Transit Terminal Capital Budget in the amount of \$331,000;

THAT the Transit Terminal Capital Budget be increased to \$2,622,678;

AND THAT the funds be paid from the Federal Gas Tax Reserve.

8. Business for Which Previous Notice Has Been Given:

8.1 Resolution - Sidewalk Snow Clearing By-law

At the December 9, 2019 Regular Council meeting, notice of intent was given that Councillor Ingram intends to put forward the following motion for consideration at the December 16, 2019 Council meeting:

THAT staff review and prepare a report on aligning the Sidewalk Snow Clearing By-law for the uptown core with the City's timelines for sidewalk snow removal.

For the consideration of Council.

9. Reports of the Standing Committees:

9.1 Report of the Infrastructure, Transportation and Safety Committee:

Motion by _____

THAT the Report of the Infrastructure, Transportation and Safety Committee dated December 16, 2019 be adopted as printed.

9.1.1 Battershall Court Parking Concerns (ITS19-069)

60 - 77

THAT the existing island on Battershall Court remains;

AND THAT the Parking and Traffic By-law No. 159-2008 be amended as follows:

Schedule 2 (No Parking) be amended by adding:

Street	Side	Between	Period
Battershall Court	Both	Within the circle	Nov 15 – Apr annually

9.1.2 Perth Street from Downie Street to Borden Street Parking Review (ITS19-068)

78 - 79

THAT Traffic and Parking By-law 159-2008 be amended as follows:

Schedule 2 (No Parking) be amended by adding:

Street	Side	Between	Period
Perth Street	South	From Downie Street to Borden Street	Anytime

9.1.3 Winterfest 2020 By-Law 5-2006 Exemption (ITS19-76)

80 - 94

THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to The Stratford Winterfest Committee to allow for an open burn from 10:00 am – 5:00 pm on Saturday, January 25, 2020 and 10:00 am – 2:00 pm on Sunday, January 26, 2020 in Lower Queens Park;

AND THAT delegating authority to the Fire Chief to approve exemptions to Open Burn By-law 5-2006 for yearly events be referred to staff for review.

9.1.4 Short Street between Matilda Street and Forman Avenue - No Parking Restrictions (ITS19-069)

95 - 96

THAT Traffic and Parking By-law 159-2008 be amended as follows:

Schedule 2 (No Parking) be amended by adding:

Street	Side	Between	Period
Short Street	Both	From Forman Avenue to Matilda Street	Anytime

9.1.5 City-wide Default Speed Limit Review (ITS19-072)

97 - 108

THAT Council approve the implementation of proven physical measures and safety countermeasures where applicable and feasible to reduce operating speeds and enhance safety on City roads;

THAT staff create a policy for the use of Community Safety Zones in the City;

THAT staff report back to Council with a proposed approach to Automated Speed Enforcement in Community Safety Zones and School Zones;

THAT the Traffic and Parking By-law 159-2008, Schedule 14 – Higher and Lower Speed Limits be amended

By Adding:

Street	Between	Between	Maximum
Huntingdon Avenue	Cawston Street	Huron Street	40 km/h

Avondale Avenue	Charles Street	Hibernia Street	40 km/h
Bedford Drive	Glendon Road	Graff Avenue	40 km/h
Louise Street	Brydges Street	Whitelock Street	40 km/h

9.1.6 City-wide Default Speed Limit Review (ITS19-072)

THAT staff report back on a plan to move ahead with Option #2, reducing the speed limit to 40 km/per hour on local residential roads.

9.1.7 Erie Street Sidewalk – Open House and Recommendations (ITS19-074) 109 - 113

THAT Council approve the design for the proposed sidewalk on the east side of Erie Street between Lorne Avenue West and West Gore Street, with funding to be provided by 50% Development Charge funds (\$150,000) and 50% from the Public Works Capital Reserve (\$150,000).

9.1.8 Drinking Water Quality Management Standard 2019 Infrastructure Review (ITS19-065) 114 - 120

THAT the summary report entitled Drinking Water Quality Management Standard 2019 Infrastructure Review be received for information.

9.1.9 Drinking Water Quality Management Standard 2019 Management Review (ITS19-066) 121 - 127

THAT the summary report entitled Council Report – 2019 Top Management Review for Drinking Water Quality Management System be received for information.

9.1.10 Drinking Water Quality Management Standard Operational Plan Endorsement by Council (ITS19-073) 128 - 131

THAT the Drinking Water Quality Management Standard Operational Plan for the City of Stratford's drinking water system be endorsed.

9.1.11 Lead in Drinking Water Update – City of Stratford (ITS19-075) 132 - 133

THAT the report entitled Lead in Drinking Water Update-City of Stratford be received for information.

9.1.12 Lead in Drinking Water Update - City of Stratford (ITS19-075)

THAT staff report back on options for possible residential lead testing and mitigation programs, as well as associated costs.

9.1.13 West Gore and Dufferin – Request for Crossing Guard (ITS19-063)

134 - 135

THAT the request for a crossing guard at West Gore Street and Dufferin Street be denied.

9.1.14 Selection of a Preferred Sign Design Concept - Comprehensive Wayfinding Strategy (ITS19-077)

136 - 147

THAT the preferred sign design concept for the Comprehensive Wayfinding Strategy is Preferred Design Option A, as amended for a different "Welcome to" font;

AND THAT staff prepare a report in 2020 outlining an implementation plan.

9.2 Report of the Planning and Heritage Committee:

Motion by _____

THAT the Report of the Planning and Heritage Committee dated December 16, 2019, be adopted as printed.

9.2.1 Plan of Condominium Application 31CDM-18001 (PLA19-043)

148 - 164

THAT the City of Stratford pursuant to Section 51(31) of the Planning Act grant draft approval to Plan of Condominium 31CDM-18001 subject to the following conditions:

1. This approval applies to the Draft Plan of Condominium 31CDM-18001 for JL Bradshaw Ltd., prepared by GSP Group, dated February 2, 2018 and revised September 25, 2019, 2 Drawings, certified by Gavin P.T. Seaman, Ontario Land Surveyor, as redline amended. The plan contains a total of 64 units, 56 residential units and 8 commercial units, and is located at 245 Downie Street.
2. This draft approval is for a Standard Plan of Condominium under Part X of The Condominium Act, 1998.
3. The development is to be registered as one

Condominium Corporation.

4. This approval of the Draft Plan of Condominium applies for 5 years, and if final approval is not given by that date, the draft approval shall lapse, except in the case where an extension has been granted by the Approval Authority.

5. Prior to final approval, an amended plan containing the following redline amendments, is to be submitted to the satisfaction of the Manager of Development Services:
 - Inclusion of the lands located in the southeast corner of the site;
 - Removal of the lands dedicated to the City for road widening purposes; and
 - Combining Level UG-1 Unit 4 and Level UG-1 Unit 6.

6. Prior to final approval, the Owner is to obtain approval from the City to amend Site Plan SP09-17, all to the satisfaction of the Manager of Development Services.

7. Prior to final approval for the registration of any Condominium Corporation within the development by the City of Stratford, the Manager of Development Services, is to be advised in writing by the individual listed that:
 - i) all buildings are substantially complete, safe and functional and ready for occupancy - Municipal Building Official;
 - ii) the Owner's engineer has submitted a final lot grading certificate which has been accepted by the City – Development Coordinator;
 - iii) certification has been provided from the Owner's engineer that has been accepted by the City confirming that all site works (services and facilities) required for the registration are completed – Development Coordinator;
 - iv) the proposed Plan of Condominium showing "as-constructed" buildings and structures has been submitted and accepted by the City and is in compliance with all applicable Zoning By-law

regulations - Planner; and

v)all obligations of the Owner, pursuant to the Site Plan Agreement with the City are substantially complete Development Coordinator.

1. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain the appropriate provisions to ensure the registration of easements for the benefit of the units, common elements, and servient tenements to provide for rights of access to, the use of and cost of maintenance of the joint facilities.
2. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain a provision that outlines that telecommunications, mail delivery equipment, water lines and appurtenances, hydro, gas, parking, perimeter fencing, sanitary sewer lines and appurtenances are to be described as a common element and may include items that are external to the buildings and items that service more than one unit and all common elements and are to be operated, repaired, replaced and maintained by the Condominium.
3. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain a provision outlining that no parking spaces are for sale on site and that the City is not responsible to provide parking associated with this development.
4. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain a provision acknowledging that an encroachment agreement has been entered into with the City of Stratford, that the Condominium Corporation shall comply with the requirements of the encroachment agreement and that the encroachment agreement shall not be removed

without the consent of the City of Stratford, all to the satisfaction of the Manager of Development Services.

5. Prior to final approval for the registration of the Condominium Corporation, a final plan is to be submitted to the City of Stratford that identifies the exclusive use areas, if any are proposed. Of exclusive use areas are proposed, the Condominium Declaration shall contain provisions outlining the privileges of the exclusive use areas, all to the satisfaction of the Manager of Development Services.
6. Prior to final approval for the registration of the Condominium Corporation, a list of residential and commercial unit numbers and the corresponding legal descriptions that will be in place upon registration of the Plan of Condominium shall be submitted to the City of Stratford and accepted to the satisfaction of the Manager of Development Services.
7. Prior to final approval for the registration of the Condominium Corporation, the municipal address shall be posted at the main entrance of the building in accordance with By-Law 47-2008, to the satisfaction of the Manager of Development Services.
8. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be advised in writing by the City of Stratford Corporate Services Department, Tax Division that all financial obligations/encumbrances on the said lands have been paid in full, including property taxes and local improvement charges.
9. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain the appropriate provision to ensure that access shall be granted for Union Gas or that the owner enter into any required agreements for the provision of gas services to the site, satisfactory to Union Gas.
10. Prior to final approval for the registration of the

Condominium Corporation, the Manager of Development Services is to be advised in writing by Canada Post that the Owner has confirmed mail delivery equipment has been supplied and installed to the satisfaction of Canada Post.

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

Notes:

- Pursuant to Section 51(59) of the Planning Act, if a plan approved under Section 51(58) of the Planning Act is not registered within 30 days of approval, the City of Stratford may withdraw its approval.
- All plans are to be prepared using total station survey and compatible with the latest version of AutoCAD. The final plan submitted for registration, engineered design drawings and construction record drawings are to be provided in print and digital format referenced to a control network compiled to the satisfaction of the City of Stratford Infrastructure & Development Services, Engineering Division in accordance with Ontario Basic Mapping (U.T.M. Grid 1:2000), for future use within the City's geographical information system.
- If final approval is not given to this Plan, within seven 5 years of the draft approval date, and no extensions have been granted, draft approval shall lapse under subsection 51(32) of the Planning Act, R.S.O., 1990. If the Owner wishes to request an extension to draft approval, a written explanation, together with a resolution from the local municipality, must be received by the Approval Authority 60 days prior to the lapsing date.

Please note that an updated review of the plan, and

revisions to the conditions of approval, may be necessary if an extension is to be granted.

- The Owner is advised that clearances from the following agencies is required:
- City of Stratford Infrastructure and Development Services Department, Manager of Development Services
- City of Stratford Infrastructure and Development Services Department, Municipal Building Official
- City of Stratford Infrastructure and Development Services Department, Development Coordinator
- Canada Post
- Union Gas

AND THAT draft approval of plan 31CD18-001, is recommended for the following reasons:

- It is consistent with the Provincial Policy Statement;
- It conforms to the City of Stratford Official Plan; and,
- It is considered an appropriate use of the subject lands.

9.2.2 Proposed exemption to Sign By-law 159-2004 - 16.0 (c) (PLA19-041) 165 - 167

THAT the request to permit a fascia sign above the first storey at 61 Lorne Avenue East be approved as it does satisfy the criteria of Section 23.0 e) of the Sign By-law.

9.2.3 Amending the Terms of Reference for the Heritage Stratford Committee (PLA19-040) 168 - 169

THAT the Heritage Stratford Advisory Committee Terms of Reference be amended to include an alternate Stratford and Area Builders Association Position.

9.3 Report of the Finance and Labour Relations Committee

Motion by _____

THAT the Report of the Finance and Labour Relations Committee dated December 16, 2019 be adopted as printed.

9.3.1 Extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc. for Three Years (FIN19-053) 170 - 175

THAT The Corporation of the City of Stratford extends the

existing contract with Festival Hydro Inc., for one year at an unchanged rate of \$3.30 per invoice;

THAT a follow-up report be prepared in 2020 outlining the rationale for the costs of this service;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the necessary amending agreement.

9.3.2 Purchasing of Electric Buses (FIN19-054)

176 - 182

THAT the purchase of electric buses be referred to staff for a report outlining when they could be purchased and implemented in the fleet cycle.

10. Notice of Intent:

10.1 Joint Public Meeting - Proposed Annexation

Notice is hereby given that a joint public meeting with the City of Stratford, Township of Perth South and the County of Perth will be held on Thursday, January 16, 2020 at 6:00 p.m., at the Rotary Complex. The purpose of the public meeting is to hear from the public regarding a proposal to annex land from the Township of Perth South by the City of Stratford.

Further details to be provided on the City's website by December 19, 2019.

11. Reading of the By-laws:

11.1 Reading of Draft By-laws 11.1.1 to 11.1.4

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

Motion by _____

THAT By-laws 11.1.1 to 11.1.4 be taken collectively.

Motion by _____

THAT By-laws 11.1.1 to 11.1.4 be read a First and Second Time.

Motion by _____

THAT By-laws 11.1.1 to 11.1.4 be read a Third and Final Time.

11.1.1 Appointments to Advisory Committees 183 - 186

To amend By-law 178-2018, to make appointments to Advisory Committees.

11.1.2 Agreement for Provision of Animal Control Services 187

To authorize the entering into and execution of an agreement with The Humane Society of Kitchener-Waterloo and Stratford-Perth c.o.b. as Stratford-Perth Humane Society for the provision of animal control services for a three-year term from January 1, 2020 to December 31, 2022.

11.1.3 Addendum Agreement for Water and Sewage Billing and Collections Services 188 - 189

To authorize the entering into and execution of an Addendum Agreement between The Corporation of the City of Stratford and Festival Hydro Inc. for water and sewage billing and collections services for a one-year period from January 1, 2020 to December 31, 2020.

11.1.4 Amendments to Traffic and Parking By-law 159-2008 190 - 191

To amend sections of the Traffic and Parking By-law 159-2008 to reflect changes to Schedule 2 and 14.

11.2 Third and Final Reading of By-law:

The following By-law requires Third and Final Readings:

Motion by _____

THAT By-law 11.2.1 be read a Third and Final Time.

11.2.1 Acceptance of Tender for Pruning, Removal and Disposal of Designated Trees and Stumps 192

To authorize the acceptance of a tender, execution of the contract and the undertaking of the work by Lange Bros. (Tavistock) Limited for pruning, removal and disposal of designated trees and stumps, along with regular and emergency pruning services in 2020 [T-2019-49].

12. Consent Agenda: CA-2019-171 to CA-2019-172 193

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

13. New Business:

14. Adjournment to Standing Committees:

The next Regular Council meeting is January 13, 2020 in the Council Chamber, City Hall.

Motion by _____

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

- Planning and Heritage Committee [6:15 p.m. or thereafter following the Regular Council meeting];
- Finance and Labour Relations Committee [6:20 p.m. or thereafter following the Regular Council meeting];
- Social Services Committee [6:25 p.m. or thereafter following the Regular Council meeting]; and

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

15. Council Reconvene:

15.1 Declarations of Pecuniary Interest made at Standing Committees

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

Declarations of Pecuniary Interest made at Standing Committee meetings held on December 16, 2019 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

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15.2 Committee Reports

15.2.1 Finance and Labour Relations Committee

Motion by _____

THAT Item 4.1 of the Finance and Labour Relations Committee meeting dated December 16, 2019 be adopted as follows:

4.1 2019 Tax Adjustments (FIN19-057)

THAT taxes totalling approximately \$1,681,081.09 as shown in the 2019 Tax Adjustment Summary dated December 16, 2019 be adjusted of which the City's portion is estimated to be \$1,313,056.07.;

AND THAT the associated interest be cancelled in proportion to the tax adjustments;

AND THAT the Treasurer be directed to adjust the Collector's Roll accordingly.

15.2.2 Social Services Committee

Motion by _____

THAT Items 5.1 and 6.1 of the Social Services Committee meeting dated December 16, 2019 be adopted as follows:

5.1 Housing and Homelessness Plan for Stratford, Perth County, and St. Marys Five-Year Update (2020-2024) (SOC19-023)

THAT the report titled "Housing and Homelessness Plan for Stratford, Perth County, and St. Marys Five-Year Update (2020-2024)" be received for information.

6.1 Salvation Army Tax Program – Stratford and North Perth (SOC19-022)

THAT the Mayor and Acting Clerk be authorized to enter into two agreements with The Governing Council of the Salvation Army in Canada to deliver the tax program in Stratford and North Perth, as outlined in the Agreements.

15.2.3 Planning and Heritage Committee

Motion by _____

THAT Item 4.1 of the Planning and Heritage Committee meeting dated December 16, 2019 be adopted as follows:

4.1 Proposed exemption to Sign By-law 159-2004 - 16.0 (c)

(PLA19-044)

THAT the request to permit a fascia sign above the first storey at 305 Romeo Street South be approved as it does satisfy the criteria of Section 23.0 e) of the Sign By-law.

15.3 Reading of the By-laws (reconvene):

194 - 198

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:

By-law 11.6 - Agreement for Provision of Tax Preparation Services in Stratford

To authorize the entering into and execution of an Agreement with the Salvation Army, for tax preparation services in Stratford for Social Services clients for the period January 1, 2020 to December 31, 2020 with an additional one-year extension option.

By-law 11.7 - Agreement for Provision of Tax Preparation Services in North Perth

To authorize the entering into and execution of an Agreement with the Salvation Army, for tax preparation services in North Perth for Social Services clients for the period January 1, 2020 to December 31, 2020 with an additional one-year extension option.

By-law 11.8 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on December 16, 2019.

Motion by _____

THAT By-laws 11.6 to 11.8 be taken collectively.

Motion by _____

THAT By-laws 11.6 to 11.8 be read a First and Second Time.

Motion by _____

THAT By-law 11.6 to 11.8 be read a Third and Final Time.

15.4 Adjournment of Council Meeting

Meeting Start Time:

Meeting End Time:

Motion by _____

THAT the December 16, 2019 Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4600th
 Date: Monday, December 9, 2019
 Time: 7:00 P.M.

Council Present: Mayor Mathieson - Chair Presiding, Councillor Beatty, Councillor Burbach, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos

Regrets: Councillor Bunting, Councillor Ingram

Staff Present: Tatiana Dafoe - Acting Clerk, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief, Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary, Mike Beitz - Corporate Communications Lead, Mike Mousley - Manager of Transit, Quin Malott - Manager of Parks, Forestry & Cemetery, Rachel Bossie - Planner

Also Present: Peter Zein, Jessica Jantzi, Students from Romeo Public School (Item 6.1), Caroline Baker, Daryl Pol, Richard Pol (Item 6.2), Members of the Public, Media

1. **Call to Order:**

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

Councillor Ingram provided regrets for this meeting.

Singing of O Canada and Moment of Silent Reflection

Mayor Mathieson noted that this Council meeting was the 4600th since the City was incorporated.

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

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made at the December 9, 2019 Regular Council meeting.

3. Adoption of the Minutes:

R2019-529

Motion by Councillor Beatty

Seconded By Councillor Burbach

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated November 25, 2019 be adopted as printed.

Carried

4. Adoption of the Addenda to the Agenda:

There was no Addenda to the Regular Agenda of Council and Standing Committees dated December 9, 2019.

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

5.1 At the December 9, 2019, Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered

- Labour relations or employee negotiations (section 239.(2)(d));

- Advice that is subject to solicitor-client privilege including communications necessary for that purpose (section 239.(2)(f));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b));
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- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239.(2)(b)).

At the In-camera Session, direction was given on the matter related to labour relations or employee negotiations and all seven matters related to personal matters about identifiable individuals.

6. Hearings of Deputations and Presentations:

6.1 Presentation - Accessibility Advisory Committee Annual Accessible Business Award

R2019-530

Motion by Councillor Ritsma

Seconded By Councillor Vassilakos

THAT the presentation by Peter Zein and Jessica Jantzi of the 2019 Accessibility Award, be heard.

Carried

Peter Zein, on behalf of the Accessibility Advisory Committee, thanked Council for the opportunity to present. Mr. Zein advised of the goals of the Accessibility Advisory Committee (AAC), noting that one of their roles is to

review site plans and tour buildings to offer suggestions on making spaces more accessible.

Members were advised the International Day of Persons with Disabilities is December 3, 2019. In recognition, the AAC recognizes a business that has strived to make their business more accessible to all.

All of the nominees were congratulated for their work and honourable mention was given to Accountable Automotive and Stratford City Centre. An overview of the changes they have made to increase accessibility was provided.

The 2019 Accessibility Award was presented to Romeo Public School in recognition of their fully accessible playground, inspired by Sophie Hamza. Staff and students Ava, Alana and Ciarra were present to accept the Certificate of Recognition.

Ava and Alana advised that they joined the playground committee when they were in Grade 4 and worked on it through Grades 5 and 6. As part of this committee they discussed their needs and wants and visited local organizations to meet fundraising goals. The playground was finished in 2018.

The Mayor extended his thanks and congratulations to the staff and students from Romeo Public School.

6.2 Public Meeting Planning Report- Zone Change application Z10-19, 3194 Vivian Line 37 (COU19-105)

R2019-531

Motion by Councillor Ritsma

Seconded By Councillor Clifford

THAT the Council meeting adjourn to a Public Meeting under the Planning Act to hear Zone Change Application Z10-19, to reconvene at the conclusion of the Public Meeting.

Carried

*The regular Council meeting adjourned to a public meeting at 7:14 p.m., and reconvened at 7:34 p.m.

7. Orders of the Day:

7.1 Resolution - Countryside Estates Phase 1 Assumption (COU19-095)

R2019-532

Motion by Councillor Vassilakos

Seconded By Councillor Beatty

THAT the completed public services be assumed in the Countryside Estates Phase 1 Subdivision as described in the Subdivision Servicing Agreement with Countryside Developments (2014) Inc., registered as Instrument PC131859 for Culliton Street, portions of Forman Avenue and Orr Street, Lots 1-56, and Blocks 57-63, Plan 44M-52.

Carried

7.2 Resolution - Avon River Water Quality Levels (COU19-096)

R2019-533

Motion by Councillor Gaffney

Seconded By Councillor Burbach

THAT the report titled Avon River Water Quality Levels be received for information.

Carried

7.3 Resolution - Old Groves Estates Assumption (COU19-97)

R2019-534

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

THAT The Corporation of the City of Stratford accepts the following easements:

- **Part 1 Plan 44R-4965 from Sumanpreet Singh and Jaswant Singh for access to a storm sewer;**
- **Part 2 Plan 44R-4965 from 1343877 Ontario Ltd., for access to a sanitary sewer;**
- **Part 3 Plan 44R-4965 from Collan Simmons and Anisa Mnyusiwalla for an overland drainage swale;**
- **Part 4 Plan 44R-4965 from Kenneth Bovaird and Nitsa Stavrou for access to a rear lot catchbasin and lead;**

- **Part 5 Plan 44R-4965 from Colin Humphrey and Sherry Humphrey for access to a rear lot catchbasin and lead and an overland drainage swale;**
- **Part 6 Plan 44R-4965 from Calvin Ische and Marcia Ische for an overland drainage swale;**
- **Part 7 Plan 44R-4965 from Ashley Di Labio and Anthony Di Labio for an overland drainage swale;**
- **Part 8 Plan 44R-4965 from Paul Mergl and Janelle Jacobs-Mergl for an overland drainage swale;**

AND THAT the completed public services be assumed in the Old Grove Estates subdivision as described in the Subdivision Servicing Agreement with 1343877 Ontario Ltd., for Little Thames Place, Lots 1-18, and Blocks 19-22, Plan 44M-42 registered as Instrument PC92165.

Carried

7.4 Resolution - Oxford Sanitary Easement (COU19-098)

R2019-535

Motion by Councillor Clifford

Seconded By Councillor Burbach

THAT The Corporation of the City of Stratford accepts an easement over Parts 1 and 2 Plan 44R-5669 from Skyline Real Estate Holdings (II) Inc. for access to a sanitary sewer.

Carried

7.5 Resolution - Canadian Red Cross Society Emergency Response Services Agreement for 2020-2021 (COU19-099)

R2019-536

Motion by Councillor Gaffney

Seconded By Councillor Beatty

THAT the Mayor and Acting Clerk be authorized to enter into an agreement with The Canadian Red Cross Society for Emergency Response Services for the period of January 2020 – December 2021.

Carried

7.6 Acceptance of Proposal - Curbside Green Bin RFP-2019-58 (COU19-100)

In response to a question about the size of the bins, the Director of Infrastructure and Development Services advised that the bins are 45L, which is a common residential size. They are meant for kitchen waste only. Leaf and yard waste will continue to be collected separately.

Staff are looking at distributing educational information and bins by the end of March and starting the program early April, 2020.

R2019-537

Motion by Councillor Burbach

Seconded By Councillor Vassilakos

THAT Council approve funding in the amount of \$287,574 to be provided from the Waste Management Capital Reserve Fund;

AND THAT Council approve the award of RFP-2019-58 for the supply and distribution of curbside organics bins and kitchen catchers, and the insertion of promotional and educational materials (supplied by the City) to each residential property in the City of Stratford to Orbis Canada Ltd. at a total price of \$319,338 including HST.

Carried

7.7 Resolution - Exemption Request for Purchase of CAT 420 F2IT Backhoe (COU19-101)

R2019-538

Motion by Councillor Vassilakos

Seconded By Councillor Burbach

THAT Council approve an exemption as per Clause 42.1 of the City of Stratford's Purchasing Policy P.5.1 to allow the emergency purchase from Toromont CAT of a used backhoe including trade-in for up to \$93,800 including HST.

Carried

7.8 Acceptance of Tender - 2020 Pruning, Removal & Disposal of Designated Trees & Stumps (COU19-102)

R2019-539

Motion by Councillor Ritsma

Seconded By Councillor Clifford

THAT the bid from Lange Bros. (Tavistock) Limited in the amount of \$322,452.71 including HST, be approved for the removal and disposal of designated trees and stumps along with regular and emergency pruning services in 2020.

Concern was expressed with not accepting the lowest bid and the affect it could have on future tenders.

It was noted the tender documents contain a clause that the City does not have to accept the low bidder or any bid.

Mayor Mathieson called the question on the motion.

Carried

7.9 Resolution - Estimated Property Tax Impact of 2020 Municipal Budget (COU19-103)

R2019-540

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT the report of the Director of Corporate Services dated December 9, 2019 regarding the estimated property tax impact of 2020 tax levy on various property tax classes be received for information.

Carried

7.10 Acceptance of Tender - Service Truck T2019-61 (COU19-104)

R2019-541

Motion by Councillor Burbach

Seconded By Councillor Vassilakos

THAT Council approve the award of T2019-61 to supply and deliver one, one-ton 4x4 regular cab with installed work body pickup truck, to Finch Auto Group at a total tender price of \$97,781.16 including HST.

Carried

7.11 Resolution - Golf Course 2020 Budget & Fee Schedule (COU19-106)

R2019-542

Motion by Councillor Gaffney

Seconded By Councillor Beatty

THAT the 2020 Municipal Golf Course Budget and Fee Schedule be approved as presented.

Carried

7.12 Acceptance of Tender - Plant Tender Exemption from Purchasing Policy (COU19-107)

R2019-543

Motion by Councillor Beatty

Seconded By Councillor Henderson

THAT Council approve an exemption from the Purchasing Policy Section 42.1;

AND THAT the Parks, Forestry & Cemetery Manager be authorized to negotiate with suppliers and growers for the purchase of required plant material for 2020 within the \$100,000 budget.

Carried

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Reports of the Standing Committees:

9.1 Report of the Infrastructure, Transportation and Safety Committee:

R2019-544

Motion by Councillor Vassilakos

Seconded By Councillor Burbach

THAT the Report of the Infrastructure, Transportation and Safety Committee dated December 9, 2019 be adopted as printed.

Carried

9.1.1 Automated Pavement Assessment (ITS19-064)

THAT the Automated Pavement Assessment Report prepared by Stantec Consultants Inc. be received;

AND THAT staff prepare a report outlining a method to prioritize projects to be completed.

9.2 Report of the Social Services Committee

R2019-545

Motion by Councillor Henderson

Seconded By Councillor Ritsma

THAT the Report of the Social Services Committee dated December 9, 2019. be adopted as printed.

Carried

9.2.1 Community Housing Renewal (SOC19-019)

THAT the report titled "Community Housing Renewal: Regulatory Changes to Improve Waiting Lists and Simplify Rent-Geared-to-Income (RGI) Calculations" be received for information.

9.2.2 Update on Housing and Homelessness Plan (SOC19-021)

THAT the report titled "The Status of the 5-Year Review of the Stratford, Perth County, and St. Marys 10-Year Housing and Homelessness Plan for (2014-2024)" be received for information.

9.2.3 Cancellation of Legislative Changes (SOC19-020)

THAT the report titled "Government of Ontario Cancels Changes to Ontario Works Legislation" be received for information.

9.3 Report of the Community Services Committee

A motion was made to take Item 9.3.1 separately but was not seconded.

R2019-546

Motion by Councillor Beatty

Seconded By Councillor Burbach

THAT the Report of the Community Services Committee dated December 9, 2019, be adopted as printed.

Carried

9.3.1 Support for the Community Garden at Dufferin Park (COM19-022)

THAT staff be directed to have the City Solicitor prepare a draft agreement for Council's consideration.

9.3.2 Rotary Lot Travel and Accessibility (COM19-024)

THAT the phasing approach to the improvement of the Rotary Complex Parking Lot be included in the ten-year Capital Plan with funding identified.

9.3.3 Implementing Three and Six Month Transit Passes (COM19-021)

THAT the matter of implementing three and six month transit passes be filed.

9.3.4 Stratford Youth Advisory Council Establishment Update (COM19-023)

THAT staff investigate and prepare a report for Sub-committee's consideration on options for less formal methods of participation by youth;

AND THAT By-law 178-2018 be amended.

9.4 Report of the Finance and Labour Relations Committee

A request was made to take items 9.4.2, 9.4.3 and 9.4.6 separately.

R2019-547

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT Items 9.4.1, 9.4.5, 9.4.7, 9.4.8 and 9.4.9 of the Report of the Finance and Labour Relations Committee dated December 9, 2019, be adopted as printed.

Carried

R2019-548

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT Items 9.4.2, 9.4.3, 9.4.4 and 9.4.6 of the Report of the Finance and Labour Relations Committee dated December 9, 2019, be adopted as printed.

Concern was expressed that the Municipal Accommodation Tax, parking rate increases, bag tag increases and increased parking enforcement are casualties of failing to plan ahead. It was noted the green bin program accounted for 1.4% of the tax levy increase and the total tax levy increase could have been as low as 2.6% if this program had not been approved.

It was noted that the projected increase when Council started budget discussions was almost 6% and at the end was reduced to 3.9%.

It was noted the fee for the bag tag should not be increased further. Any additional costs should be funded through the tax levy.

Mayor Mathieson called the question on the motion.

Carried

9.4.1 2020 Capital Projects

THAT the 2020 capital projects, as presented, be approved.

9.4.2 Municipal Accommodation Tax

THAT the report entitled "Municipal Accommodation Tax" be received for information;

AND THAT direction be given to staff to continue investigating the implementation of a MAT and to prepare a follow-up report for the Finance and Labour Relations Committee outlining next steps.

9.4.3 Parking Rates

THAT the on-street parking rate be increased to \$1.50 per hour;

THAT the off-street parking rate be increased to \$1.25 per hour;

AND THAT the increased parking rate be implemented in 2020.

9.4.4 Bag Tag Fee

THAT the bag tag fee be increased to \$3.50 per tag.

9.4.5 Canada Day Celebrations

THAT staff be directed to consult with Stratford Summer Music on their interest in organizing the Canada Day Celebration in the City of Stratford and to explore sponsorship opportunities.

9.4.6 Downtown Parking Enforcement and Revenue

THAT downtown parking enforcement be extended to 8:00 p.m. from April 1st to October 31st;

AND THAT additional revenue from extended parking enforcement be allocated in part to the 2020 tax levy.

9.4.7 Parking Enforcement Revenue

THAT the \$225,000 from additional parking enforcement revenue be put towards the 2020 tax levy and the remaining revenue be added to the parking reserve.

9.4.8 Air Conditioning for City Hall Rotunda (FIN19-051)

THAT the Finance and Labour Relations Committee receive the report on Air Conditioning for City Hall Rotunda for information.

9.4.9 Sidewalk Snow Removal - Reduction of Service (FIN19-052)

THAT the Sidewalk Snow Removal – Reduction of Service report be received for information and be filed.

10. Notice of Intent:

10.1 Renewable Natural Gas Project Proposed for Stratford's Water Pollution Control Plant - Infrastructure, Transportation and Safety Committee Meeting

Members were advised the renewable natural gas project proposed for Stratford's Water Pollution Control Plant will be considered at an Infrastructure, Transportation and Safety Committee meeting on December 17, 2019 at 6:00 p.m., at the Army, Navy and Airforce facility, located at 151 Lorne Ave E, Stratford, ON N5A 6S4.

For further details, please see the Notice attached to the agenda.

10.2 Notice of Consideration

Members were advised that at the December 16, 2019 Council meeting, Councillor Ingram intends to put forward the following motion for consideration:

THAT staff review and prepare a report on aligning the Sidewalk Snow Clearing By-law for the uptown core with the City's timelines for sidewalk snow removal.

11. Reading of the By-laws:

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

A request was made to take items 11.7 and 11.9 separately.

R2019-549

Motion by Councillor Vassilakos

Seconded By Councillor Ritsma

THAT By-laws 190-2019 to 198-2019 be taken collectively.

Carried unanimously

R2019-550

Motion by Councillor Henderson

Seconded By Councillor Beatty

THAT By-laws 190-2019 to 198-2019 be read a First and Second Time.

Carried two-thirds support

R2019-551

Motion by Councillor Gaffney

Seconded By Councillor Clifford

THAT By-laws 190-2019 to 198-2019 be read a Third and Final Time.

Carried

R2019-552

Motion by Councillor Ritsma

Seconded by Councillor Clifford

THAT By-law 11.7 be read a First and Second Time. Carried

Mayor Mathieson advised two-thirds support was not obtained. The Acting Clerk advised the matter could move onto third and final reading.

R2019-553

Motion by Councillor Beatty

Seconded by Councillor Clifford

THAT By-law 11.7 be read a First and Second Time. Carried

*Following a review of the Procedural By-law it was determined third and final reading of by-law 11.7 could not be completed until two-thirds support is reached. This by-law is to be listed for third and final reading at the December 16, 2019 Regular Council meeting.

R2019-554

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT By-law 199-2019 be read a First and Second Time.

With regard to Item 11.9, a Council member suggested that several approved items such as the green bin program, goose management program and smart parking program were unnecessary.

Discussion took place regarding the two options originally put forth for a goose management plan, what was adopted and the associated costs. It was stated that it was originally approved at a cost of \$32k and the cost included in the 2020 budget is \$48k.

The Manager of Parks, Forestry and Cemetery stated that when the program started, it was supposed to stop for a break in June when molting occurs. Since the bird population did not molt at the same time the program ran the whole way through. \$48k was the quote that was received last year to run the program through to November.

Discussion took place about the specifics and the success of the program.

Concern was reiterated with adding the goose management plan and a 7-year commitment to the green bin program at a time when the province is downloading costs to municipalities.

Mayor Mathieson called for first and second reading on Item 11.9.

Carried two-thirds support

R2019-555

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT By-law 199-2019 be read a Third and Final Time.

Carried

R2019-556

Motion by Councillor Sebben

Seconded by Councillor Ritsma

THAT the Goose Management Plan be taken back to Option 1 at a cost of \$32,000.

Defeated

11.1 Assumption of Completed Public Services in the Countryside Estates Phase 1 Subdivision - By-law 190-2019

To assume the completed public services in Phase 1 of the Countryside Estates Subdivision for Culliton Street, portions of Forman Avenue and Orr Street, Lots 1-56, and Blocks 57-63, Plan 44M-52.

11.2 Assumption of Completed Public Services and Acceptance of Easements in Old Grove Estates Subdivision - By-law 191-2019

To assume the completed public services in the Old Grove Estates Subdivision for Little Thames Place, Lots 1-18 and Blocks 19-22, Plan 44M-42 and to accept various easements for sewers and drainage.

11.3 Acceptance of Easements from Skyline Real Estate Holdings - By-law 192-2019

To accept easements in gross from Skyline Real Estate Holdings (II) Inc., over Parts 1 and 2, Reference Plan 44R-5669 for access to a sanitary sewer.

11.4 Agreement for Disaster Relief Services - By-law 193-2019

To authorize the entering into and execution of an agreement with The Canadian Red Cross Society for the provision of disaster relief services for the period January 1, 2020 to December 31, 2021.

11.5 Amend Appointments By-law 178-2018 - By-law 194-2019

To amend By-law 178-2018 as amended, to disband the Stratford Youth Advisory Council.

11.6 Interim Tax Levy for 2020 - By-law 195-2019

To authorize an interim tax levy for 2020 and to govern and regulate the finances of The Corporation of the City of Stratford for the fiscal year ending December 31, 2020.

11.7 Acceptance of Tender for Pruning, Removal and Disposal of Designated Trees and Stumps

To authorize the acceptance of a tender, execution of the contract and the undertaking of the work by Lange Bros (Tavistock) Limited, for pruning, removal and disposal of designated trees and stumps, along with regular and emergency pruning services in 2020 [T-2019-49].

11.8 Temporary Borrowing By-law - By-law 196-2019

To authorize the temporary borrowing of funds from time to time to meet current expenditures during the fiscal year ending December 31, 2020 until municipal taxes are collected.

11.9 Adopt 2020 Budget

To adopt the budget (estimates of revenues and expenditures) for tax supported and user pay purposes for the year 2020.

11.10 Acceptance of Tender for Pickup Truck - By-law 197-2019

To authorize the acceptance of the tender of Finch Auto Group for the supply and delivery of one, one-ton 4x4 regular cab with installed work body pickup truck [T2019-61].

11.11 Acceptance of Proposal for Supply of Curbside Organic Bins - By-law 198-2019

To authorize the acceptance of a proposal, execution of the contract and the undertaking of the work by Orbis Canada Ltd., for the supply and distribution of curbside organics bins and kitchen catchers, and the insertion of promotional and educational materials (supplied by the City) to each residential property in the City [RFP-2019-58].

12. Consent Agenda: CA-2019-169 to CA-2019-170

Council did not advise of any items to be considered on the Consent Agenda.

13. New Business:

There were no new business items raised at the December 9, 2019 Regular Council meeting.

14. Adjournment to Standing Committees:

The next Regular Council meeting is December 16, 2019 at 6:00 p.m. in the Council Chamber, City Hall.

R2019-557

Motion by Councillor Gaffney

Seconded By Councillor Burbach

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

- **Planning and Heritage Committee [7:20 p.m. or thereafter following the Regular Council meeting];**
- **Infrastructure, Transportation and Safety Committee [7:30 p.m. or thereafter following the Regular Council meeting];**
- **Finance and Labour Relations Committee [7:40 p.m. or thereafter following the Regular Council meeting];**

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

Carried

15. Council Reconvene:

15.1 Declarations of Pecuniary Interest made at Standing Committees

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

Declarations of Pecuniary Interest made at Standing Committee meetings held on December 9, 2019 with respect to the following Items and re-stated at the reconvene portion of the Council meeting:

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made at the December 9, 2019 reconvene Council meeting.

15.2 Reading of the By-laws (reconvene):

The following By-law required First and Second Readings and Third and Final Readings:

By-law 11.12 Confirmatory By-law - By-law 200-2019

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on December 9, 2019.

R2019-558

Motion by Councillor Vassilakos

Seconded By Councillor Burbach

THAT By-law 200-2019 be read a First and Second Time.

Carried two-thirds support

R2019-559

Motion by Councillor Gaffney

Seconded By Councillor Clifford

THAT By-law 200-2019 be read a Third Time and Finally Passed.

Carried

15.3 Adjournment of Council Meeting

R2019-560

Motion by Councillor Sebben

Seconded By Councillor Vassilakos

THAT the December 9, 2019 Regular Council meeting adjourn.

Carried

Meeting Start Time: 7:00 P.M.

Meeting End Time: 8:10 P.M.

Reconvene Meeting Start Time: 9:02 P.M.

Reconvene Meeting End Time: 9:03 P.M.

Mayor - Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



TOWN OF INGERSOLL
Town Centre

BRIEFING NOTE
DEMAND THE RIGHT COALITION

**GIVING ONTARIO MUNICIPALITIES THE “RIGHT TO APPROVE”
LANDFILL DEVELOPMENTS IN THEIR OWN COMMUNITIES**

PURPOSE

The purpose of this briefing note is to provide background information on an emerging issue for municipalities, and a campaign to change provincial legislation that would give municipalities the right to approve (or reject) future landfill developments in their communities.

OVERVIEW

Ontario has a garbage problem, and it could be coming to a community near you.

According to a 2017 report from the Environmental Commissioner of Ontario (ECO), the waste that is generated by the ICI sector alone – that is downtown office buildings (like Toronto), factories, institutions, etc – is over 6.7 million tonnes each year.

To put that into context, that’s enough garbage to fill Toronto’s Rogers Centre seventy-four times.

Because Ontario’s landfills are filling up quickly, and as the U.S. border tightens, **several** new mega dumps will be needed to take this unwanted garbage – and soon.

THE ISSUE

Under Ontario’s current Environmental Assessment legislation, municipal governments do not have the right to approve (or reject) landfill developments in our communities. Whether a municipality wants it, or not, makes little difference.

Municipalities have the right to approve most developments in their communities. In fact, municipalities have “exclusive authority” to approve:

- Casino gaming facilities, O.Reg 81/12
- Nuclear waste storage, via the federal NWMO’s siting principles

As well, Ontario recently passed Bill 139, which gives municipalities *additional* authority and autonomy to make decisions for their communities, while replacing the OMB.



TOWN OF INGERSOLL

Town Centre

WHICH COMMUNITIES ARE BEING TARGETTED?

Municipalities that have quarry or mining operations (440 sites), or landfills (880 sites) are the most likely targets, but any municipality – from the 905 belt to the U.S. border – is a potential host for this garbage, whether they like it or not. Several “mega dumps” will need to be approved in the very near future to accommodate the volume of waste that is coming.

The current system allows private landfill operators to essentially ignore the concerns of local residents and municipal Councils. The existing system is based on a 1950’s view of municipalities. We believe this needs to change.

ABOUT THE CAMPAIGN: THE DEMAND THE RIGHT COALITION

It is time Ontario passes legislation that gives municipalities the right to approve landfill projects.

The “Demand the Right Campaign”, involves municipal leaders across Ontario, and is calling on all provincial political parties to commit (before the June election) to passing legislation that will give municipalities the right to approve landfill development.

Campaign highlights include:

- 130+ municipalities have formally approved a motion in their Councils, representing over five million Ontarians, calling on the Province to act (and more motions are in the works towards approval);
- 150 municipal leaders have signed a petition, calling on the province to act;
- nearly 8 out of 10 Ontarians feel municipalities should have a say in whether they host landfills, according to a recent Ontario poll found;
- Significant media coverage of the campaign since it launched a few months ago (see attached);
- Several efforts and discussions with MPPs from all parties, including amendments to Bill 139 (defeated), and the introduction of two Private Member’s Bills in the Last Legislative Assembly of Ontario by MPP Ernie Hardeman;
- Support from the Ontario PC Party, and Ontario NDP Party, including a letter from Ontario PC Leader Doug Ford committing to implementation of this policy.

OUR ASK

We believe municipalities should have the right to approve or reject landfill projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns, in addition to successfully completing an environmental assessment.



TOWN OF INGERSOLL
Town Centre

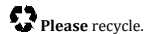
Landfills are going to be part of Ontario's future – the issue is that individual municipalities **MUST** have the right to say yes or no to these types of projects.

We look forward to working with the Ministry of Environment, Conservation and Parks and other officials across government to implement this important policy commitment.

We ask that you adopt the attached resolution in support of Demand the Right, to help add to the municipalities that want to have control over future proposals.

MORE INFORMATION

To learn more, please visit: www.demandtheright.ca





X LANDFILL APPROVAL
t / We Demand the Right
demandtheright.ca



GTA Garbage:

Coming soon to a site near you!



X LANDFILL APPROVAL
✓ We Demand the Right
demandtheright.ca

“Businesses, such as factories, restaurants, shopping malls, and property developers, and schools, hospitals and universities, are generating far more waste than they should.”

“They only recycle 15 per cent of their waste and send 6.7 million tonnes to landfill sites each year.”

Diane Saxe
Ontario's Environmental Commissioner



6.7 Million tonnes a year!





**Private
Sector
Managed**

**MOECC
Approval
Process**

**Willing
Host Not
Required**

**•6.7 Million tonnes a
year!**



Ontario's Demand The Right Coalition

“Municipalities demand the right to approve any proposed landfill sites within or adjacent to their communities.”





**Respect for municipal
rights and authority**

**Municipalities have local approval over
development, casinos, wind farms, and even
nuclear waste disposal sites.**



**We almost got there
with Bill 139!**

Today **70**
over
municipalities
have passed
motions to
Demand The
Right.



X LANDFILL APPROVAL
✓ We Demand the Right

demandtheright.ca

Election Campaign Promise

"As a former city councillor, I respect the right for local municipalities to make the decisions best for their communities."

Speaking as PC Leader, Doug Ford
May, 2018



Supported Ernie Hardeman's private member's bill to give cities the right to approve new landfill sites.



May 26, 2018

Dear Mayor Comiskey,

Thank you very much for your congratulations, and for bringing this local issue to my attention.

Over the last couple of months, I have had a number of conversations with Ernie Hardeman where he has raised the importance of this issue for your community. Ernie is a champion for the people of Oxford, and if re-elected, he will continue to ensure they have a voice at the table at Queen's Park.

As a former city councillor, I respect the right for local municipalities to make the decisions best for their communities.

Landfills should not be rammed down the throats of communities who have legitimate environmental concerns. It should be those on the ground - who understand the ins and outs of the community - who should be making these decisions, not the bureaucrats with a rubber stamp in Downtown Toronto.

I am fully supportive of Ernie Hardeman's Private Member's Bill, and if elected Premier, I look forward to giving municipalities a voice in planning decisions.

Please do not hesitate to reach out if you have any questions, concerns, or recommendations.

Regards,

Doug Ford
Leader of the Ontario PC Party

A handwritten signature in blue ink, appearing to read 'D Ford'.

Doug Ford

c. Ernie Hardeman

“Municipalities to
have a greater say
on landfill sites.”

Environment Minister, Rod Phillips
November 29, 2018



Preserving and Protecting our Environment for Future
Generations: A Made-in-Ontario Environment Plan

X LANDFILL APPROVAL
✓ We Demand the Right
demandtheright.ca

What your municipality can do.

Let's ensure
"greater say"
becomes
"the right to
approve".

1. Pass the Demand the Right motion at council.

- Available for download at www.demandtheright.ca
- Copies available here

2. Write to Minister Phillips and express your support

- rod.phillips@pc.ola.org
- Copy your local MPP
- Remind them that Doug Ford made this an election promise

3. Call or meet with your local MPP

4. Discuss with your local media and on social media

- Hashtag #demandtheright
- Twitter @ApprovalRights



X LANDFILL APPROVAL
t / We Demand the Right
demandtheright.ca



**MOTION
COUNCIL FOR THE
[INSERT NAME OF MUNICIPALITY]**

**MUNICIPALITIES CALL ON PROVINCE TO ENSURE ITS
“MADE-IN-ONTARIO ENVIRONMENT PLAN”
INCLUDES MUNICIPAL “RIGHT TO APPROVE” LANDFILL DEVELOPMENTS**

WHEREAS municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development;

AND WHEREAS this out-dated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignore them;

AND WHEREAS Ontario’s proposed “Made-in-Ontario Environment Plan” states that the province will grant municipalities a “greater say in siting of landfills”;

AND WHEREAS municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities, whether to host cannabis retail in their communities, AND FURTHER that the province has recognized the value of municipal approval for the siting of power generation facilities;

AND WHEREAS the recent report from Ontario’s Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15%;

AND UNLESS significant efforts are made to increase recycling and diversion rates, a new home for this Toronto garbage will need to be found, as landfill space is filling up quickly;

AND WHEREAS municipalities across Ontario are quietly being identified and targeted as potential landfill sites for future Toronto garbage by private landfill operators;

AND WHEREAS other communities should not be forced to take Toronto waste, as landfills can contaminate local watersheds, air quality, dramatically increase heavy truck traffic on community roads, and reduce the quality of life for local residents;

AND WHEREAS municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and

often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs;

AND WHEREAS municipalities should have the exclusive right to approve or reject these projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

THEREFORE BE IT RESOLVED THAT the **[INSERT NAME OF MUNICIPALITY]** calls upon the Government of Ontario, as part of its "Made-in-Ontario Environment Plan" to formally entrench the right of municipalities to approve or reject landfill projects in or adjacent to their communities;

AND THAT in the case of a two-tier municipality, the approval be required at both the upper-tier and affected lower-tier municipalities;

AND FURTHER THAT the **[INSERT NAME OF MUNICIPALITY]** encourage all other municipalities in Ontario to consider this motion calling for immediate provincial action;

AND THAT the MOTION adopted by Council be forwarded to the DEMAND THE RIGHT COALITION OF ONTARIO MUNICIPALITIES.

OBJECTIVES AND KEY PERFORMANCE INDICATORS

10 KPIs developed by City staff to track the progress of our Strategic Priorities



Strengthening our Plans, Strategies, and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage, and more. Communicating clearly with the public around our plans and activities

Objective:	KPI:
The community is informed about the City's programs, services, plans, and activities	The number of City website page views
The City engages the community in its plans and activities	The total number of people who participate in city-organized public meetings



Developing our Resources

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

Objective:	KPI:
The City diverts more waste from the landfill	Tonnes of material diverted from the landfill
The City secures public/private partnerships for the development of the Grand Trunk Community Project	The number of dollars secured for the development of the Hub from public/private/government partnerships
The City supports the creation of attainable housing	The number of attainable units constructed



Widening our Economic Opportunities

Strengthening Stratford's economy by developing, attracting, and retaining a diversity of businesses and talent

Objective:	KPI:
The City is successful in attracting diverse business investment	The number of intake inquiries to investStratford that become active leads
The City has supported business growth	The increase in dollar value of industrial and commercial assessments



Mobility, Accessibility, and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation, and private vehicle. Designing options that are accessible to people of all levels of ability

Objective:	KPI:
The City improves ways of getting around Stratford	The number of riders using Stratford Transit
The City improves ways of getting to and from Stratford	The number of riders using the inter-community bus transportation service
The City continues to promote the use of accessibility guidelines in the private sector	The number of site plans reviewed by staff and the accessibility advisory committee



MANAGEMENT REPORT

Date: December 4, 2019
To: City Council
From: David St. Louis, Director of Community Services
Report#: COU19-108
Attachments: None

Title: Request for Variance to Transit Terminal Capital Budget

Objective: To seek Council approval for a variance to the capital budget for the Transit Terminal in the amount of \$331,000.

Background: Construction of new transit terminal started in July 2018. Approved budget amount was \$2,311,678.

Analysis: The construction of the Transit Terminal is near completion with outstanding landscaping and a list of deficiencies yet to be completed. This project was challenged with change orders with the majority caused by the site.

- Unforeseen power supply costs required by Festival Hydro that were unknown at the time of tender
- Consulting fees for further test holes as the sub surface uncovered results that required further geotechnical and site monitoring work to be done
- Removing the sub-grade as the soil contained fuel and other solid objects that needed to be removed in several different areas on site
- Further to a City Site Plan review, changes to the design were made in adding two extra bathrooms as per review committee request
- Asphalt mix change to a super pave, maintain longevity of the surface with large vehicle turning
- Catch basin cap and connection and a revised water line

Total variance of \$331,000

Alignment with Strategic Priorities:**Mobility, Accessibility and Design Excellence**

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Financial Impact: \$331,000 to be paid from Federal Gas Tax (\$700,000 available).

Staff Recommendation: THAT Council approve a variance in the Transit Terminal Capital Budget in the amount of \$331,000;

THAT the Transit Terminal Capital Budget be increased to \$2,622,678;

AND THAT the funds be paid from the Federal Gas Tax Reserve.



Director of Community Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: ITS19-069
Attachments: None

Title: Battershall Court Parking Concerns

Objective: To consider a request from the residents of Battershall Court to remove the raised grass island as a result of parking concerns in the circle portion of the cul-de-sac on Battershall Court.

Background: A concern was raised by a resident with respect to parking in the circle on Battershall Court and the impact on safety and winter maintenance that this has caused. Currently, parking is allowed within the circle except from 2:00 a.m. to 6:00 a.m. As a result, a questionnaire was sent to six residents of the circle requesting if they wanted to implement No Parking restrictions within the circle or to maintain the existing conditions. A total of six questionnaires were returned. The majority of the residents wanted to maintain parking. Three residents requested that the island be removed.

Analysis: The City has approximately 49 cul-de-sacs that have infrastructure in place to allow a vehicle to maneuver within the travelled road. This consists of circles, ovals and hammerheads design. A total of 33 cul-de-sacs have an island. This is the standard City design for residential cul-de-sacs.

One of the concerns raised was the impact on winter maintenance when a vehicle is parked in the circle. The Standard Operating Procedure when clearing snow from a circle is to only carry out the removal when vehicles are not present. This applies to all circles with or without an island. The concern is that the parked vehicle may be damaged during the snow clearing operations. Accordingly, the removal of the island would not change the snow removal process. The City will return to the street to carry out snow clearing when no vehicles are parked.

Another concern raised was access by Emergency Services. Fire and Ambulance were requested to provide comments with regard to the island within the circle of a cul-de-sac. No concerns were raised by either provider.

Finally, one resident was concerned about a truck towing a trailer and getting around the circle when vehicles were present. In order to accommodate the larger turning radius for larger vehicles and those vehicles that are towing a trailer, the outer portion of the circle would need to be kept clear.

The grassed island does provide for snow storage and allows for the absorption of the snow melt. The removal of the island would increase the runoff into the storm sewer collection system. This is contrary to the Council approved Strategic Priority of Developing Our Resources. One of the success factors is the greening of the City. In addition, the City has been constructing facilities as part of road reconstruction projects to facilitate the infiltration of storm water.

In order to ensure timely winter maintenance and the ability to navigate the circle with larger vehicles, parking within the circle should be restricted at all times.

Financial Impact: City Staff have estimated that the cost to remove the island at \$25,000 to \$30,000. The cost to install No Parking signs would be approximately \$300 for staff time and materials.

Staff Recommendation: THAT the existing island on Battershall Court remains;

AND THAT the Parking and Traffic By-law No. 159-2008 be amended as follows:

Schedule 2 (No Parking) be amended by adding:

Street	Side	Between	Period
Battershall Court	Both	Within the circle	Anytime

Ed Dujlovic, Director of Infrastructure and Development Services

Joan Thomson, Acting Chief Administrative Officer

I BOB CAPLING PICKED UP THIS "MANAGEMENT" REPORT FROM THE CLERK'S OFFICE ON MONDAY NOV. 25/2019

MANAGEMENT REPORT

TITLE: BATTERSHALL COURT PARKING CONCERNS

2ND PARAGRAPH RE: "BACKGROUND"

WHERE IT SAYS RESIDENT IT SHOULD READ RESIDENTS

2ND PARAGRAPH, THE LAST SENTENCE WHERE IT SAYS "THE "MAJORITY" OF THE RESIDENTS WANTED TO MAINTAIN PARKING. THREE (3) RESIDENTS REQUESTED THAT THE ISLAND BE REMOVED."

THE QUESTIONNAIRE: DATED: APRIL 9/2019
PROPOSED CHANGES ON BATTERSHALL COURT CUL-DE-SAC

1 ☐ I PREFER TO HAVE PARKING RESTRICTED AT ALL TIMES ON THE CUL-DE-SAC ON BATTERSHALL COURT (OR)

2 ☐ I PREFER NO CHANGES TO CURRENT PARKING ALLOWED ON THE CUL-DE-SAC ON BATTERSHALL COURT

NOTE! ONLY TWO (2) OPTIONS OR CHOICES

THE 3RD WAS WHERE IT STATES;

"OTHER COMMENTS"

IN THE "OTHER COMMENTS" SECTION, THE OWNER LIVING AT "380 GLASTONBURY DRIVE WHO HAS A SINGLE DRIVEY ENTRANCE OFF GLASTONBURY DRIVE AS WELL

A DOUBLE DRWY. ENTRANCE OFF OF THE CUL-DE-SAC ON BATTERSHALL COURT STATED COMPLETE REMOVAL OF THE RAISED GRASS ISLAND IN THE CENTRE OFF THE CUL-DE-SAC

THE OWNER OF #72 BATTERSHALL CRT WHO ALSO HAS A DRWY. OFF OF THE CUL-DE-SAC, STATED THE SAME, COMPLETE REMOVAL [REDACTED] OF THE RAISED GRASS ISLAND.

THE OWNER OF #68 BATTERSHALL CRT. WHO ALSO HAS A DRWY OFF OF THE CUL-DE-SAC ALSO STATED THE SAME, WHICH IS, COMPLETE REMOVAL OF THE RAISED GRASS ISLAND SO IN THE "MANAGEMENT REPORT" WHERE IT SAYS "MAJORITY" HOW CAN THIS BE, IF 3 OUT OF 6 OWNERS WANT REMOVAL OF THE RAISED GRASS ISLAND

NOTE! THERE ARE SIX (6) OWNERS LIVING ON THE CUL-DE-SAC OF BATTERSHALL COURT WITH DRIVEWAY ENTRANCE OFF OF CUL-DE-SAC THE ADDRESSES ARE COUNTERCLOCK WISE DIRECTION; #58 BATTERSHALL CRT.

#380 GLASTONBURY DR.

#72 BATTERSHALL CRT.

#68 " "

#64 " "

#60 BATTERSHALL CRT.

A 7th OWNER WHO'S PROPERTY (BACKYARD ONLY) BACKS ON TO THE CUL-DE-SAC WITH A FENCE GATE TO ALLOW FOR ENTERING THE BACK YARD. HAS NO DESIGNATED DRWY ENTRANCE TO THE GATE. THIS OWNER'S ADDRESS IS #374 GLASTONBURY DRIVE

IF NO ATTENTION WAS PAID TO THE COMMENTS UNDER THE HEADING "OTHER COMMENTS" WHAT WAS THE PURPOSE OF "OTHER COMMENTS" BEING PUT IN THE "QUESTIONNAIRE PROPOSED CHANGES ON BATTERSHALL COURT CUL-DE-SAC"

STARTED SPEAKING TO COUNCILLOR KATHY VASSILAKOS AS EARLY AS ^{FEBRUARY AND} [REDACTED] MARCH OF 2019 "ABOUT THIS SITUATION, IT WAS SHE WHO 1ST CAME UP WITH THE TWO (2) OPTIONS WHICH ARE;

- I PREFER TO HAVE PARKING RESTRICTED AT ALL TIMES ON THE CUL-DE-SAC ON BATTERSHALL COURT
- OR
- I PREFER NO CHANGES TO CURRENT PARKING ALLOWED ON THE CUL-DE-SAC ON BATTERSHALL COURT

(THESE TWO (2) WERE SUGGESTED TO ME FROM MRS VASSILAKOS BY PHONE ON FEB 12 OR 13 OF 2019)

THIS WAS THEN DRAFTED UP AND PUT IN PRINT FORM AND DATED "APR 9/2019" AND SENT OUT BY MAIL TO THE 6 OWNERS WITH DESIGNATED DRIVEWAYS TO [REDACTED]

#58 BATTERSHALL COURT

#380 GLASTONBURY DRIVE

#72 BATTERSHALL COURT

#68 " "

#64 BATTERSHALL COURT

#60 BATTERSHALL COURT

THE ABOVE TWO (2) MENTIONED OPTIONS WERE DRAFTED UP BY THE ENGINEERING DEPT (3RD FLOOR ANNEX BUILDING) DATED APR 9/2019 AND SIGNED BY ED DUJLOVIC P. ENG. THE DIRECTOR OF INFRASTRUCTURE + DEVELOPMENT SERVICES

PLEASE NOTE: THE LETTER DATED APR 9/2019 AND SIGNED BY ED DUJLOVIC P. ENG. SAYS THE FOLLOWING;

IN THE 1ST SENTENCE OF THE 1ST PARAGRAPH WHERE IT SAYS; A REQUEST HAS BEEN RECEIVED BY A RESIDENT TO RESTRICT PARKING AT ALL TIMES IN THE CUL-DE-SAC ON BATTERSHALL COURT IN THE VICINITY OF YOUR PROPERTY IF THE TRUTH IS TO BE KNOWN, IT SHOULD ALSO SAY BY A RESIDENT AND A "MEMBER OF CITY COUNCIL" OR "COUNCILLOR"

Pg 2 of "MANAGEMENT REPORT" WHERE IT STATES
STAFF RECOMMENDATION: THAT THE EXISTING ISLAND ON
 BATTERSHALL COURT REMAINS AND THAT NO PARKING
 AT ANY TIME BE [REDACTED] IMPLEMENTED.

THE "STAFF" IS ONLY OF (1) PERSON / ED
[REDACTED] DUBLOVIC, DIRECTOR OF INFRASTRUCTURE AND
 DEVELOPMENT SERVICES.

- WITH NO "PARKING @ ANY TIME" [REDACTED] IT ALLOWS FOR
- FREE EXCESS INTO THE CIRCLE FOR SNOW REMOVAL
 - FREE EXCESS FOR WEEKLY GARBAGE PICK-UP
 - FREE EXCESS FOR BI-WEEKLY BLUE BOX PICK-UP
 - FREE EXCESS FOR LEAF AND YARD WASTE COLLECTION
 COLLECTED ON GARBAGE DAY DURING THE MONTHS OF
 JAN/APRIL - MAY / MAY / JUNE / JULY / AUG / SEPTEMBER - OCT /
 OCTOBER / NOVEMBER BASED ON THE 2019 CURBSIDE
COLLECTION GUIDE
 - FREE EXCESS FOR THE STREET SWEEPER

— "ADVANTAGE" GOES TO THE CITY

— "DISADVANTAGE" GOES TO THE 7 PROPERTIES
 THAT ABUT ON TO THE CUL-DE-SAC OF BATTERSHALL
 COURT AND INCLUDED IN THESE 7 PROPERTIES ARE THE
[REDACTED] (6) OWNERS WHO HAVE DRWY'S OFF OF THE
 CIRCLE.

THE "PROBLEM ARISES" WHEN ANY ONE (1) OF
 THE SIX (6) OWNERS HAVE COMPANY AND THEIR DRWY'S ARE
 FULL, WHERE DO THE EXCESS VEHICLES PARK? WAY
 DOWN THE STREET, OR BLOCKS AWAY.

DELIVERY TRUCKS OF VARIOUS SIZES DROPPING
 OFF PRODUCTS ETC TO ANY (1) OF THE HOMES IN THE CUL-DE-SAC
 EG; CANADA POST / UPS / FED-EX, ETC ETC
 MOVING VANS SOME THE SIZE OF NORTH.

AMERICAN VAN LINES. CONTRACTORS DOING WORK @ ANY OF THE SIX (6) HOMES IN THE CUL-DE-SAC, IF THE DRIVEY IS ALREADY FULL OF THE DIFFERANT TRADES PEOPLE WITH THEIR OWN VEHICLES, WHERE DO THE EXCESS VEHICLES PARK? WAY DOWN THE STREET OR BLOCKS AWAY, JUST TO GET A PART OUT OF THEIR VEHICLE, THIS IS WHAT THEIR COMPELLED TO DO WITH A "NO PARKING AT ANY TIME."

THE MOVING VANS WILL NOT BE ABLE TO PARK IN THE "NO PARKING AT ANY TIME ZONE"

THUS FORCING THEM TO LOAD AND UNLOAD HOUSE HOLD FURNITURE ETC. MUCH FURTHER AWAY FROM ANY OF THE SIX (6) HOMES IN THE CIRCLE, ^{MAYBE} AS FAR AWAY AS 500 TO 1000 FT, IF NOT MORE, OR A BLOCK AWAY ETC.

LAWN ^{MOWING} COMPANIES OR SNOW REMOVING COMPANIES WITH LANDSCAPING TRAILORS WILL NOT BE ABLE TO PARK IN THE CIRCLE RE: NO PARKING AT ANY TIME SO AS THEY MAY DO THEIR JOB AT ANY ONE (1) OF THE (6) HOMES IN THE CUL-DE-SAC OR ANY VEHICLE OF ANY KIND DROPPING OFF OR PICKING UP OF GOODS WHATEVER AT ANY ONE (1) OF THE 6 HOMES IN THE CUL-DE-SAC.

ON Pg 1 OF THE MANAGEMENT REPORT RE: "ANALYSIS"

PARAGRAPH WHERE IT STATES THAT THE CITY HAS APPROXIMATELY 49 CUL-DE-SACS OF WHICH 33 CUL-DE-SACS HAVE AN ISLAND AND ASSUMING THESE 33 CUL-DE-SACS HAVE A GRASS ISLAND MEANING "GREEN" SPACE THEREFORE THERE ARE 16 CUL-DE-SAC IN THE CITY WITH NO ISLANDS OF ANY TYPE SUCH AS BRICK/STONE/GRASS/GRAVEL/OR JUST PLAIN DIRT. JUST A

CUL-DE-SAC OF PLAIN OLD "ASPHALT"

SO WHEN ONE RELATES THIS TO PARAGRAPH #3 ON Pg 2 OF THE "MANAGEMENT REPORT" REGARDING GRASS ISLANDS ABSORB THE SNOW MELT SITUATION THUS ALLOWING FOR A REDUCTION INTO THE STORM SEWER COLLECTION SYSTEM, IF THIS IS OF SUCH A HIGH PRIORITY TO THE CITY [REDACTED] ACCORDING TO ED DULOVIC THEN [REDACTED] WHY DOES THE CITY NOT WANT TO PUT GRASS ISLANDS (GREEN SPACE) IN THE [REDACTED] ^{REMAINING} 14 CUL-DE-SACS THAT CONSISTS OF ASPHALT AND ADDS TO THE RUN-OFF OF THE MELTED SNOW, FILED INTO THE CENTRE OF THE CUL-DE-SAC AND INCREASE THE AMOUNT OF WATER THAT LEADS INTO THE STORM SEWER COLLECTION SYSTEM.

KEEP IN MIND THAT AT LEAST (1) IF NOT MORE THAN A FRONT END ^{LOADER} COMES INTO THE CUL-DE-SACS AND SCOOPS THE SNOW INTO A DUMP TRUCK AND IN RETURN TRAVELS TO THE SNOW DUMP SITE, TO DUMP OFF THE SNOW.

ALSO GRASS ISLAND ARE A MAINTENANCE ISSUE. IN A GIVEN SUMMER IT WOULD BE OF INTEREST TO KNOW [REDACTED] THE LABOUR COST TO CUT THE GRASS PLUS THE UPKEEP OF THE MACHINERY AND THE COST OF GAS USED, TO CUT THE GRASS (GREEN SPACE)

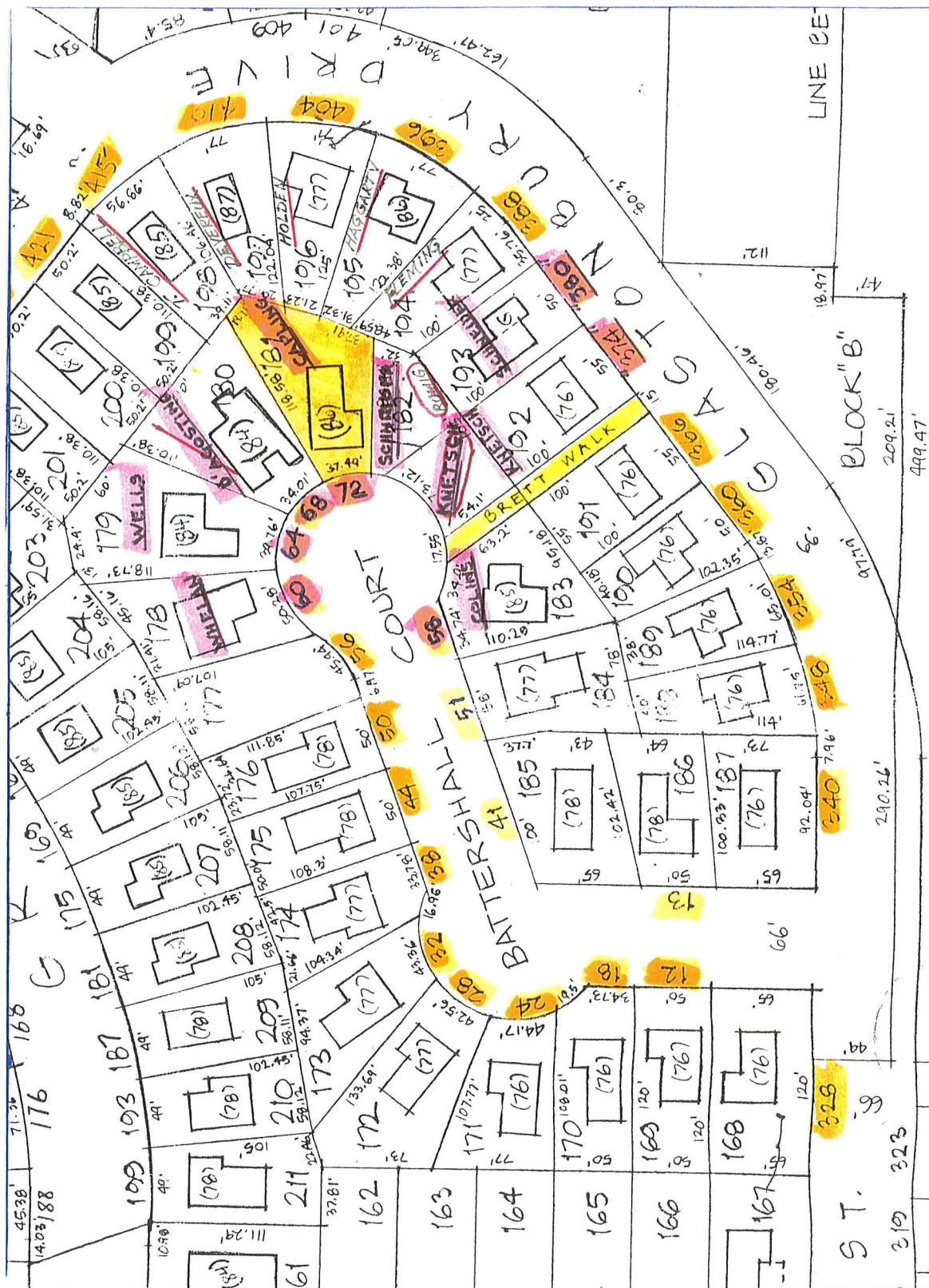
BEING THERE ^{ARE} [REDACTED] SUCH FEW GRASS ISLANDS IN THE CITY IT DOES NOT HAVE A BIG IMPACT ON THE [REDACTED] SNOW MELT AND WATER RUN-OFF INTO THE STORM SEWER COLLECTION SYSTEM, IF IT DOES MAKE AN IMPACT INTO THE STORM SEWER COLLECTION SYSTEM THEN WE AS PROPERTY OWNERS WOULD LIKE TO BE PROVIDED WITH ANY POSITIVE OR NEGATIVE RESULTS OR STUDIES DONE TO PROVE THE CITY'S STATEMENT

Pg 2 OF THE "MANAGEMENT REPORT"

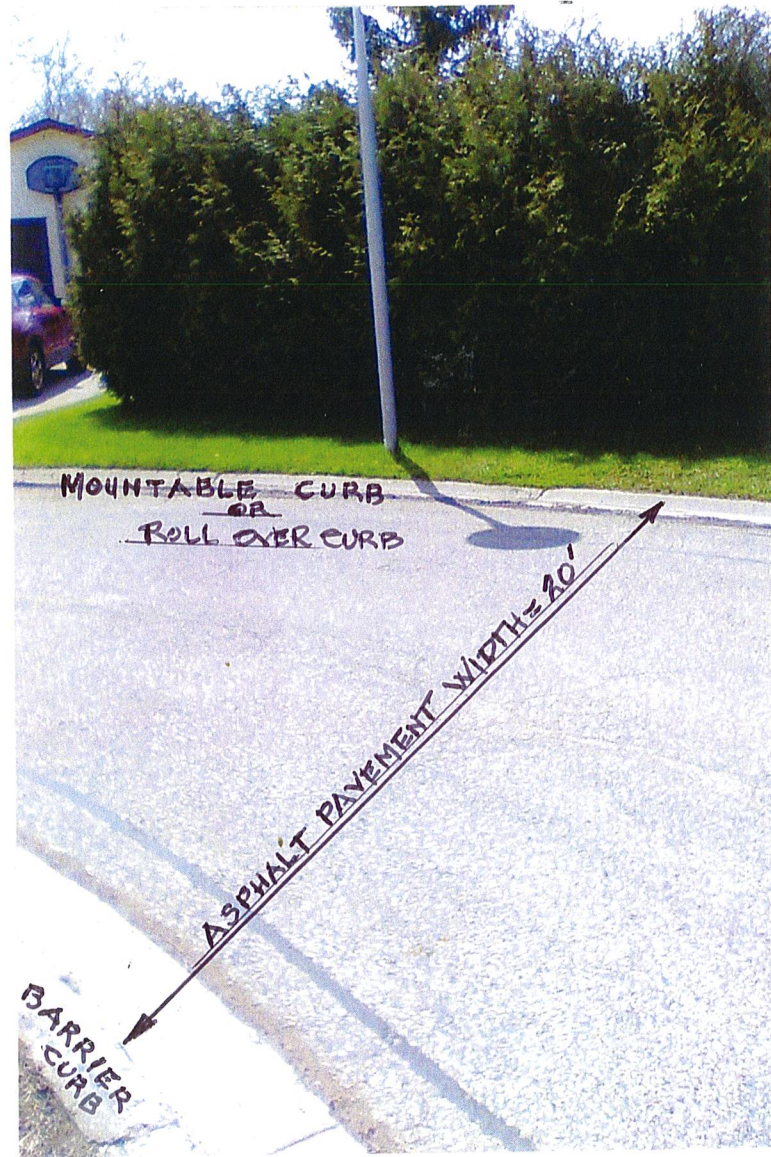
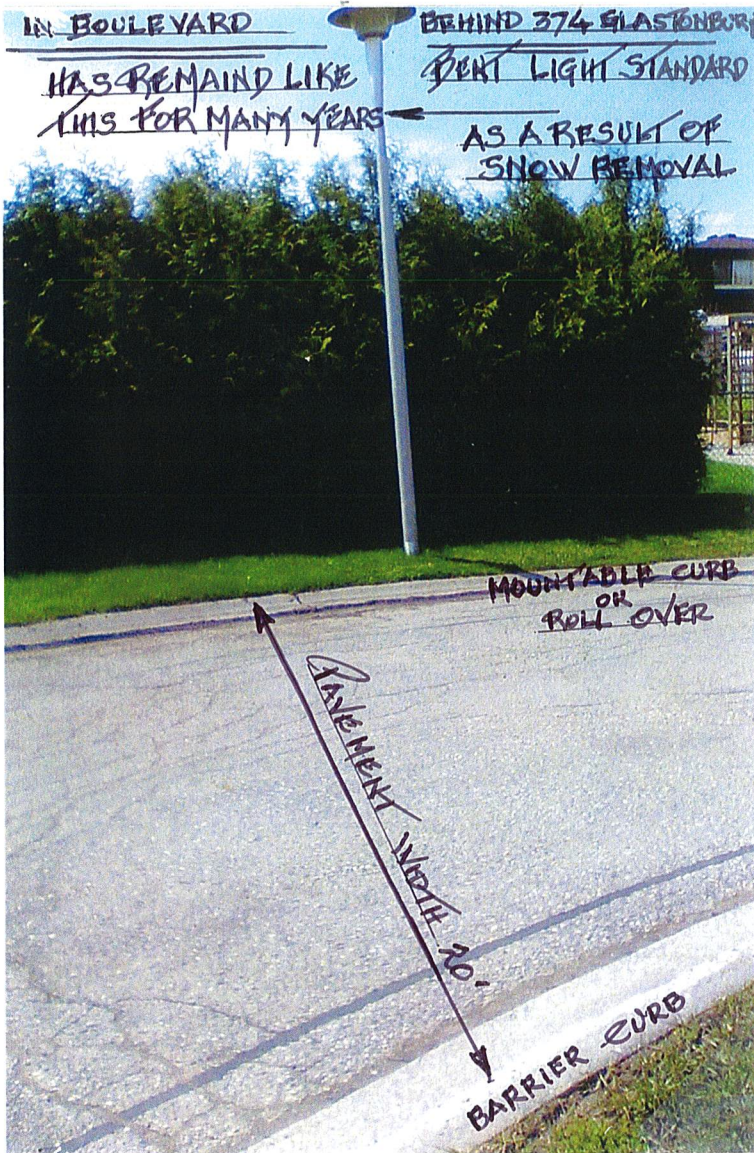
FINANCIAL IMPACT:

COMPLETE REMOVAL OF THE ISLAND
IS AT BETWEEN \$25,000 TO \$30,000

THE COST TO INSTALL A "NO PARKING" SIGN
WOULD BE APPROXIMATELY \$300.00 FOR STAFF
TIME AND MATERIALS.



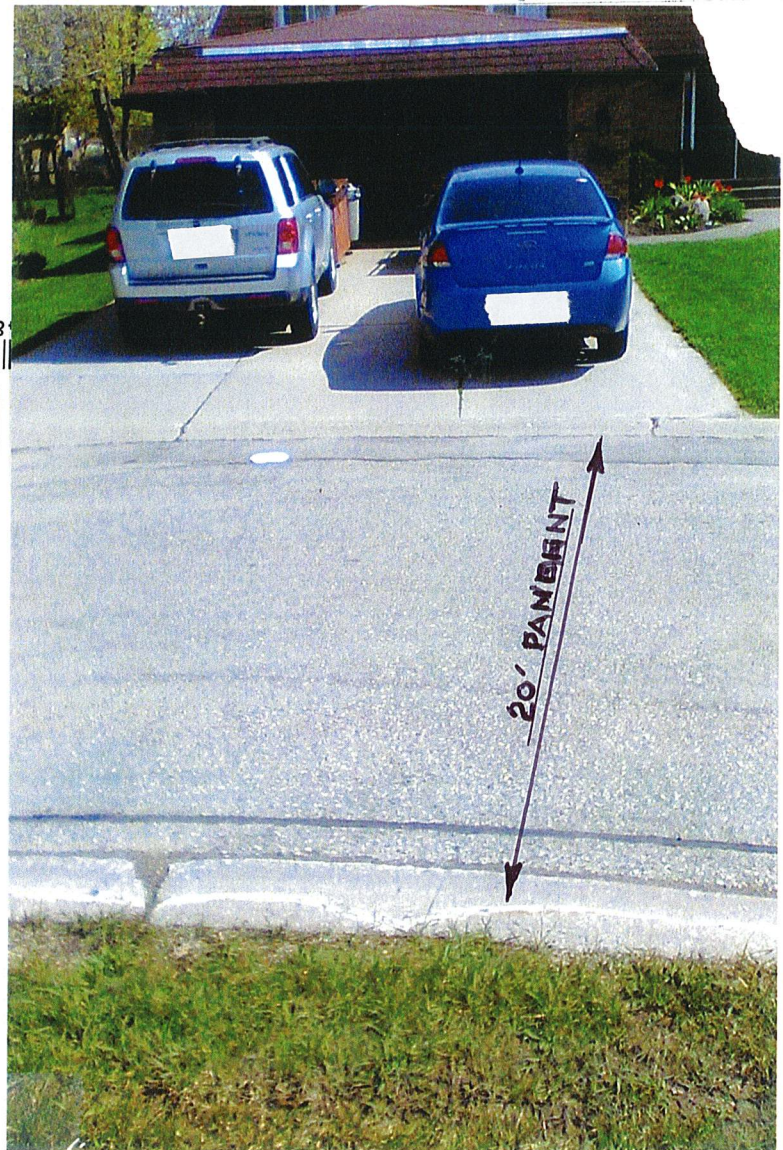
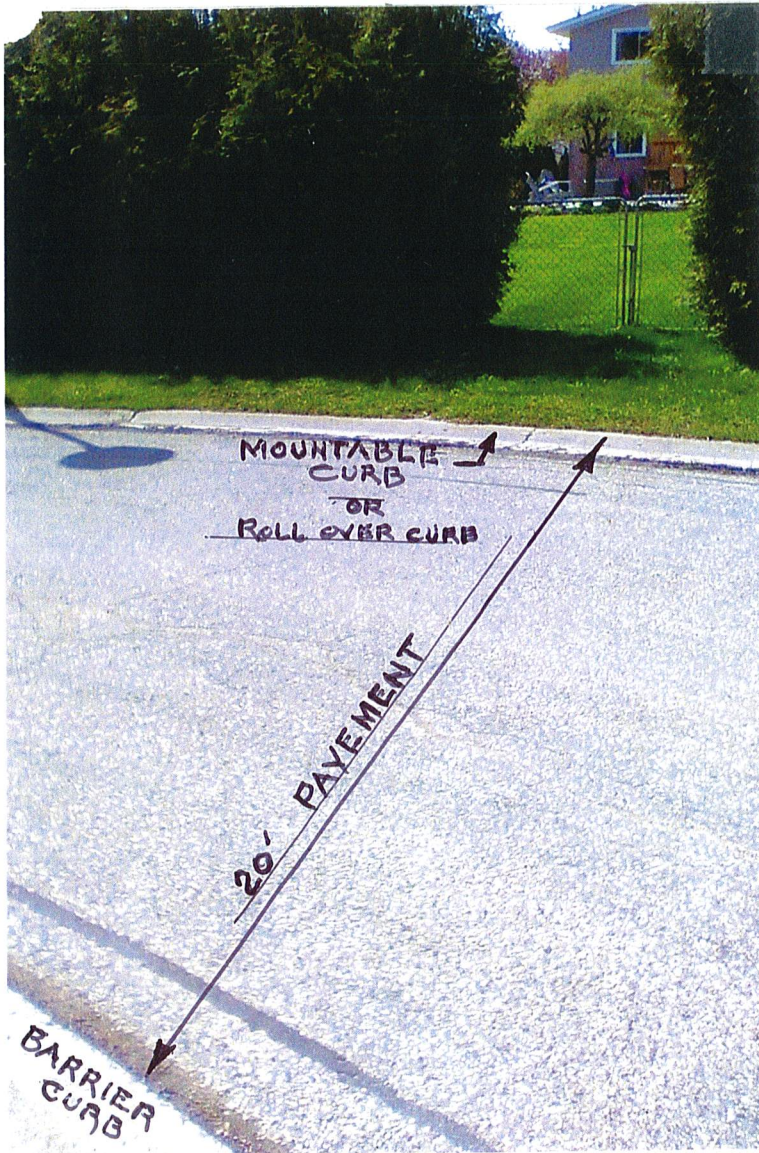




BATTERSHALL COURT RE: CUL-DE-SAC

SHOWING

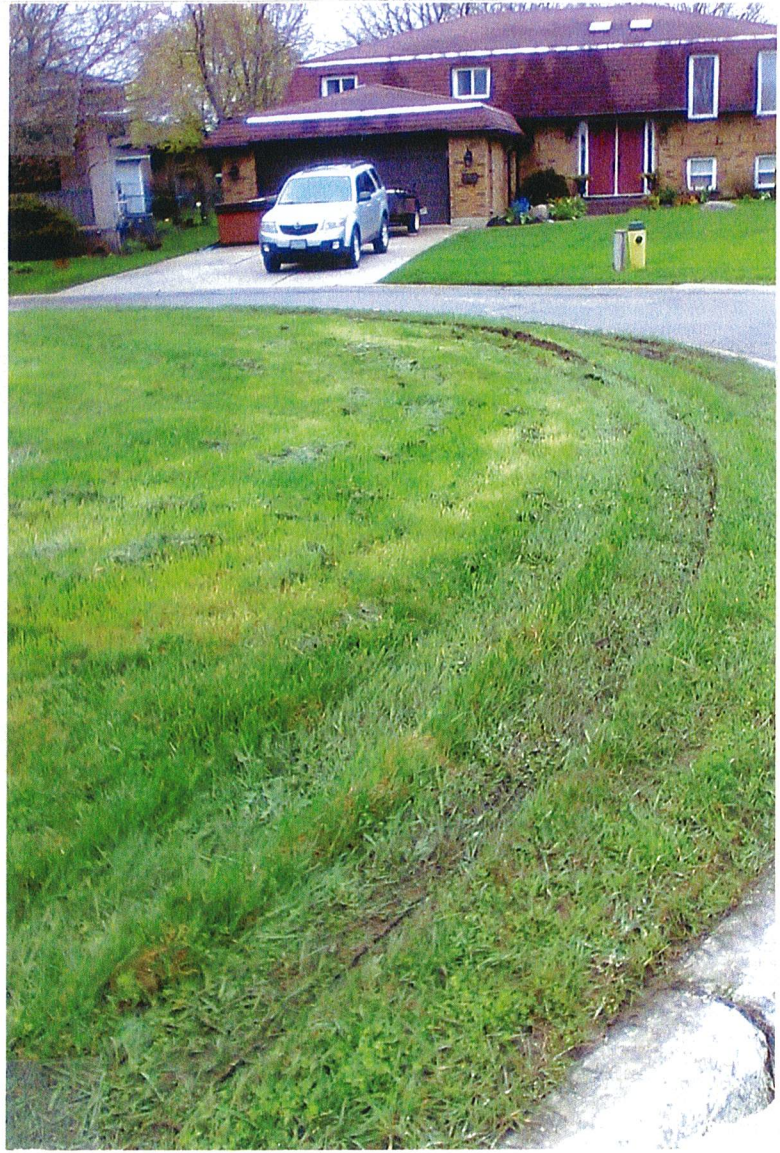
THE 20' PAVEMENT WIDTH



DAMAGE DONE TO THE⁷³ GRASS ISLAND WHEN THERE
ARE NO VEHICLES IN THE CIRCLE

— TRUCKS WITH LANDSCAPE TRAILORS
OR

— TRUCKS WITH FLAT BED TRAILORS







From: Lyall, Gabby

Sent: Wednesday, December 4, 2019 10:35 AM

To: Tatiana Dafoe

Subject: [External Email] Potential No Parking on Battershall Ct. from November to April

Good Morning.

I am writing this in regards to the potential by-law changes for no parking on Battershall Ct from November to April. I would like to inform you of the hardship this would cause the families of the residents of Battershall Ct.

My parents live there. They have 3 adult children whom do not live with them. From the 3 adult children, we also have adult children. Proposing no parking on the court would impact, at the very least just for my family, 7 people with vehicles and no where to park during the timeline you are suggesting. If this is a number of affected people just for one family of the street, are you able to see where it would be a hardship it would cause to the residents of Battershall Ct who are parents/grandparents during high visit times like Christmas, New Years, Family Day and Easter?

The issue is with the raised circle on the court. It is my understanding that the residents were told that the cost of removing it are too high, was that the only option that was thought of? Has anyone thought to possibly minimize the size of the circle to allow for the plows to pass as well have street parking to enable family to visit.

Winter is a very dismal time of year and many people are affected by it with Seasonal Depression on top of other ailments and the potential no parking that you are proposing could intensify this as family members could be discouraged to visit or to be able to provide any medical assistance if there is no where for them to park.

There has to be a better solution than going immediately to no parking on Battershall Ct. To have no parking on one side let alone both side of the street would be tragic and a hardship to all those on the street and their family.

Thank you for your time. Please do not hesitate to contact me if you need anything further from myself or my family.

Gabby Lyall

From: LEN BROOKS

Sent: Wednesday, December 4, 2019 9:01 PM

To: Tatiana Dafoe

Subject: [External Email] Potential NO parking on Battershall Ct between Nov-April

Hello,

I am sending this letter to hopefully come up with a better solution then no parking at the end of the circle on Battershall CRT , my parents live right at the very end of the circle completely impacting them, they have 3 adult kids all with kids of their own , who at one time or another are at the house all having vehicles, restricting parking around the circle, will be a problem when visiting , a solution for having more space for snow removal or emergency vehicles would be to either remove the circle completely or a better solution yet to make the circle smaller .

It was brought up at the meeting held on November 27, 2019 that it would cost the City between 40,000 - 50,000 to have the circle removed. Is it possible to have local contractors bid to have the circle removed or at least made smaller , may cost a lot less ! Just a thought .

I would like this letter presented at the next meeting held on December 9, 2019.

Thank you

Diana Brooks

Sent from my iPhone



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Ed Dujlovic
Report#: ITS19-068
Attachments: None

Title: Perth Street from Downie Street to Borden Street Parking Review

Objective: To implement parking restrictions on Perth Street from Downie Street to Borden Street.

Background: A concern was raised by a resident with respect to vehicles parking along both sides of the street making it difficult to navigate the street. There has been an incident where a fire vehicle could not proceed down the street due to the parked vehicles. Residents have also identified difficulties maneuvering around parked cars.

A total of 75 questionnaires were distributed regarding the implementation of a parking restriction. A total of 30 responses were received and broken down as follows: 12 no change, six restrict parking on the south side, nine restrict parking on the north side and three that were in support of a parking restriction with no preference as to the side.

Analysis: Perth Street is a local residential street that has a width of 6.8 metres to 6.9 metres. The only signed parking restriction is on the south side of the street starting at Downie Street and proceeding easterly for a distance of 27 metres.

For unsigned locations, Traffic and Parking By-law 159-2008 states that no person shall park a vehicle opposite the approach and/or impede the entering or exiting of any public lane or driveway where the roadway is less than 8.5 metres in width measured from curb line to curb line at any time. The By-law also states that no person shall stand or park any vehicle directly opposite another vehicle which is already standing/parking on the other side of the street, where such standing or parking would prevent the free passage of the two lines of traffic; or where, unless otherwise permitted in this By-law, the roadway is less than 30 feet (9.144 meters).

Based on the above parking restrictions, there are not many legal parking spaces available on Perth Street. In that vehicles are prohibited from parking opposite another vehicle which is already standing/parking on the other side of the road, implementing a parking restriction on one side of the road would not have an impact on the legal parking spaces available.

Financial Impact: In order to take advantage of the existing utility poles on the south side of the road, thus reducing costs, staff are recommending that a no parking restriction be implemented on the south side of Perth Street from Downie Street to Borden Street. The cost, approximately \$750, would be funded through the operating budget. In addition to the installation of no parking signs, signage will be installed indicating vehicles are not to park opposite driveways.

Staff Recommendation: THAT Traffic and Parking By-law 159-2008 be amended as follows:

Schedule 2 (No Parking) be amended by adding:

Street	Side	Between	Period
Perth Street	South	From Downie Street to Borden Street	Anytime



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: John Paradis, Fire Chief
Report#: ITS19-076
Attachments: Open Fire and Burning By-law 5-2006

Title: Winterfest 2020 By-Law 5-2006 Exemption

Objective: To request an exemption to the City of Stratford's Open Burn By-law 5-2006.

Background: The Stratford Winterfest Committee would like to request an exemption to the City of Stratford's Open Burn By-law for Saturday, January 25, 2020 and Sunday, January 26, 2020.

As part of their event the Stratford Winterfest Committee would like to have two open burn locations in Lower Queens Park that would operate outside of the permitted hours.

Analysis: The request is for an exemption to Section 8.2 (a) of By-law 5-2006. All other conditions of Section 8.2 will be met as part of this request.

8.2 No person shall burn or allow to burn, a recreational fire except: a) between the hours of 4:00 pm and 11:00 pm;

Request to extend hours from 10:00 am – 5:00 pm on Saturday, January 25, 2020 and from 10:00 am – 2:00 pm on Sunday, January 26, 2020.

8.2(b) commercially produced charcoal, briquettes or clean or dry seasoned wood shall only be used;

Seasoned wood will be used

8.2(c) the recreational fire shall be confined in such a manner as to preclude the escape from the fire of combustible solids such as sparks and ash;

Fire department approved vessels will be used

8.2(d) where the dimensions of the fuel being burnt are totally confined within the appliance at all times;

Firewood will be contained within the unit

8.2 (e) in an outdoor location that provides a minimum of 5 metres clearance in all directions from any building, structure, overhead wire or other combustible material;

5 meter clearance will be met

8.2(f) with an effective extinguishing agent of sufficient size and with the capability of extinguishing the fire immediately available for use;

Fire extinguishing agent will be present

8.2 (g) where the recreational fire is attended, controlled and supervised at all times by a competent person and is completely extinguished before the recreational fire site is vacated.

The fire will be supervised at all times.

The Stratford Fire Department is working with The Stratford Winterfest Committee to ensure all safety measures are in place.

Financial Impact: None

Staff Recommendation: THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to The Stratford Winterfest Committee to allow for an open burn from 10:00 am – 5:00 pm on Saturday, January 25, 2020 and 10:00 am – 2:00 pm on Sunday, January 26, 2020 in Lower Queens Park.



Fire Chief, John Paradis



Joan Thomson, Acting Chief Administrative Officer

**BY-LAW NUMBER 5-2006
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to regulate the setting of open fires, including establishing the times during which open fires may be set and to repeal By-law 68-96 and all amendments thereto.

WHEREAS the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended (the "FPPA") provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires, and regulating the setting of open air fires, including establishing the times during which open air fires may be set;

AND WHEREAS the Council of The Corporation of the City of Stratford ("Council") deems it expedient to regulate the setting of open fires, including establishing the times during which open air fires may be set;

AND WHEREAS Council is empowered under section 128 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended to pass by-laws to prohibit and regulate public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisance;

AND WHEREAS Council considers excessive smoke, smell, airborne sparks with ember to be or could become or cause public nuisance by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing the use and enjoyment of neighbouring properties;

NOW THEREFORE BE IT ENACTED as a By-law of The Corporation of the City of Stratford as follows:

1.0 TITLE

1.1 This By-law shall be cited as the "Open Air Burning By-law".

2.0 DEFINITIONS

2.1 For the purpose of this By-law:

- a) **"authorized container"** means a metal drum of not more than 1.21 metres in height and 0.914 metres in diameter which is open on one end and that end is covered with a fire screen which prevents the emission of sparks or flames into the atmosphere;
- b) **"barbeque"** means a portable or fixed device including a hibachi, a permanent structure designed and intended solely for the cooking of food in the open air and other similar devices designed and intended solely for the cooking of food in the open air, but does not include devices designed for personal warmth, fire pits or recreational fires;
- c) **"burn permit"** means a permit issued by the Fire Chief authorizing an open air fire;
- d) **"City"** means The Corporation of the City of Stratford;
- e) **"combustible waste"** means, but is not limited to used vehicle bodies, tires, oil, grease, paint, cloth, rags, plastics, kitchen waste, food, scraps,

garbage, refuse or other material which contents include the aforementioned;

- f) **"Fire Chief"** means the Fire Chief, Deputy Fire Chief, and Director of Fire Prevention for the City of Stratford Fire Department and any other person employed in or appointed to the City of Stratford Fire Department and assigned to undertake fire protection service;
 - g) **"highway"** means and includes a common and public highway, street, roadway, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by the general public;
 - h) **"open air burning"** means any fire in an authorized container set by any person in any open place, yard, field, or construction area which is not enclosed by a building or structure, located within the boundaries of the City of Stratford;
 - i) **"outdoor solid fuel burning appliance"** means any manufactured enclosed appliance, whether portable or fixed in place, constructed of non-combustible material, that contains a chamber located within the firebox of the appliance used to contain a combustion flame, a stack to control the flow of air or combustion gases from the appliance, a spark arrestor located at the end of the stack to control dispersement of sparks, and is enclosed on all sides;
 - j) **"permit holder"** means any person, organization, partnership, company or group that has been granted by the Fire Chief, a valid permit under this By-law for an open air burning;
 - k) **"permitted hours"** means from 9:00 am until 4:00 pm local time in the same day;
 - l) **"recreational fire"** means the burning of clean wood products in an outdoor solid fuel burning appliance for personal heating, enjoyment, religious ceremony or similar purpose, but does not include a barbeque. A recreational fire is limited in size to 0.1 cubic metre (3.4 cubic feet);
 - m) **"yard waste"** includes but is not limited to leaves, brush, grass and vegetation clippings, wood chips, peat moss and other material which contents include the aforementioned.
- 2.2 In this By-law, whenever a word imparts the masculine gender it is deemed to include the feminine gender.
- 2.3 In this By-law, the singular sense is deemed to be inclusive and interchangeable with the plural sense.

3.0 BURN PERMITS

- 3.1 Any person may make application in writing to the Fire Chief for a burn permit to authorize open air burning or allow open air burning in an authorized container within the City, in accordance with the provisions of this By-law.
- 3.2 Notwithstanding section 3.1 herein, the Fire Chief may issue a burn permit to authorize open air burning or allow open air burning in a container, other than in an authorized container.
- 3.3 The applicant shall, together with his application and at the time of the application, forward payment in the amount as established from time to time in the City's User Fee By-law.
- 3.4 Where the applicant is not the owner of the land on which the fire will occur, the applicant shall together with this application and at the time of application, provide written approval of the property owner for a burn permit to be issued.

- 3.5 No permit shall be processed until payment is made. Any default in such payment shall result in the immediate revocation of the burn permit.
- 3.6 The Fire Chief may:
- a) Revoke or refuse to grant a burn permit for open air burning if the owner or occupant of the property or the permit holder has contravened the provisions of this By-law or if the owner, occupant or permit holder has not complied with any conditions attached to a permit for an open air burn that may have been imposed by the Fire Chief on a previous occasion;
 - b) Temporarily suspend a burn permit for open air burning where the temporary suspension of the permit;
 - i) Promotes compliance with the conditions of approval granted;
 - ii) Takes into consideration the conduct of the owner or occupant of the property or the permit holder;
 - iii) Takes into account the public interest;
 - iv) Takes into account the state of the premises, facilities, equipment or vehicle;
 - v) Takes into account whether or not it is a First, Second, Third, or more breach of the conditions of approval;
 - vi) Takes into account whether the owner or occupant of the property or the permit holder surrendered the permit to the Fire Chief.
- 3.7 The Fire Chief may withdraw a burn permit for an open air burning, if in the Fire Chief's opinion this By-law is being contravened.
- 3.8 Upon notification by the Fire Chief to extinguish an open air burning, the land owner, occupant or permit holder shall immediately extinguish the fire.
- 3.9 Should any land owner or occupant fail to extinguish an unapproved fire when ordered to do so by the Fire Chief, the Fire Chief may take action to have the fire extinguished and the person who owns or occupies the land on which the open air burning is located, shall be responsible for any and all costs incurred by the City of Stratford Fire Department in its efforts to extinguish the fire.

4.0 OPEN-AIR BURNING

- 4.1 Except as otherwise provided in this By-law, no person shall open-air burn or allow open-air burning without a burn permit from the Fire Chief.
- 4.2 Except as otherwise provided under this By-law, no permit holder shall set or maintain open air burning or cause open air burning to be set or maintained:
- a) except in an authorized contained;
 - b) so as to decrease the visibility on any highway so as to cause, or potentially cause an accident;
 - c) so as to cause danger to any person or structure;
 - d) in a highway, park, walkway, public land, or upon any vacant or other land owned by the City, without first having obtained permission to do so from the property owner;
 - e) so as to create an odour which causes discomfort to any person residing in the area;
 - f) when rain or fog is present;

- g) at times when a smog alert has been declared. The appropriate Federal and/or Provincial Government agency shall be used as the source for this information;
 - h) when the wind is in such a direction or intensity so that the fire or smoke causes discomfort to any person or causes loss of enjoyment of normal use of the property in the immediate area;
 - i) within 5 metres of an overhead wire;
 - j) except during permitted hours, unless expressly authorized by a burn permit issued under the provisions of this By-law;
 - k) in contravention of the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;
 - l) burn combustible materials, plastics, rubber, animal carcasses, petroleum products, demolition debris or any other item or material which will cause excessive smoke or fumes;
 - m) on land without the written permission of the owner of the land. Such permission shall be evidenced by the signature of the owner of the land on the application for the burn permit required pursuant to this By-law; or
 - n) without a burn permit, and fail to immediately extinguish such fire upon the request of the Fire Chief.
- 4.3 Where a burn permit has been issued pursuant to this By-law, the person to whom the burn permit has been issued, is responsible for the supervision of the fire, and shall:
- a) ensure that no damage is done to any property or injury caused to any person while open air burning or allowing open air burning and shall otherwise jointly and severally be responsible for any damage or injury to persons or property as a result of open air burning or allow open air burning;
 - b) ensure that the open air burning is kept at least 5 metres from any dwelling, structure, overhead wire or other combustible material;
 - c) ensure that the open air burning is attended at all times by the permit holder and shall ensure that such person attends to such fire until the fire is completely extinguished;
 - d) ensure that sufficient equipment and resources are available at the burn site to properly control or extinguish the fire and for ensuring that the fire is completely extinguished as may be required by the Fire Chief or otherwise at the end of the burn;
 - e) ensure that the fire is completely extinguished before leaving the burn site;
 - f) ensure that the Fire Chief is informed, prior to setting a fire, of the approximate time the fire will be set and extinguished and the name of the person who will be supervising such fire; and
 - g) give access to the property by the Fire Chief at all times during the term of the permit.

5.0 BURN BAN

- 5.1 Notwithstanding the provisions of this By-law, the Fire Chief may institute a burn ban at any time, as may be deemed necessary in the opinion of the Fire Chief

and it is in the interests of public safety. No person, organization, partnership, company or group shall be entitled to a burn permit during a burn ban.

- 5.2 No person shall open air burn or allow open air burning at any time during a burn ban.

6.0 EXEMPTIONS

- 6.1 No permit shall be required for:

- a) a barbeque; or
- b) a recreational fire wholly contained within an outdoor solid fuel burning appliance.

- 6.2 The City of Stratford Fire Department shall be exempt from the provisions of this By-law for the purposes of educating and training individuals.

7.0 BARBEQUES

- 7.1 Barbeques being used to cook food shall be attended, controlled and supervised at all times by a competent person.

- 7.2 The only approved fuels for use in barbeques are commercially produced charcoal, briquets or other commercial fuels such as natural gas and propane gas that are produced specifically for the purpose of cooking.

- 7.3 Barbeques shall not be permitted on balconies.

8.0 RECREATIONAL FIRES

- 8.1 Recreational fires contained within outdoor solid fuel burning appliances specifically designed for recreational fires shall be permitted subject to the provisions of this By-law which apply.

- 8.2 No person shall burn or allow to burn, a recreational fire except:

- a) between the hours of 4:00 pm and 11:00 pm;
- b) commercially produced charcoal, briquets or clean, or dry seasoned wood shall only be used;
- c) the recreational fire shall be confined in such a manner as to preclude the escape from the fire of combustible solids such as sparks and ash;
- d) where the dimensions of the fuel being burnt are totally confined within the appliance at all times;
- e) in an outdoor location that provides a minimum of 5 metres clearance in all directions from any building, structure, overhead wire or other combustible material;
- f) with an effective extinguishing agent of sufficient size and with the capability of extinguishing the fire immediately available for use;
- g) where the recreational fire is attended, controlled and supervised at all times by a competent person and is completely extinguished before the recreational fire site is vacated.

- 8.3 No person shall burn or allow to burn, a recreational fire:

- a) when the wind is in such a direction or intensity so that the fire or smoke causes discomfort or safety risk to any person or causes loss of enjoyment of normal use of the property in the immediate area;
 - b) when rainy or foggy weather are present;
 - c) at times when a smog alert has been declared. The appropriate Federal and/or Provincial Government agency shall be used as the source for this information;
- 8.4 The owner or occupant of the land on which the recreational fire is taking place must take steps to ensure that adjacent properties are protected and that the byproducts of recreational fires do not have a negative impact on persons or the environment.
- 8.5 No person shall fail to immediately extinguish a recreational fire upon the request of the Fire Chief or enforcement officer.
- 8.6 The owner or occupant of property wherein a recreational fire is occurring must give access to the property by the Fire Chief at all times during the recreational fire.

9.0 USER FEES

- 9.1 In addition to the burn permit fee(s) required under this By-law, the Fire Chief may charge user fees for the attendance of the Fire Chief at any location to control, extinguish or regulate open air burning or recreational fires in accordance with this By-law, said user fees as set by the City's User Fee By-laws.
- 9.2 In the event that payment is not received by the City within 90 days, the outstanding balance may be collected and recovered in the same manner and in the same priority as municipal taxes.

10.0 SCOPE

- 10.1 This By-law shall apply to all land within the geographic limits of the City of Stratford.

11.0 SEVERABILITY

- 11.1 Should any section of this By-law be declared by a court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.

12.0 OFFENCES

- 12.1 Any person who contravenes any provision of this By-law is guilty of an offence and liable on conviction to a penalty not exceeding \$5,000 exclusive of costs and the provisions of the *Provincial Offences Act*, R.S.O. 1990, c.P.33 as amended, shall apply to the said fine.
- 12.2 In the event of a contravention of any of the provisions of this By-law, the City, in addition to any other remedies contained herein may enter upon the lands and do such work as is necessary to rectify the breach and all expenses thereof which shall be recoverable from the owner(s) in the same manner and in the same priority as municipal taxes.
- 12.3 A burn permit issued under this By-law may be revoked by the Fire Chief if the permit holder fails to comply with the requirements of the permit and/or any of the provisions of this By-law.

13.0 ADMINISTRATION AND ENFORCEMENT

- 13.1 The City of Stratford Fire Department is responsible for the administration of this By-law.
- 13.2 Any Police Officer or Municipal Law Enforcement Officer of the City designated by Council for the purpose of this Section is authorized to enforce this By-law.

14.0 REPEAL

- 14.1 Upon the passage of this By-law, By-law 68-96 and all amendments thereto, shall be repealed.
- 14.2 Any existing investigation, legal proceeding or remedy under By-law 68-96 shall be continued as if By-law 68-96 had not been repealed.

15.0 ENACTMENT

- 15.1 This By-law shall come into force and effect immediately upon the passing thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 9th day of January, 2006.

"Daniel B. Mathieson"

Mayor – Daniel B. Mathieson

"Joan Thomson"

Clerk – Joan Thomson



Stratford Winterfest

January 24-26, 2020

Stratford Winterfest 2020—Site Plan as of November 22, 2019



On the weekend of January 24-26, 2020 we celebrate Stratford Winterfest's 22st year. We started in 1998 as a one day event to now in 2020 with 3 days of over 40 events and activities throughout the weekend.

Fire Pit request year 3

- Our Fire Pit began 3 years ago
- 2 Chimineas side by side
- 2 fire extinguishers beside it
- Enclosed within 2 feet barrier all around
- Volunteers at all times
- Hours: Saturday 10am-4pm & Sunday 10-2pm
- We haven't had any issues/concerns
- People love the addition of this pit
- This year Upper Thames Wildwood Conservation Area has offered to manage the fire pit area. With their fire safety expertise this will be done well.

Fire Pit



Fire Pit view from the Festival in 2019



Thank you to the Fire Department for
their volunteer hours and
commitment to this event.

This helps provide a free family fun
weekend each winter and
encouraging families to engage in
their community, by getting active
outside and enjoying
Stratford Winterfest.



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Michelle Pinto, Project Engineer
Report#: ITS19-069
Attachments: None

Title: Short Street between Matilda Street and Forman Avenue - No Parking Restrictions

Objective: To consider requests to restrict parking on Short Street between Matilda Street and Forman Avenue.

Background: A number of requests have been received from residents and Huron Perth Student Transportation Services, to restrict parking on Short Street, between Forman Avenue and Matilda Street. Staff is supportive of these requests because on-street parking obstructs the existing bicycle lanes on Short Street.

Analysis: Short Street between Forman Avenue and Matilda Street is 11.5 metres wide with 1.5 metre wide bicycle lanes on both sides of the road. Although the Traffic and Parking By-law specifies that parking is not permitted in bicycle lanes, many motorists are unaware of this, and continue to park in the bicycle lanes on Short Street. Staff received a number of requests from the public and Huron Perth Student Transportation Services, related to concerns that parking in this area causes issues and obstructions for cyclists using the bicycle lanes. Staff investigated the area and would agree that a no parking anytime zone, on Short Street from Forman Avenue to Matilda Street would address these concerns. Additionally, this would ensure the bicycle lanes on Short Street remain unobstructed at all times. The City's Active Transportation Advisory Committee is also supportive of this change.

Financial Impact: The cost to supply and install the signs would come from the existing operating budget.

Staff Recommendation: THAT Traffic and Parking By-law 159-2008 be amended as follows:

Schedule 2 (No Parking) be amended by adding:

Street	Side	Between	Period
Short Street	Both	From Forman Avenue to Matilda Street	Anytime



Michelle Pinto, Project Engineer



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Michelle Pinto, Project Engineer
Report#: ITS19-072
Attachments: Table 1 – Effectiveness of Physical Measures to Reduce Average Operating Speeds
 Table 2 - Effectiveness of Frequently Requested Measures to Reduce Average Operating Speed
 Table 3 - Effectiveness of Measures to Improve Pedestrian Safety
 Table 4 - Effectiveness of Measures to Improve Cycling Safety

Title: City-wide Default Speed Limit Review

Objective: To review the City-wide default speed limit of 50km/h and provide a recommendation on whether this should be reduced to 40km/h.

Background: At the April 8, 2019 Infrastructure, Transportation and Safety Sub-Committee meeting, the following motion was passed:

THAT staff look into a blanket default 40km/h speed limit in the City of Stratford, reach out to stakeholders and report back to Sub-committee.

This report summarizes the benefits and challenges of reducing the speed limit to 40km/h on all roads in the City of Stratford. Staff recommend maintaining the existing 50km/h City-wide default speed limit, and to convert all roads in school zones to 40km/h. Data collection and analyses will commence upon implementation. A report will be brought back to Council with an evaluation of the results and recommendations for next steps after the school year in 2020.

Analysis: Based on the Ontario Highway Traffic Act, all roads within the City of Stratford are 50km/h unless otherwise posted. The majority of roads surrounding schools in the City are currently posted at 40km/h. The City also has experience with lowering speed limits to 40km/h on roads that are not located in school zones. An analysis of these roads suggests that there is minimal effect on driver behavior when the posted speed is lowered without

the appropriate education, enforcement and geometric changes to the roadway. Tables 1, 2 and 3 provide information on the average and 95th percentile speeds measured for roads in Stratford posted at 40km/h, 50km/h and 60km/h, respectively.

Table 1 – Average and 95th Percentile Speeds for Roads Posted at 40km/h

Location	Average Speed (km/h)	95th Percentile Speed (km/h)
St. Vincent Street (Easson Street to Woods Street)	45.8	57.5
Devon Street (McDonald Street – Gordon Street)	46.1	56.4
West Gore Street (Strachan Street – Mowat Street)	45.4	55.4
Britannia Street (Forman Avenue – Huntingdon Avenue)	47.0	57.4
John Street (Woods Street – Lightbourne Avenue)	44.4	55.1
Mornington Street (James Street – Glendon Drive)	53.7	64.7

Table 2 – Average and 95th Percentile Speeds for Roads Posted at 50km/h

Location	Average Speed (km/h)	95th Percentile Speed (km/h)
Norfolk Street (Laurier Street – Borden Street)	50.0	60.0
Downie Street (Simcoe Street – Lorne Avenue E)	47.5	58.7
Douro Street (Nile Street – Front Street)	45.4	55.6
Romeo Street (McCarthy Road – Abraham Drive)	58.8	70.34
Matilda Street (Galt Road – Smith Street)	47.1	61.0
Mornington Street (McCarthy Road – Graff Avenue)	56.2	67.3

Table 3 – Average and 95th Percentile Speeds for Roads Posted at 60km/h

Location	Average Speed (km/h)	95th Percentile Speed (km/h)
O'Loane Avenue (Short Street – Oakdale Avenue)	62.0	74.9
Romeo Street South (Norfolk Street – Lorne Avenue E)	50.9	61.3

For the streets posted at 40km/h, in all cases, the average speed of motorists exceeds 40km/h and the 95th percentile speed exceeds 50km/h. Based on this information, motorists are largely adhering to the posted speed limit, except when the posted speed limit is set at 40km/h. The exception to this is on Romeo Street between McCarthy Road and Abraham Drive, and on Mornington Street between McCarthy Road and Graff Avenue. The rural cross-section in these areas is likely the contributing factor to average motorist operating speeds exceeding the posted speed limit of 50km/h. In addition to this, an assessment of pedestrian collisions in various speed limit zones (40km/h to 60km/h) does not conclude that roadways with lower posted speed limits have fewer pedestrian collisions.

Potential Benefits and Challenges of Lowering Speed Limits

The potential benefits of a reduced City-wide speed limit are summarized in Table 4. These benefits include an increase in the likelihood of survival in a collision, a decreased risk of collisions, increased health benefits and increased human interactions.

Table 4 – Potential Benefits of Lowering Speed Limits

Benefits	Notes
Increased survival rate	<ul style="list-style-type: none"> - Higher speeds contribute to a higher risk of serious injuries and fatalities for all road users - In a collision between a vehicle travelling at 50km/h and a pedestrian, the likelihood of survival of the pedestrian is only 15%. This survival rate increases to 75% if the vehicle speed is reduced to 40km/h.
Decreased risk of a collision	<ul style="list-style-type: none"> - Lower speeds decrease the stopping distance required to prevent a collision - Lower speeds enable drivers to more easily scan the roadway and notice objects and movement - Lower speeds increase opportunities for eye contact between road users
Increased health benefits	<ul style="list-style-type: none"> - Promotes a safer environment for active transportation users - Increased active transportation has positive health benefits
Increased human interactions	<ul style="list-style-type: none"> - Increased active transportation provides more opportunities for interaction between residents and promotes a sense of community - Slower vehicle speeds can create a more welcoming right-of-way for pedestrians

The potential challenges and risks of a reduced City-wide speed limit are summarized in Table 5. These challenges include non-compliance, a false sense of security, public confusion and impacts to bus schedules.

Table 5 - Potential Challenges and Risks of Lowering Speed Limits

Challenges	Notes
Non-compliance	<ul style="list-style-type: none"> - Research has shown that the geometric design of the roadway has a greater effect on a driver's choice of speed rather than the posted speed limit
False sense of security	<ul style="list-style-type: none"> - Lower posted speed limits may create a false sense of security for cyclists and pedestrians if vehicle operating speeds remain high
Public confusion	<ul style="list-style-type: none"> - Lack of consistency with other municipalities may create confusion for road users
Service schedule	<ul style="list-style-type: none"> - Reducing the speed limits from 50km/h to 40km/h may

Challenges	Notes
adjustments	impact public transit and school bus schedules, resulting in higher costs for these agencies

Potential Measures to Reduce Average Operating Speed

It is very difficult to control speed and slow down traffic through the use of signs. A review of information collected from other jurisdictions and relevant literature has shown that driver speed is influenced more by the physical driving environment, surrounding land use and road design than the posted speed limit. The posting of artificially low speed limits has little to no effect on driver behaviour and may cause an increase in collisions due to increased variability in motorist speeds, tailgating and unsafe passing. For cases where speed limits have been reduced, “before” and “after” studies have demonstrated that changing the speed limit does not change the observed average speed of vehicles. Staff expect that driver speeds following a City-wide default speed limit reduction from 50km/h to 40km/h will likely result in little to no change to driver behaviour.

In recent years, numerous studies in North America and worldwide have investigated ways to induce motorists to reduce their speeds. All of these studies have reached the same conclusion: only physical changes to the driving environment can make drivers reduce their speeds. These physical changes include: narrower lanes, narrower shoulders, adding sidewalks, urbanizing the cross-section using raised curbs, the existence of driveways, boulevard trees, obstructions in the road such as raised median islands, roundabouts, and the presence of pedestrians and cyclists. In general, physical changes to the road environment that reduce driver comfort causes drivers to slow down.

Table 1 in Attachment 1 provides a summary of the physical measures that have been proven to reduce average operating speeds, their effectiveness, potential impacts and risks. Each year, staff receives numerous concerns regarding the operating speed of motorists. The non-physical measures shown in Table 2 of Attachment 1 are frequently requested to reduce the average operating speed of motorists throughout the City. Tables 3 and 4 in Attachment 1 summarize countermeasures to improve safety for pedestrians and cyclists.

Review of Relevant Experience in Other Canadian Municipalities

Experiences related to lowering speed limits in other Ontario municipalities are summarized in Table 6. Based on the information collected, it is noted that none of the jurisdictions reviewed have implemented a city or town-wide default speed limit of 40km/h. Most of the jurisdictions have implemented 40km/h speed limits in school zones, and some have expanded this to include residential streets.

Table 6 – 40km/h Speed Limit Implementation in Other Ontario Municipalities

Municipality	Details
Ottawa, ON	<ul style="list-style-type: none"> - Implementing gateway speed limit signage in local residential neighbourhoods - Planning to designate one neighbourhood in each ward with 40km/hr speed limits by the end of 2019
Toronto, ON	<ul style="list-style-type: none"> - Warrant process and defined criteria for considering 40km/h speed limits - Warrants based on pavement width (not more than 10.5m), pedestrian environment and road and traffic environment
Hamilton, ON	<ul style="list-style-type: none"> - As a result of the City's Vision Zero initiative, in July 2019, Hamilton City Council approved a plan to identify and sign all local streets and minor collector roads within the City at 40km/h, and all school zones at 30km/h. - Monitoring is not part of this initiative
Kitchener, ON	<ul style="list-style-type: none"> - Kitchener City Council approved a pilot project for a neighbourhood-wide speed limit of 40km/h in three areas with defined boundaries - Signs will be posted at each area's entry and exit points in the affected neighbourhoods by the end of Fall 2019
London, ON	<ul style="list-style-type: none"> - London City Council recently approved a 40km/h default speed limit on local and collector streets in residential areas and some arterial roads Downtown
Chatham-Kent, ON	<ul style="list-style-type: none"> - Began implementing 40km/h speed limits in school zones and designated Community Safety Zones in June 2018
Whitby, ON	<ul style="list-style-type: none"> - Speed limits reduced to 40km/h on all roads adjacent to elementary schools - 40km/h When Flashing (during school arrival and dismissal times) on arterial roads along the frontage of elementary schools - 40km/h zones adjacent to all district parks

Discussion/Options

Staff have considered the following alternatives for reducing the speed limit to 40km/h within the City of Stratford:

- 1) School Zones;
- 2) Local residential roads only; and
- 3) Default City-wide reduction.

1) School Zones

The practice of reducing the speed limit in school zones is consistent with many other municipalities, and therefore, provides motorists with reliable expectations related to speed limits. There are certain residential streets in the City where a 40km/h speed limit is appropriate for the function of the street, particularly in school zones. School zones are described in the Highway Traffic Act as a portion of a road that adjoins the entrance to or exit from a school and that is within 150 metres along the road in either direction beyond the limits of the land used for the purposes of the school.

The City of Stratford is participating in a School Travel Planning Project for the 2019-2020 school year with a number of elementary schools. The goal of the project is to promote active transportation to school. A review of the roads adjacent to all schools revealed that some roads have a posted speed limit of 40km/h, and some do not. Staff recommend converting all roads in school zones that are currently 50km/h, to 40km/h. This will support the School Travel Planning initiative and achieve consistency across all school zones in the City. These roads include:

- Huntingdon Avenue (Cawston Street – Huron Street), in front of Avon Public School
- Avondale Avenue (Charles Street – Hibernia Street), in front of St. Aloysius Catholic Elementary School
- Bedford Drive (Glendon Road – Graff Avenue), in front of Bedford Public School
- Louise Street (Brydges Street – Whitelock Street), in front of St. Ambrose School

Staff will monitor the effectiveness of the speed limit reductions through “before” and “after” studies, and report back to Council about whether a 40km/h posted speed limit should be expanded to other residential areas.

2) Local Residential Roads

The City of Stratford currently classifies roadways as follows:

- Arterial
- Collector
- Local
- Industrial Collector
- Industrial Local
- Private

Roads falling under the “Local” road classification would be candidates for a reduced 40km/h speed limit under this alternative. The development of a warrant procedure and policy would be required, including a process for involving the community. Some roads change classification from a “Local” road to a “Collector” road from one end to another. A default speed limit of 40km/h on all local roads could potentially result in the speed limit changing on some roads multiple times. This would create confusion for motorists travelling the roadway, especially when posted speed limits change in the absence of physical geometric changes. Additionally, locations currently posted at 40km/h that are not

classified as “Local” roads would need to be re-evaluated. While the development of a formal warrant program for the reduction of speed limits on local roads is an option, it is not being recommended as it would create inconsistency throughout the City and would reduce the effectiveness of using 40km/h speed zones in more strategic locations. It is recommended that speed limit reductions on all roadway classifications only be implemented where engineering studies confirm the technical justification for the reduction.

3) Default City-wide Reduction

Staff do not recommend that the default speed limit within the City of Stratford be reduced to 40km/h. This would be confusing for motorists and inconsistent with other jurisdictions in Ontario. In addition, all recent before/after studies have found that reducing the posted speed limit with signage alone is ineffective at reducing operating speeds.

Speed limit reductions on wide streets have a negligible impact. This is evident from the speed data on Romeo Street North between McCarthy Road and Abraham Drive, where the road has a rural cross-section and a posted speed limit of 50km/hr. However, motorists are travelling at an average speed of 58.8 km/hr. There are certain arterial roads and truck routes in the City where a 40km/h posted speed would not be appropriate due to the nature, context and intended function of the road. Examples of these roads include Lorne Avenue, O’Loane Avenue, and Erie Street. These arterial roads are designed to carry larger volume of traffic at moderate speeds through the City. If a speed limit of 40km/h is implemented on these roads, it will diminish the function of an arterial road. Additionally, various collector roads in the City are posted at 40km/h, and the data shows a lack of compliance with these posted speeds.

Staff have consulted with Stratford Police Services, who agree that lowering the speed limit in school zones is a good first step, with the possibility of expanding this to some residential areas. The police do not believe it is practical or safe to move the entire community to a 40km/h zone.

Community Safety Zones and School Zones

The Ontario Highway Traffic Act allows municipalities to designate Community Safety Zones (CSZs) on sections of roadway where public safety is of special concern. This may include roadways near schools, day care centres, playgrounds, parks, hospitals, and senior citizen residences. Speeding fines are doubled in CSZs through a special designation under the Highway Traffic Act. The City currently does not have any CSZs. In order to implement a CSZ, the Traffic By-law would require updating. Before this would happen, the Engineering Division would recommend creating a policy for their use in the City and the warrants to determine if and where they should be implemented.

Proposed Legislation – Automated Speed Enforcement

For CSZs to be effective, enforcement is required. The Ministry of Transportation is proposing Automated Speed Enforcement (ASE) systems in school zones and CSZs to address speeding. This is to support the legislative changes passed under Bill 65, The Safer School Zones Act, 2017. Municipalities will be responsible for all aspects of ASE program administration. The implementation of ASE will help achieve better compliance with lower posted speed limits. Engineering staff will report back to Council on a proposed approach to ASE in CSZs and school zones.

Recommendation

Based on local speed surveys, collision data analyzed, and studies by other Ontario municipalities, staff is recommending that the existing City-wide default speed limit of 50km/h be maintained. While lowering posted speed limits may create a perception of improved safety, the lack of change in driver behaviour will not result in any actual improvement in safety. Staff believe it is not appropriate to permanently lower the City-wide speed limit to 40km/h based on the City's past experience with the lowering of posted speed limits below average operating speeds. Without the presence of active speed enforcement, current research shows that reducing the average operating speed of motorists can only be accomplished through physical changes to the roadway. In the absence of physical changes to the road itself, arbitrarily lowering posted speeds will have no appreciable effect on actual driver speeds and behaviour. Staff will look for opportunities to implement proven pedestrian safety countermeasures when City roads come up for reconstruction. These countermeasures may include consideration of pedestrian refuge islands, pedestrian crossovers, narrower lanes and strategic landscaping.

In light of this, staff do not recommend reducing the default City-wide speed limit to 40km/h. Staff is recommending physical measures to encourage drivers to lower their speed and to implement proven safety countermeasures where applicable and feasible.

To enhance safety in school zones and encourage active transportation to school, staff recommend implementing a 40km/h posted speed limit on all roads within school zones. This will allow staff to investigate impacts, challenges and costs associated with a potential larger-scale implementation in other residential areas within the City. Public consultation is recommended if the 40km/h speed limit is to be expanded beyond school zones to encompass local residential streets.

Financial Impact: None at this time.

Staff Recommendation: THAT Council approve the implementation of proven physical measures and safety countermeasures where applicable and feasible to reduce operating speeds and enhance safety on City roads;

THAT staff create a policy for the use of Community Safety Zones in the City;

THAT staff report back to Council with a proposed approach to Automated Speed Enforcement in Community Safety Zones and School Zones;

THAT the Traffic and Parking By-law 159-2008, Schedule 14 – Higher and Lower Speed Limits be amended

By Adding:

Street	Between	Between	Maximum Limit
Huntingdon Avenue	Cawston Street	Huron Street	40 km/hr
Avondale Avenue	Charles Street	Hibernia Street	40 km/hr
Bedford Drive	Glendon Road	Graff Avenue	40 km/hr
Louise Street	Brydges Street	Whitelock Street	40 km/hr

Michelle Pinto, Project Engineer

Ed Dujlovic, Director of Infrastructure and Development Services

Joan Thomson, Acting Chief Administrative Officer

Attachment 1

Table 1 - Effectiveness of Physical Measures to Reduce Average Operating Speed













Measure	Effectiveness			Comments
	Positive	Negative	Neutral	
Narrower lanes				May impact cycling safety if no cycling facilities are present.
Narrower shoulders				May impact pedestrian or cycling safety if no other facilities present.
Adding sidewalks				Increased pedestrian activity which may have a positive effect on driver speeds.
Urbanizing the corridor (adding curbs)				
Adding landscaping adjacent to the roadway (boulevard trees)				
Installing obstructions such as raised median islands.				
Adding roundabouts				
Installing pedestrian refuge islands				
Buildings close to the roadway				
Existence of driveways				May negatively impact pedestrian and cyclist safety due to increased conflict points.
On-street parking				May negatively impact pedestrian and cycling safety.
Speed bumps				

Table 2 - Effectiveness of Frequently Requested Measures to Reduce Average Operating Speed







Measure	Effectiveness			Comments
	Positive	Negative	Neutral	
Enforcement				Only effective while present.
Lower speed limits				
Flashing 40 km/h zones				
Stop Control				Studies show that unwarranted stop controls increase average speed within midblock sections.
Traffic signals				Studies have shown increases in operating speed approaching traffic signals. Collisions typically increase following traffic signal installation.
Portable speed sign				Effective in the short-term.

Table 3 - Effectiveness of Measures to Improve Pedestrian Safety
















Measure	Effectiveness			Comments
	Positive	Negative	Neutral	
Ladder crosswalks				
Pedestrian countdown signals				Device displays available time left to complete crossing
Leading pedestrian intervals				Allows pedestrians to start crossing for a period of time before motorists are allowed to proceed
Medians				
Pedestrian cross overs and/or pedestrian refuge island				
Crossing guards				
Offset crosswalks				
Pedestrian Traffic Control Signals (IPS)				A controlled crossing for pedestrians, however, will likely increase motor vehicle collisions
Roundabout installation				
Education				
Illumination				
Signs warning of pedestrians and cyclists				

Table 4 - Effectiveness of Measures to Improve Cycling Safety

Measure	Effectiveness			
	Positive	Negative	Neutral	
Reserved cycling lanes				
Bike boxes				
Protected cycling phases				Protected movement at signalized intersections for cyclists



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Michelle Pinto, Project Engineer
Report#: ITS19-074
Attachments: Erie Street Sidewalk Open House Comments and Responses

Title: Erie Street Sidewalk – Open House and Recommendations

Objective: To present the comments and concerns received from the public at the Open House for the proposed sidewalk on Erie Street, between West Gore Street and Lorne Avenue West, and to obtain Council approval of the proposed design.

Background: Erie Street between West Gore Street and Lorne Avenue West is an arterial road. There is no sidewalk on the east side of the road in this section. An existing sidewalk on the west side of the road does exist for this section. According to Council Policy S.2 – Sidewalks, Boulevards and Streets, sidewalks are required on both sides of arterial roads. This report summarizes the feedback received from the public regarding the proposed sidewalk on the east side of Erie Street between Lorne Avenue West and West Gore Street. Construction of the proposed sidewalk is planned for early 2020.

An Open House was held on October 9, 2019, in the City Hall Auditorium, from 5:00 p.m. to 7:00 p.m., where the Engineering Division discussed the design of the proposed 1.5m wide sidewalk. Property owners and members of the public were invited to attend. There were 7 members of the public in attendance. A detailed list of specific questions and City Staff responses is outlined in the attached letter. Overall, the project received positive responses. The majority of property owners understood the need to install the new sidewalk. The main concern focused on construction logistics such as how access will be maintained on a daily basis for businesses and their clients.

Analysis: Erie Street between Lorne Avenue West and West Gore Street is an arterial road with four lanes of traffic. The road has an existing sidewalk on the west side, and no sidewalk on the east side. A sidewalk is proposed on the east side of the road, consistent with Council's Policy S.2, that sidewalks be provided on both sides of arterial roads. The proposed sidewalk is also identified as a priority in the City's Bike and Pedestrian Master Plan (2014). The section of Erie Street with the proposed sidewalk is approximately 1.03

km in length. There is an existing footpath in the location of the proposed sidewalk, providing evidence of pedestrian traffic, even in the absence of pedestrian infrastructure. The sidewalk would be built to the City's standard width of 1.5m, with curb and gutter.

On October 3, 2019, a notice of Open House containing project information was hand delivered to all properties abutting the proposed sidewalk on Erie Street. Properties with mailing addresses that were not the same as the physical addresses were mailed notices. The notice was also posted to the City Website and on Facebook. The Open House was held on Wednesday, October 9, 2019, in the City Hall Auditorium from 5:00 p.m. to 7:00 p.m. Property owners and members of the public attended the Open House. There were a total of 7 attendees. The Project Engineer and Design Technician were available throughout the meeting to handle questions raised by the property owners and general public. The property owners unable to attend the Open House were requested to contact Engineering staff to review project plans and to provide comment. A detailed list of specific questions and City Staff responses is outlined in the attached letter.

Construction of the proposed sidewalk is planned for early 2020. The project will include re-grading of the boulevards, a review of grading at adjacent driveways, and utility relocations to accommodate the proposed sidewalk. The location for a potential new transit shelter will be reviewed with Transit Services. The removal and replanting of nine City trees will be required to accommodate the proposed sidewalk. Staff will work with Community Services to determine tree replacement species and locations.

Financial Impact: The 2018 Capital Budget contains a total of \$300,000 for this project, with \$120,000 of funding provided from residents through Local Improvement charges, and \$180,000 from the Public Works Capital Reserve. However, based on the newly adopted Council Policy L.3.1 - Local Improvement Charges, the cost of sidewalks on collector and arterial roads are 50% attributable to Development Charges and 50% attributable to the City. Therefore, it is recommended that the project funding be updated as follows:

Development Charges	\$	150,000	R-DIS-ROAD
Public Works Capital Reserve	\$	150,000	R-R11-PWCA
	\$	300,000	

These estimates are subject to change based on detailed design and tendered prices.

Staff Recommendation: THAT Council approve the design for the proposed sidewalk on the east side of Erie Street between Lorne Avenue West and West Gore Street, with funding to be provided by 50% Development Charge funds (\$150,000) and 50% from the Public Works Capital Reserve (\$150,000).



Michelle Pinto, Project Engineer



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



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November 5, 2019

Erie Street Sidewalk (Lorne Ave – West Gore) **Questions, Comments and Responses**

The following list includes questions, comments and responses generated from the Erie Street Sidewalk (Lorne Ave – West Gore) Project Open House, held on October 9, 2019, from 5 p.m. to 7 p.m. at the City Hall Auditorium.

Business Operation Consideration

Comment 1: Will customer access be ensured to businesses at all times during construction?

Response 1: The City and Contractor will work with each property individually to ensure access is maintained to the extent needed by the owner and as reasonably achievable by the Contractor throughout construction.

Comment 2: How can we ensure that dust contaminates from the project will not pollute our store and products produced?

Response 2: The contractor will work around business hours to mitigate the impacts of dust caused by construction. They will also be using water when conducting material cuts to limit dust produced. In addition, they are able to install plastic sheets to business entrances to block off any external contaminates.

Construction Comments

Comment 3: How long will the project take?

Response 3: The project is estimated to take one month.

Comment 4: Where can we park during construction?

Response 4: The closest side street permitting on-street parking is recommended.

Comment 5: How is garbage collected during construction?

Response 5: Residents will still be required to bring their garbage out to the curb during their regularly scheduled garbage pickup day. The contractor will not be in disturbance of this.

Comment 6: Will vibration from construction affect the structure of my building?

Response 6: The minimal vibration caused from the sidewalk construction will have no negative impact on your building structure.

Financial Comments

Comment 7: Will residents or businesses on Erie Street be responsible for any costs of this project?

Response 7: The City will be covering the cost of this project, from Development Charges and the Public Works Capital Reserve. Residents and businesses fronting Erie Street will not be responsible for any costs.

Project Design Comments

Comment 8: What is the purpose of this project?

Response 8: Due to the high pedestrian traffic on this stretch of Erie Street and the demand for City core access, Council considers this a priority for the City.

Comment 9: Are you able to cut down an existing tree located on the south boulevard of the Chestnut St and Erie St intersection to improve traffic view?

Response 9: This will be reviewed on site and taken into consideration during detailed design. If the tree impedes the sight lines of drivers, then action will be taken to have the tree removed.

Comment 10: Will this project correct the grading at the driveway entrances?

Response 10: Grading of all driveway approaches will be constructed to City standards. The driveways will be cut back to a distance that will allow for the required slope.

Comment 11: Will a bus stop shelter be constructed to replace the temporary stop currently in front of the House of Blessing?

Response 11: Currently we are not planning to install a bus shelter at that location. The inquiry will be relayed to staff within the Transit office and they will decide if there is a need and if it's within the budget at this time.

Other Comments

Comment 12: Will the City clean out the Waldie Drain near the Erie Street and Chestnut Street intersection?

Response 8: Staff are investigating the requirements for the cleanout of the Waldie Drain in that area. This will include permits and permission from UTRCA. Any work on the Waldie drain would not be part of the sidewalk project but a future project.

Prepared by Chad Woodhouse

Reviewed by Michelle Pinto



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Mike Mortimer, Manager of Environmental Services
Report#: ITS19-065
Attachments: DWQMS Infrastructure Review 2019
 2019 Infrastructure Review Table A and Table B

Title: Drinking Water Quality Management Standard 2019 Infrastructure Review

Objective: A requirement of the Ontario Drinking Water Quality Management Standard (DWQMS) Operational Plan is for the Quality Management System (QMS) representative to ensure annual infrastructure review results are conveyed to Top Management (Ed Dujlovic, Director of Infrastructure and Development Services, and Mike Mortimer, Manager of Environmental Services) and the Owner (Council). This report fulfills that requirement.

Background: The DWQMS is mandated through the Safe Drinking Water Act, 2002, and promotes transparency between the Owner and the Water Operating Authority (Water Division). The Infrastructure Review is 1 of 21 Elements of the Quality Management System.

Analysis: The 2019 Infrastructure Review was conducted on October 31, 2019. The Infrastructure Review looked at 3 components:

- Maintenance Review (January 1, 2018 to October 31, 2019) – provided a summary of operational maintenance activities in the water distribution system.
- Major Projects Review (November 31, 2019 to December 31, 2020 based on approval of 2020 budget) – provided a summary of distribution and supply projects, both operational and capital, that cover a wide range of topics. A description for each project is included along with the objective of each project.
- Major Projects (completed) – provided a summary of completed projects for the review period along with costing.

Financial Impact: Failure to meet the requirements of the DWQMS can ultimately lead to the retraction of the Municipal Drinking Water License. The License is a requirement to legally operate a drinking water system.

Staff Recommendation: **THAT the summary report entitled Drinking Water Quality Management Standard 2019 Infrastructure Review be received for information.**



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



QMS Infrastructure Review 2019

October 31, 2019 – 2:00 p.m. – 2:30 p.m.

82 Erie Street, Stratford

Ed Dujlovic (Top Management)

Mike Mortimer (Top Management)

A. Maintenance Review **January 1, 2018 to October 31, 2019**

- a. Number of Watermain breaks
 - 36 in 2018
 - 26 in 2019 (to date) – projected to 31
- b. Frozen Services Response
 - Total Water Non-Billable – 11,754 m3 in 2018 (2 Frozen water)
 - Total Water Non-Billable – 16,655 m3 in 2019 (8 Frozen Water)
- c. Valve Program (2018-2019)
 - Exercise program –232 valves exercised in 2018
 - Exercise program –197 valves exercised in 2019
 - Replaced 11 valves, repaired 4 valves
- d. Hydrants Checked (2018-2019)
 - Hydrant maintenance program – 31 Hydrants were repaired
 - Approximately 600 hydrants rehabilitated and painted to Fire Code
 - Replaced 3 hydrant valves
 - All are checked during flushing 2x per year, valves not checked
- e. Water Loss
 - Water Loss 2018 – 13.5% (10% industry standard)
 - Pumped versus Sold Calculation, does not account for W/M flushing
 - Water Loss 2019 – TBD
- f. Customer Complaints
 - 31 Discolored water and pressure issues - 2018
 - 16 Discolored water and pressure issues - 2019
- g. Lead Replacements Replaced (city side) or removed
 - 15 in 2018 (11 were part of Ballantyne reconstruction project)
 - 2 in 2019

B. Major Project Review (ongoing and future)

See Table A

C. Major Project Review (completed)

See Table B

Conclusions/Summary of Assets

1. Distribution

- Valves - Program continues to evolve on year to year basis. New valve turner machine should improve efficiency
- Hydrants – Painting to improve appearance of asset. Final year of painting to be completed in 2020
- Flushing – Watermain flushing program will continue to be reviewed for improvements. Uni-Directional Pilot scheduled for Spring and Fall of 2020
- Watermain Breaks – No concerns at this time
- Frozen Services - will continue to be a year by year analysis
- Water Quality – No concerns at this time
- Water Loss – No concerns at this time. Hydrant Distribution monitoring should improve analysis
- Water Towers – recently rehabilitated. No concerns at this time
- Replacement program – Capital program determines areas of concern

2. Well Supply

- Wells - maintenance program moving to a metrics based system for decision making on rehabilitation
- Pumps - upgrades to continue for energy savings (VFDs, replacements)
- Operational Control – continue to look at initiatives for better operational control
- Automation - SCADA and PLC upgrades ongoing

Table A - 2018-2019 Operations Projects (completed)

Project Name	Topic	Description of Project	Costing	Budget	Action Items	Target Date
Chestnut Piping Upgrades	<ul style="list-style-type: none"> • Compliance 	Piping upgrades required to meet disinfection	\$24,500	2019-OPS	License requires CT calculations to be determined based on new piping.	2019
Chestnut PS Reservoir	<ul style="list-style-type: none"> • Compliance 	Rehabilitation of walls required as an emergency during piping modifications	\$61,000	2019-OPS	No further action.	2019
Dufferin Water Tower	<ul style="list-style-type: none"> • Asset Management 	Water Tower exterior cleaning	\$10,000	2019-OPS	No further action.	2019
Mornington Piping Upgrades	<ul style="list-style-type: none"> • Compliance 	Piping upgrades required to meet disinfection	\$14,500	2019-OPS	License requires CT calculations to be determined based on new piping.	2018
Water Evaluation and Needs Study	<ul style="list-style-type: none"> • Budget 	Long term needs study	\$75,000	2019- CAP	No further action.	2018
e.RIS Procurement	<ul style="list-style-type: none"> • Compliance • Energy 	Data Management software	\$30,000	2019-OPS	No further action.	2018
Hydrant Painting	<ul style="list-style-type: none"> • Asset Management 	Rehabilitation and painting of fire hydrants	\$45,000	2018-2020 OPS	Three year project ending in 2020.	2020
Mornington VFD Install	<ul style="list-style-type: none"> • Energy 	Installation of Variable Frequency Drives on Highlift and Lowlift Pumps	\$15,000	2019-OPS	Should result in significant energy savings as well as reduced stress on distribution system that occurs during stops and starts of pumps.	2019
St Vincent S Phase 1	<ul style="list-style-type: none"> • Asset Management 	Watermain Replacement	\$253,320	2018-CAP	No further action.	2018
Ballantyne	<ul style="list-style-type: none"> • Asset Management 	Watermain Replacement	\$160,524	2018-CAP	No further action.	2018
St Vincent S Phase 2	<ul style="list-style-type: none"> • Asset Management 	Watermain Replacement	TBD	2019-CAP	No further action.	2019
Pleasant	<ul style="list-style-type: none"> • Asset Management 	Watermain Replacement	TBD	2019-CAP	No further action.	2019
Burritt / Frederick	<ul style="list-style-type: none"> • Asset Management 	Watermain Replacement	TBD	2019-CAP	No further action.	2019

Table B - 2019-2020 Operations Projects (ongoing and future)

Project Name	Topic	Description of Project	Costing	Budget	Action Items / Objectives	Target Date
Ross Street Auto Flusher	<ul style="list-style-type: none"> • Compliance 	Installation of automatic flusher.	\$6,000	2019 -OPS	Improvement of water age and water quality through automated means.	Fall 2019
Operational Control Strategy	<ul style="list-style-type: none"> • Discolouration • Energy 	Sequences review for more efficient operations and potential energy savings. Utilizes e.ERIS data management software.	N/A	N/A	This may mitigate discolouration investigations and result in energy savings.	Fall 2019
Well Monitoring Program	<ul style="list-style-type: none"> • Source Water • Energy • Asset Management 	Using real metrics for well rehabilitation program decision making. Utilizes e.ERIS data management software.	\$30,000	2019-OPS	Consultant procured for project (C3 Water). This will result in significant savings as rehabilitation (\$75,000 per well) will be based on data and not timelines.	Fall 2019
CT Calculations Chestnut and Mornington	<ul style="list-style-type: none"> • Water Quality • Compliance 	Consultant procured for project (C3 Water). Requirement for License. Utilizes e.ERIS data management software.	\$7,000	2019-OPS	Consultant procured for project (C3 Water). Require a professional review to ensure proper disinfection credits of each station under new piping.	Fall 2019
Water and Wastewater Rate Study	<ul style="list-style-type: none"> • Compliance • Budget 	Consultant procured for project (Watson and Associates) Requirement for License.	\$35,000	2019 - CAP	Consultant procured for project (Watson and Associates). This will assist in setting rates for the next 5 years in water and wastewater and will also fulfil financial plan requirement for the municipal drinking water license.	Fall 2019
Romeo Street VFD	<ul style="list-style-type: none"> • Energy • Customer Service 	Installation of Variable Frequency Drives on Highlift #6 and #4	\$15,000	2019-CAP	Should result in significant energy savings as well as reduced stress on distribution system that occurs during stops and starts of pumps.	Fall 2019

Project Name	Topic	Description of Project	Costing	Budget	Action Items / Objectives	Target Date
Uni-Directional Flushing Pilot	<ul style="list-style-type: none"> Discolouration Water Quality Customer Service 	Creating a flushing program for more effective flushing of distribution system (better scouring velocity).	\$15,000	2019-OPS	Consultant procured for pilot project (CH2M). Should result in less customer complaints, less water used and increased water quality.	Spring 2020
SCADA Integration Contract	<ul style="list-style-type: none"> SCADA 	SCADA integration services contract.	\$10,000	2019-OPS	Consultant procured for project (RVA). Will result in a more consistent SCADA program and operational deliverables.	Spring 2020
Hydrant Distribution Monitoring	<ul style="list-style-type: none"> Energy Customer Service Compliance 	Distribution real time leak detection project. Utilizes e.ERIS data management software.	\$15,000 per monitor	2019-2020 -CAP	Monitoring is set-up (web based) and procurement of 2 more monitors in 2020.	Spring 2020
Romeo PLC	<ul style="list-style-type: none"> SCADA Asset Management 	New PLC install	\$60,000	2020-CAP	New on-site hardware for all wellhouses and pumping stations. Romeo is the main control center for SCADA operations.	Summer 2020
Pressure Transducer installs	<ul style="list-style-type: none"> Energy Customer Service 	Add as part of operating strategy and well monitoring program. Required to be part of operational control strategy.	\$5,000	2019 - OPS	Integration to SCADA next step. Will allow better control of wellhouses by being able to use pressure set-points for stopping and starting wells.	Summer 2020
Energy Optimization Project (Power Monitors)	<ul style="list-style-type: none"> Energy Customer Service Budget 	Real time energy consumption project. Utilizes e.ERIS data management software. Install monitors at all sites.	\$8500	2020-OPS	Each project is eligible for energy grant programs (IESO). Approximately \$1400 per site, payback in less than 1 year by optimizing energy using the data.	Ongoing

Mike Mortimer
Manager of Environmental Services
October 31, 2019



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Mike Mortimer, Manager of Environmental Services
Report#: ITS19-066
Attachments: QMS Report to Council 2019 – Top Management Review

Title: Drinking Water Quality Management Standard 2019 Management Review

Objective: A requirement of the Ontario Drinking Water Quality Management Standard (DWQMS) Operational Plan is for the Quality Management System (QMS) representative to ensure annual management review results are conveyed to Top Management (Ed Dujlovic, Director of Infrastructure and Development Services, and Mike Mortimer, Manager of Environmental Services) and the Owner (Council). This report fulfills that requirement.

This report contains a summary of information that Top Management must review annually in accordance with the DWQMS.

Background: The DWQMS is mandated through the Safe Drinking Water Act, 2002, and promotes transparency between the Owner and the Water Operating Authority (Water Division).

Analysis: The 2019 Management Review was conducted on October 31, 2019. The review allowed for a comprehensive evaluation of the City of Stratford's Drinking Water Quality Management System. It was a prescriptive review and identified action items and the corrective actions required to address. The attached report contains a summary of information that Top Management reviewed and includes, but is not limited to, findings from the 2018 Ministry of Environment, Conservation and Parks inspection, third party and internal audit findings, and operational performance. The review period was from August 16, 2018 to October 31, 2019.

Non-Compliances, identified from the inspection, have already been communicated to Council in the annual Summary Report, received for information in March 2019.

Financial Impact: Failure to meet the requirements of the DWQMS can ultimately lead to the retraction of the Municipal Drinking Water License. The License is a requirement to legally operate a drinking water system.

Staff Recommendation: **THAT the summary report entitled Council Report – 2019 Top Management Review for Drinking Water Quality Management System be received for information.**



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



Quality Management Element 20 QMS Report to Council

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

Council Report – 2019 Top Management Review

As required annually by the Quality Management System (QMS), regulatory compliance and quality management audit findings were reviewed with Top Management to identify non-compliances and non-conformances. Prescribed items, as per Element 20 of the Operational Plan, were also reviewed as required by the QMS. This review took place on October 31, 2019. The review period was from August 16, 2018 to October 31, 2019.

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
Non-Compliances The Ministry of Environment, Conservation, and Parks (MECP) Inspection was conducted on January 17, 2018 with Two issues identified.	<p>Issue Number 1 - Existing parts of the distribution system that are taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that come in contact with drinking water, were not disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit, or an equivalent procedure (i.e. the Watermain Disinfection Procedure).</p> <p>The owner could not confirm that the maximum allowable decrease (40%) in chlorine concentration was met during a watermain commissioning in November 2018. All bacteriological samples taken for this watermain commissioning came back with satisfactory results.</p> <p>Issue Number 2 - Logs or other record keeping mechanisms were not available for at least five (5) years.</p> <p>A record was made of the disinfection procedures used at the Mornington reservoir however the records have been misplaced. The owner has confirmed that the appropriate procedure was used and microbiological samples were taken which came back with satisfactory results.</p>
Non-Compliances Corrective Actions	<p>Inspection Issue 1 - There are no further requirements as the owner has ensured this requirement has been met since this date.</p> <p>Inspection Issue 2 - There are no further requirements as the owner has ensured that this requirement has been met since this occurrence.</p>
Other Recommendations Best Practices (BP)	<p>BP Number 1 - Air vents and overflows associated with reservoirs and elevated storage structures were not equipped with screens. It is suggested to install screens where none exist.</p> <p>BP Number 2 - All access hatches should be assessed to ensure a proper sanitary seal is in place. Storage Reservoir #1 at the Romeo Street Pumping Station should be assessed to ensure that paint</p>



Quality Management Element 20 QMS Report to Council

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	and insulation on the wall and ceiling does not enter the water.
BP Corrective Actions	Both recommendations will be addressed in the 2019-2020 Romeo Street Reservoir Inspection and Upgrades Project
Non-Conformances and Opportunities for Improvements The Internal audit, which was conducted by City of Stratford water staff, was carried out between May 19 and May 24, 2019. The external audit was conducted by SAI Global on October 24, 2019.	Non-Conformances - Internal and External Audits There were 5 Non-Conformances identified during the internal audit and no non-conformances identified during the external audit. Element 3 – Requires that Operational Plan contains written endorsement by owner. Element 7 – Considers potential hazardous events identified additional potential hazardous events. Element 10 – DWQMS Orientation Training Manual for New or Transferred Staff. Element 15 – Unplanned Maintenance Forms currently not being used. Element 21 – Describe the procedure aspects required in DWQMS Element 21. Opportunities for Improvement (OFI) - Internal and External Audits There were 13 OFI identified in the internal and external audits.
Non-Conformances Corrective Actions	Element 3 - Endorsement from Owner (members of Council) of the Operational Plan, Duty and Standard of Care training for council members and Top Management. Element 7 - Ensure that the risk assessment procedure considers potential hazardous events and additional potential hazardous events and associated hazards. Element 10 - Remove or Create training manual in Element #10. Element 15 -Remove or re-evaluate forms. Element 21 - Establish a method for tracking and measuring the status of open opportunities for Improvement identified through various sources(i.e., Audits, reviews)



**Quality Management Element 20
QMS Report to Council**

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
<p>Action Items</p> <p>The prescribed action items (bolded (a) through (p)) were reviewed with Top Management as per Element 20 of the Quality Management System.</p>	<p>Identified items:</p> <p>a) Incidents of regulatory non-compliance Two issues were indicated in Ministry of Environment, Conservation and Parks Inspection Report regarding secondary disinfection and sampling. There were two best practices recommendations indicated in the MECP Inspection Report.</p> <p>b) Incidents of adverse drinking water tests Water quality exceedances for Fluoride and Sodium were observed in samples taken in 2018, no further action is required. These were required to be reported as per Ontario Regulation 170/03. Although an annual requirement to sample, exceedances are only required to be reported every 57 months. The next reporting requirement for Fluoride, for all treated entry locations, is June 12, 2023. The next reporting requirement for Sodium, for all treated entry locations, is March 12, 2023.</p> <p>c) Deviations from critical control point limits and response actions No deviations from Critical Control Point limits (CCP's) during the current review period.</p> <p>d) Efficacy of the risk assessment process Conducted the Annual Risk Assessment Review on May 22, 2019. The capacity to evaluate risk was concluded to be effective during the risk assessment process.</p> <p>e) Results of audits (internal and external) There were a total of 5 non-conformances and 13 opportunities for improvement identified in the internal and external audits.</p> <p>f) Results of relevant emergency response testing QMS Emergency Management Review was completed on December 13, 2018 focusing on Emergency Power Outages Standard Operating Procedure.</p>



**Quality Management Element 20
QMS Report to Council**

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	<p>g) Operational performance Continue to concentrate on the Distribution System water quality through programs such as; Chlorine Residual Flushing, automatic flusher installs and uni-directional flushing pilots. Continue to understand the functionality of the production wells through a well monitoring program.</p> <p>h) Raw water supply and drinking water quality trends 2018 Annual Water Quality Report for Chemical/Bacteriological sampling and the 2017 Summary Report for data collection from the Production & Monitoring Wells indicated no change to the Raw Water Supply or Drinking Water Quality.</p> <p>i) Follow-up action items from previous management reviews In 2016, it was discussed about the possibility of the addition of a Turbidity Analyzer at the Romeo Control Centre. During the well monitoring assessment (ongoing), this has been advised as to not being necessary as it is not a regulatory requirement for a ground water source.</p> <p>j) Status of management action items identified between reviews No management action items were identified between the review periods.</p> <p>k) Changes that could affect the QMS Reserve funds have been established in the water budget. There are mandated changes to the DWQMS with a two year timeline to establish the New QMS Standard Objectives. This would be predominately related to administrative document changes and would not be expected to have a significant budget impact.</p> <p>l) Summary of consumer feedback 30 consumer services complaints during the review period - The highest percentage was rusty water complaints. The rusty water complaints were mainly focused during the bi-annual flushing</p>



Quality Management Element 20 QMS Report to Council

FORM # 20-003

Reviewed: June 6, 2016

Approved By: Water Operations

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	<p>programs in the spring/fall. There were some complaints associated with the Wightman project.</p> <p>m) Resources needed to maintain the QMS Funds are set aside in the Water Capital budget for the Quality Management System (QMS) as required in the Drinking Water Quality Management Standard (DWQMS). Other opportunities which may require additional funds would be to continue updating DWQMS training courses for Water Staff and for the use of new technologies and programs in the field and office to ensure proper document and record control.</p> <p>n) Results of the infrastructure review An Infrastructure Review was conducted on October 31, 2019 which included a comprehensive table that provided information regarding completed and ongoing infrastructure initiatives during the review period of January 1, 2018 to October 31, 2019.</p> <p>o) Operational Plan currency, content and updates Ongoing updates and review of the Operational Plan, Standard Operating Procedures, supporting documents and forms. During this review period, a total of 27 documents and forms were revised.</p> <p>p) Summary of staff suggestions There were no formal staff suggestions since the last review. A more formal process, including summary sheet and form, to keep record of staff suggestions will be created for better tracking.</p>
Other QMS Issues Identified (including summary of corrective actions)	No other issues were identified.
Conclusions	Corrective actions from previous audits have been identified and addressed. This year's Opportunities for Improvement (OFI) and non-conformances have been reviewed (internal and external audit findings). An action plan has been or will be established to allow for improvement on the issues.



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Mike Mortimer, Manager of Environmental Services
Report#: ITS19-073
Attachments: Council Endorsement – QMS Fact Sheet

Title: Drinking Water Quality Management Standard Operational Plan Endorsement by Council

Objective: To receive Council's endorsement of the City of Stratford's Drinking Water Quality Management Standard Operational Plan.

Background: The Drinking Water Quality Management Standard (DWQMS) is mandated through the Safe Drinking Water Act, 2002, and promotes transparency between the Owner and the Water Operating Authority (Water Division).

A Quality Management System (QMS) is one of 5 requirements required to obtain a Municipal Drinking Water License. A QMS is comprised of an Operational Plan covered by 21 prescriptive elements. One element identifies that the Operational Plan must be endorsed by the Owner at a frequency identified by the operating authority. The Owner is defined as Council. For the City of Stratford, this frequency has been determined to be once per Council term.

During the 2019 internal and external audits, it was identified that the Operational Plan has yet to be formally endorsed by the Owner for this Council term. Endorsement can be defined as acknowledgement of the need for, and support of, the provision of sufficient resources to maintain and continually improve the QMS. Endorsement is accomplished through a Council Resolution.

Analysis: The attached Fact Sheet provides an overview of the Municipal Drinking Water Licensing (MDWL) Program including:

- MDWL requirements
- Endorsement Definition
- Owner Responsibilities
- Communication Measures
- Emergency Management Responsibilities

Financial Impact: Failure to meet the requirements of the DWQMS can ultimately lead to the retraction of the Municipal Drinking Water License. The License is a requirement to legally operate a drinking water system.

Staff Recommendation: **THAT the Drinking Water Quality Management Standard Operational Plan for the City of Stratford's drinking water system be endorsed.**



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



Council Endorsement QMS Fact Sheet

2018 – 2022

What is the Municipal Drinking Water Licensing Program?

A Municipal Drinking Water License (MDWL) is required to operate the drinking water system.

Five requirements must be achieved to obtain a Municipal Drinking Water License:

- A valid Drinking Water Works Permit
- A valid Permit to Take Water for each source
- An Operational Plan
- Must have an Accredited Operating Authority
- A Financial Plan approved by City Council

Drinking Water Works Permit

The Drinking Water Works Permit allows for alterations to be undertaken on the drinking water system.

Permit to Take Water

The Permit to Take Water includes water taking information and recordkeeping requirements for 11 production wells and several monitoring wells.

Operational Plan

An Operating Authority must establish and maintain a Quality Management System (QMS) to become accredited. This QMS is documented in an Operational Plan which must be accepted by the Ministry of Environment, Conservation and Parks. The Operational Plan contains 21 elements and numerous appendices and tables and is reviewed and amended on a continuous basis.

Accredited Operating Authority

The Safe Drinking Water Act, 2002 requires Owners and Operating Authorities of municipal residential drinking water systems to have an accredited Operating Authority. There are specified minimum requirements that must be met to become accredited by a third party Accreditation Body.

Financial Plan

A Water and Wastewater Rate Study must be completed and be relevant to the current MDWL (timelines). The Financial Plan must also be sent to the Ontario Ministry of Municipal Affairs and Housing.



Council Endorsement QMS Fact Sheet

2018 – 2022

What does Endorsement mean?

Endorsement by the Owner acknowledges the need for and supports the provision of sufficient resources to maintain and continually improve the QMS. The Owner endorses the Operational Plan through a Council Resolution. The Owner shall re-endorse the QMS at least once during each Council term (4 years). The Owner's commitment to an effective QMS is evidenced by the resources provided during implementation and maintenance of the Operational Plan and QMS.

What are Owner Responsibilities?

The Corporation of the City of Stratford is responsible for the delivery and supply of safe, reliable drinking water to the citizens and visitors of the City of Stratford. As the Owner, the municipality has the authority to delegate the management and operation of the drinking water system to qualified staff.

How is communication ensured?

Communication is through the use of staff reports, memos to Council and e-mails (i.e., between directors, managers and Councillors). As well, contact during emergency situations may be made directly between top management and the Mayor.

Communication from the Owner back to top management could be through e-mails and/or motions of Council. The Director of Infrastructure and Development Services provides updates to Council and receives information back from applicable committees and through regular attendance at Council meetings.

Communication on the QMS is also achieved through the Owner retaining a copy of the Operational Plan. This is one means of informing the Owner about the QMS.

How is the Owner responsible for Emergency Management?

The Owner is responsible for ensuring that resources are in place to prepare and respond to a water related emergency as defined in the Operational Plan.



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Mike Mortimer, Manager of Environmental Services
Report#: ITS19-075
Attachments: None

Title: Lead in Drinking Water Update – City of Stratford

Objective: To provide Council with an update on the state of lead in drinking water for the City of Stratford.

Background: A recent investigative look at lead in Canadian drinking water has raised questions locally regarding the levels of lead in Stratford drinking water.

The Ontario maximum allowable concentration (MAC) for lead in drinking water is 0.01 mg/L and this only applies at the point of consumption. The Health Canada MAC is currently 0.005 mg/L. As per the Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines, "lead is only present as a result of corrosion of lead solder, lead containing brass fittings or lead pipes which are found close to or in domestic plumbing and service connections to buildings."

The "Community Lead Testing" program became mandated under Ontario Regulation 170/03 in 2007. Beginning in December of 2007, municipalities across Ontario were required to perform two rounds of lead sampling per year covering residential, non-residential, and distribution sampling points. The sampling periods were defined as December to April and June to October of each year and were selected to potentially capture varying degrees of water quality conditions.

The regulation required that the owner/operating authority of the drinking water system provide to the occupant of the premises served by the plumbing from which samples were taken, a copy of the testing report from the licensed laboratory for the samples taken and a statement whether the results exceeded any standard in Schedule 2 of the Ontario Drinking Water Quality Standards. Where any of the results were above any of the standards, it was required that advice from the medical officer of health, including what steps the occupant should take to reduce any potential health risks, be provided to the occupant.

Analysis: The total numbers of samples were determined based on population size and the City of Stratford averaged 60 residential, 6 non-residential, and 17 distribution samples, per round, during the sampling periods covering December 2007 to October 2009 (4 rounds total). There were lead exceedances (> 0.01 mg/L) in 5.4% of residential samples taken, and 0% in non-residential and distribution samples respectively.

Based on these results ($<10\%$ of samples with a lead exceedance), the City of Stratford qualified for reduced lead sampling as per Schedule 15.1 of O.Reg 170/03. Under reduced sampling, the City of Stratford averaged 30 residential, 3 non-residential, and 13 distribution samples, per round, during the sampling periods covering December 2011 to October 2012 (2 rounds total). There were lead exceedances in 3.3% of residential samples taken, and 0% in non-residential and distribution samples respectively.

Based on these results, the City of Stratford qualified for "plumbing exempt, reduced sampling", as per Schedule 15.1 of O.Reg 170/03, and this has been in effect since 2013. This qualification requires 4 distribution samples per round be tested for pH and alkalinity and that lead be sampled every third year with these parameters. There have been no lead exceedances since 2013.

Financial Impact: During the sampling program of 2008 -2009, it was estimated that the program was costing approximately \$20,000 in labour and laboratory costs. It would be estimated that the lead sampling program costs approximately \$1,000 per year currently.

Staff Recommendation: **THAT the report entitled Lead in Drinking Water Update-City of Stratford be received for information.**



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Acting Clerk
Report#: ITS19-063
Attachments: None

Title: West Gore and Dufferin – Request for Crossing Guard

Objective: To consider the addition of a crossing guard at West Gore Street and Dufferin Street.

Background: The City of Stratford provides crossing guard services to assist students from Junior Kindergarten to Grade 6 while crossing at specific intersections on their way to and from school. The City currently has 17 crossing locations:

- Borden St. & Norfolk St.
- Britannia St. & Briarhill Dr.
- Cambria St. & Birmingham St.
- Douro St. & Nile St.
- Downie St. & Bruce St.
- Forman Ave. & Hibernia St.
- Huntingdon Ave. & Cawston St.
- Huron St. & Huntingdon Ave.
- John St. & Charles St.
- John St. & Douglas St.
- McCarthy Rd. & Romeo St.
- McCarthy Rd. & Graff Ave.
- Mornington St. & Moffat Walkway
- Simcoe St. & Morgan St.
- St. Vincent St. & Patricia Rd.
- West Gore St. & Church St.
- West Gore St. & Mowat St.

In order to ensure crossings continue to be warranted at existing locations, the City is continually reviewing crossing locations. Crossing warrant studies are also completed when a new crossing location is requested.

A request was received by the Clerk's Office to consider adding a crossing guard at the West Gore and Dufferin Street intersection.

Analysis: The determination on whether or not a school crossing guard should be implemented and remain at a proposed intersection comes down to the number of safe gaps available during the time the first child arrives at the crossing up to either the entry

bell (AM) or when the last student crosses (PM). Other factors that must also be considered are the number of children crossing, traffic congestion and surrounding conditions which can affect the safety of children while crossing.

Crossing Warrant

A crossing warrant at the West Gore Street and Dufferin Street intersection was conducted on October 28 and 29, 2019. The safe gap time to complete a crossing was 23 seconds. During the completion of the crossing warrants, only three pedestrians crossed at the intersection on each afternoon. Within each five (5) minute interval, there were usually between one (1) and three (3) safe gaps. There were no pedestrians who crossed during the morning.

Additional Considerations

West Gore is a busy street however there is currently a crossing guard located 31 metres away at the intersection of West Gore and Mowat. This is a reasonable safe crossing alternative and it was observed that the pedestrians used the current crossing at West Gore and Mowat.

Due to the results of the completed crossing warrants and the option to cross elsewhere in close proximity, staff recommend not proceeding with the request for a crossing guard at the intersection of West Gore Street and Dufferin Street.

Financial Impact: None.

Staff Recommendation: THAT the request for a crossing guard at West Gore Street and Dufferin Street be denied.



Tatiana Dafoe, Acting Clerk



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: November 27, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Acting Clerk
Report#: ITS19-077
Attachments: Wayfinding Budget Estimate – Preferred Sign Design
Wayfinding Executive Summary

Title: Selection of a Preferred Sign Design Concept - Comprehensive Wayfinding Strategy

Objective: To consider and choose a preferred sign design concept.

Background: In 2018, the City retained Stempski Kelly Associates Inc. (Consultants), to complete a Comprehensive Wayfinding Strategy that would develop a family of signs giving consideration to all modes of transportation. During this process, the Consultants completed a review of the City's current wayfinding system, completed a review of best practices and held two rounds of public and stakeholder consultation. A draft strategy has been developed with a final preferred concept and an alternate design concept for Council's consideration.

On October 28, 2019 Stempski Kelly Associates Inc., attended Council to present the final two concepts. Council received the report for information and referred the executive summary to the Infrastructure, Transportation and Safety Sub-committee for consideration.

Attached to this report is the executive summary received at the October 28 meeting, along with the budget estimate prepared for the preferred sign design option.

Analysis: The total cost for the preferred design concept is \$1,399,706.00. This includes gateway, parking, primary and secondary directional signage and amenity signage. Each category can be further broken down to the type of signs included and the number of each required to complete the comprehensive wayfinding system. The breakdown is shown on the attached budget estimate.

Direction is required on the design option to be pursued, Preferred Design Option A or Alternate Option B as shown in the attached executive summary. Once a design option has

been chosen, final edits will be made to the strategy. In 2020, staff would then prepare a report outlining an implementation plan.

With respect to the parking wayfinding signs, \$37,424 was given to the City as part of AMO's Mainstreet Revitalization Initiative. These funds must be spent by March 2020. A matching contribution was also included in the 2019 Parking Capital Budget to complete the recommendations within the comprehensive strategy.

Financial Impact: The 2019 Parking Capital budget included a total of \$76,165.32 to implement the recommendations relating to parking wayfinding signs. Approximately \$37,424 has been funded from AMO's Mainstreet Revitalization Initiative grant and is required to be spent by March 2020. The remaining \$37,424 has been funded from parking reserve.

\$30,000 has also been included in the draft 2020 budget to assist in funding this initiative.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

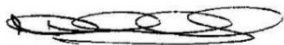
Staff Recommendation: THAT direction be given on the preferred sign design concept for the Comprehensive Wayfinding Strategy:

- Preferred Design Option A; or
- Alternate Option B;

AND THAT staff prepare a report in 2020 outlining an implementation plan.



Tatiana Dafoe, Acting Clerk



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer



City of Stratford

Comprehensive Wayfinding Strategy

EXECUTIVE SUMMARY

October 2019



Stempski Kelly Associates Inc.



Planning, Landscape Architecture, and Planning
for Rural, Destination & Amenity Landscapes

The Purpose:

The Comprehensive Wayfinding Strategy for the City of Stratford has been designed to create a wayfinding system that reinforces the sense of place, identity, and interconnectedness of the City and its features while improving navigability and wayfinding within its borders. The outcome of this project is a comprehensive design of a city-wide wayfinding system that addresses the needs of visitors and residents while considering all modes of transportation.

The Process:

The Wayfinding Strategy involved an extensive onsite review of existing conditions (signage, routes, etc.) and is largely based on the gathering of input and understanding of the needs of stakeholders and the public, best practices in wayfinding development, and policies, guidelines, and direction outlined by City of Stratford documentation and Staff. The comprehensive three-phase process is outlined as follows:



Public Consultation & Stakeholder Engagement:

A thorough and engaging public consultation process is essential for the implementation of any new program or plan in a municipality. Feedback from the public and stakeholders on both Phase 1 and 2 was paramount in understanding existing conditions, needs, gaps and opportunities, and design input. The consultation process included internal stakeholder interviews, a community workshop, open house, and an online survey. Collectively over 300 people had input into the Wayfinding Strategy.

Existing Conditions:

An extensive sign inventory and analysis, as well as feedback from the public and stakeholder consultation processes brought to light the following findings in regards to the many integrated components of Stratford's existing wayfinding system:

- Signage
 - Poor legibility (i.e. font/plate colour contrast, text size, etc.);
 - Colour-coding is not strategic;
 - A variety of sign types, posts, sizes and configurations are used; and
 - The existing gateway signs do not introduce the City's signage aesthetic, while some get lost in their surroundings.
- Routes
 - Limitations to sign placement exist due to street configuration and obstructions;
 - The City's active transportation network could be more adequately signed;
 - There appears to be congestion in certain areas of the City.
- Destinations
 - Some destinations that appear on existing signage no longer exist;
 - Many destinations important to Stratford residents are not currently accommodated on signage; and
 - There are inconsistencies in destination ordering and inclusion on consecutive signs.

Analysis & Assessment - Areas of Focus for Stratford Wayfinding:

The results from the community engagement sessions and the analysis of the current wayfinding system led to the development of four primary areas of focus associated with wayfinding in the City of Stratford, they include:

1. Accessibility
2. Parking
3. Active Transportation (AT)
4. Complex Intersections & Areas of Confusion

The Comprehensive Wayfinding Strategy addresses these areas through the development and use of a standard set of sign placement and messaging guidelines to ensure accessibility and address areas of confusion, a more detailed and universally-recognizable approach to parking, and the signing of AT facilities and destinations along the existing system.

Stratford Destinations:

In total 40 destinations and 3 amenities (i.e. Public Washrooms, Parking, and EV Charging Stations) were selected by the City to be included on Stratford's wayfinding signage. Each destination was assigned a Destination Ranking Level (level 1-4) which determines the destination's importance (i.e. at what distance does the destination start appearing on signs).

Proposed Signage Concept:

After gaining a thorough understanding of the City of Stratford and its needs, three primary sign types are recommended – Gateway Signs, Directional Signs, and Kiosks.

Two sign concepts were presented to Members of the Community and the Project Management Team.

Concept A - takes into consideration Stratford's existing sign design and makes use of the 'best' while improving on the 'rest'.

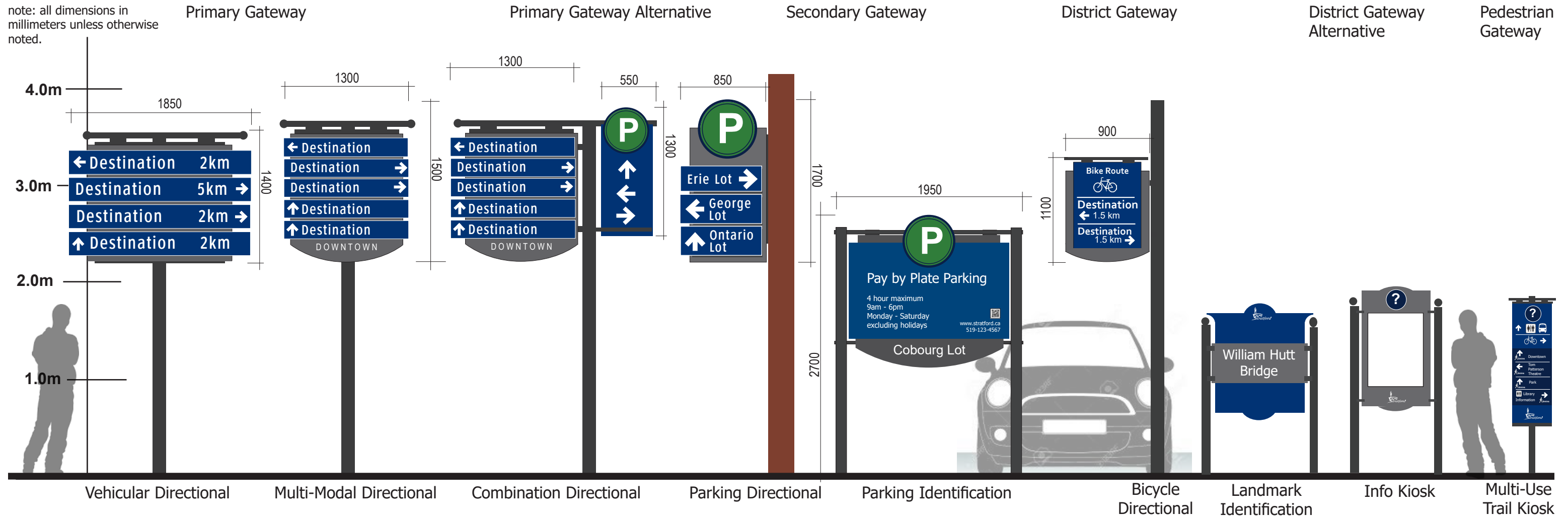
Concept B - an upbeat and progressive take on the banner theme, this 'Front and Centre' concept reflects the notion of heritage and culture, while respecting the City's aspirations for growth and progress.

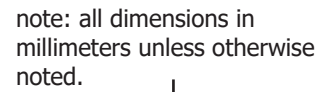
Both concepts were vetted through the Open House and Online Survey process. Concept A was chosen as the preferred concept for the City of Stratford. Further design development resulted in two versions of the preferred concept for consideration. These concepts can be found on the following pages.

Preferred Concept A: Independent Blades on Substrate



note: all dimensions in millimeters unless otherwise noted.





Pedestrian Gateway



Messaging and Sign Locations:

The resulting Comprehensive Wayfinding Strategy includes messaging charts and associated sign location maps for 12 different sign types resulting in approximately 300 assorted signs. The messaging charts include information pertaining to general sign location, destination names, directional arrows, possible logos, and existing site conditions. The sign messaging charts and location maps are designed to work in combination with the messaging and placement guidelines to provide all necessary information for successful implementation.

Implementation Strategy:

The implementation plan for the Wayfinding Strategy is designed to be flexible to accommodate available budgets, new developments and revolving needs, advancements in manufacturing techniques and materials, and an ongoing review of overall success. The proposed implementation plan involves four (4) components:

Management:

- Appoint a 'Wayfinding Manager'.
 - "... to execute program, manage implementation, and monitor success."
- Form a 'Wayfinding Committee'.
- Collective tasks could include, but are not limited to:
 - Review recommendations, destinations, routes, sign locations and placement;
 - Identify grants and partnership opportunities, acquire permits, prepare budgets, initiate and manage fabrication and installation, etc.



Phasing & Priorities:

- Phasing should be implemented in cycles to ensure it is manageable and financially realistic.
- Signage should be installed in order of priority and done so in a way that completes full linkages to intended destinations.



Installation:

- Selection of a responsible and eligible installation contractor will be integral to the success of this phased project.
- 'Prototypes' of each sign should be developed prior to their intended year of phasing.
- 'As built' drawings should be made available to the City to reflect adjustments and ensure consistency through future phases.

**Maintenance:**

- Organizational maintenance responsibilities should be assigned to ensure the effective monitoring of yearly installations and physical maintenance of individual signs.
- Maintenance responsibilities should be strategically understood by both the City and the Sign Contractor.

**Budget:**

An itemized budget estimate, located in Chapter 11 Implementation Plan, summarizes the budget allocation of approximately 300 signs, totaling \$1,550,120.

With consideration of phasing and yearly priorities, it is conceivable that the plan could be realized within approximately 5 years with a yearly capital budget of \$310,000.00.

The itemized budget can be found on the following page.

Stratford Wayfinding Sign Budget Estimates - October 2019

The following budget estimate, using current industry standards, is categorized based on sign type (design intent) and recommended quantities as identified in the sign messaging charts. Estimates include approximate cost for fabrication, supply, delivery and installation of the proposed wayfinding system. Additional incidentals may include permitting, engineered shop drawings, proto-type sign development, and maintenance packages. HST is not included. Assumptions regarding concept preference, use of existing hydro poles etc. have been noted.

Sign Type (Preferred Concept - Design Intent)	unit price estimate	Qty	Sub-Total
Gateways:			
Gateway Primary (GP) Brick Plinth / Pier, Buttress	\$ 24,585.00	4	\$ 98,340.00
Gateway Secondary (GS) Hanging Banner	\$ 7,435.00	4	\$ 29,740.00
Gateway Secondary (GS) Rail - Banner on new post	\$ 4,100.00	4	\$ 16,400.00
Gateway Secondary (GS) Ped. - Banner on new post	\$ 4,045.00	1	\$ 4,045.00
Gateway District (GD) Brick Plinth	\$ 17,225.00	1	\$ 17,225.00
Gateway District (GD) Banner on new post	\$ 4,100.00	4	\$ 16,400.00
	Sub-total, Gateways		\$ 182,150.00
Parking:			
Parking Directional (P) on new post	\$ 4,115.00	16	\$ 65,840.00
Parking Directional (P) on existing hydro pole	\$ 1,965.00	2	\$ 3,930.00
Parking Directional (P) (double sided) new post	\$ 4,355.00	5	\$ 21,775.00
Parking Directional (P) (double sided) exist hydro pole	\$ 2,205.00	1	\$ 2,205.00
Parking - parking side only of combo (DM) (ex. pole)	\$ 1,530.00	8	\$ 12,240.00
Parking - parking side only of combo (DM) (new pole)	\$ 3,680.00	17	\$ 62,560.00
Parking Lot Identification (PI)	\$ 6,260.00	15	\$ 93,900.00
	Sub-total, Parking		\$ 262,450.00
Primary Directional Signs:			
Vehicular Directional (DV) - Banner on new pole	\$ 5,450.00	4	\$ 21,800.00
Multi-Modal Directional (DM) on exist. hydro pole	\$ 4,060.00	45	\$ 182,700.00
Multi-Modal Directional (DM) on new pole	\$ 4,630.00	74	\$ 342,620.00
Multi-Modal Combo (DM) on existing hydro/parking pole	\$ 1,340.00	25	\$ 33,500.00
Multi-modal Confirmation (CM) on new pole	\$ 4,630.00	18	\$ 83,340.00
Multi-modal Confirmation (CM) on existing pole	\$ 4,060.00	2	\$ 8,120.00
	Sub-total, Directional (Primary)		\$ 672,080.00
Secondary Directional Signs:			
Bicycle Directional (BD) on existing hydro pole	\$ 1,415.00	18	\$ 25,470.00
Multi-use Directional (MUD) - Kiosk	\$ 3,820.00	15	\$ 57,300.00
	Sub-total, Directional (Secondary)		\$ 82,770.00
Amenity:			
Kiosk/ Directory (KD) Casement Style (new)	\$ 7,500.00	18	\$ 135,000.00
Information/ Interpretive (KI) (new)	\$ 5,750.00	13	\$ 74,750.00
			\$ 209,750.00
total sign quantity 283			
	Sub-total		\$ 1,409,200.00
	10% Contingency		\$ 140,920.00
	Total Budget Estimate		\$ 1,550,120.00

Stratford Wayfinding Sign Budget Estimates

October 1, 2019

Sign Type (Preferred Concept Sign Designs)	unit price (estimate)	Qty	Sub-Total
Gateways:			
Gateway Primary (GP) Brick Wall and Pier*	\$ 17,885.00	4	\$ 71,540.00
Gateway Secondary (GS) Hanging Banner*	\$ 7,435.00	9	\$ 66,915.00
Gateway District (GD) Brick Wall*	\$ 13,265.00	1	\$ 13,265.00
Gateway District (GD) Banner on new post	\$ 3,350.00	4	\$ 13,400.00
Gateway District (GD) Rail - Banner on new post	\$ 3,350.00	4	\$ 13,400.00
Gateway Pedestrian Banner on new post	\$ 3,045.00	2	\$ 6,090.00
	Sub-total, Gateways		\$ 184,610.00
Parking Signs:			
Parking Directional (P) on new post	\$ 3,315.00	24	\$ 79,560.00
Parking Directional (P) (double sided) new post	\$ 3,555.00	6	\$ 21,330.00
Parking - parking side only of combo (existing pole)	\$ 1,030.00	9	\$ 9,270.00
Parking - parking side only of combo (new pole)	\$ 2,880.00	16	\$ 46,080.00
Parking Lot Identification (PI)	\$ 5,060.00	15	\$ 75,900.00
	Sub-total, Parking		\$ 232,140.00
Primary Directional Signs:			
Vehicular Directional (DV) - Banner on new post	\$ 4,450.00	4	\$ 17,800.00
Multi-Modal Directional (DM) on exist. hydro pole	\$ 3,560.00	29	\$ 103,240.00
Multi-Modal Directional (DM) on new post	\$ 3,630.00	65	\$ 235,950.00
Multi-Modal Combo (DM) on existing hydro/parking post	\$ 2,560.00	25	\$ 64,000.00
Multi-modal Confirmation (CM) on new post	\$ 3,630.00	20	\$ 72,600.00
	Sub-total, Directional (Primary)		\$ 493,590.00
Secondary Directional Signs:			
Bicycle Directional (BD) on existing hydro pole	\$ 1,165.00	18	\$ 20,970.00
Multi-use Directional (MUD) - Kiosk	\$ 3,070.00	11	\$ 33,770.00
	Sub-total, Directional (Secondary)		\$ 54,740.00
Amenity:			
Kiosk/ Directory (KD)	\$ 5,560.00	18	\$ 100,080.00
Information/ Interpretive (KI)	\$ 3,920.00	13	\$ 50,960.00
	Sub-total, Amenity		\$ 151,040.00
total sign quantity 297			
	Sub-total		\$ 1,116,120.00
	Contingency, 10%		\$ 111,612.00
	Total:		\$ 1,227,732.00

* Includes installation



MANAGEMENT REPORT

Date: December 9, 2019
To: Planning and Heritage Committee
From: Jeff Leunissen, Manager of Development Services
Report#: PLA19-043
Attachments: None

Title: Plan of Condominium Application 31CDM-18001

Objective: The purpose of this report is to consider draft approval of a Standard Plan of Condominium at 245 Downie Street.

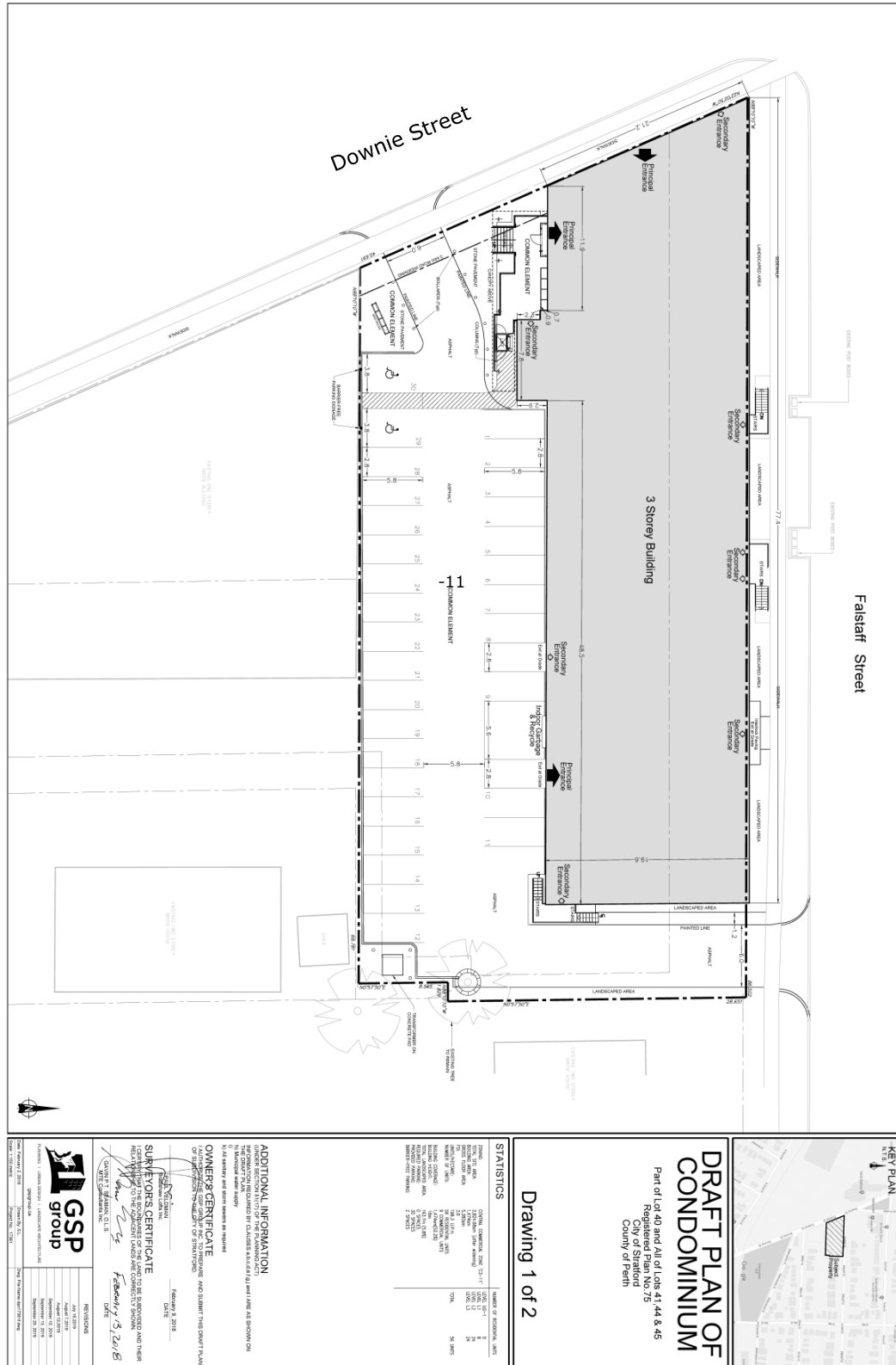
Background: A complete application for Standard Plan of Condominium was received February 21, 2018, for the subject lands known municipally as 245 Downie Street, legally described as Lot 40, 41, 44, & 45 Plan 75 RP 44R-5215 Pts 1, 2 & 4 in the City of Stratford. The subject lands are located on the southeast corner of Downie Street and Falstaff Street.

The original plan of condominium contained a total of 67 Units: 60 residential Units and 7 commercial units.

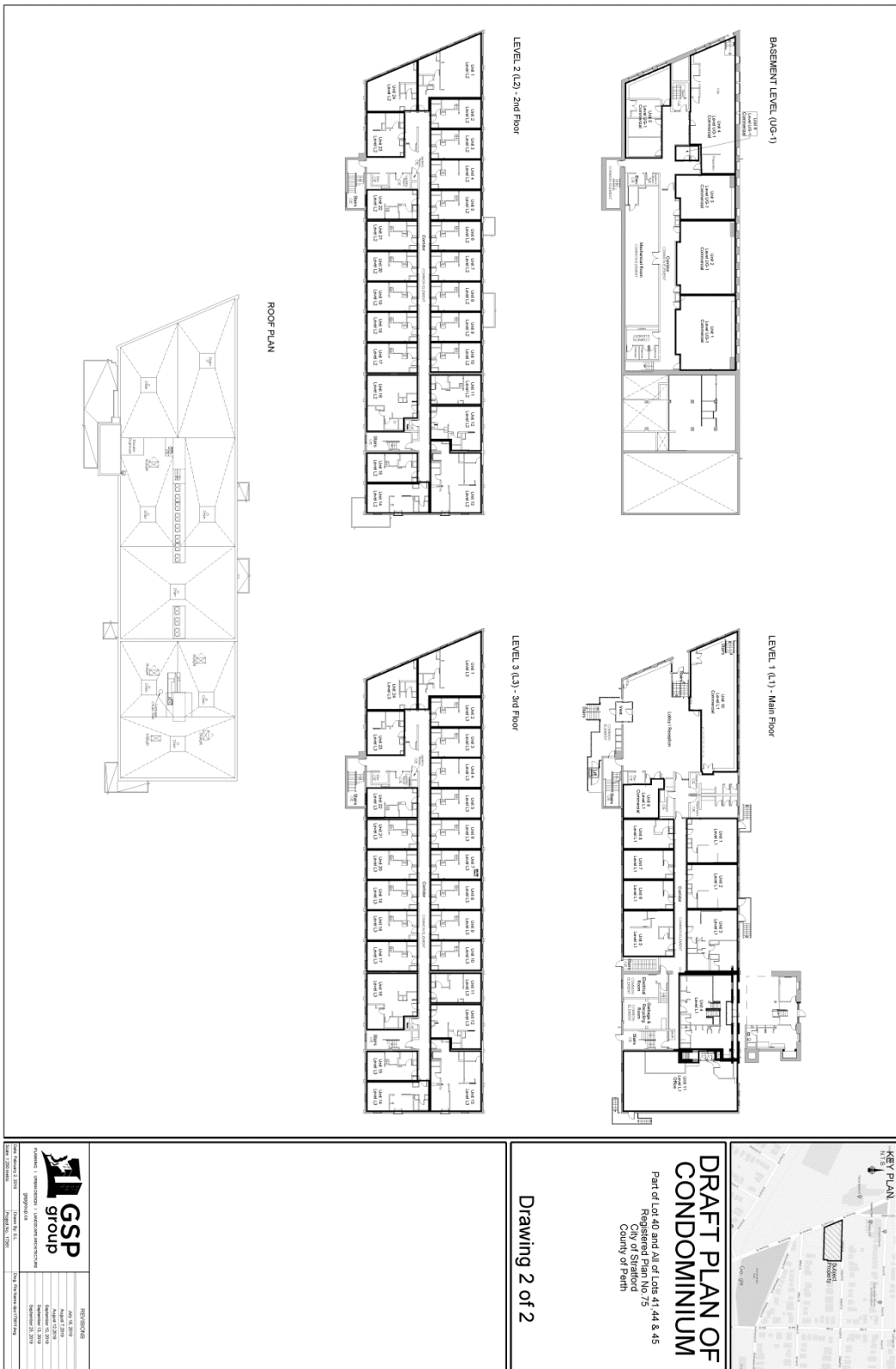
On September 13, 2018, the applicant requested that the application be put on hold.

On November 1, 2019, the applicant amended their request and submitted an updated plan containing a total of 65 units: 56 residential units and 9 commercial units. The changes to the plan included changes to the configuration and number of commercial units, removal of residential units in the basement and an increase to the extent of the interior common element areas. The units are proposed to be in private ownership. The remainder of the property is proposed to be common element.

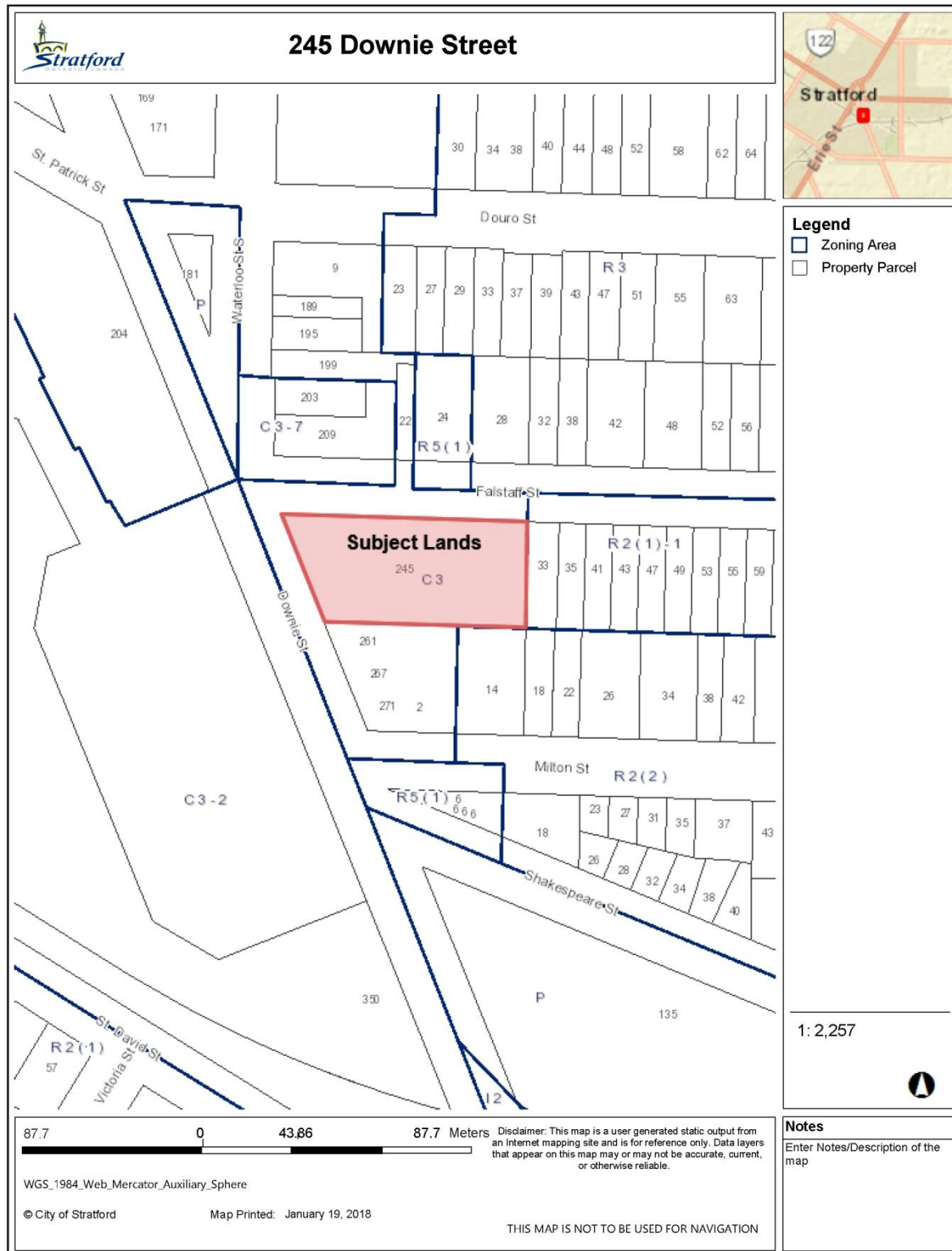
Proposed Plan of Condominium, submitted November 1, 2019 Drawing 1 of 2



Proposed Plan of Condominium, submitted November 1, 2019 Drawing 2 of 2



Location and Zoning Map



245 Downie Street- view from Downie Street



245 Downie Street- view from Falstaff Street



Site Characteristics:

Existing Use:	Unoccupied Mixed Use Commercial and Residential
Frontage:	40.691m (133.50ft)
Depth:	approximately 77.5m (254.26ft)
Area:	2875.4m ² (30,950.5ft ²)
Shape:	Irregular

Surrounding Land Uses:

North:	Vacant Lands (zoned Commercial), Semi-detached dwelling (Residential)
East:	Semi-detached Dwelling (Residential)
South:	Commercial
West:	Bus Terminal (City Owned Lands)

Agency Comments

Circulation of the draft plan to agencies resulted in the following comments:

Heritage Stratford

- No concerns.

Huron-Perth Catholic District School Board

- No concerns.

Upper Thames River Conservation Authority

- No objection.

Union Gas

- It is Union Gas Limited's ("Union") request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Union.

Hydro One

- No comments or concerns at this time. Preliminary review considers issues affecting Hydro One's High Voltage Facilities and Corridor Lands' only. For proposals affecting 'Low Voltage Distribution Facilities' the Owner/Applicant should consult their local area Distribution Supplier.

Canada Post

- Canada Post will provide mail delivery service to the condominium through centralized Lock Box Assembly.
- The development includes plans for (a) multi-unit building(s) with a common indoor entrance(s). The developer must supply, install and maintain the mail delivery equipment within the buildings to Canada Post's specifications.

- Please update our office if the project description changes so that we may determine the impact (if any).
- Should this condominium application be approved, please provide notification of the new civic addresses as soon as possible.
- Please provide Canada Post with an excavation date for the first foundation/ first phase as well as the date development work is scheduled to begin.

Infrastructure and Development Services Department- Engineering Division

- No comments or concerns.

City of Stratford Clerks Department

- Parking concerns for those units that will not have parking. While tenants/ unit owners will have the ability to purchase an overnight parking permit for the York Lot, if permits are available, there are only 10 which may pose a problem if all units attempt to obtain a permit. While we are aware that the current requirements do not require this type of development to provide parking for the tenants/ unit owners we do receive complaints from individuals living downtown that there is not dedicated parking for them (even though they know this when they buy or rent their unit). We would suggest that the applicant provide information on their parking plan and that this matter be reviewed in the future.

City of Stratford Fire Department

- No concerns or issues.

Infrastructure and Development Services Department- Building Division

- Any washrooms required under the Ontario Building Code for a use must be located within the same unit or within a common element area.

Official Plan

The property is designated 'Downtown Core' and is located within a 'Heritage Area' and 'Heritage Corridor' in the City of Stratford's Official Plan.

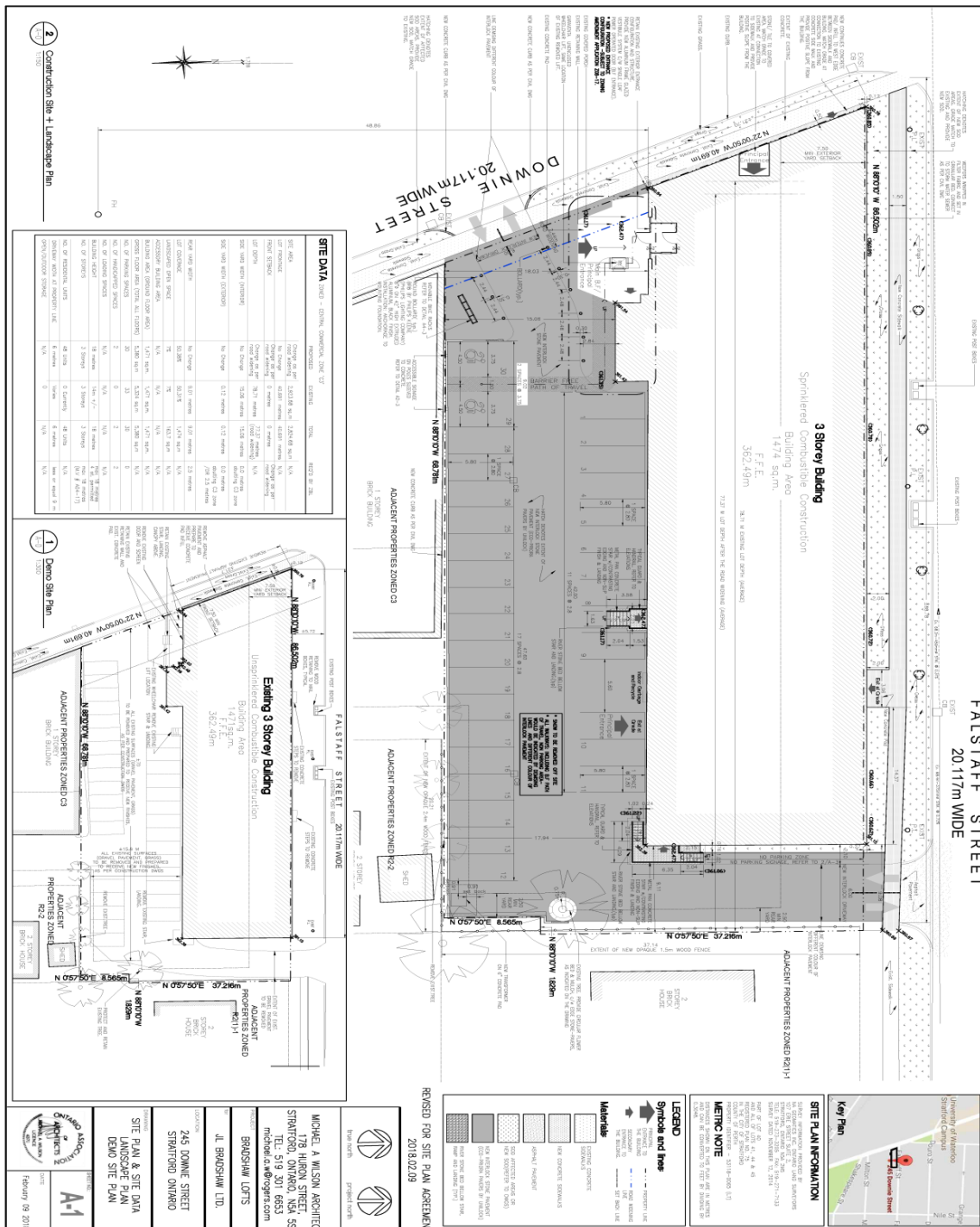
Downie Street is classified as an arterial road and Falstaff Street is classified as a local street.

Zoning By-law

The property is currently zoned Central Commercial-Special Provisions C3-11 in the Zoning By-law, a mixed use building with offices, commercial uses and residential dwelling units is a permitted use.

The Planning Act does not require a public meeting to be held prior to a municipality considering draft plan approval of a standard plan of condominium.

Site Plan SP09-17



History: In 2017, the owners submitted a site plan application (SP09-17) to allow 48 dwelling units on the second and third storey of the building with commercial uses on the main floor and basement level. Site plan approval was granted on May 8, 2018.

On December 14, 2017 a rezoning application was submitted to change the zoning on the subject lands from a Central Commercial (C3) Zone to a Central Commercial-Special Provisions (C3-11) Zone to allow residential dwelling units on the main floor and the basement and to allow a 0m front yard setback for a stoop, porch and stairs. The Zoning By-law Amendment was adopted April 23, 2018. There were no appeals to this decision.

A building permit was issued on May 27, 2018 for residential dwelling units on the second and third floor and commercial units on the main and basement levels. Subsequently, in December 2018, the permit was amended to allow residential units on a portion of the first floor.

Analysis:

2014 Provincial Policy Statement

Every planning decision in the Province of Ontario shall be consistent with the Provincial Policy Statement which came into effect on April 30, 2014. There are no Building Strong Healthy Communities or Protecting Public Health and Safety issues with this application.

The Wise Use and Management of Resource policies outline that significant built heritage resources shall be conserved and that development and site alteration on adjacent lands to protected heritage properties shall not be permitted except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected property will be conserved. The subject lands are designated under Part IV of the Ontario Heritage Act and abut properties within the Heritage Conservation District designated under Part V of the Ontario Heritage Act.

The applicant submitted a Heritage Impact Assessment in conjunction with the Site Plan application and the Zoning By-law Amendment application that was reviewed by the Heritage Stratford Permit Review Committee. The Heritage Stratford Permit Review Committee accepted the recommendation of the Heritage Impact Assessment. No conditions are required for the draft plan of condominium to address heritage as the recommendations of the Heritage Impact Assessment were implemented with the approved site plan and site plan agreement.

The application is consistent with the Provincial Policy Statement.

Official Plan

The property is designated 'Downtown Core', and is located within the 'Heritage Area' and 'Heritage Corridor'. The 'Downtown Core' permits a wide range of retail, commercial, residential and institutional uses. Residential uses are permitted in upper stories of commercial buildings, as a component of mixed use developments, or in former industrial

or commercial buildings that are no longer suited for their original purpose, or in free standing structures.

The property is designated under Part IV of the Ontario Heritage Act and abuts the Heritage Conservation District. The Council adopted Zoning By-law Amendment was deemed to conform to the 'Downtown Core' and heritage policies. These policies together with the Heritage Impact Assessment were implemented through the approved site plan.

In accordance with section 9.4 of the Official Plan, Plans of Condominium are to conform to the general policies and designations of the Official Plan and must create a minimum number of units appropriate to allow for the reasonable, independent operation of a condominium corporation. The proposed Plan of Condominium conforms to the general policies and designations of the Official Plan and 64 Units will allow for the reasonable, independent operation of a Condominium Corporation.

The proposed Draft Plan of Condominium, as red-line amended, is considered to conform to the City of Stratford Official Plan.

Zoning By-Law

The property is currently zoned Central Commercial-Special Provisions (C3-11). Within the Central Commercial C3-11 zone, dwelling units are permitted on all storeys of the building. The condominium application is proposing 56 residential dwelling units, and 9 commercial units (to be used as offices and other commercial uses), the uses are in conformity with the Zoning By-law provisions.

Plan of Condominium

The current approved site plan (SP09-17) contains 48 dwelling units and commercial uses on the main floor and basement. As the project evolved, the owner, in consultation with staff, made some changes to the proposal. These changes include an increase in the number of dwelling units (to 56 dwelling units), a new entrance, a change to the parking lot surface from interlocking brick to asphalt, changes to the location of the Siamese connection, updates to the size of the sanitary and storm sewer pipes, and new stairs off of Falstaff Street. It is recommended that final approval of the Plan of Condominium not be granted until a site plan amendment is approved which reflect these changes.

The property currently has an encroachment agreement registered on title to allow facilities off of Falstaff Street and Downie Street over the property line. Although these facilities form part of the development, they will not be a defined part of the plan of condominium. It is recommended that a condition be included requiring the Condominium Declaration to acknowledge the encroachment agreement on title and that the Condominium Corporation be required to comply with the encroachment agreement and that the encroachment agreement shall not be removed without the consent of the City.

The applicant is requesting 9 commercial units. The proposed commercial units include a washroom in the basement level (Level UG-1 Unit 6). The applicant has indicated that this

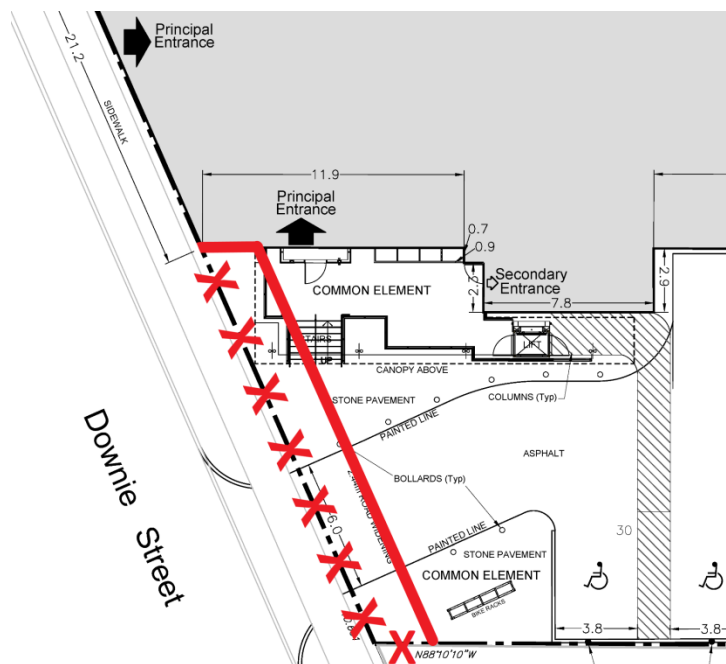
washroom is intended to serve proposed commercial unit (Level UG-1 Unit 4) that will likely be developed as a café/restaurant. Building Division has commented that any washrooms required under the Ontario Building Code for a use must be located within the same unit or within a common element area. To address this it is recommended that the boundary of the commercial unit (café/restaurant) in the basement is redline amended to include the required washroom.

Off-street parking for the proposed use is within the proposed Common Element Area. While the proposed development does satisfy the City's Zoning By-law with respect to parking (See section 3.13.2 f), 30 off-street parking spaces are available for 56 residential and commercial uses. For this reason, staff recommend the Conditions of Draft Approval require the inclusion of a provision in the Condominium Declaration which informs future owners that parking spaces are not for sale and that the City is not responsible to provide parking associated with this development.

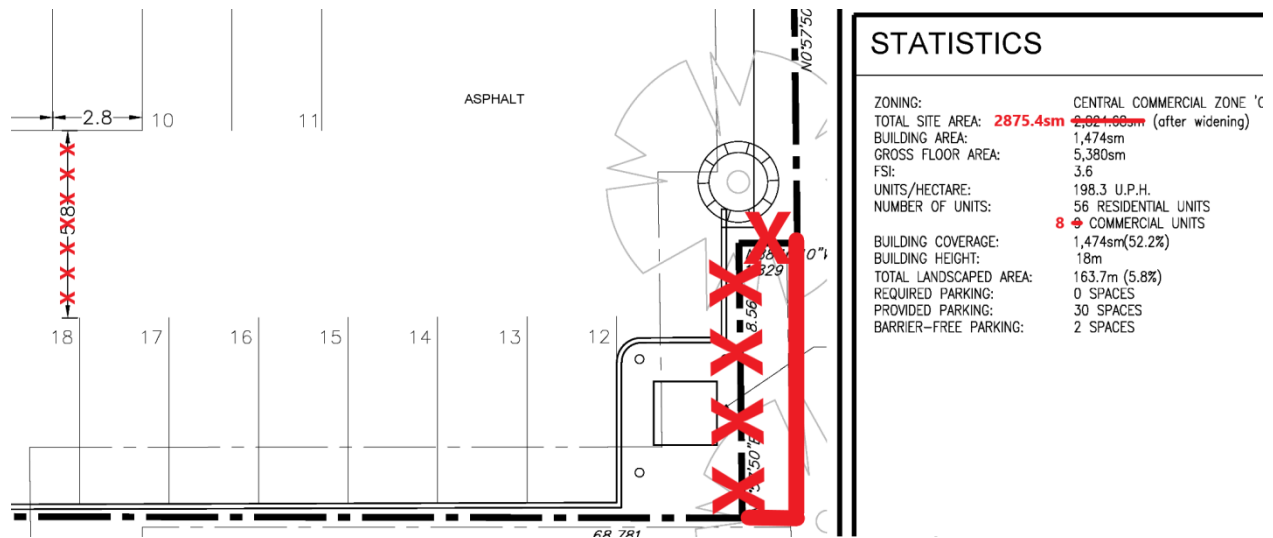
Redline Amendments

The proposed Plan of Condominium has been redline amended to remove the road widening lands dedicated to the City of Stratford through the site plan approval process, to update the southeast boundary of the lands to include all lands owned by the owner, to remove measurements that do not pertain to the Plan of Condominium from the plan, and to expand the commercial Unit (Level UG-1 Unit 4) to include the commercial washroom Unit (Level UG-1 Unit 6).

Proposed Plan of Condominium, as Redline Amended Drawing 1 of 2

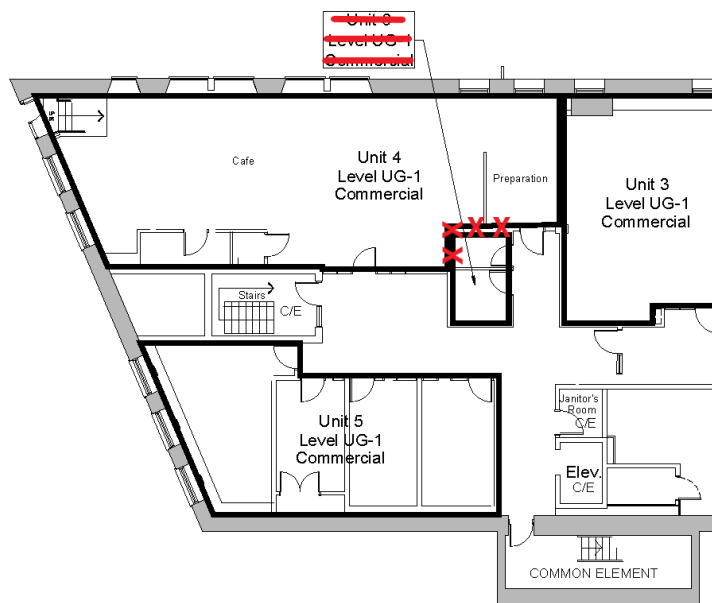


Proposed Plan of Condominium, as Redline Amended Drawing 1 of 2 continued



Proposed Plan of Condominium, as Redline Amended Drawing 2 of 2

BASEMENT LEVEL (UG-1)



Draft Plan of Condominium conditions and red-line revisions were sent to the applicant on November 27, 2019. Staff is not aware of any concerns with the proposed conditions.

Financial Impact: No additional claims or expenses are expected as a result of this application. The City of Stratford is currently holding onto securities through the Site Plan Agreement for the proposed site works.

Staff Recommendation: THAT the City of Stratford pursuant to Section 51(31) of the Planning Act grant draft approval to Plan of Condominium 31CDM-18001 subject to the following conditions:

1. This approval applies to the Draft Plan of Condominium 31CDM-18001 for JL Bradshaw Ltd., prepared by GSP Group, dated February 2, 2018 and revised September 25, 2019, 2 Drawings, certified by Gavin P.T. Seaman, Ontario Land Surveyor, as redline amended. The plan contains a total of 64 units, 56 residential units and 8 commercial units, and is located at 245 Downie Street.
2. This draft approval is for a Standard Plan of Condominium under Part X of The Condominium Act, 1998.
3. The development is to be registered as one Condominium Corporation.
4. This approval of the Draft Plan of Condominium applies for 5 years, and if final approval is not given by that date, the draft approval shall lapse, except in the case where an extension has been granted by the Approval Authority.
5. Prior to final approval, an amended plan containing the following redline amendments, is to be submitted to the satisfaction of the Manager of Development Services:
 - Inclusion of the lands located in the southeast corner of the site;
 - Removal of the lands dedicated to the City for road widening purposes; and
 - Combining Level UG-1 Unit 4 and Level UG-1 Unit 6.
6. Prior to final approval, the Owner is to obtain approval from the City to amend Site Plan SP09-17, all to the satisfaction of the Manager of Development Services.
7. Prior to final approval for the registration of any Condominium Corporation within the development by the City of Stratford, the Manager of Development Services, is to be advised in writing by the individual listed that:
 - i) all buildings are substantially complete, safe and functional and ready for occupancy - Municipal Building Official;
 - ii) the Owner's engineer has submitted a final lot grading certificate which has been accepted by the City – Development Coordinator;

- iii) **certification has been provided from the Owner's engineer that has been accepted by the City confirming that all site works (services and facilities) required for the registration are completed – Development Coordinator;**
 - iv) **the proposed Plan of Condominium showing "as-constructed" buildings and structures has been submitted and accepted by the City and is in compliance with all applicable Zoning By-law regulations - Planner; and**
 - v) **all obligations of the Owner, pursuant to the Site Plan Agreement with the City are substantially complete Development Coordinator.**
- 8. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain the appropriate provisions to ensure the registration of easements for the benefit of the units, common elements, and servient tenements to provide for rights of access to, the use of and cost of maintenance of the joint facilities.**
- 9. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain a provision that outlines that telecommunications, mail delivery equipment, water lines and appurtenances, hydro, gas, parking, perimeter fencing, sanitary sewer lines and appurtenances are to be described as a common element and may include items that are external to the buildings and items that service more than one unit and all common elements and are to be operated, repaired, replaced and maintained by the Condominium.**
- 10. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain a provision outlining that no parking spaces are for sale on site and that the City is not responsible to provide parking associated with this development.**
- 11. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain a provision acknowledging that an encroachment agreement has been entered into with the City of Stratford, that the Condominium Corporation shall comply with the requirements of the encroachment agreement and that the encroachment agreement shall not be removed without the**

consent of the City of Stratford, all to the satisfaction of the Manager of Development Services.

- 12. Prior to final approval for the registration of the Condominium Corporation, a final plan is to be submitted to the City of Stratford that identifies the exclusive use areas, if any are proposed. Of exclusive use areas are proposed, the Condominium Declaration shall contain provisions outlining the privileges of the exclusive use areas, all to the satisfaction of the Manager of Development Services.**
- 13. Prior to final approval for the registration of the Condominium Corporation, a list of residential and commercial unit numbers and the corresponding legal descriptions that will be in place upon registration of the Plan of Condominium shall be submitted to the City of Stratford and accepted to the satisfaction of the Manager of Development Services.**
- 14. Prior to final approval for the registration of the Condominium Corporation, the municipal address shall be posted at the main entrance of the building in accordance with By-Law 47-2008, to the satisfaction of the Manager of Development Services.**
- 15. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be advised in writing by the City of Stratford Corporate Services Department, Tax Division that all financial obligations/encumbrances on the said lands have been paid in full, including property taxes and local improvement charges.**
- 16. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be satisfied that the Condominium Declaration shall contain the appropriate provision to ensure that access shall be granted for Union Gas or that the owner enter into any required agreements for the provision of gas services to the site, satisfactory to Union Gas.**
- 17. Prior to final approval for the registration of the Condominium Corporation, the Manager of Development Services is to be advised in writing by Canada Post that the Owner has confirmed mail delivery equipment has been supplied and installed to the satisfaction of Canada Post.**
- 18. Prior to final approval for the registration of the Condominium Corporation, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances, fees, and final plans,**

and to advise the City of Stratford in writing how each of the conditions of draft approval has been, or will be, satisfied. The Owner acknowledges that, in the event that the final approval package does not include the complete information required by the Approval Authority, such submission will be returned to the Owner without detailed review by the City.

Notes:

1. Pursuant to Section 51(59) of the Planning Act, if a plan approved under Section 51(58) of the Planning Act is not registered within 30 days of approval, the City of Stratford may withdraw its approval.
2. All plans are to be prepared using total station survey and compatible with the latest version of AutoCAD. The final plan submitted for registration, engineered design drawings and construction record drawings are to be provided in print and digital format referenced to a control network compiled to the satisfaction of the City of Stratford Infrastructure & Development Services, Engineering Division in accordance with Ontario Basic Mapping (U.T.M. Grid 1:2000), for future use within the City's geographical information system.
3. If final approval is not given to this Plan, within seven 5 years of the draft approval date, and no extensions have been granted, draft approval shall lapse under subsection 51(32) of the Planning Act, R.S.O., 1990. If the Owner wishes to request an extension to draft approval, a written explanation, together with a resolution from the local municipality, must be received by the Approval Authority 60 days prior to the lapsing date.

Please note that an updated review of the plan, and revisions to the conditions of approval, may be necessary if an extension is to be granted.

4. The Owner is advised that clearances from the following agencies is required:
 - City of Stratford Corporate Services Department, Tax Division.
 - City of Stratford Infrastructure and Development Services Department, Manager of Development Services
 - City of Stratford Infrastructure and Development Services Department, Municipal Building Official
 - City of Stratford Infrastructure and Development Services Department, Development Coordinator
 - Canada Post

- **Union Gas**

AND THAT draft approval of plan 31CD18-001, is recommended for the following reasons:

- **It is consistent with the Provincial Policy Statement;**
- **It conforms to the City of Stratford Official Plan; and,**
- **It is considered an appropriate use of the subject lands;**

Prepared by:



Prepared by: Rachel Bossie, Planner



Recommended by: Jeff Leunissen, MCIP, RPP – Manager of Development Services



Joan Thomson— Acting Chief Administrative Officer

Date: November 28, 2019
To: Planning and Heritage Sub-committee
From: Matthew Smith, Municipal By-law Enforcement Officer
Report: PLA19-041
Attachments: None

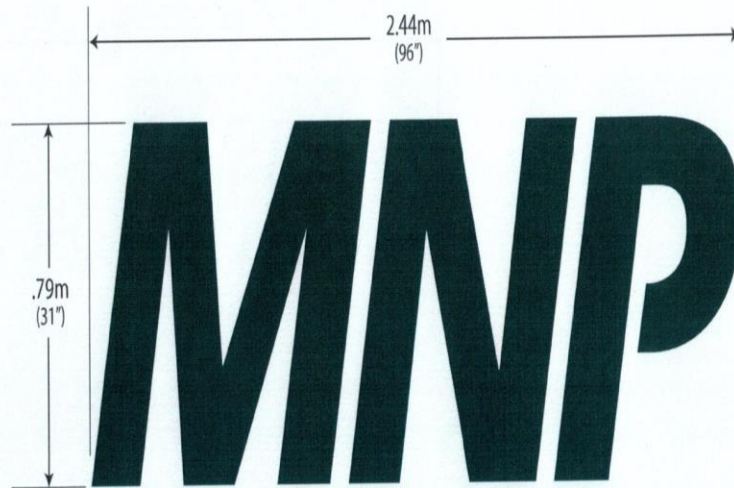
Title: Proposed exemption to Sign By-law 159-2004 - 16.0 (c)

Objective: To consider an exemption to the City of Stratford Sign By-law to permit "MNP", located at 61 Lorne Avenue East, to erect a second storey fascia sign measuring 31" x 96".

Background: On November 15, 2019, a Sign Variance request was submitted to allow a fascia sign to be erected on the second storey of the professional office building located at 61 Lorne Avenue East. The sign variance applicant's reason for requesting the exemption is to have the sign visible from Highway 7/Erie Street, electrical requirements and the architectural details of the building prevent the sign being lowered to the first storey.

Proposed Sign





The Sign By-law contains provisions to allow a variance to the standard regulations and they are contained in Section 23.0 e). When considering a variance, regard shall be had for the following:

- (i) Special circumstances or conditions applying to the land, building or use referred to in the application;
- (ii) Whether strict application of the provisions of this By-law in the context of the special circumstances applying to the land, building, or use, would result in practical difficulties or unnecessary and unusual hardship for the applicant, inconsistent with the general intent and purpose of this By-law;
- (iii) Whether the special circumstances or conditions are preexisting and not created by the owner or the applicant; and
- (iv) Whether the sign that is the subject of the variance will alter the essential character of the area.

ANALYSIS: The building municipally addressed 61 Lorne Avenue East, situated on a multi-buildings commercial site, is located approximately 210 m from Lorne Ave East and 120 m from Erie Street. The façade where the proposed sign is to be located has no visibility to Lorne Avenue and limited visibility to Erie Street.

In 2008, a sign permit was received to erect a fascia sign at 61 Lorne Ave East for Credit Risk Management (now TD Agricultural Services). A permit was subsequently issued. No information is available why the sign permit was issued for a fascia sign above the first storey.)

Staff has reviewed the requested variance against the criteria listed in Section 23.0 e) of the Sign By-law and believes it satisfies the criteria of the By-law:

- There are no special circumstances which apply to the land, building or use.
- There are no practical difficulties or unusual hardship.

- There are no pre-existing conditions, not created by the owner or the applicant.
- The proposed sign will not alter the essential character of the area. The building is set back from both Lorne Ave East and Erie Street and has limited visibility to either public street. Neither public streetscape will be impacted by the proposed sign. The proposed sign is similar to one currently existing on the building for which a permit was issued. Given the architectural features of the building, there are few locations to locate a sign locating on this façade.

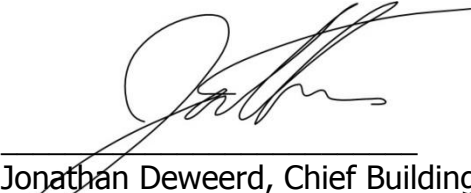
Based on the above, staff believes the requested sign variance satisfies the criteria in Section 23.0 e) to allow a sign variance.

Financial Impact: None

Staff Recommendation: **THAT the request to permit a fascia sign above the first storey at 61 Lorne Avenue East be approved as it does satisfy the criteria of Section 23.0 e) of the Sign By-law.**



Matthew Smith, Municipal By-Law Enforcement Officer



Jonathan Deweerd, Chief Building Official



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: November 28, 2019
To: Planning and Heritage Sub-Committee
From: Heritage Stratford
Report#: PLA19-040
Attachments: N/A

Title: Amending the Terms of Reference for the Heritage Stratford Committee

Objective: To consider amending the Terms of Reference for the Heritage Stratford Committee to include an alternate Stratford Area Builders Association (SABA) position to ensure a representative is able to attend all meetings.

Background:

The Heritage Stratford Committee is composed of 9 members or as otherwise established by City council as follows:

Representative/Organization	Member(s)
Citizens	7
Council member	1
Stratford & Area Builders' Association representative	1

At their October 8 meeting, the Committee discussed adding an alternate SABA position to the committee. Due to busy schedules that fluctuate seasonally, this would ensure that a SABA representative would be available to attend the monthly meetings. The current SABA representative has indicated that SABA is interested in adding an alternate position.

SABA would have one vote, with either member present having voting rights. If both are present, the original SABA representative would vote. At the meeting the following motion was made:

THAT the Heritage Stratford Advisory Committee requests Council approve an alternate Stratford and Area Builders Association position on Heritage Stratford. This position would have voting rights should the other SABA representative not be present at the meeting. Carried.

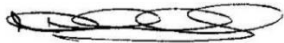
Analysis: The composition of Heritage Stratford would remain the same, however an alternate representative for SABA would be added.

Financial Impact: N/A

Staff Recommendation: **THAT the Heritage Stratford Advisory Committee Terms of Reference be amended to include an alternate Stratford and Area Builders Association Position.**



Tatiana Dafoe, Acting Clerk



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: December 9, 2019
To: Finance and Labour Relations Committee
From: Mike Mortimer, Manager of Environmental Services
Report#: FIN19-053
Attachments: Draft Festival Hydro Dividend Policy

Title: Extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc. for Three Years

Objective: To obtain Council approval for a three year extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc.

Background: An addendum in the fall of 2018 to the Water and Sewage Billing Services Agreement, dated August 12, 2013 for the period of January 1, 2014 through December 31, 2018, allowed for a one year extension effective January 1, 2019. This was to provide time to perform a comprehensive review regarding the practicality of the services becoming internal to the City of Stratford.

The following services and resources are provided by Festival Hydro as per the agreement.

- The processing of a monthly water and sewage invoice to the residents of the City of Stratford.
- Maintain an accurate customer information system of the current customer names and addresses including residential and general service homeowners and tenants.
- Calculating the invoice using an actual meter read each month. The quantity from the meter read is used to calculate both the water and the sewage portion of the bill.
- Upon collection, ensure the payment reduces the water and sewage accounts receivable balance.
- For accounts not paid on the due date, include amount in our collection process. External collection procedures will also be performed as deemed necessary.
- Allow access to our computer information system for water and sewage information currently accessible by your water employees at your 82 Erie Street and Wellington Street locations.

- Allow access to our computer information system for additional functionality including meter history and service order processing.
- Festival Hydro service and enquiry call centre to answer customer service enquiries and initiate service orders for any calls it receives for the water division.
- All work to be carried out by qualified personnel in a timely manner.
- Provide necessary system maintenance support including such items as rate changes.

Analysis: City staff conducted a review to determine the effectiveness of transitioning billing and collection services internally to the City of Stratford. It has been estimated that it would cost the City approximately \$260,000 per year to bring the services in house in comparison to the \$475,000 per year currently charged by Festival Hydro to provide this service.

While substantial cost savings, \$215,000, could be realized to the water budget by this transition, the City could ultimately realize a net loss overall. The loss of income to Festival Hydro through the elimination of this contract would reduce the dividend paid back to the City each year, which is included as revenue to the tax supported budget.

Festival Hydro has indicated that the dividend payable to the City would be reduced by \$300,000 based on its Dividend Policy. The Festival Hydro Dividend Policy states that "The total dividend payout shall be targeted in the range of a minimum of 50% to a maximum of 70% of the annual net income available for dividend distribution" it also states "Dividends paid cannot jeopardize the financial health and sustainability of the corporation". Accordingly, as a result of the loss in dividend revenue, there could be a net cost to the City of \$85,000 by carrying the billing services in house.

The current contract with Festival Hydro is based on a cost of \$3.30/month/bill. This is significantly higher than a neighbouring Festival Hydro customer which is charged \$2.11/month/bill for the same services. Festival Hydro has indicated that they will retain a third party to review the costs to provide water billing services to the City and will negotiate a new rate with the City starting in 2023. The rationale for 2023 is that is when Festival Hydro anticipates receiving regulatory approval for its new rate structure for provision of electricity.

Based on the above, an addendum is required to allow for the additional three year extension of the existing contract. The addendum will be in line with the terms and conditions of the Water and Sewage Billing Services Agreement dated August 12, 2013 for the period of January 1, 2014 through December 31, 2018. The fee structure will not change from the 2019 charges and would be in effect for the duration of the three year extension.

Financial Impact: The cost per calendar year is \$3.30 per bill produced per month amounting to a total annual cost of approximately \$475,000 and \$1,425,000 over the three

year extension. These costs have been factored in to the current rates charged for the provision of water and sanitary services.

Staff Recommendation: THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for three years at an unchanged rate of \$3.30 per invoice;

AND THAT the Mayor and City Clerk or their respective delegates, be authorized to sign the necessary amending agreement.



Mike Mortimer, Manager of Environmental Services



Ed Dujlovic, Director of Infrastructure & Development Services



Joan Thomson, Chief Administrative Officer

Section: 7	* Issue Date: January 2003
Manual: Board of Director Governance Manual	* Revision Date: March 2019
Topic: Performance Measurement	Page # 3

ii. **Cash Management / Investment Policy**

The Investment Policy for Festival Hydro Inc. as presented in detail be approved as follows:

Funds held by Festival Hydro which are over and above current operating requirements can be used in the purchase of any of the following securities:

Bonds, debentures and other evidence of indebtedness of or guaranteed by the Government of Canada or any Province in Canada.

Deposit receipts, deposit notes, certificates of deposit and other similar instruments issued by any bank listed in Schedule I or II to the Bank Act (Canada). Other similar instruments to include Bankers Acceptances.

Guaranteed investment certificates of any trust corporation registered under the Loan and Trust Corporations Act.

iii. **Dividend Policy**

Dividends will be paid by the Company based on its ability to meet the financial criteria established for dividend payout as outlined below:

Assuming the financial criteria are met: Common share dividends will be paid quarterly based on 5% of the book value of the outstanding shares. Non-cumulative Preferred Share dividends will be paid quarterly based on the annual prescribed 5% dividend rate of the shares.

The total dividend payout shall be targeted in the range of a minimum of 50% to a maximum of 70% of the annual net income available for dividend distribution.

Net income available for dividend distribution is defined as follows:

Net income as per financial statements adjusted for non-cash items (e.g. mark to market gain or loss on interest rate derivative contract, other comprehensive income balances, various regulatory adjustments) and reduced by long term loan principal payments made in the fiscal year.

The top-up dividend will be estimated based on projections prepared in Q4 of the current fiscal year. The top-up dividend amount will be finalized after the audited financial statements have been presented and approved by the Board of Directors. The top-up dividend payment will be made subsequent to this, typically in Q2 of the following fiscal year.

Section: 7	* Issue Date: October 2006
Manual: Board of Director Governance Manual	* Revision Date: March 2019
Topic: Performance Measurement	Page # 4

The following financial criteria will be considered to ensure prudence is exercised prior to the distribution of dividends:

- Dividends paid cannot jeopardize the financial health and sustainability of the corporation. Profits from the corporation's operation are required to help pay for system capital improvements and provide a working capital reserve for unexpected items.
- Solvency of the corporation needs to be considered. The Ontario Business Corporation Act (Part III Section 38(3)) prohibits the payment of dividends if the board of directors have reasonable grounds for believing that the corporation is, or after the payment, would be unable to pay its liabilities as they become due; or the realizable value of the corporation's assets would thereby be less than the aggregate of its liabilities and its stated capital of all classes.
- On an annual basis, an updated five-year financial projection analysis will be done. The analysis will include all expected sources and uses of funds for the current year as well as five-year future expansion. This will be used as a basis to determine the Company's ability to pay quarterly dividends.
- The corporation should not have to borrow in order to pay a dividend.
- Capital expenditures on average during the five-year projection period must be at least equal to the rolling average depreciation during the period or the approved Distribution System Plan (this section is subject to change to reflect the content of a Festival Hydro Inc. Capital Expenditure policy)
- On preparation of the annual operating budget and five-year forecast, senior management will attempt to forecast budgets to meet at a minimum, a working capital reserve level equal to three months of operating costs. Operating costs is defined as total operating costs less depreciation and interest expense.
- Adequate funds must be provided for debt interest and any debt coverage requirements and any financial covenants that apply. Prior to quarterly payout, the ability to meet financial covenants including banking institution covenants, will be verified.
- The financial risk associated with on-going regulatory changes must be considered.

The needs of Festival Hydro and the Shareholder must be anticipated and adequately provided for in determining what level of dividend can be sustained from year to year without depleting necessary cash reserves or reducing service delivery capabilities.



MANAGEMENT REPORT

Date: December 4, 2019
To: Finance and Labour Relations Committee
From: Michael Mousley, Transit Manager
Report#: FIN19-054
Attachments: 10 Year Funding ICIP Spreadsheet

Title: Purchasing of Electric Buses

Objective: To provide information to Finance and Labour Relations Committee regarding Conventional and Mobility electric buses.

Background: At the November 4, 2019 Finance and Labour Relations Committee meeting, the following recommendations were made:

That Staff review the purchase of electric buses (Conventional and Mobility); identify potential funding streams for 2020 and a report to be brought back to an upcoming Finance and Labour Relations meeting.

Presently, Stratford Transit operates 12 Conventional diesel powered buses and 5 Mobility Buses (4 diesel and 1 regular fuel). The breakdown (in age) per unit is as follows:

- 4 conventional buses- 1997 (23 years old)
- 1 conventional bus- 2007 (13 years old)
- 1 conventional bus- 2008 (12 years old)
- 1 conventional bus- 2010 (10 years old)
- 1 conventional bus- 2011 (9 years old) written off due to accident
- 1 conventional bus- 2013 (7 years old)
- 2 conventional bus- 2015 (5 years old)
- 2 conventional buses- 2018 (2 years old)

- 1 mobility bus- 2006 (14 years old)
- 1 mobility bus- 2008 (12 years old)
- 1 mobility bus- 2013 (7 years old)
- 1 mobility bus- 2015 (5 years old)
- 1 mobility bus- 2019 (1 year old)

The first intake through the 10 year ICIP funding took place mid-2019 and the City of Stratford applied for numerous funding projects for the first three years of the project which included (and not limited to) six new diesel powered conventional buses and two new regular fuel mobility buses. The funding stream is as follows:

Federal contribution - 40%

Provincial contribution - 33.33%

Municipal contribution - 26.67%**

**Municipal contribution can be paid through the Provincial gas tax program and therefore results in no Capital cost to the City's tax levy.

As of the date this report was submitted the Province approved 12 projects and nominated to the Federal Government for final approval.

The need to replace the highlighted vehicles noted above is of great urgency. These units have gone substantially past their life expectancy to the point of being very costly to repair and in some cases parts difficult to find due to the age of the buses.

To change approved applications for the next three years when acceptance from the Federal Government is imminent would re-set the application process back 6-8 months and possibly see it cancelled until the next intake occurs (which is not yet announced).

Investigating future bus technology (after the first three year funding intake and after the immediate replacement buses are delivered), staff will research the feasibility of alternate fuel sources for Conventional and Mobility buses.

Analysis: As newer bus technology is introduced (alternative power and emissions) additional options are beginning to become available. The following below lists some future options and amenities they offer/not offer:

30-35 ft. Diesel Buses

- Cost is approximately \$100,000 less than 40 ft. bus
- Design and durability issues
- Built lighter, smaller engine, works harder
- Turning radius smaller and capacity concerns during peak times of the day
- Challenge to maintain over time
- Not a popular option with most smaller/mid-size transit authorities and not as cost effective as it might seem

40 ft. Diesel Buses

- The option presently that is chosen by the majority of transit authorities in the industry
- Durable, built for extreme weather conditions, handles capacity
- Greater turn capacity on narrow streets/intersections

- In the last few years emission levels have dropped dramatically with the introduction of “greener” technologies such as diesel particulate filter (DPF) systems that have made these stereotypical polluting diesel buses run 97% emissions free and cleaner than the majority of other vehicles presently on our roadways

Hybrid Buses

- This alternative power solution for transit buses was introduced approximately 10 years ago
- This 1st/2nd generation technology was developed so that the bus would use its normal diesel engine at higher speeds (usually above 30kms/hour) then would automatically switch to electric power once under 30 kms/hour (Residential areas as an example where they ran much quieter and greener)
- The batteries would be charged when the bus diesel engine operated thus not requiring a charging station at terminal points or overnight in a bus storage facility
- Over time, agencies that purchased this new bus technology encountered numerous failures regarding power systems (the switching back and forth from diesel to electric on a continual basis) was the main concern and diesel engines still required its normal service, repairs and parts replacement
- Having two separate systems power a bus and maintaining them became a financial burden
- OC Transpo in Ottawa recently listed all 175 Hybrid buses for sale due to the issues and having the need to replace battery fuel cells at approximately \$40,000.00 per unit
- OC Transpo even seriously considered re-converting the 175 buses to straight diesel units a few years ago which would have been costly
- This alternative power (which is 25-30% more costly to purchase than traditional diesel buses) option is becoming less of a positive bus technology as time moves forward

Electric Buses

- The newest technology introduced over the past couple years are 100% powered electric buses
- Although still in its infancy stages they continue to be developed, redeveloped and tested in North America
- Presently these units are being tested in warmer, stable climates and seem to be generally operating well however length of charge that a bus can operate seems still to be an issue (even in moderate climates)
- Charges even decrease further when additional accessories are introduced such as heat, A/C and other electrical components
- Some cities (Edmonton, Halifax) are currently using them on a trial basis, with general consensus being extreme cold or hot weather is straining on the battery charges

Below are some of the specifications and FAQ:

- Presently battery manufacturers warranties are 12 years so it's reasonable to expect that an e-bus batteries will last about 12 years before loss of capacity and will require replacement (presently \$40,000.00)
- Batteries removed from e-buses will still have many years of useful life in a grid storage system which can be transferred to the charging system and expect another 10-15 years life expectancy before needing to be recycled
- Presently, buses can be charged in 4-6 hours at a charge rate of 50/100kW in a bus storage facility



- Short range buses can use an overhead "on-street" charging system up to 350Kw and can take 5-10 minutes for a charge



- As future battery costs/life expectancy improves on street charging likely won't be required when eventually battery buses will run a full service day and be charged overnight
- Lithium batteries are non-toxic and can be safely disposed of and facilities exist that can recycle
- Electric motors can be more reliable than a diesel engine mainly due to very little moving parts. There are no turbo's, radiators, exhaust systems, injectors, etc. to repair or replace
- Mechanics would require training on new systems and learn features and service training

- Diesel engines typically do not like cold temperatures
- E-buses perform well in cold weather however range can be reduced due to mainly heating the bus.
- Presently, the range of an e-bus is between 200-300 kms per charge and is also based on extreme cold/hot weather operations and heat/A/C options deployed. The more accessories you use the more you drain the battery cells. Each of Stratford Transit's routes for the 16 hour service day travel approximately 425 kms.
- E-Mobility buses have a range of 130-200 kms per charge (as above noted it is also dependant how much of the batteries you use). Stratford's mobility service travels approximately 220 kms per day
- E-buses run quieter inside and outside. Tests show it's approximately 5-15Db quieter
- Major power failures (1998 ice storm, summer 2003, etc.) thankfully are rare but it does raise a concern and an alternate service plan would be required
- Early projections claim that there is a 70% reduction in maintenance costs and seems reasonable. There is a lot of engine and transmission work with a diesel bus which makes up most of the scheduled maintenance (e-buses only have 1/10th the number of moving parts in their drive-train). Brakes last about 2-4 times longer as most of the braking is done with regeneration by the motor/battery
- Over the long term batteries will need to be replaced as their capacity declines which is similar to engines/transmissions that are often replaced in diesel buses (roughly the same cost \$50-60,000.00)

Financial Impact: Breakdown of costings/savings:

Nova bus presently offers a 40ft Conventional 1st generation fully electrical bus for approximately \$1,049,000 with an addition cost for a charging station which can range from \$100-\$250,000 for an approximate total cost of 1.2 million plus HST. A 30-35ft bus is in the range of about \$800,000 plus HST.

Currently, a 40ft Conventional diesel (last purchase in 2018) was \$540,000 plus HST.

Overland Custom Coach (designs Mobility buses) offers a fully electric mobility bus with the following choices:

130 kms range per charge - \$300,000

210 kms range per charge - \$350,000

Currently, a regular fuel E-450 Mobility bus purchased in 2019 was \$92,000.

E-bus technology at this point are more than double the cost at the front end however, it has been projected that annual costs savings per bus would be in the range of \$50,000/year in operating cost savings and the additional investment would pay for itself over time (five - seven years approximately) as these units are deemed to last longer.

Fuel cost comparison:

The diesel fuel to run a bus for 1 km is about .65 cents, using current fuel price of .97 cents/litre.

The electricity to run a bus for 1 km is about .15 cents, assuming electricity is about .10 cents per kWh.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Developing our Resources

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

Staff Recommendation: THAT no changes be made to the City's applications to the ICIP Grant Program in order not to jeopardize the next three years through ICIP for the funding of six new conventional diesel buses and two regular fuel mobility buses;

AND THAT in years four and five of the funding project staff investigates the potential future bus purchase of alternative fuel sources and brings back to Council at that time for consideration.



Michael Mousley, Transit Manager



David St. Louis, Director of Community Services



Joan Thomson, Acting Chief Administrative Officer

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10 Year ICIP Potential Transit Funding

Transit Project	Funding Year	Total Cost	%	Federal Contribution	%	Provincial Contribution	%	Stratford Contribution
40 foot bus	2019	\$570,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
40 foot bus	2019	\$570,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
ITS-GPS-AVL-APP	2019	\$170,000.00	40	\$68,000.00	33.33	\$56,661.00	26.67	\$45,339.00
On Demand	2019	\$50,000.00	40	\$20,000.00	33.33	\$16,665.00	26.67	\$13,335.00
TOTAL 2019		\$1,360,000.00		\$544,000.00		\$453,288.00		\$362,712.00
40 foot bus	2020	\$570,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
40 foot bus	2020	\$570,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
Mobility bus	2020	\$100,000.00	40	\$40,000.00	33.33	\$33,330.00	26.67	\$26,670.00
Shelters	2020	\$150,000.00	40	\$60,000.00	33.33	\$49,995.00	26.67	\$40,005.00
Fare System	2020	\$175,000.00	40	\$70,000.00	33.33	\$58,327.00	26.67	\$46,672.00
TOTAL 2020		\$1,565,000.00		\$626,000.00		\$521,614.00		\$417,385.00
40 foot bus	2021	\$580,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
40 foot bus	2021	\$580,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
Mobility bus	2021	\$100,000.00	40	\$40,000.00	33.33	\$33,330.00	26.67	\$26,670.00
Shelters	2021	\$150,000.00	40	\$60,000.00	33.33	\$49,995.00	26.67	\$40,005.00
TOTAL 2021		\$1,410,000.00		\$556,000.00		\$463,287.00		\$370,713.00
40 foot bus	2022	\$580,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
Mobility bus	2022	\$100,000.00	40	\$40,000.00	33.33	\$33,330.00	26.67	\$26,670.00
TOTAL 2022		\$680,000.00		\$268,000.00		\$223,311.00		\$178,689.00
40 foot bus	2023	\$580,000.00	40	\$228,000.00	33.33	\$189,981.00	26.67	\$152,019.00
Shelters	2023	\$150,000.00	40	\$60,000.00	33.33	\$49,995.00	26.67	\$40,005.00
TOTAL 2023		\$730,000.00		\$288,000.00		\$239,976.00		\$192,024.00
40 foot bus	2024	\$590,000.00	40	\$236,000.00	33.33	\$196,647.00	26.67	\$157,353.00
Mobility bus	2024	\$110,000.00	40	\$44,000.00	33.33	\$36,663.00	26.67	\$29,337.00
Shelters	2024	\$150,000.00	40	\$60,000.00	33.33	\$49,995.00	26.67	\$40,005.00
TOTAL 2024		\$850,000.00		\$340,000.00		\$283,305.00		\$226,695.00
40 foot bus	2025	\$590,000.00	40	\$236,000.00	33.33	\$196,647.00	26.67	\$157,353.00
Facilities upgrade	2022	\$3,500,000.00	40	\$1,400,000.00	33.33	\$1,166,550.00	26.67	\$933,450.00
Shelters	2025	\$150,000.00	40	\$60,000.00	33.33	\$49,995.00	26.67	\$40,005.00
TOTAL 2025		\$4,240,000.00		\$1,696,000.00		\$1,413,192.00		\$1,130,808.00
40 foot bus	2026	\$600,000.00	40	\$240,000.00	33.33	\$199,980.00	26.67	\$160,020.00
Mobility bus	2026	\$115,000.00	40	\$46,000.00	33.33	\$38,329.50	26.67	\$30,670.50
Shelters	2026	\$100,000.00	40	\$40,000.00	33.33	\$33,330.00	26.67	\$26,670.00
TOTAL 2026		\$815,000.00		\$326,000.00		\$271,639.50		\$217,360.50
40 foot bus	2027	\$600,000.00	40	\$240,000.00	33.33	\$199,980.00	26.67	\$160,020.00
Mobility bus	2027	\$115,000.00	40	\$46,000.00	33.33	\$38,329.50	26.67	\$30,670.50
Shelters	2027	\$100,000.00	40	\$40,000.00	33.33	\$33,330.00	26.67	\$26,670.00
TOTAL 2027		\$815,000.00		\$326,000.00		\$271,639.50		\$217,360.50
40 foot bus	2028	\$600,000.00	40	\$240,000.00	33.33	\$199,980.00	26.67	\$160,020.00
Shelters	2028	\$100,000.00	40	\$40,000.00	33.33	\$33,330.00	26.67	\$26,670.00
TOTAL 2028		\$700,000.00		\$280,000.00		\$233,310.00		\$186,690.00
40 foot bus	2029	\$600,000.00	40	\$240,000.00	33.33	\$199,980.00	26.67	\$160,020.00
Mobility bus	2029	\$115,000.00	40	\$46,000.00	33.33	\$38,329.50	26.67	\$30,670.50
Shelters	2029	\$100,000.00	40	\$40,000.00	33.33	\$33,330.00	26.67	\$26,670.00
TOTAL 2029		\$815,000.00		\$326,000.00		\$271,639.50		\$217,360.50
GRAND TOTAL		\$13,980,000.00		\$5,576,000.00		\$4,646,201.50		\$3,717,797.50
								\$4,300,000.00

Note- If there is no change in the Gas tax contribution to the City (based on 2018's \$430,000.00) All or part of this allotment can be used as the Municipals 26.67% contribution in the ICIP 10 year program.



**BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to amend By-law 178-2018 as amended,
to make appointments to Advisory Committees.

WHEREAS Council of The Corporation of the City of Stratford adopted By-law 178-2018 to appoint Council Members to Sub-committees of Council and Standing Committees of Council and to Advisory Committees, Boards and Agencies and to appoint Citizens to Advisory Committees and Boards during the 2018 term of municipal office;

AND WHEREAS Council of The Corporation of the City of Stratford deems it necessary to make further appointments to its Advisory Committees, Committees and Boards;

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

1. That Section 2.1 a), b) and c) of By-law 178-2018 be deleted.
2. That Section 2.1 of By-law 178-2018 be renumbered, including all subsections.
3. That Section 2.1 of By-law 178-2018 be amended by adding:

"2.1 f) Peter Zein is hereby re-appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

"2.1 g) Geoff Krauter is hereby appointed to the Accessibility Advisory Committee as a citizen representative for a two-year term to November 30, 2021 or until a successor is appointed by City Council."
4. That Section 2.2 a), b), and f) of By-law 178-2018 be deleted.
5. That Section 2.2 of By-law 178-2018 be renumbered, including all subsections.
6. That Section 2.2 of By-law 178-2018 be amended by adding:

"2.2 f) Stephen Barlow is hereby re-appointed as a citizen representative on the Active Transportation Advisory Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

"2.2 g) David Daglish is hereby appointed as a citizen representative on the Active Transportation Advisory Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

7. That Section 2.6 a), b), c), and d) of By-law 178-2018 be deleted.
8. That Section 2.6 of By-law 178-2018 be renumbered, including all subsections.
9. That Section 2.6 of By-law 178-2018 be amended by adding:
 - "2.6 g) Anna Stratton is hereby re-appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."
 - "2.6 h) Geoff Krauter is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."
 - "2.6 i) Anita Jacobsen is hereby appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."
 - "2.6 j) Emily Chandler is hereby re-appointed as a citizen representative to the Energy and Environment Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."
10. That Section 2.9 a), b), c), and d) of By-law 178-2018 be deleted.
11. That Section 2.9 of By-law 178-2018 be renumbered, including all subsections.
12. That Section 2.9 of By-law 178-2018 be amended by adding:
 - "2.9 e) Patrick O'Rourke is hereby re-appointed to Heritage Stratford Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."
 - "2.9 f) Brian Johnson is hereby appointed to Heritage Stratford Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."
 - "2.9 g) Jacob VanKooten is hereby re-appointed as the Stratford and Area Builders' Association representative for a two-year term to November 30, 2019 or until a successor is appointed by City Council."
13. That Section 2.17 a), b), c), d), and e) of By-law 178-2018 be deleted.
14. That Section 2.17 of By-law 178-2018 be renumbered, including all subsections.
15. That Section 2.17 of By-law 178-2018 be amended by adding:
 - "2.17 e) That Ken Clarke is hereby re-appointed to Stratfords of the World-Ontario Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

"2.17 f) That June Sharon Wells is hereby re-appointed to Stratfords of the World-Ontario Committee for a two-year term to November 30, 2019 or until a successor is appointed by City Council

"2.17 g) That Wayne Whitehorn is hereby re-appointed to Stratfords of the World-Ontario Committee for a two-year term to November 30, 2019 or until a successor is appointed by City Council."

"2.17 h) That Joyce Mohr is hereby re-appointed to Stratfords of the World-Ontario Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

"2.17 i) That Donnalene Tuer-Hodes is hereby re-appointed to Stratfords of the World-Ontario for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

"2.17 j) That Mary K. Bohdanetzky is hereby appointed to Stratfords of the World-Ontario for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

16. That Section 2.5 a) of By-law 178-2018 is deleted and replaced with the following new Section 2.5 a):

"2.5 a) Kimberly Richardson is hereby re-appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council."

17. That Section 2.5 b) of By-law 178-2018 be deleted and replaced with the following new Section 2.5 b):

"2.5 b) Carys Wyn Hughes is hereby re-appointed as a citizen representative to the Communities in Bloom Advisory Committee for a two-year term to November 30, 2021 or until a successor is appointed by City Council and an exemption be granted from the Appointments Policy."

18. That Section 2.15 a) of By-law 178-2018 be deleted and replaced with the following new Section 2.15 a):

"2.15 a) Joanne Benham-Rennick is hereby appointed as a citizen representative to the Stratford Town and Gown Advisory Committee for a two-year terms to November 30, 2021 or until a successor is appointed by City Council."

19. All other provisions of By-law 178-2018, as amended, remain in force and effect.

20. This By-law shall come into force and take effect upon final passage thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the entering into and execution of an agreement with The Humane Society of Kitchener-Waterloo and Stratford-Perth c.o.b. as Stratford-Perth Humane Society for the provision of animal control services for a three-year term from January 1, 2020 to December 31, 2022.

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Parties hereto deem it desirable that The Humane Society of Kitchener-Waterloo and Stratford-Perth c.o.b. as Stratford-Perth Humane Society provide Animal Control Services to the City for a fee pursuant to the term and conditions as set out herein;

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

1. That the agreement dated the 1st day of January, 2020 between The Humane Society of Kitchener-Waterloo and Stratford-Perth c.o.b. as Stratford-Perth Humane Society and The Corporation of the City of Stratford be entered into and the Mayor and Clerk of The Corporation of the City of Stratford or their respective delegates, be and the same are hereby authorized to execute the said agreement on behalf of The Corporation of the City of Stratford and to affix the corporate seal of this Corporation thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD

BEING a By-law to authorize the entering into and execution of an Addendum Agreement between The Corporation of the City of Stratford and Festival Hydro Inc. for water and sewage billing and collections services for a one-year period from January 1, 2020 to December 31, 2020.

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS an agreement was entered into with Festival Hydro Inc. on August 12, 2013 to continue water and sewage billing and collection services on behalf of The Corporation of the City of Stratford for a five-year term from January 1, 2014 to December 31, 2018;

AND WHEREAS it was deemed necessary to enter into an Addendum to the Water and Sewage Billing Services Agreement dated August 12, 2013 for a one-year period effective January 1, 2019 through to December 31, 2019;

AND WHEREAS it is deemed necessary to enter into a further Addendum to the Water and Sewage Billing Services Agreement dated August 12, 2013 for a one-year period effective January 1, 2020 through to December 31, 2020;

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

1. That the Addendum dated December 16, 2019 to the Water and Sewage Billing Services Agreement dated August 12, 2013 between The Corporation of the City of Stratford and Festival Hydro Inc. be entered into and the Mayor and Clerk or their respective delegates are hereby authorized to execute the said agreement on behalf of and for this Corporation and to affix the corporate seal thereto.

2. The Mayor and Clerk or their respective delegates are authorized to execute all other documents as deemed necessary, with respect to this agreement.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD

BEING a By-law to amend sections of the Traffic and Parking By-law 159-2008 as amended, to reflect changes to Schedule 2 and 14.

WHEREAS Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Council of The Corporation of the City of Stratford adopted Traffic and Parking By-law 159-2008 to regulate traffic and the parking of motor vehicles in the City of Stratford;

AND WHEREAS Council has amended Traffic and Parking By-law 159-2008 from time to time as necessary to further regulate traffic and parking of motor vehicles;

AND WHEREAS Council deems it necessary to further amend Traffic and Parking By-law 159-2008 for housekeeping amendments;

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

1. That Schedule 2 – No Parking On Specified Streets as amended, be further amended by adding the following:

Column 1 STREET	Column 2 SIDE	Column 3 BETWEEN	Column 4 PERIOD
Battershall Court	Both	Within the circle	Nov 15 – April 15 annually
Perth Street	South	From Downie Street to Borden Street	Annually
Short Street	Both	From Forman Avenue to Matilda Street	Anytime

Draft By-law 11.1.4

2. That Schedule 14 – Higher and Lower Speed Limits as amended, be further amended by adding the following:

Column 1 STREET	Column 2 BETWEEN	Column 3 BETWEEN	Column 4 Maximum Limit
Huntingdon Avenue	Cawston Street	Huron Street	40 km/hr
Avondale Avenue	Charles Street	Hibernia Street	40 km/hr
Bedford Drive	Glendon Road	Graff Avenue	40 km/hr
Louise Street	Brydges Street	Whitelock Street	40 km/h

3. All other provisions of Traffic and Parking By-law 159-2008, as amended, shall remain in force and effect.
4. The provisions of this By-law shall come into effect upon final passage.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to authorize the acceptance of a tender, execution of the contract and the undertaking of the work by Lange Bros. (Tavistock) Limited for pruning, removal and disposal of designated trees and stumps, along with regular and emergency pruning services in 2020 [T-2019-49].

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10.(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

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

1. That the tender [T-2019-49] of Lange Bros. (Tavistock) Limited to provide for pruning, removal and disposal of designated trees and stumps, along with regular and emergency pruning services in 2020 in the City of Stratford be accepted and the Mayor and Clerk, or their respective delegates, be and the same are hereby authorized to execute the contract for the said work and to affix the Corporate seal thereto.
2. That the accepted amount of the tender [T-2019-49] is \$322,452.71 including HST.
3. That Lange Bros. (Tavistock) Limited is authorized to undertake the pruning, removal and disposal of designated trees and stumps, along with regular and emergency pruning services in 2020 in the City of Stratford, pursuant to the said tender and as directed by the Director of Community Services, or designate, of The Corporation of the City of Stratford.

Read a FIRST and SECOND time this 9th day of December, 2019

and THIRD time and FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe

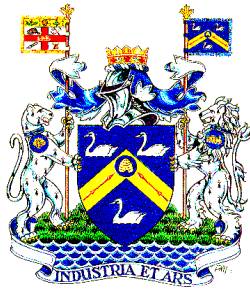


STRATFORD CITY COUNCIL CONSENT AGENDA

December 16, 2019

REFERENCE NO. CONSENT AGENDA ITEM

- | | |
|-------------|--|
| CA-2019-171 | <p>Notification that the Knights of Columbus in Ontario is selling raffle tickets. Provincial Licence 11420 was issued for ticket sales in Ontario. Tickets will be sold by members of the local Knights of Columbus Council 1431 at the Festival Marketplace Mall in December. The proceeds support a donation to the Arthritis Society and the Ontario Special Olympics.</p> |
| CA-2019-172 | <p>Municipal Information Form for Liquor Licence Application for an indoor area at 45 Cambria Street</p> <p>Section 2 to be completed by the City Clerk.</p> <p>Section 3 – Asking if Council has specific concerns regarding zoning, non-compliance with by-law or general objections to this application.</p> <p>The Fire Department, Health Unit and the Infrastructure and Development Department have not expressed concerns with this application.</p> |



BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD

BEING a By-law to authorize the entering into and execution of an Agreement with The Governing Council of the Salvation Army in Canada, for tax preparation services in Stratford for Social Services clients for the period January 1, 2020 to December 31, 2020 with an additional one-year extension option.

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of The Corporation of the City of Stratford and The Governing Council of the Salvation Army in Canada entered into an Agreement dated the 16th day of December, 2013 for tax preparation services for Social Services clients;

AND WHEREAS The Governing Council of the Salvation Army in Canada has provided those services for the City of Stratford each year thereafter;

AND WHEREAS the Council of The Corporation of the City of Stratford and The Governing Council of the Salvation Army in Canada, operating as The Salvation Army Stratford Community Services, now intend to provide the program for tax preparation services to clients individually referred from the City of Stratford Social Services Office for a one-year period of January 1, 2020 to December 31, 2020 with a one-year extension option and intend to enter into a new agreement;

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

1. That the Agreement dated the 16th day of December, 2019 between The Governing Council of the Salvation Army in Canada and The Corporation of the City of Stratford Consolidated Municipal Service Manager with respect to the provision of tax preparation services for clients individually referred from the City of Stratford Social Services Office to the Salvation Army in the City of Stratford, be entered into and the Mayor and Clerk or their respective delegates are hereby authorized to execute the said Agreement on behalf of

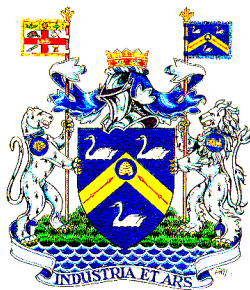
The Corporation of the City of Stratford and to affix the corporate seal thereto.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD

BEING a By-law to authorize the entering into and execution of an Agreement with The Governing Council of the Salvation Army in Canada, for tax preparation services in North Perth for Social Services clients for the period January 1, 2020 to December 31, 2020 with an additional one-year extension option.

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, provides that the powers of a municipality under this or any other Act, shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10(1) of the *Municipal Act 2001* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of The Corporation of the City of Stratford and The Governing Council of the Salvation Army in Canada entered into an Agreement dated the 16th day of December, 2013 for tax preparation services for Social Services clients;

AND WHEREAS The Governing Council of the Salvation Army in Canada has provided those services for the City of Stratford each year thereafter;

AND WHEREAS a program was piloted in North Perth in 2018 wherein the same tax preparation services were provided by the Listowel Salvation Army;

AND WHEREAS the Council of The Corporation of the City of Stratford and The Governing Council of the Salvation Army in Canada, operating as The Salvation Army Listowel Community & Family Services, now intend to provide the program for tax preparation services to clients individually referred from the City of Stratford Social Services Office for a one-year period from January 1, 2020 to December 31, 2020 with a one-year extension option and intend to enter into a new agreement;

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

1. That the Agreement dated the 16th day of December, 2019 between The Governing Council of the Salvation Army in Canada on behalf of the Salvation Army Listowel Community & Family Services and The Corporation of the City of Stratford Consolidated Municipal Service Manager with respect to the

provision of tax preparation services for clients individually referred from the City of Stratford Social Services Office to the Listowel Salvation Army, be entered into and the Mayor and Clerk or their respective delegates are hereby authorized to execute the said Agreement on behalf of The Corporation of the City of Stratford and to affix the corporate seal thereto.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



**BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on December 16, 2019.

WHEREAS subsection 5(1) of the *Municipal Act, 2001, S.O. 2001 c.25* as amended, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS subsection 5(3) of the *Act* provides that the powers of council are to be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Stratford at this meeting be confirmed and adopted by By-law;

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

1. That the action of the Council at its meeting held on December 16, 2019 in respect of each report, motion, resolution, recommendation or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Council and the proper officers of the City are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the by-laws of the Council relating thereto.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 16th day of December, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe