



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

Date: Tuesday, October 29, 2019

Time: 9:05 A.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Clifford - Chair Presiding, Councillor Gaffney - Vice Chair, Mayor Mathieson, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Henderson, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos

Regrets: Councillor Ingram

Staff Present: Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Mike Beitz - Corporate Communications Lead, Julia Merritt – CEO, Stratford Public Library

1. Call to Order

The Chair called the Meeting to Order.

Councillor Ingram 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 October 29, 2019 Finance and Labour Relations Committee meeting.

3. Introduction

The Acting Chief Administrative Officer, referring to a PowerPoint presentation, advised the purpose of this meeting is to review the draft 2020 budget submissions from City departments and outside local boards. Considerations that were taken into account in preparing these draft budgets include:

- maintain existing service levels;
- consistency with Strategic Priorities;
- legislated changes;
- sources of new funding;
- operating and capital budgets;
- proposed new FTEs (expansion requests).

Members of the Corporate Leadership and finance team were thanked.

4. Overview

The Director of Corporate Services, referring to a PowerPoint presentation, advised the base budget increase to date is \$2,091,550 or 3.53%. There are some assumptions being made until confirmation is received by the City. An overview of these assumptions was provided.

The current base budget does include funding for 83 capital projects totaling \$16,699,890. The primary focus of the City's capital budget is the replacement and rehabilitation of existing assets. Additional items included in the base budget were discussed. It was noted the loss of funding from the Ontario Community Infrastructure Fund will have a significant impact. In 2019, the City received almost \$1.1 million which was dedicated funding to assist with infrastructure replacement capital needs.

It was noted deliberations have been scheduled to begin November 4, 2019 and continue on the 13th, 19th and 26th of November, 2019 as required. Final Council approval, by by-law, anticipated December 9, 2019.

It was questioned whether the snow clearing operation at the terminal was being undertaken by the City or a contractor. It was confirmed it will be undertaken by a contractor.

The length of the Queen Street diversion project was questioned. The Director of Infrastructure and Development Services advised it is from Lake Victoria past Ontario to the next intersection.

It was questioned whether there is a legislative requirement to add funds to the infrastructure levy. It was confirmed there is not.

A request was made for a breakdown to be compiled of how much the 3.53% increase is a result of provincial funding cuts or downloads.

Motion by Councillor Vassilakos

Seconded By Councillor Bunting

Committee Recommendation: THAT all provincial downloads and funding cuts affecting the City of Stratford be calculated and presented for Council's consideration.

The status of the request from the Stratford General Hospital was questioned. A member of the Community Grants Committee advised the request for commitment was not for 2020 as there are commitments to the Hospice that need to be completed first. This request is to be reviewed following completion of the commitment to the Hospice.

The Chair called the question on the motion.

Carried

5. City Department 2020 Budget Presentations

5.1 Mayor/Council/CAO

The Acting Chief Administrative Officer, referring to a PowerPoint presentation, provided an overview of the draft 2020 budget for Mayor, Council and CAO. It was noted the budgets remain status quo.

5.2 Human Resources

The Director of Human Resources, referring to a PowerPoint presentation, provided an overview on the draft 2020 Human Resources budget.

It was noted the referral to staff to investigate the City becoming a living wage employer is underway and anticipated to be presented for consideration in 2019.

5.3 Corporate Services

The Director of Corporate Services, referring to a PowerPoint presentation, provided an overview of the draft 2020 Corporate Services budget. It was noted general efficiencies to operational divisions led to an increase of 0.89% (\$23,630) over 2019 budget.

Members were advised the contribution from parking to the operating fund is stable at \$350,000.

5.4 Break

*A break was not held at this time.

5.5 Social Services

The Director of Social Services, referring to a PowerPoint presentation, provided an overview of the draft 2020 Social Services budget. It was noted the key challenges in 2020 will be the ability to respond to provincial funding and legislative changes, while maintaining current service delivery standards. The department is looking at expanding and enhancing programming in some divisions where it is pertinent.

The funding of the budget was discussed, along with known funding cuts and changes.

It was questioned whether consideration is being given to using long-lasting materials at social service facilities. The Director advised it is. The annual costs associated with locksmith requests were questioned.

Motion by Councillor Sebben

Seconded By Councillor Gaffney

Committee Recommendation: THAT the annual costs for locksmith fees be calculated and presented for Council's consideration.

Carried

It was questioned whether a review of the City's social services buildings is being undertaken. The Director advised a consultant has been retained to review the condition of current facilities. Recommendations will be forthcoming on whether facilities should be retained or re-built.

*A recess was held from 10:17 a.m., to 10:34 a.m.

5.6 Fire/Airport

The Fire Chief, referring to a PowerPoint presentation, provided an overview of the draft 2020 Fire and Airport budget. It was noted current service levels and programs are anticipated to be maintained in 2020 for the draft Fire budget.

It was questioned whether the funds for a used aerial apparatus would be re-allocated if one could not be found. It was also questioned whether there are any concerns with warranty. The Fire Chief confirmed it would and there are always concerns, however this apparatus is used the least and the frame always remains under warranty.

With respect to the draft budget for the Airport, members were advised current service levels are expected to be maintained for 2020.

5.7 Infrastructure and Development Services

The Director of Infrastructure and Development Services, referring to a PowerPoint presentation, provided an overview of the draft 2020 Infrastructure and Development Services budget. The proposed initiatives for 2020 and the additional staffing request were highlighted and discussed.

*A request was made to move to Item 5.9.

5.9 Community Services

The Director of Community Services, referring to a PowerPoint presentation, provided an overview of the draft 2020 Community Services budget. The projects to be undertaken and staffing requests were highlighted.

*Councillor Gaffney departed the meeting at 11:12 a.m., and returned at 11:14 a.m.

The status of the parking lot review at the Rotary Complex was questioned. The Director advised a report is forthcoming in 2019.

It was questioned whether electric buses could be considered. The Director advised it could but it would be challenging to charge the vehicle.

Discussion was held on the request to complete a condition assessment at the Gallery and on the cost for the Goose Management Plan.

*A request was made to move to Item 6.2.

6.2 Stratford Public Library

The Library CEO, referring to a PowerPoint presentation, provided an overview of the draft 2020 Stratford Public Library budget. It was noted the budget continues to operationalize their 2019-2022 Strategic Plan. The initiatives to be undertaken were highlighted. Discussion was held on the cuts to the inter-library loan sharing program.

*A request was made to move to Item 7

7. Council Referrals to Budget

A request was made to refer the management report on the Billing and Collection Business Case Review (FIN19-046) to staff for negotiation with Festival Hydro.

Motion By Mayor Mathieson

Seconded By Councillor Clifford

Committee Decision: THAT the Billing and Collection Business Case Review (FIN19-046) be referred to staff for review and negotiation with Festival Hydro, including a review of financial implications.

Carried

Motion by Councillor Gaffney

Seconded By Councillor Bunting

Committee Decision: THAT the following reports be referred to the November 4, 2019 Finance and Labour Relations Committee meeting as part of the fulsome budget discussion:

- **Municipal Accommodation Tax (FIN19-045)**
- **Comprehensive Parking Review 2019 (FIN19-047)**

Carried

*Mayor Mathieson departed the meeting at 11:44 a.m.

5.8 Lunch

*A recess was held from 11:44 a.m., to 12:21 p.m.

6. Outside Boards 2020 Budget Presentations

6.1 Police Services

Chief of Police Skinner and Deputy Chief Foster, referring to a PowerPoint presentation, provided an overview of the draft 2020 Police Services budget. An overview of the department was provided. It was noted the financial impact is a 4.16% increase for 2020.

An update was requested on the report to be prepared regarding the expansion of service to St. Marys and Perth South. The Chief of Police advised a report will be provided for consideration in 2020 following completion of a year of service provision.

Policing at schools was discussed, including the process for responding to calls.

*A recess was held from 12:44 p.m., to 1:00 p.m.

*A request was made to move to Item 6.4.

6.4 investStratford

The CEO of investStratford, referring to a PowerPoint presentation, provided an overview of the draft 2020 budget. The opportunities and challenges were highlighted. It was noted there was a loss of \$8,000 per year for Small Business Centre which is being absorbed by them.

*A recess was held from 1:10 p.m., to 1:20 p.m.

6.3 Stratford Tourism Alliance

The Executive Director of Stratford Tourism, referring to a PowerPoint presentation, provided an overview of the draft 2020 Tourism budget. An overview of the opportunities and challenges were highlighted.

8. Wrap-up

The Director of Corporate Services thanked participants for their presentations. It was noted the next meeting is scheduled for Monday, November 4, 2019. A recommendation was made to begin deliberation of the draft 2020 Capital budget at that meeting.

9. Adjournment

Motion by Councillor Gaffney

Seconded By Councillor Bunting

Committee Decision: THAT the Finance and Labour Relations Committee meeting adjourn.

Carried

Meeting Start Time: 9:05 A.M.

Meeting End Time: 1:27 P.M.



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

Date: Monday, November 4, 2019

Time: 5:01 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Clifford - Chair Presiding, *Councillor Gaffney - Vice Chair, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Henderson, Councillor Ingram, Councillor Ritsma, Councillor Sebben, Councillor Vassilakos

Regrets: Mayor Mathieson

Staff Present: *Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Mike Beitz - Corporate Communications Lead, Wendy Partridge - Administrative Assistant, Michael Mousley - Transit Manager, Greg Skinner - Police Chief, Gerry Foster - Deputy Police Chief, Naeem Khan - Manager of IT, Julia Merritt - CEO Stratford Public Library

1. Call to Order

The Chair called the Meeting to Order.

Mayor Mathieson provided regrets for this meeting.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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Name, Item and General Nature of Pecuniary Interest

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3. 2020 Budget Deliberations

3.1 2020 Draft Capital Budget

A. Information Technology and Business Systems

Discussion was held on the software upgrade for Amanda.

Motion by Councillor Ingram

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2020 Information Technology and Business Systems capital projects be approved.

Carried

B. Parking

Discussion was held on the analytics gathered from the smart parking project and on the pay by licence plate enhancements.

Motion by Councillor Ritsma

Seconded By Councillor Burbach

Committee Recommendation: THAT the 2020 Parking capital projects be approved.

Carried

C. Fire

An overview was provided on the aerial apparatus replacement capital project. Discussion was held on the number of stories on a building this vehicle can service.

Discussion was held on the utility vehicle replacement and the fire hose capital project.

Motion by Councillor Henderson
Seconded By Councillor Sebben
Committee Recommendation: THAT the 2020 Fire capital projects be approved.

Carried

D. Community Services Facilities

It was questioned why a water refilling station is proposed for the Lion's Pool. The Director advised it will be mounted to the exterior and will no longer require patrons to travel throughout the building for a drink of water.

A request was made for a water refilling station to be added to the Agriplex.

Motion by Councillor Ritsma
Seconded By Councillor Gaffney
Committee Recommendation: THAT staff review the installation of a water refilling station at the Burnside Agriplex in 2020.

Carried

*Acting Chief Administrative Officer now present at the meeting at 5:31 p.m.

It was questioned when a report would be presented on the Rotary Complex parking lot redesign. The Director of Community Services advised a report would be presented at the November Community Services Subcommittee meeting.

A request was made for staff to review the installation of a water refilling station at the Festival Hydro Community Park in 2020.

Motion by Councillor Bunting
Seconded By Councillor Ritsma
Committee Recommendation: THAT staff review the installation of a water refilling station at the Festival Hydro Community Park in 2020.

It was noted concerns have been received of water bottle sales at soccer tournaments. Members were reminded the City's Hydration Station could also be used at tournaments. The cost of these stations was questioned.

The Director of Community Services advised they are approximately \$8,000 and would be funded from the facility reserve.

The Chair called the question on the motion.

Carried

Discussion was held on the condition assessment being completed for the Lion's Pool and how this differs from the asset management plan being undertaken.

Motion by Councillor Ritsma

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2020 Community Services Facilities capital budget be approved.

Carried

E. Cemetery

Motion by Councillor Gaffney

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2020 Cemetery capital projects be approved.

Carried

F. Parks & Forestry

Motion by Councillor Henderson

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2020 Parks & Forestry capital projects be approved.

Carried

G. Transit

Discussion was held on the ability of the fare box upgrade to track users getting on and off the bus. It was also questioned whether the payment at a fare box could be linked to paying for parking.

The Manager of Transit advised the proposed upgrades to the fare box are simple upgrades. A report is forthcoming recommending technology enhancements to gather statistics on passengers getting on and off the bus. With respect to linking payment with payment for parking, the Manager advised this could be investigated.

Discussion was held on the cost and ability to purchase electric buses.

Motion by Councillor Henderson
Seconded By Councillor Ritsma
Committee Recommendation: THAT staff review the purchase of electric transit buses and identify potential funding streams for 2020.

Carried

Motion by Councillor Beatty
Seconded By Councillor Ingram
Committee Recommendation: THAT the 2020 Transit capital projects be approved.

Carried

Motion by Councillor Henderson
Seconded By Councillor Ritsma
Committee Recommendation: THAT staff review the purchase of electric parallel transit buses and identify potential funding streams for 2020.

Carried

H. Fleet

It was questioned when the management report reviewing the residential sidewalk snow clearing program would be presented for consideration. The Director of Infrastructure and Development Services advised it will be presented in November. It was noted that if this program is not continued then there would not be a need to replace the Sidewalk Tractor.

Motion by Councillor Henderson
Seconded By Councillor Ingram
Committee Recommendation: THAT the Sidewalk Tractor 2020 capital project be deferred;

AND THAT the remaining 2020 Fleet capital projects be approved.

Carried

I. City Buildings

Discussion was held on the proposed 2020 capital projects. It was noted reserve funds need to be created in anticipation of required new City facilities.

Motion by Councillor Ritsma
Seconded By Councillor Gaffney
Committee Recommendation: THAT the 2020 City Buildings capital projects be approved.

Carried

J. Perth & Stratford Housing Corporation

A request was made to take capital project #54 "Card Lock Systems" separately.

Motion by Councillor Gaffney
Seconded By Councillor Ingram
Committee Recommendation: THAT the capital projects #51-53 and #55-56 for the Perth and Stratford Housing Corporation be approved.

Carried

A request was made to defer the #54 "Card Lock Systems" capital project to 2021.

Motion by Councillor Sebben
Seconded By Councillor Gaffney
Committee Recommendation: THAT capital project #54 "Card Lock Systems" be deferred until 2021.

It was noted many calls are received annually about safety issues at these buildings due to keys being duplicated. It was further noted this project is about increasing safety and to free up staff time. This project will also be beneficial for persons with disabilities.

The Chair called the question on the motion.

Defeated

Motion by Councillor Henderson
Seconded By Councillor Burbach
Committee Recommendation: THAT the 2020 Perth and Stratford Housing Corporation capital project #54 "Card Lock System" be approved.

Carried

*A recess was held from 6:33 p.m., to 6:47 p.m.

L. Roads & Traffic

A request was made for staff to review the installation of air conditioning in the rotunda at City Hall as part of the City Buildings capital program.

*Councillor Bunting returned to the meeting at 6:48 p.m.

Motion by Councillor Henderson
Seconded By Councillor Ingram
Committee Recommendation: THAT the cost to add air conditioning to the rotunda of City Hall be referred to staff.

*Councillor Sebben returned to the meeting at 6:48 p.m.

The Chair called the question on the motion.

Carried

Motion by Councillor Gaffney
Seconded By Councillor Beatty
Committee Recommendation: THAT the 2020 Roads and Fleet capital project be approved.

A request was made to amend the motion to increase the funding allocation to the Bike and Pedestrian Master Plan by \$50,000.

Motion by Councillor Vassilakos
Seconded By Councillor Burbach
Committee Recommendation: THAT the motion to approve the Roads and Traffic 2020 capital projects be amended to add an additional \$50,000 to the Trails/ BP Master Plan Implementation capital project.

Carried

The Chair called the question on the motion as amended.

Carried

M. Linear Infrastructure

Motion by Councillor Gaffney
Seconded By Councillor Ritsma
Committee Recommendation: THAT the 2020 Linear Infrastructure capital projects be approved.

Carried

M. Shared Program Funding

Motion by Councillor Vassilakos

Seconded By Councillor Gaffney
Committee Recommendation: THAT the 2020 Shared Program Funding capital projects be approved.

Carried

N. Water

Motion by Councillor Sebben
Seconded By Councillor Ingram
Committee Recommendation: THAT the 2020 Water capital projects be approved.

Carried

N. Sanitary

Motion by Councillor Henderson
Seconded By Councillor Bunting
Committee Recommendation: THAT the 2020 Sanitary capital projects be approved.

Carried

O. Stratford Public Library

Discussion was held on the impact of provincial funding cuts.

Motion by Councillor Ritsma
Seconded By Councillor Ingram
Committee Recommendation: THAT the 2020 Stratford Public Library capital projects be approved.

Carried

P. Stratford Police Services

Motion by Councillor Bunting
Seconded By Councillor Gaffney
Committee Recommendation: THAT the 2020 Stratford Police Service capital projects be approved.

Carried

*Chief Skinner and Deputy Chief Foster departed the meeting at 7:30 p.m.

4. Council Referrals to Budget

4.1 Municipal Accommodation Tax (FIN19-045)

Committee Discussion:

Motion by Councillor Gaffney
Seconded By Councillor Ritsma

Committee Recommendation: THAT the report entitled “Municipal Accommodation Tax” be received for information;

AND THAT direction be given to staff to continue investigating the implementation of a MAT and to prepare a follow-up report for the Finance and Labour Relations Committee outlining next steps.

Discussion was held on the types of operations that can be included in this program and the tax that can be charged. It was noted additional information is required on who would be responsible for collecting the tax and ensuring compliance.

The Chair called the question on the motion.

Carried

4.2 Comprehensive Parking Review 2019 (FIN19-047)

Committee Discussion: It was noted Tobermory provides their residents with a parking permit which allows them to park for free. It was suggested a similar program could be implemented in Stratford.

Discussion was held on whether the Cooper and Downie lots and the Parks System should remain free parking or whether a paid parking system should be implemented.

Support was expressed with raising the parking rate in the downtown.

*Councillor Gaffney departed the meeting at 7:59 p.m.

It was suggested seasonal paid parking could be added to Lakeshore Drive.

*Councillor Gaffney returned to the meeting at 8:01 p.m.

A request was made for staff to prepare a report on the cost to enforce the Cooper and Downie lots if they became paid lots.

Motion by Councillor Ritsma

Seconded By Councillor Beatty

Committee Recommendation: THAT staff prepare a report on the cost to enforce the Cooper and Downie lot if they were to become paid parking lots.

The philosophy behind paid parking was discussed. Concerns were noted with snow clearing. The current enforcement of the Cooper and Downie lot was discussed.

The Chair called the question on the motion.

Carried

Motion by Councillor Henderson

Seconded By Councillor Beatty

Committee Recommendation: THAT the on-street parking rate be increased to \$1.50 per hour;

THAT the off-street parking rate be increased to \$1.25 per hour;

AND THAT the increased parking rate be implemented in 2020.

Carried

4.3 Source Separated Organics Program

Committee Discussion: A request was made to discuss the funding of the source separated organics program.

Motion by Councillor Gaffney

Seconded By Councillor Henderson

Committee Recommendation: THAT the source separated organics program be funded by raising the cost of the bag to \$3.00/per tag and the remainder be funded through the tax levy.

Discussion was held on potential increased cost to bag tags and their corresponding impact to the program. Discussion was also held on the impact to the bag tag sales with the implementation of a green bin program.

It was noted feedback could be received on how to fund this program through the budget open houses. A request was made for information on the items that can be placed in green bins. The Director of Infrastructure and Development Services advised a list is being prepared.

A request was made to refer this matter to the November 13, 2019 Finance and Labour Relations Committee meeting to allow staff to prepare three costing options.

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

Committee Decision: THAT the funding of the source separated organics program be referred to staff to develop funding options

which are to include funding through a \$3.00 per bag tag, tax base and additional options;

AND THAT the options be presented at the November 13, 2019 Finance and Labour Relations Committee meeting.

Carried

5. Upcoming Meetings and Open Houses

Finance and Labour Relations Committee Meetings scheduled for Budget Deliberations:

- Wednesday, November 13 at 5:00 p.m.
- Tuesday, November 19 following Finance and Labour Relations Subcommittee – Approximately 5 p.m.
- Tuesday, November 26 at 5:00 p.m.

Open Houses:

- Thursday, November 7 from 6 to 8 p.m. at the Rotary Complex, Tim Taylor Lounge
- Tuesday, November 12 from 12 noon to 2 p.m. in Council Chambers, City Hall

6. Adjournment

Motion by Councillor Gaffney

Seconded By Councillor Ingram

Committee Decision: THAT the Finance and Labour Relations Committee meeting adjourn.

Carried

Meeting Start Time: 5:01 P.M.

Meeting End Time: 8:55 P.M.



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

Date: Wednesday, November 13, 2019

Time: 5:02 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Clifford - Chair Presiding, *Councillor Gaffney - Vice Chair, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Henderson, Councillor Ingram, *Councillor Ritsma, *Councillor Sebben, Councillor Vassilakos

Regrets: Mayor Mathieson

Staff Present: Joan Thomson - Acting Chief Administrative Officer, Tatiana Dafoe - Acting Clerk, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Kim McElroy - Director of Social Services, Jacqueline Mockler - Director of Human Resources, David St. Louis - Director of Community Services, John Paradis - Fire Chief, Wendy Partridge – Administrative Assistant, Chief Skinner – Stratford Police Services, Julia Merritt – CEO, Stratford Public Library

1. Call to Order

The Chair called the Meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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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 November 13, 2019 Finance and Labour Relations Committee meeting.

3. Update From Director of Corporate Services

Committee Discussion: The Director of Corporate Services advised the current tax levy is 3.92%. This represents a base budget plus additional items requested. At this time, this rate does not include a source separated organics program or the expansion requests within the budget binder.

4. Unfinished Items from Previous Meeting

4.1 Bag Tag Fee Options for 2020 (FIN19-048)

Committee Discussion: It was questioned how many attendees there were at the budget open houses. The Director of Corporate Services advised six persons attended. With respect to the online questionnaire, approximately 70 responses have been received to date.

It was questioned whether feedback had been submitted on the method to fund the green bin program. The Director advised comments were submitted and they would be presented at the next Finance and Labour Relations Committee meeting.

A request was made to refer this item to the next Finance and Labour Relations Committee meeting in order to consider the comments received.

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the report on "Bag Tag Fee Options for 2020 (FIN19-048)" be referred to the November 19, 2019 Finance and Labour Relations Committee meeting.

Defeated

Concern was expressed with raising the cost of a bag tag. Discussion was held on the green bin program and the options available to fund the program.

Motion by Councillor Beatty
Seconded By Councillor Burbach
Committee Recommendation: THAT the bag tag fee be increased to \$3.50 per tag.

Discussion was held on the methane collected at the landfill and the impact this program will have on the tax levy.

The Chair called the question on the motion.

Carried

A request was made to defer Capital Project 9 "Smart Parking Project" to the 2021 budget.

Motion by Councillor Sebben
Seconded By Councillor Gaffney
Committee Recommendation: THAT the Capital Project 9 "Smart Parking Project" be deferred to the 2021 budget.

Defeated

*Councillor Ritsma now present at 5:37 p.m.

5. Operating Budget

Committee Discussion: Discussion was held on the draft 2020 operating budgets. Questions were asked about specific line items and consolidating items such as advertising, consultants and maintenance contracts.

A request was made to remove the goose management plan from the Community Services operating budget. There was no seconder for this motion.

A request was made to break out the facilities in Community Services for the 2021 budget cycle.

Motion by Councillor Burbach
Seconded By Councillor Ingram
Committee Recommendation: THAT the Community Services facilities be broken out in the 2021 Budget Cycle.

Carried

With respect to the Canada Day celebration, a request was made for staff to consult with Stratford Summer Music about their interest in organizing.

Motion by Councillor Ingram
Seconded By Councillor Gaffney

Committee Recommendation: THAT staff be directed to consult with Stratford Summer Music on their interest in organizing the Canada Day Celebration in the City of Stratford and to explore sponsorship opportunities.

Carried

*Councillor Gaffney departed the meeting at 6:28 p.m., and returned at 6:29 p.m.

*Councillor Sebben left the meeting at 6:46 p.m.

With respect to the transit and parallel transit operating budgets, a request was made to amalgamate them into one for the 2021 budget cycle.

Motion by Councillor Gaffney
Seconded By Councillor Henderson

Committee Recommendation: THAT the transit and parallel transit operating budgets be amalgamated into one for the 2021 budget cycle.

Carried

*A recess was held from 7:01 p.m. to 7:15 p.m.

On the draft Airport operating budget, a request was made for the fees charged to be cost recovery.

Motion by Councillor Vassilakos
Seconded By Councillor Gaffney

Committee Recommendation: THAT staff review the Airport fees in order to move towards a cost recovery model.

Carried

Returning to the Mayor/City Council and CAO Budget, a request was made to reduce the Council Conference line item.

Motion by Councillor Vassilakos
Seconded By Councillor Ritsma

Committee Recommendation: THAT the Council Conference line item in the City Council budget be reduced.

Defeated

6. Expansion Requests

Committee Discussion: The expansion requests were reviewed.

A request was made to hire one truck driver.

Motion by Councillor Gaffney
Seconded By Councillor Burbach
Committee Recommendation: THAT the expansion request of one (1) truck driver at a total cost of \$75,180, be approved for 2020.

Carried

A request was made to approve the Citizen Portal expansion request.

Motion by Councillor Henderson
Seconded By Councillor Vassilakos
Committee Recommendation: THAT the Citizen Portal expansion request at a total cost of \$10,000, be approved.

Carried

A request was made to approve the Security Enhancements expansion request.

Motion by Councillor Beatty
Seconded By Councillor Ingram
Committee Recommendation: THAT the Security Enhancement expansion request at a total cost of \$276,150, be approved.

Carried

A request was made to approve the Custodians expansion request.

Motion by Councillor Henderson
Seconded By Councillor Gaffney
Committee Recommendation: THAT the Custodian expansion request at a total cost of \$15,420, be approved.

Carried

The Director of Corporate Services advised that following the addition of expansion requests, the tax levy is 5.94%.

7. Adjournment

Motion by Councillor Gaffney
Seconded By Councillor Burbach
Committee Decision: THAT the Finance and Labour Relations Committee meeting adjourn.

Carried

Meeting Start Time: 5:02 P.M.

Meeting End Time: 8:30 P.M.



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

Date: Wednesday, November 20, 2019

Time: 6:00 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Clifford - Chair Presiding, Councillor Gaffney - Vice Chair, Mayor Mathieson, Councillor Beatty, Councillor Bunting, Councillor Burbach, Councillor Henderson, Councillor Ingram, Councillor Sebben, Councillor Vassilakos

Regrets: Councillor Burbach, Councillor Ingram, Councillor Ritsma

Staff Present: Joan Thomson - Acting Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief, Jim Bryson - Manager of Community Facilities

1. Call to Order

The Chair called the Meeting to Order.

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 declarations of pecuniary interest were declared at the November 20, 2019 Finance and Labour Relations Committee meeting.

3. Update from Director of Corporate Services

Committee Discussion: The Director of Corporate Services reviewed the handouts provided to the Committee at the meeting. Within the existing draft budget, he stated that \$542,060 was found in reductions. The Director reviewed the list of further considerations from the Corporate Leadership Team, as well as the ten capital projects that could be deferred for another year.

In response to questions regarding the hydro reductions, the Director stated that last year's actuals were looked at and the reduction made for 2020.

The Chair stated that for paid parking in the park, the number shown is the net amount. He stated that further consideration will be given to reduce the budget and that the target is to have it below 4%.

The Committee questioned if cuts made for the 2020 budget will push more items to the 2021 budget. The Director of Corporate stated that the cuts have been brought forth by the departments and the City feels we can operate within these cuts. Heat and hydro cannot be controlled and it will be a tight budget overall. In response to questioning, the Director stated that the Request for Proposal for lawn maintenance has closed and a firm price has been included in the 2020 budget which is an increase from previous years.

In response to questioning, the Director of Infrastructure and Development Services stated that the animal control contract has been reviewed and a report is forthcoming to a future Sub-committee meeting.

The Director of Corporate Services reviewed the Tax Stabilization Reserve.

*Councillor Vassilakos now present at 6:20 p.m.

In response to questioning, the Fire Chief stated that the utility truck can be deferred.

The Committee questioned if playground equipment can be paid for from the parkland reserve and if one playground can be replaced per year. The Director of

Corporate Services stated that the dedicated parkland reserve currently has \$500,000. Playground equipment has been paid for from the City's reserve fund but the parkland reserve fund could be used. He noted that using the parkland dedicated reserve fund would save money in the tax levy.

A Committee member spoke in favour of the improvement to the Optimist Park playground equipment and to spending more money to have more equipment.

A Committee member spoke in favour of advisory committees and of the proposed reduction in operating budgets for 2020.

The Director of Corporate Services stated that the current draft budget is now at 3.97% which includes the green bin costs.

Motion by Councillor Gaffney

Seconded By Mayor Mathieson

Committee Recommendation: THAT a \$150,000 reduction of the Police Service Board be approved for 2020

Carried

Motion by Councillor Henderson

Seconded By Councillor Beatty

Committee Recommendation: THAT downtown parking enforcement be extended to 8:00 p.m. from April 1st to October 31st;

AND THAT additional revenue from extended parking enforcement be allocated in part to the 2020 tax levy.

Carried

Motion by Mayor Mathieson

Seconded By Councillor Bunting

Committee Recommendation: THAT \$75,000 be contributed to the Tax Stabilization Reserve for 2020.

Carried

Motion by Mayor Mathieson

Seconded By Councillor Gaffney

Committee Recommendation: THAT the utility vehicle replacement for the Fire Department be removed from the 2020 budget.

Carried

Motion by Councillor Gaffney

Seconded By Councillor Vassilakos

Committee Recommendation: THAT \$70,000 be used from the parkland dedicated reserve fund for the Optimist playground.

Carried

Motion by Councillor Vassilakos

Seconded By Councillor Gaffney

Committee Recommendation: THAT a \$10,000 overall operational reduction be made from advisory committee budgets excluding Stratfords of the World advisory committee.

Carried

Motion by Councillor Henderson

Seconded By Councillor Beatty

Committee Recommendation: THAT the \$225,000 from additional parking enforcement revenue be put towards the 2020 tax levy and the remaining revenue be added to the parking reserve.

Carried

4. Unfinished Items from Previous Meetings

4.1 Air Conditioning for City Hall Rotunda (FIN19-051)

Staff Recommendation: THAT the Finance and Labour Relations Committee receive this report on Air Conditioning for City Hall Rotunda for information.

Committee Discussion: A member of Committee stated that the addition of air conditioning is not needed for the Rotunda. The hallway outside of Council Chamber needs to be cooled down as it gets quite warm during meetings. In response, it was stated that adding an air conditioner for the few times that it is needed only adds to the increase in global warming.

Motion by Councillor Vassilakos

Seconded By Councillor Gaffney

Committee Recommendation: THAT The Finance and Labour Relations Committee receive the report on Air Conditioning for City Hall Rotunda for information.

Carried

4.2 Sidewalk Snow Removal – Reduction of Service (FIN19-052)

The Director of Infrastructure and Development Services reviewed the report with the Committee.

Motion by Councillor Sebben

Seconded By Councillor Gaffney

Committee Recommendation: THAT the Sidewalk Snow Removal – Reduction of Service report be received for information and be filed.

Carried

5. New Business

Committee Discussion: It was stated that the scheduled November 26, 2019 meeting will not be required.

A member of Committee noted that they would like the service improvements reports and 10 year capital forecast budget added to the current budget binder. It was noted that the grant requests still require a council decision.

Committee thanked staff for getting the budget to under 4%, encouraged staff to continue to identify future initiatives, be mindful throughout the year and head into the next budget with forethought.

The Director of Infrastructure and Development Services stated that the budget has been prepared that does not include the Ontario Community Infrastructure Fund for 2020 and that the Capital budget has been redone to include changes.

Committee requested the 10 year capital forecast and budget be uploaded to the City's website.

6. Next Finance and Labour Relations Committee Meeting

The next Finance and Labour Relations Committee meeting scheduled for budget deliberations on Tuesday, November 26 at 5:00 p.m. has been cancelled as the meeting is not required.

7. Adjournment

Motion by Councillor Gaffney

Seconded By Councillor Sebben

**Committee Decision: THAT the Finance and Labour Relations
Committee meeting be adjourned.**

Carried

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