



The Corporation of the City of Stratford
Community Services Committee
Open Session
AGENDA

Date: Tuesday, May 28, 2024

Time: 7:10 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Henderson - Vice Chair, Mayor Ritsma, Councillor Biehn, Councillor Briscoe, Councillor Burbach, Councillor Hunter, Councillor Sebben, Councillor McCabe, Councillor Nijjar, Councillor Wordofa

Staff Present: Joan Thomson - Chief Administrative Officer, Tim Wolfe - Director of Community Services, Tatiana Dafoe - City Clerk, Kim McElroy - Director of Social Services, Karmen Krueger - Director of Corporate Services, Taylor Crinklaw - Director of Infrastructure Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk, Dave Bush- Director of Human Resources

To watch the 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.

Councillor Beatty provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence

from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Delegations

4. Report of the Director of Community Services

4.1 Municipal Golf Course Agreement 2024 - 2026

1 - 3

Motion by

Staff Recommendation: THAT the entering into of a lease agreement with the Stratford Municipal Golf Course Association for the lease of the municipal golf course on Norfolk Street, for a three-year term from 2024 to 2026, upon the same terms and conditions as the previous agreement, be authorized;

THAT the Mayor and City Clerk, or their designates, be authorized to execute the lease agreement with the Stratford Municipal Golf Course Association on behalf of the City;

THAT the following rents be collected from the Stratford Municipal Golf Course Association for the three-year period:

2024 - \$20,000

2025 - \$22,500 (12.5% increase)

2026 - \$23,850 (6% increase)

AND THAT the proceeds, net of HST, be transferred to the Recreation Reserve R-R11-RECR for use towards the City's capital program.

5. For the Information of Committee

5.1 Department Update

4 - 6

5.2 Advisory Committee/Outside Board Minutes

7 - 14

The following Advisory Committee/Outside Board minutes were provided for the information of Committee:

- Communities in Bloom Advisory Committee Minutes of March 7, 2024
- Communities in Bloom Advisory Committee Minutes of April 4, 2024

6. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

Committee Decision: THAT the Community Services Committee meeting adjourn.



MANAGEMENT REPORT

Date: May 28, 2024
To: Community Services Committee
From: Tim Wolfe, Director of Community Services
Report Number: COM24-005
Attachments: None

Title: Municipal Golf Course Agreement 2024 - 2026

Objective: To consider entering into an agreement with the Stratford Municipal Golf Course Association for the lease of the golf course on Norfolk Street from 2024-2026 and to amend the annual fees to be collected and where the funding is transferred to.

Background: The Golf Course was leased to the Stratford Municipal Golf Course Association in 1980 and was continually renewed through to 1996. The entire lease was renewed in November 1996 for a twenty-one-year lease period, expiring December 30, 2017. The lease stipulated renewals every three years with the same terms and conditions as the original lease except for the yearly rental rates which were to be negotiated.

Staff are currently working on a Memorandum of Understanding that will outline mutual responsibilities of the City of Stratford and the Golf Course Board.

Included in the current lease agreement:

- The Association pays all expenses incurred in the operation and maintenance for grass cutting, plant material, fertilizing and equipment;
- The Association is responsible for repairs caused by wear and tear;
- Any alterations must first be approved by the City of Stratford;
- The Association carries insurance to protect itself and indemnify the City harmless from all claims.

At the end of the 2009, 2010, 2011 term, the agreement was renewed for a one-year term (2012) with a lease amount of \$20,000, with \$2,000 of this amount going into a reserve for use by the Golf Course Association.

The Stratford Municipal Golf Course Association presented at Sub-committee in January 2016 requesting a change to the agreement and that it be renewed for another two years. Their request was that the total annual lease payment (\$20,000) be paid and put into a reserve fund to enable the Association to achieve their short-term goals.

This agreement was again renewed for 2016 and 2017 with the annual lease payments put into a reserve fund for use by the Golf Course.

In 2018, a new lease agreement was entered into for a three-year period from 2018-2020. The agreement provides for two three-year renewals, with the terms remaining the same, however the annual fees are required to be negotiated.

Analysis: The Golf Course Association has requested a renewal of the lease agreement to exercise their final renewal and has proposed the following amounts be placed into the reserve fund to be used by the City of Stratford for future expenses:

2024 - \$20,000 into reserve
 2025 - \$22,500 (12.5% increase) into reserve
 2026 - \$23,850 (6% increase) into reserve

The lease revenues represent a commercial rent transaction, and as such are subject to HST. The language in the agreement has been updated to reflect this.

Financial Implications:

Financial impact to current year operating budget:

Revenue into reserve account as listed below.

Financial impact on future year operating budget:

Revenue into reserve account as listed below.

Insurance considerations:

The Golf Course will carry commercial general liability insurance against claims for personal injury, death or property damage or loss in the amount of not less than Five Million Dollars (\$5,000,000). Annually, the Golf Course is responsible to provide the City with a Certificate of Insurance that names the City of Stratford as an additional insured.

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.

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:

Health and Happiness

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

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AND THAT the proceeds, net of HST, be transferred to the Recreation Reserve R-R11-RECR for use towards the City's capital program.

Prepared by:	Tim Wolfe, Director of Community Services
Recommended by:	Tim Wolfe, Director of Community Services
	Joan Thomson, Chief Administrative Officer

Community Services Department Update
APRIL 2024

PARKS

- Swans released on March 31
- Continue street tree pruning
- Seasonal staff to start end of April

PARKS CAPITAL

- Nothing to report at this time

CEMETERY

- Staff continue with:
 - Customer sales and service
 - Casket and cremation interments

CEMETERY CAPITAL

- Nothing to report at this time

TRANSIT

Weekly Ridership:

2024 Monday-Friday	Ridership	Saturday ODT	2023 Monday-Friday	Ridership	Saturday ODT
March 17-22	10,174	253	March 19-24	12,299	205
March 24-29	8,856	258	March 26-31	12,343	229
March 31-April 5	10,179	269	April 2-7	10,268	235
April 7-12	10,329	241	April 9-14	11,371	234
April 14-19	11,068	257	April 16-21	12,174	217
PC Connect					
March 2024	1829		March 2023	1470	

TRANSIT CAPITAL

- Accessible shelters (Completed)
- Magnuscards Mobile App (Completed)

PARALLEL TRANSIT

Weekly Ridership:

Weekly 2024	Ridership	Weekly 2023	Ridership
March 17-23	422	March 19-25	366

March 24-30	331	March 26-April 1	381
March 31-April 6	397	April 2-8	374
April 7-13	377	April 9-15	363
April 14-20	391	April 16-22	366

Table 1 Parallel Transit Ridership Numbers

RECREATION PROGRAMMING

- Indoor Events – Staff are currently working with roughly 20 groups/organizations on logistics for upcoming indoor events
- Outdoor Events – Staff are currently working through 31 Outdoor Special Event Applications for the upcoming spring/summer season
- Canada Day parade float registration will open the beginning of May
- Market Square Music concert series will occur on Friday evenings at 630pm with the rain date being Saturdays at 1030am. The series will begin May 24 and continue through until June 28. Two highlights with the concert series are Dayna Manning will be doing a sing-along on June 15 and an Indigenous Artist, Christin Dennis, will be performing on National Indigenous Peoples Day, June 21.
- Registration continues for summer programming for day camps and swim lessons
- Sport leagues and tournaments at the Agriplex are coming to a completion for the 2023-24 indoor season
- Senior Lakeside Active Adults Association continues to expand with over 700 members. The association is currently shifting their focus to their summer programming schedule

FACILITIES

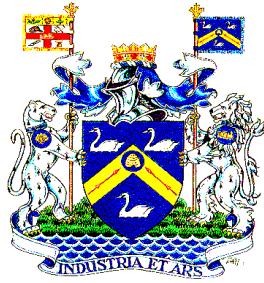
- The ice surface at the Dufferin Lions Arena was removed on April 6th following the completion of the ice season. Recreation Facility Operator staff are now performing the end of season maintenance at the Dufferin Lions Arena. On April 18th staff will transition to the Packham Sports Complex for the spring and summer months.
- The Packham Sports Complex baseball diamonds are scheduled to open for the season on May 6th.
- The Rink B ice surface at the Rotary Complex was removed on March 28th in advance of the Canadian Dairy XPO event. The Rink B ice surface will be re-installed in late September following the Stratford Fall Fair event. The Rink A ice surface will remain in for the spring and summer months.
- The ice surface at the William Allman Memorial Arena will be removed starting on May 9th following the completion of the ice season at the facility.
- The SERC Basketball Court was opened for the season on April 5th.
- The SERC Tennis/Pickleball Courts, and Shakespeare Park Tennis/Pickleball Courts were opened for the season on April 9th. The construction project at the Milton Park Tennis/Pickleball Courts is scheduled to be completed in mid-May. Those courts will be re-opened following the completion of the project.

- The seasonal washrooms at Upper Queens Park, William Allman Memorial Arena (exterior), North Shore, and SERC are scheduled to open for the season on April 26th. The washrooms will be open daily from 9 am to 9 pm, with the exception of the SERC washroom. The SERC washroom will be closed during the daytime on Monday to Friday until the school year is finished to avoid damage and vandalism to the facility.

FACILITIES CAPITAL

- The replacement of the Cooling Tower at the Dufferin Lions Arena was awarded to Cimco Refrigeration in the amount of \$124,422.25

Communities in Bloom Advisory Committee
March 7, 2024 – Minutes



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, March 7, 2024 at 12:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members: Councillor Brad Beatty – Chair Presiding, Mary-Anne Krutila, Carys Wyn Hughes, Cindy Carlson, Councilor Bonnie Henderson, Barb Hacking

Staff: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Also Present: Lucy Chung, Lucas Tingle

Absent: Kimberly Richardson

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:02 p.m.

Land Acknowledgment

Moment of Silent Reflection

2. Declaration of Pecuniary Interest

None declared.

3. Delegation: Stratford District Secondary School Eco Club Urban Farming Project – Presentation by Lucy Chung

Lucy Chung, from the SDSS Eco Club presented an outline and plan for the new urban farming project that the students are working on. The location is near the end of Smith Street at O'Loane Avenue. They presented a letter of intent to the City and the residents in the area and followed up with a petition for them to sign in support of the

Communities in Bloom Advisory Committee
March 7, 2024 – Minutes

garden. In August 2023, students tarped the area to kill off the grass to start preparing the garden. They have received \$1,000.00 from a Youth in Action grant to help fund the garden and have also received a donation of all the seeds they will need to start the project. They will be starting seeds in the greenhouse in March and April and then begin planting in the garden in May and June.

Some of the planting practices they are using are sustainable and regenerative farming, two different planting times with two harvest cycles, netting in lieu of pesticides and they plan to purchase a large water tote to water the garden and the City's Community Services Department has agreed to fill the tote with water as needed.

Some plants that they hope to plant and harvest are spinach, carrots, beets, lettuce, kale, tomatoes, peppers, zucchini, swiss chard and onions. They plan to donate a large portion of the fresh produce to the SDSS student run kitchen, the Screaming Avocado, to use for classes and community meal events that they organize.

They will be planting trees that have been donated along O'Loane Avenue and also some pollinators to protect the garden from debris and dust from the road.

The Eco Club would like to put up an educational sign at the garden explaining what it is they are doing and how they can contact them if they are interested in getting involved. They are looking into one of the trades classes at SDSS to possibly make the sign for them.

Councillor Beatty inquired if the students were available this summer to share their presentation with the CIB National judges that will be visiting Stratford in July. Lucy Chung stated that they look forward to doing a presentation for them.

Councillor Beatty stated that CIB has a relationship with an organization called Nutrition for Life and they currently have a grant application available for community groups. Cindy Carlson will forward the information to Christine Ritsma. Barb Hacking suggested the TD Friends of the Environment grants might be a good option also.

Mary-Anne Krutila suggested that the students could partner with CIB for their annual plant sale at the Stratford market in the spring. The students also have a spring plant sale and Lucy Chung suggested that they could bring any plants that are left from their sale.

Communities in Bloom Advisory Committee
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Cindy Carlson reported that there is a great interest in the garden with local residents and there should be no problem getting volunteers to help with the garden over the summer.

4. Adoption of the Previous Minutes – January 25, 2024

Motion by Barb Hacking

Seconded by Mary-Anne Krutila

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated January 25, 2024 be adopted as printed. Carried

5. Business Arising from Previous Minutes

5.1 Update on Ted Blowes Garden – Barb Hacking

Barb hacking provided the following update on the Ted Blowes Garden:

- There is a lot of dog waste bags being thrown into the garden. She will contact the Parks & Forestry Manager to inquire if extra garbage cans can be placed there.
- Cleanup has not started in the garden yet as they are waiting until the weather gets consistently warmer for the pollinators.
- The lights on the bridge and the lights on the waterfall are now coordinated. There has not been any vandalism lately, however one bench will require repainting in the spring.

5.2 2024 CIB National Update/CIB Initiatives/Judging Plans – Councillor Beatty

Councillor Beatty has received the registration form for Stratford to register for the International Challenge Category for 2024. On the application, Stratford has requested dates in early July for the judges to visit.

Staff will forward a copy of the 2022 profile book to CIB members for their reference working on this year's book.

Motion by Carys Wyn Hughes

Seconded by Mary-Anne Krutila

THAT the Communities in Bloom Advisory Committee spends \$1,975.00 from their 2024 Budget to register for the 2024 CIB National Judging in the International Challenge Category. Carried

- 5.3 Hosting the 2025 National Symposium – Carys Wyn Hughes/Kimberly Richardson/Mary-Anne Krutila

Councillor Beatty reported that the request to host the 2025 CIB Symposium here in Stratford has gone to Council and they have supported the request. Currently, staff is preparing a management report for this request.

Subsequently, CIB National has stated that Stratford does not need to secure a loan, create an Ad-Hoc Committee as originally discussed. CIB National only requires \$5,000.00 in order to be in Charlottetown for the Saturday dinner this year. Stratford will be required to supply support for CIB National when they are here. The Stratford CIB Committee will need to arrange for volunteers to assist during the event.

Councillor Beatty reported that the staff management report will be going to the March 25, 2024 Council meeting. Once the report has gone to Council and they have approved the event, CIB can begin moving forward with plans.

- 5.4 Landscape Design Plan Update – Councillor Beatty/Barb Hacking

Barb Hacking, Councillor Beatty and Quin Malott, Parks & Forestry Manager, will arrange a meeting with Scott Wentworth to discuss continuing plans.

- 5.5 City Gateways Project Update – Carys Wyn Hughes/Kimberly Richardson

Vicky Trotter, Council Committee Coordinator, explained the current wayfinding plan is to complete signage in the downtown area and work their way out. Without the funding to support moving ahead with the wayfinding plan, staff is unable to progress through the list. Without securing a grant or alternate funding, this huge multi-million dollar plan is moving at a slow pace. The gateway signs are part of the City's wayfinding plan.

6. New Business

- 6.1 2024 CIB Planter Day – Councillor Beatty

The committee discussed the upcoming CIB planter day at the Stratford Market. As in the past, they will hold the event the first Saturday after the Victory Day long weekend in May. The date for this year will be Saturday, May 25, 2024.

Communities in Bloom Advisory Committee
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Councillor Beatty will make the arrangements for a booth at the market that day. He also noted that the CIB colour for plantings in 2024 is orange. Carys Wyn Hughes will contact the Corporate Communications Specialist and let him know the date of this year's event and to post some information. Barb Hacking will arrange for flowers to be purchased. Cindy Carlson will contact SDSS to inquire if they would like to participate.

Motion by Carys Wyn Hughes

Seconded by Mary-Anne Krutila

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$300.00 to purchase flowers to give away at the CIB Planter Day on May 25, 2024. Carried

6.2 Stratford District Secondary School/St. Michael's Secondary School Perimeter

The Eco Club from SDSS has been working at cleaning up around their school. CIB member would like to discuss with the Parks & Forestry Manager the possibility to place additional garbage cans in that area. Further discussion at upcoming meetings to facilitate a change.

7. Upcoming Events

- Planter Day - Saturday, May 25, 2024

8. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, April 4, 2024, at 12:00 p.m., City Hall – Council Chamber, 1 Wellington Street, Stratford.

9. Adjournment

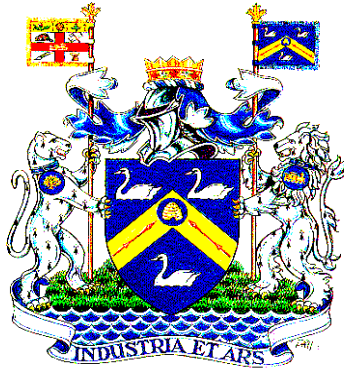
Motion by Mary-Anne Krutila

Seconded by Carys Wyn Hughes

THAT the March 7, 2024 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 12:02 P.M.

Meeting End Time: 1:03 P.M.



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, April 4, 2024 at 12:00 p.m., Stratford City Hall – Council Chamber, 1 Wellington Street, Stratford

Committee Members: Councillor Brad Beatty – Chair Presiding, Mary-Anne Krutila, Cindy Carlson, Councilor Bonnie Henderson

Staff: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Absent: Kimberly Richardson, Carys Wyn Hughes, Barb Hacking

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:00 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection.

Reading of the Respectful Workplace Policy.

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

The minutes from the March 7, 2024 meeting will be listed on the May 9, 2024, agenda for consideration.

4. Business Arising from Previous Minutes

Communities in Bloom Advisory Committee
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4.1 Update on Ted Blowes Garden

Barb Hacking confirmed there are no updates at this time.

4.2 2024 CIB National Update/CIB Initiatives/Judging Plans

Councillor Beatty reported that he has not yet received the dates that the judges will be visiting Stratford. He has shared with CIB members the link to access the CIB National Website so members can keep up to date with events and projects.

On April 6, 2024 Councillor Beatty will be participating in a CIB Ontario course to be re-certified with his CIB judging credentials.

4.3 2025 National Symposium

Councillor Beatty reported that Stratford City Council has voted in support of Stratford hosting the 2025 CIB National Symposium. On June 5, 2024, the representatives from the CIB National office will be visiting Stratford to begin discussing plans.

Vicky Trotter, Council Committee Coordinator, sent a memo to all Advisory Committees regarding the composition of working groups within Advisory Committees. Ms. Trotter will inquire further with the Clerk on parameters that CIB should be following, specifically people volunteering with garden upkeep and volunteers assisting with the symposium.

Councillor Beatty suggested that CIB could possibly submit a request to Council to increase the citizen positions on the Committee for 2025 to assist during the symposium.

4.4 Landscape Design Plan Update

Councillor Beatty reported that Barb Hacking has contacted Scott Wentworth and he will be providing a more detailed landscape design plan in May.

5. New Business

5.1 Advisory Committee Budget Memo

Vicky Trotter, Council Committee Coordinator reminded Advisory Committee members that plans should be in place by the end of the June CIB meeting to

Communities in Bloom Advisory Committee
April 4, 2024 – Minutes

ensure that projects get completed and invoices are paid before year-end.
Unspent budget funds cannot be carried over to the next year.

5.2 Sponsorship Requests

Councillor Beatty inquired with Vicky Trotter regarding how CIB and CIB National can reach out to the community for sponsorship funds for the National Symposium they will be hosting in 2025. Ms. Trotter will inquire with the Director of Corporate Services on the City's policies surrounding grant applications and sponsorships and how CIB can move forward if grants and sponsorships become available in the future.

6. Upcoming Events

- CIB Garden Fling (Stratford Farmer's Market) - Saturday, May 25, 2024

7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, May 9, 2024, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

8. Adjournment

Motion by Cindy Carlson

Seconded by Mary-Anne Krutilla

THAT the April 4, 2024 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 12:00 P.M.

Meeting End Time: 12:33 P.M.