



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

**Date:** Wednesday, March 27, 2019

**Time:** 4:30 P.M.

**Location:** Council Chamber, City Hall

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

**Staff Present:** Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Michael Humble - Director of Corporate Services, Tatiana Dafoe - Deputy Clerk, Jodi Akins - Council Clerk Secretary, Joan Thomson - City Clerk, Allison Jordan - Events Coordinator, Taylor Crinklaw - Project Engineer

Pages

**1. Call to Order**

The Vice-Chair to call the Meeting to Order.

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

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

Name, Item and General Nature of Pecuniary Interest

.....  
.....  
.....  
.....



### 3. Delegations

None scheduled.

### 4. Report of the Manager of Engineering

#### 4.1 Event Parking and Cycle Lanes on McCarthy Road West (ITS19-020) 6 - 11

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

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

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

AND THAT on-road cycle tracks not be constructed.

### 5. Report of the Deputy Clerk

#### 5.1 Integrity Walk-in Installations Request for Meter Hood Rental Fee to be Waived (ITS19-018) 12 - 16

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

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

#### 5.2 Market Square Terms of Use Policy Amendment (ITS19-022) 17 - 24

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

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

### 6. Report of the Events Coordinator

#### 6.1 Request to operate All-Terrain Vehicles (ATVs) on City Streets, Recreation Trails and Municipal Property for the 2019 Ontario Pork Industry Council Hog Jog (ITS19-019) 25 - 27

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

**Staff Recommendation:** THAT the request for an exemption to permit the



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

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

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

## 7. Report of the Project Engineer

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

28 - 36

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

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

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

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

## 8. Report of the City Clerk

### 8.1 One-way Street Signage (ITS19-013)

37 - 38

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

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



- 8.2 Pedestrian Infrastructure Surrounding Stratford General Hospital (ITS19-014)** 39 - 40

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

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

- 8.3 Sidewalk Infrastructure on Worsley Street (ITS19-016)** 41 - 42

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

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

- 8.4 Review of Bicycle Parking Requirements in Commercial and Industrial Developments (ITS19-015)** 43 - 44

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

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

- 8.5 Updated Terms of Reference for the Energy and Environment Advisory Committee and Request for a New Bee City Canada Representative on the Energy and Environment Committee (ITS19-021)** 45 - 47

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

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

## **9. Capital Project Update**

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

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

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

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



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

**12. Adjournment**

Meeting Start Time:

Meeting End Time:

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

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





## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Nancy Roulston, Manager of Engineering  
**Report#:** ITS19-020  
**Attachments:** McCarthy Road Plan

**Title:** Event Parking and Cycle Lanes on McCarthy Road West

**Objective:** To evaluate the special event parking and bicycle lane options on McCarthy Road West.

**Background:** McCarthy Road West is an arterial road, with an Annual Average Daily Traffic (AADT) count of over 2,400 (west end) to 5,700 (east end) vehicles. According to the latest statistics available, speeds average over 61km/hr west of the Rotary complex (with 85% of vehicles travelling less than 70 km/hr), average 54km/hr between Greenwood Drive and Dickens Place (with 85% of vehicles travelling less than 61km/hr) and average 45km/hr closer to Mornington Street (with 85% of vehicles travelling less than 52km/hr).

There are bicycle lanes on both sides for the entirety of the street, and there is a transit route (McCarthy) travelling from west to east along the south side on the majority of the street.

McCarthy Road is separated by a concrete median from Mornington to Hyde Road. The pavement width from Hyde Road to the west limit of the Rotary Complex is 14m including gutters. From the west limit of the Rotary Complex to its terminus west of Orr Street, the pavement is 2.5m narrower, with a width of 11.5m including gutters.

At the January 28, 2019 Community Services Committee meeting, the following motion was passed:

THAT permission for angle parking on the North side of McCarthy Road as it extends west to O'Loane Avenue for the Canadian Dairy XPO in the years 2019, 2020, and 2021, and the Canadian Poultry XPO 2020 and 2021 be granted;



And

THAT staff prepare a report on a two way cycle track / bike lane proposal for the south side of McCarthy Road W and angle parking on the north side of McCarthy Road W for all events at the Rotary Complex.

**Analysis:** When reviewing what facilities can fit within the existing roadway, the following minimum standards are required:

- Angled parking – minimum width 2.6m, minimum length 5.6m. This size of space requires approximately 6.1m of pavement perpendicular to the curb.
- Parallel parking – minimum width 2.5m, minimum length 6.7m.
- Two-way traffic – minimum 6.0m not recommended due to volume of traffic, bus route and adjacent parking. Require at least 3.5m per lane, or 7.0m minimum for roadway.
- Two-way cycle track, on the roadway – Ontario Traffic Manual (OTM) Book 18 recommends 2.0m per lane, but will accept 1.5m per lane for a raised cycle track (grade separation from the traffic lanes –i.e. in the boulevard). For Contraflow cycle lanes (two way lanes on the roadway) OTM Book 18 recommends 2.0m per lane with a suggested 1.8m minimum. A 1.0m buffer is also recommended (0.5m minimum) to provide separation from traffic. For a permanent cycle track within the roadway, minimum widths for all components are not recommended due to volume and speed of traffic. Therefore, the City should require at least  $1.8\text{m}+1.8\text{m}+1.0\text{m}=4.6\text{m}$

The pavement requirements for various parking and cycle track combinations are as follows:

- Option 1 – Two-way cycle track, angle parking -  $4.6\text{m}+6.1\text{m}+7.0\text{m} = 17.7\text{m}$
- Option 2 – Angle parking, no cycle track -  $6.1\text{m}+7.0\text{m} = 13.1\text{m}$
- Option 3 – Two-way cycle track, parallel parking, -  $4.6\text{m}+2.5\text{m}+7.0\text{m} = 14.1\text{m}$
- Option 4 – Parallel parking, no cycle track -  $2.5\text{m}+7.0\text{m} = 9.5\text{m}$
- Option 5 – No parking, cycle Track – 4.6m



The roadway options were evaluated for both sections of McCarthy Road as follows:

Road Section	Option	Angle Parking	Parallel Parking	Cycle Track	Remaining Pavement	Comments
Hyde Road to west limit of Rotary Complex 14m Roadway	1	Yes		Yes	3.3m 1.65m / lane	Not Acceptable
	2	Yes		No	7.9m 3.95m / lane	
	3		Yes	Yes	6.9m 3.45 / lane	Borderline
West limit of Rotary Complex to Orr Street 11.5m Roadway	1	Yes		Yes	0.8m 0.4m / lane	Not Acceptable
	2	Yes		No	5.4m 2.7m / lane	Not Acceptable
	3		Yes	Yes	4.4m 2.2/ lane	Not Acceptable
	4		Yes	No	9.0m 4.5m / lane	
	5	no	no	yes	6.9m 3.45m / lane	Borderline

#### Temporary Event Parking

There is space within the existing section of McCarthy Road between Hyde Road and the limit of the Rotary Complex for angle parking. There is not enough space for angle parking on the remainder of McCarthy Road.

There is space for parallel parking within the existing section of McCarthy Road from the limit of the Rotary Complex west to Orr Street.

#### Two-way on-road Cycle Track

A cycle track would fit within the roadway from Hyde Road to the limit of the Rotary Complex, and still allow for event parking as long as the spaces are parallel, not angled. There is no room for a cycle track from Hyde Road to Mornington without reconstruction of the street. The track would not fit within the roadway west of the Complex, unless no event parking is allowed.

The location of an on-road cycle track is as important, if not more so, than the space provided. On road cycle tracks create conflict zones at intersections and driveways. There are 5 intersections and 4 driveways to cross on the north side, and 5 intersections and 2 driveways on the south side. They should be located away from on street parking. Proper signage would need to be installed to warn motorists entering or crossing the roadway to be aware of cycle traffic coming from both directions.

If the cycle track is constructed from Mornington to the west side of the Rotary Complex, it would be difficult to safely transition from a two-way cycle track to single bike lanes or no dedicated bike lanes. Due to the high volumes and speed of traffic at this section of McCarthy Road, staff does not recommend ending a cycle track opposite the complex, as



this would require cycle traffic to cross McCarthy Road and merge into traffic mid-block, with possible obstructed sight lines due to parking, etc. Therefore, if cycle tracks are constructed, they should extend for the entire length of McCarthy Road West, to eliminate additional transitions and conflicts accessing or leaving the track. The addition of an on-road cycle track to McCarthy Road West would also require the elimination of the existing left turn lanes at both Greenwood Drive intersections.

Transitions in and out of cycle tracks at the Mornington Street intersection would require additional reconstruction at the intersection in order to establish a safe passage for the contra-flowing cycle traffic to enter or leave the cycle track. Additional signage would need to be installed at each intersection as per OTM recommendations.

If cycle tracks were to be constructed on the south side of McCarthy Road, adjacent to the curb, they would conflict with transit stops. Buses would have to move into the cycle track to provide service. This is not recommended as the buses would be driving head on into oncoming cycle traffic, and the physical barrier between the cycle track and street traffic would have to be removed in order to accommodate the bus movements. Alternatively, a curb cut and accessible ramp could be installed at each stop, and patrons would have to cross the cycle track to access service.

If cycle tracks were to be constructed on the north side of McCarthy Road, adjacent to the curb, temporary parking would then be adjacent to the cycle tracks, abutting the physical buffer (delineators). During events, parking spaces near Deacon Road must be eliminated 10m either side of the intersection, 20m either side of the centreline of the intersecting street, to provide sight lines for drivers to see past the parked cars and observe oncoming traffic. Consideration would be needed to determine how much parking should be eliminated opposite the two Greenwood Drive intersections in order to allow cycle traffic to both enter and exit the cycle track safely. Council may wish to also remove sections of parking opposite the Rotary complex driveways for the same reason.

Considering the volume and speed of traffic, the capital costs at Mornington Street and for creating safe transitions in and out of the cycle track, plus the creation of multiple conflict zones at intersections and driveways; staff do not recommend the construction of any cycle tracks.

Staff recommend that temporary event angle parking on the north side of McCarthy Road from Hyde Road to the west limit of the Rotary Complex be allowed. The cycle lane on the south side of the street would be closed (signed).

Staff recommend that temporary event parallel parking be allowed on the north side of McCarthy Road from the west limit of the Rotary Complex to Orr Street.

**Financial Impact:** Costs incurred for signage, etc. to allow temporary event parking is to be borne by the event requestor.



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

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

**AND THAT on-road cycle tracks not be constructed.**



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Nancy Roulston, Manager of Engineering



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Ed Dujlovic, Director of Infrastructure and Development Services



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Rob Horne, Chief Administrative Officer



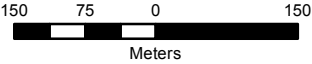
O'loane Avenue  
to  
Monrrington Street



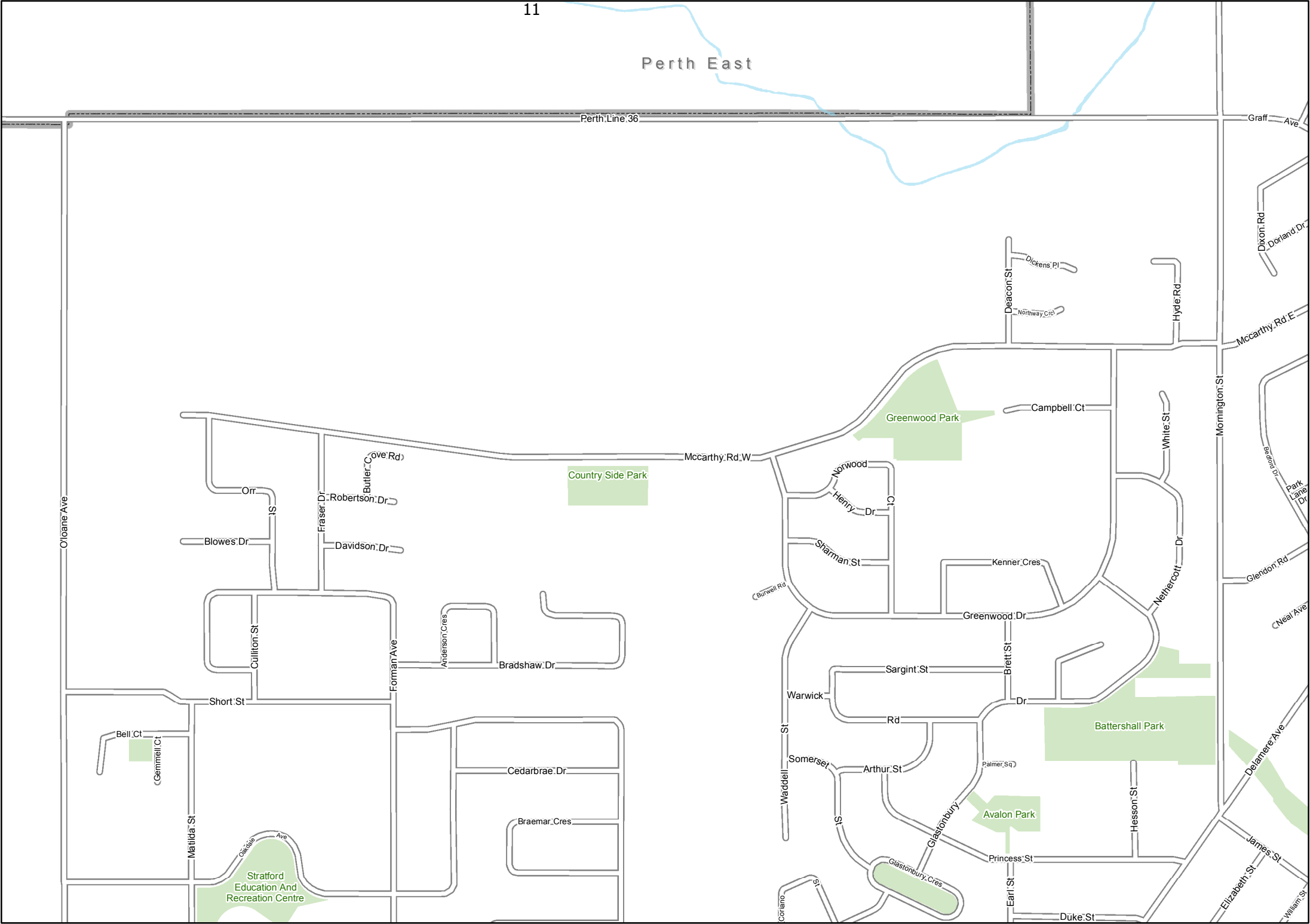
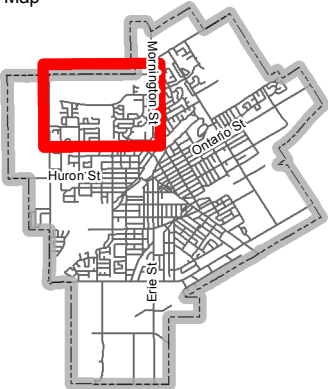
Corporate Services  
Department - IT Services  
March 2019

Legend

- Railway
- Streets
- Highways
- Parks
- Hydrology
- City Limit



Key Map







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## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Tatiana Dafoe, Deputy Clerk  
**Report#:** ITS19-018  
**Attachments:** Letter Requesting Fee Waiver from Integrity Walk-in Installations  
Current Meter Hood Rental Agreement

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**Title:** Integrity Walk-in Installations Request for Meter Hood Rental Fee to be Waived

**Objective:** To review a request from Integrity Walk-in Installations, for meter hood rental fees to be waived.

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

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

On September 18, 2018, Integrity Walk-in Installations requested a double-meter hood rental while completing roofing work at a Market Place establishment. A meter hood rental agreement with Integrity Walk-in Installations was completed.

**Analysis:** Integrity Walk-in Installations held the rented meter hoods from September 18, 2018, to December 5, 2018. The total cost of the rental for this period was \$778.01.

On February 13, 2019, the City received correspondence from Integrity Walk-in Installations, requesting the total meter hood rental fee be reduced to a two week period, which would total \$152.55. The request is based on their inexperience of meter hood rental practices and that the meter hood was not returned when work was completed, but rather left in the work vehicle due to their own employee's oversight.



As outlined in the meter hood rental agreement, the cost for rental of a double meter hood is \$13.50 per day plus HST or \$0.75 per hour. This provides tradespeople with a slightly reduced rate and the advantage of not having to attend the meter throughout the day to deposit further payment.

The rental agreement also notes there is a deposit of \$50.00 per meter hood required which can be provided by a credit card that is only charged if the meter hood and/or locking mechanism are not returned. If the meter hood is not returned the renter is required to pay for the purchase of a new hood and will also be charged for the rental of the meter hood from the date taken.

The lower portion of the agreement outlines in chart form the cost per double or single meter hood, the administrative fee and HST of 13%. Information regarding meter hood rental costs and conditions are also available on the City's website.

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

**Financial Impact:** Reducing the meter hood rental fee to \$152.55 will result in a loss of revenue in the amount of \$625.46.

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




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Tatiana Dafoe, Deputy Clerk




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Michael Humble, Director of Corporate Services




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Rob Horne, Chief Administrative Officer





CITY OF STRATFORD - METER HOOD RENTAL AGREEMENT

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

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CONTACT: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

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

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

DATE HOOD(S) TAKEN \_\_\_\_\_ SIGNATURE \_\_\_\_\_

.....

FOR OFFICE USE ONLY

IS A STREET PERMIT REQUIRED ☐ YES ☐ NO

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

IF YES, PERMIT NUMBER: \_\_\_\_\_

LOCATION OF METERS TO BE COVERED: \_\_\_\_\_

HOOD NUMBER(S): \_\_\_\_\_

METER HOOD PERMIT NUMBER(S): \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

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

PAYMENT TYPE: \_\_\_\_\_



CREDIT CARD NUMBER:

EXPIRY DATE:

CVC NUMBER:

NAME OF CARD HOLDER:

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

PAYMENT DETAILS FOR LONG TERM RENTALS

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

Notice of Collection

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





**integrity**  
**WALK - IN INSTALLATIONS**

69 Regal Road, Unit #4, Guelph, ON N1K 1B6

PHONE: (519) 821-9733

FAX: (519) 821-6977

February 13, 2019

Ms. Victoria Trotter  
Customer Service Clerk  
City of Stratford  
Clerks Division  
1 Wellington St  
Stratford, ON N5A 6W1

Re: Hood 14-D8

Dear Ms. Trotter:

We had rented a meter hood on September 12, 2018. Because of our total inexperience of renting a meter hood and an oversight by us, this hood wasn't returned immediately after use but left in the work van.

Because we were not aware of the hood still left in our possession, we were made aware of the oversight on November 30, 2018. Once informed, we did return the unit as soon as we could.

We are requesting leniency in regard to the bill due to these extenuating circumstances. Although the hood was only used a few times during a two-week period, we are willing to pay for its use during that time. Help with this invoice would be greatly appreciated. Thank you for taking this under consideration.

Sincerely,

Luuk Balfourt  
President





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## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Tatiana Dafoe, Deputy Clerk  
**Report#:** ITS19-022  
**Attachments:** P.3.8 Market Square Terms of Use Policy as amended

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**Title:** Market Square Terms of Use Policy Amendment

**Objective:** To consider the request to amend the Market Square Terms of Use Policy P.3.8 to prohibit the closing of roads and parking for special events held during the opening and closing weeks of the Stratford Festival.

**Background:** At the May 14, 2018 Regular Council meeting, the following motion was passed:

**THAT the amendment to the Market Square Terms of Use Policy to prohibit the closing of roads and parking for special events held during the opening and closing week of the Festival be referred to staff.**

**Carried**

This management report provides an overview of this matter and a recommendation for consideration.

**Analysis:** The Stratford Festival's opening week is held annually during the last week in May and features a variety of festivities. The "closing week", while not an official week, is subject to change based on demand for shows in any given year.

As applications for special events can be submitted a year in advance, staff recommend amending the policy to prohibit the closing of roads and parking for special events held during the opening week of the Stratford Festival as this remains consistent year over year. In addition, there are no events to be held in Market Square during this time requiring a road/parking closure that will be affected by this amendment.

Staff do not recommend prohibiting the closing of roads and parking for special events held during the closing week of the Stratford Festival as it is subject to change. For example,



the 2018 Stratford Festival season was extended at least two times and ended December 2, 2018. Since the closing week can be changed by the Stratford Festival, it will make it difficult for staff to enforce and may cause issues with events to be held in Market Square with road/parking closures.

The Stratford Festival was consulted and support was given for the proposed amendment. They expressed appreciation for the City's commitment to making their Opening Week festivities as easy as possible for visitors and residents to access. As there is not any particular fanfare surrounding their final performances, there would be no need to issue this prohibition for their "closing week".


**Financial Impact:** There are no financial implications associated with amending Policy P.3.8.

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



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Tatiana Dafoe, Deputy Clerk



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Michael Humble, Director of Corporate Services



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Rob Horne, Chief Administrative Officer



**The Corporation of the  
City of Stratford**  
Policy Manual

**P.3 Municipal Property**

Dept: Corporate Services

Committee: Infrastructure, Transportation and  
Safety

### **P.3.8 Market Square Terms of Use Policy**

Adopted: 12 June 2017

Amended:

Reaffirmed:

Related Documents:

☒ Council Policy ☐ Administrative Policy

Market Square was designed as a community gathering space for the public to enjoy. The intent of this policy is to provide regulations for the safe operation of this public space on a day to day basis and to provide the terms of use to regulate the rental of Market Square for special events.

#### **1. Regulations**

- 1.1. Stratford Market Square is an unsupervised space;
- 1.2. Parents/guardians are responsible for the adequate care, protection, and supervision of their children at all times;
- 1.3. No horseplay or games with balls, pucks, sticks, or other objects are permitted in Market Square unless specifically permitted as part of an organized approved event;
- 1.4. No cycling, inline skating, skateboarding, or motorized toys shall be permitted in Market Square;
- 1.5. No smoking subject to City of Stratford By-Law 174-2003, Smoking in Public Places:
  - 1.5.1. No smoking in the area shown on the attached Schedule 'A' identified as Market Square;
  - 1.5.2. No smoking in the parking area or sidewalk area when they are utilized for a Special Event, as identified in Schedule 'B';
  - 1.5.3. No smoking within 9 metres of any entrance to Stratford City Hall.
- 1.6. No consumption of alcohol is permitted in Market Square unless permitted as part of an approved event and consumed in a designated licensed area;



- 1.7. No glass bottles or containers are permitted in the water feature located in Market Square;
- 1.8. No interference with the operation of the Market Square water feature;
- 1.9. Busking/Sidewalk artists are permitted in Market Square under the following conditions (unless as part of an organized event):
  - 1.9.1. Must perform at least 50 metres from other musical acts;
  - 1.9.2. Must not obstruct the passage of pedestrians, transit stops, building entrances or exits, display windows, or fire hose connections.
- 1.10. As per City of Stratford's Business Licensing Bylaw 187-2004, Section 13, private businesses located in Market Square may apply for a license to set up an outdoor café immediately adjacent to their storefront;
- 1.11. Food Trucks and/or concession stands are only permitted in Market Square during Special Events subject to the availability of space and at the event organizer's and City's discretion;
- 1.12. Advertising is not permitted in Market Square unless it is an accessory to or subordinate to a use that has approval, and/or is tied to a permitted licensed use in Market Square.

## **2. Special Event Terms of Use**

Individuals, non-profit organizations, and private businesses may hold special events in Market Square subject to the approval of a Special Event Application, availability, and adherence to the following criteria unless an exception is granted:

- 2.1. A [Special Event Application](#) must be completed for all event requests in Market Square at least 12 weeks prior to the event;
- 2.2. All events held in Market Square must be open to the public;
- 2.3. As an outdoor public community space, Market Square cannot be closed at any time for any private events;
- 2.4. Special public events that charge admission fees for access to Market Square will be subject to rental fees for use of the space, in accordance with the attached Schedule 'C';
- 2.5. Tents that are put up for special events must use the appropriate tent anchors or be weighted to ensure the security of the tent. Tent pegs are not permitted to be hammered into the concrete;
- 2.6. Tent permits are required for tents or groups of tents in excess of 60 square metres. If a tent permit is required, a tent permit application must be submitted prior to Special Event Application approval;
- 2.7. A limited number of movable tables and chairs are available in Market Square. The City does not provide additional tables and seating. Any additional tables



and chairs required for a special event shall be the sole responsibility of the event organizer;

- 2.8. The proposed Special Event must not endorse views and ideas that may or are likely to promote discrimination in any form and must be consistent with the City's core values and Code of Conduct;
- 2.9. The proposed Special Event must not interfere with normal business conducted by the City and City staff or with any other activities permitted or businesses operating in the immediate area;
- 2.10. The City has full and exclusive authority over the scheduling of events in Market Square and reserves the right to cancel an event without providing reasons upon providing a minimum of two weeks advance notice in writing;
- 2.11. The City of Stratford may rescind approval of a Special Event at any time if the terms and conditions outlined in the Special Event Application are not complied with;
- 2.12. All approved road closures must ensure that the road is opened at the time specified in the Special Event approval letter. If the road remains closed past the approved time, event organizers will be charged \$50 per hour of continued closure of the road up to a maximum of \$500.00 per day;
- ~~2.12-2.13.~~ ~~Road and parking closures, associated with special events, are prohibited during the opening week of the Stratford Festival held annually in the last week of May;~~
- ~~2.13-2.14.~~ All event organizers booking events in Market Square are required to pay a refundable security deposit:
  - ~~2.13.1-2.14.1.~~ Market Square must be returned to the condition that it was in prior to the Special Event on or before the time specified in the Special Event approval letter, or organizers forfeit their security deposit;
  - ~~2.13.2-2.14.2.~~ If damages exceed the amount of the security deposit, event organizers will be charged for any damages to City property (e.g. damage to surfaces, furniture, fixtures, etc.), for any cleanup that the City has to undertake after the special event, and for any additional costs or services that the City incurs as a result of the terms and conditions of this policy not being met;
  - ~~2.13.3-2.14.3.~~ Event organizers who wish to dispute a non-refunded security deposit can appeal to Stratford City Council through the Infrastructure, Transportation, and Safety Subcommittee.
- ~~2.14.-~~ The fees and charges outlined in Schedule 'C' shall be adjusted annually on 1 January where indicated in the schedules of City Of Stratford Bylaw 77-2013 according to the Consumer Price Index (CPI). The CIP calculation is based on



a 12-month average of the total CIP as calculated by the Bank of Canada from 1 November to 31 October.



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### **3. Compliance with all existing City Policies and Bylaws, in particular:**

Policies:

P.3.3	Municipal Property
P.3.5	Municipal Alcohol
P.3.7	Special Occasion Permits – Public Events With Municipal Significance
C.1.13	Facilities Code of Conduct

Bylaws:

77-2013	Fees and Charges
113-79	Noise Control
159-2008	Traffic and Parking
174-2003	Smoking in Public Places
187-2004	Business Licensing

### **4. Exemptions**

Stratford City Council has the sole and absolute discretion to consider exemptions to this policy in extenuating circumstances.



### **Schedule C: Market Square Special Event Fee Schedule**

#### **1. Security Deposit**

- a) All event organizers booking events in Market Square are required to pay a \$250.00 security deposit for rental of a portion of Market Square (excluding the parking area);
- b) All event organizers booking events for all of Market Square (excluding the parking area) are required to pay a \$500.00 security deposit;
- c) All event organizers booking events for all of Market Square including the Parking Area are required to pay a \$600.00 security deposit;
- d) The security deposit will be fully refunded to event organizers so long as Market Square is returned to the same condition that existed prior to the Special Event;
- e) The security deposit is payable the earlier of 10 business days from the approval of the Special Event or a minimum of 10 business days prior to the special event.

#### **2. Daily Rental Fees**

Special Events that charge admission fees that are held in Market Square will be charged the following base daily rental fees for the use of Market Square:

- a) \$100 + HST for rental of a portion of Market Square (excluding the parking area);
- b) \$300 + HST for rental of all of Market Square (excluding the parking area);
- c) \$500 + HST for rental of all of Market Square including the parking area;
- d) Registered non-profits and/or other approved charitable events will receive a 20% discount off of rental fees.

#### **3. Supplementary Fees**

Supplementary Fees will be charged for use of services or for removals as follows:

- a) Hydro Access Fee - \$15.00 per location per day;
- b) Water Access Fee - \$15.00 per day;
- c) Fees for after-hours washroom access (minimum 1 hour):

<b>Rental Period</b>	<b>Hourly Rental Fee*</b>
Monday to Friday between 4:30pm and 11:30 pm	\$18.23
Monday to Friday after 11:30pm	\$122.93
Saturday between 5:00pm and 11:30pm	\$40.60
Sunday between 4:00pm and 11:30pm	\$40.60
Saturday and Sunday after 11:30pm	\$122.93

\*All rates subject to applicable tax.





## MANAGEMENT REPORT

**Date:** March 11, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Allison Jordan, Events Coordinator  
**Report#:** ITS19-019  
**Attachments:** 20190619 - Hog Jog Route Map

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

**Objective:** To consider the request from event organizers of the 2019 Ontario Pork Industry Council Hog Jog to operate All-Terrain Vehicles (ATVs) on certain city streets, recreation trails and municipal property on June 19, 2019 as identified in the attached map.

**Background:** The City has been approached by organizers of the 2019 Hog Jog for permission to operate ATVs in Stratford.

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

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

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

The request by the 2019 Hog Jog organizers is specific to their event so that ATVs can be used for assisting the participants.

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



**Analysis:** By-law 65-2012 was passed by City Council to permit and control the operation of ATVs on certain highways and streets, recreational trails and municipal property under the jurisdiction of The Corporation of the City of Stratford during certain hours for certain special events.

The request from the event organizers is similar to previous requests. No concerns were raised by staff or Stratford Police Services regarding this annual request.

**Financial Impact:** None identified.

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

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

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




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Allison Jordan, Events Coordinator




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David St. Louis, Director of Community Services




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Rob Horne, Chief Administrative Officer



# Hog Jog Map

10 K Course —

3.5 Course —

3.5 Turnaround —\*

Pork Congress Site

Burwell Rd

Greenwood Dr.

Start/Finish

Wadell St.

Briarhill Dr.

Corbin St.

Glastonbury

Britania St.

Charles St.

Caledonia St.

Hibernia St.

Avondale Ave.

St Vincent St.

T J Dolan Dr.

John St.

Water Station \*

Hill Loop

\*Water Station - 10 K turnaround

Lorne Ave

O'Loane Ave

Huron St

McCarthy Rd.

Mornington St.

Avon River

Water Station \*

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## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Taylor Crinklaw, Project Engineer  
**Report#:** ITS19-017  
**Attachments:** Frederick and Burritt LI Open House Comments and Responses;  
 Frederick and Burritt LI Street Photos

**Title:** Frederick Street and Burritt Street Local Improvement Project – Open House and Recommendations

**Objective:** To present the comments and concerns from the Open House, and to obtain Council approval to initiate the Frederick Street and Burritt Street Reconstruction Project as a Local Improvement under the Municipal Act.

**Background:** Municipal infrastructure proposed for replacement within Frederick Street and Burritt Street dates back to the 1920s. The section of Frederick Street being reconstructed is approximately 460 m in length, abuts Romeo Street to the east and is located 200 m south of Douro Street. The 300 m section of Burritt Street proposed for reconstruction abuts and is located immediately south of Douro Street. The municipal infrastructure within both streets is considered substandard for an urban development with an average unimproved road width ranging from 6.7 m to 7.0 m. Drainage for the street is provided by roadside ditches and undersized storm sewer. Frederick Street has scattered remains of what was once a 1.35 m wide sidewalk; while Burritt Street has no sidewalk.

The existing infrastructure within both streets does not meet current standards and has significantly deteriorated. As a result of the poor road condition, the street is subject to remedial work. Street drainage has become ineffective due to the backfilling of ditches and culverts over time and contributes to the increased frequency of roadside ponding, which in turn expedites the deterioration and failure of the road.

The 225 m storm sewer within Frederick Street is grossly undersized for current service standards, while the 900 mm trunk storm sewer within Burritt Street has been identified in the Storm Master Plan as being undersized and requiring replacement. Most of Frederick Street's sanitary sewer was relined in 2017. The sewer not relined was installed in the late 1960s and early 1970s and is comprised of pipe in adequate condition. The sanitary sewer



installed in the 1960s on Burritt Street is considered to be in adequate condition with no sign of significant deterioration and only requiring spot repair at one localized section. Frederick Street's existing 150 mm cast iron watermain installed in the 1920s is perceived to have scaling that has resulted in a substantial decrease in capacity and is proposed to be replaced as recommended in the 2018 Water Infrastructure Needs Study. The pipe would be replaced with an equivalent sized 150 mm PVC pipe to ensure fire flow capacities are maintained. The 1966 200 mm ductile iron watermain servicing Burritt Street appears to be in adequate condition as it has no record of breaking in the past 30 years.

On March 5, 2019, a notice of Open House containing project information was hand delivered to all properties on Frederick Street and Burritt Street. Properties with mailing addresses that were not the same as the physical addresses were mailed notices. The notice was also posted to the City Website and on Facebook.

The Open House was held on Tuesday, March 12, 2019, in the City Hall Auditorium from 4:00 p.m. to 6:00 p.m. Property owners and property owner representatives from 10 of the 26 properties on the street attended the open house. Zoning for both streets is General Industrial Zone (I2). The Manager of Engineering and the Project Engineer were available throughout the meeting to handle questions raised by the property owners and representatives. The property owners unable to attend the Open House were requested to contact Engineering staff to review project plans and to provide comment.

The following design objectives were discussed by the Engineering Division in the Open House:

- The existing 150 mm cast iron watermain servicing Frederick Street would be replaced with a 150 mm PVC pipe.
- The 225 mm storm sewer servicing Frederick Street would be replaced with storm sewers up to 600 mm in diameter.
- The existing 6.7 m to 70 m wide road with substandard base and with surface treatment (typical rural tar and chip) would be replaced with an 8.5 m road with structurally adequate 600 mm granular base, curb and gutter.
- A 1.5 m wide accessible sidewalk would be proposed for the south side only on Frederick Street and on the east side only for Burritt Street.

The following local improvement aspects of the project were discussed by the Engineering Division at the Open House as follows:

- Local Improvement is supported by the Municipal Act for the recovery of capital infrastructure costs from the nearby benefitting properties.
- The City has a longstanding record of Local Improvement projects, most recently:
  - Pleasant Drive Reconstruction (2019);
  - Dawson Street Sidewalk (2018);
  - Matilda Street Reconstruction (2015); and
  - Mornington Street Sidewalk (2015).



- The Engineering Division is only proposing charges for:
  - Road work including curb and gutter.
  - Sidewalk for Burritt Street only.
  - The remaining reconstruction work would be covered by the City.
- Local Improvement charges breakdown was provided showing that the approximate cost for each property in terms of frontage. Frontage being the width of a lot that abuts the City right-of-way. Breakdown of costs are as follows:
  - \$260 per linear metre of Burritt Street frontage receiving road and sidewalk improvements.
  - \$230 per linear metre of Frederick Street frontage receiving road improvements.
  - 40% of the costs of sidewalk is the property owners cost (20% per side).
  - 40% of the costs of roadwork is the property owners cost (20% per side).
- A general outline was provided of the Local Improvement process.
  - Council to review and either accept, modify or reject staff's proposal.
  - Council may initiate the plan to proceed with Local Improvement, at which property owners are given a chance to appeal the respective charges.
  - If sufficient appeals received, then need to submit proposed by-law to the Local Planning Appeal Tribunal (LPAT) for approval.
  - Final costs provided once work is complete.
  - Property owners are provided an opportunity to appeal costs at the Court of Revision thereafter.
  - Tax Office makes arrangements for annual payments.
- The method for how property owners may voice their concerns and object to the process was also provided.

A detailed list of specific questions and City Staff responses is outlined in the attached letter.

Overall, the project received both positive and negative responses. The majority of property owners understood the requirement to replace and upgrade municipal infrastructure. The disapproving comments and concerns were related to why costs are not accounted for in property taxes. The main concern focused on construction logistics; how will access be maintained on a daily basis for business and their clients.

**Analysis:** This proposed Local Improvement project requests that charges be only for the road and sidewalk improvements. The average width of Frederick Street and Burritt Street is 6.7 m to 7.0 m. The road is unimproved, with roadside ditches, and no sidewalks; with exception of the remnants of a sidewalk on Frederick Street (See attached pictures). The road base is minimal and substandard and consists of a basic surface treatment (typical rural road tar and chip). The road would be upgraded to the City's standard width of 8.5 m with curb and gutter. The City would cover the remaining costs of reconstruction.

The sanitary sewers on both Frederick Street and Burritt Street do not need replacement. As an alternative to the costly replacement of the large storm sewer on Burritt Street, staff



will be designing a storm pond upstream of the sewer to deal with capacity issues. This project will be proposed in the next couple of years. The storm sewer on Frederick would be replaced to our current standards, and the deteriorating watermain would be replaced as recommended in the 2018 Water Infrastructure Needs Study.

The recently updated Council Policy L.3.1 – Local Improvements identifies that 40% of the cost of roadwork and sidewalk is to be covered by the property owners. This means that 20% of the costs are to be covered by the property owners on each side of the street. Property owners on Frederick Street will not be required to fund the sidewalk as there was once a sidewalk installed on the street that is in a current state of disrepair.

Based on policy rates noted above, property owners' local improvement charges range from \$4,000 to \$72,400. These estimates are subject to change based on detailed design and tendered prices. Charges are considered to be a lien and are added to the Tax Roll; and may be paid off over an agreed upon time frame (typically up to 10 years).

**Financial Impact:** The 2019 Capital Budget contains a total of \$1,450,000 for this project to be funded as follows:

Provincial Infrastructure Grants	\$	717,000	R-R11-OCIF
Water Reserve	\$	300,000	R-R11-WATER
Sanitary Reserve	\$	60,000	R-R11-WWTR
Private Share (LI Charges)	\$	300,000	
Storm Reserve	\$	73,000	R-R11-STRM
	\$	1,450,000	

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

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

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



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Taylor Crinklaw, Project Engineer

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Ed Dujlovic, Director of Infrastructure and Development Services

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Rob Horne, Chief Administrative Officer





**Infrastructure and Development Services Department**  
**82 Erie Street, 3<sup>rd</sup> Floor**  
**Stratford ON N5A 2M4**

**(519) 271-0250 Ext. 222**  
**Fax: (519) 271-1427**  
**[www.stratford.ca](http://www.stratford.ca)**

March 13, 2019

## **Frederic Street and Burritt Street LI Open House Questions, Comments and Responses**

The following list includes questions, comments and responses generated from the Frederick Street and Burritt Street Local Improvement Project Open House, held March 12, 2019, from 4:00 PM to 6:30 PM at the City Hall Auditorium.

### **Local Improvement Comments**

**Comments 1:** How much will this project increase our taxes?

**Response 1:** Taxes are based on the assessed value of the property, zoning and tax rates. The assessed property values may go up slightly due to improvements.

**Comment 2:** We have been paying the same tax rates as other streets, why isn't this project covered by the City?

**Response 2:** The purchase of a new house includes the upfront costs to pay for municipal services (water, storm, sanitary, roads, sidewalk, etc.).

**Comment 3:** We will be getting the same Local Improvement rate as Pleasant Drive right?

**Response 3:** The fee structure was recently updated in City Local Improvement Policy L.3.1. reflects past practice such as the Local Improvement Charges proposed for Pleasant Drive.

**Comment 4:** Can I object to the project and/or the Local Improvement Charges?

**Response 4:** The process to speak at sub-committee was explained and provided in the form of a handout.

**Comment 5:** Are we paying to provide a better roadway for transit?

**Response 5:** Regardless if Frederick Street and Burritt Street was a bus route, it would still be proposed as a Local Improvement project. The road structure is being increased from the typical residential road to accommodate the bus traffic loading. Costs associated with an increased road structure will be paid for by the City.



### **Project Design Comments**

**Comment 6:** What happens to the abandoned sewer?

**Response 6:** Abandoned sewer is typically removed during the installation of the new sewer.

**Comment 7:** The proposed sidewalk is on the south and east sides, which are subject to higher truck traffic volumes; wouldn't it be better located on the other side?

**Response 7:** In attempt to reduce the number of trees to be cut down and to accommodate bus route and bus stop locations, the proposed sidewalk is to be located as shown in the design drawings.

**Comment 8:** We recently paved and installed new curb at our facility?

**Response 8:** The proposed design will ensure that City standards are met, but accommodations and alterations will be attempted in the design to accommodate what is existing and ensure your site functions as intended.

**Comment 9:** Why does the street need a sidewalk?

**Response 9:** Sidewalks provide safe and level corridors for pedestrians. City policy is to have one sidewalk on all residential streets and past practice is to maintain sidewalk on one side for industrial streets. Note that several attendees noted that there is quite a lot of pedestrian traffic on the roads, both to and from the businesses at Burritt and also from the residents.

**Comment 10:** How will bus traffic be accommodated on the street?

**Response 10:** The road was designed with a road width of 8.5m to allow on street parking, two-way traffic, bus traffic, emergency vehicle access while providing snow storage required to reduce winter maintenance. Currently, cars park on the shoulder or roadside ditch; once curbs are constructed this will not be possible.

**Comment 11:** Wouldn't it make sense to have the bus stop on the other side of the street for Community Living building?

**Response 11:** Routes are established by the Transit Division, this comment will be passed on to the Manager of Transit. The Engineering Division will consider any recommendations provided by the public to improve functionality. The design is based on existing users of the street.

**Comment 12:** The design shows that the driveway width is being narrowed, this will restrict transport truck traffic?

**Response 12:** City By-law permits a maximum driveway width at property line for industrial areas of 10 m. A flare or rather turning radius may be extended beyond that 10 m for street connections such that transport truck traffic is maintained.



### **Construction Comments**

**Comment 13:** Where can we park during construction?

**Response 13:** A subsequent construction meeting and letter will be sent out for locations appropriate to park when street parking is unavailable.

**Comment 14:** How long will the project take?

**Response 14:** The project is estimated to take three months.

**Comment 15:** Will there be ponding in my front yard?

**Response 15:** The project will improve drainage.

**Comment 16:** How is garbage collected during construction?

**Response 16:** During construction the Contractor will collect garbage placed at the edge of the road and will take it to the corner for pickup by the City garbage Contractor.

**Comment 17:** Workers and clients have special needs?

**Response 17:** Submit all concerns and requirements in the Questionnaire and the City will work with individual property owners to ensure that their needs are met to the extent reasonably feasible.

**Comment 18:** My site has unique access requirements to operate my business?

**Response 18:** The City and Contractor will work with each property individually to ensure access is maintained to the extent needed by the owner and as reasonably achievable by the Contractor throughout construction.

**Comment 19:** My business requires water service to operate?

**Response 19:** Water will be provided to each property for the entirety of the project, with the exception to 2 days where the system is transferred from the temporary watermain to the new watermain. Notice will be provided in advance.

**Comment 20:** The soils are often saturated and the groundwater table is high in the area.

**Response 20:** Geotechnical report noted saturated conditions, but not wet. Adjustments will be considered at the tendering stage for construction.

**Comment 21:** Do I have to pay my Local Improvement assessment all at once?

**Response 21:** Property owners will be able to make arrangements for payments with the City that are spread out over period of time (typically up to 10 years).

Prepared by Taylor Crinklaw



**Photos of the Existing Conditions on Frederick Street and Burritt Street**



**Burritt Street looking north from Frederick Street.**



**Existing bus shelter on Frederick Street looking west towards Romeo Street.**





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## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS19-013  
**Attachments:** N/A

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**Title:** One-way street signage

**Objective:** To request that staff look into improving signage on one-way streets.

**Background:** The Active Transportation Advisory Committee (ATAC) has identified the need for additional and improved signage on one-way streets, particularly in the downtown core and surrounding feeder streets. Committee members have witnessed first-hand the danger caused when a vehicle travels the wrong-way down a one-way street.

**Analysis:** The Committee would like staff to look at areas that are in need of signage to reduce the number of vehicles that travel the wrong-way and improve safety.

**Financial Impact:** Estimates are unknown at this time. Additional signage may already be in stock at the Public Works Department to eliminate the need to purchase more.

**ATAC Recommendation:** **THAT staff look into improving signage on one-way streets.**


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

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Joan Thomson, Clerk





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Michael Humble, Director of Corporate Services



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Rob Horne, Chief Administrative Officer





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## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS19-014  
**Attachments:** N/A

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**Title:** Pedestrian Infrastructure Surrounding Stratford General Hospital

**Objective:** To request that City staff review pedestrian infrastructure on all streets surrounding Stratford General Hospital.

**Background:** The Active Transportation Advisory Committee (ATAC) is recommending that staff review the need for pedestrian infrastructure on all streets surrounding Stratford General Hospital (SGH); including sidewalks, bike lanes, etc. Immediately surrounding SGH there is no sidewalk infrastructure and there are gaps in the infrastructure on feeder streets in the area.

**Analysis:** Sidewalks around the hospital would make it easier for people to go to the facility who choose to walk or cycle.

**Financial Impact:** Estimates are unknown at this time.

**ATAC Recommendation:** **THAT staff review pedestrian infrastructure on all streets surrounding Stratford General Hospital.**

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

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Joan Thomson, Clerk



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Michael Humble, Director of Corporate Services

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Rob Horne, Chief Administrative Officer





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## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS19-016  
**Attachments:** N/A

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**Title:** Sidewalk Infrastructure on Worsley Street

**Objective:** To request that City staff include sidewalk infrastructure in the 2020 budget in order to complete missing sidewalks on Worsley Street.

**Background:** The Active Transportation Advisory Committee is recommending this item be included in the 2020 budget in order to have the project done prior to the completion of the renovation of Stratford Central Secondary school.

**Analysis:** Completion of the sidewalk on Worsley will make it safer for all pedestrians in the area.

**Financial Impact:** Estimates are unknown at this time.

**ATAC Recommendation:** **THAT staff include sidewalk infrastructure in the 2020 budget in order to complete missing sidewalks on Worsley Street.**


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

A handwritten signature in black ink that reads "Joan Thomson".

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Joan Thomson, Clerk





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Michael Humble, Director of Corporate Services



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Rob Horne, Chief Administrative Officer





## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS19-015  
**Attachments:** N/A

**Title:** Review of Bicycle Parking Requirements in Commercial and Industrial Developments

**Objective:** To recommend that staff look into including bicycle parking requirements in new commercial and industrial developments.

**Background:** The Active Transportation Advisory Committee (ATAC) is requesting that bicycle parking be included in all new commercial and industrial developments. Currently such requirements only exist for residential multi-unit buildings. Including a requirement for bicycle parking in commercial and industrial developments would continue to enhance active transportation within the City.

**Analysis:** At the November 28, 2018 ATAC meeting the Committee discussed the benefits to bicycle parking requirements being a requirement in all new industrial and commercial developments, similar to that of multi-unit residential properties. The addition of this requirement will assist in moving the Bike and Pedestrian Master Plan forward.

In an initial review by Planning Staff of the AAC Recommendation, the preference would be to make the bicycle parking requirement a requirement under the provisions of the Zoning By-law. The draft Comprehensive Zoning By-law is proposing mandatory bicycle parking. Staff are working on a report to update Council on the status of the Comprehensive Zoning By-law Review and will outline some of the major changes. Included in this update is a reference to the mandatory bicycle parking requirement. While not required in the current Zoning By-law, it has been the City's practice for the last several years to ask commercial and industrial developers to provide bicycle parking within their developments. To date, these requests have been consented to by the developers.

**Financial Impact:** N/A



**ATAC Recommendation: THAT the requirements set out in the Zoning By-law be amended for all new commercial and industrial developments to require the provision of bicycle parking.**

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



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Joan Thomson, City Clerk



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Michael Humble, Director of Corporate Services



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Rob Horne, Chief Administrative Officer





## MANAGEMENT REPORT

**Date:** March 27, 2019  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS19-021  
**Attachments:** None

**Title:** Updated Terms of Reference for the Energy and Environment Advisory Committee and Request for a New Bee City Canada Representative on the Energy and Environment Committee

**Objective:** To update the current purpose of the Energy and Environment Committee in their Terms of Reference, and to add a new voting position on the committee for a Bee City Canada Representative.

### **Background – Terms of Reference:**

The Energy and Environment Advisory Committee has done their annual review of their current terms of reference and submit to Council a proposed updated version of the committee's purpose.

#### Current purpose:

The main purpose of the Energy and Environment Committee is: to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. The Committee shall be advisory in nature and shall advise City Council of environmental matters and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable;

#### Proposed new purpose:

The main purpose of the Energy and Environment Committee is: to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. **The Committee's principal goal will be to improve the environment and advocate for energy efficiency across the entire municipal spectrum. The committee will strive to maintain Stratford's reputation as a community of environmental excellence.** The Committee shall be advisory in nature and shall advise City Council of environmental



matters, and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable.

**Energy and Environment Committee Recommendation: That Council update the purpose of the committee to add the following:**

**The Committee's principal goal will be to improve the environment and advocate for energy efficiency across the entire municipal spectrum. The committee will strive to maintain Stratford's reputation as a community of environmental excellence.**

**Background – Bee City Position:**

Members have requested that a Stratford representative from the Bee City Canada organization sit as a voting member on the Energy and Environment Committee.

The City of Stratford is a recognized Bee City and is active in maintaining its status with Bee City Canada by participating in events and striving to achieve goals that protect and benefit pollinators and the environment. It would be a benefit to the committee to have input at meetings from a Bee City representative while working towards environmental initiatives.

**Energy and Environment Committee Recommendation: That Council add a Bee City Canada representative as a permanent voting position on the Energy & Environment Advisory Committee.**

**Analysis:** As noted in the comments from Energy and Environment Committee. Approval of Council is required for amending Terms of Reference of Advisory Committees and to amend the committee composition.

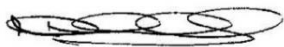
**Financial Impact:** None.

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




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Joan Thomson, City Clerk




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Michael Humble, Director of Corporate Services



A handwritten signature in black ink that reads "Rob Horne". The signature is written in a cursive style with a large, stylized "R" and "H".

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Rob Horne, Chief Administrative Officer