



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

**Date:** Monday, December 10, 2018

**Time:** 7:45 P.M.

**Location:** Council Chamber, City Hall

**Committee Present:** Councillor Vassilakos - Chair Presiding, Councillor Burbach - Vice Chair, Mayor Daniel Mathieson, Councillor Bunting, Councillor Clifford, Councillor Gaffney, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben

**Staff Present:** Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Jacqueline Mockler - Director of Human Resources, Michael Humble - Director of Corporate Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Tatiana Dafoe - Deputy Clerk, Jodi Akins - Council Clerk Secretary, Mike Beitz - Corporate Communications Lead

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

Councillor Beatty has provided regrets for this meeting.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

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

Name, Item and General Nature of Pecuniary Interest

### 3. Sub-committee Minutes

10 - 23

Sub-committee minutes are attached for background regarding the discussion held at the November 28, 2018 Sub-committee meeting.

### 4. Delegations

#### 4.1 Request for Deferral by Dr. Thomas Drake

Dr. Drake has requested to address Committee regarding a request for deferral of his encroachment application for 386 William Street to the January 14, 2019 ITS Committee meeting.

Motion by \_\_\_\_\_

**THAT Dr. Drake be heard regarding his request for a deferral of his encroachment application for 386 William Street to the January 14, 2019 ITS Committee meeting.**

### 5. Report of the Director of Infrastructure and Development Services

#### 5.1 Stratford Landfill Public Input Invited November 2018 (ITS18-057)

24 - 26

**Staff Recommendation:** THAT Council consider the comments received;

AND THAT the report on the Stratford Landfill Public Input November 2018 be received for information.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT Council consider the comments received;

**AND THAT the report on the Stratford Landfill Public Input November 2018 be received for information.**

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT staff look into the feasibility of laptops being separated and stored separately at the landfill for pick-up by the Perth County Coalition.

### 6. Report of the Project Engineer

#### 6.1 City Right-of-Way Encroachment 125 Ballantyne Avenue (ITS18-054)

27 - 34

**Staff Recommendation:** THAT The Corporation of the City of Stratford enter into an encroachment agreement with the property owner for steps and landing at 125 Ballantyne Avenue.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT The Corporation of the City of Stratford enter into an encroachment agreement with the property owner for steps and landing at 125 Ballantyne Avenue.

**6.2 Rail Required Stop Sign at Nile Street Rail Crossing North of Guelph Street (ITS18-055)**

35 - 38

**Staff Recommendation:** THAT a stop sign be installed at the Nile Street mile 88.61 Guelph Subdivision rail crossing located immediately North of Guelph Street;

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

Street	Between
Nile Street	From the south side of Shakespeare Street to the north side of Guelph Street
	From the south side of Guelph Street to the north side of East Gore Street

And adding:

Street	Between
Nile Street*	From the south side of Shakespeare Street to the north side of East Gore Street

\*Exception. A stop sign (R1-1) shall be placed on the northbound lane of Nile Street, immediately south of the Mile 88.61 Guelph Subdivision rail crossing.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT a stop sign be installed at the

Nile Street mile 88.61 Guelph Subdivision rail crossing located immediately North of Guelph Street;

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

Street	Between
Nile Street	From the south side of Shakespeare Street to the north side of Guelph Street
	From the south side of Guelph Street to the north side of East Gore Street

And adding:

Street	Between
Nile Street*	From the south side of Shakespeare Street to the north side of East Gore Street

\*Exception. A stop sign (R1-1) shall be placed on the northbound lane of Nile Street, immediately south of the Mile 88.61 Guelph Subdivision rail crossing.

## 7. Report of the City Clerk

## 7.1 Encroachment Application for 386 William Street (ITS18-052)

39 - 51

**Staff Recommendation:** THAT the application for an encroachment by the owner of 386 William Street, requesting the installation of patio/landscaping stones across municipal property to the Joffre Street Road allowance, be denied as the City of Stratford continues to require the use of this property for municipal purposes.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT the application for an encroachment by the owner of 386 William Street, requesting the installation of patio/landscaping stones across municipal property to the Joffre Street Road allowance, be denied as the City of Stratford continues to require the use of this property for municipal purposes.

## 7.2 Encroachment Application for 171 Ballantyne Avenue (ITS18-059)

52 - 55

**Staff Recommendation:** THAT the amended application be approved for an encroachment by the owner of 171 Ballantyne Avenue, to permit the retaining walls, front stairs and landscaped gardens to encroach onto City property at 171 Ballantyne Avenue provided that the encroachments are moved 2 feet back from the new sidewalk to the face of the wall on one side and 1 foot back from the new sidewalk to the face of the wall on the other side with the existing Japanese maple tree;

THAT a building permit be obtained prior to the encroachments being moved;

THAT the city approval for the amended application be subject to the property owner no longer discharging the roof leaders from this property onto the city right of way;

THAT the property owners be required to enter into an encroachment agreement with the City prior to the encroachments being moved;

AND THAT the annual fee of \$641.29, adjusted yearly by the CPI, be added to the property tax bill for 171 Ballantyne Avenue.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT the amended application be approved for an encroachment by the owner of 171 Ballantyne Avenue, to permit the retaining walls, front stairs and landscaped gardens to encroach onto City property at 171 Ballantyne Avenue provided that the encroachments are moved 2 feet back from the new sidewalk to the face

of the wall on one side and 1 foot back from the new sidewalk to the face of the wall on the other side with the existing Japanese maple tree;

THAT a building permit be obtained prior to the encroachments being moved;

THAT the city approval for the amended application be subject to the property owner no longer discharging the roof leaders from this property onto the city right of way;

THAT the property owners be required to enter into an encroachment agreement with the City prior to the encroachments being moved;

AND THAT the annual fee of \$641.29, adjusted yearly by the CPI, be added to the property tax bill for 171 Ballantyne Avenue.

## 8. Report of the Waste Reduction Coordinator

### 8.1 Simple Dreams Request to Waive Tipping Fees (ITS18-056)

56 - 58

**Staff Recommendation:** THAT the request to waive the landfill tipping fees for Simple Dreams for waste brought to the City's landfill that is not fit for donation, recycle or re-use, be referred to the 2019 budget discussions.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT the request to waive the landfill tipping fees for Simple Dreams for waste brought to the City's landfill that is not fit for donation, recycle or re-use, be referred to the 2019 budget discussions.

## 9. Report of the Manager of Environmental Services

### 9.1 Extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc. for One Year (ITS18-051)

59 - 60

**Staff Recommendation:** THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for one year;

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

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for one

year;

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

**9.2 Drinking Water Quality Management Standard 2018 Management Review (ITS18-058) 61 - 68**

**Staff Recommendation:** THAT the summary report entitled Council Report – 2018 Top Management Review for Drinking Water Quality Management System be received for information.

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT the summary report entitled Council Report – 2018 Top Management Review for Drinking Water Quality Management System be received for information.

**10. Report of the Deputy Clerk**

**10.1 Amendment to Rental of Meter Hoods Policy P.1.2. (ITS18-053) 69 - 72**

**Staff Recommendation:** THAT the Rental of Meter Hoods Policy P.1.2 be amended as outlined in the attachment to the report entitled "Amendment to Rental of Meter Hoods Policy P.1.2".

Motion by \_\_\_\_\_

**Sub-committee Recommendation:** THAT the Rental of Meter Hoods Policy P.1.2 be amended as outlined in the attachment to the report entitled "Amendment to Rental of Meter Hoods Policy P.1.2".

**11. Report of the Child and Youth Services Coordinator**

**11.1 Stratford Winterfest By-law Exemption Request (ITS18-060) 73 - 75**

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to the Stratford Winterfest Committee to allow for an open burn from 9:30 am – 4:30 pm on January 19 and 20, 2019 in Lower Queens Park.

**12. For the Information of Committee**

**12.1 Capital Project Update 76 - 77**

**Sub-committee Discussion:** The Director of Infrastructure and Development Services provided a verbal update on the status of various

engineering capital projects as follows:

Majority of projects in the capital program have been completed.

Construction is underway on the Quinlan Road pumping station. The force main will go out to tender in the next couple months.

Flow monitoring program is ongoing. Using the information for sanitary model.

Ballantyne Avenue construction is complete. Final asphalt and low impact design feature installation to deal with storm water will be done in 2019.

Oxford Street reconstruction is complete. Final asphalt and minor restoration will take place in 2019.

St. Vincent Street is complete. Final asphalt in 2019.

Finalizing preliminary design and estimates for Erie Street local improvement. An open house may take place in December. The Director reminded Sub-committee that staff were directed to bring back a report on the local improvement policy.

## **12.2 Parking at St. Andrew's Presbyterian Church**

It was noted by a Sub-committee member that the church has lost parking they used at the Legion. They have requested parallel parking on the south side of St. Andrews Street on Sundays, in addition to the angle parking on the north side, as well as an exemption to the tow-away zone in front of Central school.

Staff advised that they could look into it but expressed concerns with safety.

**Sub-committee Decision: THAT staff look into whether additional parking on St. Andrews Street can be permitted on Sundays.**

## **12.3 Parking on Short Street behind St. Michael's Secondary School**

It was noted that cars are parking on Short Street in the bike lanes in the block between Matilda and Forman Streets and requested that staff look into whether it should be enforced.



**Sub-committee Decision: THAT staff look into parking on Short Street behind St. Michael's Secondary School and whether enforcement is required.**

**13. Advisory Committee/Outside Board Minutes**

There are no Advisory Committee or Outside Board minutes to be provided at this time.

**14. Adjournment**

Meeting Start Time:

Meeting End Time:

Motion by \_\_\_\_\_

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



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

Date: November 28, 2018

Time: 4:30 P.M.

Location: City Hall Auditorium

Sub-committee Present: Councillor Brown - Vice Chair Presiding, Councillor Beatty, Councillor Bunting, Councillor Henderson

Regrets: Councillor McManus - Chair

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Michael Mortimer - Manager of Environmental Services, Jodi Akins - Council Clerk Secretary, Joan Thomson - City Clerk, Mike Beitz - Corporate Communications Lead, Taylor Crinklaw - Project Engineer

Also present: Doug Trollope (Item 4.1), Dorothy van Esbroek (Item 4.1), Dr. Thomas Drake and Dorothy Drake (Item 6.1), Councillor-elect Jo-Dee Burbach

### 1. Call to Order

The Vice-Chair called the Meeting to Order.

The Chair provided regrets for this meeting.

## 2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

### Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made at the November 28, 2018 Sub-committee meeting.

## 3. Delegations

None scheduled.

## 4. Report of the Director of Infrastructure and Development Services

### 4.1 Stratford Landfill Public Input Invited November 2018 (ITS18-057)

**Staff Recommendation:** THAT Council consider the comments received;

AND THAT the report on the Stratford Landfill Public Input November 2018 be received for information.

Doug Trollope and Dorothy van Esbroek requested to provide verbal input at the Sub-committee meeting.

Motion by Councillor Henderson

**Sub-committee Decision:** THAT Doug Trollope and Dorothy van Esbroek be heard regarding the Stratford landfill.

**Carried**

Mr. Doug Trollope referred to an e-mail he sent with his request to pick up e-waste from the City landfill. He noted they are in desperate need of laptops at this time.

**Sub-committee Discussion:** Discussion took place regarding how to keep the equipment from being damaged by the elements, how many

units Mr. Trollope handles in a year and whether he had contacted any other organizations that are collecting e-waste.

In response to questions, the Director of Infrastructure and Development Services advised that staff do not track how many laptops in particular are dropped off as e-waste and he would have to talk to operations staff about the logistics of keeping them separate from the rest of e-waste and out of the elements. E-waste is a revenue stream for the City, which would also have to be considered.

Motion by Councillor Henderson

**Sub-committee Recommendation: THAT staff look into the feasibility of laptops being separated and stored separately at the landfill for pick-up by the Perth County Coalition.**

**Carried**

Dorothy van Esbroek stated that she has a long history of interest in waste management and has concerns regarding how to extend the lifespan of the landfill through resource recovery.

She referred to a municipality that has a salvage centre at their landfill and noted that she often sees usable objects at the landfill and provided examples. Pick-up of some things is promoted (woodchips and compost) but scavenging is prohibited. Several questions were raised including: has anyone ever been charged under the scavenging by-law, could words be added to the bill board as the images are hard to decipher, does the fee for large brush loads encourage more frequent, smaller loads, is the landfill the only city site that accepts cash only and is a waste disposal charge included in rental of city facilities.

Ms. van Esbroek concluded her presentation by stating she would like to see more waste recovery of salvageable items taking place and suggested that technology could be used to connect waste producers with groups who need those items.

In response to questions, the Director advised that metal and cardboard provide revenue and he would have to look into the logistics and liability of scavenging and noted that the City does promote treasure hunt weekends to help keep usable items from coming into the landfill in the

first place.

Receipts are only given if requested to keep the line moving but all transactions are recorded electronically.

It was suggested that Ms. van Esbroek send her comments and questions directly to the waste reduction coordinator and that the Energy and Environment Committee could look into some of the suggestions.

Motion by Councillor Beatty

**Sub-committee Recommendation: THAT Council consider the comments received;**

**AND THAT the report on the Stratford Landfill Public Input November 2018 be received for information.**

**Carried**

## **5. Report of the Project Engineer**

### **5.1 City Right-of-Way Encroachment 125 Ballantyne Avenue (ITS18-054)**

**Staff Recommendation:** THAT The Corporation of the City of Stratford enter into an encroachment agreement with the property owner for steps and landing at 125 Ballantyne Avenue.

**Sub-committee Discussion:** The Project Engineer reviewed the Management Report and provided some history regarding 125 Ballantyne Avenue.

In response to whether there were any records for the work currently in existence, the Project Engineer responded that the property owner went through the building permit process but the encroachment was not flagged at that time.

The Project Engineer provided clarification regarding the application and yearly fee related to encroachments and noted that \$50.00 is the minimum yearly fee. Properties with larger encroachments are subject to higher fees.

Motion by Councillor Beatty

**Sub-committee Recommendation:** THAT The Corporation of the City of Stratford enter into an encroachment agreement with the property owner for steps and landing at 125 Ballantyne Avenue.

Carried

## 5.2 Rail Required Stop Sign at Nile Street Rail Crossing North of Guelph Street (ITS18-055)

**Staff Recommendation:** THAT a stop sign be installed at the Nile Street mile 88.61 Guelph Subdivision rail crossing located immediately North of Guelph Street;

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

Street	Between
Nile Street	From the south side of Shakespeare Street to the north side of Guelph Street
	From the south side of Guelph Street to the north side of East Gore Street

And adding:

Street	Between
Nile Street*	From the south side of Shakespeare Street to the north side of East Gore Street

\*Exception. A stop sign (R1-1) shall be placed on the northbound lane of Nile Street, immediately south of the Mile 88.61 Guelph Subdivision rail crossing.

**Sub-committee Discussion:** The Project Engineer stated that in September staff came to Council requesting an all-way stop at the intersection of Nile and Guelph Streets at the request of Transport Canada. Since that time, staff have devised a better option, which is to install a single stop sign at the rail crossing, as it is a less disruptive and

safer solution.

Discussion took place regarding where the stop sign would be located and the related logistics.

**Motion by Councillor Bunting**

**Sub-committee Recommendation: THAT a stop sign be installed at the Nile Street mile 88.61 Guelph Subdivision rail crossing located immediately North of Guelph Street;**

**AND THAT the Traffic and Parking By-law 159-2008, Schedule 11 – Through Streets, be amended by deleting:**

Street	Between
Nile Street	From the south side of Shakespeare Street to the north side of Guelph Street
	From the south side of Guelph Street to the north side of East Gore Street

**And adding:**

Street	Between
Nile Street*	From the south side of Shakespeare Street to the north side of East Gore Street

**\*Exception. A stop sign (R1-1) shall be placed on the northbound lane of Nile Street, immediately south of the Mile 88.61 Guelph Subdivision rail crossing.**

**Carried**

**6. Report of the City Clerk**

**6.1 Encroachment Application for 386 William Street (ITS18-052)**

**Staff Recommendation:** THAT the application for an encroachment by the owner of 386 William Street, requesting the installation of patio/landscaping stones across municipal property to the Joffre Street Road allowance, be denied as the City of Stratford continues to require the use of this property for municipal purposes.

**Sub-committee Discussion:** The City Clerk stated that an encroachment application was received by the property owner. The application was circulated to departments for comment and the Infrastructure and Development Services comments are included in the report.

It was suggested by a Sub-committee member that the homeowner be permitted access to the rear of his property.

Motion by Councillor Henderson

**Sub-committee Decision: THAT Dr. Thomas Drake be heard regarding his encroachment application for 386 William Street.**

**Carried**

Dr. Drake referred to a public meeting held in 2016 regarding Joffre Street and referred to several items he believes are encroaching onto Joffre Street. Subsequently, an encroachment agreement for 420 William Street was entered into. At that time, he submitted an encroachment application for his property at 386 William Street.

He requested that an encroachment agreement be required for 400 William Street for a hedge and that it proceed before his application goes forward.

He also requested that further information be included in the staff report, including an engineer's report regarding snow storage, a planner's report on why Joffre Street has a private strip of City land around it, why the City is not following the Official Plan regarding infill referring to his wish to build a shed on his property and an economic impact statement outlining the increased revenue a finished shed would generate via taxes, as well as the encroachment fees. He objected to the use of "municipal purposes" and requested to know what the purposes are.

Maps of Joffre Street were handed out with the City-owned strip of land highlighted. He noted that the portion of land in front of his property is not much and suggested that if other encroachments are being given, he should have one too.



Motion by Councillor Beatty

**Sub-committee Recommendation:** THAT the application for an encroachment by the owner of 386 William Street, requesting the installation of patio/landscaping stones across municipal property to the Joffre Street Road allowance, be denied as the City of Stratford continues to require the use of this property for municipal purposes.

**Carried**

Dr. Drake requested that this matter be adjourned until the information he requested was provided.

Motion by Councillor Henderson

That further information including what the municipal purposes of use on Joffre Street are and how often it is being used be added to the staff report when it is listed on a Committee agenda.

**Defeated**

Dorothy Drake suggested that restricting access to Joffre Street goes against infill, that Joffre is becoming a gated community and that 400 William Street should have to apply for an encroachment agreement for their hedge.

## **6.2 Encroachment Application for 171 Ballantyne Avenue (ITS18-059)**

**Staff Recommendation:** THAT the amended application be approved for an encroachment by the owner of 171 Ballantyne Avenue, to permit the retaining walls, front stairs and landscaped gardens to encroach onto City property at 171 Ballantyne Avenue provided that the encroachments are moved 2 feet back from the new sidewalk to the face of the wall on one side and 1 foot back from the new sidewalk to the face of the wall on the other side with the existing Japanese maple tree;

THAT a building permit be obtained prior to the encroachments being moved;

THAT the city approval for the amended application be subject to the

property owner no longer discharging the roof leaders from this property onto the city right of way;

THAT the property owners be required to enter into an encroachment agreement with the City prior to the encroachments being moved;

AND THAT the annual fee of \$641.29, adjusted yearly by the CPI, be added to the property tax bill for 171 Ballantyne Avenue.

**Sub-committee discussion:** In response to a question, the Project Engineer stated that this is a unique situation. The retaining wall will need to be moved back even if an encroachment agreement is entered into as it is currently too close to where the sidewalk will be constructed and interferes with sidewalk snow ploughs. Even after being moved, it will still be on City property.

The property owner will have until early spring to complete the work.

Motion by Councillor Henderson

**Sub-committee Recommendation:** THAT the amended application be approved for an encroachment by the owner of 171 Ballantyne Avenue, to permit the retaining walls, front stairs and landscaped gardens to encroach onto City property at 171 Ballantyne Avenue provided that the encroachments are moved 2 feet back from the new sidewalk to the face of the wall on one side and 1 foot back from the new sidewalk to the face of the wall on the other side with the existing Japanese maple tree;

THAT a building permit be obtained prior to the encroachments being moved;

THAT the city approval for the amended application be subject to the property owner no longer discharging the roof leaders from this property onto the city right of way;

THAT the property owners be required to enter into an encroachment agreement with the City prior to the encroachments being moved;

**AND THAT the annual fee of \$641.29, adjusted yearly by the CPI, be added to the property tax bill for 171 Ballantyne Avenue.**

**Carried**

## **7. Report of the Waste Reduction Coordinator**

### **7.1 Simple Dreams Request to Waive Tipping Fees (ITS18-056)**

**Staff Recommendation:** THAT the request to waive the landfill tipping fees for Simple Dreams for waste brought to the City's landfill that is not fit for donation, recycle or re-use, be referred to the 2019 budget discussions.

**Sub-committee Discussion:** None.

Motion by Councillor Bunting

**Sub-committee Recommendation:** THAT the request to waive the landfill tipping fees for Simple Dreams for waste brought to the City's landfill that is not fit for donation, recycle or re-use, be referred to the 2019 budget discussions.

**Carried**

## **8. Report of the Manager of Environmental Services**

### **8.1 Extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc. for One Year (ITS18-051)**

**Staff Recommendation:** THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for one year;

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

**Sub-committee Discussion:** None.

Motion by Councillor Beatty

**Sub-committee Recommendation:** THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for one year;

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

**Carried**

## **8.2 Drinking Water Quality Management Standard 2018 Management Review (ITS18-058)**

**Staff Recommendation:** THAT the summary report entitled Council Report – 2018 Top Management Review for Drinking Water Quality Management System be received for information.

**Sub-committee Discussion:** The Manager of Environmental Services reviewed the Management Report, noting that the non-compliances reported were previously communicated to Council in March 2018.

In response to a question from Sub-committee regarding the 21 consumer service complaints and whether they were mostly from the same area, the Manager replied that they were mostly contained to the spring and fall hydrant flushing times and older areas where there is cast iron pipe.

Discussion took place regarding frozen pipes and related issues. The Manager explained they are proactive with known locations that are prone to freezing and explained the processes in place to deal with frozen services and billing.

Discussion also took place regarding depth of water pipes and replacement of water services on the city side during reconstruction.

Motion by Councillor Bunting

**Sub-committee Recommendation:** THAT the summary report entitled Council Report – 2018 Top Management Review for Drinking Water Quality Management System be received for information.

**Carried**

## 9. Report of the Deputy Clerk

### 9.1 Amendment to Rental of Meter Hoods Policy P.1.2. (ITS18-053)

**Staff Recommendation:** THAT the Rental of Meter Hoods Policy P.1.2 be amended as outlined in the attachment to the report entitled "Amendment to Rental of Meter Hoods Policy P.1.2".

**Sub-committee Discussion:** In response to questions, the Clerk stated that the practice going forward is to use pylons/cones in spaces where the meter has been removed and that it is up to the renter to pick up the cones from the Clerk's Office. It was noted that the cones are not to be left out overnight and that there is a damage deposit taken at the time of rental to cover theft or damage to meter hoods or cones.

Motion by Councillor Henderson

**Sub-committee Recommendation:** THAT the Rental of Meter Hoods Policy P.1.2 be amended as outlined in the attachment to the report entitled "Amendment to Rental of Meter Hoods Policy P.1.2".

**Carried**

## 10. Capital Project Update

**Sub-committee Discussion:** The Director of Infrastructure and Development Services provided a verbal update on the status of various engineering capital projects as follows:

Majority of projects in the capital program have been completed.

Construction is underway on the Quinlan Road pumping station. The force main will go out to tender in the next couple months.

Flow monitoring program is ongoing and staff are using the information for a sanitary model.

Ballantyne Avenue construction is complete. Final asphalt and low impact design feature installation to deal with storm water will be done in 2019.

Oxford Street reconstruction is complete. Final asphalt and minor restoration will take place in 2019.

St. Vincent Street is complete. Final asphalt in 2019.

Finalizing preliminary design and estimates for Erie Street local improvement. An open house may take place in December. The Director reminded Sub-committee that staff were directed to bring back a report on the local improvement policy.

## **11. New Business**

### **11.1 Parking at St. Andrew's Presbyterian Church**

It was noted by a Sub-committee member that the church has lost parking they used at the Legion. They have requested parallel parking on the south side of St. Andrews Street on Sundays, in addition to the angle parking on the north side, as well as an exemption to the tow-away zone in front of Central school.

Staff advised that they could look into it but expressed concerns with safety.

Motion by Councillor Henderson

**Sub-committee Decision: THAT staff look into whether additional parking on St. Andrews Street can be permitted on Sundays.**

**Carried**

### **11.2 Parking on Short Street behind St. Michael's Secondary School**

It was noted that cars are parking on Short Street in the bike lanes in the block between Matilda and Forman Streets and a request was made that staff look into whether it should be enforced.

Motion by Councillor Henderson

**Sub-committee Decision: THAT staff look into parking on Short Street behind St. Michael's Secondary School and whether enforcement is required.**

**Carried**

## **12. Advisory Committee/Outside Board Minutes**

There are no Advisory Committee or Outside Board minutes to be provided at this time.

## **13. Next Sub-committee Meeting**

The next Infrastructure, Transportation and Safety Sub-committee meeting is December 19, 2018 at 4:30 p.m. in the Council Chamber, City Hall.

## **14. Adjournment**

Sub-committee thanked Councillor Brown for chairing the meeting and for everything he's done for the City and wished him all the best.

Motion by Councillor Beatty

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

**Carried**

Meeting Start Time: 4:32 pm

Meeting End Time: 5:44 pm



## MANAGEMENT REPORT

**Date:** November 19, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Ed Dujlovic, Director of Infrastructure & Development Services  
**Report#:** ITS18-057  
**Attachments:** None

**Title:** Stratford Landfill Public Input Invited November 2018

**Objective:** To consider comments received regarding the operation of the Landfill Site.

**Background:** As a requirement of Environmental Compliance Approval Number A150101 for the Stratford Landfill Site, the public must be invited to make comments, either verbal or written, about the operation of the Landfill Site on a semi-annual basis.

**Analysis:** A notice was placed in the Beacon Herald Town Crier on Saturday, October 27, 2018, stating this requirement and inviting input. The notice was also posted on the City's website and Facebook page. Comments were to be submitted by November 9, 2018.

The following comments were received:

- Landfill site hours need to be expanded for home owners. Closing at noon on Saturday and 5 pm on weekdays limits ability of office or day shift people to use landfill and why do bags of garbage cost more at landfill than at curb since using own vehicle to transport should be same cost at landfill.
- Time consuming, unsafe and hard on truck to dump truck as only one truck fits in dump area at a time and wants to know if waste wood from construction can be recycled and made into woodchips.
- Would like City to ban plastic from being accepted at landfill.
- Would like receipt provided for every transaction at landfill and not just when requested.
- Request to access e-waste from City e-waste bin at landfill.
- Salvage site at landfill.



**Financial Impact:** Any change in service level at the Stratford Landfill Site would have a financial impact to be determined by staff and brought back to a future meeting for consideration.

**Staff Recommendation: THAT Council consider the comments received;**

**AND THAT the report on the Stratford Landfill Public Input November 2018 be received for information.**



---

Ed Dujlovic, Director of Infrastructure and Development Services



---

Rob Horne, Chief Administrative Officer

**Karen Downey**

---

**From:** Doug Trollope > on behalf of Doug Trollope  
**Sent:** Friday, November 09, 2018 1:30 PM  
**To:** Karen Downey  
**Subject:** Perth County Coalition (PCC) - Re: Stratford invites comment on city landfill site;

To comment on the Stratford landfill, we, the PCC, has a program where we refurbish computers and laptops to give away free to people on low income (OW, ODSP, CPPD, CPP, etc.), with only a small delivery charge to offset our out of pocket expenses, in Stratford, Perth County and parts of Huron County. We also do free repairs for these same people and have been for about 16 years now.

We would suggest that the ewaste at the site would be better served if computers, laptops, keyboards, mice, and other related equipment were handled locally rather than than be shipped to Toronto where most of it is shipped to other countries where children usually end up dismantling the toxic waste and polluting their areas. We propose keeping the computer equipment here where we would reuse, one of the 5 R's, the computers and laptops to help the local people.

We have no intention of scavenging the site, what we propose is that city employees rather than putting ewaste at the rear of the ewaste bin, they leave it at the front and we would come around once a week or two weeks as needed to pick up the equipment to be reused, we would repair or strip for parts right here in Stratford. We have been taking our ewaste to Goodwill in Startford who ship it to London to break down further and the parts and pieces left sold off to support their business and employees here and in the area.

I should stress that privacy has always been respected (16 years) and in all the time we have been doing this there has never been a breach of privacy or personal information, hard drives are always wiped clean so nothing can be retrieved.

Terry Daum is the technician here in Stratford who does the rebuilding and repairs as well as supporter and supplier of good advice, and like me keeps saying we're getting too old for this, but we keep on going, LOL!

There are lots of agencies here in Stratford who would vouch for us and what we are doing which would would supply on request.

Douglas Trollope,



---

## MANAGEMENT REPORT

**Date:** November 28, 2018  
**To:** Infrastructure, Transportation and Safety Sub-Committee  
**From:** Taylor Crinklaw, Project Engineer  
**Report#:** ITS18-054  
**Attachments:** Encroachment Notification Letter, Encroachment Photos

---

**Title:** City Right-of-Way Encroachment 125 Ballantyne Avenue

**Objective:** To enter into an encroachment agreement for the steps and landings at 125 Ballantyne Avenue.

**Background:** As part of the design process for reconstruction projects, staff identifies infractions of City Policies and By-Laws that can be rectified as part of the construction project. This includes confirming adherence to Council Policy P.3.2 Encroachments.

Through a review of legal documents and physical engineering surveys, the Engineering Division is able to accurately delineate the location of residents' property lines. From the generated engineering drawings, the privately owned structures that were constructed on City property become clear. During the week of April 4, a letter was sent to 9 property owners informing them that they had structures (mainly retaining walls and steps) constructed on City property. This letter indicated that if the owners preferred not to proceed with an encroachment application, than the encroaching structures could be removed at no cost by the City during the reconstruction project. Seven of the nine property owners agreed to have their encroachments removed at no cost. One owner has submitted an encroachment application. Only the encroachment at 125 Ballantyne Avenue needs to be addressed. The owner of 125 Ballantyne Avenue was advised that if the structure was not removed at the time of construction, its removal would be at their costs at a later date.

Initially, the owner of 125 Ballantyne Avenue indicated they already had an encroachment agreement. The Clerk's Division confirmed that no such agreement was currently in place. The owner also indicated that during their landscape work completed in 2009/10, Stratford By-Law Enforcement indicated that no special permissions were required. The only communication on file from the Engineering Division notes that constructing a new structure in the right-of-way would require an encroachment agreement. The discussions

recorded on file are in relation to the drainage landscaping, not the retaining wall structure. The City has requested the owner to provide any information supporting their claim, but has yet to receive such documentation.

It should be noted that the Engineering Division has already made atypical accommodations in providing new municipal services to the resident to minimize impact to their existing landscaping.

**Analysis:** The encroachment consists of stone steps and a retaining wall structure. Council Policy P.3.2 specifically identifies these types of structures as being encroachments that fall under the Policy and require approval to remain. The Policy identifies specific landscape features that may potentially be exempt. Specifically, such features include hedges, trees and gardens, as long as they comply with the Fence and Hedge By-Law, which is not the encroachment being brought forth for this property.

The owner of 125 Ballantyne Avenue has yet to submit communication to support their claims. From what was provided to the Engineering Division, it appears that there has been some misunderstanding in historic communication. Eight of the nine owners agreed to adhere to Council Policy.

During reconstruction projects, past practice for encroaching structures is to permit them to remain as long as approval is obtained from Council under Policy P.3.2. The Engineering Division has no concerns with the approval of an encroachment application of the existing retaining wall structure at 125 Ballantyne Avenue.

The 2018 encroachment application fee is \$420.33 as per Policy P.3.2. This fee is to cover the City's costs to prepare the encroachment agreement and register the documents in the Land Titles Office. Upon approval of the encroachment by Council and the signing of the encroachment agreement, an annual fee will be charged to the current tax bill of the property owner benefiting from the encroachment. All costs associated with the application and approval is to be borne by the property owner. Along with the completed encroachment application form, the property owner must supply:

- 4 paper prints of a legal survey signed by an Ontario Land Surveyor showing the whole property and the area of encroachment with full dimensions;
- PIN (Property Identifier Number) printout for the property which will benefit from the encroachment, showing last transfer including full legal description of the property and address of the owner;
- Application fee payable to the City of Stratford;
- Certificate of Insurance on the City of Stratford Insurance Form - to be submitted at the time the encroachment agreement is signed by the property owner.

**Financial Impact:** The minimum annual fee of \$50.00 plus the annual CPI increase would apply for this encroachment agreement and would be added to the tax bill of the property owner.

**Staff Recommendation: THAT The Corporation of the City of Stratford enter into an encroachment agreement with the property owner for steps and landing at 125 Ballantyne Avenue.**



---

Taylor Crinklaw, Project Engineer



---

Ed Dujlovic, Director of Infrastructure and Development Services



---

Rob Horne, Chief Administrative Officer



*Infrastructure & Development Services*

82 Erie Street, 3<sup>rd</sup> Floor  
Stratford ON N5A 2M4

(519) 271-0250 Ext. 222

Fax: (519) 271-1427

[www.stratfordcanada.ca](http://www.stratfordcanada.ca)

Hand Delivered  
April 4, 2018  
125 Ballantyne Avenue  
Stratford, ON

## **TO THE OWNER:**

**Re: Encroachments on City Lands  
Ballantyne Avenue Reconstruction - Contract T-2018-17**

The City has identified that your **retaining wall** is encroaching on to municipal property.

During construction the contractor will be removing all objects that encroach upon municipal property. It is the private owner's responsibility to salvage and remove these structures prior to construction to prevent any damage or to preserve materials that could be lost during construction. The City and the contractor will take no liability for replacing anything that is lost and/or damaged during construction.

Should the private owner obtain an encroachment agreement, the contractor will make every effort not to disturb the existing encroachments, however, this may not be possible in all cases. If the encroachment must be removed during construction, the contractor will not be responsible for reinstating anything that is dismantled during construction. The dismantled materials will be set aside on your property for you to reinstate after construction. All disturbed areas will be reinstated with topsoil and hydroseed.

For your information, the City of Stratford Council Policy P.3.2 states in part:

It is the policy of the City of Stratford that there shall be no unauthorized encroachments onto road allowances or municipal property.

A property owner shall seek prior permission from the City to encroach onto a road allowance or municipal property and subject to Council approval, enter into an encroachment agreement with the City and pay the required fees.

Where an encroachment exists without City approval, the owner shall be required to remove the encroachment at his/her own expense, or seek permission from the City for the encroachment to remain.

Examples of encroachments that are typically applied for or exist may include a retaining wall, steps, private landscaping, or an in ground sprinkler system.

Attached to this letter is a plan of your property showing the existing encroachment(s), a copy of the City's Encroachment Policy P.3.2, and the 'Application for Encroachment on Municipal Property'. If you have any questions about the application, or the process to enter into an encroachment agreement, please contact:

City of Stratford's Clerk's Division  
519.271.0250 ext. 237.

City staff will be available to discuss the encroachments and individual site particulars at:

Noon on April 12  
Starting at the Canada Post communal mailbox

We would request that you notify the undersigned if it is your intension to proceed with obtaining an encroachment agreement, so that we can properly instruct our contractor.

Regards,

Taylor Crinklaw  
Project Engineer

cc: Clerk's Division



**TOTAL AREA OF ENCROACHMENT**  
2.13m<sup>2</sup> (RET WALL) = 2.13m<sup>2</sup>

SHARED CONC. RAMP

CONC. RAMP

1.37m CONC. S/W

GARDEN

CONC.  
D/W

D TREE 4

ASPH.  
D/W

CONC.  
D/W

FLAG.  
S/W

12.3

RET. WALL

15.2

STEP

GARDEN

STEP

RET. WALL

PORCH

PORCH

**125**

PLUMBING RECORD (1917)  
SERVICE CAMERA'D BY  
ENGINEERING DIV.

WATER SHUTOFF LOCATED  
UNDER FLAGSTONE

**129**

NO PLUMBING  
RECORD

SERVICE CAMERA'D  
BY ENGINEERING

GARAGE

GARAGE

### GENERAL NOTES

-All measurements shown are in  
metric and approximate.



RIGHT OF WAY  
ENCROACHMENT

Drawn By: S.Mc.

Date: 3/8/18

Revision:

Reviewed By:

O.R.

### SKETCH OF ENCROACHMENTS

125 BALLANTYNE AVE.

Scale:

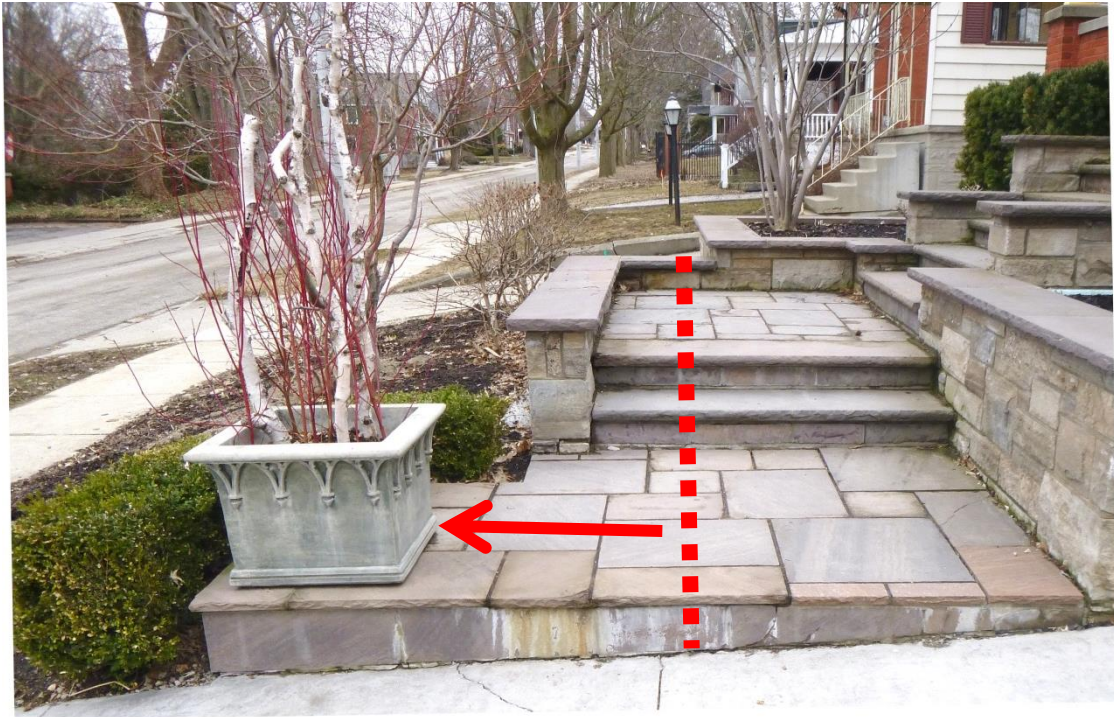
1:150

Dwg. No.

1 of 1



### Photos of the Encroachment at 125 Ballantyne Avenue



Looking east retaining wall encroachment (April 13, 2018).



Looking south at retaining wall encroachment (April 13, 2018).

Your Worship, councilmembers, and sub-committee members,

The letter is being composed in response to the recent construction on Ballantyne Avenue. As 16 year resident of this property, I have come to know much about the neighbourhood's specifics. Though we are not in a specifically heritage designated district, most of these homes were built in the early 1900s and on a much lower level than the aptly named Water Street.

Approximately 10 years ago I embarked on a significant home restoration that included a much improved drainage plan. After having dealt with the city in various departments, the direct communication with the By-Law officer at the time (Melanie Schiell) had us present stamped architectural landscape drawings in order to demonstrate the extreme slope of this unique property and our attempts to improve water runoff for all parties. This was done at a notable expense on my part, but we wanted to ensure the best outcome and to honour any City guidelines and by-laws. The direct communication with my landscaper and I indicated that this was a "landscape improvement and as such did not require any special permits or applications". The landscape assistant's notes have been retrieved from this time as it has been made clear that the city does not have any record of this situation. Subsequently we have had several meetings with Rob Rennecker and Matt (I have forgotten Matt's surname) in order to address the extreme run off from 210 Water Street which is an unoccupied large property with a neglected catch basin at the edge of my property.

My communication with Taylor Crinklaw throughout the process of planning and reconstruction of Ballantyne has brought to light several of the unique property challenges on Ballantyne. Many of us on the South side have significant drops to the street level and as such have stairs or landings in order to get to our driveways or sidewalks. In light of this recent construction we have been informed of these being determined to be encroachments by current standards. I respectfully request that this site be considered to be "Grandfathered" or excepted "as is" based on the unique position of Ballantyne Avenue.

I regret that I will not be able to speak at the proposed September ITS meeting as I will be out of town that day but would be happy to meet in person or to discuss further via telephone prior to that date. I do have photos of the devastation that took place during high rains prior to reparations.

Please reach out to me with any questions or concerns regarding this unique circumstance.

Sincerely,

Robbin Hewitt

125 Ballantyne Ave



---

## MANAGEMENT REPORT

**Date:** November 21, 2018  
**To:** Infrastructure, Transportation and Safety Sub-Committee  
**From:** Taylor Crinklaw, Project Engineer  
**Report#:** ITS18-055  
**Attachments:** Photos Guelph and Nile Intersection, Aerial Photo of Proposed Stop Sign Location

---

**Title:** Rail Required Stop Sign at Nile Street Rail Crossing North of Guelph Street

**Objective:** To obtain Council approval for the installation of a stop sign on the northbound lane of Nile Street at mile 88.61 Guelph Subdivision rail crossing located immediately North of Guelph Street.

**Background:** In 2014, Transport Canada introduced Grade Crossing Regulations (GCR) and the associated Grade Crossing Standards (GCS) to increase safety of federally regulated at-grade rail crossings. As of November 2021, the City is required to adhere to the GCR and corresponding GCS. In 2016, the Engineering Division engaged an engineering consultant to identify City rail crossing deficiencies. Reduced sightline visibility at the Nile Street Mile 88.61 Guelph Subdivision rail crossing resulted in Transport Canada specifically requesting additional safety measures beyond those outlined by the consultant. On September 10, 2018, Council adopted an amendment to the Traffic and Parking By-law, such that an all-way stop be installed at intersection of Nile Street and Guelph Street. Since that time, a safer and less disruptive solution was reviewed and accepted by Transport Canada staff where a single northbound stop sign be installed at the rail crossing located immediately North of the Guelph Street and Nile Street intersection.

**Analysis:** Nile Street and Guelph Street are considered to be local roads. The low traffic volumes would have negligible anticipated impacts. Installing the sign on the northbound lane of Nile Street would eliminate potential southbound queueing on Nile Street generated by the originally proposed all-way stop. Southbound queueing could result in traffic backing up onto the rail tracks.

**Financial Impact:** The cost to install the new stop sign is approximately \$800 and would be accommodated through the 2018 Budget for At Grade RR Crossings Improvements.

**Staff Recommendation: THAT a stop sign be installed at the Nile Street mile 88.61 Guelph Subdivision rail crossing located immediately North of Guelph Street;**

**AND THAT the Traffic and Parking By-law 159-2008, Schedule 11 – Through Streets, be amended by deleting:**

<b>Street</b>	<b>Between</b>
<b>Nile Street</b>	<b>From the south side of Shakespeare Street to the north side of Guelph Street</b>
	<b>From the south side of Guelph Street to the north side of East Gore Street</b>

**And adding:**

<b>Street</b>	<b>Between</b>
<b>Nile Street*</b>	<b>From the south side of Shakespeare Street to the north side of East Gore Street</b>

**\*Exception. A stop sign (R1-1) shall be placed on the northbound lane of Nile Street, immediately south of the Mile 88.61 Guelph Subdivision rail crossing.**



Taylor Crinklaw, Project Engineer



Ed Dujlovic, Director of Infrastructure and Development Services



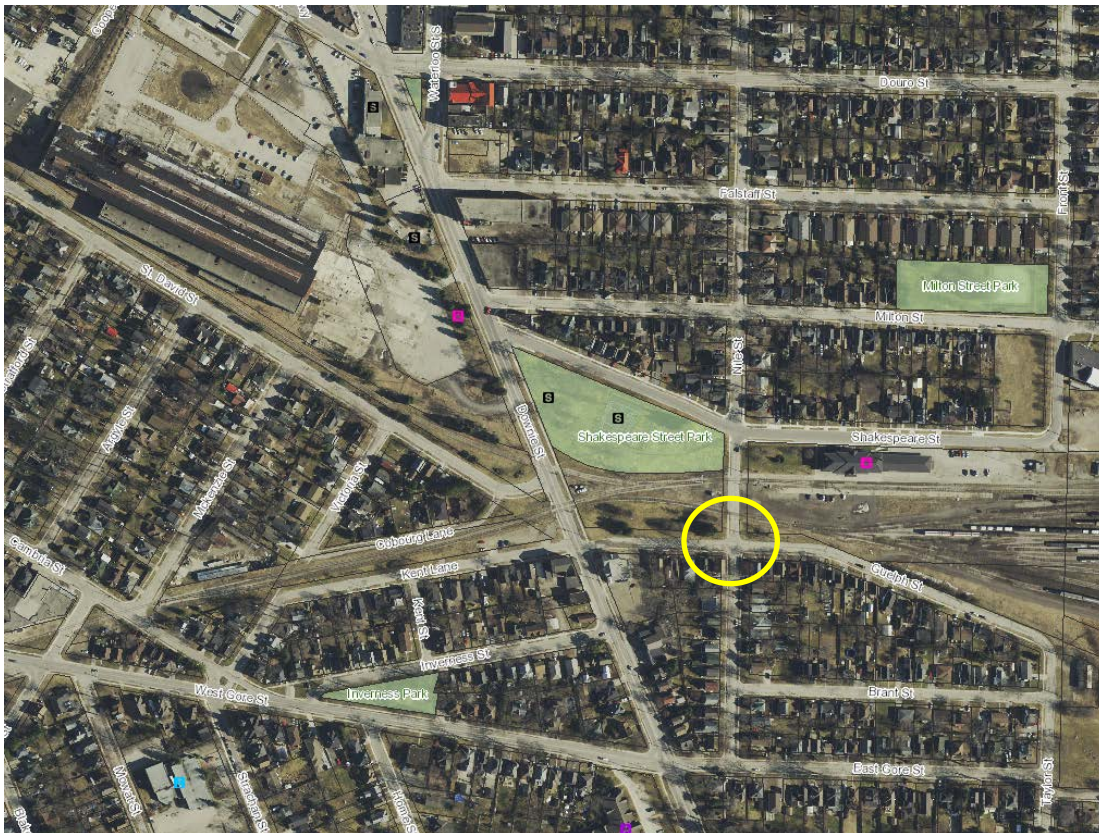
Rob Horne, Chief Administrative Officer



## Photos of the Nile Street and Guelph Street Intersection



Looking north at the intersection of Nile Street and Guelph Street (Image from Google Street View).

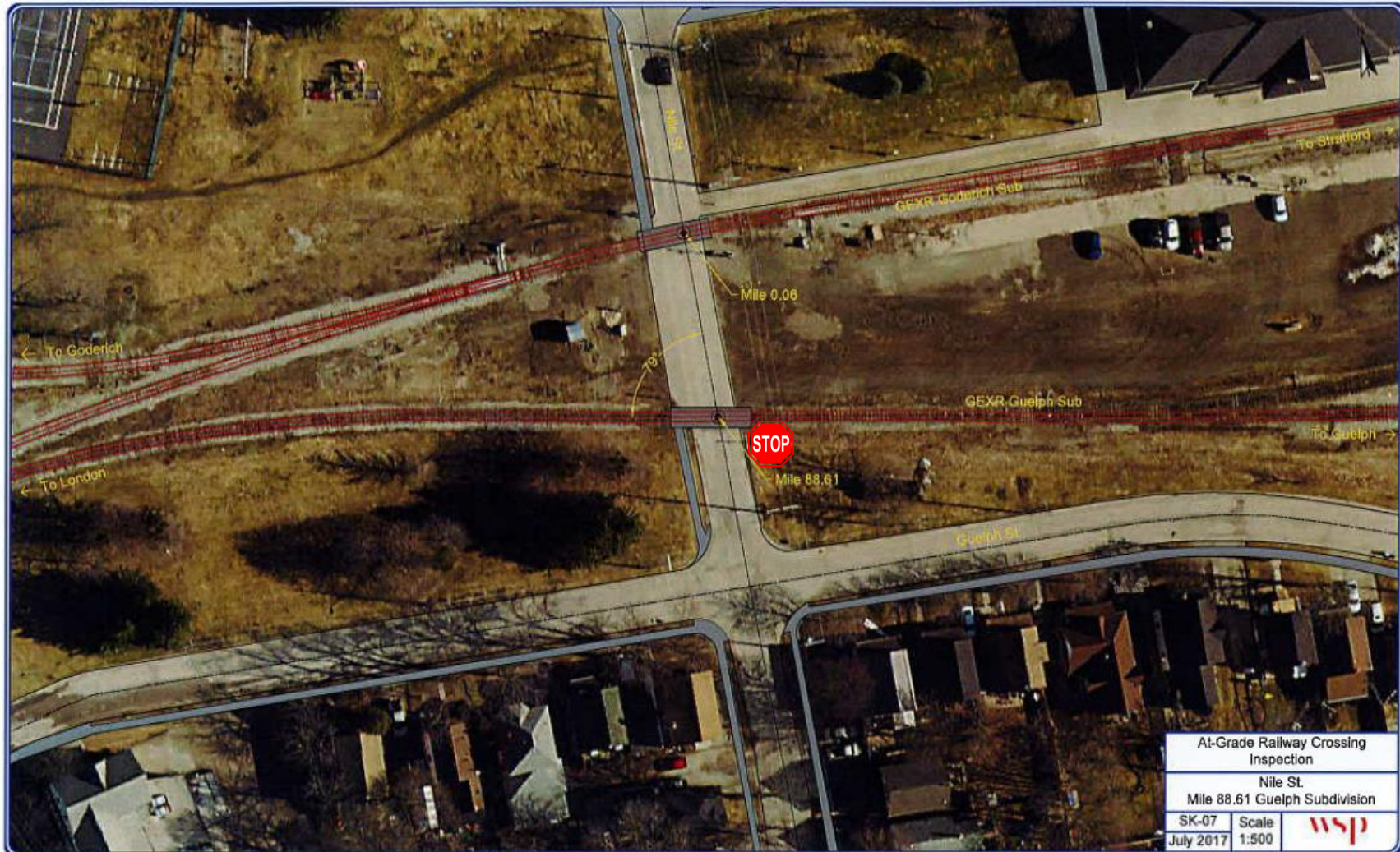


Aerial map of proposed all-way stop at the Guelph Street and Nile Street intersection.



## Aerial Photo of Proposed Stop Sign Location

Located immediately south of Guelph Subdivision mile 88.61 rail crossing





## MANAGEMENT REPORT

**Date:** November 28, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS18-052  
**Attachments:** Letter Dr. T. Drake – 2018 Encroachment  
 Drawings - 386 William Street  
 Encroachment Policy P.3.2

**Title:** Encroachment Application for 386 William Street

**Objective:** To consider the application for an Encroachment Agreement with the owner of 386 William Street, for a proposed encroachment of patio or landscaping stones to be installed from the rear fence line of 386 William Street to the curb of Joffre Street, crossing over municipal property to the Joffre Street road allowance.

**Background:** A letter was received from the owner of 386 William Street requesting an encroachment across municipal property in order to have access to his property from Joffre Street.

Staff followed up to request that the owner submit an application for the proposed new encroachment. The application received proposes patio stones to be laid from the rear fence line of 386 William Street across municipal property to the curb of Joffre Street as shown on the attached property sketch. In further discussions with the owner, he referenced landscaping stones so that he can drive over them.

The City's Encroachment Policy P.3.2 provides for existing encroachments. The following excerpts from the Policy are provided below. A copy of the entire Policy is attached with this Management Report.

*When an Encroachment Agreement is Required*

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

### Types of Existing Encroachments

#### *Buildings or Structures*

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

#### *Projections*

*Consideration may also be given for the following encroachments which project over the road allowance or municipal property:*

- *Canopies*
- *Awnings*
- *Balconies*
- *Cornices*
- *Eaves*
- *Sills*
- *Brackets*
- *Air conditioners*
- *Projecting signs*
- *Other similar projections beyond the main wall, not less than 8 feet above grade.*

**Analysis:** The application submitted by the applicant indicates that the patio/landscaping stones would be laid on the ground from his property line crossing municipal property to the curb of Joffre Street. Verbal confirmation was received from the applicant indicating that the stones would cover the entirety of the municipal property to the road allowance as shown on the attached sketch. Upon approval of the encroachment, the applicant verbally confirmed that the guard rail at the hammerhead end of Joffre Street would be removed to gain access to the area for his use. The guard rail was installed as per the direction of Council.

In reviewing this application, staff in Infrastructure and Development Services advised they do not recommend approval of the application for an encroachment for 386 William Street. The City continues to require the use of the property for municipal purposes, including snow storage. The proposed driveway encroachment and use of the property by the applicant would unreasonably interfere with the City's ongoing use of the property.

The City did approve an encroachment for 420 William St. on Joffre St. for an existing fence that enclosed part of the City lands within the backyard. There is no driveway access from 420 William St. onto Joffre St. The fence does not interfere with the City's use of the municipal property, including for snow clearing operations.



Previous requests from the property owner for access over municipal property to the Joffre Street road allowance have not been approved by Council, nor have requests to acquire the property from the City.

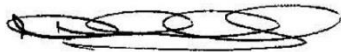
**Financial Impact:** None

**Staff Recommendation:** THAT the application for an encroachment by the owner of 386 William Street, requesting the installation of patio/landscaping stones across municipal property to the Joffre Street Road allowance, be denied as the City of Stratford continues to require the use of this property for municipal purposes.



---

Joan Thomson, City Clerk



---

Michael Humble, Director of Corporate Services



---

Rob Horne, Chief Administrative Officer

Dr. Thomas Drake  
386 William Street  
Stratford, Ontario  
N5A 4Y6

April 12, 2018

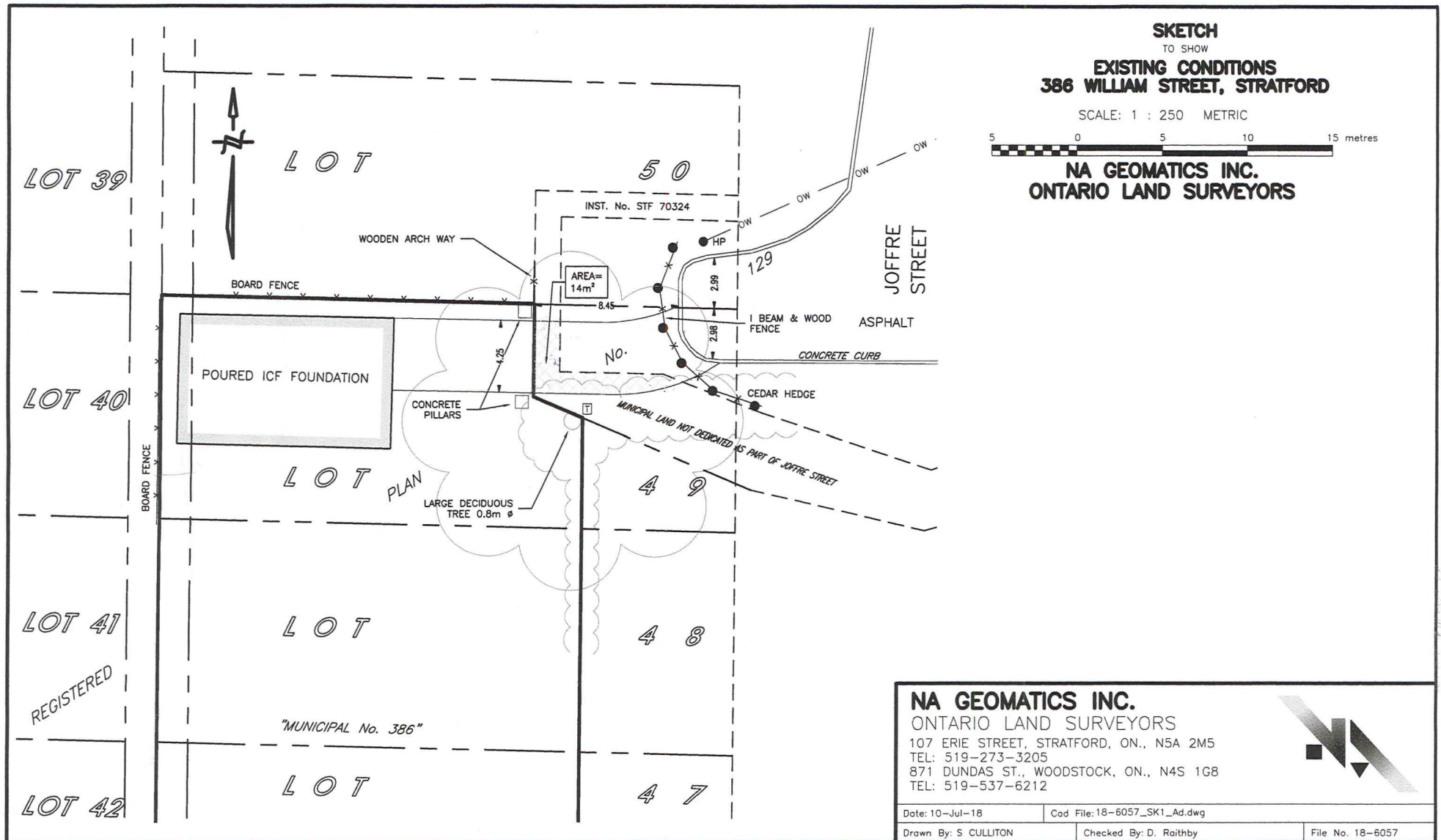
Re: Application for Encroachment Agreement

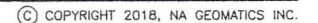
I am requesting that the Infrastructure Committee hear my request for an encroachment agreement for 386 William Street as soon as possible. I would like to have access to my property from Joffre Street. I have a 300 foot long property with narrow side yards, and access from Joffre Street to the rear of my property would allow me to complete my shed, and do proper landscaping and yard maintenance. There is precedence to support this request since other properties on William Street have access to the rear of their properties from the bordering cul de sacs.

I understand that an encroachment agreement was given to 420 William Street for use of the lands on the Joffre street cul de sac. I would appreciate the same right.

Sincerely,

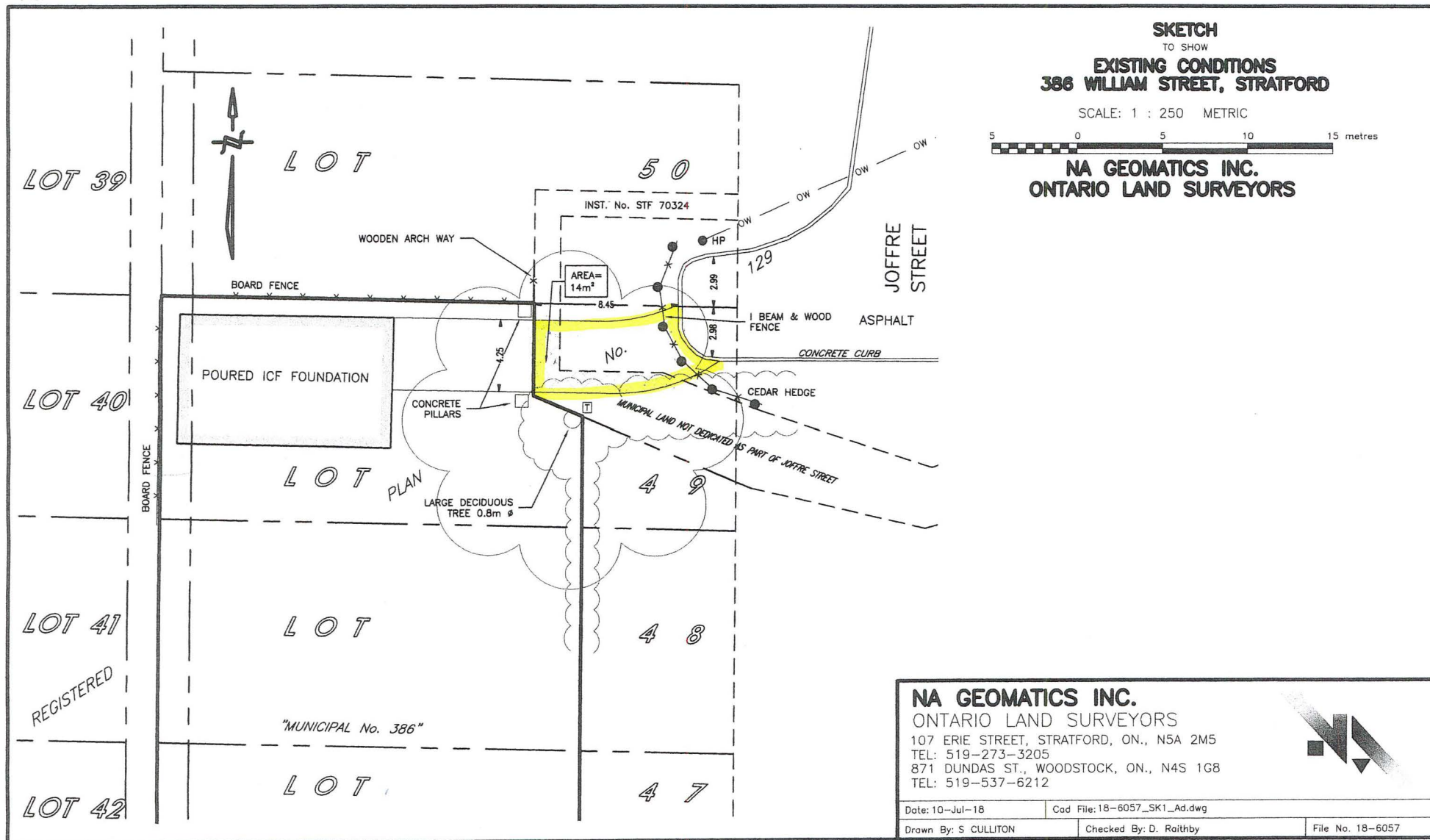
Dr. Thomas Drake.





Proposed area to  
be covered from  
fence (property line)  
to curb of Joffre Street.

45



# The Corporation of the City of Stratford

## Policy Manual

### P.3 Municipal Property

Dept: Infrastructure and Development  
Services

Committee: Infrastructure, Transportation and  
Safety

## P.3.2 Encroachments

Adopted: March 27, 2006

Amended: December 9, 2013

Reaffirmed:

Related Documents: Fees and Charges By-law (Category 3)

Fence and Hedge By-law 128-2003

Policy P.3.3 - Use of Municipal Property, Sidewalks and Boulevards

☒ Council Policy ☐ Administrative Policy

### Policy Statement

It is the policy of the City of Stratford that there shall be no unauthorized encroachments onto road allowances or municipal property, including park property.

A property owner shall seek prior permission from the City to encroach onto a road allowance or municipal property and subject to Council approval, enter into an encroachment agreement with the City and pay the required fees.

Where an encroachment exists without City approval, the owner shall be required to remove the encroachment at his/her own expense, or seek permission from the City for the encroachment to remain.

No new encroachments onto park property will be permitted.

### Background

Section 210(107) of the previous *Municipal Act* authorized municipalities to enter into encroachment agreements "*for allowing any person owning or occupying any building or other erection that by inadvertence has been wholly or partially erected upon any highway to maintain and use such erection thereon and for fixing such annual fee or charge as the Council considers reasonable for such owner or occupant to pay for such privilege.*"

The City of Stratford intends to carry on with a policy under the *Municipal Act, 2001*.

An Encroachment Agreement is a formal agreement signed between the City and the property owner, approved by By-law and registered against the property that is benefited by the agreement (not the municipal property). The intent of the encroachment agreement is to

formally recognize the encroachment and clearly establish the terms and conditions specific to the encroachment, if it is permitted to remain.

### **When an Encroachment Agreement is Required**

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

### Types of Existing Encroachments

#### **1. Buildings or Structures**

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

#### **2. Fences and Walls**

City Council may consider allowing a fence or wall to encroach over municipal property where it was the intent by the private property owner to enclose a portion of the municipal property, subject to an encroachment agreement and in accordance with the Fence and Hedge By-law.

#### **3. Landscape Features**

City Council may consider granting approval for existing encroachments for landscape features such as:

- a) **hedge** - an encroachment agreement is not necessary for a hedge that encroaches onto municipal property unless the hedge is being used to define/determine a boundary or used as a fence;
- b) **small tree(s)** - if a property owner plants a tree on municipal property, the tree then becomes the property of the City and therefore, an encroachment agreement is not necessary;
- c) **garden** - an encroachment on municipal property requires an encroachment agreement in order to preserve the City's right to require the property owner to remove the garden in the future. An encroachment agreement for gardens on road allowance is not required provided that the garden is in compliance with the Fence and Hedge By-law.
- d) an **existing clothesline** - the clothes line post should not be on municipal property. If the clothes line post is situated on municipal property, owner must remove it and no encroachment agreement will be authorized.

#### **4. Parking on Road Allowance**

Where additional parking cannot be provided on private property, and subject to prior approval of an application under the *Planning Act*, as required, an encroachment agreement may be approved to permit private parking on the road allowance or municipal property in accordance with the Fence and Hedge By-law.

#### **5. Projections**

Consideration may also be given for the following encroachments which project over the road allowance or municipal property:

- Canopies
- Awnings
- Balconies
- Cornices
- Eaves
- Sills
- Brackets
- Air conditioners
- Projecting signs
- Other similar projections beyond the main wall, not less than 8 feet above grade.

## **6. Area Openings**

The *Municipal Act R.S.O. 1990* as amended, Section 308(3), authorized Councils to pass by-laws for placing or permitting any person under such conditions as may be agreed upon to place, construct, install, maintain and use objects in, on, under or over sidewalks and highways under its jurisdiction, to permit any person to make, maintain and use areas under and openings in the highways and sidewalks, for prescribing the terms and conditions upon which the same are to be placed, constructed, installed, maintained or used and for making such annual or other charge for the privilege conferred by the by-law as it considers reasonable.

While there are some existing areas and openings (such as former coal chutes, grates in sidewalks etc to provide access to a private building) covered by agreements with the City, any new requests should not be approved. Site Plan control now covers building access and would generally require building services and accesses to be contained on private property.

## **7. When Encroachments Will Not be Granted**

It is the policy of the City of Stratford that approval for the following will not be granted:

- new encroachments onto park property;
- additions to existing buildings or other structures that would encroach or do encroach onto municipal property or road allowances;
- the encroachment poses a danger to the public;
- when construction has commenced prior to the issuance of a required permit from the City.

## **8. Insurance Requirement**

The property owner is required to indemnify and save harmless The Corporation of the City of Stratford against any and all damages which may result from the encroachment. Insurance is required as recommended by the City's Insurer (In 2006 - minimum of \$2 million). The certificate of insurance shall be submitted to the City on the city insurance form at the time the encroachment agreement is signed by the property owner and in subsequent years - at the request of the City

## **9. Application and Approval Process**

A request for an encroachment must be reviewed and approved by the City prior to the issuance of a building permit and/or prior to construction if a building permit is not required. Applications shall be submitted initially to the City Clerk's Office, for circulation to the City Infrastructure and Development Services Department or Community Services Department if park property is involved, and shall include the following:



- Completed encroachment application form;
- 4 paper prints of a legal survey signed by an Ontario Land Surveyor showing the whole property and the area of encroachment with full dimensions;
- PIN (Property Identifier Number) printout for the property which will benefit from the encroachment, showing last transfer including full legal description of the property and address of the owner;
- Application fee payable to the City of Stratford;
- Certificate of Insurance on the City of Stratford Insurance Form - to be submitted at the time the encroachment agreement is signed by the property owner.

#### **10. Application Fee for Encroachment Agreements**

The application fee is \$350 plus the annual CPI (Consumer Price Index) increase from Statistics Canada, for any property owner applying for an encroachment in the City of Stratford. [NOTE: For 2018, the application fee is \$514.16] This fee is to cover the City's costs to prepare the encroachment agreement and register the documents in the Land Titles Office. Amendments or changes to an existing encroachment agreement are also subject to the application fee.

Upon approval of the encroachment by Council and the signing of the encroachment agreement, an annual fee will be charged to the current tax bill of the property owner benefiting from the encroachment.

#### **11. Calculation of Annual Encroachment Fee**

The size of the encroachment is used in the calculation of the annual fee. This fee is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property. This calculation will be determined by the City on an annual basis. Once calculated, this annual fee is added to the tax bill of the property owner.

The minimum annual fee, regardless of the area, is \$50.00 plus the annual CPI increase.

An annual fee will not be charged for encroachments in institutional zones.

#### **12. Fee for Release from an Encroachment Agreement**

Where a property owner has removed the encroachment from the road allowance or municipal property to the satisfaction of the Director of Infrastructure and Development Services, and upon payment of a fee of \$200 plus the annual CPI increase from Statistics Canada, the City Clerk is authorized to execute a release and the related documents to remove the encroachment agreement from title. Upon confirmation of the registration of the release of the encroachment agreement from title, the annual fee for the encroachment is no longer required to be paid by the property owner.

The release fee for 2018 is \$240.20

#### **13. Signing Authority**

Encroachment agreements in accordance with the Policy shall be signed by the Mayor and Clerk as authorized by By-law 134-97 as amended. In particular:

- a) To execute encroachment agreements and encroachment agreements required as a condition of approval.

Encroachment agreements that are required as a condition of a Committee of Adjustment Decision, or Ontario Municipal Board Decision or Court Decision shall be signed by the Mayor and Clerk without a separate by-law being required. A registered copy shall be filed with the City Clerk's Office.

Requests for encroachment agreements that do not conform with the Policy shall be directed to City Council with a staff report, through the appropriate sub-committee process. The processing fee and all necessary documents must be submitted together to the City when application is being made for permission to encroach onto road allowance or municipal property.

The City Clerk is authorized to execute Releases and related documents for encroachment agreements.

#### **14. Encroachments onto Municipal Easements**

- a) The City of Stratford holds easement rights to many sewers and watermains located on private property throughout the City. The terms and conditions of the easement rights are specific to each case and are spelled out in the easement document; however, all easements contain a restrictive covenant prohibiting the landowner from erecting a building or other structure on or over the easement. The purpose of the restrictive covenant is to ensure that the City has unobstructed access at all times to the sewer or watermain for repair, replacement or maintenance purposes.
- b) Under no circumstances will the City release its rights to any portion of an easement unless it is being abandoned entirely.
- c) In the case where a building or other structure has inadvertently been located on a sewer or watermain easement, the City has the right to require that the encroachment be removed to ensure that access to the sewer or watermain is maintained. Under certain circumstances, where the Director of Infrastructure & Development Services deems the encroachment is of a minor nature which does not interfere with the City's right of access, the City will consider entering into an encroachment agreement to allow the encroachment to remain.
- d) What constitutes "building or other structure"  
Permanent or semi-permanent buildings or structures or portions thereof are included in this restriction and therefore, are prohibited from being erected over an easement. This includes but is not limited to signs, decks, concrete patios, garden sheds, trees, swimming pools and other immovable objects.
- e) Fences and shrubs ( less that 1.5 metres high ) are permitted. The property owner is responsible for dismantling and removing the fence, and relocating shrubs upon notice being given that the City requires access to the sewer or watermain.
- f) Paved driveways may also be permitted to be placed over an easement.





## MANAGEMENT REPORT

**Date:** November 28, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS18-059  
**Attachments:** 171 Ballantyne Avenue Sketch

**Title:** Encroachment Application for 171 Ballantyne Avenue

**Objective:** To consider entering into an Encroachment Agreement with the owners of 171 Ballantyne Avenue, for existing retaining walls, front stairs and landscaped gardens encroaching onto the Ballantyne Avenue road allowance.

**Background:** The owners of 171 Ballantyne Avenue submitted an application to permit their existing retaining walls, front stairs and landscaped gardens to continue to encroach onto City property at 171 Ballantyne Avenue.

The City does not have records granting previous permission to construct the retaining walls, front stairs or landscaped gardens on municipal property.

The application is for the existing retaining walls, front stairs and landscaped gardens, which encroaches a total of 35.8m<sup>2</sup> onto the Ballantyne Avenue road allowance as shown on the attached property sketch.

Encroachment Policy P.3.2 provides for existing encroachments:

*When an Encroachment Agreement is Required*

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

*Types of Existing Encroachments*

*Buildings or Structures*

*Typically, existing encroachments are permanent buildings or structures that were inadvertently and partially erected over a road allowance or municipal property and cannot*

*easily be removed without significant impact to the remaining structure. Examples include existing buildings, garages, retaining walls or signs. Permission will not be given for additions to buildings or structures to encroach onto road allowances or other municipal property.*

#### *Projections*

*Consideration may also be given for the following encroachments which project over the road allowance or municipal property:*

- *Canopies*
- *Awnings*
- *Balconies*
- *Cornices*
- *Eaves*
- *Sills*
- *Brackets*
- *Air conditioners*
- *Projecting signs*
- *Other similar projections beyond the main wall, not less than 8 feet above grade.*

**Analysis:** In reviewing this application, engineering staff expressed concern with authorizing the existing encroachments as the Fence and Hedges Bylaw prohibits a fence, which includes a retaining wall, 0.6m from the sidewalk. The submitted sketch shows the retaining wall 0.32m from the existing sidewalk and it is understood that the new sidewalk, once constructed, will be closer to the existing retaining wall.

There were concerns raised by the building and planning staff regarding the front stairs if they are required to be reconstructed due to the setbacks. A building permit may be required for the reconstruction of the steps.

Staff in Infrastructure and Development Services discussed the City's concerns with the property owner who has agreed to move the retaining wall, front steps and landscaped garden back 2 feet (0.6m) from the back of the new sidewalk.

This would also bring the retaining wall into compliance with the Fence and Hedges By-law.

Even by moving the retaining wall, front steps and landscaped garden back 2 feet, the encroachments will continue to encroach onto municipal property.

The other issue is that the roof leaders for this property currently discharge onto the sidewalk and cause a safety and liability risk for the City.

**Financial Impact:** The annual fee of \$641.29, adjusted yearly by the CPI will be added to the property tax bill for this property. The annual fee is based on the size of the encroachment and is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property.

**Staff Recommendation: THAT the amended application be approved for an encroachment by the owner of 171 Ballantyne Avenue, to permit the retaining walls, front stairs and landscaped gardens to encroach onto City property at 171 Ballantyne Avenue provided that the encroachments are moved 2 feet back from the new sidewalk to the face of the wall on one side and 1 foot back from the new sidewalk to the face of the wall on the other side with the existing Japanese maple tree;**

**THAT a building permit be obtained prior to the encroachments being moved;**

**THAT the city approval for the amended application be subject to the property owner no longer discharging the roof leaders from this property onto the city right of way;**

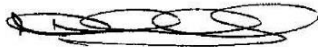
**THAT the property owners be required to enter into an encroachment agreement with the City prior to the encroachments being moved;**

**AND THAT the annual fee of \$641.29, adjusted yearly by the CPI, be added to the property tax bill for 171 Ballantyne Avenue.**



---

Joan Thomson, City Clerk



---

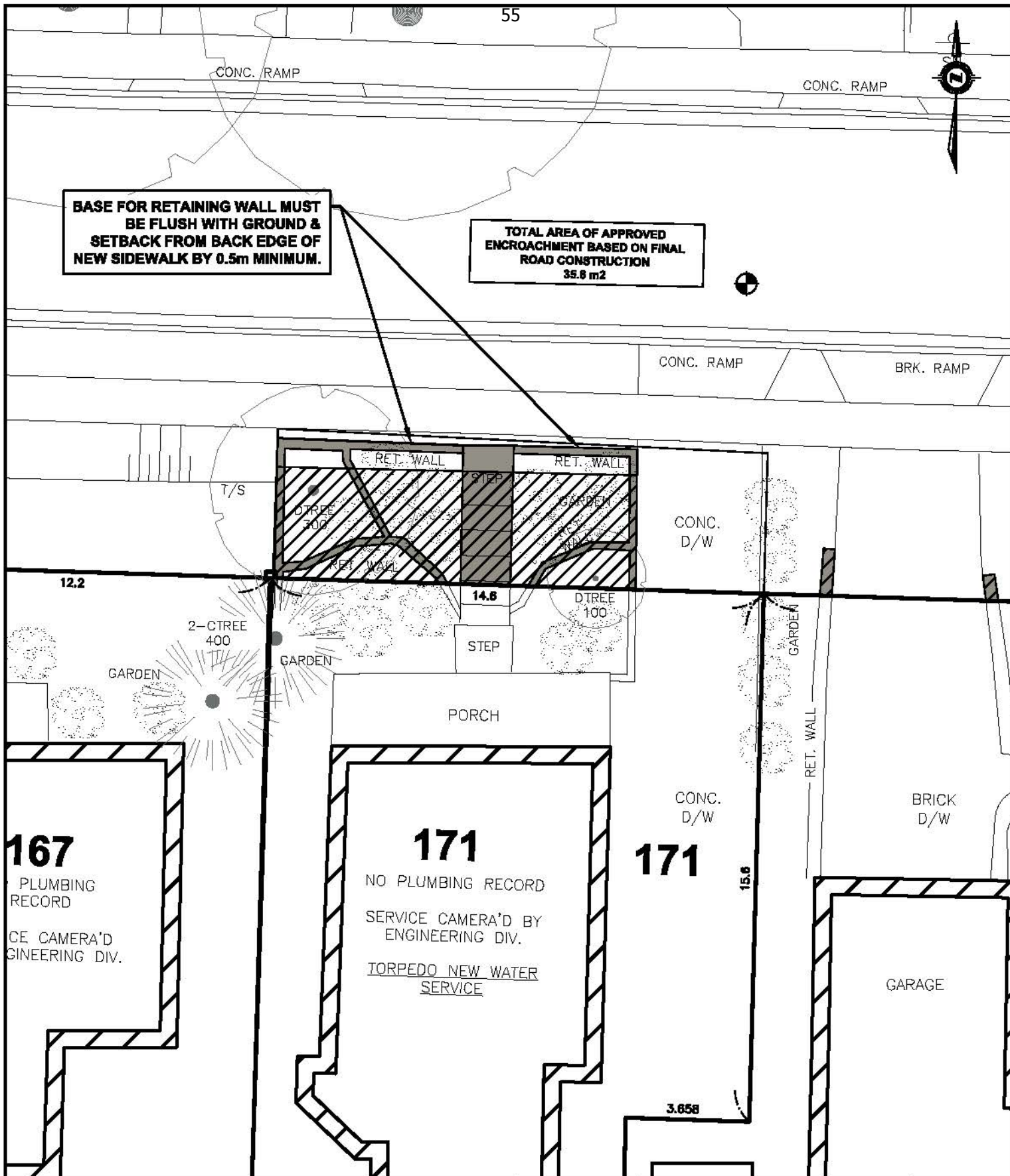
Michael Humble, Director of Corporate Services



---

Rob Horne, Chief Administrative Officer





#### GENERAL NOTES

-All measurements shown are in metric and approximate.



RIGHT OF WAY  
ENCROACHMENT

Drawn By: S.Mc.

Date: 3/8/18

Revision:

Reviewed By:

O.R.

#### SKETCH OF ENCROACHMENTS

171 BALLANTYNE AVE.

Scale:

1:150

Dwg. No.

1 of 1



THE CORPORATION OF THE CITY OF STRATFORD  
INFRASTRUCTURE and DEVELOPMENT  
SERVICES DEPARTMENT



---

## MANAGEMENT REPORT

**Date:** November 21, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Kate Simpson, Waste Reduction Coordinator  
**Report#:** ITS18-056  
**Attachments:** Simple Dreams Request

---

**Title:** Simple Dreams Request to Waive Tipping Fees

**Objective:** To consider the request by Simple Dreams Ministries Ontario to waive the tipping fees at the City's landfill.

**Background:** Simple Dreams Ministries Ontario is a registered not for profit charity. Their mandate is to cater to the working poor in Stratford. Examples of their charity work are to offer to pay for new eye glasses, dentures, and prosthesis. They also supply people in need of washers, dryers, gas cards, bus passes, and car repairs.

Another function provided by Simple Dreams is matching up donations they receive with recipients. Many mattresses and furniture items are redirected to recipients; however, items of disrepair or mattresses that cannot be re-homed do need to be disposed of.

Simple Dreams is asking for the waiving of tipping fees at the City's landfill for items they cannot re-home or re-purpose and need to be discarded.

**Analysis:** The City has provided approval in the past to waive tipping fees at the landfill for a number of local charities. These charities include Restore (Habitat for Humanity), House of Blessing and Salvation Army. In 2017, the City accepted 174.86 tonnes of waste generated from charities and 198.81 tonnes in 2016.

The value of the waived fees in 2017 for charities was approximately \$13,500. Simple Dreams has indicated that it uses the landfill 1-2 times per week with small loads of waste.

**Financial Impact:** Staff estimates that the cost to waive the tipping fees would be \$1,000 to \$2,000 a year.



**Staff Recommendation: THAT the request to waive the landfill tipping fees for Simple Dreams for waste brought to the City's landfill that is not fit for donation, recycle or re-use, be referred to the 2019 budget discussions.**



---

Kate Simpson



---

Ed Dujlovic, Director of Infrastructure and Development Services



---

Rob Horne, Chief Administrative Officer



CHANGING THE WORLD . . . ONE DREAM AT A TIME.

July 16,2018.

To Whom It May Concern:

Simple Dreams Ministries Ontario is a registered not for profit charity registered in the province of Ontario.

Simple Dreams mandate is to cater to the working poor in our province but focusing in the city of Stratford and surrounding area.

We offer a wide variety of services to the people that reach out to us.

As examples we have helped pay for new eye glasses, dentures, and prothesis, we have supplied people with fridges, stoves, washers, dryers, gas cards, bus passes, we have paid for car repairs as well, we have actually given 2 families cars that were in desperate need of transportation. These are just a few of some of the services we provide to people in our community.

The purpose of the letter is to make you aware that the biggest thing we give away are beds and various articles of furniture. Many of the mattresses and other items have to be disposed of at land fill that come out of the homes we deal with.

I am at landfill at least once or twice a week disposing of various items. Over the course of the year the cost mounts up.

We were wondering if at all possible that the dumping fees might be waved, this would allow us to better serve the people we are helping.

Respectfully

Richard Kneider

Simple Dreams



---

## MANAGEMENT REPORT

**Date:** November 28, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Mike Mortimer, Manager of Environmental Services  
**Report#:** ITS18-051  
**Attachments:** None

---

**Title:** Extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc. for One Year

**Objective:** To obtain Council approval for a one year extension of the Water and Sewage Billing Services Agreement with Festival Hydro Inc.

**Background:** In 2019, the City will be undertaking a comprehensive review of internal processes that may impact the services and resources requirement of the existing agreement. The present agreement officially expires on December 31, 2018. An addendum to this agreement allows for a one year extension effective January 1, 2019 and will provide time to ensure a proper review is conducted prior to a long term extension being pursued.

As per the expiring agreement, the following services and resources will continue to be provided by Festival Hydro on an "ongoing basis".

- The processing of a monthly water and sewage invoice to the residents of the City of Stratford.
- Maintain an accurate customer information system of the current customer names and addresses including residential and general service homeowners and tenants.
- Calculating the invoice using an actual meter read each month. The quantity from the meter read is used to calculate both the water and the sewage portion of the bill.
- Upon collection, ensure the payment reduces the water and sewage accounts receivable balance.
- For accounts not paid on the due date, include amount in our collection process. External collection procedures will also be performed as deemed necessary.

- Allow access to our computer information system for water and sewage information currently accessible by your water employees at your 82 Erie Street and Wellington Street locations.
- Allow access to our computer information system for additional functionality including meter history and service order processing.
- Festival Hydro service and enquiry call centre to answer customer service enquiries and initiate service orders for any calls it receives for the water division.
- All work to be carried out by qualified personnel in a timely manner.
- Provide necessary system maintenance support including such items as rate changes.

**Analysis:** The addendum will be in line with the terms and conditions of the Water and Sewage Billing Services Agreement dated August 12, 2013 for the period of January 1, 2014 through December 31, 2018. The fee structure will not change from the 2018 charges.

**Financial Impact:** The cost for the calendar year 2019 is \$3.30 per invoice produced per month amounting to a total annual cost of approximately \$475,000.

**Staff Recommendation: THAT The Corporation of the City of Stratford extends the existing contract with Festival Hydro Inc. for one year;**

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




---

Mike Mortimer, Manager of Environmental Services




---

Ed Dujlovic, Director of Infrastructure & Development Services




---

Rob Horne, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** November 28, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Mike Mortimer, Manager of Environmental Services  
**Report#:** ITS18-058  
**Attachments:** Council Report – 2018 Top Management Review for Drinking Water Quality Management System

**Title:** Drinking Water Quality Management Standard 2018 Management Review

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

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

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

**Analysis:** The 2018 Management Review was conducted on August 16, 2018. The review allowed for a comprehensive evaluation of the City of Stratford's Drinking Water Quality Management System. It was a prescriptive review and identified action items and the corrective actions required to address. The attached report contains a summary of information that Top Management reviewed and includes, but is not limited to, findings from the 2017 Ministry of Environment and Climate Change inspection, third party and internal audit findings, and operational performance. The review period was from June 1, 2017 to June 5, 2018.

Non-Compliances, identified from the inspection, have already been communicated to Council in the annual Summary Report, received for information in March 2018.

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

**Staff Recommendation:** **THAT the summary report entitled Council Report – 2018 Top Management Review for Drinking Water Quality Management System be received for information.**



---

Mike Mortimer, Manager of Environmental Services



---

Ed Dujlovic, Director of Infrastructure and Development Services



---

Rob Horne, Chief Administrative Officer



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

**FORM # 20-003**

**Form Reviewed: June 6, 2016**

**Approved By: Water Operations**

## Council Report – 2018 Top Management Review

As required annually by the Quality Management System (QMS), regulatory compliance and quality management audit findings were reviewed with Top Management to identify non-compliances and non-conformances. Prescribed items, as per Element 20 of the Operational Plan, were also reviewed as required by the QMS. This review took place on June 5, 2018. The review period was from June 1, 2017 to June 5, 2018.

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
<p><b>Non-Compliances</b></p> <p>The Ministry of Environment and Climate Change (MOECC) Inspection was conducted on January 17, 2018 with four issues identified.</p> <p><i>(Further explanation in bold)</i></p>	<p><b>Issue Number 1</b> - Records did not confirm that the water treatment equipment, which provides chlorination for secondary disinfection purposes, was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined. <b><i>Based on 2 low chlorine residuals during flushing activities. Water modeling has confirmed that the distribution issues were not treatment related. All reporting and corrective actions were followed as per the regulation mitigating any risk to the system.</i></b></p> <p><b>Issue Number 2</b> - The secondary disinfectant residual was not measured as required for the distribution system. The owner sampled for free chlorine residual prior to the 48 hours that is required between samples on one occasion during the inspection review period. <b><i>The chlorine residuals were sampled approximately 3 hours prior to the 48 hour time period. Although the time frame was not met, there was no risk to the system.</i></b></p> <p><b>Issue Number 3</b> - All haloacetic acid water quality monitoring requirements prescribed by legislation are not being conducted within the required frequency and at the required location. Testing for haloacetic acids was not conducted in accordance with Schedule 13-6.1 of O. Reg. 170/03. Testing was missed in the first quarter of 2017. <b><i>Required to be sampled starting in 2017 not previously required under the regulation. The test results were within acceptable levels and there was no risk to the system.</i></b></p> <p><b>Issue Number 4</b> - The following instance(s) of non-compliance were also noted during the inspection: Testing for pH and alkalinity was not conducted during the period of December 2016 to April 2017. <b><i>There was no risk to the system due to the missed samples. Subsequently sampled outside of correct time period. Parameters are not health related.</i></b></p>



## Quality Management Element 20 QMS Report to Council

**FORM # 20-003**

**Form Reviewed: June 6, 2016**

**Approved By: Water Operations**

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
<b>Non-Compliances Corrective Actions</b>	<p><b>Inspection Issue 1</b> - There are no further requirements as the owner has ensured that the distribution system free chlorine residuals are above 0.05 mg/L since July 2017.</p> <p><b>Inspection Issue 2</b> - There are no further requirements as the owner has ensured that this requirement has been met since October 2017 and have since been monitoring the free available chlorine residual continuously at the Dufferin Water Tower (January 1, 2018)</p> <p><b>Inspection Issue 3</b> - There are no further requirements as the owner has ensured that the sampling and testing requirement for haloacetic acids has been met since June 12, 2017.</p> <p><b>Inspection Issue 4</b> - There are no further requirements as pH and alkalinity sampling and testing was done as soon as the owner became aware of the compliance issue.</p>

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
<b>Non-Conformances and Opportunities for Improvements</b> The Internal audit, which was conducted by City of Stratford water staff, was carried out between May 17 and May 28, 2018.	<p>There were no deficiencies identified during the internal and external audits.</p> <p><b>Opportunities for Improvement (OFI) - Internal and External Audits</b>            There were no non-conformances identified in the last internal audit (2018). The following opportunity for improvement (OFI) was identified in the 2018 external audits.</p> <ul style="list-style-type: none"> <li>• Increase training on DWQMS for New Employees</li> </ul>
<b>Non-Conformances Corrective Actions</b>	<p><b>Element 16 – Sampling, Testing and Monitoring</b></p> <ol style="list-style-type: none"> <li>1) Short Term – Looking into setting up Outlook Tasks to ensure jobs are getting done on time.</li> <li>2) Long-Term – Integration into the Work Order System for tracking of jobs.</li> </ol>





## Quality Management Element 20 QMS Report to Council

**FORM # 20-003**

**Form Reviewed: June 6, 2016**

**Approved By: Water Operations**

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
<p><b>Action Items</b> The prescribed items <b>(bolded (a) through (p))</b> were reviewed with Top Management as per Element 20 of the Quality Management System.</p>	<p><b>Identified items:</b></p> <ul style="list-style-type: none"> <li><b>a) Incidents of regulatory non-compliance</b> <ul style="list-style-type: none"> <li>Four issues were indicated in Ministry of the Environment and Climate change Inspection Report regarding secondary disinfection and sampling. There were no best practice recommendations indicated in the MOECC Inspection Report.</li> </ul> </li> <li><b>b) Incidents of adverse drinking water tests</b> <ul style="list-style-type: none"> <li>Water quality exceedances for Fluoride and Sodium were observed in samples taken in 2017, no further action is required. The next reporting requirement for Fluoride, for all treated entry locations, is June 26, 2018. The next reporting requirement for Sodium, for all treated entry locations, is June 16, 2018.</li> <li>Low chlorine residuals in the Distribution System on three separate occasions. The Immediate Action was flush, resampled, and increased disinfection. Long Term was to review flushing program, water modelling and infrastructure upgrades.</li> </ul> </li> <li><b>c) Deviations from critical control point limits and response actions</b> <ul style="list-style-type: none"> <li>No deviations from Critical Control Point limits (CCP's) during the current review period.</li> </ul> </li> <li><b>d) Efficacy of the risk assessment process</b> <ul style="list-style-type: none"> <li>The Annual Risk Assessment Review was conducted on February 16, 2018. The capacity to evaluate risk was concluded to be effective during the risk assessment process.</li> </ul> </li> <li><b>e) Results of audits (internal and external)</b> <ul style="list-style-type: none"> <li>There were no non-conformances identified in the last internal audit (2018). The following opportunity for improvement (OFI) was identified in the 2018 external audits.               <ul style="list-style-type: none"> <li>Increase training on DWQMS for New Employees</li> </ul> </li> </ul> </li> </ul>



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

**FORM # 20-003**

**Form Reviewed: June 6, 2016**

**Approved By: Water Operations**

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	<p><b>f) Results of relevant emergency response testing</b></p> <ul style="list-style-type: none"> <li>QMS Emergency Management Review was completed on December 7, 2017 focusing on Chlorine handling and on the Chlorine Emergency Procedure.</li> </ul> <p><b>g) Operational performance</b></p> <ul style="list-style-type: none"> <li>Continue to study the health of the Distribution System by potentially adding a chlorine analyzer at the Forman Water Tower and through new programs such as; Chlorine Residual Flushing, Hydrant Flow Testing and Leak Detection. Continue understanding the functionality of the production wells through well rehabilitation programs, well modifications for CT values (CT – a product of concentration of free chlorine and contact time), and chemical dosing requirements. Study conducted in 2018 recommended the continued use of Sodium Silicate at the Romeo Control Centre.</li> </ul> <p><b>h) Raw water supply and drinking water quality trends</b></p> <ul style="list-style-type: none"> <li>2017 Annual Water Quality Report for Chemical/Bacteriological sampling and the 2017 Summary Report for data collection from the Production &amp; Monitoring Wells indicated no change to the Raw Water Supply or Drinking Water Quality.</li> </ul> <p><b>i) Follow-up action items from previous management reviews</b></p> <ul style="list-style-type: none"> <li>In 2016, it was discussed about the possibility of the addition of a Turbidity Analyzer at the Romeo Control Centre. This will be reviewed in fall of 2018, early 2019.</li> </ul> <p><b>j) Status of management action items identified between reviews</b></p> <ul style="list-style-type: none"> <li>No management action items were identified between the review periods.</li> </ul>



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

**FORM # 20-003**

**Form Reviewed: June 6, 2016**

**Approved By: Water Operations**

RESULTS OF MANAGEMENT REVIEW	REVIEW FINDINGS
	<p><b>k) Changes that could affect the QMS</b></p> <ul style="list-style-type: none"><li>• Reserve funds have been established in the water budget. There are mandated changes to the DWQMS with a two year timeline to establish the New QMS Standard Objectives. This would be predominately related to administrative document changes and would not be expected to have a significant budget impact.</li></ul> <p><b>l) Summary of consumer feedback</b></p> <ul style="list-style-type: none"><li>• There were 21 consumer services complaints in 2017 - The highest percentage was rusty water complaints. The rusty water complaints were mainly focused during the bi-annual flushing programs in the spring/fall. A decrease of water quality complaints occurred compared to previous review period.</li></ul> <p><b>m) Resources needed to maintain the QMS</b></p> <ul style="list-style-type: none"><li>• Funds are set aside in the Water Capital budget for the Quality Management System (QMS) as required in the Drinking Water Quality Management Standard (DWQMS). Other opportunities which may require additional funds would be to continue updating DWQMS training courses for Water Staff and for the use of new technologies and programs in the field and office to ensure proper document and record control.</li></ul> <p><b>n) Results of the infrastructure review</b></p> <p>Items identified during the review included:</p> <ul style="list-style-type: none"><li>• Valve Maintenance Program continues to evolve. This will result in higher capital replacement costs as more valves are exercised.</li><li>• Hydrant Maintenance Program continues to evolve. Monitor results in 2017 for more information on cost impacts.</li><li>• Watermain flushing review to improve efficiencies. Unidirectional Flush Pilot Program is scheduled for Fall 2018.</li><li>• Hydrant Rehabilitation and Painting three year program to begin in 2018.</li></ul>



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

**FORM # 20-003**

**Form Reviewed: June 6, 2016**

**Approved By: Water Operations**

<b>RESULTS OF MANAGEMENT REVIEW</b>	<b>REVIEW FINDINGS</b>
	<ul style="list-style-type: none"> <li>• Continue Water Model calibrations in 2018.</li> <li>• Watermain break rate continue to be higher than benchmark.</li> <li>• Frozen Services will continue to be a year by year analysis.</li> </ul> <p><b>o) Operational Plan currency, content and updates</b></p> <ul style="list-style-type: none"> <li>• Ongoing updates and review of the Operational Plan, Standard Operating Procedures, supporting documents and forms. During this review period, a total of 44 documents and forms were revised.</li> </ul> <p><b>p) Summary of staff suggestions</b></p> <ul style="list-style-type: none"> <li>• There were no formal staff suggestions since the last review. A more formal process, including summary sheet and form, to keep record staff suggestions will be created for better tracking.</li> </ul>
Other QMS Issues Identified (including summary of corrective actions)	No other issues were identified.
Conclusions	Corrective actions from previous audits have been identified and addressed. This year's Opportunities for Improvement (OFI) and Non-Conformances have been reviewed (internal and external audit findings). An action plan has been or will be established to allow for improvement on the issues.



## MANAGEMENT REPORT

**Date:** November 28, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Tatiana Dafoe, Deputy Clerk  
**Report#:** ITS18-053  
**Attachments:** Draft Amended Policy P.1.2 Rental of Meter Hoods

**Title:** Amendment to Rental of Meter Hoods Policy P.1.2.

**Objective:** To amend the City's Rental of Meter Hoods Policy P.1.2.

**Background:** The City of Stratford adopted a Rental of Meter Hoods Policy P.1.2 (Policy) in September 12, 1994. The purpose of the Policy was to provide a controlled system for the trades people to park at metered spaces in the downtown core when engaged in repairs, or renovations, etc., and no other parking was available to them.

Since adoption of the Policy it has been amended twice in December 9, 2002 and March 5, 2012.

**Analysis:** As a result of changes to the parking system, mainly the installation of pay by licence plate technology, a review of the Policy was necessary in order to ensure it remains up to date. The attached amended Policy outlines the requested changes to provide clarity and to account for meter hood rentals at spaces where there are no 'meters'.

Staff also recommend increasing the scope of the Policy to permit meter hood rentals to be used by individuals moving in or out of a downtown residence.


**Financial Impact:** Meter hood rental rates are being maintained at 2018 levels pending completion of a comprehensive parking rate review in 2019.

**Staff Recommendation:** **THAT the Rental of Meter Hoods Policy P.1.2 be amended as outlined in the attachment to the report entitled "Amendment to Rental of Meter Hoods Policy P.1.2".**



---

Tatiana Dafoe, Deputy Clerk



---

Michael Humble, Director of Corporate Services



---

Rob Horne, Chief Administrative Officer

# The Corporation of the City of Stratford

## Policy Manual

### P.1 Parking

Dept: Corporate Services

Committee: Infrastructure, Transportation and  
Safety

## P.1.2 Rental of Meter Hoods

Adopted: September 12, 1994 by R94-431  
Amended: December 9, 2002, March 5, 2012  
Reaffirmed:  
Related Documents: City of Stratford By-law 232-2002  
☒ Council Policy ☐ Administrative Policy

The purpose of ~~a the~~ "Meter Hood Rental" is to provide a controlled system for the trades people to park at metered spaces in the downtown core when engaged in repairs, or renovations, etc., and no other parking is available to them.

Meter hoods may also be rented for persons moving in or out of a downtown residence.

On occasion, when extenuating circumstances arise, and "reserved" parking is required, the City may use Meter Hoods for this purpose as well.

"Meter hoods" refers to a cover placed over a meter or a Stratford Parking Division cone to be placed in a parking space to identify the space as reserved.

The following ~~is a quick summary of the usual~~ outlines the practice to be followed for ~~in these~~ meter hood rentals:

1. A meter hood rental agreement must be completed by the rental party prior to issuance.
2. The rental fees for meter hoods are outlined in the City's Fees and Charges By-law.
3. A \$50.00 deposit is required at the time of the issuing of the meter hood, and is refunded, unless the hood is damaged, or not returned. A credit card number, expiry date and cardholder name can be provided as a deposit with the understanding that \$50.00 will be charged for each meter hood and/or locking device that is not returned or is damaged.
4. A maximum of four parking spaces (two (2) double or four (4) single meter hoods) can be rented at any given time by any one business or individual.
5. All fees must be paid in full when the meter hood(s) are returned.

## DRAFT

6. Meter hoods are to be returned immediately upon completion of work, failure to do so will result in continued daily charges until returned.
  7. ~~Payment must be submitted every sixty (60) days for long term rentals.~~ A summary of the total outstanding fees will be forwarded to the renter every sixty (60) days for long term rentals and payment must be remitted within 10 business days.
  8. Meter hoods and cones cannot be left overnight. They must be placed on meter or in space after 6:00 a.m. each day and removed by 11:59 p.m.
  9. A Street Permit (issued by Infrastructure and Development Services) is required for all rentals where materials are to be placed upon or over streets/sidewalks during construction. When a street permit is required, a meter hood will not be rented without a copy of the permit being provided.
  10. In the event a meter hood is not being used properly or in the location indicated, the renter will be required to return the meter hood immediately.
  11. A meter hood permit must be placed in the driver's side windshield of all vehicles parking at the meter hood or parking cone. The permit must be returned with the meter hood or parking cone.
- ~~1-12. {available through Corporate Services Department}~~
- ~~2. The attached form is also completed and signed when the hood is picked up by the contractor.~~
  - ~~3. The rental charge for a Double Meter Hood is \$8.00 per day + GST in the core area or \$5.00 per day + GST in the fringe, and is calculated upon return of the hood to the Treasurer's Office.~~
- ~~4-13. There is a limit of one hood (2 spaces) in any section of parking at one time.~~
- ~~5. The limit on the rental of meter hoods is to a maximum of 2 meter hoods per event.~~
  - ~~6. The City does not issue "Over the 3 Hour Limit" parking tickets to those vehicles parked on a "Hooded" meter space.~~





## MANAGEMENT REPORT

**Date:** November 27, 2018  
**To:** Infrastructure, Transportation and Safety Committee  
**From:** Jeff Otten, Child & Youth Services Coordinator  
**Report#:** ITS18-060  
**Attachments:** Winterfest Map

**Title:** Stratford Winterfest By-law Exemption Request

**Objective:** To request and exemption to the City of Stratford Open Burn By-law #5-2006.

**Background:** Stratford Winterfest would like to request an exemption to the City of Stratford Open Burn By-law for Saturday, January 19 & Sunday, January 20, 2019.

As part of the events in Lower Queens Park, the Winterfest Committee would like to have two open burn locations.

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

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

*Request to extend hours from 9:30 am – 4:30 pm on Saturday, January 19 & Sunday, January 20 2019*

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

*Seasoned wood will be used*

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

*Screened covered stone fire pits will be used*

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

*Firewood will be contained within the unit*

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

*5 meter clearance will be met*

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

*Fire extinguishing agent will be present*

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

*The fire will be supervised at all times.*

**Financial Impact:** None

**Staff Recommendation:** THAT an exemption to Section 8.2 (a) of By-law 5-2006 be granted to the Stratford Winterfest Committee to allow for an open burn from 9:30 am – 4:30 pm on January 19 and 20, 2019 in Lower Queens Park.



Child & Youth Coordinator



Director of Community Services

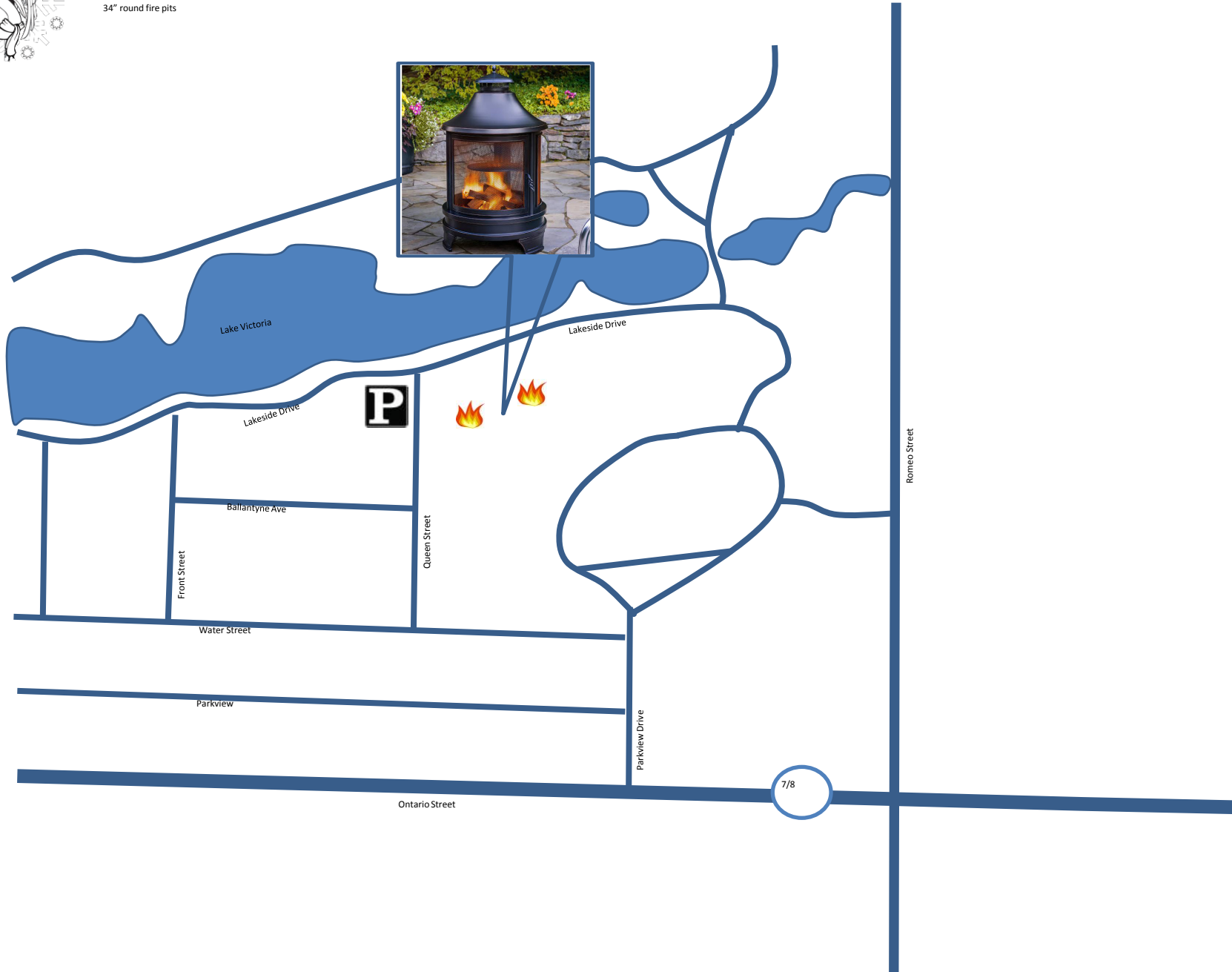


Rob Horne, Chief Administrative Officer



Open Burn Locations  
Stratford Winterfest 2019  
34" round fire pits

75



## Capital Projects Update for November 2018

1. Quinlan Pump Station
  - Tender awarded to Finnbilt General Contracting Limited
  - Construction underway
2. Quinlan Forcemains
  - Sanitary forcemains from Quinlan pumping station to the Mornignton/Quinlan intersection
  - Design and tender being finalized, tender scheduled for spring work
3. Mornington Vivian Reconstruction – Completion of 2014 project
  - Sanitary trunk sewer extension to Quinlan Road, Tender awarded to Lavis Contracting Co. Limited
  - Construction complete
4. Queen Street Storm Sewer
  - Consultant – AMEC, detailed design complete
  - ECA received
  - RFP for consultant services during construction being prepared
  - Construction proposed for 2020
5. Flow Monitoring and Sanitary model update
  - RFP award to AECOM
  - Flow monitors and weather stations installed, data being collected, model being finalized
6. Water Infrastructure Evaluation and Needs Assessment
  - Project awarded to GM Blueplan, Final report received
7. St. Vincent St. Bridge Rehabilitation
  - Tender awarded to Engineered Concrete
  - Construction complete
8. Romeo St Bridge Rehabilitation
  - Tender awarded to National Structures
  - Construction complete
9. Concrete Sanitary Sewer Relining
  - Insituform awarded 2017 contract , work completed July 2018
  - 2019 contract scheduled for spring tender, to include storm sewers
10. Ballantyne Avenue Watermain replacement
  - Road reconstruction – new watermain, storm and sanitary sewers
  - Tender awarded to Lavis Contracting
  - restoration complete end of October
  - final asphalt and LID installation in 2019

## Capital Projects Update for November continued

11. At Grade Railway Crossing Improvements
  - 2018 works completed – line painting to meet legislated requirements
12. Oxford Street Reconstruction
  - Tender awarded to Lavis Contracting Co. Limited
  - Final asphalt complete, Minor restoration in 2019
13. Asphalt Resurfacing 2017 – Erie Street
  - Cox Construction works complete
14. St. Vincent Watermain
  - New watermain from Lorne Ave to Patricia due to 17 main breaks, includes extension of sidewalk from Patricia to Lorne Avenue
  - Tender awarded to Steve Smith Construction
  - Sidewalk and construction to base asphalt complete, topcoat asphalt 2019
15. Lorne Avenue Turning Lane
  - Left turn lane on Lorne Avenue at Wright Boulevard
  - Steve Smith Construction awarded tender, work complete
16. Erie Street Local Improvement Sidewalk
  - Preliminary design and estimates being finalized
  - open house schedule to be determined
17. Asphalt Resurfacing 2018
  - Douro Street from Romeo to CH Meier
  - Tender awarded to Steed and Evens
  - Construction complete
18. Dawson Street Local Improvement Sidewalk
  - OMB decision received April 2017, Construction complete
19. Pleasant Drive Local Improvement
  - Road improvements, relocation of storm sewer from rear yards to road allowance, deepening of shallow sanitary sewer, replacement of watermain with eight historic breaks, addition of one sidewalk
  - Open house held April 30<sup>th</sup> to present preliminary plans to residents
  - Project subject to 2019 Budget
20. Cooper Parking Lot addition
  - Project to expand existing parking area along the upper portion of the Cooper Lot to create an additional 50 spaces
  - Steve Smith Construction completed work
21. Miscellaneous Items
  - Multi-use Trail extension on O’Loane from Hibernia to Huron scheduled to be completed next week
  - Sidewalk on McCarthy Road in front of Rotary Complex complete