



The Corporation of the City of Stratford Community Services Sub-committee MINUTES

Date: January 17, 2019

Time: 4:45 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, Mike Beitz - Corporate Communications Lead, Allison Jordan - Events Coordinator, Jodi Akins – Council Clerk Secretary

1. Call to Order

The Chair called 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

No disclosures of pecuniary interest were made at the January 17, 2019 Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Events Coordinator

4.1 Events Coordinator Progress Report November 2018 (COM19-002)

Staff Recommendation: That the update on the progress of the Events Coordinator be received for information.

Sub-committee Discussion: The Events Coordinator introduced herself to Sub-committee and advised as of that date, all previous functions completed by the Clerk's Office have been rolled over to her.

Information was provided on a Special Event Permit and how it will be used through the special event application process, as well as other materials in development such as an event manual, checklist, various templates and website enhancements.

The Events Coordinator advised that she intends to report to Council on a bi-annual basis, with the next report scheduled for June 2019.

Discussion took place regarding 2019 Canada Day celebrations, with the Chair expressing concern that the previous organizers are not running an event downtown. Staff advised that the City will continue running the parade and the events at the SERC site. The CAO's office is in discussions with another outside organization regarding a celebration downtown.

In response to whether the Events Coordinator would be creating new events and programming Market Square, the Events Coordinator advised at this time, she is only facilitating events with outside organizations. Running city events is a longer term goal. Concern was raised by Sub-committee regarding relying on outside or charitable organizations to come forward with events, particularly for Market Square.

In response to questions regarding job responsibilities, the Director noted that at this time, Events Coordination is only one person. She is responsible for facilitating all events on public property and goes to each

event.

Concern was raised by a Sub-committee member that the 90 day timeframe for events has not been reduced as it can be difficult for groups to meet those timelines. The Events Coordinator responded that the timeframes are in place to allow sufficient time for all processes to be completed, such as inspections, approvals or obtaining of licenses.

In response to whether she was working towards a master calendar of events on the website, the Events Coordinator advised that is a longer term goal and it is more involved than just putting a calendar on the website. The first step is an internal tracking system of events for staff. The Director stated that staff are working through a recent technology switch and the first priority is revenue generating items.

With respect to integration with indoor booking listed under future projects in the report, a Sub-committee member suggested that it was his understanding that indoor bookings would be the focus between November-April. The Director responded that indoor bookings will be transitioned and that staff's biggest challenge has been outdoor events and incidents that the City could be liable for.

It was suggested that if the Events Coordinator was managing Market Square it would make sense for her to manage the City Hall Auditorium as well, and her office should be located at City Hall. The Director advised that support for this position is located at the Rec Complex.

It is noted in the guide that the City discourages single-use water bottles. A Sub-committee member suggested that it be included in the policy as well.

A Sub-committee member stated that there has been discussion regarding increases to the cost to book Market Square. The Events Coordinator clarified that the rates were introduced last spring, effective January 1, 2019 and information was given to groups in the fall. The booking fee is only applicable to events that charge admission and is charged in relation to the portion of the square that they close. It applies to approximately 3 events that were held in 2018.

Discussion took place regarding limits on how far in advance Market Square can be booked and whether priority is given to non-profits. The Director advised that the first opportunities for dates are given to recurring events.

Concern was noted that things are difficult to find on the website. With respect to when an events calendar would be available on the website, the Director advised that staff would have to report back. The Events Coordinator advised that she is working on cleaning up the website.

Motion by Councillor Sebben

Sub-committee Recommendation: That the update on the progress of the Events Coordinator be received for information.

Carried

5. Report of the Manager of Recreation and Marketing

5.1 Renewal of Agreement for Bingo at Agriplex (COM19-001)

Staff Recommendation: THAT the agreement between the City of Stratford and 1739779 Ontario Inc. for lease of defined spaces at the Stratford Burnside Agriplex for bingos and related permitted uses be executed for a further 5-year term.

Sub-committee Discussion: It was noted by a Sub-committee member that the Ag Society used to have their own key to the building and do not anymore. The Director stated that the City is now managing the building and under occupier's liability, the building must be staffed if anyone is in the building. He has met with the Ag Society's manager to discuss their concerns. The building is open and staffed from 6:30 a.m. to midnight most days. If there is any time outside of those hours the Ag Society needs access, they need to contact him.

Motion by Councillor Clifford

Sub-committee Recommendation: THAT the agreement between the City of Stratford and 1739779 Ontario Inc. for lease of defined spaces at the Stratford Burnside Agriplex for bingos and related permitted uses be executed for a further 5-year term.

Carried

5.2 Renewal of the Stratford Youth Centre Agreements (COM19-003)

Staff Recommendation: THAT the City enter into a three (3) year lease agreement with the landlord, CGNE Inc., for occupancy of the property at 165 Downie Street, and to further support a three (3) year agreement with The Stratford Perth YMCA to run and operate the program at the Stratford Youth Centre.

Sub-committee Discussion: In response to questions, the Director advised that it is a one-time 4% increase, the City does not have any say in making them fix up the building unless it is a property standards issue and the City has negotiated a three year lease instead of the previous two years because it is in their interest to stay there as long as possible.

Motion by Councillor Henderson

Sub-committee Recommendation: THAT the City enter into a three (3) year lease agreement with the landlord, CGNE Inc., for occupancy of the property at 165 Downie Street, and to further support a three (3) year agreement with The Stratford Perth YMCA to run and operate the program at the Stratford Youth Centre.

Carried

6. Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board minutes to be provided at this time.

7. Next Sub-committee Meeting

The next Community Services Sub-committee meeting is February 14, 2019 at 4:45 p.m. in the Council Chamber, City Hall.

It was requested by a Sub-committee member that the Community Services Sub-committee meetings be held earlier in the day.

Motion by Councillor Clifford

Sub-committee Decision: THAT the start time of the Community Services Sub-committee meetings be moved to 4:30 pm for the duration of the 2018-2022 Council term.

Carried

8. New Business

Discussion took place regarding an ice rink in Market Square. The Chair stated that it was his understanding that discussions regarding a temporary rink were taking place through the BIA.

9. Adjournment

Motion by Councillor Clifford

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

Carried

Meeting Start Time: 4:45 pm

Meeting End Time: 5:26 pm