



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

**Date:** Monday, March 25, 2024

**Time:** 7:15 P.M.

**Location:** Council Chamber, City Hall

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

**Staff Present:** Joan Thomson - Chief Administrative Officer, Tim Wolfe - Director of Community Services, Tatiana Dafoe - City Clerk, Karmen Krueger - Director of Corporate Services, Taylor Crinklaw - Director of Infrastructure Services, Adam Betteridge - Director of Building and Planning Services, Neil Anderson - Director of Emergency Services/Fire Chief, Audrey Pascual - Deputy Clerk, Alex Burgess - Manager Ontario Works

To watch the Committee meeting live, please click the following link:

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

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

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

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

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

the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

- |     |   |         |
|-----|---|---------|
| 3.  | <b>Sub-committee Minutes</b>  | 1 - 5   |
|     | Sub-committee minutes are attached for background regarding the discussion held at the March 7, 2024, Sub-committee meeting.  |         |
| 4.  | <b>Delegations</b>  |         |
|     | None scheduled.   |         |
| 5.  | <b>Report of the Director of Community Services</b>   |         |
| 5.1 | <b>Reciprocal Agreement - Use of Community Facilities (COM24-001)</b>   | 6 - 8   |
|     | <p><b>Staff Recommendation:</b> THAT the Reciprocal Agreement between The Corporation of the City of Stratford, YMCA of Three Rivers (Midwestern Ontario), Avon Maitland District School Board and The Huron-Perth Catholic District School Board for the sharing of facility usage be renewed for a further two years, for 2024 and 2025;</p> <p>AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of the municipal corporation.</p> <p><b>Motion by</b><br/> <b>Sub-committee Recommendation:</b> THAT the Reciprocal Agreement between The Corporation of the City of Stratford, YMCA of Three Rivers (Midwestern Ontario), Avon Maitland District School Board and The Huron-Perth Catholic District School Board for the sharing of facility usage be renewed for a further two years, for 2024 and 2025;</p> <p>AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement on behalf of the municipal corporation.</p> |         |
| 6.  | <b>For the Information of Committee</b>   |         |
| 6.1 | <b>Department Update</b>  | 9 - 16  |
|     | At the March 7, 2024, Sub-committee meeting, the Director of Community Services provided an overview of the department updates. The Department updates presented are attached to this agenda.   |         |
| 6.2 | <b>Advisory Committee/Outside Board Minutes</b>   | 17 - 30 |
|     | The following Advisory Committee/Outside Board minutes were provided for the information of Committee:  |         |

- Board of Park Management minutes of September 11, 2023 and November 6, 2023
- Communities in Bloom Advisory Committee minutes of November 2, 2023

## **7. Adjournment**

Meeting Start Time:

Meeting End Time:

**Motion by**

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



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

Date: March 7, 2024

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, Tatiana Dafoe - City Clerk, Danielle Clayton - Recording Secretary

### 1. Call to Order

The Chair called the Meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

### 2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

#### Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a member at the March 7, 2024, Community Services Sub-committee meeting.

### 3. Delegations

None scheduled

#### 4. Report of the Director of Community Services

##### 4.1 Reciprocal Agreement - Use of Community Facilities (COM24-001)

**Staff Recommendation:** THAT the Reciprocal Agreement between The Corporation of the City of Stratford, YMCA of Three Rivers (Midwestern Ontario), Avon Maitland District School Board and The Huron-Perth Catholic District School Board for the sharing of facility usage be renewed for a further two years, for 2024 and 2025;

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

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

- City staff having met on November 11, 2024 to review the reciprocal agreement with the school boards and YMCA;
- the reciprocal agreement having not been reviewed since 2014;
- changes in agreement being to identify actual hours schools can use facilities, stipulate days/hours that are not available;
- updating housekeeping items;
- updating list of facilities and removing facilities that no longer exist;
- City camps now utilizing school facilities again;
- the next step being to bring the agreement to Council for approval; and
- after 2 years, the agreement being reviewed again with all parties and brought back to Council for review and approval.

A member asked if concerns were received following the change in the insurance amount. The Director advised that both the YMCA and school boards did not have any concerns with the increase in insurance requirements. The Director noted that regular hours of rental were added to the agreement.

Motion by Councillor Henderson

**Sub-committee Recommendation: THAT the Reciprocal Agreement between The Corporation of the City of Stratford, YMCA of Three Rivers (Midwestern Ontario), Avon Maitland District School Board and The Huron-Perth Catholic District School Board for the sharing of facility usage be renewed for a further two years, for 2024 and 2025;**

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

**Carried**

## **5. Department Update**

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

- Parks/Forestry/Cemetery:
  - turf and tree pruning awarded;
  - meeting with the turf company to review schedule and expectations;
  - tree pruning has begun with Festival Hydro;
  - all tree removals have been completed and staff are awaiting tree stumps to be removed;
  - the Swan Parade is scheduled for April 7, 2024;
  - the City will be buying 2 swans and may be inheriting 2 swans from the City of Woodstock;
  - there having been an increase in tree pruning due to nice weather;
  - tree plantings being scheduled for April;
  - all annual flowers having been ordered;
  - painting/repairs having been caught up;
  - a list of required monument repairs being created; and
  - all student hiring having been completed.

- Transit:
  - parallel transit ridership numbers having exceeded previous ridership amounts;
  - the Magnus Card project having begun;
  - there being a report to be presented to the Accessibility Advisory Committee on April 2nd for feedback on the Magnus Card program;
  - hybrid bus production is predicted to start in April and be delivered by end of the year; and
  - PC Connect ridership having increased and the North Perth routes ridership having almost doubled.
- Recreation:
  - The Santa Clause Parade having been successful with a great turnout;
  - staff working on Canada Day event delivery;
  - registration for day camp and swimming lessons being open and posted to the website;
  - March break camp spaces having been increased and are nearly full; and
  - Canadian Dairy Expo and Ontario Pork Congress contracts having been firmed up.
- Facilities:
  - arenas being full with rentals;
  - Skate Canada, wrestling event and various other rentals having taken place at the Rotary Complex;
  - hoping for completion by end of the month of the National Stadium roof;
  - an event having taken place in January to celebrate the 100th anniversary of the William Allman Memorial Arena;
  - staff working hard on getting tenders ready to get out early and obtain competitive quotes; and

- at the March 25 Council meeting, a report being presented regarding the Agriplex Field House floor covering.

In response to Sub-committee questioning, the Director advised that the swans are always anxious to get to the river when the warmer weather comes. There will be a couple of cygnets coming from a contact in Grand Bend that will be introduced to the group. The Swan Parade will take place on April 7 even if the weather continues to be warmer to keep it consistent for residents and tourists.

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

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

- Board of Park Management Advisory Committee Minutes of September 11, 2023, and November 6, 2023
- Communities in Bloom Advisory Committee Minutes of November 2, 2023

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

The next Community Services Sub-committee meeting is April 11, at 4:30 p.m. in the Council Chamber, City Hall.

**Sub-committee Discussion:** The Director of Community Services advised that the Manager of Transit will be bringing a report to Council to provide an update on the bus electrification study and timelines for facility upgrades.

## **8. Adjournment**

Motion by Councillor Briscoe

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

**Carried**

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:46 P.M.





## MANAGEMENT REPORT

**Date:** March 7, 2024  
**To:** Community Services Sub-committee  
**From:** Tim Wolfe, Director of Community Services  
**Report Number:** COM24-001  
**Attachments:** None

**Title:** Reciprocal Agreement - Use of Community Facilities

**Objective:** To consider establishing the agreement between The Corporation of the City of Stratford, YMCA of Three Rivers (Midwestern Ontario), Avon Maitland District School Board and The Huron-Perth Catholic District School Board for the sharing of facility usage.

**Background:** This Reciprocal Agreement came into effect February 25, 1991 for the purpose of sharing facilities amongst the School Boards, the YMCA, and the City. The agreement provides consistent communication while at the same time, minimizes the cost to all Parties using the various facilities but have since expired.

This cooperative venture is for the purpose of providing education and recreational opportunities (i.e. structured activities, staff training) for the public, YMCA users, and the students of the Boards.

**Analysis:** A joint committee involving all the parties to this agreement meets every two years to propose amendments, resolve conflicts, evaluate the success of the agreement, and to finalize schedules.

This joint committee met in November 2023 to clean up the language in the agreement and update the Schedule 'A' which lists the various facilities that can be used by the Parties. These facilities are:

**DISTRICT SCHOOL BOARD(S):**

- School Classrooms (upon review)
- School Gymnasias
- School Washrooms
- Playing Fields
- Cafeteria (serveries not included)

- Libraries (upon review)

#### YMCA:

- Gymnasium
- Pool
- Racquet Courts
- Meeting Space
- Fitness Centre
- Fitness Instructors
- Swim Instructors

#### THE CORPORATION OF THE CITY OF STRATFORD:

- William Allman Memorial Arena (Sept. – March)
- Dufferin Arena (Sept. – March)
- Rink A @ Rotary Complex
- Rink B @ Rotary Complex
- Community Hall – rooms ABCD and kitchens
- Agriplex fieldhouse (Oct to end of June) - **(cost may be applicable, be applied for tournament use)**
- Ball Diamonds
- Playing Fields
- Tennis Courts
- Lions Pool
- Upper Queens Park Pavilion
- Packham Road Sports Complex (excluding staff costs for diamond set up)

#### **Financial Implications:**

All facility bookings from this agreement for use of city facilities are tracked, and costs for the applicable facilities are funded from the tax levy via Community Supports transfers.

#### **Financial impact to current year operating budget:**

Depending on usage the amount affecting the tax levy varies.

#### **Insurance considerations:**

Each Party of the Agreement provides commercial general liability insurance against claims for personal injury, death or property damage or loss in the amount of not less than Five Million Dollars (\$5,000,000).

#### **Alignment with Strategic Priorities:**

##### **Strengthening our Plans, Strategies and Partnerships**

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

### **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:**

#### **Health and Happiness**

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

**Staff Recommendation: THAT the Reciprocal Agreement between The Corporation of the City of Stratford, YMCA of Three Rivers (Midwestern Ontario), Avon Maitland District School Board and The Huron-Perth Catholic District School Board for the sharing of facility usage be renewed for a further two years, for 2024 and 2025;**

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

<b>Prepared by:</b>	Tim Wolfe, Director of Community Services
<b>Recommended by:</b>	Tim Wolfe, Director of Community Services
	Joan Thomson, Chief Administrative Officer

Community Services Department Update  
**NOVEMBER 2023**

## **PARKS**

- Fall clean up continues
- Staff are collecting picnic tables and outlying park garbage cans to be placed in winter storage
- Swans to winter quarters
- Plows, blowers, and salter implements are being installed on trucks and tractors
- Staff are starting 2024 annual flowerbed designs
- Winterization of irrigation system on sport fields

## **PARKS CAPITAL**

- 2024 tenders for turf and tree tenders have been posted

## **CEMETERY**

- Staff continue with:
  - Customer sales and service
  - Casket and cremation interments
- Winterization of irrigation system at cemetery

## **CEMETERY CAPITAL**

- Nothing 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:**

2023 Monday-Friday	Ridership	Saturday ODT	2022 Monday-Friday	Ridership	Saturday ODT
Oct 15- Oct 21	10,330	260	Oct 16- Oct 22	11,733	213
Oct 22- Oct 28	10,901	214	Oct 23-Oct 29	10,290	234
Oct 29- Nov 4	11,423	261	Oct 30- Nov 5	11,818	224
Nov 5- Nov 11	11,238	217	Nov 6- Nov 12	11,438	184
Nov 12- Nov 18	10,465	228	Nov 13- Nov 19	11,107	198

## TRANSIT CAPITAL

- **Approved Projects for 2023 (ICIP)**
- Accessible shelters (Project underway)
- Bus wash replacement (RFP scheduled for Winter 2024)
- Bus Storage/Facility Upgrades (Project scheduled in 2024)
- 40 ft. Hybrid Electric/Diesel Conventional Buses (2) (Production start date of Spring 2024)
- Magnuscards Mobile App (Project underway)

## PARALLEL TRANSIT

- All fleet disinfected nightly

### Weekly Ridership:

<b>Weekly 2023</b>	<b>Ridership</b>	<b>Weekly 2022</b>	<b>Ridership</b>
Oct 15- Oct 21	380	Oct 16- Oct 22	377
Oct 22- Oct 28	395	Oct 23-Oct 29	351
Oct 29- Nov 4	431	Oct 30- Nov 5	370
Nov 5- Nov 11	425	Nov 6- Nov 12	366
Nov 12- Nov 18	409	Nov 13- Nov 19	392

- Pre-pandemic ridership was typically four hundred per week
- Continuing to surpass weekly ridership

## RECREATION PROGRAMMING

- Registration for the final PA Day camp of 2023 was full with twenty-six participants. It was hosted on November 17 at the Rotary Complex, where campers participated in a variety of activities including crafts, active games, group activities and individual exploration time.
- The upcoming Holiday Break Camps are currently accepting registrations for children ages 4 – 13. Over twenty-five spots will be available each of the seven days.
- The Agriplex Fieldhouse was home to the Ontario Badminton Championship November 18-19 and OFSAA Senior Boys' AA volleyball championships on November 23 – 25, 2023. The volleyball championship saw over twenty teams across the province participate and this year, OFSAA will celebrate 75 years of the organization's role in school sport.
- Santa's Parade of Lights planning is well underway with the event being held on December 3 from 5pm to 7pm. As of November 16, the float registration is full with forty-seven floats and three bands participating in this year's festivities.

- 14 indoor events occurred at the Rotary Community Halls in November, and 9 events have planning underway for December.

## **FACILITIES**

- The Stratford Minor Hockey Association hosted the annual Silver Stick tournament (November 3-5), and the Stratford Minor Girls Hockey Association hosted the annual Festival Cup Challenge (November 17-19) at the Rotary Complex, William Allman Memorial Arena, and Dufferin Lions Arena.
- The replacement of the roofing system at the Stratford Public Library has been completed.
- The Rotary Club of Stratford hosted the annual Arts and Crafts Show at the Community Halls at the Rotary Complex on November 10-12.
- All outdoor and seasonal facilities have been winterized and closed for the operational off-season.

## **FACILITIES CAPITAL**

- The reconstruction of the Tennis/Pickleball Courts at Milton Street Park has been partially completed. The drainage, fencing, and asphalt surfaces have all been installed. The remaining scope of work to still be completed is the acrylic surfacer and court line painting. This will be completed in the spring months of 2024 as the material must be applied with consistent warm and dry weather conditions. The courts will open in the Spring following the completion of all work.

Community Services Department Update  
**DECEMBER 2023**

## PARKS

- Swans are in winter quarters
- Plows, blowers, and salter implements are installed on trucks and tractors
- Staff are continuing 2024 annual flowerbed designs

## PARKS CAPITAL

- Nothing currently

## CEMETERY

- Staff continue with:
  - Customer sales and service
  - Casket and cremation interments
- Irrigation system at cemetery has been winterized

## CEMETERY CAPITAL

- Nothing 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:

2023 Monday-Friday	Ridership	Saturday ODT	2022 Monday-Friday	Ridership	Saturday ODT
Nov 19-Nov 24	10,216	222	Nov 20-Nov 25	11,840	168
Nov 26-Dec 1	10,802	250	Nov 27-Dec 2	11,842	234
Dec 3-Dec 8	11,991	195	Dec 4-Dec 9	12,215	230
Dec 10-Dec 15	11,427	182	Dec 11- Dec 16	11,110	249

## TRANSIT CAPITAL

- **Approved** Projects for 2023 (ICIP)
- Accessible shelters (Project underway)

- Bus wash replacement (RFP scheduled for Winter 2024)
- Bus Storage/Facility Upgrades (Project scheduled in 2024)
- 40 ft. Hybrid Electric/Diesel Conventional Buses (2) (Production start date of Spring 2024)
- Magnuscards Mobile App (Project underway)

## PARALLEL TRANSIT

### Weekly Ridership:

<b>Weekly 2023</b>	<b>Ridership</b>	<b>Weekly 2022</b>	<b>Ridership</b>
Nov 19-Nov 24	422	Nov 20-Nov 25	378
Nov 26-Dec 1	429	Nov 27-Dec 2	367
Dec 3-Dec 8	432	Dec 4-Dec 9	371
Dec 10-Dec 15	469	Dec 11- Dec 16	394

- Pre-pandemic ridership was typically four hundred per week
- Continuing to surpass weekly ridership

## RECREATION PROGRAMMING

- Santa's Parade of Lights was a success, despite the weather, with the participation of 53 Floats and 3 Bands.
- 9 Indoor Events occurred at the Rotary Community Hall this past month.
- Staff have started to receive 2024 Spring/Summer Special Event Applications.
- Staff are underway with updates to the special event application from paper based to an online form for 2024.
- Updates to the Special Event Application are underway. The paper-based application will now be available as an online fillable form for 2024.
- The 2023 tournaments at the Agriplex Fieldhouse wrapped up on December 16 and the 2024 tournament season will begin on January 13.
- Staff are planning the Holiday Break Day Camps and are looking forward to welcoming youth 4-13 over the 7 days.
- Stratford Lakeside Active Adults Association held a successful Annual General Meeting at the beginning of December, and the Association continues to provide a variety of programming to the 55+ community. Current membership sits just under 700 which is a substantial increase from last year.



## **FACILITIES**

- The Stratford Skating Club hosted the annual Provincial Series Skating Competition on December 15-17 at the Rotary Complex. There were more than 800 registrants registered for the event.
- To support the Lights on Stratford event, the exterior washrooms at City Hall and the Boathouse Washrooms will be available for use for an extended time period until 10 p.m. The exterior washrooms at the William Allman Memorial Arena will also be available from 5:00 to 10:00 p.m. These hours of operation will be in effect from Thursday to Sunday during the event from December 15<sup>th</sup> through to January 13<sup>th</sup>.
- On December 15<sup>th</sup> the opening of the 100<sup>th</sup> Anniversary Ceremonies of the William Allman Memorial Arena commenced. A ceremonial puck drop was held at the start of the Stratford Warriors Hockey Club game with Mayor Ritsma and representatives from all regular user group organizations.

The next scheduled event to celebrate the 100<sup>th</sup> Anniversary of the William Allman Memorial Arena is scheduled from January 27, 2024. This event will consist of games and exhibitions showcased by organizations including Stratford Rotary Hockey, Stratford Minor Girls Hockey Association, Stratford Minor Hockey Association, Stratford Skating Club, Stratford Fighting Irish, and the Stratford Warriors Hockey Club. There will also be community meals and a lounge held in the Upper Lobby during this event.

## **FACILITIES CAPITAL**

- Nothing currently

Community Services Department Update  
**JANUARY 2024**

## PARKS

- Continue winter control on facility parking lots
- Street and park tree pruning including storm clean up
- Flower (annuals) list for 2024 completed
- In process of hiring seasonal staff
- Forestry contractor is working on annual hydro pruning list supplied by Festival Hydro

## PARKS CAPITAL

- Nothing currently

## CEMETERY

- Staff continue with:
  - Customer sales and service
  - Casket and cremation interments
- Winter road maintenance

## CEMETERY CAPITAL

- Nothing currently

## TRANSIT

### Weekly Ridership:

2024 Monday-Friday	Ridership	Saturday ODT	2023 Monday-Friday	Ridership	Saturday ODT
Jan 21-26	10,375	225	Jan 22-27	11,640	229
Jan 28-Feb 2	10,185	264	Jan 29-Feb 3	10,578	215
Feb 4-9	10,935	240	Feb 5-10	12,364	256
Feb 11-16	10,683	216	Feb 12-17	11,438	242
<b>PC Connect</b>					
January 2024	1660		January 2023	964	

\*\*\*Transit ridership lower in 2024 due to alternative Student transportation offered\*

## TRANSIT CAPITAL

- **Approved** Projects for 2024 (ICIP)
- Accessible shelters (Project underway)
- Bus wash replacement (RFP scheduled for Winter 2024)
- Bus Storage/Facility Upgrades (Project scheduled in 2024)
- 40 ft. Hybrid Electric/Diesel Conventional Buses (2) (Production start date of Spring 2024)
- Magnuscards Mobile App (Project underway)

## PARALLEL TRANSIT

### Weekly Ridership:

Weekly 2024	Ridership	Weekly 2023	Ridership
Jan 21-27	429	Jan 22-28	299
Jan 28-Feb 3	428	Jan 29-Feb 4	329
Feb 4-10	410	Feb 5-11	317
Feb 11-17	443	Feb 12-18	366

- Pre-Pandemic ridership was typically 400 per week. Continuing to surpass weekly ridership.

## RECREATION PROGRAMMING

- The Coldest Night of the Year is set to take place Saturday, February 24, 2024.
- Staff continue to receive Special Event Applications for the 2024 Spring/Summer seasons.
- Staff were successful in the application for the New Horizon's Grant for Sharing Circles with two streams. One where Indigenous elders lead intergenerational discussions on the history, land, and culture of their people, and one that empowers newcomer seniors with a platform to voice their needs, socialize, and foster a sense of belonging in Stratford.
- The process of hiring casual summer staff is well under way for the Lion's Pool and Day Camp programs.
- Day Camp programming continues its success with both the February 2, 2024, PA Day and all of March Break Day Camp operating at full capacity.

## FACILITIES

- Nothing currently

## FACILITIES CAPITAL

- Nothing currently



## **BOARD OF PARK MANAGEMENT**

A meeting of the Board of Park Management was held on **Monday, September 11, 2023, at 3:30 p.m.** in the **Community Hall Lobby Meeting Room** at the Rotary Complex.

**PRESENT:** Chairman Dave Hanly, Maureen Cocksedge, Sheri Maguire, Vice Chair Kimberley Richardson, Councilor Beatty, Councilor Henderson.

**ABSENT WITH REGRETS:** Carolyn Cuerden.

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

### **MINUTES**

#### **2771. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None declared.

#### **2772. PRESENTATION: LABYRINTH LESLIE & JOHN WRIGHT:**

**Objective:** The Wrights to discuss concept to create a 40ft 11 circuit labyrinth in the Birnam Wood Arboretum close to William Street and provide more information on project scope including location, size, funding and expectations on recognition format.

**Background and Analysis:** The original request [Item #2703 May 2, 2022] was approved "in concept" adjacent to the Ted Blowes Memorial Pollinator Peace Garden between the garden and Gallery Stratford. Ted Blowes vision was to create a labyrinth in the Catherine East Memorial Garden off John Street across from Avondale Cemetery years ago. Barb Hacking recognized that the Board would not approve two labyrinths and as such requested that the original proposal be permitted to be relocated from Ted Blowes Memorial Peace Garden to the Birnam Wood Arboretum location. The Wright family has conduit of funding that would assist in facilitating a larger labyrinth.

There are more than 6000 labyrinths in over 90 different countries around the world including over 100 in Ontario. The Wrights believe a public labyrinth in Stratford would benefit the community as a welcoming space that can be used by people of all ages, beliefs and abilities promoting reflection and relaxation. Many potential uses including celebrations, ceremonies and milestones and are used in a variety of settings including hospitals and schools. John and Leslie have acquired advanced training through Veriditas a not-for-profit organization devoted to increasing awareness of labyrinths.



## **BOARD OF PARK MANAGEMENT**

The Wrights propose a 42-foot paving stone labyrinth ensuring accessibility, durability with use for a large part of the year. The cost for a local contractor to supply and install a labyrinth sourced entirely from local paving stones would be approximately \$140,000 versus a precut labyrinth shipped from the USA at an approximate cost of \$120,000. The prices include provision of a certain amount of soft-scaping and educational signage. The preferred location remains the south end of Birnam Wood Arboretum where there is an existing flat circular space surround by trees with proximity to the river, Ted Blowes Garden, Festival Grounds and parking nearby.

John and Leslie Wright are in the process of establishing a team to raise the funds and spearhead the project.

**Staff Recommendation:** To support the project concept in the original location approved by the Board in May 2022.

Leslie Wright provided benefits of the proposed labyrinth for the community. They have visited many including Collingwood, San Francisco, and Toronto. A well-made labyrinth attracts many people and could be included in daily walks and are essentially maintenance free.

K. Richardson enquired why this location is preferred. L. Wright indicated it is a natural setting, flat, does not affect any trees and is a peaceful location. The Ted Blowes Garden location is too small to accommodate the proposed design particularly due to the slope. K. Richardson inquired whether it could be incorporated into the design of the Indigenous Medicine Garden. K. Bonnell indicated that this would need to be discussed with the Indigenous community leadership on that project.

Councillor Beatty questioned the funding stream. L. Wright advised once the space has been secured partnerships will be established to proceed with the project through to construction. B. Beatty indicated that sponsorship signs will not be considered as part of the design as they are prohibited in the Board of Park Management Bylaws. L. Wright clarified that this is understood and that any signage would be educational potentially including a QR code. Further there may be a 3D finger-tracing sign to include persons with low vision.

M. Cocksedge proposed a stone dust base as a less expensive alternative. John Wright clarified hard surface is more maneuverable whereas stone dust involves maintenance. Councilor Henderson expressed her enjoyment in her visit to the Wrights labyrinth feeling very relaxed following, indicating that from an accessibility standpoint a hard surface is preferable, and receipts could be offered to donors.



## **BOARD OF PARK MANAGEMENT**

Chairman Hanly questioned what infrastructure would be required in the future to accommodate events such as wedding ceremonies and family gatherings as this is a multi-use space. Further, whether there is a circuit design between 7 and 11, example 9 circuit. L. Wright indicated that she is not aware of any such design in existence.

K. Richardson referenced the labyrinth at Spruce Lodge that to her knowledge realizes little use and that the Board should consider if this location is optimal. J. Wright informed the Board that the installation of Spruce Lodge labyrinth was not completed properly and as such is not user friendly.

**Resolution: Direct staff to consult with the Wrights and provide summary of pros/cons of both locations including estimated costs following installation at which time the Board will revisit the proposal.**

**Mover: Councilor Beatty**

**Seconded: B. Henderson**

**Carried.**

2773. PRESENTATION: REG WHITE:

**Objective:** Chairman of Friends of the Shakespearean Garden to address the Board.

**Background and Analysis:** Discussion regarding formation of the group, the mandate, collaboration with park staff, suggested goals and enhancements, pandemic interruption, peony donation and the visitor brochure.

Reg White and members of Friends of the Shakespearean Garden discussed current projects. Mr. White distributed an information package to the Board which included his presentation remarks, Shakespearean Gardens brochures, their history and achievements to date. Fall 2023 100 clumps of donated peonies from Peony Society of Canada will be planted by city staff. The donation was a celebration of the Society's 25<sup>th</sup> Anniversary. R. White indicated that a service club in Stratford has expressed interest in collaborating to install a flood light on the Dufton Chimney Tower, the project would also include a 6ft seasonal wreath in December facing Huron Street. R. White indicated the Friends are proposing at time of entrance rehabilitation the paint colour be changed from Tudor Brown to green representing the environment. The Friends are going to apply to the American Public Garden Association for membership.

K. Richardson questioned if the lighting proposed would be up-lighting or down-lighting as there is a movement to introduce down-lighting reducing light pollution. B. Henderson offered that this would also dissuade vandals.



## **BOARD OF PARK MANAGEMENT**

Chairman Hanly expressed appreciation on behalf of the Board for their enthusiasm and energy on past, present and future projects.

Staff will continue collaboration with Reg White and the Friends in advancing the projects discussed.

### **2774. PRESENTATION: ZAC GRIBBLE:**

**Objective:** Destination Stratford Executive Director Zac Gribble to detail proposal for Lights On Stratford [LOS] for the upcoming season.

**Background and Analysis:** LOS was launched in 2020 during the pandemic. December 14, 2023 – January 14, 2024 Tom Patterson Island proposed as venue for "TOROID" (Lunar Lampposts). Access is open and free to the public from 5 – 10pm Thursday through Sunday for self-guided tours. Festival staff will manage the space, reinforce direction of travel and monitor crowd size during operation. TNT Security will monitor the site outside of operational hours. Special Event Application submitted on 2023-08-08.

Discussion surrounding the project scope and logistics including the heart in Veterans Drive Bandshell, way-finding lighting from Market Square to the Island, Lunar Lampposts on Tom Patterson Island along with the return of the Solar System installation. Z. Gribble clarified that all costs including security are under the umbrella of Lights On Stratford.

40,000 visitors were recorded on the Island last year and the installations are receiving international attention. M. Cocksedge commented on the steepness of the bridge in terms of visitors accessing. Z. Gribble recognized that the pitch is not optimal for accessibility but that de-icing rubberized mats are installed during the event duration.

Councillor Beatty expressed his gratitude to the team for their work. He recognized that LOS has been nominated for an award in the lighting category.

**Resolution: To support project as proposed for 2023-2024 season.**

**Mover: K. Richardson**

**Seconder: S. Maguire**

**Carried**

### **2775. PRESENTATION: INDIGENOUS-LED MEDICINE GARDEN & SACRED FIRE LOCATION:**

**Objective:** Kevin Bonnell, Manager of Inclusion, Equity & Indigenous Initiatives concept proposal and approval for dedicated greenspace west of the Meadowrue natural area



## **BOARD OF PARK MANAGEMENT**

parking lot and establishment of a Sacred Fire Location. The space will provide a location for Indigenous people to practice traditional healing methods and honour the medicinal plants of cultural significance.

**Background and Analysis:** As the City moves toward long-term reconciliation this is the first step in building permanent park infrastructure for Indigenous people and as an education platform for non-Indigenous people. Providing a designated space for a Sacred Fire will allow for ceremonial practices, storytelling, and cultural events for the community.

Specifications:

- 18ft by 18ft circle for medicine wheel and fire space
- Fire department approval of Indigenous fire space
- Medicine wheel

Collaboration will necessarily include guidance and expertise of Indigenous community, leaders, elders and knowledge keepers in the design, planning and ongoing management to ensure authenticity and integrity of the space. The project will require a compensated Indigenous Committee ensuring that all steps of the project are aligned with Indigenous Residents. Adherence to legal and environmental regulations.

K. Bonnell further indicated the space needs to be adjacent to water for viewing. Further that Indigenous elders, knowledge keepers and the Community will need to voice their views on the optimal location.

Chairman Hanly requested more details on the look of the project. K. Bonnell indicated that it is a four-part garden, representing the difference seasons. There will be a certified fire pit with a fire watcher always present when in use. B. Beatty questioned why the Falstaff fire pit is not sufficient. K. Bonnell clarified that a public space was requested so non-Indigenous persons could also have access to the reflection space as the Falstaff Centre is private property.

M. Cocksedge questioned whether the proposed location large enough to accommodate attendees. K. Bonnell clarified the intent is not for large groups but rather for peaceful reflection.

Councilor Henderson questioned whether the labyrinth location proposed is sufficiently close to water. Further questioning what could be burned in the fire pit. K. Bonnell responded that he is working with the Fire Department on what materials would be permitted. M. Cocksedge questioned who would provide maintenance. K. Bonnell advised that discussion with the elders will address their participation.





## **BOARD OF PARK MANAGEMENT**

K. Richardson questioned if a committee had been established. K. Bonnell indicated that there is interest, and it is in process.

**Resolution: To approve the proposal in concept and directing K. Bonnell to consult with Indigenous community identifying a list of possible locations, scope of usage, and design of the proposal. Further, to seek out grant funding for the project and report back at a future meeting.**

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

### 2776. MINUTES:

**Objective:** The minutes from the June 5, 2023 meeting provided for approval.

**Suggested Resolution: That the minutes of the June 5, 2023, meeting be approved.**

**Mover: Councilor Beatty      Second: S. Maguire      Carried.**

### 2777. ANNUAL PERPETUAL EVENTS IN PARK SYSTEM:

**Objective:** To inform the Board of upcoming events.

**Background and Analysis:** Special Event Applications and letters of request provided by Events Coordinator Heather Denny for the Board's awareness. All events are recurring and have received historical approval in principle.

- October 14, 2023 Annual Lantern Parade [revisions from June 5, 2023]
- October 21, 2023 Walk 'n Roll With L'Arche Stratford
- November 11, 2023 Remembrance Day
- January 26-27, 2024 Stratford Winterfest
- June 9, 2024 Kinsmen Car Show 2024

### 2778. OTHER BUSINESS:

The following staff updates provided at the request of the Chair:

Upper Queen's Park Concession Booth Plans: interested parties have come forward for the 2024 season. The down time is being utilized to complete much needed renovations in order to be ready for the spring. Staff are working on the RFP process.



## **BOARD OF PARK MANAGEMENT**

Winter Tennis Club Status: Tree removal is not completed as park space must dry up first. The dome is on track for installation late October.

Goose Management Program Status: Egg work is completed. 178 geese relocated and weekly maintenance management is ongoing. The Chair acknowledge the efficacy of the program.

Swan Herd Management: Herd population has diminished due to Avian Flu in 2022 and lack of cygnet survival. Q. Malott advised that the vision is to allow the herd to revitalize naturally. B. Beatty questioned whether it would be advisable to confine one mated pair and cygnets in yard quarters to enhance survival.

Next regularly scheduled meeting of the Board is Monday, October 16, 2023 3:30pm in the **Community Hall Lobby Meeting Room**. [motion Kim, second Maureen]

**Motion by K. Richardson, seconded by M. Cocksedge to adjourn at 5:02pm.**



## **BOARD OF PARK MANAGEMENT**

A meeting of the Board of Park Management was held on **Monday, November 6, 2023, at 3:30 p.m.** in the **Community Hall Lobby Meeting Room** at the Rotary Complex.

**PRESENT:** Chairman Dave Hanly, Maureen Cocksedge, Carolyn Cuerden, Sheri Maguire, Vice Chair Kimberley Richardson, Councilor Beatty.

**ABSENT WITH REGRETS:** Councilor Henderson.

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

### **MINUTES**

#### **2779. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

None declared.

#### **2780. PRESENTATION: (RE)MADE IN STRATFORD FURNITURE PROJECT:**

**Objective:** Deanna Horton proposal to recreate 20<sup>th</sup> century furniture on a larger-than-life scale using outdoor materials.

**Background & Analysis:** Ms. Horton approached Chairman Hanly who referred her to staff to facilitate Parks Board access and process.

**Staff Recommendation:** For the Board's consideration.

Deanna Horton attending accompanied by Brent Shackleton Stratford-Perth Museum Board member. The furniture pieces will be larger than regular size but smaller than at the Stratford-Perth Museum. Seeking approval in principle with specifications and detail to be worked out with staff and the Board prior to final approval.

Initially two sites were considered in the park system. One site near the former Easson furniture site adjacent to Pergola north of the dam. The second site near the former Orr furniture site close to the bandshell. Intention is installation of two pieces of furniture at each site. The pieces would be displayed year-round and of steel composition on a base of picnic table composite material similar to tables on Tom Patterson Island.

Approximate cost of each piece would be \$12,000.00 with the project receiving full funding. Next steps include organization of a committee to administer the project.



## **BOARD OF PARK MANAGEMENT**

Discussion regarding inclusion of this project in a similar manner to the memorial benches and if sites outside of the park system were under consideration. Ms. Horton indicated yes. Trails and the library were suggested as sites.

**Resolution: That the Parks Board approve in principle the (re)Made in Stratford Furniture Project with the two sites as noted being considered. Further that the staff work with Deanna Horton on the applicable specification/detail; and that the project costs be fully funded by the project proponent with no cost to the City.**

**Mover:** Councilor Beatty

**Seconded:** K. Richardson

**Carried**

### 2781. MINUTES:

**Objective:** The minutes from the September 11, 2023, 2023 meeting provided for approval.

**Resolution: That the minutes of the September 11, 2023, meeting be approved.**

**Mover:**

**Seconded:**

**Carried.**

### 2782. ANNUAL PERPETUAL EVENTS IN PARK SYSTEM:

**Objective:** To inform the Board of upcoming events.

**Background and Analysis:** Special Event Applications and letters of request provided by Events Coordinator Heather Denny for the Board's awareness. All events are recurring and have received historical approval in principle.

- February 24, 2024 Coldest Night of the Year
- September 1, 2024 Kinsmen Car Show

### 2783. LABYRINTH LESLIE & JOHN WRIGHT:

**Objective:** Staff returning to the Board with documented pros and cons on the project locations proposed. Estimated costing following installation not available at this time.

**Background and Analysis:** The original request [Item #2703 May 2, 2022] was approved "in concept" adjacent to the Ted Blowes Memorial Pollinator Peace Garden



## **BOARD OF PARK MANAGEMENT**

between the garden and Gallery Stratford. The Wright family has conduit of funding that would assist in facilitating a larger labyrinth and are in process of establishing a team to facilitate the project. The Wrights propose a 42-foot paving stone labyrinth ensuring accessibility, durability with use for a large part of the year.

**Staff Recommendation:** To consider the information provided.

List of pros and cons for the two sites was provided and reviewed. Q. Malott noted that the site in the butterfly garden area was not suitable for a 42' labyrinth due to space constraints and grading concerns. Issues of hydro and water servicing were discussed with Board members feeling that hydro servicing is required.

**Resolution: That the Parks Board approve in principle the proposal of a 45 foot labyrinth at the Birnam Wood Arboretum. Provision for buried hydro service must be included and the project must be fully funded with no cost to the City. Final project specifications/details/funding to be brought back to the Parks Board for final approval.**

**Mover:** Councilor Beatty

**Seconded:** K. Richardson

**Carried.**

### 2785. OTHER BUSINESS:

Indigenous Medicine Garden and Sacred Fire Proposal: awaiting follow-up information from Kevin Bonnell

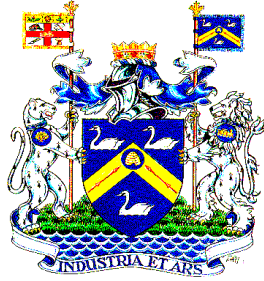
Swan Herd: rounding up swans for return to winter quarters. Two swans recently spotted on river near Avonbank. Currently have 8 swans.

Winter Tennis Dome: the two trees have been removed. Currently working on a water issue.

**Motion to adjourn by Councilor Beatty, seconded by S. Maguire at 4:20pm**

Next regularly scheduled meeting of the Board is Monday, December 4, 2023 3:30pm in the **Community Hall Lobby Meeting Room.**

**Motion to adjourn.**



# Communities in Bloom Advisory Committee

## MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, November 2, 2023 at 12:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

**Committee Members Present:** Councillor Brad Beatty – Chair Presiding, Barb Hacking, Mary-Anne Krutila, Carys Wyn Hughes, Kimberly Richardson, Cindy Carlson

**Staff Present:** Christa Robinson, Administrative Assistant to the Director of Community Services, Casey Riehl – Recording Secretary

**Absent:** Councillor Bonnie Henderson

### 1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:02 p.m.

Land Acknowledgment

Moment of Silent Reflection

### 2. Declaration of Pecuniary Interest

None declared.

### 3. Adoption of the Previous Minutes – October 5, 2023

**Motion by** Mary-Anne Krutila

**Seconded by** Barb Hacking

**THAT the minutes from the Communities in Bloom Advisory Committee meeting dated October 5, 2023, be adopted as printed. Carried**

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

##### **4.1 Update on Pumpkin Parade – Councillor Beatty**

Councillor Beatty thanked CIB Committee members, volunteers, Scouts and Air Cadets for all their help with this event. Market Square was filled with pumpkins, with a lot showing up between 4-5:00 p.m. The farm trucks could not take all the pumpkins with them that night, so City of Stratford trucks delivered two truckloads of pumpkins to the hog farm early the next morning. The drive-in drop-off lane worked well. Councillor Beatty suggested that some additional signage and arrows indicating where to pull in might help next year. Kimberly Richardson suggested a large map could be posted, so people know where they can place their pumpkins if someone is not right there to direct them.

##### **4.2 Update on Ted Blowes Garden – Barb Hacking**

Barb Hacking reported that the new lights are currently being installed on the waterfall. She will be stopping by after the meeting to sync the lights with her phone so that the colours can be changed.

There is now a new accessible walkway from the Art Gallery up to the Ted Blowes Garden. There was a small section along the pathway that would be required to have the grass cut, so Community Services staff made it into a garden. Barb Hacking and Bernie VanHerk planted tulip bulbs from the Shakespearean Garden and will move Ted Blowes marker to that area to be more visible. Kimberly Richardson suggested that CIB could inquire if some of the donated peonies for the Shakespearean Garden could be shared with the Ted Blowes Garden. Ms. Hacking noted that they moved all of the verbena from downtown to the Ted Blowes Garden to go to seed. There were two monarchs on the verbena last Friday.

##### **4.3 2023 CIB National Update/CIB Initiatives – Councillor Beatty**

Councillor Beatty inquired if there were any outstanding 2023 CIB projects that were still being worked on and have not been included in the budget figures to date. Kimberly Richardson suggested using the remaining 2023 funds and inquire if the company who originally did the wayfinding project could assist with a design for gateways. Councillor Beatty suggested that trees could be purchased for the new landscape design concept from Scott Wentworth. He noted that with it being late in the year, some plans for projects may not be

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realistic to be completed by the end of December. If plans for the other projects cannot be completed before the end of the year, CIB could once again use the budget to continue with the porous pave project for under benches in the park. Kimberly Richardson suggested she and Carys Wyn Hughes could meet with staff to inquire on what the proper process is to move the gateway project forward and what the CIB Committee can work towards with their budget funds and what regulations apply to the CIB Committee regarding fundraising. The Committee will discuss the remaining funds in their budget at the December meeting for allocation either to the gateways or to the landscape design concept.

#### 4.4 2024 Judging Plans – Video Component/Reviewing Judges Evaluations

Councillor Beatty asked members to continue to reach out to content creators to inquire if their videos can be obtained by CIB for use when the judges attend next year.

#### 4.5 Hosting the 2025 National Symposium – Councillor Beatty

Councillor Beatty shared a letter from the Executive Director of Communities in Bloom National. They have inquired if Stratford is still interested in hosting in 2025 or any subsequent years. Councillor Beatty noted that it is a great deal of work to organize an event such as this. Stratford will be a desirable City to visit for this event, so numbers will likely be high. It would require dedicated City staff to help organize, as well as CIB members and volunteers. Carys Wyn Hughes noted that the City now has an Events Co-ordinator that could possibly assist with an event such as this. Councillor Beatty stated that there is an RFP that is required to be submitted and the CIB Committee would need support from staff to complete the paperwork.

Christa Robinson, Administrative Assistant to the Director of Community Services is now present at the meeting at 12:46 p.m.

Christa Robinson, Administrative Assistant to the Director of Community Services, advised she was the staff member appointed in 2002 to assist with planning the last National Symposium that Stratford hosted. She reviewed some of the activities and events that were organized, such as yent rentals, shuttles, accommodations, dinners, dance, etc. and that they prepared and promoted the symposium the year leading up to it.

Christa Robinson left the meeting at 12:55 p.m.



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Councillor Beatty will also inquire with staff as to the process and how best to move forward if CIB does decide to put forth an RFP to host. He will also share a digital copy of the RFP with the CIB Committee members. Councillor Beatty will contact CIB National and inform them that Stratford is still interested in the possibility of hosting and request additional information on the details of the RFP.

4.6 Landscape Design Plan Update – Councillor Beatty

As discussed above in item 4.3.

4.7 City Gateways Project Update – Kimberly Richardson/Carys Wyn Hughes

As discussed above in item 4.3.

## 5. New Business

5.1 Canna Lily Storage – Councillor Beatty

Councillor Beatty reported that the Manager of Parks, Forestry and Cemetery may have space in the City's nursery to store the canna lilies over winter and then decide what to do with them in the spring.

## 6. Upcoming Events

None noted.

## 7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, December 7, 2023, at 12:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road W., Stratford.

## 8. Adjournment

**Motion by** Mary-Anne Krutila

**Seconded by** Barb Hacking

**THAT the November 2, 2023 Communities in Bloom Advisory Committee meeting adjourn. Carried**

Meeting Start Time: 12:02 P.M.

Meeting End Time: 1:12 P.M.