



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

Date: Thursday, November 13, 2025
Time: 4:30 P.M.
Location: Council Chamber, City Hall
Sub-committee Present: Councillor Henderson - Vice Chair, Councillor Sebben, Councillor Wordofa
Staff Present: Tim Wolfe - Director of Community Services, Audrey Pascual - Deputy Clerk, Victoria Trotter - Council Clerk 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 Vice Chair presiding to call the Meeting to Order.

Chair Beatty provided regrets for this meeting.

Land Acknowledgment

Moment of Silent Reflection

Respectful Conduct Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence

from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

3. Delegations

None scheduled.

4. Report of the Council Committee Coordinator

4.1 Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal (COM25-003)

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Motion by

Staff Recommendation: THAT the report titled, "Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal" (COM25-003), be received;

AND THAT the request for Flashing Caution Lights at the Transit Terminal be reviewed when a detailed Transportation Impact Study is undertaken for this area.

5. Department Update

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

6. Advisory Committee Minutes

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

- Communities in Bloom Advisory Committee minutes of March 6, 2025, April 3, 2025, June 5, 2025 and September 4, 2025.

7. Next Sub-committee Meeting

The December Sub-committee meeting has been cancelled in accordance with the approved 2025 Meeting Schedule. Information about 2026 Sub-committee meetings will be available at a later date.

8. Adjournment

Motion by

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



MANAGEMENT REPORT

Date: October 16, 2025
To: Community Services Sub-committee
From: Vicky Trotter, Council Committee Coordinator
Report Number: COM25-003
Attachments: None

Title: Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal

Objective: To consider a recommendation from the Active Transportation Advisory Committee to install flashing caution lights on Downie Street at the Transit Terminal.

Background: At the June 25, 2025 Active Transportation Advisory Committee meeting the following motion was passed:

THAT the Active Transportation Advisory Committee requests Stratford City Council direct staff to review the possibility of installing flashing caution lights at the "Yield to Buses" signs on Downie Street that activate when the buses leave the Transit Terminal.

The Committee expressed concerns that vehicles are not abiding by the current signage indicating vehicles must yield to transit buses.

Analysis: The Transit Division reviewed this option a number of years ago and identified several obstacles. Milton Street, Downie Street and Shakespeare Street intersect at the location of the transit terminal. If flashing caution lights were installed it would require signage on Milton Street stating "no left turns when flashing" while still permitting right hand turns. Shakespeare Street would not permit any movement when lights are flashing. At that time, it was not deemed a preferred traffic control measure as the intersection is complex and signs varying in nature would be confusing.

An additional option considered for traffic control is the installation of traffic lights which are only triggered when buses are leaving the terminal. The Transit Division has noted it is rare a vehicle does not yield to the buses and drivers are not reporting issues.

The Engineering Division noted that any upgrades or changes to the traffic control on Downie Street must be done in conjunction with an overall detailed Transportation

Impact Study that will consider the Grand Trunk development and its new intersection on Downie Street, the St. Patrick/Douro/Downie/Waterloo intersection, the transit hub, the railway crossings, Shakespeare Park, and pedestrian crossings. All these intersections and features must work together to be safe and function properly. It is staff's position that it is premature to contemplate a signalized intersection at the transit hub until this study is completed. Adding flashing lights to the information signs requesting vehicles yield to buses would **not** be recommended.

Options for Consideration

Sub-committee may wish to consider one of the following options:

1. Receive the report and advise the Active Transportation Advisory Committee that this recommendation will be reviewed when a detailed Transportation Impact Study is undertaken for this area.
2. Direct staff to review the possibility of installing flashing caution lights at the "Yield to Buses" signs on Downie Street that activate when the buses leave the Transit Terminal.
3. File the recommendation (meaning take no action).

Financial Implications:

Not applicable:

There are no financial implications to be reported because of this report. Financial implications on the addition of flashing lights at the transit terminal have not been researched.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the request is for flashing lights at the transit terminal entrance to be investigated.

Alignment with One Planet Principles:

Equity and Local Economy

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

Staff Recommendation: THAT the report titled, "Active Transportation Advisory Committee Recommendation for Flashing Caution Lights at the Transit Terminal" (COM25-003), be received;

AND THAT the request for Flashing Caution Lights at the Transit Terminal be reviewed when a detailed Transportation Impact Study is undertaken for this area.

Prepared by:

Vicky Trotter, Council Committee Coordinator

Recommended by:

Tatiana Dafoe, City Clerk

Karmen Krueger, CPA, CA, Director of Corporate Services

André Morin, CPA, Chief Administrative Officer

COMMUNITY SERVICES DEPARTMENT UPDATE

OCTOBER 2025

FACILITIES

- The hardwood gymnasium flooring at the Agriplex has been re-installed with programming re-starting the week of October 14th.
- The seasonal washrooms and seasonal sports field facilities are now all closed. Facility Maintenance staff are completing the shutdown and winterization procedures.
- The Regional Silver Stick hockey tournament is being hosted at the Rotary Complex, William Allman Memorial Arena, and Dufferin Lions Arena from November 7th to 9th.
- The Stratford Aces Girls Minor Hockey Association is hosting their annual hockey tournament at the Rotary Complex, William Allman Memorial Arena, and Dufferin Lions Arena from November 14th to 16th.

FACILITIES CAPITAL

- The Building Condition Assessment and Accessibility Audit project has been awarded to BLDG Sci Advisory Inc. This project is being completed in conjunction with the Social Services and Environmental Services Departments. The cost for the portfolio of Community Services Department facilities and locations is \$100,000 plus HST.
- The project is expected to kick off in mid November and be completed in March 2026.
- The Exterior Insulation and Finish Systems (EIFS) repairs and maintenance capital project at the William Allman Memorial Arena has been awarded to SST Group of Construction Companies Ltd. in the amount of \$69,575 plus HST.
- The project started the week of October 20th and is expected to be completed by the end of December.

PARKS

- Leaf pick up
- Sport field maintenance: aerate, fertilize, top-dress.
- Swans round up
- Annual flower removal and tender potting up for winter storage
- Bulb planting
- Tree/stump removal tender to go out
- Goose control tender out
- Supply and deliver of 2026 tree tender out

CEMETERY

- Cemetery sales remain busy with new columbarium addition.

TRANSIT

Weekly Ridership:

2025 Monday-Friday	Ridership	Saturday On-Demand	2024 Monday-Friday	Ridership	Saturday On-Demand
Sept 7-12	9014	141	Sept 8-13	9818	217
Sept 14-19	8750	179	Sept 15-20	9886	245
Sept 21-26	8337	224	Sept 22-27	10092	303
Sept 28-Oct 3	9230	225	Sept 29-Oct 4	10347	248
Oct 5-10	8974	175	Oct 6-11	9619	221
Oct 12-17	7114	166	Oct 13-18	8365	253
Oct 19-24	8834	224	Oct 20-25	9908	231

PC Connect Ridership Year-over-Year (YOY) Comparison:

September 2025	September 2024
1267	1405

TRANSIT CAPITAL

- Approved Projects for 2025 (ICIP)
- New Transit office build started June 2025 (Completed and took possession October 2025)
- Zero Emission Transit Fund Application was denied from the Federal Government due to the program being over subscribed.

PARALLEL TRANSIT

Weekly Ridership:

Weekly 2025	Ridership	Weekly 2024	Ridership
Sept 7-12	435	Sept 8-13	399
Sept 14-19	462	Sept 15-20	417
Sept 21-26	470	Sept 22-27	401
Sept 28-Oct 3	439	Sept 29-Oct 4	389
Oct 5-10	443	Oct 6-11	410
Oct 12-17	358	Oct 13-18	344
Oct 19-24	435	Oct 20-25	387

- Pre-Pandemic ridership was typically 400 per week.
- At present, Mobility bus has 698 registrants and continues to grow

PARALLEL TRANSIT CAPITAL

- 2 Mobility buses ordered and expected early Summer 2026.

PROGRAMMING

- Staff coordinated Truth and Reconciliation initiatives in collaboration with five community organizations and created an educational sign series for Truth and Reconciliation Day
- Staff have and continue to secure sponsorship for free community skates
- Staff attended the Municipal Sponsorship Summit
- Staff have completed the priority audience interviews and initial community engagement for the Countryside Park Development with the consultant Snow Larc
- In October event staff supported 20 events and are currently working on 5 large outdoor events and another 12 indoor events for November
- Staff have started planning for Santa Parade of Lights and float registration is currently open
- Birthday parties at the Agriplex Gymnasium are full until the end of 2025.
- Staff are planning youth programming for school PA Days and Winter Break
- With the success of birthday parties and day camps, staff have introduced a new specialized Esports stream for both.



Communities in Bloom Advisory Committee

MINUTES

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

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

Staff: Vicky Trotter – Council Committee Coordinator, Alanna Bowes - Culture, Sport & Sponsorship Coordinator, Casey Riehl – Recording Secretary,

Regrets: Mary-Anne Krutila, Councillor Bonnie Henderson

1. Call to Order

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

Reading of the Land Acknowledgement and a Moment of Silent Reflection

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Carys Wyn Hughes

Seconded by Cindy Carlson

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated February 6, 2025 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 2025 National Symposium – Planning Update

4.1.1 Audio/Visual Recommendations

Vicky Trotter reported that she has been in contact with CIB National and they will be taking over the final arrangements for the A/V set up in the Agriplex Community Hall. Ms. Trotter has provided the National reps with the A/V contacts to confirm the details.

Councillor Beatty noted that the City is installing one projector/screen in the hall that will be ready to use for the symposium. The Agriplex does have another small portable screen if the committee needs it that could possibly be used for the welcome area downstairs.

Kimberly Richardson confirmed with the Stratford Country Club (SCC) that they have A/V equipment, no need to rent. The band will bring their own equipment and have performed at the SCC before.

4.1.2 Speaker Recommendations

- Kimberly Richardson or Brad Beatty will be the MC on Friday and Eddie Matthews is confirmed to be the MC for Saturday;
- Mayor Ritsma will be the keynote speaker on Friday, followed by four speaker sessions;
- keynote speaker on Saturday (representative from the Stratford Medicine Wheel Project), followed by a possible ceremonial smudging and three speaker sessions.
- arrangements will be made for the bus to start departing the hotel earlier Saturday morning (7:15 a.m.) giving people the option to go to the Agriplex to take in the Farmer's Market before breakfast;
- members would like to follow the "Year of the Edible Garden" theme and have speakers that reflect that.
- all speakers will be invited to lunch;
- bus tours to follow after lunch.

Motion by Yvonne O'Reilly

Seconded by Linda Wakenhut

THAT the Communities in Bloom Advisory Committee approves the concepts and speakers for the Symposium as presented at this meeting, with the understanding that some details may require final adjustments. Carried

4.1.3 Tour Recommendations

- CIB members reviewed possible options for the bus tours and will build off previous tours of the City;
- require one volunteer on each bus, with a microphone to guide the tours and answer questions;
- ensure that there are washroom breaks throughout the tours;
- currently two buses are being provided, Councillor Beatty will forward the breakdown of the bus schedule to members to confirm and coordinate;

*Cindy Carlson no longer present at the meeting at 1:08 p.m.

- recommendation to cap walking tours at 15 people per group with two volunteers for each group, possibly Horticultural Society members;
- walking tours will begin at different locations to keep the groups spread out;
- microphones will be necessary for each of the locations with speakers;
- members will pre-walk the tour to adjust timing;
- all walking tours will be approximately two hours and end downtown.

4.1.4 Entertainment Recommendations

- Classical/Jazz acoustic entertainment on Thursday evening at the Tom Patterson Theatre during registration, followed by an evening

at a Bentley's Restaurant with a band possibly scheduled for entertainment;

- Velvet & Ivory confirmed to perform Friday evening at the Stratford County Club;
- SDSS Band will be performing at the Agriplex during the cocktail hour on Saturday;
- Little Band has been confirmed to perform Saturday evening at the Agriplex;
- once all entertainment is confirmed, Kimberly Richardson will provide a list to Vicky Trotter to forward to CIB National to complete contracts.

Motion by Carys Wyn Hughes

Seconded by Barb Hacking

THAT the Communities in Bloom Advisory Committee approves the entertainment for the Symposium as provided at this meeting, with the understanding that some details and pricing may be subject to change. Carried

4.1.5 Catering Recommendations

- CIB National has already taken care of the refreshments for Thursday's registration at the Tom Patterson Theatre.
(will need to arrange for volunteers to assist with directing people upon their arrival and to assist at the registration table);
- Friday and Saturday breakfasts have been confirmed with Black Angus. A hot breakfast will be served both days with all dietary considerations made. Have requested one of the meats be removed and replaced with pastries. Approximately \$34.25/person;
- cupcakes will be ordered for Friday's coffee break to celebrate Ted Blowes' 89th birthday. A butterfly will be added to some cupcakes and others will have the CIB logo;
- platters of donut holes (50/platter) will be ordered from Green Haven (at Farmer's Market) for Saturday's coffee break;

Communities in Bloom Advisory Committee
March 6, 2025

- Bean or Not to Bean confirmed to provide the coffee and carafes for the weekend. CIB members will have to purchase all the cold drinks, tea bags, milk/cream/sugar and cups;
- the current estimate per person for breakfast is \$31.50, not including the costs relating to coffee and drinks.
- Carys Wyn Hughes suggested asking if Bean or Not to Bean would take care of the tea, milk/cream/sugar as well, it would be very helpful. Kimberly Richardson will contact them to inquire.
- CIB members or volunteers will be required to make the coffee and tea throughout the weekend. There is a fridge available that can be moved out of the bar area into the hall for self-serve drinks.
- A secure area will be required to store all the supplies, drinks and snacks leading up to the event.
- Taylor's Delicatessen is confirmed for lunch on Friday and Saturday. Salads and individual sandwiches will be served. Cutlery, plates and napkins are included. The cost per person for lunch is \$20.00;
- dinner for Saturday night is confirmed with Gourmet Chef at Your Table for \$100/person. All cutlery and dishes are included, Cindy Carlson will confirm if water and wine glasses are also included or an extra cost. Black linens have also been ordered for the evening from McBride's. Re-usable tablecloths will be used and set up by CIB members for breakfasts and lunches. CIB members would prefer the table set up to be six people/table, which would be 25 tables to accommodate 150 attendees;
- snacks will be provided in the form of a "treat bag" – apple, cookie, popcorn/chips. Snack bags can be grabbed for bus tours or taken back to hotel to eat when they choose;
- pricing may increase in the future and will have to account for that possibility;
- Stratford CIB will inquire with the Friday nights hosts about purchasing chocolates (\$400-\$500) or Stratford CIB may purchase them for a send-off gift for Saturday evening.

Communities in Bloom Advisory Committee
March 6, 2025

Motion by Kimberly Richardson

Seconded by Carys Wyn Hughes

THAT the Communities in Bloom Advisory Committee approves the catering for the Symposium as provided at this meeting, with the understanding that some details and pricing may be subject to change. Carried

5. New Business

None noted.

6. Upcoming Events

- Spring Fling – May 31, 2025 – Linda Wakenhut will provide an update at the April CIB meeting
- Scott's Miracle Grow Contest (application has been sent in for 12 signs). Barb Hacking has submitted the application for (12) signs and prizes. Scott's will contact Stratford if they have been accepted.
- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025
- Pumpkin Parade – November 1, 2025

7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, April 3, 2025, at 12:00 p.m., City Hall Auditorium, 1 Wellington Street, Stratford ON.

8. Adjournment

Motion by Carys Wyn Hughes

Seconded by Yvonne O'Reilly

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

Meeting Start Time: 12:06 P.M.

Meeting End Time: 1:34 P.M.



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, April 3, 2025 at 12:00 p.m., City Hall Auditorium, 1 Wellington Street, Stratford ON

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

Staff: Casey Riehl – Recording Secretary

Regrets: Councillor Bonnie Henderson, Carys Wyn Hughes, Vicky Trotter – Council Committee Coordinator

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:05 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Kimberly Richardson

Seconded by Linda Wakenhut

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated March 6, 2025 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 2025 National Symposium – Planning Update

The following updates were provided at the meeting:

- Committee members met virtually with CIB National representatives on March 26, 2025;
- CIB National will take over confirming the catering contracts and liquor license;
- Committee members will confirm entertainment for CIB National;
- Members will work on the volunteer component. CIB National has provided a spreadsheet that can be filled in closer to the event date;
- Committee members reach out to the Horticultural Society for support with the walking tours. CIB members will walk the walking tour route to confirm exact route and timing. Linda Wakenhut stated she would like to continue the collaboration between the Master Gardeners and CIB;
- Mary-Anne Krutila will contact the Stratford Festival head gardener to confirm details;
- MC's and speakers have been confirmed. Kimberly Richardson will send CIB National a list of the speakers and a brief description of their presentations;
- The International Town Hall will now be held on Saturday. The schedule will be updated to accommodate this, including bus timing;
- CIB National is looking after all audio/visual;
- Ted Blowes celebration will be held on Friday, cupcakes will need to be ordered;
- Mary-Anne Krutila will reach out to a local Native Elder and inquire if they would be available to participate;
- Cindy Carlson stated that the floral urns in Charlottetown were borrowed from local nurseries and suggested that Stratford should look into doing the same;

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April 3, 2025

- Kimberly Richardson will contact a local nursery to inquire if they would be willing to be a 2025 sponsor for CIB and support them with plants, décor, soil and collaborate for items required for the Symposium;
- Yvonne O'Reilly stated that now that CIB members have provided background work, the key aspects of the Symposium now fall under CIB National's responsibilities. CIB members should look for direction from National representatives on any next steps. Councillor Beatty stated that once the key items have been finalized, then CIB members can work on the extra details. Councillor Beatty suggested that members could begin compiling a list of extras that they would like to consider incorporating into the event;
- Mary-Anne Krutila stated she was happy to hear that National representatives were open to sharing the catering between local businesses and not to just one, it is important to support the community as whole;
- Mary-Anne Krutila inquired about inviting representatives from Destination Stratford to attend the next CIB meeting to discuss sponsorship opportunities, how CIB can recognize vendors for the Symposium, and how best to promote Stratford and the Symposium.

Councillor Beatty suggested that if CIB members could compile a list of desired businesses that could be potential sponsors, that the list could be provided to CIB National. CIB National most likely has a sponsorship request form letter that they will send out. Yvonne O'Reilly stated that a list was previously provided to National, Mary-Anne Krutila will refine the list down to 5-6 businesses for specific items and re-submit it to National. Ms. O'Reilly inquired if National already takes the initiative to contact Destination Stratford to work together.

Kimberly Richardson has provided CIB National with the link to Destination Stratford that they can include in the invitation. Ms. Richardson volunteered to put together the contact information for the representatives at Destination Stratford and send it to CIB National and strongly suggested they reach out to them in order to help promote the event. Mary-Anne Krutila will provide the sponsorship list to Kimberly Richardson to include.

Kimberly Richardson stated that by the May CIB meeting the walking tour should be finalized.

4.2 Update on Ted Blowes Garden

Barb Hacking reported that the recent wind has blown a lot of debris out of the gardens already. Some of the bulbs will be coming up soon. Once the weather has warmed up and the pollinators have found other homes, volunteers will begin working in the garden.

4.3 Landscape Design Plan Update

Councillor Beatty will request Vicky Trotter contact Community Services staff to inquire if they have notes or updates regarding the plans for the Indigenous medicine wheel and fire pit project planned for this year and will update the committee.

4.4 Update on Spring Fling Event

Linda Wakenhut reported on the joint venture with Garden Stratford and the CIB Committee. CIB will be provided with a table at the event to display and hand out information. CIB members attending the event will each be required to purchase a Garden Stratford membership (\$15.00) in order to participate, due to insurance purposes. Mary-Anne Krutila suggested deferring purchasing plants to give away at this year's event and instead use the funds towards the Symposium. Barb Hacking inquired if CIB should find out if they should be giving plants away at the event, as the other plants are being sold by donation. Could CIB give away seeds instead.

Yvonne O'Reilly questioned whether it makes sense to partner with Garden Stratford this year or stay with their own CIB Spring Fling at the Farmer's Market. Councillor Beatty agreed that perhaps this way the committee can give away plants and seeds and promote CIB. Kimberly Richardson suggested that the committee could also consider attending the slow food market on a Sunday as an option.

Mary-Anne Krutila noted that this year it is very important to make connections with organizations such as Garden Stratford to look for support when it comes time for the Symposium. Even if the two groups do not align this year for the sale, members will be valuable assets when it comes to assisting with Symposium tours and other events. Ms. Krutila will be at the sale and can distribute some CIB information and seeds.

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April 3, 2025

Yvonne O'Reilly suggested CIB could present at a future Garden Stratford meeting and start building a valuable relationship with them.

Motion by Kimberly Richardson

Seconded by Cindy Carlson

That the Communities in Bloom Advisory Committee continue with the Spring Fling event at the Stratford Farmer's Market on Saturday, May 24, 2025. Carried

Councillor Beatty will contact the Agricultural Society and book a table for May 24, 2025.

4.5 Update on Gateways Project

Deferred to next meeting.

4.6 Update on Scott's Miracle Grow Garden Contest

Barb Hacking reported that Stratford has been accepted for the 2025 contest and will be provided with (12) signs and prizes. Members suggested that this year perhaps there could be (6) residential winners and (6) commercial winners. Members will aim for the end of July to begin the contest to give the gardens a chance to grow. Members noted that it would be nice to leave the signs up for the Symposium or ask winners to put the signs back up for the event.

5. New Business

None noted.

6. Upcoming Events

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

7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, May 1, 2025, at 12:00 p.m., Rotary Complex (Mansbridge Room), 353 McCarthy Road W., Stratford ON

Communities in Bloom Advisory Committee
April 3, 2025

8. Adjournment

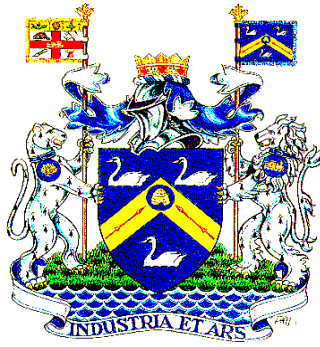
Motion by Barb Hacking

Seconded by Cindy Carlson

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

Meeting Start Time: 12:05 P.M.

Meeting End Time: 1:22 P.M.



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, June 5, 2025 at 11:30 a.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members: Councillor Brad Beatty – Chair Presiding, Kimberly Richardson, Yvonne O'Reilly, Linda Wakenhut, Cindy Carlson, Mary-Anne Krutila, Carys Wyn Hughes

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

Regrets: Barb Hacking, Councillor Bonnie Henderson

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 11:30 a.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Kimberly Richardson

Seconded by Yvonne O'Reilly

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated April 3, 2025 be adopted as amended. Carried

4. New Business

4.1 CIB Name Badges

Vicky Trotter reported that magnetic CIB name badges would be approximately \$12.00 each. Ms. Trotter will proceed with purchasing badges for the newest CIB members. Future volunteers who assist at events will be provided with a CIB lanyard.

Motion by Mary-Anne Krutila

Seconded by Kimberly Richardson

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

4.2 2025 CIB Budget Review

CIB members reviewed the current budget and discussed the remaining projects that the committee is planning on completing by the end of the year.

- \$5,000.00 for symposium expenses will mainly be used for CIB members registration for the symposium. Members discussed possible expenses for snacks, chocolates and silent auction items for the symposium;
- Additional soil delivery for the SDSS Eco Club Urban Garden;
- Most of the funds are remaining in the garden maintenance budget line. Additional soil needs to be purchased for various gardens. The CIB anniversary garden has not been planted yet and the plaque located in the garden is in need of refurbishing. Vicky Trotter will follow up with the Parks & Forestry Manager;
- Members discussed the Special Projects budget line and if re-allocating some of the funds to the symposium would be beneficial and leaving any remaining amount for the Indigenous collaboration project should it proceed in 2025;

Motion by Kimberly Richardson

Seconded by Cindy Carlson

THAT the Communities in Bloom Advisory Committee requests up to \$5,000.00 from the Special Project budget line be reallocated to the CIB Symposium Expenses line to assist in offsetting additional expenses related to the 2025 Symposium. Carried

Communities in Bloom Advisory Committee
June 5, 2025

- The \$1,000.00 for CIB registration will not be required this year, as CIB Stratford is hosting the Symposium. These funds can be used to offset symposium expenses and/or member registration fees.

Carys Wyn Hughes is now present at the meeting at 12:07 p.m.

4.3 2026 CIB Budget Request for Council

Yvonne O'Reilly suggested that CIB could consider a water barrel program, providing barrels to various groups within the community, such as schools. It would be a great community engagement project for the CIB Committee to get connected and be more visible within the community. Ms. O'Reilly volunteered to research the cost of barrels to see if this was something members would be interested in doing.

Motion by Kimberly Richardson

Seconded by Cindy Carlson

THAT the Communities in Bloom Advisory Committee requests a 2026 budgetary figure of \$22,500.00 from the City of Stratford. Carried

CIB Events	\$1,000.00
Community/Student/Youth Engagement & Education	\$2,000.00
Garden Maintenance/Plantings/Improvement Expenses	\$2,000.00
CIB Judging Expenses/2026 Symposium	\$6,000.00
CIB Registration	\$1,500.00
Special Project – Landscape Design Project Confederation North & Indigenous Collaboration	\$5,000.00
Gateway Project	<u>\$5,000.00</u>
TOTAL	\$22,500.00

Vicky Trotter no longer present at the meeting at 12:15 p.m.

5. Business Arising from Previous Minutes

5.1 Annual Ted Blowes Community Service Award

Carys Wyn Hughes reported that, as discussed last year, CIB will take over the leadership role to present the annual Ted Blowes Community Service Award. Ms.

Communities in Bloom Advisory Committee
June 5, 2025

Wyn Hughes will work on the call for nominations that can be posted on social media shortly. Vicky Trotter has received one nomination prior to advertising; however, it will need to be reviewed as nominees are required to be a resident of Stratford and this nominee is not a resident. The Annual Community Recognition Awards ceremony is held annually in October. This will give CIB time to advertise for the award and gather nominations.

Carys Wyn Hughes will forward the nomination and background information regarding the award to all CIB members. This award was previously given out by the City of Stratford, CBEAC and the St. John Ambulance Board.

Kimberly Richardson, Vice-Chair, will chair the remainder of the meeting.

5.2 2025 National Symposium – Planning Update

Kimberly Richardson reported that CIB members met with CIB National on Monday, June 2, 2025 to discuss symposium plans. Ms. Richardson would like to focus on what the CIB Committee still has outstanding to complete.

- Musical entertainment needs to be confirmed and musicians will be contacted by National;

Councillor Beatty is no longer present at the meeting at 12:23 p.m.

- Speaker's and MC's need to be confirmed;
- Communication and itinerary continue to be updated as working documents;
- Details on the guided garden and technical tour routes to be finalized in two weeks. Kimberly Richardson will work with staff to facilitate a possible meeting with CIB members and a Parks Board representative.
- Confirm possible decorations with SLAAA (Cindy Carlson), cancel previous decoration rentals (Cindy Carlson), create a concept for the Saturday centerpieces (Mary-Anne Krutilla);
- Volunteers are still needed and can be confirmed as plans are set. Mary-Anne Krutilla will create a sign up spreadsheet;
- Try and incorporate students as much as possible for their volunteer hours (decorations, snack boxes, etc.);

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Cindy Carlson is no longer present at the meeting at 12:54 p.m.

- Confirm possible guests and CIB members attending events/meals once funds are known;
- Kimberly Richardson will contact CIB National to confirm when they will be meeting with caterers.

5.3 Update on Ted Blowes Garden

Deferred to next meeting.

5.4 Landscape Design Plan Update

Deferred to next meeting.

5.5 Review of Spring Fling Event

Mary-Anne suggested that another year there could be better communication regarding who can or cannot attend and assist at the event.

5.6 Update on Gateways Project

Deferred to next meeting.

5.7 Update on Scott's Miracle Grow Garden Contest

Deferred to next meeting.

6. Upcoming Events

- Scott's Miracle Grow Contest – July/August 2025
- 2025 CIB National Symposium (Stratford, ON) – October 16-19, 2025
- Pumpkin Parade – November 1, 2025

7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, July 3, 2025, 12:00 p.m., Rotary Complex (Mansbridge Rm), 353 McCarthy Road W., Stratford

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8. Adjournment

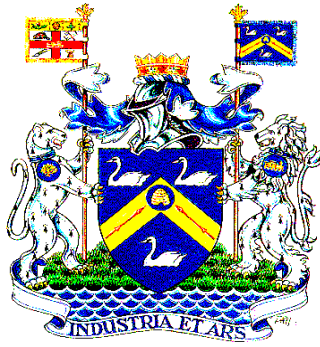
Motion by Carys Wyn Hughes

Seconded by Yvonne O'Reilly

THAT the June 5, 2025 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 11:30 a.m.

Meeting End Time: 1:11 P.M.



Communities in Bloom Advisory Committee

MINUTES

A meeting of the Stratford Communities in Bloom (CIB) Advisory Committee was held on Thursday, September 4, 2025 at 12:00 p.m., Rotary Complex – Mansbridge Room, 353 McCarthy Road W., Stratford ON

Committee Members: Councillor Brad Beatty – Chair Presiding, Kimberly Richardson, Linda Wakenhut, Mary-Anne Krutila, Carys Wyn Hughes, Yvonne O'Reilly, Barb Hacking, Councillor Bonnie Henderson, Cindy Carlson

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

1. Call to Order

Councillor Beatty, Chair presiding, called the meeting to order at 12:03 p.m.

Reading of the Land Acknowledgement and a Moment of Silent Reflection

Reading of the Respectful Workplace Conduct Statement

2. Declarations of Pecuniary Interest

None declared.

3. Adoption of the Previous Minutes

Motion by Kimberly Richardson

Seconded by Cindy Carlson

THAT the minutes from the Communities in Bloom Advisory Committee meeting dated August 7, 2025 be adopted as printed. Carried

4. Business Arising from Previous Minutes

4.1 2025 National Symposium Update

Members reviewed the following plans/updates for the symposium:

- To date, there are 82 delegates registered;
- Kimberly Richardson will send the bios for the walking tour to National;
- Volunteers are still required – Linda Wakenhut will make an announcement at the upcoming Stratford Gardeners meeting and re-send an e-mail. Vicky Trotter will create an external volunteers spreadsheet with contact information, as well as a separate one for CIB member volunteers;
- Yvonne O'Reilly will order the packaged cookies. They will need to be picked up in Millbank closer to the event;
- Popcorn will be delivered to City Hall;
- Decorations are confirmed – a combination of pumpkins, gourds, straw bales, mums, kale, cornstalks, grasses, etc. The decorator will also supply items for the centerpieces. CIB members may have to place the centerpieces back on the tables once they have been changed over Saturday afternoon;
- CIB members and volunteers needed to assist with unloading and setting up the decorations on Thursday, then as many as possible on Sunday to help take down the displays and load the truck;
- Arrange for the CIB logo on the electronic display signs at the Agriplex;
- Brad Beatty reported that the Thursday night mystery night is coming along well with Destination Stratford taking the lead organizing. Destination Stratford will send a final invoice to CIB for expenses. Yvonne O'Reilly suggested that the Maker Space at the Library could be integrated into this event (buttons, bookmarks, etc.);
- Linda Wakenhut suggested notifying local taxi companies to let them know that the Symposium is taking place, if they wanted to have extra vehicles available;
- Mary-Anne Krutila suggested a bus could be arranged for Thursday night to shuttle delegates from the Tom Patterson Theatre to downtown;

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- Barb Hacking will provide Ted Blowes' digital image to Yvonne O'Reilly for the cupcakes;
- Brad Beatty and Vicky Trotter will verify what guests CIB Stratford is paying registrations for;
- Barb Hacking suggested that any remaining funds from the Symposium could be reallocated towards filling the art frames near the tree plantings for the Indigenous project or purchasing additional trees;
- Brad Beatty reported that the City of Stratford is receiving 2,000 tulip bulbs from the National Capital Commission (NCC) and Vanco Farms for hosting the 2025 CIB National Symposium. They will be dropped off to Community Services staff in October. Councillor Beatty suggested that if there were additional Symposium funds left over, perhaps a celebration garden using the tulips could be created. Barb Hacking suggested that the bulbs could also be used in the CIB garden at the Boathouse or in the Ted Blowes garden;
- Carys Wyn Hughes has volunteered to make two (2) Stratford themed gift baskets for the silent auction;
- Yvonne O'Reilly inquired if Community Service staff will be assessing the City's gardens to determine what can stay and what cannot. To ensure that as much as possible can remain in the gardens leading into the Symposium in October. Brad Beatty will follow up with Quin Malott, Parks & Forestry Manager.

Motion by Councillor Henderson

Seconded by Carys Wyn Hughes

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$1,000.00 from their 2025 budget for It's About Thyme for décor-related expenses for the 2025 CIB National Symposium. Carried

Motion by Kimberly Richardson

Seconded by Barb Hacking

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$2,000.00 from their 2025 budget to manage all necessary requirements for the Thursday evening event of the 2025 CIB National Symposium. Carried

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Motion by Carys Wyn Hughes

Seconded by Barb Hacking

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$200.00 from their 2025 budget to purchase items for two (2) CIB Stratford gift baskets for the 2025 CIB National Symposium silent auction. Carried

Motion by Kimberly Richardson

Seconded by Carys Wyn Hughes

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$3,000.00 from their 2025 budget for various incidentals relating to hosting the 2025 CIB National Symposium. Carried

4.2 Update on Ted Blowes Garden

Barb Hacking reported that all the work done in the spring is paying off with many varieties of butterflies visiting the garden. Ms. Hacking is also releasing butterflies each weekday morning and educating people about monarch butterflies.

4.3 Update on Gateways Project

No new updates.

4.4 Update on Scotts Miracle Grow Garden Contest

There were (12) recipients this year and all the prizes/signs have been delivered to them. Photo's and recognition were posted on the City's social media platforms.

Cindy Carlson noted that because of the recognition the SDSS community garden received with the program, there is a lot more interest from the West Village residents. People are enjoying the intergenerational connection between the students and the residents that was the original goal of the garden. There are now two compost bins located at the garden that have been a great addition for the residents to use. There will be a Harvest Day held at the garden and Ms. Carlson will place a CIB sign there. All CIB members are invited to attend.

Ms. Carlson thanked Vicky Trotter for putting her in touch with Emily Skelding, Supervisor of Waste Operations, to arrange for compost and wood chips to be delivered to the garden by the City of Stratford.

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Motion by Councillor Henderson

Seconded by Carys Wyn Hughes

THAT the Communities in Bloom Advisory Committee spends up to a maximum of \$375.00 from their 2025 budget to purchase additional topsoil for the SDSS Eco Club Urban Garden. Carried

Mary-Anne Krutila is no longer present at the meeting at 1:13 p.m.

4.5 Discussion on Ted Blowes Community Service Award

There were four submissions received for this year's award. The review sub-committee has chosen Bruce Whitaker based on his commitment to many growth areas in Stratford, such as volunteerism, beautification of Stratford, the outdoor gym, the all-wheels park and helping with so many projects. His nomination really highlighted this.

Motion by Carys Wyn Hughes

Seconded by Kimberly Richardson

THAT the Communities in Bloom Advisory Committee selects Bruce Whitaker as the 2025 Ted Blowes Community Service Award recipient. Carried

Vicky Trotter will contact the other three nominees to thank them for their application and encourage them to re-apply again next year. Ms. Trotter will also contact the Mayor's Office to inform them who the recipient is and work with Carys Wyn Hughes to arrange for the plaque and script.

There had been previous discussion regarding changing the criteria for the award to extend the eligibility to nominees that reside outside of Perth County and focus their contributions on the betterment of Perth County.

Motion by Kimberly Richardson

Seconded by Barb Hacking

THAT the Communities in Bloom Advisory Committee amend the criteria for the Ted Blowes Community Service Award from "lives in Stratford" to "focuses their contributions on the betterment of Perth County." Carried

Cindy Carlson is no longer present at the meeting at 1:22 p.m.

4.6 2025 CIB Projects Review & Budget Update

All budget items were discussed under specific project items on the agenda.

5. New Business

5.1 Reminder of Member Terms Ending

Staff reminded Kimberly Richardson, Carys Wyn Hughes and Mary-Anne Krutilla that their current terms on CIB will be ending on November 30, 2025. The deadline for resubmitting an application is 4:30 p.m. on October 17, 2025. The application can be found on the City of Stratford website.

A reminder e-mail will be sent out with the deadline date and link to the application.

6. Upcoming Events

- 2025 CIB National Symposium (Stratford, ON) – October 16-18, 2025
- City Council Annual Recognition Awards – October 28, 2025
- Pumpkin Parade – November 1, 2025

7. Date of Next Meeting

The next meeting of the CIB Advisory Committee will be held on Thursday, October 2, 2025, 12:00 p.m., Rotary Complex (Mansbridge Rm), 353 McCarthy Road W., Stratford

8. Adjournment

Motion by Carys Wyn Hughes

Seconded by Barb Hacking

THAT the September 4, 2025 Communities in Bloom Advisory Committee meeting adjourn. Carried

Meeting Start Time: 12:03 P.M.

Meeting End Time: 1:29 P.M.