



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

Date: Tuesday, September 17, 2024
Time: 4:30 P.M.
Location: Council Chamber, City Hall
Sub-committee Present: Councillor Hunter - Chair Presiding, Councillor McCabe - Vice Chair, Councillor Beatty, Councillor Burbach, Councillor Nijjar
Staff Present: Tatiana Dafoe - City Clerk, Michael Koktan - Manager of Financial Services, Miranda Franken - Council Clerk Secretary

To watch the Sub-committee meeting live, please click the following link:

<https://video.isilive.ca/stratford/live.html>

A video recording of the meeting will also be available through a link on the City's website

<https://calendar.stratford.ca/meetings> following the meeting.

Pages

1. Call to Order

The Chair to call the meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

Respectful Workplace Policy Statement

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 Director of Corporate Services

4.1 Update of Natural Gas and Electricity Procurement (FIN24-028)

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Motion by

Staff Recommendation: THAT the report titled, "Update of Natural Gas and Electricity Procurement" (FIN24-028), dated September 17, 2024, be received for information.

5. Report of the Manager of Financial Services

5.1 Second Quarter 2024 Operating Variance Report (FIN24-027)

8 - 13

Motion by

Staff Recommendation: THAT the report titled, "Second Quarter 2024 Operating Variance Report" (FIN24-027) dated September 17, 2024, be received for information.

6. Advisory Committee/Outside Board Minutes

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The following Advisory Committee minutes were provided for the information of Sub-committee:

- Stratfords of the World (Ontario) Advisory Committee minutes of April 25, May 30, and June 27, 2024.

7. Next Sub-committee Meeting

The next Finance and Labour Relations Sub-committee meeting is October 22, 2024 at 4:30 p.m. in the Council Chamber, City Hall.

8. Adjournment

Motion by

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



MANAGEMENT REPORT

Date: September 17, 2024
To: Finance and Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Report Number: FIN24-028
Attachments: None

Title: Update of Natural Gas and Electricity Procurement

Objective: To provide information on the City's electricity and natural gas agreements with Local Authority Services (LAS).

Background: In 2000 and 2006 the City entered into agreements with Local Authority Services (LAS) to purchase electricity and natural gas in hedge and fixed price purchasing agreements respectively.

LAS developed the electricity hedge program to purchase blocks of commodities with the intent of price-fixing some of the annual consumption. It has the effect of ensuring that some of the City's annual procurement is controlled, which can be important in volatile and rising commodity markets. In stable or decreasing commodity markets, the value of a hedge program is less about savings compared to market and more about maintaining the pricing predictability.

Electricity

The LAS Electricity Program allows municipalities to choose between two distinct approaches to electricity procurement – a hedge purchase alongside 135+ other Ontario municipalities, or 100% Spot Market Billing. In both scenarios the Global Adjustment (GA) charge is applied to the monthly usage, with LAS playing no role in determining the monthly GA rate.

1. **Hedge Purchase:** A hedge purchase allows municipalities to purchase **up to 75%** of their annual electricity consumption at a fixed price, with the balance falling at the prevailing average monthly spot market rate. Going to market with the combined volumes of 135+ municipalities allows LAS to secure the best price possible for the program members. This approach adds an element of stability to commodity costs.

2. **100% Spot Market Billing:** Under this option LAS does not make any hedge purchases for the municipality. Instead, municipal accounts ride the ebbs and flows of the electricity (spot) market, meaning the commodity cost will fluctuate from one month to the next based on changes in external market factors (i.e. supply, demand, weather, etc.). This approach provides the biggest opportunity for cost savings over a 12-month period. However, it is also quite volatile and there can be large swings in prices from one month to the next, meaning this approach may not be for every municipality.

Natural Gas

The natural gas program is a bit different and is not a hedge but a fixed price contract per cubic metre. By committing to pooled volumes early in the year, LAS secures the pricing with a discount from the price at that point in time. LAS developed the program to provide municipalities with stable and predictable natural gas prices. Under this agreement, LAS acts as the City's agent related to advice and purchasing activities for its natural gas requirements, which also assists in volatile commodity markets.

Analysis: Annually, LAS provides the City with some reporting information for both commodities.

Electricity

As noted in the table below, the bottom-line financial benefit varies year-over-year when compared to time-of-use pricing. One of the more significant considerations is that the hedge program does stabilize fluctuations so that in years of significant price swings, the City does not experience similar significant variations in costs. Alternatively in years where the market is declining or stable, the savings are less to the City while maintaining stability. The savings presented in the table below compare the City's 50% hedge to the regular Time-of-Use costs.

4 Year Cost Summary

Year	2020 * with COVID relief rates	2020 * without COVID relief rate changes	2021	2022	2023	Average
% Savings	0%	4%	7%	6%	3%	4%
\$ Savings	-\$3,964.32	\$59,599.63	\$80,583.23	\$70,135.46	\$37,630.96	\$184,385.34

Early indicators project 2024 around 13% savings (or \$170,000), which has allowed the estimated 2025 budgeted costs for hydro to remain flat, except in cases where consumption has increased or been previously estimated too low.

This information will be used in part to comply with the energy reporting requirements under Ontario's broader public sector (BPS) energy reporting program. This reporting is currently compiled, tracked and remitted by the Infrastructure Services (IS) Department.

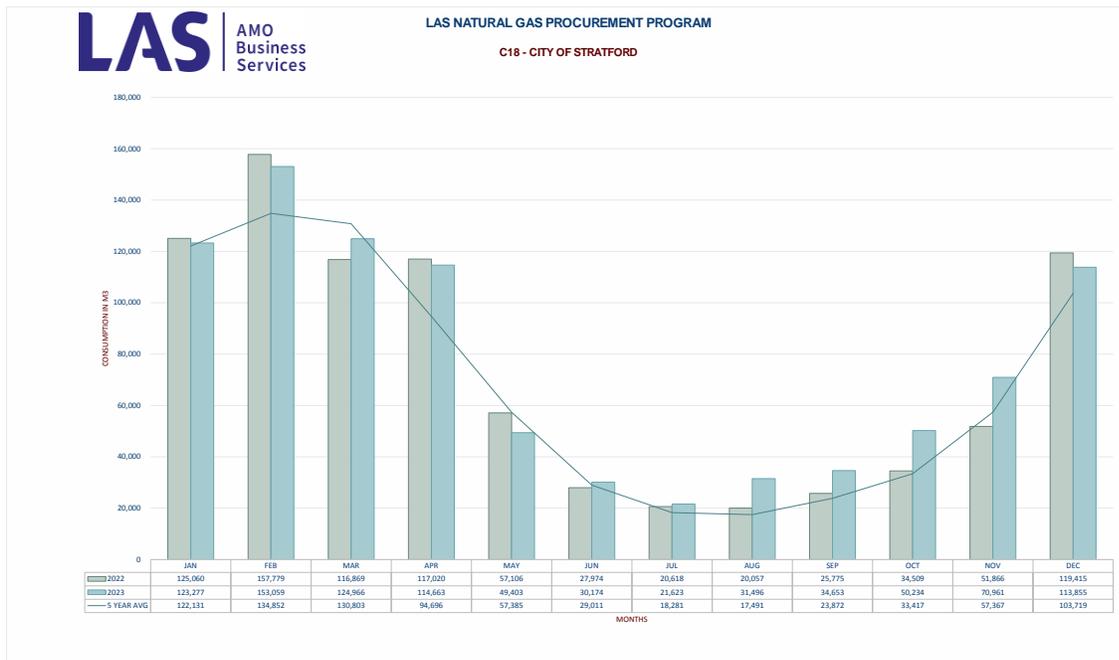
This data will also help meet objectives identified in the Corporate Energy and Emissions Plan (CEEP) to track the City’s decarbonization efforts (e.g., electrification of corporate operations) and gauge progress towards achieving GHG emission reduction targets. Efforts to accelerate the shift towards electrification will support mitigating the financial implications of carbon pricing that is anticipated to increase the cost of fossil fuels including natural gas annually at a rate of \$65 per tonne to \$170 per tonne from 2023-2030.

The current hedge agreement for electricity applies to 50% of the City’s electricity consumption. Annually each fall, the City is offered the option of 0% up to 75% hedge pricing. Based on an analysis done in 2024 and in discussion with LAS, the City has maintained the current hedge at 50%.

This hedging agreement is entered into annually in late August for the coming fiscal year, and as such has been entered into for 50%, like previous years. This level balances cost savings with pricing stability. With spot market pricing being favourable, this level of hedge provides stability, while still taking advantage of the favourable, yet more volatile spot market. This will continue to be reviewed annually.

Natural Gas

Based on a review of facilities included in the program and the budget and actual costs over the past few years, the program’s main value is pricing control in volatile and increasing markets. The chart below shows consumption data only for the City facilities that participate in the natural gas pricing program.



Similarly, to noted uses of the electricity data, the information captured for the natural gas program will better inform and support the initiatives identified in the City's climate priorities. The current agreement was entered into July 2021 and has renewed annually based on analytic review of the reporting.

The natural gas reporting is for City-owned properties. The housing properties owned and managed by Perth Stratford Housing Corporation, are managed under a separate procurement arrangement with Housing Services Corporation (HSC). The Housing Services Act (HSA) mandates that HSC must establish and manage a joint purchase program for natural gas for housing providers prescribed under the Act. The Act further mandates that all local housing corporations must participate in the joint purchase program of natural gas. The HSC program performs similarly to that of LAS.

Commodity consumption costs do require active monitoring and management and changes to expected consumption levels and costs are reflected in the budgeting process, although given the timing of information availability, this does sometimes lag a year or two. The buying agreements for both electricity and natural gas continue to provide value to the City in terms of savings compared to regular rates as well as pricing stability.

Financial Implications:

Financial impact to current year operating budget:

Electricity: As this information is provided for information purposes, there is no direct financial impact in the current year. It can be noted that budgeted hydro costs across the City's various departments in 2024 are \$2,414,850, down slightly from the previous year.

Natural gas: heat costs continue to rise – in 2024 the costs were estimated at \$543,950, compared to 2023 of \$429,345.

There are no direct impacts, however because of this report.

Financial impact on future year operating budget:

Electricity: The 2025 draft budget is seeing a very small increase in only a few departments resulting in budgeted hydro costs of \$2,447,500.

Natural gas: The 2025 draft budget is anticipating a 15% increase, or \$86,000. This is due in part to the significant reductions in consumption that occurred during the pandemic, and budgets are being readjusted as services have resumed to pre-pandemic levels.

Alignment with Strategic Priorities:**Enhance Our Infrastructure**

This report aligns with this priority as regular reporting provides supporting information to meet the City's climate action goals.

Alignment with One Planet Principles:**Zero Waste**

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT the report titled, "Update of Natural Gas and Electricity Procurement" (FIN24-028), dated September 17, 2024, be received for information.

Prepared by: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date: September 17, 2024
To: Finance and Labour Relations Sub-committee
From: Michael Koktan, CPA, CA, Manager of Financial Services
Report Number: FIN24-027
Attachments: Second Quarter 2024 Operating Variance Report

Title: Second Quarter 2024 Operating Variance Report

Objective: To provide Committee and Council with a summary and analysis of variances to date, and preliminary projections to year-end.

Background: Regular monitoring of budgetary performance provides both early warnings of potential problems and ongoing tools to flag areas requiring attention. It gives decision makers time to consider actions if major deviations in budget to actual results become evident.

Analysis: As this data represents the first six months of the year, the attached variance summary is preliminary. The overall projected operating deficit for the year is \$165,500 (less than 1% of total budgeted expenditures) which would customarily be covered from the budgeted transfer from the tax stabilization reserve if required. Overall corporate variances and departmental analysis and notes support this on the report attachment. No concerns have been identified to date.

The forecasted variance from budget includes planned adjustments relating to year-end and represents department and finance staff's best preliminary estimate of the final financial position.

Detailed commentary on each of the departments' variances is in the attachment with this report. A high-level departmental overview is discussed below.

Mayor, Council, Committees

A surplus may occur in the operating division depending on strategic priority plan implementation. However, certain budgeted expenses such as special events and strategic priorities will not occur until Q3 and Q4 of 2024. A significant variance is not anticipated.

Chief Administrative Officer

Department is tracking close to budget. A significant variance is not anticipated.

Human Resources

The surplus resulting from staffing vacancies will be offset by payroll costs related to the newly approved roles in the department which are expected to commence in September 2024. No significant variances are anticipated in 2024.

Corporate Services (including Finance, Taxation, Clerks, Information Technology)

Overall, there is a projected surplus of about \$54,000. This is due to a timing difference related to the legislative support position that is currently posted.

Infrastructure and Development Services

Financial record-keeping continues to organize both Infrastructure Services and Building and Planning Services within a single file hierarchy.

Building and Planning Services

Building Division permit revenue is tracking higher than budget but any surplus or deficit is managed through the reserve fund so there will be no levy impact.

In the Planning Division, salaries are tracking below budget, but consulting costs are above budget, so this is expected to result in nominal overall variances at year-end.

The By-law Division is currently tracking well below budget due to year-end entries for wages and other administrative overhead.

Infrastructure Services

The Infrastructure Services Department as whole, is reasonably close to budget with a slight deficit expected due to a delay in delivery of fleet purchases which has resulted in higher than anticipated repairs and maintenance costs.

Fire and Airport

No variances are anticipated currently for the fire or airport.

Community Services

As of Q2, a significant year-end variance is not anticipated.

Social Services

Currently projecting a deficit of \$40,000 resulting from unbudgeted City homelessness response costs.

Conclusion

Year-end forecasts as noted in the attached. As there is still half of the year remaining, these estimates are preliminary. The key takeaway is that expenses and revenues are tracking reasonably close to budgeted, and the overall projected surplus/deficit is considered manageable at \$165,500.

Financial Implications:

Financial impact to current year operating budget:

There are no impacts to the 2024 or subsequent operating budgets because of this report as this report is for information only.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as it is a summary financial report for information only to meet legislative requirements and best practices.

Alignment with One Planet Principles:

Not applicable: As this report is being prepared for informational purposes, the One Planet Principles do not apply.

Staff Recommendation: THAT the report titled, "Second Quarter 2024 Operating Variance Report" (FIN24-027) dated September 17, 2024, be received for information.

Prepared by: Michael Koktan, CPA, CA, Manager of Financial Services
Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
 Joan Thomson, Chief Administrative Officer

City of Stratford Q2 Operating Variance Report as at June 30, 2024						
Department	2024 Net Budget	Unaudited as at June 30, 2024	% of Budget Spent	(Surplus) / Deficit FORECASTED Variance As at Dec 31, 2024	Variance as a % of Budget	Explanation
<u>Mayor/Council/CAO Office</u>						
101 - Mayor & Council	716,724	287,112	40.1	0	0%	No variance anticipated at this time.
102 - Committees of Council	94,945	14,121	14.9	0	0%	No variance anticipated. Unused dollars will go to committee reserve.
111 - CAO's Office	952,071	410,921	43.2	0	0%	No variance anticipated at this time.
<u>Human Resources</u>						
112 - Human Resources	1,166,301	466,755	40.0	0	0%	Projected surplus due to staffing vacancies offset by approved new hire salaries.
<u>Corporate Services</u>						
100 - Taxation	(80,090,376)	(80,090,364)	100.0	0	0%	No variance anticipated all taxes are billed for the year.
100 - General Revenues	(1,847,077)	(282,750)	15.3	0	0%	No variance anticipated. Festival Hydro dividends tracking/received later in year.
121 - City Clerk	876,443	293,968	33.5	(54,000)	-6%	The legislative specialist position remains vacant and staff are looking to fill it in 2024.
134 - Information Technology	0	(96,975)	0.0	0	0%	No variance anticipated. All amounts are charged back to divisions or transferred to IT reserve fund.
135 - Parking	(587,334)	(145,669)	24.8	0	0%	No variances expected at this time. Parking revenue is tracking in line with 2023 amounts. The budgeted revenue and expenses are forecasted to be in line with budget by the end of the year.
136 - Crossing Guards	257,950	95,418	37.0	0	0%	No variances expected at this time. Current variance due to timing of commissionaires payments.
139 - General Financial Services	761,224	4,187,745	550.1	0	0%	No variance anticipated-timing of transfers, long-term debt transactions, and revenue received \$3 million transfer from tax stabilization may or may not be needed to offset any deficit.
513 - Industrial Land Sales	0	145,151	0.0	0	0%	No variance expected, balanced through industrial land reserve.
810 - Requisitions from Others	10,409,228	6,006,807	57.7	0	0%	No variance expected, timing differences in payments to partner agencies.
872 - Community Supports	1,049,868	625,140	59.5	0	0%	No variance expected, timing differences in timing of Bill 23 transfers.
<u>Infrastructure & Development Services</u>						
250 - Building Permits	0	(56,683)	0.0	0	0%	No variance anticipated. Balanced through building permit reserve fund.
251 - Planning Services	680,617	490,473	72.1	0	0%	No variance anticipated.
252 - By-Law Enforcement	378,632	(76,367)	-20.2	0	0%	No variance anticipated.
310 - Engineering	1,320,212	811,014	61.4	29,500	2%	Community climate consulting costs not covered by grant.
315 - Fleet	1,079,512	713,886	66.1	150,000	14%	Aging fleet repairs due to delays in receiving ordered vehicles.
320 - Roads	7,311,046	3,833,941	52.4	0	0%	No variance anticipated.
330 - Sanitary	0	(873,316)	0.0	0	0%	No variance anticipated as user-fee division is balanced to reserve funds.

City of Stratford Q2 Operating Variance Report as at June 30, 2024						
Department	2024 Net Budget	Unaudited as at June 30, 2024	% of Budget Spent	(Surplus) / Deficit FORECASTED Variance As at Dec 31, 2024	Variance as a % of Budget	Explanation
340 - Storm	4,929,662	1,413,727	28.7	0	0%	No variance anticipated despite extra storm maintenance being performed.
350 - Water	0	560,927	0.0	0	0%	No variance anticipated as user-fee division is balanced to reserve funds.
360 - Waste	882,311	496,496	56.3	0	0%	No variance anticipated.
<i>Fire</i>						
211 - Fire	9,877,547	5,114,054	51.8	0	0%	No variance anticipated.
512 - Airport	73,049	49,882	68.3	0	0%	No variance anticipated.
<i>Community Services</i>						
141 - City Buildings	2,216,487	801,820	36.2	0	0%	Projects such as Building Condition Assessments, Space Utilization (City Hall Annex), and other minor building maintenance initiatives to be completed in Q3/Q4.
711 - Parks	2,779,472	1,260,915	45.4	0	0%	No variance anticipated.
715 - Facilities	2,093,245	967,995	46.2	0	0%	No variance anticipated.
721 - Recreation	6,220,030	2,346,447	37.7	0	0%	No variance anticipated.
731 - Cemetery	503,508	166,423	33.1	0	0%	No variance anticipated.
750 - Transit	3,706,795	1,336,039	36.0	0	0%	No variance anticipated.
751 - Parallel Transit	646,955	279,020	43.1	0	0%	No variance anticipated.
752 - Community Transportation	0	168,800	0.0	0	0%	No variance anticipated, balanced with community transit funding and partner billings
<i>Social Services</i>						
610 - Social Services Administration	21,115	1,096,451	5192.8	40,000	189%	At this time there is a variance of approximately \$40,000 expenditure expected for 2024 as a result of unbudgeted City Homelessness response costs. Please note, journal entries to reallocate amounts are completed at year end as part of the shared service reconciliation and/or funding year end reporting.
611 - Ontario Works	624,920	490,841	78.5	0	0%	No variance anticipated at this time. Please note, journal entries to reallocate amounts are completed at year end as part of the shared service reconciliation and/or funding year end.
612 - Homelessness	239,010	594,748	248.8	0	0%	No variance anticipated at this time. Please note, journal entries to reallocate amounts are completed at year end as part of the shared service reconciliation and/or funding year end.
613 - Anne Hathaway Day Care Centre	47,290	632,854	1338.2	0	0%	No variance anticipated at this time. Please note, journal entries to reallocate amounts are completed at year end as part of the shared service reconciliation and/or funding year end.
614 - Perth & Stratford Housing Corporation	2,131,545	2,347,211	110.1	0	0%	Variance primarily due to capital entries that will be performed at year-end. No variance is expected.
615 - Housing Division - Service Manager	791,270	106,628	13.5	0	0%	No variance anticipated at this time. Please note, journal entries to reallocate amounts are completed at year end as part of the shared service reconciliation and/or funding year end.

City of Stratford Q2 Operating Variance Report as at June 30, 2024						
Department	2024 Net Budget	Unaudited as at June 30, 2024	% of Budget Spent	(Surplus) / Deficit FORECASTED Variance As at Dec 31, 2024	Variance as a % of Budget	Explanation
616 - Child Care	326,421	5,872,466	1799.0	0	0%	No variance anticipated at this time. Please note, journal entries to reallocate amounts are completed at year end as part of the shared service reconciliation and/or funding year end.
618 - Affordable Housing	624,596	185,575	29.7	0	0%	No variance anticipated. Activity in this division is balanced through the reserve fund with no impact to the levy surplus/deficit.
<i>Police</i>						
231 - Police	13,821,228	6,912,606	50.0	0	0%	Any surplus or deficit is managed from the police reserve.
<i>Library</i>						
411 - Library	2,913,558	1,442,392	49.5	0	0%	Revenue is expected to be down due to the Township of Perth South not renewing their library service contract for 2024. Any surplus or deficit is managed from the library reserve
Total Net Expenses (Revenue)	0	(28,595,353)		165,500		Projected Deficit

Stratfords of the World Advisory Committee
April 25, 2024



Stratfords of the World (Ontario) Advisory Committee

MINUTES

A meeting of the Stratfords of the World (SOTW) Advisory Committee was held on Thursday, April 25, 2024, at 2:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Joan Ayton – Chair Presiding, June Wells, Ken Clarke, Wayne Whitehorn, Joyce Mohr, Barbara Finklestein, Linda Hawken, Kathy Hill, Councillor Geza Wordofa

Staff Present: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Absent: Susan Kummer

1. Call to Order

Joan Ayton, Chair presiding, called the meeting to order at 2:01 p.m.

Reading of the Land Acknowledgment and Moment of Silent Reflection

Reading of the Respectful Workplace Policy

2. Declarations of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

Motion by Barbara Finklestein

Seconded by Linda Hawken

THAT the minutes from the Stratfords of the World Advisory Committee meeting dated February 22, 2024, be adopted as printed. Carried

Stratfords of the World Advisory Committee
April 25, 2024

4. Business Arising from Previous Minutes

4.1 2025 New Zealand Reunion Plans (January 8-15, 2025)

Joan Ayton provided the following updates on the 2025 Reunion:

- no new updates from New Zealand organizers have been received;
- an e-mail newsletter has been sent to all interested delegates to inquire about numbers attending New Zealand and also who might be interested in participating in a group tour. To date (17) responses have been received with (7) stating they will be attending and (4) stating they might attend. Most people who responded indicated that they would like to participate in a group tour. The tour company has (8) hotel rooms on hold and pre-booked at all locations on the tour. Confirmation of participation in the tour is required by July 1, 2024;
- delegates will be requested submit their registrations by August 1, 2024, as the registrations and fees are due to New Zealand by September 1, 2024;
- Stratford Connecticut, USA has indicated they are not interested in travelling with other Stratfords;
- the committee will reach out to the UK, Australia and PEI delegates to inquire if they would like to join the tour;
- Ken Clarke will purchase a Canadian flag to add to the flags from the 2023 reunion and the committee will ship them to New Zealand for the 2025 reunion;

Motion by Ken Clarke

Seconded by Barbara Finklestein

THAT the Stratfords of the World (Ontario) Advisory Committee spends up to a maximum of \$150.00 from their 2024 budget to purchase a Canadian flag and to ship all the flags to the New Zealand Reunion organizers for the 2025 Reunion. Carried

Linda Hawken has the Stratford, Ontario tea towels available for purchase. They are \$15.00 each if anyone wishes to order some to take to New Zealand as a gift for hosts. She would need approximately a month to get the towels printed.

The open house was successful with 40-50 people in attendance and approximately 35 people interested in going to New Zealand. Ken Clarke will contact the local secondary schools to share information with students who might be interested in participating.

Stratfords of the World Advisory Committee
April 25, 2024

Joan Ayton and Kathy Hill were invited to participate in a radio interview with a Stratford Upon Avon radio station to discuss the reunions with other Stratfords. The interview is posted on the UK Facebook page;

5. New Business

5.1 Advisory Committee Budget Memo and Working Group Memo

Vicky Trotter, Council Committee Coordinator, introduced herself and explained her role as it relates to SOTW. She will be attending the SOTW meetings and work as a liaison between the Committee, staff and Council. Additionally, she will be a resource to assist members with their recommendations to Council, budget questions, event plans and any other items that may arise.

All Advisory Committees have received a memo regarding their budgets and reminding members to have their projects and event plans set by their June meetings. This will ensure that budget funds can be paid out by the end of the year.

Ms. Trotter reviewed the working group memo that was sent to the chairs of each Advisory Committee explaining that any working groups formed to work on special projects or events must be made up of Council-appointed committee members only. Staff is working on a policy regarding volunteers and will keep members informed when this is complete.

Joan Ayton inquired about the SOTW budget and the reserve funds that the Committee had previously saved for reunions, questioning if the funds in a reserve or are they no longer available for the committee to use. Ms. Trotter will discuss the budget and previous reserve with Finance staff and report back.

Joan Ayton stated that the committee would require further funds for the remaining of 2024 should there be no reserve funds available. SOTW would like to host one or two more open houses with delegates interested in attending the New Zealand reunion in 2025.

Motion by Kathy Hill

Seconded by June Wells

THAT the Stratfords of the World Advisory Committee requests, in addition to their approved 2024 budget of \$800.00, an additional \$500.00 from Stratford Council, to assist with expenses relating to hosting information sessions for the January 2025 New Zealand Stratfords of the World Reunion. Carried

Joan Ayton inquired when Council is going to approve applications for appointments to the committee, which are now almost six months past. Vicky

Stratfords of the World Advisory Committee
April 25, 2024

Trotter stated that she is assisting with this project as part of her new role and will be working with the City Clerk and staff to move this forward for all committees and boards with vacancies and re-appointments. Ms. Ayton inquired if Councillor Wordofa could possibly assist with getting this issue taken care of as soon as possible.

Councillor Wordofa inquired if applying for grant funds would be a consideration for the SOTW committee. Staff indicated that if there were any applicable grants that members hear about to let staff know and they can research and possibly apply. Committee members would not be able to apply on behalf of the Advisory Committee. Members agreed that a grant application opportunity would be more applicable closer to hosting another reunion here and will keep it in mind closer to the event.

5.2 SOTW Garden

Ken Clarke inquired if the SOTW garden will be planted again this year. It is the committee's understanding that Community Services staff will continue to plant in the garden. Joan Ayton will contact Susan Kummer to inquire if she has any plants from the reunion left that she was planning on planting. Staff will confirm with Quin Malott, Cemetery Manager, Parks & Forestry Manager.

6. Date of Next Meeting

The next meeting of the SOTW Advisory Committee will be held on Thursday, May 30, 2024 at 10:00 a.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road, Stratford.

7. Adjournment

Motion by Ken Clarke

Seconded by Linda Hawken

THAT the April 25, 2024 Stratfords of the World Advisory Committee meeting adjourn. Carried

Start Time: 2:01 P.M.

End Time: 3:03 P.M.

Stratfords of the World Advisory Committee
May 30, 2024



Stratfords of the World (Ontario) Advisory Committee

MINUTES

A meeting of the Stratfords of the World (SOTW) Advisory Committee was held on Thursday, May 30, 2024, at 10:00 a.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Joan Ayton – Chair Presiding, June Wells, Ken Clarke, Wayne Whitehorn, Joyce Mohr, Barbara Finkelstein, Linda Hawken, Councillor Geza Wordofa, Susan Kummer

Staff Present: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Absent: Kathy Hill

1. Call to Order

Joan Ayton, Chair presiding, called the meeting to order at 10:00 a.m.

Reading of the Land Acknowledgment and Moment of Silent Reflection

Reading of the Respectful Workplace Policy

2. Declarations of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

The minutes from the April 25, 2024 meeting will be listed on the next agenda for consideration.

4. Update from Council Committee Coordinator

Vicky Trotter, Council Committee Coordinator addressed the Committee and thanked members for all the work they do with the SOTW Committee and stated the City is grateful that they take the time out of their busy lives to help their community.

Ms. Trotter informed members that moving forward, in her new role as the Council Committee Coordinator, twice per year she will be drafting a report to Council updating them on what all the Advisory Committees are working on. For SOTW, she will be updating Council on all the plans the Committee is working on to prepare for the upcoming New Zealand Reunion in 2025. The City will also be doing spotlights on Advisory Committee's, which will be posted on social media. It will be an opportunity to highlight what the Committees are working on. For example, when the New Zealand Reunion is over, this would be a great opportunity to post an update and some photos from the trip.

5. Business Arising from Previous Minutes

5.1 2025 New Zealand Reunion Plans (January 8-15, 2025)

Joan Ayton provided the following updates on the 2025 Reunion:

- a registration form has now been received from New Zealand for attending delegates to fill out;
 - nine people registered to date;
 - the Tim Taylor Lounge has been booked for June 9, 2024 at 2:00 p.m. for a meeting with people interested in attending the reunion and to provide updates on the latest reunion plans and the two proposed tours;
 - a minimum of ten people are required for each of the tours for them to proceed;
- * Councillor Wordofa now present at the meeting at 10:09 a.m.
- there will be a zoom meeting held tomorrow night (May 31, 2024) to update everyone on reunion plans;
 - members are to meet at the Rotary Complex on June 9, 2024 shortly after 1:00 p.m. to set up for the New Zealand reunion information session;
 - Ms. Ayton will bring juice and cookies for the event.

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Motion by Wayne Whitehorn

Seconded by Linda Hawken

THAT the Stratfords of the World Advisory Committee spends up to a maximum of \$100.00 to purchase refreshments for the June 9, 2024 New Zealand reunion information session. Carried

Ken Clarke informed the members that it will cost \$85.00 to mail the flags to New Zealand, plus the cost of the Canadian flag. Vicky Trotter noted that this falls within the amount of the motion the Committee passed at their last meeting and he can proceed to send the package.

6. New Business

6.1 Stratfords of the World Reserves Memo

Ms. Trotter reviewed the memo regarding that status of the SOTW reserves which was included with the agenda package that members received. The memo outlines how the reserve now works for all the Advisory Committees. The unused budget funds the City allocates to Advisory Committees each year are held as a whole for all Advisory Committees and may be used if Committees request additional funds throughout the year over and above their approved operating budget. When SOTW is once again hosting the reunion here in Stratford, the committee would request a larger operating budget from the City for that particular year.

If any members have any further questions regarding how the reserve fund is now held moving forward, please reach out to Ms. Trotter or the Director of Corporate Services.

Ken Clarke inquired if Ms. Trotter could find out from Finance what the total budget was for SOTW for 2023 and how much of that budget the Committee used to host the reunion. Ms. Ayton noted that there were funds that were still being held from the original date to host the reunion in 2020 that were added to the Committee's request from the City for a \$10,000.00 budget in 2023. With the 2020 funds, the \$10,000.00 budget for 2023 and registration fees collected, Ms. Ayton estimates there was approximately \$40,000.00 for a total budget for the reunion. The total cost of the reunion was approximately \$20,000.00, which was largely covered by the registration fees collected from the delegates who attended.

Councillor Wordofa inquired if holding a community meal in the future to raise funds for the reunion would be an option.

Ms. Ayton stated that as members of SOTW, they understand that visiting the other Stratfords for the reunions is funded by the individuals attending, members or not. She inquired if, as representatives of SOTW with duties to

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perform while away attending reunions, could a request to cover some of the costs associated with attending the reunion be considered. Ms. Trotter will inquire with Finance about this possibility.

Joyce Mohr also inquired if there would be any way to assist with funding for people who might not be able to afford attending the other Stratford reunions. A type of subsidy to assist with the cost of travelling to a reunion. Members recognize that travelling to other Stratfords can be cost prohibitive for a lot of people, especially when trying to encourage younger people or groups to attend. Wayne Whitehorn suggested approaching local secondary schools well in advance of upcoming reunions to inquire if choirs or bands would be interested in the trip. Ms. Trotter will inquire about fundraising for this type of subsidy and if the City would be able to assist with a subsidy.

7. Date of Next Meeting

The next meeting of the SOTW Advisory Committee will be held on Thursday, June 27, 2024 at 10:00 a.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road, Stratford.

8. Adjournment

Motion by Ken Clarke

Seconded by Barbara Finkelstein

THAT the May 30, 2024 Stratfords of the World Advisory Committee meeting adjourn. Carried

Start Time: 10:00 A.M.

End Time: 10:36 A.M.



Stratfords of the World (Ontario) Advisory Committee

MINUTES

A meeting of the Stratfords of the World (SOTW) Advisory Committee was held on Thursday, June 27, 2024, at 10:00 a.m., in the Mansbridge Room at the Stratford Rotary Complex.

Committee Members Present: Joan Ayton – Chair Presiding, June Wells, Ken Clarke, Wayne Whitehorn, Joyce Mohr, Linda Hawken, Councillor Geza Wordofa, Susan Kummer, Kathy Hill

Staff Present: Vicky Trotter – Council Committee Coordinator, Casey Riehl – Recording Secretary

Absent: Wayne Whitehorn, Barbara Finkelstein

1. Call to Order

Joan Ayton, Chair presiding, called the meeting to order at 10:00 a.m.

Reading of the Land Acknowledgment and Moment of Silent Reflection

Reading of the Respectful Workplace Policy

2. Declarations of Pecuniary Interest and the General Nature Thereof

None declared.

3. Adoption of the Previous Minutes

Motion by Linda Hawken

Seconded by Joyce Mohr

**THAT the minutes from the Stratfords of the World Advisory Committee meetings dated April 25, 2024 and May 30, 2024 be adopted as printed.
Carried**

4. Business Arising from Previous Minutes

4.1 Update from Information Session – June 9, 2024

Joan Ayton reported that fifteen people attended the session on June 9, 2024.

Attendees were provided information regarding deadlines for payments and for booking the extra tours. July 1, 2024 is the cut-off date to let Ms. Ayton know if anyone is interested in signing up for tours.

4.2 2025 Reunion Plans – New Zealand (January 8-15, 2025)

Joan Ayton provided the following updates on reunion plans:

- (11) people have submitted registrations for New Zealand;
- (9) people have registered and paid their deposit for the North Island tour;
- (4) people have registered and paid their deposit for the South Island tour. There is a chance that this tour may not proceed, as there is a minimum of (10) people required for each tour;
- the deadline for registration fees to be submitted is August 1, 2024. Ms. Ayton will convert the amount to Canadian funds the week before for delegates to send cheques in Canadian funds to the City of Stratford;
- registration fees will be sorted and deposited to the City of Stratford by September 1, 2024;
- registration fees will be sent as a lump sum payment by the City of Stratford to New Zealand;

4.3 Funding for SOTW Reunions

Vicky Trotter, Council Committee Coordinator, reported that she has met with the Director of Corporate Services and it is an option for the SOTW Advisory Committee to add a budget line in their future budget requests for funds to assist members with travel costs while attending reunions.

Joan Ayton inquired if funds could still be requested for the 2025 New Zealand reunion that is taking place in January 2025. Ms. Trotter will inquire with the Director of Corporate Services to find out if it is part of the 2025 budget request and members can then be re-imbursed, as the budget will not be passed prior to the reunion taking place.

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If members would like to investigate the option of a subsidy program for delegates travelling to reunions who are not members of SOTW, Ms. Trotter explained that a detailed outline of the subsidy program would have to be drafted, including items such as who is eligible, selection of recipients, amounts, etc.

Members will confirm at their August meeting if they plan to add the funding to their 2025 budget request. Members will discuss drafting an outline for the possible subsidy program at and upcoming meeting.

Ms. Trotter has prepared a management report on behalf of the SOTW Committee requesting an additional \$500.00 be added to their 2024 budget to assist with costs related to hosting information sessions, a charitable donation to New Zealand for hosting and miscellaneous costs incurred before the end of 2024. The request will be going to the July 16, 2024 Finance and Labour Relations Sub-Committee meeting.

5. New Business

None noted.

6. Date of Next Meeting

The next meeting of the SOTW Advisory Committee will be held on Thursday, August 8, 2024 at 10:00 a.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road, Stratford.

7. Adjournment

Motion by Ken Clarke

Seconded by Barbara Finkelstein

THAT the May 30, 2024 Stratfords of the World Advisory Committee meeting adjourn. Carried

Start Time: 10:00 A.M.

End Time: 10:24 A.M.