



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

Date: August 12, 2021
Time: 3:30 P.M.
Location: Electronic Meeting
Sub-committee Present: Councillor Sebben - Vice Chair Presiding, Councillor Burbach, Councillor Clifford, Councillor Henderson
Staff Present: David St. Louis - Director of Community Services, Michael Mousley - Manager of Transit, Danielle Clayton - Recording Secretary

To watch the Sub-committee meeting live, please click the following link: <https://stratford-ca.zoom.us/j/84265397571?pwd=Wjl2YUFxYUY4dHVhY3E0MjNmZkxrQT09>
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 Vice-Chair to call the Meeting to Order.

Councillor Beatty has provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the Manager of Transit

4.1. Investing in Canada Infrastructure Program (ICIP) Transit Funding Update (COM21-008)

3 - 6

Motion by _____

Staff Recommendation: THAT the Management report titled Investing in Canada Infrastructure Program (ICIP) Transit Funding Update (COM21-008) be received for information;

AND THAT staff provide updates on various project status when required for the remainder of the funding stream.

5. Department Update

7 - 9

The Director of Community Services to provide an update on the department's activities.

6. Advisory Committee/Outside Board Minutes

10 - 22

The following Advisory Committee/Outside Board minutes are provided for the information of Sub-committee:

- Communities in Bloom Advisory Committee Minutes of May 6 and June 3, 2021
- Board of Park Management Minutes of June 7 and June 15, 2021

7. Next Sub-committee Meeting

The next Community Services Sub-committee meeting is Thursday, September 16, 2021 at 3:30 p.m.

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

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



MANAGEMENT REPORT

Date: July 23, 2021
To: Community Services Sub-committee
From: Michael Mousley, Transit Manager
Report#: COM21-008
Attachments: ICIP Worksheet

Title: Investing in Canada Infrastructure Program (ICIP) Transit Funding Update

Objective: To provide Sub-committee information regarding the 10-year ICIP Transit Funding opportunities that commenced in late March 2019.

Background: In early 2019 the MTO announced capital funding opportunities for transit agencies over a potential 10-year timeframe. Stratford was allotted and approved for a total of \$14,167,535 through funded streams through the Federal (40%), Provincial (33.33%) and Municipal (26.67%) governments. The Municipality's contribution is funded through the annual Provincial Gas Tax which results in a "no impact" to the City's tax levy.

The first ICIP intake for the City of Stratford funded projects is almost complete. Thirteen total Transit projects were applied for and awarded from the Federal/Provincial governments that covered the first three years (2019-2021).

The following projects were funded:

- 1 - Conventional 40-foot expansion bus (completed)
- 1 - Conventional 40-foot replacement bus (completed)
- Sunday on demand project (completed)
- ITS-GPS-AVL-Real time bus tracking (completed)
- 1 - Conventional 40-foot replacement bus (completed)
- 1 - Conventional 40-foot replacement bus (completed)
- 1 - Mobility replacement bus (completed)
- 12 - Accessible Bus Shelters (completed)
- Fare system software/hardware upgrade/refurbishment (completed)
- 1 - Conventional 40-foot replacement bus (order placed, will be received in 2022)
- 1 - Conventional 40-foot replacement bus (order placed, will be received in 2022)

- 1 - Mobility replacement bus (order placed, will be received in 2022)
- 12 - Accessible Bus Shelters (installation in August 2021)

To date (2019-2021), approximately 4.5 million dollars has been funded for projects thus far which leaves \$9.6 million remaining in available funding.

Analysis: A second intake to apply for funding was just announced. Beginning June 3, 2021 transit agencies can once again apply for funded transit projects with this intake submission window remaining open until March 24, 2024. Remaining or new projects must also be substantially completed by October 31, 2027 and staff are beginning to research potential projects for a final intake/application to cover the remaining seven years that is left in the funding program.

Staff's approach for this funding stream will focus on infrastructure upgrades as the transit facility (garage, bus storage, office) is well beyond its useful purpose and in need of upgrades/replacement. Most of these buildings are approaching 40 years in age.

Some of the projects that are being considered are as follows:

- ITS-GPS-AVL continuation/expansion
- Automated bus wash replacement
- Electronic bus fare implementation
- Consultants (facility designs, research and feasibility reports, electric buses)
- Accessible bus shelters (12 each year)
- Bus storage expansion
- Garage facility upgrades (i.e. replacement of hoist and other amenities)
- Transit office replacement
- Battery electric conventional buses (3)
- Battery electric mobility buses (2)

Federal contribution up to 40% which is \$5,667,014 with Provincial contribution up to 33.33% which is \$4,722,039 and Municipal contribution up to 26.67% which is \$3,778,482 for a total of \$14,167,535 over a 10-year period.

The current Gas Tax Funding can be used as part of the Municipal contribution to Transit projects (allocation of funding is based on 2015 CUTA Fact book ridership information).

Financial Impact: No financial impact as the City of Stratford's share is funded through the annual Provincial Gas Tax Program and would therefore not affect the City's tax base. Currently we are receiving approximately \$462,000 through the Provincial Gas Tax Program.

Alignment with Strategic Priorities:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT the Management report titled Investing in Canada Infrastructure Program (ICIP) Transit Funding Update (COM21-008) be received for information;

AND THAT staff provide updates on various project status when required for the remainder of the funding stream.



Michael Mousley, Transit Manager



David St. Louis, Director of Community Services



Joan Thomson, Chief Administrative Officer

6

10 Year ICIP Potential Transit Funding

Transit Project	Funding Year	Total Cost	%	Federal Contribution	%	Provincial Contribution	%	Stratford Contribution	
40 foot bus	2019	\$570,000	40	\$228,000	33.33	\$189,981	26.67	\$152,019	completed
40 foot bus	2019	\$570,000	40	\$228,000	33.33	\$189,981	26.67	\$152,019	completed
ITS-GPS-AVL-APP	2019	\$200,000	40	\$80,000	33.33	\$66,660	26.67	\$53,340	completed
On Demand	2019	\$50,000	40	\$20,000	33.33	\$16,665	26.67	\$13,335	completed
40 foot bus	2020	\$570,000	40	\$228,000	33.33	\$189,981	26.67	\$152,019	completed
40 foot bus	2020	\$570,000	40	\$228,000	33.33	\$189,981	26.67	\$152,019	completed
Mobility bus	2020	\$100,000	40	\$40,000	33.33	\$33,330	26.67	\$26,670	completed
Shelters	2020	\$150,000	40	\$60,000	33.33	\$49,995	26.67	\$40,005	completed
Fare System	2020	\$175,000	40	\$70,000	33.33	\$58,327	26.67	\$46,672	completed
40 foot bus	2021	\$580,000	40	\$228,000	33.33	\$189,981	26.67	\$152,019	In progress
40 foot bus	2021	\$580,000	40	\$228,000	33.33	\$189,981	26.67	\$152,019	In progress
Mobility bus	2021	\$100,000	40	\$40,000	33.33	\$33,330	26.67	\$26,670	In progress
Shelters	2021	\$150,000	40	\$60,000	33.33	\$49,995	26.67	\$40,005	In progress
SUBTOTAL YEAR 3		\$4,365,000		\$1,738,000		\$1,448,188		\$1,158,811	
ITS-GPS System-Continuation	2022	\$200,000	40	\$80,000	33.33	\$66,660	26.67	\$53,340	
Automatic Bus Wash Replacement	2022	\$350,000	40	\$140,000	33.33	\$116,655	26.67	\$93,345	
Electronic Fare System	2022	\$450,000	40	\$180,000	33.33	\$149,985	26.67	\$120,015	
Consultant (BEB, Facility designs, Research)	2022	\$150,000	40	\$60,000	33.33	\$49,995	26.67	\$40,005	
Shelters	2023	\$150,000	40	\$60,000	33.33	\$49,995	26.67	\$40,005	
Bus Storage Upgrade	2023	\$1,000,000	40	\$400,000	33.33	\$333,300	26.67	\$266,700	
ZEB 40' Conventional Bus	2024	\$1,400,000	40	\$560,000	33.33	\$466,620	26.67	\$373,380	
Garage Upgrades	2024	\$1,100,000	40	\$400,000	33.33	\$333,300	26.67	\$266,700	
Shelters	2024	\$150,000	40	\$60,000	33.33	\$49,995	26.67	\$40,005	
Office Upgrade	2025	\$1,000,000	40	\$400,000	33.33	\$333,300	26.67	\$266,700	
Mobility Bus-ZEB	2025	\$450,000	40	\$180,000	33.33	\$149,985	26.67	\$120,015	
ZEB 40' Conventional Bus	2026	\$1,400,000	40	\$560,000	33.33	\$466,620	26.67	\$373,380	
Shelters	2026	\$150,000	40	\$60,000	33.33	\$49,995	26.67	\$40,005	
Mobility Bus-ZEB	2027	\$400,000	40	\$160,000	33.33	\$133,320	26.67	\$106,680	
ZEB 40' Conventional Bus	2028	\$1,400,000	40	\$560,000	33.33	\$466,620	26.67	\$373,380	
TOTAL		\$14,115,000		\$5,598,000		\$4,664,533		\$3,732,466	Estimated Gas Tax Contribution from Municipality
								\$4,620,000	Estimated 10 year Gas Tax Contribution from Province

Note- If there is no change in the Gas tax contribution to the City (based on 2019's \$462,000.00) All or part of this allotment can be used as the Municipals 26.67% contribution in the ICIP 10 year program.

Community Services Sub-committee
Department Update
JULY 2021

PARKS

- Drainage on Tom Patterson Island has been installed.
- Goose management program ramped up as of July 28th as birds have finished molting. Numbers have already declined.
- Communities in Bloom and City of Stratford "bridge to nowhere" painting to be completed end of July.

PARKS CAPITAL

- Playground structure installation at Optimist Park to begin first week of August

CEMETERY

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

CEMETERY CAPITAL

- Nothing new to report

TRANSIT

- Seat behind driver made unavailable to recognize social distancing
- All fleet disinfected nightly
- Hand sanitizer placed at front doors for customers to use when entering bus
- Gloves/surgical masks/disinfectant made available to staff
- **Weekly Ridership Average:**

• June 27-July 3:	4156	last year - 4958
• July 4-10:	5101	last year - 5460
• July 11-17:	5358	last year - 5928
• July 18-24:	5129	last year - 6149
- Ridership last year at this time was in "yellow/orange" level

TRANSIT CAPITAL

- Bus replacement 2021 – 2 additional 40-foot buses confirmed and ordered. Tentative delivery date early 2022.
- 2021 Accessible bus stops with shelters has been awarded. Tentative completion date of mid/late summer.

PARALLEL TRANSIT

- All fleet disinfected nightly
- **Weekly Ridership Average**
- June 27-July 3: 179
- July 4-10: 213
- July 11-17: 202
- July 18-24: 236
- Ridership at approximately 55% of normal (gradually rides are increasing)

PARALLEL TRANSIT CAPITAL

- Bus replacement 2021-in process with expected delivery late 2021

RECREATION PROGRAMMING

(last update provided in May)

- Online programming and presentations continue to be offered on the Stratford Lakeside Active Adults Facebook page including yoga, line dancing, exercise, music, and cooking classes
- Program planning for summer day camps and aquatics. Lions Pool scheduled to open the week of June 14. Day Camps to start July 5.
- Recruitment of summer day camp leaders and swimming instructors for summer placements, conditional on government directives
- Collaboration with individual and community groups on COVID-19 protocol development/sport-specific return-to-play protocols, in line with current government regulations and national sport guidelines, to support a return to use of city facilities when permitted to do so
- Continued work with community organizations on the development of Canada Day virtual celebrations

RECREATION FACILITIES

- Indoor recreation facilities are now permitted to re-open under Step 3 of the provincial re-opening plan with restrictions. All areas of the facilities are permitted to have a maximum of 50% capacity. All patrons are required to complete active COVID-19 screening when entering an indoor recreation facility.
- The Rotary Complex continues to host the COVID-19 Assessment Centre and the Mass Vaccination Clinics.
- One ice surface at the Rotary Complex has been installed. Ice rentals began on Monday, July 26th. A separate facility entrance and exit are being used by ice users to avoid interaction with the Mass Vaccination Clinics that are using the main facility entrance and exit.
- Elite Fitness re-opened in the Rotary Complex on Saturday, July 17th. Elite Fitness staff and members are using a separate facility entrance and exit.
- The walking track at the Rotary Complex remains closed until further notice.
- Meeting rooms and Halls at the Rotary Complex will not be permitted to be used at this time due to the Mass Vaccination Clinics.
- Under Step 2 and Step 3 of the provincial re-opening plan, outdoor recreation facilities including tennis courts, baseball diamonds, soccer fields, basketball courts, and the Skate Park are permitted to be used for team sports and leagues. Minor sports organizations and adult leagues have started to use the baseball diamonds and soccer fields for practices, games, and tournaments.

RECREATION FACILITIES CAPITAL

- Nothing new to report



A meeting of the Stratford Communities in Bloom Committee (CIB) was held on May 6, 2021 at 12:00 p.m., electronically.

Present: Councillor Brad Beatty – Chair Presiding, Linda Hawken, Kimberly Richardson, Councillor Bonnie Henderson, Barb Hacking, Cindy Carlson, Carys Wyn Hughes, Paul Smith

Staff Present: Casey Riehl – Recording Secretary

Absent: Quin Malott – Manager of Parks, Forestry & Cemetery, George Keirstead

Minutes

1.0 Call to Order

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

2.0 Disclosure of Pecuniary Interest

None declared.

3.0 Adoption of Previous Minutes

Motion by Kimberly Richardson, seconded by Linda Hawken

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated April 1, 2021 be adopted as printed. Carried

4.0 Business Arising from Previous Minutes

a) 2021 Spring Events – Councillor Beatty

Councillor Beatty advised he has confirmed that the Ag Society will provide a spot at the Saturday, May 29, 2021 Farmer's Market for the CIB Committee to hand out seeds, flowers and CIB information. Barb Hacking has received the sunflower seeds from Miracle Max's Minions. There will be a donation box located at the Farmer's Market for Miracle Max's Minions, should anyone wish to donate. Ms. Hacking will be packaging the seeds in biodegradable cups.

The Committee agreed that they would like to continue to give away pollinator plants again this year. Carys Wyn Hughes suggested CIB could purchase plants from the upcoming SDSS plant sale. Cindy Carlson will contact SDSS to inquire about purchasing plants and will inquire if they have yellow flowers available.

It was confirmed that members will pick up the CIB flags and banner from the Clerk's Office prior to May 29th. Councillor Henderson will circulate a google schedule for members to sign up to work at the market.

Barb Hacking will send the CIB National information on Growing Hope to Mike Beitz, Corporate Communications Lead to post on social media to encourage residents to plant yellow and let them know that the CIB Committee will be at the Farmer's Market on May 29th.

Motion by Kimberly Richardson, seconded by Cindy Carlson

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$500.00 to purchase plants and cover various expenses related to the May 29, 2021 Farmer's Market event. Carried

b) Anti-Littering Campaign Update – Kimberly Richardson

The information has been posted and distributed.

c) CIB Website Update – Councillor Beatty/Kimberly Richardson

No new updates were provided.

d) 2021 Miracle Grow Garden Selection Program – Barb Hacking

No new updates were provided. Barb Hacking will let the Committee know when the prize packages have arrived and work with Mike Beitz to do a media release and post on social media.

e) Update from CIB National – Councillor Beatty

Councillor Beatty reported that this week is Communities in Bloom Week. He reminded members that there are webinars starting today, May 6 and again on June 3, July 8 and August 5, 2021 on various topics.

May 15, 2021 is the deadline for community information to be submitted to CIB National for judging this year. Councillor Beatty will send the information in. Members will continue to take and collect pictures for the Stratford book to submit for judging. Councillor Beatty will contact Destination Stratford to inquire about winter lights photos. Carys Wyn Hughes will contact a local photographer who has helped CIB other years to see what he has available to contribute.

f) Gardens of Hope Project (Confederation Park) – Barb Hacking

Barb Hacking reported that the artists workshops originally scheduled in April were cancelled due to the recent lockdown. Two workshops were held virtually for participants. No update on plans for the bridge have been provided. The deadline for grant submissions for this project has been extended and Ms. Hacking is hoping the announcement will be made soon if they have been successful. As a single artist is painting the wall in the park, this project may be able to proceed soon.

Councillor Beatty reported that the porous pave project has been completed. The Ted Blowes bench has been done, as well as a grouping of benches at Confederation Park.

g) Beehives in Stratford – Cindy Carlson

Cindy Carlson consulted with a local beekeeper regarding options for locating hives in and around Stratford, i.e. parks. The beekeeper suggested any areas that would be visited by people would not be advised. The issues of people getting stung and vandalism are a concern. An area hidden away and protected is much more suitable.

h) CIB 25th Anniversary Garden Planting

Councillor Beatty will follow up with the Manager of Parks, Forestry & Cemetery on timing and when the garden will be available for planting. Members were advised the Community Services Department does not have extra plants for this garden and that the CIB will have to supply all plantings.

Motion by Kimberly Richardson, seconded by Carys Wyn Hughes

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$500.00 to purchase plants and supplies for the 2021 CIB garden planting. Carried

5.0 New Business**a) Butterfly Magnolia Trees at Ted Blowes Memorial Garden**

Three butterfly magnolia trees have been donated to CIB by Barb Hacking, Cindy Carlson and the third in memory of a friend. The trees will be planted beside the Ted Blowes Memorial Garden. They are pollinator trees that bloom yellow in the spring. Councillor Beatty thanked Ms. Hacking and Ms. Carlson for their generous donation.

b) Hope is Growing Plantings – Cindy Carlson

Cindy Carlson reported that she mentioned the "hope is growing" initiative that CIB is promoting this year to residents in her neighbourhood and she has just received a flyer for everyone in the community to plant yellow.

She has also heard from retired teachers at their AGM that they have started a contest to grow sunflowers.

6.0 Upcoming Events

Saturday, May 29, 2021 – Stratford Farmer’s Market

7.0 NEXT MEETING DATE – Thursday, June 3, 2021 at 12:00 p.m., electronically.

8.0 ADJOURNMENT

Motion by Paul Smith, seconded by Carys Wyn Hughes

THAT the May 6, 2021 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 12:00 P.M.

Meeting End Time: 12:51 P.M.



A meeting of the Stratford Communities in Bloom Committee (CIB) was held on June 3, 2021 at 12:00 p.m., electronically.

Present: Councillor Brad Beatty – Chair Presiding, Linda Hawken, Kimberly Richardson, Councillor Bonnie Henderson, Barb Hacking, Cindy Carlson, Carys Wyn Hughes

Staff Present: Casey Riehl – Recording Secretary

Absent: Quin Malott – Manager of Parks, Forestry & Cemetery, George Keirstead

Minutes

1.0 Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:06 p.m.

2.0 Disclosure of Pecuniary Interest

None declared.

3.0 Adoption of Previous Minutes

Motion by Kimberly Richardson, seconded by Linda Hawken

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated May 6, 2021 be adopted as printed. Carried

4.0 Business Arising from Previous Minutes

a) Update on Stratford Farmer's Market Event (May 29) – Councillor Beatty

Councillor Beatty reported that the event went well, and the CIB table was well visited. As an alternative venue this year, Committee members liked the change and extra exposure to network with people. Members are interested in possibly doing it this way again next year. Carys Wyn Hughes will order name tags for the new committee members.

Motion by Carys Wyn Hughes, seconded by Kimberly Richardson

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$50.00 to purchase name tags for new Committee members. Carried

b) CIB Website Update – Councillor Beatty/Kimberly Richardson

Members reviewed the current CIB page on the City's website. Kimberly Richardson suggested adding pictures of recent CIB projects and work towards updating the photo gallery every six months. Barb Hacking will forward the link to the Ted Blowes Memorial Garden to be included on the site, as well as the information regarding the pollinator pathway. Members are asked to forward any pictures they would like to be considered for the site to Kimberly Richardson.

c) 2021 Miracle Grow Garden Selection Program – Barb Hacking

Barb Hacking has received 12 signs and 11 gift certificates for this year's event. Ms. Hacking will work with the City's Corporate Communications Lead to post the information on the website in July. The deadline for the event is the end of August, so all submissions and judging will have to take place before then.

d) Update from CIB National – Councillor Beatty

Councillor Beatty reported that the next step for judging is a zoom consultation with the judges. Councillor Beatty will inquire if the date of the next CIB meeting would suit the judges and he will set up the consultation prior to the meeting on July 8.

e) Gardens of Hope Update (Confederation Park) – Barb Hacking

Barb Hacking reported that due to the lockdown, the workshops regarding the art for the bridge have not taken place. Councillor Beatty shared the artwork that will be painted on the front of the wall at the park. Barb Hacking stated that they are awaiting further funding to complete the back of the wall. Sunflower seeds have been planted around the new magnolia trees in the Ted Blowes Garden and additional shade plants have also been added.

5.0 New Business

a) CIB Anniversary Garden – Councillor Beatty

Councillor Beatty thanked members for helping to plant the CIB garden this year. Members planted 215 sunflowers in memory of the children lost in BC. Barb Hacking inquired if a temporary sign could be posted at the garden to let people know that it is the Garden of Hope, as well as the significance of the 215 sunflowers. Kimberly Richardson will contact the Manager of Parks, Forestry & Cemetery and the Parks Board to seek approval for the temporary sign to be posted.

Motion by Barb Hacking, seconded by Cindy Carlson

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$65.00 to purchase a temporary sign for the CIB Garden of Hope. Carried

6.0 Upcoming Events

No new events.

7.0 NEXT MEETING DATE – Thursday, July 8, 2021 at 12:30 p.m., electronically.

8.0 ADJOURNMENT

Motion by Kimberly Richardson, seconded by Councillor Henderson

THAT the June 3, 2021 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 12:06 P.M.

Meeting End Time: 12:40 P.M.



BOARD OF PARK MANAGEMENT

A meeting of the Board of Park Management was held on day, **June 7, 2021 at 3:30 p.m.** via Zoom.

PRESENT: Chairman Rick Orr, Vice Chair Jennifer Lamb, Randy Brown, Dave Hanly, Sheri Maguire, Kimberley Richardson, Councilor Beatty, Councilor Henderson.

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

MINUTES

2647. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

None declared

2640. MINUTES:

Issue: The minutes from the May 3, 2021 Zoom meeting provided for approval.

Resolution: That the minutes of the May 3, 2021 meeting be approved.

Mover: B. Henderson

Seconded: D. Hanley

Carried.

2648. STRATFORD SUMMER MUSIC "BARGE MUSIC" PROGRAM REQUEST:

Issue: SSM planning MusicBarge program for 2021 season. The barge will be installed on the Avon River with both an offshore and shore mooring just east of the York Street Visitors' Centre below the Cenotaph. Performances are free. The barge will travel along the river between York Street Visitors Centre and Tom Patterson Island during performances to discourage crowds gathering. MusicBarge will be in the river August 4, 2021 between 8:30-10:30am with removal on or around August 29, 2021. Staff operating the barge are required to have Boat Smart certificate identification and to wear PFD jackets during operation.

Schedule provide for Board's information.

Special Events Application has been submitted to Allison Jordan Coordinator.

2649. HOT AIR BALLOON PARK LAUNCH:



BOARD OF PARK MANAGEMENT

Issue: Email received from Simon Restell owner/operator of Ontario hot air balloon rides. Chairman Orr directing staff to provide to the Board for review and consideration.

To whom it may concern,

My name is Simon Restell, my wife and I own and operate Ontario hot air balloon rides

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fontariohotairballoonrides.com%2F&data=04%7C01%7CTMunro%40stratford.ca%7Ca83e3e9cd2044519622608d9212cbad3%7C5d03b4a2b02543ca801032d05d87e51b%7C0%7C0%7C637577298257275973%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJCVCI6Mn0%3D%7C1000&data=w8ziChGNy3gm1uiqdh2x0R0IXqLVXtGSfYPMjDMNSZ4%3D&reserved=0> We are located in New Dundee and a small family run business. On occasion

we will be launching from the Stratford municipal airport this summer. However the purpose of this email is to see if it would be possible to obtain permission to use the grass area by the soccer fields off Lakeside Dr, opposite the Stratford Festival building, as one of our launch sites for our hot air balloon flights. In return we would be happy to donate some anytime shared flight vouchers, for the city to do with as you wish. We mainly launch very early in the morning at sunrise and also in the evenings 1-2 hours prior to sunset. We never fly during the day. Our flying season will commence with limited capacity once step one of the 3 phase Ontario reopening plan comes into effect. We abide by all current government regulations and it takes us about 20 mins - 30 mins to set the hot air balloon up and launch. We are fully insured and hold up to \$2,000,000 of liability coverage. Several launch sites are needed for our hot air balloon trips. Hot air balloons are carried by the breeze, and therefore we will not know the direction of travel until we obtain our weather forecast on the day of the flight. Once the details are at hand, we select the take-off site best located to give a safe and lengthy flight. On arrival passengers meet us by the hot air balloon, they are briefed for flight and then away we go. After launch our crew follows the balloon until we find a safe and suitable landing location. Once launched, the balloon would not be flying back to the original launch location, we often land between 5km - 20km away from our original launch location.

I would very much like the opportunity to answer any questions that you may have. Being able to launch from the Park in Stratford would help us tremendously.

Thank you, Simon Restell

Discussion regarding Board's policy surrounding no commercial ventures being allowed in the park system. Further discussion on logistics and limitations. It was recognized and agreed that the request to launch a hot air balloon from the Lower Queens Park location would be of benefit to the community from a morale and tourism purview. The Board did emphasize that this initiative, like others during the pandemic would be for this year only.



BOARD OF PARK MANAGEMENT

Resolution: To approve the request on a one-year basis only under the Economic Recovery phase of Stratford during the summer through to the fall of 2021. Morning launch mandated as only time permissible. Owner/operators to coordinate with staff throughout.

Mover: J. Lamb

Seconded: D. Hanly

Carried.

Chairman Orr to coordinate with Zac Gribble regarding messaging through Visit Stratford.

2646. OTHER BUSINESS:

Chairman Orr enquired whether the City was closing Lakeside Drive between Waterloo and Queen Streets during 2021 for pedestrian traffic similar to 2020. He stated that he had heard that The Stratford Festival had provided a letter of endorsement for this initiative. Councilor Henderson indicated that the issue did arise at an ITS Committee meeting. Staff were to return with a report.

Discussion regarding permanent closure from May to October annually with possible installation of bollards or something potentially more esthetically suitable. This initiative would be to maintain one-way traffic flow easterly leaving the westbound lane open for pedestrian and bicycle traffic. It was noted that the heavy foot traffic on the boulevard in users attempts to maintain physical distancing has resulted in turf compaction, paths forming and stressed trees. Chairman Orr was asked to send a request to the Clerk's Office to forward as appropriate.

Chairman Orr acknowledged the CIB Committee on their efforts in planting the Boathouse Garden and assisting to maintain the Butterfly Garden in Confederation Park.

Chairman Orr also mentioned contact with Friends of Shakespearean Gardens Reg White in progress made through the donation of two hanging baskets at the front gate and a dogwood planted beside the gazebo.

D. Hanly enquired about the legal status of the agreement regarding the winter tennis program. Chairman Orr has forwarded the draft agreement to organizers and the Stratford Tennis Club. All parties are on board and envision no issues. The organizers of winter tennis are now able to move forward with funding application with Tennis Canada. Once the two tennis organizations finish their negotiations the Board will finalize the new lease.

Councilor Henderson stated that she had an enquiry regarding accessible boat launch and believed that one already existed. Staff replied that there is an accessible ramp that



BOARD OF PARK MANAGEMENT

Kayaks can be wheeled in on along with a transfer platform for less mobile people to board a kayak/canoe. Q. Malott believes the originating request was more centered around installation of a hand rail with the transfer platform to offer stability in boarding vessels.

Councillor Henderson asked if the municipality would be prepared to initiate a sale of tulip bulbs to the community when removed from flower beds. Staff indicated that the only bed where tulips are removed is in front of City Hall. The process sees any bulbs removed repurposed in Shakespearean Gardens or other perennial beds. However, in 2021 approximately only 25% of be removed bulbs were viable with an expectation of future bloom the remaining bulbs were very small and composted. Staff indicated that this could be due to the fact that they were a late blooming variety and it is possible that the tops were not given sufficient time to die down and replenish the bulb. Community distribution is a program that could be considered in the future if there is a surplus. It was noted by Q. Malott that the number of bulbs planted in the City Hall bed is approximately 500 versus the thousands discussed in regarding the programs in other municipalities.

Staff indicated that the poles for the lights on Tom Patterson Island will be installed on June 8th with the lights being installed on June 11th.

The Board of Park Management does not meet in July and August but may always convene for a meeting at the call of the Chair or as needed.

Motion to adjourn at 4:10pm by K. Richardson, seconded by B. Henderson.



BOARD OF PARK MANGEMENT

A special meeting of the Board of Park Management was held on day, **June 15, 2021 at 3:30 p.m.** via Zoom.

PRESENT: Chairman Rick Orr, Vice Chair Jennifer Lamb, Dave Hanly, Sheri Maguire, Councilor Beatty.

ABSENT WITH REGRETS: Randy Brown, Kimberley Richardson, Councilor Henderson.

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

MINUTES

2650. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

Email request from Zac Gribble Executive Director Destination Stratford for review by call of the Chair. Details as follows:

As part of Destination Stratford & Invest Stratford's interest in pursuing a Stratford-based Film & TV Office, GameTV was seeking outdoor locations to host a teen pop quiz show this August. I'm pleased that Stratford is one of 6 locations selected in Ontario.

In terms of dates and requirements, here are the high level details:

Dates: August 13,14, 15

August 13 - arrive in the morning, shoot BRoll/town profile throughout the day, set up tent (overnight security required.)

August 14 - shoot the tent/quiz/game show all day (strike tent end of day.)

August 15 - shoot BRoll/town profile

Requirements:

Access to power would be great.

Ability to pull up mini vans and unload

Area big enough to accommodate a 10x15 main filming tent with 2 additional 10x10 support/holding tents - preferably with a little distance between to avoid those waiting their turn to hear what is happening.

Facilities - do any proposed locations offer access? If not we would look to bring in.

We were thinking that the Park system would be ideal to showcase Stratford and host the filming for this production.

2 locations that come to mind are:



BOARD OF PARK MANGEMENT

- Tom Patterson Island (in the center so it doesn't disrupt Al Fresco or Summer Music Barge performances.

- Art In The Park location (since they are not in operation this year).

I look forward to your feedback on the above.

Onwards and upwards.

Cheers,

Zac Gribble

Executive Director

Destination Stratford

[47 Downie Street, Stratford, ON N5A 1W7](http://47DownieStreet,Stratford,ONN5A1W7)

Office: [519.271.5140](tel:519.271.5140)/1.800.561.7926

visitstratford.ca

Resolution: To allow the tv gameshow to utilize the park system to film.

Mover: J. Lamb

Secunder: D. Hanly

Carried.

Adjourned at 3:34pm