



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

Date: March 27, 2019

Time: 4:30 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Joan Thomson - City Clerk, Mike Beitz - Corporate Communications Lead, Allison Jordan - Events Coordinator, Tatiana Dafoe – Deputy Clerk, Nancy Roulston – Manager of Engineering

1. Call to Order

The Vice-Chair called the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made at the March 27, 2019 Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Manager of Engineering

4.1 Event Parking and Cycle Lanes on McCarthy Road West (ITS19-020)

Staff Recommendation: THAT Council allow temporary event angle parking on the north side of McCarthy Road from Hyde Road to the west limit of the Rotary Complex;

THAT Council allow temporary event parallel parking on the north side of McCarthy Road from the west limit of the Rotary Complex to Orr Street;

AND THAT on-road cycle tracks not be constructed.

Sub-committee Discussion: The Manager of Engineering summarized the staff report. Discussion took place on the possibility of installing a bike path outside of the roadway on the north side of McCarthy.

It was suggested that the City could charge a fee for allowing large events to have parking in the cycle lanes during their event. That money could be placed in an active transportation fund. Alternatively, the events could be made to have shuttle services.

In response to whether the Rotary Complex parking lot is being revamped, the Director of Infrastructure and Development Services advised that Community Services is looking at it due to safety concerns. He also noted that when the former fairgrounds property is developed, there is a former storm water pond that could be converted to parking.

Concern was raised by a Sub-committee member regarding charging not-for-profit groups for parking, adding that they should not be punished for the facility's lack of parking.

Another Sub-committee member expressed concern against penalizing people trying to use active transportation to help solve parking problems.

Motion by Councillor Vassilakos

Sub-committee Recommendation: THAT staff look into charging event organizers for parking in bike lanes during events.

Defeated

With respect to enforcement, the City Clerk advised that current City resources allow for parking enforcement downtown only, however, staff have requested funds for a vehicle in the 2019 budget that would allow parking enforcement officers to increase enforcement in residential areas on a complaint basis.

Motion by Councillor Vassilakos

Sub-committee Recommendation: THAT Council allow temporary event angle parking on the north side of McCarthy Road West from Hyde Road to the west limit of the Rotary Complex;

THAT Council allow temporary event parallel parking on the north side of McCarthy Road West from the west limit of the Rotary Complex to Orr Street;

AND THAT no action be taken to construct on-road cycle tracks.

Carried

5. Report of the Deputy Clerk

5.1 Integrity Walk-in Installations Request for Meter Hood Rental Fee to be Waived (ITS19-018)

Staff Recommendation: THAT Integrity Walk-in Installations be required to pay the meter hood rental fee of \$778.01 incurred during the period of September 18, 2018 to December 5, 2018.

Sub-committee Discussion: The Deputy Clerk summarized the staff report. In response to a question from Sub-committee whether any similar requests have been approved, the Deputy Clerk stated that there has only been one request in recent memory and the fee was not waived by Council.

As to whether this type of request is required to come to Council, the Clerk clarified that staff do not have the authority to waive fees.

Motion by Councillor Vassilakos

Sub-committee Recommendation: THAT Integrity Walk-in Installations be required to pay the meter hood rental fee of \$778.01 incurred during the period of September 18, 2018 to December 5, 2018.

Carried

5.2 Market Square Terms of Use Policy Amendment (ITS19-022)

Staff Recommendation: THAT the Market Square Terms of Use Policy P.3.8 be amended to prohibit the closing of roads and parking for special events held during the opening week of the Stratford Festival (last week of May).

Sub-committee Discussion: The Deputy Clerk summarized the staff report and clarified in response to a question that this prohibition applies to special events only.

Concern was raised by a Sub-committee member regarding Section 2.10 of the Market Square Terms of Use Policy which states that the City has full and exclusive authority over scheduling of events in Market Square and reserves the right to cancel an event without reason upon providing two weeks written notice. Groups have expressed concern that when they book an event, they spend money to promote it and book various things for the event. It is discouraging for them to know that the City could cancel with only two weeks' notice.

Motion by Councillor Ingram

Sub-committee Decision: THAT Section 2.10 of the Market Square Terms of Use Policy be referred to staff for clarification.

Carried

It was also requested that staff advise how that cancellation clause compares to the other facility rental agreements that the city has.

Motion by Councillor Gaffney

Sub-committee Recommendation: THAT the Market Square Terms of Use Policy P.3.8 be amended to prohibit the closing of roads and parking for special events held during the opening week of the Stratford Festival (last week of May).

Carried

6. Report of the Events Coordinator

6.1 Request to operate All-Terrain Vehicles (ATVs) on City Streets, Recreation Trails and Municipal Property for the 2019 Ontario Pork Industry Council Hog Jog (ITS19-019)

Staff Recommendation: THAT the request for an exemption to permit the operation of All Terrain Vehicles (ATVs) on certain city streets, recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford as outlined on the attached map, for the 2019 Ontario Pork Industry Council Hog Jog on June 19, 2019 be approved;

THAT By-law 65-2012 as amended, be further amended to authorize the operation of ATVs for the Ontario Pork Industry Council Hog Jog on June 19, 2019;

AND THAT the event organizers provide the required certificate of insurance, including automobile insurance if required, in the amount of \$2 million per occurrence to the City prior to their event as described in this report.

Sub-committee Discussion: The Events Coordinator advised that staff received a request for use of an ATV during this event and as per previous years, staff are recommending an exemption to By-law 65-2012 for the use of ATV's on city streets.

In response to a question whether any complaints have been received in the past, the City Clerk advised she was not aware of any, however, if they had gone in to the police she would not have that information. It was noted by Sub-committee members that this is a routine request received many times before for this event and others.

Motion by Councillor Gaffney

Sub-committee Recommendation: THAT the request for an exemption to permit the operation of All Terrain Vehicles (ATVs) on certain city streets, recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford as outlined on the attached map, for the 2019 Ontario Pork Industry Council Hog Jog on June 19, 2019 be approved;

THAT By-law 65-2012 as amended, be further amended to authorize the operation of ATVs for the Ontario Pork Industry Council Hog Jog on June 19, 2019;

AND THAT the event organizers provide the required certificate of insurance, including automobile insurance if required, in the amount of \$2 million per occurrence to the City prior to their event as described in Report ITS19-019.

Carried

7. Report of the Project Engineer

7.1 Frederick Street and Burritt Street Local Improvement Project – Open House and Recommendations (ITS19-017)

Staff Recommendation: THAT staff are authorized to proceed under the provisions of Section 6 of the Municipal Act, 2001, Ont. Reg. 586/06 to initiate the local improvement process, for installation of sidewalk, curb and gutter and road work as part of the Frederick Street and Burritt Street Reconstruction Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

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

AND THAT the by-law be prepared for Council consideration in 2019, subject to Local Planning Appeal Tribunal approval.

Sub-committee Discussion: The Manager of Engineering reviewed the staff report, advising that staff are recommending proceeding under the

Local Improvement policy. She explained the specifics of the project and summarized comments received by residents at the open house.

Motion by Councillor Ingram

Sub-committee Recommendation: THAT staff are authorized to proceed under the provisions of Section 6 of the Municipal Act, 2001, Ont. Reg. 586/06 to initiate the local improvement process, for installation of sidewalk, curb and gutter and road work as part of the Frederick Street and Burritt Street Reconstruction Project, including giving notice of intention to the public and owners of the lots liable to be specially charged;

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

AND THAT the by-law be prepared for Council consideration in 2019, subject to Local Planning Appeal Tribunal approval.

Carried

8. Report of the City Clerk

8.1 One-way Street Signage (ITS19-013)

Staff Recommendation: THAT the Active Transportation Advisory Committee recommendation to improve signage on one-way streets, particularly in the downtown core and surrounding feeder streets, be referred to Infrastructure and Development Services staff.

Sub-committee Discussion: The Clerk advised that this is a recommendation of the Active Transportation Advisory Committee for staff to look into improving signage on one-way streets.

Discussion took place regarding whether there are a standard number of signs on one-way streets and how this came up. The Director stated that traffic manual standards are followed with regard to signage, the challenge occurs when people aren't paying attention.

It was suggested that the problems are where there are transitions from one-way to two-way streets and exiting of parking lots onto one-way streets. In response to a question regarding painting on the roadway, the Director advised he would look into it.

Motion by Councillor Gaffney

Sub-committee Recommendation: THAT the Active Transportation Advisory Committee recommendation to improve signage on one-way streets, particularly in the downtown core and surrounding feeder streets, be referred to Infrastructure and Development Services staff.

Carried

8.2 Pedestrian Infrastructure Surrounding Stratford General Hospital (ITS19-014)

Staff Recommendation: THAT the Active Transportation Advisory Committee recommendation for a review of pedestrian infrastructure on all streets surrounding Stratford General Hospital be referred to staff for a report.

Sub-committee Discussion: The Clerk advised that this is a recommendation from the Active Transportation Advisory Committee to review pedestrian infrastructure on all streets surrounding Stratford General Hospital.

It was noted that the Accessibility Advisory Committee has done an inventory of streets around the hospital and flagged areas where there are gaps in pedestrian infrastructure.

It was suggested that this item could be referred to the 2020 budget instead of making it a priority for staff right now.

As to whether there are any upcoming construction projects around the hospital, the Director advised there was not.

Motion by Councillor Vassilakos

Sub-committee Recommendation: THAT the Active Transportation Advisory Committee recommendation for a

review of pedestrian infrastructure on all streets surrounding Stratford General Hospital be referred to the 2020 budget.

Carried

8.3 Sidewalk Infrastructure on Worsley Street (ITS19-016)

Staff Recommendation: That the ATAC recommendation to include sidewalk infrastructure in order to complete missing sidewalks on Worsley Street, be referred to the 2020 budget deliberations.

Sub-committee Discussion: The Clerk stated that this is a recommendation from the Active Transportation Advisory Committee to include sidewalk infrastructure in the 2020 budget in order to complete missing sidewalks on Worsley Street.

It was suggested that the construction going on at Central in 2020 is extensive and this may be better referred to the 2021 budget. The Director noted sidewalks are the last to go in during construction as they can be damaged by heavy machinery.

It was also noted that staff have advised that although a sidewalk is needed to fill a gap, there may not actually be enough room to install it where it is needed.

Motion by Councillor Gaffney

Sub-committee Recommendation: That the ATAC recommendation to include sidewalk infrastructure in order to complete missing sidewalks on Worsley Street, be referred to the 2021 budget deliberations.

Carried

8.4 Review of Bicycle Parking Requirements in Commercial and Industrial Developments (ITS19-015)

Staff Recommendation: THAT the ATAC recommendation that the provision of bicycle parking for all new commercial and industrial developments be required to include bicycle parking, be referred to Planning Staff for consideration as part of the Comprehensive Zoning By-law Update.

Sub-committee Discussion: The City Clerk advised that this is a recommendation of the Active Transportation Advisory Committee that the zoning by-law be amended to require all new commercial and industrial developments to provide bicycle parking.

It was stated that there are provisions for bicycle parking in the draft comprehensive zoning by-law that is before Council now. The Director added that staff have been asking for this from developers and getting compliance. Adding it to the by-law will ensure compliance.

In response to a question from Sub-committee regarding number of bicycle parking spaces, the Director responded that he was not sure if there was a formula for the number of bicycle spaces required.

Motion by Councillor Ingram

Sub-committee Recommendation: THAT the ATAC recommendation that the provision of bicycle parking for all new commercial and industrial developments be required to include bicycle parking, be filed, as similar provisions are already included in the draft zoning by-law.

Carried

8.5 Updated Terms of Reference for the Energy and Environment Advisory Committee and Request for a New Bee City Canada Representative on the Energy and Environment Committee (ITS19-021)

Staff Recommendation: For the consideration of Sub-committee.

Sub-committee Discussion: The Clerk advised that there is no staff recommendation as composition of advisory committees is a Council decision.

It was noted that the committee is getting large. The Clerk advised that a position was recently removed so this addition would keep the numbers the same as they have been for some time.

It was stated by a Sub-committee member Communities in Bloom has taken on the role of administrator for Bee City representatives and questions why Energy and Environment would need a representative.

Discussion took place regarding members of the public or boards or committees attending advisory committee meetings. It was suggested that they are welcome and valuable but do not necessarily need to be a voting member.

Motion by Councillor Ingram

Sub-committee Recommendation: THAT Council amend the Terms of Reference of the Energy and Environment Committee to add to the purpose of the Committee as set out in Report ITS19-021;

AND THAT the request to add a Bee City Canada representative as a permanent voting position on the Energy and Environment Committee be filed.

Carried

9. Capital Project Update

The Director of Infrastructure and Development Services provided a verbal update on the status of various engineering capital projects. The Project Update in its entirety will be attached to the April 8, 2019 Infrastructure, Transportation and Safety Committee.

Sub-committee Discussion: The Director noted that staff have submitted funding proposals for both the Quinlan Forcemain and the Queen Street sewer and are awaiting responses.

In response to a question regarding a previous request to move repairs to the footbridge in Shakespeare Gardens to the spring, the Director advised that the delay to budget approval would make that difficult.

With respect to an update on Huron and Huntingdon, the Director advised that the City has retained a consultant and a report is forthcoming. Traffic counts were completed and it was confirmed that there are no safe gaps for crossing.

10. Advisory Committee/Outside Board Minutes

There were no Advisory Committee/Outside Board minutes to be provided to Sub-committee at this time.

11. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is April 24, 2019 at 4:30 p.m. in the Council Chamber, City Hall.

12. Adjournment

Motion by Councillor Gaffney

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

Carried

Meeting Start Time: 4:30 pm

Meeting End Time: 5:23 pm