



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

Date: Saturday, January 12, 2019

Time: 9:00 A.M.

Location: Council Chamber, City Hall

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

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

Also Present: Julia Merritt - Library CEO, Members of the Public, Joani Gerber - CEO of investStratford Police Chief Skinner, Deputy Police Chief Foster, Ian Wilcox and Joe Salter - UTRCA, Lori DeGraw - Stratford Tourism Alliance, Angela Brayham - Gallery Stratford, Patrick O'Rourke - Heritage Stratford, Emily Chandler - Energy and Environment Committee, Joan Ayton - Stratfords of the World Committee

**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 January 12, 2019 Committee meeting.

**3. Introduction and Overview**

Presented by the CAO and Director of Corporate Services

**Committee Discussion:** The CAO stated the purpose to today's meeting is to review the proposed departmental budgets, outside board budgets and advisory committee budgets and for Council members to ask for clarifications on any matters presented. He stated that there has been a major refresh of the budget process this year with more details and background information.

The CAO stated that existing service levels have been maintained within the draft budget and there are some tweaks. The issues to be aware of in 2019 are firefighter negotiations, council remuneration and the provincial review of previous funding commitments to municipalities. Matters not included in the budget include the renewable natural gas initiative, community hub, industrial land expansion, 2 of the 10 shared services agreement renewals and new initiatives arising from the 2019 strategic priorities exercise.

In closing the CAO thanked CLT and the City's CFO for their work on the budget and stated that maintaining service levels is an increasing challenge.

The Director of Corporate Services presented the draft 2019 operating and capital budgets and advised that the initial increase was 3.3% but has been revised to 3.06% at this time. He then provided highlights: Festival Hydro interest on demand loans and share dividends, community grant program now includes disclosure of fee waivers and minor sports ice rentals, shared services

for health, paramedics, spruce lodge, archives and museum. The Capital budget includes 108 capital projects, assessment growth in 2018 of \$850,160 and debt servicing costs of new debenture issued in December 2018. He stated that this is a restated and fiscally sustainable budget for all city operations including the first stage of corporate fleet operations.

The Director then advised that the 2019 draft budget does not include staff and operational service enhancement requests, service level changes by council, funding or ongoing operations from reserves, incremental contributions towards asset management needs, any shared service agreement refinements, or funding for the Swan Parade and Razzamajazz historically managed by Stratford Tourism Alliance.

The Director then reviewed the 2109 average residential property tax chart and impact of the draft budget for 2018 and 2019.

The Director reviewed the Capital Budget of \$16.5 million and stated that no borrowing is required for this budget. He requested that Council remain cognizant of staff workload and achievable expectations. He stated that there is one capital project not included - Crane Avenue Reconstruction and requested that this item be added to the 2019 Capital budget.

The Director then reviewed today's objectives, proposed timeline and the Staff Recommendation from the power point presentation.

#### **4. City Department Presentations**

##### **4.1 Mayor/Council/CAO**

Presented by the CAO

The CAO presented the draft budget as found on pages 2 and 7 of the budget binder. It is a status quo budget but does identify new initiatives for council remuneration, strategic priorities and continued corporate operations.

##### **4.2 Human Resources**

Presented by the Director of Human Resources

The Director of Human Resources made a PowerPoint presentation regarding the HR department: Key functions and services, City of Stratford

Team, 2019 key HR Focus Areas and Initiatives, and 2019 Operating and Capital Budget Key Areas to be addressed.

In response to a question about the Learning Management System training costs, the Director advised these are included in the capital budget.

#### **4.3 Break - 10:28 to 10:42 am.**

#### **4.4 Corporate Services**

Presented by the Director of Corporate Services

The Director of Corporate Services gave a presentation regarding Corporate Services Department: Department Overview, 2018 Accomplishments, 2019 Operating Budget and 2019 Capital Budget, Additional Staff Resources Request, and Service Enhancement Request.

The Director was asked to bring back information regarding the parking pilot project and how many people use the app.

A discussion took place regarding how additional staff requests were prioritized and the benefit to the corporation of each of these requested positions. The Director to bring back additional information.

#### **4.5 Infrastructure and Development Services**

Presented by the Director of Infrastructure and Development Services

The Director of Infrastructure and Development Services presented the Department Overview, 2018 Accomplishments, Areas being addressed in the 2019 Operating Budget and in the Capital Budget, and Additional Staff Resources Request.

A discussion took place regarding the additional staff resources and the benefits to having these positions. A discussion took place regarding the capital projects and carry overs from 2018.

The CAO stated that CLT has been meeting regarding sustainability of the capital projects. Staff are trying to tender in the winter for better pricing.

In response to a question about fleet operations, the Director stated that previously departments had their own maintenance operations. A supervisor position was created and is now responsible for all city maintenance, including social services.

In response to a question about electric charging stations in apartment buildings and new homes construction, the Director to bring back the legislative requirements.

A discussion took place regarding the requested municipal building official position. The CAO stated that the City is thin in staff resources in this area as there are more and complex development projects.

Following the break, the meeting resumed at 10:42 am.

#### **4.6 Community Services**

Presented by the Director of Community Services

The Director of Community Services made a presentation about the Operating and Capital Budget for Parks and Forestry, Cemetery, Recreation Facilities and Program, Recreation Facilities, Transit and Parallel Transit.

A request was made for ridership numbers and a comparison of current and previous stats, including bus pass sales.

In response to a question about a fare collection system, the Director stated that staff are looking at all options and some have elevated costs.

In response to a question about cremations here, the Director advised that staff are not looking into this. Further the local funeral homes would not use a municipal facility as they are involved with the London facility.

In response to a question about funds for accessibility at the Arenas and National Stadium, the Director stated that there are not included in this budget. The inside washrooms at the Allman Arena are now open.

A discussion took place regarding goose control along the Avon River, noise from the cooling tower equipment at the Rotary Complex, facilities coming into asset management and accessibility in the parks.

In response to a question about the reserve fund contribution, the Director stated that this is a start to increase the reserve so that the City can get ahead of maintenance in the future.

The Director of Corporate Services stated that the \$560,000 this year only pays this year's capital projects and has been reallocated from other departments to Community Services. The Director also advised that there is no longer an unfunded capital list and in 2020, council will see the numbers in the budget from asset management.

The CAO stated that with the new routes serving larger areas of the City, the new terminal and stability will see a ridership increase. He also noted that there have been discussions with metrolinks and a possible expansion.

#### **4.7 Fire Department**

Presented by the Fire Chief

The Fire Chief made a presentation covering Areas being addressed in the 2019 budget for Fire and 2019 Budget Proposal for the Municipal Airport.

A discussion took place regarding the battery operated extraction tool, fire protection services and economic development related to the municipal airport.

The Fire Chief stated that in discussions with investStratford about the airport, it is part of the economic development tool for the community. The hangar leases and fuel sales have been cost neutral in the past and this is expected to continue. There is a lot of aircraft movement at the airport related to industry and tourism in Stratford. The 2015 economic study done show a \$3.3 million benefit to the community.

A copy of the 2015 study to be provided to Council.

#### **4.8 Social Services**

Presented by the Director of Social Services

The Director of Social Services gave a PowerPoint presentation regarding Department Overview, 2018 Accomplishments, Areas being addressed in

the 2019 Operating Budget and 2019 Capital budget and Additional Staff Resources Request.

In response to a question about funding for the additional staff resources, the Director advised which positions would be 100% funded by the province.

In response to a question about disposing of older public housing stock, the Director advised that a master plan was done along with two other components to assist in determining if some existing stock is worth keeping versus divesting. Additional information is coming from the Department.

#### **4.9 Lunch**

The Finance and Labour Relations Committee meeting broke at 12:03 pm for lunch and the meeting resumed at 12:33 pm.

\*Mayor Mathieson present.

### **5. Outside Boards Presentations**

#### **5.1 Police Services**

Police Chief Skinner and Deputy Chief Foster gave a PowerPoint presentation of the budget proposal, including Police Service Overview, 2018 Police Highlights, Policing Challenges 2019, Areas to be addressed in the 2019 Budget.

In response to a question about extending policing to other municipalities beyond St. Marys and Perth South, the Police Chief stated that they need to make sure it is working well in these municipalities first, before considering further expansion and to also be fiscally responsible.

A discussion took place regarding a new facility in Stratford for Police Services and if money is being put aside.

The Police Chief advised that in his three months with Stratford Police, he has been reviewing the three business plans regarding the state of the building and the cost estimates. There is no funding for a new building and the Chief is hopeful that the current police services program funding by the Province continues.

Mayor Mathieson stated that the Premier has identified its priorities and capital for law enforcement is not one of them. In addition to the need for police services facilities, the courts are involved and this involves dealing with three ministries for funding.

## **5.2 Upper Thames River Conservation Authority**

Ian Wilcox and Joe Salter from the Upper Thames River Conservation Authority gave a PowerPoint presentation regarding the 2019 draft budget, Environmental Targets Strategic Plan, Specific benefits for municipalities and their resident and the Proposed 2019 municipal levy.

Mr. Wilcox stated that even with targeted areas, the Authority is not making gains in water quality in the watershed.

A discussion took place regarding water quality in Lake Victoria, getting rid of some of the dams to improve water quality and the need to work on programs upstream of Stratford.

A discussion took place regarding contaminants and the part that wild life contribute to nutrients and water quality in the Avon.

The CAO expressed appreciation to Mr. Salter as the City's representative on the Upper Thames River Conservation Authority and for the working relationship with the Authority.

## **5.3 Stratford Public Library**

Julia Merritt - Library CEO gave a PowerPoint presentation regarding 2018 recap, 2019 Landscape, 2019 Workplan, Operating and Capital.

In response to a question about security cameras, the CEO advised that these were installed in 2018 and absorbed in the 2018 budget.

A discussion took place regarding sharing of facilities and space, accessing school space and that 50% of library child programming occurs off-site.

## **5.4 Stratford Tourism Alliance**

Lori DeGraw of the Stratford Tourism Alliance made a PowerPoint presentation regarding the 2019 Plan Overview, Value Proposition, Budget

Composition and ROI, 2018 Landmark Highlights, 2019 Ongoing Destination Work. 2019 Budget, STA Moving Forward.

It was noted that the STA will no longer be coordinating the Razzamajazz or the Swan Parade, starting in 2019. STA can do marketing but not the organizing as there has been a shift in STA priorities. The Swan Parade can become more of a community event and not draw people away from downtown businesses.

### **5.5 Gallery Stratford**

Angela Brayham gave a PowerPoint presentation regarding their 2019 Budget proposal, including community impact, comparison to other Ontario Regional Art Galleries, and accomplishments in 2018.

In response to a question about the city-owned building, the Director advised that the building is not included in the city budget line. The City maintains the grounds and does some building maintenance each year.

### **5.6 Break**

The meeting resumed at 2:17 pm following a short break.

## **6. Advisory Committees of Council Presentations**

### **6.1 Active Transportation Advisory Committee**

Councillor Vassilakos, Chair, reviewed the broad areas of ATAC, presented the 2019 budget and advised that ATAC is working with the BIA, STA, schools, police and in cooperation with other groups. They have applied for a school grant.

### **6.2 Heritage Stratford Committee**

Patrick O'Rourke, Chair of Heritage Stratford presented regarding the Heritage Stratford Overview, Mandate, 2018 Accomplishments, 2019 Plans and the 2019 Budget Request.

### **6.3 Accessibility Advisory Committee**

Councillor Henderson presented regarding the Accessibility 2019 Budget proposal.

### **6.4 Energy and Environment Committee**

Emily Chandler presented regarding the 2018 Annual request and advised that the 2019 budget request is the same as 2018.

### **6.5 Stratford Town and Gown Advisory Committee**

Councillor Ritsma presented regarding the 2018 Annual Report and advised that their budget request is the same.

### **6.6 Stratfords of the World Committee**

Joan Ayton reviewed the 2018 Annual Report and advised that in 2020, Stratford is hosting the Reunion here. They are trying to keep registration fees low.

### **6.7 Communities in Bloom Committee**

Councillor Beatty reviewed the 2018 Annual Report.

A discussion took place regarding focusing on native plants.

## **7. Outside Board Presentations**

### **7.1 Stratford Economic Enterprise Development Corporation**

Joani Gerber, CEO gave a presentation regarding the 2019 Budget, return on investment, 2019 Year Ahead, and Budget Highlights.

Ms. Gerber also presented regarding the Crane Avenue Industrial Lands project.

The Director of Corporate Services stated that the cost is \$1.75 million. Industrial land sales are intended to cover the cost of servicing the land. The cost would be financed over 5 years through Infrastructure Ontario.

The CAO stated that this is a cash flow matter rather than a tax levy item. The tender is ready to go shortly and will require Council award.

## 8. **Wrap-Up**

Led by the CAO and Director of Corporate Services

Following the CAO's closing remarks, Councillor Henderson inquired about the Erie Street sidewalk and City Hall washrooms.

The Director of Infrastructure and Development Services stated that these are 2018 carry over projects.

Councillor Henderson requested that staff look into sponsorship of City Hall buses on New Year's Eve and the cost.

Councillor Henderson requested that staff look into moving the Lorne/Downie left hand turn lane ahead to the 2020 budget.

**Motion by** Councillor Bunting

**Seconded By** Councillor Beatty

**THAT the 2019 draft operating and capital budgets be received as presented;**

**AND THAT staff be directed to present these budgets at two Public Engagement Sessions to take place on 16 January 2019 from 11:00 am to 1:00 pm in the City Hall Auditorium and 17 January from 6:00 pm to 8:00 pm in the Council Chamber, City Hall.**

**Carried**

## 9. **Adjournment**

**Motion by** Councillor Gaffney

**Seconded By** Councillor Burbach

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

**Carried**

Meeting Start Time: 9:00 am

Meeting End Time: 3:17 pm



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

Date: Tuesday, January 15, 2019

Time: 5:00 P.M.

Location: Council Chamber, City Hall

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

Regrets: Councillor Ingram

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

Also Present: Media, Julia Merrit - Library CEO, Naeem Khan - Manager of IT and Business Systems

### **1. Call to Order**

The Chair called the Meeting to Order.

Councillor Ingram provided regrets for this Committee 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 declared at the January 15, 2019 Committee meeting.

## 3. Unfinished Items From Previous Meeting

**Committee Discussion:** A discussion took place about the staffing requests and trying to keep the tax increase under 3%.

## 4. 2019 Budget Deliberations

### 4.1 2019 Draft Capital Budget

Refer to Capital Section in Budget Binder - starting at page 178.

**Committee Discussion:** The Director of Corporate Services advised there are 109 capital projects on the list and all are funded in the 2019 budget, subject to any additional requests from Council.

There was discussion regarding the computer requests, network enhancements, human resources, police request for replacement vehicles, website enhancement, analytics, records management project, the parking vehicle, parking, the Erie Street parking lot and the Wayfinding project under way. Staff were requested to consider energy efficient vehicles.

\*Councillor Burbach now present [5:16 pm].

A discussion took place regarding the generator request at the Airport and when power outages occur. It was clarified that the generator would power the terminal and the runway lights.

The Fire Chief outlined the need for the washroom renovations at the Station.

In response to a question if the entire pool liner needs to be replaced in order to open the Lion's Pool, the Director of Community Services advised that if the liner is not repaired, staff will need to do daily repairs and maintenance on the pool before opening.

In response to a question about basketball courts at Anne Hathaway Park, the Director advised that this is not included in the 2019 budget. This would be a new rec facility and the Department would like to deal with existing facilities first.

A discussion took place regarding the playground equipment replacement at Shakespeare Park and users of the Park. The Director advised that the City has decommissioned a couple of playgrounds due to conditions. Parkettes have value too just like Destination parks.

Break at 5:56 pm and the meeting resumed at 6:25 pm.

A discussion took place regarding the vehicle replacements listed.

A request was made to have a heat source under the City Hall front stairs so that work on the stairs is not required as much each year.

A discussion took place regarding the security system for housing. Concern was expressed that the entire cost is shown in the budget for the City, but should include funding source from Shared Services.

A discussion took place regarding long life roofs on housing units. In response the Director of Social Services stated that analysis done during previous repairs shows that some roofs can be replaced with steel and in other cases depending where the life stage cycle is, a standard roof repair is recommended by the project engineer.

In response to a question about the sewer relining project and keeping up with the amount required, the Director of Infrastructure and Development Services advised that even with this system, the City is not keeping up with sewer repairs. A discussion took place regarding the storm sewer user fee considered several years ago.

The Director advised that there is a provincial requirement to do bridge appraisals every two years.

In response to a question about the downtown traffic study need, the Director advised it does not need to be done in 2019; however, the

Department is trying to look at the entire downtown traffic and not piecemeal.

Motion by Councillor Sebben and Councillor Gaffney

That Project 89 Traffic Study - Downtown areas be deferred to the 2020 Budget. **Defeated**

The Director advised there is a requirement to do a Water and Wastewater Rate Study every 5 years as part of the City's licence for the water system from the Province.

In response to the Crane Avenue Reconstruction Project 109, it is 100% cost recovery through land sales.

In closing, the CAO stated that the 2020 to 2028 Capital Forecast is realistic and thanked CLT for their work on the Forecast. He advised that CLT is concerned with the capital projects achievable in a year and that it is a strain on current resources and staff. They also expressed concern over what can be achieved year over year.

A request was made for the Lorne and Downie intersection to be done this year. A discussion took place regarding the traffic complaints received.

Motion by Councillor Sebben and Councillor Ritsma

That the airport generator be deferred to the 2020 budget. **Defeated**

A discussion took place regarding residents wanting more services and not keeping ahead with budget increases solely on the cost of living increase. The Director of Corporate Services stated that the infrastructure levy is \$1.5 million per year and has no impact on the budget this year. Staff are unable to increase this levy this year to fund more capital projects due to constraints.

Councillor Clifford stated that council may be able to bring the levy down in 2020 and 2021, but would require a cut in service levels to bring the levy this year down to the cost of living.

**Motion by** Councillor Henderson

**Seconded By** Councillor Ritsma

**THAT staff bring a report regarding the Lorne and Downie left turn lane intersection project being moved forward to the 2020 budget from the 2022 budget, the implications of moving this**

**project forward, and what capital projects will be re-allocated to later budgets as a result.**

**Carried**

#### **4.2 2019 Draft Operating Budget**

Refer to Operating Section in Budget Binder - starting at page 1.

**Committee Discussion:** Operating to be considered at the January 22, 2019 Committee meeting.

### **5. Adjournment**

**Motion by** Councillor Ritsma

**Seconded By** Councillor Burbach

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

**Carried**

Meeting Start Time: 5:03 pm

Meeting End Time: 8:11 pm



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

Date: Tuesday, January 22, 2019

Time: 4:34 P.M.

Location: Council Chamber, City Hall

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

Regrets: Councillor Sebben

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Jacqueline Mockler - Director of Human Resources, Carole Desmeules - Director of Social Services, John Paradis - Fire Chief, Tatiana Dafoe - Deputy Clerk, Mike Beitz - Corporate Communications Lead, Wendy Partridge – Executive Secretary, Michael Mousley – Transit Manager, Christa Robinson – Administrative Assistant to the Director of Community Services, Quin Malott – Cemetery/Parks & Forestry Manager, Jim Bryson - Community Facilities Manager, Brad Herndon - Manager of Recreation and Marketing, Julia Merritt - CEO Stratford Library, Naeem Khan - Manager of IT and Business Systems

Also Present: Member of the Media

## 1. Call to Order

The Chair called the Meeting to Order.

Councillor Sebben provided regrets for the 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 22, 2019 Finance and Labour Relations Committee meeting.

## 3. Unfinished Items From Previous Meeting

**Committee Discussion:** The Director of Corporate Services, referring to a PowerPoint presentation, provided an update on the budget since the last Committee meeting. It was noted the revised tax levy is 2.650% for a total of \$1,501,730, following further information being received.

## 4. 2019 Budget Deliberations

### 4.1 Budget Expansion Requests

**Committee Discussion:** The Finance and Labour Relations Committee reviewed and discussed the budget expansion requests.

\*Councillor Burbach arrived at the meeting at 4:37 p.m.

**Motion by** Councillor Vassilakos

**Seconded By** Councillor Gaffney

**Committee Recommendation: THAT the request from Corporate Services for a Parking Enforcement Officer at a total cost of \$53,140 be approved.**

**Carried**

**Motion by** Councillor Gaffney

**Seconded By** Councillor Burbach

**Committee Recommendation: THAT the request from Infrastructure and Development Services for a Project Engineer at a total cost of \$120,320 be approved.**

**Carried**

**Motion by** Councillor Gaffney

**Seconded By** Councillor Ingram

**Committee Recommendation: THAT the request from Infrastructure and Development Services for a Municipal Building Official at a total cost of \$112,660 be approved.**

**Carried**

**Motion by** Councillor Gaffney

**Seconded By** Councillor Ritsma

**Committee Recommendation: THAT the request from Social Services for a Supervisor of Social Services (Ontario Works) at a total cost of \$120,370 be approved.**

**Carried**

**Motion by** Councillor Ritsma

**Seconded By** Councillor Henderson

**Committee Recommendation: THAT the request from Social Services for a Social Services Supervisor (Housing) at a total cost of \$120,370 be approved.**

**Carried**

**Motion by** Councillor Henderson

**Seconded By** Councillor Vassilakos

**Committee Recommendation: THAT the request from Social Services for an Intake Clerk (Housing) at a total cost of \$79,820 be approved.**

**Carried**

**Motion by** Councillor Vassilakos

**Seconded By** Councillor Burbach

**Committee Recommendation: THAT the request from Social Services for two Housing Maintenance Repair personnel at a total cost of \$166,750 be approved.**

**Defeated**

**Motion by** Councillor Gaffney  
**Seconded By** Councillor Bunting  
**Committee Recommendation: THAT one Housing Maintenance Repair personnel at a total cost of \$83,375 be approved.**

**Carried**

**Motion by** Councillor Henderson  
**Seconded By** Councillor Burbach  
**Committee Recommendation: THAT the request from Social Services for a Day Care Teacher at a total cost of \$115,600 be approved.**

**Carried**

**Motion by** Councillor Bunting  
**Seconded By** Councillor Henderson  
**Committee Recommendation: THAT the request from Social Services for an Office Clerk (Early Learning & CD) at a total cost of \$76,390 be approved.**

**Carried**

A request was made for more information to be provided on the request for co-op students. Specific information was requested on the projects they will be completing and the cost associated with not hiring the co-op students. The Chief Administrative Officer advised more information would be provided.

**Motion by** Councillor Ingram  
**Seconded By** Councillor Vassilakos  
**Committee Recommendation: THAT the request from Human Resources for an Organizational Development Lead at a total cost of \$127,675 be referred to the 2020 Budget.**

**Carried**

**Motion by** Councillor Gaffney  
**Seconded By** Councillor Burbach  
**Committee Recommendation: THAT the request from Corporate Services for a Financial Analyst at a total cost of \$108,800 be approved.**

**Defeated**

**Motion by** Councillor Henderson  
**Seconded By** Councillor Ingram

**Committee Recommendation: THAT the request for two Truck Driver positions at a total cost of \$146,140 be referred to the 2020 Budget.**

**Carried**

**Motion by** Councillor Ingram

**Seconded By** Councillor Vassilakos

**Committee Recommendation: THAT the request from the Stratford Public Library for a Public Service/Children's Programs/Maker Space at a total cost of \$75,800 be approved.**

**Carried**

**Motion by** Councillor Gaffney

**Seconded By** Councillor Bunting

**Committee Recommendation: THAT the Corporate Security Awareness Training & Security Audit expenditure at a total cost of \$60,000 be approved.**

**Carried**

The Director of Corporate Services advised that following the addition of budget enhancements the tax levy is 3.23%.

A request was made to review the request for a Transit Supervisor.

**Motion by** Councillor Ritsma

**Seconded By** Councillor Ingram

**Committee Decision: THAT the request for a full time Transit Supervisor be referred to Community Services staff to review reducing the position to part time.**

**Carried**

#### **4.2 2019 Draft Operating Budget**

**Committee Discussion:** The Finance and Labour Relations Committee reviewed and discussed the operating budgets as presented.

\*Councillor Beatty departed the meeting at 5:42 p.m., and returned at 5:44 p.m.

\*Councillor Gaffney departed the meeting at 6:00 p.m., and returned at 6:02 p.m.

Discussion was held on the feasibility of expanding the hours of the transit system. A request was made for staff to review the implications and cost for expansion and to refer this information to the 2020 budget.

**Motion by** Councillor Ingram

**Seconded By** Councillor Vassilakos

**Committee Recommendation: THAT the extension of hours for the Transit and Parallel Transit systems be referred to the 2020 budget for consideration.**

**Carried**

\*A break was held from 6:11 p.m., to 6:36 p.m.

A request was made for information to be provided on the Recreation operating budget, specifically on:

- why there is an increased cost associated with advertising and what it includes; and
- what the consultants budget line includes.

## 5. Adjournment

**Motion by** Councillor Gaffney

**Seconded By** Councillor Ingram

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

**Carried**

Meeting Start Time: 4:34 P.M.

Meeting End Time: 6:43 P.M.



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

Date: Tuesday, January 29, 2019

Time: 4:30 P.M.

Location: City Hall Auditorium

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

Regrets: Councillor Beatty

Staff Present: Rob Horne - Chief Administrative Officer, Ed Dujlovic - Director of Infrastructure and Development Services, Michael Humble - Director of Corporate Services, Jacqueline Mockler - Director of Human Resources, 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: Krista Robinson - Stratford Public Library, Julia Merritt - CEO of Stratford Public Library, Media

**1. Call to Order**

The Chair called the Meeting to Order.

Councillor Beatty provided regrets for this meeting.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No declarations of pecuniary interest were made at the January 29, 2019 committee meeting.

**3. Unfinished Items from Previous Meeting**

**4. 2019 Draft Operating Budget**

Refer to Operating Section in Budget Binder - starting at page 1.

**Committee Discussion:** A discussion took place regarding the cost and opportunities for the annual swan parade. The Director of Corporate Services advised that STA announced they are no longer organizing activities around this event. There was \$7,000 identified in the previous budget for parade event expenses. It was clarified that Civic Beautification looks after the actual swan parade and that they are continuing with this. Their expense is around \$400.

The Director of Community Services advised that as part of the annual swan release, there is a temporary road closure required. The annual release will happen regardless if a group is organizing events around the parade. The date may change due to weather conditions.

It was clarified that there are no funds identified in the budget for the annual swan parade.

A discussion took place regarding the proposed transit supervisor position and options. In response to a question about a part time position, the hours of work would be 17 hours and a salary / benefits of approximately \$58,000. The City may have difficulty in hiring a qualified person to work part time and at off-hours. It was clarified that the pay will not be determined under a job evaluation of the supervisor position has been completed.

In response to an update on the report from Transit on the cost to offer free public transportation on New Year's Eve, how much it will cost and how many riders used the service, it was stated that Council cannot keep adding to the Manager's work load and the need to support the supervisor position.

In response to a question on suggestions to reduce the levy, the Director of Corporate Services suggested that the parking reserve to the tax levy could be increased from \$250,000 to \$350,000 and a reduced transfer to the parking reserve. The Director also advised that there are sufficient funds in the consultants fees account to fund the proposed project manager position. Reference was made to consider the Suggestions to Reduce Levy Impact without Affecting Service Levels found on page 3 of the handout at the meeting.

**Motion by** Councillor Ritsma and Councillor Gaffney

That approval be given to create a 0.5 transit supervisor position.

A discussion took place regarding the motion, the need for a full time supervisor position for a service that operates seven days a week and the need for weekend coverage. It was stated that the supervisor position is not just to provide extra coverage but to free up the Manager's time. There are 600,000 riders per year. Ridership is expected to increase with more seniors using the system and the regional transit service coming into place. The Director of Community Services advised that the transit service operates 7 days a week. The Supervisor position is not an office job, but is out in the field supervising drivers and dealing with customer service issues.

The Chair called the question on the part time supervisor position. **Defeated**

**Motion by** Councillor Ingram

**Seconded By** Councillor Burbach

**THAT approval is given to create a permanent full-time transit supervisor position.**

**Carried**

**Motion by** Councillor Vassilakos

**Seconded By** Councillor Ritsma

**THAT the Suggestions to Reduce levy Impact without Affecting Service Levels, as follows, be adopted:**

**Increase Parking Subsidy (\$100,000) (-0.18%)**

**Project Manager Fully Offset (\$60,320) (-0.11%)**

**Reduce Community Grant Program (\$30,000) (-0.05%)**

**Lengthen Repayment Term on Street Light Loan (\$30,000) (-0.05%)**

**Carried**

**5. Adjournment**

**Motion by** Councillor Gaffney

**Seconded By** Councillor Burbach

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

**Carried**

Meeting Start Time: 4:30 pm

Meeting End Time: 5:21 pm