



BOARD OF PARK MANAGEMENT

A meeting of the Board of Park Management was held on **Monday, January 8, 2024, at 3:30 p.m.** in the **Community Hall Lobby Meeting Room** at the Rotary Complex.

PRESENT: Chairman Dave Hanly, Vice-Chair Kimberley Richardson, Maureen Cocksedge, Carolyn Cuerden, Craig Machan, Councilor Henderson.

ABSENT WITH REGRETS: Councilor Beatty, Sheri Maguire.

STAFF PRESENT: Quin Malott - Manager Parks, Forestry & Cemetery, Tim Wolfe – Director of Community Services.

MINUTES

2791. DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

None declared.

Q. Malott introduced Craig Machan to the Board and introductions were made.

2792. PRESENTATION: COMMUNITY SERVICES STAFF RFP/AGREEMENT:

Objective: The Board reiterated its desire to review the RFP/agreement terms for the ice cream booth in Upper Queens Park and asked Q. Malott if the Director of Community Services could attend the January 8, 2024 meeting to update the Board on the matter. Director Wolfe will clarify and address questions regarding the RFP/agreement process.

Q. Malott introduced Director Tim Wolfe to the Board following which he provided the Board with an update on the status of the concession booth agreement. Work is underway on cleaning up the booth and ensuring it meets applicable requirements. Old appliances were not salvageable and have been removed. An RFP for an operator of the booth is being prepared and should be issued soon. The City hopes an acceptable response is received and the booth is operation this summer. T. Wolfe indicated the agreement will be updated with the intent it is consistent with the terms of other rental agreements for booths the City owns.

Members of the Board expressed concern about the tight time frame for the RFP, proposal review and getting the agreement approved. Further voicing concern that the possibility exists the booth would not be open for business this summer. Suggestions were forwarded that food/ice cream trucks could be looked at, but availability of food/ice cream trucks may be an issue.

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It was noted that many of the terms in the existing agreement are specific to the Upper Queens setting and several of its terms are different than those in other City owned booths at other locations. Specific reference was made to the prohibition of fryer equipment. T. Wolfe indicated that the Board would be provided with an opportunity to provide input into any proposed agreement. Further there would be no fryer equipment permitted at the booth.

Discussion suggesting the City could purchase equipment and appliances [e.g. refrigerator, freezer, etc.] providing the opportunity for students to operate the booth and thereby gain business experience. T. Wolfe indicated the City purchasing such equipment is unlikely due to budget issues and any successful proponent would be responsible for the equipment.

Discussion regarding the City of Stratford Parks Management Master Plan questioning the Board's role in the formulation of the Master Plan. It was noted funding for the Master Plan has been deferred to the 2025 budget. T. Wolfe indicated that the board, along with the various park and sports facility users would be provided with the opportunity to provide input during the process. Board members agreed they could start formulating their ideas in advance of the formal Master Plan process.

The Board thanked Director Wolfe for taking time to meet with the Board.

2793. MINUTES:

Objective: The minutes from the December 4, 2023 meeting provided for approval.

Resolution: That the minutes of the December 4, 2023, meeting be approved.

Mover: M. Cocksedge

Seconded: Councilor Henderson

Carried.

2793. ANNUAL PERPETUAL EVENTS IN PARK SYSTEM:

Objective: To inform the Board of upcoming events.

Background and Analysis: Special Event Applications and letters of request provided by Events Coordinator Heather Denny for the Board's awareness. All events are recurring and have received historical approval in principle. Stratford Public Library [SPL] Events provided as a courtesy as they fall under reciprocal agreement.

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- March 29, 2024 Way of the Cross Procession
- April 7, 2024 Swan Release
- May 7, 2024 SDSS Miller Cup Rugby Tournament
- September 7, 2024 Walk for Parkinson's
- September 28, 2024 Kidney Walk Stratford

No action required.

2794. STRATFORD WINTERFEST FEATHER SIGNS:

Objective: City of Stratford bylaw staff requesting the Board of Park Management is aware of signage to be incorporated for Stratford Winterfest 2024.

Staff Recommendation: Provided to the Board as an FYI.

No action required.

2795. OTHER BUSINESS:

Medicine Wheel/Ceremonial Fire Location: Awaiting follow-up from Kevin Bonnell, Manager of Inclusion, Equity & Indigenous Initiatives. No further information available currently.

Motion regarding cricket pitch proposal has been conveyed to the presenter and was well received. Wellness facility proposal at the skateboard park may be scaled back.

Discussion regarding review and update of Board's mandate and policies, the Chair suggesting the Board could undertake this project in 2024.

Question whether edible food plants/bush plantings in the park system could be considered, staff responded this could be looked at.

Further discussion about the concession booth noting consistency regarding hours of operation is important.

Updates on the swan herd and tennis dome proposal were provided.

Next regularly scheduled meeting of the Board is Monday, February 5, 2024 3:30pm in the **Community Hall Lobby Meeting Room.**

Motion to adjourn by K. Richardson, seconded by C. Cuerden at 4:14pm.