



The Corporation of the City of Stratford

Community Services Sub-committee

MINUTES

Date: November 16, 2023
Time: 4:30 P.M.
Location: Council Chamber, City Hall

Sub-committee Present: Councillor Beatty - Chair Presiding, Councillor Henderson - Vice Chair, Councillor Sebben, Councillor Wordofa

Staff Present: Tim Wolfe - Director of Community Services, Joan Thomson - Chief Administrative Officer, Danielle Clayton - Recording Secretary, Emily Robson - Corporate Initiatives Lead, Chris Bantock – Deputy Clerk, Krista Robinson – Stratford Library CEO

1. Call to Order

The Chair called the Meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a member at the November 16, 2023, Community Services Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Chief Administrative Officer

4.1 Draft Memorandum of Understanding with the Stratford Public Library Board (COM23-011)

Staff Recommendation: THAT the entering into of a Memorandum of Understanding with the Stratford Public Library Board to outline the services and supports to be provided by both Parties, be authorized;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Memorandum of Understanding on behalf of the City.

Sub-committee Discussion: The Chief Administrative Officer (CAO) provided an overview of the report, highlighting the following:

- staff seeking approval to enter into a Memorandum of Understanding (MOU) with the Stratford Public Library Board;
- the MOU provides clarity and continuity of the relationship between the Stratford Public Library Board and the City; and
- library employees are employees of the Board but the City provides payroll services.

In response to Sub-committee questioning, the CAO advised that there is no end date to this MOU as this is an ongoing relationship with the Stratford Public Library Board. It was noted that the MOU can be amended.

Motion by Councillor Henderson

Sub-committee Recommendation: THAT the entering into of a Memorandum of Understanding with the Stratford Public Library Board to outline the services and supports to be provided by both Parties, be authorized;

AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the Memorandum of Understanding on behalf of the City.

Carried

5. Report of the Corporate Initiatives Lead

5.1 Amendment to Policy P.3.9 - Advertising on City Property (COM23-012)

Staff Recommendation: THAT the Advertising on City Property Policy P.3.9 be amended to revise the definition of the term “advertisement(s)” to:

- “advertisement(s)” The content presented on a City of Stratford asset for the purpose of influencing, educating, or informing the public, and purchased by an external company, organization, association or individual and which contains sufficient information to induce the purchase of the advertiser’s service, facility, or product.

Sub-committee Discussion: The Corporate Initiatives Lead provided an overview of the report, highlighting the following:

- staff seeking approval to revise the Advertising on City Property Policy to clarify the definition of specific terms;
- the original policy was adopted to address the expansion of City-owned advertising space through the installation of digital screens on City buses and advertising space on transit stop benches; and
- the policy governs the relationship between the City and those wishing to advertise on City property.

In response to Sub-committee questioning, it was clarified that not-for-profit or charitable groups are exempt from the fee but are required to complete the application process to advertise on City property. There are distinct locations where advertising on City property is permitted. If a group is exempt from this policy, there may be other by-laws and policies that pertain to the advertising.

Motion by Councillor Wordofa

Sub-committee Recommendation: THAT the Advertising on City Property Policy P.3.9 be amended to revise the definition of the term “advertisement(s)” to:

- **“advertisement(s)” The content presented on a City of Stratford asset for the purpose of influencing, educating, or informing the public, and purchased by an external company, organization, association or individual and which contains sufficient information to induce the purchase of the advertiser’s service, facility, or product.**

Carried

6. Report of the Director of Community Services

6.1 Golf Course Association 2024 Budget and Fee Schedule (COM23-013)

Staff Recommendation: THAT the 2024 Municipal Golf Course Association’s Operating Budget and Fee Schedule be approved as presented in Report COM23-013.

Sub-committee Discussion: The Director of Community Services provided an overview of the report, highlighting the following:

- staff seeking approval to review and approve the proposed 2024 budget and fee schedule;
- the 2024 budget was developed to consider inflation and the average of the past seven years of operating requirements; and
- funds were included for the continued capital improvements of the irrigation system and rising operating costs.

The Director noted that the lease agreement for the Municipal Golf Course is expiring at the end of 2023 and a report will be brought forward.

Motion by Councillor Henderson

Sub-committee Recommendation: THAT the 2024 Municipal Golf Course Association’s Operating Budget and Fee Schedule be approved as presented in Report COM23-013.

Carried

7. Department Update

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

Parks Division:

- fall street and park tree planting has been completed;
- Marsh Pond playground has been installed; and
- lighting at the Lawn Bowling Club has been installed.

Transit Division:

- ridership has decreased as schools are now using school buses for students; and
- parallel transit ridership has increased.

Recreation Programming:

- fall and winter programs are underway with sport groups and active adults;
- Santa's Parade of Lights is December 3 at 5pm; and
- float and band registration has increased from last year.

Facilities:

- all four ice surfaces are now operational; and
- winterization of seasonal washrooms, recreation facilities and Lion's Pool have been completed.

Facilities Capital

- tender for the roof system at 47 Downie Street was awarded and work began this week; and
- replacement for the roofing system at the Stratford Public Library has been completed.

It was questioned if the outside washrooms at the William Allman Arena could be open throughout the winter. The Director noted that they are closed for the winter but the public is able to use the washroom facilities inside the arena. It

was noted that there are washrooms available through the winter at the following locations:

- the Boathouse;
- the Tourism Office;
- City Hall;
- William Allman Arena; and
- the Rotary Complex.

8. Advisory Committee/Outside Board Minutes

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

- Communities in Bloom Advisory Committee minutes of September 14, 2023 and October 5, 2023

9. Next Sub-committee Meeting

All Sub-committee meetings for the month of December have been cancelled. Meetings will resume in January 2024.

10. Adjournment

Motion by Councillor Sebben

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

Carried

Meeting Start Time: 4:33 P.M.

Meeting End Time: 4:51 P.M.