



**The Corporation of the City of Stratford
Infrastructure, Transportation and Safety Committee
Open Session
AGENDA**

Date: Tuesday, May 23, 2017

Time: 7:55 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor McManus - Chair Presiding, Councillor Brown - Vice Chair, Mayor Daniel Mathieson, Councillor Beatty, Councillor Bunting, Councillor Henderson, Councillor Ingram, Councillor Mark, Councillor Ritsma, Councillor Vassilakos

Staff Present: Rob Horne - Chief Administrative Officer, Andre Morin - Director of Corporate Services, Ed Dujlovic - Director of Infrastructure and Development Services, Jacqueline Mockler - Director of Human Resources, Carole Desmeules - Director of Social Services, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Joan Thomson - City Clerk, Tatiana Dafoe - Deputy Clerk, Jeff Leunissen - Manager of Development Services

1. Call to Order

The Chair to call the Meeting to Order.

Councillor Clifford provided regrets for this meeting.

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 Deputy Clerk

4.1 Use of Accessible Parking Permits in Stratford (ITS17-026)

Motion by _____

Staff Recommendations: THAT the Accessible Parking Permit Policy be adopted as described in "Use of Accessible Parking Permits in Stratford" report dated May 23, 2017;

THAT staff develop a communication plan to advise the public of the new Accessible Parking Permit Policy;

THAT the Accessible Parking Permit Policy be reviewed after six (6) months;

AND THAT the Traffic and Parking By-law 159-2008 as amended, be revised to grant an exemption for persons holding valid accessible parking permits from the requirement to pay the accessible parking meters and machines.

5. Report of the Director of Corporate Services

5.1 Market Square – Proposed Interim Terms of Use and Event Coordination (ITS17-027)

Motion by _____

Staff Recommendation:

That Council approve the interim terms of use and event coordination provisions for Market Square, as described in the Market Square – Proposed Interim Terms of Use and Event Coordination report;

That staff report back to Council on Market Square in early 2018 proposing a financial policy and detailing any substantive issues experienced over 2017 for potential amendment to the interim approach described in the Market Square – Proposed Interim Terms of Use and Event Coordination report;

That unforeseen issues that are not addressed by the interim Market Square policy be brought to Council for consideration as deemed necessary by the Corporate Leadership Team;

And that staff prepare a report for consideration by Council's budget committee as part of the 2017/2018 budget process to better define resources required to retain an event coordinator on an ongoing basis.

6. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Committee Decision: THAT the Infrastructure, Transportation and Safety Committee meeting adjourn.



MANAGEMENT REPORT

Date: May 23, 2017
To: Infrastructure, Transportation and Safety Committee
From: Tatiana Dafoe, Deputy Clerk
Report#: ITS17-026
Attachments: Accessible Parking Permit Policy
Accessible Icon

Title: Use of Accessible Parking Permits in Stratford

Objective: To prepare a policy for the use of Accessible Parking Permits in Stratford.

Background: The City has identified 37 accessible parking spaces within the downtown core, with an additional accessible parking space to be added in the George Street Parking Lot in the Spring of 2017. The spaces are larger than regular spaces to allow the occupants of the vehicle more room to maneuver in and out of their vehicle.

The expectation currently is that persons displaying accessible parking permits pay their meter as there is concern that there are limited spaces and that there is often a problem with turnover of vehicles in these spaces.

In the Downtown Parking Study the consultant specified that there was a 40 to 70 percent average occupancy of accessible spaces which he suggested was reflective of a good demand for service. His findings also suggested that the three hour parking restriction is being abused. Additionally the concerns of the respondents included number of stalls and their location rather than payment for parking or lack of signage.

The Accessibility Advisory Committee (AAC) has regularly discussed accessible parking at their monthly meetings. At their October 4 2016 AAC meeting the following recommendation was adopted:

"THAT the Accessibility Advisory Committee requests Council consider vehicles not be ticketed with a parking violation if the vehicle is parked legally in a municipal accessible or regular parking space while having a properly displayed government-issued valid accessible permit."

This recommendation was included on the Infrastructure, Transportation and Safety Sub-committee October 26, 2016, Agenda and there was considerable discussion on whether vehicles with government issued accessible permits should be paying for parking. It was clarified by staff that this was not a financial issue. Concerns relating to availability of spots and vehicles remaining in spots for extended periods formed part of the rationale for the expectation that accessible permit holders pay for parking. Lastly, the statement was made at the Sub-committee that the City of Stratford (City) has a unique situation as over 30,000 residents and over 500,000 visitors come to Stratford and require parking.

Staff also advised members of Sub-committee that the RFP for paying for parking by licence plate would be issued in mid to late February. It was noted that the RFP will include clauses addressing accessibility, pay by licence plate whereby the person purchasing time does not have to return to their vehicle with the ticket stub and to address purchasing time by phone.

The following recommendation was adopted by the Sub-committee:

“THAT staff work with the AAC to examine which accommodations are warranted, collect information on the experiences of other municipalities, and bring forward to Council a proper policy outlining the exemptions for and responsibilities of accessible permit holders.”

Research

Staff contacted a number of municipalities to ask about Accessible Parking requirements, experiences and regulations. Municipalities contacted include City of Kitchener, City of Cambridge, City of Markham, City of Vaughan, City of Hamilton, City of London, City of Toronto, Town of Oakville and Town of Niagara-on-the Lake. Staff also obtained a partial survey from the City’s Accessibility Coordinator that was prepared some time ago addressing payment at accessible parking meters and whether vehicles displaying a permit were exempt from all parking regulations.

The responses were varied amongst the municipalities contacted; however, it seems that the responses relating to questions on whether accessible vehicles can park in no-parking areas, no-standing and other prohibited areas were more consistent. Primarily the responses suggested that vehicles displaying accessible permits were only permitted to park in legal parking spaces if they displayed their accessible permit. Therefore, vehicles parking in no standing, drop-off and prohibited zones were ticketed.

The requirement for payment for parking at an accessible meter and/or payment if displaying a permit were more varied. Some exempted all vehicles that displayed permits (City of Cornwall), others exempted those parking on the street only (City of Ottawa) whereas others only exempt vehicles parking in municipal lots (City of Brantford).

The City of Toronto which is often referenced by our tourists as allowing free parking at any space for persons with an accessible permit is not quite the case. When researched it was noted that in certain instances free parking is not allowed during morning or afternoon rush hours (7:00 am to 9:00 am or 3:30 pm to 6:30 pm Monday-Friday). It was also determined that the City of Toronto only permits vehicles displaying accessible permits to park in legal parking spaces and not in 'no parking', 'loading' or other spots reserved for purposes other than parking.

The amount of time persons displaying accessible permits can park at a parking space also varied among those surveyed. Some municipalities instituted a time limit of 72 hours in lots, while others allowed 3-hours of parking no matter the stated time restriction (i.e. 3-hour parking in a 1-hour limit area).

Due to the varied policies and processes followed by other municipalities it is important for the City to consider all available options and determine the course of action that fits best with the current parking situation, the amount of tourists visiting the City during the festival season requiring parking and the issues persons with disabilities face while parking in the City that need to be addressed.

Analysis: In developing an Accessible Parking Permit Policy for the City it is important to consider if individuals displaying an accessible permit in their vehicle should be permitted to park for free:

1. only in designated accessible parking spaces;
2. only at metered locations;
3. only in municipal lots; or
4. in all legal municipal spaces (meters and lots).

It is also necessary to consider if individuals displaying an accessible permit in their vehicle should be permitted to:

1. exceed specified time limits; and
2. park in any location, including 'No Parking' zones in the City.

Free Parking - Areas

The Downtown Parking Study consultant concluded that there was a 40 to 70 percent average occupancy of accessible spaces which he suggested was reflective of a good demand for service. It was also noted that the concerns of the respondents included number of stalls and their location rather than payment for parking or lack of signage.

Concerns have been expressed from the AAC regarding the accessible nature of meters and pay stations in the City. For meters and pay stations, accessibility issues arise, but are not limited to, when persons with disabilities are unable to access the meters or pay stations and/or deposit coins or credit cards into the meters or pay stations.

With respect to pay stations, an RFP was issued for new Pay by License Plate units which are fully accessible and would no longer require the individual purchasing time to return to their vehicle and place the stub on their dash. There is also the potential to institute Pay by Phone which should also increase the accessibility of these machines. It is expected the new machines will be installed in Summer of 2017.

Time Limits

As noted above, the Downtown Parking Study consultant's findings suggested that the three hour parking restriction is being abused. Keeping this in mind, there are three options available with respect to time limitations of parking spaces for individuals with accessible parking permits.

Option 1: Enforce Time Limits

This option would be beneficial if individuals with accessible parking permits are going to be permitted to park for free. With this option it will ensure there is not abuse and that there is ample parking for all individuals requiring parking as turnover in parking spaces will be required. A potential issue with this option is that it does not address the fact that some persons with disabilities experience difficulty putting payment into the machine/meter and/or returning to the vehicle once expiration of time approaches.

Option 2: Remove Time Limits

This option is beneficial because it addresses the concern of persons with disabilities who experience mobility issues that could lead them to be late returning to their vehicle. It could also lead to abuse of accessible parking spaces as these persons will not be required to move their vehicle, thus reducing the amount of turnover typically experienced.

Option 3: Allow a combination of both.

For accessible on-street metered parking, many of the meters have a 3-hour maximum time limit with some spaces, located near the Avon Theatre, being designated as 4-hour meters. It could be beneficial to institute for all accessible metered parking spaces a 4-hour time limit no matter the stated/signed limit. Council is currently considering extending the time limit at all meters to 4 hours. Therefore, it may be beneficial to continue with the 3-hour maximum until Council has considered the matter and made a decision.

No Parking Zones

As noted above, other municipal accessible parking permit policies and practices do not allow persons displaying an accessible parking permit to park in these areas. No parking zones are labelled as such for a variety of reasons, including health and safety.

Recommendations

From the research undertaken of other municipal accessible parking permit policies and from the discussion above, it is recommended that persons displaying an accessible parking permit:

1. be permitted to park for free at all accessible parking spaces;
2. be required to meet the stated time limits; and
3. be prohibited from parking in no-parking zones.

It is recommended that persons displaying an accessible parking permit be permitted to park for free at all accessible parking spaces in order to ensure all barriers to parking are removed.

It is further recommended that the time limits continue to be enforced in order to ensure turnover at the spaces and to provide sufficient time for council to determine if they would like to amend the 3-hour limit to 4-hours.

With respect to parking in 'no parking' zones, Administration recommends that individuals displaying an accessible parking permit in their vehicle continue to be prohibited from parking in these areas, which is in keeping with other municipal policies.

The meters will be left at each accessible parking space should persons using these spaces wish to pay. Wording will be drafted and placed on the meter communicating this.

The draft Accessible Parking Permit Policy was presented to the AAC at their May, 2, 2017, meeting. Members of the AAC suggested including a provision for review of the policy after six (6) months and outlining the time restrictions for parking in an accessible space. At the AAC meeting the following recommendation was adopted:

“THAT the Stratford Accessibility Advisory Committee supports the report on the Draft Accessible Parking Permit Policy as amended.”

Financial Impact: It is estimated that \$30,000 - \$60,000 could be lost in revenue if persons displaying accessible parking permits are permitted to park for free in all accessible spaces located in the City. It is difficult to accurately measure the financial impact as the data is not available.

The new policy will also require a communication plan, including signs using the accessible icon (attached), advising of the changes. This could be funded from our current budget and utilize resources, such as social media and the City's website, which will not require additional funds.

Staff Recommendations: THAT the Accessible Parking Permit Policy be adopted as described in “Use of Accessible Parking Permits in Stratford” report dated May 23, 2017;

THAT staff develop a communication plan to advise the public of the new Accessible Parking Permit Policy;

THAT the Accessible Parking Permit Policy be reviewed after six (6) months;

AND THAT the Traffic and Parking By-law 159-2008 as amended, be revised to grant an exemption for persons holding valid accessible parking permits from the requirement to pay the accessible parking meters and machines.



Tatiana Dafoe, Deputy Clerk



Andre Morin, Director of Corporate Services



Rob Horne, Chief Administrative Officer

Accessible Parking Permit Policy

1.0 Purpose

To outline the use for accessible parking permits in the City of Stratford.

2.0 Scope

The City grants privileges to persons who have accessible parking permits. These privileges enable them to park in specially designated parking spaces that are larger than average and give the driver and passengers more room to get in and out of the vehicle.

In an effort to continue its pursuit of removing barriers for persons with disabilities, the City of Stratford proposes further extending privileges to persons who have accessible parking permits as outlined in this policy.

3.0 Permit Holder Responsibilities:

A permit holder or driver (operating a vehicle for the purpose of transporting an accessible permit holder) must clearly display a current valid permit on the vehicle's sun visor or front dash.

Accessible parking permits shall not be altered or defaced in any way. Photocopied or reproduced copies (by any means) are not valid. Persons using copied, altered or fraudulently obtained permits may be charged under the Highway Traffic Act.

Accessible parking permits are issued to the individual with the disability, the permit privileges are not transferable. The permit is not valid when displayed on a vehicle and the vehicle is not being used to pick up, drop off or transport the holder of the permit named therein. Persons who use an accessible parking permit in the absence of the named holder may be charged under the Highway Traffic Act.

4.0 Exemptions

A permit holder or driver (operating a vehicle for the purpose of transporting an accessible permit holder) who displays a valid accessible parking permit **is exempt** from placing a coin, or alternative payment, in the meter or machine at all identified accessible parking spaces during the hours of legal operation in the City of Stratford.

5.0 Non-Exemptions:

Vehicles displaying accessible permits **are not exempt** from the following:

- Exceeding specified time limits
 1. York Street Lot - 3 Hour
 2. Albert Street Lot - 3 Hour
 3. Erie Street Lot -3 Hour
 4. Kalbfleish Lot - 12 Hour
 5. St. Patrick Street Lot - 12 Hour
 6. Cooper Lot - 72 Hour
 7. Downie Lot – 72 Hour
 8. Meters as specified
- No Parking/No Stopping areas in designated emergency or snow routes
- No parking within 60 cm of a driveway
- No stopping/parking on a bridge
- No parking within 3 m of a fire hydrant
- No parking in a designated fire route
- No parking at a place marked by an authorized sign as a passenger or freight loading zone during the time shown on the sign
- No parking in a position as will prevent the removal of any other vehicle previously parked
- No parking within 7.5 m of any fire hall on the side of the highway on which the fire hall is located or within 30.5 m of the fire hall on the opposite side of the highway
- No overnight parking

Committing any of the above offences may result in your vehicle being ticketed.

For more information on accessible parking permits, please refer to the Ontario Highway Traffic Act and the Revised Regulations of Ontario 1990, Reg 581.





MANAGEMENT REPORT

Date: May 18, 2017
To: Infrastructure Transportation and Safety Committee
From: Stephanie Potter, Policy and Research Associate
 Andre Morin, Director of Corporate Services
Report#: ITS17-027
Attachments: Special Event Application 2017 May w Market Sq layout

Title: Market Square – Proposed Interim Terms of Use and Event Coordination

Objective:

To propose interim terms of use for Market Square, to recommend an appropriate temporary approach to event coordination, and to introduce more detailed discussion on suitable, longer term event coordination.

Background:

Market Square is currently on schedule to be substantially complete for Canada's Sesquicentennial celebration on 1 July 2017. The success of the newly revitalized Market Square will depend on well-conceived event coordination. Terms of use are required for the space to ensure that public access is maintained and that special events (both occasional and regularly scheduled) can be accommodated. However, until the City has some experience, terms of use, and support for event coordination, interim measures should be proposed and implemented that can be adjusted as necessary.

In 2015, Stratford City Council approved a Vision and Guiding Principles for the redevelopment of Market Square.¹ While the Vision and Guiding Principles were devised to guide the design process, sections relevant to the terms of use and events desired for the completed Square were included as follows:

¹ The full vision and guiding principles adopted by council can be viewed on our website here: http://www.stratfordcanada.ca/en/insidecityhall/resources/MarketSquare/AtFocus_Market_Square_Council_Meeting_July_27_FINAL.pdf

a) Guiding Principles

All design proposals for the redevelopment of Market Square should:

- Ensure all target audiences addressed (young, elderly, tourists, residents);
- Demonstrate how the Plan encourages and creates an environment that “draws” visitors, residents and employees to Market Square;
- Highlight factors that encourage multiple/repeat visits by residents and visitors;
- Demonstrate economic impact.

b) Vision for the redevelopment of Market Square:

- Close streets to cars occasionally for “events;”²
- Ensure availability of public facilities (e.g. washrooms);
- Showcase the “culture of Stratford” (e.g. theatre, statues, university, innovation, lightshow, art/theatre);
- Incorporate unique use of lighting to welcome and in particular, celebrate evenings;
- Focus on vibrancy, “people gathering” and “participating:”
 - Allow for a mix of permanent and non-permanent outdoor eating and shops;
 - Allow for the “arts” in a non-permanent way (e.g. temporary stages, galleries, “schools”, music performances).

Analysis:

A) Special Event Requests

The number of city-wide events we currently host has continued to increase, for example:

- World Junior Curling Championship
- World Festival of Children’s Theater
- Canadian Dairy XPO
- Blues and Rib Fest
- Stratford Summer Music
- Canada Day 2017 – Sesquicentennial Celebrations

At present, City Staff process and coordinate approximately 50 special events each year, with annual numbers reported as follows:

² Note that if the busses remain at City Hall, road closures cannot take place on wellington and Downie Streets, as this is in the middle of the transit route/bus terminal.

Year	Number of Special Event Applications Processed by Clerks Department
2014	45
2015	53
2016	44
2017³	35 (to date, including 4 for Canada Day)

These numbers do not include the events and conferences held at our facilities that do not require a special event application. Events that do not require special event applications include any event held at a City recreation facility or on private property, such as Canadian Dairy XPO, the Fall Fair, and the Farmers Market.

Each event that requires City involvement requires a significant amount of coordination and communication between staff from various departments. Depending on the event, Staff are required to book facilities, license vendors and businesses, liaise with event planners, facilitate street closures, notify emergency personnel, draft letters, web postings and media releases, ensure compliance with our Municipal Alcohol Policy (along with other related policies) and work with the Provincial Ministry of Transportation for approvals if connecting links are affected.⁴ Large events such as the 2016 World Festival Children's Theater become even more complicated and time consuming. More importantly, this adds much confusion to event organizers and community non-profit organizations who need to contact various departments with the City.⁵ Large outdoor after-hours events are particularly challenging because staff are not always present at events, there are limited points of contact, and alcohol permits have often been issued.

As we approach the substantial completion of Market Square in June 2017, public requests to hold events in the space are starting to be made, and special event applications have been made available to the public. Various groups have already expressed a desire to hold both public and private events in Market Square, including weddings and Craft Beer festivals. We expect to see an increase in special event requests in this new space as we move closer to completing the project. Therefore, Council may wish to set parameters regarding the use of the Square. Furthermore, creating a vibrant and well-utilized community space in Market Square will require some programming. The 2015 Market Square visioning survey by AtFocus indicated a strong community desire for a programmed space in Market Square, with

³ Number of applications submitted as of 27 April 2017.

⁴ See appended "Special Event Application Process" for internal staff process.

⁵ See appended Special Event Application.

66.5% of respondents specifying they would like the Square to include festivals, and 68% wanted a market.⁶ During the June 2016 Market Square public consultation process, residents again brought up the need for programming the space and advocated retaining an event coordinator.⁷

If the City wants to market itself as a destination for large national and international events, continue to enhance its community events, and provide coordination and programming for the redeveloped Market Square, a dedicated Event Coordinator position would be a tremendous asset.

B) Staff Resources To Support Proposed Terms Of Use

In the interim, staff proposes to manage special event coordination in Market Square as follows:

- Events proposed by community members/organizations:
 - One staff member in the Clerks Department⁸ would be appointed as the single point of contact to process Market Square special event applications. This point of contact would liaise with community event organizers and engage a larger team of interdepartmental staff members to coordinate logistics where necessary, including emergency services staff, community services staff, infrastructure and development staff, and the CAOs office.
- Event programming:
 - City staff will partner with the STA and the Stratford City Centre BIA to assess: use of the square, future programming, resources and to promote programmed events proposed by community groups;
 - Opportunities for community groups to program the space include the following examples of successful off-season events in other municipal squares:
 - “Scare in the Square” Halloween events
 - Halloween costume events for pets
 - Christmas tree lightings
 - Santa Clause Parade events
 - Winter chili cook-offs
 - Winter carnivals
 - Ice sculpture events
 - University orientation week events

⁶http://www.stratfordcanada.ca/en/insidecityhall/resources/MarketSquare/AtFocus_Market_Square_Presentation_to_Council_May_19_2015.pdf

⁷<http://www.stratfordcanada.ca/en/insidecityhall/resources/MarketSquare/20160613---Market-Square-Cost-Estimates-Transit.pdf>

⁸ Vicky Trotter

- Movie nights
- Communications:
 - To better manage events and provide notice to the public, staff would create an “Upcoming Market Square Events” page on the City’s website where upcoming events can be viewed in advance. There may be an opportunity to utilize the new Community Services Department bookings system to manage City Hall events in Market Square and the Auditorium.
 - A list of Frequently Asked Questions would be drafted and posted on the City’s website with regard to Market Square;
 - Staff would work with the City’s new communications resource to further improve Market Square communications.

Finally, staff would continue to track the number of special event requests received, staff time required to process these requests, and monitor issues that arise with the use of Market Square and would report these to Council in 2018.

C) Proposed Interim Terms of Use for Market Square, 2017-2018

Based on the approved Vision and Guiding Principles outlined above, the following interim guidelines for the operation and management of Market Square are proposed below. These guidelines would be updated and amended as issues arise.

i) Regulations

- Stratford Market Square is an unsupervised space;
- Parents/guardians are responsible for the adequate care, protection, and supervision of their children;
- No horseplay or games with balls, pucks, or sticks, unless as part of an organized event;
- No cycling, inline skating, skateboarding, or motorized toys;
- No smoking⁹;
- No consumption of alcohol unless at an approved event in a licensed designated area¹⁰;
- No glass bottles or containers in the water feature;
- Do not interfere with the operation of the water feature;

⁹ Smoking is prohibited 9 meters (30 feet) from the exterior doors of City Hall; Smoking is prohibited in sports fields, around children’s playground equipment, on bar and restaurant patios, and anywhere food or drink is served, including on municipal property.

¹⁰ Under City of Stratford Policy P.3.5 Municipal Alcohol, Market Square is designated as an area for the conditional use of alcohol (i.e. – at special events in a licensed fenced area).

- Busking/Sidewalk artists are permitted in Market Square under the following conditions:
 - Must perform at least 50 meters from other musical acts;
 - Must perform at least 9 meters from an intersection;
 - Must not obstruct the passage of pedestrians, transit stops, building entrances or exits, display windows, or fire hose connections;
- 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. Council approval would be required for granting this license;¹¹
- Food Trucks would only be permitted in Market Square during special events subject to the availability of space and the event organizer and City's discretion.

ii) Special Event Terms of Use

Individuals, non-profit organizations, and private businesses may hold special events in Market Square subject to availability and adherence to the following criteria:

- A Special Events Application must be completed for all event requests in Market Square;¹²
- All events held in Market Square must be open to the public;
- Admission fees cannot be charged for access to the space;
- As an outdoor public community space, Market Square would not be closed for private events;
- Tents that are put up for special events must utilize the tent anchors provided or be weighted. Tent pegs cannot be hammered into the concrete;
- Tent permits are required for tents or groups of tents in excess of 60m²;
- A limited number of movable tables and chairs are available in Market Square. The City does not provide additional tables and seating; this is the responsibility of the Event organizer. There may be a charge for set up and take down of the City's movable tables and chairs;
- The proposed event must not endorse views and ideas that are likely to promote discrimination and must be consistent with the City's core values and code of conduct;
- The event must not interfere with normal business conducted by staff or with activities in the immediate area;

¹¹ Bylaw 187-2004 and the Business License Application is available on the City's website here: <http://www.stratfordcanada.ca/en/livehere/businesslicence.asp>.

¹² Attached to this report and available on our website here: https://www.stratfordcanada.ca/en/livehere/resources/Applications_Licenses_Permits/Special-Event-Application-2017-April-w-Market-Sq-layout.pdf

- The City has full authority over the scheduling of events in Market Square and reserves the right to cancel an event after providing at least two weeks advance notice;
- The City of Stratford may rescind approval of an Event at any time if the terms and conditions outlined in the Special Events Application are not met;
- Event organizers would be charged for any damage to City property (e.g. damage to surfaces, furniture, fixtures, etc.) and for any costs for services that the City incurs as a result of these terms and conditions not being met.

iii) Public Washroom Access

- City Hall washroom access is currently available during regular weekday business hours and from 9am-5pm on Saturdays. Washrooms will be open on Sundays when the City Hall Cinema is operating;
- Stratford Tourism offers washroom access during regular weekday business hours, 10am-6pm Saturday, and during the summer months, 10am-2pm on Sundays.

iv) 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:

113-79	Noise Control
187-2004	Business Licensing

D) Parties Consulted

The above draft guidelines and proposed staff resources were drafted in consultation with the Corporate Leadership Team, Clerks Department, Emergency Services, Community Services, Infrastructure and Development Services, the Stratford Tourism Alliance, the Stratford City Centre BIA, the Slow Food Market, and the Stratford Market Square Committee.

Regulations are based on the 2015 Vision and Guiding Principles for Market Square approved by Council, existing City policies and bylaws, and best practice research from other civic squares (e.g. Mississauga, Guelph, Kingston, Brantford, and Waterloo).

E) Proposed Next Steps

Subject to council approval, staff would create a City policy for the use of Market Square using the conditions outlined in this report. This information would be posted on the City's website, along with a list of Frequently Asked Questions, the Special Event Application, and a selection of event layouts for different configurations within the square (that would include information on electrical and water access and tent anchor locations). Issues would be monitored on an ongoing basis and reported to Council in 2018. Finally, additional unforeseen issues may arise over 2017 that may require Council direction through the remainder of the year. Staff would seek Council direction on these issues as required.

Financial Impact:

Market Square seasonal and annual operation and maintenance (O&M) costs are estimated below (these estimates are subject to change as staff refine the estimates):

Item	Cost
Setup and Removal of Furnishing	\$2,500
Tree and Plant Maintenance	\$15,000
Snow Removal	\$15,000
Hard Surface Maintenance	\$25,000
Urban Water Feature – O&M	\$20,000
Specialized Electrical and Lighting Costs	\$4,000
Site Furnishing Maintenance	\$2,000
Future Replacement Reserve	\$42,000
Total Estimated Annual Operating Costs	\$125,500

Of the costs included above, it is estimated that following costs can be absorbed into current operations:

Item	Cost
Setup and Removal of Furnishing	\$2,500
Tree and Plant Maintenance	\$13,000
Snow Removal	\$10,000
Hard Surface Maintenance	\$22,000
TOTAL	\$47,500

Therefore, new annual operating budget for Market Square would be estimated at approximately **\$78,000** per year. Note that this cost may increase or decrease as certain elements are changed or reconfigured.

The City event coordinator position that would be proposed for 2018 budget is estimated to cost \$50,000 annually plus COLA.

Finally, Market Square operating costs will be tracked for the remainder of 2017 and reported to Council in 2018. Rental fees may be recommended in 2018 to help recover operating expenses.

Staff Recommendation:

That Council approve the interim terms of use and event coordination provisions for Market Square, as described in the Market Square – Proposed Interim Terms of Use and Event Coordination report;

That staff report back to Council on Market Square in early 2018 proposing a financial policy and detailing any substantive issues experienced over 2017 for potential amendment to the interim approach described in the Market Square – Proposed Interim Terms of Use and Event Coordination report;

That unforeseen issues that are not addressed by the interim Market Square policy be brought to Council for consideration as deemed necessary by the Corporate Leadership Team;

And that staff prepare a report for consideration by Council's budget committee as part of the 2017/2018 budget process to better define resources required to retain an event coordinator on an ongoing basis.



Stephanie Potter, Policy and Research Associate



Andre Morin, Director of Corporate Services



Rob Horne, Chief Administrative Officer



CITY OF STRATFORD

Special Event Application

Approval from the City of Stratford is required to hold an event on municipal property, including, but not limited to, parades, walk-a-thons, road races, concerts, fairs, gatherings or other events on city streets or sidewalks, trails, parks, etc., or that involve temporary road closures. It is the responsibility of the organization to obtain approval for their event.

Instructions: **At least 12 weeks prior to the event** submit the completed application **with attachments** to the City Clerk's Office. The City Clerk's Office will advise whether or not approval has been granted.

Checklist - The following must be submitted:

- ☐ Special Event Application and required fee, if applicable
- ☐ Certificate of Insurance completed by your Insurer (a copy is provided with this Application)
- ☐ Map of the proposed route/area marking the route with start/end locations or area and clearly showing the required 6 m accessible lane for the Fire, Police and Emergency vehicles.
[Requirement for an accessible lane for emergency vehicles does not apply to parade routes.]
- ☐ Layout of Market Square (if applicable) – this layout provides a general layout of the Market Square Design, subject to change
- ☐ to locate/ identify which parts of Market Square are being requested for this event.
- ☐ List of streets that will be affected by this Event / list of streets to be closed
- ☐ List of Floats and Displays, including number of, type of, and vehicles involved, if applicable.
- ☐ Business Licence Application, if applicable
- ☐ Letter requesting permission to serve alcohol on municipal property, if applicable .
- ☐ Letter requesting a Noise By-law Exemption, if applicable
- ☐ Application for use of City Hydro and/or Water, if applicable

Name of Group organizing the Event: _____

Contact Person(s): _____

Mailing Address: _____ Postal Code: _____

Telephone() _____ Fax () _____

Email _____

Name of Event: _____

Type of Event:

<input type="checkbox"/> Parade	<input type="checkbox"/> Musical Concert	<input type="checkbox"/> Public Gathering	<input type="checkbox"/> Ceremony
<input type="checkbox"/> Procession	<input type="checkbox"/> Bicycle Event	<input type="checkbox"/> Walk-a-thon	<input type="checkbox"/> Fireworks
<input type="checkbox"/> Filming	<input type="checkbox"/> Fair	<input type="checkbox"/> Sport/Athletic Event	
<input type="checkbox"/> Other:	_____		

Are Floats or Displays part of this Event: ☐ Yes ☐ No **If Yes**, include a description on a separate sheet that lists the number and types of floats or displays and vehicles involved.

Date of Event: _____

Starting Time: _____ Finishing Time: _____

Start and end time of road closures: _____

Proposed Starting Location: _____

Proposed Finishing Location: _____

Estimated Number of People Attending/Participating in this Event: _____

Route Map - Attach a map clearly showing the proposed route and locations for traffic barricades for any street closures. If part of this event takes place on city streets, streets will need to be closed to vehicular traffic for public safety reasons. Barricades are required to block vehicles.

It is recommended that access to homes and business should not be restricted during your event. If you are requesting a street closure that will restrict residents or businesses from accessing their properties during your event, measures must be taken to ensure they are able to access their property.

Will access to homes or businesses be affected by your proposed event?: ☐ Yes ☐ No

If yes, a notice must be circulated to the affected homes and businesses indicating how access will be maintained to their property during the event and who to contact with any concerns regarding the closures.

For temporary street closures, other than parades, your map must clearly show the 5 metre (15 foot) accessible lane for the Fire, Police and Emergency vehicles that will remain unobstructed during the event.

The City may be able to provide barricades; however, your organization is responsible for picking up and returning the barricades. Please advise who will be the contact person from your organization responsible for the barricades should the Police or Public Works Departments require a meeting to review the details.

Name: _____ Telephone: (_____) _____

Is the required route map included with your application to the City?: ☐ Yes ☐ No

Ministry of Transportation approval is required if your event includes part of **Erie Street, Huron Street or Ontario Street**. The City will contact the MTO on your behalf if one or more of these 3 streets is involved with your event. As the MTO requires advance notice, it is important that your application is submitted to the City Clerk's Office **at least 12 weeks** prior to your event.

The MTO and/or the City reserve the right to deny or cancel use of Erie Street, Huron Street or Ontario Street at their discretion.

Parks Board Approval

Will part of this event take place in the City's Park System?: ☐ Yes ☐ No

If Yes, approval of the Stratford Board of Parks is required. Contact the Community Services Department at 519-271-0250 ext. 244.

Police Escort

If this event requires a Police escort because the route involves city streets contact the Stratford Police Service at 519-271-4147, Ext. 226 or stheocharis@stratfordpolice.com

Are you requesting a police escort for this Event?: ☐ Yes ☐ No

Market Square

This Special Event Application must be completed in order to book Market Square for an Event.

The City of Stratford has full authority over the scheduling of events in Market Square and reserves the right to cancel an event with prior notice. Events held in Market Square must be open to the public and admission fees cannot be charged for access to the space.

Use the layout of Market Square provided with this Application Form, to identify / locate where any stage(s), tents, additional furniture, vendors, equipment or other aspects of your event will be located. Note the specific location for where tents are permitted is already shown on this layout of Market Square

If your event for Market Square is approved by the City, please note that this approval does not include exclusive use of Market Square. The public will continue to have access and use of Market Square during all times when your event is being held.

A limited number of movable tables and chairs are available in Market Square. The City does not provide additional tables and seating and this is the responsibility of the Event organizer. There may be a charge for set up and take down of the City's movable tables and chairs for this Event.

Are you requesting use of the City's movable tables and chairs for this Event?: ☐ Yes ☐ No
(subject to availability)

Recycling

If this event requires recycling containers, contact the City's Recycling Coordinator at 519-271-0250, Ext 279 or ksimpson@stratfordcanada.ca

Are you requesting assistance with recycling for this Event?: ☐ Yes ☐ No

Tents

If tents are involved with this event, contact the City's Building Division at 519-271-0250, Ext. 345 or building@stratfordcanada.ca to inquire about tent permits and anchoring.

Note – tent pegs, stakes or poles are not to be driven into city streets, sidewalks or other municipal property. If this event is being held in Market Square, tents can only be located in the area of Market Square specifically identified for tents were tent anchors are provided. If it is required by the City that additional tent anchoring is required for larger tents, the additional tents will need to be anchored as further advised by the City.

Will tents be used for this Event?: ☐ Yes ☐ No

If Yes, describe the type, size and number of tents: _____

Parking Plan

If your proposed event has more than 500 participants attending, a parking plan may be required. The plan should include:

- Parking locations for event participants to use
- Number of spots available at each of these locations
- Shuttle Service or other form of transportation from alternate parking locations to event if applicable
- Type of advertising or communications to event participants of alternate parking locations

Stages

Is a stage(s) required for this event? ☐ Yes ☐ No

If yes, is the stage greater than 60 cm (2 feet) above grade? ☐ Yes ☐ No

Is the stage on wheels? ☐ Yes ☐ No

A Permit is required for a stage that is greater than 60 cm (2 feet) above grade and is not on wheels. Contact the City's Building and Planning Department at 519-271-0250, Ext. 345 or building@stratfordcanada.ca

Hydro Hook-Up

If your event is taking place in Market Square and hydro/electricity and/or water is required, access is available for a fee for hydro and for water. Include the completed Application for Use of City Hydro and Water if your event is located in Market Square.

Will access to hydro and/or water from Market Square be required for this Event? ☐ Yes ☐ No

If yes, complete the Application for Use of City Hydro and Water included with this form.

Alcohol

If your event includes the serving and consumption of alcohol, you must obtain a provincial Liquor Permit. There are different types of liquor permits depending on the type of event – public or private, type of alcohol being served and number of people attending the event.

Secondly, if alcohol is being served or consumed on municipal property, permission of City Council is required. The City's Municipal Alcohol Risk Policy must also be followed and signed by the event organizers..

Will alcohol be served or consumed as part of the Event?: ☐ Yes ☐ No

If Yes, a Security Plan is required.

Have you included a Security Plan with this Application?: ☐ Yes ☐ No

Off-Road Vehicles

All motorized vehicle(s) operated in conjunction with the event must be licensed and insured by the owner. Off-road vehicles (ATVs) are prohibited on City streets.

Are off-road vehicles or ATVs planned as part of this Event?: ☐ Yes ☐ No

Business Licensing

By-law 187-2004 states in part: No person shall carry on, conduct, operate, maintain, keep or engage in any business as provided for in this By-law within the City without first obtaining a licence to do so from the City:

- Adult Entertainment Establishments and Performers
- Auctioneers
- Body Piercing Parlours
- Body Ruby Parlours and Attendants
- Circus
- Old Gold, Other Precious Metals and Old Jewellery Sales
- Outdoor Cafes
- Refreshment vehicles and bicycle ice cream vehicles
- Indoor and/or Outdoor Vendors
- Hawker-Pedlar (Flea markets, craft/antique/trade shows, door to door sales)
- Tattoo Parlours

If your event includes any of the above-noted activities, contact the City Clerk's Office at 519-271-0250 ext 237 to obtain a business licence application.

Are goods, food, products or services being sold at this Event?: ☐ Yes ☐ No

If **Yes**, please attach a list of the items being sold.

Certificate of Insurance – For events held on municipal property, including streets or sidewalks, a Certificate of Insurance must be provided that names 'The Corporation of the City of Stratford' as an additional insured for the event – minimum amount of insurance coverage is \$2 million dollars per occurrence.

If your event includes part of Ontario Street, Huron Street, and/or Erie Street, the Certificate of Insurance must also name 'The Ministry of Ontario' as an additional insured for the event. The Insurance Form attached with this application must be completed **by your Insurance Company** and submitted with your completed application.

Confirmation of Insurance Coverage: ☐ Attached ☐ To Follow

Street/Sidewalk Markings

If route markings or locations are to be sprayed, painted or chalked onto city streets, sidewalks or any other municipal property, prior approval must be obtained. In all cases, only washable paint or chalk may be used and must be removed by the event organizers immediately following the event. Failure to do so will result in the organizer being billed for clean up costs.

Will paint, chalk or other markings on city streets, sidewalks or other municipal property be used for this Event?: ☐ Yes ☐ No

If Yes, describe the type of markings, the product to be used, and how will the markings be removed at the end of the event _____

Fireworks

If your event includes plans to set off fireworks, a permit from the Stratford Fire Department is required. Fireworks By-law 73-2006 sets out the requirements for fireworks and obtaining a permit.

Are fireworks planned to be set off as part of this Event?: ☐ Yes ☐ No

If Yes, contact the Stratford Fire Department (519) 271-3212 (non-emergency telephone) to apply for a fireworks permit.

Noise Control By-law Exemption

If your event includes music or amplified sound past certain hours, on Sundays or holidays, contact the Clerk's Office. An exemption from the Noise Control By-law may be required.

Are you requesting an exemption from the Noise Control By-law for this Event?: ☐ Yes ☐ No

If Yes, a letter requesting an exemption from the Noise Control By-law must be completed and submitted to the Clerk's Office with the Special Event Application.

Letters must be circulated to all residents and businesses within at least 120m of your event indicating when the event is taking place and what Noise Control By-law exemption has been requested from the City. Include a deadline for recipients to respond to your letter with any concerns they may have. After the deadline has passed, provide a letter to the Clerk's Office indicating what responses, if any, were received and attach any written responses received.

Once this information has been received by the Clerk's Office the Noise Control By-law exemption request will be considered by City Council. Allow 8-10 weeks for consideration prior to your event.

SOCAN and Re:Sound - If your event includes live or recorded music, you are required to pay a licence fee to SOCAN and to Re:Sound. SOCAN and Re-Sound collect tariffs for the public performance of live and recorded music in Canada. These tariffs are then distributed to music creators. Contact SOCAN and Re:Sound to obtain the applicable tariff schedule for your event.

Online: www.socan.ca/sp/en/resources/tariffs.isp

www.resound.ca/en/index.htm

Will live or recorded music be part of this Event?: ☐ Yes ☐ No

If Yes, please provide your Account Numbers:

SOCAN Account #: _____ Re: Sound Account #: _____

Accessibility

The City of Stratford encourages barrier-free events. The suggestions are not a requirement from the City of Stratford, but may help to plan your event to reduce barriers to accessibility and ensure your event is accessible and enjoyable for all who wish to participate.

Creating a successful event means ensuring all who would like to participate can do so without any limiting barriers. Accessibility is not only for persons with disabilities, but also for seniors and families using strollers and for all those attending your event. Remember, not all disabilities can be seen.

Getting There

- Are there accessible parking spots close to the event?
- Are all entrances and exits to the event designed to allow access to persons using a wheelchair or other mobility device?

Facilities

- Have you provided, if applicable, accessible portable washrooms?
- Are the accessible portable washrooms located in an accessible area?
- Have you provided, if applicable, accessible hand washing stations? Remember, those with accessible needs may be unable to use a foot pedal wash station.
- If your event has seating have you designated an area for persons using wheelchairs and other mobility devices?
- Are any cables covered to allow wheelchairs, strollers, etc. to manoeuvre easily?
- Have you considered a reduced rate for companions who are accompanying those with accessible needs?

Service Animals

- Are Service Animals permitted at the event venue?

Signage

- Does signage for the event have large letters, plain language and is free of glare?

Emergencies

- Is event personnel trained to respectfully assist persons with accessible needs and respond to accessibility issues as they arise?
- Do you have personnel/staff trained to assist those with accessible needs in case of an emergency?
- In the event of an emergency are there auditory and visual alarms?
- Do you have an evacuation plan that addresses the evacuation of persons with special needs?

Fees

There may be application fee(s) for this event. Applicable fees are payable to the City of Stratford Clerk's Office at the time of application. Fees are non-refundable. Fees may be paid by cash, cheque, debit, Visa or Master Card.

Event Application Fees:

- a) no charge for parades and street events if the completed application is received more than three months prior to the date of the event;
- b) \$150 for expedited service where the event is less than three months prior to receipt of the completed application;

Veterans and Military parades and Canada Day and Santa Claus parades are exempt from paying the fee for Parade and Street Event applications.

Cancellation

The City of Stratford and/or Stratford Police Service may cancel or reroute any parade or event as deemed necessary.

ACKNOWLEDGEMENT:

I /We agree to the following conditions:

- 1. To obtain all approvals necessary from the City for this event.**
- 2. To indemnify and save harmless The Corporation of the City of Stratford from any and all claims and/or damages arising out of this event and to provide any bond or insurance required in this regard.**
- 3. To provide proof of insurance on the Insurance Form (attached) in the amount of \$2,000,000 per occurrence (minimum).**
- 4. To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the traveling public and participants.**
- 5. To accept the responsibility for notifying the public and affected property owners.**
- 6. To ensure that all areas used for the event are cleaned up and garbage and recyclables are removed immediately after the event.**
- 7. To assume the cost of repair for any damage incurred as a result of the event and any cost for clean-up performed by/on behalf of the City.**
- 8. That no markings will be sprayed, painted or placed on any city streets, sidewalks or other municipal property without prior approval of the City.**
- 9. That approval to use Market Square for this event, does not also grant exclusive use of Market Square and that the public continues to have access to the use of the space.**
- 10. I /We have authority to bind the Event Organizer and its authorized agents.**

Signature: _____

Date: _____

Print Name: _____

Contact the Clerk's Office at 519-271-0250, Ext. 230 or vtrotter@stratfordcanada.ca with any Special Event inquiries.

If you require this form in an alternate format, contact the Clerk's Office at 519-271-0250, Ext. 237.

NOTICE OF COLLECTION

Personal information collected on this form is collected under the *Municipal Act, 2001* and will be used by City staff, Stratford Police Services, Perth District Health Unit and the Ministry of Transportation where applicable, for the purpose of reviewing the application and other administrative purposes. Names, addresses and comments will be included in material made available to the public upon request. Questions regarding this collection and use should be forwarded to the City Clerk, P.O. Box 818, Stratford ON, N5A 6W1 or by telephone 519-271-0250 ext. 235 during business hours.

If you require this form in an alternate format, contact the Clerk's office at 519-271-0250 ext. 235 or TTY 519-271-5241.



APPLICATION FOR USE OF CITY HYDRO AND WATER CITY HALL AND MARKET SQUARE, STRATFORD

Date(s) of use: _____

Check required box: City Hall Hydro - Rear ☐ / City Hall Water ☐ / Market Square Hydro ☐
Front ☐

Name of event: _____

Name of organization: _____

Name of individual: _____

Address: _____

Phone: _____

A Key to access hydro is to be signed out from the Clerk's office by the event organizer the last business day before the event and returned to the City Clerk's Office the first business day after the event.

Hydro Access Fee - \$15 each area / per day

Water Access Fee - \$15 per day

The fee is charged for each day the event organizer has access to hydro and/or water and will be invoiced after the event. A fee of \$50 will apply to a lost key.

For water usage please co-ordinate with Tom Ball 519-274-0706.

I/We acknowledge receipt of 1, 2 or 3 keys for hydro usage this _____ day of _____, 20 ____.

Event Organizer

1, 2 or 3 keys returned to City Clerk's Office on the _____ day of _____, 20 ____.

Clerk's Office staff

Notice of Collection

Personal information collected on this form is collected under the *Municipal Act, 2001* and will be used by City staff for the purpose of reviewing the application and other administrative purposes. Names, addresses and comments will be included in material made available to the public upon request. Questions regarding this collection and use should be forwarded to the City Clerk, P.O. Box 818, Stratford ON, N5A 6W1 or by telephone 519-271-0250 ext. 235 during business hours.

If you require this form in an alternate format, contact the Clerk's Office at 519-271-0250, Ext. 237 or TTY 519-271-5241.



CERTIFICATE OF INSURANCE

THE CORPORATION OF THE CITY OF STRATFORD

This is to certify that the Insured, named below, is insured as described below

This form must be completed and signed by your insurer or insurance broker

CITY FILE NUMBER

- Note: 1. Proof of liability insurance will be accepted on this form only **(with no amendments)**
2. If a facsimile has been transmitted, the original certificate must follow

NAME OF INSURED		TELEPHONE NUMBER	AREA CODE
ADDRESS OF INSURED	STREET NAME	CITY	POSTAL CODE

TYPE OF INSURANCE	INSURER'S NAME	POLICY NUMBER	EFFECTIVE DATE			EXPIRY DATE			LIMITS OF LIABILITY Bodily Injury & Property Damage-Inclusive
			YR.	MO.	DAY	YR.	MO.	DAY	
Commercial General Liability									Per Occurrence \$ Aggregate \$
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess									\$

Commercial General Liability Occurrence Basis CLAIMS MADE POLICIES ARE NOT ACCEPTABLE

Including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause. The policy also includes:

Tenant's Legal Liability ☐ No or ☐ Yes (Limit) \$ _____ Liquor Liability ☐ No or ☐ Yes (Limit) \$ _____

THE CORPORATION OF THE CITY OF STRATFORD has been added as an additional insured but only with respects to their interest in the operation of the Named Insured.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned, an Insurer licensed in the Province of Ontario, Canada, to the insured named above are in force at this time.

If cancelled or changed in any manner that would affect The Corporation of the City of Stratford as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of Stratford
Attention: Clerks Office
P. O. Box 818
1 Wellington Street
Stratford Ontario, N5A 6W1
Fax: 519-273-5041

This Certificate is executed and issued to the aforesaid, The Corporation City of Stratford, the day and date herein written below.

Date	YR	MO	DAY	NAME OF INSURANCE COMPANY OR BROKER (COMPLETING FORM)			
ADDRESS OF INSURER OR INSURANCE BROKER				TELEPHONE NO.	FAX NO	AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:	

THIS FORM MUST BE COMPLETED, SIGNED & STAMPED BY YOUR INSURER OR INSURANCE BROKER

Revision 2011

Layout of Market Square, subject to change

