



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

Date: Thursday, March 23, 2023
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, Quin Malott - Parks and Forestry Manager, Danielle Clayton - Recording Secretary

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

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

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

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

Pages

1. Call to Order

The Chair to call the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

3. Delegations

3.1 Delegation Request from Gary Goulding

Gary Goulding has requested to address Sub-committee about transit delays and to request the fixed-route service be re-instated on Saturdays and Sundays.

Motion by

THAT the delegation by Gary Goulding with respect to transit matters, be heard.

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

4.1 Urban Forestry Plan Update 2023 (COM23-002)

3 - 22

Motion by

Staff Recommendation: THAT the proposed 2023 revisions made by the Parks, Forestry & Cemetery Manager to the 2001 Urban Forestry Plan (revised 2007, 2018), be adopted.

5. Department Update

23 - 26

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

6. Advisory Committee/Outside Board Minutes

27 - 37

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

- Board of Park Management Minutes of November 7, 2022 and February 6, 2023

7. Next Sub-committee Meeting

The next Community Services Sub-committee meeting is April 13, 2023, 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: March 23, 2023
To: Community Services Sub-committee
From: Quin Malott – Parks, Forestry & Cemetery Manager
Report #: COM23-002
Attachments: Revised Urban Forestry Plan 2023

Title: Urban Forestry Plan Update 2023

Objective: To update Sub-committee and Council on the revisions made to the 2001 Urban Forestry Plan (Revised 2007, 2018).

Background: Prior to 2001, the Parks Division of the Community Services Department operated under an informal Tree Management Plan for many years. As that program grew larger, it was felt that a more comprehensive, community-based plan should be developed.

In 2001 an ad hoc committee was established to assist the Community Services Department in the creation of an Urban Tree Management Plan. This plan was adopted by Council October 9, 2001, and was updated in 2007 and 2018.

The Urban Forestry Plan is a tool which outlines the operational and long-term forestry procedures for the municipality. Management follows and updates regularly to ensure consistency and accuracy in the maintenance of the city's urban forest. Many resident questions can be answered by referencing this plan. The overarching objective of the plan is continually working towards a diverse, multi-aged, safe and healthy urban tree canopy.

Updates to this plan are made by department staff on an as needed basis.

Analysis: In this revision the following updates were made:

- Wording changes under "In-house Services" for clarification
- Wording changes under "Contracted Services" for clarification
- Tree Planting Policy – addition of online tree planting request form
- Addition of the Private Tree Preservation By-law in 2020 to ensure the policies are working together

- Addition of Limits of Approach practices around hydro lines as this was previously not outlined
- Wording changes under “Training and Development” to include equipment moving toward battery powered when applicable to reflect the strategic priorities around climate change
- General grammar and punctuation adjustments throughout

Financial Implications:

Financial impact to current year operating budget:

Any activities outlined in the Plan have been included in the Draft 2023 operating budget. This includes contractor pruning and removals, in-house staff pruning and removals and management of the urban forest.

Financial impact on future year operating budget:

As trees in new subdivisions become larger, increased maintenance is required. Some subdivisions in Stratford have larger trees now where an in-house lift apparatus is required in order for in-house staff to prune.

Insurance considerations:

Our regular scheduled tree inspection program, including written documentation and maintenance procedures limit liability risk to the City.

Alignment with Strategic Priorities:

Developing our Resources

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

Alignment with One Planet Principles:

Land and Nature

Protecting and restoring land for the benefit of people and wildlife.

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Staff Recommendation: THAT the proposed 2023 revisions made by the Parks, Forestry & Cemetery Manager to the 2001 Urban Forestry Plan (revised 2007, 2018), be adopted.

Prepared by:

Recommended by:

Quin Malott, Parks, Forestry & Cemetery Manager
Tim Wolfe, Director of Community Services
Joan Thomson, Chief Administrative Officer



Ulmus americana - American Elm

STRATFORD COMMUNITY SERVICES DEPARTMENT

URBAN FORESTRY PLAN 2001 (REVISED 2007, 2018, 2023)

Introduction

The City of Stratford's Community Services Department is committed to the well-being of its Urban Street Trees and Woodlots. This commitment runs hand in hand with a dedication of service to the citizens of Stratford.

The efficient care and maintenance of our trees is the mandate by which our tree program will operate. This program is intended to continue in perpetuity, beginning with the initial selection of a tree, its planting and its ongoing care and maintenance and eventual removal.

Our citizens will be treated in a fair and honest manner and will be kept apprised of any decisions affecting trees within this department's mandate. Every opportunity will be afforded to our citizens to become involved in a dialogue regarding trees, and when disagreements arise the right of appeal will certainly be part of this process.

Trees are an integral part of the urban environment. It is our goal to manage this resource in the best possible way. Trees sustain life.

The purpose of an Urban Forestry Plan is to identify and explain our existing operations and help guide and develop our forestry management practices now and in the future. This is intended to be an ever-changing document and will be revised as required.

The Stratford and Area Round Table for the Environment, established in 1991, tabled a final report in 1993. In this report a very important point was made - "trees and other green plants deserve a place of importance in the urban environment because of their multifaceted impact on the urban area in terms of aesthetics, air purification, carbon dioxide uptake, oxygen production, shade and temperature control and habitat for small wildlife." "Greening can be done with relative ease and has tremendous long term environmental payback." Proper management of this environment is extremely important.

Our Urban Forest is a diverse and unique ecosystem. It has not developed naturally but has arisen as the needs of the community expand. It encompasses street trees, parks, schools, institutions, industry, golf courses, private residences, wood lots, stream, and river valleys, etc. How well we manage this resource dictates how well as a community we will function. Our city trees are under a huge amount of stress as we progress into the 21st century. Planning and management is of utmost importance if we are to preserve a healthy diverse multi-aged tree population. Long term planning is not only necessary, but also essential to maintain the vitality of our urban forest ecosystem.

Goals and Objectives

τ **Objective:** To maintain our Urban Forestry Management Plan for the City of Stratford, which provides a Strategic Plan for increasing the number of trees with attention focused on diversification and risk management in the care and maintenance of trees on city lands within the boundaries of Stratford.

τ **Goals:**

- Maintain the written tree maintenance program which supports a specific maintenance procedure on trees from initial planting of the tree to eventual removal due to external or environmental factors.
- Maintain the written tree maintenance and inspection policy with minimum acceptable operational standards identified.
- Continue regular scheduled tree inspection program, including written documentation and maintenance procedures undertaken.
- Maintain provision of responsible staff (hire and/or train) trained in recognizing the signs of tree hazards including branch structure, detection of rot or disease and other associated dangers, which may reduce structural soundness of tree.
- Maintain our program identifying boundary trees and develop policy for maintenance and hazard identification and responsibility.
- Continue the City's tree planting program with specific planting standards, specifications, and recommendations, using TreeKeeper Software.



What we do:

- 1 **Safety of City Trees:** Large Tree Maintenance Program includes inspection services, evaluation, consultation, pruning, cabling, removals, stump removals, Festival Hydro line clearance and emergency response.
 - 2 **Plant Health Care:** Large Tree and Small Tree Maintenance Program includes insect and disease consultation, evaluation, a pruning program for young trees, environmental outreach programs, work with organizations such as the Civic Beautification Committee, UTRCA, Service Clubs, school groups, Scouts Canada with projects such as Green Week, Arbour Day tree plantings, naturalization projects, etc. Educate the public in proper care of newly planted trees.
 - 3 **Emergency Response:** Deal with callouts on a 24 hr/day 7 day a week basis due to trees failing in storms (wind, lightning, ice, etc.) that block roads, driveways, and cause power outages - Contractor and/or staff deployed as required. Work through and with Festival Hydro, Public Works Department and Police Department.
 - 4 **Tree Planting Program:** Select, purchase, and plant all street trees in new subdivisions, in-fill for trees removed, re-tree older neighbourhoods and citizen requests as well as planting parks, open spaces and natural areas (300-400 trees per year).
 - 5 **Environmental Protection:** Protection and preservation of municipal trees during construction activities. The Tree Preservation Policy specifies required minimum protection standards required.
- **Long Term Goal:** Efficient care and maintenance and planting of the City's urban forests at a reasonable cost to promote a healthy and vigorous treed environment that will benefit all in the Community, and to include proper management practices to ensure sustainable development.

Operating Plan

Care and maintenance of trees is carried out on two levels, in-house services, and contracted services.

In-House Services:

Park staff maintain small trees up to 10 metres in height. Present staffing consists of five full-time Parkskeepers, one Certified Arborist as well as seasonal crews for Parks & Forestry. A minimum of two of these staff have been designated to the forestry crew and as much time as is physically possible is allotted to our small tree maintenance program. Small tree maintenance begins with the initial planting of the tree on city streets, boulevards, parks, and natural areas. Annual tree planting is carried out each spring and consists of re-treeing older neighborhoods (infilling), replacement tree planting for large trees removed under our large tree maintenance program, citizen requests, new subdivision, parks, and natural area plantings. A five-year rotational pruning cycle (1989) has been implemented, whereby all trees planted since 1989 are inspected every five years and any corrective pruning required is carried out to ensure proper branch structure and a well-balanced healthy tree. This systematic pruning will minimize costs involved in the pruning of larger trees in the future. A five-year rotational pruning cycle has been implemented (1993), whereby all trees to a height of 10 metres are inspected and properly pruned at time of inspection. This includes tree climbing as well as pole saw work.



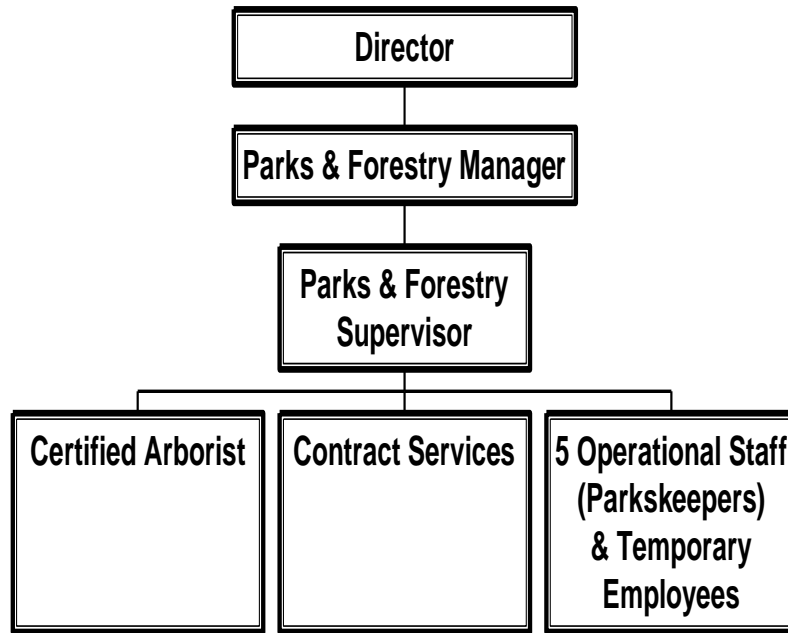
Park Staff – Cyclical Pruning

In-House Services Cont...

All citizen requests will continue to be managed in-house on an as-required basis and much of this work is requested in the summer months. Although the workload for small tree maintenance pruning will continue to rise, the citizen requests workload should diminish as a direct result of our cyclical pruning program. Small tree maintenance in parks and natural areas is included as part of the regular maintenance program.

It is anticipated in the future as the city grows, our large tree maintenance budget will increase due to new subdivision plantings, in filling, re-treeing of older neighborhoods and citizen requests. However, our pruning costs per tree for large trees will decrease dramatically as a result of proper pruning techniques carried out under our small tree maintenance program.

Increasingly maturing neighbourhood trees are becoming a size where aerial lift tools are required to maintain them. It will be prudent for the City of Stratford to invest in obtaining its own aerial unit to allow in-house staff the ability to continue property maintenance at these locations. To maintain this investment and encourage a healthy and diverse Urban Forest, a proper tree maintenance program must be maintained.

DIAGRAM #1**ORGANIZATIONAL CHART - 2023**

Note – At any given time a minimum of one Certified Arborist and one Parkskeeper is required for tree pruning. Pruning crew increased as workload permits.

Contracted Services:

Large tree maintenance is contracted out due to large equipment costs involved i.e., aerial bucket truck and stump puller. Large tree maintenance and removals, stump removals, utility line clearance, systematic street tree pruning, and citizen requests are carried out by a tree service contractor under supervision of the Parks & Forestry Manager. Systematic street tree pruning is carried out on a rotating cycle. This systematic pruning of trees on streets and boulevards was initiated in 1990. Under this system all large street trees in the City of Stratford are pruned on a rotating cycle. This pruning includes *hydro line clearance, pruning back where necessary from residential roofs, removal of dead and diseased limbs and any other corrective pruning required. Any trees, which may require further attention such as a potentially dangerous or hazardous tree, are noted and reported to the Parks and Forestry Manager for inspection and possible removal. **Presently this cycle is completed every five years.**

A very extensive hydro pruning list is provided to the Community Services Department by Festival Hydro for priority pruning. As of 2023, January – April will be dedicated to Festival Hydro line clearing requirements.



Tree Pruning & Removal – Contracted Services

Tree Planting Policy

Each year tree planting takes place in the following locations: new subdivisions, re-treeing older neighbourhoods, parks, natural areas, and citizen requests. The trees planted (at no cost to the homeowner) are 45mm caliper (1 3/4 inches) and approximately 300 – 400 cm high (10 – 12 feet). If a homeowner requests a tree, the Arborist will visit the address to see if there is sufficient space for a tree and will then choose the appropriate species.

The goal for re-treeing older neighbourhoods is to plant a tree wherever there is space within the confines of overhead wires, existing trees, boulevards, etc. For new subdivisions, the city plants a minimum of one new tree for every lot, except for semi-detached and multiplex homes.

In 2021, an [Online Tree Request Application Form](#) was implemented. The process allows residents to request a tree in front of their property. The Parks & Forestry Manager or designate will investigate the possibility and add the address to the following year's planting schedule.

Tree Removal Policy

Tree removal is a "last resort" means to resolving specific hazardous conflicts between trees and public safety, public and private property, and the health and vitality of the City's Urban Forest.

Prior to removal, the Parks & Forestry Manager or his/her designate shall conduct a comprehensive tree inspection. The inspection will be carried out thoroughly and efficiently to assess the tree's stability, health, and contribution to the community. The following conditions and/or site characteristics shall take precedence for removal consideration:

- dead
- structurally unsound
- beyond practical remedial care
- host to virulent insects or diseases
- display evidence of prior branch, trunk, or root failure
- chronically invasive to public or private property
- irreconcilable position conflict

Tree removal will be warranted if in the judgement of the Parks & Forestry Manager or his/her designate if any one or combination of the following applies:

- public safety is compromised beyond a reasonable level.
- an irreconcilable conflict exists between the tree and the safe use of public or private property
- the health and vitality of the City's Urban Forest is at risk
- excessive maintenance costs, economic and/or safety issues justify the removal of the tree

Tree Removal Cont...

The streetscape is the property of the City and all residents in a community, not of any individual property owner. Each city-owned streetscape must be viewed as a whole and in its relation to neighbouring streetscapes.

Scheduled tree removal will take place only after a dialogue with the resident(s) most closely affected has taken place. Written notification shall be given to the property owner prior to any tree removal, and the opportunity afforded to respond with any questions or concerns.

Right of Appeal –

1. tree is identified and inspected by Parks, Forestry & Cemetery Manager and letter of removal is sent to homeowner (letter includes hazardous tree evaluation form and appeal process)
2. appeal letter from homeowner is sent to Director of Community Services and letter is placed on Board of Park Management agenda (agendas are delivered to Board members 5 days prior to meeting) – Parks & Forestry Manager or designate may do second assessment of tree
3. prior to meeting, Board members review assessment of tree from Parks, Forestry & Cemetery Manager and view tree
4. homeowner may attend Board of Park Management meeting - Board approves/denies request and letter is sent to homeowner, advising that if they are not satisfied with the Board's decision, they may appeal to City Council only if they have a written assessment (2nd opinion at their cost) from a Certified Arborist
5. Council's decision is final.

*The appeal process is for homeowners that don't want a tree removed and homeowners requesting a tree be removed.

Road Reconstruction – Each year the City Engineering Department will publish a list of streets that are currently on the five-year capital forecast for reconstruction, and the Community Services Department will inspect all trees on these streets and communicate their findings with the residents (i.e. pruning, removal, planting). Wherever possible, new trees will be planted in advance to replace those being removed or to lessen the impact of any trees that may require removal in the future.

Subdivision Planning – where subdivision planning is in progress on newly annexed land, the Building & Planning Department will direct the subdivider to plan the subdivision so that:

1. any wood lots be preserved to become parkland dedication
2. any viable existing trees or tree lines be preserved, if possible, by appropriate street pattern and lot allocation design, and
3. that any proposed exception to this policy can only be authorized by the Board of Park Management

Wood Lots, Park Areas & Natural Areas – The Community Services Department will publish in the local media a list of planned cuttings for these areas.

Boundary Trees

Boundary trees, for the purpose of this plan, are trees that were initially planted on private property but through natural growth processes have had their trunks encroach on municipal property or right-of-way. Those trees that were planted close to or on property line and whose trunk (diameter) encroaches 1/3 or more on City property will be deemed to be totally on City property, and the City will accept full responsibility for care and maintenance of said trees.

The municipality's responsibility for tree maintenance and inspection lies not only with trees located totally on municipal property, but also to trees that are situated on boundary lines. Under the Municipal Act these trees become the responsibility of both owners (joint ownership). Boundary trees, although privately owned, that have encroached onto municipally owned property by less than 1/3 of the trunk diameter will be subject to the same inspection criteria by the Parks and Forestry Manager or his/her designate as if it were a municipally owned tree. Maintenance will be carried out on the municipally owned part of the tree, including air space.

The City contractor, while on their regular pruning cycle, will notify the Community Services Department of any trees that appear to be on City property and appear to be unsafe.

Any pruning required on a privately owned tree encroaching on municipal property, where public safety is an issue, or where tree removal is required as a result of criteria met with regards to the municipality's Tree Removal Policy, will be forwarded to the property owner for their immediate attention. The City will afford the individual property owner the services of its tree service contractor at the rates applicable under contract provisions, provided the property owner covers all costs incurred.

Any tree planted on the municipal right-of-way and encroaching on private property shall be deemed to be municipally owned and subject to tree maintenance policy and procedures.

Private Trees

In 2020, the City of Stratford implemented a Private Tree Preservation By-law #86-2020. This by-law is intended to preserve trees throughout the City of Stratford by regulating the injury and removal of trees that measure 30 centimeters in diameter or more, as measured at 1.37 meters above ground level. This by-law will protect and enhance Stratford's existing tree cover, while respecting the landowner's right to make changes to the landscape of their property in an environmentally responsible manner. [Private-Tree-By-law #86-2020](#)

Environment of the Industry

Legislation: Under the *Municipal Act*, tree by-laws may be passed that regulate the cutting on Municipal Property. Recent amendments to the *Municipal Act* provide enabling powers to lower tier municipalities to pass restrictions on tree cutting on private property. This would include private and boundary trees. Bill 163 (Part IV, Section 56, Subsection 273.1 and 273.2).

Our Market: At this time there are two separate markets within our urban forest: older neighbourhoods, or the old Stratford, which contain many mature trees, and the new Stratford, which consists of new subdivisions built within the last 30 years. Most trees in these areas are less than 9 metres in height.

There is a direct relationship between the pattern of forestry service requests and the age of urban forests. Needs for various types of tree maintenance are similar within a particular neighbourhood because the trees are apparently the same age.

The older neighbourhoods, with infilling and replacement of trees removed, will maintain a “large” tree presence whereas the newer neighbourhoods will gradually become the old growth areas as time goes on. This changes our service requests. A high maintenance phase is developing in our new subdivisions as trees age and grow. This will continue to generate growth in demand for forestry maintenance services.

Citizen Preferences: Based on feedback from citizens, developers and other departments, prompt attention to service requests is a mandate to which this department is committed. Tree concerns take on a time of urgency with the citizens because people have a strong attachment to trees. The Community Services Department strives to be as “professional” as possible.

Response Time

A very key issue in our operating plan is response time. This is defined as “the length of time from the initial staff inspection until work is performed by the maintenance crew.” The average response time for tree maintenance inquiries is improving. However, as in many other communities experiencing growth and managing their Urban Forests more effectively, an upward pressure on response time is occurring. Factors creating this upward response come from several sources:

- ¹ Ever increasing parkland - approx. 500 acres (200 hectares) of natural area and open spaces as of 2007.
- ² Aging subdivisions - i.e., Glendon Road Subdivision (aging trees require more maintenance).
- ³ Aging trees in older neighborhoods in the 90–120-year-old age class.

Response Time Cont...

- 4 Monoculture of trees planted in the 1800's, in the form of Silver Maple. It is conservatively estimated that over 90% of the trees planted in our older neighborhoods were Silver Maple. Although these trees are one of the easiest to grow, they have limitations as a street tree. They are a fast-growing tree subject to breakage because of poor and/or weak branch structure. Vigorous growth and storm breakage lead to high maintenance costs for trimming and cleanup. Mature trees are costly to remove due to large trunk diameter and heights reaching upwards of 90 feet. Most of these trees were planted in a very limited time frame and are mature and over mature trees that are rapidly declining at very similar rates. Mature trees develop deadwood and cavities that can make trees structurally unsound, which requires extra care and maintenance. To prevent an increase in damage claims to the municipality resulting from tree related accidents and to maintain a safe streetscape, response time should not be lengthened.

Note: The only real solution to this type of problem is tree diversification. To this end, some 20 different species of trees have been selected as potential street tree plantings. The species selected are subject to change, depending on availability, new varieties, etc. Many of the species planted are native and/or indigenous to Ontario. As of August 2006, ash species have been eliminated due to the Emerald Ash Borer. The right tree in the right place is also addressed – i.e. smaller growing trees under hydro wires, specific trees for specific conditions (limited space, dry or wet conditions, compacted soil, etc.).

- 5 Increasing number of intersections within the city and clearing for vehicle visibility - Section 33 of the "Highway Traffic Act" provides "that a sign prescribed by the regulations shall be so placed as to be visible at all times for a distance of 60 metres to traffic approaching the sign". This requires inspection and pruning of all trees near traffic signs in the city on a yearly and as required basis, which is over and above our cyclical pruning program. As part of a risk management approach and to reduce claims against the city, this program is essential and should not be lengthened.

Tree maintenance standards are identified using a standard arboricultural classification: *pruning cycle* (time between two successive treatments on a tree) and *pruning class* (volume of wood pruned). The recommended pruning class is equivalent of a Class 3 - Hazard Pruning, as defined by the National Arborist Association "basic treatment is conducted on a tree in order to keep it in a safe condition". Trees are evaluated for structural soundness using the International Society of Arboriculture's Tree Hazard Evaluation Guide. Trees judged unsafe are scheduled for removal.

- 6 It is recommended that a base line for service levels be identified, and that the service standards (pruning cycle, pruning class and response time) be approved by Council and adopted as the Department's maintenance service standard:

Pruning Cycle: 5 years* with a three-year cycle (when required) on Festival Hydro request areas.

Pruning Standard: Class 3 (NAA standard)

Response Time: An average of 4-6 weeks for routine requests, subject to funding levels

*Pruning conducted in open spaces and natural areas is conducted on an as-required basis. Line clearing on Festival Hydro's grid system is also carried out on an as-requested-basis, especially where construction and capital projects mandate.

*** Electrical Utilities Safety Association SAFE PRACTICE GUIDE LINE CLEARING OPERATIONS**

PRUNING CLEARANCES

To maintain a pruning standard, maintain pruning clearances and establish a pruning cycle.

Table #1

CLEARANCES (in metres)														
SUBTRANSMISSION VOLTAGE LINES 22,000-44,000 V					DISTRIBUTION LINES 2,300-15,000 V						SERVICE LINES 115-230 V 120-240 V			
	2 YEARS		3 YEARS		2 YEARS			3 YEARS			4 YEARS		3 YEARS	
	Top	Side	Top	Side	Top	Side	O.H	Top	Side	O.H	Top	Side	O.H	Side
Ex. Fast	2	1.7	3	2	2	1.3	1.7	3	1.7	2	3.6	2	2.7	1
Fast	2	1.7	2.7	2	1.7	1.3	1.7	2	1.7	2	3	2	2	1
Med.	1.7	1.3	2	1.7	1.3	1	1.3	2	1	1.7	2	1.3	2	.7
Slow	1.3	1.3	1.7	1.7	1	1	1	1.3	1	1.3	1.7	1.3	1.7	.7

Table #2

CLEARANCES (in feet)														
SUBTRANSMISSION VOLTAGE LINES 22,000-44,000 V					DISTRIBUTION LINES 2,300-15,000 V						SERVICE LINES 115-230 V 120-240 V			
	2 YEARS		3 YEARS		2 YEARS			3 YEARS			4 YEARS		3 YEARS	
	Top	Side	Top	Side	Top	Side	O.H	Top	Side	O.H	Top	Side	O.H	Side
Ex. Fast	7	5	9	6	6	4	5	9	5	7	11	6	8	3
Fast	6	5	8	6	5	4	5	7	5	6	9	6	7	3
Med.	5	4	6	5	4	3	4	6	3	5	7	4	6	2
Slow	4	4	5	5	3	3	3	4	3	4	5	4	5	2

Tables #1 and #2 contain allowance for sag, but in the middle of winter, an extra 0.30 – 0.60 m (1-2 ft.) of clearance should be obtained on spans up to 91 m (300 ft.) long and an extra 0.60 – 1.3 m (2-4 ft.) on spans over 91 m (300 ft.) long on trees at centre span.

More stringent pruning cycles may be considered, depending on the species and the area. However, the following should be regarded as the maximum length of time between cycles to maintain a consistent standard:

- On voltages 2.4 kV to 27.6 kV: 6 to 8 years
- On voltages 27.6 kV to 44 kV: 4 years

The pruning clearances and pruning cycle requirements set forth above allow the Community Services Department to continue with a five-year pruning cycle under its Operating Plan.

To obtain the safest work environment, workers must maintain maximum clearance and use equipment and procedures adequate to protect against electrical shock or burns. The limits specified in the below table are the minimum requirements.

Limits of Approach						
Maintain Maximum Clearances and Install Barriers Where Practical						
Voltages	OHSA Minimum	Authorized Worker	Restricted Zone	OHSA	Non-Insulated Boom	Certified Insulated Aerial Device
750 V to 15 kV	>3.0 m (10 ft.)	>0.9 m (3 ft.)	0.9 m to 0.3 m (3 ft. to 1 ft.)	>3.0 m (10 ft.)	>0.9 m (3 ft.)	>0.3 m (1 ft.)
>15 kV to 35 kV			0.9 m to 0.45 m (3 ft. to 1.5 ft.)			>0.45 m (1.5 ft.)
>35 kV to 50 kV		>1.2 m (4 ft.)	1.2 m to 0.6 m (4 ft. to 2 ft.)		>1.2 m (4 ft.)	
>50 kV to 150 kV		>1.5 m (5 ft.)	1.5 m to 0.9 m (5 ft. to 3 ft.)		>24 m (8 ft.)	>0.9 m (3 ft.)
>150 kV to 250 kV	>4.5 m (15 ft.)	>2.1 m (7 ft.)	2.1 m to 1.2 m (7 ft. to 4 ft.)	>4.5 m (15 ft.)	>3.0 m (10 ft.)	>1.2 m (4 ft.)
>250 kV to 550 kV	>6.0 m (20 ft.)	>3.7 m (12 ft.)	3.7 m to 2.75 m (12 ft. to 9 ft.)	>6.0 m (20 ft.)	>4.6 m (15 ft.)	>2.75 m (9 ft.)
SYMBOLS: ≤less than or equal to >greater than <less than				Cranes, power shovels, back-hoes, mech. brush cutter	RDB, aerial ladder, work platform, uncertified aerial device	Certified and tested by certified laboratory

Only authorized workers or workers under the continuous direction of an authorized worker may approach, work, or allow material or conductive tools to approach exposed energized electrical apparatus to limits stated. In planning the task to be performed, consideration must be given to the worker's position in relation to the exposed energized apparatus such that movements of the worker's body or conductive tools, material or vegetation will not result in any encroachment upon these limits. Authorized workers shall not ascend or descend vegetation that is or has the potential to encroach the restricted zone.

An authorized worker is defined as a worker who has been given formal permission by the owner and employer and is competent to perform work in proximity to energized apparatus.

Operational Costs

A breakdown of forestry maintenance hours as percentage of operating budget is illustrated in DIAGRAM #2. This reflects activity codes charged in project management against our operating budget.

About 90% of the crew's time should be spent on three pruning activities: tree trimming, tree removal & stumping and line clearing. The other 10% of time consists of items such as preventative tree maintenance (and removals where required) for road/utility construction.

It should be noted that tree removal and stumping charges are forming an ever-increasing percentage of our operating budget. This fact reflects the aging tree population in the 90–120-year-old age class, as well as the monoculture plantings of silver maples that are experiencing declining health levels. This is not expected to change soon, and operating budgets will have to be adjusted. It is recommended that tree removal and stumping do not account for more than 30% of the operating budget.

DIAGRAM #2

CONTRACTED SERVICES – LARGE TREE MAINTENANCE PROJECTED OPERATIONAL FOR 2023

TREE TRIMMING 30 %
TREE REMOVAL 30 %
FESTIVAL HYDRO LINE CLEARING 30 %
OTHER 10 %

***Draft Operating Budget at the time of updating the plan includes \$300,000 for the purposes of large tree maintenance costs.

Training and Development

Staff are encouraged to upgrade and continue their education. Budget allocations are made available yearly to all staff to attend conferences, seminars and take correspondence courses. Presently we have two ISA Certified Arborists on staff, along with the Manager and Director. The staff is also in the process of becoming Tree Risk Assessment Qualification (TRAQ) certificated. Our Parks, Forestry & Cemetery Manager and Contractors are certified in line clearance. All staff have completed the WHMIS refresher course and have the Heart saver/First Aid course.

The Parks, Forestry and Cemetery Divisions of the Community Services Department have been moving toward battery powered tree maintenance equipment to be implemented when applicable which aligns with the City of Stratford One Planet Principles. As the new generation of this equipment is developed, more will be purchased to replace traditional gas-powered tools.

The Forestry Division will practice all work under provincial regulations with the Ministry of Labour, Transportation and Environment.

Human Resources Forecast

It is anticipated that the workload demand will continue to increase dramatically due to ongoing development. The number of streets and therefore number of trees will increase. The number of street trees planted in the last 20 years is approximately 8000. The number of street trees to be planted from 2017-2023 is estimated at 4000.

The older the tree the more maintenance required to complete proper pruning procedures. Trees planted 20 years ago are entering a phase where nearly ten times more maintenance is required than when initially planted. All trees require pruning as part of the in-house pruning cycle program now in place. The pruning program will be ongoing and expanded simply because of the number of trees planted in new subdivisions, replacement trees, infilling and treeing of parks, open spaces and natural areas will be ongoing.

Risk Management

Many claims received by the City of Stratford are successfully defended because the department has a systematic, documented practice of tree inspections and maintenance work orders.

Legislation under the Municipal Act (2001) that came into effect on March 1, 2019 requires municipalities to have a policy that outlines the manner in which they protect and enhance the tree canopy in the municipality. This Urban Forestry Plan meets and exceeds that responsibility.

Conclusion

The Corporation can be proud of the environmental stewardship that the Community Services Department projects through the efficient delivery of services to the citizens of Stratford. Staff look forward to the future with enthusiasm and professionalism in this ever-changing society.



Our Future

Community Services Sub-committee
Department Update
FEBRUARY 2023

PARKS

- Winter control on recreation facility parking lots
- Ongoing winter swan care
- Continued street tree pruning by staff
- Furniture painting and repair
- Finishing the last of the tendered tree removals

PARKS CAPITAL

- No update currently

CEMETERY

- Winter control on cemetery roads
- Cemetery and trail tree pruning
- Bench repair and painting
- Customer sales and service
- Casket and cremation interments

CEMETERY CAPITAL

- No update currently

TRANSIT

- All fleet disinfected nightly
- Hand sanitizer placed at front doors for customers to use when entering bus.
- Gloves/surgical masks/disinfectant still made available to Staff. Plexiglass Driver barriers will remain in place.
- **Weekly Ridership:**
- **Jan 29- Feb 4** **10,817** Last year: **7251**
- **Feb 5- Feb 11** **12,659** **9202**
- **Feb 12- Feb 18** **11,735** **8823**
- **Feb 19- Feb 25** **9264** **8384**

TRANSIT CAPITAL

- **Approved** Projects for 2023 (ICIP)
- Accessible shelters (RFP posted report to follow)
- Bus wash replacement (still pending approval from ICIP)
- Underground fuel tank replacement (approved and anticipating project start in Spring)
- Consultant fees (project ongoing with an April completion)
- IT/GPS expansion (Completed)
- Bus Storage/Facility Upgrades (still pending approvals from ICIP)
- 40 ft. Hybrid Electric/Diesel Conventional Buses (2) (still pending approvals from ICIP)
- Magnuscards Mobile App (still pending approvals from ICIP)

PARALLEL TRANSIT

- All fleet disinfected nightly
- Gloves/surgical masks/disinfectant still made available to Staff.
- **Weekly Ridership Average**
- Jan 29- Feb 4 364
- Feb 5- Feb 11 381
- Feb 12- Feb 18 401
- Feb 19- Feb 25 330
- Ridership at approximately 90% of normal prior to pandemic.

PARALLEL TRANSIT CAPITAL

- Bus replacement 2021 - Delivered Jan 4, 2023 and is in service

RECREATION PROGRAMMING

- Recruitment for seasonal staff in Summer Day Camp and Aquatics (Lions Pool) continues. This year, we intend to hire 15 casuals in our Day Camp program (Supervisors, Leaders, Leaders-in-Training) and 30 casuals in our Aquatic Programs (Instructor/Lifeguards and Lifeguard-in-Training)
- The city continues to host recreation programs for those 35 years of age and older. The activities include Flow Yoga, Chair Yoga and LivFit Exercise classes. All classes have been sold out with waitlists.
- This spring, we will assume the sale of digital display advertising on city transit, to complement a successful digital display program inside at recreation centers.
- Multi-year service and facility contracts with minor sport groups (Badminton, Volleyball, Basketball, Soccer) for use of the Agriplex Fieldhouse for court sports will expire this year. Staff have initiated contract talks.
- The multi-year contract to provide administrative services to the Stratford Lakeside Active Adults Association, having over 35 recreation programs hosted out of the Stratford Agriplex has expired. Staff are working with the SLAAA Board of Directors on a new agreement, to move forward to Council.

- Staff are working on a new Memorandum of Understanding with the Stratford and District Agricultural Society for use of city facilities to host agricultural events and meetings. The Ontario Pork Congress will be hosted in June of this year, at the Stratford Agriplex and Rotary Complex. Event planning is underway through the Ag Society.
- Service partners the Stratford and District Saddle Club and Bethel Church have met with staff to resume planning efforts for the Canada Day parade and Santa's Parade of Lights. Special event applications for both events have been received and are in process.
- Staff await review of the final draft Municipal Cultural Plan report, to move through Council this spring. The MCP is a \$45,000 project, 100% funded through an RTO4 Tourism Relief grant.
- Staff are working to produce Friday night musical entertainment in Market Square, starting mid-May through June. More details to follow.

RECREATION FACILITIES

- The Boathouse washroom renovation project is in the final stages of completion. Following the completion of the work and approval for occupancy, the washrooms will be opened. Staff is targeting early March for the opening. The hours of operation for the Boathouse Washrooms will be daily from 8:30 a.m. to 9:00 p.m.
- The installation of the new sound system at the Allman Arena has been scheduled with the Contractor to be installed starting the first week in May following the removal of the ice surface for the summer season.
- The operational hours of the Transit Terminal Washrooms have been revised due to safety issues that have been experienced by custodial staff. These washrooms will open daily at 8:30 a.m. The washrooms will close at 9:00 p.m. (Monday to Friday), 7:30 p.m. on Saturday's. and 5:30 p.m. on Sunday's.
- Recruitment of the seasonal Washroom Attendant student positions has been completed. These positions are seasonal from May 1st to September 30th.
- The Ontario Federation of School Athletic Associations (OFSAA) Girls A/AA Hockey Championship is being hosted in Stratford from March 21-23, 2023. All four ice surfaces will be utilized during the three-day event.
- The 2023 Skate Ontario Provincial Championship is being hosted at the Rotary Complex from March 24-26, 2023. The three-day event will utilize both ice surfaces at the Rotary Complex from Friday morning to Sunday evening.

Sport Tourism - What's been done so far:

- Destination Stratford (DS) & the Community Services Department have continued their work - both organizations are working closely together to create communication protocols that allow DS to promote and communicate the various tournaments and events that are taking place in Stratford.
- We are using the Federal Sport Tourism Economic Impact Modelling for tracking the financial economic impact of some of the events and tournaments taking place in Stratford.

- A draft Terms of Reference for the Sport Tourism Advisory Group (hosted by Destination Stratford) have been developed and DS will be leading the advisory committee in establishing the document. As the Council recommendation suggests the Destination Stratford tourism advisory committees and those that participated in the strategy public engagement will be engaged to support the group.

RECREATION FACILITIES CAPITAL

- No update currently



BOARD OF PARK MANAGEMENT

A meeting of the Board of Park Management was held on **Monday November 7, 2022 at 3:30 p.m.** via Zoom.

PRESENT: Chairman Rick Orr, Vice Chair Jen Lamb. Randy Brown, Dave Hanly, Kimberley Richardson, Sheri Maquire, Councilor Henderson.

ABSENT WITH REGRETS: Councilor Beatty.

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

MINUTES

2726. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

None declared.

2727. MINUTES:

Objective: The minutes from the September 6th, 2022, Zoom meeting provided for approval.

Resolution: That the minutes of the September 6, 2022, meeting be approved.

Mover: J. Lamb

Seconded: D. Hanly

Carried.

2728. UPPER QUEENS PARK CONCESSION BOOTH AGREEMENT:

Objective: To consider renewing the agreement with Cathy & Mike Bayer for the operation of the Upper Queens Park concession Booth for a further five-year term [May 1, 2023 to October 31, 2027].

Background and Analysis: Cathy and Mike have operated this booth since 2012 and have done so successfully apart from the 2022 season. They were unable to find employees to staff the booth.

The department does not have any concerns as the operator was reminded that they are not permitted to operate a deep fat fryer or similar equipment in the Concession Booth.



BOARD OF PARK MANAGEMENT

Highlights of the agreement include:

- The Board hereby grants to the Operator the exclusive right to operate the Concession Booth in Upper Queens Park.
- The Operator shall not sell alcohol from the Concession Booth.
- The Operator agrees that the hours of operation of the Booth shall not extend after 11:30pm of one night and before 9:00am of the next day, unless otherwise approved by the Board.
- The Operator will be responsible for 50% of the utility charges during their occupancy, including rental fees on the hot water heater during the "off season".

Financial Impact: In lieu of an annual lease payment, the operator agrees to pay, each year an amount not less than 20% of the net earnings per year or a minimum payment of fifty [\$50] dollars a month, whichever is greater.

Staff Recommendation: That the Board renew the agreement with Cathy & Mike Bayer for the operation of the Upper Queens Park Concession Booth for a further five years;

AND THAT the Chair be authorized to sign the agreement.

Revised agreement includes stipulation that if the Operator cannot fulfill the terms of the agreement, it can be terminated. Discussion regarding advertising and exclusivity.

Resolution: To approve the agreement.

Mover: K. Richardson

Seconder: D. Hanly

Carried.

2729. STRATFORD WINTERFEST 2023:

Objective: To review the request to use Upper Queen's Park for the annual Stratford Winterfest event on February 17th & 18th, 2023.

Background and Analysis: This event is planning to have ice sculptures, presentations, and activities at the Bandshell area in addition to food trucks and possibly carriage rides.

Staff Comments: No concerns.

Recommendation: That the request to hold Stratford Winterfest in Upper Queen's Park on February 17th & 18th, 2023 be approved.



BOARD OF PARK MANAGEMENT

Resolution: To approve the event as presented. Should the organizing committee keep the event in Upper Queens Park only and there be no issues put on the perpetual approval list.

Mover: S. Maguire

Seconders: J. Lamb

Carried.

2730. TRANS DAY OF REMEMBRANCE:

Objective: To discuss a request to host a candlelight vigil at Upper Queens Park Bandshell November 20, 2022.

Background and Analysis: Special Events Application received from Stratford Perth Pride. Application triggered Board approval due to parkland access.

Event Logistic Highlights:

- There are no road closures associated with this event.
- The organizers will have one 10'x10' canopy tent weighted with sandbags onsite.
- This event is pending approval from the Board of Park Management.
- Organizers have confirmed the candles will be battery-operated tea lights.

Staff Comments: No concerns.

Resolution: To approve the event.

Mover: B. Henderson

Seconders: K. Richardson

Carried.

2731. SANTA'S PARADE OF LIGHTS:

Objective: To review the request from The City of Stratford Special Events Coordinator requested September 22, 2022. The event is scheduled for Sunday, December 4, 2022. The parade will commence on William Street at 5:30pm and conclude at the Tom Patterson Theatre.

Background and Analysis:

The proposed parade route includes the following road closures:

Sunday, December 4, 2022 3:00pm to 7:00pm

- William Street from Waterloo Street to Martin Street
- Hillcrest Street from Delamere Avenue to William Street
- Denison Street



BOARD OF PARK MANAGEMENT

- Lakeside Drive North from Martin Street to Lakeside Drive
- Lakeside Drive from Lakeside Drive North to Waterloo Street
- Veterans Drive from Waterloo Street to York Street

Staff Comments: No concerns.

Staff Recommendation: The event to go forward as outlined.

Resolution: To approve the event.

Mover: R. Brown

Seconded: D. Hanly

Carried.

2732. COLDEST NIGHT OF THE YEAR:

Objective: Fundraiser coordinated through Stratford/Perth Shelterlink on Saturday, February 25, 2022 4 – 8pm.

Background and Analysis: This event is following the same format as in previous years. Request is to use roadways through the park system. No concerns have arisen from past events.

This update is FYI in nature only with no further response or action required.

2733. KINSMEN CAR SHOW:

Objective: Advise the Board of Park Management of the Kinsmen Club Annual Car Shows are scheduled for Sunday, June 18 and Sunday September 3, 2023 7:00am – 3:00pm.

Special Event Applications provided by Heather Denny, Events Coordinator.

This update is FYI in nature only with no further response or action required.

2734. WALK FOR PARKINSON'S:

Objective: Advise the Board of Park management of the annual event utilizing Upper Queens Park Bandshell, Pavilion and roadways. Set up Friday, September 8, 2023, event on Saturday, September 9, 2023.

Special Event Application provided by Heather Denny, Events Coordinator.

This update is FYI in nature only with no further response or action required.



BOARD OF PARK MANAGEMENT

2735. OTHER BUSINESS:

Chairman Orr reviewed the status of the Winter Tennis progress. Presentations were made to Stratford City Council. Building Department identified issue regarding fire code pertaining to proximity of Dome to existing park trees. Tennis Canada representatives have an engineer working with municipal officials and parks staff on options to facilitate permit and position the project to move forward for the 2022 – 2023 season. The Board is opposed to removing the trees or building a concrete wall.

Q. Malott reviewed the status of the swan herd advising that the season began with 16 and numbers presently at 10. One swan was hit by a care, one is being currently tested for Avian Flu with the remaining losses succumbing to Avian Flu. Most of the swans are now in winter quarters. A 10ft fence with topping is currently being constructed to prevent wild birds [i.e., seagulls and wild ducks] from coming into contact with the herd. It was noted that Owen Sound had to euthanize their entire herd.

Q. Malott addressed the Board thanking all members for their service recognizing that at times the decisions required are difficult. Permission requested to plant a tree with plaque in tribute to Rick Orr in recognition of his dedication and public service to the Board of Park Management. Rick started with the Board in November 1999, becoming Chair November 2002. An area adjacent to the Orr Insurance office was identified as there are ash trees that will need to be removed and would be an appropriate and ideal location.

Resolution: To approve the planting and plaque of a tree in honour of Rick Orr's longtime service to the Board of Park Management.

Mover: B. Henderson

Seconded: J. Lamb

Carried.

Vice Chair Jen Lamb will not be returning to the Board. She expressed her gratitude to Q. Malott, Secretary T. Munro and Chairman Orr.

Councilor Henderson also expressed her gratitude to everyone indicating that her time working on the Board of Park Management was a great learning experience.

Next regularly scheduled meeting of the Board is Monday, January 9, 2023 due to holiday closures. Board elections will be conducted at this meeting.

Motion to adjourn by K. Richardson, seconded by R. Brown at 3:59pm.



BOARD OF PARK MANAGEMENT

A meeting of the Board of Park Management was held on **Monday February 6, 2023 at 3:30 p.m.** via Zoom.

PRESENT: Maureen Cocksedge, Carolyn Cuerden, Dave Hanly, Sheri Maguire, Kimberley Richardson, Councilor Beatty, Councilor Henderson

STAFF PRESENT: Quin Malott - Manager Parks, Forestry & Cemetery, Tim Wolfe - Director of Community Services, Christa Robinson – Recording Secretary

MINUTES

Quin Malott welcomed the newest members of the Board citizen representatives Maureen Cocksedge and Carolyn Cuerden and thanked the returning members including Councilors Brad Beatty and Bonnie Henderson.

2736. ELECT CHAIR AND VICE CHAIR:

With a new Board of Park Management, a new Chair and Vice Chair were elected.

Q. Malott calls for nominations for the position of Chair.

Brad Beatty nominated Dave Hanly as Chair, seconded by Bonnie Henderson.

Dave Hanly accepted the nomination.

Resolution: Dave Hanly declared Chair for a 4-year term.

Q. Malott calls for nominations for the position of Vice Chair.

Brad Beatty nominated Kimberly Richardson for Vice-Chair, seconded by Dave Hanly.

Kimberly Richardson accepted the nomination.

Resolution: Kimberly Richardson declared Vice Chair for a 4-year term.

Quin Malott reminded members to independently review the orientation package including Parks Board By-laws.

2737. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:



BOARD OF PARK MANAGEMENT

None declared.

2738. MINUTES:

Objective: The minutes from the November 7^h, 2022, Zoom meeting provided for approval.

Resolution: That the minutes of the November 7, 2022, meeting be approved.

Mover: K Richardson

Seconder: S. Maguire

Carried.

M. Cocksedge abstained from voting due to her technical difficulties.

2739. BOATHOUSE AGREEMENT CHANGE OF NAME:

Objective: To consider a request from Frank Herr to remove his wife Deb Herr's name from the agreement and replace with his son Kelan Edward Herr.

Background and Analysis: This agreement was renewed January 12, 2021 for five years under the names FRANK AND DEBORAH L. HERR. Staff recently received an email from Frank, asking that his wife's name be taken off the agreement and replaced with his son's name Kelan Edward Herr.

Staff Recommendation: That the agreement between the Stratford Board of Park Management and Frank and Deborah L Herr be amended by removing Deborah L. Herr and replacing with Kelan Edward Herr;

AND THAT the Chair be authorized to sign the amended agreement.

Resolution: That the agreement between the Stratford Board of Park Management and Frank and Deborah L Herr be amended by removing Deborah L. Herr and replacing with Kelan Edward Herr;

AND THAT the Chair be authorized to sign the amended agreement.

Mover: K. Richardson

Seconder: B. Henderson

Carried.

M. Cocksedge abstained from voting due to her technical difficulties.



BOARD OF PARK MANAGEMENT

2740. ANNUAL EVENTS IN PARK SYSTEM 2023:

Objective: To review the events submitted by The City of Stratford Special Events Coordinator Heather Denny. Ms. Denny receives applications for all proposed events in the City of Stratford. Should any portion of an event take place on parkland it is mandatory that the Board of Park Management review to ensure that there are no conflicts or breaches of bylaws or standing lease agreements.

Background and Analysis: New events are approved on a conditional basis and reviewed for the next year upon re-application. Should there be no issues or concerns the event is added to the Annual Perpetual Park Events Listing. This allows the event coordinator and organizers who plan local events with no or minimal alterations annually to avoid unnecessary delays. Organizers are obliged to provide detailed information despite such approvals to avoid park facility conflicts or overlap as well as the Board to ensure no alterations or breach of by-laws, policies and standing agreements.

The following events have received such historical approval and are provided to Board members for their awareness.

- April 2, 2023 Annual Swan Parade
- April 8, 2023 Annual Easter Egg Hunt
- April 28, 2023 Stratford & District Labour Council Day of Mourning Ceremony
- June 4, 2023 Perth County Pride March
- June 16/17/18, 2023 Stratford Live Music and Food Event
- June 21, 2023 Hog Jog

*The above events were provided by the Events Coordinator. As additional events are planned, the Board will be informed.

These updates are FYI in nature only with no further response or action required.

June 4, 2023, Stratford Pride in the Park is an extension of the Pride Parade/March. The request includes for-profit vendors, food trucks, and bouncy castles. Historically past Boards would permit organizers to provide refreshments and souvenirs to participants at no cost.

Currently there is an agreement between the Board of Park Management and Cathy & Mike Bayer for the operation of the food booth in Upper Queens Park. The agreement states that the Board will not permit any other food vendors to operate within the park



BOARD OF PARK MANAGEMENT

system. Special occasions and events may be able to use outside food vendors after discussion with the operator of the booth.

Staff Recommendation: To approve the event as outlined with the exclusion of food truck vendors as per the lease agreement with Upper Queens Park Concession Booth Operators.

C. Cuerden inquired if the event organizers are required to have St. John's ambulance there. Q. Malott explained that the Events Coordinator coordinates these events and lets organizers know what information is required. There is an application form that the organizer completes.

K. Richardson asked if the Upper Queens concession booth operator will be advised of this event? Q. Malott responded yes.

B. Beatty stated that he has a concern if the concession booth could handle large events. He would like to see further discussion regarding allowing food trucks in Upper Queens Park.

D. Hanly suggested that staff discuss with the operator and come back to Board in March to discuss how we can incorporate food trucks for larger events.

Resolution: To approve the request from Stratford Pride for their event on June 4th, as requested, if the operator of the Upper Queens Park Booth agrees to food vendors being present on that day.

Mover: B. Beatty

Seconder: K. Richardson

Carried.

2741. OTHER BUSINESS:

Winter Tennis Update: Q. Malott advised that the IDS Department is waiting for an engineered drawing from Tennis Canada. They haven't heard back from Tennis Canada and therefore, winter tennis won't happen this year. There is a concern about some trees that would be too close to the bubble.

Lake Victoria Shoreline Update: Q. Malott advised he will be meeting with Craig Merkley and Brad Glasman from UTRCA this season to review possible 2024 shoreline upgrades. The Energy & Environment Committee is putting their money into Old Grove invasive species eradication. Although there are no shoreline upgrades in 2023, Craig Merkley did say there is a possibility of establishing a post/stand at the east end of the lake for an osprey perch. More information to follow.



BOARD OF PARK MANAGEMENT

Cormorants: C. Cuerden voiced her concern with the number of cormorants along the river, and asked if there is anything that can be done. Q. Mallot advised that we tend to see more in the fall when they are migrating, but they are not a huge issue at this time.

Goose Management Program 2023 Update: Q. Malott advised that this is an embedded service in our budget and the number of birds has declined over the years. Our plan is to move forward with it in 2023.

Flowerbeds: K. Richardson stated that she read comments from the public budget survey that stated too many flowers were planted in the city and it was a waste of money. Q. Malott responded that we have received that comment for over 25 years. Councillor Beatty stated that the flowerbeds are planted for the citizens of Stratford to enjoy every day. The tourists also get to enjoy the flowers when they visit. T. Wolfe added that there are proven mental health and physical health benefits of flowers and trees.

S. Maguire inquired if some of the larger plants were stored over the winter and reused each season. Q. Malott responded yes, and we provide updates to the public about what we are doing in the spring.

K. Richardson asked if staff have considered plants connected to our indigenous heritage. Q. Malott advised that we do have a herb garden in the Shakespearean Gardens. We are redoing it this year and one quadrant will be indigenous.

Rick Orr Commemorative Tree/Plaque: Q. Malott advised the tree will be planted this spring and Quin will speak with Rick regarding literature for the plaque. Q. Malott will bring back plaque wording to a future meeting for the Board's information.

Training: D. Hanly inquired if Board members are required to complete accessibility training. Q. Malott advised that training is done through the Clerk's Office and staff there will let members know what training is required.

In-Person vs Online Meetings: Discussion took place regarding returning to in-person meetings or remaining online. This matter will be added to the March meeting agenda and staff can bring back information on whether we can continue online, must return to in-person or if we can do a hybrid model.

Subsequent Information: In discussion with the City Clerk, she provided the following information:



BOARD OF PARK MANAGEMENT

*In reviewing the current Procedure By-law for the Parks Board, a hybrid meeting would **not** be permitted since there isn't sufficient language in the By-law to permit this form of attendance.*

Also, the Council Procedural By-law provides the following information regarding holding electronic meetings.

*Attendance by Council, Local Board and Advisory Committee members at Electronic Meetings **shall only be permitted when:***

1.

- a) It is not safe or possible to attend an in-person meeting due to a natural weather event;*
- b) Health and safety restrictions as determined by the Chief Administrative Officer in consultation with the Mayor or City of Stratford Emergency Control Group;*
- c) Restrictions or guidelines set out by the Huron Perth Public Health Unit or the Province of Ontario; or*
- d) The activation of the Emergency Control Group or a declared emergency by any level of government or health unit.*

Next regularly scheduled meeting of the Board is Monday, March 6, 2023.

Motion to adjourn. S. Maguire, seconded by Councillor Henderson at 4:20pm.