



The Corporation of the City of Stratford
Community Services Sub-committee
Open Session
AGENDA

Date: Thursday, September 12, 2024
Time: 4:30 P.M.
Location: Council Chamber, City Hall
Sub-committee Present: Councillor Henderson - Vice Chair Presiding, Councillor Briscoe, Councillor Sebben, Councillor Wordofa
Staff Present: Tim Wolfe - Director of Community Services, Audrey Pascual - Deputy Clerk, Danielle Clayton - Recording Secretary

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

Vice Chair Presiding to call the Meeting to Order.

Councillor Beatty has provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Workplace Policy Statement

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 Andrew Blake

Andrew Blake will be speaking to Sub-committee to request a memorial bench be dedicated in honour of his father, Mervyn "Butch" Blake who worked at the Stratford Festival for 42 years, appearing in over 130 productions.

Motion by

THAT Andrew Blake be heard.

4. Department Update

3 - 4

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

5. Advisory Committee/Outside Board Minutes

5 - 13

The following Advisory Committee minutes were provided for the information of Sub-committee:

- Communities in Bloom Advisory Committee Minutes of June 5, 2024
- Communities in Bloom Advisory Committee Minutes of July 4, 2024

6. Next Sub-committee Meeting

The next Community Services Sub-committee meeting is October 17, 2024 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 Community Services Sub-committee meeting adjourn.

Community Services Department Update
AUGUST 2024

PARKS

- Seasonal staff have completed their contracts (three temporary staff remaining)
- Trail through arboretum has been asphalted
- Calisthenics equipment installation at Shakespeare Park starts week of Sept. 9th
- Fall sport field work to start week of Sept 9th (topdressing, seeding, etc.)

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
July 14-19	7,967	215	July 16-21	7,717	253
July 21-26	7,770	167	July 23-28	7,948	207
July 28-Aug 2	7,881	219	July 30-Aug 4	8,153	209
Aug 4-9	6,064	199	Aug 6-11	6,789	244
Aug 11-16	7,803	169	Aug 13-18	7,615	226
PC Connect					
July 2024	2258		July 2023	1785	

Table Transit Ridership Numbers

TRANSIT CAPITAL

- **Approved** Projects for 2024 (ICIP)
- Bus wash replacement (To be awarded)
- Bus Storage/Facility Upgrades (Project started, roof repaired, concrete floor installed)
- 40 ft. Hybrid Electric/Diesel Conventional Buses (2) (Production start date of Spring 2024)

PARALLEL TRANSIT

Weekly Ridership:

Weekly 2024	Ridership	Weekly 2023	Ridership
July 14-19	416	July 16-21	376
July 21-26	371	July 23-28	366
July 28-Aug 2	380	July 30-Aug 4	359
Aug 4-9	292	Aug 6-11	317
Aug 11-16	354	Aug 13-18	371

*Table Parallel Transit Ridership
Numbers*

Pre-Pandemic ridership was typically 400 per week.

PROGRAMMING

- The city camp program and the Lions Pool have closed after a very successful summer season. Staff have launched the New Horizon's for Seniors Grant programming. The first event, Chinese Celebration in the Market Square saw unfavourable weather and was moved into the City Hall Auditorium with approximately 120 attendees. The upcoming events are the Open House, Wellness and Multicultural Fair on September 7 in the new Agriplex Community Hall, Try Tai Chi starting September 29 out of the City Hall Auditorium, and the Mayor's Newcomer Breakfast, Bus Tour and Community Celebration on October 5.
- Staff have supported 21 outdoor special events and five indoor special events in August and September through the special event application process.

FACILITIES

- The startup of the refrigeration plant at the William Allman Memorial Arena is scheduled for August 22, 2024. Following the startup, staff will complete the installation of the ice surface. The facility will open for ice rentals and programming on September 2, 2024.
- The Lions Pool will close for the season on September 1, 2024. Following that date, Facility Maintenance staff will complete the annual shutdown and winterization procedures for the pool and facility.

FACILITIES CAPITAL

- The replacement of the Cooling Tower capital project at the Dufferin Lions Arena has been completed.
- The replacement of the flat roofing systems at the William Allman Memorial Arena capital project has been completed.
- The replacement of the barrel roofing system at the William Allman Memorial Arena capital project has started. The replacement is expected to be completed by the end of October.



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Wednesday, June 5, 2024 at 3:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

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

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

Also Present: Rebecca Doutre – CIB, Executive Director, Sonia Parrino – CIB, Programs Specialist

Regrets: Cindy Carlson

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 3:07 p.m.

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

Reading of the Respectful Workplace Policy.

2. Declarations of Pecuniary Interest

None declared.

3. 2025 CIB National Symposium Debrief

Rebecca Doutre and Sonia Parrino visited Stratford today to tour venues and accommodations in preparation for the 2025 CIB National Symposium to be hosted by the City of Stratford. Stratford CIB members will work towards securing speakers, finalizing tour locations and finalizing the contract for the Rotary Complex. Councillor Beatty has met with Tim Wolfe, Director of Community Services, and he has agreed to

Communities in Bloom Advisory Committee
June 5, 2024

sign off on the contract for the Rotary for Thursday to Sunday. CIB National reps will reconnect with all the event venues and hotels to get contracts signed off on. They will also finalize if they will use the hotel space for Sunday or the Rotary for Sunday. A shared document outlining tasks and plans will be created for both CIB National and CIB Stratford to work on collectively.

*Barb Hacking and Mary-Ann Krutila now present at the meeting at 3:18 p.m.

Sonia Parrino will set up a virtual meeting on Tuesday, June 25, 2024 at 10:00 a.m.

*Rebecca Doutre and Sonia Parrino no longer present at the meeting at 3:20 p.m.

4. **Adoption of the Previous Minutes**

Motion by Carys Wyn Hughes

Seconded by Barb Hacking

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated May 9, 2024 be adopted as printed. Carried

5. **Update from Council Committee Coordinator**

Vicky Trotter, Council Committee Coordinator addressed the Committee and thanked members for all the work they do with the Communities in Bloom Advisory Committee and stated the City is grateful that they take the time out of their busy lives to help their community.

Ms. Trotter informed members that moving forward, in her new role as the Council Committee Coordinator, twice per year she will be drafting a report to Council updating them on what all the Advisory Committees are working on. The City will also be doing spotlights on Advisory Committee's, which will be posted on social media and will be an opportunity to highlight what Communities in Bloom is working on.

6. **Business Arising from Previous Minutes**

6.1 **Update on Ted Blowes Garden**

Barb Hacking reported that the chatter bench in the garden has been re-painted to cover up the graffiti. Ms. Hacking will inquire about special graffiti paint or wipes that can be used on the bench. The garden is all planted now, incorporating a lot of orange in it for this year's CIB theme.

6.2 Update on CIB Garden Fling

Unfortunately, it was a very cold and rainy day for this year's CIB Garden Fling at the Stratford Farmers Market. The Committee did not purchase as many flowers as past years, and there was the perfect amount for this year. Barb Hacking will return the CIB flags and table toppers to the Clerk's Office.

6.3 2024 CIB National Update/Judging Plans

The judges will be flying into Pearson Airport on Sunday, July 21, 2024. Councillor Beatty does not have the time of arrival yet and plans can be set for that day once that is confirmed.

Councillor Beatty has a draft itinerary that is similar to previous years and can be adjusted accordingly. There were discussions on many new options for the judges visit. Members were asked to provide any new ideas to Councillor Beatty that might be incorporated this year.

Vicky Trotter has a draft of the profile book that includes everyone's updated information, pictures and comments for their sections. She will re-send it out to all members after today's meeting for feedback and further updates. If members have any new content or ideas after the discussion at today's meeting, please forward to Ms. Trotter as soon as possible.

6.4 2025 National Symposium

Kimberly Richardson inquired if a Committee member could be appointed as a main point of contact with the CIB National reps to streamline communication. Mary-Anne Krutila agreed to act as the point of contact.

Members discussed the budget for attending this year's National Symposium in Charlottetown and who is interested in attending. Councillor Beatty stated that there is a small amount of budget for the symposium, however any members are welcome to attend and cover their own expenses. There is \$4,500.00 in the budget line for CIB judging expenses and Symposium expenses. With the judges visiting Stratford this July, it may not leave a lot in the budget to cover expenses for the symposium.

Members would like to attend Charlottetown and feel it is important for preparations for hosting here in Stratford in 2025. It may be an option to request if Council will give CIB an additional budget amount to cover this.

Motion by Councillor Henderson

Seconded by Kimberly Richardson

THAT the Communities in Bloom Advisory Committee requests an additional \$5,000.00 from Stratford City Council to assist with covering or reimbursing travel and registration costs for CIB members to attend the 2024 National Symposium in Charlottetown, PEI from October 17-20, 2024 in preparation for hosting the 2025 National Symposium in Stratford. Carried

6.5 Landscape Design Plan Update

No new updates.

Barb Hacking will make arrangements to meet with Scott Wentworth over the summer to have a plan in place for budget discussion in September.

6.6 Update on SDSS Eco Club Community Garden

Barb Hacking reported that they have met with the students that are creating the website for the garden. Councillor Beatty inquired if there will be students available to meet with the judges when they visit. Ms. Hacking stated that students will be available and perhaps a student or students who worked on the website could be available to show the judges their website. Councillor Beatty will add the students into the itinerary on the Monday and will confirm an exact time closer to the date.

Christine Ritsma provided a list of items required for the garden. Vicky Trotter will follow up with Ms. Ritsma for more details and to inquire if these items have already been purchased or if CIB can assist with purchasing them.

*Mary-Anne Krutila is no longer present at the meeting at 4:08 p.m.

7. New Business

7.1 2024 CIB Budget Review & Update

Vicky Trotter reviewed the remaining budget amounts with CIB members:

- \$4,000.00 – judging/symposium expenses
- \$5,000.00 – 30th Anniversary CIB project
- \$1,100.00 – Ted Blowes Garden/Pollinator Pathway/CIB Garden

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- \$1,000.00 – events (Market Day, Pumpkin Parade, CIB Anniversary)
- \$1,000.00 – student/youth engagement

With regard to the 30th Anniversary CIB project, Councillor Beatty will contact Quin Malott, Cemetery Manager, Parks & Forestry Manager, to discuss ideas for a 30th Anniversary project.

8. Upcoming Events

- CIB National Judges Visiting Stratford – July 21-23, 2024
- 2024 National Symposium (Charlottetown, PEI) – October 17-20, 2024

9. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, July 4, 2024, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

10. Adjournment

Motion by Carys Wyn Hughes

Seconded by Councillor Henderson

THAT the June 5, 2024 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 3:07 P.M.

Meeting End Time: 4:24 P.M.

Communities in Bloom Advisory Committee
July 4, 2024



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, July 4, 2024 at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

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

Staff: Casey Riehl – Recording Secretary

Regrets: Carys Wyn Hughes, Vicky Trotter – Council Committee Coordinator

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. Declarations of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Councillor Henderson

Seconded by Barb Hacking

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated June 5, 2024 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 Update on Ted Blowes Garden

Barb Hacking reported that a local grocery store donated \$300.00 worth of plants for the Ted Blowes Garden.

A replacement chatter bench has been discussed for the garden as the CIB 30th Anniversary project. Councillor Beatty has spoken to the Cemetery Manager, Parks & Forestry Manager about purchasing a new bench. Councillor Beatty was informed that if CIB wishes to purchase another yellow bench, they would be required to get approval from the Parks Board. Barb Hacking noted that City would replace the existing bench with another wooden bench, however a metal one would be \$5,000.00. The estimate for a recycled plastic one would also be approximately \$5,000.00.

Mary-Anne Krutila volunteered to inquire if the recycled plastic bench could be easily cleaned if it gets vandalized.

Motion by Mary-Anne Krutila

Seconded by Kimberly Richardson

THAT the Communities in Bloom Advisory Committee requests that the Parks Board consider giving CIB permission to purchase a new yellow recycled plastic chatter bench to be installed at the Ted Blowes Memorial Garden to replace the current yellow wooden one in recognition of CIB's 30th Anniversary. Carried

4.2 CIB Judging Plans (July 21-23, 2024)

Councillor Beatty thanked Vicky Trotter for doing an amazing job at updating and fine-tuning the profile book that will go to the judges and thanked Mary-Anne Krutila for helping with this project. The orange stars in the profile book indicate what is new since the last judges visited Stratford, which is a great addition to the book.

Councillor Beatty will ask Vicky Trotter to send a copy of the profile book to CIB members once she has completed the final details and the itinerary has been added.

Councillor Beatty reviewed the draft itinerary with members to finalize the last details and also asked what members availability is during the days the judges

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July 4, 2024

are here. Councillor Beatty asked members to email him the days they will be available to assist. The judges fly into Toronto on Saturday evening and Councillor Beatty hopes they can pick them up at 11:00 a.m. as opposed to the proposed time of 1:00 p.m.

4.3 2025 National Symposium

Mary-Anne Krutila reported that they have had an organizing meeting with CIB National. National representatives are finalizing contracts for accommodations. Ms. Krutila has also contacted the Stratford Chef School to inquire if they are available to possibly cater during the symposium.

Kimberly Richardson noted that they need to brainstorm on various speakers that could be invited to be involved with the symposium. Mary-Anne Krutila has started a short list of possibilities. Members are continuing to work on the details for the itinerary and locations for meals.

Mary-Anne Krutila noted that the National representatives reiterated how happy they are with all the plans Stratford has already made for the 2025 Symposium.

4.4 Landscape Design Plan Update

Deferred to the September meeting.

4.5 Update on SDSS Eco Club Community Garden

Cindy Carlson reported that the plants were all planted in May and the vegetables are growing. The water tanks are now on site for watering the garden.

Christine Ritsma has confirmed that students will be available on July 22, 2024 at 2:00 p.m. to meet with the judges. Students will be going prior to the visit to do some extra weeding. Councillor Beatty has requested that the students are at the site by 1:45, in case the tour is running ahead of schedule. Councillor Beatty also requested if the students could have a laptop with them to highlight the website they have created for the garden. Cindy Carlson will confirm who will be at the site and if they will be prepared to share the website with the judges.

At the last meeting, Vicky Trotter volunteered to contact Christine Ritsma to confirm what items still needed to be purchased. Councillor Beatty also suggested that perhaps they could have a discussion this fall with the students

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and inquire if there are any items or supplies that they could use this fall, such as soil. Further discussion will take place at the next CIB meeting.

5. **New Business**

5.1 **Best Downtown Award**

When the National representatives recently visited Stratford, they recommended CIB members consider applying for the Best Downtown Award for this year's Symposium. Barb Hacking has met with Zac Gribble and Jamie Pritchard to discuss the application. The deadline for submissions is September 9, 2024.

6. **Upcoming Events**

- CIB National Judges Visiting Stratford – July 21-23, 2024
- 2024 National Symposium (Charlottetown, PEI) – October 17-20, 2024

7. **Date of Next Meeting**

The next meeting of the CIB Advisory Committee will be held on Thursday, August 1, 2024, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

8. **Adjournment**

Motion by Kimberly Richardson

Seconded by Mary-Anne Krutila

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

Meeting Start Time: 12:00 P.M.

Meeting End Time: 12:57 P.M.