



The Corporation of the City of Stratford Finance and Labour Relations Committee MINUTES

Date: Tuesday, January 9, 2018
Time: 5:00 P.M.
Location: Council Chamber, City Hall

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

Regrets: Mayor Mathieson, Councillor McManus

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Joan Thomson - City Clerk, Tatiana Dafoe - Deputy Clerk, Mike Beitz - Corporate Communications Lead

Also Present: Member of the Media

1. Call to Order

The Chair called the Meeting to Order.

Mayor Mathieson and Councillor McManus 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

A declaration of pecuniary interest was not made by a member at the January 9, 2018 Finance and Labour Relations Committee meeting.

3. Delegations

None scheduled.

4. Introductory Comments

4.1 Rob Horne, CAO

Committee Discussion: The Chief Administrative Officer advised the Committee that this is the final meeting to consider budget items prior to the adoption of the 2018 Budget at the January 22, 2018 Regular Council meeting. The CAO advised the tax levy will be 2.1 percent, subject to any changes made during this Committee meeting.

4.2 Michael Humble, Director of Corporate Services

Committee Discussion: The Director of Corporate Services advised changes had been made to the 2018 Budget since the last Committee meeting held on December 5, 2017.

Revised copies of the budget documents were distributed at the Committee meeting.

5. Proposed 2018 Operating Budget Adjustments (FIN18-002)

Committee Discussion: The Director of Corporate Services advised that several adjustments had been made to the 2018 Budget following receipt of

information regarding the shared services contracts and further discussions with City departments.

Following these adjustments, the Director advised the new tax levy is 2.1 percent.

It was questioned whether the request for a co-op student or an interns to assist with the 2018 Municipal and School Board Election was included in the budget. The City Clerk advised that it is not currently accounted for in the budget as discussions had occurred with the Director and it was believed the funds for an election assistant could be found elsewhere. The City Clerk noted further discussions will be held regarding this position and that a candidate with election experience may be pursued over an intern due to the amount of changes to the legislation.

A request was made for awarding of the consultant who will be undertaking the design work of the pathway at the Rotary Complex be brought to Council for approval.

Motion by Councillor Mark
Seconded By Councillor Beatty

Committee Recommendation: THAT the report regarding Proposed 2018 Operating Budget Adjustments be received;

AND THAT the following budget adjustments be adopted as presented at the January 9, 2018, Finance and Labour Relations Committee meeting:

- **County Shared Services Draft Budgets**
- **Increase in Assessment Growth Projection**
- **Bill 148 Impact**
- **Capital Projects Budgeted Again in 2018**

Carried

6. Event Coordinator Position (FIN18-001)

Committee Discussion: The Director of Community Services advised this report stemmed from a Council request to add an Events Coordinator. The Director provided an overview of why an Events Coordinator position is needed at the City, preliminary expectations of the role, and the financial impacts to the 2018 Budget.

It was questioned why the wage rate is higher than what other municipalities are currently paying. The Director advised it is currently just an estimate and should the position be approved a job description and analysts would be undertaken to determine the appropriate wage.

A request was made for this position to also develop strategies and policies for Special Events to ensure the efficient coordination and success.

It was noted new terms of reference and use of Market Square need to be developed to determine how Market Square will be used and whether fees will be attached to events. The CAO advised a report is being prepared and will be presented in the winter.

An inquiry was made into whether this position could also complete bookings of internal facilities such as the Auditorium. It was also suggested this position should program City spaces during the winter months. The Director advised this position would evolve to that if it is approved.

A request was made for a central location/calendar of all events in the City to be located on the City's website.

Motion by Councillor Ingram

Seconded By Councillor Beatty

Committee Recommendations: THAT \$85,050 be added to the 2018 budget to contract an Event Coordinator for the City of Stratford;

THAT staff be directed to prepare a job description and evaluation for the Event Coordinator;

AND THAT this contract position be evaluated after one year.

Carried

7. Ten Year Capital Plan (FIN18-003)

Committee Discussion: The Director of Corporate Services advised the 10 year Capital Plan is a road map for Council to see the the projects that need to be undertaken within the next 10 years, the amount each project will cost and how it will be funded.

A request was made for there to be a grand total for each project.

It was questioned why there are projects listed in the plan that should be funded through other levels of government. The Director of Infrastructure and Development Services advised there have been no announcements of funding for certain projects and as they will need to be completed it is important to begin planning for them.

It was questioned why there are changes to projects. The Director of Infrastructure and Development Services advised this plan is a living document based on the information known today. As such, it is subject to change and priorities will shift. He further noted that once designs are completed it may lead to changes in the project.

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Recommendation: THAT the report regarding a Ten Year Capital Plan be received for information.

Carried

8. New Business

8.1 BIA Pilot Washroom Project

Committee Discussion: The Director of infrastructure and Development Services advised \$15,000 was allocated in the 2018 Budget for the purpose of having the washrooms located at City Hall open for 8 hours a day on Sundays. Following this new item, the Business Improvement Area approached Council to allocate this \$15,000 to five businesses in the downtown core which would allow them to offer access to their washrooms.

The Director advised consultation occurred with the City's Solicitor and it was determined that in order to offer such a program, the BIA would need to run the program in accordance with parameters established by the City. This model would ensure there was no bonusing.

It was questioned which businesses are interested in the pilot project. Members were advised seven businesses were interested but that not all washrooms were accessible.

It was noted that more detail is required on the parameters of the project but that \$15,000 should remain allocated for the purposes of opening City Washrooms on Sunday and that an additional \$15,000 should be allocated to the BIA's pilot washroom project.

It was requested that the City add its washroom facilities and hours to the 'GoHere' app which allows individuals to see where public washroom facilities are located.

The Director of Corporate Services advised the new tax levy with the addition of \$15,000 for the pilot washroom project is now 2.16 percent.

Motion by Councillor Vassilakos

Seconded By Councillor Mark

Committee Recommendation: THAT an additional \$15,000 be allocated to support the Business Improvement Area's pilot washroom project.

Carried

9. 2018 Budget Dates

As the discussions related to the 2018 budget concluded at the January 9, 2018 Committee meeting, the meeting scheduled for January 16, 2018 was cancelled.

10. Next Steps

Committee Discussion: The Chief Administrative Officer advised the 2018 Operating and Capital Budgets will be considered at the January 22, 2018 Regular Council meeting.

Motion by Councillor Ritsma

Seconded By Councillor Mark

Committee Recommendation: THAT the 2018 Operating Budget in the amount of \$56,076,144 and the 2018 Capital Budget in the amount of \$1,800,410 be listed on the January 22, 2018 Regular Council meeting agenda for consideration.

Carried

11. Adjournment

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

**Committee Decision: THAT the Finance and Labour Relations
Committee 2018 budget meeting of January 9, 2018, be adjourned.**

Carried

Meeting Start Time: 5:03 P.M.

Meeting End Time: 6:23 P.M.