



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

**Date:** Wednesday, January 24, 2018

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

**Location:** Council Chamber, City Hall

**Sub-committee Present:** Councillor McManus - Chair Presiding, Councillor Brown - Vice Chair, Councillor Beatty, Councillor Bunting, Councillor Henderson

**Staff Present:** Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Joan Thomson - City Clerk, Taylor Crinklaw - Project Engineer, Jeff Leunissen - Manager of Development Services

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

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

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

Name, Item and General Nature of Pecuniary Interest

.....

### 3. Delegations

#### 3.1 Presentation by Geoff Love

4 - 6

Geoff Love, President of Cycle Stratford, has requested to address Subcommittee with respect to establishing a distinctively marked, safe bicycle route called the Festival Bike Route. Cycle Stratford is also recommending that additional routes be added in the spring of each year for the next three years, one in each quadrant of the city.

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

**THAT the presentation by Geoff Love, Cycle Stratford, be heard.**

### 4. Report of the Director of Infrastructure and Development Services

#### 4.1 Ballantyne Avenue Road Reconstruction – Design 3 (ITS18-001)

7 - 20

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

**Staff Recommendation: THAT Council accept the new information including the description of Design 3 for Ballantyne Avenue Road Reconstruction;**

**AND THAT Council approve Design 3 for Ballantyne Avenue Road Reconstruction, as contained in this report, for 2018 construction.**

#### 4.2 Proposed Water Bottle Ban at City Facilities (ITS18-002)

21 - 34

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

**Staff Recommendation: THAT City Staff further investigate the development of a social marketing campaign to promote the use of municipal drinking water;**

**THAT City Staff determine additional opportunities to install water fountains at City facilities and providing a mobile water tanker at larger City events to provide access to municipal water;**

**AND THAT City Staff prepare a report on the implementation of a potential marketing campaign and additional access to municipal water.**

### 5. Report of the City Clerk

#### 5.1 Encroachment Application 457 Douro Street (ITS18-003)

35 - 38

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

**Staff Recommendation:** THAT the application be approved for an encroachment by 1787954 Ontario Ltd., as owner of 457 Douro Street, to permit the existing sign to encroach 1.3m x 0.26m onto City property at 457 Douro Street;

**AND THAT** the annual fee of \$50.00, adjusted yearly by the CPI, be added to the property tax bill for 457 Douro Street.

**6. Capital Project Update**

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

**7. Advisory Committee/Outside Board Minutes**

39 - 62

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

Active Transportation Advisory Committee minutes of September 27, 2017

Accessibility Advisory Committee minutes of October 3, 2017 and November 7, 2017

Energy and Environment Committee minutes of October 12, 2017 and November 9, 2017

Town and Gown Advisory Committee minutes of November 1, 2017

**8. Next Sub-committee Meeting**

The next Infrastructure, Transportation and Safety Sub-committee meeting is February 28, 2018 at 4:30 p.m. in the Council Chamber, City Hall.

**9. Adjournment**

Meeting Start Time:

Meeting End Time:

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

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

## ***Budget submission to Stratford Council on behalf of the Cycle Stratford membership - Recommendations for 2018 City Budget – Fall 2017***

Cycle Stratford incorporated 4 years ago with two main objectives: to provide regular and safe rides throughout the city and county for residents and visitors of all ages and skill levels (we offer about 100 rides a year, every Wednesday and Sunday), and to advocate for improved active transportation infrastructure, education and safety enforcement in the city and region. Each year we have 60-75 members, and our target is 100+ members.

### **State of Cycling in Stratford**

For the most part Stratford is a safe city to ride in, as long as you stay off the streets with lake names! While there are many safe side streets to travel on, there are several areas where improvements are needed:

- There are no well-marked way-finding routes for residents or tourists to use;
- There are few multi-use trail sections in place and none of the “bits” are well connected;
- Few students ride or walk to school, especially at the elementary level;
- We are NOT seen as a cycling destination for tourists;
- Few local residents cycle to work because of a lack of routes and adequate, secure parking.

### **Long term Plan**

In 2014, Stratford City council approved a progressive and ambitious active transportation plan that proposed about \$7 million in active transportation system investments over 20 years (about \$350K/year) that would truly re-shape the city. Included in this plan are 105 Km of bike lanes, signed routes, road sharrows, paved shoulders and multi-use trails. In the September 2016, the Active Transportation Advisory Committee released a works department “report card” on the plan’s implementation. This report shows that less than 10% of the 110 km of the routes planned were in place. A total investment of tens of thousands, rather than the hundreds of thousands of dollars called for in the plan, so far gets set aside and spent each year.

In support of the original transportation plan, Cycle Stratford recommends that:

- Dedicated **staff be allocated** in 2018 to support and accelerate the on-going implementation and improvements to the active transportation plan and program to support the sustainability of our city (including applying for Bike Friendly Community certification); and
- The city provide **sustained funding** for active transportation each year: dedicating 10% of federal gas tax money received by the city annually (about \$2 million/year in total) to active transportation yearly and that the city aggressively pursue new capital funding for active transportation infrastructure (such as the new \$90mil/year provincial Climate Fund).

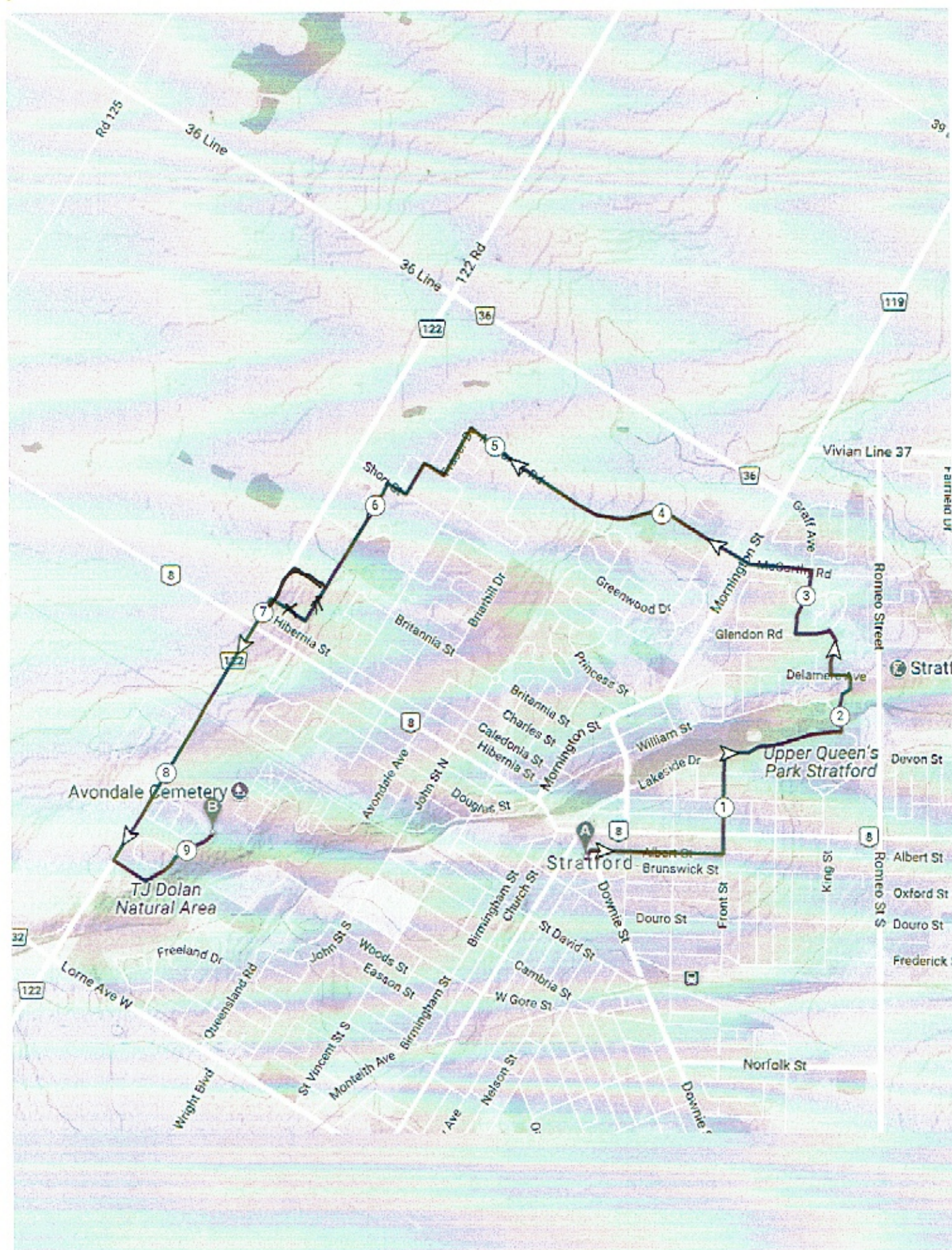
### **Short term Actions & Recommendations**

For 2018, Cycle Stratford recommends - and is pursuing - the following short-term priorities:

- 1) Collaborate with city staff, ATAC & the Avon Trail Association to install proper and informative **way-finding signs** on at least 2 cycling/walking routes in the city
- 2) Collaborate with ATAC, the Public Health unit and local school boards to implement a safe cycling/traffic calming program in **2 model/demonstration schools** in the city
- 3) Collaborate with the Stratford & Area Bed and Breakfast Association (SABBA) to encourage and promote Stratford as **cycling tourism** destination as our infrastructure improves
- 4) Collaborate with other local groups to support **outreach activities** such as the bike valet at the Garlic Festival, free bike light kits for school groups, Canada Day family rides, etc.
- 5) Continue to offer regular guided rides and to advocate for the acceleration – rather than continued delay – in the implementation of the City’s Active Transportation Plan. Our goal is to move Stratford **from a laggard in active transportation to a leader**. We also recommend that Cycle Stratford have a permanent seat on the ATAC committee.



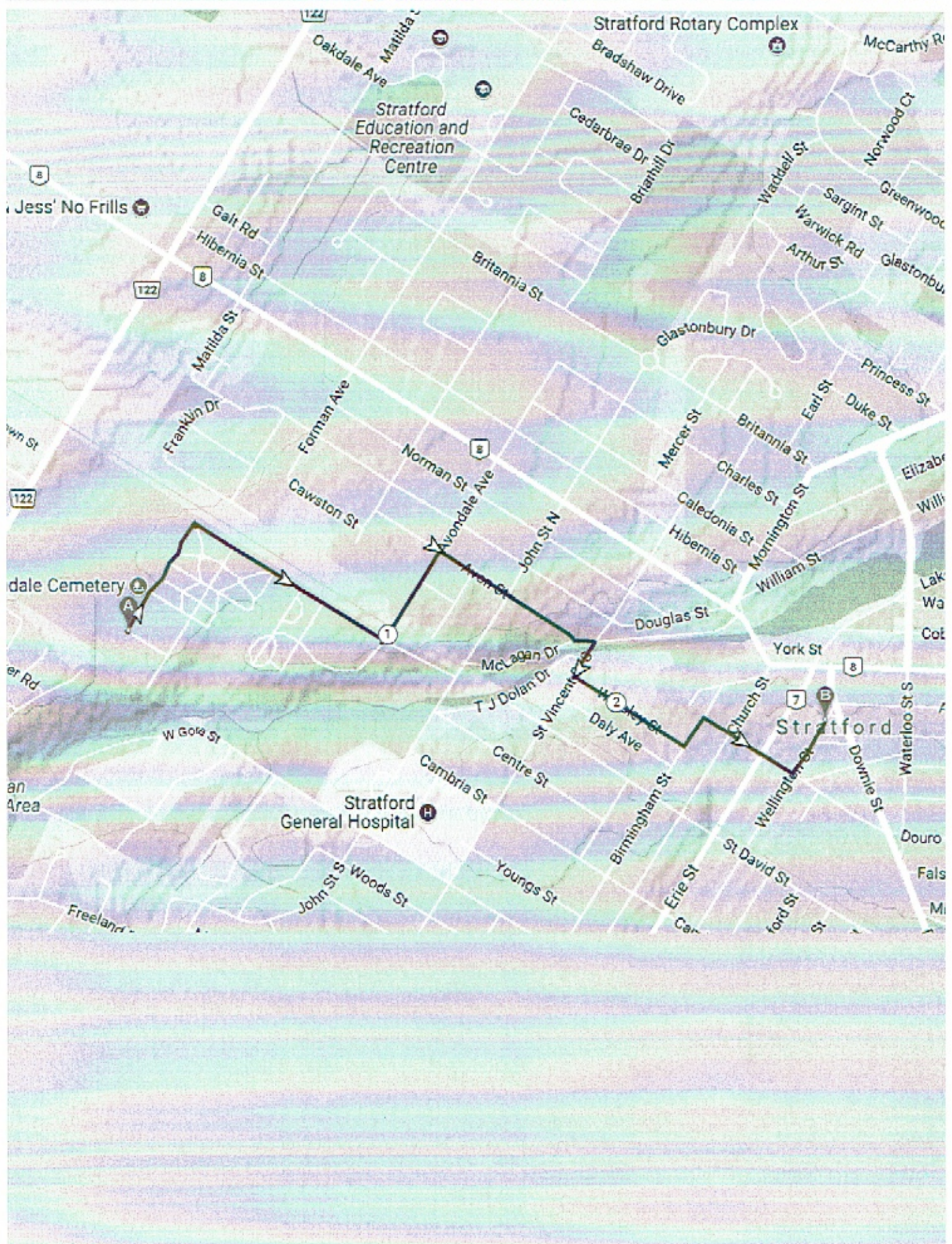
## plotaroute.com - Festival Bike Route 1 (9.162 km)





500 m 

Map dReport@map.errgr







## MANAGEMENT REPORT

**Date:** January 16, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Taylor Crinklaw, Project Engineer  
**Report#:** ITS18-001  
**Attachments:** ITS17-002 Report; ITS17-074 Report;  
 Ballantyne Open House Summarization

**Title:** Ballantyne Avenue Road Reconstruction – Design 3

**Objective:** To review information on the new Design 3, and to select a design for construction in 2018.

**Background:** At the February 27, 2017, Council Meeting, the design for the Ballantyne Avenue Road Reconstruction project was discussed, herein referred to as Design 1. The focus of discussion in Council at the February 27, 2017, meeting, was on the intent to install a sidewalk on the north side only, where currently sidewalks exist on both sides. Discussion was ended when a motion was made to have the Ballantyne Avenue design be referred to staff. In order to avoid having construction during the peak season for the nearby Festival Theatre, the project was postponed until the following year.

A second design that included sidewalks on both sides while still achieving Accessibility of Ontarians with Disabilities Act (AODA) was presented in the ITS17-074 report to the Infrastructure, Transportation and Safety Sub-Committee on November 29, 2017. This same report in Council, on January 8, 2018, resulted in a motion being made for the Ballantyne Avenue Road Reconstruction (ITS17-074) to be referred to staff to develop a design that incorporates two sidewalks at a minimum width of 1.5 m, minimal disruption to the tree canopy and a one-way traffic option.

Since that time, Design 3 was prepared and presented at an open house on January 16, 2018. A notice of Open House containing project information was hand delivered to all properties on Ballantyne Avenue between Front Street and Queen Street. The abutting properties on Front Street and Queen Street that may potentially be impacted by construction were also delivered letters. All of the properties are standard residential dwellings. Emails were sent to the available resident contacts that had presented in previous Committee and Council meetings. In addition, representatives of the Accessibility

Advisory Committee (AAC) and Active Transportation Advisory Committee (ATAC) were distributed the draft drawing set for their review and consultation.

The Open House was held on Tuesday, January 16, 2018, in the City Hall Auditorium from 4:00 p.m. to 6:00 p.m. Approximately 30 residents were in attendance, with a total of 11 of the 27 properties being represented at the Open House. The residents from Ballantyne Avenue that were unable to attend the Open House have been requested to contact Engineering staff to review project plans and specific property information.

All three designs prepared previously for the Ballantyne Avenue Reconstruction project contain the main design considerations and components as follows:

- The existing 225 mm storm sewer fails to convey the 2-year storm, and would be replaced with new 300 mm and 375 mm PVC storm sewers to convey the 5-year storm event.
- A new low impact development storm structure would be constructed to provide additional storm capacity and treatment of runoff before it discharges to Lake Victoria.
- The addition of two accessible rest areas in front of the parkland, one on each side of the street and abutting the sidewalks.
- The existing failing 225 mm clay tile sewer from 1908 would be replaced with a new 200 mm PVC sanitary sewer.
- A new 150 mm PVC watermain and hydrant would replace the existing 100 mm watermain in order to achieve sufficient fire capacity. The new PVC pipe would not contribute to water discolouration and would reduce the low pressures previously noted by residents.

The design nuances that generated previous discussions are described in detail for all three designs as follows:

Design 1 consists of the City standard 1.5 m wide sidewalk to be located on the south side, which would also be compliant with standards outlined in the AODA. The original design road width for this design is 7.5 m. The estimated range of trees that would be a medium risk for removal is 5 to 13.

Design 2 developed includes the same 1.5 m sidewalk on the south side, with the addition of an AODA compliant 1.8 m curb face sidewalk on the north side. The proposed road width for this design is 7.0 m. The estimated number of trees at medium, high and required removal are 4, 8, and 5, respectively.

Design 3 consists of the same 1.5 m sidewalk on the south side, with the addition of an AODA compliant 1.8 m curb face sidewalk on the north side. The north sidewalk proposes to have sections that narrow to 1.5 m to accommodate trees at risk, while still being AODA compliant. The proposed road width for this design is 6.5 m. The estimated number of trees at a medium risk of removal is 13.



Currently, the street consists of a 6.8 m road width, with 1.35 m sidewalks on both sides. The 1.35 m sidewalks are not compliant with the standards set out in the AODA.

**Analysis:** The pressing infrastructure replacement for the street is the water, sanitary, and storm infrastructure, and is described in detail in the attached Management Report ITS17-002. Analysis and discussion related to Design 1 and 2, is described in detail in the attached Management Report ITS17-074. Design 3 and the associated differences from Design 1 and 2 are discussed herein.

Design 3 proposes a road width of 6.5 m, which is the minimum width for a one-way or two-way street with no parking under Council Policy. The south side of the street would have a 1.5 m AODA compliant standard sidewalk. The proposed north sidewalk would be curb face. The difference from the two previous designs is the platform width of the sidewalk would be AODA compliant at 1.8 m, with sections narrowing to 1.5 m to accommodate trees. Rollover curb is proposed for part of the parkland frontage so that winter maintenance can use that area for storage. It should be noted that at the open house, the design proposed rollover curb for the entire length of the street. The move towards a curb face sidewalk for the entire length of the street (except at driveways the parkland) is based on two main reasons. The first is a comment provided by the AAC that the drop in the curb face improves ability to delineate the road from the sidewalk for people with visual disabilities. The second is that this street may implement the exemption for Class 4 and 5 roads under the Municipal Act Minimum Maintenance Standards for Municipal Highways that permits snow operations to maintain a clear width of 5.0 m.

Recently, the AAC and attendees of the open house, were consulted on the potential installation of a rest area. All designs are proposed to have a rest area for people with disabilities as per AODA recommendations. Two accessible benches with concrete pads are proposed in the vicinity of the Lakeside Park, with one bench on each side of the street.

The potential for the street to become a one-way direction only was also discussed. Designating the road one-way or two-way does not impact the design, as long as parking remains prohibited on the street. At the open house, most residents appeared to be against making the street one direction only, as it would force them to use Queen Street, which can be congested at times.

The majority of residents of Ballantyne Avenue and neighbouring street residents that attended the open house favoured a two sidewalk design, with preference to Design 3. The minority of residents that attended the open house were less concerned about installing a street with sidewalks on both sides. Additional comments discussed at the open house are attached.

**Financial Impact:** The total budget allocated for this project is \$1,040,000.

**Staff Recommendation: THAT Council accept the new information including the description of Design 3 for Ballantyne Avenue Road Reconstruction;**

**AND THAT Council approve Design 3 for Ballantyne Avenue Road Reconstruction, as contained in this report, for 2018 construction.**

A handwritten signature in blue ink, appearing to read "Taylor Crinklaw".

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Taylor Crinklaw, Project Engineer

A handwritten signature in blue ink, appearing to read "Ed Dujlovic".

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Ed Dujlovic, Director of Infrastructure and Development Services

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

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Rob Horne, Chief Administrative Officer



## **MANAGEMENT REPORT**

**Date:** January 13, 2017  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Taylor Crinklaw, Project Engineer  
**Report#:** ITS17-002  
**Attachments:** None

**Title:** Ballantyne Avenue Road Reconstruction – Open House and Design Approval

**Objective:** Review and take into account the results from the Open House, and to confirm acceptance of design.

**Background:** In the Ballantyne Avenue Reconstruction Update Management Report dated May 17, 2016, the Engineering Division outlined the reasoning to obtain pre-budget approval for the project. In short, the 2014 Water and Wastewater Rate study recommended immediate replacement of the undersized and deteriorated 100 year old cast iron pipe. The priority replacement of the Ballantyne Avenue watermain is based on the numerous recurring breaks and the reduced fire protection that is currently provided. During design investigations it was apparent that the street would require full reconstruction of municipal services.

The initial investigation included inline camera inspections of the 225 mm glazed tile sanitary sewer constructed in 1908 and the 200 mm clay tile storm sewer system constructed in 1924. The results indicated that several sections of sanitary pipe have entirely disintegrated necessitating full replacement. The storm sewer is at the end of its service life. The storm sewer is undersized at providing the City Standard for minimum storm sewer conveyance of the minor 1 in 5 year storm event.

The road was last resurfaced in 2003 and is now showing signs of overall fatigue.

**Analysis:** In supporting the full reconstruction of municipal services for Ballantyne Avenue, the following design components will be applied to ensure the street achieves City standards:

- The road will be fully reconstructed as per City Standards, increasing the road width from 6.8 m to 7.5 m. As per the existing conditions, no parking will be permitted on



the street. Intersection radiuses (corners) are being increased to better accommodate emergency vehicle access.

- A 5-year storm event will be conveyed by the new 300 mm and 375 mm PVC storm sewers.
- A new 200 mm PVC sanitary sewer will provide sufficient conveyance for the intended service area.
- A new 150 mm PVC watermain and hydrant will provide sufficient fire capacity. The new PVC pipe will not contribute to water discolouration and will reduce the low pressures previously noted by residents.

On January 5<sup>th</sup>, 2017, a notice of Open House containing project information was hand delivered to all properties on Ballantyne Avenue, between Front Street and Queen Street. Abutting properties on Front Street and Queen Street that may potentially be impacted by construction were also delivered letters. All of the properties are standard residential dwellings.

The Open House was held on Thursday, January 12, 2017, in the City Hall Auditorium from 5:00 p.m. to 7:00 p.m. A total of 11 of the 27 properties were represented at the Open House. The residents from Ballantyne Avenue that were unable to attend the Open House have been requested to contact Engineering staff to review project plans and specific property information.

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

- There will be a 150mm PVC watermain installed within the street that will include a new 25 mm water service brought to property line. The new watermain and service will reduce the number of low water pressure and water discolouration incidences.
- The sanitary and storm sewers need replacement. The City will replace new sanitary and storm services to property line at no cost to the residents. In March the City may change the subsidy program contributions for those owners that continue the sanitary service into their house.
- Standard landscape restoration of boulevards for the project is topsoil and sod.
- The Parks and Forestry Manager conducted a tree appraisal for the street, which included type, size, and condition. Trees in poor condition get removed during construction.
- The slight increase in road width is consistent with Council Policy and standard engineering design.
- There is a safety concern for young children. Safety is top priority for Contractors and City staff. At the end of each day, the Contractor is responsible for ensuring that the work site is left in safe condition and that potential hazards are cordoned off.
- Significant effort was made during the design stage to improve driveway transitions.
- The City will make every effort to maintain vehicle access for as long as possible. Alternative offsite parking locations were provided, with additional options being investigated.

The comments and concerns above appeared to be adequately addressed to residents. There were two items that warranted further discussion.

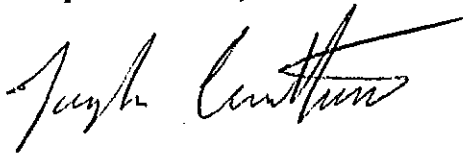
First item was a widely agreed safety concern. It was noted by residents that some vehicles drive excessively fast down the street and residents are worried that widening of the road will make it worse. The residents would like to have some form of traffic calming.

Two residents objected outright to the second item, that of having sidewalks only on one side of the street. It appeared to be a general consensus amongst the residents that they receive significant pedestrian traffic during the theatre season. It was noted that the design adheres to Council Policy, which mandates that local streets are only to have one side with sidewalks at a width of 1.5m.

**Financial Impact:** This project received pre-budget approval for \$700,000, June 13<sup>th</sup>, 2016 (ITS16-030). Adjustments to the design add subsequently to the proposed 2017 budget are detailed below:

Sanitary Reserve	\$	300,000
Water Reserve	\$	300,000
Federal Gas Tax	\$	160,000
Carry Forward	\$	280,000
Total	\$	1,040,000

**Staff Recommendation: That Council approve the design to reconstruct Ballantyne Avenue, as described in this report.**



Taylor Crinklaw, Project Engineer



Ed Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** November 20, 2017  
**To:** Infrastructure, Transportation and Safety Sub-Committee  
**From:** Taylor Crinklaw, Project Engineer  
**Report#:** ITS17-074  
**Attachments:** ITS17-002 Report

**Title:** Ballantyne Avenue Road Reconstruction – Request for Council Direction

**Objective:** To review new information including the description of the preliminary sidewalk on both sides design, to approve the original design for reconstruction as detailed in the ITS17-002 report dated January 13, 2017, and to confirm acceptance to public consultation as detailed in this report.

**Background:** At the February 27, 2017, Council Meeting, the design for the Ballantyne Avenue Road Reconstruction project was discussed, herein referred to as Design 1. The following is an outline of the main design considerations and components:

- The road would be fully reconstructed as per City Standards, and the road width would be increased from 6.8 m to 7.5 m. As per the existing conditions, no parking would be permitted on the street. Intersection radiuses (corners) would be increased to better accommodate emergency vehicle access.
- Road alignment would be corrected (straightened) as per good engineering practice so that the road runs parallel with property line.
- The existing sidewalks on both sides of the street are not compliant with Accessibility for Ontarians with Disabilities Act (AODA), and would be replaced with a single sidewalk on the south side of the street only.
- The existing 225 mm storm sewer fails to convey the 2-year storm, and would be replaced with new 300 mm and 375 mm PVC storm sewers to convey the 5-year storm event.
- A new low impact development storm structure would be constructed to provide additional storm capacity and treatment of runoff before it discharges to Lake Victoria.
- The existing failing 225 mm clay tile sewer from 1908 would be replaced with a new 200 mm PVC sanitary sewer.
- A new 150 mm PVC watermain and hydrant would replace the existing 100 mm watermain as to achieve sufficient fire capacity. The new PVC pipe would not



contribute to water discolouration and would reduce the low pressures previously noted by residents.

The focus of discussion in Council at the February 27, 2017, meeting, was on a single design component; that of reconstructing the street that currently has sidewalks on both sides with a street that has a sidewalk on the north side only. There was also a brief discussion on traffic calming, which was followed up with a suggestion to provide more reconstruction design options for review. Discussion was ended when a motion was made to have the Ballantyne Avenue design be referred to administration.

The time it would take to provide additional design options for review and approval would have resulted in construction occurring during peak season for the nearby Festival Theatre. In order to avoid this prolonged disruption, it was decided to postpone the project until the following year. Since that time, pedestrian counts were recorded for the project and a preliminary design of having sidewalks on both sides was developed.

Multiple iterations of design were generated for this project. Two unique designs were further developed, the first being the original sidewalk on one side design presented to Council in the Spring of 2017, and the second being a preliminary design that includes sidewalk on both sides. Design 1 (One Sidewalk) and Design 2 (Sidewalk Both Sides), maintain the same watermain, sanitary sewer and storm sewer infrastructure replacement work.

Design 1 consists of the City standard 1.5 m wide sidewalk to be located on the south side, which would also be compliant with standards outlined in the AODA. The original design road width for this design is 7.5 m.

Design 2 developed includes the same 1.5 m sidewalk on the south side, with the addition of an AODA compliant 1.8 m curb face sidewalk on the north side. The proposed road width for this design is 7.0 m.

Currently the street consists of a 6.8 m road width, with 1.35 m sidewalks on both sides. The 1.35 m sidewalks are not compliant with the standards set out in the AODA.

**Analysis:** The pressing infrastructure replacement for the street is the water, sanitary and storm infrastructure, which is detailed in the attached Management Report ITS17-002.

The two new design components of Design 2, presented here for discussion, include the proposed road width adjustment to 7.0 m and maintaining sidewalks on both sides of the street. The following describes the reasoning and outcomes resulting from the proposed design.

Design 2 road width of 7.0 m provides accessible sidewalks on both sides and reduces the number of trees that would be required to be cut down if the road were wider. The minimum width for a two-way street with no parking under Council Policy is 6.5 m. The

Engineering Division standard for new construction and target for reconstruction of local roads is 8.5 m. A 7.0 m road width is most practical for this street if the current practice of plowing excess snow onto Lakeside Drive Parkland is maintained. If this practice were not to be maintained, additional snow storage capacity within the street would be required to avoid additional maintenance costs associated with hauling snow offsite. Regulatory requirements state that a road must be clear from all obstructions for a minimum width of 6.0 m. The resulting desired minimum road width for this street from a cost effective snow maintenance perspective is 7.8 m.

The proposed north side sidewalk in Design 2, new from the original design, is proposed to be a 1.8 m curb face sidewalk as per City Engineering Standards. The minimum requirements under the AODA would be 1.65 m width. In order for the sidewalk to be considered accessible, a 2.0 m transition slope would need to be provided on each side of each driveway. For the 14 m average frontage of each resident on the north side this would result in approximately 9 m of their frontage being incorporated by the driveway and driveway transition slope. In essence, the north side street sidewalk would have a wave like appearance.

Pedestrian counts were conducted for the north and south sidewalks on Ballantyne Avenue from July 26, 2017, to August 14, 2017. This period covers peak tourism for the City and for the nearby Festival Theatre. The following table outlines the pedestrian counts and corresponding user characteristics.

Weekend Daily Average Count	185
Weekday Daily Average Count	47
Percentage Users North Side	37%
Percentage Users South Side	63%
Peak 15 Minute Counts N&S Side Total	26
Peak 30 Minute Counts N&S Side Total	43
Peak 60 Minute Counts N&S Side Total	64

The peak 15, 30 and 60 minute total counts that include both the existing North and South side sidewalks, occurred from 5:00 p.m. to 6:00 p.m. on the August Long Weekend, Friday August 4, 2017. This one time peak rate equates to 1.7 pedestrians per minute for a 15 minute period. Assuming pedestrians walk in pairs, the average spacing between pairs of pedestrians is approximately 70 m (230 feet) for a single sidewalk. Studies on pedestrian traffic generally focus on the Central Business District, where crowds of people can form. There are many largely populated Cities that use Gehl Architects general standard for street crowding capacity of 13 pedestrians per metre per minute of unobstructed footway width, which equates to about 1,500 pedestrians per hour. If this value is exceeded pedestrians start finding alternative routes. There are also studies that reference level of service for all municipal areas, which generally assign a grade of B or higher for sidewalks that generally receive less than 9 pedestrians per metre per minute of unobstructed footway width, which equates to about 1,000 pedestrians per hour. Design 1 and 2 both

are considered to provide a level of service of 'A' in terms of the amount of pedestrian traffic that can be accommodated comfortably. In general, elevated pedestrian counts were recorded once a day around 5:00 p.m. on Fridays, weekends and holidays, though the remaining peak event count numbers were slightly lower than the counts provided in the table above. The counts also show that the south side receives approximately twice as much pedestrian flow.

As in all reconstruction projects, the Engineering Division aims to protect as many trees as possible. However, Design 2 (sidewalk on both sides) would result in at least 5 trees having to be removed and could end up being upwards of 13 trees. All 13 trees would have to be removed if the general good engineering practice of correcting (straightening) the road alignment was applied. Based on existing infrastructure, the low traffic volumes, and traffic dynamics, correcting the road alignment is not critical. It should be noted that in Design 1, the original design, zero trees were anticipated to be removed.

During the February 27, 2017, Council meeting, traffic calming measures were discussed. It was noted that the approximate cost of installing an asphalt speed hump is approximately \$2,000 and that a speed hump would have minimal impact on snow plow operations. Traffic counts that include traffic speeds, was also presented. The counts were recorded during the 2016 July long weekend. The peak daily counts occurred on a Saturday, with a total of 192 vehicles travelling the road. This same day the street encountered a peak hourly traffic flow, between 1:00 p.m. and 2:00 p.m. of 31 vehicles. The average speed recorded was 34 km/h and 95% of vehicles were travelling slower than 49.5 km/h. These counts demonstrate that the residential street, Ballantyne Avenue, is not encountering high cut through traffic nor does it have an exceptionally high rate of traffic volume or speeders, attributes that could trigger implementation of traffic calming measures. Neither Design 1 nor Design 2 includes traffic calming measures, however, if desired this design feature could easily be added.

The potential for the street to become a one-way direction only was also discussed. Designating the road one-way or two-way does not impact the design, as long as parking remains prohibited on the street.

If Council confirms acceptance of the original design (Design 1) presented in Report ITS17-002, then the Engineering Division plans to notify the residents via hand delivered letters of the intent to go to construction in the Spring of 2018, and subsequently maintain the standard communication plan that the Engineering Division implements for all its reconstruction projects.

If Council requests that the preliminary design (Design 2) be finalized as outlined in this report, the Engineering Division would implement its standard reconstruction consultation process. This includes finalizing the design, present the design at a public open house for comment and report back to the Infrastructure, Transportation and Safety Sub-Committee to obtain approval of the prepared design.



**Financial Impact:** As outlined in Management Report ITS17-002, a total of \$1,040,000 is allocated in the 2017 budget, which will be carried forward into 2018.

The additional sidewalk of Design 2 would add approximately \$28,500 to the overall cost of the project. This does not include annual operation and maintenance costs. The removal of additional trees would add approximately \$10,000 to \$26,000 to the overall cost of the project.

**Staff Recommendation: THAT Council accept the new information including the description of Design 2, the preliminary sidewalk on both sides design for discussion;**

**THAT Council approve Design 1, the original design to reconstruct Ballantyne Avenue, as described in ITS17-002 report dated January 13, 2017;**

**AND THAT Council confirm the acceptance of the planned public consultation for the continuation of this project as described in Report #ITS17-074.**



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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)**

January 17, 2018

## **Ballantyne Ave Open House** **Questions, Comments and Responses**

The following list includes questions, comments and responses generated from the Ballantyne Ave Reconstruction Project Open House, held January 16, 2018, from 4 PM to 6 PM at the City Hall Auditorium.

**Comment 1:** I accept and agree with a lot of the reasons for having a one sidewalk design, but will not speak at Council for fear of backlash from neighbours.

**Response 1:** Submitted comments will still be conveyed to Council in the corresponding management report.

**Comments 2:** This past week an ambulance was required at a dwelling on the street that required me as the driver to go around. Will narrowing the road reduce the ability for emergency vehicles to access the street

**Response 2:** Yes. The wider the road, the less there is the potential for obstructions (e.g. illegally parked cars, etc.) to hinder emergency vehicle access. The Ontario Building Code and the Fire Code state a minimum clear width of 6.0 m for access routes that service buildings and facilities. The Municipal Act Minimum Maintenance Standards requires clear width of 5.0 m for Class 4 and 5 roads (Ballantyne Ave).

**Comments 3:** Is there not an exception under the Integrated Accessibility Standards Regulation Guidelines (2014) for sidewalks abutting trees.

**Response 3:** The clause is:

Exceptions, general

80.31 Exceptions to the requirements that apply to exterior paths of travel are permitted where obligated organizations, other than small organizations, can demonstrate one or more of the following:

6. It is not practicable to comply with the requirements, or some of them, because existing physical or site constraints prohibit modification or addition of elements, spaces or features, such as where increasing the width of the exterior path would narrow the width of the adjacent highway or locating an accessible pedestrian signal pole within 1,500 mm of the curb edge is not feasible because of existing underground utilities.

**Comment 4:** Spring and fall have the highest numbers of pedestrian traffic for this is when schools visit the theatre.

**Response 4:** Pedestrian counts were done in the summer as that was when staff was informed by residents of Ballantyne Avenue that the highest counts occurred at that time.

**Comment 5:** No matter the design, it would appear that all trees will be stressed and have some risk of being removed due to construction.

**Response 5:** Correct, but the more construction that occurs within the drip line of the tree (closer to the tree), the more stress that is encountered by the tree.

**Comment 6:** The City could consider plowing snow to one side of the street only.

**Response 6:** The hesitation about plowing snow to one side of the street only is that one side of the street will have to maintain a lot more snow than the other side.

**Comment 7:** Mailboxes and benches should have good lighting.

**Response 7:** Staff will review and confirm.

**Comment 8:** Are new trees placed on the street after reconstruction is complete.

**Response 8:** The Engineering Division replaces, at a minimum, 1 for 1 of trees removed during construction. Community Services generally reviews reconstruction sites one or two years later to see if additional trees would be recommended for the street and adds trees at that time.

**Comment 9:** The policy on how streets are selected for having one or both side sidewalks should include additional considerations directly in the policy.

**Response 9:** When the policy is reviewed, the general public will be consulted and considerations of how the policy is revised will be discussed then.

**Comment 10:** Wider streets increase vehicle speeds, smaller streets are being encouraged in future City Planning.

**Response 10:** Ballantyne Ave is not encountering high cut through traffic nor does it have an exceptionally high rate of traffic volume or speeders. Designing streets and their width is a balancing act between a multitude of potential applications and users.

**Comment 11:** Most cyclists come from the theatre, who generally use Queen Street as their access point.

**Response 11:** Noted.



## MANAGEMENT REPORT

**Date:** January 16, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Ed Dujlovic, Director of Infrastructure and Development Services  
**Report#:** ITS18-002  
**Attachments:** CFUW Presentation – Banning Bottled Water  
 The Council of Canadians – Tackling Industry Spin on Bottled Water  
 Canadian Beverage Association Letter to the City of Stratford May 2017  
 Canadian Beverage Association – Bottled Water Information  
 Effects of Banning Sale of Bottled Water Comments from Concessions

**Title:** Proposed Water Bottle Ban at City Facilities

**Objective:** To consider banning the sale and use of bottled water at City of Stratford premises and functions and promote the use of tap water.

**Background:** A presentation was made by the Canadian Federation of University Women (CFUW) to the Infrastructure, Transportation and Safety Committee requesting that the City of Stratford actively promote the use of Stratford tap water and ban the use of single-use non-renewable plastic water bottles from all municipal premises and stop the provision of bottled water at all municipal functions. The reasons given were bottled water is not safer, landfills cannot support bottled water, bottled water contributes to climate change, bottled water leads to water shortages, and water is a human right. The presentation made by CFUW is attached, as well as, information prepared by the Council of Canadians on the subject.

As a result of the CFUW presentation, the City received correspondence from Mr. Jim Goetz President of the Canadian Beverage Association (CBA). The CBA represents producers of more than 60 brands of non-alcoholic beverages that are located throughout Canada. The CBA provided facts and figures as follows: Plastic water bottles are 100% recyclable and are recycled at high rates across the country; bottled water does not compete with tap water; and bottled water is produced in environmentally smart and efficient ways.

On February 3, 2009, the Association of Municipalities Ontario (AMO) released a memo to members reinforcing its long standing position of promoting municipal drinking water. AMO encouraged members to contact the Ontario municipalities who have taken action to limit

the use of bottled water in municipal facilities and support the use of municipal drinking water by residents and visitors.

On March 7, 2009, the Federation of Canadian Municipalities (FCM), which is Canada's national municipal organization, issued a resolution urging "all municipalities to phase out the sale and purchase of bottled water at their own facilities where appropriate, and where potable water is available, and that municipalities be urged to develop awareness campaigns about the positive benefits and quality of municipal water supplies".

The bottled water industry has grown rapidly in Canada. It has been reported that domestic sales of bottled water, less than 18 litres in size, were in excess of \$280 million in 2002 and is forecasted to be in excess of \$2.6 billion in 2018. On a volume basis, it is estimated to be 2.5 billion litres or 68 litres/capita. Conversely, the soft drink market has declined from 104 litres/capita in 2005 to an estimated 65 litres/capita in 2018.

The debate has many stakeholders and has attracted significant attention. As a result, municipalities and agencies have considered a variety of strategies and options to address the bottled water issue. According to the Polaris Institute (an organization engaged in citizen movements for social change), as of 2014, 44 municipalities in Ontario have implemented restrictions on the use of bottled water in municipal facilities. The approaches have varied, ranging from creating outreach programs to banning the sale of bottled water at City facilities.

The City of Stratford currently permits the sale of bottled water at several City facilities through third parties via concession stands and vending machines. Concession operators are currently located at the Rotary Complex, Allman Arena, Boat House, and Upper Queen's Park. In addition, the Queen of the Square Cinema operating out of City Hall sells bottled water.

Water fountains are currently available at a number of City facilities. In 2015 and 2016 funding was provided by the Water Division to retrofit the water fountains with water bottle filling stations. The retrofits were carried out at the Rotary Complex, Allman Arena, Dufferin Arena, Splash Pad, City Hall and City Hall Annex. As part of the Skate Park project, a water fountain will be installed this year that will include a water bottle filling station.

The City is in the last year of an exclusive 18 year contract with Coco Cola. The vending machines in the Rotary Complex, Dufferin and Allman Arena provide revenue to the City of Stratford Community Services Department and also to the Rotary Club and Kinsmen Club. A cheque for revenue to date, this is for all vending machine sales, for 2017 is \$1,392.86 for Community Services and \$928.57 that is divided between the Rotary Club and the Kinsmen Club. There will be another cheque made out for sales to the end of 2017. The City of Stratford also receives a cheque from each organization for 60% of the Gross Profit from the previous fiscal year for concession revenue which would include the sale of water.



A visual waste audit was conducted at the Rotary Arena to assess where plastic water bottles were disposed of. All of the waste receptacles were inspected and zero plastic containers were found in the waste. All plastic bottles were deposited in either the blue boxes outside of dressing rooms or communal recycle depots in the arena foyer.

**Analysis:** Many municipalities have rallied around the issues raised by the FCM. According to the Polaris Institute, as of 2014, 44 municipalities in Ontario have implemented restrictions on the use of bottled water in municipal facilities. The approaches have varied, ranging from creating outreach programs to banning the sale of bottled water at City facilities.

Banning bottled water is intended to reduce the amount of waste and litter created by discarded single-use water bottles. The approach is coupled with encouraging consumers to use the municipal water supply, thereby reducing the amount of water being bottled and transported outside the watershed from which it came.

The banning of bottled water may also have unintended impacts as discovered by a researcher at the University of Vermont. In 2013, the University instituted a ban on the sale of bottled water. Refillable water bottles were sold to students for \$2 each, while the University retrofitted 68 water fountains with new spouts to fill them. It launched an education campaign to promote the new policy to students, and taste tests were held to see if students could tell the difference between bottled and tap water. In the months following the ban, students didn't stop reaching for the plastic bottle. Rather than line up at the new water fountains with their reusable bottles, students instead reached for bottled soft drinks, juices, or sugar-free drinks.

Banning the sale of bottled water is not without its challenges. The City would need to take into account existing vending and concession agreements. In other municipalities, phasing was implemented as existing vending and concession agreements expired. The City did contact existing concession operators and they all expressed a concern on a ban of the sale of bottled water as it would have a significant impact on their profits. Concerns from the concession operators are attached.

City Staff recommend a strategic approach which supports the principles underlying the FCM resolution, namely, reducing reliance on bottled water. The strategy to reduce reliance on bottled water at City facilities and events entails a social marketing campaign, continuing to sell bottled water, but at the same time increasing access to municipal drinking water in City facilities, and developing plans for other locations and events to facilitate access to municipal drinking water.

The marketing campaign will educate residents and consumers about the value and safety of municipal drinking water, the environmental implications of non-recyclable bottles, and the importance of source water and watershed protection. City staff will undertake a review to ensure that municipal drinking water is an easily accessed alternative to bottled water at all possible City facilities and events. This would include the installation of new water

fountains with water bottle filling stations at City facilities and promoting the use of a mobile water tanker at large City events.

**Financial Impact:** The financial impact of a water bottle ban in lost revenue to Community Services would be minor. There could be a significant impact to the various concession operators at the various City facilities.

The cost to prepare a marketing campaign and the installation of water fountains and use of a mobile water tanker are not known at this time.

**Staff Recommendation: THAT City Staff further investigate the development of a social marketing campaign to promote the use of municipal drinking water;**

**THAT City Staff determine additional opportunities to install water fountains at City facilities and providing a mobile water tanker at larger City events to provide access to municipal water;**

**AND THAT City Staff prepare a report on the implementation of a potential marketing campaign and additional access to municipal water.**



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Ed Dujlovic, Director of Infrastructure and Development Services



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Rob Horne, Chief Administrative Officer



Ms. Joan Thomson  
Office of the City Clerk  
Stratford, Ontario,  
N5A 2M4  
[jthomson@city.stratford.on.ca](mailto:jthomson@city.stratford.on.ca)

March 15, 2017

**RE: Request to Appear at the April Meeting of the Infrastructure, Transportation, and Safety SubCommittee**

The Canadian Federation of University Women (CFUW) Stratford has been in Stratford since 1954. It has an active membership of 70 members and is part of the 8000 member national federation which comprises 100 communities across Canada.

CFUW Stratford requests that City Hall actively promote the use of Stratford tap water and ban the use of single-use non-renewable plastic water bottles from all municipal premises and stop the provision of bottled water at all municipal functions.

**Five Reasons to Ban Bottled Water:**

(from information supplied by The Council of Canadians <http://Canadians.org> ; The Public Water Initiative at the University of Toronto - <https://pwiutoronto.wordpress.com> and Wellington Water Watchers)

**1. Bottled water is not safer.**

In order to persuade people to spend 200 -3,000 times what they spend on tap water, bottled water companies advertise their products as a “safer and healthier alternative.” Nothing can be further from the truth. Bottled water is regulated as a food product under the Canadian Food Inspection Agency. As such, water bottling plants are inspected on average only once every three years, according to the Polaris Institute, an Ottawa-based research organization. Tap water regulation, on the other hand, is far more stringent. Municipal tap water is tested continuously – both during and after treatment.

## **2. Our landfills cannot support bottled water.**

Canadian municipalities are dealing with a waste management crisis and our landfills cannot support the amount of garbage generated by the bottled water industry. According to a recent Toronto Sun article, “as few as 50 per cent of the water bottles Torontonians consume everyday are actually being recycled. That means as many as 65 million empty plastic water bottles per year end up as garbage in a landfill waste site.” In some communities the percentage of water bottles that end up in landfills can be as high as 80 per cent. Bottles used to package water take over 1,000 years to bio-degrade and if incinerated, they produce toxic fumes.

## **3. Bottled water contributes to climate change.**

The bottled water industry requires massive amounts of fossil fuels to manufacture and transport their products. According to the Bow River Keeper, a citizens’ group that protects the Bow River watershed in Alberta, one quarter of the 89 billion litres of bottled water consumed every year are bought outside of the country where they are produced. The transportation of the bottles produces large amounts of greenhouse gas emissions. The Bow River Keeper estimates that “the manufacturing and transport of a one kilogram bottle of Fiji water consumes 26.88 kilograms of water (7.1 gallons), 0.849 kilograms of fossil fuel (one litre or 0.26 gal), and emits 562 grams of greenhouse gases (1.2 pounds).”

## **4. Bottled water leads to water shortages.**

According to the Earth Policy Institute, water shortages have been reported in the Great Lakes region near water bottling plants. Bottled water corporations PUMP MILLIONS of liters of groundwater per DAY disrupting local ecosystems and ground water supplies of small communities. In Guelph, Ontario, a citizen’s coalition called the Wellington Water Watchers (WWW) has a campaign against Nestlé. Despite severe droughts, the corporation is withdrawing millions of litres of water every day from an underground aquifer. Ground water is not renewable, when Nestle pumps on average of 3.6 million liters PER DAY, it is a concern because almost half of Canadians rely on groundwater and we have yet to map out how much we have left.

Manufacturing water bottles also requires huge amounts of water. It takes three to five litres of water to produce every one-litre plastic bottle. The demand for bottled water is also contributing to the global water crisis.

## **5. Water is a human right.**

In July 2010, the United Nations General Assembly passed a resolution recognizing the human right to water and sanitation. The UN Human Rights Council has also passed resolutions outlining governments’ obligations concerning the right to water and sanitation...

Water is a human right and should be guaranteed to all people regardless of their ability to pay. The bottled water industry has worked hard to undermine our faith in public water. Canada has one of the best public drinking water systems in the world.

"In conclusion, bottled water companies are wasting resources and exacerbating climate change. Transport is the fastest growing source of greenhouse gas emissions, and transporting water adds to that. We could help reduce these damaging effects if we all simply drank water straight from the tap." - Dr. Michael Warhurst, Friends of the Earth's senior waste campaigner. Source: <http://www.independent.co.uk/environment/eau-no-clean-healthy-and-pure-hardly-bottled-water-is-killing-the-planet-6109336.html>

CFUW Stratford requests that The City of Stratford promotes public water services and bans bottled water from municipal facilities and events

In accordance with the following CFUW national policy resolutions:

- ENVIRONMENT—WASTE: "Excessive Use of Packaging Materials" 1972;
- PACKAGING REFORM: 1989;
- WASTE MANAGEMENT: 1989, as well as
- ENVIRONMENT—WATER: "Canadian Water" 1993 and "Canadian Water" 2001

We acknowledge the considerable steps which Stratford has already taken. We applaud the efforts made to use pitchers of water at city meetings and the installation of a number of water filling stations/fountains. We are hoping, however for increased public awareness about the safety of municipal water and a substantial increase in its availability in all city buildings, arenas, and city parks. We are aware of some municipalities where a city's water truck attends outdoor functions and parks to provide refills for the public's water bottles.

Sincerely,

Mary Jane Amey  
President, CFUW Stratford  
[Mjamey1@gmail.com](mailto:Mjamey1@gmail.com)  
519-271-2353

Louise McColl  
Advocacy Committee Chair



# Spinning the Bottle

## Tackling industry spin on bottled water



The bottled water industry has worked hard to undermine our faith in public water despite the fact that Canada has one of the best public drinking water systems in the world. Communities across Canada are now questioning the extensive and damaging water-taking practices of for-profit bottling companies, and citizens are calling on municipal governments and school boards to stop selling bottled water. Bottled water corporations are now investing in massive public relations campaigns to counter these community efforts. Here are our responses to some of the myths you will hear from the industry.

**They say: The bottled water industry uses a very small percentage of groundwater in Canada.**

**We say:** Arguments regarding the overall amount of groundwater extracted by the bottled water industry fail to acknowledge the environmental impacts on individual watersheds caused by removing large amounts of water. For example, in Aberfoyle Ontario, Nestlé's extraction of 3.6 million litres per day is causing a reversal of groundwater flow to the Mill Creek. The argument also fails to take into account the three to five litres of water required to produce a one-litre plastic bottle. It also fails to recognize the large amounts of water drawn from other sources such as ancient glaciers, lakes, streams and rivers for shipment elsewhere.

**They say: The bottled water industry does not compete with public tap water.**

**We say:** While Nestlé claims that "only 10 percent" of Canadian bottled water comes from municipal water systems, a much more significant portion was reported by the Canadian Bottled Water Association (CBWA). According to a 2007 *Maclean's* article, the

industry trade group claims "filtered tap water accounts for more than one-quarter of bottled water consumed by Canadians." Coca-Cola's Dasani brand is municipal water from Calgary, Alberta and Brampton, Ontario, and Pepsi's Aquafina water comes from Vancouver, British Columbia and Mississauga, Ontario. Even still, focusing specifically on municipal supplies obscures the fact that no matter where the water comes from, the bottling process still drains freshwater resources at a time when Environment Canada warns of a looming freshwater crisis, and 20 per cent of our municipalities have faced water shortages in recent years.

**They say: If bottled water is not available, people will turn to less healthy alternatives.**

**We say:** An increasing number of people are consciously choosing to avoid soft drinks. A recent study by the Euromonitor International reports a growing tendency for consumers, particularly baby boomers, to avoid carbonated beverages due to health concerns. They are not likely to turn to these beverages if bottled water becomes unavailable. Anyone looking for a drink can easily refill reusable bottles at taps or public fountains.

**They say: Banning bottled water in public facilities violates one's freedom of choice.**

**We say:** Given the choice, it makes sense that people would want to drink free, clean, safe drinking water rather than pay for a higher-priced version. We are fighting to ensure that people truly do have a choice by ensuring access to free municipal drinking water in public facilities. Bottled water should not be seen as a solution to poor access to water in schools and other public facilities. We collectively pay for municipal drinking water through our taxes





and should not have to purchase water that does not go through the same stringent testing as tap water in public places. Municipal governments also shouldn't use public funds to purchase bottled water for municipal staff or public functions.

**They say: Bottled water contains less plastic than other products.**

**We say:** It is clear that bottled water is harmful to the environment. According to the Earth Policy Institute, manufacturing the 29 billion plastic bottles used for water in the United States each year requires the equivalent of more than 17 million barrels of crude oil. Unlike tap water, bottled water is not produced locally, so energy is needed to pump, process, transport, and refrigerate the products. In the United States, the Pacific Institute estimates the annual fossil fuel footprint of bottled water consumption to be the equivalent of 50 million barrels of oil – enough to run 3 million cars for one year. Canada also imports a portion of the bottled water it consumes from other countries. According to Agriculture and Agri-food Canada, Canadian imports of bottled water increased from \$25.6 million in 1996 to \$75 million in 2007. Drinking tap water is the only sure way to protect the environment.

**They say: Ninety-seven per cent of Canadians have access to recycling programs.**

**We say:** Anyone concerned with the environment knows that reducing and reusing are far more important than recycling. Bottled water bans are the outcome of a growing movement of people who are refusing to buy plastic packaging in the first place. Secondly, having access to recycling and actually recycling are not the same thing. According to a 2008 Toronto Sun article, "as few as 50 per cent of the water bottles Torontonians consume everyday are actually being recycled. That means as many as 65 million empty plastic water bottles per year end up as garbage in a landfill waste site." While statistics vary from community to community, rejecting bottled water is the only way to truly eliminate impacts on our landfills and the environment.

**They say: Why focus on bottled water instead of soft drinks, juice and other beverages?**

**We say:** The issue isn't simply about packaging. Banning the sale and purchase of bottled water in public facilities is a way to

reclaim the water commons. By challenging the bottled water industry, we are resisting the corporate takeover of a shared public resource. The Council of Canadians has focused its efforts on fighting for a national water policy that would improve the public system and ensure clean drinking water standards for all communities across the country. Water is a human right and should be guaranteed to all people regardless of their ability to pay.

**Take action!**

Join the fight against bottled water. Visit [www.canadians.org](http://www.canadians.org) or call us at 1-800-387-7177 to find out how you can get a bottled water ban in your municipality or at your school board.

**Join the Council of Canadians**

The strength of the Council of Canadians comes from our supporters across the country and around the world. We do not accept funding from corporations or from governments, so donations are vital to our activities. Please visit our website at [canadians.org](http://canadians.org), or call 1-800-387-7177 for more information and to donate.





May 8, 2017

City of Stratford  
Joan Thomson, AMCTO CMO, City Clerk  
1 Wellington Street  
Stratford ON N5A 6W1

**RE: Report on banning bottled water at city-owned properties**

Dear Ms. Thomson,

I am writing to follow up with your office regarding the Infrastructure, Transportation and Safety Sub-committee's discussion related to banning the sale of plastic water bottles on all municipal property and the request that City Staff prepare a report for Council's review.

Unfortunately, requests for municipalities to ban bottled water can contain incorrect information regarding the environmental sustainability of PET beverage containers, "plastic water bottles," which maligns both our industry and our products.

To help correct this misconception, I would like to provide the City of Stratford with the following information on bottled water and the beverage industry. There is significant misinformation about bottled water in the public domain and we hope the facts and figures below will answer any questions you have about this safe and healthy product.

***Plastic water bottles are 100% recyclable and are recycled at high rates across the country:***

- PET containers are one of the most recyclable consumer packaged product available in the Canadian market place.
- Contrary to popular myths and misconceptions, PET water bottles can be **repeatedly recycled and re-used** to produce new PET bottles in a very energy efficient manner.
- Recycled PET is one of the most valuable materials found in the recycling stream. When sold as a commodity, recycled PET generates significant revenue which helps to offset a portion of *municipal recycling costs*.
- Visit <https://www.return-it.ca/beverage/> to learn more about the recyclability of PET water bottles in British Columbia.

***Bottled water does not compete with tap water:***

- Research shows that bottled water does not compete against tap water rather it competes with other bottled beverages. For many, bottled water provides portability and convenience.
- We support a consumer's right to choose the beverage that meets their needs and preferences, whether that is tap or bottled water or a combination of both.

***Bottled water is produced in environmentally smart and efficient ways:***

- According to Environment Canada, our entire industry uses just 2/100<sup>th</sup> of 1 per cent (0.002%) of all annual water withdrawals in Canada.
- The per capita annual consumption of bottled water in Canada equals one 3-minute shower using a standard shower head.<sup>1</sup>
- It takes:<sup>2,3</sup>
  - 1.3 litres to produce 1 litre of spring water (this includes the water in the bottle)
  - 35 litres of water to produce a cup of tea
  - 75 litres of water to produce a glass of beer
  - 120 litres of water to produce a glass of wine
  - 140 litres of water to produce a cup of coffee
- Our members continue to invest in new science and technology to improve water quality, production efficiencies and water conservation practices.

Bottled water is a convenient, sustainable and healthy hydration choice for Canadians. We do not believe that it should be about one or the other rather we believe that there is a place for both municipal tap water and bottled water.

Moving forward, we welcome future dialogue to discuss the ways our industry can work with the City of Stratford to increase beverage container recycling. It is our industry's goal to ensure Canadians are provided the most accurate and up-to-date information on our products in order to make informed beverage choices.

If we can help answer any questions or provide further information on bottled water and our industry, please do not hesitate to contact me or visit our website at [www.canadianbeverage.ca](http://www.canadianbeverage.ca).

Sincerely,



Jim Goetz  
President  
Canadian Beverage Association  
[jim@canadianbeverage.ca](mailto:jim@canadianbeverage.ca)

<sup>1</sup> Environment Canada <http://www.ec.gc.ca/eau-water/default.asp?lang=En&n=F25C70EC-1>

<sup>2</sup> Agriculture & Agri-food Canada. "The Canadian Bottled Water Industry." 25 Mar. 2009. < <http://www4.agr.gc.ca/AAFC-AAC/display-affiche.do?id=1171644581795&lang=eng> >.

<sup>3</sup> <http://www.ifad.org/english/water/key.htm>

# The facts are clear

## Bottled water does not compete with tap water.

91% of bottled water drinkers consume tap water at home and bottled water on the go.<sup>2</sup>

The Canadian bottled water industry represents **only 0.009%** of total water withdrawals in Canada.<sup>1</sup>

Bottled water is **held to the same high quality standards** as municipal tap water and is strictly regulated by Health Canada and the Canadian Food Inspection Agency (CFIA).<sup>3</sup>

Recycling PET beverage containers is a crucial component to creating a circular economy and reducing greenhouse gases. For example, recycling enables the use of recycled PET (rPET) into new packaging. **This reduces the energy footprint of PET packaging by 70%.**<sup>6</sup>



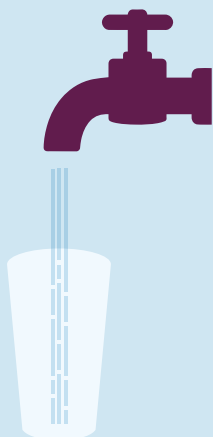
## PET bottles are 100% recyclable and can be recycled over and over again.

A reusable water bottle will have to be used an average of 80 times before it has a carbon footprint lower than that of a single use bottle.<sup>4</sup>

**Plastic water bottles are one of the most-recycled products in Canada.** When recycled, PET is used to make playground equipment, automobile parts, carpeting, fleece clothing, sleeping bags, shoes, luggage, and other plastic containers.<sup>5</sup>

**The average recovery rate in Canada for beverage containers is 75%.** This high recovery rate supports recycling jobs across the country.





The Canadian beverage industry recognizes and supports increased investment in municipal water and sewer infrastructure by all levels of government so that each and every Canadian citizen has access to a safe and secure supply of tap water.



Based on data from Statistics Canada and Stewardship Ontario, plastic beverage containers account for less than 0.2% of the total wastes disposed in Ontario, and plastic water bottles account for less than half of that.



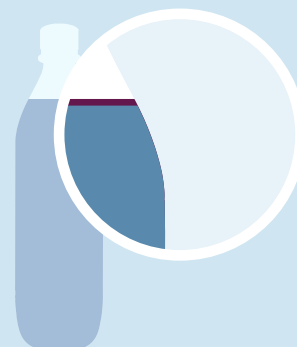
PET is approved by Health Canada and does not contain any chemicals that leach into the product.<sup>7</sup>



According to Agriculture and Agri Food Canada, bottled water does not compete with tap water but only with a variety of cold beverages, such as carbonated soft drinks and juices.<sup>8</sup>



The beverage industry is an environmental leader in the consumer packaged goods industry and was instrumental in establishing Canada's first province-wide blue box program in Ontario in 1986. The beverage industry continues to fund and manage innovative recycling programs to increase beverage container recycling across Canada through industry-led efforts such as the *Recycle Everywhere* program in Manitoba, and Encorp Pacific's *Return It* campaign in British Columbia.



The Canadian bottled water industry is an efficient user of its water source. It takes only 1.3 litres of water to make 1 litre of bottled water.<sup>8</sup>

1. Withdrawal information from Environment Canada, 2013. Bottled water volume from Canadean, Soft Drinks Market Digest 2015.

2. Probe Research Inc. July 2012.

3. Health Canada. Food and Nutrition, Questions and Answers on Bottled Water. December 15, 2013.

4. CIAL Group. Lifecycle Carbon Footprint Analysis of Bottled Water (2008).

5. Stewardship Ontario. 2007.

6. National Association for PET Container Resources (NAPCOR). Life Cycle Inventory of 100% Postconsumer HDPE and PET Recycled Resin. 2010.

7. Health Canada. Food and Nutrition, Questions and Answers on Bottled Water. December 15, 2013.

8. Agriculture & Agri-food Canada. The Canadian Bottled Water Industry. 25 Mar 2009.

### Effects of banning the sale of bottled water:

Boathouse Patio	<ul style="list-style-type: none"> <li>- Would not be happy if they had to stop selling bottled water</li> <li>- Sell a lot during summer season</li> <li>- They also offer customers the option of tap water if they wish</li> <li>- A lot of customer request bottle water for a number of reasons; it's colder than tap water, they prefer it over tap water ie chlorine</li> <li>- Many of my customers come down for boating without water and it's very advisable they have drinking water on my boats on a hot day. Our minimum rental is one hour with many of our customers staying out longer. Many visitors to do not generally carry around water with them so I think it advisable to have bottle water available.</li> <li>- We do have recyclable containers.</li> </ul>
Kiwanis Booth – Allman	<ul style="list-style-type: none"> <li>- Sell a lot of bottled water</li> <li>- Especially during figure skating competitions and girls hockey tournaments (that is all they buy)</li> </ul>
Duke's (Upper Queens Park Booth)	<ul style="list-style-type: none"> <li>- Bottled water represents a significant portion of our sales, and a more profitable one at that.</li> <li>- Losing the profits from the sale of water bottles, combined with the increase in minimum wage, would make it very difficult to sustain a business at this location.</li> <li>- We are certainly aware of the environmental impact of plastic bottles, and have always taken every step to recycle and promote recycling of all products.</li> <li>- We are the ones who requested the recycling bins when we originally took over operating the booth, prior to which there was no recycling available anywhere in the park. And to this day there are no other recycling stations available.</li> <li>- Seeing that the blue bins located in front of the booth are always filled quickly is a pretty good indicator that given the opportunity to recycle, most people will.</li> <li>- We have thousands of visitors through the park in any given week that bring their own water bottles and other recyclable items with them as well, perhaps providing more recycling stations throughout the park would have a much broader positive impact on the environment than just a ban on water bottles from city facilities.</li> </ul>
Rotary Booth	<ul style="list-style-type: none"> <li>- Order 11 cases of water every two weeks</li> <li>- It sells very well</li> <li>- Make significant money on a case of water</li> <li>- Would hate to not be able to sell it</li> </ul>



## MANAGEMENT REPORT

**Date:** January 24, 2018  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Joan Thomson, City Clerk  
**Report#:** ITS18-003  
**Attachments:** 457 Douro Street Sketch

**Title:** Encroachment Application 457 Douro Street

**Objective:** To consider entering into an Encroachment Agreement with 1787954 Ontario Ltd., as the owner of 457 Douro Street, for an existing sign encroaching onto the Douro road allowance.

**Background:** The owner of 457 Douro Street has submitted an application to permit their existing sign to continue to encroach onto City property at 457 Douro Street.

The application is for the existing sign, which encroaches 1.3m x 0.26m onto 457 Douro Street, as shown on the attached property sketch.

No concerns from City Departments were received regarding this encroachment application.

Encroachment Policy P.3.2 provides for existing encroachments:

*When an Encroachment Agreement is Required*

*When an existing building or structure encroaches onto municipal property, the City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.*

*Types of Existing Encroachments*

*Buildings or Structures*

*Typically, existing encroachments are permanent buildings or structures that were inadvertently and partially erected over a road allowance or municipal property and cannot easily be removed without significant impact to the remaining structure. Examples include existing buildings, garages, retaining walls or signs. Permission will not be given for*

*additions to buildings or structures to encroach onto road allowances or other municipal property.*

*Projections*

*Consideration may also be given for the following encroachments which project over the road allowance or municipal property:*

- *Canopies*
- *Awnings*
- *Balconies*
- *Cornices*
- *Eaves*
- *Sills*
- *Brackets*
- *Air conditioners*
- *Projecting signs*
- *Other similar projections beyond the main wall, not less than 8 feet above grade.*

In reviewing this application, staff has not expressed concern with authorizing the existing and proposed encroachments as noted.

**Analysis:** The owners and future owners of this property are responsible for maintenance of the sign that encroaches onto municipal property and are also required to indemnify the City. The agreement can be terminated by either party in the future if the sign is removed.

**Financial Impact:** The annual fee of \$50.00, adjusted yearly by the CPI will be added to the property tax bill for this property. The annual fee is based on the size of the encroachment and is calculated by taking the current property tax times the size of the encroachment (area) divided by the total area of the owned property.

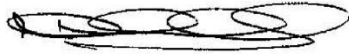
**Staff Recommendation: THAT the application be approved for an encroachment by 1787954 Ontario Ltd., as owner of 457 Douro Street, to permit the existing sign to encroach 1.3m x 0.26m onto City property at 457 Douro Street;**

**AND THAT the annual fee of \$50.00, adjusted yearly by the CPI, be added to the property tax bill for 457 Douro Street.**




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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

**MTE OLS Ltd.**  
ONTARIO LAND SURVEYORS  
365 HOWE STREET  
STRATFORD, ONTARIO, N5A 2A5  
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Form 1 (P) 41874-100-41874-100-01-010  
By: M. MASCIOTTA Checked By: G. SEMAN, O.L.S. CXXX 41874-100-41874-100-01-010  
Tel No: 41874-100-R1 (L)





A meeting of the Active Transportation Advisory Committee (ATAC) was held on the above date at 7:00 p.m., Kiwanis Centre, 111 Lakeside Drive, Stratford.

**Committee Present:** Councillor McManus – Chair presiding, Councillor Vassilakos – Vice-Chair, Sarah Merkel, Bernard Goward, Cambria Ravenhill and Gary Jacques

**Staff Present:** Nancy Bridges – Recording Secretary

**Regrets:** Nancy Roulston – Manager of Engineering, Brad Hernden – Manager of Recreation and Marketing, Henry Centen, Geoff Love and Lorraine Kuepfer

## MINUTES

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

None declared.

### 2. ADOPTION OF PREVIOUS MINUTES – May 24, 2017 and June 28, 2017

Motion by Cambria Ravenhill, seconded by Bernard Goward

**That the ATAC minutes dated May 24, 2017 be adopted as printed.**

**That the ATAC minutes dated June 28, 2017 be adopted as amended.**

**Carried.**

### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

#### a.) Staff update on purchase on bike plan – purchase of post and ring and valet units

Councillor McManus stated that the post and ring units had been ordered, as per The Director of Infrastructure and Development Services. The units were more expensive than originally thought, so fewer units were ordered. Staff is having trouble finding the bike valet units to purchase. A short discussion followed regarding using the funds from the bike valet to purchase more post and rings units. Councillor McManus also mentioned the possibility of using some sort of small fence as a bike rack. She will look into cost and vendors.

Councillor Vassilakos noted that Community Services could purchase the bike valet out of their own budget or Northwestern High school could fabricate the

units. Councillor McManus suggested that ATAC give staff a month to purchase the bike valet or ATAC use the funds on more post and rings units.

Councillor Vassilakos received an email from David Peacock, Director of RT04, regarding the provinces pledge of \$1 million towards bike parking. The Director of RT04 suggested that Councillor Vassilakos write a letter to the provincial government requesting that the Stratford Festival be included in the program. She noted that a letter from ATAC, with endorsement from the Mayor would be more beneficial. Councillor Vassilakos indicated that she would write the letter and get endorsements from the Mayor and Tourism. It would be good to include the bike valet in this request to the province. Councillor McManus suggested including Gallery Stratford, the Stratford Perth Museum and other cultural assets in the letter.

Councillor McManus inquired on the timeline for this process. Councillor Vassilakos was unsure, but said she would get the process started and circulate the letter for comments and follow proper procedures for getting endorsements.

Motion by Cambria Ravenhill, seconded by Gary Jacques

**That ATAC submit a letter to the Government of Ontario to get Stratford listed as eligible to receive funds for bike parking.**

**Carried.**

The discussion returned to reallocating funds to a project other than the bike valet. Councillor McManus inquired whether some funds should be allocated to Northwestern to build a valet model. Councillor Vassilakos indicated that it was not necessary at this time.

Gary Jacques inquired whether the post and ring units will be installed this year or whether it would be beneficial to wait until the Spring. Councillor Vassilakos noted that she felt it would be best to install the units now, when the downtown is not as busy, especially because the City Centre BIA will be removing their bike racks shortly for the winter. Councillor Vassilakos directed the committee to review the staff map of the proposed bike rack locations. She noted that there is money in the Community Services budget for the next few years to keep adding racks, with the public providing recommendations on locations.

The committee agreed that October 21, 2017 should be the deadline for purchasing the bike valet.

Motion by Councillor Vassilakos, seconded by Gary Jacques

**That ATAC reallocate the funds from the bike valet to purchase more post and rings units, if the bike valet is not viable by October 21, 2017.**

**Carried.**

Sarah Merkel noted that as a novice biker she wouldn't know what a post and ring unit looked like. Councillor Vassilakos suggested having the Corporate Communications Lead do some promotion on social media to inform the public of the increase in post and rings units and where they are located.

**b.) Update on bike lights**

Councillor McManus noted that a lot of the bike lights have been handed out and they have some remaining for future events. The main feedback was that there needed to be more people involved with installation.

**c.) Update on community events**

Councillor McManus indicated that the bike valet was used at the Garlic Festival and was more successful than last year, with 40-50 tickets being given out. Sarah Merkel would like to see the Rotary Dragon Boat festival encourage Active Transportation, especially because of the lack of parking in the area. Councillor Vassilakos noted that once the bike valet is noted on the special event application it will be easier to get more groups to use the valet. The valet can also be used for strollers.

**d.) Councillor Vassilakos update on pilot school project**

Councillor Vassilakos stated that she had been speaking with the Learning Coordinator for the Perth District Catholic school board and they identified two schools, St. Aloysius and St. Ambrose, who would be part of the pilot project. Councillor Vassilakos met with the coordinator and the interested schools on September 26, 2017 and came up with a plan. Once the pilot is complete it will be offered to other schools.

The pilot project is at the data collection phase. The schools will do some surveys, and get the teachers involved with the data collection. The project requires 65-70% return rate for it to be accurate and relevant. Once the data collection phase is complete in late October or November, the group will make a plan from the data. She hopes to have active transportation days, car free days and bike rodeos at the school in the Spring. The group will then gather data after the pilot project to see if there have been any improvements. Cambria Ravenhill noted how excited the school representatives were to be involved with the pilot project.

Sarah Merkel suggested testing the surveys on the parents first to evaluate things such as driving habits and convenience. The committee agreed that the biggest issue with active transportation in the schools is culture shifting and getting parents out of their routines.

Motion by Councillor Vassilakos, seconded by Cambria Ravenhill  
**That ATAC receive the Pilot School Travel Plan Report.**

**Carried.**

#### **4. NEW BUSINESS**

**a.) 2017 terms ending for committee members – Henry Centen and Sarah Merkel**

Sarah Merkel will finish her 2017 term and will not be reapplying as a citizen representative, as she will move forward representing the Perth District Health Unit as an unofficial participant.

**b.) Update on budget needs for wayfinding signage**

Sarah Merkel and Bernard Goward met over the summer to plan their presentation for the Parks Board. The Board's September meeting was cancelled and they are unsure of the next meeting date. They noted they are going to present ATAC's plan for 2018, the Year of the Trail. It will include what wayfinding signage could look like. Ms. Merkel noted that it would make sense to have the conversation and get the by-in and feedback from the Board, before discussing the specific budget requirements for wayfinding. If the Board is in favour of the proposal, then costs could be discussed at a later date.

Councillor McManus stated that the ITS sub-committee discussed wayfinding in the downtown core, that a wayfinding audit that has been done and that the plans should be complementary. Councillor Vassilakos noted that the Share the Road report said that walking, biking and driving signage should work together, be consistent and integrated.

Sarah Merkel suggested that an Ad Hoc Committee could be formed to include all interested groups to take on the wayfinding project. Interested groups could include: Heritage Stratford, City Centre BIA, Stratford Tourism, ATAC, Avon Trail and Cycle Stratford. It was agreed that distances should be included on signage in the Parks system.

Councillor McManus noted that it would be beneficial to combine and include both bicycle parking and wayfinding in the application to the Ontario program for funding.

**c.) 2018 Budget planning**

The committee discussed specific areas where they would like to have budget money allocated. The following items were deemed important:

- School travel plan
- Projects, including wayfinding signage
- Education, including speakers
- Promotion, including community events
- Active transportation infrastructure – valet, etc.

Councillor Vassilakos noted that the Ministry of Transportation cycling representative has indicated that there is money available for active transportation and some of this money could be made available to ATAC once a plan is in place.

Councillor McManus stated that having speakers on PD Days would be beneficial and would help get different target audiences, such as school staff. Councillor Vassilakos suggested that the School Board may also provide some financial support for these events. Promoting active transportation will also help with other infrastructure initiatives, like vehicle parking, etc. Funds to improve infrastructure around schools would come from the Engineering budget, through recommendations from ATAC and the ITS committee.

Bernard Goward expressed concern with the amount of money in the budget for wayfinding, noting that \$3000-\$5000 won't go very far and whether it was premature to put significant money aside for wayfinding. Councillor Vassilakos noted that ATAC will use their funds to kick-start various projects and staff will implement ultimate plan with staff budgets. Staff may need to develop a wayfinding report, similar to the bike parking report that would indicate details such as look, locations, responsibilities and costs.

A short discussion followed regarding the projected budgets for 2019 and 2020.

Motion by Gary Jacques, seconded by Cambria Ravenhill  
**That the Active Transportation Advisory Committee requests a 2018 budgetary figure of \$10,000 from the City of Stratford.**

<b>Projects</b>	<b>\$5,000</b>
<b>Education/Speakers</b>	<b>\$1,500</b>
<b>Pilot School Travel Plan Project</b>	<b>\$500</b>
<b>Promotion – community events</b>	<b>\$1,000</b>
<b>Active Transportation infrastructure</b>	<b>\$2,000</b>

**The Active Transportation Advisory Committee projects budgetary figures of \$10,500 for 2019 and \$11,000 for 2020.**

**Carried.**

**d.) Bicycle friendly community designation**

Councillor Vassilakos stated that Justin Jones, from the Share the Road report, is keen to get an application from the City of Stratford for the Bicycle Friendly Community designation. The application is due October 18, 2017 and Councillor Vassilakos will speak to staff regarding the possibility of completing this for the current year. If it is not possible for 2017, a commitment needs to

be made to complete the application for 2018. She noted that it will allow Stratford to be seen as a community working towards expanding active transportation.

Councillor Vassilakos also noted that the Ontario By Bike certification is another program that could be beneficial to the City. Stratford Tourism, with the help of the BIA, would need to apply for this designation.

**NEXT MEETING DATE** – Wednesday October 25, 2017 – 7:00pm – KIWANIS COMMUNITY CENTRE, 111 Lakeside Drive.

#### MEETING ADJOURNMENT

Motion by Bernard Goward, seconded by Gary Jacques

**That the September 27, 2017 ATAC meeting adjourn.  
Carried.**

Start Time: 7:00 pm

End Time: 8:10 pm





A meeting of the **Stratford Accessibility Advisory Committee (AAC)** was held on the above date at 11:30 a.m., 82 Erie Street – Avon Room, Stratford ON

**Committee Present:** Roger Koert – Chair Presiding, Councillor Bonnie Henderson, Diane Beckner, Peter Zein, Peg Huettlin, Paul Schoonderwoerd, Judy Hopf, \*Julie Patterson

**Staff Present:** \*Taylor Crinklaw – Project Engineer, Julia Opie – Accessibility Coordinator, Casey Riehl – Recording Secretary

**Also Present:** \*Laura Gillians – OPA Playground Practitioner, \*Alisha Pol

**Regrets:** Jessica Jantzi

## MINUTES

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### 1.0 CALL TO ORDER

Roger Koert called the AAC meeting to order at 11:30 a.m.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

\*Alisha Pol and Julie Patterson now present (11:35 a.m.)

### 3.0 DELEGATE: Laura Gillians – Accessible Play Space Designs

Laura Gillians discussed the seven principles of inclusive universal design and the AODA when considering new playground equipment. Play spaces should be inclusive for everyone using the same playground. In 2007 CSA created “Annex H” for accessibility. It establishes a minimum accessibility requirement for new playground equipment. They can go in and retrofit existing play structures to make them Annex H friendly. It can still be quite vague on the exact requirements. Quin Malott noted that play value is very important when determining accessible playground designs. Ms. Gillians distributed some inclusive play design information and checklists that will be very useful for committee members to have when they are reviewing new city playground plans as well as retrofits. Ms. Gillians informed the committee and staff that there are grants available to assist municipalities with inclusive playground projects.

#### **4.0 ADOPTION OF THE PREVIOUS MINUTES – September 5, 2017**

**Motion by Peter Zein, seconded by Paul Schoonderwoerd that the minutes dated September 5, 2017 be adopted as amended. Carried.**

#### **5.0 INFRASTRUCTURE & DEVELOPMENT SERVICES UPDATE – Taylor Crinklaw**

##### **Curb Replacements & Budget Update**

Taylor Crinklaw reported that the concrete contractor has been very busy working on other projects and staff hopes some additional curb replacements can still be done before the weather turns.

##### **Audible Crossing Signals at Erie/Ontario Streets (Julia Opie)**

No new updates.

##### **Update on 2017 Accessibility Projects**

No new updates.

#### **6.0 PARKING**

Wellington Street (at St. Patrick) is still to be changed from motorcycle parking to an accessible parking spot. The meter has been changed.

The request to have the part-time accessible parking spots on Downie Street at the Avon Theatre changed to permanent accessible spots has gone through Sub-committee and is now going to Committee and then to Council for consideration.

Councillor Henderson reported that she sent pictures to Dan Sykes of the Patricia Road and Lightbourne Avenue area roads. Taylor Crinklaw stated that Mr. Sykes would then send an inspector out to evaluate the conditions of the curbs and sidewalks.

#### **7.0 TRANSIT**

Accessible Transit Meeting – Tuesday, October 3, 2017 – 6 p.m. at the Kiwanis Community Centre

#### **8.0 SITE PLAN REVIEW SUB-COMMITTEE UPDATE – Julia Opie**

865 Ontario Street is a proposed restaurant with a drive through. The AAC reviewed the preliminary site plan and submitted comments regarding their concerns with the location of the drive through and sidewalk. They also recommended two accessible spots in the parking lot (one A, one B size).

Taylor Crinklaw has received the site plan comments back from the AAC for 865 Ontario Street. Julia Opie and Mr. Crinklaw will work together and continue to refine a review process, as well to develop a sign-off check list for all future projects. Ms. Opie explained that it is beneficial to have the AAC review preliminary site plans, as this allows time for revisions to be made before final drawings are completed.

\*Taylor Crinklaw no longer present (12:33 p.m.)

## **9.0 AAC PROJECTS UPDATE**

### **(a) Update on Rotary Complex Parking Lot Review – P. Zein/R. Koert**

Roger Koert reported that after Peter Zein's presentation to Community Services Sub-committee, they recommended doing a peer review of the AAC document, as well as a formal review of traffic flow and parking at the Rotary Complex be referred to the 2018 budget process.

### **(b) Promoting Accessibility with STA – Peter Zein/Julie Patterson**

Peter Zein and Julie Patterson will follow up with the new STA Director.

## **10.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

### **(a) Update on Accessible Taxi Fees in Stratford – Julia Opie**

Julia Opie reported that the Police Services Board is meeting with their lawyer to review the taxi document to ensure it meets requirements.

### **(b) Accessibility Review at City Sporting Facilities – B. Henderson**

Councillor Henderson reported that she would like to see accessibility audits performed on all municipal sporting facilities in Stratford. She will prepare a list of locations. AAC Members will create a criteria check-list to use for assessments. Julia Opie will find check-lists that other municipalities use.

### **(c) Remaining 2017 Budget**

#### **Stratford-Perth Archives Bench**

Julia Opie suggested partnering on a bench at the Stratford-Perth Archives interpretive trail. The accessible paths are right in front of the archives building. There will be a grand opening celebration next May and the Stratford AAC will receive an invite.

**Motion by Judy Hopf, seconded by Peg Huettlin that the Accessibility Advisory Committee spends a maximum of \$1,000.00 from their 2017 budget on the purchase of a new bench for the interpretive trail at the Stratford-Perth Archives. Carried.**

AAC Tablecloth & Signage

Councillor Henderson suggested the committee purchase a table cloth and pop-up banner for use at the shows. There are standard cloths and skirting that fit the 8 ft. tables used.

**(d) StopGap Program Parameters – Roger Koert**

Roger Koert discussed possibly requesting to revise the wording in the by-law for the StopGap ramps to state that ramps can be left out during business hours. Currently, business owners are required to deploy the temporary ramps upon request. This makes it difficult for someone who is by themselves and wants to enter a business. Depending on the situation, and if there are not any complaints having the ramps out, there are many other signs, etc. that are along sidewalks that are left out during the business day. The City of Toronto embraced the StopGap program when it popped up there. Some ramps are left out during the day, over night or taken in. It is up to the individual business. Mr. Koert will share the information from Toronto with committee members.

**(e) Stratford Accessibility Guidelines – Julia Opie/Roger Koert**

Julia Opie met with the city's Chief Building Official and reviewed the documents. He has some recommendations and there are some further additions that can be added as appendices. A clear process on how the city intends this to be used needs to be determined. He will meet with Bob Topping, who developed the original Guelph guidelines. Ms. Opie will give an update at the next meeting.

**(f) Reminder of Membership Terms Ending November 30, 2017**

Staff reminded Julie Patterson, Diane Beckner and Peter Zein that their membership terms are ending November 30, 2017. The deadline to re-apply is Friday, October 20, 2017.

**11.0 NEW BUSINESS****(a) Perth County Paramedics – Cool-Aid Program**

Julia Opie reported that the Perth County accessibility committee worked with paramedics on their Cool-Aid Program. There is a sticker that is placed on your front door indicating to emergency responders that there is a card on your fridge that indicates all disabilities, medications or allergies. This information is very helpful when they are responding to emergencies. Ms. Opie distributed the Cool-Aid Program paramedic information cards to members.

**12.0 NEXT MEETING – Tuesday, November 7, 2017 – 11:30 am – Avon Mtg. Room****13.0 ADJOURNMENT**

**Motion by Diane Beckner, seconded by Julie Patterson that the meeting adjourn. Carried.**

Time: 1:03 p.m.



A meeting of the **Stratford Accessibility Advisory Committee (AAC)** was held on the above date at 11:30 a.m., 82 Erie Street – Avon Room, Stratford ON

**Committee Present:** Roger Koert – Chair Presiding, Councillor Bonnie Henderson, Diane Beckner, Peter Zein, Peg Huettlin, Paul Schoonderwoerd, Judy Hopf, Julie Patterson, Jessica Jantzi

**Staff Present:** Julia Opie – Accessibility Coordinator, \*Dan Sykes –Development Coordinator, Casey Riehl – Recording Secretary

**Also Present:** Alisha Pol, \*Councillor Kathy Vassilakos

## MINUTES

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### 1.0 CALL TO ORDER

Roger Koert called the AAC meeting to order at 11:30 a.m.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 3.0 DELEGATE: Councillor Kathy Vassilakos – Washroom Access (GoHere)

Councillor Vassilakos discussed with the accessibility committee the possibility of introducing a program to Stratford that shows the availability of bathrooms in businesses and municipal buildings for anyone who is in need of one, whether you are a patron of the business or not, no questions asked. There is an app that has been developed in conjunction with Crohn's & Colitis Canada that shows where bathrooms are located. It is a 3-step program that initially businesses sign up for and can put a decal in their front window indicating they are a bathroom-friendly business. This business offers a bathroom for anyone who asks. There are already a few businesses in Stratford. Councillor Vassilakos indicated that she would also like to discuss this idea with the STA and the Chamber of Commerce. She would like the support of the AAC to begin looking into this. Julia Opie suggested it would be worthwhile to compare different apps. Jessica Jantzi inquired who would be responsible for inputting all the information into the app? Ms. Opie stated that in Australia it is all entered by volunteers and is updated every six months. She suggested that local businesses here in Stratford could be responsible for entering their information if they choose to participate. Councillor Henderson inquired if the bathrooms could be combined with the

County's accessible washroom map? Ms. Opie explained that the County's map was created with a basic program and would not be compatible with any apps. Ms. Opie and Councillor Vassilakos will meet to discuss next steps.

**Motion by Peter Zein, seconded by Diane Beckner that the Stratford Accessibility Advisory Committee recommends the City of Stratford support a project such as the "GoHere Project" that indicates to people all the available washrooms across the city and engage local businesses to participate; and should a future recommendation be made, that Council consider adopting it. Carried.**

#### **4.0 ADOPTION OF THE PREVIOUS MINUTES – October 3, 2017**

**Motion by Councillor Henderson, seconded by Peter Zein that the minutes dated October 3, 2017 be adopted as printed. Carried.**

#### **5.0 INFRASTRUCTURE & DEVELOPMENT SERVICES UPDATE – Dan Sykes**

##### **Curb Replacements & Budget Update**

Dan Sykes reported that all curb replacements for the year are almost complete. Most of the ones on the map are now complete. He will update the map and budget for committee members to review at the next meeting. Members can begin adding new curb replacement requests to the map for 2018. Mr. Sykes noted that any new subdivisions can be addressed once they are taken over by the City.

##### **Audible Crossing Signals at Erie/Ontario Streets (Julia Opie)**

Julia Opie stated that she sent the Director of Infrastructure & Development Services an e-mail suggesting an audible signal be added in the median. Dan Sykes also spoke to the city's traffic technician and the signals are going to be upgraded to traffic boxes, they will try to incorporate these upgrades at this time. Mr. Sykes will note that there should be an intermediary point on the median (audible only, no button) on Erie at Ontario.

##### **Update on 2017 Accessibility Projects**

Mornington Street construction will be complete by the end of 2017 and will include a multi-use trail.

The Lorne Avenue multi-use trail will be complete with the Erie Street construction.

Peter Zein noted that the sidewalk on McCarthy from Mornington to the Rotary is in rough condition. Dan Sykes will investigate. Committee members also discussed a curb cut across from McCarthy Place to allow people access to the sidewalk and the bus stop. Mr. Sykes will add this curb cut to the map. The Transit Manager did indicate at a previous AAC meeting that they are planning on moving the bus stop to the same side of McCarthy Road as McCarthy Place.



## 6.0 PARKING

The accessible parking spot on Wellington at St. Patrick has been changed over to a blue meter and signage is posted. The icon will be painted on the street in the spring.

The two accessible parking spots on Downie Street at the Avon Theatre have been changed over to full-time accessible spots.

All 3-hour on-street and off-street parking areas will be converted to 4-hour once signage and meters have been changed.

The accessibility parking permit 6-month review report is still being drafted. It will be sent via e-mail to the AAC committee for review. Please send any questions or concerns to Tatiana Dafoe at ext. 329.

\*Dan Sykes no longer present (12:20 p.m.)

## 7.0 TRANSIT

Julia Opie has received a report from the transit open house. She will forward it to the AAC.

## 8.0 SITE PLAN REVIEW SUB-COMMITTEE UPDATE – Julia Opie

Julia Opie discussed the five locations that the sub-committee reviewed this month. They will review the plans for the transit ramp a second time when they become available.

## 9.0 AAC PROJECTS UPDATE

### (a) Rotary Complex Parking Lot Consultation – P. Zein/R. Koert

This project is currently listed on the unfunded list. The committee discussed addressing Council to push for it to be a funded project. With the possibility of the Stratford Lakeside Seniors being relocated to the Rotary, now is the time to address the accessibility issues inside and outside of the buildings.

**Motion by Peter Zein, seconded by Jessica Jantzi that the Accessibility Advisory Committee requests Council move the Rotary Complex parking lot accessibility consultation to the funded list, due to the possibility of seniors groups and other organizations increasing their use of the facility. Carried.**

Staff will inquire if Peter Zein could speak at an upcoming budget meeting regarding this project.

**(b) Promoting Accessibility with STA – Peter Zein/Julie Patterson**

Julie Patterson and Peter Zein met with the Director of STA and their Digital Manager to discuss moving ahead with creating content. Ideally, they would like to send out a check list to STA members regarding accessibility to their business, restaurant or other attraction in the city. This can be incorporated as the content for the website. Julia Opie offered to contact ONAP to inquire if they have an updated checklist that the committee could use and build on. Members suggested if the washroom project moves ahead, this app could also be posted on the website and visitor's guide.

**(c) Accessibility Review at City Sporting Facilities – B. Henderson**

Councillor Henderson will continue to prepare a list of all facilities that need to be reviewed. She suggested a sub-committee could be set up to do the reviews.

\*Councillor Vassilakos no longer present (12:45 p.m.)

**10.0 BUSINESS ARISING FROM PREVIOUS MINUTES****(a) Update on Accessible Taxi Fees in Stratford – Julia Opie**

No new update.

**(b) Remaining 2017 Budget**

Julia Opie reported that the request to use funds for the bench at the Stratford-Perth Archives is going to Council for approval. There is a request that the money be carried over to the AAC's 2018 budget, when the project will be completed.

**(c) StopGap Program Parameters – Roger Koert**

Roger Koert e-mailed some information for AAC members to review. This project will be deferred until the spring.

**(d) Stratford Accessibility Guidelines – Julia Opie/Roger Koert**

Julia Opie reported that the guidelines have been passed at the Planning and Heritage Sub-committee; the report will now go to Council Committee.

**11.0 NEW BUSINESS****(a) International Day of Persons With Disabilities (Dec. 3) – Nominations**

Jessica Jantzi has updated the media release. She will forward it to staff. Staff will request if the AAC can attend the December 11, 2017 Council meeting to present the annual accessibility award.

**(b) 2018 AAC Forum – Julia Opie**

Julia Opie would like to organize an AAC forum with Perth County, Town of St. Marys and the City of Stratford. She suggested inviting local heritage

committees to discuss heritage buildings and accessibility. Ms. Opie is proposing a tentative date of April 12, 2018 at the new Perth County Paramedic Facility. AAC members can send any suggestions for additional topics to Ms. Opie.

**12.0 NEXT MEETING – Tuesday, December 5, 2017 – 11:30 am – Avon Mtg. Room**

**13.0 ADJOURNMENT**

**Motion by Paul Schoonderwoerd, seconded by Councillor Henderson that the meeting adjourn. Carried.**

Time: 1:05 p.m.



**A meeting of the Energy & Environment Advisory Committee  
 was held on the above date at 4:00 p.m.  
 Kiwanis Community Centre, Conference Room – 111 Lakeside Drive, Stratford**

**Present:** Councillor Kerry McManus – Chair Presiding, Angela Bossence, Councillor Bonnie Henderson, Craig Merkley, \*Vanni Azzano, Ethan Elliott, Lorraine Kuepfer, Trena Hough, Dave Hanley

**Staff Present:** Taylor Crinklaw – Project Engineer, Casey Riehl – Recording Secretary

**Also Present:** Ken Woods

**Absent:** Alan Carr, Scott Mitchell, Geoff Love, Marianne Hawley

## **MINUTES**

### **1.0 CALL TO ORDER**

Councillor McManus called the Energy & Environment meeting to order at 4:00 p.m.

### **2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None declared.

### **3.0 ADOPTION OF THE PREVIOUS MINUTES – September 14, 2017**

**Motion by Ethan Elliott, seconded by Craig Merkley that the minutes dated September 14, 2017 are adopted as amended. Carried.**

\*Vanni Azzano now present (4:05 p.m.)

### **4.0 UPDATES FROM WORKING GROUPS**

#### **Waste & Water**

No new updates.

### **Transit & Climate**

Councillor McManus reported that there was a public open house regarding accessible transit on October 3, 2017 at the KCC. A number of items were raised and staff is continuing to work on new routes. Once routes are determined the bus shelters will be addressed.

### **Ecological**

Craig Merkley reported that time is running out this fall to address the invasive species at the old grove. He suggested that they should take the time to do a proper inventory of the species in the grove before they begin. This inventory would cost approximately \$200.00 and he suggested re-allocating the remaining \$1,800.00 to additional trees.

**Motion by Vanni Azzano, seconded by Dave Hanley that the Energy & Environment Advisory Committee re-allocate \$2,000.00 from the original invasive species removal project in the Old Grove to an invasive species inventory of the Old Grove (\$200.00) and the remaining \$1,800.00 to purchase additional trees (location to be determined by the Parks & Forestry Manager). Carried**

Mr. Merkley reported that the trees for the planting have been ordered. There will be 35 white oak and 25 bitternut hickory. These will be planted as a grove, determined by the Parks & Forestry Manager.

Mr. Merkley reported that the sign is now posted on the North Shore.

Mr. Merkley did a presentation for the Stratford Field Naturalists and he let them know all the work the E&E has been working on.

Committee members discussed delaying the presentation from representatives of Oxford County until the spring. There might be a possibility of doing a different event this fall.

### **Energy**

No new updates.

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

### **(a) Update on 1 Metre Law Campaign – Geoff Love**

No new update.

### **(b) Update on Social Media Proposal**

The committee has asked staff to invite Mike Beitz – Corporate Communications Lead, to the November E&E meeting to discuss social media options moving forward.

**(c) Bee City Update – Lorraine Kuepfer/Ethan Elliott**

Lorraine Kuepfer updated the committee that there is an upcoming event called a "Trashion Show" and she has been asked to set up a Bee City booth there. Ethan Elliott reported that he will be meeting with some teachers at Stratford Northwestern S.S. about them becoming a Bee School. Northwestern would be the first school in Stratford.

**(d) 2017 Project Discussion**

Craig Merkley reported that he is meeting with the Parks & Forestry Manger to discuss the crib wall project. It can be completed this fall or possibly even in the winter. The committee has previously requested that unused 2017 funds be carried over for north shore naturalization projects.

Dave Hanley inquired if purchasing bike racks with any surplus funds would be an option. Councillor McManus reported that 120 permanent post and ring bike racks are being installed this fall.

**(e) Membership Terms Expiring November 30, 2017**

Staff reminded members whose terms were ending that the deadline to re-apply is Friday, October 20, 2017.

**(f) Recycle Containers in Market Square**

Angela Bossence inquired if there was an update on the status of painting the recycle bins in Market Square. Staff will contact Kate Simpson for an update.

## **6.0 UPCOMING EVENTS**

Waste Reduction Week (October 16-22) – Promoting textile recycling

## **7.0 NEW BUSINESS**

**(a) Urban Wildlife – Ken Woods**

Ken Woods, who is a member of the animal by-law review committee, inquired if any members of the E&E committee would have information they could share or possible contacts or websites on urban wildlife. They have already contacted the UTRCA to participate. Members suggested the OSPCA and the health unit.

## **8.0 NEXT MEETING DATE – November 9, 2017 – 4:00 p.m. - KCC**

## **9.0 ADJOURNMENT**

**Motion by Councillor Henderson, seconded by Dave Hanley that the meeting adjourn. Carried.**

Time: 4:30 p.m.



**A meeting of the Energy & Environment Advisory Committee  
was held on the above date at 4:00 p.m.  
Kiwanis Community Centre, Conference Room – 111 Lakeside Drive, Stratford**

**Present:** Geoff Love – Vice-Chair Presiding, Angela Bossence, Craig Merkley, Vanni Azzano, Ethan Elliott, Lorraine Kuepfer, Trena Hough, Dave Hanley, Marianne Hawley

**Staff Present:** Mike Beitz – Corporate Communications Lead, \*Taylor Crinklaw – Project Engineer, Casey Riehl – Recording Secretary

**Also Present:** \*Ken Wood, Galen Simmons - Beacon Herald

**Absent:** Councillor Kerry McManus, Councillor Bonnie Henderson, Alan Carr, Scott Mitchell, Trena Hough

## MINUTES

### 1.0 CALL TO ORDER

Geoff Love called the Energy & Environment meeting to order at 4:00 p.m.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None declared.

### 3.0 ADOPTION OF THE PREVIOUS MINUTES – October 12, 2017

**Motion by Dave Hanley, seconded by Ethan Elliott that the minutes dated October 12, 2017 are adopted as printed. Carried.**

\*Taylor Crinklaw and Ken Wood now present (4:05 p.m.)

### 4.0 DELEGATE: Mike Beitz – Social Media Discussion

Geoff Love explained to Mike Beitz what the committee had been looking to accomplish when they requested their own social media account. Mr. Beitz explained that the city has a policy that requires all social media be handled by the city. A committee would need to prove why they require their own account and not work through the existing city



account. Mr. Beitz is happy to work with E&E to post all their announcements on Facebook and Twitter. Further discussion at the next meeting on the committee process for sending information to post. Geoff Love suggested making it an agenda item each meeting.

Dave Hanley inquired if Mike Beitz, having been involved in the media for many years, had any suggestions of other initiatives that E&E should look at undertaking. Mr. Beitz will put some thought into this and let the committee know. Angela Bossence suggested the committee take a closer look at updating the city's policies with more of an environmental focus.

Ken Wood inquired if the committee has focused on any solar panel projects with upcoming municipal developments. Ms. Bossence stated that this is where looking into updating policies would apply to these types of projects.

\*Mike Beitz no longer present (5:20 p.m.)

## **5.0 UPDATES FROM WORKING GROUPS**

### **Waste & Water**

Geoff Love updated that he has been discussing with Kate Simpson the costs of blue boxes. Currently in Ontario, municipalities and producers share the cost 50-50. There is a proposed plan from AMO and the producers to the Ministers office to change it to 100% producer funded. If approved in February, it will mean municipalities will have the option of converting over to 100% funding from producers. It is timely for Stratford, as their contract expires in April 2019. Further discussion with Kate Simpson.

Angela Bossence inquired if there are any updates on the recycling receptacles located in Market Square. Taylor Crinklaw reported that they are placing a red-iron blue one in the square, as well as adding recycling decals to the existing black ones. She also inquired if there could be additional recycling receptacles added in Upper Queen's Park, as the existing ones are not sufficient and always overflowing. Staff will send an e-mail to Kate Simpson for feedback on if the city has a plan for increasing public place recycling.

Taylor Crinklaw updated the committee that there were three textile RFP's received. Kate Simpson is following up regarding where their end product goes, as that was not clear on the submissions. Ms. Simpson is meeting tomorrow with the Director of Infrastructure & Development Services to discuss.

### **Transit & Climate**

Geoff Love reported that there is an upcoming decision being made to possibly put the permanent transit terminal on the Grand Trunk Railway property.

### **Ecological**

Craig Merkley reported that he, Quin Malott and a representative from the UTRCA did the inventory of the invasive species in the Old Grove. They identified some key areas that have Japanese knotweed, periwinkle and buckthorn. They plan to focus on the Japanese knotweed and periwinkle initially. It should take two years to knock it out and they plan to start in the spring of 2018. To rid the Grove of buckthorn, the area would need to be swept. UTRCA has a team that would look after doing this. They will put a plan and costs together over the winter and possibly look at this in the spring as well. Committee members suggested that this is the type of project to post on social media to create awareness in the community.

Vanni Azzano reported that 60 students from Anne Hathaway Public School helped plant 150 shrubs and trees at Borden/Simcoe. Another 150 trees were planted in Kemp Park by grade six students from Bedford Public School.

Craig Merkley has worked on identifying an area on the North Shore to do a crib wall. As well as another area on the South Shore, near Tom Patterson Island. Staff will verify if the committee asked to carry over all 2017 funds to the 2018 budget for naturalization projects. Mr. Merkley will work on a cost breakdown for next meeting. Lorraine Kuepfer added that the CIB judges commented on the fantastic crib wall work along the Avon River. Dave Hanley inquired if sponsorship of some of the crib wall projects is an option. Taylor Crinklaw noted that signage for advertising in the park system is not permitted, so recognition might not be possible. Members suggested that local clubs and committees might be interested in contributing and not be looking necessarily for any recognition.

### **Energy**

No new updates.

## **6.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

### **(a) Update on 1 Metre Law Campaign – Geoff Love**

No new update.

### **(b) Bee City Update – Lorraine Kuepfer/Ethan Elliott**

Lorraine Kuepfer reported that Barb Hacking and Shelley Candel from Bee City are making a presentation in Toronto to teachers next weekend. Ethan Elliott is continuing to work on Bee Schools. There are a number of schools interested in participating. They are planning a skype call with members of the Ontario Nature Youth Council in Toronto to discuss their successful Bee Schools. Craig Merkley inquired if there was some promotional items for the Bee City programs that could be distributed? Ms. Kuepfer noted there are plans for a Bee City conference in the spring and promotional/educational items are being discussed. Ethan Elliott added

that the Ontario Nature Youth Council is working on posting pollinator information on their website.

**(c) 2017 Project Discussion**

As discussed above.

**(d) Bike Rack Updates – Taylor Crinklaw**

Taylor Crinklaw reported that staff has done a walkthrough of downtown and prepared a plan for the locations of the bike racks. The report will go to Council for approval. The City has the bike racks stored at the Public Works yard.

**7.0 UPCOMING EVENTS**

Oxford County Event – Possibly January 2018

**8.0 NEW BUSINESS**

None.

**9.0 NEXT MEETING DATE – December 14, 2017 – 4:00 p.m. - KCC**

**10.0 ADJOURNMENT**

**Motion by Angela Bossence, seconded by Marianne Hawley that the meeting adjourn. Carried.**

Time: 4:55 p.m.



A meeting of the **Stratford Town and Gown Committee (T&G)** was held on the above date at 5:00 p.m. – University of Waterloo - 125 St. Patrick Street, Rm. 1003, Stratford ON

**Present:** Councillor Martin Ritsma – Chair Presiding, \*Nancy Orr, Councillor Bonnie Henderson, Brandi Gillett, Councillor Danielle Ingram

**Staff Present:** Jeff Leunissen – Manager of Development Services, Stephanie Potter – Policy & Research Associate - CAO's Office, Mike Beitz – Corporate Communications Lead, Casey Riehl – Recording Secretary

**Regrets:** Mayor Mathieson, Annaka Willemsen

## MINUTES

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### 1.0 CALL TO ORDER

Councillor Ritsma called the meeting to order at 5:04 p.m.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 3.0 ADOPTION OF PREVIOUS MINUTES – October 5, 2017

**Motion by Nancy Orr, seconded by Councillor Ingram to adopt the previous minutes dated October 5, 2017 as printed. Carried.**

### 4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

#### (a) T&G Committee Promotional Items – Councillor Ingram

Councillor Ingram handed out the new T&G t-shirts to all committee members.

#### (b) Student Bus Tour Plans – November 10 & 17, 2017

Nancy Orr and Councillor Henderson reviewed and amended the bus route with the committee members. Brandi Gillett reported that there are a total of 12 people registered for the tour. She will send an update closer to the date. Councillor Henderson will order the pizza's for the event. Ms. Gillett will forward any dietary restrictions with final numbers.

Stephanie Potter has volunteered to put together a survey for students to fill out electronically after the bus tour. Members discussed different questions they would like to have included. Ms. Potter will keep the number of questions to approximately 10. Once the survey is complete, Ms. Potter will send the URL link to Brandi Gillett to send out to the students. There will be a draw for a prize for those who participate in the survey. The survey will close Nov. 20<sup>th</sup> and the draw will be made Nov. 24<sup>th</sup>.

Mike Beitz will forward Brandi Gillett an electronic consent form prior to the tour. Ms. Gillett suggested identifying students who did not sign a consent form with a sticker. The committee has asked Mr. Beitz to help with the social media for this event to gain exposure for T&G.

Councillor Henderson and Nancy Orr will each ride on a bus as the tour guides. T&G members to help co-ordinate with check-in, lunch and loading/unloading the bus.

\*Nancy Orr no longer present (5:45 p.m.)

Councillor Henderson will inquire about portable microphones to use on the buses.

T&G members are asked to be at the university by 11:30 a.m. Staff will confirm with Mike Mousley to have buses arrive at U of W at 11:45 a.m.

Donna Taylor from the PDHU contacted staff to inquire if the committee would like some giveaways from the health unit for the bus tours. Members agreed that it would be great to have some items to give out. Staff will contact Ms. Taylor to co-ordinate.

## **5.0 NEW BUSINESS**

None.

## **6.0 NEXT MEETING DATE - Thursday, November 23, 2017 @ 5:00 p.m. – U of W**

## **7.0 ADJOURNMENT**

**Motion by Councillor Ingram, seconded by Brandi Gillett that the meeting adjourn. Carried.**

Time: 5:50 p.m.