



**Stratford City Council
Regular Council Open Session
AGENDA**

Meeting #: 4590th
Date: Monday, August 26, 2019
Time: 6:00 P.M.
Location: Council Chamber, City Hall
Council Present: Mayor Mathieson - Chair Presiding, Councillor Beatty, 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, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief, Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary, Tatiana Dafoe - Acting Clerk, Eden Grodzinski - Manager of Housing

Pages

1. Call to Order:

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

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:

12 - 38

Motion by _____

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated August 12, 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 August 26, 2019, be added to the Agenda as printed.

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

5.1 At the August 12, 2019 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered

Application to the Town and Gown Advisory Committee

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

Motion by _____

THAT Randi Rudner be appointed as a Stratford Chef School representative to the Town and Gown Advisory Committee for a two-year term until November 30, 2021 or until a successor is appointed;

AND THAT By-law 178-2018, as amended, be further amended.

5.2 At the August 26, 2019 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

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 of local board (section 239.(2)(k));

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

6. Hearings of Deputations and Presentations:

6.1 Presentation by the Ad-Hoc Citizen's Committee on Council Remuneration 39 - 55

Motion by _____

THAT Kimberly Richardson, Chair of the Ad-Hoc Citizen's Committee on Council Remuneration, be heard.

7. Orders of the Day:

Motion by _____

THAT City Council hereby proclaim October 20 to 26, 2019 as "Spiritual & Religious Care Awareness Week" in the City of Stratford.

7.1 Correspondence - UTRCA Municipal Budget Workshop

The Upper Thames River Conservation Authority (UTRCA) has scheduled a Municipal Budget Workshop at their Watershed Conservation Centre on Friday, September 6, 2019.

The workshop is intended as an early budget planning discussion to assist in preparation of the 2020 draft budget.

Members of Council are encouraged to attend to enhance budget deliberations and provide input from Council in light of provincial cutbacks.

Members and Staff wishing to attend are asked to make arrangements with the CAO's office.

7.2 Acceptance of Quote - Q-2019-29 Fire Alarm Upgrades, St. Marys and Listowel (COU19-071) 56 - 59

Motion by _____

Staff Recommendation: THAT the contract for fire alarm upgrades at 329 Jones Street, St. Marys and 645 Derry Street, Listowel be awarded to Motion Electrical Contracting Ltd. for the amount of \$174,866 including HST, and that the Mayor and Clerk, or their designates be authorized to sign the necessary contract agreement.

7.3 Acceptance of Proposal - Facility Condition Assessment (COU19-072) 60 - 62

Motion by _____

Staff Recommendation: THAT Council approve Cion Coulter Corporation to be retained for Consulting Services for the Facility Condition Assessment RFP2019-40 at a cost of \$50,930.00 excluding HST;

AND THAT the Mayor and Clerk be authorized to execute the necessary contract agreement.

7.4 Proclamation - Spiritual & Religious Care Awareness Week

Motion by _____

THAT Stratford City Council hereby proclaims October 20 to 26, 2019 as Spiritual & Religious Care Awareness Week (SCRAW) in the City of Stratford.

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:

Motion by _____

THAT the Report of the Infrastructure, Transportation and Safety Committee dated August 26, 2019 be adopted as printed.

9.1.1 Closure of T. J. Dolan (ITS19-050)

63 - 66

THAT Council proceed to give public notice that the City of Stratford is to consider a by-law to close T.J. Dolan Drive from St. Vincent Street South to St. David Street.

9.1.2 Traffic and Parking By-law Proposed Amendments (ITS19-047)

67 - 107

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

- That the reference to "Mobility Bus" from the table of section 11 page 14 be removed;
- That the title "Schedule 3 – Exemptions for Mobility Bus Stops" be amended to "Schedule 3 – Exemptions for Bus Stops;"
- That Schedule 3 – Exemptions for Bus Stops as amended, be further amended to delete the following:

"Directly in front of the building known as 38 Albert Street"

"On Downie Street West, from a point measured 84.8 metres North of the North curb line of St. Patrick Street for a distance of 13.3 metres North"

"On Ontario Street north, from a point approximately 235 feet to a point approximately 265 feet west of Waterloo Street, immediately west of the driveway entrance to the municipal parking lot"

- That the following be added to Schedule 3 – Exemptions for Bus Stops as amended:

"When authorized signs are installed and on display, which signs are hereby authorized, no person other than those persons operating a Stratford Transit bus shall park or stop a vehicle to load or unload passengers within 15 metres of either side of a bus stop.

- That Schedule 6 – Angle Parking Only as amended, be further amended to delete the following:

"Cobourg Street, north side, from Waterloo St. to Erie Street"

"Market Place, both sides of the Parking Island and the south side, from Downie Street to Wellington Street"

- That the following be added to Schedule 6 – Angle Parking Only, as amended:

"Albert Parking Lot, municipally known as 18 Albert Street"

"Ontario Parking Lot, municipally known as 126 Ontario Street"

9.1.3 Simcoe and Morgan Street Crossing Guard Request (ITS19-048) 108 - 111

THAT staff be authorized to proceed to install a 35m sidewalk on the north side of Simcoe Street in 2019, to be funded from the Trails/BP Master Plan Implementation budget;

AND THAT staff be authorized to install a crossing guard, necessary signage and markings at the Simcoe and Morgan Street intersection in September 2019.

9.2 Report of the Planning and Heritage Committee:

Motion by _____

THAT the Report of the Planning and Heritage Committee dated August 26, 2019 be adopted as printed.

9.2.1 Proposed exemption to Sign By-law 159-2004 - Sections 10.0 (b) and 16.0 (c) (PLA19-030) 112 - 116

THAT the request by The Hub Fine Food & Market – Butchery to permit a fascia sign on the upper storey of 33 Market Place be denied as it does not satisfy the criteria of Section 23.0 e) of the Sign By-law.

9.2.2 Planning Application Fees Review (PLA19-028) 117 - 137

THAT in accordance with the Planning Act and in conformity with the Official Plan, the attached pre-planning application consultation by-law (Appendix "A") which requires applicants to consult with the City prior to submitting Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications, be adopted;

That in accordance with Section 69 of the Planning Act, Schedule "B", Building and Planning Fees and Charges, of By-law 190-2018, Fees and Charges By-law, to amended as shown on Appendix "B";

AND THAT Schedule "B", to By-law 25-2004, a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters be repealed.

9.2.3 Demolition Control By-Law (PLA19-031) 138 - 144

THAT Council receive the Demolition Control By-law report for information;

AND THAT Council approve the Demolition Control By-law.

9.3 Report of the Finance and Labour Relations Committee:

Motion by _____

THAT the Report of the Finance and Labour Relations Committee dated August 26, 2019, be adopted as printed.

9.3.1 Delegating Authority on Tax Matters (FIN19-046) 145 - 147

THAT the Treasurer and Supervisor of Tax Revenue be

delegated authority to reduce a penalty or interest charged against a property under Section 345 of the Municipal Act, 2001 as amended, to a limit of \$250;

THAT the Treasurer and Supervisor of Tax Revenue be delegated authority to approve applications under Section 357 and 358 of the Municipal Act, 2001 as amended, to cancel, reduce or refund taxes based on specific criteria of demolition, such as fire, change in use, land has become exempt, repairs or renovations, overcharges due to a gross or manifest error that is clerical in nature but not an error in judgment;

THAT the Assessment Review Board be delegated authority to exercise the functions of Council pursuant to subsections 357 (1) and (5) with respect to applications made under Section 357(1)(d.1) of the Municipal Act, 2001 as amended for the cancellation, reduction or refund of taxes levied in the year in respect of which the application is made by any persons who are unable to pay taxes because of sickness or extreme poverty for the City of Stratford;

AND THAT Delegation of Authority By-law 135-2017 as amended, be further amended to delegate this authority to the Treasurer and Supervisor of Tax Revenue for the City of Stratford and to the Assessment Review Board.

9.3.2 Operating Budget Variance Report as at 30 June 2019 (FIN19-027) 148 - 197

THAT the report of the Director of Corporate Services dated 23rd July 2019, regarding the Operating Budget Variance Report as at 30th June 2019, be received for information.

10. Notice of Intent:

10.1 Notice of Public Meeting under the Retail Business Holidays Act

Stratford City Council will hold a Public Meeting under the *Retail Business Holidays Act* at 7:00 p.m. on Monday, September 23, 2019 in the Council Chamber, City Hall, 1 Wellington Street to hear the application from Value Village Stores for an exemption to allow the Value Village store located at 925 Ontario Street, to open on defined holidays during the designated tourism season in Stratford.

The Act requires most retail businesses to close on defined holidays;

however, certain exemptions are allowed. Stratford City Council enacted By-law 149-92 to grant exemptions to the Act. The exemptions granted by Council permit certain retail businesses to open on defined holidays from May 1 to November 12 between the hours of 10:00 a.m. and 4:00 p.m. for the maintenance and development of tourism. Other restrictions apply.

An application has been submitted requesting an exemption to permit Value Village located at 925 Ontario Street to open on defined holidays between May 1 and November 12 each year.

Any person may attend this Public Meeting to make written or oral comments with respect to this application. Alternatively, written comments may be submitted to the Acting Clerk, City of Stratford, P.O. Box 818, Stratford ON N5A 6W1 or clerks@stratford.ca by August 31.

11. Reading of the By-laws:

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

Motion by _____

THAT By-laws 11.1 to 11.9 be taken collectively.

Motion by _____

THAT By-laws 11.1 to 11.9 be given First and Second Readings.

Motion by _____

THAT By-laws 11.1 to 11.9 be given Third and Final Readings.

11.1 Delegation of Authority 198 - 201

To amend By-law 135-2017, as amended, to delegate Council's authority to the Treasurer, Supervisor of Tax Revenue or the Assessment Review Board regarding certain tax matters under the Municipal Act and certain authority under the Planning Act to the Chief Building Official and City Clerk with respect to issuance and refusal of demolition permits for residential properties.

11.2 Traffic and Parking By-law Amendments 202 - 203

To amend Traffic and Parking By-law 159-2008, as amended, to make housekeeping amendments.

11.3 Acceptance of Quote 204

To authorize the acceptance of the quote and the undertaking of the work by Motion Electrical Contracting Ltd., for fire alarm upgrades at certain housing buildings[Q-2019-29]

11.4 Demolition Control By-law Adoption 205 - 207

To adopt a by-law designating an area of demolition control and the requirement for a permit for demolition of residential buildings.

11.5 Appointments to Town and Gown Committee 208

To amend By-law 178-2018, as amended, to appoint a Stratford Chef School representative to the Stratford Town and Gown Committee.

11.6 Pre-consultation By-law Adoption 209 - 210

To adopt a Pre-consultation By-law, to require applicants to consult with the City of Stratford prior to submission of a development application.

11.7 Fees and Charges By-law Amendment 211 - 215

To amend Fees and Charges By-law 190-2018, as amended, to reflect amended Planning Services fees.

11.8 Repeal of Schedule "B" to By-law 25-2004 216

To repeal Schedule "B" of By-law 25-2004 as amended, which established a tariff of fees for the processing of applications made in respect of planning matters.

11.9 Acceptance of Proposal 217

To authorize the acceptance of the proposal and the undertaking of the work by Cion Coulter Corporation for consulting services for the facility condition assessment [RFP 2019-40].

12. Consent Agenda: CA-2019-108 to CA-2019-112 218 - 222

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 September 9, 2019 in the Council Chamber, City Hall.

Motion by _____

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

- Finance and Labour Relations Committee [6:15 p.m. or thereafter following the Regular Council meeting];

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 August 26, 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 Reading of the By-laws (reconvene):

223

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

By-law 11.10 Confirmatory By-law

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on August 26, 2019.

Motion by _____

THAT By-law 11.10 be given First and Second Readings.

Motion by _____

THAT By-law 11.10 be given Third and Final Readings.

15.3 Adjournment of Council Meeting

Meeting Start Time:

Meeting End Time:

Motion by _____

THAT the August 26, 2019 Regular Council meeting adjourn.



Stratford City Council Regular Council Open Session MINUTES

Meeting #: 4589th
 Date: Monday, August 12, 2019
 Time: 6:00 P.M.
 Location: Council Chamber, City Hall

Council Present: Deputy Mayor Ritsma - Chair Presiding, Councillor Bunting, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Sebben, Councillor Vassilakos

Regrets: Mayor Mathieson, Councillor Beatty, Councillor Burbach

Staff Present: Joan Thomson - Acting Chief Administrative Officer, David St. Louis - Director of Community Services, 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, Jodi Akins - Council Clerk Secretary, Mike Beitz - Corporate Communications Lead

Also Present: Andrea Page, Andrew Williams and Paul Roulston (Item 6.1), Julia Merritt (Item 6.2), Members of the Public and Media

1. Call to Order:

Deputy Mayor Ritsma, Chair presiding, called the Council meeting to order.

Mayor Mathieson and Councillors Beatty and Burbach provided regrets for this meeting.

Singing of O Canada

Moment of Silent Reflection

Deputy Mayor Ritsma welcomed Joan Thomson as Acting Chief Administrative Officer and Tatiana Dafoe as Acting Clerk.

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

A declaration of pecuniary interest was not made by a member at the August 12, 2019 Regular Council meeting.

3. **Adoption of the Minutes:**

R2019-341

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

THAT the Minutes of the Regular Meeting of Council of The Corporation of the City of Stratford dated July 22, 2019 be adopted as printed.

Carried

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

There was no Addenda/Addendum to the August 12, 2019 Regular Council agenda.

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

5.1 At the July 22, 2019 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered

Release from Agreement of Purchase and Sale of Lot 20, Wright Business Park with 2567217 Ontario Limited.

[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)].

R2019-342

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

THAT Stratford City Council authorize the repeal of By-law 37-2019.

Carried

5.2 At the August 12, 2019 Session, under the Municipal Act, 2001, as amended, matters concerning the following items were considered:

- 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)).

At the In-camera Session, direction was given on all items.

6. Hearings of Deputations and Presentations:

6.1 Presentation by Stratford Public Library

R2019-343

Motion by Councillor Henderson

Seconded By Councillor Ingram

THAT the presentation by Julia Merritt regarding the impacts of the Provincial budget on the library, be heard.

Carried

Stratford Public Library CEO, Julia Merritt, presented an update on the Stratford Public Library's 2019 work plan. Members were advised they continue to leverage the Perth County Information Network to address financial and access pressures. In addition, they are completing an inventory and systems analysis to explore local best practices and continue to explore marketing and advocacy avenues.

A number of successes were highlighted, including program participation which has increased over 25%, an increase in circulation and walk-in

numbers and many community partnerships. It was noted staff are exploring live streaming and expanded education options such as Lynda.com and Gale Courses, as well as innovative marketing ideas.

Background information was provided on the Inter-Library Loan agency, which is used to share collections between the five PCIN members, as well as the rest of the province. The program was 100% provincially funded until recently when service delivery was eliminated.

PCIN members have developed a solution, which includes the purchase of their own vehicle. The budget impact to member municipalities will be limited to shared operating costs.

A number of new initiatives will be rolled out in the near future, including ten Wi-Fi hotspot lending passes, implementation of software called collectionHQ and continued data gathering.

In response to how much the inter-library loan program cost, the CEO advised it was funded by the Province at a cost of \$1.2 million. Since the program funding was cut, the Province has committed to a partial postage reimbursement.

The CEO and her staff were thanked by Deputy Mayor Ritsma.

6.2 Presentation by Stratford General Hospital

R2019-344

Motion by Councillor Gaffney

Seconded By Councillor Clifford

THAT the presentation by Andrea Page and Andrew Williams, be heard.

Carried

Andrea Page, Executive Director of Stratford General Hospital, stated the Hospital had recently undertaken a feasibility study and the results of that study were provided. The results showed that most participants were unaware that 100% of hospital equipment is funded through donations. The importance of investing in infrastructure and technology to ensure staff have the necessary tools to complete their jobs was discussed.

Statistics were provided on the hospital and care visits and a history of donations raised since 1983. It was noted the City provided 25% of the

successful Heart and Soul campaign. Fundraising goals of various hospitals were referred to, noting that municipal support is crucial for a hospital's success.

The impact of the Heart and Soul campaign over 9 years was stated, with statistics provided on patient visits and number of surgeries, scans and exams completed.

Andrew Williams, President and CEO of Stratford Perth Healthcare Alliance, advised they are getting ready to launch a new campaign and outlined the investments in care and equipment they would like to make.

It was noted government funding provides for operational costs but not for the purchase of technology and equipment. Plans for investment in staff and partnerships were outlined, noting that cutting edge tools and resources are key for recruitment.

Paul Roulston, Vice-Chair of the Stratford General Hospital Foundation, respectfully requested a City commitment of \$5 million over 10 years in support of their \$30+ million campaign.

R2019-345

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT the request from the Stratford General Hospital Foundation for a \$5 million grant, over 10 years, to the "In Our Hands" campaign be referred to the 2020 budget process.

Carried

Deputy Mayor Ritsma thanked the presenters for all their work.

7. Orders of the Day:

7.1 Resolution - Dragon Boat Festival Municipal Significance

Members were advised, the Rotary Club of Stratford requested designation of the 24th Annual Dragon Boat Festival as municipally significant for the purposes of obtaining a special occasion permit liquor licence. The event will be held Saturday, September 14, 2019 in Lower Queen's Park and on Tom Patterson Island. City Departments, including the Fire Department, indicated no concerns with the request.

R2019-346

Motion by Councillor Bunting

Seconded By Councillor Ingram

THAT City Council hereby designates the 24th Annual Dragon Boat Festival to be held September 14, 2019 as having municipal significance in Stratford for the purpose of obtaining liquor licences from the AGCO, subject to the necessary permits being obtained, compliance with the City's Municipal Alcohol Risk Policy and the required certificates of insurance being provided.

Carried

7.2 Proclamation - Child Care Worker and Early Childhood Educator Appreciation Day

R2019-347

Motion by Councillor Sebben

Seconded By Councillor Henderson

THAT City Council hereby proclaims October 24, 2019 as "Child Care Worker and Early Childhood Educator Appreciation Day" in the City of Stratford in recognition of the education, dedication and commitment of child care workers to children, their families and the quality of life in the community.

Carried

7.3 Correspondence - Perth County Municipal Association Annual Meeting

Members were advised the 71st Annual Meeting of the Perth County Municipal Association will be held on November 20, 2019.

Members of Council and Staff wishing to attend were asked to make arrangements through the CAO's Office.

7.4 Proclamation - Wrongful Conviction Day

R2019-348

Motion by Councillor Bunting

Seconded By Councillor Gaffney

THAT City Council hereby proclaims October 2, 2019 as "Wrongful Conviction Day" in the City of Stratford.

Carried

7.5 Acceptance of Tender - 2019 Cemetery Loader/Backhoe Tender Approval (COU19-067)

R2019-349

Motion by Councillor Vassilakos

Seconded By Councillor Ingram

THAT the capital budget for the replacement of the Cemetery loader/backhoe (G955-9571) be amended to \$123,129 with all funding from Recreation Capital Reserve Fund (R-R11-RECR);

AND THAT approval of the low bid from Strongco Limited Partnership in the amount of \$136,730, including HST for the supply and delivery of one four-wheel drive industrial loader with backhoe be approved.

Carried

7.6 Resolution - Appoint Building Inspector (COU19-068)

R2019-350

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

THAT Council amend By-law 8-2009, as amended, to appoint Trevor Schon as Inspector under the Building Code Act for The Corporation of the City of Stratford commencing August 19, 2019.

Carried

7.7 Acceptance of Proposal - 2019 Playground Equipment at Shakespeare Park (COU19-069)

R2019-351

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

THAT the capital budget for the supply and installation of playground equipment at Shakespeare Park (G971-9402) be amended to \$103,786.23 with all funding from Recreation Capital Reserve Fund (R-R11-RECR);

AND THAT the bid from Park N Play Design Co Ltd. in the amount of \$115,250.04, including HST for the design, supply, delivery and installation of an accessible playground, including accessible rubber surface flooring and the installation of an accessible pathway at Shakespeare Park be approved.

Carried

7.8 Resolution - Road Widening for Site Plan Application SP02-19, 305 Romeo Street South (COU19-070)

R2019-352

Motion by Councillor Gaffney

Seconded By Councillor Vassilakos

THAT Council authorize the conveyance of Parts 2, 3 and 4 on Plan 44R-5639 from Spennie Holdings Inc. to The Corporation of the City of Stratford;

AND THAT upon conveyance of Parts 2, 3 and 4 Plan 44R-5639 to the City of Stratford, these lands be dedicated public highway forming part of Romeo Street South and part of Douro Street.

Carried

7.9 Correspondence - Transport Canada

Members were advised Transport Canada conducts inspection to verify that certificate holders are in compliance with applicable regulatory requirements. Stratford Municipal Airport was inspected on July 17, 2019 and evaluated in several areas of operation. The surveillance team concluded that all areas were in compliance.

7.10 Correspondence - Office of the Fire Marshal and Emergency Management

Members were advised the Office of the Fire Marshal and Emergency Management (OFMEM) reviewed the documentation submitted by the City's Community Emergency Management Coordinator (CEMC) and determined that the City of Stratford was compliant with the Emergency Management and Civil Protection Act (EMCPA) in 2018.

8. Business for Which Previous Notice Has Been Given:

None scheduled.

9. Reports of the Standing Committees:

9.1 Report of the Planning and Heritage Committee:

"Strengthening our Community: Attracting People and Investment"

A request was made for staff to report to Council on the City's current vacancy rate.

R2019-353

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

THAT the Report of the Planning and Heritage Committee dated August 12, 2019, be adopted as printed.

Carried

9.1.1 45 Parkview Drive (the Bruce Hotel) Request for a Right-of-way over the former Water Street Road Allowance (PLA19-025)

THAT the request submitted by Marklevitz Architects Inc. on behalf of the JLB Inc. (the Bruce Hotel), for a right-of-way over a portion of the former Water Street road allowance to provide driveway access to three parking spaces for a proposed three suite hotel on 45 Parkview Drive, be filed.

9.1.2 Plan of Condominium Application 31CDM 19-004, 456 Lorne Avenue West (PLA19-027)

THAT the City of Stratford pursuant to Section 51(31) of the Planning Act grant draft approval to Plan of Condominium 31CDM-19004 subject to the following conditions:

This approval applies to the draft plan submitted by Labelle/RHP Stratford Inc., prepared by NA Geomatics Inc., certified by David J. Raithby, OLS, File No. 19-6021, drawing file name 19-6021_Draft Plan Condo_Db.dwg, dated 26-Apr-19. The Plan contains 168 Units including 52 residential Units, 38 storage locker Units and 78 parking space Units.

This draft approval is for a Standard Plan of Condominium under the Condominium Act, 1998.

The development is to be registered as one condominium corporation.

This approval of the draft plan applies for a period of five (5) years, and if final approval is not given within that time, the draft approval shall lapse, except in the case where an extension has been granted by the Approval Authority.

Prior to final approval for the registration of the development as a condominium corporation by the Approval Authority, the Manager of Development Services, City of Stratford, is to be advised in writing by the Municipal Building Official, that:

all buildings are substantially complete and an occupancy permit issued;

site works in the common elements are substantially complete, the Owner's consulting engineer has submitted a final lot grading certificate which has been accepted by the City;

the proposed plan of condominium showing any "as constructed" buildings and structures has been submitted and accepted by the City as in compliance with all applicable zoning by-law regulations;

the fire route and fire route signs have been installed to the satisfaction of the City; and,

all obligations of the Owner, pursuant to the Development Agreement with the City are substantially complete.

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:

- i. unitized parking spaces are to be owned by residential Unit owners within the lands included in SP10-18; and
- ii. all storage Units are owned by residential Unit owners within the lands included in SP10-18.

The Condominium Declaration shall contain the following Warning Clause:

Purchasers/Tenants are advised that sound levels due to increasing road traffic may interfere with some activities of dwelling occupants.

Purchasers/Tenants are advised that the existing agricultural-related industrial facility located on the south side of Lorne Avenue West and in proximity to the residential development operates on a semi-continuous basis during harvest season(s) and that emissions including noise, dust, light and odour, may from time to time

interfere with the use and enjoyment of the residential dwellings. Purchasers/Tenants are advised that they will not be compensated by the municipality, developer or adjacent agricultural-related industrial facility for any inconvenience or damages suffered as a result of the proximity of the residential development to the existing facility.

Prior to final approval for the registration of any condominium corporation within this development, a list of apartment numbers and the corresponding legal descriptions that will be in place upon registration of the plan of condominium shall be submitted to the City to the satisfaction of the Manager of Development Services.

Prior to final approval for the registration of the development as a condominium corporation by the Approval Authority, the Manager of Development Services, City of Stratford, 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.

Prior to final approval by the Approval Authority, the Manager of Development Services, is to be advised in writing, by Union Gas, that its requirements with respect to easements and rights-of-way for services have been met.

Prior to final approval for the registration or the development as a 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.

The Condominium Declaration shall contain a provision that outlines that telecommunications, mail delivery equipment, water lines and appurtenances, hydro, perimeter fencing, parking, 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 or the Units and common elements and are to be operated, repaired, and maintained by the Condominium Corporation to the satisfaction of the Manager of Development Services.

The digital copy of the plans provided are required containing the plan of condominium in Auto CAD native format (.dwg), stored as a

single file, with all of the classes of features (eg. building footprint, Unit boundaries, interior roadways, access to public street, retaining walls, noise attenuation walls, fences, etc.) separated into different layers. For further information, please contact City of Stratford Infrastructure and Development Services Department.

Prior to final approval, for the purposes of satisfying any of the conditions of draft approval herein contained, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances 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 City of Stratford, 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. If final approval is not given to this Plan, within 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.
3. 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 Engineering Department in accordance with Ontario Basic Mapping (U.T.M. Grid 1:2000), for future use within the City's geographical information system.

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, Chief Building Official
 - City of Stratford Infrastructure and Development Services Department, Engineering Division
 - Canada Post
 - Union Gas
- I.the request is consistent with the Provincial Policy Statement; and
- II.the request is consistent with the goals, objectives and policies of the Official Plan.

9.1.3 Plan of Condominium Application 31CDM 19-003- 350 O'Loane Avenue (PLA19-029)

THAT the City of Stratford pursuant to Section 51(31) of the Planning Act grant draft approval to Plan of Condominium 31CDM-19003 subject to the following conditions:

1. This approval applies to the Draft Plan of Condominium 31CDM-19003 for Werner Bromberg Limited, prepared by GSP Group, certified by Erich Rueb OLS, Project No. 16142.60, dated April 16, 2019. The Plan contains a total of 50 Units, 45 residential Units and 5 parking space Units, located at 350 O'Loane Avenue.
2. This draft approval is for a Vacant Land Plan of Condominium under Part XII of the Condominium Act, 1998.
3. The development is to be registered as one Condominium Corporation.

4. This approval of the draft plan applies for a period of five (5) years, and if final approval is not given within that time, the draft approval shall lapse, except in the case where an extension has been granted by the Approval Authority.
5. 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 Municipal Building Official that:
 - i) site works in the common elements are substantially complete, the Owner's consulting engineer has submitted a final lot grading certificate which has been accepted by the City;
 - ii) the proposed plan of condominium showing any "as constructed" buildings and structures if applicable has been submitted and accepted by the City as in compliance with all applicable zoning by-law regulations; and,
 - iii) the fire route and fire route signs have been installed to the satisfaction of the City.
6. Prior to final approval for the registration of any Condominium Corporation a plan shall be provided demonstrating that the unit boundaries in conjunction with the approved site plan are in compliance with the applicable Zoning By-law regulations.
7. The Condominium Declaration shall contain appropriate provisions setting out the responsibility for maintaining, repairing, and replacing services which serve:
 - i) more than one Unit, whether or not those services are within the common elements or within a Unit;
 - ii) the owner's Unit only, that are located within the owner's Unit or another Unit; and
 - iii) the owner's Unit only, that are located within the common elements.
8. The description of the Common Elements in the Condominium Declaration shall include water lines below each Unit and to the foundation wall to accommodate the water system and

appurtenances, sanitary sewer lines and appurtenances and storm sewers and appurtenances to the satisfaction of the Manager of Engineering and the Manager of Environmental Services. These elements are to be operated, repaired and maintained by the Condominium Corporation.

9. Prior to final approval, the Owner's professional engineer shall provide certification to the Approval Authority that all buildings, structures, facilities and services (including landscaping, walkways, retaining walls and grading) shown in the declaration and description to be included in the common elements have been completed, installed and provided in accordance with the requirements of the Condominium Act, 1998.

Should all facilities and services (including landscaping, walkways, retaining walls and grading) not be installed and provided prior to final approval, the Owner's engineer shall have his professional engineer provide a written, detailed estimate of 100% of the cost to install and provide the facilities and services shown in the declaration and description to be included in the common elements, to the City's satisfaction, and provide security in the accepted amount plus 25% for administration and contingencies in a form acceptable to the City Treasurer. Should security already being held by the City under the authority of Section 41 of the Planning Act be partially or fully sufficient in form and amount to meet this requirement, the Condominium security requirement may be reduced or waived by the City. The City will not hold security for amenities such as pools, tennis courts, or clubhouses.

Should security be provided, the Owner shall enter into a condominium agreement with the City to be registered on title prior to final approval.

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 the appropriate provisions to ensure:
 1. that a minimum 1m wide access shall be granted along the rear of the residential Units to ensure the townhouse dwellings have access to the rear yard of their Unit; and

2. that access shall be granted to ensure the Condominium Corporation has access to maintain the perimeter fencing.
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 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.
12. Prior to final approval for the registration of the Condominium Corporation within this development, a list of residential 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 to the satisfaction of the Manager of Development Services.
13. The Condominium Declaration shall contain appropriate provisions requiring municipal addressing and/or door point numbers to be posted on the façade of each Unit in accordance the City's Municipal Addressing By-law 47-2008 to the satisfaction of the Manager of Development Services.
14. Prior to final approval for the registration of the Condominium Corporation by the Approval Authority, the Manager of Development Services, City of Stratford, 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.
15. Prior to final approval for 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.
16. The Condominium Declaration shall contain a provision that outlines that telecommunications, mail delivery equipment,

water lines and appurtenances, hydro, gas, perimeter fencing, accessible parking, visitor parking, 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 or the Units and common elements and are to be operated, repaired, and maintained by the Condominium Corporation to the satisfaction of the Manager of Development Services.

17. The Condominium Declaration shall contain a provision outlining that no parking is available on the internal driveway or along O'Loane Avenue and that all parking shall be provided in the garage, driveway, parking space Units or within the 12 visitor parking spaces, and it shall also state that the clause shall not be amended without consent of the City of Stratford.(revised)

18. The condominium declaration shall contain a clause outlining that the following clause shall be included in any agreements such as offers of purchase and sale, and lease/rental agreements to the satisfaction of the Manager of Development Services:

"in accordance with the applicable Zoning By-laws and approved Site Plan, this condominium contains 12 visitor parking spaces. No parking is available within the internal driveway or along O'Loane Avenue and all parking shall be provided in the garage, driveway, parking space units or within the 12 visitor parking spaces."

19. The digital copy of the plans provided are required containing the plan of condominium in Auto CAD native format (.dwg), stored as a single file, with all of the classes of features (eg. building footprint, Unit boundaries, interior roadways, access to public street, noise attenuation walls, fences, etc.) separated into different layers. For further information, please contact City of Stratford Infrastructure and Development Services Department.

20. Prior to final approval, for the purposes of satisfying any of the conditions of draft approval herein contained, the Owner shall file with the City of Stratford a complete submission consisting

of all required clearances 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 City of Stratford, 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. If final approval is not given to this Plan, within 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.

3. 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 Engineering Department in accordance with Ontario Basic Mapping (U.T.M. Grid 1:2000), for future use within the City's geographical information system.
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, Chief Building Official
- City of Stratford Infrastructure and Development Services Department, Engineering Division
- Canada Post
- Union Gas

9.2 Report of the Social Services Committee

R2019-354

Motion by Councillor Henderson

Seconded By Councillor Sebben

THAT the Report of the Social Services Committee dated August 12, 2019, be adopted as printed.

Carried

9.2.1 Preliminary report on the Integration and Transformation of Employment Services be received for information (SOC19-013)

THAT the Preliminary report on the Integration and Transformation of Employment Services be received for information;

AND THAT The City of Stratford CMSM continues to work collaboratively with Bruce, Grey and Huron CMSM's to discuss future opportunities in regards to the Integration and Transformation of Employment Services.

9.2.2 New Capital Build Project: Anne Hathaway Public School Site (SOC19-014)

THAT the "New Capital Build Project; Anne Hathaway Public School Site" report be received for information;

AND THAT this initiative be referred to the City of Stratford 2020 budget process.

9.2.3 2019 Approved Alternate Average Market Rent (SOC19-011)

THAT the report titled "2019 Approved Alternate Average Market Rent" be received for information.

9.2.4 Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) (SOC19-012)

THAT Council authorize the Mayor, City Clerk and Director of Social Services to execute the Transfer Payment Agreement and other necessary documentation with the Ontario Ministry of Municipal Affairs and Housing (MMAH) as required for the purpose of participating in the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI).

9.2.5 An Update on the Ontario Works Caseload and Targets - 2018 (SOC19-010)

THAT the report titled "An update on Ontario Works Caseload and Targets – 2018" be received for information.

9.3 Report of the Community Services Committee

R2019-355

Motion by Councillor Sebben

Seconded By Councillor Gaffney

THAT the Report of the Community Services Committee dated August 12, 2019, be adopted as printed.

Carried

9.3.1 Cemetery By-law and Fees (COM19-020)

THAT the Cemetery By-law be approved as revised;

AND THAT Council approve the Fee Schedule for 2019, 2020 and 2021.

9.3.2 Community Services Department 2020, 2021 and 2022 Fees and Charges (COM19-019)

THAT the Community Services Department revised fees and charges for 2020, 2021 and 2022 be approved, with the exception that the child and student rates for transit, public swimming and public skating admissions be frozen at 2020 rates for years 2021

and 2022;

AND THAT By-law 190-2018 be updated.

10. Notice of Intent:

None scheduled.

11. Reading of the By-laws:

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

R2019-356

Motion by Councillor Ingram

Seconded By Councillor Bunting

THAT By-laws 125-2019 to 133-2019 be taken collectively.

Carried unanimously

R2019-357

Motion by Councillor Henderson

Seconded By Councillor Clifford

THAT By-laws 125-2019 to 133-2019 be read a First and Second Time.

Carried two-thirds support

R2019-358

Motion by Councillor Gaffney

Seconded By Councillor Vassilakos

THAT By-laws 125-2019 to 133-2019 be read a Third Time and Finally Passed.

Carried

11.1 Cemetery By-law Amendment - By-law 125-2019

To amend By-law 88-2012 of The Corporation of the City of Stratford to make housekeeping amendments.

11.2 Fees and Charges By-law Amendment - By-law 126-2019

To amend the Fees and Charges By-law 190-2018, as amended, to reflect amended Community Services fees, including Cemetery fees.

11.3 Transfer Payment Agreement - By-law 127-2019

To authorize the entering into and execution of a Transfer Payment Agreement, and other necessary documentation, with the Ontario Ministry of Municipal Affairs and Housing for the Canada-Ontario Community Housing Initiative and Ontario Priorities Housing Initiative.

11.4 Repeal of By-law 37-2019 - By-law 128-2019

To repeal By-law 37-2019 authorizing the conveyance to 2567217 Ontario Limited of Lot 20, Plan 44M-38, save and except Part 1 on Plan 44R-5393 being all of PIN 53264-0151(LT) in the Wright Business Park.

11.5 Appoint Building Inspector - By-law 129-2019

To appoint a building inspector under the *Building Code Act* for The Corporation of the City of Stratford.

11.6 2019 Cemetery Loader/Backhoe Tender Award - By-law 130-2019

To authorize the acceptance of the tender for the 2019 Cemetery Loader/Backhoe project.

11.7 Accept Proposal for Playground Equipment at Shakespeare Park - By-law 131-2019

To authorize the acceptance of the proposal of Park N Play Design Co Ltd., for the design, supply, delivery and installation of playground equipment at Shakespeare Park.

11.8 Conveyance from Spennie Holdings Inc. - By-law 132-2019

To accept the transfer (conveyance) from Spennie Holdings Inc. of Parts 2, 3 and 4 on 44R-5639 as a condition of site plan approval (SP02-19) for 305 Romeo Street South.

11.9 Dedication as Public Highway of Parts of Romeo Street South and Douro Street - By-law 133-2019

To dedicate Part 2 on Reference Plan 44R-5639 as public highway forming part of Romeo Street South and Parts 3 and 4 on Reference Plan 44R-5639 as public highway forming part of Douro Street.

12. Consent Agenda: CA-2019-102 to CA-2019-107

R2019-359

Motion by Councillor Vassilakos

Seconded By Councillor Ingram

THAT CA-2019-104, being a resolution from the Township of McKellar expressing concern with the potential for forced municipal amalgamation, be endorsed.

Carried

R2019-360

Motion by Councillor Vassilakos

Seconded By Councillor Bunting

THAT CA-2019-106, being a resolution from the Town of Halton Hills regarding producer responsibility for packaging, be endorsed.

Carried

13. New Business:

13.1 Transit Hub Security

In response to whether there is a security plan for the transit hub, the Director of Community Services stated that security cameras are required and noted that it is in a visible location with drivers arriving every half an hour.

14. Adjournment to Standing Committees:

The next Regular Council meeting is August 26, 2019 at 6:00 p.m. in the Council Chamber, City Hall.

R2019-361

Motion by Councillor Gaffney

Seconded By Councillor Sebben

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

- **Planning and Heritage Committee [6:30 p.m. or thereafter following the Regular Council meeting];**
- **Infrastructure, Transportation and Safety Committee [6:35 p.m. or thereafter following the Regular Council meeting];**
- **Finance and Labour Relations Committee [6:40 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 August 12, 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

A declaration of pecuniary interest was not made by a Member at the August 12, 2019 reconvene Council meeting.

15.2 Committee Reports

15.2.1 Infrastructure, Transportation and Safety Committee

R2019-362

Motion by Councillor Vassilakos

Seconded By Councillor Bunting

THAT Items 6.1, 6.2 and 7.3 of the Infrastructure, Transportation and Safety Committee meeting dated August 12, 2019 be adopted as follows:

6.1 Request for Exemption from Noise Control By-law 113-79 for the 2019 Jobsite Anniversary Event (ITS19-049)

THAT approval be given to the request from the organizers of the "Jobsite Brewings 1st Year on the Job" at 45 Cambria Street for exemptions from Noise Control By-law 113-79 in a residential zone to the amplification of sound provision [Schedule 2 clause 2] from 7:00 p.m. to 8:00 p.m.

and from the unreasonable noise provision [Schedule 1 clause 8] for the duration of the event from 10:00 a.m. to 8:00 p.m. on Saturday, August 17, 2019.

6.2 Request for Exemption from Noise Control By-law 113-79 for The Hub Event on September 14, 2019 and September 15, 2019 (ITS19-052)

THAT approval be given to the request from The Hub Management Staff for exemptions from Noise Control By-law 113-79 in a commercial zone to the amplification of sound provision [Schedule 2 clause 2] from 12:00 midnight to 1:00 a.m. and from the unreasonable noise provision [Schedule 1 clause 8] for the duration of the event from 5:00 p.m. on Saturday, September 14, 2019 to 1:00 a.m. on Sunday, September 15, 2019 at 33 Market Place.

7.3 51 and 59 Campbell Court Request for Exemption to the City's Traffic and Parking By-law (ITS19-053)

THAT 8 vehicles be permitted to park on Greenwood Drive, including overnight, from August 15 to September 30, 2019, or a similar date range dependent on final construction dates, subject to no complaints being received;

AND THAT Stratford Police Services be notified of this one time exemption.

Carried

15.2.2 Finance and Labour Relations Committee

R2019-363

Motion by Councillor Gaffney

Seconded By Councillor Clifford

THAT Item 5.1 of the Finance and Labour Relations Committee meeting dated August 12, 2019 be adopted as follows:

5.1 Purchasing Policy Exemption Request for the Purchase of Combination Plow and Sander Trucks with Wing

Attachment (FIN19-025)

THAT Council approve an exemption as per Clause 42 of the City of Stratford's Purchasing and Materials Management Policy P.5.1 to allow the purchase of two 2017 Western Start plow/sander trucks from Gradall Rental Ltd. at a cost of \$610,200 including HST.

Carried

15.3 Reading of the By-laws (reconvene):

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

By-law 11.11 Confirmatory By-law 134-2019

To confirm the proceedings of Council of The Corporation of the City of Stratford at its meeting held on August 12, 2019.

R2019-364

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

THAT By-law 134-2019 be read a First and Second Time.

Carried two-thirds support

R2019-365

Motion by Councillor Clifford

Seconded By Councillor Gaffney

THAT By-law 134-2019 be read a Third Time and Finally Passed.

Carried

15.4 Adjournment of Council Meeting

R2019-366

Motion by Councillor Gaffney

Seconded By Councillor Ingram

THAT the August 12, 2019 Regular Council meeting adjourn.

Carried

Meeting Start Time: 6:00 P.M.

Meeting End Time: 6:56 P.M.

Reconvene Meeting Start Time: 7:23 P.M.

Reconvene Meeting End Time: 7:25 P.M.

Deputy Mayor – Martin Ritsma

Acting Clerk – Tatiana Dafoe



Report on Council Remuneration

Submitted by:

The Ad-Hoc Citizen's Committee on Council Remuneration

August 26, 2019

Executive Summary:

The purpose of this report is to outline how the Ad-Hoc Citizen's Committee on Council Remuneration ("the Committee") accomplished the mandate set out by Council and provides recommendations for Mayor and Council remuneration, giving consideration to related benefits and pension and the elimination of the 1/3 tax free exemption from the Federal Government.

Council compensation is always a contentious issue with a negative perception of elected officials approving a raise for themselves. However, this Council with its experience, is in a better position to make these decisions from the Committee's recommendations. The Committee reviewed remuneration levels that we thought were commensurate with the execution of duties as well as being fair and competitive to encourage local residents to run for office. The Committee made recommendations to resolve the loss in pay from the tax change and separate recommendations to correct the disparity in Councillor remuneration versus the comparable municipalities.

Background:

In September 2018, the Corporation of the City of Stratford's City Council voted to establish an Ad-Hoc Citizen's Committee to review and provide recommendations on Mayor and Council remuneration giving consideration to related benefits and pension.

With the impending Federal Government's elimination of the 1/3 tax free exemption for members of municipal council as of January 1, 2019, Council also directed the Ad-Hoc Committee to make recommendations on how to manage the elimination of this 1/3 tax free exemption.

Review Process:

To simplify the analysis of information, the Committee chose to look at the elimination of the 1/3 exemption and Council remuneration as two separate issues.

The review process included the following components:

- Setting the foundation for the review and analysis
- Determining the appropriate comparators
- Selecting resources that would provide objective information to accomplish the mandate
- Selecting financial indicators that were appropriate to the process and the municipality

Findings:

Setting the Foundation

What is a Remuneration Review?

A compensation review consists of several factors:

- Determine the responsibilities of the position through a job analysis
- Determine the current total remuneration
- Understanding of the historical remuneration data
- Determine what criteria to use for selecting comparators
- Collect and analyze the comparator data
- Develop a pay structure which is fair and reasonable for the position while taking into consideration the position and the comparator data

Throughout the analysis, the Committee discovered there is not a set structure or methodology set out by the City of Stratford, the Municipal Act, or comparator municipalities to review Council Remuneration.

Council's Mandatory Requirements under the Municipal Act

The Municipal Act clearly outlines the legislated responsibilities for the Head of Council and Members of Council.

The Head of Council (Mayor) is charged with the following duties:

- Act as the CEO for the Municipality
 - Uphold and promote the purposes of the municipality
 - Promote public involvement in municipal activities
 - Represent the municipality in and outside of the city
 - Promote the city locally, nationally, and internationally
 - Participate in and foster activities that enhance the economic, social, and environmental well-being of the municipality and its residents
- Preside over Council meetings
- Provide leadership to Council
- Provide information and recommendations to Council with respect to the role of Council
- Represent the municipality at official functions

Members of Council are charged to:

- Represent the public and to consider the well-being and interests of the municipality
- Develop and evaluate the policies and programs
- Determine what services are offered
- Ensure administrative policies, practices, and procedures are in place to implement council decisions
- Maintain the financial integrity of the municipality

Time Requirements

An informal survey of Council Members found that on average a Councillor commits approximately ten (10) to twenty (20) hours per week to prepare for and attend meetings of Council and various advisory committees. As elected officials, they spend numerous hours responding to constituent concerns.

Governance Model

The City of Stratford is a single-tier municipality. Single-tier municipalities are geographically located within a county, but are not part of the county for the municipal purposes. Single-tier municipalities have responsibilities for all local services to their residents including but not limited to: transit, water and wastewater systems and social services.

Stratford City Council consists of a Mayor, Appointed Deputy Mayor and nine (9) Councillors at large. A 'Councillor at large' structure means each Councillor represents the city as a whole, and not just a specific area or ward.

Meetings of Council include the following Standing Committees:

- Community Services
- Finance and Labour Relations
- Planning and Heritage
- Infrastructure, Transportation and Safety
- Social Services

In addition to Council, Committee of the Whole, Standing Committees and Sub-Committees, there are Statutory Committees, Boards and Advisory Committees approved by Council. The majority of committees have two (2) members of Council participating. The Committee determined that on average Councillors attend approximately six (6) additional committees, boards or other meetings on a monthly basis. There are thirty-seven (37) distinct committees or boards listed below with varied membership participation and involvement from Council members.

Statutory Committees

Statutory committees and local boards are established by a municipal by-law or provincial law, and function according to legal requirements. An example of provincial legislation requiring certain committees include the Police Services Act (Police Services Board), the Accessibility for Ontarians with Disabilities Act (Accessibility Advisory Committee) and the Ontario Heritage Act (Heritage Advisory Committee). Below is a complete list of Stratford's statutory advisory committees and local boards:

- Accessibility Advisory Committee
- Board of Park Management
- Heritage Stratford
- Library Board
- Perth District Health Unit Board
- Police Services Board
- Property Standards Committee
- Perth & Stratford Housing Corporation
- Spruce Lodge Non-Profit Housing Corporation
- Spruce Lodge Board of Management
- Stratford City Centre Business Improvement Area (BIA)

Boards Established by Council

Council representation is also required on additional committees as per their terms of reference, resolution or agreement. Council representation is also often required as part of a financial agreement. The following list outlines the boards established by Council requiring council representation:

- Festival Hydro Inc.
- Festival Hydro Services Inc.
- Joint Acquisition Committee (Hydro)
- Shared Services Committee [MLC]
- Stratford Economic Enterprise Development Co

Outside Boards

The following is a list of Outside Boards which have requested or are required to have Council representation:

- Stratford Chef School Board of Directors
- Stratford Tourism Alliance Board
- Chamber of Commerce
- Gallery/Stratford Board of Directors
- Minor Sports Council
- Municipal Golf Course Association
- Social Research and Planning Council
- Southwest Economic Alliance
- Stratford Agricultural Society
- Stratford Festival Board of Directors
- Stratford Perth Museum Association
- Stratford Summer Music Board of Directors
- Technical Training Group

Advisory Committees to Council

An advisory committee advises Council directly based on the mandate outlined in their terms of reference, usually related to a specific topic. The establishment of these Committees is at the discretion of Council. Advisory Committees of Council include:

- Ad-Hoc Transit Committee
- Active Transportation Advisory Committee
- Communities in Bloom Advisory Committee
- Energy & Environment
- Sports Wall of Fame Committee
- Stratford Town and Gown Advisory Committee
- Stratford Youth Advisory Council (SYAC)
- Stratford's of the World - Ontario Committee

Current Remuneration Structure

The remuneration structure encompasses a base pay for attending mandated meetings of Council, Committee of the Whole, and Sub-Committee meetings plus public meetings, consultant presentations, open houses, public consultations, visioning sessions, and ceremonial functions. Members of Council also receive a per diem for attending Advisory or Committees of Council. The per diem rate is \$60 for meetings three (3) hours or less or \$90 for meetings three (3) hours or more in one day. To receive payment for these meetings, Members of Council must submit their meeting attendance to the Finance Department for payment. The analysis showed that there is wide variation in terms of Councillor involvement with committees and boards.

It was also confirmed that some Councillors do not submit their meeting attendance and are therefore, not paid a per diem for attending these meetings. This adds to the difficulty in assessing work-load and compensation not only within Stratford's Council but also relative to comparators.

The base rate is adjusted annually for inflation based on figures provided by the Consumer Price Index (CPI). The per-diems are not adjusted annually based on CPI.

Stratford City Council members do not receive group benefits or pension as part of their remuneration package, however, they may participate in the City's group insurance plan at his/her expense in accordance with Council Remuneration By-law 20-98.

Councillors can claim out of town mileage expenses.

The analysis showed the comparator municipalities make provision for group benefits as part of total compensation and are mixed on the approach from payment in lieu to supported participation in the group insurance health and dental plan.

Neither comparator municipality offers Council members the opportunity to participate in a pension savings plan.

2019 Remuneration of Council

The chart below outlines the current remuneration for the Mayor and a Member of Council. For the purposes of the Committee's analysis, an assumption was made that the Mayor and each Council attended an average number of known Council, Standing Committees, Sub-Committee meetings and that there are other Advisory Committees and Boards where Council have been appointed. An estimated average per diem based on six (6) meetings per month was necessary versus relying on the Annual Statement of Remuneration as not all Councillors submit for meeting attendance as noted above. The remuneration amount did not include meetings that Councillors were paid to attend i.e. Police Services and Festival Hydro boards.

Position	Annual Base Pay (2019)	Estimated Annual Average Per Diem	Total
Mayor	\$66,869	\$0	\$66,869
Appointed Deputy Mayor	\$13,860	\$4,320	\$18,180
Per Councillor	\$12,141	\$4,320	\$16,461

Council's Impact on the Quality of Life in Stratford

A Council priority is to maintain the quality of life for Stratford residents. Council has created several discretionary committees to help accomplish this task. The analysis showed that Stratford has significantly more mandated, statutory, and discretionary committees compared to our comparator municipalities. This fact demonstrates that the Mayor and Members of Council are significantly involved in the community and that their input is valued.

Historical Data

Council created a Citizen's Advisory Committee in 2007 to explore ways to determine a fair and supportable formula to determine the appropriate rate of remuneration for members of Stratford City Council on an ongoing basis.

The previous Citizen's Advisory Committee gathered information from members of the public, current and past members of Council and current and past Mayors.

Their findings were:

- Based on the comparison with comparable municipalities across Southwestern Ontario, the remuneration for Members of Council was below the mean average of stipends
- Annual adjustments to the stipends for Council using the ongoing application of the recommended remuneration formula should be conducted.

Their recommendations were:

- Bring salaries to the mean average of similar sized municipalities in Southern Ontario
- Review current Council representation on all boards and other organizations to ascertain the necessity and/or benefit of representation
- Consider a reduction in the size of Council from ten (10) to eight (8), coincident with the next election, after reviewing the increase in workload to be allocated
- Consider implementation of information sessions, to outline Council time commitments and responsibilities for any member of the public who are considering standing for election
- Review the type and duration of meetings that are remunerated to Council
- Review Council Remuneration at the mid-term of each Council

The previous committee also recommended increases in base pay for the Mayor (\$50,000 per year), with an additional increase (\$60,000 per year) in 2008, the Deputy Mayor (\$1501 greater than the base remuneration of Council), and Council (\$10,600). They also recommended base salaries be adjusted annually for inflation based on the Consumer Price Index. The per-diem amounts were to remain at \$60 for meetings 3 hours or less and \$90 for meetings 3 hours or more in one day.

Determining Appropriate Comparators

When conducting a review of remuneration, it is helpful to determine comparisons or bench marks for the purpose of analysis. Comparators provide objective information to form the basis of a remuneration structure.

Selection of Comparators

Initially, the Committee selected 7 municipalities as comparators. All had a Council (including the Head of Council) of 9 members or less. We quickly realized this size of comparator base would be onerous. Therefore, the Committee selected St. Thomas (9 members including the Mayor) and Woodstock (7 members including the Mayor) as comparators based on the following criteria:

- Similar population
- Similar responsibilities and structure
- Comparators used by City Staff for other purposes
- Relatability/ close proximity to Stratford

Compensation Information

Surveys that provide information on council remuneration break down data in various ways. To maintain the integrity of the analysis the Committee chose the following criteria:

- Similar population
- Remuneration vs stipend
- Levels of pay
- Benefit and pension offerings
- Other benefits
- Size of Council
- How remuneration is reviewed

Selecting Resources:

Comparator Municipalities

The Committee wanted objective data. Staff collected the following information from the comparator municipalities:

- Council structure including the number of meetings they attended
- Their current remuneration
- Remuneration or base pay plus per diem
- Benefits or Pension or pay in lieu of
- How did they manage the 1/3 tax exemption discontinuation?

The following chart summarizes key comparator municipality findings:

Municipality	Stratford Base Pay	Stratford with Average Per Diem	Stratford with Average Per Diem & Adjusted for 1/3 Tax Exemption	Woodstock Adjusted for 1/3 Tax Exemption	St. Thomas Adjusted for 1/3 Tax Exemption
Type	Single Tier	Single Tier	Single Tier	Lower Tier	Single Tier
Mayor	\$66,869	\$66,869	\$77,212	\$68,640	\$64,711
Deputy Mayor	\$13,860	\$18,180	\$18,632	\$31,140	\$0
Council	\$12,141	\$16,461	\$16,679	\$28,740	\$24,260
Benefits	No	No	No	12.25% in lieu based on Council Base pay (\$3520)	Approx. cost of benefits is \$6,000 or \$2000 in lieu of taking benefits **Assume 2/3 benefit 1/3 in lieu
Pension	No	No	No	No	No
Total Compensation		Mayor: \$66,689 DM: \$18,180 Council: \$16,641	Mayor: \$77,212 DM: \$18,632 Council: \$16,679	Mayor: \$72,160 DM: \$34,660 Council: \$32,260	Mayor: \$69,411 Council: \$28,960 **Based benefit assumption estimated \$4700
Council Size		11 Mayor, Deputy Mayor, 9 Councillors		7 1 Mayor, Deputy Mayor 5 Councillors	9 1 Mayor, 8 Councillors

Remuneration Survey Data

In addition to the compensation survey information provided relative to comparators, staff provided the 2018 Municipal Council Compensation in Ontario Report from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO). It is important to note this survey was released prior to the elimination of the 1/3 tax free exemption.

In August of 2017, AMCTO conducted a survey of municipalities in Ontario. The goal was to gain a better understanding of how municipalities compensated their Councils, create a resource for municipalities who are reviewing their council remuneration packages, and to add to the body of research about how local politicians are paid. While there had been a lot written about private sector compensation, there has been considerably less study of compensation for politicians at the local level. A total of 257 municipalities responded to the survey provided the following information for this report:

For populations 25,000 – 49,999:

- 75% of municipalities pay their Heads of Council (Mayor) and Council a Remuneration compared to stipend of which
 - 42% of Mayors receive a Remuneration of \$40,000 - \$60,000 per annum and 17% pay between \$60,000 - \$80,000
 - 55% of Councils receive a Remuneration of \$20,000 - \$40,000 per annum
- 63% offer a group benefits package
- 25% offer a pension contribution

Other Factors

- 33% of 257 municipalities surveyed provide group benefits
- 16% of responding municipalities provide pension contributions
- 2.72% (7 of the 257) of the respondents have 11 Members of Council compared to 44.36% (114 of 257) have 5 or 6 members, 32.68% (84 of 257) have 7 Members of Council
- 74% of respondents use the neighbouring municipalities remuneration levels to determine remuneration for their councils
- 39% of the respondents use the fiscal capacity of the municipality
- 39% ensure that Councillor pay is competitive
- 43% of municipalities have reviewed council remuneration in the last 4 years compared to 11% in the last ten years.

Financial Indicators

The financial impact to the rate payers of Stratford weighed heavy on the minds of the Committee Members. The Committee discussed at length which, if any, variances would be fair and reasonable in this situation. The ratios considered were:

- Size of Council
 - Estimated Cost Compared to Population
 - Estimated Cost Compared to Number of Households
- Population of the Municipalities
- Number of Households within the Municipalities
- The impact on the tax levy
- The impact on the operation budget

The Committee realized the information gathered was interesting but in the end was not relevant to the mandate of determining a fair and reasonable Council Remuneration. Remuneration is based on what a position is worth not the cost per population or household.

Implications on the Tax Levy

The Committee looked at the fiscal capacity of the municipality to pay. This was part of the AMCTO survey findings where “39% of the respondents use the fiscal capacity of the municipality when determining Council remuneration”.

Total Impact to Tax Levy

Municipality	Council Remuneration	Tax Levy	% of Tax Levy
Stratford - pre 1/3 adjustment	\$233,199	\$59,220,220	0.39378%
Stratford - post 1/3 adjustment	\$245,955	\$59,220,220	0.4153%
St Thomas	\$258,791	\$54,784,991	0.4724%
Woodstock	\$243,486	\$56,290,470	0.4326%

Benefits & Pension

The current by-law allows Members of Council to purchase group insurance plan at their own cost. There is no provision for contributions to a pension plan.

Currently, no member of Council has purchased group insurance. To determine what is fair and reasonable for Members of Council to receive benefits and pension we looked to the comparator municipalities and the AMCTO Survey and asked the following questions:

- Who had benefits and/or pension?
- What type of benefits or pension were provided?
- What was the cost of the benefits and pension to the Municipality?

The survey highlighted that 63% of municipalities of 25,000-49,999 population surveyed offer group insurance to members of Council. The comparator municipalities offered either payment in lieu of benefits or access to group insurance (health and dental).

1/3 Tax Free Exemption

The discussion on the 1/3 tax free exemption was raised due to the elimination of this exemption by the Federal Government in January 2019.

Prior to January 1st 2019 elected officials paid no taxes on 1/3 of their compensation. That exemption was lost in 2019 resulting in a reduced net pay for all elected officials. The amount of loss would vary by individual based on their total income.

The committee contemplated two potential options outlined in the management report FIN18-042 dated June 19, 2018:

- No change in remuneration
 - Each member of Council would bear the cost of the 1/3 tax free elimination which would reduce their net pay
- Keep the Net Pay the same
 - This would be accomplished by increasing the gross pay

The Committee looked to comparator municipalities to see how they handled the situation. In both cases they kept the net pay the same. The numbers presented in this report reflect the increases in gross pay to maintain the net pay.

The Committee discussed the financial implications of both options to Members of Council and the municipality. We concluded the elimination of the tax free exemption should not impact the remuneration of Members of Council.

Recommendations:

The Committee respectfully submits the following recommendations for Council's consideration:

Management of the Elimination of the 1/3 Tax Free Exemption

The Committee recommends that the city adjust the pay levels of Mayor and Council so the net pay from the city is the same as it was before the loss of the exemption. The cost of this pay correction is \$12,758.

The chart below shows the impact by role:

	Mayor	Appointed Deputy Mayor	Councillor
Current Compensation	\$66,869	\$18,180	\$16,461
Proposed Compensation	\$77,212	\$ 18,632	\$16,679

** Compensation for Appointed Deputy Mayor and Councillors include an estimated average per diem \$4,320 for Councillors and for Deputy Mayor*

The Committee submits three (3) options to Council for implementation of this recommendation:

1. Make the change retroactive to January 1, 2019. This is the fairest method of correcting the loss in net pay.
2. Make the change January 1, 2020. This allows for the increase to be included in the 2020 budget.
3. Implement the recommendation immediately upon approval, with no retro.

It is important to note in Options 2 and 3 as listed above, members of Council would personally absorb the loss in net pay.

Remuneration for Mayor, Appointed Deputy Mayor, and Members of Council

Following review of all the factors, the Committee determined that City of Stratford Councillors are significantly under-compensated when compared to the comparator municipalities. Woodstock and St. Thomas Councillor remuneration is respectively 72% and 45% higher than Stratford.

Stratford has more Councillors per household than either of the comparators. The Committee also noticed Stratford Councillors have a much higher level of engagement through the large number of meetings attended. We concluded there was no reason why City of Stratford Councillors would not be at parity with the comparator municipalities.

The Mayor's Remuneration adjusted for the 1/3 tax exemption impact is 15.8% higher than the average of the Mayors of the other two cities. As such, the Committee felt there was no need for any enhancement other than the correction for the loss of the 1/3 tax exemption.

The Committee agreed that full benefit provision and pension contributions were not warranted. Based on the survey data from the AMCTO, 63% of municipalities with populations between 25,000 and 49,999 provide group benefits. Our comparators do offer a payment in lieu or participation in group benefits. As such, the Committee put forward a payment in lieu of benefits for consideration by Mayor and Council.

The Committee also agreed to keep the per diems at the current rate. Base pay only would be subject to annual inflationary increases based on the Consumer Price Index. The Committee did not recommend an increase in the per diems as it was believed that Council should review their governance structure and workload for Members of Council in order to move to a salary remuneration structure. Moving to a salary remuneration structure would be in line with the comparator municipalities and with the survey data from AMCTO where 75% of municipalities with a population of 25,000 to 49,999 pay a salary to Members of Council. Therefore, the Committee recommends a status quo for per diems until December 31, 2020. This date is to provide sufficient time for Council to complete a governance review.

The Committee recommends the following three (3) options for Council's consideration:

Option 1

Option 1 includes the establishment of a new base pay using the midpoint between Woodstock and St. Thomas. To determine the base pay the following rational for the calculation is provided:

Estimated Total Compensation Midpoint @ \$30,610
 Minus Estimated City of Stratford Per Diem @ \$4320
 Minus Estimated Family Benefit Costs for City of Stratford @ \$6332
Base Pay = \$19,958

This provided a new base pay of \$19,958 and with average per-diem of \$4,320 would result in a new estimated remuneration of \$24,278.

Based on the data from the comparison municipalities, the Committee recommends no change in base pay for the Mayor.

For Options 1 and 2, all members of Council would be able to purchase group insurance (health and dental) through the City at their own expense.

The total cost increase from current compensation to Option 1 is \$75,747 and a tax levy impact of 0.128%

Option 1 Impact to Mayor and Councillor Wages

	Current Mayor	Option 1	Current Councillor	Option 1
Base	\$77,212	\$77,212	\$12,359	\$19,958
Benefits	\$0	\$0	\$0	\$0
Estimated per diems	\$0	\$0	\$4,320	\$4,320
Total	\$77,212	\$77,212	\$16,679	\$24,278

***Current base pay includes adjustment for 1/3 tax exemption*

**** All base pay would be subject to annual inflation increase based on the Consumer Price Index.*

Option 2

In Option 2, an additional set dollar value is included for group health and dental coverage. The Committee determined an annual amount of \$4,000 was reasonable and fair. The benefit amount is similar to comparators (Woodstock is 12.25% or \$3520) and is representative of the approximate mid- point of family and single premium cost at the City of Stratford for health and dental coverage. The base pay is the same as Option 1 with the addition of \$4,000 for payment in lieu of health and dental benefits, for the Mayor and members of Council. The total cost increase of Option 2 is \$119,747 and a levy impact of 0.202%. Base pay would be subject to annual CPI increases.

Option 2 Impact to Mayor and Councillor Wages

	Current Mayor	Option 2	Current Councillor	Option 2
Base	\$77,212	\$77,212	\$12,359	\$19,958
Benefits	\$0	\$4,000	\$0	\$4,000
Estimated per diems	\$0	\$0	\$4,320	\$4,320
Total	\$77,212	\$81,212	\$16,679	\$28,278

***Current base pay includes 1/3 tax exemption adjustment*

**** All base pay would be subject to annual inflation increase based on the Consumer Price Index.*

Option 3

Option 3 is the same as Option 2 without the option to purchase benefits and the \$4,000 set aside in lieu of benefits would be rolled into the base pay. The total cost increase of option 3 is the same as Option 2 \$119,747 and a levy impact of 0.202%

Option 3 Impact to Mayor and Councillor Wages

	Current Mayor	Option 3	Current Councillor	Option 3
Base	\$77,212	\$81,212	\$12,359	\$23,958
Benefits	\$0	\$0	\$0	\$0
Estimated per diems	\$0	\$0	\$4,320	\$4,320
Total	\$77,212	\$81,212	\$16,679	\$28,278

***Current base pay includes 1/3 tax exemption adjustment*

**** All base pay would be subject to annual inflation increase based on the Consumer Price Index.*

The Committee discussed implementation of a phased in approach for increases.

Council Compensation and the Impact to Tax Levy

	Mayor	Appointed Deputy Mayor	Councillor	Estimated total cost	Additional cost from current	Impact to Tax Levy
# of positions	1	1	9			
Current	\$77,212	\$18,632	\$16,679	\$245,955		
Option 1	\$77,212	\$25,988	\$24,278	\$321,702	\$75,747	0.128%
Option 2 or 3	\$81,212	\$29,988	\$28,278	\$365,702	\$119,747	0.202%

Other Points for Consideration:

The Committee suggests moving to a salary structure instead of base pay and per diem. At present there is a significant difference in the workload. There are some Councillors involved with numerous committees while others very few.

The Committee suggests that Council allocate funds in the upcoming budget for a governance review. The study would consider the comparators and municipalities of similar population when reviewing:

- The current structure of the government
- The committee structure
- The number of meetings
- The number of Councillors
- Council representation on committees

The goal is to ensure the City of Stratford has effective, transparent, and fiscally responsible governance structure to represent its citizens and ratepayers.

The Committee felt that after the study, Council would in a better position to determine the number of Councillors required and how to distribute workload evenly. In addition,

this formal study would determine the number of required committees for each Member of Council. The Committee recommends completing this task by December 31, 2020. Following this Council should consider moving to a salary remuneration model without per diems.

Should Council not proceed with a governance review and change to salary, a review of the per diem rates is recommended. Per diem rates have not increased since before 2007 and have not been adjusted for inflation. If there is no change in this regard the gap between Stratford's remuneration and its comparators will increase again, resulting in the need for adjustment in the future.

The final point for Council's consideration is the continuation of an Ad-Hoc Citizen Committee to review Council Remuneration. It is the recommendation of the Committee, that a review take place once per Council term. This helps to ensure that decision making on Council Compensation is current with consideration to the impact on the tax levy. The last review of Council remuneration was in 2007. The lack of follow through on the previous committees' recommendation of reviewing mid-council term may result in a perceived large increase in Council wages. A set review of the remuneration structure would be a fiscally responsible. The Committee recommends that Council develops a framework methodology for future Ad-Hoc Committees to enable the review process to be more efficient and effective.

The Committee appreciates Council's confidence in completing this sensitive task. We completed this project to the best of our abilities. We believe we filled our mandate "to review and provide recommendations on Mayor and Council remuneration giving consideration to related benefits and pension". The Committee put great thought into our recommendations to ensure we provided Council with information to make an informed decision. We are very grateful for the support and guidance of Jacqueline Mockler, Director of Human Resources; Kathy Bjorkquist, Human Resources Coordinator; Janice Beirness, Manager of Financial Services; Tatiana Dafoe, Acting Clerk; Joan Thomson, Acting CAO; Danielle Clayton, Committee Secretary.

Respectfully submitted by:

Ad-Hoc Citizen's Committee on Council Remuneration

- **Kimberly Richardson, Chair**
- **Bob Malcolmson, Vice Chair**
- **Derek Averell**
- **Barry Jesson**
- **Jeff Skubowius**



MANAGEMENT REPORT

Date: August 26, 2019
To: Mayor and Council
From: Eden Grodzinski, Manager of Housing
 Kim McElroy, Director of Social Services
Report#: COU19-071
Attachments: Q-2019-29 – Bid Review Letter for Fire Alarm System upgrades at 329 Jones Street, St Marys and 645 Derry Street, Listowel from NA Engineering Associates Inc.

Title: Q-2019-29 Fire Alarm Upgrades, St. Marys and Listowel

Objective: To authorize the awarding of Q-2019-29 regarding Fire Alarm System Upgrades at two of the Perth & Stratford Housing Corporation's multi-residential properties, which are located in St. Marys and Listowel.

Background: The current Fire Alarm Systems at 329 Jones Street, St. Marys (33 units) and 645 Derry Street, Listowel (27 units) are in need of upgrading. The total approved capital budget for the Perth & Stratford Housing Corporation in 2019 was \$834,500, of which \$94,000 had been apportioned for Fire Alarm System Upgrades.

Analysis: Submissions were received from two vendors, as detailed in the following table.

Vendor	329 Jones St., St. Marys	645 Derry St., Listowel	HST	Total (incl. HST)
Motion Electrical Contracting Ltd.	\$74,874	\$79,875	\$20,117	\$174,866
EEL Line Corporation	\$97,000	\$95,000	\$24,960	\$216,960

NA Engineering Associates Inc. reviewed each of the submitted tenders for completeness, arithmetic, and qualifications or conditions, as well as conducted references. NA Engineering Associates recommends that the City accept the low bid and enter into a contract with Motion Electrical Contracting Limited for the Fire Alarm System Upgrades at 329 Jones Street, St. Marys and 645 Derry Street, Listowel.

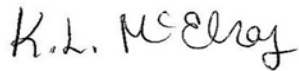
It is understood that the total value of the contract with Motion Electrical Contracting Ltd of \$174,866 exceeds the identified capital budget of \$94,000 for Fire Alarm Systems Upgrades for the Perth & Stratford Housing Corporation. It is therefore recommended that some of the AODA upgrades that were scheduled for 2019 be postponed to 2020 to accommodate the necessary repairs to the Fire Safety Systems.

Financial Impact: The total capital budget estimate for fire alarm upgrades and AODA modifications for 2019 was \$264,000 (\$94,000 and \$170,000 respectively; G-915-9203). The net cost to the City for this project will be \$157,473 after the refundable portion of the HST has been applied.

Staff Recommendation: **THAT the contract for fire alarm upgrades at 329 Jones Street, St. Marys and 645 Derry Street, Listowel be awarded to Motion Electrical Contracting Ltd. for the amount of \$174,866 including HST, and that the Mayor and Clerk, or their designates be authorized to sign the necessary contract agreement.**



Eden Grodzinski, Manager of Housing



Kim McElroy, Director of Social Services



Joan Thomson, Acting Chief Administrative Officer



Project: Q-2019-29 – Bid Review Letter for Fire Alarm System upgrades at 329 Jones Street, St Marys and 645 Derry St., Listowel
Project Number: 16-1091
Location: 329 Jones Street, St Marys and 645 Derry St., Listowel
Date: 6-Aug-19

Attention: Ken Wolfe
 Maintenance Co-ordinator
 Public Housing Division
 Social Services Department

The corporation of the City of Stratford
 Social Services Department, Public Housing Division.
 82 Erie Street, 2nd Floor,
 Stratford, ON. N5A 2M4

Ken:

We have had an opportunity to review the bid documents received for the proposed Fire Alarm System Fire Alarm System upgrades at 329 Jones Street, St Marys and 645 Derry St., Listowel. In total, 2 bids were received. The following table summarizes the totals prices including H.S.T.:

Fire Alarms	Bid Price 1 329 Jones St. W., St. Marys	Bid Price 2 645 Derry St., Listowel	HST	Total Bid
Motion Electrical Contracting Ltd.	\$74,874.00	\$79,875.00	\$20,117.37	\$174,866.37
EEL Line Corporation	\$97,000.00	\$95,000.00	\$24,960.00	\$216,960.00

Each of the submitted tenders was reviewed for completeness, arithmetic, and qualifications or conditions of the individual bids. The following paragraphs summarize our review of the bids. Where appropriate, we've provided comments with regard to the above criteria.

COMPLETENESS AND ARITHMETIC

Bidders were required to submit a bid package electronically which included: City of Stratford Public Housing Tender Form; List of References, List of Sub-Contractors, Bidder Declaration, and Certificate of Insurance.

Each bid package received included the requested information.

Each of the bids acknowledged receipt of addenda No. 1.

Bidders were requested to submit tenders complete with H.S.T. broken out in their tender price.



Review of the arithmetic is correct in each bid based on the sub total provided.

QUALIFICATIONS OR CONDITIONS

There were no qualifications or conditions submitted.

RECOMMENDATIONS/CONCLUSIONS

Based on the above bid summary table(s), it is our opinion that the low bidder is **Motion Electrical Contracting Ltd.** with a total bid including taxes of **\$174,886.37**.

It is understood that this value is not within the identified project budget for Q2019-29 – Fire Alarm Systems upgrades at 329 Jones St. W., ST. Marys, On. and 645 Derry St., Apartment Building – Listowel, On.

It is our opinion the municipality is in a position to accept the low bid and enter into a contract for service with the low bidder for the Fire Alarm System upgrades as described above. The owner would also be in a position to enter into a negotiation with the low bidder with a view toward accepting a modified bid and enter into a contract for service.

Please note that the bids values are not within 10% of one another and therefore we cannot confirm that the bidding appears to be uniform and competitive. In our opinion however, there is no reason to believe that the lowest bid exposes the municipality to an excessive risk if accepted.

We trust that you will find the information provided satisfactory. If you have any questions or comments, or require any additional information, do not hesitate to call our office.

Sincerely

NA ENGINEERING ASSOCIATES INC.,

John Hood Tidman M.A.A.T.O., Project Manager

Encl.



MANAGEMENT REPORT

Date: August 26, 2019
To: Mayor and Council
From: Jonathan DeWeerd, Chief Building Official
Report#: COU19-072
Attachments: RFP2019-40 Bid Summary

Title: Facility Condition Assessment

Objective: To retain a Consultant to undertake a detailed inventory of facilities and their components, provide condition descriptions and ratings of facilities, and provide a 25 year outlook forecast for capital renewal costs of assets.

Background: The City of Stratford prepared a Request for Proposal (RFP) seeking the services of a multi-disciplinary consulting team to obtain a Facility Condition assessment of 34 core City Facilities. These assessments will be used to provide helpful data when budgeting for capital renewal projects. The data will also feed directly into the Asset management system to provide for accurate condition and life cycle data.

The proposal was issued on June 25, 2019 using the City's Bids and Tenders website, and closed on July 17th, 2019 with thirteen proposals being submitted for consideration.

Analysis: The evaluation committee evaluated all proposals received. The evaluation process was based on the following criteria:

Part A Technical Proposal

Category	Available Points
Demonstration of Multi-Disciplinary Team	10
Demonstrated Experience of Firm, Project management requirements, References	20
Demonstrated Understanding of Scope of work, Quality & Completeness of Approach and Methodology, Work plan & Schedule, Innovation & Creativity, Quality Assurance program	35
Total Available Points – Part A	65

All consulting firms which scored a minimum of 75% in Part A (48.75 points) were eligible to have their financial proposal evaluated. Based on the above criteria, 9 firms were found to meet the requirements and four were not advanced to the next stage.

Part B Financial Proposal

The financial components of the qualified bids were opened, with Cion Coulter Corporation submitting a bid of \$50,930.00 (excluding HST). Cion Coulter Corporation was also ranked within the top three bids in Part A Technical Proposal by the committee. The combined ranking of Part A and Part B has placed Cion Coulter Corporation as the preferred consultant for this project.

Financial Impact: This project was listed for completion in the 2019 budget and will be funded from the Public Works Capital Reserve Fund R-R11-PWCA.

Staff Recommendation: THAT Council approve Cion Coulter Corporation to be retained for Consulting Services for the Facility Condition Assessment RFP2019-40 at a cost of \$50,930.00 excluding HST;

AND THAT the Mayor and Clerk be authorized to execute the necessary contract agreement.



Jonathan DeWeerd, Chief Building Official



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer

RFP-2019-40

Facility Condition Assessment

Closing Date: Wednesday, July 17, 2019

Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
exp Services Inc.	Cambridge, Ontario	Submission 1	
IRC Building Sciences Group	Mississauga, Ontario	Submission 1	
Facility Condition Assessment Portfolio Experts Ontario Ltd.	Oakville, Ontario	Submission 1	
Nadine International Inc.	Mississauga, Ontario	Submission 1	
J.L. Richards & Associates Limited	Ottawa, Ontario	Submission 1	
Allan Avis Architects Inc.	Goderich, Ontario	Submission 1	
NA Engineering Associates Inc.	Stratford, ON	Submission 1	
Stephenson Engineering Limited	Toronto, Ontario	Submission 1	
OH ENVIRONMENTAL INC. O/A OHE CONSULTANTS	Mississauga, Ontario	Submission 1	
GM Blueplan Engineering	Guelph, Ontario	Submission 1	
MTE Consultants Inc.	Kitchener, Ontario	Submission 1	
Cion Coulter Corp	Toronto, ON	Submission 1	
Accent Building Sciences Inc.	Markham, Ontario	Submission 1	

Witness (Print Name)

Signature

Date

Witness (Print Name)

Signature

Date

Witness (Print Name)

Signature

Date



MANAGEMENT REPORT

Date: July 24, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Nancy Roulston, Manager of Engineering
Report#: ITS19-050
Attachments: Map of T.J. Dolan from St. Vincent Street South to St. David Street

Title: Closure of T. J. Dolan Drive from St. Vincent Street South to St. David Street

Objective: To obtain Council approval to consider permanently closing that portion of the paved road known as T. J. Dolan Drive between St. Vincent Street S. and St. David Street.

Background: T. J. Dolan Drive, both on the north side of the river between Huron Street and St. Vincent Street, and on the south side of the river between St. Vincent Street and Centre Street is a paved road situated on parkland not on a road allowance. Although not on a road allowance, it is still considered a public highway.

During the winter of 2017/18, the Public Works division barricaded the south leg of T. J. Dolan Drive at St. David Street (by the railway overpass) and St. Vincent Street in order to ensure that it was no longer open to vehicular traffic. The condition of the road surface has deteriorated to the point that it is no longer possible to provide winter maintenance, and it is no longer safe for vehicular traffic.

This section of T.J Dolan Drive is not needed for the overall function of the road network. Fire services have indicated that they have no concerns with closing the road. In the year that it has been closed, City Infrastructure staff has not received any calls requesting the road be reopened.

Because of the lack of any granular road base, and no drainage, this section of road is not able to be rehabilitated by any of the normal construction options typically available (shave and pave, chip seal, skim coat, etc.).

Analysis: A number of options have been considered for work that could be done in order to open up this portion of T. J. Dolan Drive to vehicles. Only two are viable:

Option 1 would have the City complete minor grading and place a layer of asphalt grindings with a 75mm coat of asphalt for riding surface on top. This option would cost approximately \$100,000, and could be completed by the Public Works division and their contractor. It is temporary in nature, and would not be expected to last more than two years.

Option 2 is to rebuild the road, with proper drainage (subdrains), granular base, and two lifts of asphalt. This option would cost in the order of \$500,000. This work has not been included in the Infrastructure and Development Services 10-year forecast, and completion of this work would result in the delay of other projects.

Neither of the above options can be accommodated in this year's budget.

Option 3 is to remove this section of T. J. Dolan Drive permanently. This parkland could then be used for a multi-use trail. Preliminary estimates put this option in the order of \$100,000. This project could be budgeted for in 2020. The Community Services Department agrees with converting this road to a multi-use trail.

Alternatively, Option 4 would remove this section of T. J. Dolan Drive permanently for a conversion to landscaped parkland. The land could be graded, with topsoil and seed installed, for an estimated cost of \$50,000.

If this portion of the road was removed, it would impact a number of the properties on St. Vincent Street South who are currently using the road for easy access to their rear yards. All of the properties that currently use T. J. Dolan Drive in this manner to park vehicles, or trailers, etc., have driveways at the front of their properties on St. Vincent Street. In one instance there is a garage that fronts onto T.J. Dolan Drive.

It is staff's recommendation that this section of T.J. Dolan Drive be closed and converted to a multi-use trail. In order to do so, public notice must be given indicating the City plans on passing a by-law to close this section of T.J. Dolan Drive. This would allow the public the opportunity to express any concerns that they may have with the proposed closure.

Financial Impact: As indicated, the cost to convert this section of T.J. Dolan Drive to a multi-use trail is approximately \$100,000. If the closure of the road is approved, then the conversion to a multi-use trail will be considered for the 2020 budget.

Staff Recommendation: THAT Council proceed to give public notice that the City of Stratford is to consider a by-law to close T.J. Dolan Drive from St. Vincent Street South to St. David Street.



Manager of Engineering



Ed Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer



Legend

- Main Access Road Labels (L
- Street Labels (Labels 1:7,50
- Civic Address (Labels)
- City Limit
- Highways
- Neighbouring Municipal Bou
- Aerial 2010 20cm

1: 941



47.8 0 23.89 47.8 Meters

NAD_1983_UTM_Zone_17N

© City of Stratford Map Printed: July 15, 2019

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

T.J. Dolan
St. Vincent Street South to St. David
Street



MANAGEMENT REPORT

Date: July 24, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Deputy Clerk
Report#: ITS19-047
Attachments: Draft Traffic and Parking By-law 159-2008 with tracked changes;
Schedule 3 with tracked changes;
Schedule 6 with tracked changes.

Title: Traffic and Parking By-law Proposed Amendments

Objective: To consider amendments to the City's Traffic and Parking By-law 159-2008.

Background: At the April 8, 2019 Regular Council meeting, City Council considered housekeeping amendments to the Traffic and Parking By-law 159-2008. At that meeting, staff requested the amendments to schedules 3 and 6 be referred to staff for further review.

Analysis:

Bus Stops

Section 11 and Schedule 3 of the Traffic and Parking By-law provides for no-parking at Bus/Mobility Bus stops. Presently this section and schedule only detail no-parking exemptions for transit motor vehicles at mobility bus stops. Staff have determined the mobility bus stops contained in the schedule are no longer operational and can be removed.

Staff have also identified that additional language needs to be added to the by-law to provide an exemption to the no-parking provisions for transit motor vehicles at bus stops. As transit bus stops are subject to change, staff recommend a blanket statement that no persons other than Stratford Transit buses shall park within 15 metres of either side of a bus stop sign. This will reduce the future amount of housekeeping amendments for bus stop location changes.

Staff recommend amending Section 11 to provide greater clarity on the exemption to the no parking provisions in the by-law for transit motor vehicles as outlined in the attached

amended draft by-law. In addition, staff recommend amending Schedule 3 to remove reference to mobility bus stops.

Angle Parking

Schedule 6 of the By-law provides for locations where angle parking is permitted. In this section, reference to Market Place has to be removed as angle parking is no longer available following re-construction of this space. Staff also determined angle parking is no longer available on the north side of Coburg Street from Waterloo Street to Erie Street. In order to be fully comprehensive, staff have included the Albert and Ontario lots in this schedule as angle parking is permitted in these areas.

Staff recommend amending Schedule 6 to remove the two locations which no longer have angle parking spaces and to add the two lots in the downtown core that do. Parallel and perpendicular parking spaces are accounted for in Schedules 15-18 and no additional changes are necessary at this time.

Financial Impact: There are no financial implications to amending the Traffic and Parking By-law.

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

- **That the reference to "Mobility Bus" from the table of section 11 page 14 be removed;**
- **That the title "Schedule 3 – Exemptions for Mobility Bus Stops" be amended to "Schedule 3 – Exemptions for Bus Stops;"**
- **That Schedule 3 – Exemptions for Bus Stops as amended, be further amended to delete the following:**

"Directly in front of the building known as 38 Albert Street"

"On Downie Street West, from a point measured 84.8 metres North of the North curb line of St. Patrick Street for a distance of 13.3 metres North"

"On Ontario Street north, from a point approximately 235 feet to a point approximately 265 feet west of Waterloo Street, immediately west of the driveway entrance to the municipal parking lot"

- **That the following be added to Schedule 3 – Exemptions for Bus Stops as amended:**

"When authorized signs are installed and on display, which signs are hereby authorized, no person other than those persons operating a

Stratford Transit bus shall park or stop a vehicle to load or unload passengers within 15 metres of either side of a bus stop.

- **That Schedule 6 – Angle Parking Only as amended, be further amended to delete the following:**

“Coburg Street, north side, from Waterloo St. to Erie Street”

“Market Place, both sides of the Parking Island and the south side, from Downie Street to Wellington Street”

- **That the following be added to Schedule 6 – Angle Parking Only, as amended:**

“Albert Parking Lot, municipally known as 18 Albert Street”

“Ontario Parking Lot, municipally known as 126 Ontario Street”



Tatiana Dafoe, Deputy Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer



**BY-LAW NUMBER 159-2008
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to regulate traffic and the parking of motor vehicles in the City of Stratford

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<u>Section</u>	<u>Description</u>
1	Definitions
2	Enforcement

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<u>Section</u>	<u>Description</u>
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4	Manner of Parallel Parking
5	Manner of Angle Parking
6	Manner of Parking on One-Way Street
7	No Stopping
8	No Parking in Unposted Locations
9	No Parking in Posted Locations
10	No Parking on Specified Streets
11	No Parking at Bus/Mobility Bus Stops
12	No Parking at Taxi Stands
13	Parking During Emergencies and Special Events
14	Restricted Parking on Specified Streets
15	Angle Parking Permitted on Specified Streets
16	Prohibited Times of Loading and Unloading
17	Manner of Parking Motorcycles
18	Prohibited Turns
19	Obstructing Traffic
20	Traffic Signs
21	Funeral & Other Processions
22	One-Way Streets
23	Through Highways
24	Heavy Truck Restrictions
25	School Bus Loading Zones

26	Use of Sidewalk
27	Coasting or Sliding
28	Skateboarding/In-line skating
29	Bicycles/Motorcycles
30	Exemption for Emergency Vehicles
31	Motor Vehicles to be Locked
32	Higher and Lower Speed Limits

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34	30 Minute Metered Zones
35	3 Hour Metered Zones
36	12 Hour Metered Zones
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39	Parking Spaces on Streets with Zones
40	One Vehicle in Parking Space
41	Operation of Parking Meter for Space
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83	Excess Coins in Parking Meters
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86	Deviation from Form
87	Conflict with <i>Highway Traffic Act</i>
88	Existing Signage
89	Commencement
90	Short Title

WHEREAS section 27(1) of the *Municipal Act, 2001, S.O. 2001 c.* as amended, provides that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway;

AND WHEREAS highways, including parking and traffic on highways is within the jurisdiction of The Corporation of the City of Stratford (hereinafter "the City"), being a single-tier municipality;

AND WHEREAS regard has been given to the *Highway Traffic Act, 1990* as amended to ensure that this by-law is consistent with the said Act.

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

TRAFFIC AND PARKING BY-LAW

Definitions

1. In this by-law, unless a contrary intention appears,

"agricultural purposes" means **lands zoned for agricultural purposes or lawfully used as such as of the date of this by-law** where animals or birds are lawfully kept for grazing, breeding, raising, boarding, training, or for the tillage of soil, rowing, harvesting of vegetables, fruits, field crops or landscaping materials;

"angle parking" – is defined as parking a vehicle on an angle usually at 45 degrees to the curb or as defined by the parking markings.

"Accessible parking permit" means a permit which is issued under the *Highway Traffic Act* and is currently valid or a permit or other marker or device which is issued by another jurisdiction that is currently valid and recognized under the *Highway Traffic Act* and the regulations thereunder.

"bicycle" includes a tricycle and/or a unicycle but does not include a motor assisted vehicle;

"boulevard" means that portion of every road allowance within the limits of the City including islands in cul-de-sacs, which is not used as a sidewalk, driveway access, traveled roadway or shoulder;

"bus" means a motor vehicle designed for carrying ten or more passengers but does not include a Mobility Bus;

"bus stop" means that portion of roadway abutting the curb or portion of shoulder abutting the roadway, indicated by a posted authorized sign for the purpose of stopping buses operated by The Corporation of the City of Stratford while picking up or discharging passengers;

"bicycle lane" is a dedicated portion of the roadway for bicycle use, which is designated by a lane marking, separating the portion of roadway used by motor vehicles from the portion of roadway used by bicycles;

"commercial motor vehicle" means any motor vehicle having permanently attached thereto a truck or delivery body, and includes ambulances, hearses, casket wagons, fire apparatus, motor buses and tractors used for hauling purposes on the highways;

"Corporation" means The Corporation of the City of Stratford;

"Council" means the Council of The Corporation of the City of Stratford;

"crosswalk" means

- (i) that part of a roadway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs, or in the absence of curbs from the edges of the roadway, or
- (ii) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface thereof;

"curb" includes the edge of the traveled portion of a street or roadway;

"curb lane" includes the traffic or parking lane immediately adjacent to the curb;

"designated parking space" means a parking space designated under this by-law for the exclusive use of a vehicle displaying an accessible parking permit in accordance with the requirements of the *Highway Traffic Act*, as amended, the regulations made thereunder and this by-law;

"Director" means the Director of Infrastructure and Development Services or any employee or agent of the Corporation designated by the Director to act on his or her behalf;

"double parking" means the parking of a vehicle on any roadway beside another vehicle which is legally parked adjacent to the curb of the roadway or edge of the roadway, so that vehicles are side by side or any part of the vehicles is side by side;

"driveway access" means the portion of a road allowance which is improved to permit the passage of vehicles between the adjacent roadway and the abutting property;

"Fire Chief" means the Fire Chief of The Corporation of the City of Stratford or a person designated to act on her or her behalf;

"fire department" means the Fire Department of The Corporation of the City of Stratford;

"fire route" means any private access, route, road, way, lane, ramp, or other means of vehicular access to or egress from a building as designated by The Corporation of the City of Stratford and may include part of a parking lot set aside for use by emergency vehicles;

"gross weight" means the combined weight of vehicle and load;

"heavy truck" means any commercial motor vehicle which has a rated gross vehicle weight exceeding 5 tonne (5,000 kilograms or 11,023 pounds) according to the current permit or vehicle registration which has been issued under the *Highway Traffic Act*, or its foreign equivalent for such vehicle, regardless of the actual weight of such vehicles, but does not include a vehicle operated by or on behalf of the Corporation or a school vehicle which is in the course of transporting children or persons with a disability to and from school;

"holiday" means a holiday as defined under the *Retail Business Holidays Act*;

"identifying marker", when used with respect to parking for persons with a disability means the Accessible parking permit issued by the Ministry of Transportation under the authority of the *Highway Traffic Act*;

"intersection" means the area contained within the prolongation or connection of the lateral curb lines, or if none, then of the lateral boundary lines of two or more highways which join one another at an angle, whether or not one road allowance crosses the other;

"loading" means the physical activity of moving merchandise from or to a property or another vehicle and the physical activity of passengers entering or departing a vehicle;

"Mobility stop" means that portion of the roadway abutting the curb or area in a municipal parking lot or street, indicated by a posted authorized sign for the purpose of stopping vehicles operated by the Corporation while picking up or discharging passengers;

"Mobility Bus" means a motor vehicle designated to carry wheel chair and/or ambulatory passengers, which displays an identification sign and is operated by or for The Corporation of the City of Stratford;

"motor vehicle" includes an automobile, motorcycle, motor assisted bicycle unless otherwise indicated in this by-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the *Highway Traffic Act*;

"motorized snow vehicle" means a self-propelled vehicle designed to be driven primarily on the snow;

"municipal parking lot" means any open area or portion of a structure owned by The Corporation of the City of Stratford, other than a street or highway, intended for the parking of vehicles and on which there are designated parking spaces, whether their use involves the payment of a fee or otherwise;

"one-way street" means a street upon which vehicular traffic is limited to movement in only one direction;

"park" or "parking", when prohibited, means the standing of a vehicle whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading;

"parking meter" means a device, sometimes referred to as an "individual parking meter", which indicates thereon the length of time during which a vehicle may be parked, which device has as a part thereof a receptacle for the receiving and storing of coins and a slot or place in which coins may be deposited to activate a timing mechanism to indicate the passage of the interval of time following the deposit of a coin or coins therein, the measurement of which interval is determined by the coin or coins so deposited, and which device also displays a signal when the said interval of time has elapsed; and a device, sometimes referred to as a "pay by plate machine", which has as a part thereof, a receptacle for the receiving and storing of coins and a slot for credit cards to received to provide payment for the requested allotment of time provided that the correct licence plate is entered in to the pay by plate machine and provides a receipt if requested to the user;"

"parking meter zone" means a part of a street or municipal parking lot designated by this by-law for parking purposes timed by parking meters;

"parking space" means a portion of the surface of the roadway or municipal parking lot designated by suitable markings, the use of which may be controlled and regulated by a parking meter ;

"person" includes any person, firm, partnership, association, corporation, company or organization of any kind;

"person with a disability" means, for purposes of this by-law, a person who has been issued a Accessible parking permit;

"private roadway", means any private road, lane, ramp or other vehicular access to or egress from a building or structure, which is not a highway, and it may include part of a parking lot;

"police chief" means the person who may, from time to time, be appointed by the Stratford Police Service Board to the position of police chief of the Corporation, or his or her designate;

"police officer" means a member of the Stratford Police Service;

"public parking lot or parking facility" means an off-street parking lot or other parking facility to which the public has access whether on payment of a fee or otherwise;

"road allowance" means all allowances for roads, except in so far as they have been **closed** according to law, made by the Crown surveyors, all highways laid out or established under the authority of any statute, all roads on which public money has been expended for opening them or on which statute labour has been usually performed, all roads dedicated by the owner of the land to public use, and all alterations and deviations of and all bridges over any such allowance for highway or road;

"roadway" means the part of the road allowance that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and where a road allowance includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of the roadways collectively;

"rollerblades, in-line skates and rollerskates" means a boot-type footwear upon which a number of wheels are affixed to the centre of the length of the sole thereof and are laced or secured onto a person's feet for the purpose of transportation by muscular power;

"school bus" means a bus that is used for the transportation of:

- i) children or
- ii) persons with disabilities to or from a training centre which meets the provisions of the *Highway Traffic Act* and bears on the front and rear thereof the words "school bus" and on the rear thereof the words "Do not pass when signals flashing";

"school vehicle" means a vehicle that is used for the transportation of:

- i) persons to or from school, or
- ii) persons with disabilities to or from a training centre, which meets the provisions of the *Highway Traffic Act* and shall only include the following:
 - a) a school bus
 - b) a bus and
 - c) a vehicle that is designed to carry less than ten passengers and is used for the transportation of persons and which is identified by public vehicle plates and/or school safety stickers;

"shoulder" means that portion of every road allowance which abuts the roadway and which is designed and intended for passage or stopping of motor vehicles but which extends no more than 3.6 metres in width from the limit of the roadway;

"sidewalk" means any municipal walkway, or that portion of a street between the curb line or the lateral line of a roadway and the adjacent property line, primarily intended for the use of pedestrians;

"skateboard" means a form of conveyance without self propulsion consisting of any number of wheels attached to a flat surface that is designed to support the weight of a rider;

"skateboarding, rollerskating, rollerblading, in-line skating" means the activity of using each of the objects respectively;

"stand or standing" means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers;

"stop" or "stopping", when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal;

"street" or "highway" includes a common and public highway, street, avenue, parkway, driveway access, square, place, bridge, viaduct or trestle designed and intended for or used by the general public for the passage of vehicles (traveled roadway) and includes the area between the lateral property lines thereof and as such includes the road allowance;

"through highway" means any highway or part of a highway designated as such by by-law of The Corporation of the City of Stratford and all intersecting highways are marked by a stop sign or yield sign in compliance with the regulations of the Ministry of Transportation;

"time" means, where any expression of time occurs or where any hour or other period of time is stated, standard time or daylight saving time, whichever is in effect in the City pursuant to the *Time Act*;

"towed vehicle" means a vehicle towed or otherwise conveyed by a tow truck;

"towing" means the movement of a vehicle by a Tow Truck, whether such vehicle is picked up at or delivered to a location within the City.

"tow truck" means a motor vehicle for towing or otherwise conveying vehicles, as defined in the *Highway Traffic Act*, whether or not any such towed or conveyed vehicle is intact or in operable condition.

"tractor-trailer unit" means the combination of a commercial motor vehicle and a trailer or semi-trailer;

"traffic" includes pedestrians, ridden or herded animals, vehicles and other conveyances either singly or together while using any street for the purposes of travel;

"traffic control device" means any sign or other device erected or placed by The Corporation of the City of Stratford under the authority of the *Highway Traffic Act* for the purpose of guiding, directing or regulating traffic;

"traffic signal" means any device manually, electrically or mechanically operated for the regulation of traffic as authorized by the *Highway Traffic Act*;

"U-turn" means to turn a vehicle upon a highway so as to proceed in the opposite direction;

"vehicle" includes a motor vehicle, motor assisted bicycle, trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle, the cars of electric or steam railways running only upon rails;

"vehicle of a person with a disability" means any vehicle displaying an identifying marker in accordance with Part 6 of this by-law.

"Veteran Licence Plate" means an Ontario veteran graphic licence plate issued by the Province of Ontario to eligible veterans:

- a) passenger and commercial veteran graphic plates displaying a red poppy and the word "Veteran" underneath the poppy;
- b) motorcycle veteran graphic plates displaying the poppy with the word "Veteran" underneath."

Enforcement of By-law

- 2. This by-law may be enforced by a police officer or a municipal law enforcement officer appointed by Council.

PART 1 - TRAFFIC

Erection of Control Devices

- 3.
 - (1) Traffic control devices for the purpose of guiding, directing and regulating traffic may be erected as authorized by the Council.
 - (2) No person shall place or exhibit any unauthorized device, sign, standard or other marking upon any street attempting or purporting to guide, direct or regulate traffic or the parking of vehicles on a street.

- (3) No unauthorized person shall give any signal or direction attempting or purporting to direct traffic unless in an emergency to direct traffic around the scene of an accident, or obstacle, excavation, debris, glass or other hazard.
- (4) No unauthorized person shall wilfully remove, deface or injure any traffic control device.

Manner of Parallel Parking

- 4. (1) No person shall park a vehicle on any street except upon the right-hand side of the roadway, having regard for the direction in which the vehicle is required to proceed, and when parked on a roadway, the right front and rear wheels or runners of the vehicle shall be parallel to and distant not more than 0.3 metres from the right-hand edge of the roadway adjacent to which such vehicle is parked.
- (2) Subsection (1) shall not apply where angle parking is authorized by this by-law, or upon one-way streets as authorized by this by-law.

Manner of Angle Parking

- 5. (1) Where angle parking is permitted, no person shall park a vehicle except within the limits defined by pavement markings and in all cases so that the front end of the vehicle is nearest to the curb or the edge of the street.
- (2) Notwithstanding subsection (1), no person shall park a vehicle at an angle if:
 - a) the load being carried extends beyond the rear of the vehicle; or
 - b) the vehicle has attached to it a trailer as defined by the *Highway Traffic Act*; or
 - c) such vehicle obstructs or interferes with traffic in any way while so parked.

Manner of Parking on One-Way Street

- 6. (1) Subject to subsection (2), all persons may park vehicles on both sides of a one-way street in the permitted locations and facing in the direction in which the vehicle is required to proceed.
- (2) Unless otherwise regulated, when parked on the left hand side of the roadway, determined by the permitted direction of travel, the left front and left rear wheels or runners of the vehicle shall be parallel to and distant not more than 0.3 metres from the edge of the roadway adjacent to which such vehicle is parked.

No Stopping (Schedule 1)

7. (1) No person shall stop a vehicle in a manner known as "double parking" or in any traffic lane other than the curb lane.
- (2) No person shall stop a vehicle or any part of a vehicle upon the streets set out in Column 1 of Schedule 1 of this by-law, the side or sides of streets set out in the corresponding line or lines in Column 2 thereof, between the points set out in Column 3 thereof, and during the prohibited time or times set out in Column 4 thereof, when "No Stopping" signs have been erected and are on display and which indicate the prohibited time or times.
- (3) Subsection (2) does not apply to:
- a) a passenger vehicle of the Corporation when using bus stops,
 - b) a school vehicle engaged in the transportation of persons when such vehicle is stopped to discharge or pick up passengers,

No Parking In Unposted Locations

8. (1) No person shall park a vehicle in any of the following places during the specified times:
- a) in such a manner so that any part of the vehicle is situated upon or over a sidewalk at any time;
 - b) between a sidewalk and the adjacent roadway at any time;
 - c) on any boulevard or any island within a court at any time, except where authorized by by-law;
 - d) on a roadway or shoulder in front of a public or private driveway access or lane at any time;
 - e) within an intersection at any time;
 - f) within 3 metres of a fire hydrant or where the hydrant is set back from the edge of the roadway, within 3 metres of the point at which the prolongation of the centre line of the hydrant at right angles to the edge of the roadway intersects such edge at any time;
 - g) on a crosswalk at any time;
 - h) on any street in a manner which obstructs traffic at any time;
 - i) in a position that will prevent the convenient removal of any other vehicle previously parked at any time;
 - j) on any roadway or shoulder between 2:00 a.m. and 6:00 a.m.;

- k) on any ramp or manoeuvring area established by by-law as part of a parking arrangement at any time;
 - l) within 15 metres of any intersection controlled by traffic signals at any time;
 - m) At the entrance to any public or private lane or driveway at any time;
 - n) At places where municipal service work is being undertaken at any time;
 - o) 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;
 - p) Upon any bridge or culvert at any time;
 - q) Upon any municipal park or municipal open space area at any time, except in designated parking spaces;
 - r) On, or in such a manner as to obstruct any designated bicycle lane, provided that this shall not prohibit a momentary stopping of transit buses at signs marking a bus stop, taxis while actively engaged in receiving or discharging passengers, or other motor vehicles while actively engaged in receiving or discharging passengers.
 - s) Within 10 metres of any intersection.
- (2) 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)
- (3) Nothing in subsection (1) shall prohibit the proper parking of bicycles in a bicycle rack erected or approved by the Corporation.

No Parking In Posted Locations

9. (1) No person shall park a vehicle or any part of a vehicle in the following locations when appropriate signs have been erected and are on display, which signs are hereby authorized:
- a) in front of the entrance to an office building;
 - b) within 10 metres of any intersection;
 - c) within 8 metres of the location of a fire hall and the premises used in connection therewith on that side of the street on which such fire hall

is located, or on the opposite side of the street within 8 metres of a point opposite the centre exit of such fire hall;

- d) within a school bus loading/unloading zone;
- e) within 15 metres of any intersection controlled by traffic signals.
- f) Notwithstanding any other parking lines applied to the pavement to designate parking spaces, where yellow markings have been applied by The Corporation of the City of Stratford to the curb to designate no parking areas adjacent to parking spaces on the South side of Water Street, no person shall park or stand any vehicle in a designated parking space on Water Street where such parked or standing vehicle extends beyond or over the yellow markings.

- (2) Nothing in subsection (1) shall prohibit the proper parking of bicycles in a bicycle rack erected or approved by the Corporation

No Parking On Specified Streets (Schedule 2)

- 10. No person shall park a vehicle or any part of a vehicle on the streets hereinafter set out in Column 1 in Schedule 2 of this by-law, the side or sides of streets set out in the corresponding line or lines in Column 2 thereof, between the points set out in Column 3 thereof and, during the prohibited time or times set out in Column 4 thereof, when appropriate signs have been erected and are on display, which signs are hereby authorized.

No Parking at ~~Mobility~~ Bus Stops (Schedule 3)

- 11. (1) When authorized signs are installed and on display, which signs are hereby authorized, no person other than those persons operating a Stratford Transit bus shall park or stop a vehicle to load or unload passengers within 15 metres of either side of a bus stop.

~~In certain areas as described in Schedule 3, a Mobility Bus is exempt from the parking, standing and stopping provisions that are contained in this by-law.~~

- (2) No person, other than a ~~Mobility~~ Stratford Transit Bus driver, shall park, stand or stop a public transit motor vehicle in at the a ~~Mobility~~ Bus Stop zone.

No Parking at Taxi Stands (Schedule 4)

- 12. When appropriate signs are erected and are on display, which signs are hereby authorized, no person other than those persons operating a taxi cab under a valid licence issued by the Corporation shall park or stop a vehicle or any part of a vehicle to load or unload on any streets set out in Column 1 in Schedule 4 of this by-law, the side or sides of streets set out in Column 2 thereof, between the streets or parts thereof set out in Columns 3 and 4, thereof, at a time designed in Column 5, which areas are hereby designated as Taxi Stands.

Parking During Emergencies and Special Events

13. (1) Notwithstanding any other provisions of this by-law to the contrary, in case of fire, a parade, an assembly of persons, a congestion of traffic, a construction project or an emergency, parking may be restricted or prohibited by the Director or his authorized representative or the Chief of Police acting through police officers, and no person shall park a vehicle in contravention of such restrictions or prohibition.
- (2) For the purposes of this section, "emergency" includes a snow fall or other act of God which hinders, restricts or prohibits movement of vehicles or pedestrians on a highway.

Restricted Parking on Specified Streets (Schedule 5)

14. When appropriate signs have been erected and are on display, which signs are hereby authorized, no person shall park a vehicle or any part of a vehicle on any of the streets set out in Column 1 in Schedule 5 of this by-law, the side or sides of streets set out in Column 2 thereof, between the streets or parts thereof set out in Column 3 thereof, and during the time or times set out in Column 4 thereof within the maximum period permitted as set out in Column 5.

Angle Parking Permitted On Specified Streets (Schedule 6)

15. (1) No person shall park a vehicle except at any angle, in a manner as described in section 5, on any of the streets set out in Schedule 6 of this by-law.
- (2) No person shall angle park a vehicle on a street when angle parking is not permitted.

Prohibited Times of Loading and Unloading (Schedule 7)

16. As set forth in Schedule 7, no person shall park, stand or stop a vehicle in those areas designated as a loading/unloading zone/space.

Manner of Parking Motorcycles

17. (1) No person shall park a motorcycle at more than an angle of forty-five degrees to the curb.
- (2) Where a parking space is designated by markings, no person shall park more than three motorcycles in one space.

Prohibited Turns (Schedule 8)

18. (1) No driver or operator of a vehicle upon a street shall make a U-turn.
- (2) Where an official sign forbidding a left or right turn or both has been posted in accordance with Schedule 8 of this By-law, every driver or operator of a vehicle shall obey such sign.

Obstructing Traffic

19. (1) No owner or operator of a motor vehicle shall obstruct a street with a motor vehicle that becomes stalled or, for any reason, cannot be moved by its ordinary motive power.
- (2) Any vehicle stopped on any street shall be moved away by the owner or operator thereof at the direction of a police officer when traffic congestion, proximity to a fire or any other condition renders the removal of such vehicle expedient.

Traffic Signs (Schedule 9)

20. (1) The *Highway Traffic Act* requires stop signs at intersections on through streets.
- (2) Yield signs are authorized and shall be installed facing the traffic proceeding in the directions indicated in Column 1 of Schedule 9 of this by-law, on the streets set out in Column 2 thereof, at the intersecting streets set out in Column 3 thereof.

Funeral and Other Processions

21. No person shall drive a vehicle so that it interferes with a funeral or other authorized procession in motion, except under the direction of a police officer.

One-Way Streets (Schedule 10)

22. (1) The streets set out in Column 1 of Schedule 10 of this by-law between the limits set out in Columns 2 and 3 are hereby designated for one-way traffic only in the directions set out in Column 4.
- (2) No person shall drive in the opposite direction on any one-way street.

Through Highways (Schedule 11)

23. The streets or parts of streets set out in Schedule 11 of this By-law, are designed and declared to be through highways, but shall not include any intersecting highways where traffic signals are installed.

Heavy Truck Restrictions (Schedule 12)

24. (1) In this section "prohibited street" means any street or part thereof within the City set forth out in Schedule 12 of this by-law and upon which there are erected signs prohibiting heavy trucks.
- (2) No person shall operate or park a heavy truck on a prohibited street.
- (3) Subsection (2) does not apply where a heavy truck is being necessarily operated in the usual conduct of business and proceeds by way of the

shortest route to or from any street or part thereof set forth in Schedule 13 of this by-law.

- (4) The Director shall keep and maintain accurate maps illustrating those streets or parts thereof in Schedule 12, which maps shall be available to the public.

School Bus Loading Zones (Schedule 13)

25. (1) Streets or portions thereof as set out in Column 1 of Schedule 13 of this By-law, on the side of the street set out in Column 2, thereof, between the parts of the streets set out in Column 3 are hereby designated as School Bus Zones
- (2) No person shall park a school bus or any part of a school bus except entirely in a School Bus Zone.
- (3) No person shall park, stop or stand a vehicle in a School Bus Zone.

Use of Sidewalk

26. No person shall use any sidewalk for any purpose other than pedestrian traffic, except as specifically permitted by this or any other by-law.

Coasting or Sliding

27. No person shall coast or slide by the use of any hand-sleigh or toboggan on any street.

Skateboarding/In-line skating

28. (1) No person shall in-line skate, rollerblade, rollerskate or skateboard on any portion of Market Square, except as set out in section (4) (g) , nor any sidewalk within the City, excepting those portions of the sidewalk adjacent to the following streets:
 - (a) Ontario Street, east of Romeo Street; and
 - (b) the asphalted sidewalk/bicycle path on the west side of Erie Street, south of Lorne Avenue.
- (2) No person shall in-line skate, rollerblade, rollerskate or skateboard on any private property without the written consent or permission of the occupier or owner of the property and the onus of proof of such consent or permission shall be on the person who is in-line skating, rollerblading, rollerskating, or skateboarding, as the case may be.
- (3) No person shall in-line skate, rollerblade, rollerskate or skateboard on any steps, ramps, driveways or sidewalks of any building owned or occupied by The Corporation of the City of Stratford.
- (4) No person shall in-line skate, rollerblade, rollerskate or skateboard in or on any path, access way, stairs or steps leading to or on:

- (a) the Cenotaph located on York Street;
 - (b) the Memorial Gardens located on Ontario Street;
 - (c) the Bandshell located on Veterans Drive (formerly Lakeside Drive);
 - (d) the Bandshell/Pavillion in Upper Queen's Park;
 - (e) the Avondale Cemetery;
 - (f) any portion of that area being those roads, sidewalks and boulevards lying between the Westerly limit of Downie Street on the East, the Easterly limit of Wellington Street on the West, City Hall on the North and the commercial business fronts on the South, which area is municipally known as "Market Square".
- (5) Persons who in-line skate, rollerblade, rollerskate or skateboard on roadways shall comply with the following regulations:
- (a) persons in-line skating, rollerblading, rollerskating or skateboarding upon all roadways shall do so near the right-hand curb or edge of the pavement in such a manner as to prevent undue interference with the flow of traffic, except where reasonably necessary to avoid conditions that would make it unsafe to continue along the right-hand curb edge. Conditions to be taken into consideration shall include, but not be limited to, fixed or moving objects, vehicles, bicycles, in-line skaters, pedestrians, animals, surface hazards, or traffic lanes too narrow for persons who are in-line skating, rollerblading, rollerskating or skateboarding.
 - (b) Persons rollerblading or in-line skating or rollerskating or skateboarding shall do so in single file;
 - (c) Persons rollerblading or in-line skating or rollerskating or skateboarding shall do so with due care and attention to their own safety and the safety of others;
 - (d) Persons rollerblading or in-line skating or rollerskating or skateboarding shall not do so while under the influence of alcohol or drugs;
 - (e) No person shall draw or tow, using a bicycle, vehicle or in-line skates, rollerblades, rollerskates or a skateboard, any other person using a bicycle, in-line skates, rollerblades, rollerskates, or a skateboard;
 - (f) No person using in-line skates, rollerblades, rollerskates, or a skateboard shall be drawn or towed by any animal, domestic pet, person or vehicle.

Bicycles/ Motorcycles

29. (1) Two or more persons riding bicycles or motorcycles shall not ride abreast or nearly so on any street, except in the course of overtaking and passing other vehicles.

- (2) No operator of any bicycle or motorcycle shall ride on any sidewalk except for the portion of sidewalk adjacent to the following streets: Ontario Street, east of Romeo Street and the asphalted sidewalk/bicycle path on the west side of Erie Street, south of Lorne Avenue.
- (3) No driver or rider of a bicycle shall operate the bicycle except as near as possible to the right-hand curb.

Exemption for Emergency Vehicles

- 30. The provisions of this by-law do not apply to those vehicles such as Fire, Police and Ambulances when attending or responding to an emergency situation.

Motor Vehicles to be Locked

- 31. (1) No person driving or in charge of a motor vehicle, other than a commercial motor vehicle, shall allow the same to stand unattended unless,
 - (a) the doors of the vehicle are locked and its windows are closed; and
 - (b) the key is not in the ignition or in a readily accessible location in the vehicle, so as to prevent the operation of the vehicle by any person not authorized by the owner, driver or person in charge.

Higher and Lower Speed Limits (Schedule 14)

- 32. (1) The streets set out in Column 1 of Schedule 14 of this By-law, between the limits set out in Columns 2 and 3, are hereby restricted to maximum rates of speed as set out in Column 4. The speed limit for all remaining roads and highways is restricted to 50 km/hr.
- (2) No person shall operate a motor vehicle at a speed in excess of this By-law.
- (3) No driver of a vehicle shall drive within the limits of any park at a greater speed than 30 kilometres per hour.

PART 2 - METERED ON-STREET PARKING

15 Minute Metered Zones (Schedule 15)

- 33. 15 minute parking is permitted on the streets set out in Column 1, the side or sides of streets set out in the corresponding line or lines in Column 2, between the streets or parts thereof set out in Columns 3 and 4.

30 Minute Metered Zones (Schedule 16)

34. 30 minute parking is permitted on the streets set out in Column 1, the side or sides of streets set out in the corresponding line or lines in Column 2, between the streets or parts thereof set out in Columns 3 and 4.

4 Hour Metered Zones (Schedule 17)

35. Four hour parking is permitted on the streets set out in Column 1, the side or sides of streets set out in the corresponding line or lines in Column 2, between the streets or parts thereof set out in Columns 3 and 4.

12 Hour Metered Zones (Schedule 18)

36. 12 hour parking is permitted on the streets set out in Column 1, the side or sides of streets set out in the corresponding line or lines in Column 2, between the streets or parts thereof set out in Columns 3 and 4.

On-Street Parking Meter Zones

37. The erection, maintenance and operation of parking meters with the necessary standards for the purpose of controlling and regulating the parking of vehicles and the measuring and recording of the duration of such parking upon the streets or portions thereof set out in Schedules 15, 16, 17, and 18 of this by-law, and hereby designated as Parking Meter Zones, is hereby authorized.

Installation of Meters

38. (1) Except as provided by subsection (2), an individual parking meter shall be installed upon the curb adjacent to each parking space within Parking Meter Zones and such parking space shall have lines or markings painted or placed upon the curb or upon the roadway adjacent to each parking meter in a manner sufficient to indicate the parking space for which such meter is to be used.
- (2) In the case of Parking Meter Zones in which parking is timed by pay by plate meters and in respect of which appropriate signs are erected and on display, which signs are hereby authorized, one or more pay by plate machines shall be placed at a location or locations convenient to a number of parking spaces within such Parking Meter Zones and such parking spaces shall have lines or markings painted or placed upon the curb or upon the roadway in a manner sufficient to indicate the parking space for which such meters are to be used.

Parking Spaces on Streets with Zones

39. (1) Subject to subsection (2), no person shall park a vehicle on any street or portion thereof designated as a Parking Meter Zone except in such a position that the vehicle shall be entirely within the area indicated as a parking space;
- (2) Any vehicle that by reason of its size, necessarily occupies more than one parking space or portion thereof shall be entirely within the said Parking Meter

Zone upon being parked. If a vehicle is larger or longer, the driver shall pay for all parking spaces that are taken up by the vehicle with attachments.

- (3) Subsection (1) of this section does not apply to bicycles properly parked in a bicycle rack erected or approved by the Corporation.

One Vehicle In Parking Space

- 40. (1) No person shall park more than one vehicle in any one parking space at any one time.
- (2) No person shall park a vehicle in a parking space that is partly or completely occupied by another vehicle.
- (3) Subsections (1) and (2) of this section do not apply to a person parking a motorcycle in a parking space occupied by another motorcycle so long as the number of motorcycles does not exceed three.

Operation of Parking Meter for Space

- 41. (1) Subject to subsection (2), no person shall park a vehicle on any street or portion thereof designated as a Parking Meter Zone unless,
 - a) in the case where an individual parking meter is installed adjacent to the parking space used by such vehicle, the parking meter is forthwith placed in operation by the deposit of a coin; or
 - b) in the case where parking in the parking space used by such vehicle is timed by pay by plate machine, one such meter is placed in operation by the deposit of a coin or coins or payment with credit card and correct licence plate number is entered into the pay by plate machine.
- (2) No person shall park any vehicle that by reason of its size, necessarily occupies more than one parking space or portion thereof unless,
 - a) in the case where an individual parking meter is installed adjacent to each space used in whole or in part by such vehicle, the meter for each space occupied shall be placed in operation; or
 - b) in the case where parking in each space used in whole or in part by such vehicle is timed by pay by plate machine.
- (3) Subsection (1) does not apply to bicycles properly parked in a bicycle rack erected or approved by the Corporation.
- (4) Subsection (1) herein does not apply to a motor vehicle displaying a valid Province of Ontario Veteran licence plate.

Time Limits for Zones

42. (1) No person shall park a vehicle in any parking space within a Parking Meter Zone set out in Columns 1 and 2 of Table 1 herein unless there is immediately deposited in the appropriate parking meter a sum of money in coin or coins for the parking time set out in Column 3 thereof. The amounts are set out in the Corporation's User Fee By-law.

Table 1

Column 1 Schedule	Column 2 Zone	Column 3 Duration of Parking
16	15 minute parking Maximum allowed	up to 15 Minutes
17	30 minute Parking Maximum Allowed	up to 30 minutes
18	4 Hour Parking Maximum Allowed	up to 4 Hours
19	12 Hour Parking Maximum Allowed	up to 12 Hours

- (2) [Deleted by By-law 130-2012]
- (3) [Deleted by By-law 130-2012]
- (4) No person shall park a motorcycle in any parking space within a Parking Meter Zone set out in Columns 1 and 2 of Table 1 herein unless there is immediately deposited in the appropriate parking meter a sum of money in coin or coins for the parking time set out in Column 3 thereof or is one of three motorcycle operators who parks in a parking meter space where time has already been purchased.
- (5) Subsection (1) and (4) herein do not apply to any motor vehicle or motorcycle displaying a valid Province of Ontario Veteran licence plate.
- (6) Persons with disabilities holding a valid government issued accessible parking permit are exempt from depositing payment in accessible parking meters for the parking time as set out in Column 3 of Table 1 when parked in a designated parking space.

Coinage Authorized

43. (1) No person shall deposit, cause to be deposited or attempt to deposit in any parking meter any coin or coins other than those of the Government of Canada or the United States of America.
- (2) No person shall deposit, cause to be deposited or attempt to deposit in any parking meter any slug, device, token, substance, object or any bent, punched, damaged or mutilated coin.

Lawful Use of Space

44. (1) Except as provided for in subsection (2) of this section upon placing the parking meter into operation, the parking space adjacent to the vehicle may be lawfully occupied by such vehicle for the period of parking time equivalent to the coins deposited.
- (2) In the case of Parking Meter Zones in which parking is timed by pay by plate machines in accordance with the requirements of this By-law, one parking space in the Parking Meter Zone for which said pay by plate machine is applicable may be lawfully occupied by such vehicle for the time period equivalent to the coins deposited or credit card payment made.

Parking Overtime

45. No person shall permit a vehicle to be parked in the same parking space for a longer period at any one time than the maximum period allowable for such zone as provided in this by-law.

Extension of Parking Time

46. No person shall deposit or cause to be deposited in any parking meter any coin or coins for the purpose of obtaining an extension of parking time beyond the maximum period prescribed by this by-law for the parking of vehicles in the zone adjacent to such meter.

Vehicle Parked Overtime

47. (1) No person shall leave parked a vehicle in any parking space or part thereof,
- (a) in the case where an individual parking meter is installed adjacent to the space used in whole or in part by such vehicle, when the parking meter for such space occupied indicates expired time or a violation; or
 - (b) in the case where parking in the space used in whole or in part by such vehicle is timed by pay by plate machine beyond the time and date indicated by the pay by plate machine at time of payment and shown on the confirmation screen;
 - (c) in the case where more than one motorcycle is parked when the parking meter for such space occupied indicates no unexpired time or a violation, all motorcycles occupying such space will be in violation.

Display of Permits

48. (1) Deleted by By-law 53-2012.
- (2) Deleted by By-law 53-2012.

- (3) No person shall display on a vehicle such permit other than one issued for the then current year.
- (4) A replacement parking permit may be issued for a fee in accordance with the by-law providing that the holder of the original permit presents satisfactory evidence that the original permit has been removed from the windshield so that the vehicle to which it was attached can no longer use it.
- (5) No person shall photocopy or display a photocopy of a parking permit.
- (6) No person shall tamper with, deface or alter a permit issued for parking by The Corporation of the City of Stratford.

Meter Hoods

- 49. (1) Meter hoods can be rented for construction vehicles parked at meters while doing renovations on buildings in the downtown core; or when required for moving vans that must park at meters.
- (2) If a contractor is going to be using a dumpster and locating it on a downtown street, he/she must:
 - (a) obtain a street permit from the Infrastructure and Development Services Department; and
 - (b) complete and sign a Meter hood rental form.
- (3) There shall be a limit of two hoods (4 spaces) in any section of a block of a parking area at any one time unless otherwise authorized by Council at a cost which shall be identified in the Fees and Charges By-law.
- (4) No unauthorized person shall park at a meter with a hood contained thereon.

Municipal Official Permits

- 50. As authorized by the City Clerk, municipal official permits may be issued to City Council Members and staff. These permits are not to be transferred and any lost permits must be reported to the City Clerk's office so that the permit can be replaced.

Special and Media Permits

- 51. (1) (a) As authorized by the City Clerk, a maximum of two (2) permits may be issued to those companies attending council meetings and media functions. No person shall use a media permit when they are not covering a City related media event or City Council meeting, Committee meeting or sub-committee meeting.
- (b) Media companies wishing to obtain more than 2 media parking permits for their company shall be eligible to purchase the media permits for a

fee specified in The Corporation of the City of Stratford's Fees and Charges By-law.

(2) Notwithstanding 51 (1)(a) and (b), Media Permits shall be used for parking in the lower Erie Street lot only, and media wishing to park in other Municipal lots or along City Streets must pay for parking at the required hourly rate or purchase a parking permit for a fee specified by The Corporation of the City of Stratford's Fees and Charges By-law.

(3) (a) As authorized by the City Clerk, special permits may be issued to those persons requiring to park close to City Hall or at another municipal facility on a short term basis only. This may include but is not limited to consultants working for The Corporation of the City of Stratford, OMB Chair/staff, municipal staff in the event of illness or injury, etc.

(b) Special permits shall not be sold to the general public.

Unauthorized Devices

52. No person shall place or exhibit upon any street any unauthorized device attempting or purporting to control or regulate the parking of vehicles.

Tampering With Meters

53. Unless authorized by the Corporation, no person shall willfully or deliberately move, remove, alter or tamper with any parking meter erected or placed upon a street or on property owned or leased by the Corporation or under its direction.

Inapplicable on Sundays and Holidays

54. The provisions of this Part, except for sections 40, 52 and 53, shall not apply to the parking of vehicles on Sundays or holidays under the *Retail Business Holidays Act*.

PART 3 - METERED OFF-STREET MUNICIPAL PARKING

Metered Municipal Parking Lots

55. The premises, owned or leased by the Corporation and described in Table 2 herein, are hereby designated as Municipal Parking Lots to be used for the metered parking of motor vehicles until the premises are otherwise required.

Table 2

Column 1 Lot Number	Column 2 Lot Name	Column 3 Description
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Column 1 Lot Number	Column 2 Lot Name	Column 3 Description
1	St. Patrick Lot (Justice Building)	The premises as outlined in Schedule " 22 " 12 hour meters
2	Ontario Street Lot	The premises as outlined in Schedule "22 " 9 – 4 hour meters and 11-12 hour meters 1 – 30 minute meter
3	York Street Lot	The premises as outlined in Schedule " 22 " 4 hour meters
4	Albert Street Lot	The premises as outlined in Schedule " 22 " 4 hour meters
5	Erie Street Lot "A"	The premises as outlined in Schedule " 22 " 4 hour meters
6	Erie Street Lot "B" and "C"	The premises as outlined in Schedule " 22 " 4 hour meters at a lower rate
7	George Street	The premises as outlined in Schedule "22 " 12 hour meters
8	Erie/St. Patrick Street (Kalbfleish Lot)	The premises as outlined in Schedule "22" 12 hour meters

(By-law 53-2012)

Lawful Use of Space

56.1 Each lot mentioned in Column 1 of Table 3 herein shall be operated on a payment basis during the times mentioned in Column 2 thereof on each day mentioned in Column 3 thereof and during such times on such days no person shall park a motor vehicle on any of the parking lots except in a designated parking space, and upon parking the said motor vehicle the operator thereof shall pay a fee therefor forthwith

- (a) in the case where an individual parking meter is installed adjacent to the space, by depositing a coin or coins in the parking meter provided for such space; and
- (b) in the case where parking in the space is timed by one or more pay by plate machines, by depositing a coin or coins or making a credit card payment in one such machine and entering the correct licence plate;

for the parking time desired mentioned in Column 4 thereof. The amounts are set out in the Corporation's User Fee By-Law.

Table 3

Column 1 Lot Number	Column 2 Times	Column 3 Days	Column 4 Duration of Parking
1 (St. Patrick)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	12 hours maximum
2 (Ontario)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	Variation of 30 minutes, 4 hours and 12 hours depending on the meter.
3 (York)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	4 hours maximum
4 (Albert Street)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	4 hours maximum
5 (Erie St)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	4 hours maximum
6 (Erie St B&C)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	4 hours maximum
7 (George St)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	12 hours maximum
8 (Kalbfleish)	9 a.m. to 6 p.m.	Monday to Saturday Inclusive	12 hours maximum

(53-2012)

- 56.1 Section 56 herein does not apply to a motor vehicle displaying a valid Province of Ontario Veteran licence plate.
- 56.2 Persons with disabilities holding a valid government issued accessible parking permit are exempt from depositing payment in parking machines for the parking time as set out in Column 2 of Table 3 when parked in a designated parking space.
57. Notwithstanding Section 56 of this by-law, in metered off street Municipal Parking Lots, persons parking marked vehicles that identify them as vehicles belonging to a

police force, the fire department, Festival Hydro, the Corporation and/or the Ministry of Transportation, are not required to pay for the use of a parking space.

Previous Sections Apply

58. Sections 40, 41, 42(2), 42(3), 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53 and 54 apply with the necessary modifications to this Part of this by-law.

Parking Permits (Schedule 19)

59. (1) The City Clerk or designate is hereby authorized and directed to provide parking permits, as identified in Schedule 19, for each metered off-street Municipal Parking Lot mentioned in section 55, whereby the purchaser of the permit agrees to the conditions described below:
- a) that the permit is issued for one specific lot at a rate set by The Corporation of the City of Stratford in accordance with the User Fee By-Law with no obligation to The Corporation of the City of Stratford to renew the permit for a term;
 - b) that the permit will be displayed by placing it on the interior windshield or on the dash board with the permit number clearly in view;
 - c) that the permit is valid for the specific lot identified at time of purchase of the permit and is not transferable to any other lot; and
 - d) that the permit is valid for the licence plated vehicle identified by the owner at the time of purchase of the permit and is not transferable to any other vehicle.
- (2) When the parking permit described in sub-section (1) of this section is appropriately displayed, the vehicle is permitted to park in the specified parking lot for which the permit was purchased without inserting coins into a parking meter or pay by plate machine or making a credit card payment at a pay by plate machine.
- (3) No person who has purchased a parking permit shall park a vehicle on a municipal parking lot without displaying the parking permit issued for that specific parking lot as described in sub-section (1)(a) of this section herein.
- (4) No person shall use an expired parking permit unless authorized to do so.
- (5) A replacement parking permit may be issued for a fee.
- (6) No person shall photocopy parking permits.
- (7) No person shall tamper with, deface or alter a parking permit.

No Long Vehicle Parking

60. No person shall park any motor vehicle in excess of 6.1 meters in length in any of the parking lots mentioned in sections 55 at anytime.

PART 4 - UNMETERED OFF-STREET MUNICIPAL PARKING

Unmetered Municipal Parking Lots

61. The following premises owned by the Corporation and described in Table 4 herein are hereby designated as Municipal Parking Lots to be used for the unmetered parking of motor vehicles until the premises are otherwise required.

Table 4

Column 1 Lot Number	Column 2 Lot Name	Column 3 Description
11	Cooper Lot (105 St. Patrick St.)	The premises on attached as Schedule 22
12	Downie Lot (17 George St.)	The premises on attached as Schedule 22
13	Stratford Jail (30 St. Andrew St.)	The premises on attached as Schedule 22
14	removed	
15		
16	Stratford Place Hotel (136 Ontario St)	The premises on attached as Schedule 22 Pay and display
17	removed	removed

Lawful Use of Space

62. For each lot mentioned in Column 1 of Table 5 herein, no person shall park a motor vehicle beyond the maximum number of consecutive hours mentioned in Column 4 thereof during the times mentioned in Column 2 thereof on any of the days mentioned in Column 3 thereof, and during such times on such days no person shall park a motor vehicle on any of the parking lots except in a designated parking space.

Table 5

Column 1 Lot Number	Column 2 Times	Column 3 Days	Column 4 Maximum Limit
11	24 hours	7 days a week	24 hours
12	24 hours	7 days a week	24 hours
13	24 hours	7 days a week	72 hours
14	As per agreement		
15	As per agreement		
16	As per agreement		
17	removed		

No Long Vehicle Parking

63. No person shall park any motor vehicle in excess of 6.1 meters in length in any of the parking lots mentioned in section 61 at any time. Bus parking is available on those areas marked on St. Patrick Street and in the Downie Street Parking Lot.

Other Parking Requirements for Off-Street Parking For Both Metered and Unmetered Spaces

64. No person shall park and leave unattended a vehicle on any aisle abutting parking spaces in an off-street parking lot.
65. No person shall drive a motor vehicle into or out of an off-street parking lot other than from the designated entrances and exists.
66. No person shall use any portion of an off-street parking lot in such a manner as to endanger the person or property of another.
67. No person shall use any portion of an off-street parking lot as a place for buying and selling of merchandise of any kind whatsoever.
68. No person shall at any time park any immobile or unlicensed vehicle in an off-street parking lot set out in Schedule 2 of this By-law.
69. No person shall at any time park any vehicle for the purpose of washing or repairing a vehicle in an off-street parking lot as set out in Schedule 2 of this By-law.

PART 5 - FIRE ROUTES**Tampering With Signs**

70. No person shall move, remove or interfere with a fire route sign along a fire route or obstruct a view of the fire route sign along a fire route.

Conflicting Signs on Fire Routes

71. No person shall erect or maintain along a fire route any sign which may conflict or be confused with a fire route sign.

Unauthorized Use of Signs

72. No person shall erect or maintain a facsimile of a fire route sign along any private roadway, whether a fire route or not.

No Parking In Fire Route (Schedule 20)

73. (1) No person shall park, stop or stand a vehicle along a fire route or in such a manner that any part of a vehicle is located within the fire route as designated on schedule 20 of this by-law.
- (2) Subsection (1) does not apply to a passenger vehicle of the Corporation using bus stops when appropriate signs are erected and on display, which signs are hereby authorized.
- (3) A peace officer, a police officer, a special constable, an officer appointed for the carrying out of the Provisions of the *Highway Traffic Act* and The Corporation of the City of Stratford By-law enforcement officer as special constable may cause a vehicle in violation of (1) to be moved or taken to and placed in suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle which may be enforced in the manner provided in the *Repair and Storage Lien Act*.

PART 6 - PARKING FOR PERSONS WITH DISABILITIES

Parking Space for Persons with Disabilities (Schedule 21)

74. Notwithstanding the provisions of this or any other by-law, no person shall park, stand, stop or leave a motor vehicle in any designated parking space set out in Schedule 21 of this by-law except a motor vehicle,
- (a) that is operated by or carries a person with a disability, and
- (b) that is identified by a Accessible parking permit.

Display of Permit

75. (1) A Accessible parking permit shall be displayed on:

- (a) the inner surface of the windshield, as close as practicable to the drivers side and as close as practicable to the left-hand side of the motor vehicle, or
- (b) the outer surface of the sun visor on the drivers side of the motor vehicle so as to be visible through the windshield from the exterior of the car when the sun visor is in a lowered position.

Prohibitions Regarding Permits

76. (1) No person shall
- (a) use or permit the use of a defaced or altered Accessible parking permit furnished by the Minister of Transportation;
 - (b) use or permit the use of a Accessible parking permit furnished by the Ministry of Transportation except the Accessible person to whom the permit is issued; or a person transporting such person with a disability;
 - (c) without the authority of the person to whom a Accessible parking permit has been issued, remove a Accessible parking permit furnished by the Ministry of Transportation from a motor vehicle.

Location and Allocation of Designated Parking Spaces

77. (1) A designated parking space shall be distinctly indicated in accordance with the requirements of the *Highway Traffic Act* and as further provided by the Corporation's Accessibility Guidelines.
- (2) The Corporation's Accessibility Guidelines shall be regarded to when installing/establishing such parking spaces.

PART 7 - PRIVATELY-OWNED LOTS/PRIVATE PROPERTY

Privately-Owned Off Street Parking Lots

78. (1) All privately-owned parking lots shall erect and display signs stating the conditions on which a motor vehicle may be parked or left on the property or prohibiting the parking or leaving of a motor vehicle on the property.
- (2) No person shall permit a vehicle to be parked in a privately - owned parking lot or other parking facility without the authorization of the owner of the parking lot or parking facility when signs are posted at all entrances to such parking lot or parking facility prohibiting such unauthorized parking.
- (3) No person shall permit a vehicle to be parked in the same parking space in a privately-owned parking lot or other parking facility for a longer period at any one time than the maximum period allowable, if any, for such vehicle as prescribed by signs posted upon such lot or facility.

- (4) No person shall park or leave a motor vehicle on private property without the written consent of the owner or the occupant of the property.

PART 8 – MOTORIZED SNOW VEHICLES

79. (1) Motorized snow vehicles may be operated within the City between the hours of 6:30 am to 11:30 pm on Sunday, Monday, Tuesday, Wednesday and Thursday and between the hours of 6:30 am to 12:00 midnight on Friday and Saturday.
- (2) Motorized snow vehicles shall not travel along any municipal sidewalk within the City, but shall be permitted to cross such sidewalks for the purpose of traveling from private property to a roadway or from a roadway to private property.

PART 9 - GENERAL PROVISIONS

General Penalty

80. (1) Except where otherwise expressly provided by this by-law or the *Highway Traffic Act*, every person who
- (a) contravenes any provision of this by-law; or
- (b) is the owner of a vehicle that is parked, standing or stopped in contravention of any provision of this by-law,
- is guilty of an offence and on conviction is liable to any penalty as provided in the *Provincial Offences Act*.
- (2) Despite subsection (1), any person who contravenes any section Part 6 of this by-law is guilty of an offence and on conviction is liable to a fine of not less than \$300.00.

Illegally Parked Vehicles

81. Where a vehicle has been left parked, standing or stopped in contravention of this By-law, the owner of the vehicle, notwithstanding that he was not the driver of the vehicle at the time of the contravention, is guilty of an offence and is liable to the fine prescribed for the offence unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent.

Towing of Illegally Parked Vehicles

82. Where a vehicle has been parked in contravention of any of the provisions of this By-law, or during a street event where streets and/or parking lots are closed by The Corporation of the City of Stratford, a police officer/by-law enforcement officer may, in addition to attaching a parking infraction notice to the vehicle, cause the vehicle to

be taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, shall be a lien upon the vehicle which may be enforced in the manner provided in Part III of the *Repair and Storage Liens Act*.

Excess Coins in Parking Meters

83. Where a person deposits one or more coins in a parking meter or pay by plate machine in excess of that required for the parking time allowed by the meter or the pay by plate machine, no change shall be remitted, no increase in parking time shall be allowed and no refunds shall be granted.

Executive Acts Authorized

84. The Mayor and staff of the Corporation are hereby authorized to do all things and to execute on behalf of and under the seal of the Corporation any document necessary to give effect to this by-law.

Headings Not Part of By-law

85. The headings in the body of this By-law form no part of the By-law but are inserted for convenience of reference only.

Deviation From Form

86. Where a form or words or expressions are prescribed in any Schedule to this By-law, deviations therefrom not affecting the substance or calculated to mislead do not vitiate them.

Conflict With *Highway Traffic Act*

87. In the event of conflict between the provisions of this By-law and the *Highway Traffic Act*, the provisions of the Highway Traffic Act prevail.

Signage

88. Any signage previously erected under the authority of the by-laws listed in (1) that is compliant with the provisions of this by-law shall be observed and enforced as if such signage had been erected under the authority of this by-law.

Commencement

89. This By-law comes into force and takes effect on when approval from the Ministry of the Attorneys Office is received with respect to the fine amounts.

Short Title

90. The short title of this By-law is the *Traffic and Parking By-law*.

91. Notwithstanding anything contained in this By-law, City Council hereby grants four-hour free parking on Saturdays from the first Saturday in December to the last Saturday in April, that all other traffic and parking provisions in this By-law remain in force and effect and that Council, by resolution of Council, may amend, change or revise this Four-Hour Free Parking on Saturday from the first Saturday in December to the last Saturday in April program at any time and with any conditions as Council determines from time to time.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 15th day of December, 2008.

"Daniel B. Mathieson"

Mayor – Dan Mathieson

"Joan Thomson"

Clerk – Joan Thomson

TABLE OF SCHEDULES

SCHEDULE	SECTION	DESCRIPTION
1	7	Prohibited Stopping on Specified Street
2	10	Prohibited Parking on Specified Street
3	11	Exemptions for Mobility Bus
4	12	Prohibited Parking at Taxi Stands
5	14	Restricted Parking on Specified Streets
6	15	Angle Parking Permitted on Specified Streets
7	16	Prohibited Times of Loading and Unloading
8	18	Prohibited Turns
9	20	Entering Highway (Yield Signs on Specified Streets)
10	22	One Way Streets
11	23	Through Highways
12	24	Heavy Truck Restrictions
13	25	School Bus Loading Zones
14	32	Higher/Lower Speed Limits
15	33	15 Minute Metered Zones
16	34	30 Minute Metered Zones
17	35	4 Hour Metered Zones
18	36	12 Hour Metered Zones
19	59	Parking Permits
20	73	Designated Fire Routes
21	74	Designated Parking Spaces for Persons with Disabilities
22		Description of Municipal Parking Lots

SCHEDULE 3 - ~~MOBILITY~~ BUS STOPS

Location

- (1) ~~Directly in front of the building known as 38 Albert Street.~~
- (2) ~~On Downie Street West, from a point measured 84.8 metres North of the North curb line of St. Patrick Street for a distance of 13.3 metres North~~
- (3) ~~On Ontario Street north, from a point approximately 235 feet to a point approximately 265 feet west of Waterloo Street, immediately west of the driveway entrance to the municipal parking lot.~~

When authorized signs are installed and on display, which signs are hereby authorized, no person other than those persons operating a Stratford Transit bus shall park or stop a vehicle to load or unload passengers within 15 metres of either side of a bus stop.

SCHEDULE 6 – ANGLE PARKING ONLY

Angle parking is permitted only in these areas:

- ~~• Coburg Street, north side, from Waterloo St. to Erie Street~~
- ~~• Market Place, both sides of the Parking Island and the south side, from Downie Street to Wellington Street.~~
- Albert Parking Lot, municipally known as 18 Albert Street
- Ontario Parking Lot, municipally known as 126 Ontario Street
- St. Andrew Street, north side, from Church Street to 25m east of Birmingham Street
- Wellington Street., west side, from Downie Street to St. Patrick Street.



MANAGEMENT REPORT

Date: July 24, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Deputy Clerk
Report#: ITS19-048
Attachments: Request Letter for Crossing Guard at Simcoe & Morgan

Title: Simcoe and Morgan Street Crossing Guard Request

Objective: To consider stationing a crossing guard at the Simcoe and Morgan Street intersection.

Background: The City received requests to install a crossing guard at the Simcoe and Morgan Street intersection. The City advised the requestors that staff would review the area and undertake a crossing warrant.

The original request was for the installation of a crossing guard mid-block on Simcoe Street. Due to issues related to traffic congestion and blind spots mid-block, staff reviewed the installation of a guard at the Simcoe and Morgan Street intersection.

Analysis: The determination on whether or not a school crossing guard should be implemented 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 warrants at the Simcoe and Morgan Street intersection were conducted on May 8, 9 and 10, 2019. The safe gap time to complete a crossing is 18 seconds. The highest number of persons crossing in a five (5) minute interval was 34 and the lowest was 1. The average number of safe gaps available was:

May 8 AM – 12 safe gaps
 May 8 PM – 12 safe gaps

May 9 AM – 12 safe gaps

May 9 PM – 11 safe gaps

May 10 AM – 10 safe gaps

May 10 PM – 11 safe gaps

During each five (5) minute interval there were never less than five safe gaps. As there are sufficient safe gaps, the warrant does not support the stationing of a crossing guard at the Simcoe and Morgan Street intersection.

When considering additional factors, traffic congestion was observed during the completion of the warrants. Motorists were observed parking on both sides of the street on Simcoe and obstructing the view of pedestrians while crossing and creating a safety concern. The Traffic and Parking By-law provides for no-parking as follows:

Simcoe Street	South	From the West curb line of Morgan Street to a point 31.0 m westerly therefrom	Anytime
---------------	-------	---	---------

The traffic congestion issues and number of pedestrians warrant the addition of an aid to assist pedestrians crossing the Simcoe and Morgan Street intersection. In reviewing potential aids staff considered the addition of a pedestrian crossover. The minimum warrant for a pedestrian crossover is 100 pedestrian crossings and 750 vehicles over an 8-hour period. At this intersection there is well over 100 pedestrian crossings per day but only 600 vehicles.

Considering all of the above noted factors, staff recommend stationing a crossing guard at the Simcoe and Morgan Street intersection in September 2019. In addition, staff recommend installing a 35m sidewalk in 2019. Parking enforcement will also be directed to enforce the parking provisions in this are.

Financial Impact: If a crossing guard is to be installed, the City will be required to recruit an additional guard at an annual cost of approximately \$8,997, to be funded in 2019 from anticipated tax supported surplus and budgeted in 2020. A crosswalk and appropriate signage will need to be added at a cost of \$500. The City will also be required to install a 35m sidewalk at an approximate cost of \$7,000. The installation of a sidewalk in this area is not included in the 2019 budget but could be funded from the Trails/BP Master Plan Implementation budget.

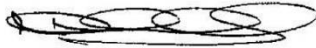
\$250,000 was allocated in the 2019 budget for Trails/BP Master Plan Implementation (R-R11-PWCA). To date \$85,000 has been committed.

Staff Recommendation: THAT staff be authorized to proceed to install a 35m sidewalk on the north side of Simcoe Street in 2019, to be funded from the Trails/BP Master Plan Implementation budget;

AND THAT staff be authorized to install a crossing guard, necessary signage and markings at the Simcoe and Morgan Street intersection in September 2019.



Tatiana Dafoe, Deputy Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer

January 25th, 2019

Dear Mr. Brad Beatty,

I am writing to you today as prompted by Greg Haber principal of Anne Hathaway Public School. My daughter walks to and from school each day. She must cross Simcoe Street on her journey to and from school each day. My association with Anne Hathaway School over the last 9 years has always seen a staff member crossing students on Simcoe Street. Suddenly this year, the staff member has disappeared. Since September I have witnessed several "near misses" and watched as older students (grades 4-6) struggle to attempt to safely cross younger students across Simcoe Street. Before and after school Simcoe Street is very congested with parked cars as parents attempt to safely drop off and pick up their children. I don't feel the volume or speed of the traffic is necessarily the issue but the congestion and ability to see clearly, especially little bodies, certainly is.

After several months of worry, I finally approached Greg Haber to understand the rationale behind the removal of the staff member crossing students before and after school. Greg informed me that the staff member was told by the Stratford Police to stop crossing students or they would be charged with traffic obstruction. I find this completely unacceptable. In addition, Greg told me that the school in turn asked for a traffic study to be completed so they could place an actual crossing guard at the location and they were denied.

In support of the school and for the safety of the students I implore you to please place a crossing guard on Simcoe Street or allow the staff at Anne Hathaway to place a willing adult at the site to assist in safely crossing the children. Lets do something before someone has a potentially life threatening/altering accident!

I look forward to hearing from you regarding this situation.

Best Regards,
Tricia Aitken


Stratford

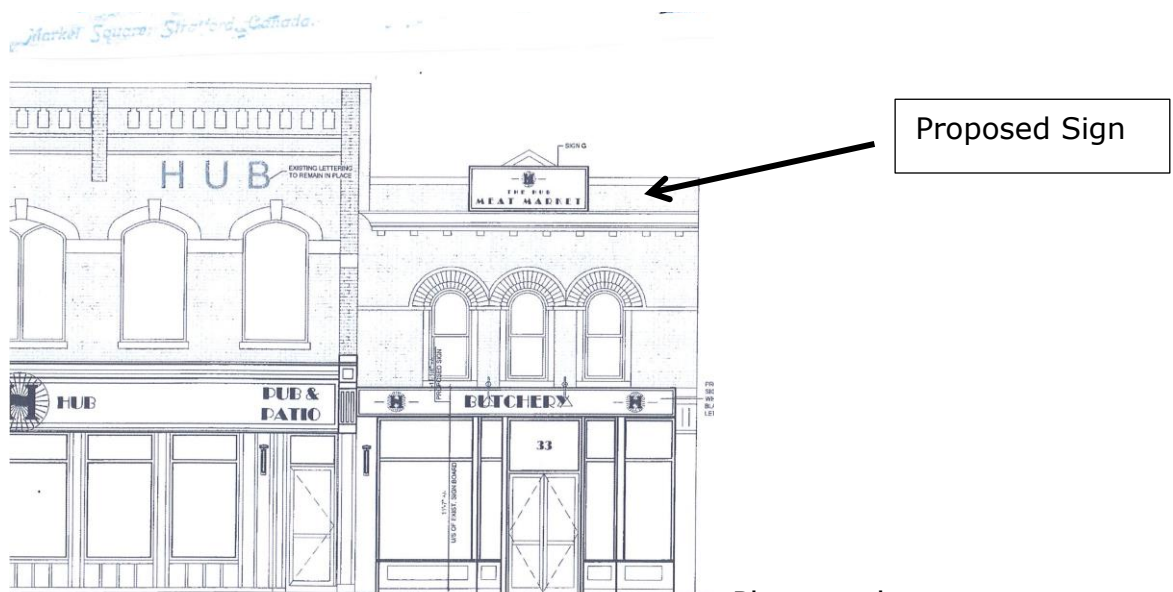
Date: July 25, 2019
To: Planning and Heritage Sub-committee
From: Jeff Leunissen, Manager of Development Services
Report: PLA19-030
Attachments: None

Title: Proposed exemption to Sign By-law 159-2004 - Sections 10.0 (b) and 16.0 (c)

Objective: To consider an exemption to the City of Stratford Sign By-law to permit "The Hub Fine Food & Market – Butchery", located at 33 Market Place, to erect a second storey fascia sign measuring 8' x 3'.

Background: On June 14, 2019, the owners of The Hub Fine Food & Market – Butchery at 33 Market Lane, submitted a Sign Variance request to allow a fascia sign to be erected on the second storey of their building facing Market Place, bearing "The Hub – Meat Market". The property owner's reason for requesting the exemption is to increase visibility and install a similar sign as circa 1900s.

Proposed Sign



Historic

Photograph



The City of Stratford Sign By-law 159-2004 contains specific provisions for signs within the Heritage Conservation District. It states: "No person shall obstruct a building's significant architectural features, including, but not limited to, windows, bracket sills, decorative masonry and cornice". In addition, Section 16, Fascia Signs, states "fascia signs shall be erected no higher than the upper limit of the first storey of the buildings."

The proposed sign does not comply with two provisions of the Sign By-law. Firstly, it would cover the gable parapet, an architectural feature, on the front façade; and secondly, it would be located above the upper limit of the first storey.

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.

Staff circulated the proposed sign to the Heritage Permit Review Committee of Heritage Stratford and they have advised "that the proposed sign is a billboard rather than shop

signage and would alter the essential character. The standards are to try and avoid such an effect.”

ANALYSIS: Staff has attended the site and can confirm the proposed sign would obstruct a gable parapet on the front façade. The historic photograph provided by the applicant, taken in the early 1900’s, shows a sign in approximately the same location as the sign currently proposed.

Staff can confirm the proposed 8’x3’ sign is not a billboard sign. A billboard is a sign that advertised goods, products and services that are not sold on the property where the sign is located. The proposed sign advertises a “Meat Market” which is located on the premises. Further a billboard sign typically measures approximately 8’ x 16’ or 12’ x 24’. The proposed sign is significantly smaller than a typical billboard.

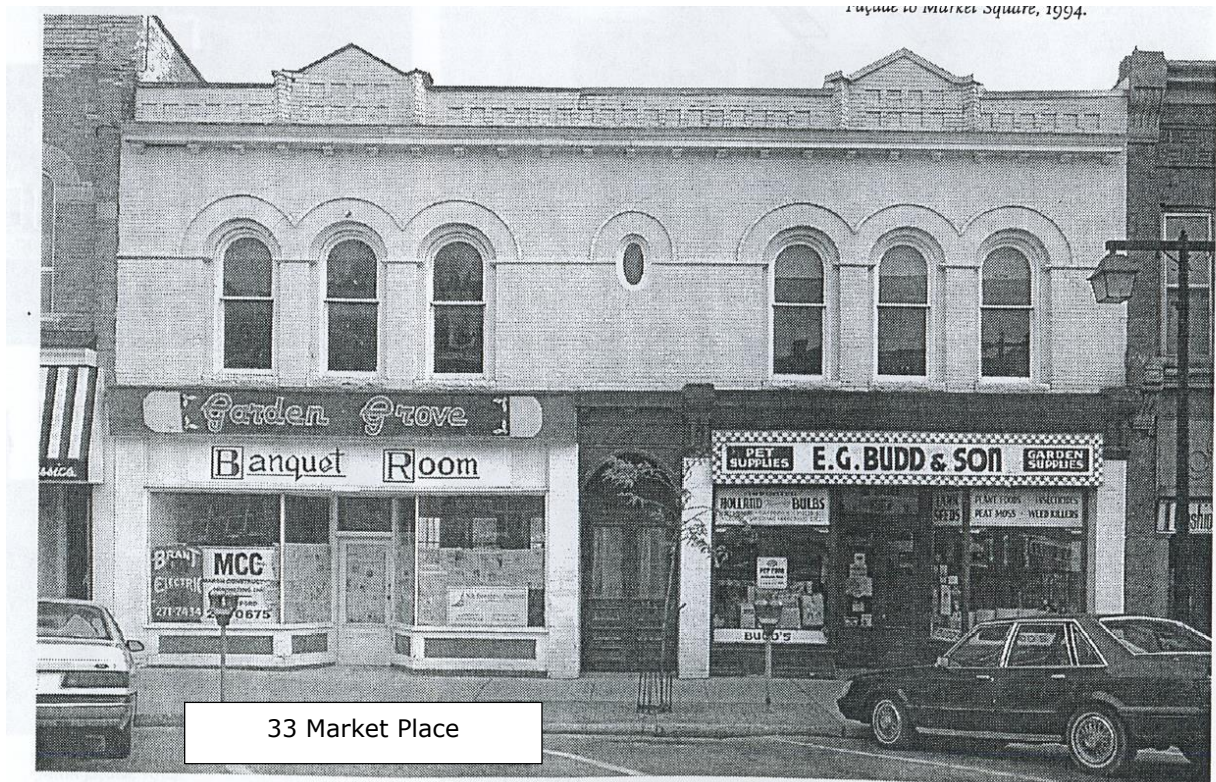
Staff has reviewed the requested variance against the criteria listed in Section 23.0 e) of the Sign By-law and do not believe it satisfies the criteria for a variance for the following reasons:

- There are no special circumstances which apply to the building. The building is similar in size and character to other buildings in the Heritage Conservation District. Further, other buildings along this block face, with exception of the building at 31 Market Place, do not have signs above the first storey. 21 Market Place does have embossed in the façade “THE HERALD” and “1890”. These reflect the history of the building and have existed since the building was constructed.

The sign permit which allowed “THE HUB” to be erected above the first storey at 31 Market Place was issued in 2014 in error. While the Sign By-law does allow a permit issued in error to be revoked, the City decided not to revoke that permit as it was felt it would cause undue hardship on the property owner.

- There are no practical difficulties or unusual hardship complying with the By-law. Other signs in conformity with the Sign By-law are currently located on the building. There is no unusual hardship on the owner by complying with the By-law.
- There is no special circumstance or pre-existing condition not created by the owner. The applicant has demonstrated a sign did exist above the first floor in the early 1900’s. A photograph of the property taken approximately 25 years ago shows no signs or remnants of the previous sign at 33 Market Place. A sign which existed in excess of 80 years ago, but which has not existed for at least 25 years, does not constitute a pre-existing condition. The current version of the Sign By-law was adopted in 2004 and since its adoption there has been no sign above the first storey at 33 Market Place.

Façade of Market Square, 1994



- The sign could alter the character of the area. Heritage Stratford has expressed concerns the proposed sign would alter the character of the area. Only one building on this blockface has a sign above the first floor. To allow an additional sign to be erected above the first storey over architectural elements may result in other property owners submitting similar variance requests. Staff is concerned approval of this request could set a precedent for other requests.

Based on the above, staff does not believe the requested sign variance satisfies the criteria in Section 23.0 e) to allow a sign variance.

If Council believes the request does satisfy the criteria in Section 23.0 e), staff recommends any sign be located where it does not obstruct the view of architectural feature. For example, it does appear possible to erect a smaller sign between the soldier course above the second storey windows and parapet without obstructing architectural features.

Financial Impact: None

Staff Recommendation: THAT the request by The Hub Fine Food & Market – Butchery to permit a fascia sign on the upper storey of 33 Market Place be denied as it does not satisfy the criteria of Section 23.0 e) of the Sign By-law.



Jeff Leunissen, Manager of Development Services



Ed Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: July 25, 2019
To: Planning and Heritage Sub-committee
From: Jeff Leunissen, Manager of Development Services
Report#: PLA19-028
Attachments: Draft By-laws, May 30, 2019 Staff Report to the Planning and Heritage Sub-Committee

Title: Planning Application Fees Review

Objective: To update Planning Act Application fees

Background: On May 30, 2019, staff submitted a report outlining possible changes to Planning Application Fees. Planning is an interdisciplinary function which involves staff from a number of departments and divisions, costs from Development Services, Engineering Services, Clerks, Community Services, Festival Hydro and InvestStratford are included in the calculations. The methodology used by staff to establish new fees is similar to that used by Watson and Associates when calculating new planning fees for the City of Kingston. The activity-based costing approach included processing efforts and associated costs from all municipal departments in service categories to determine costs. Activity-based costing includes direct and indirect costs.

Direct costs for processing applications include the following:

- Wages and benefits of all City staff involved in an application (Development Services, Engineering Services, Clerks, etc.)
- Employee costs – conferences, mileage and education
- Administrative costs – photocopying, postage, newspaper advertising, office supplies
- Consultation with the City's solicitor
- Cost for the decision maker (per diem for Committee of Adjustment)
- Membership Registration costs
- Other miscellaneous costs

Indirect costs for processing applications include the following:

- Heat
- Hydro

IT support
 Rent
 Maintenance and custodial costs
 Upper Thames River Conservation Authority annual fees

In response to the report, Council, on June 24, 2019, resolved the following:

THAT the draft pre-planning application consultation by-law and proposed amendment to By-law 190-2018, Fees and Charges By-law presented at the May 30, 2019 Planning and Heritage Sub-committee meeting, be received for information;

THAT staff consult with interested parties and obtain feedback on the draft pre-application consultation by-law and the proposed amendment to the Fees and Charges By-law;

THAT, following consultation, in accordance with the Planning Act and in conformity with the Official Plan, staff submit to Council a pre-planning application consultation by-law for approval which requires applicants to consult with the City prior to submitting Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications;

THAT, following further review, staff submit to Council more detail regarding cost recovery for planning applications;

THAT following consultation, in accordance with Section 69 of the Planning Act, staff submit to Council an amendment to Schedule "B" of By-law 190-2018, Fees and Charges By-law, to revise fees for the processing of applications made in respect of planning matters;

AND THAT following consultation and an amendment to Schedule "B" to By-law 190-2018, Fees and Charges By-law, By-law 25-2004, a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters, be repealed.

On June 17, 2019, staff met with representatives of the Stratford and Area Builders Association (SABA) to discuss the proposed pre-consultation by-law and revised planning fees. Following this meeting, SABA submitted a letter, dated July 2, 2019 which is summarized below.

- SABA supports the principle re-alignment of planning fees.
- SABA requests that where fees have the potential to increase by more than 50%, that the increase be phased in over the next 3 to 5 years.
- SABA supports mandatory pre-application consultation.
- SABA supports the endeavor to reduce fees in some areas.

While not included in their letter, SABA suggested at the meeting that new comments on engineering drawings should not be subject to a resubmission fee.

Analysis: Upon a further review of proposed fees, the recommended fee for Plan of Subdivision applications should be \$7,200 and not \$4,700 and the proposed fee for preparation of a Subdivision Agreement Fee should be \$2,100 and not \$4,100. (If the proposed plan of subdivision were to contain more than 50 lots, the fee would be \$8,200.) This is as a result of readjusting time for when some background studies are reviewed. These are both one time fees and will result in an increase in the total proposed plan of subdivision application fee by \$500 than what was previously proposed.

Upon the full drawing review fee coming into effect, total planning fees for a 50 lot and 5 block subdivision that requires submission of three sets of engineering drawings would be as follows:

Existing Fees	Application fee	\$10,999
	Prepare Subdivision Agreement	\$1,222
	Final Approval/Registration	\$ 612
	Total	\$12,833
Proposed in May 2019 Report	Application fee	\$5,700
	Submission of 1 st set of drawings*	\$7,100
	Submission of subsequent drawings	\$3,000
	Final Approval/Registration	\$ 612
	Total	\$19,412
Revised Proposed Fee	Application fee	\$8,200
	Submission of 1 st set of drawings*	\$5,100
	Submission of subsequent drawings	\$3,000
	Final Approval/Registration	\$ 612
	Total	\$19,912

*Comprised of Subdivision Agreement Fee and Drawing Review Fee

SABA

The Stratford and Area Builders Association support the review of fees and has posed no objection. Where fees have the potential to increase by 50%, SABA has requested, that the fee increase be phased in over a 3 to 5 year period.

Staff understands the proposed fee does have the potential to increase fees by in excess of 50%, but most of this comes from the proposed subdivision drawing review fee. Staff is reluctant to phase this new fee in over three to five years but does recommend it being phased in over the next 16 months. A review fee of \$25 per lot and \$50 block is recommended to come into effect when the by-law comes into force and the full review fee of \$50 per and \$100 per block is recommended to come into effect on January 1, 2021. This approach will achieve the objective of encouraging quality engineering drawing submissions while providing time to achieve full cost recovery.

Raised at the meeting with SABA, but not included in their letter, was a concern that new comments on engineering drawings would necessitate additional submission(s) and an additional drawing review fees. Reviewing engineering drawings is complicated and there are instances where items are missed and caught on a subsequent submission. Some of these are simply items missed while other new comments are generated by other revisions. Most “new” comments are relatively minor and would not warrant a complete new submission, but if this does occur, it should not be the applicant’s responsibility to pay a new drawing review fee. For this reason, Staff is recommending the proposed by-law grant the Director of Infrastructure and Development Services the authority to waive a drawing review fee if it is required as a result of a City error or omission.

No other comments were received regarding proposed planning fee increases.

Greater details

Members of Sub-committee requested additional information regarding cost recovery on planning applications. The table below outlines the average number of staff hours per planning application. On average, a minor variance application takes a total 13.35 hours of staff time to process, a new site plan an average of 24 hours per application, and a plan of subdivision, from submission of an application to draft approval, an average of 98.1 hours. These numbers include all staff involved in an application from clerical staff, planners and engineering staff to, in the case of matters heard by Council, senior staff. All matters considered by Council are reviewed by the Director of Infrastructure and Development Services and the Chief Administrative Officer.

Application	Number of Staff Involved	Average Number of Hours Per Application
Minor Variance	10	13.35
Consent	10	15.75
Multiple Consent		
Minor Variance/Consent	10	22.35
Official Plan Amendment	14	69.1
Zoning By-law Amendment	14	56.1
Official Plan/Zoning By-law Amendment	14	78.1
Removal of Holding Provision	15	24.6
Pre-Consultation	9	9.25
Subdivision	10	98.1
Condominium	10	55.5
Part Lot Control	11	12.6
Site Plan	12	42
Site Plan Amendment	12	26.5
Site Plan Letter Amendment	5	4

The table below shows expected revenues from most applications as a result of proposed fee increases. The table does not project all expected planning application fees revenue.

For example, it does not project the expected engineering drawing fee revenue. In the past, staff has not tracked the number of engineering drawings reviews per plan of subdivision or the number of proposed lots/block so it is difficult to project expected revenue from this new fee. Further, the fee per engineering drawing review is hoped to reduce the number of engineering drawing submissions. Similarly, staff has not tracked the number of new lots created with multiple consent applications on the same property.

Application Type	Average Number of Applications Per Year	Proposed Fee	Expected Annual Revenue
Minor Variance	19.25	\$1,200	\$23,100
Consent	9.5	\$1,350	\$12,825
Multiple Consent	3.75		
Minor Variance/Consent	2	\$1,600	\$3,200
Official Plan Amendment	0.5	\$5,300	\$2,650
Zoning By-law Amendment	5	\$4,350	\$21,750
Official Plan/Zoning By-law Amendment	1.25	\$5,850	\$7,312
Removal of Holding Provision	0.75	\$1,850	\$1,387
Pre-Consultation	13.25	0	
Subdivision	1.25	\$7,200*	\$9,000*
Condominium	1.5	\$4,100*	\$6,150*
Part Lot Control	2.75	\$1,400**	\$3,850**
Site Plan	15.5	\$3,200	\$49,600
Site Plan Amendment	7	\$2,150	\$15,050

*excludes drawing review fee

**calculation based on one additional lot only

The recommended planning application fees will not cover all costs for Planning Services in the City of Stratford, as Planning Services provides numerous services to the residents at no charge including responding to general inquiries, assistance on minor variance and consent questions, and preparation and maintenance of planning documents, i.e. the Official Plan, Comprehensive Zoning and Urban Design and Landscape Guidelines. The recommended planning fees will cover all costs associated with applications, with the exception of costs associated with pre-application consultation.

Financial Impact: It is difficult to predict the financial impact the revisions to planning fees will have on total fees collected. Based on an “average” year, total Planning fees collected when fully implemented are expected to increase by 20% or approximately \$28,500.

Staff Recommendation: THAT in accordance with the Planning Act and in conformity with the Official Plan, the attached pre-planning application consultation by-law (Appendix "A") which requires applicants to consult with the City prior to submitting Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications, be adopted;

That in accordance with Section 69 of the Planning Act, Schedule "B", Building and Planning Fees and Charges, of By-law 190-2018, Fees and Charges By-law, to amended as shown on Appendix "B";

AND THAT Schedule "B", to By-law 25-2004, a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters be repealed.



Jeff Leunissen, Manager of Development Services



Ed, Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer

Appendix "A"

BY-LAW NUMBER ____-2019 OF THE CORPORATION OF THE CITY OF STRATFORD

BEING a By-law to require applicants to consult with the City of Stratford prior to submission of a development application (Pre-consultation By-law).

WHEREAS sections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides that municipalities may, by by-law, require applicants to consult with the municipality prior to the submission of development applications;

AND WHEREAS the City of Stratford Official Plan contains provisions requiring pre-application consultation for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it appropriate to require pre-application consultation with applicants submitting development applications;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. Definitions:

“act” shall mean the Planning Act, as amended.

“applicant” shall mean: to:

- (a) a person or public body requesting Council to amend the Official Plan of the Corporation of the City of Stratford under section 22 of the Act;
- (b) a person or public body requesting Council to amend the Zoning By-law of the Corporation of the City of Stratford under section 34 of the Act
- (c) a person or applying for approval of plans and drawings under section 41 of the Act;

- (d) an owner of land applying for approval of a plan of subdivision under section 51 of the Act;
- (e) a person who owns the freehold or leasehold estate of the land described in the description, applying for approval of a plan of condominium applying under section 9 of Condominium Act, as amended.

“Record of Consultation” shall mean:

- (a) the date, or dates, that the Consultation Meeting or is held;
 - (b) a copy of a written summary of the proposed application to amend the Official Plan Amendment, to amend the Zoning By-law, to obtain Draft Plan of Subdivisions and Condominiums approval and Site Plans Approval, as the case may be;
 - (c) a copy of a written statement identifying the information and materials from Section 8.3.1 of the Official Plan that may be needed to with an application.
2. The Manager of Development Services and his or her designate(s) are authorized to:
- (a) conduct pre-application consultations for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans;
 - (b) identify the information and material necessary for processing Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans,
 - (i) prior to submission and
 - (j)
 - (k) acceptance of a development application, as items necessary for the application to be deemed complete under the *Planning Act* and City of Stratford Official Plan; and,
 - (ii) during the processing of development applications in cases where information and materials cannot reasonably be provided at the time of submission of the application.
 - (c) waive the requirement for a pre-application consultation when, in his/her opinion, it has been deemed to be unnecessary for a complete review of the application.
3. Applicants shall pre-consult with municipal staff prior to submission of an Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plan application in order to identify the information necessary to the processing of an application

4. The Manager of Development Services, or his or her designate shall prepare a Record of Consultation and deliver it to the applicant within thirty (30) days of the date of the last consultation meeting
5. This by-law may be referred to as the "Pre-consultation By-law".
6. This by-law shall come into force and take effect upon the final passing thereof.

Read a FIRST, SECOND AND THIRD TIME AND

FINALLY PASSED this the xxth day of xxxxxxxx 2019.

Mayor – Daniel B. Mathieson

Clerk – Joan Thomson

Appendix "B"

PROPOSED AMENDMENT TO
SCHEDULE "B" OF FEES AND CHARGES BY-LAW
BY-LAW 190-2018

enacted this ____ day of _____, 2019.

* These rates shall come into effect on September 1, 2019

* These rates shall automatically increase and be rounded to the nearest dollar on the first day of January (commencing in 2020) in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) published by Statistics Canada during the 12-month period ending on October in the year immediately proceeding the rate increase date.

Service	Comments	Proposed Fee	Existing Fee
PLANNING FEES	In addition to the application fees listed below in sections A) to G), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City 's actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.		
A) Application Fees	i) Applications for an Amendment to the Zoning By-law	\$4,350	\$2,689
	ii) Applications for an Amendment to the Official Plan	\$5,300	\$4,890
	iii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law	\$5,850	\$7,579

Service	Comments	Proposed Fee	Existing Fee
	iv) Applications for an Amendment to the Official Plan and/or Zoning By-law requiring recirculation	\$1,100	currently no fee
	v) Applications to the Committee of Adjustment for minor variance from By-laws passed pursuant to the <i>Planning Act</i> :	\$1,200	\$918
	a) If an application requires a recirculation	\$675	\$582
	vi) Applications to the Committee of Adjustment for consent for one lot/easement (severance):	\$1,350	\$977
	a) Each additional lot/easement (severance)	\$200	\$977
	b) If an application requires a recirculation	\$700	\$582
	vii) Applications to the Committee of Adjustment for a change to conditions of approval	\$500	\$366
	viii) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$1,600	\$1,895
	viii) Applications for the passing of a Part-Lot Control exemption by-law:	\$1,400	\$244
	a) For each additional new part created:	\$100	\$123
	ix) Applications for the removal of a Holding provision	\$1,850	\$700
	x) Applications to extend a Temporary Use	\$1,350	currently no fee
	xi) Application for Pre-Application Consultation	\$0	currently no fee
B) Site Plan Application	i) Applications for site plan approval:	\$3,200	\$3,145
	a) An additional fee will be added if building or addition is equal to or greater		

Service	Comments	Proposed Fee	Existing Fee
	than 3,716 m ² or 40,000 sq.ft. or greater than 50 units	\$1,000	\$1,165
	ii) Applications for an amendment to a site plan agreement	\$2,150	\$1,222 or \$918
	iii) Applications for a minor amendment to a site plan agreement (Section 8.3.3.)	\$400	\$134
	iv) Applications for site plan approval for infill developments	\$1,700	\$3,145
	v) Letter of conformity relating to site plan agreement compliance	\$89	\$89
C) General	i) Letters of conformity (other than By-law 92-75) – with survey	\$89	\$89
	ii) Letters of conformity – without survey	\$74	\$74
	iii) Letters of conformity without survey – 2 business day response time	\$135	\$135
	iv) Letters of conformity with survey – 2 business day response time	\$152	\$152
	v) Full size registered plans, plans of condominium, city street maps	\$20	currently no fee
	vi) Custom Plots	\$40	currently no fee
	iv) Change of Municipal address	\$140	\$123
D) Development, Subdivision and Condominium Servicing Agreements:	i) Administrative fees for preparation and registration of an agreement (applicable with the first submission only): a) variable fee per single detached dwelling lot per submission on date of adoption* b) variable fee per block per submission (excluding road widening and reserve blocks) on date of adoption*	\$2,100 4,100 plus variable fee \$25 \$50	\$1,222

Service	Comments	Proposed Fee	Existing Fee
	ii) Administrative fees for preparation and registration of an agreement (applicable with the first submission only): a) variable fee per single detached dwelling lot per submission on January 1, 2021* b) variable fee per block per submission (excluding road widening and reserve blocks) on January 1, 2021* *If a resubmission is required as a result of a City error or omission, the Director of Infrastructure and Development Services may waive the variable fee.	2,100 4,100 plus variable fee \$50 \$100	
	iii) Lot releases: b) for the first lot: c) for each additional lot in the same application:	\$123 \$11	\$123 \$11
E) Plan of Subdivision, Vacant Land Condominium & Common Element Plans of Condominium	i) Up to 50 development lots/blocks/units*: a) An additional fee will be added if greater than 50 units is proposed*	\$7,200 4,700 \$1,000	\$9167
	ii) More than 50 development lots/blocks/units *Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.		\$10,999
	ii) Revisions to draft conditions of approval (recirculation required)	\$1,100	\$1,222
	iii) Revisions to draft conditions of approval (no recirculation required)	\$400	\$1,222
	iv) Registration of final plan	\$612	\$612
	v) Extension of Draft Approval:		

Service	Comments	Proposed Fee	Existing Fee
	a) Recirculation required	\$1,100	currently no fee
	b) No recirculation required	\$400	
F) Standard, Amalgamated, Phased and Leasehold Condominium	i) Up to 50 units	\$4,100	\$5,043
	d) An additional fee will be added if greater than 50 units is proposed*	\$1,000	
	ii) More than 50 units		\$7,486
	*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a “block” plan.		
	ii) Revisions to draft conditions of approval (recirculation required):	\$1,100	\$1,222
	iii) Revisions to draft conditions of approval (no recirculation required)	\$400	\$1,222
	iv) Registration of final plan	\$612	\$612
	v) Condominium Exemption	\$1,218	\$1,218
G) Miscellaneous Reports	i) Deeming Application	\$1,000	\$255



MANAGEMENT REPORT

Date: May 30, 2019
To: Planning and Heritage Sub-Committee
From: Jeff Leunissen, Manager of Development Services
Report#: [Click here to enter text.](#)
Attachments: Draft By-laws

Title: Planning Application Fees Review

Objective: To update Planning Act Application fees

Background:

Section 69(1) of the *Planning Act* allows municipalities to establish a tariff of fees for the processing of applications made in respect to planning matters. The fees shall be designed to meet only the anticipated costs of processing each type of application. Cross-subsidization of fees is not permitted. For example, fees collected from minor variance applications cannot subsidize costs incurred in the processing of site plan applications.

The last major review of *Planning Act* fees was conducted in the 2004 and resulted in By-law 25-2004. The By-Law does allow for an annual increase by the percentage increase in the Consumer Price Index.

Since that time Council has reviewed fees on an as needed basis, primarily when it was determined the costs of processing a particular type of application was out of sync with the application fee. These reviews included 2007, 2009, and the most recently, 2012 when a fee was instituted for review and approval of a minor amendment to an approved site plan (Section 8.3.3. approval).

There have been considerable changes to the planning regime in Ontario since the mid 2000's and more are proposed. Pre-application consultation, complete applications, replacement of the OMB with the LPAT, shorter processing times, secondary suites, inclusionary zoning, mandatory dispute resolution, and consideration of a Council decision by the adjudicating body have all come into being since the 2004 fees review and further changes are expected.

Many of these changes to the planning regime have resulted in increased responsibilities for municipal Councils and staff. With increased responsibilities, comes increased time and expertise being placed on municipalities to review and reach a decision on planning applications. A greater emphasis is now placed on a municipal Council's decision and on public input. More information is being submitted with applications and municipal Councils are required to consider this information when making a decision. This translates in more in depth reports to municipal Councils and more staff time to synthesize information and include such information in reports.

While the existing Fees By-law does contain a provision to adjust the fees as per the Consumer Price Index, this has not accounted for the increased costs borne by the City. The costs for processing Planning Act applications should be borne by applicants and the existing fees are not covering municipal costs.

The review of *Planning Act* applications is an interdisciplinary task involving City of Stratford staff, (Development Services, Engineering Services, Clerks, Fire Prevention and Community Services), Festival Hydro, InvestStratford and the Upper Thames River Conservation Authority. Accordingly, costs incurred by these other departments and affiliated agencies are included in the cost calculations.

While an applicant may have to pay a fee to the Upper Thames River Conservation Authority to review an application or report, the City pays an annual fee to the UTRCA to provide floodplain and natural heritage management services. These UTRCA costs are indirect costs.

Analysis:

Methodology

The City of Kingston recently went through a planning application fees review and they engaged Watson and Associates Economists Ltd. to undertake this review. While the actual costs to process applications will differ between Stratford and Kingston, the methodology used by Watson and Associates for determining cost was "activity-based costing" and this approach is considered appropriate for Stratford's fee's review. Activity-based costing uses processing efforts and associated costs from all municipal departments in service categories to determine costs. Since Planning is an interdisciplinary function which involves staff from a number of departments and divisions, costs from Development Services, Engineering Services, Clerks, Community Services, Festival Hydro and InvestStratford are included in the calculations. Activity-based costing includes direct and indirect costs. An example of an indirect cost would be IT support or rent for building space.

Direct costs for processing applications include the following:

- Wages and benefits of all City staff involved in an application (Development Services, Engineering Services, Clerks, etc.)
- Employee costs – conferences, mileage and education
- Administrative costs – photocopying, postage, newspaper advertising, office supplies

Consultation with the City's solicitor
 Cost for the decision maker (per diem for Committee of Adjustment)
 Membership Registration costs
 Other miscellaneous costs

Indirect costs for processing applications include the following:

Heat
 Hydro
 IT support
 Rent
 Maintenance and custodial costs
 Upper Thames River Conservation Authority annual fees

The Watson and Associates Report¹ indicates that indirect costs generally witnessed in Ontario range between 20-25%. Instead of spending considerable staff resources to investigate the portion of heating, hydro costs allocated to Development Services, costs for IT support, and the portion of maintenance and custodial costs applicable to Development Services staff, this review assumes indirect costs to be 23% of direct costs. When undertaking their review of planning fees in Kingston, Watsons and Associates took a similar approach.

Types of Applications

Below is a list of Planning Act applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Plan of Condominium
- Part Lot Control
- Extension of a Temporary Use
- Removal of a Holding Provision
- Site Plan Applications (new, amendments, minor amendments)
- Pre-consultation
- Minor Variance
- Consent
- Municipal Numbering
- Miscellaneous Reports

In addition to the types of applications listed above, it is common that applications are modified or revised in process, prior to a decision. These revisions may require recirculation of the application. The existing fee schedule does include a fee for recirculation of a minor variance or consent, but not an Official Plan Amendment, Zoning By-law Amendment or

¹ Planning Application Fees Review - City of Kingston, Watson & Associates Economists Ltd. October 11, 2018, page 9.

Plan of Subdivision. It is common for an Official Plan Amendment Application, Zone Change Application or Plan of Subdivision Application to be revised through the process to the point that a new circulation is required. This additional circulation does have a cost which should be reflected in the fee schedule.

- Recirculation of Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision
- Recirculation of a Minor Variance or a Consent
- Change of a Condition to a Minor Variance or Consent

Some applications are commonly processed concurrently, while others involve multiple applications on the same property. Examples of concurrent and multiple applications on the same property include the following:

- Minor variance/consent applications
- Official Plan/zone change applications
- Multiple consents on the same property
- Multiple parcels created through removal of part lot control

Costs associated with concurrent and multiple applications are often less than the combined cost of both applications because there may only be one planning report, one public meeting, a combined notice in the newspaper or duplicate conditions of provisional approval. New to the fee schedule for planning applications include fees for concurrent and multiple applications.

Pre-consultation

For several years, the City has encouraged pre-planning application consultation, often referred to as pre-consultation, on Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications for no fee. Since 2016 when this program was initiated, almost 60 projects have been reviewed through this voluntarily process. Applicants voluntarily submit material for pre-consultation because they believe it is in their interests to do so. Without having to prepare detailed drawings and engineering studies, applicants are able to obtain feedback from staff on critical issues which may be associated with their proposal. It also provides staff an opportunity to provide a list of background information/studies necessary for a speedier review of their application.

The *Planning Act* allows municipalities to require pre-application consultation if such a policy exists in their Official Plan; and the City's Official Plan, as amended by Official Plan Amendment No. 21, does contain policies requiring pre-application consultation for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans. In accordance with the policies of the Official Plan, staff recommends pre-application consultation be mandatory for Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications and has attached a draft by-law to that effect.

It is recognized in some instances, pre-application consultation may be of limited value. The draft by-law does contain a provision which allows the pre-application consultation to be waived by City of Stratford staff. Staff foresees this provision only being used where an application would not require a planning justification, background studies or engineering drawings.

Plans of Subdivision and Condominium

After reviewing the application fees for plans of subdivision and condominium, staff believes it should be adjusted to reflect the costs at the particular stage of approval. Currently, fees for plans of subdivision and condominium are \$9,167 (\$10,999 if greater than 50 lots) and \$1,222 to prepare the agreement. These two fees combined (\$10,389 for less than 50 lots and \$12,221 for subdivisions greater than 50 lots) only cover a portion of the costs associated with these types of applications. Further it has resulted in many subdivision applications with numerous drawing submissions.

To address the issue of poor or numerous submissions of engineering drawings, staff propose to reduce the base subdivision application fee to \$4,700, as it better reflects the actual costs to draft approval, maintain a fee for more than 50 lots and blocks, and revising the preparation of an agreement fee to a variable fee. Variable based on both the number of lots/blocks and the number of submissions. The base fee to prepare an agreement would be \$4,100, plus a fee of \$50 per lot and \$100 per block per submission of engineering drawings. This approach encourages fewer drawing submissions. For example, the fee with the first submission to prepare an agreement for a ten lot single detached dwelling subdivision would be \$4,600 (\$4,100 base fee + (number of lots x \$50 fee per lot)). With each successive engineering drawing submission, the fee would be \$500.

The fee with the first set of engineering drawings for a 50 lot subdivision with 5 multi-family blocks would be \$7,100 ((\$4,100 base fee + \$1,000 fee for greater than 50 lots/blocks + (number of lots x \$50 fee per lot) + (number of blocks x \$100 fee per block)). With each successive submission, the fee would be \$3,000 (number of lots x \$50 fee per lot) + (number of blocks x \$100 fee per block)).

Below is a comparison of the total existing and proposed fees for a 50 lot and 5 block subdivision and requiring 3 submissions of engineering drawings.

Existing Fee	
Pre-application Consultation (voluntary)	\$0
Application Fee	\$10,999
Preparation of Subdivision Agreement	\$1,222
Final Approval	\$612
Total	\$12,833
Proposed Fee	
Pre-Application Consultation	\$0
Application Fee	\$4,700
Additional fee for greater than 50 lots	\$1,000
Submission of First Set of Engineering Drawings	\$7,100
Submission of First Set of Engineering Drawings	\$3,000
Submission of First Set of Engineering Drawings	\$3,000
Final Approval	\$612
Total	\$19,412

Generally, the larger the subdivision or the greater number of lots or blocks, the more complex the issues, and more time is needed to resolve issues.

The proposed fee structure recommended for subdivisions and condominiums allots the fee to the stage of approval; it encourages fewer submissions of engineering drawings, and is variable based on size and complexity of the application.

Summary

Overall, planning costs have risen since the last review and the recommended fees are shown in the attachment. (Existing fees are also shown in the table.) There will be instances where fees will decrease if multiple consents are submitted for the same property at the same time or Official Plan Amendments and Zoning By-law Amendments are processed concurrently.

Planning fees are set by by-law and the current by-law to establish fees for the processing of planning applications is By-law 25-2004. By-law 25-2004 only deals with planning fees. Should Council amend planning fees in the future, it is recommended By-law 25-2004 be repealed and the fees be incorporated into the Fees and Charges By-law – By-law 190-2018 – not 25-2004.

Financial Impact: It is difficult to predict the financial impact the revisions to planning fees will have on total fees collected. Based on an “average” year, total Planning fees collected are expected to increase by 20% or approximately \$28,000.

Staff Recommendation: THAT the attached draft pre-planning application consultation by-law and proposed amendment to By-law 190-2018, Fees and Charges By-law, be received for information;

THAT staff consult with interested parties and obtain feedback on the attached draft pre-application consultation by-law and the proposed amendment to the Fees and Charges By-law;

THAT, following consultation, in accordance with the *Planning Act* and in conformity with the Official Plan, staff submit to Council a pre-planning application consultation by-law for approval which requires applicants to consult with the City prior to submitting Official Plan Amendments, Zone Change Applications, Plan of Subdivision Applications, Plan of Condominium Applications and Site Plan Applications;

THAT following consultation, in accordance with Section 69 of the *Planning Act*, staff submit to Council an amendment to Schedule "B" of By-law 190-2018, Fees and Charges By-law, to revise of fees for the processing of applications made in respect of planning matters.

AND THAT following consultation and an amendment to Schedule "B" to By-law 190-2018, Fees and Charges By-law, By-law 25-2004, a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters be repealed.



Jeff Leunissen, Manager of Development Services



Ed, Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: August 12, 2019
To: Planning and Heritage Committee
From: Jonathan DeWeerd, Chief Building Official
Report#: PLA19-031
Attachments: Demolition Control By-law Process

Title: Demolition Control By-Law

Objective: To recommend a Demolition Control By-law for the City of Stratford.

Background: At the June 10, 2019 Planning & Heritage Committee meeting, the committee requested that;

THAT Public Notification be given of Council's intent to consider passing a Demolition Control By-law;

AND THAT following the Public Notification, staff report back to Council with comments received through the consultation process.

Analysis: Notice was published in the Town Crier section of both the Beacon Herald and the Marketplace on June 20, 22, 27, and 29, 2019.

No comments were received by Staff.

Financial Impact: Staff currently process and collect fees for an average of 6.2 dwelling unit demolition permits each year. There will be some additional cost for permits which are referred to Council for consideration and if a charge has to be placed on the tax levy. It is anticipated that the current fees for demolition permits will adequately cover the costs for this program; however, staff will monitor resources required to implement this By-law and if additional fees are required, they will be requested as part of the Building Permit annual fee review.

Staff Recommendation: **THAT Council receive the Demolition Control By-law report for information;**

AND THAT Council approve the Demolition Control By-law.



Jonathan DeWeerd, Chief Building Official



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Acting Chief Administrative Officer

Demolition Control By-law

Being a By-law of The Corporation of the City of Stratford pursuant to the *Planning Act, R.S.O. 1990, c. P.13*, as amended, respecting the designation of an area of demolition control and the requirement for a permit for demolition of residential buildings.

WHEREAS authority is given to the Council of The Corporation of the City of Stratford pursuant to Section 33 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to designate as an area of demolition control any area within the City of Stratford to which a standards of maintenance and occupancy by-law under Section 15.1 of the *Building Code Act, 1992, S.O. 1992 c.23* applies;

AND WHEREAS Property Standards By-law No. 141-2002 prescribes standards of maintenance and occupancy for all properties in the City of Stratford pursuant to Section 15.1 of the *Building Code Act, 1992, S.O. 1992 c. 23*;

AND WHEREAS authority is given to the Council of The Corporation of the City of Stratford pursuant to Section 33(3) and 33(6) of the *Planning Act, R.S.O. 1990, c. P.13*, to issue or refuse to issue a permit to demolish a residential property;

AND WHEREAS authority is given to the Council of The Corporation of the City of Stratford by Section 23.1 of the *Municipal Act, 2001, S.O. 2001 c.25*, as amended, to delegate its powers and duties to any person, subject to the restrictions set out in Sections 23.2 to 23.5, inclusive, of the *Municipal Act, 2001*;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. In this By-law:

- (a) "Act" means the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended.
- (b) "Chief Building Official" means the Chief Building Official or his/her delegate appointed by by-law of The Corporation of the City of Stratford under subsection 3(2) of the Act for the purposes of enforcement of the Act.
- (c) "City" means the geographic area of the City of Stratford or the municipal corporation, as the context requires;

- (d) "Council" means the Council of The Corporation of the City of Stratford;
 - (e) "Demolish" or "Demolition" means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act;
 - (f) "Demolition Permit" means a document issued by The Corporation of the City of Stratford in accordance with the Act indicating that the person has obtained permission pursuant to this by-law to Demolish a Residential Property;
 - (g) "Dwelling Unit" means any property or suite that is used or intended to be used for a domestic establishment or housekeeping unit and used by one or more persons and generally contains cooking, eating, living, sleeping and sanitary facilities;
 - (h) "Residential Property" means a building that contains one or more dwelling units, but does not include subordinate or accessory buildings the use of which is incidental to the use of the main building;
 - (i) "Suite" means a single room or series of rooms of complementary use, operated under a single tenancy, and includes,
 - a) dwelling units,
 - b) individual guest rooms in motels, hotels, boarding houses, rooming houses and dormitories, and
 - c) individual stores and individual or complementary rooms for business and personal services occupancies.
2. All areas within the boundaries of the City are designated as a demolition control area.
 3. No person shall demolish a Residential Property in the City without being issued a Demolition Permit pursuant to the by-law, unless:
 - (a) the demolition of a part of the Residential Property does not reduce the number of Dwelling Units in the Residential Property;
 - (b) the Residential Property is not a permitted use under the current zoning by-law;
 - (c) the Residential Property is owned by the City and the Demolition is required for the imminent implementation of a City capital works project previously approved by Council;
 - (d) the Residential Property is a mobile home;
 - (e) the Residential Property has been found to be unsafe under Section 15.9 of the Act or to be an immediate danger to the health and safety of any person under

Section 15.10 of the Act and a demolition order has been issued under either Section of the Act;

- (f) the demolition of the Residential Property is necessary to allow for the environmental remediation of the site and completion of a record of site condition as specified by a qualified professional under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended;
 - (g) the residential property is exempt under any provincial or federal statute; or
 - (h) the residential property is situated within a draft plan of subdivision and an agreement for the draft plan of subdivision has been registered on title;
4. Council hereby delegates its authority under subsections 33(3), 33(6) and 33(7) of the *Planning Act* to the Chief Building Official with respect to issuing or refusing Demolition Permits for Residential Properties, with the following exceptions:
- (a) the authority to issue a Demolition Permit for a Residential Property designated under Parts IV or V of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended;
 - (b) the Chief Building Official deems it appropriate at his/her discretion to refer an application to Council for the issuance or refusal of a demolition permit.
5. A Demolition Permit may be subject to the following conditions:
- (a) that the applicant for the Demolition Permit has applied for and received a building permit under Section 8 of the Act for a replacement building on the property;
 - (b) that if the replacement building is not erected within three (3) years of the issuance of the Demolition Permit of the existing Residential Property, the City shall be paid the sum of [Twenty-Thousand (\$20,000) Dollars] for each Dwelling Unit Demolished, which sum:
 - i) the City Clerk is authorized to enter on the collector's roll and collect in like manner as municipal taxes; and
 - ii) is a lien or charge on the property until paid; and
 - (c) that the applicant for the Demolition Permit has registered on the title to the property notice of conditions set out in (b) above in a form satisfactory to the Chief Building Official and City Solicitor.
6. Any person who Demolishes a Residential Property or permits the Demolition of a Residential Property without a Demolition Permit in contravention of this by-law is guilty of an offence and on conviction is liable to a fine of not more than Fifty-

Thousand (\$50,000) dollars for each Dwelling Unit contained in the Residential Property, the whole or any portion of which Residential Property has been Demolished.

7. This by-law shall come into force and effect upon the date of the approval of the set fines pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.

READ a FIRST, SECOND and THIRD TIME and

FINALLY PASSED this the _____ day of June, 2019.

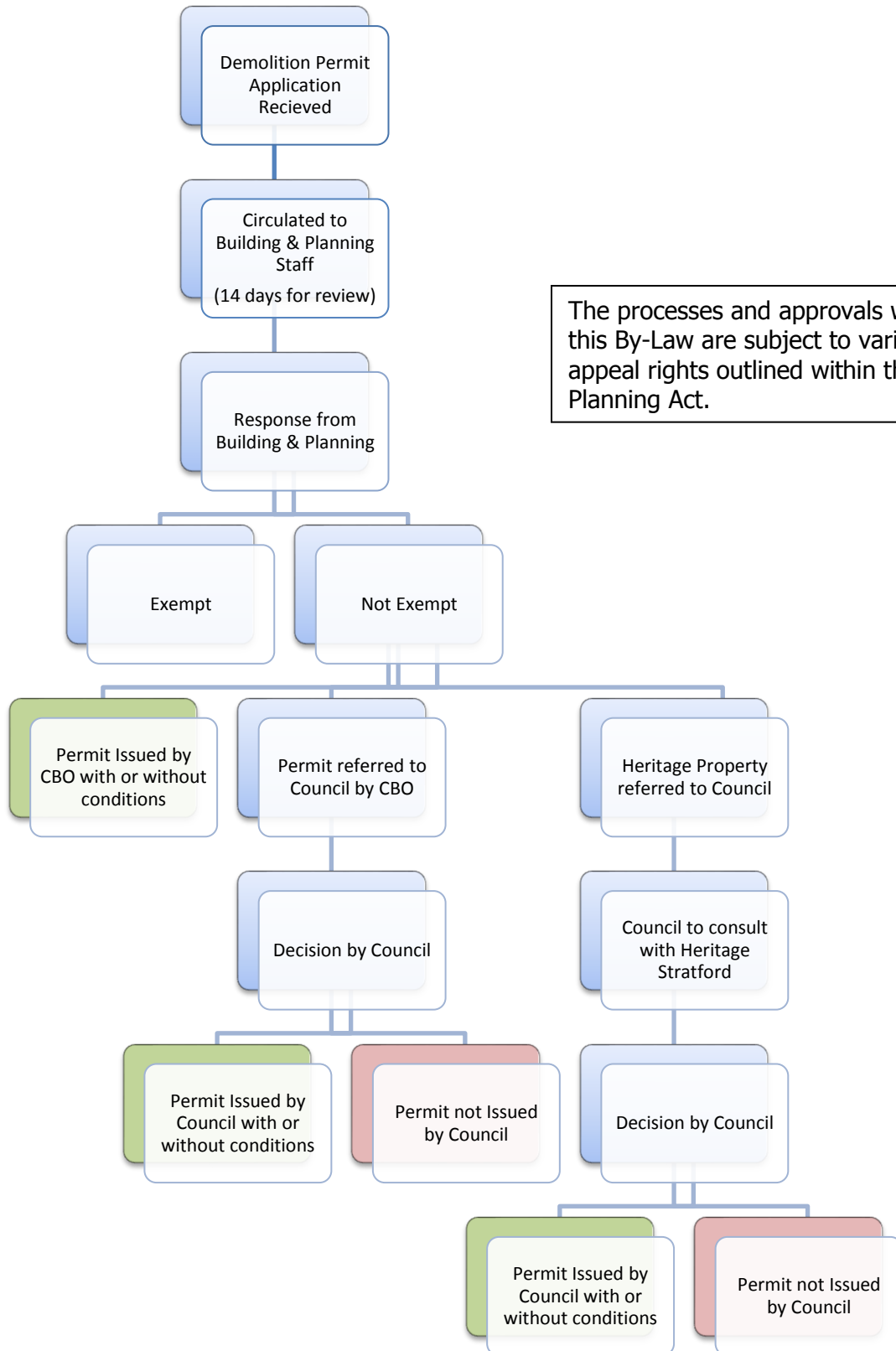
Mayor – Daniel B. Mathieson

I/We have the authority to bind the Corporation.

Clerk – Joan Thomson

I/We have the authority to bind the Corporation.

Demolition Control By-law Process





MANAGEMENT REPORT

Date: July 23, 2019
To: Finance & Labour Relations Sub-committee
From: Michael Humble, Director of Corporate Services
Report#: FIN19-026
Attachments: None

Title: Delegating Authority on Tax Matters

Objective: To streamline the administrative process dealing with small balance adjustments on property tax accounts, tax adjustments under Section 357 and 358 of the Municipal Act, 2001 and specifically applications under Section 357(1)(d.1) sickness or extreme poverty.

[Click here to enter text.](#)

Background: From time to time it becomes necessary to reduce small balances on property tax accounts. This would be considered in the event an error has occurred and to clear penny balances at year end. Staff is asking for authority to reduce a penalty or interest charged against a property under Section 345 of the Municipal Act, 2001 to a limit of \$250.

Secondly, Sections 357 and 358 of the Municipal Act, 2001 provides municipalities with the authority to cancel, reduce or refund taxes based on specific criteria (e.g. demolition, fire, change in use, land has become exempt, repairs or renovations, overcharges due to a gross or manifest error that is clerical in nature but not an error in judgment.)

The Municipal Property Assessment Corporation (MPAC) reviews the applications and provides a response to the municipality for Council's decision regarding the tax adjustment.

Thirdly, under the Municipal Act, 2001 Section 357(1)(d.1) sickness or extreme poverty, these types of applications are not administrative in nature, and may require the applicant to disclose significant personal health and/or financial information. Currently staff is not equipped to evaluate this type of detailed information in a fair and consistent manner in order to provide appropriate recommendations to Council.

The Assessment Review Board (ARB) has been handling these types of applications for many years. The ARB is an independent adjudicative tribunal whose primary function is to

hear property assessment appeals; however they are authorized and specially trained to hear Municipal Act appeals as well. The taxpayer would be required to submit an application to the municipality and in turn would be provided with information to explain the process and requirements of a hearing before the ARB.

This program is not intended to assist applicants on an ongoing basis, but rather it is intended to provide one-time or temporary relief due to financial hardship.

Analysis: Routine tax adjustments and small balance adjustments are minor in nature. Delegating authority to staff to make as many decisions as possible at the administrative level is a best management practice that helps the City improve its review of tax accounts and accounting efficiencies. By streamlining the adjustment process, customer service and turnaround time will improve. Staff will provide a report annually to Council of the Section 357 and 358 applications reviewed and adjustments processed.

Delegating the municipality's authority to consider applications for property tax relief under sickness or extreme poverty to the Assessment Review Board provides residents with a consistent and fair process in extreme situations. Occasionally there are short term extenuating circumstances that are not mitigated by any of our current payment plan options and the ARB process may be an appropriate solution to evaluate these sensitive applications.

A survey taken indicates many municipalities have adopted the direct delegation to the ARB that is being recommended.

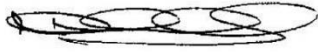
Financial Impact: Funds are budgeted annually for tax adjustments for various reasons.

Staff Recommendation: THAT the Treasurer and Supervisor of Tax Revenue be delegated authority to reduce a penalty or interest charged against a property under Section 345 of the Municipal Act, 2001 as amended, to a limit of \$250;

THAT the Treasurer and Supervisor of Tax Revenue be delegated authority to approve applications under Section 357 and 358 of the Municipal Act, 2001 as amended, to cancel, reduce or refund taxes based on specific criteria of demolition, such as fire, change in use, land has become exempt, repairs or renovations, overcharges due to a gross or manifest error that is clerical in nature but not an error in judgment;

THAT the Assessment Review Board be delegated authority to exercise the functions of Council pursuant to subsections 357 (1) and (5) with respect to applications made under Section 357(1)(d.1) of the Municipal Act, 2001 as amended for the cancellation, reduction or refund of taxes levied in the year in respect of which the application is made by any persons who are unable to pay taxes because of sickness or extreme poverty for the City of Stratford;

AND THAT Delegation of Authority By-law 135-2017 as amended, be further amended to delegate this authority to the Treasurer and Supervisor of Tax Revenue for the City of Stratford and to the Assessment Review Board.



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: 23rd July 2019
To: Finance & Labour Relations Sub-committee
From: Michael Humble, Director of Corporate Services
Report#: FIN19-027
Attachments: Appendix One - Operating Variance Report as at June 30 2019
Appendix Two - Financial Report as at June 30 2019

Title: Operating Budget Variance Report as at 30th June 2019

Objective: To explain variances to budget on the Statement of Operations as of 30th June 2019.

Background: Regular monitoring of budgetary performance provides an early warning of potential problems and gives decision makers time to consider actions that may be needed if major deviations in budget-to-actual results become evident.

A statement of operations was distributed to all Department Heads and operational Managers on 2nd July 2019. All actual to budget variances were noted and managers were asked to comment on any variances to budgets that may have arisen, how they plan on addressing these variances and what their projection for a year-end financial position may be.

A formal Periodic Financial Review (PFR) meeting was held with each Department Head and the CAO & Treasurer between 8th and 11th July 2019. The purpose of these review meetings is to highlight operation challenges and discuss opportunities for mitigation of adverse financial performance.

The variance explanations on the attached are those of Department Heads and operational Managers who have the best and highest knowledge of the operational challenges and opportunities their divisions and departments faced through the first half of the 2019 fiscal year. They have also been reviewed by Finance staff for accuracy and appropriateness.

Analysis: An overall tax supported operating surplus in the region of **\$220,000** is being projected. At the mid-way mark of 2019, some trends are beginning to emerge that will most likely persist to impact the year-end financial position.

Tax Supported Operations

The significant factors are as follows:

- An unexpected reconciliation for the 2017 and 2018 fiscal years operation of the Stratford-Perth Archives was received from the County of Perth. The un-booked reconciliation totaled **\$81,000** as returned to the City of Stratford, and is recorded as a one-time source of revenue in 2019.
- Indications from the Provincial Offenses Coordinator at the recent Municipal Shared Services Committee indicate that fines collected continue to decline year over year,

Year	Charges Filed	Fines Collected
2019	3,572	\$439,612
2018	3,080	\$497,469
2017	3,531	\$525,034
2016	3,923	\$531,345

And furthermore, that Stratford's relative share of these fines, has fallen by 25% from budget

Municipal Partner	2019 Budget Projection	Actuals as Calculated
Town of St. Marys	3.45 %	5.46%
City of Stratford	40.14%	30.78%
County of Perth	56.41%	63.76%

- The budget assumptions for Transit revenue have been corrected in 2019. Revenue is now at exactly 50% of full year budget with a shift away from single use tickets to transit passes. Some expenditure lines continue to provide financial operational challenges such as Snow Removal and Building Maintenance which are both over 200% of full year budget after only six months of operation. Deficit of **\$50,000** is therefore projected.
- Deficits of around \$20,000 are being projected in Parks, Recreation and Fire.
- Surpluses are being projected throughout IDS and Social Services Departments generally due to staffing vacancies and higher revenue in planning and zoning activity.

User Pay Operations

By definition, these operations close out to their own operating contingency or capital funding reserves without contribution from the general tax supported fund.

Both Water and Sanitary project revenue are on target, but expenses are expected to be underspent for the year. Any residual surplus at year end will be applied to the respective capital reserve funds. The Sanitary capital reserve fund is currently overdrawn by approximately \$1 million.

The Waste Management operation is projecting a deficit of **\$240,000**. Costs for waste management and recycling activities are increasing as contractors are charging significantly more for collection activities. At the same time, the market for recyclable goods is shrinking and the revenue received is declining.

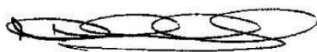
Building Inspection is projecting a shortfall in permit revenue of \$300,000. Some expenses can be curtailed and the hiring of the third inspector has been placed on hold. Overall deficit of **\$200,000** is anticipated. There is approximately \$500,000 in the Building Services reserve to absorb cyclical swings in permit activity.

Parking Services is generally on budget for parking revenue, although a little behind (\$13,000) the 2018 position year-to-date. This can be attributed to loss of revenue experienced during the April cyber-attack. Expenses are under budget as a result of staffing challenges.

Attached are the Variance Report and detailed Statement of Operations for tax supported City services and user-pay operations as at 30th June 2019.

Financial Impact: Year-end projections have been provided where appropriate. A city-wide tax supported operating surplus of around \$200,000 is projected after the first six months of 2019.

Staff Recommendation: **THAT the report of the Director of Corporate Services dated 23rd July 2019, regarding the Operating Budget Variance Report as at 30th June 2019, be received for information.**



Michael Humble, Director of Corporate Services

A handwritten signature in black ink that reads "Rob Horne". The letters are cursive and fluid, with the first name "Rob" and last name "Horne" clearly distinguishable.

Rob Horne, Chief Administrative Officer

City of Stratford

Operating Variance Report As At 30th June 2019

Department	2019 Budget	Q2 Results	% of Budget	Surplus / (Deficit) PROJECTED Variance At 31 Dec 2019	Explanation
<u>Mayor/Council/CAO Office</u>					
101 - Mayor's Office	89,530	40,184	44.9	0	No variance anticipated.
102 - Council Services	238,720	134,434	56.3	0	No variance anticipated.
111 - CAO's Office	677,900	268,123	39.6		
<u>Human Resources</u>					
112 - Human Resources	614,810	326,577	53.1	0	Activity tracking to budget for HR matters.
<u>Corporate Services</u>					
121 - City Clerk	511,240	328,106	64.2	15,000	The Part time Payroll wages and benefits will be allocated to Advisory Committees at the end of the year. 80% of the postage expense will be allocated to parking at the end of the year. Marriage licence revenue lower in first half of year but typically picks up in remainder of the year. Legal fees may exceed budget due to unexpected items (ex: Lynches Lane).
131 - Financial Services	1,333,000	701,037	52.6	0	Revenues and expenses consistent with budget targets
134 - Information Technology	965,470	505,200	52.3	0	No variance anticipated.
135 - Parking	(350,000)	(262,974)	75.1	0	Budgeted projects are underway. Contractor line item will be under budget as a result of personnel issues (currently recruiting for 2 parking enforcement officers). Balance of parking revenue in excess of budgeted contribution to revenue fund is transferred to reserve at year end so zero variance impact to operating budget.
136 - Crossing Guards	238,990	114,660	48.0	(5,000)	Equipment purchases for new crossing guard stop sign (approx \$10,000) unbudgeted. Using internal resources to conduct crossing warrants at no cost (\$5,000 budgeted).
139 - General Financial Services	2,090,450	3,515,639	168.2	50,000	Projected POA revenue continues to fall steadily. Both fines collected and Stratford share are declining Jan-April 2019. Late reconciliations received from County for 2018 & 2017 Archives. \$81k refund received.
511 - Industrial Land Sales	0	86,184		0	Will zero at year end to Land Sales RF. To be recovered from future land sales.
810 - Requisitions from Others	8,481,630	4,319,343	50.9	0	Requisitions on budget
820 - Other Municipal Services	105,970	(41,725)	-39.4	0	Only \$8,700 expenses incurred to date. \$30,000 grant received from Green Communities Canada based on application from Active Transportation Committee. No indication there will be any variance from Council committees at year end.
872 - Community Grants	905,380	492,360	54.4	0	\$23,984 contingency remaining in Community Grants budget. Balance is fee waivers to be drawn down as utilized during course of 2019.
<u>Infrastructure & Development Services</u>					
141 - City Building Maintenance	549,390	362,494	66.0	10,000	Part Time salaries over budget as a result of sick time coverage. Winter maintenance over budget due to contract issues for snow clearing that have since been corrected.
251 - Building & Planning					
2400 Building Inspection	0	150,664		0	Due to the lack of availability of residential building lots it is anticipated that permit fees will only reach \$500,000 which will result in a \$300,000 shortfall in revenue. Some expenses will be under budget and the hiring of a third inspector will occur late in the third quarter. The third position is still required as we are carrying out inspections for a number of large projects for which permits were issued last year. Anticipating an over all shortfall of \$200,000 to be covered from Building Reserve.
2406 ByLaw Enforcement	156,930	77,777	49.6	10,000	We will be without an Enforcement Officer for approximately 2 months as a result of a transfer to another division.
Planning, Zoning & COA	224,670	89,690	39.9	30,000	Higher revenue than budgeted.

City of Stratford

Operating Variance Report As At 30th June 2019

Department	2019 Budget	Q2 Results	% of Budget	Surplus / (Deficit) PROJECTED Variance At 31 Dec 2019	Explanation
310 - Engineering	1,041,460	812,480	78.0	50,000	Expenses are on track to be within budget. Revenues are normally done with year end transfers. Salary gapping Project Manager.
315 - Fleet	1,872,880	572,859	30.6	30,000	New division for 2019 budget year with costs being drawn in from IDs and Transit. Not Community Services vehicles yet. Maintenance activities and fuel expenses on budget. Salary gapping Fleet Manager.
320 - Roads	5,293,320	3,668,500	69.3	50,000	Some costs to be reallocated to Fleet. General expenses are lower than anticipated.
340 - Storm	3,172,290	1,624,075	51.2	30,000	Small surplus anticipated at this stage.
<u>Fire</u>					
211 - Fire	7,609,110	4,056,623	53.3	(20,000)	Early retirements resulting in overtime and sick bank payouts. May still recover by end of the year with current gapping in firefighter recruitment and reduced spending in other areas.
512 - Airport	175,140	161,794	92.4	0	Fuel sales were off to a slow start but are predicted to be on target by year end. Other fees are predicted to be on track by the fall as well.
<u>Community Services</u>					
711 - Parks	2,110,620	883,241	41.8	(30,000)	Delays in posting revenue from Community Services to financial software make projections difficult. Recorded revenue is only at 9% of annual budget and five times less than what had been recorded in 2018 and prior years to date. No revenue for new subdivision trees. Expenditures beginning to be incurred for seasonal operations.
721 - Recreation	4,410,710	2,322,781	52.7	(20,000)	Repairs to Lions Pool systems have been extensive this spring/summer in order to have it ready for opening. Some of the extra costing is due to having to patch the liner as opposed to replacing it before the season due to budget date of passing. Revenue is on track at this time.
731 - Cemetery	188,520	163,300	86.6	0	No variance anticipated.
750 - Transit	1,711,730	801,523	46.8	(50,000)	Revenue from ticket and pass sales are on target. Cash revenue is currently below target by 20% as riders tend to purchase passes. Payroll costs on track with overtime lower than budgeted. Snow removal is over budget due to winter weather challenges including four ice storms.
751 - Parallel Transit	478,730	183,161	38.3	0	FT and PT wages on track. Revenue slightly under budget but will improve over the summer months as ridership historically increase.
<u>Social Services</u>					
611 - Ontario Works	638,160	166,226	26.0	30,000	Projecting a small surplus to budget due to staffing vacancies. There has been some reduced Minsitry funding in 2019 which will be offset by reduced expenditures.
614 - Social Housing	0	1,024,221			
615 - Housing	2,035,450	1,179,016	57.9	0	Projecting 2019 actuals to come in at budgeted amounts. Some savings to wages will be realized due to vacancies but these savings will be offset by increased costs in other areras.
616 - Child Care	330,260	193,403	58.6	0	Projecting 2019 actuals to come in at budgeted amounts.
617 - Early Learning & Child Development	0	(1,970,434)		0	Projecting 2019 tax levy actual to come in at budgeted amounts. Increased Ministry funding is expected in 2019, however this is flow through funding and offseting expenditurees will increase as well.
613 - Anne Hathaway Day Care	6,570	(78,465)	-1194.3	50,000	Projecting a small surplus to budget due to staffing vacancies. Expansion projected in 2019 will not be occurring which will result in decreased revenues as well as decreased staffing expenditures. The projected surplus takes this into consideration.

City of Stratford

Operating Variance Report As At 30th June 2019

Department	2019 Budget	Q2 Results	% of Budget	Surplus / (Deficit) PROJECTED Variance At 31 Dec 2019	Explanation
618 - Britannia Street Apartments	0	324		(10,000)	Opening delayed until October/November 2019
<u>Police</u>					
231 - Police	11,248,510	5,570,643	49.5	0	No variance anticipated.
<u>Library</u>					
411 - Library	2,449,130	1,418,401	57.9	0	Spending is typically slightly front-loaded; do not anticipate deficit at year-end.
Total Tax Supported Expenses	61,606,670	33,961,445	55.1	220,000	
<u>TREASURY REVENUES</u>					
Municipal Taxation	(59,220,220)	(59,220,207)	100.0	0	Taxation has been billed for 2019
Payments In Lieu	(236,450)	(310,313)	131.2	0	PIL receipts generally Q2 & Q3. Adjustments as amounts owing to School Boards are remitted.
Festival Hydro Dividends	(2,150,000)	(1,166,310)	54.2	0	Hydro dividend will be received as declared and budgeted.
Misc	0	(12,168)		0	Local improvement charges will clear to capital funding at year end
Rebates and Write-offs	1,100,000	20,521	1.9	0	Rebates and writeoffs occur throughout the year but most activity in Q3 and Q4 as processed.
Supps and Omits	(1,100,000)	(575,116)	52.3	0	Delivered monthly from MPAC May - November.
Total Treasury Revenues	(61,606,670)	(61,263,593)	99.4	0	
Tax Supported Surplus / (Deficit)	0	(27,302,148)		220,000	
<u>USER PAY DEPARTMENTS</u>					
330 - Sanitary	0	183,877.72		100,000	Expenses forecasted to be under by \$100,000 and revenues as budgeted.
350 - Water	0	575,722.79		170,000	Expenses forecasted to be under by \$200,000 and revenues as budgeted.
360 - Waste	0	(176,601.06)		(240,000)	Costs for recycling and waste collection are higher than budgeted. Loss of recycling revenue as market for material has shrunk. Anticipated that expenses will be over budget by \$200,000 and revenue lower by \$40,000.
User Pay Surplus / (Deficit)	0	582,999		30,000	

City of Stratford
G-101 MAYOR'S OFFICE
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Expense				
F.T. Salaries & Wages	2100	\$66,680.00	\$33,067.03	49.59%
F.T. Benefits	2500	3,500.00	2,130.66	60.88%
Office Supplies and Paper	3070	100.00	43.75	43.75%
Postage	3100	150.00	42.86	28.57%
Meeting Costs	3120		121.38	0.00%
Advertising	4010	2,500.00	965.00	38.60%
Conferences - Expenses	4036	7,300.00		0.00%
Courier/Freight	4060	100.00	931.47	931.47%
Telephone - Cell Phones	4120	2,800.00	1,132.05	40.43%
Travel/Mileage - excl Training	4150	2,000.00	824.74	41.24%
Special Initiatives	4160	4,000.00	600.32	15.01%
Special Events	4164		324.54	0.00%
Office Equipment and Furnishing	9010	400.00		0.00%
		<u>89,530.00</u>	<u>40,183.80</u>	<u>44.88%</u>
Net (Revenue) Expense		<u>89,530.00</u>	<u>40,183.80</u>	<u>44.88%</u>

City of Stratford
G-102 CITY COUNCIL SERVICES
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Contribution From Reserves	1810	<u>(\$38,000.00)</u>	<u></u>	<u>0.00%</u>
		<u>(38,000.00)</u>	<u></u>	<u>0.00%</u>
Expense				
F.T. Salaries & Wages	2100	141,510.00	69,169.89	48.88%
F.T. Benefits	2500	4,760.00	2,974.11	62.48%
Materials	3050	3,900.00	1,038.20	26.62%
Office Supplies and Paper	3070	150.00		0.00%
Miscellaneous	3080	5,000.00	120.00	2.40%
Special Events-Blue Jays	3081	2,000.00	(1,011.86)	(50.59%)
Meeting Costs	3120	7,000.00	3,877.62	55.39%
Material - Specialized Projects	4001	500.00	200.00	40.00%
Conferences - Expenses	4036	16,000.00	10,509.73	65.69%
Consultants	4040	38,000.00	9,320.87	24.53%
Memberships	4097	15,700.00	16,851.07	107.33%
Travel/Mileage - excl Training	4150	200.00	159.41	79.71%
Special Events	4164	32,000.00	11,224.89	35.08%
Transfer to Reserves	7810	10,000.00	10,000.00	100.00%
		<u>276,720.00</u>	<u>134,433.93</u>	<u>48.58%</u>
Net (Revenue) Expense				
		<u>238,720.00</u>	<u>134,433.93</u>	<u>56.31%</u>

City of Stratford
G-111 CITY ADMINISTRATOR'S OFFICE
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Ontario Grants	1130		(\$83,395.00)	0.00%
Contribution From Reserves	1810	(40,000.00)		0.00%
Contribution From Reserve Funds	1820		(22,714.86)	0.00%
		<u>(40,000.00)</u>	<u>(106,109.86)</u>	<u>265.27%</u>
Expense				
F.T. Salaries & Wages	2100	494,950.00	239,742.13	48.44%
F.T. Benefits	2500	144,380.00	77,065.80	53.38%
Materials	3050	300.00		0.00%
Office Supplies and Paper	3070	1,800.00	1,025.28	56.96%
Miscellaneous	3080	200.00		0.00%
Photocopier Expense	3090	3,000.00	1,146.55	38.22%
Postage	3100	200.00		0.00%
Meeting Costs	3120	1,400.00	319.14	22.80%
Publications & Subscriptions	3130	270.00	202.33	74.94%
Service Contracts	4020	1,500.00	238.00	15.87%
Conferences	4035	2,000.00		0.00%
Conferences - Expenses	4036	400.00	63.33	15.83%
Conferences - Registration	4037	2,500.00	1,003.77	40.15%
Conferences - Travel/Mileage	4038	2,000.00	725.28	36.26%
Consultants	4040	40,000.00	36,901.22	92.25%
Courier/Freight	4060	150.00		0.00%
Legal	4090	5,000.00	549.50	10.99%
Memberships	4097	3,500.00	1,837.43	52.50%
Telephone - Basic	4110	2,200.00	1,099.98	50.00%
Telephone - Cell Phones	4120	3,600.00	1,768.60	49.13%
Internet	4125	900.00		0.00%
Training - Expenses	4142	4,200.00		0.00%
Travel/Mileage - excl Training	4150	750.00	108.34	14.45%
Special Initiatives	4160		436.10	0.00%
Special Events	4164	1,600.00		0.00%
Transfer to Reserves	7810		10,000.00	0.00%
Office Equipment and Furnishing	9010	1,100.00		0.00%
		<u>717,900.00</u>	<u>374,232.78</u>	<u>52.13%</u>
Net (Revenue) Expense		<u>677,900.00</u>	<u>268,122.92</u>	<u>39.55%</u>

City of Stratford
G-112 PERSONNEL & HUMAN RESOURCES
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Expense				
F.T. Salaries & Wages	2100	\$370,450.00	\$182,156.73	49.17%
F.T. Benefits	2500	110,800.00	57,796.36	52.16%
Payroll - EAP, WSIB	2700		30,000.00	0.00%
Office Supplies and Paper	3070	2,500.00	473.25	18.93%
Photocopier Expense	3090	2,500.00	1,231.45	49.26%
Postage	3100	200.00	23.06	11.53%
Printing	3110	600.00		0.00%
Meeting Costs	3120	5,000.00	785.08	15.70%
Publications & Subscriptions	3130	1,000.00		0.00%
Advertising	4010	6,000.00	2,098.11	34.97%
Conferences	4035	4,300.00	266.61	6.20%
Conferences - Expenses	4036	1,200.00	47.84	3.99%
Conferences - Registration	4037	7,100.00	532.78	7.50%
Conferences - Travel/Mileage	4038	3,600.00	210.62	5.85%
Consultants	4040	24,000.00	9,563.46	39.85%
Legal	4090	17,000.00	18,318.04	107.75%
Memberships	4097	1,610.00	3,322.33	206.36%
Telephone - Basic	4110	1,900.00	949.98	50.00%
Telephone - Cell Phones	4120	4,200.00	2,086.87	49.69%
Training	4140	31,000.00	11,702.40	37.75%
Training - Expenses	4142	17,850.00	5,006.28	28.05%
Office Equipment and Furnishing	9010	2,000.00	5.62	0.28%
		<u>614,810.00</u>	<u>326,576.87</u>	<u>53.12%</u>
Net (Revenue) Expense		<u>614,810.00</u>	<u>326,576.87</u>	<u>53.12%</u>

City of Stratford
G-121 CITY CLERK'S OFFICE
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
User Fees	1405	(\$20,000.00)	(\$10,134.89)	50.67%
Clerks - Miscellaneous	1434	(1,500.00)	(308.59)	20.57%
Clerk - Commissioning	1435	(3,900.00)	(1,975.00)	50.64%
Clerk - Freedom of Information	1437	(750.00)	(499.45)	66.59%
Clerk - Civil Ceremony	1438	(14,500.00)	(6,988.50)	48.20%
Clerk - Encroachment Fee	1439	(16,000.00)	(550.93)	3.44%
Clerk - Marriage Licence	1441	(31,000.00)	(5,525.00)	17.82%
Clerk - Lottery Licence	1442	(55,000.00)	(25,870.55)	47.04%
Clerk - Pet Licence	1443	(2,400.00)	(2,110.30)	87.93%
Clerk - Business Licences	1444	(37,500.00)	(28,713.54)	76.57%
		<u>(182,550.00)</u>	<u>(82,676.75)</u>	<u>45.29%</u>
Expense				
F.T. Salaries & Wages	2100	401,050.00	232,236.90	57.91%
Part Time Salaries & Wages	2110		12,943.22	0.00%
F.T. Benefits	2500	120,170.00	58,578.92	48.75%
P.T. Benefits	2510		3,696.39	0.00%
Materials	3050	20,000.00	3,247.55	16.24%
Office Supplies and Paper	3070	3,100.00	2,145.68	69.22%
Photocopier Expense	3090	6,000.00	2,470.58	41.18%
Postage	3100	4,000.00	2,669.79	66.74%
Printing	3110	1,500.00	432.62	28.84%
Publications & Subscriptions	3130	1,500.00	130.41	8.69%
Service Contracts	4020	6,600.00		0.00%
Conferences	4035	1,500.00	168.27	11.22%
Conferences - Expenses	4036	300.00		0.00%
Conferences - Registration	4037	1,500.00		0.00%
Conferences - Travel/Mileage	4038	600.00		0.00%
Consultants	4040		335.81	0.00%
Courier/Freight	4060	3,200.00	910.15	28.44%
Legal	4090	27,000.00	17,225.72	63.80%
Memberships	4097	1,800.00	805.94	44.77%
Telephone - Basic	4110	2,870.00	1,435.02	50.00%
Telephone - Cell Phones	4120	900.00	442.15	49.13%
Town Crier	4130	25,000.00	13,120.28	52.48%
Training	4140	5,500.00	422.30	7.68%
Training - Mileage	4141	600.00		0.00%
Training - Expenses	4142	500.00		0.00%
Travel/Mileage - excl Training	4150	500.00	61.28	12.26%
Special Events	4164	1,600.00		0.00%
Bank, Collection and Credit Car	5010		38.00	0.00%
Transfer to Reserves	7810	55,000.00	55,000.00	100.00%
Office Equipment and Furnishing	9010	1,500.00	2,265.85	151.06%
		<u>693,790.00</u>	<u>410,782.83</u>	<u>59.21%</u>
Net (Revenue) Expense				
		<u>511,240.00</u>	<u>328,106.08</u>	<u>64.18%</u>

City of Stratford
G-131 TREASURER'S OFFICE
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Service Charge Revenue	1360	(\$3,600.00)	(\$5,500.99)	152.81%
Tax Certificates	1380	(24,000.00)	(9,990.00)	41.63%
Donations	1570		(2,620.37)	0.00%
Recoverables	1770	(4,690.00)	(5,000.33)	106.62%
Contribution From Reserves	1810	(82,020.00)		0.00%
Interfunctional Transfers	1900	(219,750.00)		0.00%
		<u>(334,060.00)</u>	<u>(23,111.69)</u>	<u>6.92%</u>
Expense				
F.T. Salaries & Wages	2100	985,870.00	485,952.11	49.29%
Part Time Salaries & Wages	2110	32,000.00		0.00%
F.T. Benefits	2500	289,490.00	145,927.78	50.41%
P.T. Benefits	2510	8,000.00	434.36	5.43%
Payroll - EAP, WSIB	2700	150.00		0.00%
Materials	3050		1,525.63	0.00%
Office Supplies and Paper	3070	10,900.00	8,457.21	77.59%
Photocopier Expense	3090	4,300.00	1,758.67	40.90%
Postage	3100	32,000.00	13,698.87	42.81%
Meeting Costs	3120	1,000.00	39.17	3.92%
Publications & Subscriptions	3130	1,750.00		0.00%
Service Contracts	4020	1,500.00		0.00%
Audit	4030	64,000.00		0.00%
Conferences - Expenses	4036		520.59	0.00%
Consultants	4040	151,000.00	38,516.44	25.51%
Courier/Freight	4060		138.85	0.00%
Maintenance Contracts	4095	37,200.00	9,380.45	25.22%
Memberships	4097	7,060.00	6,576.05	93.15%
Telephone - Basic	4110	7,940.00	8,369.51	105.41%
Telephone - Long Distance	4115		478.74	0.00%
Telephone - Cell Phones	4120	900.00	442.15	49.13%
Training	4140	24,000.00	1,611.22	6.71%
Travel/Mileage - excl Training	4150	500.00		0.00%
Bank, Collection and Credit Car	5010		229.29	0.00%
Office Equipment and Furnishing	9010	7,500.00	91.75	1.22%
		<u>1,667,060.00</u>	<u>724,148.84</u>	<u>43.44%</u>
Net (Revenue) Expense				
		<u>1,333,000.00</u>	<u>701,037.15</u>	<u>52.59%</u>

City of Stratford
G-134 INFORMATION TECHNOLOGY SERV
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Information Technology - IT Maintenance	1425		(\$2,811.27)	0.00%
Recoverables	1770	(8,400.00)	(9,280.00)	110.48%
Interfunctional Transfers	1900	(205,600.00)	(36,925.00)	17.96%
		<u>(214,000.00)</u>	<u>(49,016.27)</u>	<u>22.90%</u>
Expense				
F.T. Salaries & Wages	2100	239,890.00	138,209.86	57.61%
Part Time Salaries & Wages	2110	38,130.00	17,391.28	45.61%
F.T. Benefits	2500	66,700.00	39,900.33	59.82%
P.T. Benefits	2510	8,020.00	1,507.41	18.80%
Payroll - EAP, WSIB	2700	150.00		0.00%
Office Supplies and Paper	3070	1,000.00	169.26	16.93%
Photocopier Expense	3090	650.00	92.14	14.18%
Meeting Costs	3120	280.00		0.00%
Service Contracts	4020	248,700.00	94,728.38	38.09%
Conferences	4035	5,100.00		0.00%
Conferences - Expenses	4036	200.00		0.00%
Conferences - Registration	4037	5,200.00	453.85	8.73%
Conferences - Travel/Mileage	4038	2,600.00	85.67	3.30%
Consultants	4040	60,000.00		0.00%
Maintenance Contracts	4095	217,800.00	74,150.05	34.05%
Memberships	4097	12,100.00	14.70	0.12%
Telephone - Basic	4110	1,760.00	880.02	50.00%
Telephone - Cell Phones	4120	1,980.00	(7,910.23)	(399.51%)
Data Telecommunications	4122	66,540.00	25,918.31	38.95%
Internet	4125	13,800.00	6,105.60	44.24%
Training	4140	6,000.00		0.00%
Transfer to Reserve Fund	7820	155,570.00	155,570.00	100.00%
Equipment Purchases	9030	27,300.00	6,949.57	25.46%
		<u>1,179,470.00</u>	<u>554,216.20</u>	<u>46.99%</u>
Net (Revenue) Expense		<u>965,470.00</u>	<u>505,199.93</u>	<u>52.33%</u>

City of Stratford
G-135 PARKING DIVISION
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Parking Revenue	1335	(\$948,140.00)	(\$369,128.51)	38.93%
Other Fines	1480	(170,000.00)	(54,969.90)	32.34%
		<u>(1,118,140.00)</u>	<u>(424,098.41)</u>	<u>37.93%</u>
Expense				
F.T. Salaries & Wages	2100	79,420.00	38,538.42	48.52%
F.T. Benefits	2500	27,990.00	15,407.72	55.05%
Hydro	3040	500.00	122.74	24.55%
Materials	3050	15,200.00	4,357.08	28.67%
Office Supplies and Paper	3070	6,500.00	2,988.31	45.97%
Photocopier Expense	3090	1,000.00		0.00%
Postage	3100	3,500.00	899.67	25.70%
Advertising	4010	1,500.00		0.00%
Consultants	4040	10,000.00		0.00%
Contractors	4050	208,140.00	59,359.49	28.52%
Legal	4090	3,000.00	447.74	14.92%
Maintenance Contracts	4095	19,900.00	14,054.49	70.63%
Telephone - Basic	4110	880.00	439.98	50.00%
Telephone - Cell Phones	4120	4,150.00	1,622.35	39.09%
Bank, Collection and Credit Car	5010	5,650.00	3,180.45	56.29%
Rental of Bldg, Machinery & Equ	5040	35,500.00	19,700.00	55.49%
Transfer to Reserve Fund	7820	216,810.00		0.00%
City Owned Rental Expense	7850		5.58	0.00%
Interfunctional Transfers	7900	128,500.00		0.00%
		<u>768,140.00</u>	<u>161,124.02</u>	<u>20.98%</u>
Net (Revenue) Expense				
		<u>(350,000.00)</u>	<u>(262,974.39)</u>	<u>75.14%</u>

City of Stratford
G-136 CROSSING GUARD DIVISION
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Expense				
Materials	3050	\$1,630.00	\$252.34	15.48%
Consultants	4040	5,000.00		0.00%
Contractors	4050	230,360.00	104,310.12	45.28%
Equipment Purchases	9030	2,000.00	10,097.07	504.85%
		<u>238,990.00</u>	<u>114,659.53</u>	<u>47.98%</u>
Net (Revenue) Expense				
		<u>238,990.00</u>	<u>114,659.53</u>	<u>47.98%</u>

City of Stratford
G-139 GENERAL FINANCIAL SERVICES
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Supplementaries	1045	(\$1,100,000.00)	(\$575,115.98)	52.28%
Ontario Grants	1130		(588,485.00)	0.00%
POA Revenue	1250	(168,740.00)	(26,040.06)	15.43%
Penalties and Interest on Taxes	1510	(420,000.00)	(239,467.90)	57.02%
Investment and Interest Income	1560	(318,260.00)	(150,540.11)	47.30%
Donations	1570		(120.00)	0.00%
Recoverables	1770	(14,230.00)	(89,145.47)	626.46%
Interfunctional Transfers	1900	(119,940.00)		0.00%
		<u>(2,141,170.00)</u>	<u>(1,668,914.52)</u>	<u>77.94%</u>
Expense				
F.T. Salaries & Wages	2100		13,501.24	0.00%
F.T. Benefits	2500		1,208.87	0.00%
Materials	3050		799.21	0.00%
Consultants	4040		69,566.96	0.00%
Insurance Premiums	4080	553,900.00	552,608.84	99.77%
Insurance Claims - Adjuster Fees	4081	10,000.00	2,937.50	29.38%
Insurance Claims	4085	170,000.00	76,814.17	45.18%
Legal	4090	165,000.00	196,798.19	119.27%
Special Events	4164		28,273.55	0.00%
Bank, Collection and Credit Car	5010	63,100.00	95,706.20	151.67%
Interest on Long-term Debt	5030	429,300.00	712,015.01	165.85%
Principal Repayment LTD	5035	1,115,320.00	2,143,169.85	192.16%
Tax Write Off	5050	1,100,000.00	20,520.86	1.87%
Transfer to Reserves	7810	625,000.00	625,000.00	100.00%
Transfer to Reserve Fund	7820		91,038.00	0.00%
		<u>4,231,620.00</u>	<u>4,629,958.45</u>	<u>109.41%</u>
Net (Revenue) Expense				
		<u>2,090,450.00</u>	<u>2,961,043.93</u>	<u>141.65%</u>

City of Stratford
G-511 ECONOMIC DEVELOPMENT DEPT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
LAND SALES	1750	(\$2,758,000.00)		0.00%
Contribution From Reserve Funds	1820	(409,910.00)		0.00%
		<u>(3,167,910.00)</u>		<u>0.00%</u>
Expense				
Contractors	4050		68,904.73	0.00%
Legal	4090	137,900.00	1,460.77	1.06%
Interest on Long-term Debt	5030	78,970.00	2,206.78	2.79%
Principal Repayment LTD	5035	330,940.00	13,611.48	4.11%
Transfer to Reserve Fund	7820	2,620,100.00		0.00%
		<u>3,167,910.00</u>	<u>86,183.76</u>	<u>2.72%</u>
Net (Revenue) Expense		<u></u>	<u>86,183.76</u>	<u>0.00%</u>

City of Stratford
G-810 REQUISITIONS FROM OTHERS
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Expense				
F.T. Salaries & Wages	2100		\$9,503.20	0.00%
F.T. Benefits	2500		2,887.04	0.00%
Grants -External Agencies	6035	8,024,410.00	4,102,732.69	51.13%
MPAC	6030	408,440.00	204,220.00	50.00%
Interfunctional Transfers	7900	48,780.00		0.00%
		<u>8,481,630.00</u>	<u>4,319,342.93</u>	<u>50.93%</u>
Net (Revenue) Expense				
		<u>8,481,630.00</u>	<u>4,319,342.93</u>	<u>50.93%</u>

City of Stratford
G-820 OTHER MUN SERVICES/PROGRAMS
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Canada Grants	1120		(\$30,000.00)	0.00%
Contribution From Reserves	1810	(19,890.00)	(20,444.86)	102.79%
		<u>(19,890.00)</u>	<u>(50,444.86)</u>	<u>253.62%</u>
Expense				
Part Time Salaries & Wages	2110	29,060.00		0.00%
P.T. Benefits	2510	8,600.00		0.00%
Materials	3050	14,800.00	381.45	2.58%
Office Supplies and Paper	3070	2,100.00		0.00%
Meeting Costs	3120	2,150.00	387.38	18.02%
Advertising	4010	1,000.00	398.89	39.89%
Service Contracts	4020	19,700.00		0.00%
Conferences - Expenses	4036	5,700.00		0.00%
Conferences - Travel/Mileage	4038		65.86	0.00%
Contractors	4050		2,518.56	0.00%
Memberships	4097	1,000.00	75.00	7.50%
Town Crier	4130	2,100.00		0.00%
Special Initiatives	4160	30,050.00	2,877.22	9.57%
OSUM Conferences	4167	5,200.00	2,015.17	38.75%
		<u>121,460.00</u>	<u>8,719.53</u>	<u>7.18%</u>
Net (Revenue) Expense				
		<u>101,570.00</u>	<u>(41,725.33)</u>	<u>(41.08%)</u>

City of Stratford
G-141 CITY BLDG/PROP OPERATION/MAIN
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Rentals and Leases	1470	(\$331,470.00)	(\$202,970.97)	61.23%
Recoverables	1770		(600.00)	0.00%
Interfunctional Transfers	1900	(410,010.00)	(85,058.00)	20.75%
		<u>(741,480.00)</u>	<u>(288,628.97)</u>	<u>38.93%</u>
Expense				
F.T. Salaries & Wages	2100	358,110.00	163,260.56	45.59%
Part Time Salaries & Wages	2110	29,500.00	24,817.30	84.13%
F.T. Benefits	2500	104,690.00	43,068.15	41.14%
P.T. Benefits	2510	4,690.00	4,373.32	93.25%
Heat	3030	31,760.00	17,738.92	55.85%
Hydro	3040	211,700.00	62,589.38	29.57%
Water / Sewage	3045	15,430.00	2,420.15	15.68%
Materials	3050	32,720.00	16,605.59	50.75%
Uniforms	3170	900.00		0.00%
Vehicle - Fuel	3180	150.00		0.00%
Vehicle - Repairs & Expenses	3190	1,100.00	371.99	33.82%
Contractors	4050	5,430.00		0.00%
Snow Removal	4105	14,430.00	42,123.08	291.91%
Building Maintenance	4107	207,400.00	56,530.29	27.26%
Telephone - Basic	4110	2,050.00	1,024.98	50.00%
Telephone - Cell Phones	4120	2,800.00	5,409.00	193.18%
Cable/Satellite	4124		920.03	0.00%
Training - Expenses	4142	2,270.00		0.00%
Transfer to Reserves	7810	55,000.00		0.00%
Transfer to Reserve Fund	7820	208,200.00	208,200.00	100.00%
Equipment Purchases	9030	2,540.00	1,670.71	65.78%
		<u>1,290,870.00</u>	<u>651,123.45</u>	<u>50.44%</u>
Net (Revenue) Expense				
		<u>549,390.00</u>	<u>362,494.48</u>	<u>65.98%</u>

City of Stratford
G-251-2400 BUILDING INSPECTION ADMIN
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Letters of Conformity Fees	1325		(\$5,121.00)	0.00%
Licenses and Permits	1440	(809,660.00)	(181,199.94)	22.38%
Contribution From Reserves	1810	(39,530.00)		0.00%
		<u>(849,190.00)</u>	<u>(186,320.94)</u>	<u>21.94%</u>
Expense				
F.T. Salaries & Wages	2100	411,480.00	167,751.21	40.77%
Part Time Salaries & Wages	2110	22,700.00	6,806.91	29.99%
F.T. Benefits	2500	132,660.00	57,688.63	43.49%
P.T. Benefits	2510	3,240.00	1,283.06	39.60%
Materials	3050	6,250.00	12,983.30	207.73%
Photocopier Expense	3090	2,000.00	619.34	30.97%
Postage	3100	1,500.00	2,258.43	150.56%
Vehicle - Fuel	3180	1,800.00	594.88	33.05%
Vehicle - Repairs & Expenses	3190	5,600.00	1,088.96	19.45%
Advertising	4010	1,300.00	651.70	50.13%
Consultants	4040	40,000.00	18,102.13	45.26%
Contractors	4050	1,500.00		0.00%
Legal	4090	45,000.00	17,800.10	39.56%
Maintenance Contracts	4095	42,000.00	35,630.73	84.84%
Memberships	4097	4,150.00	550.63	13.27%
Telephone - Basic	4110	2,210.00	1,105.02	50.00%
Telephone - Cell Phones	4120	4,100.00	1,567.40	38.23%
Training	4140	21,750.00	9,457.62	43.48%
Bank, Collection and Credit Car	5010	1,500.00	1,045.37	69.69%
Interfunctional Transfers	7900	98,450.00		0.00%
		<u>849,190.00</u>	<u>336,985.42</u>	<u>39.68%</u>
Net (Revenue) Expense				
			<u>150,664.48</u>	<u>0.00%</u>

City of Stratford
G-251-2406 BY-LAW ENFORCEMENT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Letters of Conformity Fees	1325	(\$3,000.00)		0.00%
User Fees	1405	(19,000.00)	(13,115.00)	69.03%
Licenses and Permits	1440	(22,890.00)	(15,400.00)	67.28%
Bed & Breakfast Licences	1445	(30,000.00)	(30,122.70)	100.41%
Interfunctional Transfers	1900	(51,300.00)		0.00%
		<u>(126,190.00)</u>	<u>(58,637.70)</u>	<u>46.47%</u>
Expense				
F.T. Salaries & Wages	2100	196,330.00	95,556.41	48.67%
Part Time Salaries & Wages	2110	6,390.00	2,612.91	40.89%
F.T. Benefits	2500	54,190.00	27,621.07	50.97%
P.T. Benefits	2510	1,910.00	933.92	48.90%
Materials	3050	3,300.00	912.38	27.65%
Photocopier Expense	3090	1,650.00	619.32	37.53%
Postage	3100	1,500.00		0.00%
Vehicle - Fuel	3180	1,000.00	586.71	58.67%
Vehicle - Repairs & Expenses	3190	500.00		0.00%
Contractors	4050	5,500.00	7.63	0.14%
Legal	4090		869.03	0.00%
Memberships	4097	650.00	211.00	32.46%
Telephone - Basic	4110	880.00	439.98	50.00%
Telephone - Cell Phones	4120	1,920.00	934.30	48.66%
Training	4140	4,000.00	1,196.58	29.91%
Bank, Collection and Credit Car	5010		513.05	0.00%
Transfer to Reserves	7810	3,400.00		0.00%
Transfer to Reserve Fund	7820		3,400.00	0.00%
		<u>283,120.00</u>	<u>136,414.29</u>	<u>48.18%</u>
Net (Revenue) Expense				
		<u>156,930.00</u>	<u>77,776.59</u>	<u>49.56%</u>

City of Stratford
G-251-8110 PLANNING AND ZONING
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Letters of Conformity Fees	1325	(\$6,070.00)		0.00%
Site Plan Agreement Revenue	1375	(50,000.00)	(25,104.00)	50.21%
User Fees	1405	(20,000.00)	(26,881.00)	134.41%
Zoning Application Fees	1420	(18,000.00)	(16,075.00)	89.31%
Zoning Bylaw Fees	1430	(2,500.00)	(1,228.00)	49.12%
Official Plan Amendments	1447	(4,700.00)		0.00%
Sales	1610	(200.00)		0.00%
		<u>(101,470.00)</u>	<u>(69,288.00)</u>	<u>68.28%</u>
Expense				
F.T. Salaries & Wages	2100	148,500.00	77,454.38	52.16%
Part Time Salaries & Wages	2110	17,040.00	9,418.63	55.27%
F.T. Benefits	2500	39,960.00	21,462.86	53.71%
P.T. Benefits	2510	5,090.00	2,490.57	48.93%
Materials	3050	2,580.00	649.23	25.16%
Photocopier Expense	3090	900.00	412.88	45.88%
Postage	3100	1,020.00	4.08	0.40%
Consultants	4040	10,400.00		0.00%
Courier/Freight	4060		4.08	0.00%
Legal	4090		828.34	0.00%
Memberships	4097	1,700.00		0.00%
Telephone - Basic	4110	2,200.00	1,099.98	50.00%
Telephone - Cell Phones	4120	900.00	442.15	49.13%
Training	4140	6,000.00		0.00%
Bank, Collection and Credit Car	5010		513.07	0.00%
Interest on Long-term Debt	5030	120.00	62.29	51.91%
Principal Repayment LTD	5035	1,570.00	649.36	41.36%
Transfer to Reserves	7810	10,000.00	10,000.00	100.00%
		<u>247,980.00</u>	<u>125,491.90</u>	<u>50.61%</u>
Net (Revenue) Expense				
		<u>146,510.00</u>	<u>56,203.90</u>	<u>38.36%</u>

City of Stratford
G-251-8116 COMMITTEE OF ADJUSTMENT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
User Fees	1405	<u>(\$39,290.00)</u>	<u>(\$21,173.00)</u>	<u>53.89%</u>
		<u>(39,290.00)</u>	<u>(21,173.00)</u>	<u>53.89%</u>
Expense				
F.T. Salaries & Wages	2100	76,220.00	35,909.10	47.11%
Part Time Salaries & Wages	2110	12,780.00	5,225.91	40.89%
F.T. Benefits	2500	20,580.00	10,860.89	52.77%
P.T. Benefits	2510	3,820.00	1,867.95	48.90%
Materials	3050	2,080.00		0.00%
Photocopier Expense	3090	1,100.00	412.88	37.53%
Postage	3100	870.00	382.25	43.94%
		<u>117,450.00</u>	<u>54,658.98</u>	<u>46.54%</u>
Net (Revenue) Expense				
		<u>78,160.00</u>	<u>33,485.98</u>	<u>42.84%</u>

City of Stratford
G-310 ENGINEERING
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Service Charge Revenue	1360	(\$20,000.00)	(\$10,663.33)	53.32%
Application Review Revenue	1365	(4,000.00)	(3,300.00)	82.50%
Sales	1610	(500.00)	(107.68)	21.54%
Recoverables	1770	(695,820.00)	(26,372.46)	3.79%
City Own Rental Revenue	1850	(17,000.00)	(1,926.99)	11.34%
Interfunctional Transfers	1900	(179,500.00)		0.00%
		<u>(916,820.00)</u>	<u>(42,370.46)</u>	<u>4.62%</u>
Expense				
F.T. Salaries & Wages	2100	1,364,040.00	556,917.22	40.83%
Part Time Salaries & Wages	2110	21,400.00	42,497.54	198.59%
F.T. Benefits	2500	374,320.00	167,018.75	44.62%
P.T. Benefits	2510	1,680.00	3,799.57	226.16%
Payroll - EAP, WSIB	2700	1,600.00		0.00%
Clothing	3010	2,100.00	864.65	41.17%
Materials	3050	4,000.00	753.85	18.85%
Office Supplies and Paper	3070	3,100.00	1,618.50	52.21%
Photocopier Expense	3090	7,000.00	2,139.94	30.57%
Postage	3100	300.00	150.34	50.11%
Printing	3110	700.00	99.89	14.27%
Meeting Costs	3120	400.00		0.00%
Publications & Subscriptions	3130	300.00		0.00%
Vehicle - Fuel	3180		3,828.02	0.00%
Vehicle - Repairs & Expenses	3190		8,006.05	0.00%
Service Contracts	4020	34,000.00	7,017.83	20.64%
Consultants	4040	5,000.00	1,159.25	23.19%
Courier/Freight	4060	100.00	55.67	55.67%
Maintenance Contracts	4095	46,000.00	24,198.36	52.61%
Memberships	4097	5,310.00	3,191.23	60.10%
Telephone - Basic	4110	8,380.00	4,189.98	50.00%
Telephone - Cell Phones	4120	9,350.00	4,141.50	44.29%
Training - Expenses	4142	26,000.00	4,488.79	17.26%
Travel/Mileage - excl Training	4150	750.00		0.00%
Rental of Bldg, Machinery & Equ	5040	2,000.00		0.00%
Transfer to Reserve Fund	7820	16,350.00	16,350.00	100.00%
City Owned Rental Expense	7850	9,100.00	1,872.13	20.57%
Interfunctional Transfers	7900	8,400.00		0.00%
Office Equipment and Furnishing	9010	4,600.00		0.00%
Small Tools & Equipment	9040	2,000.00	491.45	24.57%
		<u>1,958,280.00</u>	<u>854,850.51</u>	<u>43.65%</u>
Net (Revenue) Expense				
		<u>1,041,460.00</u>	<u>812,480.05</u>	<u>78.01%</u>

City of Stratford
G-315 - FLEET
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Recoverables	1770	(\$34,830.00)		0.00%
		<u>(34,830.00)</u>		<u>0.00%</u>
Expense				
F.T. Salaries & Wages	2100	572,920.00	125,429.41	21.89%
Part Time Salaries & Wages	2110		20,441.84	0.00%
F.T. Benefits	2500	169,480.00	38,362.95	22.64%
P.T. Benefits	2510		4,597.85	0.00%
Payroll - EAP, WSIB	2700		366.33	0.00%
Clothing	3010	7,440.00	3,546.15	47.66%
Personal Protective Equip	3011	1,000.00	315.38	31.54%
Materials	3050	3,000.00	4,315.65	143.86%
Photocopier Expense	3090	300.00	47.44	15.81%
Vehicle - Fuel	3180	546,500.00	217,898.85	39.87%
Vehicle - Repairs & Expenses	3190	468,730.00	107,494.98	22.93%
Contractors	4050	40,000.00		0.00%
Maintenance Contracts	4095	58,000.00	19,055.53	32.85%
Memberships	4097	350.00		0.00%
Telephone - Basic	4110	3,090.00	1,545.00	50.00%
Training - Expenses	4142	2,500.00	254.40	10.18%
Transfer to Reserve Fund	7820	19,600.00	19,600.00	100.00%
Small Tools & Equipment	9040	14,800.00	9,586.92	64.78%
		<u>1,907,710.00</u>	<u>572,858.68</u>	<u>30.03%</u>
Net (Revenue) Expense				
		<u>1,872,880.00</u>	<u>572,858.68</u>	<u>30.59%</u>

City of Stratford
G-320 ROAD
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
User Fees	1405	(\$1,500.00)	(\$1,840.43)	122.70%
Recoverables	1770	(44,500.00)	(14,487.33)	32.56%
City Own Rental Revenue	1850	(600,000.00)	(233,366.65)	38.89%
Interfunctional Transfers	1900	(128,500.00)		0.00%
		<u>(774,500.00)</u>	<u>(249,694.41)</u>	<u>32.24%</u>
Expense				
F.T. Salaries & Wages	2100	1,320,530.00	743,812.27	56.33%
Part Time Salaries & Wages	2110		14,860.72	0.00%
F.T. Benefits	2500	416,890.00	202,127.16	48.48%
P.T. Benefits	2510		5,284.92	0.00%
Payroll - EAP, WSIB	2700	4,100.00	1,202.43	29.33%
Clothing	3010	28,000.00	8,334.28	29.77%
Heat	3030	14,000.00	7,616.51	54.40%
Hydro	3040	310,300.00	80,202.08	25.85%
Water / Sewage	3045	3,000.00	1,039.25	34.64%
Materials	3050	380,000.00	179,484.11	47.23%
Office Supplies and Paper	3070	1,200.00	1,226.03	102.17%
Photocopier Expense	3090	3,400.00	1,027.33	30.22%
Postage	3100		554.08	0.00%
Printing	3110	100.00		0.00%
Meeting Costs	3120	250.00		0.00%
R & M - Buildings & Equipment (3140	23,500.00	9,863.12	41.97%
Vehicle - Fuel	3180		67,008.51	0.00%
Vehicle - Repairs & Expenses	3190	2,500.00	100,986.28	4039.45%
Advertising	4010	250.00		0.00%
Service Contracts	4020	193,500.00	93,283.15	48.21%
Contractors	4050	485,700.00	218,522.28	44.99%
Courier/Freight	4060	100.00	12.42	12.42%
Maintenance Contracts	4095	58,280.00	15,965.00	27.39%
Memberships	4097	1,140.00	377.73	33.13%
Tree Trimming & Removal	4108	52,000.00	22,685.00	43.63%
Telephone - Basic	4110	1,770.00	885.00	50.00%
Telephone - Cell Phones	4120	6,800.00	3,250.50	47.80%
Training - Expenses	4142	12,000.00	2,892.42	24.10%
Bank, Collection and Credit Car	5010		61.87	0.00%
Interest on Long-term Debt	5030	61,910.00	21,419.04	34.60%
Principal Repayment LTD	5035	485,100.00	173,623.47	35.79%
Rental of Bldg, Machinery & Equ	5040	20,000.00	5,149.68	25.75%
Transfer to Reserves	7810	350,000.00		0.00%
Transfer to Reserve Fund	7820	1,348,000.00	1,698,000.00	125.96%
City Owned Rental Expense	7850	463,500.00	230,447.97	49.72%
Office Equipment and Furnishing	9010	1,500.00		0.00%
Small Tools & Equipment	9040	18,500.00	6,989.69	37.78%
		<u>6,067,820.00</u>	<u>3,918,194.30</u>	<u>64.57%</u>
Net (Revenue) Expense				
		<u>5,293,320.00</u>	<u>3,668,499.89</u>	<u>69.30%</u>

City of Stratford
G-340 STORM
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Recoverables	1770	(\$43,000.00)		0.00%
		<u>(43,000.00)</u>		<u>0.00%</u>
Expense				
F.T. Salaries & Wages	2100	110,960.00	26,775.19	24.13%
F.T. Benefits	2500	35,010.00	7,487.21	21.39%
Hydro	3040	3,000.00	1,035.87	34.53%
Materials	3050	29,000.00	3,457.58	11.92%
Service Contracts	4020	8,000.00	11,730.17	146.63%
Consultants	4040		6,275.29	0.00%
Contractors	4050	95,000.00	38,527.96	40.56%
Interest on Long-term Debt	5030	246,470.00	2,479.07	1.01%
Principal Repayment LTD	5035	1,250,650.00	113,855.08	9.10%
Rental of Bldg, Machinery & Equ	5040	2,000.00	666.27	33.31%
Transfer to Reserve Fund	7820	1,408,000.00	1,408,000.00	100.00%
City Owned Rental Expense	7850	27,000.00	3,494.57	12.94%
Small Tools & Equipment	9040	200.00	290.63	145.32%
		<u>3,215,290.00</u>	<u>1,624,074.89</u>	<u>50.51%</u>
Net (Revenue) Expense				
		<u>3,172,290.00</u>	<u>1,624,074.89</u>	<u>51.20%</u>

City of Stratford
G-211 FIRE DEPARTMENT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
User Fees	1405	<u>(\$134,970.00)</u>	<u>(\$124,083.91)</u>	<u>91.93%</u>
		<u>(134,970.00)</u>	<u>(124,083.91)</u>	<u>91.93%</u>
Expense				
F.T. Salaries & Wages	2100	5,652,930.00	2,978,501.69	52.69%
F.T. Benefits	2500	1,586,620.00	833,415.65	52.53%
Personal Protective Equip	3011	20,000.00	21,608.56	108.04%
Heat	3030	7,500.00	3,510.97	46.81%
Hydro	3040	14,000.00	3,608.10	25.77%
Water / Sewage	3045	2,000.00	745.07	37.25%
Materials	3050		(348.29)	0.00%
Materials - Emergency Management	3052	5,000.00	1,041.64	20.83%
Office Supplies and Paper	3070	3,000.00	1,966.06	65.54%
Photocopier Expense	3090	5,000.00	1,072.66	21.45%
Postage	3100	500.00	91.00	18.20%
Printing	3110	1,000.00		0.00%
Meeting Costs	3120	1,000.00	490.30	49.03%
Publications & Subscriptions	3130	1,000.00		0.00%
R & M - Buildings & Equipment (3140	10,000.00	3,217.08	32.17%
Uniforms	3170	20,000.00	21,022.49	105.11%
Vehicle - Fuel	3180	21,000.00	11,213.85	53.40%
Vehicle - Repairs & Expenses	3190	50,000.00	20,756.22	41.51%
Advertising	4010	1,700.00	361.24	21.25%
Service Contracts	4020	25,200.00	21,088.91	83.69%
Conferences - Expenses	4036	12,000.00		0.00%
Contractors	4050	15,000.00	9,619.42	64.13%
Memberships	4097	3,500.00	2,100.67	60.02%
Snow Removal	4105	4,000.00	6,919.74	172.99%
Telephone - Basic	4110	22,930.00	11,464.98	50.00%
Telephone - Cell Phones	4120	4,200.00	2,152.90	51.26%
Training - Expenses	4142	20,000.00	3,983.91	19.92%
Facility Improvements	4155	4,000.00	5,520.20	138.01%
Special Events	4164	5,000.00		0.00%
Bank, Collection and Credit Car	5010		15.00	0.00%
Provincial Programs	5065	5,000.00	3,600.94	72.02%
Transfer to Reserves	7810	200,000.00		0.00%
Transfer to Reserve Fund	7820		200,000.00	0.00%
Office Equipment and Furnishing	9010	1,000.00	259.43	25.94%
Equipment Purchases	9030	10,000.00	6,146.70	61.47%
Small Tools & Equipment	9040	10,000.00	5,560.20	55.60%
		<u>7,744,080.00</u>	<u>4,180,707.29</u>	<u>53.99%</u>
Net (Revenue) Expense				
		<u>7,609,110.00</u>	<u>4,056,623.38</u>	<u>53.31%</u>

City of Stratford
G-512 STRATFORD MUNICIPAL AIRPORT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Parking Revenue	1335	(\$16,320.00)	(\$67.00)	0.41%
User Fees	1405	(2,200.00)	(250.00)	11.36%
Farm Land Lease Revenue	1450	(12,000.00)	(262.20)	2.19%
Rentals and Leases	1470	(43,290.00)	(20,305.66)	46.91%
Sales	1610	(176,500.00)	(94,273.75)	53.41%
		<u>(250,310.00)</u>	<u>(115,158.61)</u>	<u>46.01%</u>
Expense				
Goods Purchased for Resale	3020	136,810.00	93,261.11	68.17%
Heat	3030	5,000.00	2,489.84	49.80%
Hydro	3040	10,000.00	4,926.01	49.26%
Materials	3050		7.20	0.00%
Postage	3100	100.00	22.47	22.47%
R & M - Buildings & Equipment (3140	16,740.00	217.30	1.30%
Vehicle - Fuel	3180	2,000.00	1,255.03	62.75%
Vehicle - Repairs & Expenses	3190	2,000.00		0.00%
Advertising	4010	1,000.00		0.00%
Service Contracts	4020	85,000.00	54,136.16	63.69%
Contractors	4050	37,800.00	22,581.24	59.74%
Insurance Premiums	4080	4,500.00	4,671.00	103.80%
Taxes	4092	15,000.00	7,439.29	49.60%
Memberships	4097	1,500.00	1,740.50	116.03%
Snow Removal	4105	10,500.00	3,300.50	31.43%
Tree Trimming & Removal	4108	10,000.00		0.00%
Telephone - Basic	4110	1,800.00	630.00	35.00%
Internet	4125	700.00	274.71	39.24%
Facility Improvements	4155	5,000.00		0.00%
Transfer to Reserves	7810	80,000.00		0.00%
Transfer to Reserve Fund	7820		80,000.00	0.00%
		<u>425,450.00</u>	<u>276,952.36</u>	<u>65.10%</u>
Net (Revenue) Expense				
		<u>175,140.00</u>	<u>161,793.75</u>	<u>92.38%</u>

City of Stratford
G-711 PARKS DIVISION
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
User Fees	1405	(\$25,000.00)		0.00%
Rentals and Leases	1470	(140,000.00)	(12,659.95)	9.04%
Donations	1570	(16,000.00)	(7,550.00)	47.19%
Recoverables	1770	(105,300.00)	(31,086.19)	29.52%
Contribution From Reserves	1810	(32,000.00)		0.00%
		<u>(318,300.00)</u>	<u>(51,296.14)</u>	<u>16.12%</u>
Expense				
F.T. Salaries & Wages	2100	673,750.00	327,118.44	48.55%
Part Time Salaries & Wages	2110	350,360.00	130,612.60	37.28%
F.T. Benefits	2500	191,410.00	96,208.11	50.26%
P.T. Benefits	2510	41,050.00	12,134.00	29.56%
Payroll - EAP, WSIB	2700		463.00	0.00%
Clothing	3010	2,000.00	1,571.79	78.59%
Heat	3030	7,000.00	2,683.50	38.34%
Hydro	3040	30,000.00	6,575.16	21.92%
Water / Sewage	3045	23,000.00	2,838.24	12.34%
Materials	3050	175,000.00	61,696.97	35.26%
Plant Material	3053	100,000.00	1,101.26	1.10%
Office Supplies and Paper	3070		71.31	0.00%
Photocopier Expense	3090	2,000.00	935.37	46.77%
Postage	3100	500.00	349.22	69.84%
R & M - Buildings & Equipment (3140	6,000.00	4,008.49	66.81%
Vehicle - Fuel	3180	30,000.00	1,233.85	4.11%
Vehicle - Repairs & Expenses	3190	25,000.00	4,833.11	19.33%
Conferences	4035	1,000.00	755.64	75.56%
Conferences - Expenses	4036	2,000.00	1,765.03	88.25%
Consultants	4040	2,000.00	1,831.68	91.58%
Swan Care	4045	6,000.00	1,139.74	19.00%
Contractors	4050	42,000.00	18,093.99	43.08%
Maintenance Contracts	4095	365,000.00	181,532.00	49.73%
Memberships	4097	1,000.00	509.90	50.99%
Lawn Maintenance	4106	235,000.00	1,536.53	0.65%
Building Maintenance	4107	6,000.00	682.42	11.37%
Telephone - Cell Phones	4120	3,850.00	1,990.48	51.70%
Training	4140	11,000.00	6,265.29	56.96%
Facility Improvements	4155	33,000.00		0.00%
Transfer to Reserve Fund	7820	64,000.00	64,000.00	100.00%
		<u>2,428,920.00</u>	<u>934,537.12</u>	<u>38.48%</u>
Net (Revenue) Expense				
		<u>2,110,620.00</u>	<u>883,240.98</u>	<u>41.85%</u>

City of Stratford
G-721 RECREATION DIVISION
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Ontario Grants	1130	(\$52,000.00)	(\$21,349.98)	41.06%
Advertising Revenue	1330	(35,000.00)	(10,976.32)	31.36%
Revenue - Recreation Programs	1350	(220,300.00)	(71,262.35)	32.35%
Revenue - Online Recreation Programs	1355		60.19	0.00%
Recreation Facilities Rental Income	1460	(278,000.00)	(537,685.52)	193.41%
Recreation Ice Rentals	1461	(1,326,200.00)	(146,348.54)	11.04%
Recreation - Hall Rentals	1462	(206,000.00)		0.00%
Recreation - Lion's Pool	1463	(140,000.00)	(38,563.88)	27.55%
Recoverables	1770	(296,960.00)		0.00%
Contribution From Reserves	1810	(121,350.00)		0.00%
		<u>(2,675,810.00)</u>	<u>(826,126.40)</u>	<u>30.87%</u>
Expense				
F.T. Salaries & Wages	2100	1,487,020.00	724,250.46	48.70%
Part Time Salaries & Wages	2110	722,560.00	239,744.48	33.18%
F.T. Benefits	2500	409,630.00	195,186.77	47.65%
P.T. Benefits	2510	95,090.00	30,053.20	31.61%
Payroll - EAP, WSIB	2700		70.00	0.00%
Clothing	3010	19,000.00	9,130.38	48.05%
Heat	3030	164,460.00	66,430.61	40.39%
Hydro	3040	763,400.00	204,504.67	26.79%
Water / Sewage	3045	129,560.00	16,723.94	12.91%
Materials	3050	83,800.00	47,229.32	56.36%
Office Supplies and Paper	3070	2,500.00	1,358.52	54.34%
Photocopier Expense	3090	4,000.00	772.62	19.32%
Postage	3100		32.68	0.00%
Meeting Costs	3120	750.00	59.73	7.96%
R & M - Buildings & Equipment (3140		4,938.18	0.00%
Vehicle - Fuel	3180	25,500.00	5,850.65	22.94%
Vehicle - Repairs & Expenses	3190	9,000.00	7,049.16	78.32%
Advertising	4010	45,000.00	16,451.40	36.56%
Conferences	4035	6,000.00	732.59	12.21%
Conferences - Expenses	4036	1,000.00	93.59	9.36%
Conferences - Registration	4037	6,500.00	613.00	9.43%
Conferences - Travel/Mileage	4038	2,500.00	1,544.40	61.78%
Consultants	4040	57,520.00	15,792.96	27.46%
Contractors	4050	113,000.00	9,141.72	8.09%
Maintenance Contracts	4095	252,000.00	111,298.15	44.17%
Memberships	4097	2,500.00	3,412.69	136.51%
Building Maintenance	4107	321,700.00	136,571.32	42.45%
Telephone - Basic	4110	38,720.00	20,166.65	52.08%
Telephone - Cell Phones	4120	10,100.00	5,145.28	50.94%
Cable/Satellite	4124	3,200.00	1,734.59	54.21%
Training	4140	4,300.00	1,897.20	44.12%
Training - Expenses	4142	2,000.00	3,092.17	154.61%
Travel/Mileage - excl Training	4150	4,500.00		0.00%
Facility Improvements	4155	50,000.00	29,075.94	58.15%
Special Events	4164	10,600.00	17,978.39	169.61%
Interest on Long-term Debt	5030	610,700.00	266,462.95	43.63%
Principal Repayment LTD	5035	1,016,500.00	347,104.70	34.15%
Rent	5045	45,500.00	25,463.56	55.96%
Transfer to Reserves	7810		5,339.21	0.00%
Transfer to Reserve Fund	7820	566,410.00	576,410.00	101.77%
		<u>7,086,520.00</u>	<u>3,148,907.83</u>	<u>44.44%</u>
Net (Revenue) Expense				
		<u>4,410,710.00</u>	<u>2,322,781.43</u>	<u>52.66%</u>

City of Stratford
G-731 CEMETERY DIVISION
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Rentals and Leases	1470	(\$320,000.00)	(\$154,385.91)	48.25%
Contribution From Trust Funds	1830	(65,000.00)		0.00%
		<u>(385,000.00)</u>	<u>(154,385.91)</u>	<u>40.10%</u>
Expense				
F.T. Salaries & Wages	2100	260,730.00	129,130.73	49.53%
Part Time Salaries & Wages	2110	54,680.00	21,153.54	38.69%
F.T. Benefits	2500	73,380.00	37,542.31	51.16%
P.T. Benefits	2510	4,960.00	1,854.39	37.39%
Payroll - EAP, WSIB	2700		35.61	0.00%
Clothing	3010	2,000.00	86.41	4.32%
Heat	3030	3,500.00	1,811.94	51.77%
Hydro	3040	8,500.00	2,052.52	24.15%
Water / Sewage	3045	4,000.00	262.92	6.57%
Materials	3050	30,000.00	12,583.31	41.94%
Office Supplies and Paper	3070	500.00	136.59	27.32%
Photocopier Expense	3090	1,000.00	307.33	30.73%
Postage	3100	300.00	120.60	40.20%
R & M - Buildings & Equipment (3140	10,000.00	1,198.82	11.99%
Vehicle - Fuel	3180	18,000.00	8,841.04	49.12%
Vehicle - Repairs & Expenses	3190	16,000.00	1,194.73	7.47%
Contractors	4050	5,000.00	2,092.01	41.84%
Building Maintenance	4107		3,394.65	0.00%
Telephone - Cell Phones	4120	960.00	534.30	55.66%
Training	4140		264.38	0.00%
Interest on Long-term Debt	5030	4,190.00	1,825.89	43.58%
Principal Repayment LTD	5035	27,330.00	11,262.10	41.21%
Transfer to Reserve Fund	7820	48,490.00	80,000.00	164.98%
		<u>573,520.00</u>	<u>317,686.12</u>	<u>55.39%</u>
Net (Revenue) Expense		<u>188,520.00</u>	<u>163,300.21</u>	<u>86.62%</u>

City of Stratford
G-750 TRANSIT OPERATIONS
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Transit Fares	1395	(\$210,000.00)	(\$84,977.88)	40.47%
Rentals and Leases	1470	(630,000.00)	(315,860.50)	50.14%
Sales	1610		(9,592.48)	0.00%
		<u>(840,000.00)</u>	<u>(410,430.86)</u>	<u>48.86%</u>
Expense				
F.T. Salaries & Wages	2100	1,114,560.00	462,620.57	41.51%
Part Time Salaries & Wages	2110	495,710.00	251,261.69	50.69%
F.T. Benefits	2500	373,180.00	166,448.08	44.60%
P.T. Benefits	2510	130,270.00	57,894.91	44.44%
Payroll - EAP, WSIB	2700	6,200.00	854.00	13.77%
Clothing	3010	12,000.00	12,708.61	105.91%
Goods Purchased for Resale	3020	27,000.00	1,831.67	6.78%
Heat	3030	18,500.00	6,037.03	32.63%
Hydro	3040	30,000.00	7,659.92	25.53%
Water / Sewage	3045	9,500.00	1,754.60	18.47%
Office Supplies and Paper	3070	1,800.00	661.90	36.77%
Photocopier Expense	3090	1,500.00	779.94	52.00%
Postage	3100	100.00	19.97	19.97%
Printing	3110		274.75	0.00%
R & M - Buildings & Equipment (3140	12,500.00	4,091.49	32.73%
Uniforms	3170	3,500.00	1,439.66	41.13%
Advertising	4010	2,000.00		0.00%
Service Contracts	4020		7,662.35	0.00%
Conferences - Expenses	4036	1,500.00	549.41	36.63%
Conferences - Travel/Mileage	4038	250.00		0.00%
Courier/Freight	4060	2,000.00	3,293.04	164.65%
Memberships	4097	4,500.00	4,756.26	105.69%
Snow Removal	4105	25,000.00	49,607.99	198.43%
Building Maintenance	4107	3,500.00	8,407.18	240.21%
Telephone - Cell Phones	4120	3,500.00	1,323.66	37.82%
Bank, Collection and Credit Car	5010		15.00	0.00%
Interest on Long-term Debt	5030	34,630.00		0.00%
Principal Repayment LTD	5035	74,530.00		0.00%
Rental of Bldg, Machinery & Equ	5040	4,000.00		0.00%
Transfer to Reserve Fund	7820	160,000.00	160,000.00	100.00%
		<u>2,551,730.00</u>	<u>1,211,953.68</u>	<u>47.50%</u>
Net (Revenue) Expense				
		<u>1,711,730.00</u>	<u>801,522.82</u>	<u>46.83%</u>

City of Stratford
G-751 PARALLEL TRANSIT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Transit Fares	1395	<u>(\$50,000.00)</u>	<u>(\$21,445.53)</u>	<u>42.89%</u>
		<u>(50,000.00)</u>	<u>(21,445.53)</u>	<u>42.89%</u>
Expense				
F.T. Salaries & Wages	2100	247,740.00	83,862.34	33.85%
Part Time Salaries & Wages	2110	144,310.00	61,399.82	42.55%
F.T. Benefits	2500	77,450.00	29,535.14	38.13%
P.T. Benefits	2510	37,240.00	12,489.20	33.54%
Payroll - EAP, WSIB	2700	1,350.00	125.00	9.26%
Clothing	3010	4,500.00	4,632.50	102.94%
Office Supplies and Paper	3070	1,200.00	796.59	66.38%
Postage	3100	150.00	26.76	17.84%
Advertising	4010	1,000.00		0.00%
Conferences - Expenses	4036	1,500.00		0.00%
Memberships	4097	1,500.00	1,475.52	98.37%
Telephone - Cell Phones	4120	540.00	263.90	48.87%
Travel/Mileage - excl Training	4150	250.00		0.00%
Transfer to Reserve Fund	7820	10,000.00	10,000.00	100.00%
		<u>528,730.00</u>	<u>204,606.77</u>	<u>38.70%</u>
Net (Revenue) Expense				
		<u>478,730.00</u>	<u>183,161.24</u>	<u>38.26%</u>

City of Stratford
G-611 SOCIAL SERVICES DEPARTMENT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Ontario Grants	1130	(\$8,437,780.00)	(\$3,574,400.41)	42.36%
Municipality - Perth	1210	(742,770.00)	(371,655.00)	50.04%
Municipality - St. Mary's	1220	(128,750.00)	(64,420.02)	50.03%
		<u>(9,309,300.00)</u>	<u>(4,010,475.43)</u>	<u>43.08%</u>
Expense				
F.T. Salaries & Wages	2100	1,836,520.00	824,118.44	44.87%
Part Time Salaries & Wages	2110		18,150.91	0.00%
F.T. Benefits	2500	538,360.00	243,047.53	45.15%
P.T. Benefits	2510		1,610.87	0.00%
Payroll - EAP, WSIB	2700	200.00	120.00	60.00%
Office Supplies and Paper	3070	20,200.00	9,595.25	47.50%
Photocopier Expense	3090	9,000.00	3,948.45	43.87%
Postage	3100	20,000.00	12,213.73	61.07%
Printing	3110	1,000.00		0.00%
Meeting Costs	3120	3,000.00	508.33	16.94%
Publications & Subscriptions	3130	150.00		0.00%
Advertising	4010	500.00		0.00%
Service Contracts	4020	321,700.00	87,659.15	27.25%
Audit	4030	2,000.00		0.00%
Conferences - Expenses	4036	10,000.00		0.00%
Consultants	4040		653.71	0.00%
Courier/Freight	4060	250.00	53.04	21.22%
Legal	4090		1,576.65	0.00%
Memberships	4097	10,000.00	515.40	5.15%
Telephone - Basic	4110	13,950.00	6,743.10	48.34%
Telephone - Cell Phones	4120	7,710.00	2,336.15	30.30%
Training - Expenses	4142	26,000.00	1,565.23	6.02%
Travel/Mileage - excl Training	4150	9,750.00	8,573.64	87.93%
Bank, Collection and Credit Car	5010		2,509.70	0.00%
Rental of Bldg, Machinery & Equ	5040	64,610.00	16,152.50	25.00%
Rent	5045	164,980.00	41,245.00	25.00%
Grants to Charities and Other O	6010	75,930.00	25,000.00	32.93%
Social Assistance Payments	6020	6,713,780.00	2,867,188.57	42.71%
Ontario Dental Association	6021		700.03	0.00%
Interfunctional Transfers	7900	81,370.00	305.28	0.38%
Office Equipment and Furnishing	9010	6,500.00	610.54	9.39%
Equipment Purchases	9030	10,000.00		0.00%
		<u>9,947,460.00</u>	<u>4,176,701.20</u>	<u>41.99%</u>
Net (Revenue) Expense				
		<u>638,160.00</u>	<u>166,225.77</u>	<u>26.05%</u>

City of Stratford
G-614 SOCIAL HOUSING
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Municipality - Perth	1210		(\$1,179,075.00)	0.00%
Municipality - St. Mary's	1220		(204,420.00)	0.00%
			<u>(1,383,495.00)</u>	<u>0.00%</u>
Expense				
Social Assistance Payments	6020		2,407,716.00	0.00%
			<u>2,407,716.00</u>	<u>0.00%</u>
Net (Revenue) Expense				
			<u>1,024,221.00</u>	<u>0.00%</u>

City of Stratford
G-615 PERTH & STRATFORD HOUSING
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Ontario Grants	1130	(\$3,485,230.00)	(\$244,643.53)	7.02%
Rental Support	1150	(53,010.00)		0.00%
Municipality - Perth	1210	(2,369,150.00)	(560,971.00)	23.68%
Municipality - St. Mary's	1220	(410,740.00)	(97,256.00)	23.68%
Municipality - Stratford	1230		(481,956.00)	0.00%
User Fees	1405	(2,450,000.00)	(642,467.47)	26.22%
Recoverables	1770		(2,930.00)	0.00%
Contribution From Reserve Funds	1820		(26,500.00)	0.00%
		<u>(8,768,130.00)</u>	<u>(2,056,724.00)</u>	<u>23.46%</u>
Expense				
F.T. Salaries & Wages	2100	1,321,310.00	547,422.02	41.43%
F.T. Benefits	2500	391,420.00	157,314.76	40.19%
P.T. Benefits	2510	27,620.00	9,129.00	33.05%
Payroll - EAP, WSIB	2700	1,750.00	223.81	12.79%
Heat	3030	150,000.00	24,461.20	16.31%
Hydro	3040	500,000.00	90,355.49	18.07%
Water / Sewage	3045	200,000.00	28,209.88	14.10%
Materials	3050	1,261,000.00	254,489.69	20.18%
Office Supplies and Paper	3070	5,900.00	3,832.06	64.95%
Miscellaneous	3080		12,300.62	0.00%
Rental Support Payments	3085	806,490.00	5,438.84	0.67%
Housing Allowance Payments	3086	409,520.00	22,098.08	5.40%
Photocopier Expense	3090	7,000.00	2,504.55	35.78%
Postage	3100	7,000.00	4,060.81	58.01%
Printing	3110	500.00	2,785.66	557.13%
Meeting Costs	3120	2,600.00	1,094.72	42.10%
Publications & Subscriptions	3130	130.00	288.00	221.54%
Vehicle - Fuel	3180		3,002.11	0.00%
Vehicle - Repairs & Expenses	3190	28,850.00		0.00%
Advertising	4010	500.00		0.00%
Service Contracts	4020	786,230.00	679,888.70	86.47%
Audit	4030	6,100.00		0.00%
Conferences - Expenses	4036	6,600.00	162.82	2.47%
Consultants	4040	15,000.00	12,043.29	80.29%
Courier/Freight	4060	170.00	16.32	9.60%
Insurance Premiums	4080	125,000.00	28,636.74	22.91%
Legal	4090	8,600.00	875.00	10.17%
Taxes	4092	1,015,000.00		0.00%
Memberships	4097	4,500.00	348.87	7.75%
Services - Other	4100		455,000.92	0.00%
Telephone - Basic	4110	32,970.00	9,178.94	27.84%
Telephone - Cell Phones	4120	14,280.00	7,686.64	53.83%
Training - Expenses	4142	12,750.00	9,441.80	74.05%
Travel/Mileage - excl Training	4150	5,500.00	1,061.10	19.29%
Affordable Capital Projects	4174	67,010.00	12,398.46	18.50%
Interest on Long-term Debt	5030	630.00	342.58	54.38%
Principal Repayment LTD	5035	8,670.00	3,571.52	41.19%
Rental of Bldg, Machinery & Equ	5040	516,690.00	22,058.69	4.27%
Rent	5045	111,700.00	27,925.00	25.00%
Social Assistance Payments	6020	2,042,000.00	(132,623.20)	(6.49%)
Transfer to Reserves	7810	834,500.00		0.00%
Transfer to Reserve Fund	7820		847,430.00	0.00%
Interfunctional Transfers	7900	55,090.00		0.00%
Office Equipment and Furnishing	9010	13,000.00		0.00%
Equipment Purchases	9030		81,284.47	0.00%
		<u>10,803,580.00</u>	<u>3,235,739.96</u>	<u>29.95%</u>

City of Stratford
 G-615 PERTH & STRATFORD HOUSING
 Run on 7/4/2019 (dd/mm/yy)

	<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Net (Revenue) Expense	<u>2,035,450.00</u>	<u>1,179,015.96</u>	<u>57.92%</u>

City of Stratford
G-616 CHILD CARE DIVISION
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Ontario Grants	1130	(\$1,829,170.00)	(\$914,586.00)	50.00%
Municipality - Perth	1210	(384,390.00)	(190,724.94)	49.62%
Municipality - St. Mary's	1220	(66,640.00)	(33,064.92)	49.62%
Recoverables	1770		(370.50)	0.00%
		<u>(2,280,200.00)</u>	<u>(1,138,746.36)</u>	<u>49.94%</u>
Expense				
F.T. Salaries & Wages	2100	316,010.00	154,067.45	48.75%
F.T. Benefits	2500	88,670.00	46,438.42	52.37%
Office Supplies and Paper	3070	1,840.00	208.77	11.35%
Postage	3100	790.00	545.45	69.04%
Printing	3110	4,000.00	506.75	12.67%
Meeting Costs	3120	320.00	21.04	6.58%
Vehicle - Repairs & Expenses	3190	5,980.00		0.00%
Advertising	4010	1,000.00		0.00%
Conferences - Expenses	4036	1,750.00	585.12	33.44%
Memberships	4097	2,000.00	668.46	33.42%
Telephone - Basic	4110	4,480.00	2,239.98	50.00%
Training - Expenses	4142	4,000.00	1,458.35	36.46%
Travel/Mileage - excl Training	4150	600.00	469.55	78.26%
Rental of Bldg, Machinery & Equ	5040	14,150.00	3,537.50	25.00%
Rent	5045	8,550.00	2,138.00	25.01%
Social Assistance Payments	6020	1,264,040.00	617,933.02	48.89%
Wage Subsidy - Non Profit	6025	858,020.00	500,499.00	58.33%
Interfunctional Transfers	7900	31,340.00		0.00%
Office Equipment and Furnishing	9010	2,920.00	832.39	28.51%
		<u>2,610,460.00</u>	<u>1,332,149.25</u>	<u>51.03%</u>
Net (Revenue) Expense				
		<u>330,260.00</u>	<u>193,402.89</u>	<u>58.56%</u>

City of Stratford
G-617 EARLY LEARNING & CHILD DEVELOPMENT
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Ontario Grants	1130	(\$4,509,053.00)	(\$3,968,711.00)	88.02%
Contribution From Reserves	1810	(750,000.00)		0.00%
		<u>(5,259,053.00)</u>	<u>(3,968,711.00)</u>	<u>75.46%</u>
Expense				
F.T. Salaries & Wages	2100	459,279.00	197,675.43	43.04%
F.T. Benefits	2500	134,696.00	58,114.95	43.15%
Materials	3050	40,337.00	5,046.82	12.51%
Office Supplies and Paper	3070	32,800.00	71.22	0.22%
Photocopier Expense	3090		161.23	0.00%
Meeting Costs	3120	2,000.00		0.00%
Service Contracts	4020	483,901.00	11,479.63	2.37%
Conferences - Expenses	4036	6,040.00		0.00%
Consultants	4040	22,200.00	699.78	3.15%
Services - Other	4100		191,897.05	0.00%
Telephone - Basic	4110	500.00		0.00%
Telephone - Cell Phones	4120	1,800.00	973.20	54.07%
Training - Expenses	4142	4,983.00	503.76	10.11%
Travel/Mileage - excl Training	4150	6,040.00	1,731.29	28.66%
Rental of Bldg, Machinery & Equ	5040	13,200.00	3,300.00	25.00%
Rent	5045	55,000.00	13,750.00	25.00%
Provincial Programs	5065		31,340.77	0.00%
Grants - Best Start School Projects	6015	750,000.00		0.00%
Social Assistance Payments	6020	2,693,720.00	1,228,806.59	45.62%
Wage Subsidy - Non Profit	6025	536,057.00	247,424.00	46.16%
Office Equipment and Furnishing	9010	16,500.00	5,301.32	32.13%
		<u>5,259,053.00</u>	<u>1,998,277.04</u>	<u>38.00%</u>
Net (Revenue) Expense				
			<u>(1,970,433.96)</u>	<u>0.00%</u>

City of Stratford
G-613 ANNE HATHAWAY DAY CARE CENTRE
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Day Care Revenue	1320	(\$786,450.00)	(\$311,504.69)	39.61%
Parent Revenue	1321	(652,750.00)	(394,652.95)	60.46%
Recoverables	1770	(369,410.00)	(208,770.80)	56.51%
		<u>(1,808,610.00)</u>	<u>(914,928.44)</u>	<u>50.59%</u>
Expense				
F.T. Salaries & Wages	2100	961,050.00	436,157.76	45.38%
Part Time Salaries & Wages	2110	339,070.00	179,891.69	53.05%
F.T. Benefits	2500	299,910.00	125,238.72	41.76%
P.T. Benefits	2510	72,920.00	28,437.81	39.00%
Heat	3030	5,000.00	2,500.62	50.01%
Hydro	3040	6,000.00	1,617.91	26.97%
Water / Sewage	3045	2,600.00	815.52	31.37%
Materials	3050	6,200.00	5,131.56	82.77%
AHDC Craft Supplies	3065	1,500.00	1,286.54	85.77%
AHDC Toys	3066	1,000.00		0.00%
AHDC Special Events	3067	600.00	200.68	33.45%
Office Supplies and Paper	3070	1,360.00	422.93	31.10%
Photocopier Expense	3090	1,400.00	391.09	27.94%
Postage	3100	50.00		0.00%
Printing	3110	150.00		0.00%
Meals	3121	45,000.00	21,695.58	48.21%
Advertising	4010	1,000.00	511.34	51.13%
Memberships	4097	2,100.00	1,280.00	60.95%
Snow Removal	4105	5,000.00	5,922.51	118.45%
Building Maintenance	4107	50,000.00	21,593.13	43.19%
Telephone - Basic	4110	4,980.00	2,490.00	50.00%
Telephone - Cell Phones	4120	1,640.00		0.00%
Training - Expenses	4142	2,500.00	322.29	12.89%
Travel/Mileage - excl Training	4150	150.00	71.58	47.72%
Bank, Collection and Credit Car	5010		34.14	0.00%
Rental of Bldg, Machinery & Equ	5040	1,800.00	450.00	25.00%
Office Equipment and Furnishing	9010	2,200.00		0.00%
		<u>1,815,180.00</u>	<u>836,463.40</u>	<u>46.08%</u>
Net (Revenue) Expense				
		<u>6,570.00</u>	<u>(78,465.04)</u>	<u>(1194.29%)</u>

City of Stratford
G-618 BRITANNIA ST APARTMENTS
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Rentals and Leases	1470	(\$106,520.00)		0.00%
Contribution From Reserve Funds	1820	(82,820.00)		0.00%
		<u>(189,340.00)</u>		<u>0.00%</u>
Expense				
Heat	3030		323.86	0.00%
Hydro	3040	2,000.00		0.00%
Water / Sewage	3045	4,900.00		0.00%
Consultants	4040	2,000.00		0.00%
Insurance Premiums	4080	3,000.00		0.00%
Taxes	4092	12,420.00		0.00%
Snow Removal	4105	3,330.00		0.00%
Lawn Maintenance	4106	2,500.00		0.00%
Building Maintenance	4107	1,400.00		0.00%
Interest on Long-term Debt	5030	50,060.00		0.00%
Principal Repayment LTD	5035	107,730.00		0.00%
		<u>189,340.00</u>	<u>323.86</u>	<u>0.17%</u>
Net (Revenue) Expense				
			<u>323.86</u>	<u>0.00%</u>

City of Stratford
G-231 POLICE DEPARTMENT
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Ontario Grants	1130	(\$353,000.00)	(\$261,515.91)	74.08%
Municipality - Perth South	1215	(531,130.00)	(266,239.50)	50.13%
Municipality - St. Mary's	1220	(1,004,920.00)	(503,702.94)	50.12%
User Fees	1405	(40,000.00)	(31,087.39)	77.72%
Licenses and Permits	1440	(17,000.00)	(12,875.00)	75.74%
Sales	1610	(2,000.00)	(1,871.86)	93.59%
Gain on Disposal of Assets	1765	(5,000.00)		0.00%
Contribution From Reserves	1810	(245,760.00)		0.00%
Contribution From Reserve Funds	1820		(26,470.20)	0.00%
		<u>(2,198,810.00)</u>	<u>(1,103,762.80)</u>	<u>50.20%</u>
Expense				
F.T. Salaries & Wages	2100	9,090,860.00	4,209,969.42	46.31%
Part Time Salaries & Wages	2110	171,300.00	112,290.18	65.55%
F.T. Benefits	2500	2,252,890.00	1,225,131.14	54.38%
P.T. Benefits	2510	17,050.00	13,604.93	79.79%
Payroll - EAP, WSIB	2700	23,040.00	1,764.94	7.66%
Clothing	3010	32,600.00	14,741.25	45.22%
Materials	3050	88,920.00	173,322.81	194.92%
Material - Containment	3051	16,130.00	8,535.73	52.92%
Office Supplies and Paper	3070	7,950.00	3,911.52	49.20%
Identification Supplies	3071	4,900.00	3,655.42	74.60%
Photocopier Expense	3090	4,460.00	1,305.60	29.27%
Postage	3100	920.00	648.89	70.53%
Printing	3110	5,520.00	589.95	10.69%
Meeting Costs	3120	4,950.00	8.43	0.17%
Meals	3121	2,900.00	934.36	32.22%
Publications & Subscriptions	3130	2,420.00	120.62	4.98%
R & M - Buildings & Equipment (3140	16,700.00	5,458.33	32.68%
Uniforms	3170	59,400.00	21,248.61	35.77%
Vehicle - Fuel	3180	107,140.00	53,548.20	49.98%
Vehicle - Repairs & Expenses	3190	41,950.00	27,010.25	64.39%
Material - Specialized Projects	4001	5,250.00		0.00%
Advertising	4010	1,000.00	717.55	71.76%
Conferences	4035	6,700.00	7,064.13	105.43%
Conferences - Expenses	4036	6,990.00	905.00	12.95%
Conferences - Registration	4037	6,400.00	5,907.91	92.31%
Conferences - Travel/Mileage	4038	2,000.00	478.13	23.91%
Contractors	4050	148,490.00	81,321.49	54.77%
Courier/Freight	4060	1,500.00	702.54	46.84%
Legal	4090	28,800.00		0.00%
Maintenance Contracts	4095	40,810.00	14,209.32	34.82%
Memberships	4097	5,500.00	966.72	17.58%
Services - Other	4100	256,250.00	32,493.42	12.68%
Telephone - Basic	4110	42,630.00	19,679.60	46.16%
Training	4140	200.00	200.00	100.00%
Training - Mileage	4141	5,800.00	1,043.16	17.99%
Training - Expenses	4142	67,280.00	31,671.75	47.07%
Training - Supplies	4143	20,000.00	2,325.39	11.63%
Special Initiatives	4160	790.00		0.00%
Bank, Collection and Credit Car	5010		601.62	0.00%
Interest on Long-term Debt	5030	6,890.00	3,639.81	52.83%
Principal Repayment LTD	5035	88,580.00	36,504.75	41.21%
Rental of Bldg, Machinery & Equ	5040	73,140.00	36,872.55	50.41%
Vehicle Lease	5060	49,000.00	13,256.30	27.05%
Transfer to Reserves	7810	302,020.00	165,000.00	54.63%
Transfer to Reserve Fund	7820	170,040.00	275,900.00	162.26%

City of Stratford
 G-231 POLICE DEPARTMENT
 Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Office Equipment and Furnishing	9010	6,310.00	1,471.45	23.32%
Equipment Purchases	9030	113,450.00	63,673.08	56.12%
		<u>13,407,820.00</u>	<u>6,674,406.25</u>	<u>49.78%</u>
Net (Revenue) Expense		<u>11,209,010.00</u>	<u>5,570,643.45</u>	<u>49.70%</u>

City of Stratford
G-411 STRATFORD PUBLIC LIBRARY
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Canada Grants	1120	(\$2,900.00)		0.00%
Ontario Grants	1130	(51,400.00)	(4,605.34)	8.96%
Municipality - Perth	1210	(39,450.00)		0.00%
User Fees	1405	(170,020.00)	(2,995.77)	1.76%
Other Fines	1480	(20,000.00)	(10,432.92)	52.16%
Donations	1570	(5,000.00)	(6,222.19)	124.44%
Recoverables	1770	(101,640.00)	(250.00)	0.25%
		<u>(390,410.00)</u>	<u>(24,506.22)</u>	<u>6.28%</u>
Expense				
F.T. Salaries & Wages	2100	1,058,970.00	541,158.47	51.10%
Part Time Salaries & Wages	2110	651,690.00	289,159.84	44.37%
F.T. Benefits	2500	262,380.00	114,590.46	43.67%
P.T. Benefits	2510	165,970.00	46,487.07	28.01%
Payroll - EAP, WSIB	2700	2,100.00	2,051.48	97.69%
Heat	3030	9,000.00	3,979.73	44.22%
Hydro	3040	35,000.00	5,838.22	16.68%
Water / Sewage	3045	1,150.00	399.31	34.72%
Materials	3050	6,700.00	2,252.55	33.62%
Library Books	3060		360.00	0.00%
AHDC Craft Supplies	3065	9,000.00	2,809.75	31.22%
Office Supplies and Paper	3070	15,000.00	5,110.63	34.07%
Miscellaneous	3080	3,000.00	1,891.41	63.05%
Photocopier Expense	3090	8,500.00	3,500.36	41.18%
Postage	3100	1,200.00	830.69	69.22%
Printing	3110	1,000.00	690.94	69.09%
Meeting Costs	3120	1,000.00	437.84	43.78%
R & M - Buildings & Equipment (3140		100.84	0.00%
Vehicle - Fuel	3180	1,000.00	137.68	13.77%
Vehicle - Repairs & Expenses	3190	2,000.00	1,908.46	95.42%
Advertising	4010	12,000.00	4,920.04	41.00%
Conferences - Expenses	4036	2,000.00	1,185.19	59.26%
Contractors	4050	5,370.00	26,823.67	499.51%
Courier/Freight	4060	1,500.00	839.65	55.98%
Insurance Premiums	4080	10,000.00		0.00%
Legal	4090	1,000.00	81.41	8.14%
Maintenance Contracts	4095	209,130.00	64,962.36	31.06%
Memberships	4097	3,030.00	2,504.34	82.65%
Snow Removal	4105	9,000.00	3,347.98	37.20%
Lawn Maintenance	4106	1,000.00	508.80	50.88%
Building Maintenance	4107	8,000.00	2,890.96	36.14%
Telephone - Basic	4110	4,000.00	1,429.21	35.73%
Telephone - Cell Phones	4120	1,100.00	450.20	40.93%
Internet	4125	5,000.00	2,811.27	56.23%
Training - Expenses	4142	22,000.00	9,918.43	45.08%
Travel/Mileage - excl Training	4150	4,200.00	1,885.03	44.88%
Bank, Collection and Credit Car	5010	900.00	431.98	48.00%
Transfer to Reserve Fund	7820	287,650.00	287,650.00	100.00%
Equipment Purchases	9030	18,000.00	6,571.46	36.51%
		<u>2,839,540.00</u>	<u>1,442,907.71</u>	<u>50.81%</u>
Net (Revenue) Expense				
		<u>2,449,130.00</u>	<u>1,418,401.49</u>	<u>57.91%</u>

City of Stratford
G-330 SANITARY
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
Sewage Surcharge Revenue	1370	(\$6,752,000.00)	(\$2,684,637.68)	39.76%
Recoverables	1770	(20,000.00)	(72,040.58)	360.20%
Contribution From Reserve Funds	1820	(212,800.00)		0.00%
City Own Rental Revenue	1850	(100,000.00)	(21,879.00)	21.88%
		<u>(7,084,800.00)</u>	<u>(2,778,557.26)</u>	<u>39.22%</u>
Expense				
F.T. Salaries & Wages	2100	356,040.00	103,866.41	29.17%
F.T. Benefits	2500	103,870.00	30,047.71	28.93%
Payroll - EAP, WSIB	2700	300.00	140.00	46.67%
Clothing	3010	1,500.00	2,089.34	139.29%
Hydro	3040	548,220.00	226,881.16	41.39%
Water / Sewage	3045	400.00	154.42	38.61%
Materials	3050	32,000.00	4,429.46	13.84%
R & M - Buildings & Equipment (3140	35,000.00		0.00%
Vehicle - Fuel	3180	12,000.00	9,220.34	76.84%
Vehicle - Repairs & Expenses	3190	30,000.00	24,100.02	80.33%
Service Contracts	4020	79,000.00	34,695.36	43.92%
Consultants	4040	8,000.00	25,438.09	317.98%
Contractors	4050	1,025,100.00	495,401.86	48.33%
Courier/Freight	4060	50.00		0.00%
Legal	4090	5,000.00	6,746.69	134.93%
Memberships	4097	900.00	318.76	35.42%
Services - Other	4100		2,132.05	0.00%
Telephone - Basic	4110	3,520.00	1,760.04	50.00%
Telephone - Cell Phones	4120	1,920.00	899.75	46.86%
Training - Expenses	4142	12,000.00	2,677.48	22.31%
Interest on Long-term Debt	5030	756,610.00	56,053.68	7.41%
Principal Repayment LTD	5035	2,233,530.00	212,393.06	9.51%
Transfer to Reserves	7810	1,709,340.00		0.00%
Transfer to Reserve Fund	7820		1,709,340.00	0.00%
City Owned Rental Expense	7850	60,500.00	11,384.60	18.82%
Interfunctional Transfers	7900	66,000.00		0.00%
Small Tools & Equipment	9040	4,000.00	2,264.70	56.62%
		<u>7,084,800.00</u>	<u>2,962,434.98</u>	<u>41.81%</u>
Net (Revenue) Expense				
			<u>183,877.72</u>	<u>0.00%</u>

City of Stratford
G-350 WATER
Run on 7/4/2019 (dd/mm/yy)

		Annual Budget	Current Actual	% YTD
Revenue				
User Fees	1405	(\$4,620.00)	(\$2,400.00)	51.95%
Water Revenue	1410	(4,502,000.00)	(1,827,982.45)	40.60%
Recoverables	1770	(6,000.00)	(7,569.30)	126.16%
City Own Rental Revenue	1850	(170,000.00)	(40,654.09)	23.91%
		<u>(4,682,620.00)</u>	<u>(1,878,605.84)</u>	<u>40.12%</u>
Expense				
F.T. Salaries & Wages	2100	953,520.00	429,433.63	45.04%
Part Time Salaries & Wages	2110	8,730.00		0.00%
F.T. Benefits	2500	286,780.00	130,911.51	45.65%
P.T. Benefits	2510	730.00		0.00%
Payroll - EAP, WSIB	2700	2,000.00	784.22	39.21%
Clothing	3010	5,100.00	5,084.88	99.70%
Hydro	3040	335,080.00	98,234.25	29.32%
Materials	3050	355,000.00	105,973.20	29.85%
Office Supplies and Paper	3070	1,200.00	87.41	7.28%
Photocopier Expense	3090	280.00	168.55	60.20%
Postage	3100	1,000.00	322.99	32.30%
Printing	3110	900.00		0.00%
Meeting Costs	3120	1,540.00	691.05	44.87%
R & M - Buildings & Equipment (3140	15,000.00		0.00%
Vehicle - Fuel	3180	37,000.00	14,418.54	38.97%
Vehicle - Repairs & Expenses	3190	20,000.00	18,431.77	92.16%
Service Contracts	4020	279,500.00	127,351.37	45.56%
Consultants	4040	20,100.00	8,995.58	44.75%
Contractors	4050	635,000.00	238,877.17	37.62%
Courier/Freight	4060	300.00	175.02	58.34%
Legal	4090	1,000.00		0.00%
Maintenance Contracts	4095	5,000.00		0.00%
Memberships	4097	3,830.00	3,661.70	95.61%
Conservation Authority Levy	4101	417,600.00	417,599.00	100.00%
Building Maintenance	4107		340.89	0.00%
Telephone - Basic	4110	10,580.00	5,289.96	50.00%
Telephone - Cell Phones	4120	8,000.00	3,951.40	49.39%
Training - Expenses	4142	35,000.00	12,648.45	36.14%
Interest on Long-term Debt	5030	230.00	124.57	54.16%
Principal Repayment LTD	5035	3,150.00	1,298.73	41.23%
Transfer to Reserves	7810	783,420.00		0.00%
Transfer to Reserve Fund	7820		783,420.00	0.00%
City Owned Rental Expense	7850	165,750.00	45,818.30	27.64%
Interfunctional Transfers	7900	284,800.00		0.00%
Office Equipment and Furnishing	9010	500.00		0.00%
Small Tools & Equipment	9040	5,000.00	234.49	4.69%
		<u>4,682,620.00</u>	<u>2,454,328.63</u>	<u>52.41%</u>
Net (Revenue) Expense				
			<u>575,722.79</u>	<u>0.00%</u>

City of Stratford
G-360 WASTE
Run on 7/4/2019 (dd/mm/yy)

		<u>Annual Budget</u>	<u>Current Actual</u>	<u>% YTD</u>
Revenue				
Ontario Grants	1130	(\$300,500.00)	(\$105,949.03)	35.26%
Bag Tags Revenue	1310	(730,000.00)	(411,093.80)	56.31%
Tipping Fees	1315	(1,777,000.00)	(853,519.47)	48.03%
Sales	1610	(5,500.00)	(3,676.03)	66.84%
Recoverables	1770	(20,000.00)	(19,074.08)	95.37%
City Own Rental Revenue	1850	(305,000.00)	(76,427.01)	25.06%
		<u>(3,138,000.00)</u>	<u>(1,469,739.42)</u>	<u>46.84%</u>
Expense				
F.T. Salaries & Wages	2100	463,790.00	185,168.73	39.93%
F.T. Benefits	2500	126,300.00	53,045.63	42.00%
Clothing	3010	700.00		0.00%
Hydro	3040	16,000.00	5,000.44	31.25%
Water / Sewage	3045	320.00	128.79	40.25%
Sewage- Leachate	3047	173,400.00		0.00%
Materials	3050	42,200.00	21,397.41	50.70%
Printing	3110	50.00		0.00%
R & M - Buildings & Equipment (3140	5,000.00	7,477.87	149.56%
Vehicle - Fuel	3180	75,000.00	24,609.49	32.81%
Vehicle - Repairs & Expenses	3190	65,000.00	27,643.94	42.53%
Advertising	4010	1,000.00		0.00%
Service Contracts	4020	58,500.00	33,857.77	57.88%
Consultants	4040	73,500.00	43,370.28	59.01%
Contractors	4050	1,355,000.00	527,525.11	38.93%
Courier/Freight	4060	200.00	12.24	6.12%
Memberships	4097	850.00	432.48	50.88%
Telephone - Basic	4110	3,090.00	1,545.00	50.00%
Training - Expenses	4142	3,600.00	47.17	1.31%
Bank, Collection and Credit Car	5010	1,000.00	304.72	30.47%
Rental of Bldg, Machinery & Equ	5040	20,000.00		0.00%
Transfer to Reserves	7810	280,400.00		0.00%
Transfer to Reserve Fund	7820		280,400.00	0.00%
City Owned Rental Expense	7850	372,500.00	81,123.00	21.78%
Office Equipment and Furnishing	9010	300.00	15.74	5.25%
Small Tools & Equipment	9040	300.00	32.55	10.85%
		<u>3,138,000.00</u>	<u>1,293,138.36</u>	<u>41.21%</u>
Net (Revenue) Expense				
			<u>(176,601.06)</u>	<u>0.00%</u>



BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD

BEING a By-law to amend By-law 135-2017, as amended, to delegate Council's authority to the Treasurer, Supervisor of Tax Revenue or the Assessment Review Board regarding certain tax matters under the Municipal Act and to delegate Council's authority with respect to issuing and refusing demolition permits under the Planning Act to the Chief Building Official and City Clerk.

WHEREAS the Council of The Corporation of the City of Stratford enacted By-law 135-2017 to delegate certain authority to certain officials and employees of The Corporation of the City of Stratford or to authorize certain routine administrative practices;

AND WHEREAS By-law 135-2017 is amended from time to time by Council as deemed appropriate;

AND WHEREAS the Council of The Corporation of the City of Stratford adopted Delegation of Powers and Duties Policy as required under section 270 of the *Municipal Act, 2001* with respect to the delegation of Council's legislative and administrative authority;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it necessary to amend By-law 135-2017 as amended, to delegate certain authority to the Treasurer, Supervisor of Tax Revenue or the Assessment Review Board;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it necessary to amend By-law 135-2017 as amended, to delegate certain authority to the Chief Building Official and City Clerk under sections 33(3), 33(6) and 33(7) of the Planning Act with respect to the issuing or refusing of demolition permits for residential properties under certain conditions;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. That the Council of The Corporation of the City of Stratford hereby delegates Council's authority to the Treasurer or Supervisor of Tax Revenue to reduce a penalty or interest charged against a property under Section 345 of the *Municipal Act, 2001* as amended, to a limit of \$250, as provided in Schedule "A" attached hereto.
2. That the Council of The Corporation of the City of Stratford hereby delegates Council's authority to the Treasurer or Supervisor of Tax Revenue to approve applications under Section 357 and 358 of the *Municipal Act, 2001* as amended, to cancel, reduce or refund taxes based on specific criteria of demolition, such as fire, change in use, land has become exempt, repairs or renovations, overcharges due to a gross or manifest error that is clerical in nature but not an error in judgment, as provided in Schedule "A" attached hereto.

3. That the Council of The Corporation of the City of Stratford hereby delegates Council's authority to the Assessment Review Board to exercise the functions of Council pursuant to subsections 357 (1) and (5) with respect to applications made under Section 357(1)(d.1) of the *Municipal Act, 2001* as amended for the cancellation, reduction or refund of taxes levied in the year in respect of which the application is made by any persons who are unable to pay taxes because of sickness or extreme poverty for the City of Stratford, as provided in Schedule "A" attached hereto.
4. That the Council of The Corporation of the City of Stratford hereby delegates Council's authority under subsections 33(3), 33(6) and 33(7) of the Planning Act, R.S.O. 1190, c. P.13 as amended, to the Chief Building Official for the issuing and refusing of demolition permits for residential properties under certain conditions and to the City Clerk as provided for in Demolition Control By-law - 2019 and any successors thereto, and as provided for in Schedule "A" attached hereto.
5. That Schedule "A" of By-law 135-2017 as amended, be further amended by adding the provisions in Schedule "A" attached hereto, to the said Schedule "A" of By-law 135-2017 as amended.
6. All other provisions of By-law 135-2017, as amended, shall remain in force.
7. This By-law shall come into force upon its final passage.

Read a FIRST, SECOND and THIRD TIME and

FINALLY PASSED this 26th day of August, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe

THIS IS SCHEDULE "A" to By-law -2019Adopted this 26th day of August, 2019**Amending Schedule "A"
To By-law 135-2017, as amended**

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No

1. Delegation of authority related to corporate services:

1.14	To reduce a penalty or interest charged against a property under Section 345 of the Municipal Act, 2001 as amended, to a limit of \$250	Treasurer Supervisor of Tax Revenue	<i>Municipal Act</i>	Limit of \$250			✓
1.15	To approve applications under Section 357 and 358 of the Municipal Act, 2001 as amended, to cancel, reduce or refund taxes based on specific criteria of demolition, such as fire, change in use, land has become exempt, repairs or renovations, overcharges due to a gross or manifest error that is clerical in nature but not an error in judgment.	Treasurer Supervisor of Tax Revenue	<i>Municipal Act</i>		Report Annually to Council		✓
1.16	To exercise the functions of Council pursuant to subsections 357 (1) and (5) with respect to applications made under Section 357(1)(d.1) of the Municipal Act, 2001 as amended for the	Assessment Review Board (ARB)	<i>Municipal Act</i>		Report ARB to advise Treasurer who will report annually to Council		✓

	cancellation, reduction or refund of taxes levied in the year in respect of which the application is made by any persons who are unable to pay taxes because of sickness or extreme poverty for the City of Stratford.						
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10. Delegation of authority relating to development services:

	DELEGATED AUTHORITY	DELEGATE	SOURCE OF POWER OR DUTY	DELEGATION RESTRICTIONS	COMMUNICATION	Previously Delegated	
						Yes	No
10. 12	Authority to issue and refuse Demolition Permits for Residential Properties with the exceptions as provided for in the Demolition Control By-law .	Chief Building Official	ss 33(3), 33(6) and 33(7) of the <i>Planning Act</i> Demolition Control By-law	Exception Part IV or V of the Ontario Heritage Act. Exception where the Chief Building Official deems it appropriate to refer an application to Council for the issuance ore refusal of a Demolition Permit			✓
10.13	Authority to enter on the collector's roll and collect in like manner as municipal taxes, the sum as set out in Demolition Control By-law if the replacement building is not erected within the time frame prescribed in the Demolition Control By-law for each Dwelling Unit Demolished.	City Clerk or designate	<i>Planning Act</i> <i>Municipal Act</i> Demolition Control By-law		Chief Building Official to notify the Clerk that the Demolition Permit has not been obtained in accordance with the Demolition Control By-law		✓



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, for housekeeping amendments.

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 Traffic and Parking By-law 159-2008 as amended, be further amended to delete "Mobility Bus" from the table of Section 11 page 14.
2. That Traffic and Parking By-law 159-2008 as amended, be further amended to change the title "Schedule 3 – Exemptions for Mobility Bus Stops" to "Schedule 3 – Exemptions for Bus Stops."
3. That Schedule 3 – Exemptions for Bus Stops as amended, be further amended to delete the following:
 - a) "Directly in front of the building known as 38 Albert Street"
 - b) "On Downie Street West, from a point measured 84.8 metres North of the North curb line of St. Patrick Street for a distance of 13.3 metres North"
 - c) "On Ontario Street north, from a point approximately 235 feet to a point approximately 265 feet west of Waterloo Street, immediately west of the driveway entrance to the municipal parking lot"

4. That Schedule 3 – Exemptions for Bus Stops as amended, be further amended by adding the following:
 - a) “When authorized signs are installed and on display, which signs are hereby authorized, no person other than those authorized persons operating a Stratford Transit bus shall park or stop a vehicle to load or unload passengers within 15 metres of either side of a bus stop.
5. That Schedule 6 – Angle Parking Only as amended, be further amended to delete the following:
 - a) “Cobourg Street, north side, from Waterloo St. to Erie Street”
 - b) “Market Place, both sides of the Parking Island and the south side, from Downie Street to Wellington Street”
6. That Schedule 6 – Angle Parking Only, as amended, be further amended by adding the following:
 - a) “Albert Parking Lot, municipally known as 18 Albert Street”
 - b) “Ontario Parking Lot, municipally known as 126 Ontario Street”
7. All other provisions of Traffic and Parking By-law 159-2008, as amended, shall remain in force and effect.
8. The provisions of this By-law shall come into effect upon final passage.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of August, 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 quote and the undertaking of the work for Fire Alarm Upgrades at 329 John Street, St. Marys and 345 Derry Street, Listowel from Motion Electrical Contracting Ltd. [Q-2019-29].

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 a Request for Quote was issued by The Corporation of the City of Stratford for the provision of Fire Alarm Upgrades at 329 John Street, St. Marys and 345 Derry Street, Listowel (Q-2019-29);

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the quote of Motion Electrical Contracting Ltd., for Fire Alarm Upgrades at 329 John Street, St. Marys and 345 Derry Street, Listowel [Q-2019-29] be accepted.
2. The accepted amount of the proposal is \$174,266.00 including HST.
3. That Motion Electrical Contracting Ltd., is authorized to undertake Fire Alarm Upgrades at 329 John Street, St. Marys and 345 Derry Street, Listowel [Q-2019-29] pursuant to the said Quote and as further directed by the Manager of Housing.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of August, 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 of The Corporation of the City of Stratford pursuant to the *Planning Act, R.S.O. 1990, c. P.13*, as amended, respecting the designation of an area of demolition control and the requirement for a permit for demolition of residential buildings.

WHEREAS authority is given to the Council of The Corporation of the City of Stratford pursuant to Section 33 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, to designate as an area of demolition control any area within the City of Stratford to which a standards of maintenance and occupancy by-law under Section 15.1 of the *Building Code Act, 1992, S.O. 1992 c.23* applies;

AND WHEREAS Property Standards By-law 141-2002 prescribes standards of maintenance and occupancy for all properties in the City of Stratford pursuant to Section 15.1 of the *Building Code Act, 1992, S.O. 1992 c. 23*;

AND WHEREAS authority is given to the Council of The Corporation of the City of Stratford pursuant to Section 33(3) and 33(6) of the *Planning Act, R.S.O. 1990, c. P.13*, to issue or refuse to issue a permit to demolish a residential property;

AND WHEREAS authority is given to the Council of The Corporation of the City of Stratford by Section 23.1 of the *Municipal Act, 2001, S.O. 2001 c.25*, as amended, to delegate its powers and duties to any person, subject to the restrictions set out in Sections 23.2 to 23.5, inclusive, of the *Municipal Act, 2001*;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. In this By-law:
 - (a) "Act" means the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended.
 - (b) "Chief Building Official" means the Chief Building Official or his/her delegate appointed by By-law of The Corporation of the City of Stratford under subsection 3(2) of the Act for the purposes of enforcement of the Act.
 - (c) "City" means the geographic area of the City of Stratford or the municipal corporation, as the context requires;
 - (d) "Council" means the Council of The Corporation of the City of Stratford;
 - (e) "Demolish" or "Demolition" means to do anything in the removal of a building or any material part thereof as defined in Section 1(1) of the Act;
 - (f) "Demolition Permit" means a document issued by The Corporation of the City of Stratford in accordance with the Act indicating that the person has obtained permission pursuant to this By-law to Demolish a Residential Property;

- (g) "Dwelling Unit" means any property or suite that is used or intended to be used for a domestic establishment or housekeeping unit and used by one or more persons and generally contains cooking, eating, living, sleeping and sanitary facilities;
 - (h) "Residential Property" means a building that contains one or more dwelling units, but does not include subordinate or accessory buildings the use of which is incidental to the use of the main building;
 - (i) "Suite" means a single room or series of rooms of complementary use, operated under a single tenancy, and includes,
 - i) dwelling units,
 - ii) individual guest rooms in motels, hotels, boarding houses, rooming houses and dormitories, and
 - ii) individual stores and individual or complementary rooms for business and personal services occupancies.
2. All areas within the boundaries of the City are designated as a demolition control area.
 3. No person shall demolish a Residential Property in the City without being issued a Demolition Permit pursuant to the By-law, unless:
 - (a) the demolition of a part of the Residential Property does not reduce the number of Dwelling Units in the Residential Property;
 - (b) the Residential Property is not a permitted use under the current Zoning By-law;
 - (c) the Residential Property is owned by the City and the Demolition is required for the imminent implementation of a City capital works project previously approved by Council;
 - (d) the Residential Property is a mobile home;
 - (e) the Residential Property has been found to be unsafe under Section 15.9 of the Act or to be an immediate danger to the health and safety of any person under Section 15.10 of the Act and a demolition order has been issued under either Section of the Act;
 - (f) the demolition of the Residential Property is necessary to allow for the environmental remediation of the site and completion of a record of site condition as specified by a qualified professional under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended;
 - (g) the residential property is exempt under any provincial or federal statute; or
 - (h) the residential property is situated within a draft plan of subdivision and an agreement for the draft plan of subdivision has been registered on title;
 4. Council hereby delegates its authority under subsections 33(3), 33(6) and 33(7) of the *Planning Act* to the Chief Building Official with respect to issuing or refusing Demolition Permits for Residential Properties, with the following exceptions:
 - (a) the authority to issue a Demolition Permit for a Residential Property designated under Parts IV or V of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended;
 - (b) the Chief Building Official deems it appropriate at his/her discretion to refer an application to Council for the issuance or refusal of a demolition permit.

5. A Demolition Permit may be subject to the following conditions:
 - (a) that the applicant for the Demolition Permit has applied for and received a building permit under Section 8 of the Act for a replacement building on the property;
 - (b) that if the replacement building is not erected within three (3) years of the issuance of the Demolition Permit of the existing Residential Property, the City shall be paid the sum of Twenty-Thousand (\$20,000) Dollars for each Dwelling Unit Demolished, which sum:
 - i) the City Clerk, or designate, is authorized to enter on the collector's roll and collect in like manner as municipal taxes; and
 - ii) is a lien or charge on the property until paid; and
 - (c) that the applicant for the Demolition Permit has registered on the title to the property notice of conditions set out in (b) above in a form satisfactory to the Chief Building Official and City Solicitor.
6. Any person who Demolishes a Residential Property or permits the Demolition of a Residential Property without a Demolition Permit in contravention of this By-law is guilty of an offence and on conviction is liable to a fine of not more than Fifty-Thousand (\$50,000) dollars for each Dwelling Unit contained in the Residential Property, the whole or any portion of which Residential Property has been Demolished.
7. This By-law shall come into force and effect upon the date of the approval of the set fines pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of August, 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 By-law 178-2018 as amended,
to make appointments to the Stratford Town and Gown
Committee.

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 By-law 178-2018 as amended, is further amended by adding to Section 2.15:

“d) That Randi Rudner is hereby appointed to the Stratford Town and Gown Advisory Committee as the Stratford Chef School representative for a two-year term until November 30, 2021 or until a successor is appointed by City Council.”
2. All other provisions of By-law 178-2018, as amended, remain in force and effect.
3. 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 26th day of August, 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 require applicants to consult with the City of Stratford prior to submission of a development application (Pre-consultation By-law).

WHEREAS sections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides that municipalities may, by by-law, require applicants to consult with the municipality prior to the submission of development applications;

AND WHEREAS the City of Stratford Official Plan contains provisions requiring pre-application consultation for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans;

AND WHEREAS the Council of The Corporation of the City of Stratford deems it appropriate to require pre-application consultation with applicants submitting development applications;

NOW THEREFORE BE IT ENACTED by the Council of The Corporation of the City of Stratford as follows:

1. Definitions:

“act” shall mean the Planning Act, as amended.

“applicant” shall mean: to:

- (a) a person or public body requesting Council to amend the Official Plan of The Corporation of the City of Stratford under section 22 of the Act;
- (b) a person or public body requesting Council to amend the Zoning By-law of The Corporation of the City of Stratford under section 34 of the Act;
- (c) a person or applying for approval of plans and drawings under section 41 of the Act;
- (d) an owner of land applying for approval of a plan of subdivision under section 51 of the Act;
- (e) a person who owns the freehold or leasehold estate of the land described in the description, applying for approval of a plan of condominium applying under section 9 of Condominium Act, as amended.

“Record of Consultation” shall mean:

- (a) the date, or dates, that the Consultation Meeting or is held;

- (b) a copy of a written summary of the proposed application to amend the Official Plan Amendment, to amend the Zoning By-law, to obtain Draft Plan of Subdivisions and Condominiums approval and Site Plans Approval, as the case may be;
 - (c) a copy of a written statement identifying the information and materials from Section 8.3.1 of the Official Plan that may be needed to with an application.
- 2. The Manager of Development Services and his or her designate(s) are authorized to:
 - (a) conduct pre-application consultations for Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans;
 - (b) identify the information and material necessary for processing Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plans,
 - (i) prior to submission and acceptance of a development application, as items necessary for the application to be deemed complete under the *Planning Act* and City of Stratford Official Plan; and
 - (ii) during the processing of development applications in cases where information and materials cannot reasonably be provided at the time of submission of the application.
 - (c) waive the requirement for a pre-application consultation when, in his/her opinion, it has been deemed to be unnecessary for a complete review of the application.
- 3. Applicants shall pre-consult with municipal staff prior to submission of an Official Plan Amendments, Zoning By-law Amendments, Draft Plan of Subdivisions, Draft Plan of Condominiums and Site Plan application in order to identify the information necessary to the processing of an application.
- 4. The Manager of Development Services, or his or her designate shall prepare a Record of Consultation and deliver it to the applicant within thirty (30) days of the date of the last consultation meeting.
- 5. This by-law may be referred to as the "Pre-consultation By-law".
- 6. This by-law shall come into force and take effect upon the final passing thereof.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of August, 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 the Fees and Charges By-law 190-2018, as amended, for The Corporation of the City of Stratford.

WHEREAS the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS section 391 of the *Municipal Act* provides that without limiting sections 9, 10 and 11 of the *Municipal Act*, those sections authorize a municipality to impose fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS section 398 of the *Municipal Act* provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS Council of The Corporation of the City of Stratford deems it necessary to amend the by-law from time to time;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That Schedule "B" to By-law 190-2018, as amended, is hereby repealed and replaced with Schedule "B" attached hereto and forming part of this By-law to amend certain Building and Planning fees in accordance with Section 69 of the *Planning Act*.
2. All other provisions of By-law 190-2018, as amended, remain in force and effect.
3. This By-law shall come into force and take effect on September 1, 2019.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of August, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe

THIS IS SCHEDULE "B" TO BY-LAW 190-2018

of The Corporation of the City of Stratford

passed this 26th day of August 2019.

To amend By-law 190-2018

Building and Planning Fees

BUILDING FEES AND CHARGES

Driveway Widening Review	\$102.00
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PLANNING APPLICATION FEES AND CHARGES

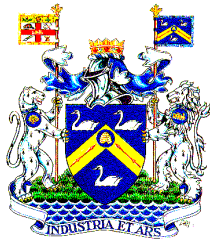
Service	Comments	Fee \$
PLANNING FEES	In addition to the application fees listed below in sections A) to G), where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City’s actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.	
A) Application		
	i) Applications for an Amendment to the Zoning By-law	\$4,350.00
	ii) Applications for an Amendment to the Official Plan	\$5,300.00
	iii) Concurrent Applications for an Amendment to the Official Plan and Zoning By-law	\$5,850
	iv) Applications for an Amendment to the Official Plan and/or Zoning By-law requiring recirculation	\$1,100
	v) Applications to the Committee of Adjustment for minor variance from By-laws passed pursuant to the <i>Planning Act</i> :	\$1,200.00
	a) If an applicant requires a recirculation	\$675.00
	vi) Applications to the Committee of Adjustment for consent of one lot/easement (severance):	\$1,350
	a) Each additional lot/easement (severance)	\$200
	b) If an application requires a recirculation	\$700
	vii) Applications to the Committee of Adjustment for a change to conditions of approval	\$500.00
	viii) Concurrent Applications to the Committee of Adjustment for consent and minor variance	\$1,600.00

Service	Comments	Fee \$
	ix) Applications for the passing of a Part-lot Control exemption by-law:	\$1,400.00
	a) For each additional new part created	\$100.00
	x) Applications for the removal of a Holding Provision	\$1,850.00
	xi) Applications to extend a Temporary Use	\$1,350.00
	xii) Application for Pre-Application Consultation	\$0
B) Site Plan Application		
	i) Applications for site plan approval:	\$3,200.00
	a) An additional fee will be added if building or addition is equal to or greater than 3,716 m ² or 40,000 sq.ft., or greater than 50 units.	\$1,000.00
	ii) Applications for an amendment to a site plan agreement	\$2,150.00
	iii) Applications for a minor amendment to a site plan agreement (Section 8.3.3)	\$400
	iv) Applications for site plan approval for infill developments	\$1,700
	v) Letter of conformity relating to site plan agreement compliance	\$89.00
C) General		
	i) Letters of conformity (other than By-law 92-75) – with survey	\$89.00
	ii) Letters of conformity – without survey	\$74.00
	iii) Letters of conformity without survey – 2 business day response time	\$135.00
	iv) Letters of conformity with survey – 2 business day response time	\$152.00
	v) Full size registered plans, plans of condominium, city street maps	\$20.00
	vi) Custom Plots	\$40.00
	vii) Change of Municipal address	\$140.00
D) Development, Subdivision and Condominium Servicing Agreements:		
	i) Administrative fees for preparation and registration of an agreement (applicable with the first submission only):	\$2,100.00
	a) Variable fee per single detached dwelling lot per submission on date of adoption*	\$25.00
	b) Variable fee per block per submission (excluding road and widening and reserve blocks) on date of	\$50.00

Service	Comments	Fee \$
	adoption*	
	ii) Administrative fees for preparation and registration of an agreement (applicable with the first submission only):	\$2,100.00
	a) Variable fee per single detached dwelling lot per submission on January 1, 2021*	\$50.00
	b) Variable fee per block per submission (excluding road widening and reserve blocks) on January 1, 2021*	\$100.00
	*If a resolution is required as a result of a City error or omission, the Director of Infrastructure and Development Services may waive the variable fee.	
	iii) Lot releases:	
	a) for the first lot:	\$123.00
	b) for each additional lot in the same application:	\$11.00
E) Plan of Subdivision, Vacant Land Condominium & Common Element Plans of Condominium		
	i) Up to 50 development lots/blocks/units*:	\$7,200.00
	a) An additional fee will be added if greater than 50 units is proposed*	\$1,000
	ii) More than 50 development lots/blocks/units	\$10,999
	*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if the plan is a "block" plan.	
	ii) Revisions to draft conditions of approval (recirculation required)	\$1,100.00
	iii) Revisions to draft conditions of approval (no recirculation required)	\$400.00
	iv) Registration of final plan	\$612.00
	v) Extension of Draft Approval:	
	a) Recirculation required	\$1,100.00
	b) No recirculation required	\$400.00
F) Standard, Amalgamated, Phased and Leasehold Condominium		
	i) Up to 50 units	\$4,100.00
	a) An additional fee will be added if greater than 50 units is proposed*	\$1,000.00
	ii) More than 50 units	\$7,486.00
	*Applicant is required to provide a reasonable estimate of the lot yield based in a single detached residential zone if	

Service	Comments	Fee \$
	the plan is a “block” plan.	
	ii) Revisions to draft conditions of approval (recirculation required):	\$1,100.00
	iii) Revisions to draft conditions of approval (no recirculation required)	\$400.00
	iv) Registration of final plan	\$612.00
	v) Condominium Exemption	\$1,218.00
G) Miscellaneous Reports		
	i) Deeming Application	\$1,000

*These rates shall automatically increase and be rounded to the nearest dollar on the first day of January (commencing in 2020) in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) published by Statistics Canada during the 12-month period ending on October in the year immediately proceeding the rate increase date.



**BY-LAW NUMBER -2019
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to repeal Schedule "B" of By-law 25-2004 as amended of The Corporation of the City of Stratford.

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That Schedule "B" of By-law 25-2004 as amended, of The Corporation of the City of Stratford, being a by-law to establish a tariff of fees for the processing of applications made in respect of planning matters, is hereby repealed.
2. This By-law shall come into force and take effect upon final passage.

Read a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of August, 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 the Proposal and undertaking of the work by Cion Coulter Corporation for consulting services for the facility condition assessment [RFP 2019-40].

WHEREAS Section 8.(1) of the *Municipal Act, 2001, S.O. 201, 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 to 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 proposal of Cion Coulter Corporation for consulting services for the facility condition assessment [RFP 2019-40] be accepted.
2. That the accepted amount of the proposal is \$50,930.00 excluding HST.
3. That Cion Coulter Corporation is hereby authorized to undertake the work pursuant to the said proposal and as further directed by the Director of Infrastructure and Development Services, or designate.

READ a FIRST, SECOND and THIRD time and

FINALLY PASSED this 26th day of August, 2019

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe



STRATFORD CITY COUNCIL CONSENT AGENDA

August 26, 2019

REFERENCE NO. CONSENT AGENDA ITEM

CA-2019-108

In accordance with By-law 135-2017 the Infrastructure and Development Services Department provides notification that the following streets were temporarily closed to through traffic, local traffic only:

- Harrison Street from Vivian Line to Rutherford Drive on Wednesday, August 14 for one day only for water main repair.
- White Street, from Erie Street to the end of White Street on Tuesday, August 20, 2019, for one day only for sanitary and water installation.
- Player Street, from Home Street to McNab Street on Thursday, August 8, 2019, for one day only for water main repair.
- O'Loane Avenue, from Lorne Avenue to Dannecker Road, Stratford, will be temporarily closed to northbound traffic, beginning Monday, August 12, 2019, for approximately 10 weeks. Southbound traffic will not be affected.
- The intersection of Willow Street and Pleasant Drive will be closed beginning August 12, 2019, for approximately three weeks to facilitate the installation of underground infrastructure associated with contract T-2019-13.
- Lakeside Drive from Waterloo Street to Front Street, Stratford, will be subject to a temporary lane reduction commencing on Friday, September 13, 2019 from 5 p.m. to 12:00 a.m. (midnight) and for all Stratford Warriors Home Games at the Allman Arena for the 2019/2020 season with the final regular season game being Friday, February 21, 2020. Home games are every Friday night during this period with the exception of Friday, November 8, 2019. Two additional home games will be held Sunday, November 10, 2019 and Monday, February 17, 2020.

To meet the need for additional parking at Stratford Warriors home games this season, adjustments will be made to allow for temporary parking on Lakeside Drive near the William Allman Memorial Arena.

Starting Friday, September 13, 2019 Lakeside Drive will be reduced to one eastbound lane from Waterloo Street to Front Street, and parallel parking will be permitted on the north side of the road along that stretch, from 5 p.m. to 12:00 a.m. (midnight) on game days.

The intersections of Morenz Drive/Lakeside Drive, North Street/Lakeside Drive and Front Street/Lakeside Drive will be right turn only.

Westbound traffic on Lakeside Drive will be directed to Front Street and then Ontario Street.

The temporary lane adjustment will be in place for all Stratford Warriors Home games at the Allman Arena this season.

Emergency Services were notified.

CA-2019-109 Notification that the Corporate Services Department intends to issue a Request for Proposal in accordance with the City's Purchasing Policy for External Audit Services for a five year period.

CA-2019-110 Resolution from Norfolk County regarding a request for a provincial response to address leaking gas well issues.

Attachment – Letter from Norfolk County dated August 13, 2019

Endorsement of this resolution is requested.

CA-2019-111 In accordance with By-law 135-2017, the Director of Community Services provides notification that an exemption to Noise Control By-law 113-79 has been granted to the Stratford and District Agricultural Society for the 2019 Stratford Fall Fair at the Stratford Rotary Complex as follows:

- For the amplification of sound [Schedule 2 clause 2] for the following dates and times:
 - September 19, 2019 4:00 p.m. - 11:00 p.m.
 - September 20, 2019 10:00 a.m. - 11:00 p.m.
 - September 21, 2019 10:00 a.m. - 11:00 p.m.
 - September 22, 2019 10:00 a.m. - 4:00 p.m.
- From the unreasonable noise provision [Schedule 1 clause 8] for the duration of the event

CA-2019-112 Notification that the Social Services Department intends to issue a request for quotation in accordance with the City's Purchasing Policy for appliances for the 230 Britannia Street building.



August 13, 2019

The Honourable Jeff Yurek
Ministry of the Environment,
Conservation and Parks
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
Jeff.yurek@pc.ola.org

Toby Barrett – MPP Haldimand – Norfolk
11th Floor
77 Grenville St.
Toronto, ON M5S 1B3
Toby.barret@pc.ola.org

The Honourable John Yakabuski
Ministry of Natural Resources and Forestry
Whitney Block
Suite 6630
6th Floor
99 Wellesley St. W
Toronto, ON M7A 1W3
john.yakabuski@pc.ola.org

Re: Request For Provincial Response to address Gas Well Issues

Norfolk County Council, at their meeting of July 9 2019, approved Resolution No. 4 which reads as follows:

Res. No. 4

THAT THAT Staff Report HSS 19-31, Leaking Gas Wells - Ministry of Natural Resources Funding Update, be received as information;

AND THAT Council approve the proposed plan and direct staff to obtain required approvals and licensing from the required Ministries;

AND THAT Council exempt staff from the quotation and tendering procedures for goods and services outlined in Norfolk County Policy ECS-02 in accordance with single source and emergency purchase provisions, as required, for the work described in this report for remediation at the site located at 1925 Forestry Farm Road, Langton and further research for the broader hydrogeological challenges in the area;

AND THAT Council authorizes the General Manager, Health and Social Services and/or the General Manager, Public Works to enter into the necessary contracts with the appropriate suppliers, contractors and sub-contractors to complete the work;

AND THAT Council authorizes staff to amend the 2019 Capital Plan for the 1925 Forestry Farm Road, Langton project once external funding has been secured at which time the project can proceed.

AND THAT the Mayor and Council provide a letter to the Honourable John Yakabuski, MNRF, Mike Harris, Parliamentary Assistant to the MNRF and Toby Barret, Haldimand Norfolk MPP, demanding immediate funding for municipal extraneous costs to implement the permanent solution for the leaking gas well at 1925 Forestry Farm Road, Langton and the broader hydrogeological research;


AND THAT the Mayor and Council provide a letter to the Honourable Jeff Yurek, MECP, Andrea Khanjin, Parliamentary Assistant to the MECP and Toby Barrett, Haldimand Norfolk MPP requesting engagement with Norfolk County, other Ministries and the experts to advance the knowledge of the leaking gas wells and its impacts and to demand funding for municipal extraneous costs of the air quality monitoring affecting the health and wellbeing of the residents and the remediation of the environmental impacts;

AND THAT Council be made aware of any future requests to the County for additional seismic exploration in Norfolk County prior to permission being granted;

AND FURTHER THAT copies of this resolution be sent to Ministry of the Environment, Ministry of Health, Ontario Geological Survey and all Ontario Municipalities.

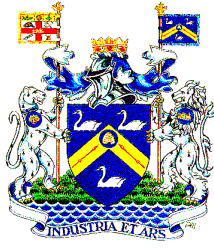
The staff report may be viewed online on the County's Website, (Item 5 b) i), July 9, 2019).

Yours Truly,



Andrew Grozelle
County Clerk

cc. The Honourable Christine Elliott, Minister of Health and Long-Term Care
christine.elliott@pc.ola.org
Renée-Luce Simard, Acting Director, Ontario Geological Survey
renee-luce.simard@ontario.ca



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 August 26, 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 August 26, 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 26th day of August, 2019.

Mayor – Daniel B. Mathieson

Acting Clerk – Tatiana Dafoe