



## **BOARD OF PARK MANAGEMENT**

A meeting of the Board of Park Management was held on **Monday, November 4, 2024, at 3:30 p.m.** in the **Community Hall Lobby Meeting Room** at the Rotary Complex

**PRESENT:** Chairman Hanly, Maureen Cocksedge, Carolyn Cuerden, Craig Machan, Sheri Maguire, Councilor Beatty, Councilor Henderson.

**ABSENT WITH REGRETS:** Sheri Maguire, Vice-Chair Richardson.

**STAFF PRESENT:** Quin Malott Parks, Forestry & Cemetery Manager.

### **MINUTES**

2834. PRESENTATION: PRIVATE MEMORIAL BENCH REQUEST [NON-STANDARD]:

**Objective:** Request received from Lisa Lamb to install a memorial bench in remembrance of her son in Shakespeare Park adjacent to the skateboard facility.

**Background and Analysis:** Ms. Lamb is requesting a non-standard bench 60 x 20 x 40" high. It would install on a concrete pad with dimension of 70 x 40". The manufacturer is local [name not provided].

**Staff Comments:** The City of Stratford, under the guidance of the Board of Park Management has a memorial bench program process utilizing consistent bench and bronze plaque.

Lisa Lamb presentation requesting permission to install a memorial bench in memory of her son at Shakespeare Park in the skateboard park area. Lisa Lamb indicated her son passed away 2 years ago and was an avid skateboarder. The requested bench is manufactured locally by Practical Art and a photo was provided to the Board. It is of 12-gauge steel construction, black in colour, satin finish with a powder coating to withstand weathering and would be placed on a concrete base. If approved installation spring 2025.

Lisa Lamb noted that there are a number of different bench designs throughout the city and asked what the City of Stratford standard bench design was. She noted there are four different types of benches at Shakespeare Park

Q. Malott explained that there are in fact 2 different types of memorial benches in the park system, the older design was manufactured by a local welder. The newer standard memorial bench is purchased from manufacturer Barco Inc. The Barco bench



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was previously approved by the Board of Park Management as the standard for the memorial bench program.

Wooden benches present in the main park system are replaced through the memorial bench program at the request of donors. Discussion regarding CRP composite benches.

The dedication on Lisa Lamb's proposed style of bench is embedded as part of the design versus the program benches which have a custom ordered oval bronze plaque added. Ms. Lamb advised that the current program memorial bench was not to her liking.

Board requested photos of both styles of memorial benches that have been used including the discontinued version alongside Ms. Lamb's proposed bench. The issue to be decided at the December Board of Park Management meeting.

**Resolution: THAT the photos as requested be distributed to Board members for their review;**

**THAT staff provide further review comments as appropriate, and**

**THAT this matter be brought forward on the Board's December meeting agenda for discussion and decision.**

**Mover:** Councillor Beatty

**Seconder:** C. Machan

**Carried.**

### **2835. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

*The Municipal Conflict of Interest Act* requires any member of a local Board of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member 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 The Board and to otherwise comply with the Act.

None declared.

### **2836. MINUTES:**

**Objective:** The minutes from the October 7, 2024, meeting provided for approval.

**Resolution: THAT the minutes of the October 7, 2024, meeting be approved.**



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**Mover:** Councilor Beatty

**Seconded:** C. Cuerden

**Carried.**

### 2837. UPPER QUEENS PARK CONCESSION BOOTH:

**Objective:** At the October 7, 2024, regular meeting the Board of Park Management recommended that the Concession Booth in Upper Queens Park be demolished and replaced with an open-air pavilion. To advance this action through the Community Services Sub-Committee a motion is the required next step.

**Background and Analysis:** The Concession Booth has been deemed in poor condition. Assessments for repair are extensive and it is believed that removal and replacement with an open-air pavilion is the optimal solution for this space and the community.

**Staff Comments:** Staff requesting a resolution versus a recommendation for Community Services to have Board of Park Management support in future budgeting.

**Resolution: THAT the Board of Park Management support the demolition of the Upper Queens Park Concession Booth and that it be replaced with a suitable open-air pavilion.**

**Mover:** Councilor Beatty

**Seconded:** M. Cocksedge

**Carried.**

### 2838. SHAKESPEAREAN GARDENS WOODEN BRIDGE [CONTINUED]:

**Objective:** Nathan Bottema, Project Engineer, Infrastructure Services providing analysis regarding Shakespearean Garden inspection. Recommendations provided and feedback required from the Board of Park Management regarding bridge project.

**Background and Analysis:** BM Ross conducted an inspection of the Shakespearean Garden Bridge on July 24, 2024 in response to concerns raised in-house. Engineering department conducts regular bridge inspections as mandated. All bridges in Ontario are required to undergo general maintenance inspections at least twice a year and detailed inspections every two years<sup>1</sup>. These inspections are conducted under the direction of a professional engineer using the Ministry's Ontario Structure Inspection Manual (OSIM). The Inspection Manual requires biennial inspections of all provincial and municipal bridges.

The recommendation that came back was to either reinforce or replace this bridge. Engineering is of the opinion that reinforcing this bridge again will be a temporary

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solution and would prefer to see this bridge replaced installed with prefabricated steel structure over a wooden bridge. The OSIM report from 2019 recommended replacement in 1-5 years. Access to the east approach is challenging and the bridge does not adhere to AODA standards. To make it AODA compliant, the approach and grade of the bridge would have to be significantly different.

Engineering sets funds aside to budget for bridge work but a design must be produced first as part of the process. Q. Malott to consult with Engineering staff regarding cost of project.

The bridge existing within parkland requires Board of Park Management input into the project. The question before the Board is whether to accept Engineering's recommendation to replace the bridge with steel as suggested endeavouring to ensure AODA accessibility and reflect historic aesthetics in design.

C. Cuerden to investigate if there is any historical significance to the bridge and island.

K. Richardson will consult with families who have memorial benches on bridge regarding relocation if bridge is not replaced. Opportunity to establish a pollinator habitat undisturbed by human interference by being a viewing space only.

**Staff Comments:** Allow Infrastructure Services Department to design an AODA compliant bridge and return to the Board for review/approval. This is a continuation from September 9, 2024 meeting [Item #2821] at the request of Vice Chair Richardson. Q. Malott advised cost estimates for an accessible bridge and ramp are in the \$110,000.00 plus range. Shakespearean Garden Island is accessed and used very little.

Chairman Hanly and Vice-Chair Richardson will approach the sponsors of two benches on the island to discover if they wish the benches to remain or be relocated should the decision be made to naturalize the area with no means of access.

The issue of the Shakespearean Gardens Bridge will return for review on the November agenda.

**Update:** (i) Chairman Hanly and Vice-Chair Richardson to provide update on conversations with family contacts of the two existing memorial benches currently on the island. (ii) C. Cuerden to provide information on historical significance of bridge and island. [Will the heritage designation in process with Friends of Shakespearean Gardens have an impact?]



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**Note:** Reg White from Friends of Shakespearean Gardens has been in email contact with Q. Malott. He advises that in coordination with Alexander Burnett a city planner, The heritage designation report is anticipated to be brought before Council on November 25<sup>th</sup> or December 16<sup>th</sup>, 2024.

New discussion regarding status of the Shakespearean Gardens wooden bridge to the island. The bridge is in a poor state of condition and needs repair, replacement or demolition. It was closed in 2024 and will remain closed until a decision concern same is made.

Board members are of the opinion that the usage of the island is minimal, and it would be e better utilized as a natural planting area. There are two memorial benches on the island and Chairman Hanley has left phone message for Stirling Kenny and phone message/emailed Anne Ritsma-Atkinson regarding their wishes for the benches, moving them to a suitable location in the Shakespearean Gardens rather than leaving them on the island.

**Resolution: THAT the Board of Park Management supports not replacing the wooden bridge to the island beside the Shakespearean Gardens and that the island be naturalized with undisturbed pollinator vegetation.**

**Mover:** M. Cocksedge

**Seconder:** C. Cuerden

**Carried.**

### 2839. PARK SYSTEM ANNUAL EVENTS – PERPETUAL APPROVAL LIST:

**Objective:** To review the process of parks events approvals as they relate to the perpetual list.

**Background and Analysis:** Prior to the Events Coordinator position, the Board of Park Management received approval requests for all events happening on park land either through the Clerk’s office or directly from organizers. The Board questioned why some events that occur annually with no issues [i.e. Terry Fox Run, Hike for Hospice, Dragon Boat, etc.] had to go through the process as if they were first time occurrences. It was agreed that a list would be compiled of events that operated successfully annually and that letters of request would be provided as a courtesy to keep the Board informed as to whether there were any major changes [i.e. location, sale of merchandise, signage, etc.]. The Board asserted that any community events newly developed, utilizing parkland would continue the standard approval process. Prior to the Events Coordinator role, completion of an event application depended on whether the event was a community event [CJCS Egg Hunt] or a special event [i.e. Stratford Summer Music Opening Fireworks, Stratford Chef’s Table, Buff Mom Bootcamp]. The



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Board maintained that they must be kept informed of all activities occurring in the parks along with being apprised any major changes or issues arising. The process was unified under the Events Coordinator role which previously saw Clerks office staff receiving requests/licensing [alcohol] and Parks office staff/Board of Park Management addressing locations, insurance, and payment for use of facilities if applicable.

**Staff Comments:** Currently, it is recognized that there are events listed that are non-existent or renamed/reinvented. The Board should review the process to implement consistencies that will inform the approval process collaboratively with the Events Coordinator. Should an event be removed from the list if inactive for 2-years and be required to reapply as new event? An annual report be provided by the Events Coordinator detailing all events that occurred on parkland identifying any concerns/issues or changes from the original request? In this way the Board can make informed decisions regarding the approval process.

Q. Malott has forwarded the perpetual approved events list to the Events Coordinator for review and revision.

Discussion regarding the type of information to be reported on and what the current practice is regarding reporting of issues, changes, and/or problems. Frequency of such a report was discussed, with the consensus being it should occur twice a year [i.e. Marc and October].

**Resolution: THAT the Board of Park Management request the City's Events Coordinator review and update the list of approved perpetual events in the park system and that a report outlining any issues, changes and/or problems with the perpetual events be provided to the Board in March and October each year.**

**Mover:** Councilor Beatty                      **Seconded:** Councilor Henderson                      **Carried.**

2840. OTHER BUSINESS:

Winter Tennis: No update or further action at this time.

Labyrinth: Wrights are pursuing funding options.

Medicine Wheel: Kevin Bonnell, Manager of DEI reaching out to local Indigenous Thinkers for preferred location and concept.

Stratford Furniture: No update or further action at this time.



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Cricket Pitch: Organizers seeking funding. Informal communication suggests installation fall 2024. Staff noted the cricket pitch proposal is proceeding this fall as the necessary funding is now in place. The site was measured and staked recently, and the aggregate base will be installed shortly with final components being completed spring 2025.

Next regularly scheduled meeting of the Board is Monday, November 4, 2024 3:30pm.

**Motion to adjourn by C. Machan, seconded by C. Cuerden at 4:40 p.m.**