



The Corporation of the City of Stratford
Finance and Labour Relations Sub-committee
Open Session
AGENDA

Date: Tuesday, January 19, 2021
Time: 3:30 P.M.
Location: Electronic Meeting
Sub-committee Present: Councillor Gaffney - Vice Chair Presiding, Councillor Clifford - Chair, Councillor Beatty, Councillor Bunting, Councillor Ritsma
Staff Present: Janice Beirness - Director of Corporate Services, Jodi Akins - Council Clerk Secretary

To watch the Sub-committee meeting live, click the following link: <https://stratford-ca.zoom.us/j/87402487057?pwd=UmNOS2RpRmt1anJSK0UzRXJYNzdmdz09>

A video recording of the meeting will also be available through a link on the City's website at <https://calendar.stratford.ca/meetings> following the meeting.

Pages

1. Call to Order

The Vice-Chair to call 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

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3. Delegations

None scheduled.

4. Report of the Director of Corporate Services

4.1. Consideration of the Stratford City Centre Business Improvement Area (SCC BIA) 2021 Budget (FIN21-001)

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Rob Russell, Chair of Stratford City Centre BIA and Rebecca Scott, General Manager, will be in attendance at the meeting to speak to this matter.

Motion by _____

THAT the delegation by Rob Russell, Chair of Stratford City Centre BIA and Rebecca Scott, General Manager be heard.

Motion by _____

Staff Recommendation: THAT the report of the Director of Corporate Services dated January 19, 2021, regarding the Stratford City Centre Business Improvement Area 2021 budget (FIN21-001) be received for information;

THAT the 2021 budget of the Stratford City Centre Business Improvement Area be approved as submitted in the amount of \$319,750;

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 2021.

5. Advisory Committee/Outside Board Minutes

There are no Advisory Committee/Outside Board minutes to be provided to Sub-committee at this time.

6. Next Sub-committee Meeting

The next Finance and Labour Relations Sub-committee meeting is Tuesday, February 16, 2021 at 3:30 p.m.

7. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

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



MANAGEMENT REPORT

Date:	January 19, 2021
To:	Finance & Labour Relations Sub-committee
From:	Janice Beirness, Director of Corporate Services
Report#:	FIN21-001
Attachments:	2021 SCC BIA Budget

Title: Consideration of the Stratford City Centre Business Improvement Area (SCC BIA) 2021 Budget

Objective: To approve the 2021 operating budget of the Stratford City Centre Business Improvement Area.

Background: The Municipal Act, 2001, s. 204 authorizes a municipality to establish a Business Improvement Area to be governed by a board of management.

The Municipal Act, 2001, s. 205 requires that the board of management *shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and that the board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it.*

The 2021 budget for the SCC BIA is attached for review.

Analysis: Representatives from SCC BIA will be attending the meeting electronically to review the budget and answer questions.

It is worth noting that the City provides account services (payables, receivables, cash deposits, bank reconciliations, payment of audit fees and financial statement preparation) to the BIA at no charge.

Financial Impact: There is no financial impact for the City, as the approved amount is added to the rateable property in the business improvement area as a special charge when 2021 tax rates are established.

Alignment with Strategic Priorities

Strengthening our Plans, Strategies and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Staff Recommendation: THAT the report of the Director of Corporate Services dated January 19, 2021, regarding the Stratford City Centre Business Improvement Area 2021 budget (FIN21-001) be received for information;

THAT the 2021 budget of the Stratford City Centre Business Improvement Area be approved as submitted in the amount of \$319,750;

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 2021.



Janice Beirness, Director of Corporate Services



Joan Thomson, Chief Administrative Officer

Stratford City Centre Business Improvement Area 2021 Budget

REVENUES	
Tax Levy	\$290,750.00
Interest on Accounts	\$2,000.00
HST Rebate	\$12,000.00
Community Collaboration	\$0.00
Destination Animation Fund	\$15,000.00
TOTAL REVENUES	\$319,750.00
EXPENSES	
Operating	
Support Fees – Admin, Animation, Members	\$131,000.00
Office Operations	\$5,000.00
Anti-Racism and Diversity Training	\$6,000.00
Insurance	\$1,200.00
AGM/ Membership	\$1,500.00
Phone	\$900.00
Anticipated Levy Revenue	\$8,600.00
Animation, Marketing and Beautification	
Emergency Expenses	\$0.00
Community Engagement	\$16,000.00
Holiday Animation	\$25,000.00
Directory Sign Maintenance	\$1,500.00
Promotion	\$25,050.00
Website Maintenance and Hosting	\$8,000.00
STA Contribution	\$35,000.00
Beautification	\$40,000.00
Destination Animation Fund	\$15,000.00
TOTAL EXPENSE	\$319,750.00
NET INCOME/EXPENSES CURRENT YEAR	\$0.00