



The Corporation of the City of Stratford Finance and Labour Relations Sub-committee MINUTES

Date: June 18, 2019
Time: 3:30 P.M.
Location: Council Chamber, City Hall

Sub-committee Present: Councillor Clifford - Chair Presiding, Councillor Gaffney - Vice Chair, Councillor Beatty, Councillor Bunting

Regrets: Councillor Ritsma

Staff Present: Michael Humble - Director of Corporate Services, Jodi Akins - Council Clerk Secretary

Also present: Media

1. Call to Order

The Chair called the meeting to Order and advised that Councillor Ritsma provided regrets for this meeting.

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 June 18, 2019 Sub-committee meeting.

3. Delegations

None scheduled.

4. Report of the Director of Corporate Services

4.1 Proposed 2020 Budget Schedule and Process (FIN19-019)

Staff Recommendation: THAT the report of the Director of Corporate Services dated 18th June 2019 regarding the Proposed 2020 Budget Schedule and Process be received for information;

THAT the Proposed 2020 budget schedule be endorsed;

THAT the Finance and Labour Relations Committee provide direction with regard to their targeted 2020 taxation impact of budget discussions;

AND THAT the Finance and Labour Relations Committee provide staff with any specific capital projects, changes in service levels or activities to advance the approved strategic priority goals they wish to be considered for the 2020 fiscal year.

Sub-committee Discussion: The Director of Corporate Services advised that he is proposing a similar process as last year and referred to the proposed budget timeline. He is also looking for any direction Sub-committee wishes to provide with respect to any capital projects, change in service levels or strategic priority projects staff should cost out as part of the budget.

Direction was also requested regarding a targeted taxation impact. It was noted that the rate of inflation increased from 1.5% to 1.9%.

It was noted that the reduction in funding from the Province could be up to 4% and that the Province is providing up to \$500,000 for consultants to look for efficiencies. The Director stated that it would be Council's decision to decide whether to reduce service levels or pass any increased costs to maintain service levels onto the taxpayers.

Discussion took place around potential areas for cuts and how the review could be completed.

Motion by Councillor Gaffney

Sub-committee Recommendation: THAT the report of the Director of Corporate Services dated 18th June 2019 regarding the Proposed 2020 Budget Schedule and Process be received for information;

THAT the Proposed 2020 budget schedule be endorsed;

AND THAT the targeted 2020 taxation impact of budget discussions be capped at 3%.

Carried

4.2 Management Report - Travel and Expense Policy Update (FIN19-020)

Staff Recommendation: THAT the report of the Director of Corporate Services dated June 18, 2019, regarding the Travel and Conventions Policy Update be received for information;

AND THAT Council approve the attached draft T.2.1 Travel and Expense Policy.

Sub-committee Discussion: The Director of Corporate Services stated that the last review of this policy occurred in 2013 and a number of changes are being proposed.

He reviewed some of the proposed changes, including that all employee travel costs must be approved by a supervisor, City vehicles must be used if available and changes around reimbursement of mileage, meals and accommodations.

Receipts will be required and expense claims must be submitted within thirty days.

The Director advised that there was considerable discussion at the staff level and the proposed changes mirror what the Province does.

It was requested that staff bring forward a separate policy for Council members.

Motion by Councillor Gaffney

Sub-committee Recommendation: THAT the report of the Director of Corporate Services dated June 18, 2019, regarding the Travel and Conventions Policy Update be received for information;

AND THAT Council approve the attached draft T.2.1 Travel and Expense Policy for City staff;

AND THAT staff be directed to bring back a revised Travel and Expense Policy for Council members.

Carried

4.3 Management Report - Discussion of Tax Policy (FIN19-021)

Staff Recommendation: THAT the report of Director of Corporate Services dated 18th June 2019 regarding tax policy considerations be received for information.

Sub-committee Discussion: The Director of Corporate Services stated that if the tax ratios are not regularly reviewed, property class assessed values that consistently increase at a faster rate than residential may pay an increasing share of the tax levy.

The Director explained the mandatory and optional property classes and how the tax ratios are set. Staff can run scenarios if Council would like to see how the tax increase would impact the different tax classes during budget discussions.

In response to a question about the industrial numbers and how they are calculated, the Director stated that all assessments in Ontario are based on assessed market value by MPAC.

Discussion took place regarding industrial rates and whether the threshold being above the provincial average is hurting the City. The Director noted

that unlike other municipalities, Stratford doesn't have development charges.

Motion by Councillor Bunting

Sub-committee Recommendation: THAT the report of Director of Corporate Services dated 18th June 2019 regarding tax policy considerations be received for information.

Carried

4.4 Management Report - Investing in Canada Infrastructure Program (FIN19-022)

Staff Recommendation: THAT the report of Director of Corporate Services dated 18th June 2019 regarding the Investing in Canada Infrastructure Program be received for information;

THAT Council approve capital budget amendments in the amount of \$6,390,000 as listed in Attachment 1 with all projects conditional on receiving successful grant approval from Investing in Canada Infrastructure Program for each individual application;

AND THAT the Mayor and Clerk be authorized to sign the funding agreements necessary related to the Investing in Canada Infrastructure Program as outlined in this report.

Sub-committee Discussion: The Director of Corporate Services provided some background on the Investing in Canada Infrastructure Program and noted that grant applications can have an impact on the capital budget.

In response to where the Queen Street diversion project is on the forecast, the Director confirmed that project is already approved and the cost will be borrowed. The planning and engineering for that project is underway.

Discussion took place regarding the transit component and replacement of current stock vs. electric buses. It was noted by the Director that the focus for the funds is new projects, although rehabilitation projects may be allowed up to 15% of the allocation.

In response to whether there has been any discussion at Community Services Sub-committee about electric buses, the Chair of Community Services responded that there was some discussion several years ago.

Discussion took place regarding review of the grant applications.

Motion by Councillor Beatty

Sub-committee Recommendation: THAT the report of Director of Corporate Services dated 18th June 2019 regarding the Investing in Canada Infrastructure Program be received for information;

THAT Council approve capital budget amendments in the amount of \$6,390,000 as listed in Attachment 1 with all projects conditional on receiving successful grant approval from Investing in Canada Infrastructure Program for each individual application;

AND THAT the Mayor and Clerk be authorized to sign the funding agreements necessary related to the Investing in Canada Infrastructure Program as outlined in this report.

Carried

5. Advisory Committee/Outside Board Minutes

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

Stratfords of the World Committee minutes of January 24, March 21 and April 25, 2019

6. Next Sub-committee Meeting

The next Finance and Labour Relations Sub-committee meeting is Tuesday, July 16 at 12:00 p.m. in the Council Chamber, City Hall.

Discussion took place regarding the summer schedule and the availability of Sub-committee members.

7. Next Sub-committee Meeting

7.1 Update on Council Remuneration

Sub-committee Discussion: The Chair requested an update on the Council Remuneration Ad-Hoc Committee. The Director of Corporate Services advised that he believed they were almost complete, however, an update could be provided at the July meeting if they are not yet finished drafting recommendations for Council's consideration.

8. Adjournment

Motion by Councillor Gaffney

THAT the Finance and Labour Relations Sub-committee meeting adjourn.

Carried

Meeting Start Time: 3:30 p.m.

Meeting End Time: 4:23 p.m.