



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

Date: December 17, 2019  
Time: 3:30 P.M.  
Location: Council Chamber, City Hall

Committee Present: Councillor Clifford - Chair Presiding, Councillor Gaffney - Vice Chair, Councillor Ritsma

Regrets: Councillor Beatty, Councillor Bunting

Staff Present: Michael Humble - Director of Corporate Services, Jodi Akins - Council Clerk Secretary, Jacqueline Mockler – Director of Human Resources

Also Present: Kelly McCann, CFO of Festival Hydro (Item 4.1 and 5.1), Rob Russell (Item 6.1)

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

The Chair called the meeting to Order.

Councillors Beatty and Bunting provided regrets for this meeting.

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

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

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made at the December 17, 2019 Finance and Labour Relations Sub-committee meeting.

**3. Delegations**

None scheduled.

**4. Report of Festival Hydro Inc.**

**4.1 Financial Statements and Commentary for Festival Hydro Inc. (FHI) – Q3 ending September 30, 2019 (FIN19-049)**

**Staff Recommendation:** THAT the Festival Hydro Inc. financial statements and commentary for the period ending September 30, 2019, be received for information.

**Sub-committee Discussion:** Kelly McCann, CFO of Festival Hydro, was in attendance to present an update.

Net income is ahead of budget by \$162k and some of the significant items on the income statement were highlighted as follows:

- distribution revenue is below budget by \$85k,
- other revenue is ahead of budget by \$84k,
- operating and maintenance costs are under by \$146k, and
- administration expenses are under budget by \$13k.

Certain factors for all variations were noted.

Motion by Councillor Gaffney

**Sub-committee Recommendation:** THAT the Festival Hydro Inc. financial statements and commentary for the period ending September 30, 2019, be received for information.

Carried

**5. Report of Festival Hydro Services Inc.**

**5.1 Financial Statements and Commentary for Festival Hydro Services Inc. (FHSI) – Q3 ending September 30, 2019 (FIN19-050)**

**Staff Recommendation:** THAT the Festival Hydro Services Inc. financial statements and commentary for the period ending September 30, 2019, be received for information.

**Sub-committee Discussion:** Kelly McCann, CFO of Festival Hydro, was in attendance to present an update.

Net income for the third quarter was \$3k ahead of budget. Capital additions are at 30% of budget and the bulk of the budget relates to the new server building. 75% of the budget for hardware, fibre and Wi-Fi assets has been spent.

With regard to the income statement, revenues are under budget by \$4k. Other revenue is under by \$23k which is offset by dark fibre running ahead of budget. Operating expenses are below by \$8k which is offset by benefit costs being over by \$7k.

In response to a question from the Chair regarding the hardware, the CFO advised the bulk of the costs are related to the GPON replacement.

Motion by Councillor Ritsma

**Sub-committee Recommendation: THAT the Festival Hydro Services Inc. financial statements and commentary for the period ending September 30, 2019, be received for information.**

**Carried**

## **6. Report of the Director of Corporate Services**

### **6.1 Consideration of the Stratford City Centre Business Improvement Area (SCC BIA) 2020 Budget (FIN19-058)**

**Staff Recommendation:** THAT the report of the Director of Corporate Services dated December 17, 2019, regarding the Stratford City Centre Business Improvement Area 2020 budget be received for information;

THAT the 2020 budget of the Stratford City Centre Business Improvement Area be approved as submitted in the amount of \$317,950;

AND THAT the sum of \$290,750 shall be levied on properties located within the boundaries of the Stratford City Centre business Improvement Area for the year 2020.

**Sub-committee Discussion:** Rob Russell, Chair of the Stratford City Centre BIA provided an overview of the draft budget.

Mr. Russell advised that things are moving well. Wages were underspent, as the annual salary for the General Manager was included but the

position was not filled until September. With regard to beautification, they are trying to repair some of the snowflakes.

In response to whether there were any significant projects in 2020 that would impact their budget, Mr. Russell advised they are hoping to pull together a shade project for Market Square, as well as some mural projects and will be looking to City staff for assistance to ensure the projects are implemented properly.

With regard to the budget for previous Canada Day celebrations and where the dollars were moved to in their budget, Mr. Russell advised that they have been moved into operations. As a group, they decided to move away from events as the amount of time and effort required was difficult to justify to their membership, particularly as the event occurred on a day when many of the downtown businesses are closed.

It was noted that many cities of our size do not have a downtown event, just parades and fireworks. Difficulty with finding volunteers was noted as a challenge. Discussion took place regarding previous years and it was suggested that the feedback from the community is to undertake a large event, or not at all.

Motion by Councillor Gaffney

**Sub-committee Recommendation: THAT the report of the Director of Corporate Services dated December 17, 2019, regarding the Stratford City Centre Business Improvement Area 2020 budget be received for information;**

**THAT the 2020 budget of the Stratford City Centre Business Improvement Area be approved as submitted in the amount of \$317,950;**

**AND THAT the sum of \$290,750 shall be levied on properties located within the boundaries of the Stratford City Centre business Improvement Area for the year 2020.**

**Carried**

## **6.2 2019 Advisory Committee Annual Reports (FIN19-055)**

**Staff Recommendation:** THAT the following 2019 Advisory Committee Annual reports be received for information:

- Active Transportation Advisory Committee

- Heritage Stratford
- Accessibility Advisory Committee
- Energy & Environment
- Town & Gown Advisory Committee
- Stratfords of the World
- Communities in Bloom

**Sub-committee Discussion:** In response to whether it is a normal practice for advisory committees to have such large budgets, the Director of Corporate Services advised that staff are meeting in the near future to discuss this matter. Budgets have crept up over the years and expenditures are not necessarily in compliance with the committee's terms of reference. Staff intend to bring forward recommendations on the matter.

The Chair suggested the advisory committees could bring spending to the Finance and Labour Relations or Infrastructure, Transportation and Safety Sub-committee for approval. A suggestion was made to make it part of the grants committee discussions. The Director suggested that this is a different matter and that budgets have already been approved by Council, it is a matter of how they are spent.

The Director stated that staff are looking at the terms of reference for each committee but any motion from this Sub-committee would guide how the advisory committees are trained and advised.

It was suggested that should an advisory committee intend to vary from their set budget, they advise the Clerk's Office. Discussion took place regarding an issue where a committee purchased an item that staff weren't sure could be used, which prompted questions around the scope of the advisory committees.

Motion by Councillor Gaffney

**Sub-committee Recommendation: THAT staff investigate ways of increasing the oversight of how advisory committees and outside boards spend their budgets and bring a report back to the Finance and Labour Relations Sub-committee.**

**Carried**

Motion by Councillor Ritsma

**Sub-committee Recommendation: THAT the following 2019 Advisory Committee Annual reports be received for information:**

- **Active Transportation Advisory Committee**

- **Heritage Stratford**
- **Accessibility Advisory Committee**
- **Energy & Environment**
- **Town & Gown Advisory Committee**
- **Stratfords of the World**
- **Communities in Bloom**

**Carried**

### **6.3 Capital Amounts Carried Forward to 2020 (FIN19-056)**

**Staff Recommendation:** THAT the report of the Director of Corporate Services dated December 17, 2019, regarding incomplete capital projects at 2019 year end that need to be carried forward into 2020, be received for information.

**Sub-committee Discussion:** The Director of Corporate Services advised the number of projects being carried forward is higher than previous years but there is nothing he is concerned about. 26 projects have not been started, 27 are underway and 13 are complete but have not been invoiced.

With regard to whether 26 projects not being started is high, the Director suggested it has been consistent with previous years.

Motion by Councillor Ritsma

**Sub-committee Recommendation:** THAT the report of the Director of Corporate Services dated December 17, 2019, regarding incomplete capital projects at 2019 year end that need to be carried forward into 2020, be received for information.

**Carried**

### **7. Next Sub-committee Meeting**

The next Finance and Labour Relations Sub-committee meeting is January 21, 2020 at 3:30 p.m. in the Council Chamber, City Hall.

### **8. Adjournment**

Motion by Councillor Ritsma

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

**Carried**

Meeting Start Time: 3:30 P.M.

Meeting End Time: 3:52 P.M.