



The Corporation of the City of Stratford
Planning and Heritage Sub-committee
Open Session
AGENDA

Date: Thursday, June 29, 2023
Time: 4:30 P.M.
Location: Council Chamber, City Hall
Sub-committee Present: Councillor Sebben - Chair Presiding, Councillor Burbach - Vice Chair, Councillor Biehn, Councillor McCabe, Councillor Wordofa
Staff Present: Tatiana Dafoe - City Clerk, Danielle Clayton - Recording Secretary, Taylor Crinklaw - Director of Infrastructure and Development Services

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.

Land Acknowledgment

Moment of Silent Reflection

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 Request for Delegation by Robert Ritz on behalf of the Stratford Rotary Dragon Boat Festival

3 - 28

Robert Ritz, on behalf of Stratford Rotary Dragon Boat Festival organizers, has requested to address Sub-committee to seek an exemption to Policy P.3.9, Advertising on City Property. The organizers would like to install a dragon boat in Market Square, without a fee, from August 4 to September 17, 2023 to promote the Dragon Boat Festival being held on September 16, 2023.

Motion by

THAT the delegation by Robert Ritz, on behalf of Stratford Rotary Dragon Boat Festival organizers, be heard.

4. Department Update

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

5. Advisory Committee/Outside Board Minutes

29 - 31

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

- Heritage Stratford Advisory Committee minutes of May 9, 2023

6. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is July 27, 2023 at 4:30 p.m. in the Council Chamber, City Hall.

7. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.



ROTARY CLUB OF STRATFORD 26th
DRAGON BOAT FESTIVAL: SEPTEMBER 16, 2023

Tatiana Dafoe, City Clerk
 City of Stratford
 P. O. Box 818, 1 Wellington Street
 Stratford, Ontario, N5A 6W1

May 15, 2023

Re - Rotary Dragon Boat Displayed on Market Square

Tatiana,

This letter is to follow up on our conversation about placing a Dragon Boat in Market Square to be on permanent display, without fee, from August 4 to September 17 to promote the Dragon Boat Festival being held September 16.

From 2017-2019 we placed on each side the boat, the Rotary Wheel and a promo for the Dragon Boat Festival. On the interior sides of the boat, we list the names of projects that Rotary supports with mast head being Stratford Perth Residential Hospice. On the back deck of the boat, we will have stats about the boat as well as a notice to contact us if the boat is damaged or needs any housekeeping attention. In addition to advertising for the event we have the event sponsor's logo on the drum and at the bow on each side of the boat with other sponsors logos discreetly located on the seats inside the boat. We do this to encourage local businesses to sponsor this event. Placing the Dragon Boat on the Square makes citizens aware of the event to come down to the park to watch the races and encourages more community teams to participate.

The Dragon Boat on the Square has been a great success since we first placed it there in 2017. Complete with head, tail, drummer's seat and drum, it is an opportunity for citizens to see, stand beside and sit in a Dragon Boat. The boat, with head and tail, is about 48' long. We propose to place the Dragon Boat in the same location as we did from 2017-2019 oriented north-south and to located east of the plinth and west of the rusted iron art. This location appeared to work as it allowed other events to occur in the Square without moving the Dragon Boat. The boat is fastened to a crib that keeps it firm and stable with the bottom of the boat about 2" off the surface of the Square so surface water can run under it. The bow would face south to allow for a great photo up of the front of the boat with the City Hall and the clock tower in the background. The drum has been muffled and head and tail will be removed every night by me. We will also arrange to have the boat checked 3 times a day and clean it as required.

I have attached a completed Market Square Special Event Application, site plan and photos of the boat in the past years as well as a PPT of our Sponsor Promo for the Event. Please contact me at [REDACTED] if you need additional information or have questions.

Thanks,

Robert Ritz, Chair

Rotary Club of Stratford, P. O. Box 21135, Stratford, Ontario, N5A 7V4

R May 10/23



CITY OF STRATFORD Market Square Special Event Application

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

New for 2019, approval will be issued in the form of a **Special Event Permit** issued by the City of Stratford's Community Services Department.

Overview:

All Special Event Applications must be submitted a **minimum of 12 weeks prior to the event date** with all required attachments to the City's Events Coordinator at hdenny@stratford.ca or in person at the Stratford Agriplex (357 McCarthy Road, Stratford, ON N5A 7S7). Late applications will be subject to a fee (see [page 13](#) for details). The Events Coordinator will act as a liaison to internal departments and will advise on whether or not approval has been granted.

NOTE: This application is for **Market Square events**. If your event does NOT take place in Market Square, please use [this application](#) instead.

Checklist:

The following documents are required with application:

- ☐ All fields completed Special Event Application (all pages 2-14)
- ☐ Site plan or route map
- ☐ List of streets to be closed and/or that will be affected by this Event, if applicable

The following may be required at a later date:

- ☐ Required fee, if applicable, and security deposit (see [page 9](#))
- ☐ Certificate of Insurance completed by Insurer (template available on the City's [website](#))
- ☐ Confirmation of approval from Board of Parks Management for events taking place in parks system, if applicable
- ☐ List of goods and services, if applicable
- ☐ Liquor Permit issued by the Alcohol Gaming Commission of Ontario through their [website](#), signed copy of the Municipal Alcohol Policy available on the City's [website](#), and a security plan for all alcohol-related events
- ☐ List of Floats and Displays, including number of, type of, and vehicles involved, if applicable.

A complete list of requirements for the event will be outlined by the City's Events Coordinator.

Event Overview:Office Use Only: **SE App#**Name of Event: DRAGON BOAT ON THE SQUAREName of Group organizing the Event: ROTARY CLUB OF STRATFORDContact Person Name: ROBERT LITZContact Phone Number: [REDACTED]Contact Mailing Address: [REDACTED]Contact Email Address: [REDACTED]*Please note that unless otherwise requested, all communication will be sent via email.*Location of Event: MARKET SQUAREDoes this event take place in the park system? ☐ Yes ☒ No

Note: Events taking place in the Park System must first have approval of the Board of Parks Management by contacting the Community Services Department at 519-271-0250 ext. 244. Events taking place at or effecting Sports Fields must contact the Community Services Department at 519-271-0250 ext. 252.

Date of Event: AUG. 4 - SEPTEMBER 17Event Load-in Time: AUG 4 AM. Event Load-out Time: SEPT 17 AM.Event Start Time: AUG 4 PM Event End Time: SEPT 16 PM.Estimated Number of People Attending/Participating in this Event: UNKNOWNIs this a recurring event? ☒ Yes ☐ No

Type of Event:

- | | | | |
|---|--|--|---|
| ☐ Bicycle Event | ☐ Ceremony | ☐ Fair | ☐ Fireworks |
| ☐ Filming | ☐ Musical Concert | ☐ Parade/March | ☐ Public Gathering |
| ☐ Walk/Run Event | ☐ Sports/Athletic | ☐ Other: <u>DISPLAY</u> | |

Are street closures involved? ☐ Yes ☒ NoIf yes, specify street names and times of closures: —

Attach a separate sheet for street names if there is more than one street closure involved.

Proposed Starting Location: —Proposed Finishing Location: —Are Floats or Displays part of this Event: — ☐ Yes ☐ No

important that the application is submitted **a minimum of 12 weeks** prior to the event.

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

Police Escort: If this event requires a Police escort because the route involves city streets contact the Stratford Police Services a minimum of six (6) weeks prior to the event at 519-271-4147 or mataylor@stratfordpolice.com.

Is event requesting a police escort?

☐ Yes ☒ No

If yes, what is the request for: _____
(eg. lead, tail, assistance with blocking intersection etc.)

Waste Management: Event organizers shall be responsible for removing the bagged materials from both the recycling carts and garbage bins and placing them in a designated location as necessary. The City will be responsible for the collection of bagged recyclable materials from the designated location after the event.

Is the event requesting recycle carts?

☐ Yes ☒ No

If yes, how many carts? _____ What type of materials? _____

Note: The City of Stratford discourages the distribution and sale of commercially-packaged bottled water at all events on municipal property. Please consider providing tap water to participants and encouraging the use of refillable containers.

Is the event requesting additional garbage bins?

☐ Yes ☒ No

If yes, how many bins? _____ What type of materials? _____

For any questions or additional information, contact the City's Parks Department at 519-271-0250 ext. 246.

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

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

Will tents be used for this event?

☐ Yes ☒ No

If yes, describe the type, size, number and how they will be secured: _____

Stages: A permit is required for a stage that is greater than 60 cm (2 feet) above grade and is not on wheels.

Is a stage(s) required for this event?

☐ Yes ☒ No

If yes, is the stage greater than 60 cm (2 feet) above grade?

N/A ☐ Yes ☐ No

Is the stage on wheels?

N/A ☐ Yes ☐ No

Contact the City's Building and Planning Department at 519-271-0250 ext. 345 or building@stratford.ca

Parking Plan: If the event expects more than 500 participants to attend, a parking plan is required by the City. The plan should include:

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

Does the event anticipate more than 500 participants attending?

☐ Yes ☒ No

Is a parking plan attached?

N/A ☐ Yes ☐ To Follow

Food: Huron Perth Public Health (HPPH) must be notified when food will be served at an event. The HPPH will provide the Organizers with information to run a safe event. More information can be found [here](#).

Will food be sold or served or consumed as part of the event?

☐ Yes ☒ No

If yes, describe food and confirm if there is a cost:

N/A

Alcohol: If the event includes the serving and consumption of alcohol, a provincial Liquor Permit must be obtained from the Alcohol and Gaming Commission of Ontario (AGCO). To apply for a liquor permit, go to www.agco.ca/iagco. The AGCO will outline conditions that must be met for liquor licence to be issued, which may include approval from City Council.

The City's Municipal Alcohol Policy (MAP) must also be adhered to and a signed copy submitted with the application. The policy can be accessed [here](#).

A Security Plan is also required for outdoor events including alcohol on municipal property.

Will alcohol be served or consumed as part of the event?

☐ Yes ☒ No

Is a copy of the liquor permit attached?

N/A ☐ Yes ☐ To Follow

Is a signed copy of the MAP attached?

N/A ☐ Yes ☐ To Follow

Is a security plan attached?

N/A ☐ Yes ☐ To Follow

Certificate of Insurance: A Certificate of Insurance is required for all events that names 'The Corporation of the City of Stratford' as an additional insured for the event in the minimum amount of \$5 million dollars per occurrence. Additional insurance is required for events that involve inflatables, ATVs, alcohol, and/or MTO-owned highways. Exact requirement will be confirmed by the City's Events Coordinator. A blank insurance form template is available [here](#).

Is Confirmation of Insurance Coverage attached?

☐ Yes ☒ To Follow

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

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

If the event includes any of the above-noted activities, contact the City Clerk's Office at 519-271-0250 ext. 239 to obtain a business licence application. The application is available [here](#).

Are goods, food, products or services being sold at this event?

☐ Yes ☒ No

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

Fireworks and/or Fire: If event includes plans to set off fireworks or any involvement with fire, a permit from the Stratford Fire Department is required. Fireworks By-law 73-2006 sets out the requirements for fireworks and obtaining a permit.

Are fireworks or fire planned as part of event?

☐ Yes ☒ No

If yes, provide details: _____

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

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

Are off-road vehicles or ATVs planned as part of this event?

☐ Yes ☒ No

If yes, provide details: _____

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

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

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

Noise Control By-law Exemption: If event plans to include music or amplified sound past certain hours or on Sundays or holidays, an exemption from the Noise Control By-law may be required.

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

Once this information has been received by the Events Coordinator, the Noise Control By-law exemption request will be considered by City Council. **Allow 8-10 weeks** for consideration prior to the event.

Are you requesting an exemption from the Noise Control By-law? ☐ Yes ☒ No

If yes, please complete the following:

Date(s) and Time(s) of Exemption Request: _____

Reason for Exemption (eg. Amplified Music, Fireworks): _____

Proposed Date of Circulation of Letters to 120m List: _____

Deadline for Comments from Circulation: _____

Entandem: If the event includes live or recorded music, you are required to pay a licence fee to Entandem. Entandem collects tariffs for the public performance of live and recorded music in Canada. These tariffs are then distributed to music creators. Contact Entandem to obtain the applicable tariff schedule for the event: <https://www.entandemlicensing.com/>

Will live or recorded music be part of event?

☐ Yes ☒ No

If yes, provide the Account Number:

Entandem Account #: _____

Hydration Station: The City of Stratford's Hydration Station is a free service available for large, outdoor community events that are open to the public and that meet specific criteria. Visit www.stratfordcanada.ca/water for more information and for a list of requirements.

Are you requesting to have the Hydration Station at your event?

☐ Yes ☒ No

Valet Bicycle Racks: Four Valet Bicycle Racks are available for use at events within City limits. Organizers are responsible for picking up and returning the racks from the Public Works Yard. These racks are quite compact, and do not require a large vehicle to transport. A deposit is required. View the [Valet Bicycle Rack brochure](#) for additional details.

Are you requesting to use the Valet Bicycle Racks?

☐ Yes ☒ No

If yes, how many Valet Bicycle Racks are requested? 0

Accessibility: The City of Stratford encourages barrier-free events. The suggestions are not a requirement but may help to plan the event to reduce barriers to accessibility and ensure the event is accessible and enjoyable for all who wish to participate. Creating a successful event means ensuring all who would like to participate can do so without any limiting barriers. Accessibility is not only for persons with disabilities but also for seniors and families using strollers and for all those attending the event. Remember, not all disabilities can be seen.

Getting There

- Are there accessible parking spots close to the event? YES.
- Are all entrances and exits to the event designed to allow access to persons using a wheelchair or other mobility device? NOT EVENT, AS A DISPLAY.

Facilities

- Have you provided, if applicable, accessible portable washrooms? NO
- Are the accessible portable washrooms located in an accessible area? @ CH. GETTING IN THE BOAT
- Have you provided, if applicable, accessible hand washing stations? Remember, those with accessible needs may be unable to use a foot pedal wash station. @ CH.
- If the event has seating have you designated an area for persons using wheelchairs and other mobility devices?
- Are any cables covered to allow wheelchairs, strollers, etc. to manoeuvre easily? NO CABLES
- Have you considered a reduced rate for companions who are accompanying those with accessible needs? NO COST

Service Animals

- Are Service Animals permitted at the event venue?

IT'S A DISPLAY.


Signage

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

Emergencies

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

Market Square Overview

The Market Square Terms of Use Policy P.3.8 must be adhered to at all times. The City of Stratford has full authority over the scheduling of events in Market Square and reserves the right to cancel an event with prior notice. Events held in Market Square must be open to the public and cannot be closed at any time for any private events. Approval does not grant exclusive use of Market Square. The public shall continue to have access to and use of Market Square during all times while event is being held.

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

Market Square Special Event Fees**Security Deposit**

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

Daily Rental Fees

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

- a) \$452.00 per day for all of Market Square
- b) \$56.50 per day for all of Market Square (Community Organizations)
- c) \$226.00 per day for the adjacent Parking Area.
- d) No fee for the adjacent Parking Area (Community Organizations)
- e) The security deposit is payable the earlier of 10 business days from the approval of the Special Event or a minimum of 10 business days prior to the special event.

Market Square Facility Requests:

Will event be charging admission?

☐ Yes ☒ No

If yes, see applicable fees above.

What portion of Market Square are you requesting to book?

☐ Full ☒ Partial

See applicable security deposit requirements on page 9.

Are you requesting the road closure of Market Place?

☐ Yes ☒ No

When closing Market Place from Wellington Street to Downie Street in conjunction with an event in Market Square, organizers are required to provide written notice of the request closure date(s) and time(s) to all businesses and residents on Market Place a minimum of two weeks prior to the event. Confirmation of notice must be provided to the City's Events coordinator. Specific conditions will be outlined in the Special Event Permit.

*Are you requesting use of the City's movable tables and chairs for this Event?
(subject to availability)*

☐ Yes ☒ No

Are you requesting the water feature be turned off for this Event?

☐ Yes ☒ No

Are you requesting a portion of the lighting be turned off for this Event?

☐ Yes ☒ No

If yes, please provide details below:

City Hall Washrooms:

Are you requesting the use of City Hall washrooms for this Event?

☐ Yes ☒ No

If yes, complete Application on page 13

Hydro Hook-Up and Water Access: If hydro/electricity and/or water are required, access is available for a fee.

Do you require access to water from Market Square for this Event? Organizers are to provide their own hose bib, if desired.

If yes, complete Application on page 14 ☐ Yes ☒ No

There are available outlets throughout Market Square. Do you require access to supplementary hydro such as 50amp and/or additional 20amp receptacles for larger electrical hookups for this Event?

If yes, complete Application on page 14 ☐ Yes ☒ No

Special Event Application Fees

Special Event Applications are subject to the following fees:

- i. No charge for parades and special events if the completed application is received more than three months prior to the date of the event;
- ii. \$150 for expedited service where the event is less than three months prior to receipt of the completed application;
- iii. If a change order is requested less than three (3) weeks prior to the event and circulation is required, a \$150 expedited service fee will apply;

Veterans and Military parades and Canada Day and Santa Claus parades are exempt from paying the fee for Parade and Street Event applications. Applicable fees are payable to the City of Stratford Community Services Department at the time of application. Fees are non-refundable.

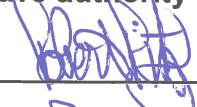
Cancellation: The City of Stratford and/or Stratford Police Services may cancel or reroute any parade or event as deemed necessary.

ACKNOWLEDGEMENT:

I/We agree to the following conditions:

1. To obtain all approvals necessary from the City for this event.
2. To indemnify and save harmless The Corporation of the City of Stratford from any and all claims and/or damages arising out of this event and to provide any bond or insurance required in this regard.
3. To provide proof of insurance in the amount of no less than \$5,000,000 per occurrence. Exact amount to be confirmed by City's Events Coordinator.
4. To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the travelling public and participants.
5. To accept the responsibility for notifying the public and affected property owners.
6. To ensure that all areas used for the event are cleaned up and garbage and recyclables are removed immediately after the event.
7. To assume the cost of repair for any damage incurred as a result of the event and

- any cost for clean-up performed by/on behalf of the City.
8. That no markings will be sprayed, painted or placed on any city streets, sidewalks or other municipal property without prior approval of the City.
 9. To maintain all equipment and facilities supplied by the City in good working order and repair and if such equipment and facilities, when returned to the City are not in as good condition as they were at the commencement of the Event, reasonable wear and tear excepted, the City may make such repairs as may be necessary and charge the cost to the Event Organizer.
 10. To pay all subcontracts, suppliers and employees in accordance with the normal business practice of the trade in a timely and proper fashion.
 11. That approval to use Market Square for this event does not grant exclusive use of Market Square and that the public continues to have access to the use of the space.
 12. I/We have authority to bind the Event Organizer and its authorized agents.

Signature:  Date: MAY 15/23.

Print Name: ROBERTA FITZ.

Contact the Community Services Department at hdenny@stratford.ca with any Special Event inquiries.

NOTICE OF COLLECTION

Personal information collected on this form is collected under the Municipal Act, 2001 and will be used by City staff, Stratford Police Services, Huron Perth Public Health and the Ministry of Transportation where applicable, for the purpose of reviewing the application and other administrative purposes. Names, addresses and comments will be included in material made available to the public upon request. Questions regarding this collection and use should be forwarded to the City Clerk, P.O. Box 818, Stratford ON, N5A 6W1 or by telephone 519-271-0250 ext. 329 during business hours.

If you require this form in an alternate format, contact Community Services at 519-271-0250 ext. 270 or TTY 519-271-5241.

APPLICATION FOR RENTAL OF CITY HALL WASHROOMS

Date(s) & Time(s) of Rental: _____

Name of Event: _____

Name of Organization: _____

Name of Contact person: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

1. Invoice for rental will be forwarded to above noted mailing address or email address after your event has taken place.
2. Any and all damages incurred during the rental period are the sole responsibility of the event organizers.

By signing below, I have agreed to the above-noted terms.

Signature: _____ Date: _____

Rental Period	Rental Fee* (minimum 1 hour)
Monday – Friday Between 4:30pm – 11:30pm (*Holidays excluded)	\$21.47 per hour
Monday – Friday Before 8:30am & After 11:30pm	\$142.38 per hour
Saturday & Sunday Between 9:00am – 11:30pm	\$47.46 per hour
Saturday & Sunday Before 9:00am & After 11:30pm	\$142.38 per hour
*Holidays Between 8:30am and 11:30pm	\$142.38 per hour

No Charge for Government and Public Agencies for bookings Monday to Friday and day-time on Saturdays.

All rates are subject to applicable tax. All rates are also subject to an annual Consumer Price Index increase rounded to the nearest dollar.

Registered Charitable Organizations receive a 20% discount and must provide their charitable registration number.

NOTICE OF COLLECTION

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

If you require this form in an alternate format, contact the Clerk's Office at 519-271-0250, Ext. 329 or TTY 519-271-5241.

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

Date(s) of use: _____

Check required box: ☐ City Hall Hydro – Front (key required) ☐ Market Square Water
☐ City Hall Water – Rear (key required) ☐ Market Square Hydro
☐ City Hall Hydro – Rear (key required)

Name of Event: _____

Name of Organization: _____

Name of Contact: _____

Mailing Address: _____

Contact Phone Number: _____

Contact Email Address: _____

Number of Keys Required: _____

.....

Remainder of form to be completed at time of pickup.

1. Access keys are to be signed out from the Clerk's office by the event organizer the last business day before the event and returned to the City Clerk's Office the first business day after the event by 12:00 p.m.
2. Hydro Access Fee - \$16.95 per area / per day
3. Water Access Fee - \$16.95 per day
4. The fee is charged for each day the event organizer has access to hydro and/or water
5. Payment is due when the keys are returned
6. A fee of \$50 will apply to each lost key

By signing below, I have agreed to the above noted terms and confirm that I have picked up the key(s) required.

Signature: _____ Date: _____

Signature of Clerk's Office Staff when keys are returned and payment collected.

Signature: _____ Date: _____

Total Paid: _____









Statistics of this Dragon boat

54' long including
head and tail
– Longer than a City Bus

— 4 ft wide —

weighs  720
pounds

Can hold up to
4,000 pounds

Seats 1 caller
and 1 steers
person

+
20 paddlers

Projects that Rotary supports -
University of Waterloo, Scholastic

Stratford Perth Rotary Hospice
Rotary Dennis Young, Rotary Markku Leppanen

Racing dragon boats has ancient ceremonial, ritualistic and religious traditions -
believed to have originated in southern central China more than 2,500 years ago -
same era as ancient Greek Olympics
Dragon boat racing has been practiced continuously across the world for almost

BOARDING THE BOAT IS PERMITTED

Anatomy of a Modern Dragon Boat
Dragon boats have been traditionally made in wood and
can hold up to 20 people

ARY DRAGON BOAT FES

Projects that Rotary supports -

University of Waterloo Scholarship,
PLOW – Public Library on Wheels, *The Local*,
Rotary Rec Complex, Polio Plus, Aqua Box.

Stratford Perth Rotary Hospice

Rotary Respite House, Rotary Hockey League,
Ontario Special Olympics, Stratford Soccer Association,
Stratford Secondary Schools Scholarship Programs

Orr
Insurance &
Investment



BRADSHAW'S

THE WINDSOR HOTEL

Hugh D. McDonald
AND ASSOCIATE



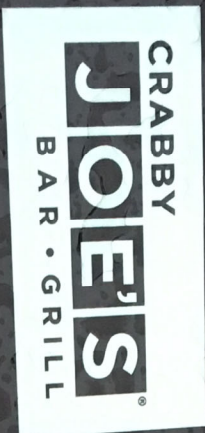
MERCER
KITCHEN + BEER HALL + HOTEL

 **Mark's**


Stratford
ONTARIO CANADA

**SHOPPERS
DRUG MART®**

...s an important part of the ancient Chinese
...et rice planting - racing was historically
...southern-central "rice bowl" (rice paddies)
...ent - 500 metres the most common;
...so standard distances in international competition



LEGEND

- * GFI Locations at end of Seating Pilgrims - Electrical Connections
- Home Btl Locations - Water Connections
- ⊕ Tent Anchors
- ⊕ Stationary Umbrellas
- ⌒ Stationary Wood Benches

drawn by JH
checked by RT
printed

scale
date MAY 17, 2017
file 180006

EVENT ROUGH
IN PLAN

STRATFORD MARKET SQUARE
STRATFORD ONTARIO

drawing title

LOCATIONS OF WATER,
ELECTRICAL AND TENT
ANCHORS

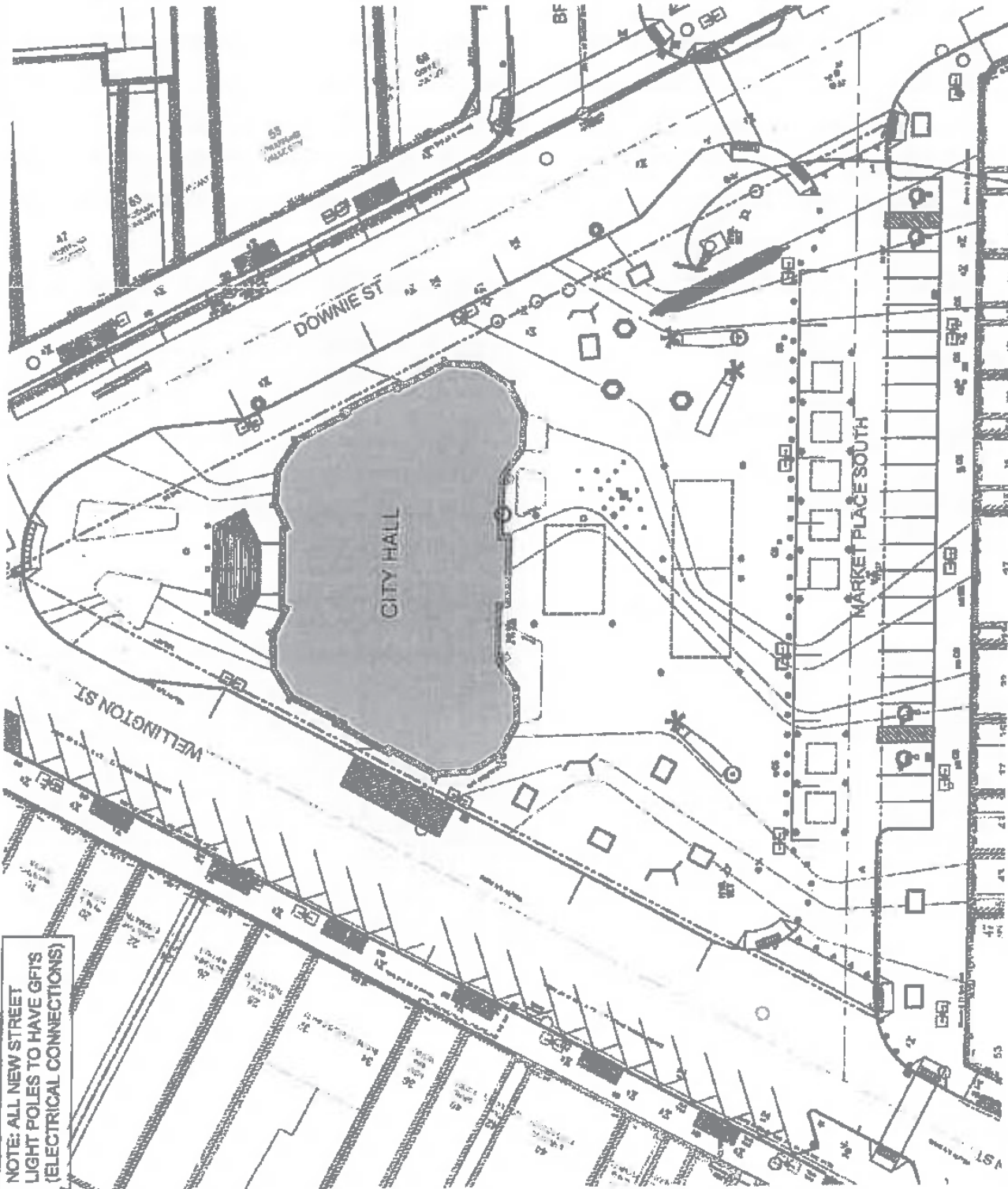


GSP
group

1000 Wellington St
Stratford, ON N5A 1A1
519-576-1234
www.gspgroup.ca

drawing no.
**L-SK
#5.0**

LANDSCAPE SKETCH #5.0



LOCATION OF DRAGON BOAT



Heritage Stratford Advisory Committee

MINUTES

A meeting of the Heritage Stratford Advisory Committee (HS) was held on Tuesday, May 9, 2023 at 7:00 p.m., Stratford Rotary Complex – Mansbridge Room.

Committee Members Present: Brian Johnson – Chair Presiding, Barb Cottle, Laura Dent, Jeff Atchison, Jacob Vankooten, Councillor Larry McCabe

Staff Present: Miranda Ivany – Planner, Casey Riehl – Recording Secretary

Regrets: Jack West, Andy Bicanic

1. Call to Order

The Chair called the meeting to order at 7:02 p.m.

Land Acknowledgment and Moment of Silent Reflection

2. Declarations of Pecuniary Interest and The General Nature Thereof

None declared.

3. Adoption of Previous Minutes

Motion by Jeff Atchison

Seconded by Barb Cottle

THAT the minutes from the Heritage Stratford Advisory Committee meeting dated April 11, 2023, be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Community Partners & Projects

No new updates.

4.2 Update on 265 St. David Street Permit – Miranda Ivany

No new updates.

4.3 James Anderson & Blue Plaque Awards Update – Brian Johnson

The Awards Sub-committee is currently reviewing the submissions.

Heritage Stratford Advisory Committee Meeting
May 9, 2023

4.4 Shakespearean Garden – Heritage Designation – Brian Johnson

Jeff Atchison and Laura Dent will arrange for an upcoming site visit to the garden with Reg White.

5. Designation Sub-Committee Update

5.1 Update on Non-Designated Properties Register

Miranda Ivany, Planner, reported that updates pertaining to the Register will be addressed as part of the Official Plan update, which is currently underway.

Barb Cottle and Laura Dent have drafted a letter to be sent to properties that are listed on the Non-Designated Property Register. Ms. Cottle will send the document to Miranda Ivany for review and feedback.

There was discussion at the April 11, 2023, meeting regarding changing the name of the Non-Designated Property Register. Miranda Ivany stated that this is what the list is called under the Heritage Act. Members agreed that leaving it aligned with the same name as the Act would make the most sense.

6. Development Services Report

Miranda Ivany, Planner, submitted the May 2023 Development Services Report for the Committee's information and was available for questions.

7. New Business

7.1 Accessibility Training

Staff informed Committee members that City of Stratford volunteers, including members of advisory committees, are required to complete training related to accessibility in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. To meet this requirement, the Clerk will be circulating training materials to review and then you will be asked to complete a form stating you completed the training.

The Clerk will be circulating materials in different formats such as reading a brochure or watching a video so that all volunteers can complete the training. This training is mandatory and there will be strict deadlines for completion.

Members were advised to contact the Clerk with any questions or if they required assistance.

Heritage Stratford Advisory Committee Meeting
May 9, 2023

8. Date of Next Meeting

The next meeting of Heritage Stratford will be held on Tuesday, June 13, 2023, at 7:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

9. Adjournment

Motion by Jacob Vankooten

Seconded by Councillor McCabe

THAT the May 9, 2023 Heritage Stratford Advisory Committee meeting adjourn. Carried

Start Time: 7:02 P.M.

End Time: 7:16 P.M.