



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

**Date:** Monday, February 24, 2025

**Time:** 7:10 P.M.

**Location:** Council Chamber, City Hall

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

**Staff Present:** Joan Thomson - Chief Administrative Officer, Tim Wolfe - Director of Community Services, 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, Miranda Franken - Council Clerk Secretary

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 McCabe 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.  | <b>Sub-committee Minutes</b>  | 1 - 4   |
|     | Sub-committee minutes are attached for background regarding the discussion held at the February 13, 2025, Sub-committee meeting.  |         |
| 4.  | <b>Delegations</b>  |         |
|     | None scheduled.   |         |
| 5.  | <b>Report of the Director of Community Services</b>   |         |
| 5.1 | <b>Stratford and District Agricultural Society Use of City Facilities (COM25-001)</b>   | 5 - 7   |
|     | <p><b>Staff Recommendation:</b> THAT City Council approve the five-year [2025 to 2029] Memorandum of Understanding with the Stratford and District Agricultural Society to support the use and rental of city facilities;</p> <p>AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Memorandum of Understanding on behalf of the municipal corporation.</p> <p><b>Motion by</b><br/> <b>Sub-committee Recommendation:</b> THAT City Council approve the five-year [2025 to 2029] Memorandum of Understanding with the Stratford and District Agricultural Society to support the use and rental of city facilities;</p> <p>AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Memorandum of Understanding on behalf of the municipal corporation.</p> |         |
| 6.  | <b>For the Information of Committee</b>   |         |
| 6.1 | <b>Department Update</b>  | 8 - 9   |
| 6.2 | <b>Advisory Committee/Outside Board Minutes</b>   | 10 - 23 |
|     | The following Advisory Committee Minutes were provided for the information of Committee:  |         |
|     | <ul style="list-style-type: none"> <li>• Communities in Bloom Advisory Committee minutes of October 3, November 7, and December 5, 2024</li> </ul>  |         |

**7. Adjournment**

Meeting Start Time:

Meeting End Time:

**Motion by**

**Committee Decision: THAT the Community Services Committee meeting adjourn.**



## **The Corporation of the City of Stratford Community Services Sub-committee MINUTES**

|                        |  |
|------------------------|--|
| Date:                  | February 13, 2025  |
| Time:                  | 4:30 P.M.  |
| Location:              | Council Chamber, City Hall   |
| Sub-committee Present: | Councillor Beatty - Chair Presiding, Councillor Henderson - Vice Chair, Councillor Wordofa                           |
| Regrets:               | Councillor Briscoe, Councillor Sebben  |
| Staff Present:         | Tim Wolfe - Director of Community Services, Miranda Franken - Council Clerk Secretary, Audrey Pascual - Deputy Clerk |

### **1. Call to Order**

The Chair called the Meeting to Order.

Councillor Sebben and Councillor Briscoe provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Conduct 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

No disclosures of pecuniary interest were made by a Member at the February 13, 2025, Community Services Sub-committee meeting.

**3. Delegations**

None scheduled.

**4. Report of the Director of Community Services****4.1 Stratford and District Agricultural Society Use of City Facilities (COM25-001)**

**Staff Recommendation:** THAT City Council approve the five-year [2025 to 2029] Memorandum of Understanding with the Stratford and District Agricultural Society to support the use and rental of city facilities;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Memorandum of Understanding on behalf of the municipal corporation.

**Sub-committee Discussion:** The Director of Community Services reviewed the report, highlighting the following:

- the previous Memorandum of Understanding (MOU) having been a 2 year term 2023 and 2024;
- the updated MOU having been reevaluated and reviewed together with the Agricultural Society (Ag Society);
- included changes to the updated MOU being as follows with full support from the Ag Society board:
  - a 5 year term;
  - an updated discount strategy as outlined in the report;
  - the Ag Society now covering the cost to remove and reinstall the Fieldhouse flooring for the Fall Fair.

Discussion on this matter occurred between Sub-committee and Staff. Highlights of the discussion included:

- the Fieldhouse flooring cover being used for all other events including the Pork Congress;

- the flooring removal being necessary for the Fall Fair and the Cattle Show as the original design accommodates the stable posts to anchor in the concrete;
- the Cattle Show coordinated the week prior to the Fall Fair to allow for one removal and reinstallation of the floor with the Fall Fair covering the cost; and
- the Agriplex sound system, including fire and sound, approved in the 2025 budget, aiming to be completed before the Fall Fair.

Motion by Councillor Henderson

**Sub-committee Recommendation: THAT City Council approve the five-year [2025 to 2029] Memorandum of Understanding with the Stratford and District Agricultural Society to support the use and rental of city facilities;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Memorandum of Understanding on behalf of the municipal corporation.**

**Carried**

## **5. Department Update**

**Sub-committee Discussion:** The Director of Community Services provided the following highlights from the department update:

- snow removal being primary focus in all facilities including parks, forestry and cemetery;
- other duties continuing including maintenance of picnic tables, swan care and tree pruning;
- parks department student recruitment for Recreation and Forestry close to completion;
- cemetery internments continuing year-round;
- recreation and programming having remaining funds from the New Horizons Seniors Grant and using them towards a collaboration with Kasentha/Two Row Now and the Falstaff Centre to offer a beading class;
- City collaborations with outside partners including Tai Chi launched Tuesday evenings in the City Hall auditorium;

- advertisements to increase use of auditorium facilities;
- the Police Station ramp having been installed and staff waiting for the automated door installation with some deficiencies to be addressed;
- the Allman roof being near completion;
- recruitment for seasonal washroom Attendant Student Positions in process;
- Capital Project for 2024, the Transit Bus Wash station work having begun with anticipated completion the week of February 17, 2025;
- OnDemand ridership being steady and the mobility bus numbers increasing;
- staff challenged to keep up with the demand and looking forward to the expansion for the third bus to help; and
- the third bus not requiring additional staffing, as part time staff will be utilized.

#### **6. Advisory Committee/Outside Board Minutes**

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

- Communities in Bloom Advisory Committee minutes of October 3, November 7, and December 5, 2024

#### **7. Next Sub-committee Meeting**

The next Community Services Sub-committee meeting is March 6, 2025, at 4:30 p.m. in the Council Chamber, City Hall.

#### **8. Adjournment**

Motion by Councillor Wordofa

**Sub-committee Decision: THAT the Community Services Sub-committee meeting adjourn.**

**Carried**

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:43 P.M.




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## MANAGEMENT REPORT

**Date:** February 13, 2025  
**To:** Community Services Sub-committee  
**From:** Tim Wolfe, Director of Community Services  
**Report Number:** COM25-001  
**Attachments:** None

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**Title:** Stratford and District Agricultural Society Use of City Facilities

**Objective:** To consider entering into a five-year Memorandum of Understanding (MOU) with the Stratford and District Agricultural Society (the "Society") to support the use and rental of city facilities.

**Background:** The City owns all buildings and lands associated with the Rotary Complex at 353 McCarthy Road West (Rotary Complex) and the Agriplex at 357 McCarthy Road West (Stratford Agriplex). The Stratford Agriplex has several tenants including the Society.

At the November 14, 2023, Regular Council meeting, City Council adopted the following recommendation of the Community Services Committee:

**THAT the City of Stratford enter into a two-year Memorandum of Understanding with the Society to support the use and rental of city facilities.**

**Analysis:** The last Memorandum of Understanding (2023 - 2024) allowed staff to continue to examine the City's business relationship with the Society. After several productive and collaborative meetings with the Society's Board of Directors toward the end of 2024, both the City and Society have prepared a new MOU for 2025 – 2029, under new terms and conditions of the last MOU. The new MOU will support the Society's continued desire to promote agriculture and its practices within our community.

Under the terms and conditions of the new MOU, the Society would continue to use the Agriplex as their main headquarters for a Saturday Farmer's Market, Perth Waterloo Cattle Show, Stratford Fall Fair, and other agricultural and educational events.



Staff, with support of the Society, is pleased to recommend the continuation of the tenancy relationship, where rental permits are issued for the Society's requested use under the conditions of the MOU.

The Society has provided the City a list of requested rental requirements for 2025. Under the proposed MOU, the rentals would include a discount strategy as follows:

- 100% off the commercial rate for the Stratford Fall Fair
- For 2025 - 50% off the commercial rental rate for large-scale agricultural events including the Farmer's Market and iFarm
- For 2026 - 40% off the commercial rental rate for large-scale agricultural events including the Farmer's Market and iFarm
- For 2027-2029 – 30% off the commercial rental rate for large-scale agricultural events including the Farmer's Market and iFarm
- 30% off the commercial rate for all other agricultural-related events and meetings
- Fieldhouse flooring to be removed and reinstalled for the Fair will be paid by the Society (New payment added to this MOU)

The graduated discount brings all programs to 30% which aligns with the delegation of authority previously granted by Council for the department director to apply to events.

**Financial Implications:** Based on the Society's historical and projected rental requirements and the City's current fees and charges by-law, full rental revenues would represent \$137,451. The proposed discount structure represents discounts of approximately \$107,619.20, of which \$86,036.00 is for the Fall Fair. The net revenues to the city are anticipated to be approximately \$45,000 including the new fee to remove and install the flooring being charged out in the Fieldhouse (2024: \$34,183.38).

**Financial impact on future year operating budget:**

Each subsequent rental charges are based on the current fees and charges by-law, so there is likely to be modest increases in revenues over the term of the MOU.

**Insurance considerations:**

The Society will provide a Certificate of Insurance naming the City as additional insured for 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).

**Alignment with Strategic Priorities:**

**Work Together for Greater Impact**

This report aligns with this priority as we are providing the Society with a facility in which to host agricultural and educational events.

**Alignment with One Planet Principles:**

**Health and Happiness**

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

**Equity and Local Economy**

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

**Culture and Community**

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

**Staff Recommendation: THAT City Council approve the five-year [2025 to 2029] Memorandum of Understanding with the Stratford and District Agricultural Society to support the use and rental of city facilities;**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Memorandum of Understanding on behalf of the municipal corporation.**

**Prepared by:** Tim Wolfe, Director of Community Services

**Recommended by:** Joan Thomson, Chief Administrative Officer

Community Services Department Update  
January/February 2025

PARKS & FORESTRY

Snow removal for facility lots

Maintenance of picnic tables, benches

Swan care

Tree pruning

Student and Part time recruitment

Contractor utility line pruning commenced, tree removals to start mid to end of February

No update on capital at this time

CEMETERY

Winter control on cemetery roads

Cemetery and trail tree pruning

Bench repair and painting

Customer sales and service

Casket and cremation interments

No update on capital at this time

TRANSIT & PARALLEL TRANSIT

The 2 – 40' Hybrid buses have been delivered, currently getting outfitted and should be in the circuit mid March

Bus Wash replacement has started

## RECREATION PROGRAMMING

Recruitment for seasonal staff for Summer Day Camp and Aquatics continues

Yoga, LivFit Exercise classes continue

Sponsorship program has been launched focusing on rink boards

Planning for Canada Day parade has started

Multicultural days being planned

Youth hub is being activated at the Community Hall

Birthday party program launch started as a new initiative

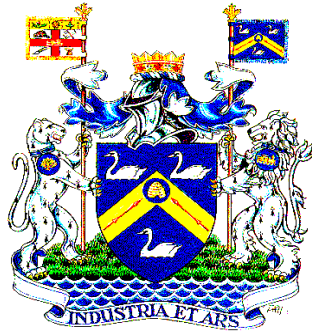
## RECREATION FACILITIES

The Allman arena roof is near completion, need to finish eavestroughs

Police station the ramp is installed, the activated accessible door needs to be still installed

Numerous hockey tournaments this year

Recruitment of seasonal Washroom Attendant student positions



## Communities in Bloom Advisory Committee

### MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, October 3, 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, Kimberly Richardson, Cindy Carlson

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

**Regrets:** Councillor Bonnie Henderson, Barb Hacking, Carys Wyn Hughes

#### 1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:03 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** Kimberly Richardson

**Seconded by** Mary-Anne Krutila

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

#### **4. Business Arising from Previous Minutes**

##### **4.1 Update on Ted Blowes Garden**

Barb Hacking provided the Chair with the following written update:

- tulips, irises and hyacinths have been purchased and will be planted in October for spring blooming;
- 3 Dutchman Pipe vines have been planted. They are a host plant for the rare Pipevine Swallowtails that have been seen in Ted's garden recently;
- volunteers have been helping clear out excess plants and weed the gardens;
- canna lilies will be removed for the winter and planted again in the spring.

Councillor Beatty added that Bernie Van Herk was recently the recipient of the King Charles Award.

##### **4.2 2024 National Symposium Plans – Charlottetown (Oct. 17-20, 2024)**

Councillor Beatty reported that members have finalized arrangements for the Symposium. Members Barb Hacking, Mary-Anne Krutila and Cindy Carlson will be attending. Brad Beatty, Quin Malott and Vicky Trotter will also be attending.

Mary-Anne Krutila inquired if CIB National would have stats on attendees who have attended the symposiums in the past. It would be interesting to know numbers from previous symposiums and if Stratford could somehow strive to exceed those number. Vicky Trotter will contact Sonia Parrino to inquire.

Kimberly Richardson will go next week and pick up the chocolates for Charlottetown. Vicky Trotter will confirm that the invoices for the chocolates have been paid. Mary-Anne Krutila suggested it might make sense to have the chocolates couriered to Charlottetown instead of taking them on the plane. Vicky Trotter will inquire if the chocolates could be sent via courier.

##### **4.3 2025 National Symposium Update**

Kimberly Richardson suggested that attendees keep notes on what they liked about the symposium in Charlottetown and also items they might change. This will be helpful to have a discussion later in October or November to assist in planning for 2025 in Stratford.

#### **4.4 Landscape Design Plan Update**

Barb Hacking provided the Chair with the following written update:

- Contacted Scott Wentworth about the grove of trees on the design and confirmed that the recommended species are rated well for pollinator habitat. CIB set a budget to purchase trees for it in 2025.
- Kimberly Richardson suggested incorporating Indigenous peoples into the creation of the grove. Ms. Hacking has some names of Indigenous contacts who she talked to at their booth at the Wellness Fair in early September and we can discuss more in November.

Vicky Trotter has discussed this project with Quin Malott, Parks & Forestry Manager. Tree planting is operational, therefore CIB would not be required to obtain approval from the Parks Board. However, the committee will have to work with Mr. Malott on placement and planting. Locates will also be required.

Ms. Trotter also recommends that the committee work with the City's Diversity, Equity & Inclusion Department for an Indigenous perspective as a starting point. Kimberly Richardson inquired if members should meet with staff closer to the time of planting, or would they attend an upcoming meeting? Councillor Beatty noted that this will be a 2025 project and that trees will not be planted until the spring at the earliest. Vicky Trotter will contact Kevin Bonnell, Manager of Inclusion, Equity & Indigenous Initiatives, to discuss the project with him. Kimberly Richardson and Councillor Beatty will also give an update on the project at the November Parks Board meeting.

#### **4.5 Review of 2024 Projects and Budget**

Vicky Trotter provided an update on the previously discussed yellow bench. There is not an option available for a yellow bench and after a discussion with a recycled plastic supplier, all warranty is invalid if the bench gets painted. Ms. Trotter contacted a second supplier and they also do not have benches in yellow. However, they do have memorial benches with an inlay text.

Kimberly Richardson inquired if the first supplier would void the warranty if the committee had etching done on the back of the bench. Ms. Trotter explained that the company stated if the product is changed in any way from its original receipt, all warranty will be invalid. Ms. Richardson inquired if possibly putting signage near the bench would work rather than engraving the bench. Councillor Beatty suggested putting a historical board near the butterfly wall explaining the chatter/friendship bench.

Communities in Bloom Advisory Committee  
October 3, 2024

Ms. Richardson and Councillor Beatty will discuss the possibility of placing a sign near the bench at the next Parks Board meeting. Vicky Trotter noted that if CIB wishes to proceed they will need to pass a motion at their November meeting regarding the bench and two-sided sign. If someone works to design the sign prior to the November meeting, the committee can pass motion on November 7, 2024 and then it can go to Parks Board for approval and Ms. Trotter can place the orders. Councillor Beatty and Kimberly Richardson will inquire at the October Parks Board meeting if the Board will approve in principle the idea of having a sign in Confederation Park near the bench.

Ms. Trotter will inquire about the cost of the sign. The bench is approximately \$600.00 to purchase. Then the committee will know if the total of the project still falls within their budget.

Kimberly Richardson will contact the Stratford-Perth Archives to confirm information for the sign. Vicky Trotter suggested some history on the first chatter bench and a photo of the original yellow one.

Cindy Carlson will work with Barb Hacking to provide a write up on the history of the chatter bench to be included on the sign.

CIB will not be partnering with the SDSS Eco-Club this year on the project to add soil to their new urban garden. Cindy Carlson suggested that CIB members could assist the students at their annual plant sale in May.

## **5. New Business**

### **5.1 2024 Pumpkin Parade – November 1, 2024**

Communities in Bloom will be assisting the Civic Beautification and Environmental Awareness Committee with the annual Pumpkin Parade. It will be held in Market Square behind City Hall. The Stratford Cadets will once again be assisting. Councillor Beatty will reach out to the local secondary schools to make them aware of the volunteer opportunity. Cindy Carlson will also contact the Eco Club members at SDSS. Members are asked to be at Market Square by 4:00 p.m. CIB members will need to bring lighters and CBEAC will be providing the candles.



Communities in Bloom Advisory Committee  
October 3, 2024

## 6. **Upcoming Events**

- 2024 National Symposium (Charlottetown, PEI) – October 17-20, 2024
- Annual Pumpkin Parade – Friday, November 1, 2024
- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025

## 7. **Date of Next Meeting**

The next meeting of the CIB Advisory Committee will be held on Thursday, November 7, 2024, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

## 8. **Adjournment**

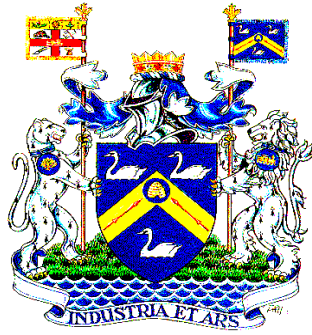
**Motion by** Kimberly Richardson

**Seconded by** Cindy Carlson

**THAT the October 3, 2024 Communities in Bloom Advisory Committee meeting adjourn. Carried**

Meeting Start Time: 12:03 P.M.

Meeting End Time: 12:54 P.M.



## Communities in Bloom Advisory Committee

### MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, November 7, 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, Kimberly Richardson, Cindy Carlson, Councillor Bonnie Henderson, Barb Hacking, Carys Wyn Hughes

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

#### 1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:02 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** Kimberly Richardson

**Seconded by** Mary-Anne Krutila

**THAT the minutes from the Communities in Bloom Advisory Committee meeting dated October 3, 2024 be adopted as printed. Carried**

#### **4. Business Arising from Previous Minutes**

##### **4.1 Update on Ted Blowes Garden**

Barb Hacking provided the following update:

- the yellow chatter bench has been vandalized and the back has been taken off;
- the garden has all been cleaned up for the winter and they have moved some purple verbena from one of the medians into the garden;

##### **4.2 2024 National Symposium Review – Charlottetown (Oct. 17-20, 2024)**

Members who attended the symposium provided written feedback on their experience in Charlottetown and discussed their highlights that can be taken into consideration for next year's symposium in Stratford. There are some items that Stratford can try and improve upon to help give delegates a great experience visiting the city. Some suggestions were to have the BIA and CIB networking and working closely together to have the whole city on board with events, activities, restaurants, decorations. Also to incorporate the CIB pillars throughout the symposium.

##### **4.3 2025 National Symposium Update**

There will be a virtual meeting held on November 18, 2024 at 10:00 a.m. with CIB National. Some items to be discussed are:

- possibly collapsing the Sunday Town Hall program and trying to do it Friday. The Sunday event is usually not well attended as delegates are leaving to catch flights home. It is valuable information about the communities that might be better shared at the beginning of the symposium;
- Culinary and Agriculture theme for 2025;
- Early-bird registration for Stratford hotels, promo codes for events.

##### **4.4 Landscape Design Plan Update**

Barb Hacking has contacted Scott Wentworth and discussed doing an Indigenous circle as part of the pollinator tree planting. Ms. Hacking will seek guidance from contacts she has made, as well as work with the City's D.E.I. staff.

#### 4.5 2024 Pumpkin Parade Review

Councillor Beatty thanked members for all their hard work volunteering at this year's event, which was well attended. Members noted that advertising on social media and contacting the guidance department at local schools for youth volunteers would be helpful for future events. Councillor Beatty suggested confirming with the farmer's picking up pumpkins the night before or the day of the event.

Kimberly Richardson no longer present at the meeting at 12:55 p.m.

#### 4.6 Chatter Bench Update

Vicky Trotter reported that a new supplier for a yellow metal chatter bench has been secured. Porous pave will be installed under the bench and the bench will be screwed down to the ground.

**Motion by** Barb Hacking

**Seconded by** Carys Wyn Hughes

**THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$2,000.00 to purchase a new yellow metal Chatter Bench to be placed in Confederation Park and Porous Pave be installed under the bench. Carried**

Vicky Trotter will provide a mock-up of the bench with logos and butterflies prior to placing the order.

Mary-Anne Krutila no longer present at the meeting at 1:06 p.m.

#### 4.7 Review of 2024 Projects and Budget

Members discussed the CIB 30<sup>th</sup> Anniversary Project for this year and doing a tree planting. The planting could be a continuation of the Pollinator Pathway or it could be an entirely different planting in a different area. Councillor Beatty will contact the Parks & Forestry Manager regarding planting options. Barb Hacking will secure quotes for trees.

**Motion by** Carys Wyn Hughes

**Seconded by** Councillor Henderson

**THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$3,000.00 for the 30<sup>th</sup> Anniversary Communities in Bloom tree planting. Carried**

Communities in Bloom Advisory Committee  
November 7, 2024

## 5. **New Business**

### 5.1 **Annual Ted Blowes Award**

Carys Wyn Hughes reported that the Annual Ted Blowes Award is an award that was created in his honour after Ted Blowes passed away. The award was previously administered by St. John Ambulance, CBEAC and Ms. Wyn Hughes as a CIB representative. Nominations were received annually and the award was handed out as part of the Community Awards Night.

Some of the parties are unable to continue with assisting and Carys Wyn Hughes questioned CIB if they would be interested in heading the nomination process for the award moving forward. The award will continue to be awarded at the Community Awards Night and Carys Wyn Hughes has volunteered to take the lead on this. There would be a small fee required to purchase the plaque.

Cindy Carlson no longer present at the meeting at 1:11 p.m.

Councillor Beatty suggested that the 2025 award could be presented during the National Symposium as part of the programming. Call for nominations should go out by June 2025.

## 6. **Upcoming Events**

- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025

## 7. **Date of Next Meeting**

The next meeting of the CIB Advisory Committee will be held on Thursday, December 5, 2024, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

## 8. **Adjournment**

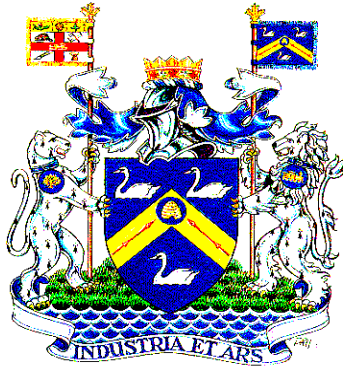
**Motion by** Carys Wyn Hughes

**Seconded by** Barb Hacking

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

Meeting Start Time: 12:02 P.M.

Meeting End Time: 1:16 P.M.



## Communities in Bloom Advisory Committee

### MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, December 5, 2024 at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

**Committee Members:** Councillor Brad Beatty – Chair Presiding, Kimberly Richardson, Councillor Bonnie Henderson, Barb Hacking, Yvonne O'Reilly, Linda Wakenhut

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

**Regrets:** Cindy Carlson, Carys Wyn Hughes, Mary-Anne Krutila

#### 1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:02 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. Welcome New Members

Councillor Beatty welcomed new members Yvonne O'Reilly and Linda Wakenhut to the committee and members introduced themselves.

Communities in Bloom Advisory Committee  
December 5, 2024

#### 4. **Election of 2024/25 Committee Chair & Vice Chair**

Staff declared nominations open for the 2024/25 Chair of the CIB Advisory Committee. Councillor Henderson nominated Councillor Brad Beatty.

Staff asked if there were any further nominations. No further nominations were made.

**Motion by** Councillor Henderson

**Seconded by** Barb Hacking

**THAT the nominations for the 2024/25 Communities in Bloom Advisory Committee Chair be closed. Carried**

Councillor Beatty indicated that he would allow his nomination to stand.

**Motion by** Councillor Henderson

**Seconded by** Linda Wakenhut

**THAT Councillor Beatty be elected as the 2024/25 Chair of the Communities in Bloom Advisory Committee. Carried**

Staff declared nominations for the 2024/25 Vice-Chair of the CIB Advisory Committee open. Councillor Henderson nominated Kimberly Richardson.

Staff asked if there were any further nominations. No further nominations were made.

**Motion by** Barb Hacking

**Seconded by** Yvonne O'Reilly

**THAT nominations for the 2024/25 Communities in Bloom Advisory Committee Vice-Chair be closed. Carried**

Kimberly Richardson indicated that she would allow her name to stand.

**Motion by** Linda Wakenhut

**Seconded by** Barb Hacking

**THAT Kimberly Richardson be elected as the 2024/25 Vice-Chair of the Communities in Bloom Advisory Committee. Carried**

#### 5. **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 November 7, 2024 be adopted as printed. Carried**

## **6. Business Arising from Previous Minutes**

### **6.1 Update on Ted Blowes Garden**

Barb Hacking provided some background information on the Ted Blowes Memorial Garden for the new members.

The new yellow chatter bench will be delivered soon but will be installed in the spring once the weather allows.

### **6.2 2025 National Symposium Update**

Councillor Beatty reported that the block of hotel rooms have been reserved and once they receive a booking code, the information will be uploaded to the CIB National website for delegates to start booking.

Kimberly Richardson provided an overview of the draft 4-day itinerary and timing to members for feedback and comments.

- anticipate there may be 150-200 delegates plus spouses;
- will inquire about getting a Stratford Festival Theater ticket code to include on the website;
- 2025 theme is "Plants" and will try to incorporate a Perth County agricultural component;
- Ted Blowes Award to be awarded at the Saturday night event;
- anticipate lunches will be eaten at the Rotary/Agriplex and box lunches will not be taken on the bus;
- vegan/vegetarian/gluten-free/dairy-free options available for all meals;
- plan to use a variety of local caterers/restaurants for meals;
- plan for certain speakers depending on if they will be doing a lecture or a panel discussion. Topics to be covered: heritage, plant/floral, trees, community involvement, environment, landscaping and indigenous collaboration. Ms. Richardson will send out a draft list of possible people to contact to speak. Councillor Beatty suggested talking to CIB National to inquire about how much time should be allotted for each speaker;



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- entertainment at events and also additional entertainment for in between sessions. Suggestions for jazz band, fanfare or pipe band to welcome delegates;
- plan to offer two technical tours each day – one walking and one bus tour. Delegates can choose to do one on one day and the other the next day. Keep in mind accessibility needs, washroom availability and length of tours. Tours will both end at destination. Suggestion to add City Hall to tour, including Council Chambers and the Auditorium (designated properties pictures can be viewed);
- suggestion to coordinate the options for extra activities/events for delegates or spouses outside of the symposium schedule be added to the CIB National website so they can all be viewed and booked at the same time;
- welcome package in hotel rooms – fruit/snack basket, maps (driving and walking options), downtown dollars, QR codes;

Kimberly Richardson no longer present at the meeting at 1:27 p.m.

### **6.3 Landscape Design Plan Update**

Barb Hacking reported that she has met with Kevin Bonnell, Manager of Inclusion, Equity & Indigenous Initiatives and has provided the members with the workplan for the Indigenous medicine wheel and fire pit. The pollinator trees have now been planted according to the landscape design. There will be further discussions and planning for the design at upcoming meetings.

Yvonne O'Reilly inquired if there is a plan moving forward for the use of the garden area. Ms. Hacking stated that the use of the area will be part of the plan for schools, community, etc. to use and make connections. Once the project is completed, the City will maintain the area.

### **6.4 Chatter Bench Update**

Vicky Trotter reported that a yellow metal bench has been ordered and will be delivered later this month. It will have the CIB logo, the year 2024 on it marking the 30<sup>th</sup> anniversary, Chatter Bench and butterflies on it. Once the bench arrives Ms. Trotter will take a picture to send to CIB members.

Porous pave will be installed for the bench to be placed on and will be installed in the spring.

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## **6.5 Review of 2024 Projects and Budget**

Vicky Trotter reported that the last project for 2024 was the purchase of the pollinator trees and the invoice has been submitted to the Finance Department. The final invoice to be submitted will be for the chatter bench and will be submitted by Ms. Trotter by the end of December.

## **7. New Business**

### **7.1 Gateway Discussion**

Deferred to the January 2, 2024 meeting.

## **8. Upcoming Events**

- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025

## **9. Date of Next Meeting**

The next meeting of the CIB Advisory Committee will be held on Thursday, January 2, 2025, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

## **10. Adjournment**

**Motion by** Yvonne O'Reilly

**Seconded by** Linda Wakenhut

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

Meeting Start Time: 12:02 P.M.

Meeting End Time: 1:49 P.M.