



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

Date: Monday, October 23, 2017

Time: 7:30 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Beatty - Chair Presiding, Councillor Bunting - Vice Chair, Councillor Brown, Councillor Clifford, Councillor Henderson, Councillor Ingram, Councillor Mark, Councillor McManus, Councillor Ritsma, Councillor Vassilakos

Staff Present: Joan Thomson - City Clerk, David St. Louis - Director of Community Services, Ed Dujlovic - Director of Infrastructure and Development Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Quin Malott - Manager of Parks, Forestry and Cemetery

1. Call to Order

The Chair to call the Meeting to Order.

Mayor Mathieson provided regrets.

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. Sub-committee Minutes

Sub-committee minutes are provided as background regarding the discussion held at the October 12, 2017 Sub-committee meeting.

4. Delegations

None scheduled.

5. Report of the Director of Community Services

5.1 City of Stratford Gateways Improvement Project (COM17-015)

Staff Recommendation: THAT new city entrance signs be considered during the 2018 Capital Budget deliberations as per the Communities in Bloom recommendation.

Motion by _____

Sub-committee Recommendation: THAT new city entrance signs be considered during the 2018 Capital Budget deliberations as per the Communities in Bloom recommendation.

6. For the Information of Committee

6.1 Transit Temporary Washroom Facility (COM17-016)

Staff Recommendation: THAT the information be received and that no further action be taken regarding the placement of a temporary washroom facility at the temporary Transit location on Downie St.

Sub-committee Decision: THAT the report on Transit Temporary Washroom Facility be referred to staff for additional information

7. Advisory Committee/Outside Board Minutes

The following Advisory Committee/Outside Board Minutes are provided for the information of Committee:

Communities in Bloom Minutes of April 6, May 11, July 13 and August 3, 2017
Board of Park Minutes of May 15, 2017

8. Adjournment

Meeting Start Time:

Meeting End Time :

Motion by _____

Committee Decision: That the Community Services Committee meeting adjourn.



The Corporation of the City of Stratford

Community Services Sub-committee

MINUTES

Date: October 12, 2017
 Time: 4:45 P.M.
 Location: Council Chamber, City Hall

Sub-committee Present: Councillor Bunting - Vice Chair, Councillor Ingram, Councillor Mark, Councillor Ritsma

Regrets: Councillor Beatty - Chair Presiding

Staff Present: David St. Louis - Director of Community Services, Michael Mousley - Manager of Transit, Joan Thomson - City Clerk, Mike Beitz - Corporate Communications Lead, Danielle Clayton - Recording Secretary

Also present: Councillor Bonnie Henderson, Media, Member of the Public

1. 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

None declared at the October 12, 2017 Community Services Sub-committee meeting.

2. Call to Order

The Vice Chair called the Meeting to Order.

3. Delegations

None scheduled.

4. Report of the Director of Community Services

4.1 City of Stratford Gateways Improvement Project (COM17-015)

Staff Recommendation: THAT new city entrance signs be considered during the 2018 Capital Budget deliberations as per the Communities in Bloom recommendation.

Sub Committee Discussion: The Director of Community Services reviewed the management report. The Communities in Bloom Advisory Committee has recommended starting the project in 2018, completing one gateway a year and that the service clubs sign location will need to be addressed.

It was noted at the Sub-committee that each year the Communities in Bloom judges note that improvements on the gateways would be beneficial.

In response to Sub-committee questioning, the Director noted that there are currently two signs, one on Erie Street and one on Mornington Street while Ontario Street, Huron Street and Downie Street currently do not have gateway signs.

Sub-committee discussed if service club signs should be included on the gateway signs or have a separate sign and if the service clubs should be approached to have them pay or contribute to their new signs.

Sub-committee noted that the estimated cost of each sign was high and asked if the Communities in Bloom Advisory Committee could utilize half of their budget towards the project. It was noted that Communities in Bloom would need to adjust their budget to handle the proposed gateways.

Motion by Councillor Ritsma

Sub Committee Recommendation: THAT new city entrance signs be considered during the 2018 Capital Budget deliberations as per the Communities in Bloom recommendation.

Carried

5. Report of the Manager of Transit

5.1 Transit Temporary Washroom Facility (COM17-016)

Staff Recommendation: THAT the information be received and that no further action be taken regarding the placement of a temporary washroom facility at the temporary Transit location on Downie St.

Sub Committee Discussion:

The Manager of Transit reviewed the management report stating that the washroom would be accessible, heated, air conditioned and include a baby changing station. He discussed the logistics of the temporary washrooms noting that the unit would need to be unlocked and locked for each service day. Snow clearing and salting would be provided by department staff while the servicing of the washroom would be completed by the washroom provider on a weekly basis.

In response to questions from Sub-committee, the Manager of Transit stated that research was completed on temporary washroom facilities and there are very few companies that provide rentals. It was noted that the City of Hamilton has used similar systems in the past.

In response to additional options, the Manager of Transit stated that the YMCA have offered their facilities in the past for shelter and washroom.

Sub-committee asked if the YMCA could be approached again to see if their facilities are an option for this year.

In response to questions from Sub-committee, the Manager of Transit noted the time line for the 8 month rental could be shortened depending on the duration of construction. It was suggested by a Sub-committee member on the use of temporary washrooms to help bring the cost down or to move the city buses back to City Hall for the winter months. Sub-

committee noted that the washrooms must be accessible and be able to be secured at the end of each day.

The Manager of Transit stated that additional information will be researched regarding the use of the YMCA facilities, renting temporary washrooms and the suggestion of the city buses returning to City Hall for the winter months.

Motion by Councillor Mark

THAT the information be received and that no further action be taken regarding the placement of a temporary washroom facility at the temporary Transit location on Downie St.

Motion by Councillor Ritsma

Sub-committee Decision: THAT the report on Transit Temporary Washroom Facility be referred to staff for additional information.

Carried

6. Advisory Committee/Outside Board Minutes

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

Communities in Bloom Minutes of April 6, May 11, July 13 and August 3, 2017
Board of Park Minutes of May 15, 2017

7. Next Sub-committee Meeting

The next Community Services Sub-committee meeting will be November 16, 2017 at 4:45 p.m. in the Council Chamber, City Hall.

8. Adjournment

Motion by Councillor Ritsma

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

Carried

Community Services Sub-Committee Minutes
October 12, 2017

Meeting Start Time: 4:48p.m.

Meeting End Time: 5:11p.m.



MANAGEMENT REPORT

Date: September 12, 2017
To: Community Services Sub-committee
From: Communities in Bloom Advisory Committee
Report#: COM17-015
Attachments: No

Title: City of Stratford Gateways Improvement Project

Objective: To begin to enhance and improve the four entrances to the city.

Background: The Communities in Bloom Advisory Committee has discussed for many years the need for the city to improve its four gateway entrances.

For many judging years, the Communities in Bloom judges have noted the lack of gateways into Stratford. The Committee feels it is time to investigate the possibility of designing welcoming entrances to our city.

2015 Judges Evaluation Form

The issue of entry signage should be considered in providing a more welcoming and informative presence at the community's gateways. By combining elegant signage with landscape design features mimicking the wonderful downtown heritage landscapes, the visiting tourists would experience an enhanced sense of arrival and anticipation for what they are about to observe as they enter Stratford.

2013 Judges Evaluation Form

We would recommend that the city's gateway signage features be improved to make a strong, distinct and tasteful statement of what this beautiful city is about as visitors arrive to Stratford.

2012 Judges Evaluation Form

The judges would have appreciated seeing the city gateways or entrance signs in order to comment on their effectiveness.

2011 Judges Evaluation Form

Although the city entries are attractive, they would benefit from large, bold signs announcing a visitor's arrival in such a special city.

Communities in Bloom Advisory Committee Recommendation:

That the Communities in Bloom Advisory Committee requests Council move forward with a request for proposal on a design to enhance the gateways to the City of Stratford and to include completing one of the four gateways in the 2018 budget. Carried.

Analysis: There are currently only two entrance signs to the City of Stratford, one on Mornington Street (2003) and one on Erie Street (1978). The entrance sign on Mornington only accommodates service club signage while the Erie Street sign accommodates both service club signage and a welcome to Stratford portion. No signs exist on the Huron St. entrance or the Ontario St. entrance.

There are approximately 14 service clubs with signage and they pay the Community Services Department \$50 + HST per year.

This matter was brought before Council previously in 2013 with a motion passed to refer to staff for a report including costs to improve the visibility of the gateways to Stratford, and again in 2015 with a motion to refer to the 2016 budget deliberations.

In 2015 staff reached out to other communities to see what they have done with their city entrance/gateway signs and found the following:

Orangeville

- Currently have three entrance signs
- Strategic plan was completed in 2003 and included the need for rebranding
- Town underwent RFP for design and build
- Service club signs are on a separate sign

Ingersoll

- Previously had four entrance signs that were made of wood or brick
- Now have five signs made from aluminum
- Cost approximately \$12,000 per sign (un-lit)

Woodstock

- Currently have five wooden entrance signs that are approximately 20 years old
- Have put the replacement of these signs into their budgets over the next five years at a cost of approximately \$30,000 each (signs will be metal with a concrete footing)
- Separate sign for service clubs located a few feet away from entrance sign

It is recommended that a separate sign be installed for the Service Club logos that are currently on the entrance signs.

This project can be done in phases with the first phase being the calling of RFP's to engage the services of a professional. It is also recommended that the purchase and installation of the signs be phased in over a period of four years.

Financial Impact: Depending on the design, estimated cost per sign, including installation is between \$40,000 - \$50,000. Cost for Service Club logo sign is approximately \$10,000.

Currently there is a reserve account titled Entrance Sign (Maintenance) with a balance of \$15,000.

Staff Recommendation: THAT new city entrance signs be considered during the 2018 Capital Budget deliberations as per the Communities in Bloom recommendation.



Director of Community Services



Rob Horne, Chief Administrative Officer



MANAGEMENT REPORT

Date: October 5, 2017
To: Community Services Sub-committee
From: Michael Mousley, Transit Manager
Report#: COM17-016
Attachments: Photos

Title: Transit Temporary Washroom Facility

Objective: To respond to a Councillor inquiry under New Business regarding the placement of a temporary washroom facility at the temporary Transit location on Downie St.

Background: An inquiry was received from a member of Council for the placement of a washroom at the temporary Transit location.

Further to receiving the inquiry, the department researched the option of a universal, accessible washroom facility for the duration of use of the temporary transit terminal.

Analysis: Pricing on a universal, accessible temporary washroom facility has been obtained, along with a photo of a unit recently supplied to the City of Hamilton (see attached). These units offer:

- ground level ramp to the washroom
- toilet, sink and baby change station
- heating and air conditioning

Logistics include:

- Unit would be unlocked each morning before first bus run and locked up each night at last bus run by Department staff
- Snow clearing and salting of the ramp would be done by Department staff on an as needed basis
- Servicing (emptying) of the unit is done by the washroom provider on a weekly basis or as needed

- That the unit be cleaned once per day and this service would need to be contracted out.

Cost breakdown:

- \$2593/month unit rental
- \$678/month emptying charge
- \$840/month cleaning fee
- \$1011 one-time deliver/set up fee

Total monthly charge would be estimated at \$4,111. If this unit was rented for November 2017 to June 2018 the total budget impact would be \$33,899 including HST (for 2017 \$9,233 and for 2018 \$24,666).

As this is not currently in the 2017 or 2018 Community Services Department budget, it will need to be added.

Financial Impact: For 2017 \$9,233 and for 2018 \$24,666 for a total of \$33,899 including HST for eight-month rental.

Staff Recommendation: **THAT the information be received and that no further action be taken regarding the placement of a temporary washroom facility at the temporary Transit location on Downie St.**



Transit Manager



Director of Community Services



Rob Horne, Chief Administrative Officer







A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – Kiwanis Community Centre, 111 Lakeside Drive, Stratford ON

Present: Councillor Brad Beatty – Chair Presiding, Dave Gaffney, Jo-Anne Russell, Lorraine Kuepfer, *Mary O'Rourke, Katie McLeod, Susan Kummer, *Barb Hacking, Councillor Bonnie Henderson

Staff Present: Casey Riehl – Recording Secretary

Also Present: *Maureen Cocksedge – Stratford Horticultural Society

Regrets: Carys Wyn Hughes

MINUTES

1.0 CALL TO ORDER

Councillor Beatty called the CIB meeting to order at 12:05 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 DELEGATE: Maureen Cocksedge – Recycled Plants, Saved Seeds, Eat the Veggies

Maureen Cocksedge presented an initiative to the committee that the Horticultural Society would like to do in conjunction with Stratford Community Services. In the fall, the Horticultural Society would like to reclaim plants and seeds from specified gardens in Stratford. This would only be done by qualified people with the knowledge of how to do this, such as master gardeners. Some of the seeds would most likely be sent to Seeds of Diversity or Ontario Hardy Plant Society to disperse the seeds to other people. Having a seed library at the Stratford Public Library is also an idea they are looking into.

*Barb Hacking now present (12:10 p.m.)

Ms. Cocksedge would like the support of the CIB committee with their efforts to spread the word about the program. She is also interested in some feedback from the committee on their thoughts on the program. The Horticultural Society will be holding

workshops on seed collection. They will also be taking cuttings and lifting of specified plants that can be overwintered.

*Maureen Cocksedge no longer present (12:20 p.m.)

4.0 ADOPTION OF PREVIOUS MINUTES – March 2, 2017

Motion by Dave Gaffney, seconded by Jo-Anne Russell to adopt the previous minutes dated March 2, 2017 as printed. Carried.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

a) Update on Bee City Initiative – Councillor Beatty

This proposal is going to Council next Monday night.

b) Update on Ted Blowes Memorial Pollinator Garden – Barb Hacking

Barb Hacking reported that she has a meeting next week with Quin Malott to finalize the plants that are being ordered for the garden. She will meet with Mary O'Rourke to finalize plans for signs. Ms. Hacking also reported that the Youth Council of Ontario is donating to the garden as well.

c) Update on Butter-Bike Event – Barb Hacking

Barb Hacking reported that Sarah Dykman has made her way through Mexico and is now in Texas. She is still hoping to be to Stratford sometime in August.

d) Quotes on Fixing Areas Under Park Benches – Councillor Beatty

Councillor Beatty spoke to the Parks & Forestry Manager and he will begin working on the cement pads under the park benches starting in Memorial Gardens. Once a contractor has been confirmed, they will begin this project in late spring.

e) Update on Community Logo Project – L. Kuepfer/D. Gaffney

Dave Gaffney and Lorraine Kuepfer updated the committee that on April 11th the committee will be meeting to go through all the initial entries. There were approximately 30 submissions. The committee will narrow it down to the top three and a final decision will be made by the end of April.

f) Update on Sesquicentennial Family Forest Plaque – Mary O'Rourke

Mary O'Rourke reported that plans are set to go for May 2nd planting ceremony. She will be in touch with Vanni Azzano from UTRCA to finalize the plans for the students. Details will be posted in the Town Crier, as well as a media release closer to the event.

g) Swan Parade Update (April 2, 2017)

Members reported that it was another successful event, with great weather bringing lots of people out.

h) Home Hardware Day (May 27, 2017)

Councillor Beatty reported that the plants have been ordered for the event. Mary O'Rourke will pick up the signs from the Clerk's office.

i) CIB National Symposium (Ottawa – Sept. 13-16)

Councillor Beatty updated the committee that accommodations have been booked. Further plans can be made at a later date. Lorraine Kuepfer and Jo-Anne Russell will be attending.

j) 2017 CIB Judging Update – Councillor Beatty

The judges will be visiting Stratford July 18-20, 2017. Councillor Beatty will update the committee as soon as he hears what judges will be visiting and how they will be arriving.

- Accommodations have been booked for both the judges
- Quin Malott and Councillor Beatty working on draft itinerary
- Possible ideas to incorporate again: firetruck, town crier, plane ride, Summer Music, picnic in park, Festival play, heritage walk, Festival garden tour.
- Some new stops: Ted Blowes Memorial Garden, Sesquicentennial forest
- Appropriate staff and key people only will be scheduled for each stop to keep the tours moving along.

*Mary O'Rourke no longer present (1:05 p.m.)

k) Seed Packets – Dave Gaffney

Dave Gaffney inquired if there were any more seed packs ordered. Barb Hacking reported that the seeds are on order; they are running behind getting them out. She has 200 packets if anyone needs any more before the new ones arrive.

l) Guelph Pollinator Symposium (March 25, 2017)

Lorraine Kuepfer, Barb Hacking and Jo-Anne Russell thanked the committee for sending them to the symposium. It was very informative and they would attend it again.

6.0 NEW BUSINESS

None.

7.0 NEXT MEETING DATE – Thursday, May 11, 2017 – 12:00 p.m. - KCC**8.0 ADJOURNMENT**

Motion by Dave Gaffney, seconded by Jo-Anne Russell to adjourn the meeting. Carried.

Time: 1:10 p.m.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – Kiwanis Community Centre, 111 Lakeside Drive, Stratford ON

Present: Councillor Brad Beatty – Chair Presiding, Dave Gaffney, Jo-Anne Russell, Lorraine Kuepfer, Mary O'Rourke, Katie McLeod, Susan Kummer, Barb Hacking, Councillor Bonnie Henderson, Carys Wyn Hughes

Staff Present: Casey Riehl – Recording Secretary

MINUTES

1.0 CALL TO ORDER

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

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 ADOPTION OF PREVIOUS MINUTES – April 6, 2017

Motion by Dave Gaffney, seconded by Jo-Anne Russell to adopt the previous minutes dated April 6, 2017 as printed. Carried.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

a) Update on Bee City – Barb Hacking

Stratford is now officially a "Bee City". As part of being a Bee City, a report must be submitted showing what Stratford has done that year to promote it. Barb Hacking explained that some cities are becoming monarch-friendly cities and has suggested that Stratford could also work toward this.

b) Update on Ted Blowes Memorial Pollinator Garden – Barb Hacking

Barb Hacking has circulated the proof for the Ted Blowes memorial plaque at the garden for feedback from the committee. She will send the approval through next week. The plants for the garden will be arriving the end of May or beginning of June. One of the wings is going to be planted by the Nature Youth Council the first Saturday of June.

c) Update on Butter-Bike Event – Barb Hacking

Barb Hacking reported that Sarah Dykman is in Kansas now. She is visiting many schools along the way promoting the growth of milk weed. Ms. Hacking noted that there is a Canada-wide committee currently forming to get milk weed planted along railways and spaces not being used. There may be grants available for this type of planting in Stratford.

d) Update on Community Logo Project – L. Kuepfer/D. Gaffney

The top three submissions have been selected by the working group. The City Clerk will arrange for the finalists to be sent to an upcoming Council meeting. The planned release date for the new logo is during this year's Canada Day celebrations.

e) Update on Sesquicentennial Family Forest – Mary O'Rourke

A reminder that the planting ceremony has been rescheduled to tomorrow, May 12th at 10:00 a.m. at the corner of Simcoe and Borden Street.

f) Home Hardware Day (May 27, 2017)

Councillor Beatty reported that plans are set for the upcoming Home Hardware event. Carys Wyn Hughes has the ad for the newspapers, as well as copies of posters for committee members to distribute. Barb Hacking will confirm with the nursery that the flowers ordered are pollinator friendly. Dave Gaffney will pick up the bbq at the Kiwanis Centre on May 26th. Home Hardware will have rain barrels, watering/soaker hoses out for sale. Councillor Beatty has confirmed Festival Hydro will have staff there. Kate Simpson will be there with recycle bins and composters. Mary O'Rourke will pick up the CIB signs, flags and banner from the Clerk's Office.

g) CIB National Symposium (Ottawa – Sept. 13-16)

Lorraine Kuepfer and Jo-Anne Russell are registered to attend the symposium in September.

h) 2017 CIB Judging Update – Councillor Beatty

Councillor Beatty reported that one of the judges attending this year has been to Stratford six years ago to judge. He is working on the draft itinerary and will circulate to members for feedback. He confirmed with Katie McLeod that they would like to incorporate the new LCFC community garden as one of their stops, as well as possibly stopping at the Local for lunch. Councillor Beatty has all the sections for the profile book and will work on finalizing. Dave Gaffney discussed the addition of incorporating Canada 150 projects in the profile book for additional bonus points. Councillor Beatty plans on showing a video to the judges on the car ride back from Palmerston; this would be an ideal time to showcase Canada Day projects. Councillor Beatty will confirm a meeting place with the committee when he arrives late morning in Stratford with the judges, possibly lunch in the new Market Square.

5.0 NEW BUSINESS

a) Pergola Project – Councillor Beatty/Barb Hacking

Councillor Beatty explained to the committee that CBEAC is working on a project at the pergola by the Avon River to repurpose the old bricks from Shakespeare Street to create a pathway. The approximate size of the pathway will be 6 ft. x 50 ft. CBEAC is looking for a partner on this community project.

Motion by Dave Gaffney, seconded by Carys Wyn Hughes that the Communities in Bloom Advisory Committee spends up to a maximum of \$2,420.00 on the pergola pathway project. Carried.

b) Snowflakes – Councillor Beatty

Councillor Beatty reported that the storage facility has been cleared out and the snowflake decorations will be taken down today or tomorrow. Racks are being fabricated to accommodate the decorations.

6.0 NEXT MEETING DATE – Thursday, June 1, 2017 – 12:00 p.m. - KCC

7.0 ADJOURNMENT

Motion by Dave Gaffney, seconded by Carys Wyn Hughes to adjourn the meeting. Carried.

Time: 1:05 p.m.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 9:00 a.m. – Kiwanis Community Centre, 111 Lakeside Drive, Stratford ON

Present: Councillor Brad Beatty – Chair Presiding, Dave Gaffney, Lorraine Kuepfer, Katie McLeod, *Barb Hacking, *Councillor Bonnie Henderson, Jo-Anne Russell, Mary O'Rourke

Staff Present: Casey Riehl – Recording Secretary

Absent: Susan Kummer, Carys Wyn Hughes

MINUTES

1.0 CALL TO ORDER

Councillor Beatty called the CIB meeting to order at 9:05 a.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 ADOPTION OF PREVIOUS MINUTES – June 1, 2017

Motion by Dave Gaffney, seconded by Barb Hacking to adopt the previous minutes dated June 1, 2017 as printed. Carried.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

a) Update on Bee City – Lorraine Kuepfer/Barb Hacking

Lorraine Kuepfer has order two teardrop flags for Bee City. These will be used for various events that CIB is participating in. She also reported that in a couple of weeks, Bee City Canada will have a section on their website for each Bee City to post pictures. Ms. Kuepfer will bring the flags to the Ted Blowes Garden ceremony.

Motion by Dave Gaffney, seconded by Mary O'Rourke that the Communities in Bloom Advisory Committee spend up to a maximum of \$452.25 to purchase two Bees Matter teardrop flags. Carried.

*Councillor Bonnie Henderson now present (9:10 a.m.)

b) Update on Ted Blowes Memorial Pollinator Garden – Barb Hacking

The dedication ceremony will be held on July 20, 2017 at 11:00 a.m. The CIB judges will be in attendance, as well the Goderich CIB representatives. The judges will be leaving for Goderich after the ceremony. Barb Hacking reported that there will be 20 chairs set up for special guests at the ceremony. She has also purchased flowers for the podium, which will be planted in the garden after. Brad Beatty will do the welcome. Jo-Anne Russell will bring two Stratford tartans to use in the unveiling of the stone and sign. Ms. Hacking has also arranged for two ballerinas to dance to the butterfly waltz.

c) Update on Butter-Bike Event – Barb Hacking

Barb Hacking reported that Sarah Dykman should be arriving in Stratford August 16th or 17th. She will be doing a speaking event while she is here. Ms. Hacking will arrange a venue.

d) Update on Community Logo Project – L. Kuepfer/D. Gaffney

No new updates.

e) Update on Pergola Project – Councillor Henderson/Councillor Beatty

Councillor Beatty updated the committee that the new pathway has been installed. He has also contacted City staff regarding fixing the lights.

Motion by Dave Gaffney, seconded by Barb Hacking that the Communities in Bloom Advisory Committee spend an additional \$403.87 on their portion of the project. Carried.

f) CIB National Symposium - Ottawa (Sept. 13-16)

Arrangements have all been made for Jo-Anne Russell and Lorraine Kuepfer to attend the symposium.

g) 2017 CIB Judging Update (July 18-20) – Councillor Beatty

Councillor Beatty reviewed the draft itinerary with members for any last minute feedback. He reminded everyone to send their pictures and videos in to his office as soon as possible. He finalized what members will be attending various events while the judges are here and also various set up for meals and sign placements. There is a focus on Sesquicentennial projects this year; committee members will highlight the 150th events and projects in Stratford this year.

*Barb Hacking no longer present (9:55 a.m.)

5.0 NEW BUSINESS**a) 2018 CIB Budget Request & Yearly Report – Councillor Beatty**

Deferred to next meeting.

b) Bee City Information Sheets – Lorraine Kuepfer

Lorraine Kuepfer distributed information sheets on Bee City to committee members. There have been some requests from citizens as to what the program is. These sheets can be given out to help spread the word about the program in Stratford.

6.0 NEXT MEETING DATE – Thursday, August 3, 2017 – 12:00 p.m. - KCC**7.0 ADJOURNMENT**

Motion by Dave Gaffney, seconded by Jo-Anne Russell to adjourn the meeting. Carried.

Time: 10:20 a.m.



A meeting of the **Stratford Communities in Bloom Committee (CIB)** was held on the above date at 12:00 p.m. – Kiwanis Community Centre, 111 Lakeside Drive, Stratford ON

Present: Dave Gaffney – Vice-Chair Presiding, Lorraine Kuepfer, Katie McLeod, *Barb Hacking, Councillor Bonnie Henderson, Jo-Anne Russell, Susan Kummer, Carys Wyn Hughes

Staff Present: Casey Riehl – Recording Secretary

Absent: Councillor Brad Beatty, Mary O'Rourke

MINUTES

1.0 CALL TO ORDER

Dave Gaffney called the CIB meeting to order at 12:05 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 ADOPTION OF PREVIOUS MINUTES – July 13, 2017

Motion by Councillor Henderson, seconded by Jo-Anne Russell to adopt the previous minutes dated July 13, 2017 as printed. Carried.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

a) Update on Community Logo Project – L. Kuepfer/D. Gaffney

Dave Gaffney reported that the City Clerk has contacted the logo working group that the first, second and third place finishers will be recognized at the August 28, 2017 Council meeting. The cheques have been distributed to the winners.

b) CIB National Symposium - Ottawa (Sept. 13-16)

All arrangements are set for Jo-Anne Russell and Lorraine Kuepfer to attend. Brad Beatty and Quin Malott are also attending.

c) 2017 CIB Judging – Wrap-Up Discussion

Members agreed that the visit with the judges went very well and were happy they were visiting during the aerial drummer performances in Market Square. Members

felt there was only one reason that they may not win this year, as the judges pointed out for the third judging year in a row Stratford's gateways, or lack thereof. The judges asked specifically to see Stratford's gateways while they were here. The gateways have been noted in the last three judging criteria documents as an area that Stratford needs improvement. Councillor Henderson will research the comments on the gateways from the previous judging reviews and forward to staff. The committee would like to request Council consider beginning work on the gateways project as part of their 2018 budget.

Motion by Carys Wyn Hughes, seconded by Jo-Anne Russell that the Communities in Bloom Advisory Committee requests Council move forward with a request for proposal on a design to enhance the gateways to the City of Stratford and to include completing one of the four gateways in the 2018 budget. Carried.

Another time, members discussed that having the profile book ahead of time would be helpful. At times, the judges referred to it while talking to members.

Dave Gaffney noted that the judges expressed they were thankful for their extra down time on the second day.

*Barb Hacking now present (12:30 p.m.)

d) Bee City Updates – Lorraine Kuepfer/Barb Hacking

Lorraine Kuepfer has the new Bee City tear drop signs. She will get them to Brad Beatty to put in the storage facility with the snowflakes. Barb Hacking reported that this fall they would like to begin working on a Bee City sign specific to Stratford.

e) Update on Ted Blowes Memorial Garden Ceremony – Barb Hacking

Barb Hacking shared a thank you letter with members from Pat Jones. She will contact Ted Blowes' family and discuss the possibility of relocating Mr. Blowes bench to the new garden before she contacts Quin Malott to move it. City staff will put some extra picnic tables up at the garden, as well as suggest some future memorial benches be located there. Ms. Hacking is working on the final touches of the garden. There are plans to add antennae made out of the recycled bricks from Shakespeare Street and cement benches built in. There are still some funds left in the TD Fund for this project.

Motion by Barb Hacking, seconded by Lorraine Kuepfer that the Stratford Communities in Bloom Committee spends up to a maximum of \$4,000.00 from their reserve funds to complete work at the Ted Blowes Memorial Garden to install brick antennae and cement benches. Carried.

f) Update on Butter-Bike Event – Barb Hacking

Sarah Dykman will be in Stratford from August 15-18th. She will be doing a meet and greet at the Ted Blowes garden on August 16th at 7 p.m. and she will also be doing a talk at the LCFC on the 17th at 7 p.m.

Motion by Councillor Henderson, seconded by Lorraine Kuepfer that the Communities in Bloom Advisory Committee spend \$100.00 for a stipend to Sarah Dykman for the speaking engagement on butterflies on August 17, 2017. Carried.

5.0 NEW BUSINESS**a) 2018 CIB Budget Request & Yearly Report – Councillor Beatty**

Deferred to September meeting.

b) Annual Ted Blowes Memorial Luncheon – Carys Wyn Hughes

Carys Wyn Hughes discussed with the committee that they will not be holding the luncheon again in the future. Now that Ted Blowes' memory will be kept alive by the memorial garden, the luncheon was meant to work towards a permanent way to honour him, which was achieved. Ms. Hughes is drafting a letter to send to his family to inform them of the decision. The Ted Blowes Community Service Award will continue to be given out each year. The award will now be given at the annual Community Service Awards.

Motion by Carys Wyn Hughes, seconded by Barb Hacking that the Communities in Bloom Committee spends \$50.00 to sponsor the annual Ted Blowes Service Award. Carried.

c) Promoting CIB – Lorraine Kuepfer

Lorraine Kuepfer suggested a future garden project with the Multicultural Society. She will discuss it with the Horticultural Society and the Parks Manager and report back. Members noted that staff are not creating new gardens, but prefer to upgrade existing ones.

d) Name Tags/Lanyards – Dave Gaffney

Dave Gaffney suggested possibly using lanyards instead of CIB pins. This way new ones can be printed relatively quickly when needed.

Motion by Councillor Henderson, seconded by Jo-Anne Russell that Communities in Bloom member Dave Gaffney investigate the costs and options for purchasing CIB lanyards. Carried.

6.0 NEXT MEETING DATE – Thursday, September 7, 2017 – 12:00 p.m. - KCC

7.0 ADJOURNMENT

Motion by Councillor Henderson, seconded by Katie McLeod to adjourn the meeting. Carried.

Time: 1:10 p.m.



BOARD OF PARK MANAGEMENT

A meeting of the Board of Park Management was held on **Monday, May 15, 2017 at 3:30 p.m.** in the Mansbridge Room at the Rotary Complex.

PRESENT: Chairman Rick Orr, Vice Chair Dave Gaffney, Randy Brown, Sid Creek, Barry Jesson, Jennifer Lamb, Councillor Bunting, Councillor Henderson

STAFF PRESENT: Quin Malott - Parks, Cemetery & Forestry Manager, David St. Louis - Director Community Services, Brad Hernden - Recreation & Marketing Manager, Jim Bryson – Facilities Manager

MINUTES

2494. NORTH SHORE WASHROOM UPDATE:

Issue: Jim Bryson, Facilities Manager present to provide information regarding location for new North Shore washroom facility.

Additional Information: Mr. Bryson advised that the North Shore washroom was approved in the 2017 Capital Budget. Staff investigated possible locations that would be unobtrusive to the surrounding neighbours while still being close enough to the playground. The most suitable location is east of the playground equipment in amongst the trees.

The facility will be a universal washroom, AODA compliant with a trail connecting to the existing pathway. In speaking with the UTRCA, we were told that the building must be 15 meters from the shoreline and it must be within 150 feet from center of road.

The Tender will go out in June with construction taking place in the fall.

D. Gaffney expressed concerns that the location is too far away from playground. J. Bryson advised that we tried to find acceptable locations around the playground but putting such a building there would block homeowner's views of the river.

Resolution: To approve location as presented.

Mover: S. Creek

Seconder: B. Jesson

Carried.

2495. MINUTES:

Issue: The minutes of the April 10, 2017 meeting provided for Board's approval.



BOARD OF PARK MANAGEMENT

R. Brown stated that the minutes should reflect that a motion was made to approve the request from Jubilee to hold their Café in the Park. R. Orr added that it was after the meeting that he was approached by Board members who voiced concerns with this request. It was at this time that the Chair asked staff to hold off on advising the group of the Board's decision until further information could be obtained.

Resolution: To approve the minutes as amended to show that the Jubilee request was approved.

Mover: D. Gaffney

Seconded: G. Bunting

Carried.

2496. JUBILEE STRATFORD CAFÉ NIGHT IN THE PARK:

Issue: Board to continue review of event requesting use of band shell in Upper Queen's Park on May 26th, June 23rd, July 28th and August 25th, 2017. Live band, popcorn and coffee offered to attendees from 7 – 9pm as well as games for children to play during the events. The group would also like to offer information about future dates to attendees. Proof of insurance has been provided.

The Chair requested further discussion on remaining details of event at next regularly scheduled meeting.

Additional Information: R. Orr advised that he spoke with the Festival and they have no concern with amplified music. He also spoke with Jubilee Church members who confirmed that they are just looking for an alternate location to hold their service.

The Chair confirmed with staff that as there are political and religious freedoms, the Board cannot deter a church from renting a facility for their service. The Board can only ensure renters do not sell anything or soliciting funds within the park system as per the Board Rules & Regulations. Groups are also allowed to pass out information.

Staff Recommendation: No concerns.

Resolution: To approve the request from Jubilee Stratford to hold their Café Night in the Park as requested.

Mover: R. Brown

Seconder: S. Creek

Carried.



BOARD OF PARK MANAGEMENT

2497. WALK WITH L'ARCHE:

Issue: L'Arche Stratford requesting permission to use Upper Queens Park Bandshell for registration and as a start/end point for their second annual walk scheduled for Saturday, October 21, 2017 from 8am to 1pm. Proof of insurance and route map provided. Refreshments and a barbeque will be offered to participants during the event.

Staff Recommendation: No concerns or conflicts with other events.

Resolution: To approve the request from L'Arche and to add this event to the Board's perpetual list of events in the park system.

Mover: D. Gaffney

Seconded: J. Lamb

Carried.

2498. AMNESTY INTERNATIONAL:

Issue: Request to hold an outdoor event on Saturday, June 17, 2017 at the Lakeside Drive Band shell from 11am – 6pm. No road closures are being requested and a diagram of setup is provided. Liability insurance is secured through the national office. Asking to accept donations for postage costs of mailing letters to governments written regarding Indigenous rights cases by participants.

Staff Recommendation: Refer to the Board.

Resolution: To approve event as requested.

Mover: B. Henderson

Seconded: J. Lamb

Carried.

2499. FESTIVAL CITY ROTARY CLUB:

Issue: Brian Rivers of Festival City Rotary Club requesting permission to offer free back bacon on a bun barbeque at the Splash Pad 9am – 11am to coincide with Stratford's Canada Day Celebrations. Free refreshments to participants included.

Staff Recommendation: No concerns.

R. Orr refrained from voting as Mr. Rivers is a staff member of Orr Insurance.



BOARD OF PARK MANAGEMENT

Resolution: To approve request.

Mover: B. Henderson

Seconders: S. Creek

Carried.

2500. PERTH POP-UP MARKET:

Issue: Request to hold the next pop-up market in conjunction with Stratford Summer Music July 23, 2017 from 11am – 5pm in a parking lot space adjacent to the William Allman Arena. 25 vendors are anticipated to participate.

Background and Analysis: Perth Pop-Up is a project initiated in 2016 with support of Regional Tourism Organization 4 Inc. [RTO4], Stratford City Centre and Stratford Tourism Alliance. Their mission is to create/enhance community events, generate tourism in Stratford and support local artisans. Events are composed of local artists and vendors, and are offered at no charge to participants.

Stratford Summer Music General Manager Judy Matheson invited them to join in the 100 Guitars show event. From the market area visitors will then enter the musical show using the Lakeside Drive entrance to attend the afternoon free concerts.

Location direction has been provided by Jim Bryson, Community Facilities Manager. 15 parking spots on the north end of the lot would be allotted for the event; vehicular entry to the lot would be restricted to the North Street entrance only. Event is limited to the parking lot. Site plan provided.

Special Event, Business License and Liability Insurance Applications have been initiated pending Board Approval.

Staff Recommendation: No concerns approve as requested.

Resolution: To approve event as requested.

Mover: D. Gaffney

Seconders: G. Bunting

Carried.

2501. LAKESIDE DRIVE BANNER PROGRAM:

Issue: Brad Hernden Manager of Recreation & Marketing will be in attendance to provide graphics for the Board's review.



BOARD OF PARK MANAGEMENT

Background and Analysis: This item was reviewed at a previous meeting. The Board asked staff to bring back photos for their approval.

Additional Information: B. Hernden provided 12 photos for review and advised that there are 18 poles along Lakeside Dr. Board members liked the photos presented.

D. Gaffney said he would like to see a photo of the cenotaph included. Also a fall-themed photo should be included. B. Hernden advised that he will try and find one. R. Orr said he has a better soccer photo that he will send to Brad.

D. Gaffney asked why the Board of Park Management logo was changed. B. Hernden said he had to move pieces of the Board logo to fit into the banners. D. Gaffney would like the logo put back to its original design on the banners.

The Board agreed to remove the following photos from the choices:

- lawn bowling
- photo of children
- Winterfest swan

Resolution: To approve the photos as presented, with amendments to the logo as described.

Mover: D. Gaffney

Seconder: B. Jesson

Carried.

2502. OTHER BUSINESS:

Next regularly scheduled meeting of the Board of Park Management is Monday, June 12, 2017 at 3:30pm in the Mansbridge Room Rotary Complex. Historically the Board has suspended meetings for the months of July & August.

Meeting adjourned at 4:20pm on motion by J. Lamb