



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

**Date:** Thursday, April 17, 2025  
**Time:** 4:30 P.M.  
**Location:** Council Chamber, City Hall  
**Sub-committee Present:** Councillor Beatty - Chair Presiding, Councillor Henderson - Vice Chair, Councillor Briscoe, Councillor Sebben, Councillor Wordofa  
**Staff Present:** Tim Wolfe - Director of Community Services, Miranda Franken - Council Clerk Secretary, Audrey Pascual - Deputy Clerk

To watch the Sub-committee meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

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

**3. Delegations**

None scheduled.

**4. Report of the Manager of Parks, Forestry and Cemetery**

**4.1 Mervyn "Butch" Blake Recognition Follow-up (COM25-002)**

3 - 4

Motion by

Staff Recommendation: THAT the report titled, "Mervyn "Butch" Blake Recognition Follow-up" (COM25-002), be received for information and the request filed.

**5. Department Update**

5 - 8

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

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

9 - 17

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

- Communities in Bloom Advisory Committee minutes of January 2, 2025 and February 6, 2025.

**7. Next Sub-committee Meeting**

The next Community Services Sub-committee meeting is May 15, 2025 at 4:30 p.m. in the Council Chamber, City Hall.

**8. Adjournment**

Meeting Start Time:

Meeting End Time:

Motion by

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



## MANAGEMENT REPORT

**Date:** April 17, 2025  
**To:** Community Services Sub-committee  
**From:** Quin Malott – Parks, Forestry & Cemetery Manager  
**Report Number:** COM25-002  
**Attachments:** None

**Title:** Mervyn "Butch" Blake Recognition Follow-up

**Objective:** To provide Sub-committee with an update regarding the recognition of Mervyn "Butch" Blake for his contributions to the Stratford Festival.

**Background:** At the October 17, 2024, Community Services Sub-committee meeting, Andrew Blake, son of Mervyn "Butch" Blake made a presentation requesting a memorial bench be dedicated in honour of his father who worked at the Stratford Festival. The following motion was passed:

**THAT the request from Andrew Blake be referred to City staff to investigate options to recognize Mervyn "Butch" Blake for his contributions to the Stratford Festival.**

**Analysis:** A memorial bench is now being financed by the Stratford Festival Theatre and will be replacing an older wooden bench located on the south side of Lower Queens Park facing the cricket pitch.

**Financial Implications:**

**Not applicable:**

There are no financial implications to be reported as a result of this report.

**Alignment with Strategic Priorities:**

**Not applicable:** The purpose of this report is to provide an update regarding the recognition of Mervyn "Butch" Blake for his contributions to the Stratford Festival.

**Alignment with One Planet Principles:**

**Not applicable:** The purpose of this report is to provide an update regarding the recognition of Mervyn “Butch” Blake for his contributions to the Stratford Festival.

**Staff Recommendation: THAT the report titled, “Mervyn “Butch” Blake Recognition Follow-up” (COM25-002), be received for information and the request filed.**

<b>Prepared by:</b>	Quin Malott, Parks, Forestry & Cemetery Manager
<b>Recommended by:</b>	Tim Wolfe, Director of Community Services
	Adam Betteridge, Interim Chief Administrative Officer

Community Services Sub-committee  
Department Update  
**January - March 2025**

## PARKS

- First group of seasonal staff started the week of April 7<sup>th</sup>
- Spring cleanup has begun on Parks/Cemetery
- Inverness Park play structure RFP will be recommended shortly
- Swans are back on river (10)
- 2025 Festival Hydro pruning list complete
- Contractor working on work orders
- Inhouse forestry staff low-limbing neighbourhoods

## PARKS CAPITAL

- Tender awarded for replacement of the park paint shop and lunchroom roofs

## CEMETERY

- Office is open by appointment with walk-up service using an intercom system in place, staff continue:
  - Burials
  - Cemetery sales
  - Cemetery maintenance

## CEMETERY CAPITAL

- Tender awarded for replacement of the cemetery office and chapel roofs
- Columbarium tender has been recommended to award

## TRANSIT

<b>2025 Monday-Friday</b>	<b>Ridership</b>	<b>Saturday On-Demand</b>	<b>2024 Monday- Friday</b>	<b>Ridership</b>	<b>Saturday On-Demand</b>
Jan 19-24	10,224	263	Jan 21-26	10,424	225
Jan 26-31	9,442	238	Jan 28-Feb 2	10,239	265
Feb 2-7	10,723	221	Feb 4-9	10,974	240
Feb 9-14	9,959	233	Feb 11-16	10,734	220
Feb 16-21	7,679	267	Feb 18-23	9,007	262
Feb 23-28	11,326	211	Feb 25-Mar 1	10,766	180
Mar 2-7	10,505	246	Mar 3-8	11,500	181

Mar 9-14	8,833	197	Mar 10-15	9,729	160
<b>PC Connect</b>					
January 2025	1885		January 2024	1660	
February 2025	1696		February 2024	1828	

## TRANSIT CAPITAL

- **Approved** Projects for 2025 (ICIP)
- Bus wash replacement (Completed)
- Bus Storage/Facility Upgrades (Project started and ongoing upgrades)
- 40 ft. Hybrid Electric/Diesel Conventional Buses (2) (Both delivered and to be in service April)
- New Transit office build to begin Summer 2025 (RFP posted)

## PARALLEL TRANSIT

### Weekly Ridership

<b>Weekly 2025</b>	<b>Ridership</b>	<b>Weekly 2024</b>	<b>Ridership</b>
Jan 19-24	426	Jan 21-26	388
Jan 26-31	394	Jan 28-Feb 2	401
Feb 2-7	448	Feb 4-9	362
Feb 9-14	425	Feb 11-16	359
Feb 16-21	357	Feb 18-23	371
Feb 23-28	420	Feb 25-Mar 1	390
Mar 2-7	405	Mar 3-8	394
Mar 9-14	412	Mar 10-15	363

- Pre-pandemic ridership was typically 400 per week.

## PARALLEL TRANSIT CAPITAL

- Procure 2 Mobility buses in Spring 2025

## RECREATION PROGRAMMING

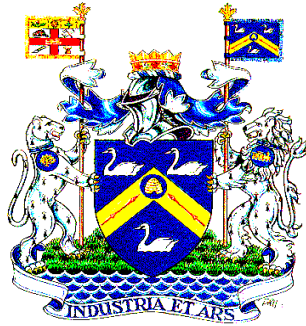
- The Oneida Language and Beading Classes held its second event and attendance has tripled since the inaugural one. This program supports Truth and Reconciliation Initiatives through partnerships with Kaswentha- Two Row Now and Falstaff Family Centre.
- Staff have started the planning process for the Canada Day Parade and the Family Celebration in Market Square with updates to the website, and food vendor applications. Float registration for the parade will open in the beginning of May.
- Event staff successfully hosted the Provincial elections, including early polls, in February, and planning is underway for the Federal Election to be held in April. Currently, staff has 20 applications in various stages of circulations for upcoming outdoor events and in March supported 5 public events in the City Hall Auditorium including the Stratford Film Festival, Conestoga Open House, Springworks & Climate Conversation.
- Recreation staff held a very positive March Break Program with each day being at capacity and are currently planning for a sold-out PA Day on May 2.
- New Rink Board advertising fully launched in January 2025 and has since brought in \$31,736 in revenue. This has tripled the existing sales bringing the overall advertising total to \$46,903.

## RECREATION FACILITIES

- Facility Maintenance staff have started the process of preparing the seasonal washrooms and facilities for opening on May 1<sup>st</sup>.
- The Provincial Skating Competition was hosted at the Rotary Complex from March 21<sup>st</sup> to 23<sup>rd</sup>.
- The ice surface on Rink A at the Rotary Complex was removed on March 29<sup>th</sup>.
- The Canadian Dairy XPO was hosted at the Rotary Complex and Agriplex on April 2<sup>nd</sup> & 3<sup>rd</sup>.
- The ice surface at the Dufferin Lions Arena was removed on April 5<sup>th</sup>. Recreation Facility Operator staff are now completing maintenance at the facility before they transition to the Packham Sports Complex for the spring and summer season.
- The Stratford Home & Leisure Show is being hosted at the Rotary Complex on April 11<sup>th</sup> to 13<sup>th</sup>.
- The project has started and will be completed by May 15<sup>th</sup> in advance of Lions Pool opening for the season in early June.
- This project will be completed in early June in advance of the Ontario Pork Congress using the gymnasium space for their annual event.
- The membrane waterproofing and railing replacement capital project at the Boathouse started in March. This project is expected to be fully completed by the end of April.

**FACILITIES CAPITAL**

- The roof replacement capital project at the William Allman Memorial Arena has been fully completed.
- The replacement of the lap pool liner at Lions Pool was awarded to Ontario Pool Coatings for \$125,640.
- The replacement of the floor scrubber machine at the Rotary Complex has been awarded to Karcher Professional Wash Systems for \$25,580. The new machine is expected to be delivered in May.
- The refinishing of the gymnasium hardwood flooring at the Agriplex capital project was awarded to Creative Sports Solutions for \$22,500.



# Communities in Bloom Advisory Committee

## MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, January 2, 2025 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, Mary-Anne Krutilla, Carys Wyn Hughes

**Staff:** Casey Riehl – Recording Secretary

**Regrets:** Cindy Carlson, Vicky Trotter – Council Committee Coordinator

### 1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:04 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 Krutilla

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

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

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

Barb Hacking reported that the holiday lights are lighting up the bridge. The trees CIB purchased have been planted and the new yellow chatter bench will be installed in the spring. Community Services will have porous pave installed in the location (to be determined) and the bench will be secured to the ground. Members will consult with Quin Malott, Parks & Forestry Manager to discuss the location. Councillor Henderson suggested a picture of the new bench could be provided to the Parks Board for their information.

##### **4.2 2025 National Symposium Update**

Councillor Beatty reminded members that there is a virtual meeting scheduled on January 24, 2025 at 10:00 a.m. with CIB National to kick off planning for the 2025 Symposium.

Items discussed regarding planning:

- Kimberly Richardson inquired if there was an update from Vicky Trotter regarding the Festival ticket code that can be included in the registration;
- Mary-Anne Krutila will draft a list of potential speakers for discussion at the January 24, 2025 meeting;
- Will discuss all promo deals that can possibly be offered to delegates when they are registering;
- Kimberly Richardson will confirm with caterers that they will hold the dates until after the meeting on January 24;
- Kimberly Richardson confirmed that UTRCA staff will participate in the Symposium;
- Mary-Anne Krutila suggested reaching out to the other Advisory Committees to inquire if they would be willing to volunteer. Brad Beatty noted that it would be helpful to let any organizations know about the Symposium and inquire about their availability to assist. Kimberly Richardson also suggested contacting students to volunteer;

Communities in Bloom Advisory Committee  
January 2, 2025

- Vicky Trotter is inquiring about audio equipment that can be used for the duration of the Symposium;
- Mary-Anne Krutila stated that CIB National provided notes from their previous meeting, so will most likely do the same for the January 24 meeting. Notes will be provided to the entire committee to keep those who cannot attend up to date.

#### **4.3 Landscape Design Plan Update**

Barb Hacking has spoken to Kevin Bonnell, Manager of Inclusion, Equity & Indigenous Initiatives for the City of Stratford regarding the landscape plans. Councillor Beatty inquired if Vicky Trotter could contact Mr. Bonnell to attend the next CIB meeting to discuss the project further.

Barb Hacking will contact Scott Wentworth to inquire about a meeting closer to the Spring.

### **5. New Business**

#### **5.1 Gateway Discussion**

Carys Wyn Hughes reported that she has been in discussions with Mayor Ritsma regarding the gateways project. The Mayor stated that he would be contacting the Director or Community Services for some further information. Ms. Wyn Hughes will follow up with the Mayor for an update.

Carys Wyn Hughes will provide an update at the February CIB meeting.

#### **5.2 CIB Spring Fling**

The 2025 Spring Fling will be held on Saturday, May 24, 2025. Linda Wakenhut will contact the Local Community Food Centre to inquire about possibly collaborating with them this year. Further discussion at the February meeting regarding a collaboration or remaining at the Stratford Market.

#### **5.3 Scott's Miracle Grow Annual Garden Contest**

CIB members would like to participate in this program again in 2025. Barb Hacking stated that the application form usually gets posted in February. She will share the application with members once it is available and confirm that the committee is on board to participate. You can either participate with (6) or (12)

Communities in Bloom Advisory Committee  
January 2, 2025

winners. Members discussed also investigating the possibility of choosing a winner/runner up in each Ward and one commercial winner/runner up.

The City's Communications Specialist posts that the nominations are open for local gardens. A working group of CIB members then reviews the nominations and signs and prizes are distributed.

## 6. Upcoming Events

- Spring Fling – May 24, 2025
- Scott's Miracle Grow Contest
- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025
- Pumpkin Parade – November 1, 2025

## 7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, February 6, 2025, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

## 8. Adjournment

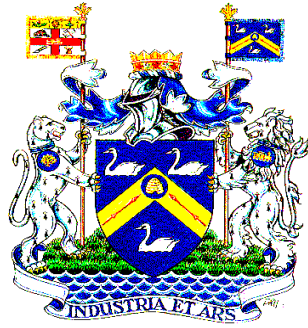
**Motion by** Carys Wyn Hughes

**Seconded by** Councillor Henderson

**THAT the January 2, 2025 Communities in Bloom Advisory Committee meeting adjourn. Carried**

Meeting Start Time: 12:04 P.M.

Meeting End Time: 12:53 P.M.



# Communities in Bloom Advisory Committee

## MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, February 6, 2025 at 12:00 p.m., Agriplex Community Hall, 357 McCarthy Road W., Stratford ON

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

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

**Regrets:** Carys Wyn Hughes, Mary-Anne Krutila, Councillor Bonnie Henderson

### 1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:11 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection

Reading of the Respectful Workplace Conduct Statement

### 2. Declarations of Pecuniary Interest

None declared.

### 3. Adoption of the Previous Minutes

**Motion by** Barb Hacking

**Seconded by** Kimberly Richardson

**THAT the minutes from the Communities in Bloom Advisory Committee meeting dated January 2, 2025 be adopted as printed. Carried**

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

##### **4.1 Landscape Design Plan**

Kevin Bonnell, Manager of Inclusion, Equity & Indigenous Initiatives, introduced himself to committee members.

Mr. Bonnell discussed with CIB members the plans for an Indigenous medicine wheel and fire pit in Confederation Park. In the fall, CIB purchased trees that have been planted by Community Services in a circle in anticipation of this project. Linda Wakenhut volunteered to contact the Horticultural Society to discuss the last tree to be planted, as the nursery did not have enough trees in the fall.

The purpose of this project is reconciliation and cultural education. The Indigenous medicine wheel and fire pit will serve as a permanent public space for reflection, learning and cultural celebration. The goal is to launch this project on September 30, 2025, with the following work plan:

- Recruitment for Indigenous Engagement Working Group (Feb-March 2025)
- Develop Terms of Reference and Define Scope (April-May 2025)
- Design, Educational Components and Construction (June-August 2025)
- Launch event on National Day for Truth and Reconciliation (September 2025)

CIB members will share their Indigenous contacts with Kevin Bonnell to reach out and discuss being part of this project.

The CIB Committee has requested \$5,000.00 in their 2025 budget for special projects, which can be put towards this project. Kevin Bonnell stated that the City's DEI Department will also be contributing in some capacity and Mr. Bonnell will continue to research and apply for any funding opportunities that are available.

Councillor Beatty noted that the Stratford Rotary Club is also planning an Indigenous project, as they are hosting their regional symposium here in Stratford this year. This may be an opportunity to work together and collaborate on a project.

Kevin Bonnell will contact the Parks and Forestry Manager to discuss plans.

Communities in Bloom Advisory Committee  
February 6, 2025

**Motion by** Kimberly Richardson  
**Seconded by** Barb Hacking

**THAT the Communities in Bloom Advisory committee, in collaboration with the City of Stratford's Diversity, Equity and Inclusion Division, approves in principle an Indigenous medicine wheel and fire pit project in the north end of Confederation Park;**

**AND THAT funding be allocated from the 2025 Communities in Bloom budget up to the amount of \$5,000.00. Carried**

Kevin Bonnell no longer present at the meeting (12:43 p.m.).

#### **4.2 Ted Blowes Garden**

No new updates on the garden. Barb Hacking noted the lights are on at the bridge and look great this winter.

#### **4.3 2025 National Symposium – Planning Update**

Councillor Beatty stated that it is the committee's intent to hold all functions for the symposium at the Agriplex Community Hall, with the exception of the Thursday evening event and Friday evening dinner. Councillor Beatty will inquire about booking it from Wednesday to Sunday to allow for set-up.

Councillor Beatty will follow up with Director Tim Wolfe to confirm the use of the Agriplex Hall. CIB National will be sent the booking contract to sign and take care of applying for the liquor license as the contract is under them.

Kimberly Richardson volunteered to do a site visit at the Agriplex Hall with an audio/visual expert.

Kimberly Richardson will form a working group to create a detailed event plan with everything that needs to be accomplished, by what date and who will be doing it. Catering and potential speakers to be included in the plan.

Vicky Trotter noted a "meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them where quorum is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee. Therefore, the working group meeting must be 4 or less members.

#### **4.4 Update on Gateways Project**

Deferred to next meeting.

#### **4.5 Spring Fling Partnership Update**

Linda Wakenhut reported that Garden Stratford would like to partner with Communities in Bloom for their Spring Fling event. However, their plant sale is scheduled for Saturday, May 31, 2025, the week after CIB's event. CIB members would like to move forward with the collaboration, switching the date to May 31 to align with Garden Stratford's plant sale at the Local Community Food Centre.

Ms. Wakenhut noted that if people are interested in volunteering for Garden Stratford projects, they will be required to purchase a Stratford & District Horticultural Society membership card (\$15.00).

#### **4.6 Annual Scott's Miracle Grow Garden Contest**

No update on the application forms being released.

Cindy Carlson has forwarded grant information to Stratford District Secondary School so they can apply for it.

### **5. New Business**

#### **5.1 2025 Gro for Good Grant Initiative**

Councillor Beatty stated that this grant initiative could also be sent to secondary schools. Cindy Carlson noted that the Stratford Intermediate School may be interested in this.

Councillor Beatty stated that applications will be accepted until February 28, 2025 or when they receive the first 200 applications, whichever comes first.

### **6. Upcoming Events**

- Spring Fling – May 31, 2025
- Scott's Miracle Grow Contest
- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025
- Pumpkin Parade – November 1, 2025

Communities in Bloom Advisory Committee  
February 6, 2025

**7. Date of Next Meeting**

The next meeting of the CIB Advisory Committee will be held on Thursday, March 6, 2025, at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford.

**8. Adjournment**

**Motion by** Kimberly Richardson

**Seconded by** Linda Wakenhut

**THAT the February 6, 2025 Communities in Bloom Advisory Committee meeting adjourn. Carried**

Meeting Start Time: 12:11 P.M.

Meeting End Time: 1:30 P.M.