



**The Corporation of the City of Stratford
Finance and Labour Relations Committee
Open Session
AGENDA**

Date: Monday, March 25, 2019

Time: 7:50 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Rob Horne - Chief Administrative Officer, Joan Thomson - City Clerk, 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, Tatiana Dafoe - Deputy Clerk, Mike Beitz - Corporate Communications Lead

Pages

1. Call to Order

The Vice-Chair to call the Meeting to Order.

Councillor Clifford, Chair and Mayor Mathieson 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

3. Delegations

None scheduled.

4. Report of the Deputy Clerk

4.1 2018 Lottery Licence Activity Update (FIN19-007)

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Motion by _____

Staff Recommendation: THAT the report entitled "2018 Lottery Licence Activity Update" be received for information.

5. Report of the Director of Corporate Services

5.1 2018 Treasurer's Statements for Development Charges and Cash In Lieu of Parkland Reserve Funds (FIN19-008)

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Motion by _____

Staff Recommendation: THAT the 2018 Treasurer's Statement for City of Stratford Development Charges Reserve Funds be received for information;

AND THAT the 2018 Treasurer's Statement for City of Stratford Cash In Lieu of Parkland Reserve Fund be received for information.

6. Report of the City Clerk

6.1 2020 Stratfords of the World Reunion Logos and the Committee Logo (FIN19-009)

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*this item is also listed on the March 25, 2019 reconvene Council agenda for consideration.

Motion by _____

Staff Recommendation: THAT subject to approval by Council of the use of the 2020 Stratfords of the World Reunion Logos and the Committee Logo, a sample of each logo be lodged with the City Clerk.

7. Adjournment

Meeting Start Time:

Meeting End Time :

Motion by _____

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



MANAGEMENT REPORT

Date: March 25, 2019
To: Finance and Labour Relations Committee
From: Tatiana Dafoe, Deputy Clerk
Report#: FIN19-007
Attachments: Regular Bingo Averages and Amounts 2016, 2017 and 2018

Title: 2018 Lottery Licence Activity Update

Objective: To provide information on lottery licence activities in 2018.

Background: Municipalities have been given the authority to issue lottery licences to eligible local charitable or religious organizations for lottery events where the prize is less than \$50,000. In order for an activity to be considered a lottery scheme there must be three components - a prize, a chance to win and a fee.

Eligible organizations for lottery licensing must be either non-profits or registered charities and have been operating for at least one year.

Each year staff provides an update on municipal lottery activity within the City. Lottery events include:

- Bingo
- Nevada (Break Open Tickets)
- Raffle/Bazaar lotteries with prize boards of \$50,000 and under
- Catch the Ace

Analysis: The table below identifies the number of licences issued per year by category.

	2016	2017	2018
Bingo*	49	47	43
Nevada	10	6	9
Raffle	27	25	23
Catch the Ace	N/A	1	1
Total	86	79	76

* bingo licence for a particular group may be for multiple events

Raffles

The raffle licence category generally includes groups selling tickets for specific merchandise prizes however 50/50 draws are becoming popular as well. Generally, raffles coincide with special events already taking place in the City. There were 37 organizations with active raffle lottery licences issued by the City in 2018.

Nevada

Nevada licences are generally issued for a period of six (6) months to one (1) year and the locations of ticket sales must be registered with the Alcohol and Gaming Commission of Ontario. There are 5 organizations that have active Break Open Ticket licences issued by the City.

Catch the Ace

In 2018, the first catch the ace lottery licence was issued and completed. The original licence resulted in \$698.33 in licence fees being collected as of December 31, 2018. The group sold 9,311 out of a possible 19,200 tickets, with an average weekly sale of 232 tickets.

In 2018, the Alcohol and Gaming Commission of Ontario (AGCO) announced they would be extending their catch the ace pilot project. As a result of the extension, the City was able to issue a second lottery licence to the same group for 2019. The current licence has resulted in \$54.63 in licence fees being collected to date.

Bingo

The attached tables provide further information on bingos, including club's net revenue, total average share, average attendance and average money spent per player. The average share per event and average attendance decreased and the average amount spent per person increased slightly from 2017. The bingo association experienced one month of no net revenue, therefore none of the clubs received a share.

Summary

The number of lottery events in the City continues to decrease which could be a result of a variety of reasons (organizations choosing to pursue a provincial licence, holding less events, or conducting other events like a silent auction which do not require a licence). The revenue received from lottery licences has not been significantly impacted and issuing these licences continues to be a central service provided by the Clerk's Office.

Financial Impact: The revenue received from lottery licences in 2018 was \$54,432 (2017 - \$54,810).

Staff Recommendation: **THAT the report entitled "2018 Lottery Licence Activity Update" be received for information.**



Tatiana Dafoe, Deputy Clerk



Michael Humble, Director of Corporate Services

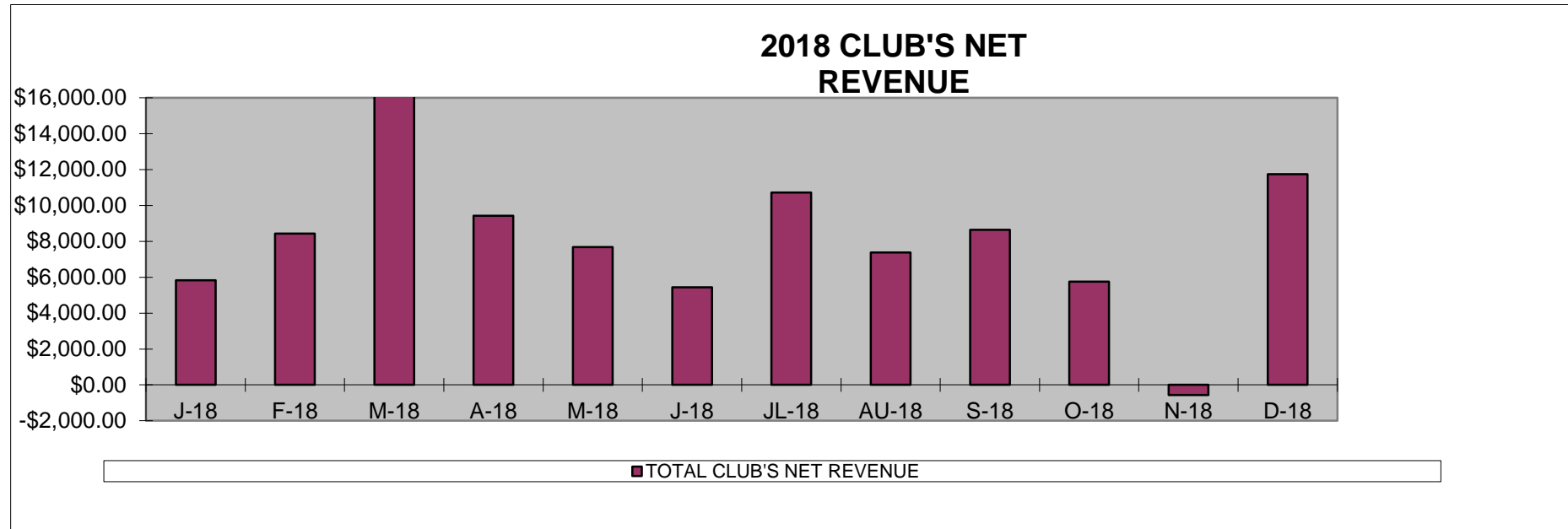


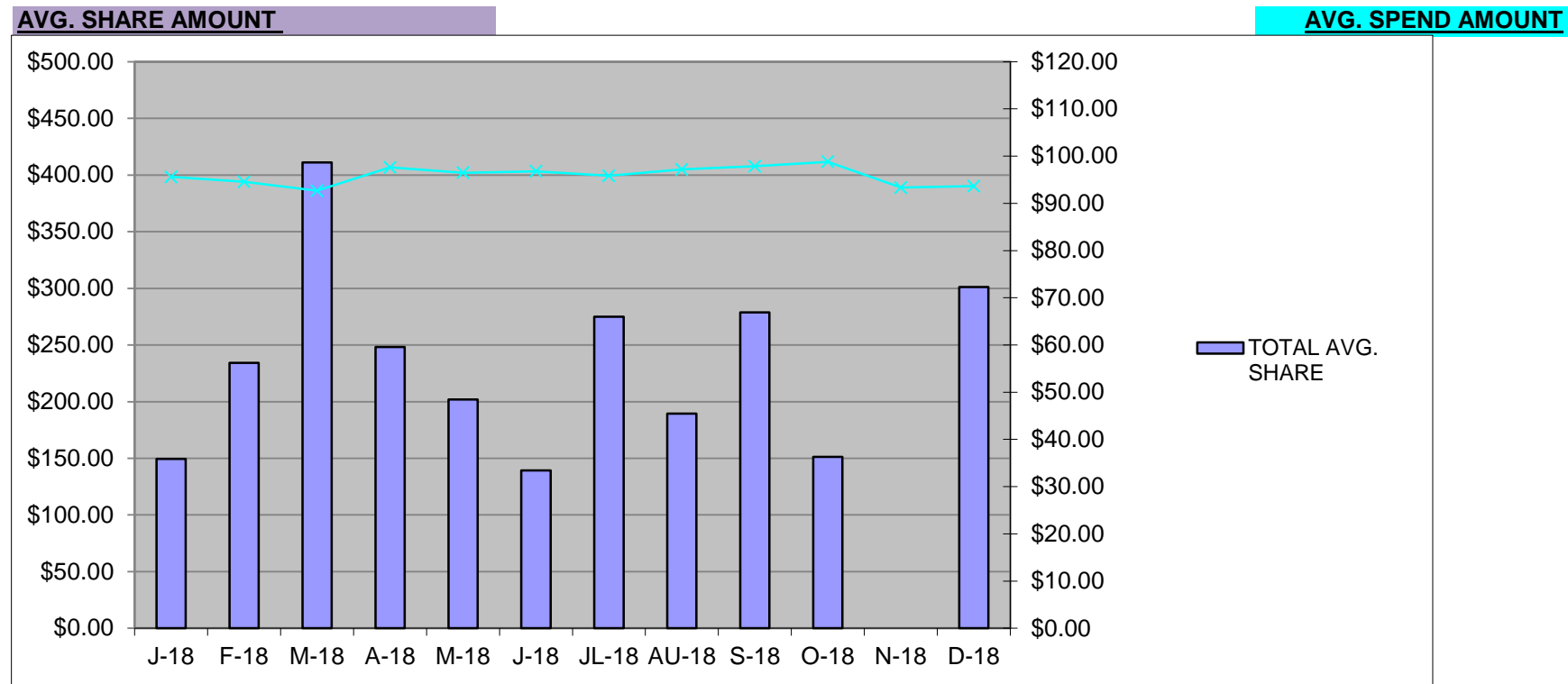
Rob Horne, Chief Administrative Officer

2018

REGULAR BINGO AVERAGES

<u>DATE</u>	<u>TOTAL CLUB'S NET REVENUE</u>	<u>NO.# OF EVENTS PER MONTH</u>	<u>TOTAL AVG. SHARE</u>	<u>AVG. ATTENDANCE</u>	<u>AVG. SPEND</u>
J-18	\$5,828.20	39	\$149.44	48.03	\$ 95.59
F-18	\$8,429.27	36	\$234.15	51.11	\$ 94.56
M-18	\$16,440.89	40	\$411.02	59.03	\$ 92.65
A-18	\$9,428.89	38	\$248.13	49.13	\$ 97.61
M-18	\$7,674.90	38	\$201.97	51.05	\$ 96.47
J-18	\$5,435.95	39	\$139.38	45.72	\$ 96.79
JL-18	\$10,718.26	39	\$274.83	52.46	\$ 95.83
AU-18	\$7,384.89	39	\$189.36	49.9	\$ 97.19
S-18	\$8,645.58	31	\$278.89	51.23	\$ 97.85
O-18	\$5,749.58	38	\$151.30	48.74	\$ 98.79
N-18	-\$568.29	38	\$0.00	43.13	\$ 93.34
D-18	\$11,742.10	39	\$301.08	52.23	\$ 93.65
MONTHLY AVG.'S:	\$8,075.85		\$214.96	50.15	\$95.86







MANAGEMENT REPORT

Date: March 25, 2019
To: Finance & Labour Relations Committee
From: Michael Humble, Director of Corporate Services
Report#: FIN19-008
Attachments: 2018 Treasurer's Statement – Development Charges Reserve Funds
 2018 Treasurer's Statement – Cash In Lieu of Parkland Reserve Fund

Title: 2018 Treasurer's Statements for Development Charges and Cash In Lieu of Parkland Reserve Funds

Objective: To provide Council with these two reports for the year ending December 31, 2018.

Background: In accordance with the Development Charges Act, 1997 and the City's Development Charges By-law 45-2017, the Treasurer is required to provide Council with an annual financial statement on the development charges reserve funds.

Furthermore, the Treasurer is also required to provide Council with an annual financial statement on the City's Cash In Lieu of Parkland reserve fund.


Once reviewed by Council, these reports must be made available for the public, and are forwarded to the Ministry of Municipal Affairs & Housing on request.

Analysis: Please see the attached reports.

Financial Impact: There is no financial impact from these reports, as the recommendations relate specifically to the City of Stratford's legislated reporting requirements.

Staff Recommendation: **THAT the 2018 Treasurer's Statement for City of Stratford Development Charges Reserve Funds be received for information;**

AND THAT the 2018 Treasurer's Statement for City of Stratford Cash In Lieu of Parkland Reserve Fund be received for information.

A handwritten signature in black ink, appearing to read "Michael Humble", with a horizontal line drawn underneath it.

Michael Humble, Director of Corporate Services

A handwritten signature in black ink, appearing to read "Rob Horne", with a horizontal line drawn underneath it.

Rob Horne, Chief Administrative Officer

THE CORPORATION OF THE CITY OF STRATFORD 2018 ANNUAL TREASURER'S STATEMENT OF DEVELOPMENT CHARGE RESERVE FUNDS														
Development Charge Categories	GENERAL SERVICES								INFRASTRUCTURE SERVICES					Total
	Transit	Fire Protection	Police	Municipal Parking	Outdoor Recreation	Indoor Recreation	Library	Administr.	Road&Traffic Signals	Other Transportat.	Water Services	Wastewater Services	Storm Water Management	
Opening Balance - Jan 01, 2018	\$ 419,355	\$ 1,070,397	\$ 665,296	\$ 55,207	\$ 1,186,152	\$ 1,972,533	\$ 928,626	\$ 388,262	\$ 1,371,000	\$ 237,752	\$ 313,673	\$ 763,091	-\$ 400,332	\$ 8,971,012
Plus:														
Development Charge Collections	62,930	65,597	57,922	22,512	294,417	652,889	93,848	20,293	844,088	110,153	105,729	898,142	0	3,228,520
Interest	8,359	20,395	12,846	1,241	24,770	42,794	18,052	7,364	33,589	5,476	6,825	22,899	-7,386	197,224
Repayment of Monies Borrowed from Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub Total	71,289	85,992	70,768	23,753	319,187	695,683	111,900	27,657	877,677	115,629	112,554	921,041	-7,386	3,425,744
Less:														
Amts. Transferred to Capital Funds	94,131	0	0	0	199,997	121,346	0	13,464	391,959	0	11,561	1,038,654	0	1,871,112
Amts. Loaned to Other DC Service Categories	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Credits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub Total	94,131	0	0	0	199,997	121,346	0	13,464	391,959	0	11,561	1,038,654	0	1,871,112
Closing Balance - Dec 31, 2018	\$ 396,513	\$ 1,156,389	\$ 736,064	\$ 78,960	\$ 1,305,342	\$ 2,546,870	\$ 1,040,526	\$ 402,455	\$ 1,856,718	\$ 353,381	\$ 414,666	\$ 645,478	-\$ 407,718	\$ 10,525,644

The Municipality is compliant with S.S. 59.1 (1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed except as permitted by the Development Charges Act or another Act.

THE CORPORATION OF THE CITY OF STRATFORD
Amounts Transferred to Capital Funds - Capital Fund Transactions

Project Name	Gross Capital Cost	Funding Source						Total
		DC Reserve Fund	Other Reserves	Grants	Other Contributions	Debt Financing	Tax Levy	
Roads & Traffic Signals								
McCarthy Road East Ext	541,256	403,520	137,736	0	0	0	0	541,256
Sub Total - Roads & Traffic Signals	541,256	403,520	137,736	0	0	0	0	541,256
Wastewater Services								
Mornington/Vivian Sanitary Trunk	529,118	470,915	58,203	0	0	0	0	529,118
Quinlan PS Engineering	567,739	567,739	0	0	0	0	0	567,739
Sub Total - Wastewater Services	1,096,857	1,038,654	58,203	0	0	0	0	1,096,857
Transit Services								
Transit Hub	2,218,161	94,131	500,000	529,815	0	1,094,215	0	2,218,161
Sub Total - Transit Services	2,218,161	94,131	500,000	529,815	0	1,094,215	0	2,218,161
Outdoor Recreation								
North Shore Washroom	222,219	199,997	22,222	0	0	0	0	222,219
Sub Total - Outdoor Recreation	222,219	199,997	22,222	0	0	0	0	222,219
Indoor Recreation								
Recreation Centre	121,346	121,346	0	0	0	0	0	121,346
Sub Total - Indoor Recreation	121,346	121,346	0	0	0	0	0	121,346
Administration								
Development Charge study	9,815	9,815	0	0	0	0	0	9,815
Zoning By-Law Update	4,055	3,649	406	0	0	0	0	4,055
Sub Total - Administration	13,870	13,464	406	0	0	0	0	13,870
Grand Total	\$ 4,213,709	\$ 1,871,112	\$ 718,567	\$ 529,815	\$ -	\$ 1,094,215	\$ -	\$ 4,213,709

THE CORPORATION OF THE CITY OF STRATFORD Statement of Credit Holder Transaction					
Credit Holder	Applicable DC Reserve Fund	Credit Balance Outstanding Beginning of 2018	Additional Credits Granted 2018	Credits Used By Holder 2018	Credit Balance Outstanding End of 2018
Credits Under Section 17 of O. Reg. 82/98					
Grand Total		\$ -	\$ -	\$ -	\$ -

There were no credits given during the year 2018, and there are no credits outstanding at Dec 31, 2018 relating to any service or service category to which the Fund was established.

THE CORPORATION OF THE CITY OF STRATFORD

**Treasurer's Statement Under Section 42 of the Planning Act
Cash in Lieu of Parkland**

For the Year Ended - December 31, 2018

	<u>Fund Entries</u>	<u>Totals</u>
Opening Balance - January 1, 2018		\$344,481.40
Cash in Lieu Collected During 2018	118,668.63	
2018 Reserve Fund Interest	7,482.07	126,150.70
Total Funds Available		\$470,632.10
Less: Funds Spent During 2018	0.00	
	0.00	0.00
Closing Balance - December 31, 2018		\$470,632.10



MANAGEMENT REPORT

Date: March 25, 2019
To: Finance & Labour Relations Committee
From: Joan Thomson, City Clerk
Report#: FIN19-009
Attachments: None

Title: 2020 Stratfords of the World Reunion Logos and the Committee Logo

Objective: To receive Council's approval for use of two 2020 Reunion logos for various uses leading up to and including the 2020 Reunion and,

To receive Council's approval for the Committee's use of the proposed Stratfords of the World (SOTW) Advisory Committee logo for future use as a representation of the Stratford, Ontario Committee.

Background: The Committee finalized two 2020 logos and one SOTW Committee logo that the Committee would like to continue to use to represent the Committee moving forward after the 2020 reunion.

The Committee requests Council consider approving two 2020 reunion logos. One logo will be used for communication, on letters, etc. The other reunion logo will mainly be used on promotional items such as flags, markers, etc.

The Committee would like the opportunity to use both reunion logos, but may choose to only use one.

Secondly, the Stratfords of the World Committee logo will be used in the future as a representation of the Committee on pins, correspondence, flags, etc. as they continue to travel to the other Stratfords for reunions.

Stratfords of the World Recommendation: That Council approve the two proposed logo designs for the 2020 Stratfords of the World Reunion and the Stratfords of the World - Ontario Committee logo.



For use on newsletters, correspondence, etc.



For use on promotional items, flags, markers, signs, etc.



Stratfords of the World Committee Logo

Analysis: The Stratfords of the World Committee has requested to use the first two above noted logos for the 2020 World Reunion being held in Stratford Ontario. It is typical for official events like this to have an identifying logo for use in events and promotional activities leading up to the event.

This is a similar request to the one made by the 2017 Sesquicentennial Advisory Committee for a unique logo to identify the sesquicentennial celebrations being held in Stratford. The request was approved by City Council.

The third logo shown above is intended to be used by the Committee on an ongoing basis to represent the Committee beyond Stratford Ontario. While no other Stratford advisory committee has a unique committee logo, it is noted that the Stratfords of the World Committee is unique in its mandate and role with the Sisters Cities Program.

MANDATE:

1. To facilitate exchange programs which meet the cultural, educational and social needs of our community;
2. To encourage community partnerships which provide additional opportunities;
3. To assist with the biennial (recurring every 2 years) Citizen Exchange Program between Stratford ON, Stratford PEI, Stratford Connecticut, Stratford-upon-Avon England, Stratford Australia, Stratford New Zealand;
4. To co-ordinate a host program as required;
5. To ensure that the annual Friendship Flower Bed is updated;
6. To be financially sustainable.

Financial Impact: The Stratfords of the World Committee has paid for the design of the logos from their current operating budget. The cost of the three designs was \$423.75, with no further financial commitment for future use of any of the logos.

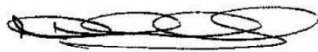
If the logos are approved by Council, the committee intends to begin using them on correspondence and their newsletter that they send out to other Stratfords, keeping them updated on the 2020 Reunion plans.

They intend to use the logos on promotional material such as shirts, hats, etc. in the future leading up to the reunion, however no decision has been made on what specific items they plan on purchasing.

Staff Recommendation: THAT subject to approval by Council of the use of the 2020 Stratfords of the World Reunion Logos and the Committee Logo, a sample of each logo be lodged with the City Clerk.



Joan Thomson, City Clerk



Michael Humble, Director of Corporate Services



Rob Horne, Chief Administrative Officer