



**The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Sub-committee
Open Session
AGENDA**

Date: Wednesday, January 30, 2019

Time: 4:30 P.M.

Location: City Hall Auditorium

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

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

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

.....

3. Delegations

None scheduled.

4. Report of the Director of Infrastructure and Development Services

4.1 Proposed Parking Restrictions on Douglas Street (ITS19-003)

6 - 8

Motion by _____

Staff Recommendation: THAT two 'S'- curve warning signs be installed on Douglas Street at the approaches to the 'S'-curve.

4.2 Proposed Parking Restrictions on Fairfield Drive (ITS19-004)

9 - 11

Motion by _____

Staff Recommendation: THAT the current parking allowed on both sides of Fairfield Drive be maintained.

4.3 Amendments to Traffic and Parking By-law 159-2008 (ITS19-005)

12 - 13

Motion by _____

Staff Recommendation: THAT Traffic and Parking By-law 159-2008, Schedule 9 – Yield Signs be amended,

By Adding:

Street to Yield	Traffic Direction	Through Street
Blowes Drive	Eastbound	Orr Street
Ahrens Drive	Northbound	Russell Drive
Ahrens Drive	Southbound	Thomas Street

Brown Street	Southbound	Thomas Street
Russell Drive	Eastbound	Brown Street

By Deleting:

Street to Yield	Traffic Direction	Through Street
Robertson Drive	Westbound	Fraser Drive
Davidson Drive	Westbound	Fraser Drive
Fraser Drive	Southbound	Forman Avenue

AND THAT the Traffic and Parking By-law No. 159-2008, Schedule 11 – Through Highways be amended:

By Adding:

Street	Between
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Fraser Drive	From north side of Forman Avenue to the south side of McCarthy Road West
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5. Report of the Deputy Clerk

5.1 Flat Roof Ontario Inc. Request for Meter Hood Rental Fee to be Waived (ITS19-001) 14 - 18

Motion by _____

Staff Recommendation: THAT Flat Roof Ontario Ltd., be required to pay the meter hood rental fee of \$2,318.76 incurred during the period of August 14, 2018 to November 30, 2018.

5.2 Refreshment Vehicles in the Downtown (ITS19-002) 19 - 21

Motion by _____

Staff Recommendations: THAT no further action be taken by staff regarding identifying a location for a refreshment vehicle in the downtown core until the development of a community hub commences;

AND THAT refreshment vehicles continue to be permitted as part of special events in the downtown.

6. Capital Project Update

Engineering to provide a verbal update on the status of various engineering capital projects.

7. Advisory Committee/Outside Board Minutes 22 - 31

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

ATAC minutes of September 26 and November 28, 2018

8. Next Sub-committee Meeting

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

9. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

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



MANAGEMENT REPORT

Date: January 22, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: ITS19-003
Attachments: Douglas Street - Street Map

Title: Proposed Parking Restrictions on Douglas Street

Objective: To consider a request for parking restrictions on Douglas Street between Franklin Drive and Buckingham Drive

Background: An email was received from a resident requesting no parking signs be erected on the bend of Douglas Street between Franklin Drive and Buckingham Drive. Concerns were raised with respect to the safety of those travelling in this section of the street as the visibility of oncoming vehicles may be obstructed due to parked vehicles.

Analysis: This section of Douglas Street is a local road 8.5 m in width and currently allows parking on both sides. The road is included as part of Transit Route 1 – Huron. A review of accident reports provided by Stratford Police indicates that there have been only 3 accidents from 1996 to October of 2018.

Before proceeding to Sub-committee, input was requested from residents in the immediate area to assist Council in making a decision. A questionnaire was delivered to 33 properties on November 29, 2018 requesting preferences for proposed parking changes, if any, in the area. Of the 16 respondents to the survey, 9 respondents prefer no changes to the current parking allowed on both sides of the street, four respondents prefer no parking on the south side of the street, one respondent prefers no parking on the north side of the street and two respondents prefer no parking on the both sides of the street. There were also several comments requesting that the transit buses not use this section of Douglas and excessive speed of vehicles.

The accident data indicates that there is not a safety issue with this section of road. Transit was contacted and they have indicated no operational issues under current conditions. With regard to excessive speeds, the removal of on street parking would likely result in an

increase in the speed that vehicles travel, as allowing on street parking is recommended as an option to calm traffic.

Staff is recommending the installation of a warning sign. The purpose of the warning sign is to indicate an advanced condition on the road that will normally require caution and may require a reduction in vehicle speed.



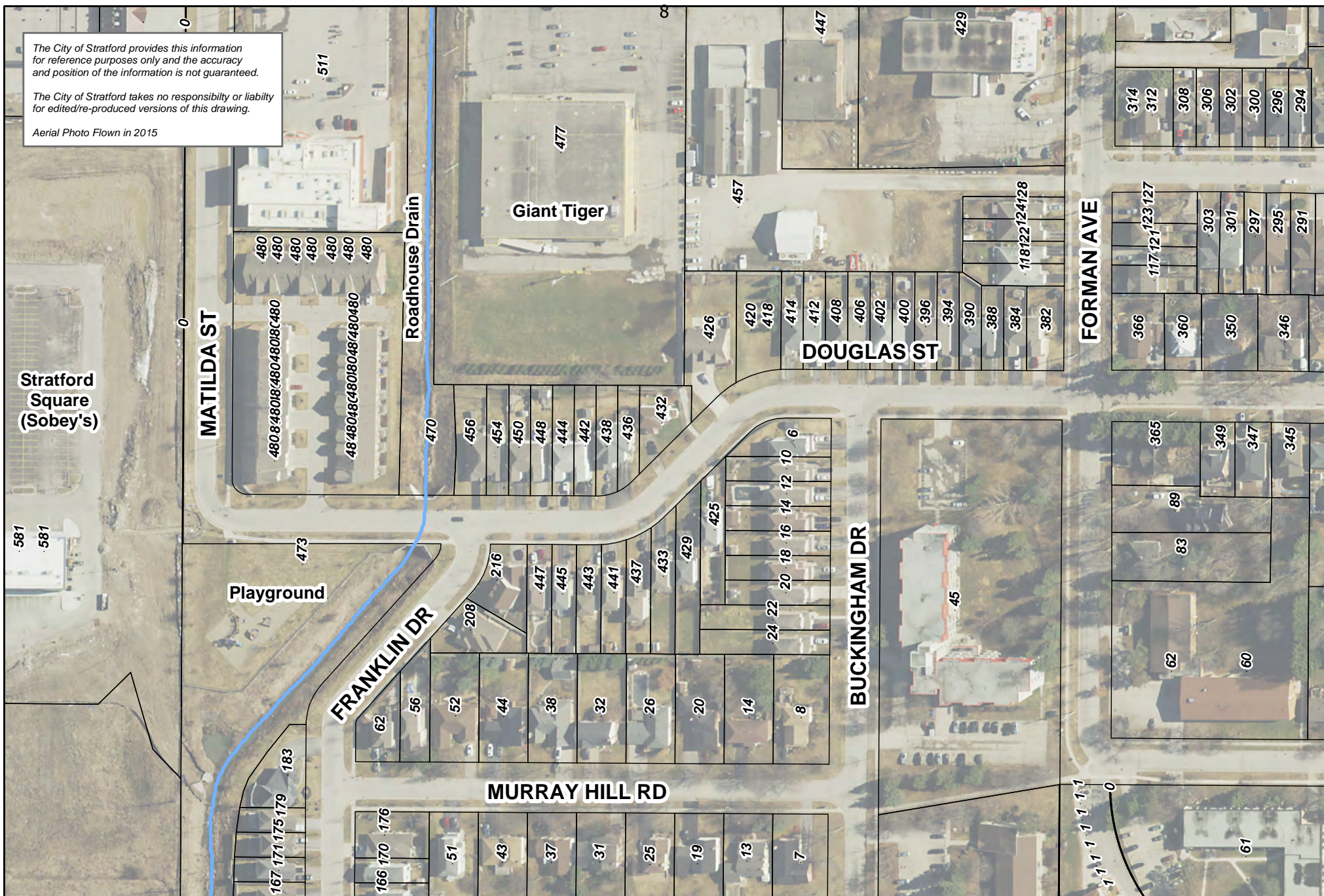
Financial Impact: The cost of the installation of 2 warning signs is approximately \$300 and can be accommodated in the roads operating budget.

Staff Recommendation: THAT two 'S'- curve warning signs be installed on Douglas Street at the approaches to the 'S'-curve.

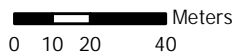
Ed Dujlovic, Director of Infrastructure and Development Services

Rob Horne, Chief Administrative Officer

Aerial Photo Flown in 2015



1:2,000



**Douglas Street
Franklin Drive to Buckingham Drive**



City of Stratford
Infrastructure and Development
Services Department

Jan. 22, 2019



MANAGEMENT REPORT

Date: January 22, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: ITS19-004
Attachments: Fairfield Drive - Street Map

Title: Proposed Parking Restrictions on Fairfield Drive

Objective: To consider a request for parking restrictions on Fairfield Drive between McCarthy Road East and the south end of Fairfield Drive.

Background: A letter was received from a resident on Fairfield Drive requesting no parking signs be erected on the west side of Fairfield Drive from McCarthy Road East to the south end of Fairfield Drive. Concerns raised in the letter included cars parking on both sides of the street, sometimes for several days and nights, creating visibility issues for residents backing out of driveways and hazards for children in the area.

Analysis: Fairfield Drive is 8.5 m wide and parking is allowed on both sides of the street. Traffic on this section of road is limited, as it is not a through street, at this time.

Before proceeding to Sub-committee, input was requested from residents in the immediate area to assist Council in making a decision. A questionnaire was hand delivered to 26 properties on December 10, 2018 requesting preferences for proposed parking changes, if any, in the area. Of the 16 respondents to the survey, 11 respondents prefer no changes to the current parking allowed on both sides of the street, two respondents prefer no parking on both sides of the street, two respondents prefer no parking on the west side of the street and one respondent prefers no parking on the east side of the street.

Financial Impact: None.

Staff Recommendation: THAT the current parking allowed on both sides of Fairfield Drive be maintained.



Ed Dujlovic, Director of Infrastructure and Development Services

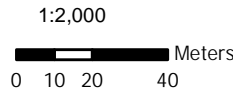
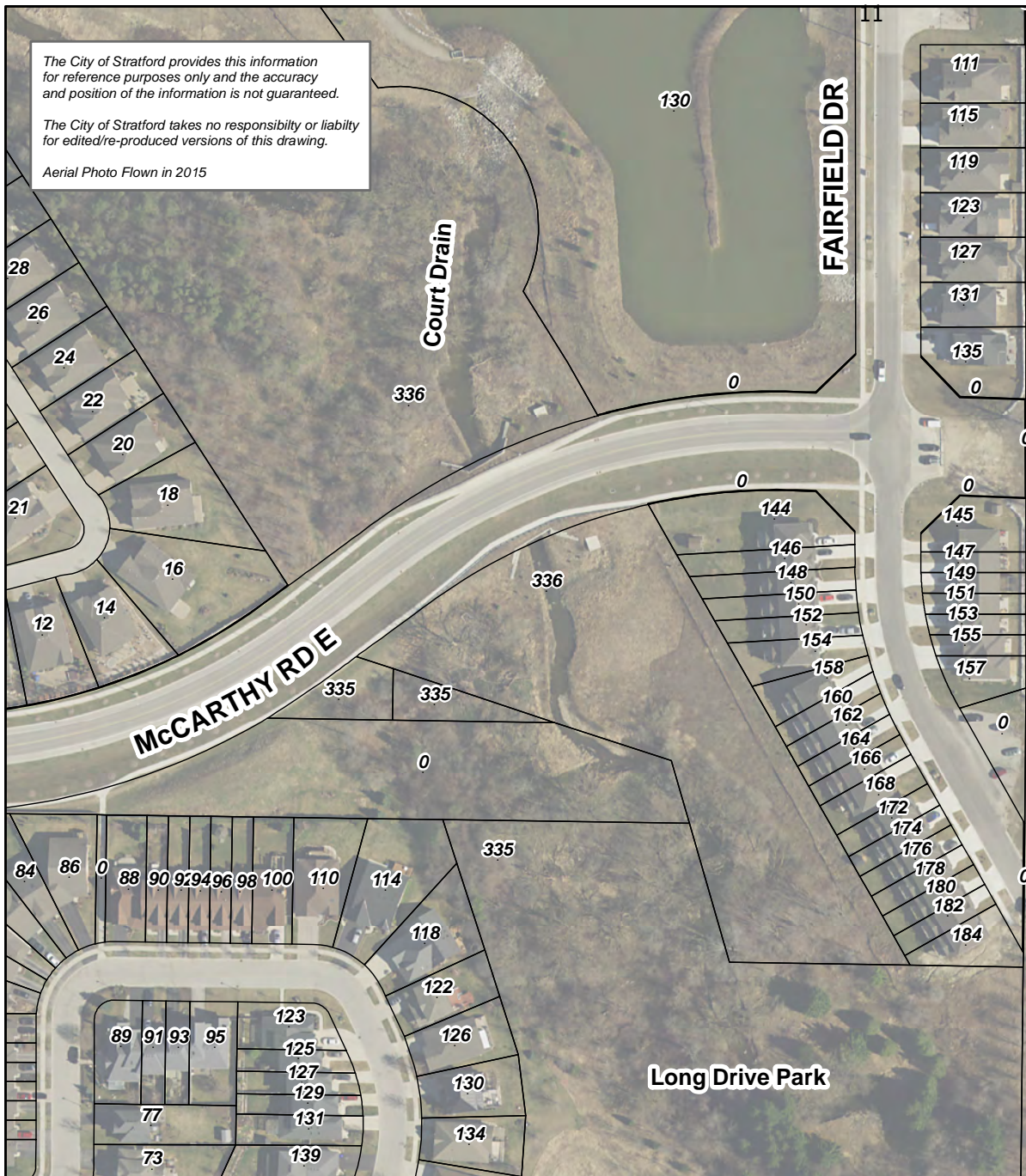


Rob Horne, Chief Administrative Officer

The City of Stratford provides this information for reference purposes only and the accuracy and position of the information is not guaranteed.

The City of Stratford takes no responsibility or liability for edited/re-produced versions of this drawing.

Aerial Photo Flown in 2015



Fairfield Drive at McCarthy Road East



City of Stratford
Infrastructure and Development
Services Department

Jan. 22, 2019



MANAGEMENT REPORT

Date: January 22, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Ed Dujlovic, Director of Infrastructure and Development Services
Report#: ITS19-005
Attachments: None

Title: Amendments to Traffic and Parking By-law 159-2008

Objective: To amend the Traffic and Parking By-law 159-2008 with respect to yield signs and through streets for stop signs, to be erected in new subdivisions in the City.

Background: To put in place the necessary regulatory signage for new subdivisions in the City, the Traffic and Parking By-law 159-2008 requires amending.

In March 2005, Council adopted the following: That Yield signs be installed at all uncontrolled "T" intersections in the City". As building continues in these developments, yield signs are required at various intersections, as well as, through streets need to be amended in order to erect stop signs.

Analysis: Streets requiring yield signs are Blowes Drive, Ahrens Drive, Brown Street, and Russell Drive and need to be added to Yield Signs-Schedule 9.

In order to have stop signs erected on Robertson Drive and Davidson Drive, both at Fraser Drive, the previous yield signs need to be removed from the Yield Signs-Schedule 9 and Fraser Drive needs to be added to the Through Streets-Schedule 11.

Also, as a stop sign has been erected on Fraser Drive at Forman Avenue, Fraser Drive needs to be deleted from the Yield Signs-Schedule 9.

Financial Impact: Costs to be paid by the Developer.

Staff Recommendation: THAT Traffic and Parking By-law 159-2008, Schedule 9 – Yield Signs be amended,

By Adding:

Street to Yield	Traffic Direction	Through Street
Blowes Drive	Eastbound	Orr Street
Ahrens Drive	Northbound	Russell Drive
Ahrens Drive	Southbound	Thomas Street
Brown Street	Southbound	Thomas Street
Russell Drive	Eastbound	Brown Street

By Deleting:

Street to Yield	Traffic Direction	Through Street
Robertson Drive	Westbound	Fraser Drive
Davidson Drive	Westbound	Fraser Drive
Fraser Drive	Southbound	Forman Avenue

AND THAT the Traffic and Parking By-law No. 159-2008, Schedule 11 – Through Highways be amended:

By Adding:

Street	Between
Fraser Drive	From north side of Forman Avenue to the south side of McCarthy Road West



Ed Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: January 30, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Deputy Clerk
Report#: ITS19-001
Attachments: Letter Requesting Fee Waiver from Flat Roof Ontario Ltd
 Meter Hood Rental Agreement

Title: Flat Roof Ontario Inc. Request for Meter Hood Rental Fee to be Waived

Objective: To review a request from Flat Roof Ontario Ltd., for meter hood rental fees to be waived.

Background: The City has a Policy that permits trades' people to park at metered or pay by licence plate parking spaces in the downtown core when engaged in repairs, or renovations, etc., and when no other parking was available to them. The Policy also allows rentals for persons moving in or out of a downtown residence.

In 2016 staff recognized an increase in rehabilitation and construction in the downtown core and implemented a system for long term rentals. Under this Policy, payment for long term meter hood rentals would be requested on a regular basis throughout the rental period rather than requesting a large sum upon return of the meter hood at the end of a project.

On August 14, 2018 Flat Roof Ontario Ltd., requested two double-meter hood rentals while completing roofing work at 36-38 Ontario Street. A meter hood rental agreement with Flat Roof Ontario Inc., was completed.

Analysis: Flat Roof Ontario Ltd., held the rented meter hoods from August 14, 2018 to November 30, 2018. The total cost of the rental for this period is \$2,318.76.

On, December 3, 2018 the City received correspondence from Flat Roof Ontario Ltd., requesting the total meter hood rental fee of \$2,318.76 be waived. The request is based on their claim that they were not made aware of the daily rental fee of \$13.50 per day per double meter hood and to not discourage businesses of their nature from working in the City of Stratford.

As outlined in the meter hood rental agreement, the cost for rental of a double meter hood is \$13.50 per day plus HST or \$0.75 per hour. This provides trades' persons with a slightly reduced rate and the advantage of not having to attend the meter throughout the day to deposit further payment. The rental agreement also notes that there is a deposit of \$50.00 per meter hood required which can be provided by a credit card that is only charged if the meter hood and/or locking mechanism are not returned. If the meter hood is not returned the renter is required to pay for the purchase of a new hood and will also be charged for the rental of the meter hood from the date taken. The lower portion of the agreement outlines in chart form the cost per double or single meter hood, the administrative fee and HST of 13%. Information regarding meter hood rental costs and conditions are also available on the City's website.

Staff recommend that the meter hood rental fee not be waived as the information regarding the daily cost is included in the rental agreement, available on the City's website and outlined in the City's Fees and Charges By-law.

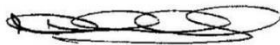
Financial Impact: Waiving the meter hood rental fee will result in a loss of revenue in the amount of \$2,318.76.

There is also an additional loss of parking revenue. Assuming the work began on August 15 and was completed August 31, 2018 as noted in the street permit the total loss at a minimum is approximately \$468.00. In the event that that work extended past August 31, 2018 the total loss would increase.

Staff Recommendation: THAT Flat Roof Ontario Ltd., be required to pay the meter hood rental fee of \$2,318.76 incurred during the period of August 14, 2018 to November 30, 2018.



Tatiana Dafoe, Deputy Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer

Victoria Trotter

From: Flat Roof Ontario Ltd <office@flatroofontario.com>
Sent: December-03-18 5:37 PM
To: Victoria Trotter
Subject: RE: City of Stratford - Meter Hood Rental
Attachments: for Flat Roof Ontario Ltd #1.jpg; for Flat Roof Ontario Ltd # 2.jpg; for Flat Roof Ontario Ltd # 3.jpg; for Flat Roof Ontario Ltd # 4.jpg

c/o Vicky Trotter
 Council of Stratford
 Greetings,

This email is to address a situation that we became aware of last Friday afternoon. We received an invoice dated Nov 30, 2018 for 2 meter bags for a total of \$2,318.76.

We are requesting that this fee be waived for 2 reasons.

1. We have all the paperwork both emails, and papers signed when receiving the covers and myself and no one else in our company had any idea that we were to pay a daily fee for these covers.
2. Stratford is a lovely town with a lot of unique shops and attractions. Stratford is also a town with a lot of older building that need upgraded roofs and metal flashing/siding to maintain the charm of the community. As our shop is just over in Lucan, we do a few roofs each year in Stratford. We are Commercial Roofers and do large jobs as the new Dodge dealership on Hyde Park, the new Jaguar and Mini dealerships on Wharncliffe and the new Toyota dealership on Fanshawe and Highbury, so you can understand that to work in downtown Stratford in comparison is a difficult thing as getting equipment / dumpsters in and out in Stratford is so tight. Please waive this invoice so as not to discourage us from doing any more work in Stratford.

We got a leak call from a place in downtown London last week, it was leaking on the singer performing on the stage – it goes to emphasis how important it is for Stratford to have a company like ours willing to do some of these difficult spots on these old buildings.

I am sorry for this mis-understanding, but as the other girl in the office says, no one on the phone, by email or when we picked up the covers told us we were to pay a daily fee.

Thank you,

Shannon

Please find attached:

- # 1 & 2 Agreement for meter covers, showing they were returned.
- # 3 Street Permit
- # 4 Email from Orion Raes outlining what we required

FLAT ROOF ONTARIO LTD

London: 519-225-2022

Fax: 519-225-2023

Box 429, Lucan, ON, N0M 2J0

www.flatroofontario.com



CITY OF STRATFORD - METER HOOD RENTAL AGREEMENT

(If you require this document in an alternate format, please contact the Clerk's Office: 519-271-0250 x237 or TTY 519-271-5241)

DATE: _____

COMPANY NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ CONTACT: _____

TYPE OF WORK: _____

- 1. A \$10.00 administration charge is due at the time of payment
- 2. The meter hood deposit is \$50.00 per hood, this can be paid in cash or by providing a credit card number
- 3. Meter hoods cannot be left on meters overnight
- 4. Meter hoods should be returned immediately upon completion of work, failure to do so will result in continued daily charges until returned
- 5. If meter hood is not returned to City Hall, the \$50.00 deposit will be retained to pay for the purchase of a new hood. You will also be charged for the use of the meter hood from the date taken
- 6. Meter hood, lock and key are the responsibility of the renter- failure to return any or all will result in additional charges
- 7. Payment must be made in full every 60 days for long term rentals
- 8. The Meter Hood Rental Permit must be displayed in the windshield of all vehicles parking at a meter hood. Failure to do so may result in the issuance of a ticket
- 9. The Meter Hood Rental Permit(s) must be returned with the meter hood

BY SIGNING BELOW, I HAVE AGREED TO THE ABOVE NOTED TERMS.

DATE HOOD(S) TAKEN _____ SIGNATURE _____

.....

FOR OFFICE USE ONLY

IS A STREET PERMIT REQUIRED ☐ YES ☐ NO

Street Permits are issued by Infrastructure and Development Services for the placement of materials on streets/sidewalks during construction of buildings.

IF YES, PERMIT NUMBER: _____

LOCATION OF METERS TO BE COVERED: _____

HOOD NUMBER(S): _____

METER HOOD PERMIT NUMBER(S): _____

DATE RETURNED: _____

RECEIVED BY: _____

NUMBER OF DAYS (Single)		x	\$6.75	=	
NUMBER OF DAYS (Double)		x	\$13.50	=	
HST 13% ON METER HOOD				=	
ADMINISTRATIVE FEE				=	\$11.30
TOTAL				=	

PAYMENT TYPE: _____

CREDIT CARD NUMBER:

EXPIRY DATE:

NAME OF CARD HOLDER:

Information to be blacked out after meter hood is returned and payment received.

PAYMENT DETAILS FOR LONG TERM RENTALS

DATE FROM	DATE TO	TOTAL DAYS	PRICE/DAY	HST 13%	TOTAL	PAID VIA

Notice of Collection

The personal information collected on this form is collected by The Corporation of the City of Stratford under the authority of the *Municipal Act, 2001* and will be used by Corporate Services staff for the purpose of processing Meter Hood Rentals and administrative purposes. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, Ontario N5A 6W1 or by telephoning 519-271-0250 ext. 235 during business hours.



MANAGEMENT REPORT

Date: January 30, 2019
To: Infrastructure, Transportation and Safety Sub-committee
From: Tatiana Dafoe, Deputy Clerk
Report#: ITS19-002
Attachments: None

Title: Refreshment Vehicles in the Downtown

Objective: To review refreshment vehicles in the downtown City of Stratford.

Background: The City of Stratford's Business Licensing By-law 187-2004 (Licensing By-law), licences, regulates and governs certain businesses in the City of Stratford and establishes licencing fees. In the Licensing By-law, individuals selling food stuffs prepared or cooked in a refreshment vehicle would be classified as a Category 1 Refreshment Vehicle.

Currently, there is a notwithstanding clause that allows for the operation of two refreshment vehicles in the downtown core, "one hot dog cart at Memorial Gardens on Ontario Street and one refreshment vehicle located in Market Square". As part of the Licensing By-law, these two operators are required to sign a lease agreement with the City which outlines conditions relating to items such as the physical location of the vehicle, hours of operation, cleanliness around the site and rental calculations for use of municipal space.

Refreshment Vehicle in Market Square

In December 2016, the agreement with the operator of the refreshment vehicle located in Market Square expired and was not renewed due to the re-development of this site. At the May 23, 2017, Infrastructure, Transportation and Safety (ITS) Committee meeting the Market Square Proposed Interim Terms of Use and Event Coordination Report (ITS17-027) was presented which recommended that a refreshment vehicle not be located in Market Square.

At the ITS Committee meeting, discussion regarding alternative locations for a refreshment vehicle was held and the following resolution was passed:

“THAT staff review options for the placement of a second food truck in the downtown core.”

Staff completed a review of possible locations in the downtown core which included 39 George Street West and the dedicated parkette known as Tir na nOg, “Land of Youth” which is located between 42 and 30 Downie Street. At that time, the Infrastructure Transportation and Safety Committee recommended further investigation of potential locations following a request to use 39 George Street for parking by a private business and not being in support of the area between 42 and 30 Downie Street.

Hot Dog Cart at Memorial Gardens

In early 2017, a Request for Proposal was issued for the operation of a hot dog cart located at Memorial Gardens on Ontario Street. One proposal was received and the Request for Proposal was awarded. Following the award, the successful proponent was unable to enter into an agreement with the City.

Analysis:

Secondary Location for a Refreshment Vehicle

When considering potential downtown locations for refreshment vehicles it is imperative that pedestrian and vehicular traffic not be impeded with any food vehicle operation. In addition, staff do not support the use of parking spaces for this type of operation as all spaces are needed to address the volume of traffic experienced in any given year. The Licensing By-law also states that no person shall operate a refreshment vehicle within 60 meters of the property line of an existing restaurant or food premise within the City of Stratford unless the said refreshment vehicle is:

- a legal and conforming accessory use of the existing restaurant or food premise business; or
- if operating from municipal property where prior authorization has been granted by the City.

Keeping in mind the above noted restrictions, and not supporting the use of parking spaces for this type of operation, staff conducted a review of available municipal property and have identified the old skate park located at the Cooper/Downie site (275 Downie Street) near the new transit terminal as the sole remaining location available for this operation.

The Stratford City Centre BIA was consulted and they have expressed support for the operation of a refreshment vehicle in the downtown but requested consultation on the type of operation to be permitted. Concern was noted with locating this operation at the old skate park as it is separate from the downtown and may not benefit from the downtown crowds.

If the old skate park located at the Cooper/Downie site is not agreeable as a location for the placement of a refreshment vehicle in the downtown core, staff recommend amending the City’s Business Licence By-law to remove the operation of a refreshment vehicle in the

downtown until the development of the Community Hub commences. Refreshment vehicles would still be permitted as part of special events in the City and on private property if it is a legal and conforming accessory use of the existing restaurant or food premise business.

Hot Dog Cart at Memorial Gardens

The City will issue a Request for Proposal in February 2019 for the operation of a hot dog cart in Memorial Gardens, commencing May, 2019.

Financial Impact: In the event a second refreshment vehicle location is approved for the downtown, a competitive process will determine the lease revenue to the City. The City is able to set a minimum bid. Staff would recommend setting a minimum bid of \$2,500, in addition to the successful proponent obtaining all necessary approvals.

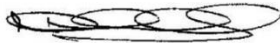
For the operation of a hot dog cart the minimum bid amount has previously been set at \$1,500 and the term of the agreement has been five years.

Staff Recommendations: THAT no further action be taken by staff regarding identifying a location for a refreshment vehicle in the downtown core until the development of a community hub commences;

AND THAT refreshment vehicles continue to be permitted as part of special events in the downtown.



Tatiana Dafoe, Deputy Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer



A meeting of the Active Transportation Advisory Committee (ATAC) was held on the above date at 7:00 p.m., Games Room, Rotary Complex, Stratford.

Committee Present: Councillor Vassilakos – Chair presiding, Bernard Goward, Ryan Ritskes, Lorraine Kuepfer, Gary Jacques and Councillor McManus

Staff Present: Nancy Roulston – Manager of Engineering and Nancy Bridges – Recording Secretary

Regrets: Dave Mabee, Cambria Ravenhill, Stephen Barlow

Also Present: Linda Moraes - PDHU

MINUTES

1. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF BY MEMBERS OF CITY COUNCIL.

None declared.

2. ADOPTION OF PREVIOUS MINUTES – June 27, 2018

Motion by Councillor McManus, seconded by Gary Jacques

**That the ATAC minutes dated June 27, 2018 be adopted as printed.
Carried.**

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a.) Report from Police Services regarding pedestrian/cyclist accidents involving cars

Councillor Vassilakos distributed a graph of the information provided by Stratford Police Services regarding pedestrian/cyclist accidents involving cars. She noted that it does not appear that the number of accidents is changing significantly from year to year and suggested requesting hospitalization data for future reports.

The committee agreed that the following data would be beneficial in the future:

- Near misses

- Intersections
- Time of day
- Hospitalizations

Councillor Vassilakos suggested that the committee request an annual report from Stratford Police Services to allow ATAC the opportunity to track the data and make recommendations. Ryan Ritskes stated that he would like to see the end goal of this project to be a "heat map" showing the dangerous areas of the City.

Councillor Vassilakos wondered if the Perth District Health Unit (PDHU) could aid in creating a survey to gather the near miss information. Linda Moraes from the PDHU, stated that it would be beneficial to include in the survey some questions regarding where cyclists feel anxious and unsafe and see how that coincides with the accident data.

Motion by Councillor McManus, seconded by Ryan Ritskes that the Active Transportation Advisory Committee request that Stratford Police Services prepare an annual incident report for pedestrian/cyclist accidents involving cars that includes information on time of day and intersection.
Carried.

b.) Update on recommendation to extend trail by butterfly garden

Councillor McManus noted that although there is a path there, it is too narrow and not accessible. Councillor Vassilakos stated that staff should consider widening the trail and trimming the trees on the path.

Motion by Ryan Ritskes, seconded by Lorraine Keupfer that staff consider making the trail behind the Stratford Gallery up to the butterfly garden the proper trail width, as per City standards.
Carried.

c.) Report from the City regarding gaps in sidewalk infrastructure

Councillor Vassilakos deferred to the November meeting.

4. NEW BUSINESS

a.) Members with terms expiring

Those members with terms expiring were notified.

b.) 2019 Budget Planning

Councillor Vassilakos asked the committee for their thoughts on the draft report to Council. A discussion followed regarding whether funds could be used to promote and install additional post and rings bike racks at other City facilities where parking is lacking.

Councillor McManus inquired whether the pedestrian counters were providing valuable data. Staff noted they are used only when data is required for a project. Councillor McManus suggested considering including the purchase of another pedestrian counter into the budget.

Linda Moraes asked how much the committee has in their reserve budget. Councillor Vassilakos stated that ATAC has \$9000.00 in reserve and that additional post and ring units, bike valet and wayfinding signage for the Avon Trail could be possible purchases.

The committee discussed the need for additional mass parking outside the downtown core (ex. Rotary Complex) and the City cannot install units on private property.

Councillor McManus proposed installing bicycle friendly catch basin covers throughout the City. Staff noted that the covers are replaced when damaged or during road work. Staff does not typically replace the covers simply because they are getting old. Further discussion will go on the November agenda.

Motion by Gary Jacques, seconded by Lorraine Keupfer that staff purchase the bike valet system before December 31, 2018, using the current ATAC budget.
Carried.

Councillor Vassilakos noted the inclusion of \$500.00 in the 2019 budget for the school travel program. She also put forward the idea of a neighbourhood walk program, including the installation of benches outside the downtown core.

Staff noted that a bench project already exists and that benches are installed in areas being redone if accessibility and space allow. She also stated that old benches could not be reused, due to accessibility regulations and it is difficult to find good locations for the benches that meet all the requirements.

Councillor Vassilakos suggested allocating some funds towards researching the bench program, often called Elder benches. ATAC could make the recommendation to the City to purchase the benches and the committee could use funds for promotional purposes.

Councillor McManus emphasized the need to continue with the 'Year of the Trail' when budgeting. Bernard Goward stated that wayfinding signage for the Avon Trails would be very expensive and waiting for the City to complete their wayfinding project makes more sense. It doesn't make sense to do a separate project. He noted that the Avon Trail has developed and printed a trail map, independent of the wayfinding project.

September 26, 2018

Councillor Vassilakos recommended putting funds towards developing an Active Transportation map and the promotion thereof. A short discussion followed and the committee agreed to include \$2000.00 in the 2019 budget towards map design and printing.

Councillor McManus put forth the idea of including \$1000.00 in the budget to allow a representative from ATAC to attend the Share the Road Conference.

Councillor Vassilakos suggested including \$1000.00 for educational purposes and guest speakers. If more funds are required, other groups could be approached to assist with the costs.

Motion by Lorraine Keupfer, seconded by Ryan Ritskes that the proposed 2019 budget be approved as listed below:

\$500 – School Travel Project
\$2000 – Neighbourhood walk program – benches
\$2000 – Active Transportation Map Design and printing
\$2000 – Bicycle Parking
\$1000 – Active Transportation education
\$1000 – Share the Road Conference attendee
\$8500 – TOTAL

Carried.

- 5. NEXT MEETING DATE** – Wednesday, November 28, 2018 – 7:00 p.m.
Games Room, Rotary Complex, 353 McCarthy Rd. W.

Motion by Gary Jacques, seconded by Ryan Ritskes

That the September 26, 2018 ATAC meeting adjourn.

Carried.

MEETING ADJOURNMENT

Start Time: 7:04 p.m.

End Time: 8:35 p.m.



A meeting of the Active Transportation Advisory Committee (ATAC) was held on the above date at 7:00 p.m., Games Room, Rotary Complex, Stratford.

Committee Present: Councillor Vassilakos – Chair presiding, Bernard Goward, Ryan Ritskes, Lorraine Kuepfer, Dave Mabee, Cambria Ravenhill and Stephen Barlow

Staff Present: Nancy Bridges – Recording Secretary

Regrets: Gary Jacques and Councillor McManus

Also Present: Sarah Merkel and Jo-Dee Burbach

MINUTES

1. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF BY MEMBERS OF CITY COUNCIL.

None declared.

2. ADOPTION OF PREVIOUS MINUTES – September 26, 2018

Motion by Lorraine Keupfer, seconded by Ryan Ritskes

That the ATAC minutes dated September 26, 2018 be adopted as printed.

Carried.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a.) Discussion on converting catch basin covers to bike friendly versions

Councillor Vassilakos noted that no additional conversations have been had with staff regarding this issue. It would be beneficial to look at areas that will have bike routes/signage in the future and look at replacing covers in those areas with bike friendly versions. She indicated that she will discuss the issue with the Director of Infrastructure and Development Services and find out if staff have any plans to review this.

The committee agreed this is important and the issue can be flagged for further discussion at a later date if staff does not have plans to proceed with a review of the old basin covers.

b.) Bike valet implementation and administration

Councillor Vassilakos provided an update regarding the purchase of the bike valet units. Staff have ordered four (4) units and they will be stored at 82 Erie Street in the basement. The units are a simple design that could be duplicated by students at one of the high schools if additional units are required.

Steve Barlow asked for a description of the bike valet units. Councillor Vassilakos provided a brief explanation and provided examples of events in other municipalities that have used them.

Councillor Vassilakos stated that it could be beneficial to add the option of renting the bike valet to the Special Event Application. The committee suggested including a brief description of the units on the event application and City's website. Councillor Vassilakos noted that the Energy and Environment Advisory Committee produces a "How to Green your Event" brochure and adding the information about the bike valet could be added.

Jo-Dee Burbach will produce a draft document outlining the bike valet and its benefits. She noted that she has experience with bike valets and their uses, as well as graphic design experience.

Councillor Vassilakos noted that the City would provide the bike valet units, however it would be up to the specific events/organizers to administer the program. City staff would deliver the units to the desired location and then event volunteers would need to run the program during the event.

c.) Bike parking rules and whether there is a need to be included in by-law

Councillor Vassilakos noted that bicycle parking is currently included in regulations for new residential multi-unit buildings. Commercial and Industrial developments should be included as well. The committee agreed this was an important feature to be included in the by-law.

Motion by Ryan Ritskes, seconded by Steve Barlow that the Active Transportation Advisory Committee recommend that staff look into including bicycle parking requirements in new Commercial and Industrial developments.
Carried.

4. NEW BUSINESS**a.) School Travel Plan grant**

Councillor Vassilakos noted that there is a government grant available to encourage greener communities by developing cycling programs. The funds (up to \$60,000) are available starting April 2019 and can be used to hire a

coordinator position to develop a comprehensive school travel plan that would encompass all schools in Stratford. The deadline to apply is December 23, 2018 and Councillor Vassilakos stated that she will work with staff to get the application completed on time.

Jo-Dee Burbach inquired whether the funds could be used to reduce the impact on the amalgamation of the high schools, during the renovation of Stratford Central Secondary School. Councillor Vassilakos clarified that the funds are for elementary schools only.

The committee discussed the issue of increased traffic around St. Michael's Catholic Secondary School and Northwestern Secondary School with the addition of the students from Stratford Central Secondary School during the upcoming renovation.

There are concerns with increased traffic, lack of sidewalk infrastructure in the area and student parking.

Councillor Vassilakos noted that the elementary schools in Stratford are very keen to continue the School travel plan and have already begun requesting additional prizes so they can promote the program earlier than the spring.

Motion by Cambria Ravenhill, seconded by Steve Barlow that ATAC spend \$100.00 of the 2018 budget to purchase additional prizes for the Walk and Wheels Wednesdays program. Carried.

b.) Pedestrian Strategic planning

Councillor Vassilakos distributed a map of the walkways and cycling infrastructure.

Sarah Merkel discussed the need to have a plan for all pedestrians and not only cyclists. The goal of the strategy session is to identify areas of the City that need review and then discuss with staff the possibility of completing any of the projects.

Councillor Vassilakos noted that staff does review problems from an accessibility perspective and takes recommendations from the Accessibility Advisory Committee. She noted that the parking lot at the Rotary Complex has already been flagged as needing improvements. Steve Barlow stated that it is not only the complex that requires improvements, but also access to/from the Rotary Complex. Councillor Vassilakos noted that there is a request to staff to explore plans for contra-flow bikes lanes and road access at the other end of the Complex through the new subdivision development.

The committee discussed the need to address the missing sidewalks and increased traffic flow prior to the high schools merging. Forman Avenue is a concern as it is now a through street and should have two sidewalks. The committee discussed painting service lines to reduce lane widths, installing electronic speed signs, eliminating student parking and well as painting sharrows, however agreed these options may not be the most effective solutions.

Sarah Merkel expressed concern with eliminating student parking, as many students come from out of town and/or have after school employment. There needs to be a compromise and a solution that may involve moving parking, ticketing and additional signage.

The committee discussed the “pedestrian problem areas” in the City and came up with the following list:

1. Martin Street, near the Avon river
 - Problem** Lack of sidewalk, accessibility
 - Discussion** Councillor Vassilakos indicated that this area has been flagged by staff, however the timing of the improvements is unknown. It should be fairly inexpensive.
2. Erie Street
 - Problem** Lack of second sidewalk
 - Discussion** Councillor Vassilakos noted that the sidewalk/multi-use trail process has already started. CN Rail and residential input is required, however the project is in the 2019 budget.
3. Worsley Street at Birmingham
 - Problem** Disconnected sidewalks
 - Discussion** Pedestrians end up walking on grass portions to avoid crossing Worsley Street. Councillor Vassilakos noted that the sidewalk could be constructed on either side of the trees to avoid any tree loss. Staff does look at locations that have heavy foot traffic when determined new locations for sidewalks.
4. Church Street at Ontario/Huron
 - Problem** Safety
 - Discussion** Steve Barlow noted the lack of safety for the students in the area when crossing. He also noted the high speeds of vehicles when turning the corner in that area. Converting the intersection to be a 90 degree turn or adding a median to help with pedestrian crossings. Jo-Dee Burbach recommended a solution that only affects Church Street, to avoid requiring MTO input for the connecting link

(Ontario/Huron). Councillor Vassilakos stated that the MTO has already denied a request for traffic lights at the corner.

5. Huron and Huntingdon

Problem Safety and MTO

Discussion Jo-Dee Burbach stated that this intersection is more difficult to fix because Huron Street is an MTO Connecting link. Traffic and pedestrian counts are recommended.

6. Streets surrounding Stratford General Hospital

Problem No sidewalks surrounding Stratford General Hospital and gaps in surrounding infrastructure

Discussion The committee agreed that the area around the hospital is in dire need of sidewalk infrastructure.

7. Thomas Street at O'Loane Avenue

Problem Safety

Discussion Dave Mabee noted that with the new subdivisions being developed on the West side of O'Loane Avenue there needs to be a safe crossing to connect it to the current infrastructure.

8. St. Vincent Street

Problem Disconnected sidewalk infrastructure

Discussion Steve Barlow noted specifically the section of St. Vincent between Norman St. and Douglas St. Councillor Vassilakos stated that a portion of St. Vincent Street is currently being done and that there needs to be a continuous sidewalk that does not alternate between sides.

9. Downie Street (downtown)

Problem Pedestrian and driver safety

Discussion The committee discussed the possibility of additional bump-outs, roundabouts and crosswalks. The proposed community hub may have pedestrian/cyclist infrastructure for that area already taken into consideration and Councillor Vassilakos suggested it may be a matter of waiting to see what is planned.

10. Brunswick Street and other one-way streets

Problem Vehicles driving the wrong way

Discussion Steve Barlow owns a business on Brunswick and regularly notices vehicles driving the wrong way. Additional signage and/or pavement markings could reduce the risk. Councillor Vassilakos noted that many municipalities are eliminating one-

way streets altogether, as speeds are usually increased on this type of street.

Steve Barlow expressed concern with the lack of snow removal on sidewalks. Councillor Vassilakos noted that staff starts clearing as early as possible and the amount of snow is a factor in the speed of clearing. She also noted that multiple snow events may cause additional backlog and that it is the responsibility of the property owner to ensure the sidewalk is clear. She noted the Snow Angel program is a benefit to those unable to shovel/plow themselves.

Jo-Dee Burbach stated that safety around intersections as a concern. Additional lighting and crosswalk zebra stripes would make pedestrians more visible. She noted the street lights on Ontario Street near the Festival Marketplace as being a good example of lighting as they have one upper light and a lower light to illuminate pedestrians. The intersection at Huron Street and John Street was identified as a dangerous area.

Councillor Vassilakos agreed to sit down with staff to get their input on the problem areas identified by ATAC and report back with a priority list.

Councillor Vassilakos stated that a promotional project focusing on older adults and promoting an active lifestyle may prove beneficial to the community. Sarah Merkel suggested a partnership with OneCare to promote being active. The committee discussed promoting the walking tracks and walking clubs in Stratford.

5. **NEXT MEETING DATE** – Wednesday, January 23, 2019 – 7:00 p.m.
Games Room, Rotary Complex, 353 McCarthy Rd. W.

Motion by Dave Mabee, seconded by Cambria Ravenhill

**That the November 28, 2018 ATAC meeting adjourn.
Carried.**

MEETING ADJOURNMENT

Start Time: 7:01pm

End Time: 8:32pm