



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

**Date:** Thursday, November 14, 2019  
**Time:** 4:30 P.M.  
**Location:** Council Chamber, City Hall  
**Sub-committee Present:** Councillor Beatty - Chair Presiding, Councillor Sebben - Vice Chair, Councillor Burbach, Councillor Clifford, Councillor Henderson  
**Staff Present:** David St. Louis - Director of Community Services, Jim Bryson - Community Facilities Manager, Michael Mousley - Manager of Transit, Jodi Akins - Council Clerk Secretary, Danielle Clayton - Recording Secretary

Pages

**1. Call to Order**

The Chair to call the Meeting to Order.

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

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

Name, Item and General Nature of Pecuniary Interest

.....

### 3. Delegations

#### 3.1 Presentation by The Local Community Food Centre

Debra Swan, Executive Director of The Local Community Food Centre, will be making a presentation regarding the community garden behind Dufferin Arena.

The Local will be asking Sub-committee to recommend to City Council that a no cost lease is entered into, which will help The Local as they explore a variety of funding options and grants.

Motion by \_\_\_\_\_

**THAT the presentation by Debra Swan regarding the community garden behind Dufferin Arena, be heard.**

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

#### 4.1 Support for the Community Garden at Dufferin Park (COM19-022)

5 - 7

Motion by \_\_\_\_\_

**Staff Recommendation: That staff be directed to have the City Solicitor prepare a draft agreement for Council's consideration.**

### 5. Report of the Facilities Manager

#### 5.1 Rotary Lot Travel and Accessibility (COM19-024)

8 - 11

Motion by \_\_\_\_\_

**Staff Recommendation: THAT the phasing approach to the improvement of the Rotary Complex Parking Lot be included in the ten-year Capital Plan with funding identified.**

### 6. Report of the Manager of Transit

#### 6.1 Implementing Three and Six Month Transit Passes (COM19-021)

12 - 13

Motion by \_\_\_\_\_

**Staff Recommendation: THAT the matter of implementing three and six month transit passes be filed.**

### 7. Report of the Council Clerk Secretary

#### 7.1 Stratford Youth Advisory Council Establishment Update (COM19-023)

14 - 23

Motion by \_\_\_\_\_

**Staff Recommendation:** THAT direction be provided on the option to be pursued for encouraging youth participation in municipal activities:

**Option 1:** THAT staff review the Stratford Youth Advisory Council Terms of Reference to:

- include a range of student members from 5-10 allowing the committee to proceed even if the full complement is not initially achieved,
- set meeting times and locations at a time that works best for the members, and
- strive for a more informal discussion as opposed to utilizing rules of procedure.

**AND THAT** the revised Terms of Reference be considered by the Community Services Sub-committee.

**Option 2:** THAT staff investigate and prepare a report for Sub-committee's consideration on options for less formal methods of participation by youth;

**AND THAT** By-law 178-2018 be amended.

**Option 3:** THAT the establishment of a Youth Advisory Council be filed;

**AND THAT** By-law 178-2018 be amended.

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

24 - 45

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

Communities in Bloom Advisory Committee minutes of May 8, June 13 and July 11, 2019

Parks Board minutes of June 10 and October 7, 2019

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

The next Community Services Sub-committee meeting is December 12, 2019 at 4:30 p.m. in the Council Chamber, City Hall.

## **10. Adjournment**

Meeting Start Time:

Meeting End Time:

Motion by \_\_\_\_\_

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



## MANAGEMENT REPORT

**Date:** October 24, 2019  
**To:** Community Services Sub-committee  
**From:** Quin Malott, Parks, Forestry & Cemetery Manager  
**Report#:** COM19-022  
**Attachments:** Board of Park Management Letter

**Title:** Support for the Community Garden at Dufferin Park

**Objective:** To provide Sub-committee with an update on what City of Stratford support for the Community Garden at Dufferin Park would look like.

**Background:** In the spring of 2017 funding grants were received by The Local Community Food Centre, from a variety of sources, to create an offsite community garden. Council approved use of the land at Dufferin Park.

At the June 10, 2019 Council meeting, Debra Swan Executive Director of The Local made a presentation, providing an update and outlining expansion plans for the community garden.

At this meeting the following referral was made to staff:

That the request from the Local Community Food Centre for Council to support in principle, the City's ongoing commitment to the community garden at Dufferin Park, be referred to staff for a report on what support in principle means for the City.

**Analysis:** Ms. Swan recently made a presentation at the October 7<sup>th</sup> Board of Park Management meeting, advising that The Local is at a point where a formal commitment from The City of Stratford in the long term is required, as The Local is looking to expand the community garden in the form of an edible forest.

Expansion timeline as follows:

2020 – To bring a water line from Dufferin Arena to garden with a pump house. Currently watering with a large portable hose through forest and buckets which is difficult, time consuming and not efficient.

2021 – Begin the nut and berry forest and complete the orchard.

2022 – Create First Nations Garden, Welcoming Garden and complete final touches in the form of perennials, etc.

The Local is proposing to enter into a no cost lease with the City of Stratford to be able to demonstrate to potential project funders that the City is supportive of the vision and the project. There is a letter of support from the Board of Park Management included with this report.

The lease would include terms similar to agreements between the City and other organizations:

- 10 year lease
- The Local would be required to have insurance
- Any changes to the landscape would need prior approval from the Director of Community Services

There is an opportunity to apply for an *Investing in Canada Infrastructure Program*. There is potential to receive upwards of \$100,000.00 which would almost entirely fund the project if received. In order for The Local to apply for grants, they first require proof that the City is in support of their plans.

**Financial Impact:** The Community Services Departments provides ongoing in-kind work for The Local such as grass cutting, removal of dead trees in forest, regular park maintenance.

**Staff Recommendation:** That staff be directed to have the City Solicitor prepare a draft agreement for Council's consideration.




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Quin Malott – Parks, Forestry & Cemetery Manager




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David St. Louis - Director of Community Services




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Joan Thomson, Acting Chief Administrative Officer



**Stratford Board of Park  
Management**

353 McCarthy Road West  
Stratford, ON N5A 7S7  
(519) 271-0250, Ext. 243  
Fax: (519) 273-6492  
[www.city.stratford.on.ca](http://www.city.stratford.on.ca)

October 8, 2019

Community Services Sub-Committee  
Attention: Chairman Brad Beatty

At the regularly scheduled meeting of the Board of Park Management, October 7, 2019 Debra Swan from The Local provided a detailed presentation on activities and the progress of the Community Garden at the Dufferin Area location.

Ms Swan requested formal support of the Board of Park Management as part of the process in gaining The City of Stratford's endorsement for use of the land in keeping with the vision for the long term. This would take the form of a long term no cost lease agreement. This will allow for The Local to apply for specific funding.

The Board of Park Management unanimously passed a **motion to support the concept of having a no cost long term lease with The Local [as the registered charity] for the park land hosting the community gardens located by Dufferin Arena.**

Sincerely,

Rick Orr,  
Chairman  
Stratford Board of Park Management.

QM/tm



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## MANAGEMENT REPORT

**Date:** October 28, 2019  
**To:** Community Services Sub-committee  
**From:** Jim Bryson, Facilities Manager  
**Report#:** COM19-024  
**Attachments:** Rotary Redesign Drawing

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**Title:** Rotary Lot Travel and Accessibility

**Objective:** To provide information to the Community Services Sub-committee and Council regarding increased accessibility for users of the Rotary Complex and Agriplex parking lot, as well as traffic dampening and traffic flow in the lot itself.

**Background:** The Rotary Complex and Agriplex were built in 2006 with 660 parking spots. In the summer of 2009, fieldstone was applied in the rear area of the complex to provide some additional overflow parking for the larger events taking place at the facility.

Over the years, there have been concerns noted with the parking areas such as:

- Lack of parking spots
- Lack of accessibility
- No traffic calming measures

In April of 2017 Peter Zein, a member of the Accessibility Advisory Committee met with Community Services to present his recently completed report titled "Universal Design Pathways, for the Stratford Rotary Complex Property". This report was then presented to Sub-committee and Council, at which time a motion to undertake a peer review of the report was passed.

At the December 5, 2017 Finance and Labour Relations Committee meeting, a motion was made to pay for the preliminary design work of the Rotary Complex property.

**Analysis:** MTE of Stratford was awarded the work to redesign the lot with two major focal points:



1. To ensure that those with accessible needs could enter the Rotary lot from McCarthy Rd. and travel safely through the site in a wheelchair ending with entering the Agriplex.
2. To apply traffic calming measures to increase safety in the lot by reducing speeds and redirecting the flow through the lots and away from the buildings.

The suggested redesign of the lot accomplishes the above two main directions it was meant to resolve.

- New permanent sidewalks sectioning the lot into separated areas, removing the ability to diagonally drive across the parking lot as well as providing a safe manner of travel through the parking lot to the building.
- Sidewalks are widened to allow for two wheelchair traffic on them.
- Raised crosswalks allow for safe travel where the roadway is to allow everyone including wheelchair traffic to remain at same elevation as the sidewalk when crossing the road.
- A two meter wide leisure pathway will encircle the property.
- Sidewalks are provided so that a person entering from McCarthy Rd. in a wheelchair can remain on a sidewalk until they reach the Agriplex front doors.
- Excessive speeds on these same roadways are unlikely as the speeder will damage their vehicle if exceeding stated speed limits when encountering the traffic slowing features in the lot itself.
- An entrance will be added at the east side of the parking lot coming off McCarthy where a large berm is today. This would have the least amount of traffic calming devices to encourage traffic flow from the new housing in the old Rotary area to McCarthy Road.

The addition of a number of permanent unmoveable features will deter any type of high speed travel near the buildings themselves.

The proposed redesign of the lot includes the removal of the berm to accommodate the new entrance. This will add 220 parking spots on the east side of the lot. Once the storm water management pond that is located to the south of the parking lot is filled in, it will allow for another 200 parking spots in this design. This would bring the total parking to approximately 1100 which represent a 40 percent increase in parking for the entire site from its present parking allotment.

The works to perform these upgrades could be done in three phases:

**Phase 1:** Install the concrete sidewalk and split the front parking lot from the arena parking areas. This work includes the removal of existing sidewalks and curbs as well as some flower beds. It also includes the installation of new accessible raised pedestrian walkways and traffic calming features. Signage and concrete work are included in this estimate as well as line painting.

**Phase 2:** Install the second entrance at the southeast side of the lot as well as the associated concrete and parking expansion. This phase includes the removal of the existing berm and curbing to accommodate the new entrance and laneway through the east side of the lot, as well as further traffic calming measures and installation of asphalt in this area and line painting.

**Phase 3:** Removal of SWM pond and install the additional parking area where the pond is presently. In addition to the works associated with removal of the pond and newly created parking spots, this phase also includes more raised pedestrian walkways and the completion of the new pathway that runs around the circumference of the site.

This suggested redesign was also reviewed and approved by the Accessibility Advisory Committee.

**Financial Impact:** Cost of each phase:

Phase 1 - \$661,000 plus tax  
 Phase 2 - \$734,000 plus tax  
 Phase 3 - \$710,000 plus tax

**Staff Recommendation: THAT the phasing approach to the improvement of the Rotary Complex Parking Lot be included in the ten-year Capital Plan with funding identified.**



Community Facilities Manager

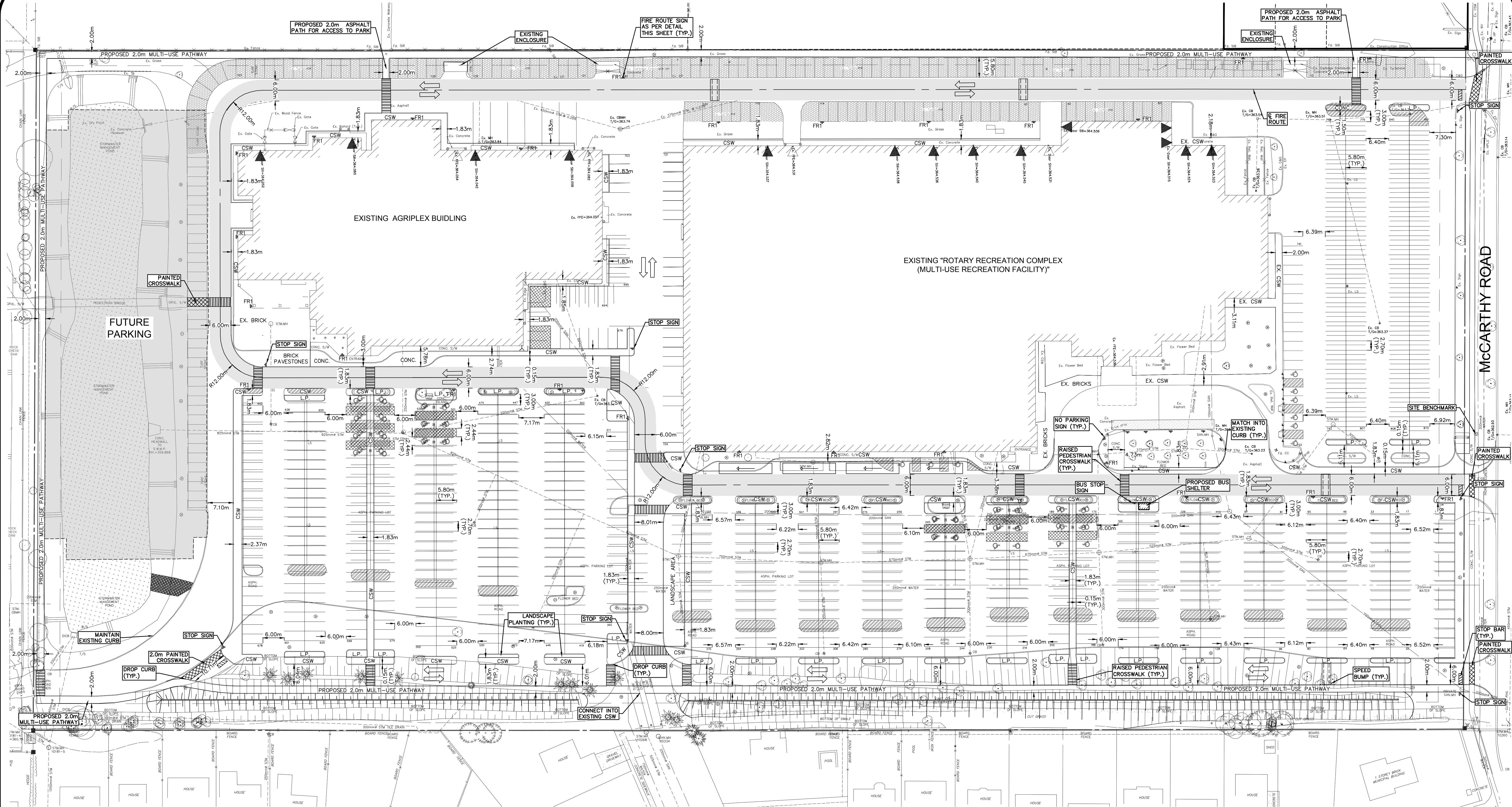


Director of Community Services



Joan Thomson, Acting Chief Administrative Officer





#### LEGEND

- SPEED BUMP
- RAISED PEDESTRIAN CROSSWALK
- STOP BAR
- PAINTED CROSSWALK
- L.P. LANDSCAPE PLANTING

#### NOTE TO CONTRACTOR :

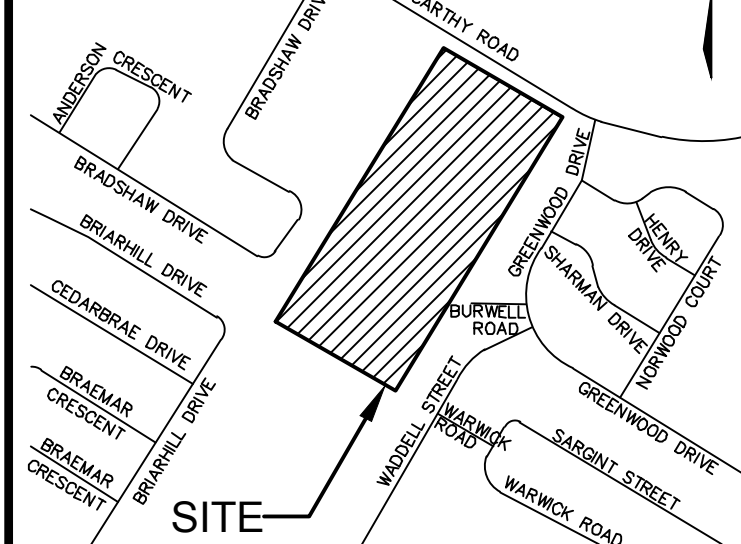
DO NOT SCALE DRAWINGS.

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.

ALL DRAWINGS REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED OR REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.

THE OWNER/ARCHITECT/CONTRACTOR IS ADVISED THAT M.T.E. CONSULTANTS INC. CANNOT CERTIFY ANY COMPONENT OF THE SITE WORKS NOT INSPECTED DURING CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO NOTIFY M.T.E. CONSULTANTS INC. PRIOR TO COMMENCEMENT OF CONSTRUCTION TO ARRANGE FOR INSPECTION.

#### CITY OF STRATFORD



KEY PLAN N.T.S.

#### GEODETIC BM

ELEV. = m

SITE BENCHMARK ELEV. = 364.057 m  
TOP NUT OF EXISTING FIRE HYDRANT AS SHOWN ON DWG SK1.1.

#### CITY OF STRATFORD

1 WELLINGTON STREET  
STRATFORD, ONTARIO

PROJECT  
STRATFORD ROTARY COMPLEX  
PARKING LOT REDESIGN

353 MCCARTHY ROAD  
STRATFORD, ONTARIO

DRAWING

PRELIMINARY

CONCEPTUAL PLAN



|                 |           |               |           |
|-----------------|-----------|---------------|-----------|
| (519) 271-7952  |           | www.mte85.com |           |
| Project Manager | M. WILSON | Project No.   | 44882-100 |
| Design By       | CXS       | Checked By    | JMD       |
| Drawn By        | CXS       | Checked By    | JMD       |
| Surveyed By     | OTHERS    | Drawing No.   | SK1.1     |
| Date            | Oct.23/18 | Scale         | 1:500     |
| Sheet           | 1 of 2    |               |           |





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## MANAGEMENT REPORT

**Date:** August 7, 2019  
**To:** Community Services Sub-committee  
**From:** Michael Mousley, Transit Manager  
**Report#:** COM19-021  
**Attachments:** None

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**Title:** Implementing Three and Six Month Transit Passes

**Objective:** To provide information to Community Services Sub-committee regarding the introduction of a three and/or six month bus pass.

**Background:** At the December 17, 2018 Council meeting under New Business, Council adopted the following resolution:

***That staff review implementing three and six month transit passes and that a report be brought to an upcoming Community Services Sub-committee meeting.***

Presently, Stratford Transit offers a 30-day bus pass at a rate of \$65.00 per 30 days (\$67.00 commencing 2020) for adults and \$55.00 per 30 days for seniors, students and affordable. These passes can be purchased any time and the 30 day activation period commences once the customer uses the pass in the fare box on the very first ride. These passes can be purchased at various vendors throughout the City.

**Analysis:** If a rider wishes to purchase passes that are longer in duration (instead of making monthly trips to a vendor) they can purchase multiple 30-day passes in a single transaction. As mentioned above, passes are activated once they are first used in the fare box on the first ride.

If a three or six month pass was developed, new passes would need to be designed and updated software would need to be installed that would specifically recognize this new pass. The current fare box system is outdated and minimally supported by Garival due to the age of the hardware/software. The Community Services Department has applied for funding in 2020 to proceed with an upgrade to the system and potentially introduce newer electronic technology for fare collection.

**Financial Impact:** The approximate cost to design new passes and update the software would be \$12,500.00 to \$18,500.00. This money has not been allocated in the 2019 budget.

**Staff Recommendation:** **THAT the matter of implementing three and six month transit passes be filed.**



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Manager of Transit



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Director of Community Services



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Joan Thomson, Acting Chief Administrative Officer



## MANAGEMENT REPORT

**Date:** October 17, 2019  
**To:** Community Services Sub-committee  
**From:** Jodi Akins, Council Clerk Secretary  
**Report#:** COM19-023  
**Attachments:** Stratford Youth Advisory Council Terms of Reference

**Title:** Stratford Youth Advisory Council Establishment Update

**Objective:** To report to Sub-committee on the progress of establishing a Youth Advisory Council and propose options for Sub-committee's consideration.

**Background:** In May 2018, at the request of a local high school student, City Council authorized the establishment of a youth advisory council (YAC). The adopted Terms of Reference are attached to this report. The YAC was to be composed of 11 members as follows:

- Chair or Vice-Chair of the Community Services Sub-committee (1)
- Three (3) students from Northwestern Secondary School
- Three (3) students from Central Secondary School
- Three (3) students from St. Michael Catholic Secondary School
- One (1) youth-at-large between the ages of 13-19

Clerk's Office staff advertised for available positions in the Town Crier for three consecutive weeks in October 2018, as well as on the City's website and social media pages. Letters were sent directly to the principals of the three secondary schools requesting assistance with promoting the committee in their schools and seeking applications.

Two student applications were received by the deadline. Following a second round of advertisements, a further three applications were received. As this was still five applications short of the ten student positions included in the Terms of Reference, the Terms of Reference were referred to the Community Services Sub-committee for review.

**Analysis:** As noted in a previous report, a Mayor's Committee for Youth was established in the City of Stratford in 1979 and continued intermittently until 2006. Staff who attended meetings at that time advised that recruitment struggles and commitment from the youth were reasons for disbanding the committee. When Council adopted a resolution to disband

the committee, it was included in the resolution that ad-hoc committees on youth issues be established by Council as needed. Staff have indicated the greatest success with youth engagement has been seen when the matter is focused on a particular issue. Input on designing of the Rotary Recreation Complex and skate park were given as examples.

Five municipalities (Town of Minto, West Perth, City of London, Town of Tecumseh and City of Woodstock) were contacted regarding their youth advisory committees. Specific information was requested on the status of their committees, any challenges they experienced and what their successes have been. Responses were varied with the City of London, Town of Tecumseh and the Town of Minto having the most success with their committees. It should be noted that the London Youth Advisory Council operates independently from the City of London.

All other municipalities contacted indicated that interest has been lacking and it has been difficult to recruit students to participate on the committee. Several municipalities advised that they began with a formal structure similar to the way a Council meeting is held and moved into a less formal structure over time, which was more successful.

Free conversation, as opposed to rules of procedure, holding meetings at schools or recreation complexes and allowing students to utilize hours served on the committee as part of their school board mandated community service requirement were all suggested as methods to encourage participation.

Due to the mixed success of formal council appointed youth advisory committees, staff also considered alternative methods of engaging youth. Staff suggest that students may be more likely to participate and be engaged in municipal activities when it is easy and fun for them to do so.

Options for alternative methods include:

- A once yearly youth forum. The forum could provide a platform for multiple education and engagement opportunities such as linking youth with career and education opportunities, education on municipal governance, recreation and community organization promotion, as well as an opportunity for obtaining feedback from youth on various matters. This forum could also be part of a larger Local Government Week initiative.
- Reaching out to student councils at the high schools to determine whether there is an appetite for dialogue with City Council. This could take various forms. Student councils could present to Council on matters of interest to them or Council could solicit feedback from the student councils on certain matters.
- Develop a youth specific page on the City's website to encourage interaction with the City, as well as act as a guidebook to available services and opportunities for youth. Participation on additional methods of social media could be considered as well.

- Start a dialogue with local school boards around providing material or education opportunities that tie in with Grade 10 civics courses or elementary school course curriculum. To improve public awareness of the responsibilities and functions of local government the City of Langley, British Columbia, in partnership with the local school board, developed an illustrated guide to the history and workings of the City of Langley. The guide is incorporated into the grade five curricula of the City's six elementary schools.

Some of these alternative methods will not result in the provision of immediate feedback from students. The purpose is to strive for improved communication and higher levels of youth engagement in the long term as students become more aware of how local government works and what options for participation exist.

One of the strategic priorities developed in 2018 is to strengthen the City's plans, strategies and partnerships. The goal is to:

- partner with the community to make plans for our collective priorities in arts, culture, heritage and more; and to
- communicate clearly with the public around our plans and activities.

Engaging with youth is an important activity that should be undertaken. In order to encourage engagement and participation by youth, staff have developed several options for Sub-committee's consideration:

**Option #1:** Revise the Youth Advisory Council Terms of Reference to reflect suggestions received from area municipalities. For example:

- include a range of student members from 5-10 allowing the committee to proceed even if the full complement is not initially achieved,
- set meeting times and locations at a time that works best for the members, and
- strive for a more informal discussion as opposed to utilizing rules of procedure.

If Sub-committee chooses to pursue this option, staff recommend employing alternate advertising methods. In a survey created by the Perth East Recreation and Community Development Coordinator, and completed by Grade 7 and 8 students at North Easthope and Central Perth public schools, a large number of students checked school flyers, parents and Instagram as the methods by which they find out about events or programs in their community. Staff recommend including information in school flyers and reaching out to parent councils for distribution of information.

**Option #2:** Utilize less formal methods of participation in elementary and secondary schools. These methods could include surveys, polls or interactive pop-up stands at the schools. This method could be used yearly to find out the general concerns of youth or deployed when the City is undertaking a major project such as the transit terminal, strategic priorities or annual budget for targeted responses on an individual topic.



**Option #3:** File the establishment of a Youth Advisory Council and encourage engagement through traditional and established engagement tools. The City regularly undertakes engagement activities as part of projects. All members of the public are able and encouraged to participate in these modes.

**Financial Impact:** The draft 2020 Operating Budget for the YAC included a total of \$6,690 for materials, administrative costs for minute taking, office supplies/paper and for ads in the Town Crier.

If one of the other options is pursued, staff would have to determine whether it could be achieved with existing resources.

**Staff Recommendation: THAT direction be provided on the option to be pursued for encouraging youth participation in municipal activities:**

**Option 1: THAT staff review the Stratford Youth Advisory Council Terms of Reference to:**

- include a range of student members from 5-10 allowing the committee to proceed even if the full complement is not initially achieved,
- set meeting times and locations at a time that works best for the members, and
- strive for a more informal discussion as opposed to utilizing rules of procedure.

**AND THAT the revised Terms of Reference be considered by the Community Services Sub-committee.**

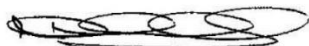
**Option 2: THAT staff investigate and prepare a report for Sub-committee's consideration on options for less formal methods of participation by youth; AND THAT By-law 178-2018 be amended.**

**Option 3: THAT the establishment of a Youth Advisory Council be filed; AND THAT By-law 178-2018 be amended.**




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Jodi Akins, Council Clerk Secretary




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Michael Humble, Director of Corporate Services

A handwritten signature in cursive script, appearing to read "Joan Thomson".

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Joan Thomson, Acting Chief Administrative Officer



## **Stratford Youth Advisory Council (SYAC)**

### **Terms of Reference**

#### **MISSION STATEMENT**

The Stratford Youth Advisory Council is an advisory committee to Stratford City Council that strives to improve the quality of life for youth in the City of Stratford. "Youth" is defined as persons between the ages of 13-19 for the purposes of this committee.

#### **MANDATE**

The primary purposes of the Stratford Youth Advisory Council are:

- a) To give local youth a voice in municipal government by providing an avenue for interaction between the youth of Stratford and City Council;
- b) To promote youth participation in civic affairs by creating a welcoming and supportive atmosphere for youth who wish to get involved with and help their city;
- c) To provide youth an opportunity to make recommendations to City Council on issues that local youth are facing and what the impact of City Council decisions on local matters may have on youth;
- d) To create a future of leaders who can ensure the vision of their future becomes reality.

#### **RESPONSIBILITIES AND SCOPE**

The Stratford Youth Advisory Council, upon request of City Council or the Director of Community Services will:

- a) Provide relevant input into policy development;
- b) Make recommendations on youth recreational opportunities and community activism;
- c) Advise on by-laws, legislations and regulations that have an impact on youth;
- d) Liaise with outside agencies on matters of common interest (i.e.: local school boards, health units, special interest groups, government ministries, etc);
- e) Raise awareness of the SYAC and its initiatives, as well as other positive youth-driven and youth-serving organizations;

- f) Endeavour to increase positive public awareness and understanding by youth of local government, and assist in developing new outreach and/or communication policies, strategies and programs.

## **COMPOSITION**

Membership on the Stratford Youth Advisory Council includes, or as otherwise established by City Council:

- Chair or Vice-Chair of the Community Services Sub-committee (1)
- Three (3) students from Northwestern Secondary School
- Three (3) students from Central Secondary School
- Three (3) students from St. Michael Catholic Secondary School
- One (1) youth-at-large between the ages of 13-19

## **TOTAL VOTING MEMBERS: 11**

The members shall be appointed by City Council and in accordance with the “Policy on Council Appointed Advisory Committees” and any other policies or practices of the City of Stratford. Staff representatives shall be non-voting members. Student representatives from each of the three high schools shall be nominated by their respective principals.

Including a youth-at-large position on the SYAC enables persons who have graduated high school, or those who are not attending one of the three public high schools, to be included on the SYAC.

SYAC members will be appointed on the basis of experience, how their knowledge and skills complement the expertise of the SYAC, diversity of age and gender, and their availability to attend meetings. This will help to ensure that membership is balanced and that members can focus on youth issues.

## **STAFF RESOURCES**

- Youth Services Coordinator from the Community Services Department, in a non-voting role
- Recreation Manager from the Community Services Department, in a non-voting role
- One (1) additional staff member from the Community Services Department, in a non-voting role, to be designated by the Director of Community Services
- One (1) recording secretary provided by the Corporate Services Department, Clerk’s Division
- Use of the Corporate Communications Lead as required, for assistance with social media communication and event promotion.

## **QUORUM**

Quorum for the conduct of business at SYAC meetings shall be as determined by the ‘Policy on Council Appointed Advisory Committees’. Non-voting positions on the Advisory Committee shall not be counted when determining quorum.

Quorum is the number of people required to be present at a meeting to validate the transaction of the SYAC's business. Quorum is a majority of the whole number of members of the Committee (more than 50%) and is required whenever a vote, recommendation or other decision is taken by the committee. Official business of the SYAC cannot be conducted when there is a lack of quorum.

**MEETINGS**

The SYAC will hold regular meetings or as deemed necessary at the call of the Chair or Vice-Chair in the absence of the Chair. Meetings shall be open to the public.

The SYAC will liaise and report to Council through the Community Services Sub-committee of Council and by forwarding the minutes and relevant documents to the City Clerk for distribution to Council. Minutes of meetings will be posted on the City's website.

**ELECTION OF OFFICERS**

At the first meeting of the SYAC, the members shall elect from among their voting members, a Chair and Vice-Chair and such other officers as deemed appropriate by the SYAC. The City Council member shall not serve as Chair or Vice-Chair.

Except for the First Term of the SYAC, the Chair shall have served at least 1 year on the SYAC before being elected Chair. Members of the SYAC may not serve as Chair or Vice-Chair for more than two (2) consecutive years, unless otherwise provided for by Council.

**REMUNERATION**

SYAC members shall serve without remuneration.

**BUDGET**

The SYAC shall submit their annual budget request to the City as directed by the Director of Corporate Services.

**CONDUCT OF BUSINESS**

The SYAC and its members are governed by all applicable City By-laws and Policies for the conduct of meetings and activities, including but not limited to:

1. Council Code of Conduct
2. Purchasing Policy for procuring goods and services
3. Procedural By-law for meetings
4. Municipal Act
5. Municipal Conflict of Interest Act

All persons appointed to Boards and Committees shall complete mandatory training required by the City from time to time, including but not limited to accessibility, respect in the work place, health and safety and accessibility.

## **ROLE OF SYAC MEMBERS**

### Chair

- is the official spokesperson for the SYAC and speaks on behalf of the SYAC to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;
- starts the meeting on time;
- introduces and welcomes all newcomers and guests;
- makes a clear statement of the issues to be discussed;
- assigns the floor to whomever wishes to speak in an appropriate manner;
- ensures that each side of an issue is fully and fairly stated;
- sees that no one dominates the discussion;
- interrupts a Committee member who is speaking out of order or inappropriately;
- makes frequent verbal summaries of the conclusions reached;
- restates all motions, amendments and the outcome of the voting;
- names the movers and seconders of motions;
- conducts the meeting in accordance with Procedural By-law 140-2007.

### Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting.

### SYAC Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- refrain from criticizing decisions of the SYAC;
- maintain and enhance the image of Council and not act so as to adversely reflect on Council through their respective Board or Committee;
- remain impartial in deliberating decisions, and accept the responsibility associated with each decision as adopted;
- abide by the provisions contained in Terms of Reference in the performance and discharge of official functions and duties, and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- avoid the improper use of the influence of their appointed office and declare conflicts of interest, both apparent and real;

- seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature and Council.
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Recording Secretary in advance if unable to attend the committee meeting.

#### Resource Staff

- attend SYAC meetings;
- respond to specific questions at meetings;
- participate in the discussion at the SYAC meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;
- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the CAO or the Director of the appropriate department is required before the work proceeds;
- updates the CAO and Director of the appropriate department on issues before the SYAC, as deemed appropriate.

#### Recording Secretary

- consults with the Chair in the preparation of the Agenda for the next meeting;
- sends out the Agenda, previous Minutes and background material prior to the meeting, unless time does not permit;
- summarizes the discussion at the meeting for inclusion in the Minutes;
- records the motions made at the meeting and whether or not the motion was carried or defeated for inclusion in the Minutes;
- forwards the approved Minutes to the City Clerk for distribution to Council and for posting to the City's web site;
- consults with Resource Staff to follow up on action required following the SYAC meeting.

### **REPORTING EXPECTATIONS**

The SYAC will provide regular reports to Council following their meetings as coordinated with the City Clerk and will be presented by a chosen member of the SYAC.

At a minimum, the SYAC will provide an annual report to Council identifying projects and successes from the previous year and goals and objectives for the upcoming year.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – City Hall Annex, 82 Erie Street, Stratford ON – Avon Room

**Present:** Councillor Brad Beatty – Chair Presiding, \*Councillor Bonnie Henderson, Carys Wyn Hughes, Susan Wright, Katherine Gunnel Gavin, Paul Smith, Barb Hacking, \*Kimberly Richardson

**Staff Present:** Casey Riehl – Recording Secretary

**Absent:** Cindy Carlson, Jo-Anne Russell

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## MINUTES

### 1.0 CALL TO ORDER

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

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 3.0 ADOPTION OF PREVIOUS MINUTES – April 4, 2019

**Motion by Paul Smith, seconded by Barb Hacking to adopt the previous minutes dated April 4, 2019 as printed. Carried.**

### 4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

#### a) Home Hardware Day (May 25, 2019)

Councillor Beatty reported that plans are all set for May 25<sup>th</sup>. Councillor Henderson will look after the recycling bins and composters, as the Waste Reduction Coordinator is unable to attend that day. She will have garbage and new recycling information on hand to distribute. Carys Wyn Hughes will extend an invitation to Stratford Northwestern students to set up a table to sell plants as part of the schools' annual plant sale currently going on. Carys Wyn Hughes will send information to Mike Beitz to post on social media. Staff will have the event added to the Town Crier. Barb Hacking will contact the local radio station to request an announcement under community events. Please arrive between 8:30-8:45 a.m. Saturday to set up for 9:00 a.m. start time. CIB received 1000 yard waste bags to give away. Posters have been distributed.



**b) Canada Flags – Katherine Gunnel-Gavin/Councillor Henderson**

Staff forwarded Mike Beitz the flag information and he is going to run the information leading up to Canada Day. The committee does not recommend members approach citizen's regarding their tattered flags.

\*Kimberly Richardson now present (12:12 p.m.)

Barb Hacking recommended contacting the local MP's office to inquire if they have Canada flags that the committee can distribute.

\*Carys Wyn Hughes now present (12:15 p.m.)

**c) Citizen Recognition Lawn Signs – Carys Wyn-Hughes**

Carys Wyn Hughes reported that they will begin promoting the program at Planter Day on May 25<sup>th</sup>. She will also forward information to Mike Beitz to promote on social media. Members suggested getting the Horticultural Society involved in helping place the signs initially. Barb Hacking added that Scott's Canada is also running a garden contest that ends in July. She suggested citizens could fill out a form online and submit a photo. Kimberly Richardson voiced concern over running two sign campaigns at the same time and the confusion surrounding that. Ms. Hacking suggested promoting the Scott's program first and using any additional garden nominations as the first recipients of the citizen recognition program.

**d) CIB Communications – Susan Wright**

Susan Wright has put together a list of items to work on to update the CIB page on the city website. There is an old member list currently posted and the CIB logo needs to be added. She has some long-term content that she will continue to work on highlighting past competitions and successes, judging criteria, community engagement, a citizen call to action, additional visual images and videos where available, annual letter to community, and a log of past media releases regarding key initiatives. Barb Hacking noted that there is a lot of information on the CIB bookmarks, which might be helpful. Katherine Gunnel Gavin suggested a plug for people to check their Canada flags are not tattered would be helpful on the website.

**e) Updates on 2019 CIB Judging (July 15-17)**

- Susan Wright will inquire with the U of W to see what information they need to load a video or slide show for the digital wall.
- Councillor Beatty reviewed the draft itinerary
- The committee will build off of the 2017 itinerary

\*Kimberly Richardson no longer present (12:55 p.m.)

- Items to remain on the itinerary: boat tour (ask UTRCA to speak), St. James chime concert (Councillor Henderson will e-mail), pollinator garden, Home Hardware, Market Square, meal with Mayor, flight, casual dining,
- Items to possibly add to the itinerary: carriage ride (in lieu of walking tour), summer music opening night, garden or patio party, LCFC, SLAAA lunch, meal at Chef School, lunch in Market Square, lunch on Festival terrace, musician pop-ups, tour chocolate maker, visit distillery, artist collective,
- Items to remove: ghost walk, Avon School on drive tour

\*Councillor Henderson no longer present (1:10 p.m.)

- Once items for the itinerary are decided, Councillor Beatty will reach out to members to assist with arrangements.
- Please continue working on sections of the profile book. Please forward to Councillor Beatty no later than mid-June. Susan Wright will be editing the book once sections are complete.

## 5.0 NEW BUSINESS

### a) **Bee City Representative on Advisory Committees – Councillor Beatty**

Barb Hacking reported that a Bee City Group has been formed in Stratford and they are going to be taking over the responsibility of submitting the yearly application to continue being a Bee City. Members discussed that a Bee City representative does not necessarily need to be on Communities in Bloom. Current member Barb Hacking, is not interested in taking on a Bee City role, however is open to assisting the Parks Manager with the pollinator portion of the yearly application in conjunction with the Bee City Committee. Communities in Bloom supports pollinators and the Bee City initiative, and are open to the Bee City Committee looking after the Bee City designation or if Council would like to consider adding a Bee City member to the Energy & Environment Committee.

### b) **Grade 3 Flower Garden – Barb Hacking**

The grade 3's will once again be planting the flower garden. Barb Hacking will coordinate with the Parks Manager. Ms. Hacking also updated that the Grade 3 gifted class also raised money for a tree and it will be planted in the pollinator garden soon.

### c) **Grant Funding – Barb Hacking**

CIB was not successful with their TD Grant application for the pollinator garden. Barb Hacking also applied for a Canadian Wildlife grant, but has not heard yet if this one was successful.

## 6.0 UPCOMING EVENTS

- Home Hardware Day      May 25, 2019 (9-12)
- CIB Judging                July 15-17, 2019

**7.0 NEXT MEETING DATE –** Thurs. June 13, 2019 – 12:00 p.m. – 82 Erie St. (Avon Rm.)

**8.0 ADJOURNMENT**

**Motion by Carys Wyn Hughes, seconded by Barb Hacking to adjourn the meeting. Carried.**

Time: 1:35 p.m.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – City Hall Annex, 82 Erie Street, Stratford ON – Avon Room

**Present:** Councillor Brad Beatty – Chair Presiding, Councillor Bonnie Henderson, Jo-Anne Russell, \*Susan Wright, \*Carys Wyn Hughes, Katherine Gunnel Gavin, Paul Smith, Cindy Carlson, \*Barb Hacking, \*Kimberly Richardson,

**Staff Present:** Casey Riehl – Recording Secretary

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## MINUTES

### 1.0 CALL TO ORDER

Councillor Beatty called the meeting to order at 12:08 p.m.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 3.0 ADOPTION OF PREVIOUS MINUTES – May 8, 2019

**Motion by Councillor Henderson, seconded by Kimberly Richardson to adopt the previous minutes dated May 8, 2019 as printed. Carried.**

### 4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

#### a) Home Hardware Day Update

Councillor Beatty reported that Home Hardware Day went well, despite the weather. Another year the committee will arrange for a 10X10 cover to have on hand either for rain or for shade.

#### b) CIB Communications – Susan Wright

Susan Wright will continue working on this project after the CIB judging is complete.

#### c) Grade 3 Garden Update – Councillor Beatty

Councillor Beatty updated the committee that the flowerbed has been planted. Unfortunately, the grade 3 students were not able to join Community Services staff to do the planting. Barb Hacking has arranged to do a planting with the Grade 3's at Avon School.

\*Barb Hacking and Carys Wyn Hughes now present (12:20 p.m.)

**d) Citizen Recognition Signs – Carys Wyn Hughes**

Carys Wyn Hughes and Barb Hacking explained that they are combining their CIB recognition signs with the national CIB program. The national program supplies prizes, such as fertilizer, for winners. People can nominate themselves or someone else. They will roll out the program in July on social media, the local newspaper and possibly some radio coverage.

**e) Grant Funding Update – Barb Hacking**

Barb Hacking reported that CIB did not receive the TD Friends of the Environment grant they applied for. She suspects it may be because it hasn't been a year since their last application. She has also applied for a Canadian Wildlife Federation grant, but has not heard from them yet.

**f) Grade 4/5 Planting at Pollinator Pathway – Barb Hacking**

Barb Hacking updated the committee that the Grade 4's and 5's at Hamlet School who raised funds to plant a tree at the pollinator pathway will plant the tree later this fall, due to wet weather this spring. Ms. Hacking will make arrangements with the teacher in September.

**g) Ted Blowes Garden Sign – Barb Hacking**

Barb Hacking shared with the committee a proof of the proposed sign. Ms. Hacking will contact the Parks Manager to verify if photography acknowledgements are acceptable on park signs. She will also have the CIB logo added to the sign.

**h) CIB 25<sup>th</sup> Anniversary Garden – Councillor Beatty**

Councillor Beatty has confirmed that Community Services has given CIB a permanent garden down near the Avon River to commemorate the 25 years that Stratford has participated in Communities in Bloom. The garden is located near the boat house. Members discussed what sort of sign they would like placed in the garden and what should be included on it. Barb Hacking will look into costs and circulate a proof to members.

**Motion by Jo-Anne Russell, seconded by Kimberly Richardson that the Communities in Bloom Advisory Committee spends up to a maximum of \$1,000.00 to purchase a sign to place in the 25<sup>th</sup> Anniversary CIB garden. Carried.**

**i) Updates on CIB Judging – Councillor Beatty**

- Please send your sections for the profile book to Susan Wright for editing in the next week. Any additional photos would be helpful to update the book. Ms. Wright will contact some photographers for photos as well.
- Councillor Beatty reviewed the draft itinerary.

- He noted that Stratford is the last community the international judges are visiting.
- **July 15<sup>th</sup>** – Councillor Beatty will pick up the judges at their Toronto hotel on July 15<sup>th</sup> around 10:00 a.m.
- When the judges arrive in Stratford, they will check in and have lunch with the Mayor and committee members at the hotel.
- Following lunch they will do the boat tour, unveil the sign at the new CIB garden and have an anniversary garden dedication.
- Following the dedication – carriage tour, driving tour at various stops, market square visit, back to hotel, dinner on patio at hotel.
- After dinner, members and judges will walk down for opening night of Summer Music and fireworks.

\*Susan Wright no longer present (1:05 p.m.)

- **July 16<sup>th</sup>** – Breakfast with Parks Board, then flight over Stratford, drive tour, lunch at Agriplex with SLAAA and tour, visit museum and archives.
- Back to hotel so judges have time to do their evaluation.
- Dinner (Chef School?) and theatre performance.

\*Kimberly Richardson no longer present (1:10 p.m.)

- **July 17<sup>th</sup>** – Breakfast, Shakespeare garden tour, Stratford Festival garden tour, visit new Tom Patterson Theatre construction site.
- Followed by a farewell picnic in the park.
- Add new hospice information into slide show
- Carys Wyn Hughes will contact Stuart Arkett to inquire about bee discussion at hotel
- Carys Wyn Hughes and Barb Hacking will arrange pop-ups (actors/dancers)
- Carys Wyn Hughes will book the bandshell

## 5.0 NEW BUSINESS

No new business.

## 6.0 UPCOMING EVENTS

- CIB Judging July 15-17, 2019

## 7.0 NEXT MEETING DATE – Thurs. **July 11**, 2019 – 12 p.m. – Mansbridge Rm. (Rotary)

## 8.0 ADJOURNMENT

**Motion by Carys Wyn Hughes, seconded by Barb Hacking to adjourn the meeting. Carried.**

Time: 1:20 p.m.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – Rotary Complex, 353 McCarthy Rd., Stratford - Mansbridge Rm.

**Present:** Councillor Brad Beatty – Chair Presiding, Councillor Bonnie Henderson, Jo-Anne Russell, Susan Wright, \*Carys Wyn Hughes, Katherine Gunnel Gavin, Paul Smith, Cindy Carlson, Barb Hacking, \*Kimberly Richardson,

**Staff Present:** Casey Riehl – Recording Secretary

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## MINUTES

### 1.0 CALL TO ORDER

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

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

### 3.0 ADOPTION OF PREVIOUS MINUTES – June 13, 2019

**Motion by Kimberly Richardson, seconded by Jo-Anne Russell to adopt the previous minutes dated June 13, 2019 as printed. Carried.**

### 4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

\*Carys Wyn Hughes now present (12:08 p.m.)

#### a) Citizen Recognition Lawn Signs – Carys Wyn Hughes/Barb Hacking

Barb Hacking reported they have met with Mike Beitz to create an online submission form that citizens can submit pictures of their gardens. They are hoping to distribute the signs in August, however will place some signs in gardens such as the Ted Blowes and CIB anniversary gardens to showcase the program while the judges are here.

#### b) CIB Communications – Susan Wright

Susan Wright is compiling information and will begin putting a package together after the judges have visited.

**c) Grade 3 Flowerbed Planting at School – Barb Hacking**

Barb Hacking reported that the students have planted their garden. CBEAC generously donated the flowers for the project.

**d) Ted Blowes Garden Sign Update – Barb Hacking**

The new sign is ordered and will be installed in September. There is a QR code on the sign that people can scan with their phone and be directed to a link explaining all the information relating to the Ted Blowes Garden.

**e) CIB 25<sup>th</sup> Anniversary Flowerbed/Sign Update**

Barb Hacking reported that the sign will be ready today and will be installed in the flowerbed tomorrow. Jo-Anne Russell will bring a Stratford tartan blanket to cover the sign the day the judges are here for the unveiling.

**f) Updates on 2019 CIB Judging**

- Members have submitted their sections of the profile book to Susan Wright for editing.
- Quin Malott and Councillor Beatty will be picking up the judges
- Councillor Beatty reviewed the current itinerary and final details of stops
- The dinner venue for Monday evening will be changed from the hotel to a local brewery. Back to the hotel for dinner Tuesday evening.
- Susan Wright will send out the CIB National press release
- Staff will forward the press release to Mike Beitz
- Jo-Anne Russell will add 4 CIB members to guest list for Summer Music
- The farewell luncheon has been moved to the City Hall Auditorium
- Carys Wyn Hughes will arrange for the refreshments for the car rides

**5.0 NEW BUSINESS**

\*Kimberly Richardson no longer present (1:05 p.m.)

**a) 2020 CIB Budget Request & Annual Report**

Deferred to August meeting.

**6.0 UPCOMING EVENTS**

- CIB Judging July 15-17, 2019

**7.0 NEXT MEETING DATE – Thurs. Aug.8/19 – 12:00 p.m. – Mansbridge Rm. (Rotary)****8.0 ADJOURNMENT**

**Motion by Carys Wyn Hughes, seconded by Barb Hacking to adjourn the meeting. Carried.**

Time: 1:15 p.m.





## **BOARD OF PARK MANAGEMENT**

A meeting of the Board of Park Management to be held on **Monday, June 10, 2019 at 3:30 p.m.** in the Mansbridge Room at the Rotary Complex.

**PRESENT:** Vice Chair Jennifer Lamb, Randy Brown, Dave Hanly, Sheri Maguire, Kimberly Richardson, Councillor Beatty, Councillor Henderson.

**ABSENT WITH REGRETS:** Chairman Rick Orr.

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

### **MINUTES**

2585. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

No disclosures of pecuniary interest were made at the June 10, 2019 meeting.

2586. MINUTES:

Issue: The minutes of the May 13, 2019 meeting provided for Board's approval.

**Resolution: That the minutes of the May 13, 2019 meeting be approved.**

**Mover:** D. Hanly

**Seconded:** B. Henderson

**Carried.**

2587. "BEFORE I DIE" PROJECT:

Issue: Stuart Lender asking that the area proposed [small fenced area adjacent to Boathouse washrooms] in discussion at the May 13, 2019 meeting be utilized to pilot the "Before I Die" Project in Stratford. This request is returning to the Board [Item #2579] as a preferred location.

Mr. Lender contacted Stephanie Potter from the CAO office to explore the logistics of using the Grand Trunk Community Centre area suggested. The scope and timing are less favourable to launching the project for 2019. The scale is much more manageable in the location near York Street.

Background and Analysis: The Before I Die project has become a global movement in over 5,000 cities and 75 countries that invites people to contemplate death and reflect upon their lives together. The project proposal is to create a portable temporary wall for people to visit. The intention is to erect the reflection space in May through to the



## **BOARD OF PARK MANAGEMENT**

end of September annually. The installation is intended to be seasonal, is easily set up and removed. It does not have to be on a building, can be large or small in size. Primary criteria remain accessibility and safety for all participants.

Additional Information: No cost to the municipality with materials [i.e. (chalk) boards, chalk and chalk paint, etc.] and labour costs and monitoring to be covered by Mr. Lender. Any inappropriate graffiti that may occur will be erased by Mr. Lender also.

Staff Recommendation: To allow 2019 as a pilot year for the project in the fenced area west of the boathouse washrooms as proposed at the May 13, 2019 meeting.

Staff discussed the motion for boathouse location at last meeting encouraging Mr. Lender to pursue more information. This is an ideal pilot project location, very accessible. The suggested Grand Truck location at the May meeting is not ideal for this project. Staff indicated that there is constant contact with Mr. Lender through his formal role as managing director of Rutherford Funeral Home. Review following to consider if Board will add to perpetual list should Mr. Lender apply for installation again.

**Resolution:** To permit Mr. Lender to pilot the project at the dam walkway, west side of fenced area adjacent to the boathouse washrooms with installation, maintenance, monitoring and removal to be the responsibility of Mr. Lender.

**Mover:** B. Henderson

**Seconded:** K. Richardson

**Carried.**

Staff will follow up with Frank Herr at Boathouse.

### 2588. ICE-CYCLE:

Issue: Cameron Johnson seeking approval from the Board of Park Management to operate a mobile ice cream vending operation in the park.

Background and Analysis: Mr. Johnson a graduating grade 12 student from Stratford Central has obtained a "Summer Company" grant through the Ontario government that is administered through Stratford Perth Centre for Business. His plan intends to operate in the afternoons and early evenings. His routes would include his neighbourhood, side streets in Stratford and in Lower Queens Park.

Sales of refreshments in the park system have been restricted to the Concession Booth in Upper Queens Park that operates under a lease agreement as well as the Boathouse. The popcorn vendor has been "grandfathered" in to operate due to the deep historical



## **BOARD OF PARK MANAGEMENT**

roots. Any fundraising events operating in the park provide refreshments to participants only without cost.

City of Stratford Council will be addressing the request to operate in side streets and residential areas. The Board of Park Management is to review the request pertaining to Lower Queens Park and provide the decision to the City Clerk's office prior to the Council meeting tonight due to timing.

The Board of Park Management bylaws/rules & regulations governing the request are:

1. No person shall commit any of the following acts within any of the parks or premises which are under the control of the Board:

(d) Establish any commercial business unless so authorized by the Board.

Staff Recommendation: To align with the current Board of Park Management bylaws/rules & regulations.

Staff advised that Dickie Dee Ice Cream was allow to sell on City streets but not in the park. Park roads could be used to access other City streets, but stopping to sell is strictly prohibited. The Popcorn sales wagon has been grandfathered in, but there will be no replacement when he retires. We must stick with the bylaws, which there are no sales permitted on park property. Vice Chair suggested that a letter of information be forwarded to him indicating the lease agreement[s] that govern exclusive sales in the Upper Queens Park. Allowing this endeavor would open a flood of similar requests. It is on the agenda for City Council tonight. The Council recommendation is to all Mr. Johnson to sell on City Streets but not on arterial roads.

**Resolution: To follow the bylaw and staff recommendation not to allow sales within the park system and to provide information on what the boundaries constitute parkland.**

**Mover:** K. Richardson

**Seconded:** D. Hanly

**Carried.**

Staff directed to clarify with Cameron Johnson and to provide Clerk's office with this resolution immediately following the meeting for Council meeting tonight.

2589. ANNUAL LANTERN PARADE:



## **BOARD OF PARK MANAGEMENT**

Issue: For the information of the Board, Michelle Boniface, Playmakers! Theatre School Director has provided details pertaining to the 3<sup>rd</sup> Annual Lantern Parade community celebration on October 19, 2019.

Background and Analysis: Playmakers hosted the event in 2017 and 2018.

Staff Recommendation: No concerns with the program past or as presented in the request.

Suggested Resolution: For the information of the Board.

Chairman Orr with the secretary agreed that information letters will be provided on the agenda over the next 12 months to educate newer Board members on the nature of the events on the perpetual approval list of events in the park system. Stratford Summer Music has historically returned to the Board every year to detail the future season program, specifically as it relates to installations on Tom Patterson Island.

### **2590. OTHER BUSINESS:**

Riverbank Reconstruction update by D. Hanly from Energy & Environment meeting. Update that Craig Merkley from UTRCA is well aware that the priority for riverbank restoration project will be from abutment of the Waterloo Street bridge to the William Allman Arena in front of the new Tom Patterson Theatre. Q. Malott concurs with UTRCA that this remains a priority for the Board of Park Management. D. Hanly reiterated that it is also a priority for the Energy & Environment Committee through C. Merkley. B. Henderson indicates that the accessibility is committee is very pleased with the last restoration project on the north shore.

K. Richardson indicated that the goose management program has made a noticeable difference in the park. Q. Malott indicated the goal was never a zero population but to managed the population at acceptable numbers. Approximately 80 eggs were removed from the river spring 2019. Numbers are definitely down in the park system this year. Park staff estimated 135 resident geese in the 2018 season. Numbers appear to be less than 100 as of 2019 season. The efficacy of the program is evidenced after just one year as the population has decreased.

Historically the Board suspends the July and August meetings with the recognition that should an urgent matter arise an emergency meeting will be called by the Chair.

**Motion to adjourn this meeting and for July and August by K. Richardson, seconded by S. Maguire at 4:10pm.**



## **BOARD OF PARK MANAGEMENT**

A meeting of the Board of Park Management to be held on **Monday, October 7, 2019 at 3:30 p.m.** in the Mansbridge Room at the Rotary Complex.

**PRESENT:** Chairman Rick Orr, Vice Chair Jennifer Lamb, Randy Brown, Sheri Maguire, Kimberly Richardson, Councillor Beatty.

**ABSENT WITH REGRETS:** Dave Hanly; Councillor Henderson.

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

### **MINUTES**

#### **2591. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

No disclosures of pecuniary interest were made at the October 7, 2019 meeting

#### **2592. PRESENTATION: THE LOCAL EDIBLE FOREST & COMMUNITY GARDENS:**

Issue: Debra Swan to discuss The Local's edible forest and community gardens.

Background and Analysis: The Local is at a point where a formal commitment from The City of Stratford in the long term is required. The proposal is to enter into a no cost lease to be able to demonstrate to potential project funders that the City is supportive of the vision and the project. Graphic example provided for the Board's review.

Staff Recommendation: For the Board's consideration.

In the spring of 2017 funding grants were received from a variety of sources to create offsite community garden as The Local is zoned industrial. While there are raised beds and a greenhouse, there is insufficient space for people to come and grow enough food to feed their families. Ms. Swan provided a history of the project evolution beginning with a meeting with Community Services Director David St. Louis. Originally The Local was considering Marsh Pond area. D. St. Louis offered the space formerly used as a soccer field near Dufferin Arena, taking into consideration the drainage issues. It is a really good location as there is a nice mixture of housing in the area in keeping with the mandate of bringing community together with potential for room to grow. Council approved use of the land for community gardens. Original development included 52 allotment garden plots for families with a shared collective garden beside for those who do not wish to commit to an allotment, but are able to garden together. A larger vision



## **BOARD OF PARK MANAGEMENT**

is now being considered in the form of an edible forest to compliment the community garden.

A gift was received from the Stratford Horticultural Society enabling the purchase of some fruit trees. A few were planted but then recognition that the drainage issue must be addressed in order to prevent root rot and ensure the longevity of the trees. Application was made to The City of Stratford for \$10,000.00, with \$7,000.00 received. The Local augmented that donation with \$3,000.00 from operational budget. Drainage and a cistern installed in May 2019. Some dwarf fruit trees were planted around the perimeter of the garden along with berry bushes. Each year additions will be made.

In order to access funding from additional places a schematic of the vision has been rendered. This project has a 5 year plan. Future Karen Powell Community Orchard will be designed as memorial recognition of her work with The Local. Beside shared gardens will be the nut and berry edible forest along with perennial vegetables such as asparagus and rhubarb. Additional 50 plots and another shared garden are planned due to the evolving wait list. A First Nations Garden will also be included with developers consulting heavily with indigenous peoples. A Welcome Garden will also be developed recognizing funders and contributors.

Future timeline:

2020 – To bring a water line from Dufferin Arena to garden with a pump house. Currently watering with a large portable hose through forest and buckets which is difficult, time consuming and not efficient.

2021 – Begin the nut and berry forest and complete the orchard.

2022 – Create First Nations Garden, Welcoming Garden and complete final touches in the form of perennials, etc.

Next steps are to submit an application for a grant from the City again to assist with costs associated with running the water line. They are currently working with D. St. Louis to figure out costs in order to provide accurate figures. Most immediately there is an opportunity to apply for an *Investing in Canada Infrastructure Program* grant. There is potential to receive upwards of \$100,000.00 which would almost entirely fund the project if received. The application will not fall into the same financial stream as any larger application made by The City of Stratford. Council will address any application or funding conflicts that may arise.



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Before they can move forward they need a formal agreement or no cost lease from the City. To date the use has been supported in the form of a verbal agreement. Potential funders require a written commitment of support stating the City of Stratford is committed to a long term planned community project with The Local as stewards. Vision is for the location to be a destination to pick food, picnic and enjoy the space similar to the Riverwalk or Market Square.

Ms Swan is here to gain support of the Board of Park Management [long term no cost lease agreement] as part of the process in gaining The City of Stratford's support for use of the land in keeping with the vision for the long term. D. St. Louis acknowledged for his time, expertise and direction. Requesting continued support of this nature for the duration of the project. Chairman Orr suggested Quin Malott, Manager of Parks, Forestry and Cemetery support organizers as required.

K. Richardson asked if the group has considered the use of rain barrels to augment water requirements. Ms. Swan indicated that they are currently using them.

Q. Malott clarified that the Parks Board is to provide an endorsement. Next step is Community Services Sub Committee. Final step will be Stratford City Council.

Chairman Orr reiterated that the project has been to the Board on a couple of occasions specifically looking at optimal locations. In this way the Board has already rendered its support, but now must formalize for the long term.

**Resolution: Motion to support the concept of having a no cost long term lease with The Local [as the registered charity] to allow the use of park land for the community gardens located by Dufferin Arena.**

**Mover:** R. Brown

**Seconded:** K. Richardson

**Carried.**

A letter of recommendation/support to be forwarded by the Parks Board to Community Services Sub Committee to be provided prior to the November 14th meeting. Application for funding to the *Investing in Canada Infrastructure Program* must be submitted by The Local by November 30, 2019.

Ms. Swan invited members to contact her with questions or for a tour of The Local.

4:00pm Ms. Swan leaves the meeting.

R. Brown enquired about a stand of dead forest trees in the forest between the Dufferin Arena and the Community Gardens. Q. Malott advised that the removal of





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approximately 50 dead ash trees is being tendered spring 2020 for removal. Many died from flooding issue in the area prior to EAB infestation.

### 2593. MINUTES:

Issue: The minutes of the June 10, 2019 meeting provided for Board's approval.

**Resolution: That the minutes of the June 10, 2019 meeting be approved.**

**Mover:** J. Lamb

**Seconder:** S. Maguire

**Carried.**

### 2594. FRANK HER – REQUEST TO USE TOURISM INFORMATION BOOTH:

Issue: To review a request from Frank and Deb Herr for use of the Tourism Information Booth building in the event the Tourism Department no longer requires use of this facility.

Background and Analysis: As per correspondence received from Frank Herr, he has spoken with Stratford Tourism Alliance regarding their reduced hours at the Tourism Information Booth on York Street. The STA has stated that it is possible they will no longer require use of this facility.

Additional Information: Mr. Herr is requesting use of the building as an extension of his food booth. To be used during inclement weather.

Staff Recommendation: If the building does become vacant, staff recommends putting this out to RFP to see what revenue is achievable. Space would be renovated with nominal upgrades. The Community Services Department could see revenue not currently received by the Tourism Department.

Mr. Herr's letter of request is an anticipatory gesture. The booth is still in use by Stratford Tourism Alliance and there is no definitive information to suggest it will not be used by STA in future.

There are various facets of the space being occupied that must be considered including a decision by the Board if they want a business located there and if so what type would be acceptable and what would zoning allow. Staff stated it must go to RFP if something is done. Chairman Orr declared the letter as information received.

### 2595. PARKING UPPER QUEENS PARK:





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Issue: Possibility of timed limit parking at Concession Booth Parking Lot in Upper Queens Park. Chairman Orr to discuss.

Background and Analysis: Summer 2019 Mayor's office emailed regarding a park users inability to find parking at playground.

Staff Recommendation: D. St. Louis advising that amendment proposals would take the form of a recommendation from the Parks Board to Stratford City Council for a change to the current parking lot regulations. The challenge governing such a change would be enforcement. Q. Malott suggesting leaving as it is because there is no enforcement structure in place and this is the first formal complaint received to date.

It is unclear who is occupying the spaces but it is clear that the lot remains full more consistently during the theatre season. Chairman Orr suggested that signs be erected indicating a two hour parking limit for users of the lot. Theatre patrons do have access to the lower parking lot for a fee.

Councillor Beatty suggested that there are people who will respect and observe the signage so installing signage can be effective.

J. Lamb said that consideration of wording that is more positive in nature, such as "This parking lot is for the enjoyment of those using the playground area". She also suggested that it would be helpful for the Stratford Festival to send a letter to their staff requesting that they not park in the playground lot. Chairman Orr said we could request that.

R. Brown added that on Wednesday and Sunday nights during the concert series the area is increasingly congested.

Chairman Orr suggested that as stewards of the park system, he feels it is the Board's responsibility to encourage use of the park system, signage of this nature would work to accomplish that objective. He requested staff look at the implementation of an information sign to be placed near the entrance of the parking lot advising the lot/specific spots are designated for playground users.

The Board did recognize that enforcement is a challenge and that during the Stratford Festival season it is difficult to find parking anywhere, including the park system.

K. Richardson suggested that supporting families and children wishing to use the area is important and that even isolating some of the spots in the small parking lot would work towards that initiative.



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There are approximately 20 spots in total. It was agreed that one larger sign at the entrance to the lot will be considered. Chairman Orr requested staff look at signage, wording and location and bring it back to the Board for review and development.

### **2596. ANNUAL LANTERN PARADE [UPDATE]:**

Continuation of Item #2589 – Agenda June 10, 2019.

**Issue:** Stratford Lantern Parade organizers have requested to add a performance stop along their walking route from Tom Patterson Island to Market Square. The performance will take place at the Veteran's Drive Bandshell. For safety reasons, organizers are requesting a road closure Saturday, October 19, 2019 7-8pm Veterans Drive from Cobourg to Waterloo Street.

**Background and Analysis:** Organizers will be responsible for putting up/tearing down barricades at the respective times. Designated volunteer assigned to remove barricades in the event of an emergency.

**Additional Information:** Special Event and Road Closure Permits processed by Community Services staff Allison Jordan. Ms. Jordan advises organizers have established food vendor location as Market Square.

**Staff Recommendation:** No concerns with the program past or as presented in the request.

**Suggested Resolution:** For the information of the Board.

### **2597. WALK-IT FOR PARKINSON'S 2020:**

**Issue:** For the information of the Board, Joanne Bernard Manager of Administration Parkinson Society Southwestern Ontario provided a letter detailing the September 12, 2020 walk.

**Background and Analysis:** Event is on the approved annual/perpetual list.

**Additional Information:** Upper Queens Park Bandshell and Pavilion have been reserved and the contract issued by staff.

**Staff Recommendation:** No concerns with the program past or as presented in the September 26, 2019 letter.



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Suggested Resolution: For the information of the Board.

### **2598. STRATFORD WINTERFEST 2020:**

Issue: For the information of the Board, Lesley Spencer-Cooper Chair of the committee submitting a special event application for January 25 & 26, 2020.

Background and Analysis: Event is on the approved annual/perpetual list.

Additional Information: Road closure Queen Street from Lakeside Drive to Ballantyne Avenue daily 8am to 5pm. Organizers are finalizing on-site vendors, business license and burn permit exemption.

Staff Recommendation: No concerns with the program past or as presented in the application.

Suggested Resolution: For the information of the Board.

### **2590. OTHER BUSINESS:**

Litter Reduction Program - K. Richardson requesting discussion item from CIB. A better understanding of where garbage barrels and recycling containers are placed around the city. Last two CIB meetings the committee discussed putting together a litter reduction program to benefit the community and improve scoring with judges of Communities in Bloom program. 3.5 points were lost in four different areas where litter was evident during judging. "Take Pride in your Community" program would be an example of a concept that could be advanced through CIB. She is asking if Parks Board would endorse the interest of advancing this initiative for both CIB and E&E. Garbage cans for 2021 campaign could be "Clean Up Your Park" [2020 theme is already established]. An idea from the national symposium in Yarmouth was decals be attached to waste receptacles [garbage and recycling] promoting support and awareness of the community.

Chairman Orr stated that the Rotary Club does a riverbank clean up on a regular basis. He requested a copy of the synopsis of the judging document. Councillor Beatty to electronically forward.

S. Maguire suggested getting schools involved with neighbourhood cleanup. Some businesses have offered a perk for bringing a bag of litter. Further suggesting that



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educating Stratford that the CIB committee engages in programs and initiatives beyond simply planting flowers.

K. Richardson responded that Stratford won two awards at the national symposium. The intention is that she and Councillor Beatty will bring recognition at the next Council meeting of the achievements and this should provide a renewed interest and awareness of the work the committee does. There was a press release around the awards and substantial radio exposure over 2 days, but no coverage in The Beacon Herald. Councillor Beatty said Ted Blowes initiated "Keeping Stratford Whistle Clean" program. A similar program should be reinitiated to raise awareness around the unacceptability of littering.

In seeking conceptual support from the Board to move forward with development the members were very supportive.

Q. Malott to provide update on riverbank restoration south shore. Spoke with Craig Merkley identified all the areas that need to be done. The south shore opposite the new Tom Patterson Theatre, abutment approximately from Waterloo Street Bridge to Morenz Drive is one of the main priorities. \$50,000.00 cost for installation and design utilizing rock, stone and wood combination is a low price and good value. UTRCA is working on design to be brought to the Parks Board when complete. Because this is an infrastructure project the Board should write a letter of request to Ed Dujlovic asking if funds could be allotted within his budget to support the work in this large area. E & E wishes to concentrate the \$10,000.00 available in the budget on the north shore continuing the work they began. First step is the letter to Ed Dujlovic and then approach Council if necessary. Historically, Brad at UTRCA has completed the design/engineering work at no cost collaborating with us as it is their banks being restored; funds are required to pay for materials and contractors only. A design would cost approximately \$15,000.00 alone if engineered out. Board of Park Management has never approached Council for any money for riverbank erosion, design/engineering costs have all been covered through collaboration with UTRCA. Council should be made aware that there has been a lot of good will and that this is the first time they have been approached for financial support. Addressing the area now is necessary as there is a 70 million dollar project across the street in the form of the Tom Patterson Theatre.

Suggested the Chair should send a letter to Ed Dujlovic, Director of Infrastructure & Development Services making the request. Board secretary to work with the Chair on forwarding the letter of request to Director Ed Dujlovic.

**Resolution:** Motion to approach Infrastructure and Development for funding support of \$50,000.00 to cover the south shore erosion control project.



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**Mover:** J. Lamb

**Seconded:** K. Richardson

**Carried.**

T J Dolan Drive roadway adjacent to the railway between St. Vincent and St. David Streets is parkland and will be developed as a multi-use walking trail through Infrastructure and Development Department. Bollards will be installed on both sides to prevent vehicular traffic. Will be maintained as parkland with grass cutting, tree pruning, snow removal, etc.

Goose pestering/control is in the budget to continue next year. Stratford is down to 35 resident birds from 155 the year previously. Cannot say it is finished as they will return. It was acknowledged that the drones worked very well.

**Motion to adjourn this meeting at 4:24pm by S. Maguire, seconded by R. Brown.**