



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

Date: Monday, July 10, 2017

Time: 5:00 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Rob Horne - Chief Administrative Officer, Andre Morin - Director of Corporate Services, Ed Dujlovic - Director of Infrastructure and Development Services, Jacqueline Mockler - Director of Human Resources, John Paradis - Fire Chief, Joan Thomson - City Clerk, Wendy Partridge - Executive Secretary, Wendy Hicks - Director of Public Service, Stratford Public Library, Neil Anderson – Deputy Fire Chief, Kim McElroy – Manager of Ontario Works, Mike Beitz – Corporate Communications Lead

Also Present: Media, Members of the public

1. Call to Order

The Chair called the Meeting to Order.

Regrets for this meeting were provided from Councillors McManus and Vassilakos.

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

None declared at the July 10, 2017 meeting.

3. Delegations

None scheduled.

4. Report of the Director of Corporate Services

The CAO gave introductory remarks regarding the start of the 2018 budget process, noting:

- value for money;
- intentional strategic investment;
- long term infrastructure planning.

4.1 2018 Pre-Budget Report July 10, 2017

Committee Discussion: The Director of Corporate Services stated that internal meetings are already being held and that department budgets are due by the end of the month. He then reviewed the proposed 2018 budget schedule noting changes to Items 12 (ramp up public engagement) and 14. b (bring capital budgets earlier so tendering can occur.)

The Director then gave a presentation based on the 2018 Pre-budget report:

- public consultation
- 2017 budget information
- economic and growth outlook 2018
- property tax policy review

- assessment phase-in provisions
- real assessment growth
- net tax growth
- tax shifts due to market / equity changes
- 2017-2020 reassessment
- Stratford tax class ratios
- commercial tax ratios
- long term debt summary
- tax supported debt payments
- reserves and reserve funds
- city services overview
- key dates

He then requested feedback from Committee members and whether to schedule full day budget meetings or a series of half-day meetings.

There was a request to include Twitter in the public consultation.

In response to a question about the net new residential projection of \$400,000 being closer to \$300,000, the Director advised that this reduction was due to timing issues with MPAC between the permit stage and the reassessment done in 2016. This affected 2017.

Members of Committee then provided feedback for the 2018 budget:

- include the bumpouts at George and Downie, while unfunded, would fix the downtown
- request for a multi-use trail on Lorne Avenue from Downie to Erie Streets
- pedestrian bridge by the O'Loane bridge
- short term emergency accommodation shelters in Stratford
- more umbrellas for Market Square
- sprucing up other lanes similar to the Waldie Lane improvements undertaken by property owners
- ash trays in front of public buildings
- gateway beautification
- Cooper site development

In response to a question about the status of the stormwater ponds, the Director of Infrastructure and Development Services stated there is still a

lot of work to be done; however the priority is the Queen Street reconstruction project.

Members continued to give feedback for the 2018 budget:

- sell city land on Cobourg Street for development
- sell Princess Street public housing
- build townhouses
- sell city land on Coriano Street for development
- request for a fulsome list of unfunded items and deal with these items first before additional new ideas
- keep the 2018 increased under 2%
- not a lot of room for big spending if the 2018 increase is to be kept under 2%
- contingent on upper levels of government funding
- be mindful of funding and opportunities that come with funding
- North Shore public washrooms
- in addition to the pedestrian bumpouts on George and Downie, include pedestrian cross overs with lights
- four-way stop at George and Downie

The Director then requested that members of Council requiring additional information on particular matters are requested to let staff know ahead of time so that the information can be prepared and provided. Advance notice is required.

Motion by Councillor Ritsma

Seconded By Councillor Ingram

Committee Decision: THAT the 2018 Pre-Budget Report dated July 10, 2017, be received for information.

Carried

5. Adjournment

Motion by Councillor Beatty

Seconded By Councillor Brown

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

Carried

Meeting Start Time: 5:01 pm

Meeting End Time: 6:14 pm



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

Date: Monday, September 18, 2017

Time: 5:04 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Rob Horne - Chief Administrative Officer, Joan Thomson - City Clerk, Andre Morin - Director of Corporate Services, Ed Dujlovic - Director of Infrastructure and Development Services, David St. Louis - Director of Community Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Victoria Trotter, Mike Beitz - Corporate Communications Lead, Police Chief Bellai, Kim McElroy - Manager of Ontario Works, Alex Burgess - Housing and Homelessness Coordinator, Marilyn Pickering - Supervision or Tax Revenue, Janice Beirness - Manager of Financial Services, Wendy Partridge - Administrative Assistant to the Director of Corporate Services, Julia Merritt - Public Library CEO

Also Present: Media, Public.

1. Call to Order

"Strengthening our Community: Attracting People and Investment"

The Chair called the Meeting to Order.

Councillor Bunting 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

None declared at the Committee meeting.

3. **Comments by the Chief Administrative Officer**

Committee Discussion: The CAO thanked Corporate Leadership Team and the Director of Corporate Services in particular for the work completed together to achieve the Council goal of less than 2% budget increase. Due to the resignation of the Director, the 2018 budget process will be handled by the Manager of Financial Services, Supervisor of Tax Revenue, Administrative Assistant and the CAO.

He noted that there is a Budget Open House following today's Committee meeting.

He requested that if Council wants something looked at in particular, to let the staff know as soon as possible so that staff can prepare prior to the meeting.

4. **Review of Pre-budget Report**

Committee Discussion: The Director of Corporate Services then made a presentation to Committee:

- Budget Schedule which will need to be revised
- 2018 Draft Budget Summary Thus Far
- 2018 Draft Budget Some of the Numbers
- 2018 Inputs and Pressures
- Infrastructure Levy
- What is the Infrastructure Levy for

"Strengthening our Community: Attracting People and Investment"

- Long Term Debt Summary
- Tax Supported Debt Payments 2018 Draft Estimates
- Federal Gas Tax Fund
- Provincial Gas Tax Fund
- OCIF (Formula Based) - Ontario Community Infrastructure Fund
- Infrastructure Funding

It was noted that the City's Corporate Communication Lead will be on facebook tonight during the Open House.

The Director advised that Council may be asked to give pre-budget approval for some items due to government funding deadlines.

*Director of Social Services now present [5:12 pm]

A discussion took place regarding the asset management plan. The Director advised that the plan is not as far along as he would like it to be. The City is waiting for provincial legislation to be finalized. The City's plan is at a high level at this time with estimates only for replacement costs.

A discussion took place regarding the infrastructure levy. The Director advised that the Province changed the way municipalities account for their assets - sewers, roads, bridges, buildings, etc. City Council established the infrastructure levy to pay for the city's liability when an asset is replaced and the life cycle. Other municipalities have established infrastructure levies. The City requires \$ 7 million per year to fund infrastructure development not including housing and community services.

Councillor Clifford stated that this Council has been proactive with the infrastructure levy and at the end of next year, there will be over \$3 million in the levy.

The Director of Corporate Services stated that some municipalities are doing better; however Stratford is a single tier municipality and we have to fund more assets than lower tier municipalities. Climate change and the new legislation is having a big impact on municipalities.

In response to a question about the Queen Street sewer project, the Director advised that by the end of 2017, the debt level will be at \$68.5 million but the City will need to add \$5 million in unfinanced for projects.

In response to a question about borrowing to fund the bike and pedestrian plan, the Director stated that Council needs to consider how to fund operating and replacement costs. Council cannot do everything and needs to use long-term debt appropriately.

A request was made for a list of the unfunded capital projects for Committee to consider at the start of budget deliberations.

In response to a question about the asset management plan, the Director stated that Council has been replacing assets for over 50 years. The data in the plan will drive the decision making in the future. The Plan is flexible and Council can make decisions on the information available. Deficits in the infrastructure will come to light with the Plan. Other sources of revenue will be identified and technology changes will assist in replacement of assets. The target for completion of the Plan is now end of 2018.

In response to a question about Stratford's infrastructure, the Director stated that Stratford is in decent shape for funding replacement as Stratford has built capacity in the tax levy for debt. After the debit is paid, Stratford has capacity to fund future debt for infrastructure and new infrastructure.

In response to a question about costs for Market Square, the Director of Infrastructure and Development Services advised that there is some money in 2018 for washrooms to be open at City Hall for Market Square. If Council wants the washrooms open every Sunday, more money will be needed. There are also increases for City Hall snow removal and decision s to be made on how much to truck snow away.

5. Question and Answer Period

Included in 4 above.

6. Adjournment to Open House

Motion by Councillor Mark

Seconded By Councillor Vassilakos

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

Carried

Meeting Start Time: 5:04 pm

Meeting End Time : 6:31 pm



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

Date: Thursday, November 2, 2017

Time: 5:20 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Tatiana Dafoe - Deputy Clerk, Mike Beitz - Corporate Communications Lead, Julia Merritt - CEO of Stratford Public Library, Janice Beirness - Manager of Financial Services, Wendy Partridge - Executive Secretary, Gerry Foster - Inspector

Also Present: Members of the Public and Media

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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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

None declared at the November 2, 2017 Finance and Labour Relations Committee meeting.

3. Delegations

None were scheduled for the November 2, 2017 Finance and Labour Relations Committee meeting.

4. Management Report: Release of the 2018 Draft Budget to Finance & Labour Relations Committee

Committee Discussion: The Chief Administrative Officer provided introductory comments including an overview of the draft budget, the results of the public engagement process that was undertaken and the process for reviewing and adopting the budget.

The Chief Administrative Officer advised the net tax levy increase at this time is 2.39%. He further noted the:

- net assessment growth is \$500,000;
- the net operating budget increase is \$1,083,341 or 2.0%; and
- the net capital budget increased by \$554,410 or 17.71% which includes a \$500,000 increase to the Infrastructure Levy.

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Recommendation: THAT the Release of the 2018 Draft Budget to Finance & Labour Relations Committee, report from the CAO dated November 2, 2017, be received for information.

Carried

5. REVIEW OF DRAFT 2018 CAPITAL BUDGETS BY DEPARTMENT

Please refer to 2018 Budget Binder, Capital Section.

5.1 STRATFORD PUBLIC LIBRARY

Committee Discussion: Julia Merritt, CEO of the Stratford Public Library, provided an overview of the 2018 capital budget, the unfunded list and the 2019-2022 forecast.

It was questioned whether the Stratford Public Library had considered leasing security equipment instead of purchasing. Ms. Merritt advised she was unaware whether leasing had been investigated but would look into it.

A second inquiry was made into whether security is being examined Corporate wide. The Chief Administrative Officer advised it is but not comprehensively and that a review is being undertaken with specific facilities.

A request was made for the Stratford Public Library to be included in the review.

5.1.1 Stratford Public Library – Funded Capital (pg 1)

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Stratford Public Library funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$50,000. (all from tax levy)

Carried

5.1.2 Stratford Public Library – Unfunded Capital List (pg 6)

Motion by Councillor Bunting

Seconded By Councillor Ingram

Committee Recommendation: THAT the Stratford Public Library unfunded capital list dated November 2, 2017, be received for information.

Carried

5.1.3 Stratford Public Library – Capital Forecast 2019-22 (pg 14)

Motion by Councillor Beatty

Seconded By Councillor McManus

Committee Recommendation: THAT the Stratford Public Library Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.2 STRATFORD FIRE DEPARTMENT

Committee Discussion: The Fire Chief provided an overview of Fire Services 2018 capital budget requests, the unfunded capital budget list and the capital budget forecast.

An inquiry was made into whether a new dispatch system would result in any staff being replaced. The Fire Chief advised the same staff compliment would remain but the service level would increase.

It was questioned whether there will need to be replacement of vehicles included in the capital budget forecast. The Fire Chief advised the next vehicle to be replaced will be in 2022 and 2027 as previous councils had already funded replacement of other fire vehicles.

It was questioned whether Police Services had been contacted for the purposes of discussing a joint dispatch system. The Fire Chief advised they had and that discussions continue but that it may be more difficult to integrate a dispatch system than to create a new one.

It was noted the City needs to develop a reserve policy for the purposes of planning for future projects and how they will be funded.

5.2.1 Fire – Funded Capital (pg 2)

Motion by Councillor McManus

Seconded By Councillor Ritsma

Committee Recommendation: THAT the 2018 Fire funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$22,000. (\$113,500 gross cost; \$91,500 from reserves).

Carried

5.2.2 Fire – Unfunded Capital List (pg 8)

Motion by Councillor Mark

Seconded By Councillor McManus

Committee Recommendation: THAT the Fire unfunded capital list dated November 2, 2017, be received for information.

Carried

5.2.3 Fire – Capital Forecast 2019-22 (pg 30)

Motion by Councillor Vassilakos

Seconded By Councillor Bunting

Committee Recommendation: THAT the Fire Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.3 STRATFORD MUNICIPAL AIRPORT

Committee Discussion: The Fire Chief provided an overview on the Stratford Municipal Airport's 2018 capital budget, the unfunded capital budget and the forecast for 2019-2022.

An inquiry was made into the current back-up power system available to the airport. The Fire Chief advised there is a generator which will light the offices but there is not a system to light up the runway. He further advised if there is a power outage the planes need to be re-directed.

It was noted the City needs to develop a reserve policy.

5.3.1 Airport – Funded Capital (pg 2)

Motion by Councillor Beatty

Seconded By Councillor Henderson

Committee Recommendation: THAT the 2018 Airport funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$20,000 gross cost; all from reserves).

Carried

5.3.2 Airport – Unfunded Capital List (pg 7)

Motion by Councillor Ritsma

Seconded By Councillor Brown

Committee Recommendation: THAT the Airport unfunded capital list dated November 2, 2017, be received for information.

Carried

5.3.3 Airport – Capital Forecast 2019-22 (pg 34)

Motion by Councillor Vassilakos

Seconded By Councillor Ingram

Committee Recommendation: THAT the Airport Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.4 SOCIAL SERVICES DEPARTMENT

Committee Discussion: The Director of Social Services provided an overview of the 2018 capital budget, the unfunded budget list and the forecast for 2019-2022. It was noted there is a reduction in the capital budget forecast for 2022 due to funding being secured.

It was questioned whether the building requiring upgrades to the fire alarm system is currently safe. The Fire Chief advised it is safe and that the improvements are to bring the building up to code.

It was questioned how many buildings require a security system. The Director of Social Services advised two buildings require a new system.

*Councillor Ingram departed the November 2, 2017, Finance and Labour Relations Committee meeting at 6:09 P.M.

It was further questioned whether there are limitations surrounding security cameras, information sharing and other legislative restrictions. The Director of Social Service advised there is a strict legislative framework surrounding security systems.

It was noted the current infrastructure should be utilized when reviewing the installation of a security system and that a policy needs to be developed.

5.4.1 Social Services – Funded Capital (pg 1)

Motion by Councillor Ritsma

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Social Services funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$1,891,054 gross cost; all from reserves).

Carried

5.4.2 Social Services – Unfunded Capital List (pg 8)

Motion by Councillor Vassilakos

Seconded By Councillor Mark

Committee Recommendation: THAT the Social Services unfunded capital list dated November 2, 2017, be received for information.

Carried

5.4.3 Social Services – Capital Forecast 2019-22 (pg 22)

Motion by Councillor Henderson

Seconded By Councillor Bunting

Committee Recommendation: THAT the Social Services Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.4.4 Social Services - 2018 Capital Budget Pre-budget Approval

Motion by Councillor Mark

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the following 2018 Social Services capital budget items be granted pre-budget approval as presented at the November 2, 2017, Finance and Labour Relations Committee meeting and:

1. To proceed to issue Tenders for the following projects:

- Roofing**
- Driveway**
- Alarm**

2. To proceed to issue tenders for the construction retrofit of the Erie building to have all social services clients serviced on the same floor in an integrated intake across all divisions.

Carried

5.5 INFRASTRUCTURE AND DEVELOPMENT SERVICES DEPARTMENT - BUILDING AND PLANNING

Committee Discussion: The Director of Infrastructure and Development Services provided an overview of the Building and Planning 2018 capital budget, the unfunded list and the capital forecast for 2019-2022.

5.5.1 Infrastructure & Development Services – Building & Planning Funded Capital (pg 4)

Motion by Councillor Mark

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Infrastructure & Development Services – Building & Planning funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$260,000. (\$310,000 gross cost; \$50,000 from reserves).

Carried

5.5.2 Infrastructure & Development Services – Building & Planning Unfunded Capital List (pg 6)

Motion by Councillor Mark

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the Infrastructure & Development Services – Building & Planning unfunded capital list dated November 2, 2017, be received for information.

Carried

5.5.3 Infrastructure & Development Services – Building & Planning Capital Forecast 2019-20 (pg 38)

Motion by Councillor Ritsma

Seconded By Councillor Bunting

Committee Recommendation: THAT the Infrastructure & Development Services – Building & Planning Capital Forecasts for 2019 to 2020 dated November 2, 2017, be received for information.

Carried

5.6 INFRASTRUCTURE AND DEVELOPMENT SERVICES DEPARTMENT - ENGINEERING AND PUBLIC WORKS

Committee Discussion: The Director of Infrastructure and Development Services provided an overview on the Engineering and Public Works 2018 capital budget, the unfunded list and the forecast for 2019-2022.

It was questioned whether the work for painting lines for bicycles could be completed earlier. The Director of Infrastructure and Development Services advised the areas where it is simple to add the markings have been completed. He noted other areas require widening of roads but that the division would review and complete the work in areas where it is feasible to do so.

It was questioned what the life expectancy is of the new sewer lining being added. The Director of Infrastructure and Development Services advised the life expectancy is an additional 30-50 years.

It was questioned why a left-hand turn lane is being added on Lorne Avenue to Wright Boulevard and not Lorne Avenue to Downie Street. The Director of Infrastructure and Development Services advised a study was undertaken and this intersection meets the requirements for a traffic signal.

The Director was asked if funds had been set aside to begin meeting the requirements of the Bike and Pedestrian Master Plan. The Director of Infrastructure and Development Services advised funds had not been allocated as it is difficult to not only maintain current projects and current levels of standard while also meeting new requests.

It was questioned whether construction of Queen Street would extend into 2019. The Director of Infrastructure and Development Services advised the intent is for the works to be completed in 2018. A design is currently being developed.

It was further questioned whether the bridge widening on Romeo Street will include the creation of two bike lanes. The Director of Infrastructure and Development Services advised the project will create 1.2m of bike lanes on both sides.

A request was made for \$75,000 to be added to the 2018 Building and Planning Capital Budget in order to begin meeting the requirements of the Bike and Pedestrian Master Plan.

5.6.1 Infrastructure & Development Services – Engineering & Public Works Funded Capital (pg 3)

Motion by Councillor Vassilakos

Seconded By Councillor McManus

Committee Recommendation: THAT the 2018 Infrastructure & Development Services – Engineering & Public Works funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$1,165,000. (\$19,561,000 gross cost; \$2,111,000 from utilities; \$8,865,000 from reserves; \$120,000 from external sources; \$7,300,000 from long term financing); AND THAT \$75,000 be allocated for implementation of the Bike and Pedestrian Master Plan.

Carried

Motion by Councillor McManus

Seconded By Councillor Brown

Committee Recommendation: THAT the following 2018 Infrastructure & Development Services – Engineering & Public Works capital budget items be granted pre-budget approval as presented at the November 2, 2017, Finance and Labour Relations Committee meeting:

Traffic Signals – Ontario Street/Erie Street/Downie Street - \$23,000.

Traffic Signals – Huron Street/Mornington Street/Douglas Street - \$38,000.

Traffic Signals – CH Meier Blvd/Festival Marketplace Mall Entrance - \$24,000.

Carried

5.6.2 Infrastructure & Development Services – Engineering & Public Works Unfunded Capital List (pg 6)

Motion by Councillor McManus

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the Infrastructure & Development Services – Engineering & Public Works unfunded capital list dated November 2, 2017, be received for information.

Carried

5.6.3 Infrastructure & Development Services – Engineering & Public Works Capital Forecast 2019-22 (pg 40)

Motion by Councillor McManus

Seconded By Councillor Ritsma

Committee Recommendation: THAT the Infrastructure & Development Services – Engineering & Public Works Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.7 STRATFORD POLICE SERVICES

Committee Discussion: Inspector Foster provided an overview on the Police Services 2018 capital budget, the unfunded list and the 2019-2022 capital budget forecast.

Questions relating to the impact on legislation and whether Stratford Police Services is overseeing St. Mary's were posed. Inspector Foster advised there are no current impacts to the Police Service budget to changes in legislation and he further advised they are not currently overseeing St. Mary's. Once they do begin providing this service there will not be an impact on this budget.

5.7.1 Police - Funded Capital (pg 1)

Motion by Councillor Mark

Seconded By Councillor Bunting

Committee Recommendation: THAT the 2018 Police funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$125,000 gross cost; all from reserves).

Carried

5.7.2 Police – Unfunded Capital List (pg 6)

Motion by Councillor Vassilakos
Seconded By Councillor McManus
Committee Recommendation: THAT the Police unfunded capital list dated November 2, 2017, be received for information.

Carried

5.7.3 Police - Capital Forecast 2019-22 (pg 10)

Motion by Councillor Mark
Seconded By Councillor Bunting
Committee Recommendation: That the Police Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

6. New Business

There were no New Business items discussed at the November 2, 2017 Finance and Labour Relations Committee meeting.

7. 2017 Budget Dates

Committee members were reminded of these upcoming scheduled budget meeting dates:

DATE	TIME	LOCATION
November 8, 2017	4:30 pm	City Hall – Council Chambers
November 20, 2017	5:15 pm	City Hall – Council Chambers
December 5, 2017	5:15 pm	City Hall – Council Chambers
December 12, 2017	5:15 pm	City Hall – Council Chambers

Committee Discussion: It was noted Councillor McManus and Ritsma are unable to attend the November 8, 2017 Finance and Labour Relations Committee meeting. It was further noted there are multiple conflicts with the December 12th meeting date.

8. Adjournment

Motion by Councillor McManus

Seconded By Councillor Mark

**Committee Decision: THAT the Finance and Labour Relations
Committee 2018 budget meeting of November 2, 2017, be adjourned.**

Carried

Meeting Start Time: 5:20 P.M.

Meeting End Time: 6:55 P.M.



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

Date: Thursday, November 2, 2017

Time: 5:20 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Tatiana Dafoe - Deputy Clerk, Mike Beitz - Corporate Communications Lead, Julia Merritt - CEO of Stratford Public Library, Janice Beirness - Manager of Financial Services, Wendy Partridge - Executive Secretary, Gerry Foster - Inspector

Also Present: Members of the Public and Media

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

None declared at the November 2, 2017 Finance and Labour Relations Committee meeting.

3. Delegations

None were scheduled for the November 2, 2017 Finance and Labour Relations Committee meeting.

4. Management Report: Release of the 2018 Draft Budget to Finance & Labour Relations Committee

Committee Discussion: The Chief Administrative Officer provided introductory comments including an overview of the draft budget, the results of the public engagement process that was undertaken and the process for reviewing and adopting the budget.

The Chief Administrative Officer advised the net tax levy increase at this time is 2.39%. He further noted the:

- net assessment growth is \$500,000;
- the net operating budget increase is \$1,083,341 or 2.0%; and
- the net capital budget increased by \$554,410 or 17.71% which includes a \$500,000 increase to the Infrastructure Levy.

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Recommendation: THAT the Release of the 2018 Draft Budget to Finance & Labour Relations Committee, report from the CAO dated November 2, 2017, be received for information.

Carried

5. REVIEW OF DRAFT 2018 CAPITAL BUDGETS BY DEPARTMENT

Please refer to 2018 Budget Binder, Capital Section.

5.1 STRATFORD PUBLIC LIBRARY

Committee Discussion: Julia Merritt, CEO of the Stratford Public Library, provided an overview of the 2018 capital budget, the unfunded list and the 2019-2022 forecast.

It was questioned whether the Stratford Public Library had considered leasing security equipment instead of purchasing. Ms. Merritt advised she was unaware whether leasing had been investigated but would look into it.

A second inquiry was made into whether security is being examined Corporate wide. The Chief Administrative Officer advised it is but not comprehensively and that a review is being undertaken with specific facilities.

A request was made for the Stratford Public Library to be included in the review.

5.1.1 Stratford Public Library – Funded Capital (pg 1)

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Stratford Public Library funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$50,000. (all from tax levy)

Carried

5.1.2 Stratford Public Library – Unfunded Capital List (pg 6)

Motion by Councillor Bunting

Seconded By Councillor Ingram

Committee Recommendation: THAT the Stratford Public Library unfunded capital list dated November 2, 2017, be received for information.

Carried

5.1.3 Stratford Public Library – Capital Forecast 2019-22 (pg 14)

Motion by Councillor Beatty

Seconded By Councillor McManus

Committee Recommendation: THAT the Stratford Public Library Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.2 STRATFORD FIRE DEPARTMENT

Committee Discussion: The Fire Chief provided an overview of Fire Services 2018 capital budget requests, the unfunded capital budget list and the capital budget forecast.

An inquiry was made into whether a new dispatch system would result in any staff being replaced. The Fire Chief advised the same staff compliment would remain but the service level would increase.

It was questioned whether there will need to be replacement of vehicles included in the capital budget forecast. The Fire Chief advised the next vehicle to be replaced will be in 2022 and 2027 as previous councils had already funded replacement of other fire vehicles.

It was questioned whether Police Services had been contacted for the purposes of discussing a joint dispatch system. The Fire Chief advised they had and that discussions continue but that it may be more difficult to integrate a dispatch system than to create a new one.

It was noted the City needs to develop a reserve policy for the purposes of planning for future projects and how they will be funded.

5.2.1 Fire – Funded Capital (pg 2)

Motion by Councillor McManus

Seconded By Councillor Ritsma

Committee Recommendation: THAT the 2018 Fire funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$22,000. (\$113,500 gross cost; \$91,500 from reserves).

Carried

5.2.2 Fire – Unfunded Capital List (pg 8)

Motion by Councillor Mark

Seconded By Councillor McManus

Committee Recommendation: THAT the Fire unfunded capital list dated November 2, 2017, be received for information.

Carried

5.2.3 Fire – Capital Forecast 2019-22 (pg 30)

Motion by Councillor Vassilakos

Seconded By Councillor Bunting

Committee Recommendation: THAT the Fire Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.3 STRATFORD MUNICIPAL AIRPORT

Committee Discussion: The Fire Chief provided an overview on the Stratford Municipal Airport's 2018 capital budget, the unfunded capital budget and the forecast for 2019-2022.

An inquiry was made into the current back-up power system available to the airport. The Fire Chief advised there is a generator which will light the offices but there is not a system to light up the runway. He further advised if there is a power outage the planes need to be re-directed.

It was noted the City needs to develop a reserve policy.

5.3.1 Airport – Funded Capital (pg 2)

Motion by Councillor Beatty

Seconded By Councillor Henderson

Committee Recommendation: THAT the 2018 Airport funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$20,000 gross cost; all from reserves).

Carried

5.3.2 Airport – Unfunded Capital List (pg 7)

Motion by Councillor Ritsma

Seconded By Councillor Brown

Committee Recommendation: THAT the Airport unfunded capital list dated November 2, 2017, be received for information.

Carried

5.3.3 Airport – Capital Forecast 2019-22 (pg 34)

Motion by Councillor Vassilakos

Seconded By Councillor Ingram

Committee Recommendation: THAT the Airport Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.4 SOCIAL SERVICES DEPARTMENT

Committee Discussion: The Director of Social Services provided an overview of the 2018 capital budget, the unfunded budget list and the forecast for 2019-2022. It was noted there is a reduction in the capital budget forecast for 2022 due to funding being secured.

It was questioned whether the building requiring upgrades to the fire alarm system is currently safe. The Fire Chief advised it is safe and that the improvements are to bring the building up to code.

It was questioned how many buildings require a security system. The Director of Social Services advised two buildings require a new system.

*Councillor Ingram departed the November 2, 2017, Finance and Labour Relations Committee meeting at 6:09 P.M.

It was further questioned whether there are limitations surrounding security cameras, information sharing and other legislative restrictions. The Director of Social Service advised there is a strict legislative framework surrounding security systems.

It was noted the current infrastructure should be utilized when reviewing the installation of a security system and that a policy needs to be developed.

5.4.1 Social Services – Funded Capital (pg 1)

Motion by Councillor Ritsma

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Social Services funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$1,891,054 gross cost; all from reserves).

Carried

5.4.2 Social Services – Unfunded Capital List (pg 8)

Motion by Councillor Vassilakos

Seconded By Councillor Mark

Committee Recommendation: THAT the Social Services unfunded capital list dated November 2, 2017, be received for information.

Carried

5.4.3 Social Services – Capital Forecast 2019-22 (pg 22)

Motion by Councillor Henderson

Seconded By Councillor Bunting

Committee Recommendation: THAT the Social Services Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.4.4 Social Services - 2018 Capital Budget Pre-budget Approval

Motion by Councillor Mark

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the following 2018 Social Services capital budget items be granted pre-budget approval as presented at the November 2, 2017, Finance and Labour Relations Committee meeting and:

1. To proceed to issue Tenders for the following projects:

- Roofing**
- Driveway**
- Alarm**

2. To proceed to issue tenders for the construction retrofit of the Erie building to have all social services clients serviced on the same floor in an integrated intake across all divisions.

Carried

5.5 INFRASTRUCTURE AND DEVELOPMENT SERVICES DEPARTMENT - BUILDING AND PLANNING

Committee Discussion: The Director of Infrastructure and Development Services provided an overview of the Building and Planning 2018 capital budget, the unfunded list and the capital forecast for 2019-2022.

5.5.1 Infrastructure & Development Services – Building & Planning Funded Capital (pg 4)

Motion by Councillor Mark

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Infrastructure & Development Services – Building & Planning funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$260,000. (\$310,000 gross cost; \$50,000 from reserves).

Carried

5.5.2 Infrastructure & Development Services – Building & Planning Unfunded Capital List (pg 6)

Motion by Councillor Mark

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the Infrastructure & Development Services – Building & Planning unfunded capital list dated November 2, 2017, be received for information.

Carried

5.5.3 Infrastructure & Development Services – Building & Planning Capital Forecast 2019-20 (pg 38)

Motion by Councillor Ritsma

Seconded By Councillor Bunting

Committee Recommendation: THAT the Infrastructure & Development Services – Building & Planning Capital Forecasts for 2019 to 2020 dated November 2, 2017, be received for information.

Carried

5.6 INFRASTRUCTURE AND DEVELOPMENT SERVICES DEPARTMENT - ENGINEERING AND PUBLIC WORKS

Committee Discussion: The Director of Infrastructure and Development Services provided an overview on the Engineering and Public Works 2018 capital budget, the unfunded list and the forecast for 2019-2022.

It was questioned whether the work for painting lines for bicycles could be completed earlier. The Director of Infrastructure and Development Services advised the areas where it is simple to add the markings have been completed. He noted other areas require widening of roads but that the division would review and complete the work in areas where it is feasible to do so.

It was questioned what the life expectancy is of the new sewer lining being added. The Director of Infrastructure and Development Services advised the life expectancy is an additional 30-50 years.

It was questioned why a left-hand turn lane is being added on Lorne Avenue to Wright Boulevard and not Lorne Avenue to Downie Street. The Director of Infrastructure and Development Services advised a study was undertaken and this intersection meets the requirements for a traffic signal.

The Director was asked if funds had been set aside to begin meeting the requirements of the Bike and Pedestrian Master Plan. The Director of Infrastructure and Development Services advised funds had not been allocated as it is difficult to not only maintain current projects and current levels of standard while also meeting new requests.

It was questioned whether construction of Queen Street would extend into 2019. The Director of Infrastructure and Development Services advised the intent is for the works to be completed in 2018. A design is currently being developed.

It was further questioned whether the bridge widening on Romeo Street will include the creation of two bike lanes. The Director of Infrastructure and Development Services advised the project will create 1.2m of bike lanes on both sides.

A request was made for \$75,000 to be added to the 2018 Building and Planning Capital Budget in order to begin meeting the requirements of the Bike and Pedestrian Master Plan.

5.6.1 Infrastructure & Development Services – Engineering & Public Works Funded Capital (pg 3)

Motion by Councillor Vassilakos

Seconded By Councillor McManus

Committee Recommendation: THAT the 2018 Infrastructure & Development Services – Engineering & Public Works funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$1,165,000. (\$19,561,000 gross cost; \$2,111,000 from utilities; \$8,865,000 from reserves; \$120,000 from external sources; \$7,300,000 from long term financing); AND THAT \$75,000 be allocated for implementation of the Bike and Pedestrian Master Plan.

Carried

Motion by Councillor McManus

Seconded By Councillor Brown

Committee Recommendation: THAT the following 2018 Infrastructure & Development Services – Engineering & Public Works capital budget items be granted pre-budget approval as presented at the November 2, 2017, Finance and Labour Relations Committee meeting:

Traffic Signals – Ontario Street/Erie Street/Downie Street - \$23,000.

Traffic Signals – Huron Street/Mornington Street/Douglas Street - \$38,000.

Traffic Signals – CH Meier Blvd/Festival Marketplace Mall Entrance - \$24,000.

Carried

5.6.2 Infrastructure & Development Services – Engineering & Public Works Unfunded Capital List (pg 6)

Motion by Councillor McManus

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the Infrastructure & Development Services – Engineering & Public Works unfunded capital list dated November 2, 2017, be received for information.

Carried

5.6.3 Infrastructure & Development Services – Engineering & Public Works Capital Forecast 2019-22 (pg 40)

Motion by Councillor McManus

Seconded By Councillor Ritsma

Committee Recommendation: THAT the Infrastructure & Development Services – Engineering & Public Works Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5.7 STRATFORD POLICE SERVICES

Committee Discussion: Inspector Foster provided an overview on the Police Services 2018 capital budget, the unfunded list and the 2019-2022 capital budget forecast.

Questions relating to the impact on legislation and whether Stratford Police Services is overseeing St. Mary's were posed. Inspector Foster advised there are no current impacts to the Police Service budget to changes in legislation and he further advised they are not currently overseeing St. Mary's. Once they do begin providing this service there will not be an impact on this budget.

5.7.1 Police - Funded Capital (pg 1)

Motion by Councillor Mark

Seconded By Councillor Bunting

Committee Recommendation: THAT the 2018 Police funded capital budget be adopted as presented at the November 2, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$125,000 gross cost; all from reserves).

Carried

5.7.2 Police – Unfunded Capital List (pg 6)

Motion by Councillor Vassilakos
Seconded By Councillor McManus
Committee Recommendation: THAT the Police unfunded capital list dated November 2, 2017, be received for information.

Carried

5.7.3 Police - Capital Forecast 2019-22 (pg 10)

Motion by Councillor Mark
Seconded By Councillor Bunting
Committee Recommendation: That the Police Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

6. New Business

There were no New Business items discussed at the November 2, 2017 Finance and Labour Relations Committee meeting.

7. 2017 Budget Dates

Committee members were reminded of these upcoming scheduled budget meeting dates:

DATE	TIME	LOCATION
November 8, 2017	4:30 pm	City Hall – Council Chambers
November 20, 2017	5:15 pm	City Hall – Council Chambers
December 5, 2017	5:15 pm	City Hall – Council Chambers
December 12, 2017	5:15 pm	City Hall – Council Chambers

Committee Discussion: It was noted Councillor McManus and Ritsma are unable to attend the November 8, 2017 Finance and Labour Relations Committee meeting. It was further noted there are multiple conflicts with the December 12th meeting date.

8. Adjournment

Motion by Councillor McManus

Seconded By Councillor Mark

**Committee Decision: THAT the Finance and Labour Relations
Committee 2018 budget meeting of November 2, 2017, be adjourned.**

Carried

Meeting Start Time: 5:20 P.M.

Meeting End Time: 6:55 P.M.



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

Date: Wednesday, November 8, 2017

Time: 4:39 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Clifford - Chair Presiding, Councillor Mark - Vice Chair, *Mayor Mathieson, Councillor Beatty, Councillor Brown, Councillor Bunting, Councillor Henderson, Councillor Vassilakos

Regrets: Councillor Ingram, Councillor McManus, Councillor Ritsma

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, John Paradis - Fire Chief, Joan Thomson - City Clerk, Tatiana Dafoe - Deputy Clerk, Mike Beitz - Corporate Communications Lead, Naeem Khan - Manager of IT and Business Systems, Janice Bierness – Manager Financial Services, Marilyn Pickering – Manager of Tax Revenue, Wendy Partridge – Executive Secretary, Gerry Foster – Inspector

Also Present: Members of the media and public

1. Call to Order

The Chair called the Meeting to Order.

Councillors Ingram, McManus and 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

None disclosed at the November 8, 2017 Finance and Labour Relations Committee meeting.

*The Mayor arrived at the meeting at 4:42 p.m.

3. Delegations

3.1 Ysni Semsedini, CEO of Festival Hydro

Committee Discussion: Ysni Semsedini, CEO of Festival Hydro, referring to a Powerpoint presentation, introduced the Ministry of Energy's 2017 Long Term Energy Plan, noting that the Province is looking to reduce the complexity of the bill and create consistency in pricing.

3.2 Lori DeGraw, Executive Director of Stratford Tourism Alliance

Committee Discussion: Ms. DeGraw referred to a PowerPoint presentation and provided several reasons why tourism should be supported, including business opportunities, creation of jobs and establishing a vibrant city culture.

She explained the role of the Stratford Tourism Alliance and gave an overview of 2017 highlights and achievements, including the development of a Corporate Strategic Plan, policies and procedures, upgrades to the website and gains in social media and digital presence and stabilization of the STA funding model.

The financial highlights and year to date budget performance were reviewed, noting that contributions and revenue are on target and they are projected to close 2017 in a positive cash-flow position with surplus transferred to reserves.

\$5,000 for sports tourism development and \$15,000 for digital initiatives in support of four season tourism will carry over into the 2018 fiscal year.

2018 targets and objectives were reviewed and Ms. DeGraw stated that the 2018 budget was fairly similar to 2017. An increase in the sum of \$10,500 was requested as a contingency for the proposed increase to minimum wage.

The return on investment was reviewed, providing statistics on the number of visitors to the visitor centre, the services provided and the economic value.

3.3 Joani Gerber, CEO of InvestStratford

Committee Discussion: Ms. Gerber referred to a PowerPoint presentation and provided the highlights of 2017, including \$150 million in investment, increased sales in the Wright Business Park, providing mentorship to 200 small businesses and welcoming a partner tenant, Perth Community Futures Development Corporation.

2018 goals were reviewed, including development of strategies for the development of Employment Lands, regular metric reporting, deployment of external relationship strategies and leading special projects.

Ms. Gerber reviewed the budget submission, noting that 60% of the budget covers wages for six full time employees.

With respect to reporting metrics, it was requested that the types of jobs being created, not just assessment growth, be tracked.

4. Review of Draft 2018 Capital Budgets by Department

4.1 Parking - Funded Capital (page 1)

Staff Recommendation: That the 2018 Parking funded capital budget be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$100,000 gross cost, all from reserves).

Committee Discussion: The Deputy Clerk provided an overview on the Parking capital budget for 2018 and the forecast budget for 2019-2022.

The life expectancy and maintenance costs of the pay by licence plate machines were questioned. The Deputy Clerk advised the life expectancy is approximately 20 years and that the maintenance costs are minimal.

It was requested that public washroom facilities be considered during the undertaking of the wayfinding project.

Motion by Councillor Vassilakos

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Parking funded capital budget be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$0. (\$100,000 gross cost, all from reserves).

Carried

4.2 Information Technology - Funded Capital (page 1)

Staff Recommendation: That the 2018 Information Technology funded capital budget be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$266,000. (\$982,383 gross cost; \$716,383 from reserves).

Committee Discussion: The Manager of Information and Business Systems explained projects being undertaken in 2018, including unified communications, enhancements to the City's website, smart data and digital government.

In response to whether Ecommerce included taxes, transit and building and planning, the Manager advised that they are looking at a centralized platform to collect payment via Debit or Visa online.

With respect to operational savings as a result of a unified communications system, the Manager stated that he was preparing a report for an upcoming Finance and Labour Relations Sub-committee.

Discussion took place regarding development of an app for transit and a back-up generator for City Hall. It was noted that this is an unfunded high priority.

Motion by Councillor Beatty

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Information Technology funded capital budget be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$266,000. (\$982,383 gross cost; \$716,383 from reserves).

Carried

4.3 Information Technology - Unfunded Capital List (page 6)

Staff Recommendation: That the Information Technology unfunded capital list dated November 2, 2017, be received for information.

Motion by Councillor Mark

Seconded By Councillor Bunting

Committee Recommendation: THAT the Information Technology unfunded capital list dated November 2, 2017, be received for information.

Carried

4.4 Information Technology - Capital Forecast 2019-2022 (page 18)

Staff Recommendation: That the Information Technology Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

The Finance and Labour Relations Committee meeting recessed at 5:47 p.m.

The Finance and Labour Relations Committee meeting reconvened at 6:14 p.m.

Motion by Mayor Mathieson

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the Information Technology Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

5. Review of Draft 2018 Operating Budgets by Department

5.1 Fire (G211 page 41)

Staff Recommendation: That the 2018 Fire operating budget G211 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$7,115,320.

Committee Discussion: The Fire Chief referred to a PowerPoint presentation and provided a department overview and 2017 statistics on responses, annual inspections and public education.

He noted that there is a 1.30% increase in the 2018 budget and that equipment replacement, emergency management and hydro increases were addressed in the 2018 budget.

It was questioned whether the reserve policy adequately addresses future needs. The Fire Chief advised staff are working on a reserve policy and are planning for future needs.

Motion by Councillor Mark
Seconded By Councillor Beatty

Committee Recommendation: THAT the 2018 Fire operating budget G211 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$7,115,320.

Carried

5.2 Airport (G512 page 80)

Staff Recommendation: That the 2018 Municipal Airport operating budget G512 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$173,862.

Committee Discussion: The Fire Chief reviewed the history and organization of the Stratford Municipal Airport and stated that there was a 1.36% increase in the proposed budget to cover the costs of hydro increases.

Discussion took place about what impact a future decrease in hydro costs would have on the budget and development of a reserve policy.

Motion by Councillor Mark
Seconded By Councillor Vassilakos
Committee Recommendation: THAT the 2018 Municipal Airport operating budget G512 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$173,862.

Carried

5.3 Infrastructure and Development Services

5.3.1 City Building Maintenance (G141 page 38)

Staff Recommendation: That the 2018 City Building Maintenance operating budget G141 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$445,949.

Committee Discussion: The Director of Infrastructure and Development Services reviewed the operational budget for his department, noting that with respect to the Engineering Division there is a slight decrease in salaries and benefits, an increase in the training to meet to provincial demands, and a decrease in capital work recoverables, for a total increase of \$1.3%.

The Public Works roads budget is largely status quo, with a 0.81% increase as a result of animal control increases, transfer to reserve for vehicle replacement, vehicle expenses increased to reflect actual costs and a decrease in salary and benefits. The Public Works Storm budget is proposed to increase by 4.83% and Waste by 2% to reflect increased utilities for leachate treatment.

The City Buildings budget increased by 5.08% as a result of increases in salaries and benefits, utilities and an extra \$40,000 to reserves. It was noted that in the overview it was stated that space at 154 Downie is not rented and in fact Police Services is occupying it. The Director advised he would correct that.

In response to questions, the Director advised that the \$40,000 to reserves is a new line item for City buildings, including Market Square. With respect to permanent public washrooms at City Hall, the Director advised that funds were built into the budget for some Sundays and the transit waiting area was identified for public washrooms in the capital unfunded budget. It was noted it would cost an extra \$15,000 to have the washrooms open on all Sundays

for eight hours a day and approximately \$150,000 to build washrooms in the transit waiting area.

Discussion took place regarding the need for permanently available public washrooms.

**Motion by Councillor Henderson
Seconded By Councillor Brown**

Committee Recommendation: THAT \$150,000 be funded for the construction of a secure washroom in the transit waiting room located in City Hall.

Discussion took place regarding the need to ensure that reserves are sufficient before adding new projects.

The Chair then called the question on the motion that \$150,000 be funded for the construction of a secure washroom in the transit waiting room located in City Hall.

Defeated

It was then requested that \$15,000 be funded to have the washrooms at City Hall open for a period of eight hours on Sunday.

**Motion by Mayor Mathieson
Seconded By Councillor Vassilakos
Committee Recommendation: THAT \$15,000 be funded to have the washrooms at City Hall open for a period of eight hours on Sundays.**

Carried

**Motion by Councillor Vassilakos
Seconded By Councillor Brown
Committee Recommendation: THAT the 2018 City Building Maintenance operating budget G141 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$445,949.**

Carried

5.3.2 Development Services (G251 page 51)

Staff Recommendation: That the 2018 Development Services operating budget G251 be adopted as presented at the November

8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$409,394.

Committee Discussion: The Director of Infrastructure and Development Services advised that the Building and Planning budget increased by the CPI amount, as well as the use of a code consultant and increase in building permit fees.

In response to a question, the Director advised that the City is exceeding the average number of building permits issued in past years.

Motion by Councillor Bunting

Seconded By Councillor Henderson

Committee Recommendation: THAT the 2018 Development Services operating budget G251 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$409,394.

Carried

5.3.3 Engineering (G310 page 54)

Staff Recommendation: That the 2018 Engineering operating budget G310 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$924,895.

Committee Discussion: The Director of Infrastructure and Development Services advised there is an increase to the Engineering operating budget of 1.3% to \$924,895. He noted an increase in training due to new legislative requirements and that there have been decreases in salaries and benefits and recoverables.

Motion by Councillor Vassilakos

Seconded By Councillor Mark

Committee Recommendation: THAT the 2018 Engineering operating budget G310 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$924,895.

Carried

5.3.4 Roads (G320 page 57)

Staff Recommendation: That the 2018 Roads operating budget G320 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$3,954,670.

Committee Discussion: The Director of Infrastructure and Development Services advised this budget is fairly status quo with an increase of 0.8 percent to \$3,954,570. He noted an increase to Animal Control due to the new legislation regarding minimum wage and that a report is forthcoming to the Infrastructure, Transportation and Safety Sub-committee meeting.

It was questioned whether the revenue has been overestimated. The Director advised some rates will be adjusted and that the figure is also driven by winter maintenance.

Motion by Councillor Mark

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Roads operating budget G320 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$3,954,670.

Carried

5.3.5 Sanitary (G330 page 61)

Staff Recommendation: That the 2018 Sanitary operating budget G330 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$0. (\$6,690,000. expenditures and revenue)

Committee Discussion: The Director of Infrastructure and Development Services advised of an increase in expenses of 5.33%.

It was questioned when the reserve fund would be balanced. The Director advised it will take approximately six years to balance the reserve fund.

Motion by Councillor Beatty
Seconded By Councillor Brown
Committee Recommendation: THAT the 2018 Sanitary operating budget G330 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$0. (\$6,690,000. expenditures and revenue)

Carried

5.3.6 Storm (G340 page 64)

Staff Recommendation: That the 2018 Storm operating budget G340 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$259,757.

Committee Discussion: The Director of Infrastructure and Development Services advised of an increase to 4.8% to \$259,757.

Motion by Councillor Vassilakos
Seconded By Councillor Bunting
Committee Recommendation: THAT the 2018 Storm operating budget G340 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$259,757.

Carried

5.3.7 Water (G360 page 71)

Staff Recommendation: That the 2018 Water operating budget G350 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$0. (\$4,543,600. expenditures and revenue)

Committee Discussion: The Director of Infrastructure and Development Services advised of an increase in expenses of 3.21%.

Motion by Councillor Bunting
Seconded By Councillor Beatty

Committee Recommendation: THAT the 2018 Water operating budget G350 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$0. (\$4,543,600. expenditures and revenue)

Carried

5.3.8 Waste (G360 page 71)

Staff Recommendation: That the 2018 Waste operating budget G360 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$0. (\$3,098,300. expenditures and revenue)

Committee Discussion: The Director of Infrastructure and Development Services advised of an increase in expenses of 2.00% to \$3,098,300 and an increase to utilities for leachate treatment.

It was questioned what the cost of service recovery is for the bag tag system. The Director advised a consultant is preparing a report reviewing these services and advising of options going forward for cost recovery. He noted the cost of bag tags is for collection and recycling.

It was questioned how the new composting initiative and the provincial initiative to move towards a full consumer payment model will impact City services. The Director advised some of this will be covered in the report and that more information is required from the province on their new initiative.

Motion by Councillor Mark

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Waste operating budget G360 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$0. (\$3,098,300. expenditures and revenue)

Carried

5.4 Mayor/Council/CAO

5.4.1 Mayor's Office (G101 page 4)

Staff Recommendation: That the 2018 Mayor's Office operating budget G101 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$87,744.

Motion by Councillor Bunting
Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Mayor's Office operating budget G101 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$87,744.

Carried

5.4.2 Council Services (G102 page 7)

Staff Recommendation: That the 2018 Council Services operating budget G102 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$222,584.

Motion by Councillor Brown
Seconded By Mayor Mathieson

Committee Recommendation: THAT the 2018 Council Services operating budget G102 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$222,584.

Carried

5.4.3 CAO's Office (G111 page 10)

Staff Recommendation: That the 2018 CAO's Office operating budget G111 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$650,112.

Committee Discussion: It was noted the main change to the CAO's budget is the addition of a Corporate Communications Officer.

Motion by Councillor Brown
Seconded By Councillor Henderson
Committee Recommendation: THAT the 2018 CAO's Office operating budget G111 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$650,112.

Carried

5.5 Stratford Police Service (G231 page 44)

Staff Recommendation: That the 2018 Stratford Police Service operating budget G231 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$10,757,234.

Committee Discussion: Inspector Foster advised of a 2.35% increase. He provided information on services offered, noting they received approximately 22,000 calls per year and have a response rate of three minutes. He advised members that 92% of the budget is for salaries and benefits.

It was questioned where there is a decrease to the reserve account. The Inspector advised the decrease is a result of a radio system being rejuvenated.

It was noted that a reserve policy needs to be developed.

Motion by Councillor Bunting
Seconded By Councillor Beatty
Committee Recommendation: THAT the 2018 Stratford Police Service operating budget G231 be adopted as presented at the November 8, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$10,757,234.

Carried

6. New Business

A concern was expressed regarding the increase expected in five years for hydro. Staff were requested to review ways to equalize the increase. The Chief Administrative Officer advised staff have already begun incorporating the increase into their respective budgets.

7. 2017 Budget Dates

Committee members were reminded of these upcoming scheduled budget meeting dates:

DATE	TIME	LOCATION
November 20, 2017	5:15 pm	City Hall – Council Chambers
December 5, 2017	5:15 pm	City Hall – Council Chambers
December 12, 2017 -will be rescheduled if needed	5:15 pm	City Hall – Council Chambers

8. Adjournment

Motion by Councillor Mark
Seconded By Councillor Vassilakos
Committee Decision: THAT the Finance and Labour Relations Committee 2018 budget meeting of November 8, 2017, adjourn.

Carried

Meeting Start Time: 4:39 p.m.

Meeting End Time: 7:19 p.m.



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

Date: Monday, November 20, 2017

Time: 5:03 P.M.

Location: Council Chamber, City Hall

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

Regrets: Councillor McManus

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Tatiana Dafoe - Deputy Clerk, Jodi Akins - Council Clerk Secretary, Mike Beitz - Corporate Communications Lead, Julia Merritt - CEO of Stratford Public Library, Glenn Roach - Interim Director of Human Resources, Janice Beirness – Manager of Financial Services, Wendy Partridge - Executive Secretary, Marilyn Pickering - Manager of Tax Revenue, Naeem Khan – Manager of IT and Business Systems

Also Present: Media

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

Councillor Beatty declared a pecuniary interest in Item 4.3.6 as he is employed with the Chamber of Commerce.

3. Delegations

None scheduled.

4. Review of Draft 2018 Operating Budgets by Department

The CAO introduced the new Director of Corporate Services, Michael Humble.

Discussion took place about the meeting schedule for budget deliberations. The Chair suggested that they try to get through the whole budget by December 5, 2017 and try to cancel the December 12, 2017 meeting. Additional meetings will be scheduled in January.

4.1 Human Resources - Glenn Roach (G112 pg 13 and attached business case)

The CAO introduced the interim Director of Human Resources, Glenn Roach. The interim Director advised that the Director of HR, Jacqueline Mockler identified the need for a new position in the Human Resources Department. This position would provide support to the management team, assist with consistent application of policy and procedures and enable the capacity for a citizen based service program.

In response to who does these duties now and whether other municipalities use this model, the interim Director stated it is not getting done currently and support to management is fragmented, if at all. Many larger municipalities use this model.

*Councillor Ingram arrived at 5:08 p.m.

It was questioned whether any municipalities of a similar size to the City have this position as part of their organization. The interim Director noted that he does not have specific comparators of a municipality this size.

*Mayor Mathieson and Councillor Henderson arrived at 5:10 p.m.

Motion by Councillor Ritsma

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Human Resources Business Case dated November 20, 2017, for an Organizational Development staff position be received for information.

Carried

Motion by Councillor Ritsma

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Human Resources operating budget G112 as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$705,202 be deferred to a future meeting.

Carried

4.2 Stratford Public Library - Julia Merritt (G411 pg 75)

The CEO of the Stratford Public Library referred to a PowerPoint presentation and gave some highlights of events happening at the Library including the TD Summer Reading Club, community programs, smart training which pairs youth with seniors to help bridge the digital divide and their core programs.

Although there are some challenges, the library is growing. There has been a 20% increase in questions asked at the desk, 29% more walk in traffic in the 14-17 age range and steady circulation numbers.

They are operating at maximum capacity and stretching all dollars received from all levels of government. She noted there is room to grow. Stratford has a 30% cardholder rate and other municipalities have up to 45-60% cardholder rate.

Strategic planning and rebranding were reviewed. In response to a question, the CEO advised that they are looking for grants for strategic planning but there are very few grants for building related costs.

Discussion took place about the budget. It was noted that PTIN grants from other municipalities come in at the end of the year.

Motion by Councillor Ingram
Seconded By Councillor Mark
Committee Recommendation: THAT the 2018 Stratford Public Library operating budget G411 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$2,213,870.

Carried

4.3 Corporate Services - Rob Horne

4.3.1 Financial Services/Tax (G131 pg 21)

Motion by: Mayor Mathieson
Seconded By Councillor Ritsma
Committee Recommendation: THAT the 2018 Financial Services operating budget G131 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$1,303,850.

Carried

4.3.2 General Financial Services (G139 pg 35)

Motion by Councillor Ritsma
Seconded By Councillor Vassilakos
Committee Recommendation: THAT the 2018 General Financial Services operating budget G139 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$6,318,478.

Carried

4.3.3 Information Technology (G134 pg 24)

Motion by Councillor Bunting
Seconded By Councillor Mark
Committee Recommendation: THAT the 2018 Information Technology operating budget G134 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$853,761.

Carried

4.3.4 General Revenues (G100 pg 1)

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 General Revenues budget G100 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net budget of (\$2,350,750.)

Carried

4.3.5 Requisitions from Others (G810 pg 133)

The CAO advised that there were some shared services agreements that were renewed this year and are awaiting final numbers. The Manager explained that a 3% increase was built in and can be adjusted as necessary.

Motion by Councillor Mark

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2018 Requisitions from Others operating budget G810 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$8,446,100.

Carried

4.3.6 Other Municipal Services (G820 pg 183)

It was noted that most budgets are up but the overall budget is down because the Sesquicentennial Ad-Hoc Committee is finished.

Discussion took place regarding the Communities in Bloom Advisory Committee request of an additional \$10,000. It was noted that the project has been on the books for a long time and the Committee felt that putting money into reserves might get the project completed.

It was suggested that for next year's budget, more than the previous year be shown to show trends.

Motion by Councillor Ritsma

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Other Municipal Services operating budget G820 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$203,166.

Carried

Councillor Beatty having declared a pecuniary interest did not partake in the vote and he abstained from voting on the motion to adopt the Other Municipal Services operating budget.

Motion by Councillor Henderson

Seconded By Mayor Mathieson

Committee Recommendation: THAT the 2018 Communities in Bloom Advisory Committee budget request of an additional \$10,000 to be put towards a reserve for new gateways be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting.

Defeated

4.3.7 Community Grants (G872 pg 204)

The CAO stated that a meeting had been held to discuss the grant requests and they were half way through reviewing applications.

4.4 Social Services - Carole Desmeules

4.4.1 Social Services/Ontario Works (G611 pg 82)

The Director of Social Services referred to a PowerPoint presentation and reviewed 2017 highlights and the proposed budget.

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Recommendation: THAT the 2018 Social Services/Ontario Works operating budget G611 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$615,479.

Carried

4.4.2 Anne Hathaway Day Care (G613 pg 89)

The Director of Social Services stated that staff are projecting an increase in revenue due to the enrollment of an additional 30 children after recent renovations. She is expecting to balance the budget in 2018, although pursuant to a past Council motion the daycare is permitted to run a deficit of 25%.

Motion by Councillor Mark

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2018 Anne Hathaway Day Care operating budget G613 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of (\$28,424.)

Carried

4.4.3 Housing (G615 pg 95)

The Director of Social Services explained funding sources, property taxes and programs administered by the Social Services Department in their capacity as Service Manager for the area.

It was noted that the waitlist for housing has increased. There are currently 300 people on the waitlist for affordable housing and 40 people on the homelessness list.

Motion by Councillor Ritsma

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Housing operating budget G615 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$1,970,692.

Carried

4.4.4 Child Care (G616 pg 106)

Motion by Councillor Vassilakos

Seconded By Councillor Mark

Committee Recommendation: THAT the 2018 Child Care operating budget G616 be adopted as presented at the November 20, 2017, Finance and Labour Relations

Committee meeting, for a 2018 net operating budget of \$330,137.

Carried

4.4.5 Early Learning (G617 pg 107)

Motion by Mayor Mathieson

Seconded By Councillor Bunting

Committee Recommendation: THAT the 2018 Early Learning operating budget G617 be adopted as presented at the November 20, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$0. (\$5,465,786. revenue and expenses)

Carried

5. New Business

5.1 Additional Funding Request by Library

Councillor Ingram advised that the library is experiencing security issues and are requesting an additional \$15,000 for security cameras.

The CEO of the Stratford Public Library stated that there has been a significant spike in the number of incidents staff are dealing with, from 5-7 per year in 2015 to 20-25 in 2017. Incidents are related to drug use, overdoses, weapons, threats and mental health episodes.

Various suggestions were made, including involving the health unit, police and installing barriers for library staff to sit behind. Barriers are not feasible to the nature and set-up of the library. It was noted that the number of incidents has decreased since the police began doing walkthroughs and issuing trespass notices.

The CAO advised it is on staff's radar and have a plan in place. If it is not working, Council will be advised.

6. 2017 Budget Dates

Committee members are reminded of these upcoming scheduled budget meeting dates:

DATE	TIME	LOCATION
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December 5, 2017	5:15 pm	City Hall – Council Chambers

Discussion took place about the grants process and upcoming budget meetings. It was decided that the December 12, 2017 meeting would be cancelled but an additional meeting would be scheduled in January 2018.

7. Adjournment

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Decision: THAT the Finance and Labour Relations Committee 2018 budget meeting of November 20, 2017 adjourn.

Carried

Meeting Start Time: 5:03 p.m.

Meeting End Time: 6:46 p.m.



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

Date: Tuesday, December 5, 2017

Time: 5:15 P.M.

Location: Council Chamber, City Hall

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

Regrets: Councillor McManus

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

Also Present: Members of the Public and Media

1. Call to Order

The Chair called the Meeting to Order.

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

Councillor Vassilakos declared a pecuniary interest on Item 5.5 "2018 Community Grants", specifically in relation to the 2018 grant for the Stratford Perth Community Foundation as she is a member of the Board.

Councillor Henderson declared a pecuniary interest on Item 5.5 "2018 Community Grants", specifically in relation to the 2018 grant for the Civic Beautification & Environmental Awareness Committee as she is the committee's Treasurer.

3. Delegations

3.1 Accessibility Advisory Committee - Peter Zein, Committee Member

Committee Discussion: Mr. Zein provided a presentation on the AAC report for a universal pathway at the Rotary Complex. He advised of the current challenges experienced by all users travelling to and accessing the Rotary Complex due to the lack of a universal pathway for pedestrians and motorists. Mr. Zein presented his concept for a universal pathway and requested this project be moved from the unfunded capital project list to the funded capital project list.

*Mayor Mathieson arrived at the Finance and Labour Relations Committee meeting at 5:28 p.m.

The cost of this project was questioned. The Director of Community Services advised a peer review was undertaken and comments were received. The Director noted that this project was listed on the unfunded capital project list and referred to the 2018 budget. He further advised \$40,000 will be required to complete a review of this project in 2018 which would provide council with a preliminary design and cost estimate.

It was questioned where the \$40,000 to complete a review of this project would be funded from. The Director of Corporate Services advised it could be funded from the parking reserve.

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

THAT \$40,000 be moved from the unfunded list to the funded list for the preliminary design work of the Rotary Complex property.

Carried

3.2 Stratford City Centre BIA - Rob Russell, Chair

Committee Discussion: Rob Russell, Chair of the BIA, provided a presentation on a proposal to re-purpose \$15,000 allocated to the opening of City Hall washrooms every Sunday in 2018 to five businesses in the downtown core.

Mr. Russell proposed that the City enter into a partnership with five interested businesses in the downtown to provide the public with access to their washrooms year round. As part of the proposal, each business would be paid \$250/month to cover costs of maintenance and supplies of the washrooms. This proposal would be beneficial for businesses, the City and those visiting the downtown.

It was questioned whether all washrooms would be accessible. Mr. Russell advised from the preliminary request for interest two businesses have fully accessible washrooms while the others do not.

It was also questioned how this program would be run and whether there would be any implications that need to be considered. The Chief Administrative Officer advised this proposal would have to be reviewed by the City Solicitor and Insurer for a possible bonusing issue and a program would have to be developed.

Motion by Councillor Mark

Seconded By Councillor Brown

THAT the BIA's proposal for Access to Public Washroom facilities be referred to staff for review with the City Solicitor and Insurer.

Carried

*Councillor Ritsma now present.

*Mayor Mathieson now absent.

4. Review of Draft 2018 Capital Budgets by Department

4.1 Community Services - David St. Louis

Committee Discussion: The Director of Community Services provided a presentation on the funded and unfunded capital budgets and the 2019-2022 capital budget forecast.

A discussion took place relating to new technologies that could be implemented, the ability to re-purpose existing equipment and whether reserve accounts have been established to cover costs of the City's infrastructure.

4.1.1 Community Services - Funded Capital (page 2)

Motion by Councillor Brown

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2018 Community Services funded capital budget be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget of \$427,410. (\$952,410 gross cost, with \$525,000 from reserves).

Carried

4.1.2 Community Services - Unfunded Capital List (page 7)

Motion by Councillor Beatty

Seconded By Councillor Henderson

Committee Recommendation: THAT the Community Services unfunded capital list dated November 2, 2017, be received for information; and that the following items be added:

- **City Entrance Signs - \$50,000 per sign**
- **City Entrance Signs – Service Clubs - \$10,000 per sign**
- **Bicycle Parking Plan Implementation – cost unknown**

Carried

4.1.3 Community Services - Capital Forecast 2019-2022 (page 26)

Motion by Councillor Ingram

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the Community Services Capital Forecasts for 2019 to 2022 dated November 2, 2017, be received for information.

Carried

4.2 Infrastructure and Development Services - Ed Dujlovic

4.2.1 Landfill Methane Collection System

Motion by Councillor Ingram

Seconded By Councillor Bunting

Committee Recommendation: THAT the report titled "Landfill Methane Collection System Expansion" dated December 5, 2017, be received for information;

AND THAT the Landfill Methane Collection System expansion be added to the 2018 Infrastructure & Development Services funded capital budget, as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net capital budget amount of \$0. (\$350,000 gross cost, all from the waste management reserves).

Carried

*Mayor Mathieson now present [7:18 p.m.]

4.2.2 Infrastructure Levy (funded Capital page 5)

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Recommendation: THAT \$1,500,000 be included in the 2018 funded capital budget for an infrastructure levy.

Carried

5. Review of Draft 2018 Operating Budgets by Department

5.1 Human Resources - Glenn Roach

Committee Discussion: The Interim Director of Human Resources advised a review of comparable organizations was completed and it was determined that the requested Human Resources Organization Development position is not typically found in similar sized organizations. This position is found in larger municipalities.

Following a discussion, it was noted there are other staffing needs which need to be addressed and that this position should be referred to the 2019 budget.

5.1.1 Human Resources (HR) Organizational Development position

2018 HR Operating Budget

Motion by Councillor Vassilakos

Seconded By Councillor Brown

Committee Recommendation: THAT the report titled "Human Resources (HR) Organizational Development position – 2018 HR Operating Budget dated December 5, 2017, be deferred to the 2019 Budget.

Carried

5.1.2 G112 - Human Resources (page 13)

Motion by Councillor Henderson

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Human Resources operating budget G112 be adopted as presented at the December 5, 2017, Finance and Labour Relations

Committee meeting, for a 2018 net operating budget of \$598,524.

Carried

5.2 Infrastructure and Development Services - Ed Dujlovic

5.2.1 Upper Thames River Conservation Authority - Draft 2018 Budget

Motion by Councillor Mark

Seconded By Councillor Bunting

Committee Recommendation: THAT the Draft 2018 Budget for Upper Thames River Conservation Authority dated November 2017, be received for information.

Carried

5.2.2 Water (G350)

Committee Discussion: The Director of Infrastructure and Development Services provided an overview on the changes to the Water Operating budget.

5.3 Community Services - David St. Louis

Committee Discussion: The Director of Community Services provided an overview of the community services operating budgets.

5.3.1 Parks and Forestry (G711 page 114)

Motion by Councillor Beatty

Seconded By Councillor Henderson

Committee Recommendation: THAT the 2018 Parks & Forestry operating budget G711 be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$2,051,712.

Carried

5.3.2 Recreation (G721 page 117)

Motion by Councillor Mark

Seconded By Councillor Beatty

Committee Recommendation: THAT the 2018 Recreation operating budget G721 be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$2,226,605.

Carried

5.3.3 Cemetery (G731 page 124)

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Cemetery operating budget G731 be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$203,993.

Carried

5.3.4 Transit (G750 page 127)

Motion by Councillor Bunting

Seconded By Councillor Brown

Committee Recommendation: THAT the 2018 Transit operating budget G750 be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$1,543,283.

Carried

5.3.5 Parallel Transit (G751 page 130)

Motion by Councillor Henderson

Seconded By Councillor Vassilakos

Committee Recommendation: THAT the 2018 Parallel Transit operating budget G750 be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$395,199.

Carried

5.4 Corporate Services - Clerk's Office - Joan Thomson

Committee Discussion: The City Clerk provided an overview on the Clerks, Parking and Crossing Guard budgets. The Clerk noted the necessity of increasing the election budget to a minimum of \$200,000 for the 2022 municipal election.

It was questioned whether a part-time elections assistant was being considered due to the changes to the Municipal Elections Act. The City Clerk advised it is being considered due to the increased responsibilities due to the new legislation and that it may be recommended for future elections.

Increases to the Parking and Crossing Guard budget were noted. The increases to the Parking budget are attributed to the new minimum wage legislation and costs associated with the new pay by licence plate technology.

The increases to the Crossing Guard budget were attributed to the new minimum wage legislation, the difficulty recruiting and retaining crossing guards and the need to undertake a service review.

5.4.1 Clerk's Office (G121 page 126)

Motion by Councillor Vassilakos

Seconded By Councillor Bunting

Committee Recommendation: THAT the 2018 Clerk's Office operating budget G121 be adopted as presented at the December 5, 2017, Finance and Labour Relations

Committee meeting, for a 2018 net operating budget of \$494,100.

Carried

5.4.2 Parking (G135 page 29)

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Recommendation: THAT the 2018 Parking operating budget G135 be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of (\$254,100.)

Carried

5.4.3 Crossing Guards (G136 page 32)

Motion by Councillor Henderson

Seconded By Mayor Mathieson

Committee Recommendation: THAT the 2018 Crossing Guards operating budget G136 be adopted as presented at the December 5, 2017, Finance and Labour Relations Committee meeting, for a 2018 net operating budget of \$220,404.

Carried

Motion by Councillor Mark

Seconded By Councillor Ingram

Committee Recommendation: THAT pre-budget authorization be given to enter into an amending agreement with Commissionaires Great Lakes with respect to the provision of crossing guard services, effective January 1, 2018.

Carried

*Item 5.4.3 to be considered at the December 11, 2017 Council Meeting.

5.5 2018 Community Grants - Rob Horne

5.5.1 Report of the Community Grants Evaluation Committee: 2018 Community Grants Recommendations

Councillor Vassilakos having declared a pecuniary interest did not take part in the vote on the community grant request for the Stratford Perth Community Foundation.

Councillor Henderson having declared a pecuniary interest did not take part in the vote on the community grant request for the Civic Beautification & Environmental Awareness Committee.

Motion by Councillor Mark
Seconded By Councillor Ingram
**Community Grants Evaluation Committee
Recommendations:**

That a 2018 City grant in the amount of \$8,000 be provided for Canada Day Celebrations at SERC Site.

That a 2018 City grant in the amount of \$4,000 be provided to Stratford Blues & Ribfest to assist with event costs.

That a 2018 City grant in the amount of \$50,000 be provided to Gallery Stratford for programs and operational support.

That a 2018 City grant in the amount of \$500 be provided for the Stratford Festival Guthrie Award scholarship benefiting a young Stratford resident studying theatre.

That a 2018 City grant in the amount of \$1,000 be provided for Kiwanis Festival of the Performing Arts to provide financial assistance for Stratford participants to attend the Ontario Music Festival Association's Provincial Competition.

That a 2018 City grant in the amount of \$500 be provided for Kiwanis Garlic Festival to assist with event costs.

That a 2018 City grant in the amount of \$500 be provided

for INNERchamber, to expand its community outreach to schools and seniors.

That a 2018 City grant in the amount of \$800 be provided for Music and Opera Appreciation to assist with costs of the "Rising Stars" program and the fees for two featured guest artists.

That a 2018 City grant in the amount of \$2,000 be provided for Off The Wall Stratford Artists Alliance to support its marketing collaboration with Theatre Ontario.

That a 2018 City grant in the amount of \$1,000 be provided for Playmakers! Theatre School, to support the growth of the annual lantern parade.

That a 2018 City grant in the amount of \$1,500 be provided for Santa's Parade of Lights to assist with event costs.

That a 2018 City in-kind grant in the amount of up to \$5,500 be provided for SpringWorks Festival to cover City rental and permit costs; and that an additional \$4,000 be provided for programming for families in need.

That a 2018 City grant in the amount of \$6,000 to Movies Under the Stars be denied.

That a 2018 City grant in the amount of \$4,000 to Stratford Arts & Culture Collective be denied.

That a 2018 City grant in the amount of \$1,500 be provided for Stratford Concert Band to aid basic operations.

That a 2018 City grant in the amount of \$25,000 be provided to Stratford Summer Music to fund 30 free music barge performances and seed funding for Market Square programming.

That a 2018 City grant in the amount of \$7,000 be provided

for Stratford Symphony Orchestra to support programming and community outreach activities for youth.

That a 2018 City grant in the amount of \$10,000 be provided for Conference Allocation under Council Policy A.1.11 – Civic Conventions and Receptions.

That a 2018 City grant in the amount of \$9,000 be provided to Stratford & District Horticultural Society for planting and maintenance of flower gardens throughout Stratford.

That a 2018 City grant in the amount of \$3,000 be provided to Community Living Stratford to subsidize public transit and parallel transit fees for its clients.

That a 2018 City grant in the amount of \$10,000 be provided to Family Services Perth-Huron, comprised of \$9,550 to provide financial assistance to Stratford residents for counselling services, and \$450 for the "Time for Me Coffee Group".

That a 2018 City in-kind grant in the amount of up to \$3,000 be provided to the Kiwanis Club of Stratford for rental of meeting space.

That a 2018 City grant in the amount of \$3,000 to the Local Community Food Centre be provided to support programming of the new Canada 150 Garden; and that an additional \$1,000 be provided if matching funds are secured from the Town of St. Marys and the County of Perth.

That a 2018 City grant in the amount of \$13,975 be provided to ONE CARE Home & Community Support Services, comprised of \$10,975 to support the transportation program and \$3,000 to support low income clients of ONE CARE.

That a 2018 City grant in the amount of \$14,000 be

provided to the Social Research & Planning Council to support development of the MyPerthHuron website.

That a 2018 grant in the amount of up to \$5,000 be provided to Optimism Place to subsidize public transit for its clients; and that Optimism Place be requested to track usage of how many clients are served by this grant and report back to the City.

That a 2018 grant request of \$38,000 by the Stratford City Centre BIA for an ice rink in Market Square for the period November 17, 2018, to January 2, 2019, be denied.

That a 2018 City grant in the amount of \$10,000 be provided to Stratford City Centre BIA for the purchase and installation of 17 Christmas Snowflake lights in the downtown core; and that this grant be funded from reserves.

That a 2018 grant request of \$3,000 by the Stratford City Centre BIA for cigarette receptacles be denied.

That a 2018 grant request of \$5,000 by the Stratford City Centre BIA for Christmas Market Vendor Cabins be denied.

That a 2018 City grant in the amount of \$200,000 be provided to Stratford General Hospital for its 2018 pledge instalment.

That an amount of \$25,000 be included in the 2018 grants budget for the Stratford-Perth Humane Society loan forgiveness in accordance with Council resolution # R2015-081 dated February 23, 2015.

That a 2018 grant in the amount of \$350 be provided for the Poppy Trust Fund, Royal Canadian Legion Branch #8, which assists veterans and their families with bursaries and medical equipment.

That a 2018 grant in the amount of \$29,000 be provided to the United Way of Perth-Huron to support its ongoing programs; and that this grant be increased by \$1,000 per year until an annual funding level from the City of Stratford of \$1.00 per Stratford resident is achieved.

That a 2018 City grant in the amount of up to \$2,500 be provided to Stratford Dog Park Association to cover the cost of liability insurance.

That a 2018 grant request of \$1,645 by the Stratford Dog Park Association for benches to be placed in the Dog Park be denied.

That a 2018 grant request of \$9,000 by the Stratford Dog Park Association for agility equipment to be placed in the Dog Park be denied.

That a 2018 grant request of \$29,535 by Jubilee Christian Fellowship for establishing a new weekly recreational sports program for youth, to be offered at lower cost to families in need, be denied.

That a 2018 grant request of \$18,550 by Jubilee Christian Fellowship for establishing a new hockey training camp, to be offered at lower cost to families in need, be denied.

That a 2017 City in-kind grant in the amount of up to \$4,500 for Stratford Lawn Bowling Club to offset facility rental cost be approved.

That a 2018 City grant in the amount of \$18,500 be provided to Stratford Winterfest, to assist with costs of promotion, entertainment and facilities for the event.

That a 2018 City grant in the amount of \$2,500 be provided to Junior Achievement London & District for delivery of free programs to develop financial literacy and leadership skills in Stratford high school students.

That a 2018 City grant in the amount of \$20,000 be provided for the grants contingency budget to assist with funding for grant appeals and after-budget requests.

THAT following the decision of Council regarding the 2018 Grant Requests, that any appeals from applicants be forwarded to the Finance and Labour Relations Subcommittee to hear the appeals and to make a recommendation for the Finance and Labour Relations Committee's consideration;

THAT appeals should include any new or additional information not previously considered by the Community Grants Evaluation Committee;

AND THAT the 2018 Community Grants operating budget G872 be maintained at the 2017 level, for a 2018 net operating budget of \$552,225.

Carried

Motion by Councillor Mark

Seconded By Councillor Ingram

That a 2018 City grant in the amount of \$10,000 be provided for the Stratford Perth Community Foundation to assist with strategic goals of outreach and leadership.

Carried

Motion by Councillor Mark

Seconded By Councillor Vassilakos

That a 2018 City grant in the amount of \$700 be provided to Civic Beautification & Environmental Awareness Committee to assist with insurance costs.

Carried

5.5.2 G872 - Community Grants

6. New Business

6.1 Event Coordinator

A request was made for staff to review the addition of an event coordinator for the purpose of coordinating events in the City.

Motion by Councillor Mark

Seconded By Councillor Vassilakos

THAT the addition of an Event Coordinator for the 2018 budget be referred to staff for review.

Carried

6.2 2018 Tim Hortons Brier

The Director of Community Services was congratulated as he will be participating in the 2018 Tim Hortons Brier as part of Team Nunavut.

7. 2018 Budget Dates

Committee members are advised the budget meeting scheduled for December 12, 2017 has been cancelled.

8. Next Steps

Final Committee Meeting in January - date to be determined.

Final Council Approval and By-laws - January 22, 2018

9. Adjournment

Meeting Start Time: 5:17 P.M.

Meeting End Time: 8:12 P.M.

Motion by Councillor Brown

Seconded By Councillor Bunting

Committee Decision: THAT the Finance and Labour Relations Committee 2018 budget meeting of December 5, 2017, adjourn.

Carried



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 intern 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.