



## THE CORPORATION OF THE CITY OF STRATFORD PROTECTION TO PERSONS AND PROPERTY SUB-COMMITTEE

### OPEN SESSION

A meeting of the Protection to Persons and Property Sub-committee was held on Wednesday, April 16, 2014 at 12:00 Noon in the Auditorium, City Hall, 1 Wellington Street, Stratford.

**SUB-COMMITTEE PRESENT:** Councillor Brown - Chair presiding, Councillor Smythe - Vice-Chair and Councillors Henderson.

**REGRETS:** Councillor Beatty

**STAFF PRESENT:** Ed Dujlovic – Director of Infrastructure and Development Services, Nancy Roulston – Manager of Development Engineering, Andre Morin – Director of Corporate Services, John Bates – Police Chief, Rick Young – Fire Chief, Joan Thomson – City Clerk, Charlene Lavigne – Deputy City Clerk, Jodi Akins – Recording Secretary, Orion Raes - Engineering Design Technician\*.

**ALSO PRESENT:** Roger Koert (Item 2.1 and 2.2), Stuart Arkett (Item 2.3), Brian Blowes (Item 3.1), Media

### MINUTES

#### **1.0 DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

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

	<u>Name</u>	<u>Item</u>	<u>Nature of Pecuniary Interest</u>
Sub-committee:	None declared on April 16, 2014.		
Committee:			

**"Community Excellence with Worldwide Impact"**

## 2.0 **DELEGATIONS**

### 2.1 StopGap Ramp Project

**Objective:** To consider the recommendation from the Accessibility Advisory Committee recommending that City Council endorse a StopGap project for downtown businesses. The Project involves constructing temporary ramps to be placed at the front doors of businesses that have a front step and are otherwise inaccessible to patrons in wheelchairs, walkers, strollers, etc. The ramps are intended to be placed on municipal sidewalk on an as needed basis.

**Background and Analysis:** The StopGap Ramp Project has been launched in other cities to increase accessibility to businesses with a front step from the sidewalk. A portable ramp would be custom built, according to the height of the step. If the step is too high (over 8"), it would not be eligible for a ramp. There would not be a cost to the businesses, as all materials and labour are to be donated.

Completed Community Ramp Projects		# Ramps	Year
ON	Junction Ramp Project	13	2011
ON	Downtown Orillia Ramp Project	8	2012
ON	Downtown Stouffville Ramp Project	13	2012
ON	Kensington Market Ramp Project	13	2012
ON	Roncesvalles Ramp Project	43	2012
ON	Mt. Pleasant Ramp Project	10	2013
ON	Belleville Community Ramp Project	6	2014
ON	Downtown Stratford Community Ramp Project	tbd	2014
BC	Cranbrook B.C. Ramp Project	4	2012
BC	Vernon Community Ramp Project	6	2014

Other interesting videos/articles for Project support;

StopGap Website <http://stopgapblog.blogspot.ca/>

March 3, 2014 - Mark Boatman from New Mobility Magazine on The Community Ramp Project - Article:

<http://www.newmobility.com/2014/03/luke-anderson-stopgap-ramps/>

May 30, 2013 - MPP Dr. Helena Jaczek speaking about StopGap to the Ontario Legislature at Queens Park - Video:

<https://www.youtube.com/watch?v=83sz29JzHsQ&feature=youtu.be>

December 15, 2013 - CTV's Janice Golding on StopGap - Video:

<http://www.ctvnews.ca/video?playlistId=1.1081693>

StopGap in the Media;

<http://stopgapblog.blogspot.ca/p/in-media.html>

**Financial impact:** Unknown at this time.

**Accessibility Advisory Committee recommendation:** That City Council endorse the StopGap Portable Accessibility Ramp project which aids in gaining access to downtown businesses with a front step.

**Staff recommendation:** That the presentation by Roger Koert be heard and the information referred to staff for a report back to Sub-committee with respect to installing portable ramps on municipal property.

**Sub-committee discussion:** Roger Koert, of the Accessibility Advisory Committee appeared before Sub-committee to explain how the StopGap Portable Accessibility Ramp program will work. In referring to his slide presentation he explained how the ramp could be positioned at store fronts to make the stores accessible to persons in wheelchairs. The ramps can be built in different sizes to accommodate the various inclines. The goal at this point is to create awareness and to help businesses in Stratford comply with the Accessibility legislation.

Mr. Koert explained that he measured the distance between the sidewalks and storefronts and determined the size of the ramp that the 32 businesses would require to make their stores accessible. He showed the Sub-committee the sample ramp he brought and how it had been constructed and painted to make it less slippery.

Mr. Koert explained that the StopGap committee will gather material and have made arrangements with St. Michaels Secondary School shop class to build the accessibility ramps in the different sizes.

In response to questions Mr. Koert explained that the businesses will have to post signs saying that they have a ramp available. Additionally the store owners will have to decide if they place the ramp at their entrance on an as needed basis or daily. Also they would have to develop policies on use as there may be risk to having the ramps positioned at the entrance to their stores.

Mr. Koert also explained that based on the measurements taken, the ramps would likely be eight inches or lower. The majority of the ramps would likely be between 4 and 6 ½ inches in height.

Mr. Koert explained that the committee does not want to pursue material donations until the City endorses the project.

Councillor Henderson suggested that Fellini's already has a ramp and she expressed her appreciation to Roger Koert for taking this project on, on behalf of the Accessibility Advisory Committee.

Mr. Blowes asked if the ramp would be temporary or would the store employees be expected to move it out to the sidewalk as requested.

Mr. Koert explained that the store owner would have to make the decision on whether they wished to leave the ramp in place all day or move it into place as needed.

Councillor Smythe asked whether this report should be forwarded to the City Centre Committee.

Mr. Koert explained that he would be pleased to take this report to the Committee, however, he wants the approval of City Council prior to proceeding with this phase. The timing of this project will be affected by the school year as St. Michaels shop will be closed during the summer.

**Sub-committee recommendation:** Motion by Councillor Smythe  
**That the presentation by Roger Koert be referred to staff for a report to Sub-committee with respect to the StopGap Ramp Project for installing portable ramps on municipal property. Carried.** (April 16, 2014)

#### **Committee discussion:**

#### **Committee recommendation:**

##### 2.2 Accessibility Plan for Outdoor Events

**Objective:** To consider the recommendation from the Accessibility Advisory Committee that the City require an accessibility plan as part of the street event application process for outdoor community events

**Background and Analysis:** At the March 2014 AAC meeting, during a discussion about curb cuts in the park system, a discussion took place with respect to accessibility for persons with disabilities at community events along the Avon River and in the park system.

The City has a Street Event Application process for groups wishing to host an outdoor event or to request temporary street closures for a community event. The recommendation from AAC is to add an additional requirement to the process to require organizers of community events to submit an accessibility plan for their event.

**Financial impact:** Unknown at this time.

**Accessibility Advisory Committee recommendation:** That the City of Stratford consider including an accessibility plan as a requirement of their street event application process due to lack of curb cuts in the park areas limiting accessibility to various events.

**Staff recommendation:** Staff request that the AAC recommendation be referred to staff to consult with the AAC and review as to what an accessibility plan for these types of outdoor events could be and investigate available options.

**Sub-committee discussion:** Councillor Henderson advised that the Accessibility Advisory Committee felt that some people cannot attend events in the park due to the lack of curb cuts. The Accessibility Advisory Committee is also interested in curb cuts as well as the temporary ramps suggested previously by Mr. Koert.

Councillor Henderson explained that traditionally curb cuts are at street corners and stop lights. Some of the events in the park such as Art in the Park or behind Festival Theatre are more difficult to reach by persons with mobility issues.

**Sub-committee recommendation:** Motion by Councillor Henderson  
**That staff consult with the AAC to review developing an accessibility plan for outdoor events and investigate available options with a report to be brought back to Sub-committee. Carried.** (April 16, 2014)

**Committee discussion:**

**Committee recommendation:**

### 2.3 Honeybees in Stratford

**Objective:** To consider a delegation from Mr. Stuart Arkett regarding keeping of honeybees in the City of Stratford.

**Background and Analysis:** Mr. Arkett notified the City Clerk's department that he would like to speak about initiating a pilot project in the City regarding beekeeping in the City. He has asked that the City amend By-law 195-2002 to include bees as a restricted animal. Secondly, he would like to introduce honeybee colonies at the Sewage Treatment Plant on West Gore Street. Lastly, he would like a licence to manage honeybee colonies in the City.

**Financial impact:** Not applicable at this time.

**Staff recommendation:** That Mr. Arkett be heard regarding honeybee colonies in the City of Stratford.

**Sub-committee discussion:** Mr. Arkett explained that he had presented his idea of introducing honeybee colonies at the Energy and Environment Committee. Honeybees are under threat and places like Stratford and the sewage treatment plant are good refuge areas. The area is relatively pesticide free and there is green space.

Presenting this idea to the E&E Committee has increased people's awareness of the importance of the honeybee population. He asked that the City adopt a by-law to licence honeybee colonies. It was noted that beekeepers must be registered by the Ministry of Agriculture and Food. Additionally, the keepers must ensure that the *Bee Act* regulations are complied with and that the regulated signage is displayed.

In response to questions, Mr. Arkett explained that Ontario has many hobbyist beekeepers. A beekeeper would be the busiest in the Spring when they check on the colonies once per week. The work would slow down in the summer and then in the fall they would cover the structures in preparation for winter.

Mr. Arkett has spoken with staff at the sewage treatment plant and he wants to start a pilot project in the City and have Council adopt a By-law that everyone can live with. He also suggested that the honeybee be recognized as a restricted animal in the animal control by-law. Mr. Arkett invited members of the Sub-committee to his premises so they can better understand the process of honeybee keeping.

Councillor Brown asked about the distance the honeybee would fly.

Mr. Arkett suggested that the bee could travel up to five miles. The sewage treatment area would likely already have honeybees travelling through the area especially by the Old Grove.

Councillor Smythe asked who would take over the colonies if Mr. Arkett decided he no longer wanted to be involved in honeybee keeping.

Mr. Arkett advised that anyone licenced by the City could assume the responsibility for these colonies.

The Director of Infrastructure and Development advised that he previously had conversations with Mr. Arkett and staff had reviewed the site with him. One of the staff working in this area had severe allergies to bee stings.

Mr. Arkett advised that he carries two million dollars of insurance as required by the Ministry of Agriculture and Food. He has been a beekeeper for 20 years in an area of St. Paul's outside the City limits.

**Sub-committee recommendation:** Motion by Councillor Henderson  
**That the request to initiate a pilot project for a 2 year period regarding beekeeping in the City, the designation of the honeybee as a restricted**

**animal in By-law 195-2002 as well as the introduction of honeybee colonies at the Sewage Treatment Plant on West Gore Street be referred to staff for a report. Carried.** (April 16, 2014)

**Committee discussion:**

**Committee recommendation:**

### **3.0 REPORT OF THE MANAGER OF ENGINEERING**

#### **3.1 Erie Street Parking Lot Update**

**Objective:** To update the Protection to Persons and Property Sub-Committee on the design process of the Erie Parking lot and what solutions could be put in place.

**Background and Analysis:** Upon Council approval of the City Budget, Engineering has reviewed the existing parking situation at the Erie Street parking lot and has investigated a number of configurations which could be placed in the existing parking lot.

A total of five (5) configurations were created and have been circulated to various committees within the City. The committees contacted to date are the City Centre Committee and the Parking Task Force. We have not approached the Heritage Committee formally asking for their feedback on design options. They will be approached later in the design process when it comes to the lighting options and trying to stay with a heritage style luminaire.

We have received the following feedback from the various committees so far:

1. The City Centre Committee (C.C.C.) was concerned with a construction start period of mid-September 2014. This is still a busy period for many businesses within the core area that rely on the Erie Parking Lot.
2. Businesses along Wellington Street that have deliveries off the rear of their building within the Erie Parking Lot are concerned with how their deliveries are to be handled during construction. This will likely be handled by having parking spots temporary eliminated along Wellington Street for deliveries only, while construction is ongoing. Details are to be confirmed by engineering closer to construction.
3. Trying to improve vehicular flow through the parking lot.
4. Beautification Stratford wanted to see an increase of green space along Erie Street and more benches for people to stop along Erie also.
5. Possibly adding a bike rack in a highly visible and well-travelled area was mentioned.
6. Businesses were provided with the opportunity to provide feedback on the design layouts. The C.C.C. spoke with businesses and provided them with

feedback forms. Currently, we have received feedback from two businesses in the core on the provided forms and they are in favour of configuration four or five.

7. One business preferred the middle entrance and the other favoured closing it to gain additional parking spots since parking in the downtown is limited.

Based on the various committees' input, two (2) options have come to the forefront and are enclosed as attachments to this report.

Consultation is still being undertaken and upon completion of this consultation process, a preferred option will be chosen and presented to Committee and ultimately to Council for their consideration. Therefore, this report is provided to you for your information at this time and a staff recommendation will follow in the future.

Upon approval of the preferred option, detailed engineering will commence with the anticipation of tendering for the work in the spring of next year. In discussion with the local business community, their preference would be to have construction undertaken in the spring of next year, which is their slow retail season, and not in the fall which is their busy retail season.

**Financial impact:** Not applicable

**Staff recommendation:** For the information of Sub-committee.

**Sub-committee discussion:** Brian Blowes preferred a scenario with 3 entrances as this gives them the right-of-way necessary to allow the 40 foot trailers to bring in his product. Additionally the 3 entrances would not be as congested as the 2 entrance proposal.

He asked about removing the retaining wall and how the existing businesses would be affected. He was unclear how large the slope would be and whether the store owners could continue to enter their businesses from back doors.

Mr. Blowes also suggested that although greening may be important he does not want to lose parking spaces. He asked that the 153 parking spots remain as it is essential for the people to have parking available. He objected to only having 127 spots as was estimated with Option #4. Additionally he suggested that the 9 parking spaces that would be lost for snow accumulation were not necessary. Spaces were needed throughout the year and that they should not be reserved for snow and/or green space.

It was also suggested that staff get rid of the island and the idea of planting trees within the lot so that the parking spaces already there would be retained. He also questioned why the parking lot design moves the spaces farther away from Erie



Street. Mr. Blowes suggested that the green space could be accommodated along the road where there are already planters and gardens.

Mr. Blowes indicated that he did not have a concern with removing the parking meters and the cement median between the rows in the centre of the existing lot. He suggested that there be 15 minute meters placed along Erie Street. The 15 – 30 minute spots along Erie Street could be used for people going to the bank or picking up prescriptions. He explained that the pay and display machines are not conducive to short term parking.

Sub-committee were also told that the solution to the parking problem may be eliminating the staff parking and downtown employee parking in the Erie lot. He asked that the lot be reserved for customers of businesses in the downtown core.

He also suggested that the City consider purchasing the Legion property as it would be closer than the Cooper lot. It was also emphasized that special discounted permits could be offered to encourage employees to leave the Erie lot.

Councillor Brown advised that purchasing the Legion property had been discussed in the past. He would like to see downtown employees' vehicles parked in the Cooper lot. The downtown business owners should encourage their employees to park in the Cooper lot thereby freeing up spaces in the downtown core.

Councillor Henderson asked about the retaining wall and whether the slope would create access problems.

The Director of Infrastructure and Development Services advised that a retaining wall although smaller, would continue to exist. The wall would be smaller to accommodate hydro transformers and he outlined the different slopes that would remain. There was a requirement for a certain percentage of the parking lot to be greenspace and that some of the concerns with water run-off would be addressed with the new configurations.

Councillor Henderson asked why the parking lot configuration would change. She asked why the parking lot cannot remain as is.

The Director indicated that some of the concerns about snow plowing, and maintenance costs must be addressed. He also explained that the problem of water run-off to the area businesses will be addressed with the redesign.

Councillor Henderson asked if the pavement was changed if it could help with run-off.

The Director advised that staff will be looking at the design and configuration and that there are standards that must be met to address the load issues. He also explained that the items identified today will be considered when selecting the preferred design.

Councillor Brown suggested that staff consider a compromise of the design to address the greenspace issues.

Councillor Smythe expressed concern with losing valuable parking spaces.

Ms. Linda Stevenson from Ensurco expressed concern with the loss of parking spaces and the possible loss of right of ways to her business and the neighbouring stores. She was opposed to having to pay for parking in the Cooper lot. Additionally there may be additional parking spaces lost with future development in Marketplace.

She advised that they already have problems with drainage in the basement of their property and expressed her opposition to snow being piled behind 68 Wellington Street. The alley is slippery and if there is snow piled behind her business it would be more of a problem. Lastly, she said she does not want green space, her business and customers need parking spaces.

Councillor Brown indicated that Cooper will have parking behind the University and that he encourages more people to park in the Cooper lot.

The Director indicated that the improvements to the Erie lot would improve the draining of the site.

Councillor Henderson asked what happens with the snow in the Erie lot.

The Director indicated that snow is piled and once the piles get too high then snow is hauled away at an expense to the City.

Councillor Henderson asked about access to businesses during the construction period.

The Director advised that during the construction period the options would be identified for the businesses to ensure that their deliveries could still be made. He explained that the construction period would be for a couple of months.

The Director of Corporate Services advised that staff want to ensure that as many parking spots as possible would be retained in the Erie parking lot. However, he noted that there are standards that must be met if the parking lot is redesigned. These standards affect the size of the parking spot as well as greenspace. It was emphasized that the City should be treated the same as developers. Regardless of the decisions made he noted that the City would like to retain the approximate 1,368 parking spaces in the downtown core.

Councillor Brown asked about the size of the existing parking spots.

The Director of Infrastructure and Development Services advised of the dimensions of the existing spots and the proposed spots noting that the newly created spots would be slightly longer and wider. Additionally the aisles for access would be adjusted.

The Director of Infrastructure and Development Services advised that concerns have been relayed to staff regarding access and large vehicles having trouble manoeuvring within the existing parking lot the way the vehicles are presently parked. The sight lines and the proximity of cars to the entrances on Erie Street itself will also be considered.

Councillor Henderson asked if there can be spots designated for smaller vehicles.

The Director indicated that staff will take this matter under consideration.

Ruth Lacey, who works at CIBC indicated that it is too far to park at the Cooper lot and some days it is impossible to find a parking spot. Her branch remains open until 7:00 p.m. on Thursdays and Fridays and it is not safe for her to walk to the Cooper lot. Ms. Lacey supported the idea of the 15 minute to 30 minute parking meters as many customers have trouble finding a spot to park when they drop off their business deposits.

Mr. Blowes suggested that the City should consider building a parking garage where the existing police department is located. The structure may be one or two levels and this location would not interfere with the other businesses that are adjacent to the Erie lot. Also that it would be close to the Avon Theatre where their patrons are always looking for parking.

**Sub-committee recommendation: None recommended at the April 16, 2014 Sub-committee meeting.**

**Committee discussion:**

**Committee recommendation:**

#### **4.0 REPORT OF THE CHIEF ADMINISTRATIVE OFFICER**

##### **4.1 Emergency Manager Sharing MOU**

**Objective:** To consider signing a Memorandum of Understanding (MOU) with neighbouring municipalities to allow Emergency Managers from each municipality to share their skills and expertise with each other.

**Background and Analysis:** The proposed MOU will allow Primary Community Emergency Management Coordinators to provide assistance to each other in an

advisory capacity in the event of an emergency, or during an emergency planning process.

Under the proposed MOU, the CAO of each municipality would have the authority to request assistance from the other signatories. If such a request is received, the assisting municipality will determine the type, scope, and nature of assistance they are willing/able to provide. Note that signing this MOU does not oblige the City of Stratford to provide assistance if requested. Each party retains the right to refuse the request for assistance.

For additional information on responsibilities and liability issues, see attached MOU.

**Financial impact:** The assisting municipality or employer would incur all reasonable salary and benefit expenses of their Emergency Manager while assisting another municipality (i.e. – Salary, benefits and maintain WSIB coverage).

If receiving assistance from neighbouring Emergency Managers, the assisted municipality will be responsible for reimbursing extra expenses such as meals, transportation, lodging, training, and/or additional protective equipment.

**Staff recommendation:** That the City of Stratford execute the Emergency Manager Sharing Memorandum of Understanding with other municipalities in Perth County.

**Sub-committee discussion:** None noted.

**Sub-committee recommendation:** Motion by Councillor Henderson

**That the City of Stratford execute the Emergency Manager Sharing Memorandum of Understanding with other municipalities in Perth County.**

**Carried.** (April 16, 2014)

**Committee discussion:**

**Committee recommendation:**

## **5.0 REPORT OF THE MANAGER OF DEVELOPMENT ENGINEERING**

### **5.1 Parking and One-way Traffic on St. Andrew Street**

**Objective:** To consider alternatives for parking and one-way traffic on St. Andrew Street between Church Street and Birmingham Street.

**Background and Analysis:** Previously, Council directed staff to investigate the possibility of changing St. Andrew Street to one-way traffic. A previous Committee meeting requested staff to investigate changing St. Andrew Street to one-way traffic

with angle parking in an effort to increase the amount of parking available. In addition, the Accessibility Advisory Committee requested that the City incorporate a designated accessible parking spot on St. Andrew Street, if Council determined that St. Andrew Street be changed to a one-way street.

St. Andrew Street is 9.0 metres wide, has two-way traffic and 11 parallel parking spaces on the north side, none of which are for accessible parking. In addition, parallel parking is permitted on the south side of the street on Sundays only. It should be noted that on Sundays, when cars are parked on both sides of the street, there is only a 4.2m width of roadway available for the current two-way traffic. This width is less than that required for emergency vehicles, which require a minimum 6.0m width of dedicated roadway.

In its current configuration, St. Andrew Street is not wide enough to allow a row of angled parking, maintain one-way traffic flow, and provide a minimum width for emergency vehicles to safely navigate the road. Staff investigated numerous options for widening the road on both the north and south sides. Construction in the south boulevard will require relocating major Hydro Electric, fibre optic, and Union Gas infrastructure. This adds an estimated \$100,000 to the basic construction costs. Options utilizing parking in the south boulevard ranged in price from \$170,000 to \$220,000 with 14 to 25 total spaces provided. These options were discarded due to excessive costs. Therefore, staff concentrated on the options utilizing the reconfiguration of the north side of the street.

#### OPTION 1

Option 1 maintains the existing roadway and two-way traffic. One parking space would be converted near the Stratford Jail entrance to an accessible parking space. This option would have limited financial impact and would satisfy the request of Accessibility Advisory Committee but would not allow passage of emergency vehicles when cars are allowed to park on both sides of the road.

#### OPTION 2

Option 2 will keep St. Andrew Street a two-way street but would reconstruct the north side to move the parking spaces and sidewalk over by 2.4 metres. The existing catch basins and parking meters would be relocated as well. This would allow the creation of 9 additional permanent parking spaces on the south side bringing the total number of spaces to 20. An accessible spot will be provided, once again, near the Stratford Jail entrance. There would be no impact to the existing trees and hydro poles. This option has an estimated cost of \$43,300.00.

#### OPTION 3

Option 3 will convert St. Andrew Street to one-way only traffic and provide 20 angled parking spaces, two of which would become accessible only parking. The widening of the roadway on the north side will result in moving the sidewalk on the north side to the property line and will require permission from the adjacent property owners to

create a 3:1 grassed slope on their property to deal with the existing grades. A retaining wall was considered in lieu of the grassed slope, but the wall would be on private property and require an easement. In both cases, this option will also require the removal of five trees and the relocation of one hydro pole. This option has an estimated cost of \$77,400.00.

**Financial impact:**

Option 1 – \$500, total of 11 existing spaces.

Option 2 - \$43,300, with 9 added parking spaces (total of 20 spaces) at an average cost of \$4,810.00 per added space.

Option 3 - \$77,400, with 9 added parking spaces (total of 20 spaces) at an average cost of \$8,600.00 per added space.

**Staff recommendation:** For the consideration of Sub-committee.

**Sub-committee discussion:** The Manager of Development Engineering advised that parallel parking on St. Andrew Street would be difficult and staff do not recommend it. Sight lines would be affected and it would be difficult for passengers to enter vehicles from the road.

Councillor Henderson asked about the accessible parking space at the jail and how it would be affected.

The Manager of Development Engineering advised that curb cuts are generally made at all street corners.

Councillor Henderson asked if staff have incorporated money in the budget for this project.

The Director of Infrastructure and Development Services advised that money had not been identified in the budget for this project. Additionally, signage costs for this project and public notification of the proposed road directional change would be required.

**Sub-committee recommendation:** Motion by Councillor Henderson

**That Engineering staff budget money in the 2015 budget to proceed with making St. Andrew Street one way between Church Street and Birmingham Street;**

**And that Engineering staff prepare the necessary signage and notification for the one way street in 2014. Carried** (April 16, 2014)

**Committee discussion:**

**Committee recommendation:****6.0 REPORT OF THE DEPUTY CLERK****6.1 Crossing Guard Request - Ontario Street Locations**

**Objective:** To consider whether a crossing guard is warranted on Ontario Street at the intersection of Ontario Street and Front Street and a crossing guard at Ontario Street and Nile Street.

**Background and Analysis:** A request was received in November asking for a new crossing at Ontario Street and Front Street and a second location namely, Ontario Street and Nile Street. It was suggested that the intersections are particularly busy and with the recent implementation of the Avon Maitland District School Board Accommodation Review, more students are crossing Ontario Street. Additionally more children cross Ontario Street to catch the bus in front of Romeo School for the French Immersion programs.

Traffic Warrant Studies were completed on Ontario Street at both of the locations and it was determined that one child crossed at each of Ontario and Front and Ontario and Nile Street.

Based on the Traffic Warrant Studies it was determined that a school crossing guard was not needed at either location. Additionally it was suggested that the student crossing at Ontario and Nile be encouraged to walk to Ontario and Front Street where they could cross safely with the traffic lights. It was noted that the distance was only 240 meters which would equate to a three minute walk.

When speaking with the Huron Perth Student Transportation Services staff who coordinate transportation services for both the Avon Maitland District School Board and the Huron-Perth Catholic District School Board it was suggested that the student(s) could walk to the safe crossing at Ontario and Front Street. It was suggested that the additional 240 meter walk would be within the acceptable walking distance standards that was adopted for the two boards. An excerpt of the Policy is outlined below:

*1 Walking Distances**2.1.1 Urban*

*Transportation may be provided to students from their designated bus stop to and from school, within the home attendance boundary, for distances measured by the nearest highway, street, road or registered walkway to the school, whose registered residence from the school campus exceeds the*

*following guidelines*

*(a) 1.6 kilometres for students in JK/K to Grade 8; or  
4.8 kilometres for students in Grade 9 – 12*

*2.1.1.1 For elementary pupils residing in small rural centres where no public school exists, pupils may be required to walk a distance up to 1.6 kilometres to reach pick up points.*

**Financial impact:** If additional crossing guards locations are approved, this would impact the budget by an estimated \$15,000 to \$20,000 per year.

**Staff recommendation:** That the request for crossing guards at Ontario and Nile and Ontario and Front Streets be filed;

And that the students be encouraged to cross at the intersection of Ontario and Front Street where there are traffic lights.

**Sub-committee discussion:** None.

**Sub-committee recommendation:** Motion by Councillor Smythe

**That the request for crossing guards at Ontario and Nile and Ontario and Front Streets be filed;**

**And that the students be encouraged to cross at the intersection of Ontario and Front Street where there are traffic lights. Carried.**

(April 16, 2014)

**Committee discussion:**

**Committee recommendation:**

## **7.0 REPORT OF THE CITY CLERK**

### **7.1 Morgan Street Neighbourhood Party**

**Objective:** To consider the request from Faye and Ryan Rutledge, the organizers of the Morgan Street Neighbourhood Party, for an exemption from the Noise Control By-law.

**Background and Analysis:** The City has been approached by organizers of the Morgan Street Neighbourhood Party for an exemption from the Noise Control By-law starting at 7:00 p.m. on Saturday, June 21 until 1:00 a.m. on Sunday, June 22, 2014.



They request an additional rain date for the exemption from 7:00 p.m. on Saturday, July 12 until 1:00 a.m. on Sunday, July 13, 2014.

The production, reproduction or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79 as follows:

The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound. [Schedule 2 clause 2]

Prohibited Zones and Times:

**Quiet Zone** – Prohibited at all times;

**Residential Zone** – Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. next day;

**Commercial Zone** - Prohibited all day Sundays and Statutory Holidays, and from 11:00 pm of one day to 7:00 a.m. the next day (Monday to Thursday) and from 12:00 midnight of one day to 7:00 am next day (Friday and Saturday)

**Park Zone** – Prohibited from 11:00 p.m. of one day to 7:00 a.m. next day; 9:00 a.m. on Sundays”

Noise By-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods.

Clerks has received concerns from neighbours with regard to this noise by-law exemption request. There may be additional concerns raised through the notification process by the event organizers.

**Financial impact:** None.

**Staff recommendation:** That the organizers of the Morgan Street Neighbourhood Party notify residents within 120 meters of the event of their request for exemptions from Noise Control By-law 113-79 from 7:00 p.m. on Saturday, June 21, 2014 until 1:00 a.m. on Sunday, June 22, 2014 with a rain date of 7:00 p.m. on Saturday July 12, 2014 to 1:00 a.m. on Sunday, July 13, 2014 and that all comments received through the notification process, be forwarded by the organizers to the City Clerk prior to Council consideration of the exemption request.

**Sub-committee discussion:** While neighbourhood parties are not uncommon in the city, the Clerk noted that this is a new request and staff have received a concern with

regard to the 1:00 a.m. noise by-law exemption request and parking and traffic concerns.

The Clerk distributed a map showing the transit route for the area and advised that the Stratford City Transit, as well as the fire department, have relayed concerns. While Morgan Street is where the temporary street closing would happen, no parking on Edison Crescent would be required in order to ensure emergency vehicles have access to Edison. Transit advised that should this street party be approved, the city bus would skip the entire Downie, Simcoe and Morgan Street loop.

Councillor Henderson wondered whether street parties usually went until 1:00 a.m. and suggested that they should try to keep to the 11:00 p.m. standard of the City's noise by-law.

Councillor Brown noted that not all residents want to go to neighbourhood parties and suggested that the Norman Street party usually shuts down around 10:00

The City Clerk stated that she would give the event organizers feedback regarding the concern around the 1:00 a.m. request.

**Sub-committee recommendation:** Motion by Councillor Henderson

**That the organizers of the Morgan Street Neighbourhood Party notify residents within 120 metres of the event, including Simcoe Street, Edison Crescent and the Jubilee Christian Fellowship Church, of their request for exemptions from Noise Control By-law 113-79 from 7:00 p.m. on Saturday, June 21, 2014 until 1:00 a.m. on Sunday, June 22, 2014 with a rain date of 7:00 p.m. on Saturday July 12, 2014 to 1:00 a.m. on Sunday, July 13, 2014 and that all comments received through the notification process, be forwarded by the organizers to the City Clerk prior to Council consideration of the exemption request. Carried. (April 16, 2014)**

#### **Committee discussion:**

#### **Committee recommendation:**

##### **7.2 Request to operate ATVs on City Streets, Recreation Trails and Municipal Property for 2014 Canada Day Parade**

**Objective:** To consider the request from event organizers of the 2014 Canada Day Parade to operate All-Terrain Vehicles on city streets, recreation trails and municipal property on July 1, 2014.

**Background and Analysis:** The City has been approached by organizers of the 2014 Canada Day Parade for permission to operate ATVs in Stratford.

The Off-Road Vehicles Act (ORVA) and the Highway Traffic Act (HTA) govern off-road vehicle users and set out the registration, licensing, insurance, road access and safety requirements.

Information obtained from the Ministry of Transportation regarding off-road vehicles provides that:

*"municipalities have the authority to determine whether or not off-road vehicles (ORVs) should be allowed access to roads under their authority. Municipalities must put a by-law in place for ORVs to be allowed access to their roads. Municipalities can determine which roads, where on the road, time of day and season that ORVs are allowed access. They can also set speed limits that are lower than those set out in the regulation. If a by-law does not exist, ORVs are not allowed access to that municipality's roads."*

The request by the 2014 Canada Day Parade organizers is specific to their event so that ATV's can be driven in the parade.

If approved by Council, the permission would be specific to the events and conditional upon receiving the required certificate of insurance prior to the event.

By-law 65-2012 was passed to permit and control the operation of all terrain vehicles (ATVs) on certain highways and streets, recreational trails and municipal property under the jurisdiction of The Corporation of the City of Stratford during certain hours for certain special events.

**Financial impact:** Unknown. Any damage to city streets would be at the expense of the event organizers.

**Staff recommendation:** That an exemption be granted to permit the operation of ATVs on certain city streets, recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford, for the 2014 Canada Day Parade and that the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event.

**Sub-committee discussion:** None noted.

**Sub-committee recommendation:** Motion by Councillor Smythe

**That an exemption be granted to permit the operation of ATVs on certain city streets, recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford, for the 2014 Canada Day Parade and that the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event.**

**Carried.** (April 16, 2014)

**Committee discussion:****Committee recommendation:**

- 7.3 Request for Exemption to Noise Control By-law 113-79 and to operate ATVs on City Streets, Recreation Trails and Municipal Property the for 2014 Savour Stratford

**Objective:** To consider the request from the Savour Stratford Perth County Planning Committee for exemptions from Noise Control By-law 113-79 and to operate ATV's on City Streets, Recreation Trails and Municipal Property for the Savour Stratford Perth County Culinary Festival – July 19 and 20, 2014.

**Background and Analysis:** The production, reproduction or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79 as follows:

*The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound. [Schedule 2 clause 2]*

*Prohibited Zones and Times:*

*Quiet Zone – Prohibited at all times;*

*Residential Zone – Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. next day;*

*Commercial Zone - Prohibited all day Sundays and Statutory Holidays, and from 11:00 pm of one day to 7:00 a.m. the next day (Monday to Thursday) and from 12:00 midnight of one day to 7:00 am next day (Friday and Saturday)*

*Park Zone – Prohibited from 11:00 p.m. of one day to 7:00 a.m. next day; 9:00 a.m. on Sundays"*

*The loading, unloading, delivering, packing, unpacking, or otherwise handling of any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects is also one of the sounds regulated by the By-law. Prohibited zones and times are the same as noted above. [Schedule 2 clause 4]*

Noise By-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods.

The Savour Stratford Perth County Planning Committee has requested exemptions from Noise Control By-law 113-79:

- a) to permit the amplification of sound in a commercial zone, residential zone and park zone from 7:00 p.m. on Saturday, June 19 to 1:00 a.m. on Sunday, June 20 and Sunday, June 20 from 7:00 p.m. to 9:00 p.m.
- b) from the unreasonable noise provision [Schedule 1 clause 8] for the duration of the 2014 event and
- c) from the loading and unloading provision noted above.

Staff have not expressed concern regarding the proposed exemptions, subject to concerns raised by businesses and residents during the notification process that may need to be addressed.

Secondly, the *Off-Road Vehicles Act* (ORVA) and the *Highway Traffic Act* (HTA) govern off-road vehicle users and set out the registration, licensing, insurance, road access and safety requirements.

Information obtained from the Ministry of Transportation regarding off-road vehicles

*"municipalities have the authority to determine whether or not off-road vehicles (ORVs) should be allowed access to roads under their authority. Municipalities must put a by-law in place for ORVs to be allowed access to their roads. Municipalities can determine which roads, where on the road, time of day and season that ORVs are allowed access. They can also set speed limits that are lower than those set out in the regulation. If a by-law does not exist, ORVs are not allowed access to that municipality's roads."*

The request by Savour Stratford for an exemption is so that they can expedite the movement of various items and aid in change-overs and tear downs by using ATVs on city streets closed to vehicular traffic.

If approved by Council, the permissions would be specific to this event and conditional upon receiving the required certificate of insurance prior to the event.

By-law 65-2012 was passed to permit and control the operation of all terrain vehicles (ATVs) on certain highways and streets, recreational trails and municipal property under the jurisdiction of The Corporation of the City of Stratford during certain hours for certain special events. On May 28, 2013, By-law 65-2012 was amended to allow the Savour Stratford organizers to use ATVs on city streets, sidewalks and recreational trails during their 2013 event.

**Financial impact:** Unknown at this time.

**Staff recommendation:** That the Savour Stratford Perth County Planning Committee notify businesses and residents of their request for exemptions from Noise Control By-law 113-79 for the 2013 Savour Stratford Perth County Culinary Festival;

That all comments received through the notification process, be forwarded by Savour Stratford to the City Clerk's Office prior to Council consideration of these exemption requests;

That an exemption be granted to permit the operation of ATVs on certain city streets, recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford, for the 2014 Savour Stratford event; and,

That the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event.

**Sub-committee discussion:** The City Clerk made a correction to the dates requested for the noise by-law exemption to Saturday, July 19 and Sunday, July 20, 2014.

**Sub-committee recommendation:** Motion by Councillor Henderson  
**That the Savour Stratford Perth County Planning Committee notify businesses and residents of their request for exemptions from Noise Control By-law 113-79 for the 2013 Savour Stratford Perth County Culinary Festival;**

**That all comments received through the notification process, be forwarded by Savour Stratford to the City Clerk's Office prior to Council consideration of these exemption requests;**

**That an exemption be granted to permit the operation of ATVs on certain city streets, recreation trails and municipal property under the jurisdiction of The Corporation of the City of Stratford, for the 2014 Savour Stratford event; and,**

**That the event organizers provide the required certificate of insurance in the amount of \$2 million per occurrence to the City prior to their event.**

**Carried.** (April 16, 2014)

**Committee discussion:**

**Committee recommendation:**

#### 7.4 Stratford Summer Music – Firework Display Approval, Use of Municipal Property & Noise Control By-law 113-79 Exemption

**Objective:** To consider the request from Stratford Summer Music:

- To use municipal property for the Opening Fireworks Display in Lower Queens Park.
- To place newspaper boxes on municipal property to distribute advertising material.
- To have signs promoting Stratford Summer Music installed on the front of City Hall, for their entire event.
- To place a kiosk on the banks of the Avon River at the location of the Music Barge to distribute information to visitors.
- To place sandwich board signs on municipal property to promote the event.
- To operate a Music Barge on the Avon River during the 2014 event.
- To play music on the banks of the Avon River for the public.

**Background and Analysis:** Each year, Stratford Summer Music features different events, temporary street closings and promotional activities. For the 2014 event, the items requiring Council approval are noted in their request.

Staff have reviewed this year's request and advise of the following:

- Fireworks Permit from the Fire Chief must be obtained, required fees paid and inspections completed.
- A minor variance for the 2014 signs on the front of City Hall is not required as approval of a variance was previously authorized by Council; however, a sign permit is required and all other provisions of the Policy E.1.6 to install signs on the front of City Hall are applicable.
- An exemption from the maximum time limit in Policy E.1.6 is requested by Summer Music. This policy was adopted by Council in May 2013 to set out the conditions for placing signs on the exterior of City Hall. Summer Music is requesting an exemption from this Policy to allow their two signs to remain on the exterior of City Hall from July 7 (one week before their event begins) until their event ends on August 24. The Policy limits signs on the exterior of City Hall for a maximum of 14 days. If Summer Music is permitted to install their signs on the exterior for the entire event – the months of July and August, then other community event organizers would be denied the ability to promote their events at the same time.
- Sign permits will be required for the sandwich board type signs on municipal property.

- That a tent permit for the kiosk be obtained, if applicable.
- That the location of the newspaper boxes be approved by Infrastructure and Development Services prior to installation.

### Noise Control By-law

The event organizers have requested an exemption from the City's Noise Control By-law. The production, reproduction or amplification of sound is one of the sounds regulated by Noise Control By-law 113-79 as follows:

The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound. [Schedule 2 clause 2]

*"Prohibited Zones and Times:*

*Quiet Zone – Prohibited at all times;*

*Residential Zone – Prohibited all day Sundays and Statutory Holidays, and from 7:00 p.m. of one day to 7:00 a.m. next day;*

*Commercial Zone - Prohibited all day Sundays and Statutory Holidays, and from 11:00 pm of one day to 7:00 a.m. the next day (Monday to Thursday) and from 12:00 midnight of one day to 7:00 am next day (Friday and Saturday)*

*Park Zone – Prohibited from 11:00 p.m. of one day to 7:00 a.m. next day; 9:00 a.m. on Sundays"*

Noise By-laws are designed to reduce and control both unnecessary and excessive sound which can be a nuisance and generally degrade the quality and peacefulness of neighbourhoods.

The Stratford Summer Music Committee has requested exemptions from Noise Control By-law 113-79 to permit the amplification of sound in a residential zone and from the unreasonable noise provision [Schedule 1 clause 8] for one week commencing on Sunday, July 13, 2014 and ending on Sunday, July 20, 2014 until 9:00 p.m. each night for the percussion musical instrument event on Tom Patterson Island.

A copy of the request from Stratford Summer Music (SSM) and maps of proposed locations is provided with this Agenda.

Staff are recommending sticking to the 14 day limit for the City Hall signage. However, we do recognize that Stratford Summer Music is an established event in the



City and that Council may wish to allow it on that basis. If so, Council will be setting aside this space for Stratford Summer Music for the whole summer.

**Financial impact:** Unknown at this time.

**Staff recommendation:** That, City Council:

- grant approval for the Stratford Summer Music Opening Fireworks Display on Monday, July 14, 2014 in Lower Queens Park in accordance with the Fireworks By-law 73-2006;
- authorize newspaper boxes on municipal property to distribute advertising material, subject to prior approval of locations by the Infrastructure and Development Services Department;
- deny the request for an exemption from the maximum 14-day limit for the installation of Summer Music signs on City Hall in accordance with Policy E.1.6;
- authorize sandwich board signs on municipal property to promote the event, subject to obtaining sign permits;
- authorize a kiosk on the banks of the Avon River at the location of the Music Barge, to provide information for the 2014 event, and
- acknowledge the operation of a Music Barge on the Avon River during the 2014 event.

Further, That Stratford Summer Music notify residents within 120 m of the event of their request for exemptions from Noise Control By-law 113-79 for the July 13 to 20, 2014 event, that all comments received through the notification process, be forwarded by the Stratford Summer Music organizers to the City Clerk prior to Council consideration of these exemption requests.

**Sub-committee discussion:** The City Clerk advised that staff met with Stratford Summer Music; however staff have a concern with their request for an exemption from the 14-day limit for the hanging of signs on City Hall, noting that Council recently adopted the Signs on City Hall policy.

Stratford Summer Music is requesting that their signs remain on the exterior of City Hall for two months.

Councillor Henderson stated that other organizations may want to use the space during the summer months.

Councillor Smythe noted that the Heritage Stratford Committee went through a lot of work to create the Signs on the Exterior of City hall policy.

**Sub-committee recommendation:** Motion by Councillor Henderson  
**That, City Council:**

- **grant approval for the Stratford Summer Music Opening Fireworks Display on Monday, July 14, 2014 in Lower Queens Park in accordance with the Fireworks By-law 73-2006;**
- **authorize newspaper boxes on municipal property to distribute advertising material, subject to prior approval of locations by the Infrastructure and Development Services Department;**
- **deny the request for an exemption from the maximum 14-day limit for the installation of Summer Music signs on City Hall in accordance with Policy E.1.6;**
- **authorize sandwich board signs on municipal property to promote the event, subject to obtaining sign permits;**
- **authorize a kiosk on the banks of the Avon River at the location of the Music Barge, to provide information for the 2014 event, and**
- **acknowledge the operation of a Music Barge on the Avon River during the 2014 event.**

**Further, That Stratford Summer Music notify residents within 120 m of the event of their request for exemptions from Noise Control By-law 113-79 for the July 13 to 20, 2014 event, that all comments received through the notification process, be forwarded by the Stratford Summer Music organizers to the City Clerk prior to Council consideration of these exemption requests. Carried. (April 16, 2014)**

**Committee discussion:**

**Committee recommendation:**

## **8.0 NEW BUSINESS**

### **8.1 Vandalism in the Downtown**

A discussion took place about vandalism in the downtown core, particularly “tagging” or spray painting. Councillor Beatty had circulated an e-mail on behalf of the City Centre Committee.

Chief Bates shared some statistics pertaining to tagging in Stratford, advising that there were 46 reported incidents city wide in 2012, 24 in 2013 and 25 to date in 2014. Seventeen of those incidents were in January and there were 13 charges laid in those cases, all by one individual.

The Chief thanked the City Centre Committee for raising the concern and noted that it is difficult for the police to take action if the incidents are not reported.

### **8.2 Noise Concerns on Mowat Street**

Councillor Henderson stated that there has been an ongoing issue on Mowat Street with regard to musical instrument playing by a resident. She has been advised by a neighbour that it has become a concern again and the neighbour is very frustrated.

It was noted that the resident should continue to notify the police when the issue arises.

## **9.0 ADJOURNMENT**

Motion by Councillor Smythe

**That the Protection to Persons and Property Sub-committee meeting adjourn. Carried.**

Meeting Start Time: 12:00 Noon

Meeting End Time: 1:34 pm