



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

Date: Wednesday, March 1, 2023
Time: 4:30 P.M.
Location: Council Chamber, City Hall
Sub-committee Present: Councillor Burbach - Chair Presiding, Councillor Nijjar - Vice Chair, Councillor Beatty, Councillor Hunter, Councillor McCabe
Staff Present: Taylor Crinklaw - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk, Nathan Bottema - Project Engineer, Adam Ryan - Manager of Public Works, Jonathan DeWeerd - Chief Building Official

To watch the Sub-committee meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the Manager of Public Works

4.1 City of Stratford Parades – Routes and Closures (ITS23-007)

5 - 11

Motion by

Staff Recommendation: THAT future parade routes in the City of Stratford continue on local roads only with the exception of a brief closure of Ontario Street and Erie Street intersection for the Remembrance Day Parade;

AND THAT should Council direct otherwise, that any future identified cost estimates be included in future budget considerations.

5. Report of the Project Engineer

5.1 Dunn's Bridge Rehabilitation Public Engagement and Recommendation (ITS23-006)

12 - 17

Motion by

Staff Recommendation: THAT the design for the Dunn's Bridge Rehabilitation Project be approved as follows:

- Bridge rehabilitation work:
 - Deck patching, waterproofing and asphalt
 - Patching of the piers, soffit and girder
 - Replacement of the expansion joints, parapet barrier walls; and,
- Steel beam guiderail improvements;

THAT the comments from the online public engagement be received;

THAT design Option C - Rehabilitate and widen the deck to 12.35m to accommodate the paved shoulder bikeway as identified in the Transportation Master Plan Update, be approved as the preferred design;

AND THAT staff be authorized to proceed with construction tendering.

6. Report of the Chief Building Official

6.1 Proposed Amendment to StopGap Portable Accessibility Ramp Program (ITS23-008)

18 - 21

Motion by

Staff Recommendation: THAT Council approve amendments to the StopGap program as follows:

- Staff in the Building Division to coordinate the request for the StopGap ramps and liaise with the store owners to confirm measurements and colour;
- The StopGap ramps are to be brightly colourful (red, yellow, green, and blue) to ensure ramps are visible to pedestrians walking along the sidewalks and into the stores;
- Store owners who will be participating in the program will be required to provide the City with a Certificate of Insurance in the amount of \$5 million dollars to indemnify the City, if the deployed ramp will sit on City property, Certificate to be submitted to the Building Division by March 31 of each year the business chooses to participate in the program;
- There will be no charge to the store owners for placing the StopGap ramps on the City sidewalks outside their store entrance during daylight business hours provided there is no more than a 1.2 metre encroachment into the public right-of-way;
- The StopGap ramp design be approved by the Chief Building Official, with a maximum 1:6 slope with a slip resistant finish, will be used as the design for the construction and that any design improvements are subject to prior approval by the Chief Building Official;
- Concerns regarding the StopGap ramps are to be referred to the Building Division;
- That the Accessibility Advisory Committee be tasked with promotion of the StopGap ramp program in the City of Stratford.

7. Report of the Deputy Clerk

7.1 2023 Outdoor Patio Program (ITS23-009)

22 - 54

Motion by

Staff Recommendation: THAT the 2023 Outdoor Patio Guidelines be received;

AND THAT direction be provided regarding any changes required to the City's Outdoor Patio Program for either the 2023 patio season or for consideration in future years.

8. Department Update

55 - 59

The Director/Manager to provide an update on department activities and

ongoing projects

9. Advisory Committee/Outside Board Minutes

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

10. Next Sub-committee Meeting

The next Infrastructure, Transportation and Safety Sub-committee meeting is March 28, 2023 at 4:30 p.m. in the Council Chamber, City Hall.

11. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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



MANAGEMENT REPORT

Date: March 1, 2023
To: Infrastructure, Transportation and Safety Sub-committee
From: Adam Ryan, Manager of Public Works
Report #: ITS23-007
Attachments: None

Title: City of Stratford Parades – Routes and Closures

Objective: To provide Council with an update on the 2022 Canada Day parade, and Santa's Parade of Lights.

Background: At the May 24, 2022, regular Council meeting, a report was presented to Council titled Canada Day Parade – Route and Road Closures. This report stemmed from the required road closure of Huron Street for the year 2022 to facilitate road reconstruction. In that report, staff highlighted concerns for parade routes using Connecting Link roadways (Ontario Street, Huron Street, and Erie Street). These routes are much more involved and require approvals from the Ministry of Transportation (MTO), require significantly more resources to manage, and have increased public safety risks associated with them. When closing Connecting Link roads there is a need to divert a much higher rate of traffic, in doing so this has caused increased erratic driving behaviours including: removing barricades, driving on boulevards, and speeding on side streets. Staff also highlighted that when taking in safety concerns, a more robust plan and additional associated resources should be considered if proceeding with parades routes on Connecting Links. When considering options for 2022 the following three options were submitted to council:

- Option 1 – Do not permit Connecting Link routes
- Option 2 – Permit Ontario Street (i.e. historic Santa Claus Parade route) as the only Connecting Link route permitted
- Option 3 – Permit Huron Street Parade route

Each option presented an approximate associated cost.

Options	New Capital Costs	Operational Costs
Option 1 – Local Streets	\$0	\$3,100
Option 2 – Ontario Street	\$0	\$7,600*
Option 3 – Huron Street	\$8,100	\$10,800*

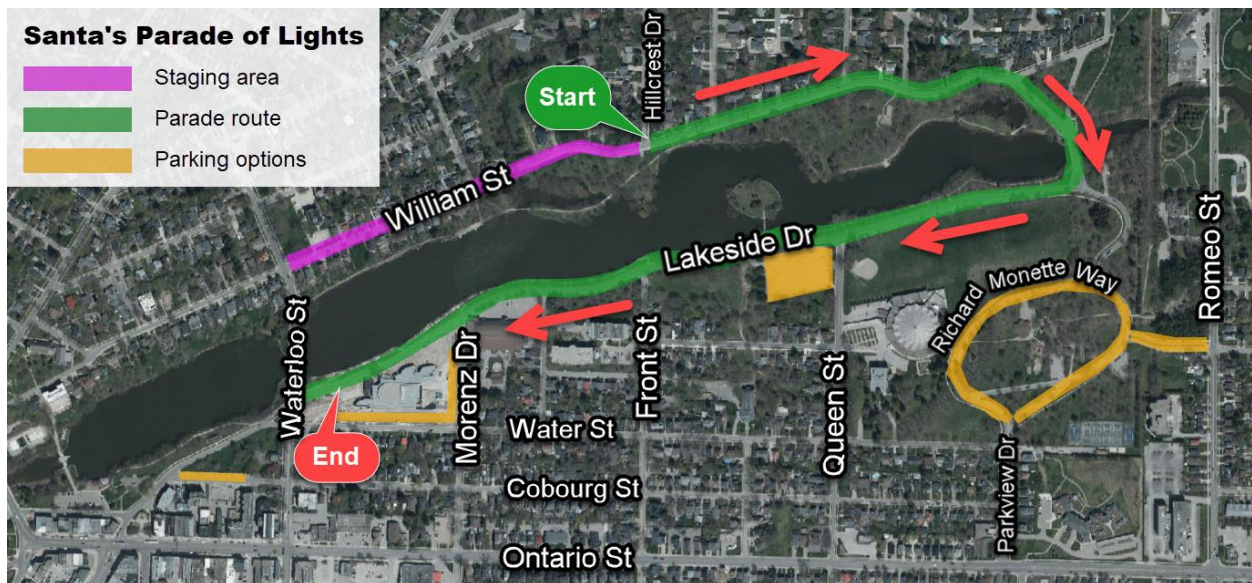
*Excludes costs relating to required police presence.

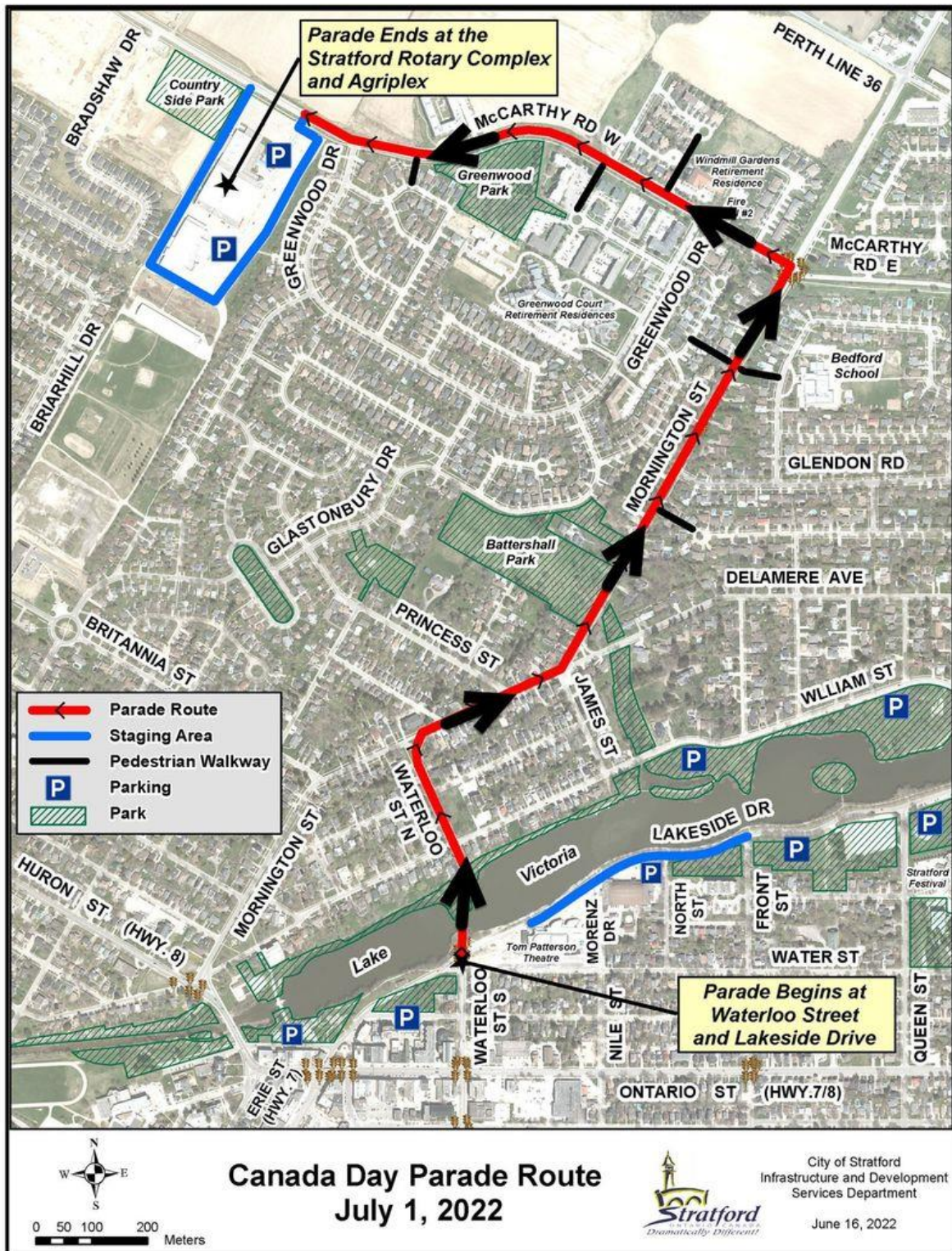
Council adopted the recommendation from the Infrastructure, Transportation and Safety Committee that the Canada Day parade and Santa's Parade of Lights would be authorized using local streets only (option 1); and that a report be submitted to council in the first quarter of 2023 outlining the feedback from the 2022 parades using local streets only.

Subsequent to the Council resolution, City staff prepared several parade route options utilizing local roads only. These routes were discussed with the Kinsmen Club of Stratford, a service club which had historically provided operational support to the parades. The Club confirmed to staff that the proposed routes were not acceptable to warrant their participation in the events, and therefore declined to assist in hosting the parades in 2022.

The Stratford and District Saddle Club offered their assistance to host both the 2022 Canada Day Parade and the 2022 Santa's Parade of Lights events, leading the operational ground support with Bethel Pentecostal Church providing the coordination of volunteers. In consultation with City Staff, routes were chosen based on using local roads only, ensuring that safety was the top priority.

Analysis: City staff met with the Saddle Club on several occasions in 2022 to organize the events while ensuring that they were accessible to as many residents as possible, and that safety measures at road closures would be maintained along the routes with the help of their volunteers. The following maps show the Santa's Parade of Lights and Canada Day Parade routes that were used in 2022:



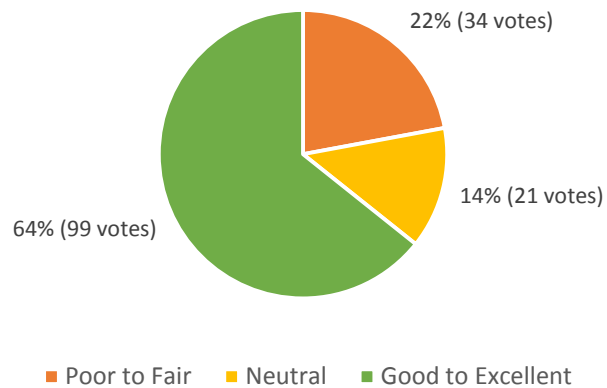


Operations staff note that both the Canada Day Parade and Santa's Parade of Lights were organized and executed safely and successfully with no notable safety concerns or

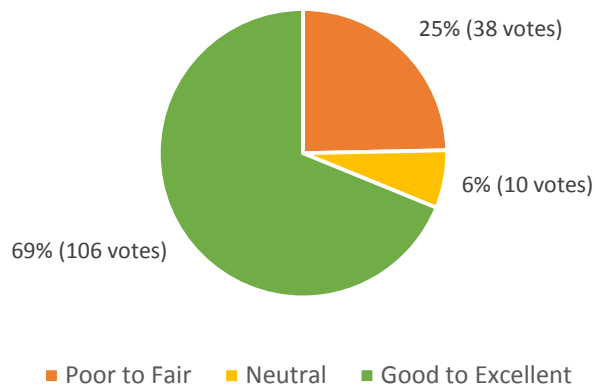
traffic infractions. Volunteers from the Saddle Club and Bethel Pentecostal Church were located at each road closed barricade to ensure that the traffic plans were adhered to by all motorists.

Surveys were posted on the City of Stratford website to determine the overall satisfaction of the parades and their locations. The following results were taken from those surveys.

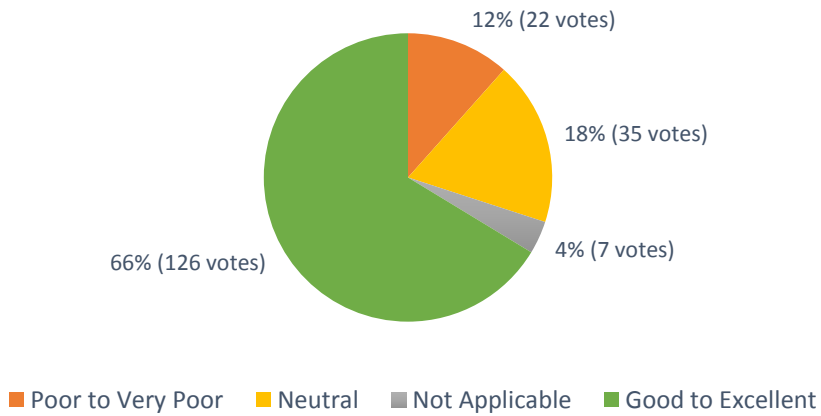
2022 Canada Day Parade - Enjoyment of those who attended (154 surveys)



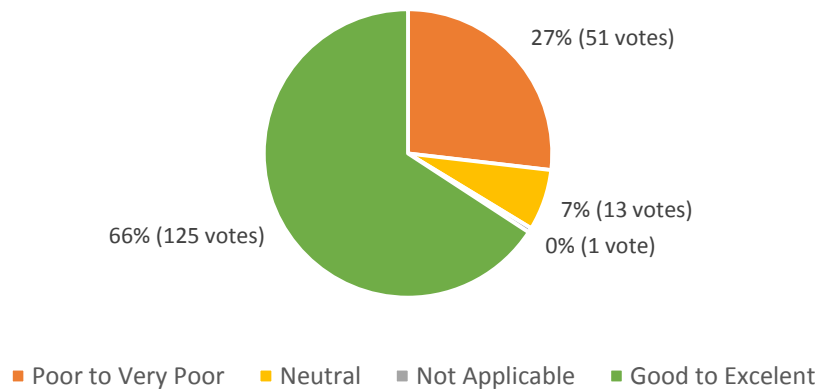
2022 Canada Day Parade - Location opinion of those who attended (154 surveys)



2022 Santa's Parade of Lights - Enjoyment of those who attended (190 surveys)



2022 Santa's Parade of Lights - Location opinion of those who attended (190 surveys)



The survey results show that the majority of those who attended both the Canada Day parade and Santa's Parade of Lights enjoyed the events and the new local routes. The routes for both events allowed spectators to comfortably spread out along the street boulevards, and to watch the parade go by from several neighbourhood vantage points.

In consideration of the public survey results, combined with the direct experience on the ground during the parade events, Staff and the contributing service organizations feel that future Stratford parades can be successfully presented and delivered on local routes with no impacts to spectator participation, or to the cultural enjoyment and safety of all.

The 2023 special event parade applications for Canada Day and Santa's Parade of Lights have been received and processed by staff, with the continued participation and

commitment of the Stratford and District Saddle Club and Bethel Pentecostal Church to both events.

Financial Implications: Costs have been calculated for both the 2022 Canada Day Parade and Santa's Parade of Lights. Capital costs were \$0 as additional materials were not required for routes on local streets. Operating costs for each parade were initially estimated at \$3,100. Actual operating costs for Canada Day was \$2,050 and actual costs for Santa's Parade of Lights was \$2,600. With previous years' under-resourced parades taking place on Huron Street, Ontario Street, and Erie Street, operating costs varied between \$7,500 and \$11,000. Utilizing local roads for parades resulted in reduced costs of \$4,900 to \$8,400 per event.

Financial impact on future year operating budget:

In future budgets, there may be additional support required from Community Grants if the Connecting Link options are reconsidered.

Link to asset management plan and strategy:

There is an element of asset consumption for vehicles, equipment and other resources, required to manage parade routes that will require asset renewal but the impact relating specifically to parades is likely nominal.

Legal considerations:

Special event organizers are required to provide the City with proof of adequate insurance coverage based on the City's insurer's recommendations (\$5 million). This is to ensure that risks related to the event are adequately mitigated and shared appropriately between the City and the event organizers.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Strengthening our Plans, Strategies and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT future parade routes in the City of Stratford continue on local roads only with the exception of a brief closure of Ontario Street and Erie Street intersection for the Remembrance Day Parade;

AND THAT should Council direct otherwise, that any future identified cost estimates be included in future budget considerations.

Prepared by: Adam Ryan, Manager of Public Works
Recommended by: Taylor Crinklaw, Director of Infrastructure and Development
 Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: March 1, 2023
To: Infrastructure, Transportation and Safety Sub-committee
From: Nathan Bottema, Project Engineer
Report #: ITS23-006
Attachments: Public Engagement Comments and Responses

Title: Dunn's Bridge Rehabilitation Public Engagement and Recommendation

Objective: To present the comments and concerns from the Online Public Engagement, and to obtain Council approval to initiate the Dunn's Bridge Rehabilitation Project.

Background: Dunn's Bridge is located on O'Loane Avenue crossing the Avon River. The bridge is a three-span reinforced concrete slab over prestressed concrete girders. The total bridge span length is 32.30m with a roadway width of 9.0m and a 1.5m sidewalk on the east side. The bridge was built in 1968 and repaired in 1999.

The legislated bi-annual visual inspection identified Dunn's Bridge as requiring repair. In 2021, a Detailed Bridge Condition Survey was conducted, and a rehabilitation was recommended. Rehabilitation may extend the bridges serviceability another 25 to 30 years.

The City engaged B.M. Ross and Associates Limited (BM Ross) in November 2022 to design the bridge rehabilitation work. In addition to the rehabilitation design, BM Ross' developed design alternatives to evaluate the feasibility of widening the bridge deck to accommodate bike facilities as recommended in the Transportation Master Plan (TMP) Update that is anticipated to be finalized in Spring 2023.

O'Loane Avenue south of Thomas Street is a boundary road and is therefore subject to the conditions contained in the Boundary Agreement with the Township of Perth South. This agreement states that regular upgrades to boundary roads will be borne on a 50/50 basis, and that the City is responsible for any cost to improve the road beyond rural standards.

Analysis: The Transportation Master Plan (TMP) currently under review identifies this segment of O’Loane Avenue in its Priority Cycling Network as having a paved shoulder bikeway on both sides of the street. The interpretation is that the street standard lane widths be applied for a truck route arterial road, a 1.5m paved shoulder bikeway width be applied, and that the sidewalk be maintained across the bridge.

BM Ross generated three conceptual options with cost estimates for review. The Engineering Division presented these options at the open house:

- Option A: Rehabilitate the existing deck (11.6m cross-section)
- Option B: Rehabilitate and widen deck to 11.85m
- Option C (preferred): Rehabilitate and widen deck to 12.35m

All options consist of concrete deck removals in areas, removal and replacement of concrete curbs, sidewalks, approach slabs and barrier walls, replacement of expansion joints and repairs to the bridge soffit and precast girders. Options B and C include additional deck top removals to extend the deck, additional reinforcement, and replacement of the wingwalls to accommodate the widening. Structurally, the bridge cannot be widened beyond 12.35m.

To facilitate the rehabilitation work, a full road closure of O’Loane Avenue is recommended for the duration of the project. Refer to the attached detour map. Staged construction is possible where a lane would be maintained, however, a preliminary review by BM Ross indicates that construction could be expected to be extended by 4-6 weeks with an additional cost of \$150,000. A staged construction is not recommended based on the added construction complexity, quality concerns, additional costs and time. The Township of Perth South and Perth County have indicated that they are willing to make accommodations for the detour for the duration of the project but will request compensation for remedial repairs if required. Before the detour would be put in place, all parties would evaluate the roads being used to determine the existing baseline.

A Virtual Open House was held from January 27 to February 10, 2023 to allow residents and interested members of the public an opportunity to review narrated presentation and comment on the planned improvements. An open house notice containing project information was hand delivered to all properties on O’Loane Avenue between Lorne Avenue and Cody Drive, and a notice was posted to the City’s Facebook page. Residents were requested to review the project plans and contact Engineering staff for clarification or to provide comments.

The design objectives presented by the Engineering Division through the online public engagement platform include:

- Bridge rehabilitation work:
 - Deck patching, waterproofing and asphalt
 - Patching of the piers, soffit and girder
 - Replacement of the expansion joints, parapet barrier walls

- Steel beam guiderail improvements
- Present Option C as the preferred concept to accommodate the paved shoulder bikeway as identified in the Transportation Master Plan Update.

Overall, the project received positive responses with the majority of residents recommending that the road platform be widened to best accommodate cyclists. The main concern focused on construction noise, traffic impacts and how the TJ Dolan hiking path could be incorporated into the design. A detailed list of specific questions and City Staff responses is outlined in the attached letter.

Following approval, the project will proceed to the completion of the design and tender. The anticipated schedule will then be tender closing and award in May. Construction of the project is planned from June to October 2023.

Financial impact to current year operating budget:

The 2023 draft budget assigns \$1,250,000 for the capital replacement work, which is subject to Council approval. The total estimated cost based on a preliminary design for the project is \$1,295,000 excluding HST. An estimated \$505,000 would be recovered from the Township of Perth South through the Boundary Road Agreement.

The project will be funded by federal gas tax (CCBF) and unused funds will remain for future use.

Financial impact on future year operating budget:

The eventual capital replacement work would be a decreased annual operating and maintenance cost in future years once the bridge structure is rehabilitated.

Link to asset management plan and strategy:

This project represents a rehabilitation of an asset maintained in the asset management plan. As the planned actions will extend the useful life of the current infrastructure by an estimated 25 to 30 years, there is no deletion of the asset, simply an addition to the current asset. Asset replacement and significant rehabilitation activities that extend the useful life are planned for based on estimated useful life. The adjustment to the asset management plan will impact future capital planning forecasts and funding strategies will be updated accordingly.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation, and private vehicle.

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Alignment with One Planet Principles:

Land and Nature

Protecting and restoring land for the benefit of people and wildlife.

Travel and Transport

Reducing the need to travel, encouraging walking, cycling and low carbon transport.

Staff Recommendation: THAT the design for the Dunn's Bridge Rehabilitation Project be approved as follows:

- **Bridge rehabilitation work:**
 - **Deck patching, waterproofing and asphalt**
 - **Patching of the piers, soffit and girder**
 - **Replacement of the expansion joints, parapet barrier walls,**
- and,
- **Steel beam guiderail improvements;**

THAT the comments from the online public engagement be received;

THAT design Option C - Rehabilitate and widen the deck to 12.35m to accommodate the paved shoulder bikeway as identified in the Transportation Master Plan Update, be approved as the preferred design;

AND THAT staff be authorized to proceed with construction tendering.

Prepared by:	Nathan Bottema, Project Engineer
Recommended by:	Taylor Crinklaw, Director of Infrastructure and Development Services
	Joan Thomson, Chief Administrative Officer



Infrastructure and Development Services Department

Engineering Division

**82 Erie Street, 3rd Floor
Stratford ON N5A 2M4**

(519) 271-0250 Ext. 222

www.stratford.ca

February 8, 2023

Dunn's Bridge Rehabilitation Open House Questions, Comments and Responses

The following list includes questions, comments and responses generated from the Dunn's Bridge Rehabilitation Project Public Engagement.

Comment 1: I'm strongly in support of option C as proposed. It's important to maximize the space for hikers and cyclists crossing this bridge. I would also like to propose that there be some sort of opening for hikers along the TJ Dolan to be able to access the sidewalk without having to climb the guard-rail, but still prevents bicycles and motorized vehicles from accessing the trail.

Response 1: An opening in the guardrail system has not been considered because it would compromise the guardrail structure. A guardrail is designed as a continuous system that relies on tension to shield motorists from roadside hazards. An opening would introduce a discontinuity of protection and remove the benefit of the safety barrier.

Comment 2: Is there any chance to take the rehab construction and also turn the O'loane/Lorne intersection into a roundabout? This Dunn bridge intersection is a major clog for traffic and a round about would clear that up nicely. It stand to reason that it would be cost effective to both projects simultaneously.

Response 2: This project is specific to bridge rehabilitation. The Transportation Master Plan identifies intersection improvements at O'Loane Avenue and Lorne Avenue to be done as a future project. A timeline for the intersection improvement project has not been established.

Comment 3: I'm just wondering if John Street will be repaired as well as some of the streets that cross it. I saw city staff filling potholes with shovels of ashfalt but I fear this won't be enough to take on the detour overflow if it's true that the more western end of Huron Street will be closed for construction too. Have you mapped out where detours will be for all the construction areas with dates to share with the community? So we can be have some idea of what this will look like?

Response 3: Project overlap is expected because of the anticipated project duration and limited construction season. Project specific detours will be shared with the public upon project commencement. John Street is a candidate being considered for the 2023 Asphalt Resurfacing Project, however, the final selection has not been completed. The

Huron Street Reconstruction project is expected to be completed prior to the commencement of the Dunn's Bridge Rehabilitation.

Comment 4: Please use only non lethal beaver management. There are plenty of humane ways to live with beavers.

Response 4: There is no in-water works or beaver management planned for this project.

Comment 5: My question is why on earth do you need to close the road 6 months before you are even approved to begin the project? This is absolutely ridiculous and completely unnecessary. How do you justify the impact that closure will have on Stratford citizens 6 months before you have permission to start the reconstruction?

Response 5: The O'Loane Avenue road closure will only take place during the construction period. The start of construction is expected to start in June 2023 pending project approval and contractor availability. O'Loane Avenue will not be closed before then.

Comment 6: I recommend Option C because of the bike lane option. Can you tell me when a multi-use path will be built on Lorne Ave between O'Loane and Freeland Dr. to connect with the path that is already there? Also when the multi-use path on O'Loane will be extended to Lorne? I cycle on both those multi use paths.

Response 6: Once the Transportation Master Plan (TMP) is finalized, staff will take the recommendations identified and develop a plan for implementing the various recommendations throughout the City. The short-, medium- and long-term planning horizons for the upcoming years have not integrated the TMP recommendations, so a definitive timeline is not available.

Comment 7: I am pleased to see the plans to allow for cycling infrastructure. Are there plans to increase the height of the side walls to better protect cyclists higher centre of gravity, as has been done in other jurisdictions?

Response 7: The barrier wall will be taller and constructed in accordance with the Highway Bridge Design Code which specifies the minimum barrier height is 1.37m (measured from the top of the railing to the road surface) for combined vehicle and bicycle traffic.

Prepared by: Nathan Bottema





MANAGEMENT REPORT

Date: March 1, 2023
To: Infrastructure, Transportation and Safety Sub-committee
From: Jonathan DeWeerd, Chief Building Official
Report #: ITS23-008
Attachments: None

Title: Proposed Amendment to StopGap Portable Accessibility Ramp Program

Objective: To approve amendments to the StopGap portable accessibility ramp program including allowing temporary ramps to be permitted to be left out on the City right-of-way during business operating hours.

Background: The City of Stratford approved the extension of the StopGap Ramp Program on November 23, 2015, which is facilitated through the Accessibility Advisory Committee. The program attempts to provide businesses with an option to increase accessibility by the installation of a temporary portable accessible 'StopGap' ramp.

The StopGap foundation is a registered charity that promotes the use of temporary ramps to allow access to commercial buildings where a step currently presents a barrier. This is done through Community Ramp Projects, which are volunteer-led initiatives bringing StopGap's awareness to the community. Shortly after the approval from Council the Accessibility Advisory Committee arranged for the construction and implementation of StopGap ramps to be installed at various businesses within the Downtown District at no cost to participating businesses.

The City of Stratford StopGap Ramp Program was approved with the following parameters:

- The Accessibility Advisory Committee members continue to coordinate the request for the StopGap ramps and liaise with the store owners to confirm measurements and colour;
- The StopGap ramps are to be colourful (red, yellow, green, and blue) to ensure ramps are visible to pedestrians walking along the sidewalks and into the stores;
- Store owners who will be participating in the program will be required to provide the City with a Certificate of Insurance in the amount of 2 million dollars to indemnify the City, if the deployed ramp will sit on City property;

- There will be no charge to the store owners for placing the StopGap ramps on the City sidewalks outside their store's entrance on an 'as needed' basis;
- The StopGap ramp design as approved by the Chief Building Official will be used for the construction and that any design improvements are subject to prior approval by the Chief Building Official;
- Concerns regarding the StopGap ramps are to be referred to the Building Division;
- That a list of current store owners with StopGap ramps is to be provided to the Building Division on an annual basis; and
- That the Accessibility Advisory Committee be tasked with promotion of the StopGap ramp program in the City of Stratford.

Analysis: The Accessibility Advisory Committee has requested that Staff bring to Council a request that the StopGap Ramp program be modified to allow the StopGap Ramps to be placed on the City right-of-way during the hours of operation of the business instead of on an 'as-needed basis' to promote their use.

Throughout the past five years many businesses have been leaving the ramps out during the business' operating hours with no complaints being received by the City. From our research it seems that most municipalities permitting the StopGap Ramp program do not actively enforce the ramps being available only on an 'as-needed' basis, but rather permit the ramps to be available during the businesses operating hours.

At this time Staff do not have concerns with the ramps being left out during business hours, but staff are recommending that Council increase the insurance requirements for the StopGap ramps to 5 million dollars to be consistent with the other encroachments and license requirements.

The suggested wording for the revised StopGap Ramp program would be as follows:

- Staff in the Building Division will coordinate the request for the StopGap ramps and liaise with the store owners to confirm measurements and colour;
- The StopGap ramps are to be brightly colourful (red, yellow, green, and blue) to ensure ramps are visible to pedestrians walking along the sidewalks and into the stores;
- Store owners who will be participating in the program will be required to provide the City with a Certificate of Insurance in the amount of 5 million dollars to indemnify the City, if the deployed ramp will sit on City property, Certificate to be submitted to the Building Division by March 31 of each year the business chooses to participate in the program;
- There will be no charge to the store owners for placing the StopGap ramps on the City sidewalks outside their store entrance during daylight business hours provided there is no more than a 1.2 metre encroachment into the public right-of-way;

- The StopGap ramp design be approved by the Chief Building Official, with a maximum 1:6 slope with a slip resistant finish, will be used as the design for the construction and that any design improvements are subject to prior approval by the Chief Building Official;
- Concerns regarding the StopGap ramps are to be referred to the Building Division;
- That the Accessibility Advisory Committee be tasked with promotion of the StopGap ramp program in the City of Stratford.

Financial Implications:

Financial impact to current year operating budget:

Approval of the recommendation as outlined in this report will have no impact on the current approved budget.

Insurance considerations:

Due to elevated costs of claims and since the City can be named in a claim under joint and several liability, the City has moved to towards being named as additional insured for five million dollar coverage. This is currently applied to other third-party relationships, such as licensing, rentals, tenders and purchases. This is particularly important in this case with the increased exposure to liability from having the ramps potentially extending onto City property for the entire day.

Alignment with Strategic Priorities:

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Alignment with One Planet Principles:

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Staff Recommendation: THAT Council approve amendments to the StopGap program as follows:

- **Staff in the Building Division to coordinate the request for the StopGap ramps and liaise with the store owners to confirm measurements and colour;**
- **The StopGap ramps are to be brightly colourful (red, yellow, green, and blue) to ensure ramps are visible to pedestrians walking along the sidewalks and into the stores;**
- **Store owners who will be participating in the program will be required to provide the City with a Certificate of Insurance in the amount of \$5**

million dollars to indemnify the City, if the deployed ramp will sit on City property, Certificate to be submitted to the Building Division by March 31 of each year the business chooses to participate in the program;

- **There will be no charge to the store owners for placing the StopGap ramps on the City sidewalks outside their store entrance during daylight business hours provided there is no more than a 1.2 metre encroachment into the public right-of-way;**
- **The StopGap ramp design be approved by the Chief Building Official, with a maximum 1:6 slope with a slip resistant finish, will be used as the design for the construction and that any design improvements are subject to prior approval by the Chief Building Official;**
- **Concerns regarding the StopGap ramps are to be referred to the Building Division;**
- **That the Accessibility Advisory Committee be tasked with promotion of the StopGap ramp program in the City of Stratford.**

Prepared by:

Jonathan DeWeerd, Chief Building Official

Recommended by:

Taylor Crinklaw, Director of Infrastructure and Development Services

Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: March 1, 2023
To: Infrastructure, Transportation and Safety Sub-committee
From: Chris Bantock, Deputy Clerk
Report #: ITS23-009
Attachments: 1 - 2023 Outdoor Patio Guidelines
2 – Engage Stratford Survey Responses

Title: 2023 Outdoor Patio Program

Objective: To provide information to Council regarding rollout of the 2023 Outdoor Patio Program.

Background: Prior to the Covid-19 pandemic, the City offered a single type of patio for businesses eligible to obtain an Outdoor Café License. This patio type is referred to as a standard outdoor café and is identified as being immediately adjacent to a building and cannot encroach onto a pedestrian corridor.

In 2020, following the onset of the pandemic, the Patio Boardwalk Project was initiated. The project, funded by the Tourism Recovery Project (FedDev Ontario), allowed for the building of 20 wooden boardwalks to be installed in the downtown core. This introduced a second type of patio option that is referred to as a patio-boardwalk extension. This patio type allows the extension of a standard outdoor café onto the pedestrian corridor portion of the sidewalk by redirecting pedestrian traffic through a boardwalk which sits in parking spaces.

The third patio type, introduced in 2021, is referred to as a pop-up patio. This type of patio allows the outdoor café to be placed directly in the area of parking spaces that are adjacent to the restaurant. With this option, the sidewalk remains available for pedestrian use as the patio is fully located in parking spaces. This patio option is not available for businesses along Ontario or Erie Streets due to health and safety concerns.

In preparation for the 2023 patio season, Engage Stratford was utilized to gather feedback on the future of the program. The purpose of this report is to highlight themes identified in stakeholder responses and planned updates to the program for this year.

Analysis:

Program Participation

In 2022, the Clerk's Office issued 20 Outdoor Café licenses which were made up of 5 standard outdoor cafés and 15 boardwalk-extension patios. This was down from 2021 where 30 licenses were issued and were made up of 7 standard outdoor cafés, 19 boardwalk-extension patios, and 4 pop-up patios. Most notably impacting the program for 2022 was a combination of removed social distancing requirements and suspending license fees only for restaurants that do not serve alcohol. With patio extensions initially being introduced to reduce business pressures of not being able to dine indoors during the pandemic, a return to indoor dining in 2022 may have left some businesses weighing the value when normally charged license fees were resumed. Further, while Council did approve the waiver of Outdoor Café License fees for restaurants not serving alcohol, only 2 of the 20 licensees from 2022 fell into this category.

Engage Stratford

For a period of 3 weeks, between January 12 and February 2, a survey was available on Engage Stratford to provide feedback on the City's patio program. During this time, 1,583 individuals submitted survey responses via Engage Stratford, with an additional 3 responses submitted in person via hard copy. While the summary report is included as Attachment #2 to this report, highlights of the survey include:

- 87% of respondents being residents;
- 17 businesses intending to apply for an Outdoor Café License in 2023;
- 2023 fees not being a deterrent for a majority of businesses;
- 83.7% of respondents feeling happy overall in their experiences with the City's patio program;
- at least 75% of respondents reporting a great or good experience in relation to the program's accessibility, customer service, downtown beautification, safety, and visitor attraction; and,
- 81% of respondents reporting that patio extension options which take up parking spaces should be continued as a part of the program.

In addition to the highlights above from the survey's static questions, the survey also offered open-ended questions which allowed respondents to share their thoughts and feedback more freely on the program. Upon review of the responses, four main themes arose most consistently throughout the feedback provided:

Adjusted season length

In accordance with the City's policy P.3.3 - Use of Municipal Property, Boulevards and Sidewalks, the current patio season in any given year runs from May 1 to October 31. Feedback provided in relation to this category included suggestions of making the patio extensions a permanent fixture, allowing patios to operate into winter months, and

starting the season a month earlier. This feedback has been shared previously by those participating in the program, however, the main concern from staff remains the ability to complete winter maintenance activities. While snow in April may not be as likely as other months, permitting patio operation as early as April 1 could inhibit the ability to properly clear the downtown core should snow or ice removal be required. Given the further interest in this matter, staff can continue to review to see if additional options may be available to consider regarding the length, and start and end times, of the City's patio season.

Fees

In accordance with the City's Business Licensing By-law and Fees and Charges By-law, fees for Outdoor Café Licenses currently include a flat rate license fee and a per square metre fee. The approved fees for 2023 are \$634 + \$2.70 per sq. ft. This results in a tiered system where those with larger patios will pay more than those with smaller patios. In the 2020 and 2021 patio seasons, Council approved the suspension of all patio fees due to the Covid-19 pandemic. In the 2022 season, Council approved the suspension of patio fees for restaurants that do not serve alcohol. With respect to feedback provided on fees, a majority of respondents in this area felt that fees for 2023 were still too high based on continued recovery from the pandemic. However, about half as many respondents also indicated support for the current fees based on the loss of parking spaces and the benefit of additional seating space. At this time, staff are supportive of the current fees given the absence of physical distancing restrictions, the loss of parking revenue experienced during patio season, and seeking greater cost recovery to administer the program. Further, should fees be reduced or suspended for Outdoor Café Licenses, the City would need to be prepared for additional requests that may come forward from other businesses licenced through the By-law. As noted below in the financial implications section, this program with fees as set for 2023 does not achieve full cost recovery. As a result, any fee reduction would only further impact overall net revenue to the City.

Safety

Of the five areas that respondents were asked to rate their experience on in relation to the patio program, safety had the most responses of either "somewhat poor" or "poor". Looking at this closer through the open-ended feedback, it was identified that the two main safety concerns reported were slippery boardwalks and tripping hazards. Slippery boardwalks was an issue identified following the inaugural season of the boardwalk-extensions in 2020. For the 2021 season, a company was contracted to apply an anti-slip coating to all boardwalks to mitigate the issue. At the time of application, the company advised that annual application was not necessary and could be considered every other year. Recognizing that there were additional concerns raised during the 2022 season, three updates to address slips and falls have been actioned:

1. annual application of the anti-slip boardwalk coating beginning in 2023;

2. installation of “slippery when wet” caution signs at both access points on all boardwalks; and,
3. removal of flowerboxes on boardwalk railings to avoid additional debris and water being added to the surface of the boardwalks.

With respect to tripping hazards, staff have historically reviewed each boardwalk following installation to ensure that boards have not been loosened and that transition pieces lineup properly with the adjacent sidewalk. When any concerns are identified mid-season, Public Works staff have assisted in providing repairs. One specific area of concern identified in 2022 and within the survey feedback is the sidewalk transition on the East side of the boardwalk installed at Mercer Hall. Due to the infrastructure in this area, the East side of the boardwalk was placed next to a flowerbed. For the 2022 season, the flowerbed was filled with plywood, woodchips, and packed limestone. Unfortunately, none of these options resolved the potential tripping hazard. For a more permanent solution moving forward, and in consultation with both Community Services and Infrastructure and Development Services, this flowerbed will be removed and replaced with concrete.

Use of parking spaces

While 81% of respondents reported that patio extension options which take up parking spaces should be continued as a part of the program, many who shared open-ended feedback commented on the lack of available parking during patio season. However, in 2022, the patio program only occupied 40 parking spaces of the total 1,239 available (3%) in the downtown core. From a revenue perspective, the City has never attempted to recover lost parking revenues from licensees and is not seeking to do so at this time. However, for context, 40 parking spaces from May through October in a normal year generates revenue of approximately \$53,000 based on average occupancy levels in 2019, along with the current rates, and number of enforcement hours/days.

Consultations with Downtown Stratford Business Improvement Area (BIA)

Staff began consultations with the BIA in late 2022 on the 2023 patio program. The BIA provided feedback on safety concerns similar to that noted above and are being addressed for the 2023 season. BIA representatives also provided input into the Engage Stratford Survey and issued their own survey to BIA members which was focused more on economic information. Of 20 respondents, key findings from the survey, as shared by the BIA, included:

- the majority of respondents feeling that the patios offer a positive ambiance;
- participants noted increased employment opportunities, foot traffic, and revenues;
- this still being a tough economic year as government loan repayments have started, wage subsidy's have ended, and costs have increased;
- downtown businesses could use some relief from the fees for this year only; and

- things like barricades and anything else that detracts the beauty and the ambiance need to be eliminated.

City staff and the BIA are committed to ongoing dialogue for enhancing the City's patio program. Feedback and consultations between the City and BIA representatives will continue through the 2023 season, with attention turned to the 2024 season later this year.

Outdoor Patio Guidelines

Since 2021, staff have created and updated guidelines for businesses to reference when applying to receive an outdoor café license. Several adjustments have been made to the guidelines for 2022 based on issues arising or gaps identified from the 2021 season. Highlights of these changes include:

- removal of reference to social distancing requirements with Huron-Perth Public Health (HPPH) providing comment and inspection of patios as needed in relation to any provincial regulations in effect related to public health;
- that at no time prior to patio approval there are any visible deficiencies with regards to the Ontario Fire Code O. Reg. 213/07 as amended;
- the applicant and individual named when entering into an agreement with the City for an Outdoor Café License must be the owner of the business making such application;
- adding reference to the Smoke Free Ontario Act Fact Sheet that is available on HPPH's website;
- the City, in its sole and absolute discretion, having the right to remove a boardwalk at any time due to non-compliance with patio guidelines, agreements, or City policies;
- that at no time shall a boardwalk or other City property be moved or removed by anyone other than the City; and,
- updated AGCO permitting requirements for 2023.

Financial Implications:

Financial impact to current year operating budget:

With respect to operations of the program, the annual budgeted expenditures for boardwalk installation/removal are \$18,000 and for application of anti-slip coating to boardwalks is \$4,500. Based on current license fee rates, revenue in the amount of approximately \$24,500 can be expected for 2023. Including projected lost parking revenue of \$30,000, the estimated overall levy impact to administer the program is \$28,000.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Staff Recommendation: THAT the 2023 Outdoor Patio Guidelines be received;

AND THAT direction be provided regarding any changes required to the City's Outdoor Patio Program for either the 2023 patio season or for consideration in future years.

Prepared by:

Chris Bantock, Deputy Clerk

Recommended by:

Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer



City of Stratford Outdoor Patio Guidelines

The City of Stratford has prepared this outdoor patio fact sheet to help guide restaurants and bars in obtaining City permits for outdoor patios and to ensure the proper public safety and accommodations for both patrons and staff in such outdoor areas.

General Permitting Requirements

The requirements listed below are considered terms of the patio license that must be met and agreed to by all establishments, regardless of the type of outdoor patio being requested.

Applications

- The City will review all applications and design concepts from businesses for a patio license to ensure universal accessibility and public safety (including but not limited to fire, public safety and separation from traffic).
- All applications are required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).
- Drawings or sketches required as part of a license application may be done by the applicant but must be legible and done with a straight edge. Should any discrepancies exist applicants may be required to have a qualified designer evaluate and confirm the proposed layout. As required by each license type, the following information must be included as part of the license application for interior and exterior drawings:
 - Interior - floor plan layout including all areas of the indoor restaurant, seating layout, permitted occupant load, number and location of washroom(s) onsite, and exit locations; and,
 - Exterior – proposed outdoor patio and surrounding area including seating locations, proposed occupant loads, entrance and exit locations from the patio, existing street furniture, parking meters, location of fencing/ropes and stanchions which separate the patio area from pedestrian areas, any municipal furniture or infrastructure that would be impacted by the patio, and table and chair placement outlining.



- Any changes to be made to either the interior or exterior layout following patio approval and the issuance of a license must be immediately communicated to the City Clerk's Office to ensure continued compliance with these guidelines or any legislated requirements.
- If the application for a license is approved by the City, an agreement shall be entered into between the applicant and the City that outlines the responsibilities and requirements of each party.
 - Following approval but prior to the issuance of a license:
 - all patio types will require visual inspection by the following to ensure compliance with all applicable laws:
 - Chief Building Official or designate to review compliance with building regulations such as ensuring barrier free path(s) of exit;
 - Fire Prevention Officer or designate to review access for emergency response including access to any fire and emergency infrastructure or equipment; and,
 - Fire Prevention Officer or designate to confirm during inspection, and at no time prior to approval, that there are visible deficiencies with regards to the Ontario Fire Code O. Reg. 213/07 as amended.
 - Huron-Perth Public Health (HPPH) will be asked to provide any comments or concerns with respect to overall maintenance and sanitation of food safety and health hazards, in addition to any provincial regulations in effect related to public health. HPPH will attend to complete visual inspection of patios as necessary.
- The applicant and individual named when entering into an agreement with the City must be the owner of the business.

Health and Safety

- In cases where minimum distancing requirements are in effect for patio seating and cannot be met, reduced distancing may be permitted if impermeable barrier(s), as approved by HPPH, can be installed.



- All patios are required to comply with the Smoke-Free Ontario Act as smoke and vape free areas. All patios shall be signed as non-smoking and non-vaping in accordance with the Smoke-Free Ontario Act.
 - For more information on how this legislation affects patios, businesses may refer to the [SFOA Fact Sheet](#) available on HPPH's website.
- No patio shall interfere with the ability of first responders to access the front of the building or access areas of the building where there are residential dwellings in the same building for any emergency response.
- The total capacity of any licensed temporary patio shall not exceed 1 person for every 1.11 square meters, as required by the Alcohol & Gaming Commission of Ontario (AGCO). The combined indoor and outdoor dining capacity of all patios must not exceed the capacity permitted for the establishment's washrooms as determined by the Ontario Building Code.
- Outdoor patios will not be approved in circumstances where there are no washrooms available by the establishment for use by restaurant patrons.
- If a building with an approved patio is equipped with City Fire Department connections, no patio furnishings or partitions shall block the connection at any time.
- Should furnishings be stored inside the restaurant during non-occupied times such furnishing must not block any fire alarm panels, manual pull stations, fire extinguishers or fire doors, and that no access to exits are impeded for occupants or access for fire department personnel is hindered in any way.
- In accordance with the Fire Protection and Prevention Act, patios shall not block any building exit where doing so would leave less than two exit points for each floor area of the building.

Patio Furniture

- Patio furniture may remain outside overnight provided the furniture is appropriately secured.

Note: Boardwalk participants shall be responsible at all times for ensuring that patio areas accessible by the public are not accessible during those periods when the establishment is closed.



- At no time shall any objects, including but not limited to umbrellas, flower boxes, be permitted to extend or overhang beyond the area designated as the outdoor patio.

Should businesses wish to utilize heaters at any point during the patio season, the type of heater and its location on the patio must be provided to the City and included as part of the license application for City review and approval.

Regulatory Compliance

- All businesses shall comply with all applicable law including but not limited to the provisions contained in the City's Business License By-law 187-2004 and Policy P.3.3. – Use of Municipal Property, Boulevards, and Sidewalks, as well as any other applicable policies, by-laws, or statutes and regulations.
- Any required license fees are set in accordance with the City's Business License By-law.
- Should an establishment be eligible, it is possible to apply for and be permitted the use of more than one patio type in accordance with the table below:

Patio Type Combinations

	No Standard Outdoor Cafe	Standard Outdoor Cafe	Patio-Boardwalk Extension	Pop-up Patio
No Standard Outdoor Cafe			✓	✓
Standard Outdoor Cafe			✓	✓
Patio-Boardwalk Extension	✓	✓		
Pop-up Patio	✓	✓		



Standard Outdoor Café

About the Program

- Outdoor Cafés are licensed by the City of Stratford to permit restaurants to provide outdoor seating on designated and approved municipal property, including but not limited to a sidewalk, for the purpose of serving or consuming food or beverage.

City Permitting Requirements

- Licenses must be obtained annually regardless of whether they have been previously approved and/or issued by the City.

Street furniture placed on municipal sidewalks and boulevards shall be removed on or before November 1st annually. If approved for an Outdoor Café the following year, street furniture cannot be placed out until after May 1st.

Eligibility

- Outdoor cafés on municipal property are restricted to C3 zones and to any other approved area of the City that may include those areas where there is a zero set-back requirement.
- No portion of the patio shall exceed a height of 9ft above grade level.

Application

- The following documentation is required for all standard outdoor café licenses:
 - a business license application for an outdoor café;
 - a copy of the current certificate of insurance for the business
 - Master Business License/Vendor's Permit;
 - approved AGCO Liquor License (if applicable) and,
 - detailed drawing or sketch of interior and exterior plans as identified in the general permitting requirements section of these guidelines.

Liability

- Proof of liability insurance on municipal property to indemnify and hold the City harmless is required to be provided on an annual basis to the satisfaction of the



City, acting reasonably, and shall include at a minimum \$5 million insurance coverage or as may be otherwise required by the City's insurer.

Patio-Boardwalk Extensions

About the Program

- The program is designed to permit the extension of a patio onto an existing sidewalk through the conversion of parking areas into a boardwalk/causeway.
- The Alcohol and Gaming Commission of Ontario (AGCO) will not require licensees to apply or pay a fee for temporary extensions however licensed establishments must ensure they have the City of Stratford's approval and satisfy all other applicable requirements and meet all applicable law.

City Permitting Requirements

- Licenses must be obtained annually regardless of whether they have been previously approved by the City.
- Boardwalks for a single establishment cannot utilize more than 3 parking spaces or be located in "No Parking" zones.
- All approved patio-boardwalk extensions, including patio furniture, are permitted for use on May 1st and shall be removed on or before by November 1st each year unless otherwise permitted by the City.

Eligibility

- Businesses may be eligible to obtain a patio-boardwalk extension provided such extension does not encroach onto a pedestrian corridor, or impede or close off accessible parking spaces, fire hydrants, emergency routes, other municipal infrastructure, or obstruct sight triangles.
 - Except for a tent approved by the City, no portion of the patio is to exceed 9ft in height from grade level.
 - A distance of 5ft must be maintained at all times between the edge of the boardwalk and any nearby fire hydrant.
- Businesses already approved for a pop-up patio are not eligible to receive a patio-boardwalk extension.



- Businesses not operating during the patio season shall not be eligible to receive a boardwalk. Should a boardwalk be installed, and then the business chooses not to operate for the remainder of the patio season, the Business shall notify the City within a period of 15 days of determining that the boardwalk will no longer be required and the boardwalk shall be removed.
 - Any business choosing to close the boardwalk shall provide written notification to the City
 - Subject to fees already required for the installation and removal of boardwalks, any request from an approved business to remove an installed boardwalk prior to the end of the designated patio season as set out in these guidelines shall be completed at the sole cost of the requesting business.
- The City reserves the right, in its sole and absolute discretion, to remove a boardwalk at any time due to non-compliance with patio guidelines, agreements, or City policies.

Application

- Eligible businesses must submit:
 - a business license application for an outdoor café;
 - a copy of the current certificate of insurance for the business;
 - a copy of the current AGCO approved liquor license if alcohol is available; and,
 - detailed drawing or sketch of interior and exterior plans as identified in the general permitting requirements section of these guidelines.

Liability

- Proof of liability insurance on municipal property to indemnify and hold the City harmless is required to be provided on an annual basis to the satisfaction of the City, acting reasonably, and shall include at a minimum \$5 million insurance coverage or as may be otherwise required by the City's insurer.
- The City shall be responsible for installation, removal, and any repairs/maintenance, which shall be completed in accordance with best practices



and all applicable City standards. At no time shall the boardwalk or other City property be moved or removed by anyone other than the City.

- Any repairs or maintenance identified for the boardwalks shall be immediately brought to the attention of the City by the business owner.
- Should a business' standard patio be permitted to remain partially situated over the sidewalk, after the removal of the boardwalk on or before November 1st, the business shall be responsible at all times for keeping the sidewalk clear of snow and ice while maintaining the minimum 1.5m clearance for AODA standards.
 - **Note:** Notwithstanding the requirements above a minimum 2m clearance is required on Ontario Street.

Pop-Up Patios

About the Program

- This program is designed to offer an alternative patio opportunity to those establishments that may not qualify for a standard outdoor café or patio-boardwalk extension.
- The Alcohol and Gaming Commission of Ontario (AGCO) will not require licensees to apply or pay a fee for temporary extensions however licensed establishments must ensure they have the City of Stratford's approval and satisfy all other applicable requirements.

City Permitting Requirements

- Licenses must be obtained annually regardless of whether they have been previously approved by the City.
- All pop-up patios shall be located within on-street parking spaces only and shall be located adjacent to the establishment.
- The fenced area of a single pop-up patio cannot take up more than 3 parking spaces or be located in a "No Parking" zone and must be located at least 15 meters from any intersection controlled by traffic signals and 10 meters from any other intersection.
- All approved pop-up patios, including patio furniture, are permitted for use no earlier than May 1st and shall be removed on or before November 1st each year unless otherwise permitted by the City in writing.



- No portion of any patio shall exceed a maximum of 9ft in height from grade level.
- Pop-up patios, including any required barriers, may be permitted to extend beyond parking spaces of the business frontage, provided that notice is provided to the owner/tenant of the adjacent business and no concerns are received from the owner/tenant of the adjacent business.
 - Any pop-up patio that is approved to extend beyond the spaces of the business frontage must maintain a portion of the fenced patio area in parking spaces in front of their own business and cannot be fully located in the parking spaces of any adjacent business.
 - Proof of contact with the neighboring owner or tenant must be provided to the City Clerk's Office prior to receiving approval.

Eligibility

- Pop-up patios are not permitted to encroach onto a pedestrian corridor, or impede or close off accessible parking spaces, fire hydrants, emergency routes, other municipal infrastructure, or obstruct sight triangles at any time.
 - No portion of the patio shall exceed a maximum height of 9ft from grade level except for any tents approved in accordance with these guidelines.
 - A distance of 5ft shall be maintained between the edge of the pop-up patio and any nearby fire hydrant.
- Businesses already approved for a patio-boardwalk extension are not eligible to receive a pop-up patio.
- Businesses that front onto portions of Ontario Street or Erie Street, that are defined by the Ministry of Transportation of Ontario as connecting links to a provincial highway, are not eligible for a pop-up patio.
- Businesses not operating during the patio season are not eligible for a pop-up patio.
- Should a pop-up patio be installed, and then the business chooses to not operate for the remainder of the patio season, the pop-up patio shall be promptly removed.



- Any businesses choosing not to operate shall immediately provide written notification to the City following which the patio shall be removed at the sole cost and expense to the Business.
- Failure of the Business to rectify any areas of non-compliance with these guidelines promptly following written notification of the City, the City may in its sole and absolute discretion remove the pop-up patio installation at the sole cost of the Business.

Application

- Eligible businesses must submit:
 - a business license application for an outdoor café;
 - a copy of the current certificate of insurance for the business;
 - a copy of the current AGCO approved liquor license if alcohol is available; and,
 - detailed design proposal as noted below;
- Design proposals for all pop-up patios must:
 - include detailed drawing or sketch of interior and exterior plans as identified in the general permitting requirements section of these guidelines;
 - indicate fencing to define the space and such fencing shall be capable of withstanding at least 200 feet of horizontal force;
 - provide vertical elements that make the patio visible to traffic such as flexible posts, bollards or landscape planters, but which are a minimum height of 0.91m (36") and a maximum height of 1.07m (42");
 - include reflective elements to make the patio visible at night;
 - be buffered by a wheel stop or other approved barrier at a desired distance of 1.2m (48") from each end of the patio to ensure visibility to moving traffic and parked cars;
 - be a minimum of 4.5m from the edge of the patio to the street centerline;



- Notwithstanding the above, establishments located on one-way streets are only required to provide a minimum perimeter setback of 0.5m from any adjacent traffic lane, drive aisle, or active parking.
- must not obstruct or interfere in any way with a municipal sidewalk, accessible path of travel, or traffic lane.

Liability

- Proof of liability insurance on municipal property to indemnify and hold the City harmless is required to be provided on an annual basis to the satisfaction of the City, acting reasonably, and shall include at a minimum \$5 million insurance coverage or as may be otherwise required by the City's insurer.
- Only servers/staff of the licensed establishment shall be permitted to carry alcohol across the sidewalk (unlicensed area) to the "licensed" portion of the patio.

2023 AGCO Permitting Requirements

New Approval Framework in effect as of January 1, 2023

- Most liquor sales licensees and manufacturers that hold a by-the-glass endorsement who want to operate a temporary patio **will need municipal approval**.
- Upon obtaining an approval from a municipality, you are required to then notify the AGCO by making a submission on the [iAGCO](#) portal before selling or serving liquor on your temporary patio (see [Notifying the AGCO of an Approved Temporary Patio](#)).
- Temporary patios may only operate for a maximum of eight months per calendar year.
- The AGCO will no longer accept applications or otherwise approve temporary patios for licensees located in municipalities.

Liquor sales licensees and by-the-glass endorsement holders:

- Contact your local municipality for information on their approval process:
 - Seek approval from your local municipality well in advance of using your temporary patio.
 - Direct your questions about approval of the temporary patio to your local municipality.



- Continue to comply with:
 - Existing AGCO requirements for permanent indoor and outdoor extensions and temporary indoor extensions.
 - The [Liquor Licence and Control Act, 2019](#), its regulations, the [Registrar's Interim Standards and Requirements for Liquor](#) as well as any other existing conditions on the licence and any conditions that have been specified on the temporary patio approval by the municipality.

Patio Tents

Design

- All tents for a restaurant patio, regardless of size or occupant load, require a letter of certification completed by a Professional Engineer licensed in the Province of Ontario. This letter of certification must be provided when submitting your patio application.
- If a tent is to be installed mid-season, following receipt of an Outdoor Café license from the Clerk's Office, the request for installation including the letter of certification noted above must be submitted to the Clerk's Office and then reviewed by the Director of Infrastructure and Development Services prior to installation.

Permitting

- A building permit is required for a tent on a restaurant patio if:
 - greater than 60m²;
 - attached to a building; or,
 - When they constructed less than 3m from other structures or property lines.
- When required, a building permit must be obtained prior to tent installation.
- Building permit applications must be submitted to the City's Building Division for review and approval.

Letter from P.Eng. – Pop-up Patios

- Tents less than 60m² installed entirely on City owned property will be permitted in conjunction with a Pop-up Patio application provided a P.Eng. certifies in writing that the tent has been designed and installed safely and securely. This



review shall be sealed by the P.Eng. and shall be to the satisfaction of the Director of Infrastructure and Development Services.

- If a tent is to be installed mid-season, following receipt of an Outdoor Café license from the Clerk's Office, the request for installation including the letter noted above shall be submitted to the Clerk's Office following which it will be reviewed by the Director of Infrastructure and Development Services prior to installation.

Exception – Temporary Tent Structure

- Temporary tent structures are exempt from requiring a design and letter to be completed by a Professional Engineer licensed in the Province of Ontario if they are canopy style, quickly dissembled, safely secured during the day, are less than 10m², and all components removed every night.
- Notwithstanding the above, documentation for the exception – temporary tent structure, must be submitted to the City Clerk's Office at the time of application to support the requested exception. If the installation of an exception – temporary tent structure is proposed following patio approval and the issuance of a license then documentation must be immediately communicated to the City Clerk's Office and reviewed by the Director of Infrastructure and Development Services prior to installation.

2023 Outdoor Patio Input

SURVEY RESPONSE REPORT

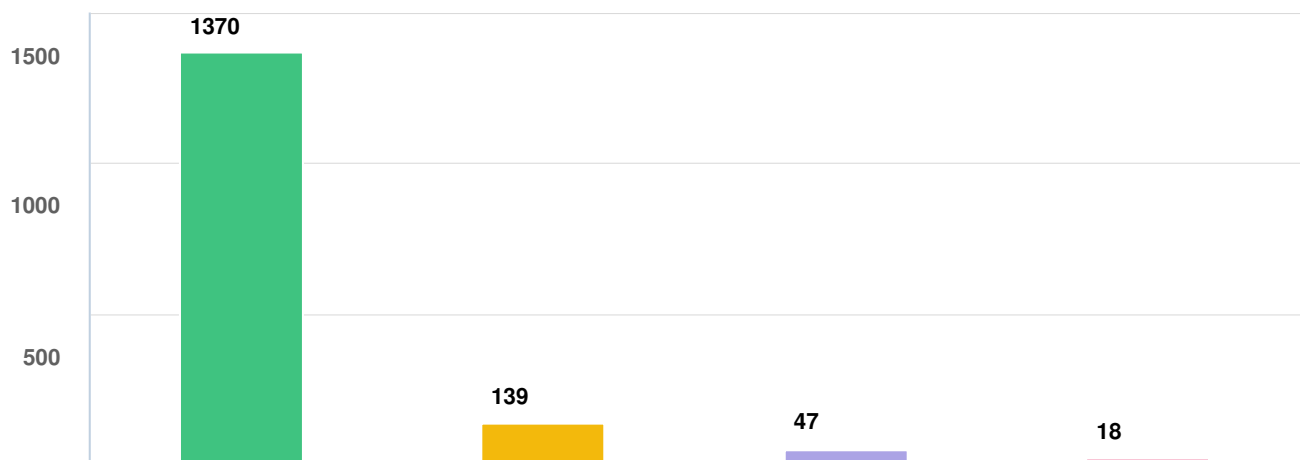
11 March 2022 15 February 2023

PROJECT NAME:

2023 Outdoor Patio Program



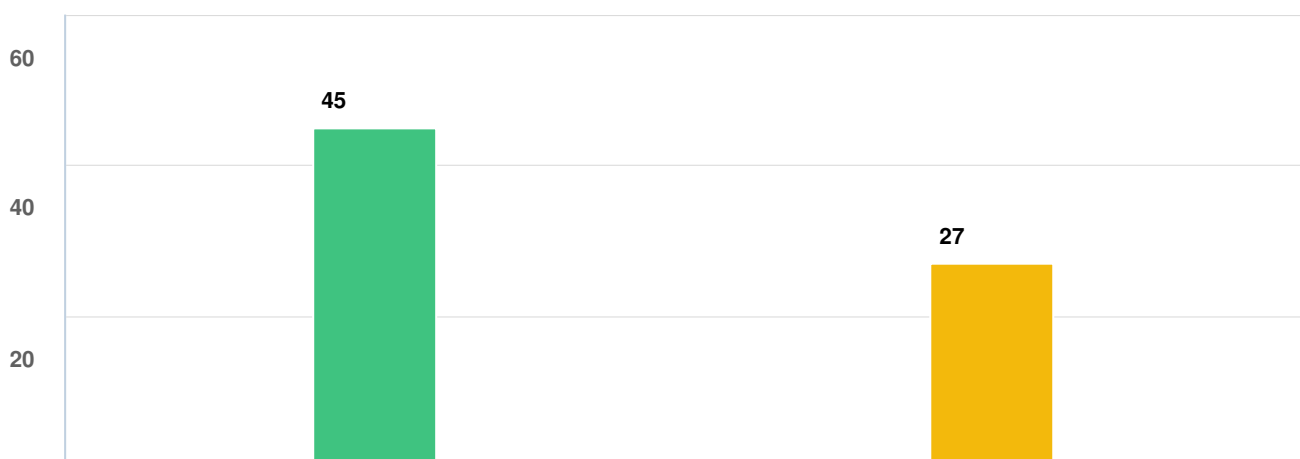
SURVEY QUESTIONS

Q1 Please select the best option that describes who you are in relation to the Outdoor Patio Program**Question options**

● Resident ● Visitor ● Non-participating business ● Participating business

Optional question (1574 response(s), 9 skipped)

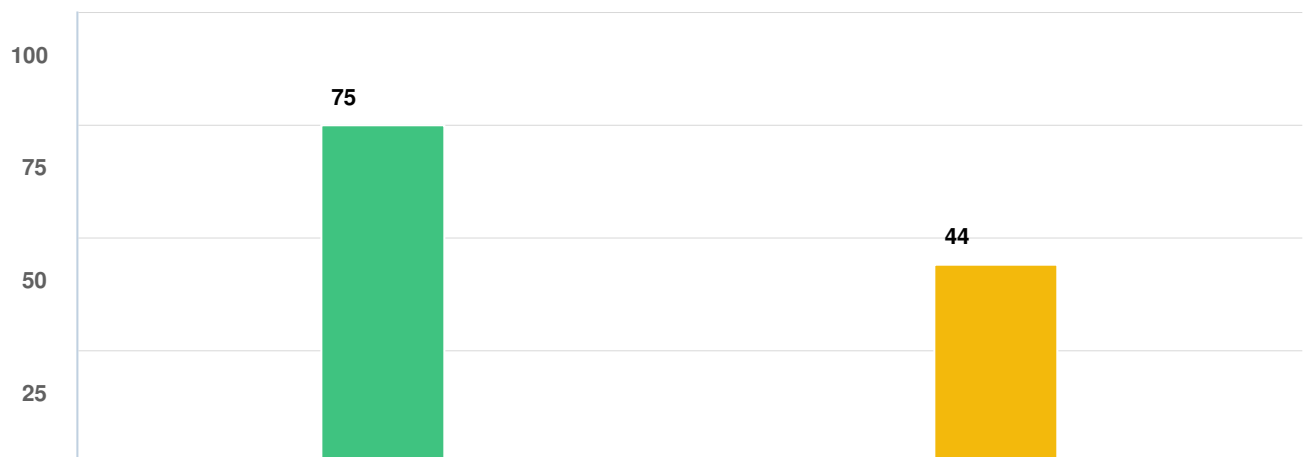
Question type: Checkbox Question

Q3 If you are not a business, please skip to the next page (hit save and continue at bottom of page).Please select the best op...**Question options**

● Retail ● Restaurant

Optional question (72 response(s), 1511 skipped)

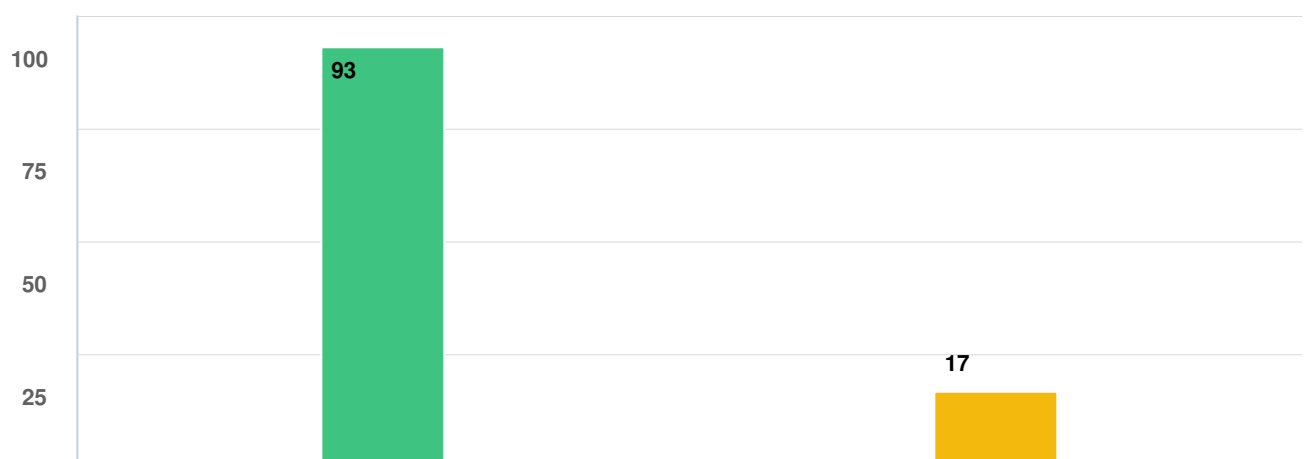
Question type: Checkbox Question

Q4 Have you previously participated in the Outdoor Patio Program?**Question options**

☐ No ☐ Yes

Optional question (119 response(s), 1464 skipped)

Question type: Checkbox Question

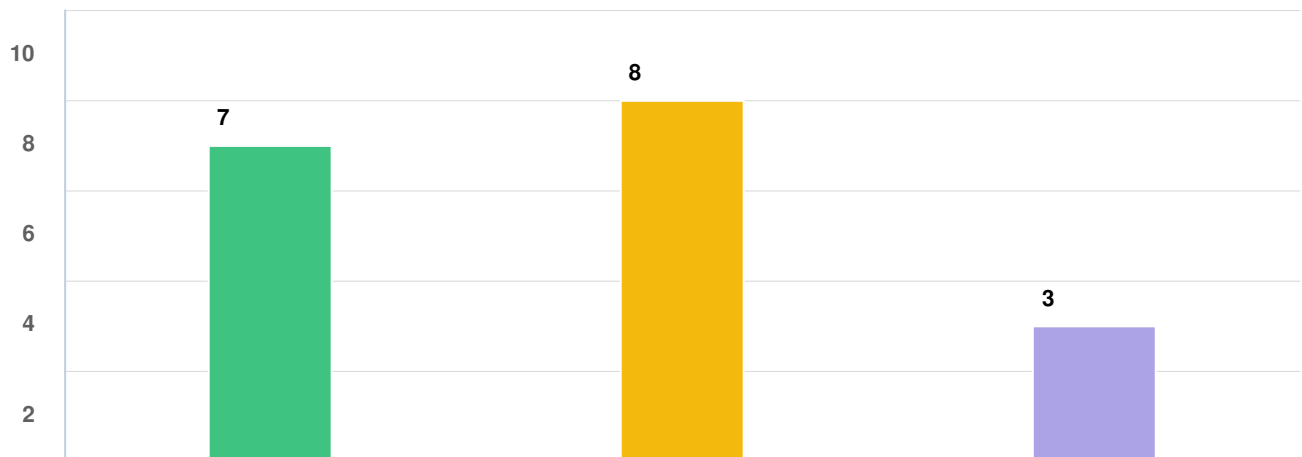
Q5 Do you intend on applying for an Outdoor Café License with the City of Stratford in 2023?**Question options**

☐ No ☐ Yes

Optional question (110 response(s), 1473 skipped)

Question type: Checkbox Question

Q6 If you answered "No" to question #4, please skip to the next page (hit save and continue at bottom of page).What patio type...



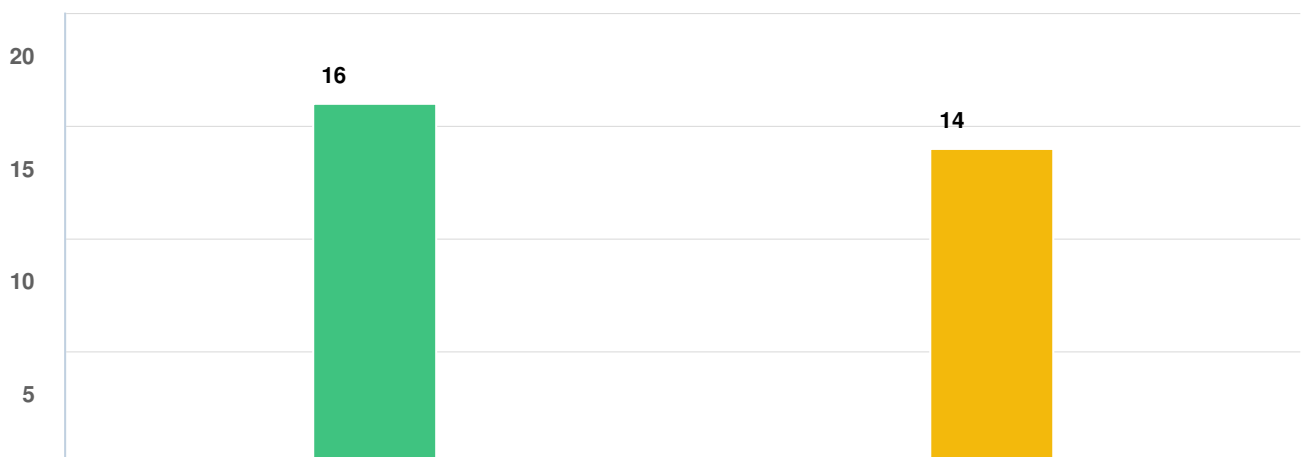
Question options

☒ Standard patio
 ☒ Boardwalk-extension
 ☒ Pop-up patio

Optional question (18 response(s), 1565 skipped)

Question type: Checkbox Question

Q7 The fees for 2023 in accordance with the Business License By-law are \$634.00 + \$2.72 per square foot. Would these fees prev...



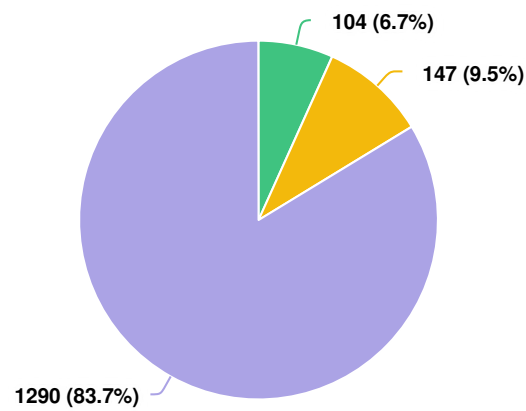
Question options

☒ No
 ☒ Yes

Optional question (30 response(s), 1553 skipped)

Question type: Checkbox Question

Q8 Based on your interaction with the City's patio program in past years, how did the experience leave you feeling overall?



Question options

Unhappy Neutral Happy

Optional question (1541 response(s), 42 skipped)

Question type: Emoji Question

Q9 Tell us a bit more about your experience with the City's patio program as it relates to the following areas:



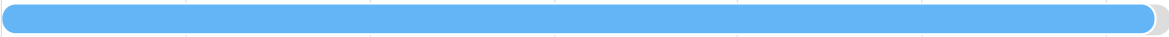
Optional question (1567 response(s), 16 skipped)

Question type: Likert Question

Q9 Tell us a bit more about your experience with the City's patio program as it relates to the following areas:

Accessibility

Great : 627



Good : 543



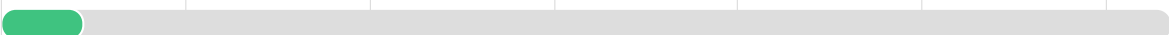
Neutral : 263



Somewhat Poor : 75



Poor : 45



100

200

300

400

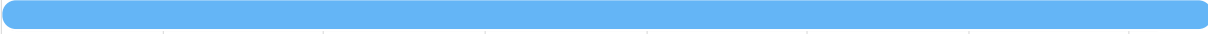
500

600

700

Customer Service

Great : 752



Good : 520



Neutral : 216



Somewhat Poor : 28

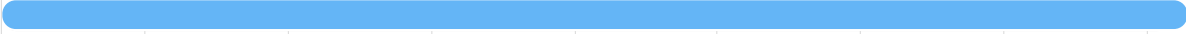


Poor : 24



Downtown beautification

Great : 828



Good : 413



Neutral : 160



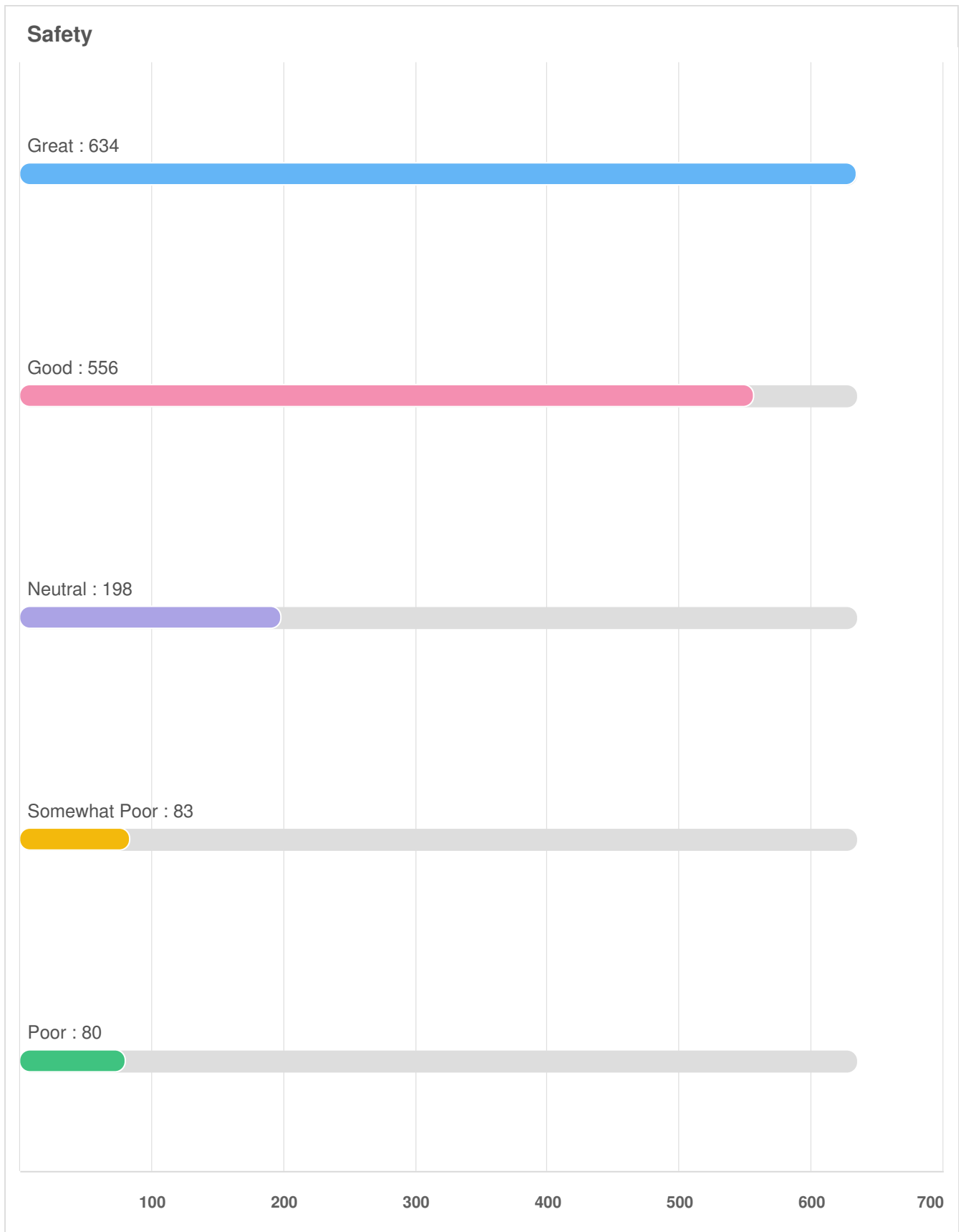
Somewhat Poor : 56



Poor : 97

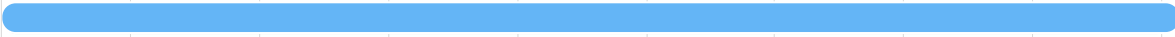


100 200 300 400 500 600 700 800 900



Visitor attraction

Great : 914



Good : 355



Neutral : 190



Somewhat Poor : 33



Poor : 50



100

200

300

400

500

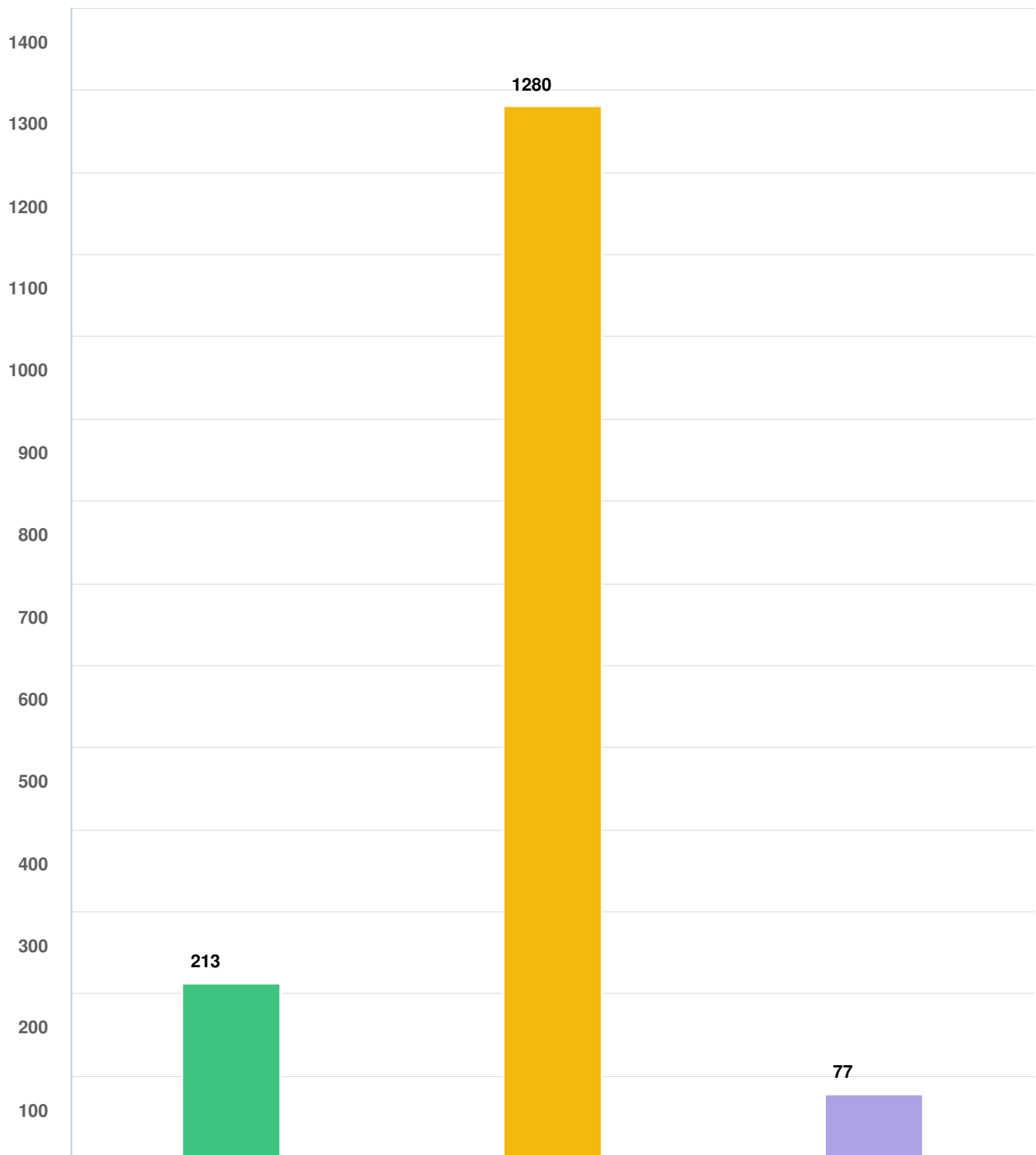
600

700

800

900

1000

Q10 Should patio extension options which take up parking spaces be continued as a part of the City's patio program?**Question options**

☐ Unsure ☒ Yes ☐ No

Optional question (1570 response(s), 13 skipped)

Question type: Checkbox Question

Infrastructure, Transportation and Safety Sub-committee
IDS Update Regarding Capital Projects, Engineering and Operations
February 2023

Capital Projects - 2022

Studies

- Transportation Master Plan Update
 - RFP for consultant services awarded to IBI Group, new Transportation Master Plan will be updated and incorporate the Bike and Pedestrian Master Plan
 - Round 2 Engagement summary report and Phase 1 Needs and Opportunities reports available on the Engage website
 - Phase 2 Alternative Solutions report and final Engagement summary report to be available February
 - Draft Final report underway
- Storm Model and Master Plan Update
 - RFP for consultant services being prepared
 - Update to existing storm model and consolidation of all existing storm master plans and EA reports
 - Climate change adaptation to be included
- Sanitary Master Plan Update
 - RFP for consultant services awarded to Civica, work ongoing
 - New sanitary model to be used to update existing sanitary master plan and incorporate all lands annexed since 2004
 - Flow monitoring to be in place early spring
 - First open house scheduled early March

Reconstruction Projects

- Online Updates
 - Engage Stratford website being used to keep up-to date progress of ongoing projects and reconstruction jobs on the City's website
- Queen Street Storm Sewer
 - Tender awarded to Birnam Excavating Ltd.
 - Construction complete, final topcoat paving scheduled for early spring
- Huron Street Reconstruction, Phase 1
 - Connecting Link funded project, Design and Contract Admin awarded to IBI Group
 - New watermain, sanitary sewer, storm sewer, roadway
 - Tender awarded to Steve Smith Construction
 - Topcoat paving, boulevard and sidewalk restoration scheduled for spring, traffic control installation ongoing

- Sidewalk projects 2022
 - Walnut Street, Martin Street, Cambria Street from John to St. Vincent, John Street from north of Cambria to Centre
 - Tender awarded to Nicholson Concrete, work to commence in spring
- Argyle Street and McKenzie Street Reconstruction 2022
 - Full reconstruction with new watermains, sanitary and storm sewers
 - Tender awarded to Elgin Construction
 - Topcoat paving and minor restoration in 2023

Other

- Bridge and Culvert Improvements
 - RFP being prepared for a consultant to design the replacement of the concrete retaining walls near the CN overpass on TJ Dolan Drive
 - RFP for Consultant to design the deck rehabilitation for Dunn's Bridge awarded to B.M. Ross, work underway

Capital Projects – 2023 – subject to budget approval

Reconstruction Projects

- Albert Street Reconstruction – Waterloo to Front Street
 - Full reconstruction with new watermains, sanitary and storm sewers
 - Design ongoing including implementation of 'bicycle boulevard' treatments in accordance with new Transportation Master Plan recommendations
 - Open House to be scheduled February/March
 - Tender scheduled for April
- Asphalt Resurfacing 2023
 - Ontario Street from Queen to Waterloo and Erie Street from south of Ontario to West Gore – subject to receiving Connecting Link funding
 - Resurfacing of various streets – candidates include sections of John Street, Devon Street and McCarthy Road East
 - Design ongoing, tender scheduled for May
- Ontario Street Watermain Replacement – Parkview to Queen
 - Replacement of undersized watermain
 - Design complete, tender closes March 8, 2023

Other

- Bridge and Culvert Improvements
 - RFP for Consultant to design the deck rehabilitation for Dunn's Bridge awarded to B.M. Ross
 - Design options finalized, open house concluded February 8, report to sub-committee in March, tendering scheduled for March/April
- Concrete and Asphalt Restoration

- New multi-year tender to replace damaged concrete sidewalk, curbs and asphalt road cuts, including restoration works.
- Tender closing March 6, 2023
- Watermain Relining
 - Erie Street from Cambria to Monteith
 - Tender scheduled for early March
- Portia Watermain Extension
 - Dead end watermain providing poor water quality to residents, to be extended to Devon Street for proper looping to improve water quality
 - Tender awarded to Birnam Excavating Ltd.
 - Work scheduled to commence in the spring

Divisional Updates

Engineering Division Works

- Review of development engineering plans and reports for various proposed subdivisions
- Review of formal Consultations, Site plan applications, zone change applications, and various other planning matters
- Inspection services for subdivision construction ongoing
- Municipal consents ongoing, for the review and approval of utility infrastructure installation within the City's right-of-way
- Supporting Corporate special projects, Grand Trunk Community Hub servicing, attainable housing, industrial land development committee
- Advisory Staff representations provided for Accessibility, Active Transportation, and Energy and Environment
- Compiling data for asset management project
- Survey and design ongoing for 2023 AND future projects

Operations Update: Water

- Watermain breaks so far in 2023 = 3
- Our e.Ris server was down for 3 weeks but is now back online
- Staff have been able to complete some non-winter work recently with the lack of snow (valve maintenance)

Operations Update: Wastewater

- Long standing Wastewater Operator has retired after 21 years with the City. The internal posting is currently up for his replacement
- Similar to water, staff have been able to complete non - winter work such as manhole and sewer inspections with the mild weather

Operations Update: Water Pollution Control Plant

- Filter Underdrain #4 that failed in October was rebuilt and put back in service in late January.
- Filter Underdrain #3 failed last month and it will be repaired along with Filter #2. After these are replaced, all 4 filters will be new.
- The new UV system has been delivered and all prep work in the tertiary building is completed. OCWA is hopefully starting the installation in the next week. it should take approx. 3-4 weeks to complete the install and commissioning.

Operations Update: Public Works

Significant weather events kept the department busy in the early part of January.

- We do continue to see an increase in absenteeism into February. Several positive COVID cases and seasonal cold/flu have impacted the availability of staff
- RFQ's for the department have been posted, they include, catch basin cleaning, brush grinding, concrete crushing, bin rentals at the Landfill site, Hazardous Waste event assistance, excavators and trucks for short term City projects, in preparation for spring work
- The department continues to work on our Blue Box Transition with several governing bodies, transition date May 2024
- Crews have been busy with pothole work across the City
- Storm projects have continued into February with several rebuilds of manholes and catch basins, as well as storm sewer flushing
- Special Events continue to keep PW busy during the week and on weekends
- Planning is in place between PW and IT to upgrade our flow monitoring and landfill gas reporting systems at the Landfill
- PW and IT are also looking into upgrades for our landfill scale house software to create a much more efficient system for reporting and record keeping

Climate Change Internal Working Group

- **Green Recognition Program** underway, applications can be submitted on the City's website, climate change webpage. Deadline to submit applications is March 17, 2023.
- **Earth Day** event scheduled to take place during Earth Week April 16-22 , 2023 (weather permitting). Intent is to engage E&E, UTRCA, and community groups to participate in the planned planting of 250 native tree and shrub saplings.
- **Corporate Emissions Plan** in development, along with relevant KPIs to monitor/manage corporate GHG emissions on an annual basis.
- **Community Emissions Plan** in early stages of development.
- Ongoing stakeholder engagement with community led groups (Climate Momentum, ReLeaf), organizations (SDSS) etc.
- Ongoing work with Climate Change Working Group to advance carbon reduction strategies and seek funding opportunities.

- Based on Council priorities and direction, a **short, medium and long-term workplan** is underway, will be brought to ITS for consideration in Spring 2023.

Attainable Housing – Special Project

- investStratford leading project in partnership with the City. Implementation of Key Action Items from the “A Road Map for Attainable Market Housing Development” as received and approved by Council in June, 2021
- Midterm focus (September-December, 2022)
 - Draft policy direction, incentive programs, return on investment
 - Public and stakeholder consultations, online and in person
 - Additional time to review changes to the scope of the project with Bill 23 impacts in mind
- Long term objectives (January - May 2023) ongoing
 - Present recommendations report, Community Incentives Toolkit (CIT), pilot project concepts to Council
 - Public meeting re CIT
 - Support Council and City Staff in the development of pilot project concepts
 - Interim report provided to Council on January 23rd
- Internal working group members: Chief Administrative Officer, Director of Social Services, Manager of Housing, Director of Finance and Corporate Services, Director of Infrastructure and Development Services, Manager of Planning, Chief Building Official, Corporate Communications Lead, CEO of investStratford, Managing Director of investStratford