



**The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Committee
Open Session
AGENDA**

Date: Tuesday, November 12, 2019
Time: 7:15 P.M.
Location: Council Chamber, City Hall
Committee Present: Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Mayor Daniel Mathieson, Councillor Beatty, Councillor Bunting, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben
Staff Present: Joan Thomson - Acting Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Tatiana Dafoe - Acting Clerk, Jacqueline Mockler - Director of Human Resources, Michael Humble - Director of Corporate Services, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Kim McElroy - Director of Social Services, Jodi Akins - Council Clerk Secretary, Jeff Leunissen - Manager of Development Services

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

3. Sub-committee Minutes

7 - 16

Sub-committee minutes are attached for background regarding the discussion held at the October 30, 2019 Sub-committee meeting.

4. Delegations

None scheduled.

5. Report of the Fire Chief

5.1 Annual Christmas Market By-law 5-2006 Exemption (ITS19-061)

17 - 25

*This item is also listed on the November 12, 2019 reconvene Council agenda for consideration.

Staff Recommendation: THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to the Annual Christmas Market Committee to allow for an open burn from 10:30 am – 4:30 pm on Sunday, November 24, 2019 in Market Square.

Motion by _____

Sub-committee Recommendation: THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to the Annual Christmas Market Committee to allow for an open burn from 10:30 am – 4:30 pm on Sunday, November 24, 2019 in Market Square.

5.2 Town of Goderich Fire Dispatching Services (ITS19-062)

26 - 27

*This item is also listed on the November 12, 2019 reconvene Council agenda for consideration.

Staff Recommendation: THAT Council approve the one year fire dispatching agreement for the Town of Goderich at the cost of \$12,000.

AND THAT the Mayor and City Clerk be authorized to execute the Agreement.

Motion by _____

Sub-committee Recommendation: THAT Council approve the one year fire dispatching agreement for the Town of Goderich at the cost of \$12,000.

AND THAT the Mayor and City Clerk be authorized to execute the

Agreement.

6. Report of the Chief Building Official

6.1 100 St. Patrick Street – Justice Building Lease (ITS19-057)

28 - 29

Staff Recommendation: THAT The Corporation of the City of Stratford enter into an Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services for the lease of a portion of space at 100 St. Patrick Street (Administration of Justice Building) for five years commencing on January 1, 2020 and shall expire on December 31, 2024;

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

Motion by _____

Sub-committee Recommendation: THAT The Corporation of the City of Stratford enter into an Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services for the lease of a portion of space at 100 St. Patrick Street (Administration of Justice Building) for five years commencing on January 1, 2020 and shall expire on December 31, 2024;

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

7. Report of the Energy and Environment Committee

7.1 Request for Resolution in Support of Conservation Authorities (ITS19-059)

30 - 32

At the October 15, 2019 Regular Council meeting, the following referral motion was made:

THAT the resolution drafted by the Energy and Environment Committee in support of the continuation of Upper Thames River Conservation Authority programs be referred to the October 30, 2019 Infrastructure, Transportation and Safety Sub-committee for consideration.

Staff Recommendation: For the consideration of the Infrastructure, Transportation and Safety Sub-committee.

Motion by _____

Sub-committee Recommendation: THAT Council pass a resolution supporting the initiatives of the Conservation Authority and the significant impact they have on our local environment and forward it to

the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.

7.2 Updated Terms of Reference for the Energy and Environment Advisory Committee (ITS19-060)

33 - 34

Staff Recommendation: THAT the main purpose of the Energy and Environment Committee, as outlined in their Terms of Reference, be amended to:

- The main purpose of the Energy and Environment Committee is to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. The Committee's principal goal will be to improve the environment and advocate for energy efficiency across the entire municipal spectrum. The committee will strive to maintain Stratford's reputation as a community of environmental excellence. The Committee shall be advisory in nature and shall advise City Council of environmental matters and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable.

Motion by _____

Sub-committee Recommendation: THAT the main purpose of the Energy and Environment Committee, as outlined in their Terms of Reference, be amended to:

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8. Report of the Accessibility Advisory Committee

8.1 Request for Additional Accessible On-Street Parking Spaces (ITS19-058)

35 - 36

Staff Recommendation: THAT the Accessibility Advisory Committee request for staff to investigate the possibility of adding an on-street

accessible parking spot on Erie Street at the south side of the entrance to the City Hall Annex parking lot and the possibility of adding an on-street accessible parking spot on Oak Street at Dufferin Street close to the accessible entrance to the Dufferin Ball Diamond, be referred to Infrastructure and Development Services Staff.

Motion by _____

Sub-committee Recommendation: THAT the Accessibility Advisory Committee request for staff to investigate the possibility of adding an on-street accessible parking spot on Erie Street at the south side of the entrance to the City Hall Annex parking lot and the possibility of adding an on-street accessible parking spot on Oak Street at Dufferin Street close to the accessible entrance to the Dufferin Ball Diamond, be referred to Infrastructure and Development Services Staff.

9. For the Information of Committee

9.1 Presentation by Bob Capling

Discussion took place regarding parking and snow clearing concerns on Battershall Court, as well as a request to remove the concrete circle in the cul-de-sac.

Minutes for this item are included as part of the October 30, 2019 Sub-committee minutes attached to this agenda.

Sub-committee Decision: THAT staff prepare a report on parking conditions in the cul-de-sac of Battershall Court, including potential costs and input from the Fire Department.

9.2 Capital Project Update

37 - 40

Sub-committee Discussion: The Director of Infrastructure and Development Services provided an update on the status of various engineering capital projects.

Minutes for this item are included as part of the October 30, 2019 Sub-committee minutes attached to this agenda.

9.3 New Business

Discussion took place about pedestrian safety concerns in the City. Minutes for this item are included as part of the October 30, 2019 Sub-committee minutes attached to this agenda.

Sub-committee Decision: THAT staff be directed to contact Stratford Police Services regarding ongoing pedestrian and traffic concerns

throughout the City.

9.4 Advisory Committee/Outside Board Minutes

41 - 51

The following Advisory Committee/Outside Board minutes are provided for the information of Committee:

Accessibility Advisory Committee minutes of June 4, 2019

Energy and Environment Committee minutes of June 6, 2019

10. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Committee Decision: THAT the Infrastructure, Transportation and Safety Committee meeting adjourn.



The Corporation of the City of Stratford Infrastructure, Transportation and Safety Sub-committee MINUTES

Date: October 30, 2019

Time: 4:30 P.M.

Location: Council Chamber, City Hall

Sub-committee Present: Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Gaffney, Councillor Ingram, Councillor Sebben

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Tatiana Dafoe - Acting Clerk, Jodi Akins - Council Clerk Secretary

Also present: Members of the Public

1. Call to Order

The Chair called the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made at the October 30, 2019 Infrastructure, Transportation and Safety Sub-committee meeting.

3. Delegations

3.1 Presentation by Bob Capling

Motion by Councillor Gaffney

Sub-committee Decision: THAT residents be heard regarding Battershall Crescent.

Carried

Sub-committee Discussion: Photo boards of Battershall Court with captions created by Mr. Capling were circulated to members of the Sub-committee.

Mr. Capling referred to a letter that was circulated to the property owners with driveways onto Battershall Court with two options for parking. He suggested that those two options were not the only options to be considered.

The conditions of the cul-de-sac were described, noting that the pavement is 20ft wide and when vehicles park on the cul-de-sac it causes problems. Frustration with snowplows not entering the circle when vehicles are parked there was expressed, as well as concern that emergency vehicles would not be able to access the area if the street was not plowed. It was also stated that garbage trucks often have to mount the curb to get around.

Mr. Capling requested that all councillors take a good look at the photos. He asked Sub-committee to consider what was more important to them, the safety and wellbeing of residents or money, as well as what the purpose of the green space in the circle is for.

In response to what he is requesting, Mr. Capling stated that he wants the complete removal of the concrete and grass island in the cul-de-sac, which would solve 99% of the problems. He noted other cul-de-sacs in the area, such as Waddell Street, do not have concrete circles in the middle.

Suzi Higgins stated that she is also a resident on Battershall Court, although her driveway does not exit onto the cul-de-sac. The circle is very large and when people are parked around it, or the snow hasn't been cleared, it is very difficult to maneuver large vehicles around it. She also

expressed frustration at multiple employees arriving to cut the grass in the circle, however only one completes the task.

In response to whether the Fire Department has experienced problems getting around the circle, the Fire Chief advised that he looked into this street and was unable to find any records relating to issues.

Motion by Councillor Ingram

Sub-committee Decision: THAT staff prepare a report on parking conditions in the cul-de-sac of Battershall Court, including potential costs for removing the circle and input from the Fire Department.

Carried

In response to questions about the initial purpose of the green space and whether removing it would affect drainage, the Director advised the islands can be used for snow storage, green space or location of utilities such as fire hydrants or hydro poles, although designs have been moving away from islands over time. If it was removed, the street would need to be graded to drain towards the curbs.

Motion by Councillor Sebben

Sub-committee Decision: THAT Mr. Capling be heard.

Carried

Mr. Capling stated that grass is not needed to store snow and wanted to know what the purpose of the island was in the first place. The Chair advised that all of the information would be in the staff report.

Mr. Capling requested to keep his photos but noted they are available if Council wishes to see them. The Chair advised that he would be contacted when the staff report is listed for consideration.

4. Report of the Fire Chief

4.1 Annual Christmas Market By-Law 5-2006 Exemption (ITS19-061)

Staff Recommendation: THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to the Annual Christmas Market Committee to allow for an open burn from 10:30 am – 4:30 pm on Sunday, November 24, 2019 in Market Square.

Sub-committee Discussion: The Fire Chief provided background on the request and the Open Burn by-law.

In response to what it would look like, the Fire Chief advised that the organizers are having something fabricated by a local business at their cost and are working with the Fire Department to ensure it is appropriate.

Motion by Councillor Ingram

Sub-committee Recommendation: THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to the Annual Christmas Market Committee to allow for an open burn from 10:30 am – 4:30 pm on Sunday, November 24, 2019 in Market Square.

Carried

4.2 Town of Goderich Fire Dispatching Services (ITS19-062)

Staff Recommendation: THAT Council approve the one year fire dispatching agreement for the Town of Goderich at the cost of \$12,000.

AND THAT the Mayor and City Clerk be authorized to execute the Agreement.

Sub-committee Discussion: The Fire Chief advised the City has been providing back-up fire dispatch services to Goderich for many years. The local hospital is currently providing dispatch services but is not sure they can continue to provide the service.

He has no concerns with the request from Goderich, although he noted that the revenue was not accounted for in the 2020 budget.

In response to whether current staff would complete the work, the Fire Chief advised that the calls are sporadic and would not add significant volume.

The Chair noted that the City provides dispatching services for many area municipalities.

Motion by Councillor Gaffney

Sub-committee Recommendation: THAT Council approve the one year fire dispatching agreement for the Town of Goderich at the cost of \$12,000.

AND THAT the Mayor and City Clerk be authorized to execute the Agreement.

Carried

5. Report of the Chief Building Official

5.1 100 St. Patrick Street – Justice Building Lease (ITS19-057)

Staff Recommendation: THAT The Corporation of the City of Stratford enter into an Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services for the lease of a portion of space at 100 St. Patrick Street (Administration of Justice Building) for five years commencing on January 1, 2020 and shall expire on December 31, 2024;

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

Sub-committee Discussion: The Director of Infrastructure and Development Services advised there was not a lot of room for negotiation. Staff did check with local real estate agents who confirmed that \$13-15 per square foot is an appropriate market rate. Maintenance costs above and beyond the rent are also charged.

Motion by Councillor Burbach

Sub-committee Recommendation: THAT The Corporation of the City of Stratford enter into an Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services for the lease of a portion of space at 100 St. Patrick Street (Administration of Justice Building) for five years commencing on January 1, 2020 and shall expire on December 31, 2024;

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

Carried

6. Report of the Energy and Environment Committee

6.1 Request for Resolution in Support of Conservation Authorities (ITS19-059)

At the October 15, 2019 Regular Council meeting, the following referral motion was made:

THAT the resolution drafted by the Energy and Environment Committee in support of the continuation of Upper Thames River Conservation Authority programs be referred to the October 30, 2019 Infrastructure, Transportation and Safety Sub-committee for consideration.

Staff Recommendation: For the consideration of the Infrastructure, Transportation and Safety Sub-committee.

Sub-committee Discussion: It was suggested until the changes are known, this may be putting the cart before the horse. It was also suggested that many things the UTRCA does are not statutory.

Motion by Councillor Burbach

Sub-committee Recommendation: **THAT Council pass a resolution supporting the initiatives of the Conservation Authority and the significant impact they have on our local environment and forward it to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.**

Carried

6.2 Updated Terms of Reference for the Energy and Environment Advisory Committee (ITS19-060)

Staff Recommendation: THAT the main purpose of the Energy and Environment Committee, as outlined in their Terms of Reference, be amended to:

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Sub-committee Discussion: None

Motion by Councillor Gaffney

Sub-committee Recommendation: THAT the main purpose of the Energy and Environment Committee, as outlined in their Terms of Reference, be amended to:

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Carried

7. Report of the Accessibility Advisory Committee

7.1 Request for Additional Accessible On-Street Parking Spaces (ITS19-058)

Staff Recommendation: THAT the Accessibility Advisory Committee request for staff to investigate the possibility of adding an on-street accessible parking spot on Erie Street at the south side of the entrance to the City Hall Annex parking lot and the possibility of adding an on-street accessible parking spot on Oak Street at Dufferin Street close to the

accessible entrance to the Dufferin Ball Diamond, be referred to Infrastructure and Development Services Staff.

Sub-committee Discussion: None.

Motion by Councillor Ingram

Sub-committee Recommendation: **THAT the Accessibility Advisory Committee request for staff to investigate the possibility of adding an on-street accessible parking spot on Erie Street at the south side of the entrance to the City Hall Annex parking lot and the possibility of adding an on-street accessible parking spot on Oak Street at Dufferin Street close to the accessible entrance to the Dufferin Ball Diamond, be referred to Infrastructure and Development Services Staff.**

Carried

8. Capital Project Update

Sub-committee Discussion: The Director of Infrastructure and Development Services provided an update on the status of various engineering capital projects, with the highlights as follows:

Quinlan Pump Station and Forcemain are substantially complete. Staff are reviewing servicing drawings for the new development and he believes servicing will begin early next year.

Crane Avenue reconstruction is ongoing and Festival Hydro is beginning to install street lights.

The Forman Avenue Pedestrian Crossing is installed. A crossing guard was present and information on how to use the crossing is being released.

The Huron and Huntingdon Pedestrian Crossing has received approval from the MTO but is delayed due to the length of time to obtain locates and utility conflicts.

Discussion took place regarding the Huron and Huntingdon Pedestrian Crossing. It was noted by a Sub-committee member that they continue to get reports of near-misses and requested this item to be advanced, if possible. The Director advised the MTO is fine with the signal design; however, staff found that there is a significant amount of Bell conduit located where the crossing was to be situated.

With regard to the Pedestrian Crossing on Forman Avenue, a Sub-committee member stated that there is interest in keeping the crossing guard there. The Acting Clerk advised issues were experienced during the first day of operation as drivers learn how to navigate the crossing. It was anticipated the guard would remain until at least Friday November 8, although it was noted that retaining crossing guards and spares continues to cause difficulty with covering all of the crossings.

Concern was noted at the liability of continuing to cross children at Huron and Huntingdon when it is known that it is not safe. Discussion took place about crossing at Forman Avenue and Huron. It was noted that the consultant retained found that it was not a safe option.

9. New Business

A Sub-committee member stated that a member of the public reached out to her with concerns about pedestrian safety. Near misses at stop signs are being experienced on an almost daily basis. It was suggested this could be tied to the matter of reducing the speed limit throughout the City.

Discussion took place about pedestrian safety concerns, noting that they seem to be on the rise as drivers are more distracted or in a hurry. It was suggested that education and enforcement are key.

The Director noted that people are often looking for a sign or a law to try and control behaviour but it comes down to driver behaviour. It was suggested that the Council representative on the Police Services board mention this at the next meeting.

Motion by Councillor Burbach

Sub-committee Decision: THAT staff be directed to contact Stratford Police Services regarding ongoing pedestrian and traffic concerns throughout the City.

Carried

Discussion took place about one-way streets. The Director stated that all required signage is out and it is dependent on drivers paying attention. It was noted there used to be painted arrows at the corner of Romeo and Albert Street to indicate it was a one-way and asked whether that has any impact. The Director advised he could look into it but it still comes down to people paying attention.

10. Advisory Committee/Outside Board Minutes

The following Advisory Committee/Outside Board minutes were provided for the information of Sub-committee:

Accessibility Advisory Committee minutes of June 4, 2019

Energy and Environment Committee minutes of June 6, 2019

11. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is November 27, 2019 at 4:30 p.m. in the Council Chamber, City Hall.

12. Adjournment

Motion by Councillor Sebben

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

Carried

Meeting Start Time: 4:30 p.m.

Meeting End Time: 5:24 p.m.



MANAGEMENT REPORT

Date: October 21, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: John Paradis, Fire Chief
Report#: ITS19-061
Attachments: Open Fire and Burning By-law 5-2006

Title: Annual Christmas Market By-Law 5-2006 Exemption

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

Background: The Annual Christmas Market Committee would like to request an exemption to the City of Stratford's Open Burn By-law for Sunday, November 24, 2019.

As part of their event in Market Square, the Annual Christmas Market Committee would like to have two open burn locations on the East and West sides of Market Square 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 10:30 am – 4:30 pm on Sunday, November 24, 2019.

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 vessel 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 Annual Christmas Market organizers 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 Annual Christmas Market Committee to allow for an open burn from 10:30 am – 4:30 pm on Sunday, November 24, 2019 in Market Square.



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



MANAGEMENT REPORT

Date: October 10, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: John Paradis, Fire Chief
Report#: ITS19-062
Attachments: None

Title: Town of Goderich Fire Dispatching Services

Objective: To consider a request for full time dispatching services for one year.

Background: The Stratford Fire Department has been providing back-up dispatching services for the Town of Goderich since 2009. The Town of Goderich is now requesting full time fire dispatching services for a trial period of one year. If dispatch services meet their expectations it is likely they will consider a longer engagement in the future.

Analysis: A proposal for fire dispatching services has been drawn up with the standard initial fee of \$1.00 per person in the response area. For the Town of Goderich Fire Department it is a total population of 12,000.

This agreement does not impact the current workload of fire dispatching staff and will generate a further \$12,000.00 of revenue for 2020.

Financial Impact: Revenue of \$12,000 plus H.S.T., from December 31, 2019 –December 31, 2020.

Staff Recommendation: **THAT Council approve the one year fire dispatching agreement for the Town of Goderich at the cost of \$12,000.**

AND THAT the Mayor and City Clerk be authorized to execute the Agreement.

Fire Chief, John Paradis

A handwritten signature in cursive script, reading "Joan Thomson".

Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: October 22, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Jonathan DeWeerd, Chief Building Official
Report#: ITS19-057
Attachments: None

Title: 100 St. Patrick Street – Justice Building Lease

Objective: To consider an extension of a five year lease with the Province of Ontario.

Background: The Province of Ontario currently has a lease for its use of 10,409 sq. ft. of space in the City-owned building at 100 St. Patrick Street (Administration of Justice Building). The current lease expires December 31, 2019.

Analysis: The Province would like to continue leasing this space for an additional five years. They currently pay \$12.94 per sq. ft. plus maintenance costs which are calculated yearly based on actual costs to the City. The new negotiated rate is \$13.00 per sq. ft. plus maintenance costs for the same space for the first of five years and \$13.50 per sq. ft. plus maintenance costs for the remaining four years, commencing January 1, 2020. This represents a 0.46% increase for year 1 and a 4.3% increase from the current rate for the remaining four years based on the per sq. ft. rate.

The attached lease document has been reviewed with input from the City solicitor.

Financial Impact: Revenue of \$135,317.00 plus maintenance costs. The base rate used for 2020 maintenance costs is \$10.07 per sq. ft.

There are several other financial benefits to the City as a result of the Courts being located within Stratford and this facility. These have not been quantified but are worth noting.

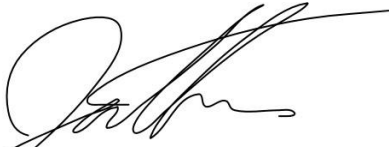
Alignment with Strategic Priorities:

Developing our Resources

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

Staff Recommendation: THAT The Corporation of the City of Stratford enter into an Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Government and Consumer Services for the lease of a portion of space at 100 St. Patrick Street (Administration of Justice Building) for five years commencing on January 1, 2020 and shall expire on December 31, 2024;

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



Jonathan DeWeerd, Chief Building Official



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: October 30, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Energy & Environment Advisory Committee
Report#: ITS19-059
Attachments: None

Title: Request for Resolution in Support of Conservation Authorities

Objective: To consider the request from the Energy & Environment Advisory Committee to support the work of the Conservation Authorities and the significant impact their work has on our local environment.

Background and Analysis: Following recent government changes, the work undertaken by conservation authorities may be scaled back or eliminated. For example, the tree planting programs, educational programs and water quality programs and all the people associated with these programs are in question. Municipalities have submitted letters of support for conservation authorities and the value of the programs they run. Many projects that the E&E Committee takes on are made possible by partnering with the UTRCA.

Energy and Environment Committee Recommendation: **THAT the Energy & Environment Advisory Committee requests Council pass a resolution supporting the initiatives of the Conservation Authority and the significant impact they have on our local environment and forward it to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities;**

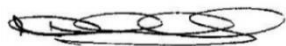
AND THAT the Chair of the E&E Committee also writes a letter of support for Conservation Authorities. Carried.

Financial Impact: N/A

Staff Recommendation: For the consideration of the Infrastructure, Transportation and Safety Sub-committee.



Tatiana Dafoe, Acting Clerk



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer

“WHEREAS the City of Stratford is committed to planning for a sustainable future for its resources and environment;

AND WHEREAS the City of Stratford is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the board of directors of the UTRCA;

AND WHEREAS the board of directors determines the policies, priorities and budget of the UTRCA;

AND WHEREAS the UTRCA provides the City of Stratford with expert advice on the environmental impact of land use planning proposals and that the City of Stratford does not have staff with comparable expertise or experience;

AND WHEREAS the UTRCA provides programs to the residents of Stratford and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk, completing restoration projects on the Avon River as well as protecting life and property through a variety of measures;

Therefore, be it resolved, that the City of Stratford supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be “wound down” at this time. And that, the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future;

And that this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.”



MANAGEMENT REPORT

Date: October 30, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Energy and Environment Advisory Committee
Report#: ITS19-060
Attachments: None

Title: Updated Terms of Reference for the Energy and Environment Advisory Committee

Objective: To update the purpose of the Energy and Environment Committee in their Terms of Reference.

Background: The Energy and Environment Advisory Committee completed their annual review of their terms of reference and would like to submit to Council a proposed updated version of the Committee's purpose.

Current purpose:

The main purpose of the Energy and Environment Committee is to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. The Committee shall be advisory in nature and shall advise City Council of environmental matters and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable;

Proposed new purpose:

The proposed main purpose of the Energy and Environment Committee is to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. **The Committee's principal goal will be to improve the environment and advocate for energy efficiency across the entire municipal spectrum. The committee will strive to maintain Stratford's reputation as a community of environmental excellence.** The Committee shall be advisory in nature and shall advise City Council of environmental matters and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable.

Energy and Environment Committee Recommendation: THAT the Energy & Environment Advisory Committee requests Council update the purpose of the committee as defined in the committee's Terms of Reference. Carried.

Analysis: Approval of Council is required for amending terms of reference for advisory committees.

Financial Impact: N/A

Staff Recommendation: THAT the main purpose of the Energy and Environment Committee, as outlined in their Terms of Reference, be amended to:

- The main purpose of the Energy and Environment Committee is to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. The Committee's principal goal will be to improve the environment and advocate for energy efficiency across the entire municipal spectrum. The committee will strive to maintain Stratford's reputation as a community of environmental excellence. The Committee shall be advisory in nature and shall advise City Council of environmental matters and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable.



Tatiana Dafoe, Acting Clerk



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer



MANAGEMENT REPORT

Date: October 30, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Accessibility Advisory Committee
Report#: ITS19-058
Attachments: None

Title: Request for Additional Accessible On-Street Parking Spaces

Objective: To consider the Stratford Accessibility Advisory Committee's request for an additional on-street accessible parking spaces to be added on Erie Street and on Oak Street.

Background: The Accessibility Advisory Committee, at their September 3 meeting, discussed the possibility of adding an accessible parking spot on Erie Street near the City Hall Annex. This would be an additional accessible spot to the ones in the Annex parking lot. The addition of this space would assist patrons attending the Annex and the businesses and would not require them to cross Erie Street.

Accessible parking issues near the Dufferin Arena and Ball Diamond were also discussed. It was noted the addition of an on-street accessible parking spot near the entrance to ball diamond would be helpful.

Analysis: The following motions were made at the Accessibility Advisory Committee meeting:

THAT the Accessibility Advisory Committee requests staff investigate the possibility of adding an on-street accessible parking spot on Erie Street at the south side of the entrance to the City Hall Annex parking lot. Carried.

THAT the Accessibility Advisory Committee requests staff investigate the possibility of adding an on-street accessible parking spot on Oak Street at Dufferin Street close to the accessible entrance to the Dufferin Ball Diamond. Carried.

Financial Impact: Unknown at this time.

Staff Recommendation: THAT the Accessibility Advisory Committee request for staff to investigate the possibility of adding an on-street accessible parking spot on Erie Street at the south side of the entrance to the City Hall Annex parking lot and the possibility of adding an on-street accessible parking spot on Oak Street at Dufferin Street close to the accessible entrance to the Dufferin Ball Diamond, be referred to Infrastructure and Development Services Staff.



Tatiana Dafoe, Acting Clerk



Michael Humble, Director of Corporate Services



Joan Thomson, Acting Chief Administrative Officer

Capital Projects and Operations Update for October 2019

1. Quinlan Pump Station
 - Tender awarded to Finnbilt General Contracting Limited
 - Construction substantially complete, commissioning underway
2. Quinlan Forcemains
 - Sanitary forcemains from Quinlan PS to Mornington/Quinlan intersection
 - Tender awarded to Steve Smith Construction, construction complete for 2019, topcoat on Line 36 next year
3. Queen Street Storm Sewer
 - Consultant – AMEC, detailed design complete, ECA received
 - RFP for consultant services during construction being prepared
 - Construction proposed for 2020 budget consideration
4. Flow Monitoring and Sanitary model update
 - RFP award to AECOM
 - Flow monitoring complete
 - Modelling ongoing, report anticipated by end of November
5. Concrete Sanitary Sewer Relining
 - Contract with Insituform extended for 2019 works
 - Final sections (Princess, Avondale, Ontario) ongoing
6. Ballantyne Avenue Reconstruction
 - Tender awarded to Lavis Contracting, work complete
 - LID installation performing well
7. St. Vincent Watermain Phase 1 – Lorne Ave to Patricia
 - Tender awarded to Steve Smith Construction
 - Construction complete
8. Erie Street Local Improvement Sidewalk
 - Open house was held in October, report will be coming to sub-committee next month
 - Working on final design for spring/summer construction
9. Pleasant Drive Local Improvement
 - Tender awarded to Lavis Contracting
 - Construction underway, pavement in the next two weeks, topcoat next year
10. Concrete Sidewalk and Curb Replacement
 - Tender awarded to Nicholson Concrete, work is ongoing

Capital Projects Update for October continued

11. Asphalt Resurfacing 2019
 - Tender awarded to Capital Paving
 - O'Loane Ave from Dannecker to Lorne Ave, Lorne Avenue and Wright Boulevard sections
 - Construction complete, minor restoration works required
12. Bridge Improvements
 - Shakespeare garden bridge repair and Tom Patterson island bridge load study complete
 - Remainder of works delayed until 2020
13. Bridge Appraisal
 - BM Ross review of the Bridge, Foot Bridge, Retaining Walls, Culverts and Subways as per OSIM requirements
 - Assessment to commence in fall
14. Traffic Study – Downtown Areas
 - Review of George/Downie, Church/Ontario, various other intersections and pedestrian crossings
 - RVA retained, work ongoing
15. Signal Intersection Updates for AODA compliance
 - 1st year of 7year program
 - New audible signals and pedestrian buttons at Ontario/Erie/Downie, CH Meier/Ontario, and Lakeside/Waterloo
 - Work ongoing
 - Key2Access demonstration installations at Ontario/Waterloo and St.Patrick/Wellington
16. Storm Model and Master Plan Update
 - RFP for consultant services being prepared
 - Update to existing storm model and consolidation of all existing storm master plans and EA reports
17. Frederick Street – Romeo to Burritt and Burritt to Douro
 - Reconstruction of Frederick and Burritt with new sidewalk, curb and gutter, storm sewers. Local Improvement project
 - Tender awarded to Alfred Fach Excavating Limited
 - Construction ongoing, on schedule

Capital Projects Update for October continued

18. St. Vincent Watermain Phase 2 – Patricia to Redford
 - Reconstruction of St. Vincent Street to replace watermain and complete spot repairs to storm and sanitary
 - Tender awarded to 291 Construction Ltd., construction complete for 2019, topcoat next year
19. Grit Removal System
 - Upgrade to WPCP to reduce maintenance and operation costs
 - ACWA managing project, engineering this fall, construction proposed for 2020
20. Water and Wastewater Rate Study
 - Update to the existing financial plan for water and wastewater
 - Watson & Associates retained, scheduled to be complete prior to 2020
21. Romeo Reservoir Works
 - Inspection and miscellaneous repairs
 - Scheduled for November
22. Material Testing and Geotechnical Services
 - MTE Consultants awarded the contract for 2019 and 2020
23. Romeo Storm Arch Rehabilitation
 - NDMP funding application was approved
 - RFP for consulting services awarded to andrews.engineer
 - Rehabilitation to be completed after Avon Theatre season is finished
 - Tender closes in November
24. Automated Pavement Assessments
 - RFP awarded to Stantec to assess all roads within the City
 - Final report next week.
25. Crane Avenue Reconstruction
 - MTE Consultants completed design, tender awarded to Network Sewer and Watermain Ltd
 - Construction ongoing
26. Erie Street Parking Lot improvements
 - On hold due to lack of staffing resources, to proceed in 2020
27. Forman Avenue Pedestrian Crossing
 - Crossing installed, line painting this week
28. Huron at Huntingdon Pedestrian Crossing
 - MTO approval of design required
 - Delayed due to utility conflicts, tender scheduled for spring

Capital Projects Update for October continued

Operations Update

- The Public Works department is wrapping up summer operations and preparing for winter snow removal in October.
- The department recently acquired 2 combination plow/sander trucks to assist in winter operations. Both trucks have been prepped and sanders calibrated in preparation for winter events.
- Staff training will commence the first week of November with Canadian Heavy Equipment College performing classroom and in field training at the Public Works yard.
- Asphalt operations are wrapping up with touch up shoulder work and pothole completion.
- Gravel shoulder work has been ongoing through the month. The department has utilized the asphalt edger attachment to maintain aggregate shoulders throughout the City.
- Street Sweeping continues throughout the City as heavy leaf season begins. Sweepers have been operating on day and night shifts.
- Ditching work is almost complete. Griffith Rd, Hahn Crt, and Park St. ditches have been cleared this month.
- Landfill operations continue to be busy with asbestos acceptance requests and HHW days. Litter fence expansion has been completed, with litter fence trailers being refurbished and fully operational.



A meeting of the **Stratford Accessibility Advisory Committee (AAC)** was held on the above date at 11:30 a.m., 82 Erie Street – Avon Room, Stratford ON

Committee Present: Peter Zein – Vice-Chair Presiding, Jessica Jantzi, Diane Sims, Councillor Bonnie Henderson, Judy Hopf

Staff Present: *Dan Sykes – Development Coordinator, Julia Opie –Accessibility Coordinator, Casey Riehl – Recording Secretary

Also Present: *Greg Skinner – Stratford Police Chief, *Councillor Kathy Vassilakos, *Councillor Jo-Dee Burbach, Lorraine Kuepfer

Absent: Laurie Maloney Devlin, Julie Patterson, Peg Huettlin, Michelle Good

MINUTES

1.0 CALL TO ORDER

Peter Zein called the AAC meeting to order at 11:30 a.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 DELEGATE: Chief Greg Skinner, Stratford Police – Accessible Parking

Chief Skinner introduced himself to the committee and talked about his background leading up to his current position as the Chief of Police here in Stratford. Chief Skinner explained the levels of enforcement the city currently uses for accessible parking fines. There are four bodies of enforcement within the City of Stratford – Stratford Police, By-law enforcement officers (downtown area), park patrollers and Stratford Police bicycle patrollers during the summer. The bicycle patrollers will mainly focus on the downtown area to provide additional visibility and enforcement.

Stratford Police generally look for accessible parking offences, however they most often lay a charge in response to a complaint. If someone complains, they respond and lay a ticket. Park patrol and bike patrol will be pro-actively ticketing for offences, police will remain re-active for parking tickets. Officers often find that people have forgotten to display their accessible parking pass on their dash and subsequently receive a ticket, which is later withdrawn for this reason. Police respond to after-hours complaints regarding on-street parking, blocking driveways, blocking sidewalks, etc. The police try

to focus on education and awareness, as opposed to always issuing fines. Members discussed a possible permit program, to issue parking permits for special circumstance. Chief Skinner noted that this is a decision that Council would have to make.

Julia Opie explained the “Respect the Space” campaign for barrier free parking spaces that the AAC is looking at running for International Day of Persons with Disabilities. She is waiting on the information from Burlington, who successfully launched this public education campaign. Chief Skinner stated the police would be onboard to support a campaign such as this.

Chief Skinner also addressed the issue of accessible taxis in Stratford. There is a requirement for the city to provide an accessible taxi services. There are currently two accessible taxis available in Stratford, both being offered by one company. He has met with the various taxi companies and they struggle with the financial feasibility of operating accessible taxis. The only time the taxis are feasible is during peak operating times, such as Christmas. Chief Skinner has expressed to the taxi companies that if they are faced with not being able to afford running the accessible taxis, that they need to come to the Police Services Board to discuss possible subsidy options. There would be a fair and equitable process for all companies to participate in. Legislation states the city is required to determine the demand and need for on-demand accessibility taxis. Julie Opie suggested this could be addressed as part of the annual transit open house. She will work with Chief Skinner to explore options.

Peter Zein thanked Chief Skinner for taking the time to meet with the committee.

*Chief Skinner no longer present (12:15 p.m.)

4.0 DELEGATES: Councillor Vassilakos, Councillor Burbach, Lorraine Kuepfer – Annual Joint Sidewalk Improvement List Between ATAC and AAC.

Councillor Vassilakos discussed with the AAC committee the possibility of working together with the Active Transportation Advisory Committee to generate an annual report for staff listing priority projects for sidewalk improvements, sidewalk gaps and curb cuts. Members agreed that this process makes the most sense and would be very beneficial to work together. In the past, both committees have identified some of the same areas for improvement. Dan Sykes noted that staff would begin planning the next years’ projects by June. The AAC will host ATAC members at their meeting in April to have the report ready in time to forward to staff. Each committee is to work individually throughout the year on their list of priorities.

Councillor Burbach noted that there are accessibility grants available and perhaps this could be researched for infrastructure upgrades pertaining to transit, such as improvements in paths, sidewalks and curbs leading to bus shelters.

*Councillor Vassilakos and Councillor Burbach no longer present (12:25 p.m.)

5.0 ADOPTION OF THE PREVIOUS MINUTES – May 7, 2019

Motion by Councillor Henderson, seconded by Judy Hopf that the minutes dated May 7, 2019 be adopted as printed. Carried.

6.0 INFRASTRUCTURE & DEVELOPMENT SERVICES UPDATE – Dan Sykes

- The work on St. David and Wellington Streets is on hold until Wightman's has finished their work in the area.
- The Waterloo Street project (near Downie) is still scheduled for this summer.
- The June list of work has not yet been created. The concrete contractor is very busy with various jobs, including all the patch work for Wightman's.
- The Erie Street open-house is being held the end of June.
- Mornington Street path – continuing to work with property owner. Mr. Sykes will inquire with the Manager of engineering for an update and express the AAC's frustration over the delay.
- The current St. Vincent Street work will initially only have a sidewalk installed on the east side, work will begin mid-June.
- The tender for the Frederick Street and Burritt Street upgrades closed yesterday.

*Dan Sykes no longer present (12:35 p.m.)

7.0 PARKING

No new updates.

8.0 TRANSIT

No new updates.

9.0 SITE PLAN REVIEW SUB-COMMITTEE UPDATE

The site plan review committee reviewed two plans this month and copies of the feedback reports have been previously e-mailed to committee members.

10.0 AAC PROJECTS UPDATE

- (a) Stratford Sporting Facilities Accessibility Review – B. Henderson**
Deferred to June due to weather.

11.0 BUSINESS ARISING FROM PREVIOUS MINUTES

- (a) Stratford Accessibility Guidelines – Julia Opie**
Continuing to wait on the approval of the zoning by-law. Once this is complete, the accessibility guidelines can be completed.
- (b) Update on 2019 Accessibility Awareness Week Event**
The event at Northwestern Secondary School went very well and committee members would definitely be interested in organizing it next year and expanding it to include all three secondary schools.

The buddy system pairing the secondary school students with students from Avon Public School worked well. There were stations set up in the auditorium, gym and classrooms that the students made their way around to. Julia Opie suggested another component of the event could be addressing the secondary students specifically regarding future career opportunities pertaining to accessibility. Some fields such as engineering, app development, assistive device design, working with people with disabilities, etc. Jessica Jantzi suggested also a discussion on the benefits of hiring someone with a disability, as many of these students will be employers someday. Diane Sims noted that it is so important to inform students with disabilities of all the opportunities that are out there for them. Ms. Opie also suggested getting the Perth County Accessibility Committee involved next year.

(c) Update on Age-Friendly Communities – Councillor Henderson

A draft management report has been submitted to the Clerk.

(d) Update on Rotary Complex Parking Lot Renovations

No new updates.

(e) Plans for International Day of Persons with Disabilities – Julia Opie

Julia Opie reported that the City of Burlington has had so many requests for information regarding their accessible parking campaign, that they are developing an online porthole for other municipalities to download all the information. Once the information is available, she will share it with the committee.

(f) Ideas for AAC Promotional Items

The committee has nearly depleted their stockpile of promotional items that they give away at events. Please forward any ideas to Councillor Henderson and she will work on quotes for the September meeting.

12.0 NEW BUSINESS

(a) Attracting Media Awareness for Accessibility – Peter Zein

Members are finding it difficult to engage local newspapers to cover accessibility issues. Peter Zein requested if AAC members would give some thought to perhaps writing some press releases on various issues and events in the community. These press releases could go out to the local papers, as well as the city's social media outlets. Julia Opie suggested a regular "accessibility in Stratford" write up in the paper. It could be a time-consuming project; Jessica Jantzi suggested starting with a quarterly write up and working with Mike Beitz. Further discussion at the September meeting.

(b) Soccer Club Accessibility Updates – Julia Opie

Julia Opie reported that she toured the soccer field with reps from the Soccer Club. They showed her where the future trails are going to go, she toured the concession and washroom buildings. Once the trails are finished, AAC members will visit and provide feedback on locations for the benches. The Soccer Club will contact the AAC when the trails are ready later this summer.

(c) Barrier-Free Parking – Julia Opie

Julia Opie has e-mailed information to committee members regarding a public meeting on June 19, 2019. In December 2018, the AAC passed a motion requesting that Type-B accessible parking spaces match the zoning by-law, which at the time was 2.6m wide. The regulation states that accessible parking spaces are to be 2.4m wide. It would make sense that the spaces be the same larger width. Currently, the draft zoning by-law states the width that regular spaces must now be has increased to 2.8m wide. Ms. Opie is suggesting that if this is the case, the Type-B accessible spots should also be increased to this size. Having the accessible spots wider will make parking easier and also decrease the likelihood of drivers having to park on the access aisles. In the e-mail information provided by Julia Opie, there is staff contact information that you can provide feedback regarding the proposed parking space sizes. The proposed new length is being reduced from 6.0m to 5.6m.

Motion by Judy Hopf, seconded by Diane Sims that the Accessibility Advisory Committee requests that staff include in the zoning by-law an increase to the Type-B accessible parking spaces to match the proposed 2.8m width of regular parking spaces. Carried.

(d) Ramp at Service Ontario – Julie Opie

Julia Opie reported that the work on the new ramp at Service Ontario is beginning on June 12, 2019. There will be minimal disruption, with some temporary redirection to the back of the building during construction.

(e) Accessibility Tips on Social Media – Julia Opie

Julia Opie has completed an accessibility tips sheet that she will send to Mike Beitz to share on social media. Members suggested adding pictures would grab people's attention.

(f) Enabling Accessibility Fund – Julia Opie

Julia Opie has been contacted by a Rotary Club member asking that members of the AAC visit the new trail on the north side of William Street (near James Street) and provide some feedback on accessibility. Please send your feedback by Thursday, June 6, 2019.

(g) StopGap Update

No new updates.

13.0 NEXT MEETING – Tuesday, September 3, 2019 – 11:30 a.m. – Avon Room

14.0 ADJOURNMENT

**Motion by Jessica Jantzi, seconded by Judy Hopf that the meeting adjourn.
Carried.**

Time: 1:20 p.m.



**A meeting of the Energy & Environment Advisory Committee
was held on the above date at 4:00 p.m.
City Hall Annex, 82 Erie Street, Stratford ON – Avon Meeting Room**

Present: Emily Chandler – Chair Presiding, Councillor Bonnie Henderson, Dave Hanly, Marianne Hawley, Craig Merkley, Vanni Azzano, Sammie Orr, Mike Jorna, Matthew Orchard, Councillor Jo-Dee Burbach

Staff Present: Kate Simpson – Waste Reduction Coordinator, *Quin Malott – Parks & Forestry Manager, Casey Riehl – Recording Secretary

Also Present: Sharon Poelstra

Absent: Anna Stratton, Dave Mabee, Taylor Crinklaw – Project Engineer

MINUTES

1.0 CALL TO ORDER

Emily Chandler called the meeting to order at 4:00 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None declared.

3.0 ADOPTION OF THE PREVIOUS MINUTES – May 9, 2019

Motion by Marianne Hawley, seconded by Dave Hanly that the minutes dated May 9, 2019 are adopted as printed. Carried.

4.0 DELEGATE: Quin Malott, Parks & Forestry Manager – Greening Stratford

Quin Malott explained to the committee that his annual budget for planting trees in the city is \$75,000.00, not including what they receive from subdivision funds (one tree per lot). This amount has not changed greatly and Mr. Malott feels this is an adequate annual budget which allows them to plant approximately 500 trees per year. In conjunction with UTRCA, they also plant approximately 1,500 saplings. City staff will try to plant wherever they can; there are not a lot of areas that have not been infilled. They are currently working on infilling around swim ponds on Romeo Street. The “actual” cost for staff to plant a tree is \$300/tree with all the associated costs involved. Memorial trees are

\$300.00 to purchase, which just covers the costs associated. Memorial trees are not plaqued.

Because Stratford is an urban forest, it requires a lot of effort to document and maintain each tree. Inside the arterial roads, Stratford has a 6-10% tree coverage. Because the city owns outside those arterial roads, there are percentages of farm land, which lowers the percentage of tree coverage.

The City of Stratford has a plan for three years in advance for tree plantings and removals. Staff has trees on their radar that are in decline due to age or disease and they plan ahead of time. They pre-plan around subdivision plans and know when those trees are also being put in. Mr. Malott stated that between 2010-2014, staff removed 2800 ash trees along streets. During that time frame, staff planted a 1:1 ratio of trees removed and planted. The normal planting ratio is 7:1, including all the saplings being planted. Staff anticipated the ash borer and there was a contingency plan in place for the tree removals leading up to it.

Any tree planting projects that the E&E Committee partners on is over and above the annual Community Services tree budget.

Mike Jorna stated that there is a great need to plant as many trees as possible in the city and thanked Quin Malott and his staff for doing a terrific job in their efforts. He inquired if there are more possibilities to do additional plantings of trees along soccer fields. Mr. Malott noted that they have received some push back from citizens in the past for trying to naturalize areas such as this. However, he is open to planting some trees. Mr. Malott also stated that the city gets all of their trees from the UTRCA now. Councillor Henderson inquired how many woodlots we have that are protected in the city. Mr. Malott stated that the woodlots in Stratford are mostly privately owned. Some of the woodlots are under a hectare, and therefore are not protected.

Mr. Jorna also inquired about citizens cutting down large, healthy trees on their private property and if there is any by-law addressing this. Mr. Malott explained that currently there is not a private tree by-law, but a proposal has gone to Sub-committee with some options. This proposal will address some of these issues. He did note that there is a tree by-law in place currently, but you have to be in the planning process of a renovation, etc. At this point staff would address the removal and replacement of trees with a landscape plan. With the new proposed plan in place, it will not be in the planning by-law, you will have to obtain a permit to take a tree of a certain diameter. Councillor Burbach noted that other municipalities require a homeowner present a plan for taking down trees. They must show a building plan to justify why they are taking them down.

Matt Orchard inquired if the city's updated urban forestry plan is available to view online? Mr. Malott stated that the 2007 update is, but not sure if the 2018 update is online.

Mr. Jorna gave Quin Malott a plaque from the Arboretum that has decayed and was lying on the ground. He suggested that all the plaques be removed or replaced due to their poor condition.

Councillor Burbach inquired if the city could work with farmers whose land surrounds Stratford to plant trees? Mr. Malott stated that they have worked with landowners in the past, but have mainly planted along creeks and rivers. She also inquired if the city would consider working with the county to partner on tree plantings? Mr. Malott was open to working with E&E and other groups to find locations to plant saplings.

Sharon Poelstra inquired if staff tries to plant native trees? Mr. Malott explained they try to be as diverse as possible with their plantings, using native plantings wherever possible. He estimated that their native plantings would be approximately 50%.

Dave Hanly inquired what committees such as E&E and staff could do to help move Council along to allocate more funds for tree plantings. Mr. Malott explained that their current tree planting budget is substantial and adequately covers what staff can handle each year. They are restricted on when and where they can do plantings. Everything is done in-house and there are only so many staff hours to complete all the projects.

*Quin Malott no longer present (4:35 p.m.)

5.0 UPDATES FROM WORKING GROUPS

Carbon Reduction

Marianne Hawley updated members that the working group is working on putting together a green team that would be available to volunteer at various events. The Stratford Library currently has a Huron-Perth volunteer group that might also be interested in partnering for the team. They would also like to work on a handbook for green living and post it online. They would also like to increase the online presence explaining the new recycling program and the importance of following the new guidelines. Kate Simpson noted that they have recently had radio time and placed two colour ads for recycling regarding changes as well as the acceptables. Ms. Simpson is always open to feedback on how they can best get information out to citizens with respect to recycling and waste collection. Some suggestions were notices in tax bills, slip a flyer into empty recycle bins after they have been picked up, add the Facebook posts to the city website and inquire if Community Living or students would deliver flyers.

The working group will look into organizing another visit to the passive house for a tour over the summer. They will keep members posted if a date is set.

They would also like to research some recycling pilot-projects, where collection boxes are set up at various locations to collect specific items. Some locations they would like to

target are schools, healthcare providers and garages. Emily Chandler reported the recent mascara wand collection boxes were also a success. Kate Simpson reported that their co-op student placed boxes at local schools and the only negative feedback is that people often place the wrong items in them. Further discussion at the September meeting.

The working group inquired if the new Climate Coordinator could possibly attend the September meeting. Staff will look into arranging.

Ecological

Craig Merkley reported that the media event for the recent shoreline work was held and photos were posted on social media. They still have to do some seeding and planting shrubs around the area.

UTRCA has been taking inventory of the invasive species at the Old Grove. They have recently been targeting Japanese Knotweed. There have been some frag mites in the Grove and they were treated last fall. They will check again this fall. Mr. Merkley noted there is a lot of buckthorn in the Grove and has inquired if the Parks Manager would be willing to divert some funds to take care of this.

Mr. Merkley has received a report regarding the water quality of the Avon River and the numbers are improving.

The trees that were won at the Stratford Home Show and Garden Show have been delivered.

6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Request to Update the Roundtable for the Environment – Update

The committee would like to arrange a follow-up meeting with the CAO prior to his retirement to discuss feedback on the strategic plan. Councillor Burbach noted that recommendations put forth by the E&E Committee, such as reducing the city's carbon footprint and dog waste collection program, will be included in a new roundtable document or environmental action plan. This has been passed at Sub-committee and will now go to Council for approval. Councillor Burbach noted that E&E will have to work with staff to develop the action plan. Members should review the document and be prepared to give feedback in September. Please e-mail Emily Chandler to compile a list.

(b) Update on Trashion Week Event – Emily Chandler

Emily Chandler will forward an update from organizers once she receives it.

(c) Green Program – Green Cone Digester Letter (Gr. 8's) – Vanni Azzano

Vanni Azzano shared with the committee a letter submitted by the Grade 8's participating in the Green Program. They are requesting that the City of Stratford investigate a green cone digester program for residents.

7.0 UPCOMING EVENTS

Info. Night for Perth Children's Water Festival	June 10, 2019 (7 p.m. @ Wildwood)
Public Info. Session – Waste Processing Site	June 13, 2019 (7-9 p.m. @ Rotary)
Stratford Water Day	April 22, 2020
Perth Children's Water Festival	May 26-28, 2020

8.0 NEW BUSINESS

(a) 2019 E&E Project Plans

Emily Chandler requested members come to the September meeting with project ideas for the remainder of 2019.

9.0 NEXT MEETING DATE – September 5, 2019 – 4 pm– Rotary Complex (Mansbridge Rm.)

10.0 ADJOURNMENT

Motion by Vanni Azzano, seconded by Councillor Burbach that the meeting adjourn. Carried.

Time: 5:20 p.m.