



The Corporation of the City of Stratford  
Community Services Sub-committee  
Open Session  
**AGENDA**

**Date:** Thursday, June 15, 2017

**Time:** 4:45 P.M.

**Location:** Council Chamber, City Hall

**Sub-committee Present:** Councillor Beatty - Chair Presiding, Councillor Bunting - Vice Chair, Councillor Ingram, Councillor Mark, Councillor Ritsma

**Staff Present:** David St. Louis - Director of Community Services, Jim Bryson - Community Facilities Manager, Quin Malott - Parks and Forestry Manager, Brad Hernden - Manager of Recreation and Marketing, Michael Mousley - Manager of Transit, 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**

**3.1 Stratford Rotary Complex Property – Universal Design Pathways (COM17-011) 5 - 27**

Peter Zein, on behalf of the Accessibility Advisory Committee, has requested to present ideas the AAC has on possible accessibility improvements for the Rotary Complex/Stratford Ag parking lots.

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

**Staff Recommendation: THAT a parking consultant be engaged to undertake a peer review of the Accessibility Advisory Committee report titled “Stratford Rotary Complex Property Universal Design Pathways” at a cost of \$1000 plus HST;**

**AND THAT the funds to pay for this review come from the Accessibility Advisory Committee budget.**

**4. Report of the Board of Park Management**

**4.1 North Shore Suspended Walkway (COM17-009) 28 - 29**

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

**Staff Recommendation: THAT staff be directed to include a suspended walkway as an option in ongoing design and reclamation work for future consideration of a new North Shore walkway by Council.**

**5. Report of the Manager of Community Facilities**

**5.1 Addition of Hand Rails in Allman Arena (COM17-006) 30 - 32**

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

**Staff Recommendation: That the retaining of an outside engineering consultant to provide a structural assessment of the Allman Arena be referred to the 2018 Budget deliberations.**

**5.2 Site Evaluation for the Relocation of Water Street Tennis Courts (COM17-012) 33 - 44**

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

**Staff Recommendation: THAT the area currently occupied by Shakespeare Park tennis court be replaced with a pickle ball/tennis complex.**

**6. Report of the Manager of Recreation and Marketing**

**6.1 Renewal of Agreement for the Burnside Agriplex (COM17-007) 45 - 46**

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

**Staff Recommendation: THAT the City of Stratford enter into a 1-year renewal agreement starting June 13, 2017 and ending June 12, 2018 with the Stratford and District Agricultural Society to occupy and operate the Burnside Agriplex, under the same terms and conditions of the existing agreement.**

**6.2 Bicycle Parking Implementation Plan (COM17-010) 47 - 57**

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

**Staff Recommendation: THAT the Bicycle Parking Implementation Plan be received and that the funding required to implement the downtown core Bicycle Parking Plan be referred to the 2018 budget process.**

**7. Report of the Manager of Transit**

**7.1 Refurbished Bus Purchase (COM17-008) 58 - 59**

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

**Staff Recommendation: THAT an exemption from the Purchase Policy be granted and staff be authorized to purchase a reconditioned 1997 Nova LFS Transit bus at a cost of \$35,500 plus HST from MTB Transit Solutions.**

**8. Advisory Committee/Outside Board Minutes 60 - 78**

The following Advisory Committee/Outside Board Minutes are provided for the information of Committee:

Communities in Bloom Advisory Committee minutes of January 5, February 2 and March 2, 2017.

Board of Park Management Minutes of January 9 and February 13, 2017

**9. Next Sub-committee Meeting**

The next Community Services Sub-committee meeting is July 13, 2017 at 4:45 p.m. in the Council Chamber, City Hall.

**10. Adjournment**

Meeting Start Time:

Meeting End Time:

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

**THAT the Community Services Sub-committee meeting adjourn.**




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## MANAGEMENT REPORT

**Date:** June 5, 2017  
**To:** Community Services Sub-committee  
**From:** Accessibility Advisory Committee  
**Report#:** COM17-011  
**Attachments:** Stratford Rotary Complex Property – Universal Design Pathways dated April, 2017

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**Title:** Stratford Rotary Complex Property – Universal Design Pathways

**Objective:** The Stratford Accessibility Advisory Committee [AAC] would like to present some recommendations on matters to improve opportunities for persons with disabilities and provide for involvement in the identification, removal and prevention of barriers.

**Background:** The Accessibility Advisory Committee has worked over the past year to identify and discuss various solutions to the parking lot at the Rotary Complex. Items such as the entrance from McCarthy Road West, community hall entrance, arena entrance, pathways across various areas of the parking lot including from the Rotary Complex to the Agriculture Buildings. AAC would like to discuss observations and review possible solutions.

**Analysis:** The issues and observations are identified in the accompanying report "Stratford Rotary Complex Property – Universal Design Pathways" dated April 2017:

Navigating the complex property  
 East entrance to property from McCarthy Road West  
 Pathway to the Community Hall entrance  
 Pathway to Arena entrance  
 Pathway across the athlete bus loading zone  
 Pathway to the Agriplex / Market entrance  
 Pathway at rear of buildings  
 West entrance to property from McCarthy Road West

Also included in the report are potential solutions provided by the AAC.

**Financial Impact:** Cost for consultant to do a peer review of the Stratford Accessibility Advisory Committee report titled "Stratford Rotary Complex Property Universal Design Pathways" is \$1000 plus HST.

**Staff Recommendation: THAT a parking consultant be engaged to undertake a peer review of the Accessibility Advisory Committee report titled "Stratford Rotary Complex Property Universal Design Pathways" at a cost of \$1000 plus HST;**

**AND THAT the funds to pay for this review come from the Accessibility Advisory Committee budget.**



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David St. Louis, Director of Community Services



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Rob Horne, Chief Administrative Officer

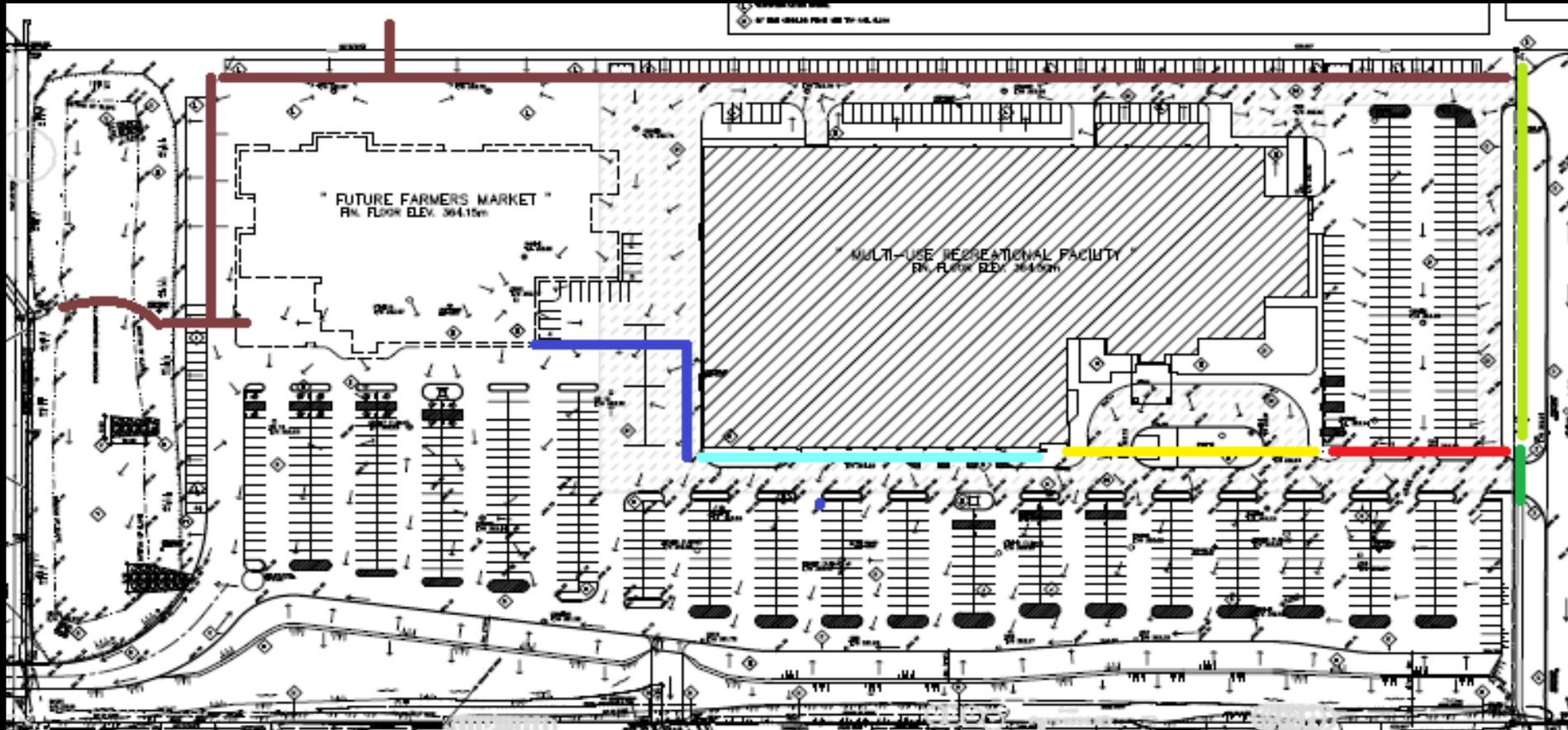
# Navigating the Rotary Complex Property: Potential Solutions

Stratford **Accessibility** Advisory Committee

June 2017

# Rotary Complex

## Potential Solutions: Universal Design Pathways



# Rotary Complex

East Entrance: To Property from McCarthy Street



# Rotary Complex

Pathway: To the Community Hall Entrance



# Rotary Complex

Pathway: To the Arena Entrance



# Rotary Complex

Pathway: Across the Athlete Bus Loading Zone



# Rotary Complex

Pathway: To the Agriplex / Market Entrance



# Rotary Complex

Pathway: At Rear of Buildings



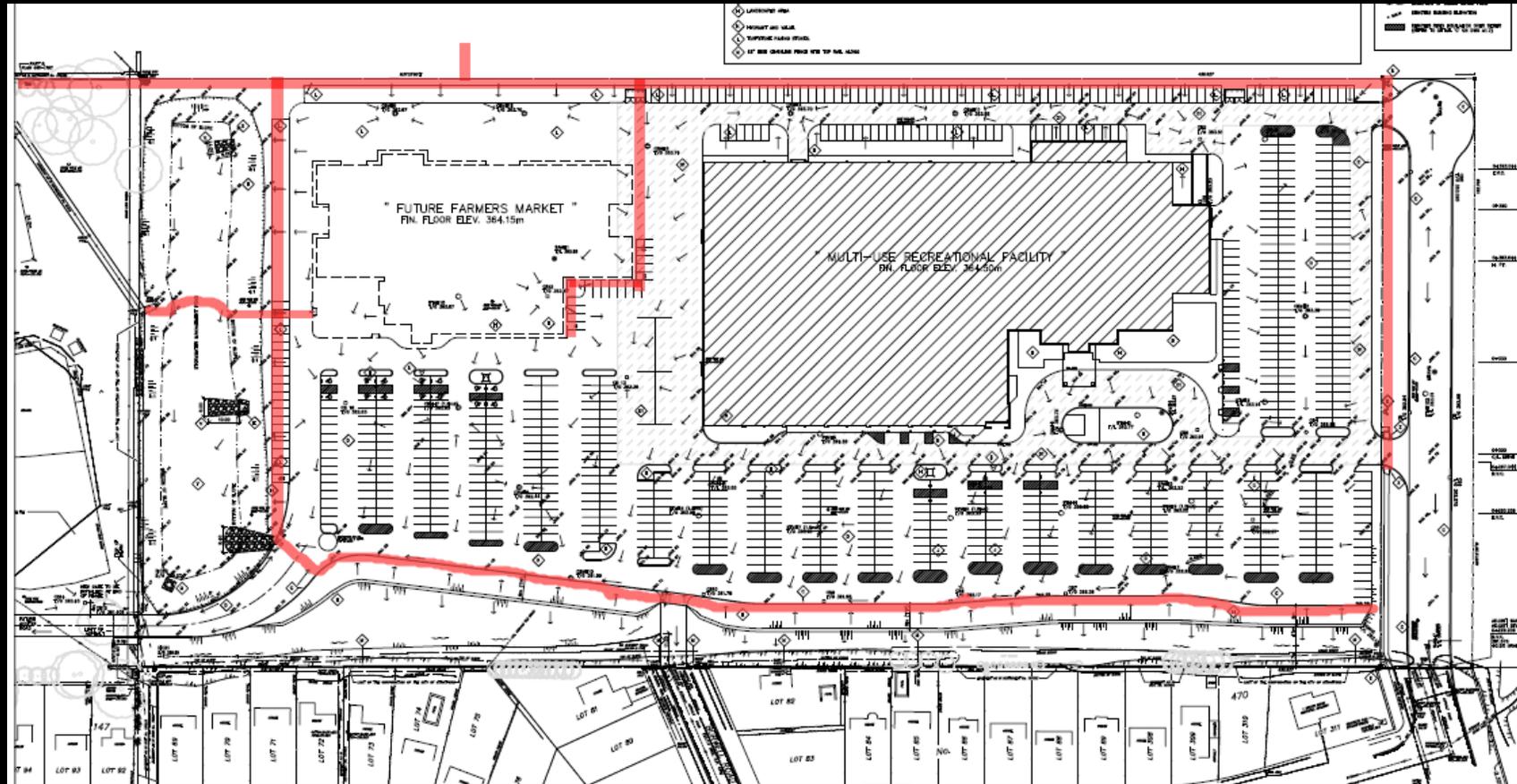
# Rotary Complex

West Entrance: To Property from McCarthy Street



# Rotary Complex

## Potential Solutions: Perimeter Multi-Use Pathway



Thank You

Stratford **Accessibility** Advisory Committee

June 2017



## **Accessibility Advisory Committee**

For:

**Stratford Community Services**

From:

**Stratford Accessibility Advisory Committee**

The Stratford Accessibility Advisory Committee (AAC) recommends and advises City Council on matters to improve opportunities for persons with disabilities and to provide for involvement in the identification, removal and prevention of barriers to full participation in the community.

Re:

**Stratford Rotary Complex Property -**  
**Universal Design Pathways**

Prepared By:

Roger Koert & Peter Zein

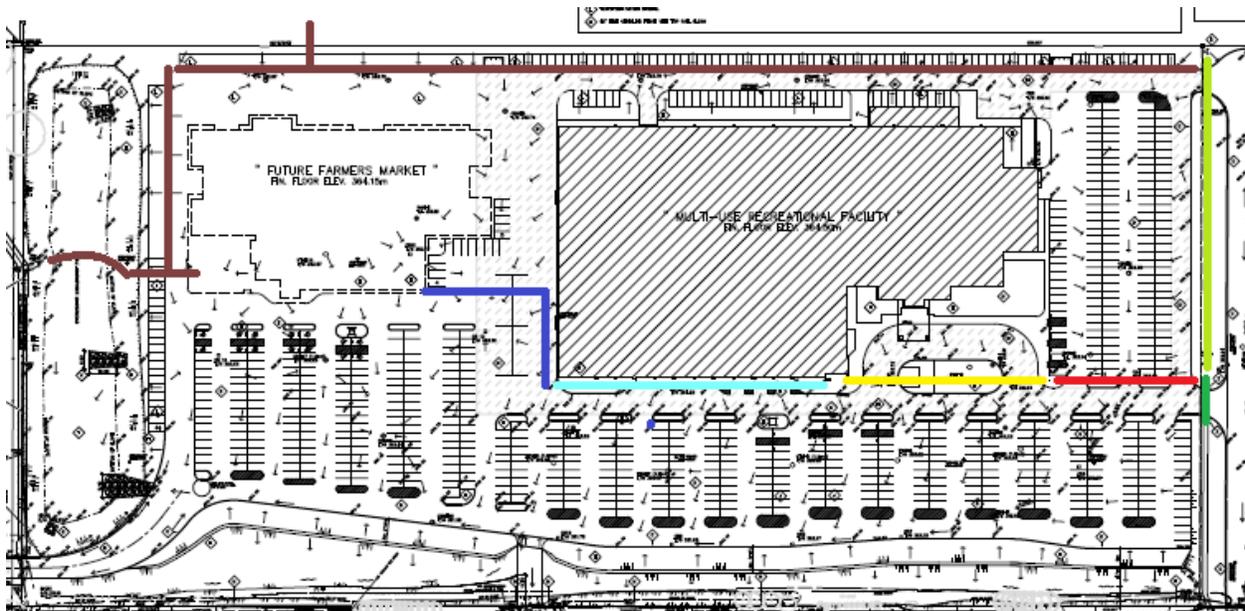
May 2017

## Stratford Rotary Complex Property: Universal Design Pathways

### Issue Identified:

Navigating the Rotary Complex Property – for all persons – is considerably dangerous given the current built environment. Individuals not using a motor vehicle, including pedestrians, wheelchair users, families with strollers, cyclists, etc. take risk to gain access to the property and entrances of the existing buildings;

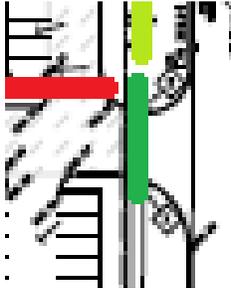
- ■ **East Entrance: To Property from McCarthy Street**
- **Pathways:**
  - ■ **To the Community Hall Entrance**
  - ■ **To the Arena Entrance**
  - ■ **Across the Athlete Bus Loading Zone**
  - ■ **To the Agriplex / Market Entrance**
  - ■ **At Rear of Buildings**
- ■ **West Entrance: To Property from McCarthy Street**



Members of the Accessibility Advisory Committee have experienced and observed dangerous situations as people travel on existing pathways to the entrances to the buildings. As a result of this, the AAC has discussed these issues and safety concerns and feel it is necessary to take immediate action to improve the situation before a serious injury occurs to a pedestrian trying to access the buildings.

As the designated City Committee who advises Council on accessibility concerns in our own Community, we have observed and recommend the follow potential solutions to the identified areas noted above.

## East Entrance: To Property from McCarthy Street



### Observations:

Pedestrians, Wheelchair Users, Families with Strollers and young children using bicycles have been observed navigating and weaving through traffic at the property's entrance in order to gain access to / exit from the provided sidewalks of the Rotary Complex property.

### Potential Solutions:

- Clear markings on pavement separating pedestrian pathways, including vehicle stop markings on pavement
- Tactile grates at the intersection
- Speed bumps to slow down traffic
- Improved pathway to the building entrances so pedestrians or bicycles can safely decide the most direct and safest route

### Potential Problems to Solutions:

- Traffic entering/exiting the driveway entrance will not observe markings in winter
- Pedestrians will continue to take the shorter route to avoid crossing intersection

### Idea: Raised wide surface speed bump with pavement, including painted yellow markings



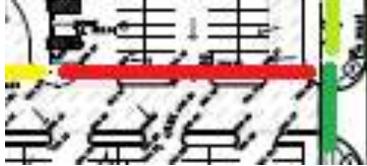
- This will reduce speed at entrance for vehicular traffic

- Vehicles stop as to not block pedestrian traffic to pathway that crosses entrance

- Discourage strollers and wheelchairs from taking the driveway route

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## Pathway: To the Community Hall Entrance



### Observations:

From the East Entrance at McCarthy Street, the expected pathway through the parking lot has too many vehicle traffic openings and unidentified paths for safe pedestrian crossing. The expected right-of-way for pedestrians along this path is difficult to navigate due to the numerous changes in elevation and the designated path is not recognizable to either pedestrians or vehicles.

### Potential Solutions:

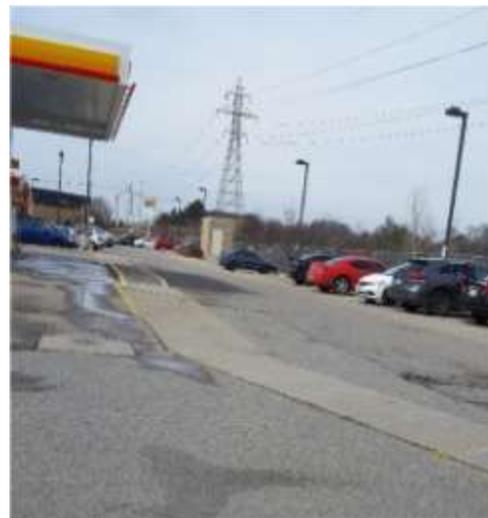
- Painted lines and extended traffic island at Northern most point. By extending the sidewalk from McCarthy Street East entrance to end of first traffic island, thereby, removing the first entrance to the West parking lot.

- This will eliminate the vehicular traffic from quickly turning into pedestrian traffic. This is recommended on the East side as well, without the sidewalk but curbs instead.

- Eliminate the four parking spaces that are closest to the new curbs so vehicular traffic can "circle" to avoid turning around to exit.

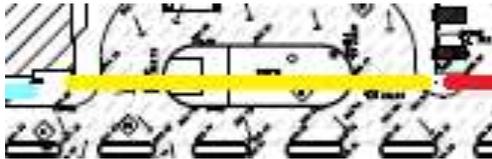
- Sidewalk in pavement with yellow painted edges

- Raised walkway with curb cuts and flat surfaces



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## Pathway: To the Arena Entrance



### Observations:

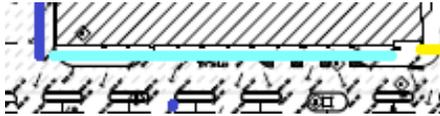
There is no path directly to the Arena Entrance from the McCarthy Street entrance for pedestrians to take without travelling an extended distance along the horseshoe driveway of the drop-off zone to the Community Hall. A human's tendency is to take the shortest and straightest path to their destination. Because of this and given the current situation, Pedestrians will travel on the roadway with traffic as opposed to travel the extended distance to achieve the quickest route to the Arena's entrance.

### Potential Solutions:

- Sidewalk with curb cuts through garden
- Signage and tree needs relocation

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## Pathway: Across the Athlete Bus Loading Zone



### Observations:

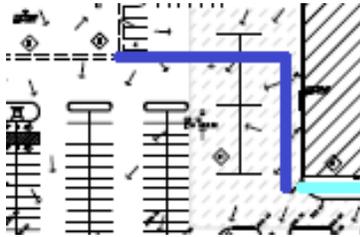
The sidewalk was not designed for pedestrian/wheelchair walkway. Buses for athletic teams use this area to load the equipment and participants on the buses. It is filled with athletic baggage as well as the players and coaches. It is too narrow and it ends at the garden and does not extend to the end of the Arena. Original designers of the Rotary Complex did not provide a safe pathway for pedestrians to access the Agriplex Building. Pedestrian, wheelchairs, families with strollers and all people without vehicles must travel on roadways and through parking areas to go to and from the Arena or the Community Hall.

### Potential Solutions:

- Extend sidewalk to maximize distance from brick columns to end of sidewalk.
- Extend sidewalk to the end of the arena build with a railed extended sidewalk complete with tactile plates to avoid a "blind" collision with vehicular traffic.
- Extend the sidewalk to meet existing sidewalk at the Agriplex Building.
  - *The path of the sidewalk is still undetermined due to the dangerous nature of the existing vehicular pathway. Clear markings and speed bumps would need to be strategically placed to ensure safety – See the next section.*

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## Pathway: To the Agriplex / Market Entrance



### Observations:

This is a dangerous pathway because there is no lineage or other indicators to control the flow of the directional pathway for either vehicular or pedestrian traffic. Currently this is the only way to connect the two building complexes. This also includes heavy usage by staff, or ice surface vehicles (Zambonis), and other staff truck pathways. This makes it extremely difficult for pedestrian traffic to cross between buildings safely.

### Potential Solutions: Presently Undetermined

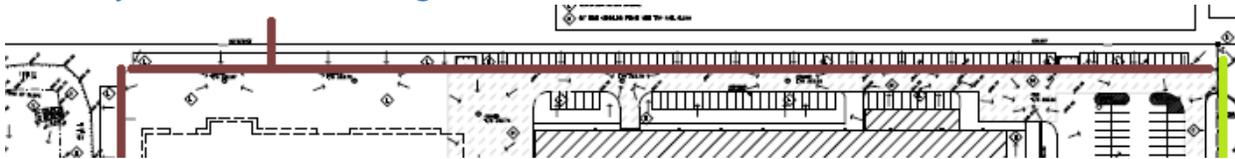
- Painted lines to direct pedestrian flow through parking lot to existing Agriplex Building sidewalk. A sidewalk can be imbedded into the pavement for clearer markings. This will most likely not be used by those who use wheelchairs because pavement is smoother than concrete sidewalks (see image below). This is not the most ideal solution, especially in the winter when the pathway lines are covered in snow. It will be difficult to enforce the vehicles, bicycles and pedestrians to stay within the designated areas of travel.

- Construction of a pedestrian sidewalk along the south end of the Arena may not be possible because of the location along building of the staff vehicle entrances, such as utility trucks or ice surface vehicles (Zambonis). It is also very unlikely to be used as it is not a direct path to the buildings.



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## Pathway: At Rear of Buildings



### Observations:

The rear of the buildings is not pedestrian friendly.

### Potential Solutions: Presently Undetermined

- It is yet to be determined if a safe pathway is still possible due to a number of “permanent” utility storage areas have recently been constructed along where a pathway could have been made.
  - Construction of a fence is currently underway and it may present a problem of the pathway depending on the plans of the city department.
  - “Cross-hatched” stone pavers imbedded in the ground may cause a problem in constructing a pathway in this area. The cement is along the proposed location of the fence beside the existing paved driveway.
- A pathway from the West subdivision through the recently constructed fence directly to a sidewalk along the North side of the Agriplex Building would make access easier for pedestrians to the building. This, however, does not make it easy to access the Arena from this location.
- A safe path of travel on the North end of the Agriplex Building may be difficult due to existing building entrances and parking lines. A solution may be possible but needs more investigation. This would create a pathway for those who are travelling from the West side subdivision, if a pathway through the fence is made to the subdivision.

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## West Entrance: To Property from McCarthy Street



### Observations:

The sidewalk is missing.

### Potential Solutions: Presently Undetermined

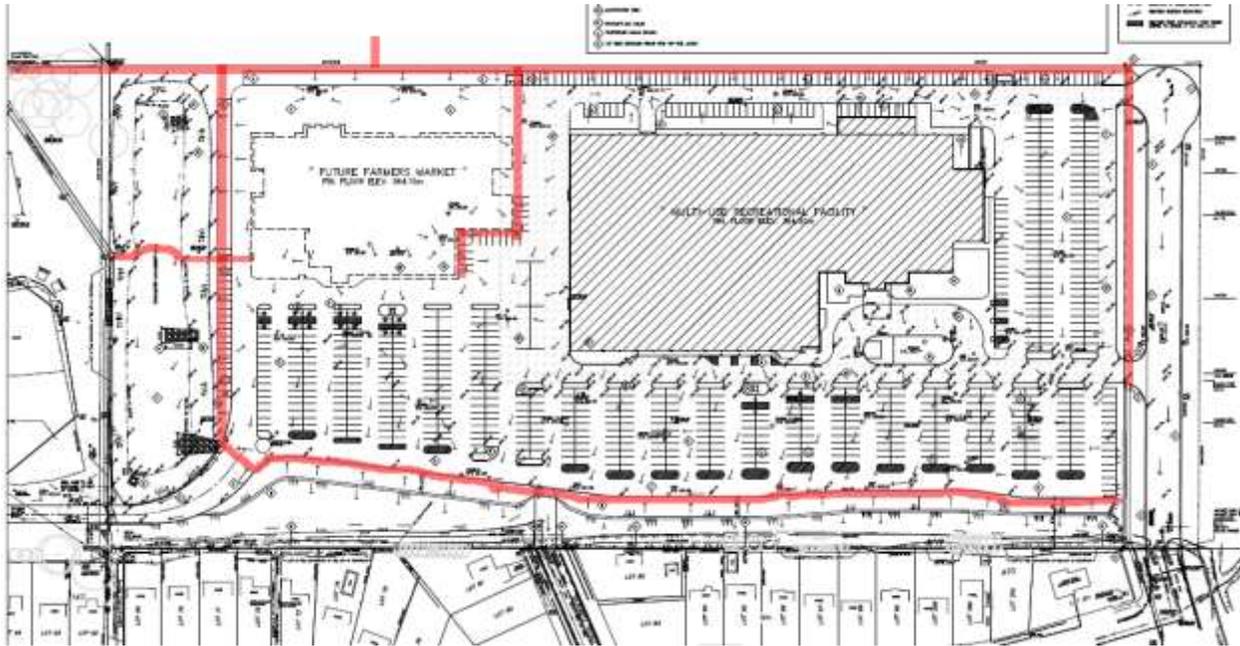
The West end sidewalk is incomplete and the direction it is taking is unknown. If it was to take a direct path to the East entrance off McCarthy Street, there are a number of obstacles, such as the sign for the Rotary Complex, that are in the way of the direct route.

As explained earlier, people tend to take the most direct path to the buildings, therefore, a proposed pathway from the West may need to be made on the West end of the buildings. The AAC needs to be clear on the City's plan before it is too late to modify. A call has been made to those who are involved in the development.

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### AAC Previously Discussed Multi-Use Pathway

Upon further investigation with the plan that was previously discussed at our AAC meeting, a multi-use path outlining the perimeter of the property, we felt there were a number of obstacles to overcome because of the existing design of the property. Although we have not abandoned this plan, we are presenting the alternative solutions detailed above which may be more feasible to City Staff.



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## MANAGEMENT REPORT

**Date:** May 9, 2017  
**To:** Community Services Sub-committee  
**From:** Board of Park Management  
**Report#:** COM17-009  
**Attachments:** None

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**Title:** North Shore Suspended Walkway

**Objective:** To provide information from the Board of Park Management to Sub-committee and Council as it pertains to the North Shore path stretching from the Thomas Orr Bridge to Waterloo Street.

**Background:** The City first entered into an agreement with nine property owners for the continued use of the North Shore path in 2002 for a term of two years. The City then entered into a five year agreement in 2005 with the registered home owners and renewed for an addition five years in 2010. The agreement expired in 2015 with no further renewal.

The agreement was an interim solution to resolve a dispute of the rights to the path, as per a survey prepared by Donald W.J. McNeil Limited dated July 31, 2000 which indicated that the lands of the nine registered owners extends into Lake Victoria.

A renewal letter was forwarded to the homeowners by the Community Services Department in 2015 but was not well received. Two homeowners proceeded with erecting a fence, stopping pedestrians from accessing the path.

Attempts were made by staff to contact the homeowners' representative but they were not receptive and the pathway remains blocked.

**Analysis:** At the June 6, 2016 Board of Park Management meeting, a concerned citizen made a presentation regarding this matter and asked the Board to consider a proposal to install in the river a suspended walkway around the two properties in question. The motion of the Board at that time was to direct staff to investigate dimensions and costing of such a walkway.

Staff investigation shows that the walkway would need to be 350 meters in length, running from the pergola to the Waterloo St. Bridge. The width would need to be 6ft and stabilization and railings would be required. Approximate cost would be \$500,000 and the design would include bench seating and entrance/exit ramps.

The Board identified various potential issues:

- Walkway blocks shoreline
- High maintenance
- Not useable in winter, closure required
- Challenge to clean
- Lighting issues
- UTRCA
- AODA compliant
- Residents dissatisfaction

At the April 10, 2017 Board of Park Management meeting the following motion was made:

That the Parks Board refer to the Community Services Sub-committee recommending further investigation into the floating boardwalk between William Hutt Bridge and the Thomas Orr Dam.

**Financial Impact:** Approximately \$500,000 for suspended walkway.

**Staff Recommendation: THAT staff be directed to include a suspended walkway as an option in ongoing design and reclamation work for future consideration of a new North Shore walkway by Council.**




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Director of Community Services for  
Board of Park Management




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Rob Horne, Chief Administrative Officer



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## MANAGEMENT REPORT

**Date:** May 23, 2017  
**To:** Community Services Sub-committee  
**From:** Jim Bryson, Manager of Community Facilities  
**Report#:** COM17-006  
**Attachments:** None

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**Title:** Addition of Hand Rails in Allman Arena

**Objective:** To use outside sources to review the installation of handrails in the Allman Arena.

**Background:** The William Allman Arena was originally constructed in 1924 to the Building Code of that date. There have been a number of renovations in the front and back of the arena over the past century. No significant change has taken place on the interior outside of the refrigerated slab area itself. The interior space of the arena bowl is a culturally significant location protected by a heritage designation. This building was declared a culturally significant Heritage destination on July 11, 2009 by the Heritage Stratford Board. As such a permit from Heritage Stratford will be required to make any substantive change to the building.

The Junior B Warriors hold their home games in the Allman Arena on Friday night, often filling the building's seating to near capacity. It has been noted by members of the public and members of Council that it would be a more functional space if there were railings in the stands for the patrons utilizing them.

At the March 27, 2017 Council meeting, a request was made to review the possibility of railings to be installed to assist with patron seating. The Director of Community Services stated at that meeting that an engineering study would have to be undertaken to determine how a railing system could be installed in that location.

**Analysis:** The existing seating meets the Building Code of the day it was built (this has been confirmed by our Building Department). The building code is not retroactive. Present day building codes allow for greater access to spectator seating areas but are not necessarily required.

If a change is made to part of the stands for accessibility, the entire seating area would need to be made accessible as well by bringing the seating area up to 2017 Building Code standards for new construction. This was confirmed by our Building Department.

In order to assess next steps toward the viability of a railing system addition to the Allman stands, a consultant will need to be utilized to provide the City of Stratford with needed information.

The Consultant's review will include the following:

- Review available record drawings of the facility
- Conduct a site review of the building to verify the existing conditions and record any differences from the record drawings
- Update the drawings to an accurate set of as-built documents
- Conduct an Ontario Building Code review of the building pertaining to barrier-free accessibility
- Conduct Accessibility for Ontarians with Disabilities Act review.
- Provide conceptual scope of work and/or design to remedy any areas of the building identified as not being compliant with the current OBC criteria for accessibility
- Provide a report outlining the results of our code review, conceptual design for renovations to the facility

One major ongoing issue with this building is that there are no existing "as built" drawings of the interior spaces. "As Built" drawings are drawings that are completed after all construction has completed and represent the finished product not just the intended design. As such, all areas will need to be measured accurately. These measurements will assist engineers to compute accurately the structures abilities and shortcomings. Once done the available distances and materials must be compared to accessibility needs provisions in modern building code to see if any recommended additions are possible. This same consultant could provide the City with cost estimates to move forward with this undertaking if it is possible.

**Financial Impact:** Estimated to be \$40,000. This money is not in the 2017 Community Services Budget.

**Staff Recommendation:** That the retaining of an outside engineering consultant to provide a structural assessment of the Allman Arena be referred to the 2018 Budget deliberations.



Community Facilities Manager



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Director of Community Services



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Rob Horne, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** May 25, 2017  
**To:** Community Services Sub-committee  
**From:** Jim Bryson, Manager of Community Facilities  
**Report#:** COM17-012  
**Attachments:** Proposed Location Maps, Letters, Site Layout

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**Title:** Site Evaluation for the Relocation of Water Street Tennis Courts

**Objective:** To find a suitable location for a tennis court/pickle ball complex.

**Background:** In the Capital Budget for 2017, funding for the replacement of the Water Street tennis court was allotted in the amount of \$147,000. This Capital Budget amount was to be for the replacement of the Water St. tennis courts.

Pickle ball found its roots in Stratford in June of 2012, with 34 members recorded as participating in the S.L.A.A.A. pickle ball program. Fast forward to 2017, the S.L.A.A.A. pickle ball membership has grown to nearly 200 participants.

According to Pickle ball Canada, pickle ball locations in Ontario have tripled over the past five years. The number of players actively playing in Canada has increased to more than 30,000 this year with an average increase of 5000 players each year over the last five years.

On November 16, 2016 a pickle ball player made a presentation to the Community Services Sub-committee stating the desire for City Council to consider re-directing the funds originally approved for the rehabilitation of tennis courts at Water Street to be used toward the construction of new pickle ball courts at the Packham Road Soccer Facility. The player indicated he represents a group of pickle ball players who play on the Milton St. tennis court in the summer.

At the Community Services Sub-committee meeting dated November 17, 2016, a letter was received from the S.L.A.A.A. Board of Directors requesting that a more thorough investigation of potential locations and redirection of funds be considered before a decision is made. A sub-committee recommendation followed, requesting staff to review locations, feasibility and costs for the installation of four pickle ball courts and one tennis court.

As the previous location at Water Street is no longer available for the construction of a multi-use court facility, staff investigated alternative locations within the City of Stratford. Staff reviewed various design concepts of combined tennis and pickle ball facilities to fairly accommodate the needs of both user groups. The design recommended is a combination design utilizing the National Pickle Ball Association's dimensions with one full size tennis court.

None of the potential future locations would contain a lighting component.

**Analysis:** Staff has investigated possible future locations. Four are vetted below and ranked by first to fourth choice starting with staff's recommended location (see attached photos).

These courts have been priced to include a subbase drainage system and an asphalt surface that is then covered by a flex court playing surface with inherent game markings. The courts are then fenced to a height of eight feet (see attached drawing).

The sites were evaluated based on the following criteria:

- Ease of access to location
- Parking availability
- Central to other amenities
- Visibility for general security
- Accessibility
- Cost to install

#### 1. Shakespeare Park.

This location is within ten minute walk of downtown core. It is a wide open site with residents living on one side of the park and a main street (Downie) on another, making it a well monitored area. The site is level, providing easy access to the court location. Although there is a significant amount of parking available along the park itself and the nearby VIA terminal there aren't any washroom facilities at this location.

With Shakespeare Park as the future site of the all wheels skate park, the addition of pickle ball courts would bring people of all ages to this destination park.

If we use the existing footprint of the two existing tennis courts at this location, we could install one tennis and four pickle ball courts without impacting other areas of the park. We note that the condition of the current Shakespeare tennis court is in poor condition.

#### 2. Lower Queens Park

Placing the courts here would keep them in the same tourism corridor along the river as the ones they are meant to replace, keeping activity in the main park system. Although this location is somewhat further from other city amenities, it is located in well-used

parkland area making it very visible. This area is fairly level making accessibility easy to achieve.

Parking in this area would be difficult at certain times through the spring/summer due to the parks popularity as well as the Festival Theatre. The only washroom facilities would be in Upper Queens Park.

Approval for this location would be required by the Board of Park Management.

### 3. Upper Queens Park.

Placing the new courts just outside the existing tennis facility would put the courts in the same area as the Tennis Club and would be publicly available for use. As the area is well traversed the courts would be well monitored. Also, there are seasonal washroom facilities available in Upper Queens Park.

The site is close to other amenities such as downtown, restaurants and Ontario Street. The sites existing grading would enable it to be accessible without many changes. Parking in this area can be difficult at certain times through the spring/summer due to the parks popularity as well as the Festival Theatre and the bandshell/pavilion scheduled uses nearby.

Up to 10 trees would need to be removed to accommodate the courts at this location.

### 4. Packham Soccer Area

This area is far from the downtown and from residential areas. Placing the courts between the sports fields would help to increase use in this area and would add another sport to the existing soccer facilities in this location. There would need to be grading changes made to fit the courts between the fields in order to enable accessibility which would increase the cost of install.

This area is not staffed and does not have the same traffic outside of soccer programming. Because of the reduced presence of others it can be left open to misuse. Parking is available at the fields as well as the Packham ball facility parking lot across the road and washroom facilities are also on site.

**Financial Impact:** The budgeted amount of \$147,000 would cover the cost of the new tennis/pickle ball arrangement including new fencing at these locations.

**Staff Recommendation: THAT the area currently occupied by Shakespeare Park tennis court be replaced with a pickle ball/tennis complex.**



Community Facilities Manager

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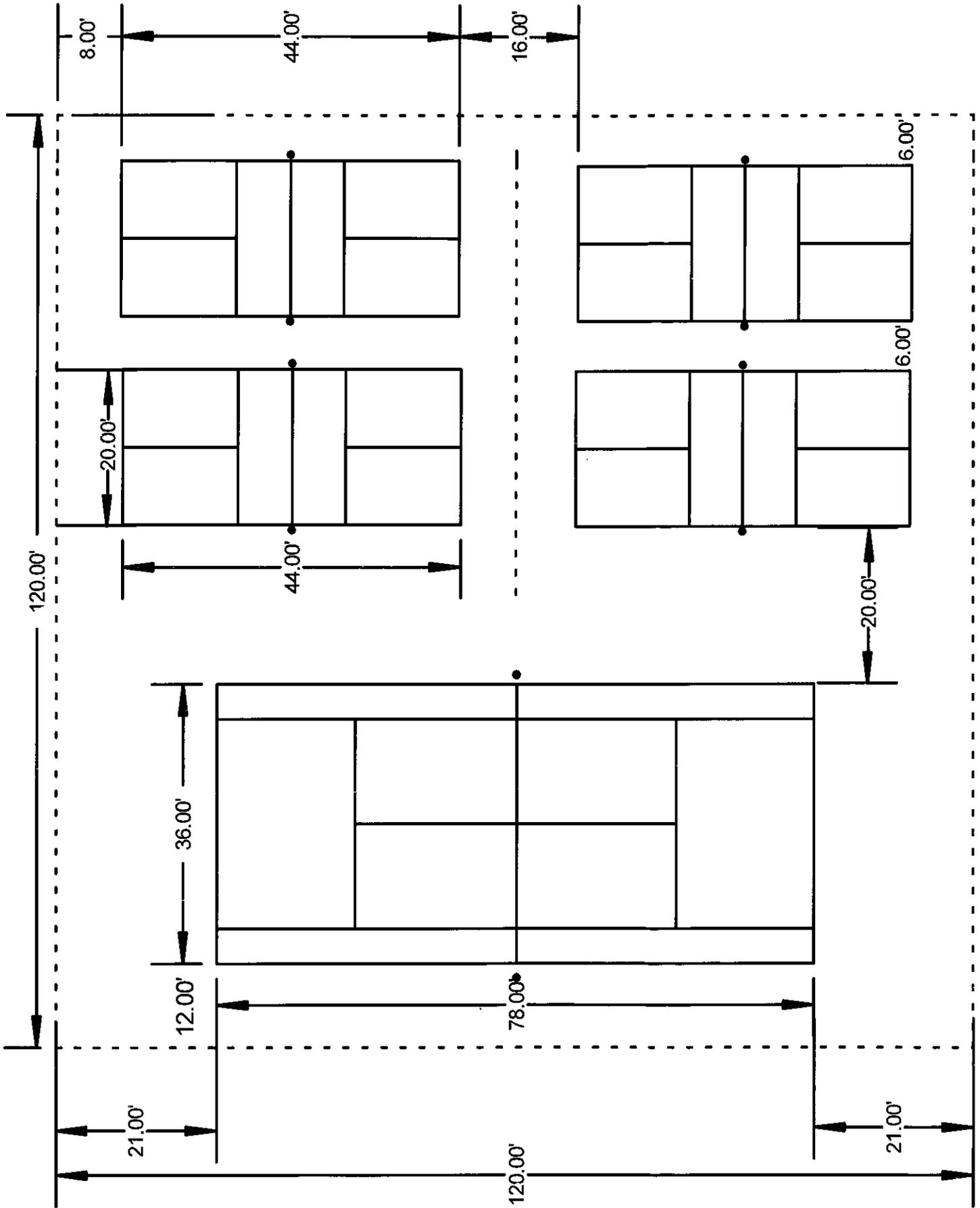
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Director of Community Services

Handwritten signature in black ink, appearing to read "Rob Horne".

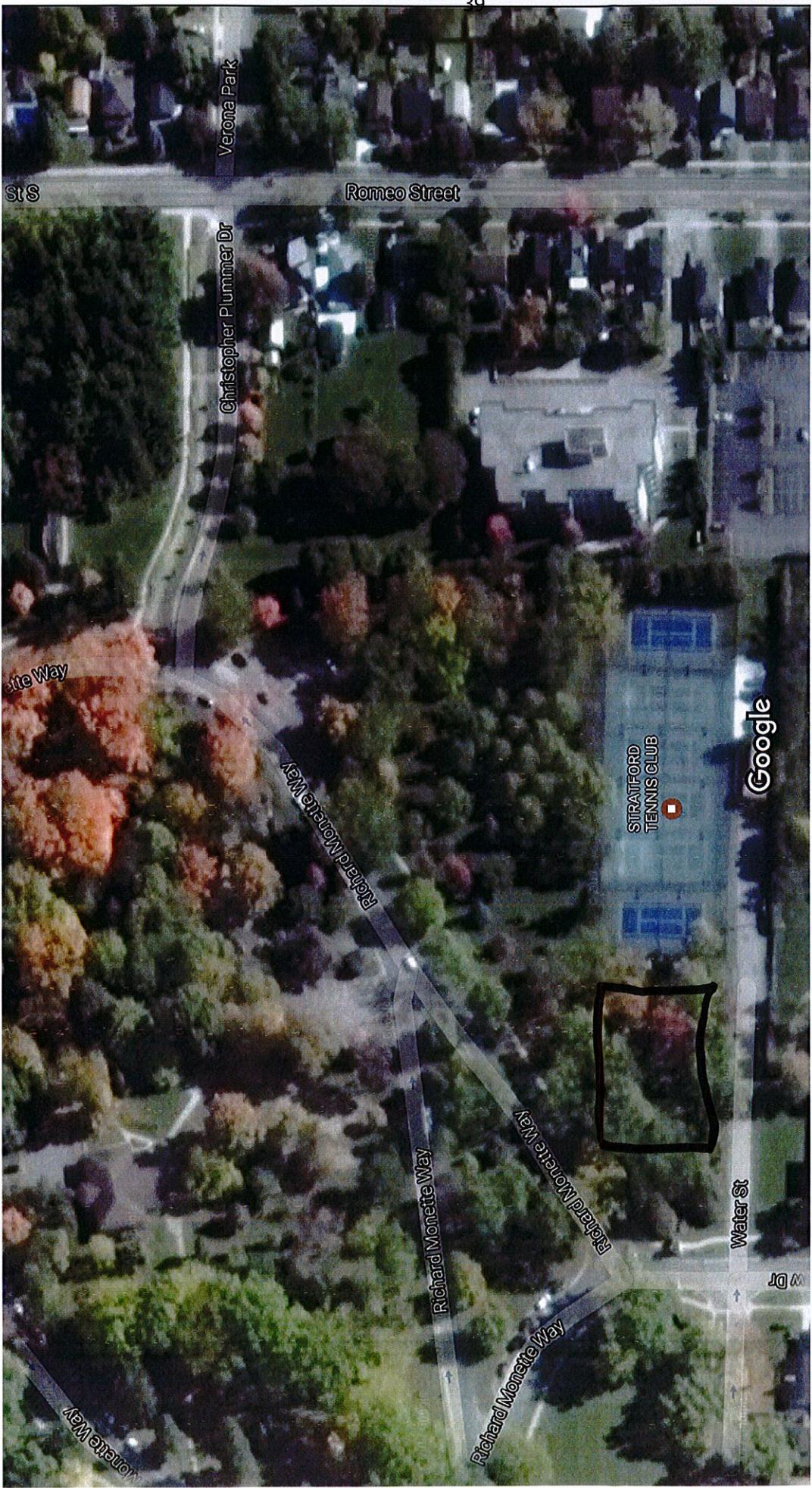
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Rob Horne, Chief Administrative Officer

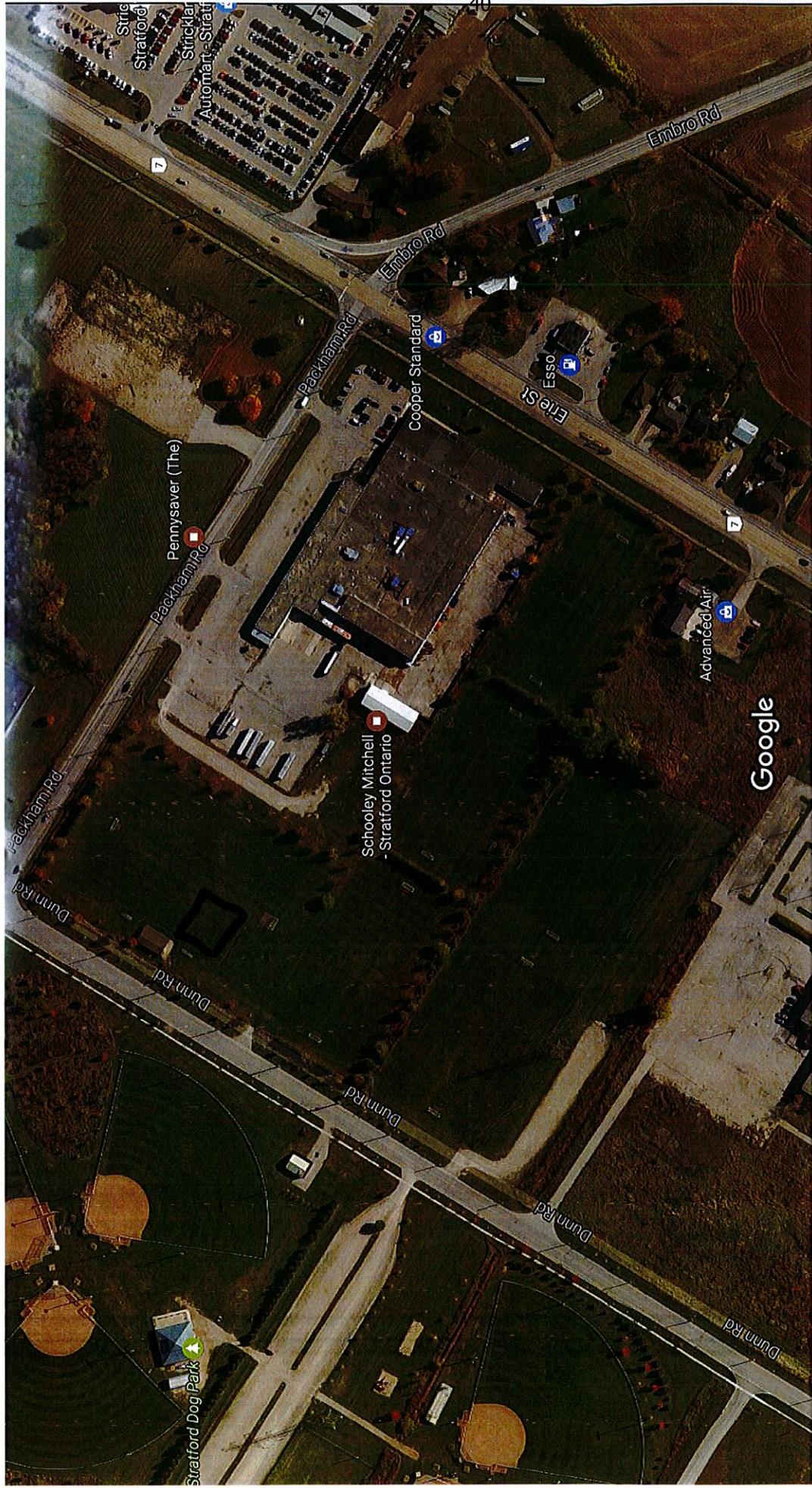




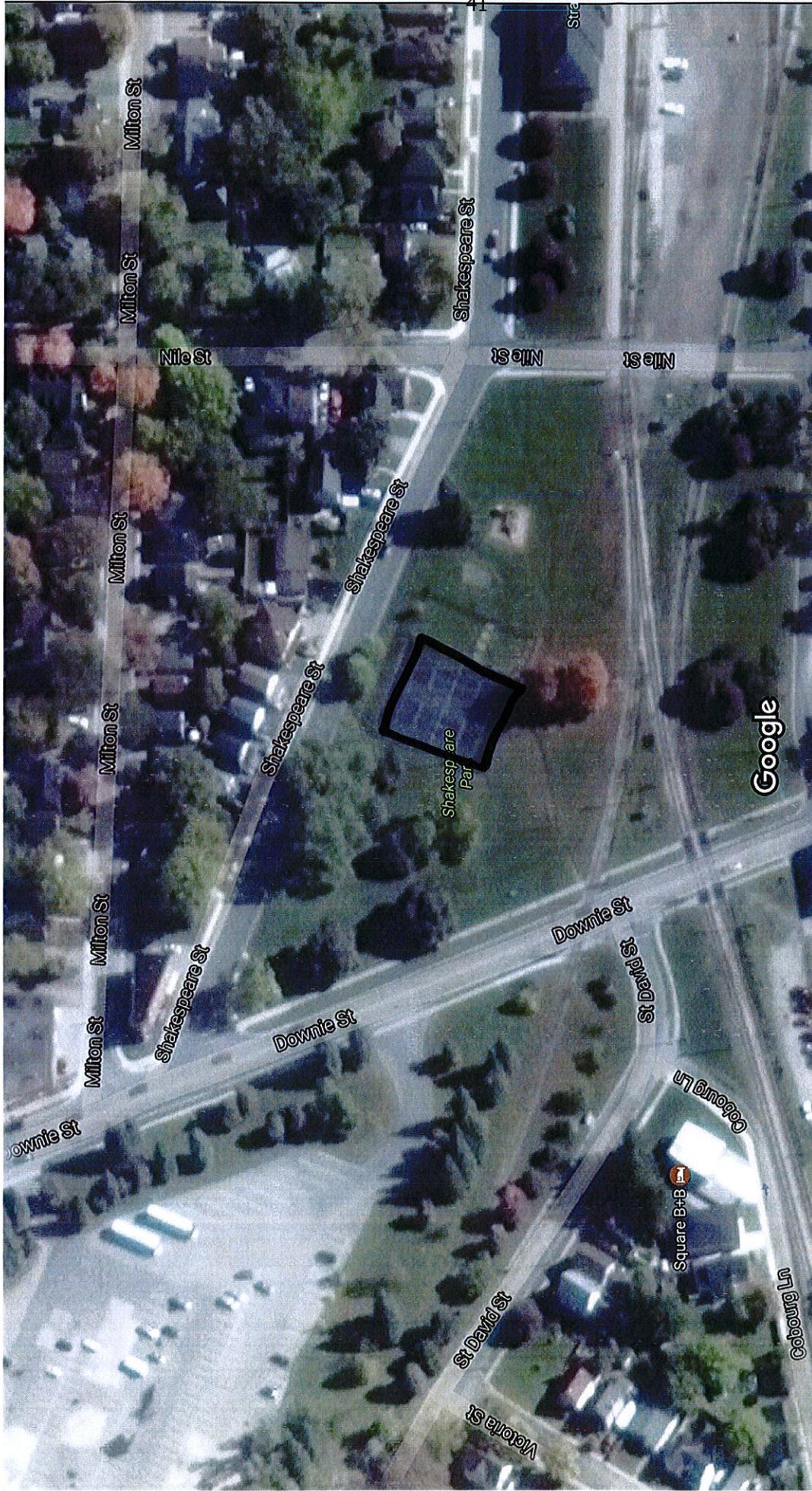
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Stratford Lakeside Active Adults Association  
 c/o Kiwanis Community Centre  
 111 Lakeside Drive, PO Box 874  
 Stratford ON N5A 6W3  
 519-271-4310

November 9, 2016

Dear Councillor Beatty,

As President of the Stratford Lakeside Active Adults Association, I lead and represent a group of 850 active adults who participate daily in recreation programs and activities at the Kiwanis Community Centre and the Burnside Agriplex. One of our daily activities is indoor pickleball. It has come to my attention that before Community Services Sub-Committee is a letter from a Stratford Pickleball Association requesting to be heard on the matter of re-dedicating funds from the Water Street tennis court redevelopment project to adding pickleball courts at the Packham Road Soccer Complex. I wish to add to the conversation and clarify some information within this agenda item.

1. There is no such group as the Stratford Pickleball Association within the Stratford Lakeside Active Adults Association. Indoor pickleball is simply an organized recreation activity of the Stratford Lakeside Active Adults Association, under the direction of our Board of Directors. There is a smaller group of pickleball participants who play on city outdoor tennis/pickleball courts throughout the summer, but they do not belong under the S.L.A.A.A. program umbrella. I feel this point needs to be made so that Council is clear on the status and relationship of this group to S.L.A.A.A.
2. I would suggest that on this matter, it is misleading for this group to imply that they represent the interests of pickleball players and/or S.L.A.A.A. As an Executive, we have not had the information or opportunity to poll our membership on the matter of advising the re-direction of program facility funds. Should Council wish to have our input, we would poll our members in an organized and transparent consultation process.
3. At no point has the S.L.A.A.A. Executive been approached by the Stratford Soccer Association to receive information about the re-direction of funds from one project to the next. In the future, we would expect that should the S.S.A. wish to advocate our membership, that the channels of presenting and communicating to our Board of Directors first be respected and exercised.

Finally, in light of the more recent information about the Tom Patterson Theatre redevelopment project at the Kiwanis Community Centre, and the potential that our Association and its members may have a new community centre in the future, it would seem reasonable to me that a decision on the re-direction of funds from the Water Street tennis courts to another facility be deferred until more public feedback is obtained and our Association is assured where our new home will reside. While we appreciate the

matter of re-locating a tennis/pickleball facility is not exclusively up to the advice and opinion of our members and Executive, we would hope that consideration is given for building such a facility within close proximity to our future home.

Sincerely,

Steve Kropf,  
Stratford lakeside Active Adults Association  
SK/dj

copy to Brad Hernden, Manager of Recreation & Marketing, City of Stratford



Stratford Lakeside Active Adults Association  
 c/o Kiwanis Community Centre  
 111 Lakeside Drive, PO Box 874  
 Stratford ON N5A 6W3  
 519-271-4310

April 24, 2017

Dear Councillor Beatty,

Our Board of Directors represents an organization of active adults that, to this day, is 950 members strong. Our clubs and programs are headquartered out of the Kiwanis Community Centre, and our activities are open to those who are fifty-five years of age and older.

Pickleball is one of our many popular physical activities that is played indoors at the Burnside Agriplex Fieldhouse during the months of October through to May. When the weather turns for the better, our pickleball players turn to the outdoor public courts at S.E.R.C., on Milton Street and at Shakespeare Park.

We understand that the City of Stratford Community Services Department has come to the conclusion that the reserve funds meant to be applied toward the capital replacement of the now redundant Water Street tennis facility would be better spent at Shakespeare Park. It has been described to us that this is the preferred location due to its close proximity to the downtown core, the availability of on street parking, and will further support the City's broader vision to rehabilitate the park with a new all wheels park and play areas. We are open to be in a recreation environment having users of multiple generations.

To this end, we are pleased to support the recommendation to use the reserve capital funds toward the replacement of Shakespeare Park public courts. We have provided staff with advice on how best to incorporate pickleball and tennis into one multi-use facility and we trust that our members who play pickleball outdoors will be pleased with our endorsement. We understand and accept that the courts will remain on a first-come, first serve basis.

As a final demonstration of our support toward the recommendation, we would like to gift the City of Stratford \$5,000 to be used toward court amenities such as player/spectator seating and/or shade structures. We trust staff to use our gift appropriately. Additionally, we urge the City to consider the installation of washroom facilities within the park in the near future.

We thank you for your consideration of our group in your recreation facility planning efforts and look forward to project commencement and completion.

Sincerely,

Steve Kropf  
 Stratford Lakeside Active Adults Association  
 SK/bs

copy to Brad Hernden, Manager of Recreation & Marketing, City of Stratford




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## MANAGEMENT REPORT

**Date:** May 25, 2017  
**To:** Community Services Sub-committee  
**From:** Brad Hernden, Recreation & Marketing Manager  
**Report#:** COM17-007  
**Attachments:** None

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**Title:** Renewal of Agreement for the Burnside Agriplex

**Objective:** To consider a 1-year extension of a lease agreement between the City of Stratford ("City") and the Stratford and District Agricultural Society ("Society") for use of the Burnside Agriplex ("Venue") at 357 McCarthy Road West.

**Background:** The City owns all buildings and lands associated with the Venue at 357 McCarthy Road West. The Venue has several tenants including the Society, Stratford Volleyball Club, Stratford Badminton Club, Stratford Optimist Basketball Association, Stratford Soccer Association, Stratford Lakeside Active Adults Association, 1739770 (Bingo), and several weekend farmer's market vendors.

On June 13, 2007, executed under By-law 99-2007, the City entered into an agreement with the Society to lease the Venue for \$1.00 per year for a period of ten years. Under the terms and conditions of the lease, the Society occupies the Venue and manages daily facility operations. The City and the Society share Venue revenue and expenses as per Schedule A of the agreement.

**Analysis:** In the summer of 2017, the Society will commence a strategic planning effort to review their vision for the future and financial picture. As a result, the Society is requesting a 1-year extension to the current agreement to allow the strategic planning effort to be completed and for a future agreement to be considered. Staff agrees to extend the agreement for the period of 1-year, starting June 13, 2017 and ending June 12, 2018.

**Financial Impact:** The City would continue to obtain \$1.00 per year from the Society to occupy and manage the Venue. The City and Society would continue to share Venue revenue and expenses as per Schedule A of the current agreement.

**Staff Recommendation: THAT the City of Stratford enter into a 1-year renewal agreement starting June 13, 2017 and ending June 12, 2018 with the Stratford and District Agricultural Society to occupy and operate the Burnside Agriplex, under the same terms and conditions of the existing agreement.**



Manager of Recreation & Marketing



Director of Community Services



Rob Horne, Chief Administrative Officer




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## MANAGEMENT REPORT

**Date:** May 24, 2017  
**To:** Community Services Sub-committee  
**From:** Brad Hernden, Recreation & Marketing Manager  
**Report#:** COM17-010  
**Attachments:** Bicycle Parking Implementation Plan

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**Title:** Bicycle Parking Implementation Plan

**Objective:** To consider adopting and investing in the Bicycle Parking Implementation Plan.

**Background:** In February 2014, the City of Stratford's Bike and Pedestrian Master Plan ("BPMP") was officially adopted by Council, and is to be used as a guide for the development and management of bikeways and trail connections over the next 20+ years. Section D.4.3.1. of the BPMP speaks to "trip end facilities", suggesting that having adequate bicycle parking facilities is essential to encourage greater bicycle use in Stratford. The BPMP outlines key considerations on bicycle facilities including parking locations and types of racking.

At the September 26, 2016 meeting of City Council, the recommendation of Community Services Committee was for staff to prepare a Bicycle Parking Report. Staff has developed a 2017 Bicycle Parking Implementation Plan, attached.

**Analysis:** The intent of the Implementation Plan is to drill down even further than the BPMP to provide specific recommendations on identifying optimal bike facility locations, required inventory of racks, and wayfinding/signage solutions. The goal of the plan is to further Stratford as a "Bike Friendly Community."

An eight-step recommendation is provided within the Plan, and it includes investing in 3 types of bike parking facilities, launching an online "request at bike ring" program, and developing a promotional plan and map to support the release of new bike facilities.

**Financial Impact:** \$45,000.00 including taxes. Two options are being recommended. Option A: to invest \$45,000.00 in the 2018 budget to implement the full Bicycle Parking Plan for the downtown core. Option B: Invest \$45,000.00 phased in equal amounts of \$22,500.00 over a two-year period in 2018 and 2019.

**Staff Recommendation: THAT the Bicycle Parking Implementation Plan be received and that the funding required to implement the downtown core Bicycle Parking Plan be referred to the 2018 budget process.**



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Brad Hernden, Recreation & Marketing Manager



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David St. Louis, Director of Community Services



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Rob Horne, Chief Administrative Officer

# BICYCLE PARKING IMPROVEMENT PLAN

CITY OF STRATFORD

'17



Introduction – Purpose of Study.....p.2  
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 Demonstrating a Case for Better Bike Facilities..... p.4  
 Bike Facility Types..... p.5  
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 Bicycle Parking Facilities Map..... p.9

## INTRODUCTION

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### Purpose

In February 2014, the City of Stratford's Bike and Pedestrian Master Plan ("BPMP") was officially adopted by Council, and is to be used as a guide for the development and management of bikeways and trail connections over the next 20+ years.

Section D.4.3.1. of the BPMP speaks to "trip end facilities", suggesting that having adequate bicycle parking facilities is essential to encourage greater bicycle use in Stratford. The BPMP outlines key considerations on bicycle facilities including parking locations and types of racking.

### The Current Situation

The City of Stratford's Parks Division maintains bike racks within the park system, while the Public Works Division maintains bike racks in all other areas, including the downtown core. Typically, two types of racks are utilized:

- a) Temporary "grid-style" racks that only support the wheel, leaving the bicycle vulnerable to damage
- b) Post and ring-style units, permanently fixed to the ground

Currently, no funding is allocated in the City's 2017 budget for improvement of bike parking facilities. The City's Active Transportation and Advisory Committee has a small reserve at \$5,000 for the promotion and support of active transportation initiatives and activities.

### Intent

This improvement plan will drill down even further than the BPMP to provide specific recommendations on identifying optimal bike facility locations, required inventory of racks, and wayfinding/signage solutions. The goal of the plan is to further Stratford as a "Bike Friendly Community."



Photo 1: Grid-style bike rack



Photo 2: Post and ring rack

## HISTORY

- 2005
  - Bicycle Friendly Master Plan Committee was formed to continue the work of the Cycling Advisory Committee.
- 2008
  - At the February 25<sup>th</sup> meeting of City Council, a report from the Bicycle Friendly Master Plan Committee was received and the following motion was passed:
 

*“That the Report of the Bicycle-Friendly Master Plan Committee be received and referred to Public Works Sub-committee.”- February 25, 2008*
- 2010
  - The City’s Master Transportation Plan noted a commitment to “research, review and develop opportunities and options for pedestrian and cycling strategies”.
  - A conceptual plan for a McCarthy Road multi-use path was provided. During the City’s 2010 Capital Budget deliberations, the proposed multi-use path from Romeo to Greenwood was not approved.
- 2011
  - Introduction of Bicycle lanes to Stratford. A Bicycle Parking Questionnaire was distributed, and promoted on Facebook. The objective of the survey was to get input on parking and bike racks so the committee had solid information to take to Council regarding the need for more bicycle parking. It was determined that 75% of respondents bicycle between 3-7 times per week, bike safety was a focus and that there was a gap in bicycle parking.
- 2012
  - The City of Stratford retained MMM Group to complete a Bike and Pedestrian Master Plan (BPMP). [Master Plan Request for Proposal \(August 2012\)](#)
- 2013
  - A series of stakeholder workshops were held to contribute to the BPMP:
    - [Workshop #1: Presentation Slides](#)
    - [1<sup>st</sup> Draft of Bike and Pedestrian Network Concept](#)
    - [Workshop #2: Presentation Slides](#)
    - [2nd Draft of BMPM, Proposed Facility Types and Phasing \(June 2013\)](#), [Proposed Priority Projects \(June 2013\)](#), [Proposed Facility Types \(June 2013\)](#)
  - At a December 2013 meeting of City Council, the following motion was passed:
 

*“That the Community Services Department be authorized to spend up to \$1,000 to purchase standalone bike racks for installation near the York Street Boathouse and Memorial Gardens in Ontario Street for a trial basis.”*
  - At the February 10<sup>th</sup> meeting of City Council, Stratford’s first [Bike and Pedestrian Master Plan](#) was adopted.
- 2014
  - A post and ring unit was installed at the Kiwanis Centre for testing, at a cost of \$500.00.
- 2016
  - A post and ring unit was installed at the Memorial Gardens for testing, at a cost of \$500.00.
  - At the September 26<sup>th</sup> meeting of City Council, the following recommendation of the Community Services Committee was adopted:
 

*“That staff prepare a Bicycle Parking Report as requested by ATAC prior to February 1, 2017, including outlining different types of bicycle parking, identifying optimal locations, and highlighting needs around the City which will also align with the downtown parking report, wayfinding and signage ideas and, provide a copy to the City Centre BIA and Heritage Stratford for comments prior to forwarding to ATAC.”*

## DEMONSTRATING A CASE FOR BETTER BIKE FACILITIES

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In the BPMP, the message was clear that better bike facilities are a priority for a cycling community. The following represents the feedback received:

- Bike racks are needed throughout the City, not just at municipal buildings.
- Consideration must be made for the security of the racks from theft and vandalism.
- Consider a pilot “on-street” bike parking corral at one or two locations in place of a parking space.
- Identify bike rack facilities on local transit maps and at bus stops.
- Local businesses should be given the opportunity to supply and implement bike racks outside of their place of business.
- Bike racks should be installed along identified bike routes.
- Consideration should be given to bike racks that can be rented for events (i.e.: bike rack valet)
- The type of bike facility installed should vary depending on destinations and demand.
- The OTM Book 18 provides guidelines for bike rack installations.

## BIKE FACILITY TYPES

The provision of bicycle parking facilities is essential for encouraging more bicycle use in the City of Stratford. The lack of adequate bicycle parking supply or type can deter many from considering using their bicycle as a basic mode of transportation. Bicycle parking can be divided into two categories; **bicycle racks** and **bicycle lockers**.

The following tables provide highlights from the Bicycle Parking section of the Bike and Pedestrian Master Plan. To read the full report, please refer to Section D4.3.2. of the [Bike and Pedestrian Master Plan](#).

### Bicycle Racks

When designing bicycle facilities, the following components must be considered.

<b>The Rack Element:</b> <i>The portion of a bike rack that supports the bike</i>	<b>The Rack:</b> <i>A grouping of rack elements</i>	<b>The Rack Area:</b> <i>The “bicycle parking lot” or area where more than one bicycle rack is installed</i>
<b>Key Considerations:</b> <ul style="list-style-type: none"> <li>• May be used to accommodate a varying number of bicycles securely in a particular location.</li> <li>• Rack should support the bicycle by its frame in two places and prevent the wheel from tipping over.</li> <li>• Should allow front in parking and back in parking.</li> </ul>	<b>Key Considerations:</b> <ul style="list-style-type: none"> <li>• Consist of a grouping of the rack elements either by attaching them to a single frame or allowing them to remain as single elements mounted in close proximity to one another.</li> <li>• Should be securely fastened to a mounting surface to prevent the theft of a bicycle attached to a rack.</li> <li>• Be easily and independently accessed by the user.</li> <li>• Be arranged in a way that is quick, easy and convenient for a cyclist to lock and unlock their bicycle to and from the rack.</li> </ul>	<b>Key Considerations:</b> <ul style="list-style-type: none"> <li>• The recommended minimum width between aisles should be 1.2 m.</li> <li>• A 1.8 m depth should be provided for each row of parked bicycles.</li> <li>• If possible, the rack area should be sheltered to protect the bicycles from the elements.</li> <li>• Bicycle racks should be placed as close as possible to the entrance, no more than 15 m, and should be clearly visible along a major building approach line but not impede pedestrian traffic.</li> </ul> <p><b>Bicycle Racks should not be placed in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Bus loading, delivery, taxi, emergency vehicle, hotel zones;</li> <li>• Within 4.0 m of a fire hydrant;</li> <li>• Within 2.5 m of a driveway or access lane; and</li> <li>• Within 10.0 m of an intersection.</li> </ul>



### **Bicycle Corrals**

Bicycle corrals are seasonal on-street bicycle parking that use a car-sized parking spot in the curb lane to park bicycles without further congesting the sidewalk. Typically, 24 hour on-street car parking spots are used, parking up to 8-12 bikes where one motorist would normally park.

Corrals are removed before plowing season and re-installed in the springtime.

Bolting racks to the street allows more flexibility in size. The self-contained parking stall is 5.5 metres long, the space of a single car parking stall.

### **Bicycle Valet Service**

Bicycle Valet provides a temporary bicycle parking facility that can be set up for events large and small. It is offered to event organizers who wish to provide supervised bike parking for their patrons.

There is usually no charge to cyclists for this service. Bicycles are stored in a supervised compound and need not be locked.

The convenience of this free service can bring in patrons who might otherwise be deterred by the expense and hassle of other forms of transportation. Having a safe place to park their “wheels” can make the difference between attending an event and staying home.



### **Bicycle Lockers**

Bicycle lockers are individual storage units. They are weather protected, enclosed and operated by a controlled access system. Some locker systems are set up for multiple users (i.e. coin operated or secured with personal locks). On average, two standard car parking spaces (of 5.6 m x 2.6 m each) can accommodate 10 individual bicycle locker spaces but this may differ depending on the locker model.

## 8 STEP RECOMMENDATION: STRATFORD BICYCLE PARKING PLAN

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**1. Invest in 3 bike parking facility types;**

- a. post and rings units
- b. bike corrals
- c. temporary bike valets

**2. Replace the “grid-style bike rack” with secure and accessible “post and rings”**

See new installation recommendations on bike facilities map, Appendix A.

**3. Sell “grid-style bike racks” to third party**

The grid-style bike racks are thought to belong to the Stratford City Centre BIA. The BIA has indicated support for the replacement of the grid-style racks with post and ring facilities, and would consider allowing the City to sell the racks to a third party as a cost-recovery measure for new post and ring units.

**4. Introduce a bike corral within the downtown core**

Launch a single pilot installation to monitor the function and frequency of use.

**5. Launch an online “Request a Bike Ring” Program**

Currently, the City has the ability to receive electronic applications and requests through the city website at [www.stratford.ca](http://www.stratford.ca). The “Request a Bike Ring” program would allow for a citizen to submit an electronic request for a bike facility to be introduced into a new public location. Upon receipt of the request, staff would review the request against established criteria, complete a site inspection, and make a determination of the requested installation. The electronic service could be utilized to report maintenance or repair of existing bike parking facilities.

**6. Develop a promotional plan and map supporting the release of the new bike facilities**

**7. Develop brand artwork for “bike parking” signage to be installed in and around bike facility locations, and consider bike facility sponsorship opportunities.**

**8. Develop a Bike Valet Program**

Program considerations would speak to access, storage, security deposit/insurance, management and service of units, pick up/delivery of units.

**BIKE PARKING PLAN PROPOSED BUDGET**


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**Expense**

Item	Notes	# of Units	Approx. Cost/Unit (2017)	Total cost
Post and Ring Unit	Preferred	120	\$250.00	\$30,000.00
Corral Unit		3	\$3,500.00	\$10,500.00
Installation	Completed by Public Works	n/a	\$0.00	\$0.00
Valet Units	8 bikes/unit	10	\$100.00	\$1,000.00
Facility/Branding Signs				\$5,000.00
Marketing	ATAC Budget		\$2,500.00	\$0.00
<b>Total Investment</b>				<b>\$46,500.00</b>

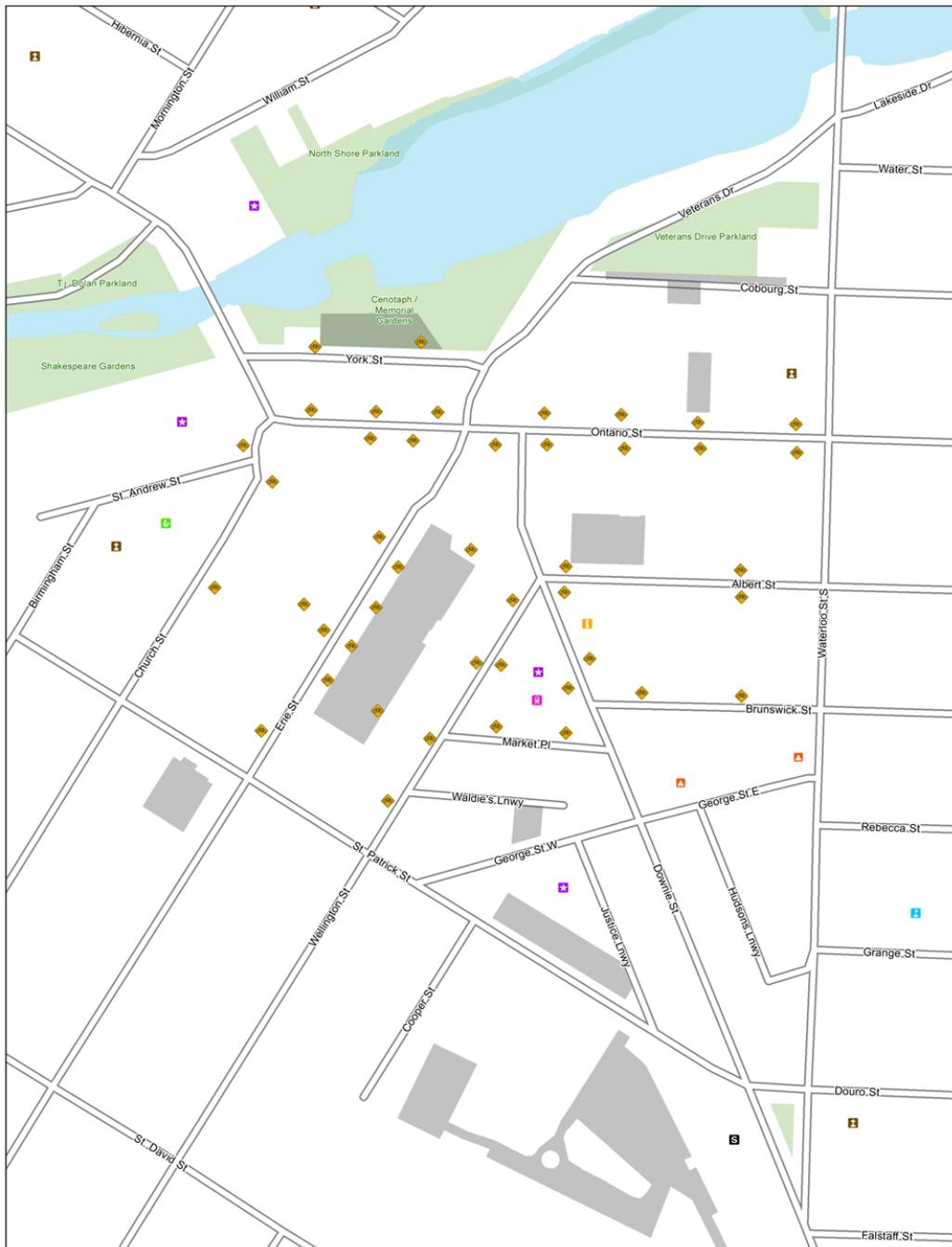
**Revenue**

Item	Notes	# of Units	Approx. Cost/Unit (2017)	Total cost
Sale of current racks		40		\$1,500.00
<b>Total Revenue</b>				<b>\$1,500.00</b>

**Final Recommendation:**

**Option A** Invest \$45,000.00 in 2018 to implement full Bicycle Parking Plan.

**Option B** Invest \$45,000.00 over 2 years (\$22,500.00 in 2018 and \$22,500.00 in 2019) to implement Bicycle Parking Plan in two financial phases.



**Proposed Bike Rack Locations**

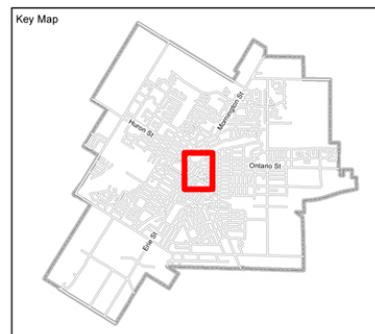
**Legend**

**Municipal Destinations Type**

- Airport (3.7km northeast of City)
- Churches
- Community Centres
- Hospitals
- Libraries
- Other Community Destinations
- Schools
- Sport Facilities
- Theatres / Art Galleries / Museums
- Tourism
- Transit Hubs

Infrastructure and Development  
Services Department  
March 2017

Meters





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## MANAGEMENT REPORT

**Date:** May 8, 2017  
**To:** Community Services Sub-committee  
**From:** Michael Mousley, Transit Manager  
**Report#:** COM17-008  
**Attachments:** None

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**Title:** Refurbished Bus Purchase

**Objective:** To provide Sub-committee with information related to the City of Stratford Transit fleet.

**Background:** The City Transit fleet normally consists of 15 buses. Having 15 buses in our fleet is needed to ensure quality of service to our customers as each bus has a regular maintenance schedule as well as allowing for coverage for possible breakdowns.

Currently we are working with 12 buses. We have two buses on order but they won't arrive until summer 2018.

We have a 2004 Eldorado bus that has been out of service for more than eight weeks as the rear end frame of the bus has severe rust damage. This is a safety concern. We would like to replace this 2004 Eldorado that has been out of service with a fully reconditioned 1997 Nova LFS bus.

**Analysis:** The 2004 Eldorado was inspected by MTB Transit Solutions. Their estimated cost to repair this bus is \$32,480 (plus HST). Additional expense may be incurred if further corrosion is found once the unit is pulled apart for repairs. Staff was advised that there is no guarantee this bus can be repaired due to its extensive deterioration. There could be further hidden corrosion and unforeseen repairs.

MTB proposed the option to replace the 2004 Eldorado with a certified and road ready reconditioned 1997 Nova LFS Transit bus at a cost of \$35,500 (plus HST).

The Department has purchased refurbished buses in the past (2011). At that time five refurbished buses were purchased from MTB Transit Solutions. These buses are used as school specials and spares and work well.

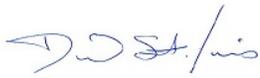
An exemption to the Purchasing Policy is needed to go direct and purchase this refurbished bus (Clause 46.1 - A Department may request exemption from any or all the purchasing methods outlined in this policy by submission of a report requesting the same to Council. Such exemption may be granted by resolution)

**Financial Impact:** Cost of reconditioned 1997 Nova is \$35,500 plus HST and would come from the Provincial Gas Tax Fund.

**Staff Recommendation: THAT an exemption from the Purchase Policy be granted and staff be authorized to purchase a reconditioned 1997 Nova LFS Transit bus at a cost of \$35,500 plus HST from MTB Transit Solutions.**



Transit Manager



Director of Community Services



Rob Horne, Chief Administrative Officer



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – Kiwanis Community Centre, 111 Lakeside Drive, Stratford ON

**Present:** Councillor Brad Beatty, Dave Gaffney, Jo-Anne Russell, Lorraine Kuepfer, Susan Kummer, \*Barb Hacking, Mary O'Rourke, Councillor Bonnie Henderson

**Staff Present:** Casey Riehl – Recording Secretary

**Regrets:** Cathy Rehberg, Carys Wyn Hughes

## MINUTES

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### 1.0 CALL TO ORDER

Councillor Beatty called the CIB meeting to order at 12:00 p.m.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 3.0 ELECTION OF 2017 CHAIR & VICE-CHAIR

Staff declared nominations for the 2017 Chair of the Communities in Bloom Advisory Committee Open. Jo-Anne Russell nominated Councillor Brad Beatty.

Staff asked if there were any further nominations. No further nominations were made.

**Motion by Jo-Anne Russell, seconded by Susan Kummer to close nominations for the 2017 Communities in Bloom Chair. Carried.**

Councillor Beatty indicated that he would allow his nomination to stand.

**Motion by Jo-Anne Russell, seconded by Mary O'Rourke to elect Councillor Beatty as the 2017 Chair of the Communities in Bloom Advisory Committee. Carried.**

Staff declared nominations for the 2017 Vice-Chair of the Communities in Bloom Advisory Committee Open. Mary O'Rourke nominated Dave Gaffney.

Staff asked if there were any further nominations. No further nominations were made.

**Motion by Mary O'Rourke, seconded by Councillor Henderson to close nominations for the 2017 Communities in Bloom Advisory Committee Vice-Chair. Carried.**

Dave Gaffney indicated that he would allow his nomination to stand.

**Motion by Mary O'Rourke, seconded by Councillor Henderson to elect Dave Gaffney as the 2017 Vice-Chair of the Communities in Bloom Advisory Committee. Carried.**

#### **4.0 ADOPTION OF PREVIOUS MINUTES – December 1, 2016**

**Motion by Dave Gaffney, seconded by Jo-Anne Russell to adopt the previous minutes dated December 1, 2016 as printed. Carried.**

#### **5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **a) Update on Community Logo Project – Lorraine Kuepfer/Dave Gaffney**

No new update.

\*Barb Hacking now present (12:10 p.m.)

##### **b) 2017 CIB Project List**

- **2017 CIB Judging**

- Stratford has been registered for the 2017 competition
- Work on profile book adding new projects, acknowledgements. Councillor Beatty suggested they divide the book up into sections and members each take a section. Add a digital aspect, use symposium videos. Barb Hacking suggested a magazine format for the 2017 profile book. She will bring in a sample to show the committee.
- Fine tune itinerary, showcase new projects
- Councillor Beatty is going to request the judges visit the end of June if possible.
- Susan Kummer will sort through newspaper clippings
- Use the 2015 judges evaluation to update book, tours, etc. for 2017

- **Bee City Initiative – Barb Hacking**

Barb Hacking reported she has been in contact with Ethan Elliott, who is the Energy & Environment youth representative who initially proposed the project. Ms. Hacking will review the paperwork and discuss with the Parks & Forestry Manager. Lorraine Kuepfer and Ms. Hacking are planning some talks around the city, including local schools.

- **Ted Blowes Memorial Pollinator Garden – Barb Hacking**

Barb Hacking reported that she has been working with the Parks & Forestry Manager and the garden is ready to be planted in the spring. They are currently working on ordering the plants. The next item she will focus on is a sign for the garden. Initially, she will plan for a granite marker to honour Ted Blowes and then work on one of the city's standard yellow/green information signs to show what is in the garden.

- **Recovered Street Paver Projects**

Councillor Beatty updated the committee that he has spoken with the Director of Infrastructure & Development Services regarding using the pavers for a project. If the committee is interested, they can let him know. Other committees are also interested in using some of them for projects.

- **CN EcoConnexions Grant**

The committee plans on applying again for this grant. They will focus on trees when they re-apply. Councillor Henderson suggested stats on how many trees Stratford has had to cut and how many they need to replace.

- **Fixing Areas Under Park Benches**

Councillor Beatty will contact the Parks & Forestry Manager to inquire if he has some ideas and costs for cleaning up the areas under park benches. This was an item noted on the last judges' evaluation that needed improvement.

**c) CIB National Symposium – Ottawa - September 13-16, 2017**

Councillor Beatty asked committee members to consider if they would like to attend this year's symposium. Further discussion at the February meeting.

**d) Seasonal Lights Update**

Councillor Henderson reported that all 28 lights are up. The two missing ones appear to have been returned. There is one light out on Lakeside Drive heading up the hill, but it is still plugged in.

## 6.0 NEW BUSINESS

**a) Pollinator Symposium – Guelph – March 25, 2017**

Lorraine Kuepfer reported that Guelph is holding an upcoming pollinator symposium. She is planning on attending and inquired if CIB is interested in doing a display. Barb Hacking is also interested in attending.

**Motion by Councillor Henderson, seconded by Mary O'Rourke that the Communities in Bloom Advisory Committee spend up to a maximum of \$200.00 to cover registration and travel costs for two CIB members to attend the March 25, 2017 Pollinator Symposium in Guelph. Carried.**

**b) Butter- bike Event – Barb Hacking**

Barb Hacking explained to the committee the butter-bike event. A woman is starting in the wintering grounds of Mexico and is going to bike all the way through the United States and Canada. She wasn't originally coming to Stratford, but is now going to travel through the City. Ms. Hacking would like to plan something for when she arrives in Stratford.

**7.0 NEXT MEETING DATE – Thursday, February 2, 2017 – 12:00 p.m. - KCC****8.0 ADJOURNMENT**

**Motion by Dave Gaffney, seconded by Jo-Anne Russell to adjourn the meeting. Carried.**

Time: 1:10 p.m.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – Kiwanis Community Centre, 111 Lakeside Drive, Stratford ON

**Present:** Councillor Brad Beatty – Chair Presiding, Dave Gaffney, Jo-Anne Russell, Lorraine Kuepfer, Barb Hacking, Mary O'Rourke, Councillor Bonnie Henderson, Carys Wyn Hughes, Katie McLeod

**Staff Present:** Casey Riehl – Recording Secretary

**Regrets:** Susan Kummer

## MINUTES

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### 1.0 CALL TO ORDER

Councillor Beatty called the CIB meeting to order at 12:00 p.m.

### 2.0 INTRODUCTION OF NEW MEMBER – KATIE MCLEOD

Katie McLeod introduced herself to the committee.

### 3.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 4.0 ADOPTION OF PREVIOUS MINUTES – January 5, 2017

**Motion by Dave Gaffney, seconded by Jo-Anne Russell to adopt the previous minutes dated January 5, 2017 as printed. Carried.**

### 5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

#### a) Update on Bee City Initiative – Barb Hacking

Barb Hacking distributed and reviewed the Bee City resolution that has been forwarded requesting Council adopt the initiative for the City of Stratford. If Council adopts the resolution, the committee would like to post the information on the website. Councillor Beatty suggested Stratford become a leader and set an example for other communities. Quin Malott has volunteered to be the staff liaison for this initiative. You have to re-apply to Bees Canada each year to ensure that you are continuing to work on pollination in your community.

**b) Update on Ted Blowes Memorial Pollinator Garden – Barb Hacking**

Barb Hacking has met with a rep from the Horticultural Society, a landscaper and city staff who will be planting the garden. She will be ordering the plants soon to be planted in the spring. She is also working on signage for the garden with a marker for Ted Blowes, as well as a sign explaining the pollination garden and historical information. Committee members discussed possibly holding a dedication ceremony in conjunction with Home Hardware Day on May 27<sup>th</sup>. Ms. Hacking will arrange for a photo with the local papers when the planting takes place.

**c) Update on CN EcoConnexions Grant – Councillor Beatty**

Deferred to a later date.

**d) Recovered Street Pavers Project**

Councillor Beatty discussed the street pavers with city staff and they are aware the the CIB committee may be interested in using some of them for a future project. Dave Gaffney noted that the Sesquicentennial Committee is also looking to do a project.

**e) Fixing Areas Under Park Benches**

Councillor Beatty has discussed this with the Manager of Parks & Forestry. He will be sending Councillor Beatty some quotes on costs to pour cement slabs and another one for the reclaimed rubber product.

**f) CIB National Symposium (Ottawa) – September 13-16, 2017**

There are committee members who are interested in attending the upcoming national CIB symposium in Ottawa. Councillor Beatty will coordinate with Pat Shantz for registration.

**Motion by Councillor Henderson, seconded by Jo-Anne Russell that the Communities in Bloom Committee spend up to a maximum of \$4,500.00 to send five (5) committee members to the National Symposium in Ottawa September 13-16, 2017. Carried.**

**g) Update on Community Logo Project – Lorraine Kuepfer/Dave Gaffney**

Dave Gaffney reported that the working group has had their second meeting and plans are moving ahead. An announcement will be made at an upcoming Council meeting regarding the contest and details for submitting a design. If this project goes well, they may consider the same concept for gateway designs.

**h) Update on Butter-Bike Event – Barb Hacking**

Barb Hacking reported that Sarah Dykman from Kansas City and a recent graduate in a wildlife program, will be cycling for nine months from the mountains in Mexico following the migration route to Canada and back to Mexico. She is currently volunteering at a butterfly farm in Mexico before she leaves. Ms. Hacking is meeting her in Mexico at the end of February to explore the butterfly sanctuaries.

Ms. Hacking will arrange an event when Ms. Dykman arrives in Stratford, most likely in August. She will put an announcement in the newsletters that go to schools in June to let students know she will be arriving in Stratford in August.

## 6.0 NEW BUSINESS

- (a) **Sesquicentennial Family Forest Plaque – Councillor Beatty/M. O’Rourke**  
Councillor Beatty stated that the cost of the plaque at the new forest will be split three ways. CIB will pay for a third of it. The plantings will take place on May 2<sup>nd</sup> for the school kids and the evening of May 8<sup>th</sup> for the Scouts. In total, there will be approximately 500 trees planted. Mary O’Rourke will inquire about costs for various types of signs and report back to the committee.
- (b) **Horticultural Society – 140<sup>th</sup> Anniversary**  
Councillor Beatty has been contacted by two members of the Horticultural Society. Doug Reberg is planning a “guide to gardens in Stratford”. He would like to attend an upcoming CIB meeting and is seeking financial support. He was also contacted by Maureen Cocksedge regarding an initiative called “recycle plants, save seeds and eat the veggies”. Staff will contact Mr. Reberg to attend CIB in March and Ms. Cocksedge in April.
- (c) **Home Hardware Day – May 27, 2017**  
Councillor Beatty will confirm and co-ordinate with Home Hardware for May 27, 2017.  
Dave Gaffney – BBQ, contact Stuart Arkett  
Barb Hacking – Kids activity, seeds  
Carys Wyn Hughes – food, advertising  
Brad Beatty – order flowers, contact Festival Hydro, contact Kate Simpson for composters/blue bins, inquire with Home Hardware if rain barrels will be available for sale, talk to Quin Malott for soil/mulch
- Motion by Dave Gaffney, seconded by Jo-Anne Russell that the Communities in Bloom Advisory Committee spends up to a maximum of \$550.00 on advertising, refreshments and miscellaneous expenses relating to the 2017 Home Hardware Event. Carried**
- (d) **Cleaning Veteran’s Headstones & Flags– Dave Gaffney**  
Dave Gaffney inquired if CIB would be interested in making a recommendation to Community Services to aid in purchasing some kits to clean the veteran’s headstones as well as purchase flags for each of them. The goal would be to have all the headstones cleaned and flags on them for Remembrance Day 2018. Members inquired about the signage for the Commonwealth War Graves Memorial garden at Avondale Cemetery. Councillor Beatty will inquire with the representatives at the National CIB Symposium this year.

(e) **Dutch Memorial Garden Sign – Mary O'Rourke**

Mary O'Rourke reported that the sign at the Dutch Memorial garden is missing. It may have been stolen or someone may have taken it down for the winter. The committee will wait and see if it turns up in the spring before purchasing a replacement sign.

(f) **2017 CIB Judging – Councillor Beatty**

Councillor Beatty has sent the date request of the week of June 25, 2017 for the judges to visit Stratford. The dates will depend on the judges schedules. The committee discussed adding a video component this year to highlight community involvement. Taking videos at different events that CIB is involved in to show to the judges when they are here. The video made for the provincial symposium could be used for part of it. Councillor Beatty will contact a student to see if they are interested in taking some videos for the committee. Carys Wyn Hughes volunteered to coordinate the events with the student.

Updating the Profile Book:

Heritage – Dave Gaffney

Environment – Bonnie Henderson/Lorraine Kuepfer

Tidiness – Mary O'Rourke/Jo-Anne Russell

Urban Forestry/Landscaping – Brad Beatty/Quin Malott

**7.0 NEXT MEETING DATE – Thursday, March 2, 2017 – 12:00 p.m. - KCC**

**8.0 ADJOURNMENT**

**Motion by Dave Gaffney, seconded by Carys Wyn Hughes to adjourn the meeting. Carried.**

Time: 1:25 p.m.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – Kiwanis Community Centre, 111 Lakeside Drive, Stratford ON

**Present:** Councillor Brad Beatty – Chair Presiding, Dave Gaffney, Jo-Anne Russell, Lorraine Kuepfer, Mary O'Rourke, Carys Wyn Hughes, Katie McLeod, Susan Kummer

**Staff Present:** Casey Riehl – Recording Secretary

**Also Present:** \*Doug Reberg – Stratford Horticultural Society

**Regrets:** Councillor Bonnie Henderson, Barb Hacking

## MINUTES

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### 1.0 CALL TO ORDER

Councillor Beatty called the CIB meeting to order at 12:00 p.m.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 3.0 ADOPTION OF PREVIOUS MINUTES – February 2, 2017

**Motion by Dave Gaffney, seconded by Lorraine Kuepfer to adopt the previous minutes dated February 2, 2017 as printed. Carried.**

### 4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

#### a) Update on Bee City Initiative – Councillor Beatty

Councillor Beatty reported that the new Deputy Clerk, Tatiana Dafoe, has been in contact with Quin Malott regarding being the staff contact for the Bee City program. He has agreed to do the necessary paperwork that is required to be submitted on an annual basis. The request for endorsement by Council will be going to an upcoming Community Services Sub-committee meeting.

Lorraine Kuepfer explained that she and Barb Hacking would like to begin a certification program for private gardens that are pollinator friendly. They would be required to have a minimum of two milkweed plants and three native plants. The

hope is to expand to churches, schools, etc. Residents can contact someone via phone or e-mail to have their garden certified. Lorraine Kuepfer has recently joined the master gardeners group in Stratford; she will also discuss this project with them. Councillor Beatty feels that the idea fits well with the new Bee City Initiative.

**b) Update on Ted Blowes Memorial Pollinator Garden – Barb Hacking**

Lorraine Kuepfer reported that a possible date of May 27, 2017 has been set to hold a dedication ceremony for the garden. This could take place after Home Hardware Day has wrapped up.

**c) Update on Butter-Bike Event – Barb Hacking**

No new updates.

**d) Quotes on Fixing Areas Under Park Benches – Councillor Beatty**

Councillor Beatty explained two options that he received from Community Services. One would be to install recycled rubber under and around the benches or pour concrete slabs under/around the benches. The committee preferred the idea of pouring concrete, with a possible option of stamping a pattern in it. Councillor Beatty will inquire with Community Services if the contractor will include stamping in his quoted price. This could possibly be an ongoing yearly project for CIB, to do a few benches each year.

**Motion by Dave Gaffney, seconded by Jo-Anne Russell that the Communities in Bloom Advisor Committee spend up to a maximum of \$2,000.00 to pour concrete pads under five park benches - Community Services to determine which benches are to be done. Carried.**

**e) Update on Community Logo Project – L. Kuepfer/D. Gaffney**

Dave Gaffney and Lorraine Kuepfer updated the committee that the contest has been launched. First prize is \$1,000.00, second prize \$500.00 and third prize is \$250.00. Submissions are due back by March 31, 2017. The plan is to unveil the new community logo during Canada Day festivities.

**f) Update on Sesquicentennial Family Forest Plaque – Mary O'Rourke**

Mary O'Rourke updated the committee that the plaque has been designed. It will be placed at the new Sesquicentennial Forest. The ceremony for the forest will be held on Tuesday, May 2<sup>nd</sup> at 10:00 a.m.

**Motion by Dave Gaffney, seconded by Mary O'Rourke that the Communities in Bloom Advisory Committee spend up to a maximum of \$400.00 for the CIB portion of the Sesquicentennial Forest plaque. Carried.**

**g) Home Hardware Day (May 27, 2017)**

Councillor Beatty has confirmed with Kate Simpson for the recycle bins, Festival Hydro has also confirmed. Nursery will confirm red flowers with Councillor Beatty. CIB members to please be at Home Hardware at 8:30 a.m. on May 27<sup>th</sup>.

**h) CIB National Symposium (Ottawa – Sept. 13-16)**

Councillor Beatty will contact Pat Shantz to organize booking two rooms for Friday and Saturday for the four CIB members attending the symposium.

\*Doug Reberg now present (12:30 p.m.)

**i) 2017 CIB Judging Update – Councillor Beatty**

CIB members all working on profile book sections. Susan Kummer has newspaper clippings for each section for members to reference. Councillor Beatty has asked that sections all be complete for the next CIB meeting on April 6<sup>th</sup>.

**5.0 NEW BUSINESS****(a) Swan Parade (Sunday, April 2, 2017)**

Councillor Beatty inquired if the CIB committee would like to share a tent with CBEAC as in previous years. The committee agreed they would like to. Set up will begin at noon. CIB will hang their committee banner. Carys Wyn Hughes will arrange to display a few garbage cans to promote the upcoming garbage can decorating contest. Jo-Anne Russell will request seed packs to give away at planter day, as well as the swan parade.

**6.0 DELEGATE: Doug Reberg, Horticultural Society – Guide to Gardens**

Doug Reberg attended the CIB meeting to discuss his plans to publish a "Guide to Gardens" for public gardens in Stratford. He would like to publish a print version initially, then possibly offering it digitally. He intends to contact the U of W for assistance with the digital portion of this project. The Stratford Camera Club is helping him with the photography. He will be including items such as the historical background of the garden, what is growing in the garden, etc. He noted that he has also applied for a Community Foundation grant for this project. Mr. Reberg hopes to have to booklets available for mid-summer to help celebrate Canada's 150<sup>th</sup> birthday. Councillor Beatty recommended Mr. Reberg contact the Parks Manager for a list of all the City gardens. Mr. Reberg noted that initially, he would like the booklets to be a free publication that can be given out. The committee suggested Mr. Reberg apply to the City for a grant to help with this project.

**7.0 NEXT MEETING DATE – Thursday, April 6, 2017 – 12:00 p.m. - KCC**

## 8.0 ADJOURNMENT

**Motion by Dave Gaffney, seconded by Carys Wyn Hughes to adjourn the meeting. Carried.**

Time: 1:25 p.m.



## **BOARD OF PARK MANAGEMENT**

A meeting of the Board of Park Management will be held on **Monday, January 9, 2017 at 3:30 p.m.** in the Mansbridge Room at the Rotary Complex..

**PRESENT:** Chairman Rick Orr, Vice Chair Dave Gaffney, Randy Brown, Sid Creek, Barry Jesson, Jennifer Lamb, Councilor Bunting, Councilor Henderson.

**STAFF PRESENT:** Quin Malott Parks, Cemetery & Forestry Manager, David St. Louis Director Community Services.

### **MINUTES**

#### 2479. MINUTES:

Issue: The minutes of the December 12, 2016 meeting provided for Board's approval.

**Resolution:** The minutes be approved.

**Mover:** D. Gaffney                      **Seconded:** R. Brown                      **Carried.**

#### 2480. CANADA DAY 150 CELEBRATIONS:

Issue: Lissa Lichti Event Coordinator requesting approval on behalf of Stratford City Centre BIA and City of Stratford Sesquicentennial Ad-Hoc Committee for the event July 1, 2017. Slow Food Market and Multicultural Association will be offering breakfast items for sale.

Background and Analysis: Road closure & event application initiated through City Clerk's office June 30 – July 1, 2017. Youth performances of dance and sporting skills. Stratford & District Agricultural Society offering a petting zoo. Old-time picnic games organized and managed by the Stratford YMCA youth leaders.

**Resolution:** To approve the request.

The petting zoo to be determined in future. There will be 2 stages that will provide continuous entertainment during set-up and tear down.

**Mover:** J. Lamb                      **Seconded:** S. Creek                      **Carried.**

#### 2481. TURNING IT INSIDE/OUT CONFERENCE 2017:



## **BOARD OF PARK MANAGEMENT**

Issue: Vickie Woods Resource Consultant with the City of Stratford Child Care Program requesting use of parkland adjacent to the Art Gallery for education breakout sessions during the conference.

**Background and Analysis:** City of Stratford Resource Consultant Program hosts a conference every other year out of the Arden Park Hotel. In keeping the 2017 theme highlighting the benefits of outdoor education, workshop options outside will be offered. Intent is to erect two tents west side of the Art Gallery Parking Lot, one to accommodate 150 participants the second to accommodate 30 participants.

**Staff Recommendation:** To approve the request.

**Resolution:** To approve the request.

**Mover:** Councillor Henderson      **Seconder:** D. Gaffney      **Carried.**

2482. OTHER BUSINESS:

**Motion** to adjourn by D. Gaffney, seconded by Councilor Henderson 3:43 pm.

Next regularly scheduled meeting of the Board Monday, February 13, 2017.

March 13, 2017 meeting cancelled.



## **BOARD OF PARK MANAGEMENT**

A meeting of the Board of Park Management was held on **Monday, February 13, 2017 at 3:30 p.m.** in the Mansbridge Room at the Rotary Complex.

**PRESENT:** Chairman Rick Orr, Vice Chair Dave Gaffney, S. Creek, B. Jesson, Jennifer Lamb, Councillor Bunting, Councillor Henderson.

**STAFF PRESENT:** Quin Malott Parks, Cemetery & Forestry Manager, David St. Louis Director Community Services Jim Bryson, Community Facilities Manager.

**ABSENT WITH REGRETS:** R. Brown

### **MINUTES**

#### **2480. SPLASHPAD RECOGNITION SIGNAGE:**

Issue: Jim Bryson Community Facilities Manager, Mike Doupe and Jack West from Stratford & Area Builders Association [SABA] presentation regarding providing recognition signage at the Anne Hathaway Splashpad.

**Background and Analysis:** In the winter of 2014/2015 SABA constructed the ancillary areas of the Splashpad. With the completion of the change rooms and sun shelter July 2015 it opened to the public. Mr. Doupe has worked with Sign Ontario to provide two mock up designs representing 3 x 4 foot signs intended to be installed on the building, road side under the eaves. Facility staff does not recommend wall mount designs as they will not stand up to removal of graffiti. SABA is recommending the upright sign displayed as "A".

If the Board agrees to this installation, staff recommends the inclusion of a City of Stratford logo to reflect the City's role in maintaining all facilities in the Anne Hathaway recreation area. The proposed signage is to be paid for by SABA.

**Additional Information:** Photos of what the signs would look like were distributed for the Board's review.

D. Gaffney asked if there was precedence now for such signage in the Park System. D. St. Louis said that there has been recognition in the past for service clubs (Kiwans), and it is common for there to be recognition walls within City buildings but not within the park.



## **BOARD OF PARK MANAGEMENT**

D. Gaffney added that if we allow this signage, would we allow private advertising within our park system in the future?

D. St. Louis added that the City is currently looking at an inventory of potential revenue generators through advertising.

Councillor Henderson suggested that the wording on the sign be made smaller so that everything would fit on one sign.

Board members noted the great work that SABA and all of the donors made to make the splash pad happen.

D. Gaffney stated that the tradition and policy of the Parks Board is that we don't allow any commercial advertising within the park system. Do we want to start a new policy where we allow signage within the park system? Councillor Bunting suggested having staff look at the current policy and suggested a time limit for this sign to be up.

D. Gaffney recommended these signs be the same as the other signs within the city (green/yellow).

**Resolution:** That the signs be approved with the following constraints:

- a. a five year limit
- b. the Dufferin Concrete logo be removed to match the other corporations
- c. that SABA be responsible for the cost of maintaining the signage, which may include donating more to the City of Stratford to pay for any replacement or repair of the signs
- d. that the signs match the green/yellow signs around the city.

For the stand alone sign, Option B with changes (Kiwanis on top, Splash at bottom) and Rotary and SABA logos included

**Mover: S. Creek**

**Seconder: B. Henderson**

**Carried.**

\*G. Bunting, M. Doupe, J. Bryson and J. West now left the meeting.

R. Orr asked staff to develop policy outlining signage within the park system. D. St. Louis suggested the City should look at a comprehensive policy that includes parks and city buildings.

2481. MINUTES:



## **BOARD OF PARK MANAGEMENT**

Issue: The minutes of the January 9, 2017 meeting provided for Board's approval.

**Resolution:** The minutes be approved.

**Mover: D. Gaffney**

**Seconded: J. Lamb**

**Carried.**

### 2482. LAKESIDE DRIVE BANNER PROGRAM:

**Issue:** To provide the Stratford Board of Park Management a series of artwork that could be installed as outdoor banners on the light standards along Lakeside Drive.

**Background and Analysis:** A series of banner concepts have been created for Board review. There are 18 light standard banner locations along Lakeside Drive. It is recommended to create a series of 6 banners with different photographs, which would repeat three times to fulfill 18 light standard locations.

Note that artwork chosen within the draft concept series simply represents the type of photography that could be used. A final concept of all 6 banners would be presented to the Board upon approval of the general design of the banner.

Financial Impact: \$3,000 to supply and install 18 banners, 24" wide x 48" tall.

**Staff Recommendation:** For Board discussion.

**Additional Information:** D. St. Louis stated that the banners presented are suggestions only and that the art work can be changed. If the Board wants to move forward with this project he suggested using photos and wording for events such as the Communities in Bloom awards the City has won activities that take place within the park like Winterfest and the swan parade.

**Resolution:** That the Board accept the idea in principal and the final designs be brought back to the Board for final review.

**Mover: B. Henderson**

**Seconded: B. Jesson**

**Carried.**

\*D. Gaffney now left the meeting.



## **BOARD OF PARK MANAGEMENT**

### **2483. BALLANTYNE AVENUE & LOW IMPACT DEVELOPMENT STRUCTURE UPDATE:**

Issue: Taylor Crinklaw Project Engineer providing a brief presentation with distribution of contract drawings to be followed by discussion and comments.

**Background and Analysis:** Ballantyne Avenue Reconstruction project will potentially be approved by Council to go to construction February 13, 2017. Upon approval of the tender submissions from Council February 27, 2017 construction will commence the beginning of March. Included in the tender package for construction is the plan to install the drainage swale and bio-retention facility [rain garden] within Lakeside Drive Parkland, with the exception of planting material. Once construction is complete, the Parks & Forestry Manager has plans to engage a local community group to plant a butterfly garden. The cost of the bio-retention facility and planting material will be included as part of the reconstruction project.

**Additional Information:** Taylor advised that there are several Ballantyne Ave. residents who do not like the fact that there will only be one sidewalk on Ballantyne (North side sidewalk to be removed). This matter is back at Council tonight.

Q. Mallot advised that D. Gaffney wanted to ensure that there is room for people to take the current short cut at the North West corner of the lower festival lot. This can be accomplished by making sure there is enough room for a sidewalk or path at the north end of the garden/bio-retention facility.

### **2484. STRATFORD CELEBRATES CANADA 150:**

**Issue:** Lissa Lichti Event Coordinator on Behalf of the Stratford City Centre Committee [BIA] and the City of Stratford's Sesquicentennial Committee resubmitting a request for approval of the July 1, 2017 celebrations. Original item was brought to the Board last meeting under item #2480. Ms. Lichti resubmitted the entire event with additions and timetable, most notably the fun run/walk and cycle.

**Background & Analysis:** Letters of request provided detailing the planned activities and timetable. Breakfast items will be offered for sale. Bandshell stage will feature youth performances live entertainment and Stratford Bronze star



## **BOARD OF PARK MANAGEMENT**

presentations. Stratford & District Agricultural Society organizing a petting zoo. Stratford YMCA youth leaders coordinating old-time picnic games.

Children's events intended to include inflatables, craft and cookie tents, face painting and clowns for entertainment. These activities will be set up on the Cobourg Street asphalt as much as possible. Throughout the afternoon food and merchandise vendors will be setup along Veteran's Drive.

Road closures from 10:00pm June 29<sup>th</sup> until July 1, 2017 at 8pm. Setup commencing morning of June 30<sup>th</sup> and tear down beginning July 1, 2017 at 4pm.

**Resolution: To approve the events as requested.**

**Mover: B. Henderson**

**Seconder: J. Lamb**

**Carried.**

2485. OTHER BUSINESS:

**Motion** to adjourn by B. Jesson.

The meeting of the Board Monday, March 13, 2017 which falls during March Break has been cancelled. Next regularly scheduled meeting is Monday, April 10, 2017.