



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

Date: Monday, January 27, 2025

Time: 7:10 P.M.

Location: Council Chamber, City Hall

Committee Present: Councillor Hunter - Chair Presiding, Councillor McCabe - Vice Chair, Mayor Ritsma, Councillor Beatty, Councillor Biehn, Councillor Briscoe, Councillor Burbach, Councillor Henderson, Councillor Nijjar, Councillor Sebben, Councillor Wordofa

Staff Present: Joan Thomson - Chief Administrative Officer, Tatiana Dafoe - City Clerk, Tim Wolfe - Director of Community Services, Karmen Krueger - Director of Corporate Services, Kim McElroy - Director of Social Services, Taylor Crinklaw - Director of Infrastructure Services, Adam Betteridge - Director of Building and Planning Services, Dave Bush - Director of Human Resources, Chris Van Bargaen - Deputy Fire Chief, Audrey Pascual - Deputy Clerk

To watch the 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.

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. Sub-committee Minutes

The January 21, 2025, Sub-committee Meeting was cancelled.

4. Delegations

None scheduled

5. Report of the Director of Corporate Services

5.1 Council Remuneration Review and Recommendations (FIN25-005)

4 - 13

Motion by

Staff Recommendation: THAT Council authorize a 2025 base remuneration for the Mayor of \$86,800.16, Deputy Mayor of \$24,333.75 and Councillors of \$22,390.14;

THAT the per diem rate for meetings with a duration of three hours or less be increased from \$60 to \$75;

THAT the per diem rate for meetings with a duration of more than three hours in any one day be increased from \$90 to \$150;

THAT Council amend the indexing from the Consumer Price Index to the internal method of following the Administrative Salary Group for any annual increases;

THAT the Council Remuneration By-law attached to Report FIN25-005 be adopted;

AND THAT By-law 20-98 be repealed.

6. For the Information of Committee

6.1 Advisory Committee/Outside Board Minutes

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The following Advisory Committee Minutes were provided for the information of Committee:

- Stratfords of the World (Ontario) Advisory Committee Minutes of August 8, 2024
- Stratfords of the World (Ontario) Advisory Committee Minutes of September 24, 2024

7. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by

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



MANAGEMENT REPORT

Date: January 21, 2025
To: Finance and Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer
Report Number: FIN25-005
Attachments: 1. Council Remuneration Comparators
 2. Council Remuneration Draft by-law

Title: Council Remuneration Review and Recommendations

Objective: To provide Council with comparative remuneration data and recommend changes to the per diem rates.

Background: The last Council remuneration review was undertaken in 2019 by an ad-hoc committee formed by the previous Council. The group reviewed various components of remuneration, including base remuneration, per diem rates, conference attendance, health and pension benefits and allowances, for IT, phone, and travel. Any amounts paid on behalf of the member of Council because of their position on Council is considered remuneration for reporting purposes.

At the November 25, 2024, Regular Council meeting, Council passed the following resolution:

THAT the Director of Corporate Services be authorized to proceed with the Council Remuneration Review as further outlined in Option 1 in this report (FIN24-032);

AND THAT upon receipt and approval of the final remuneration report by Council, the Clerk be directed to prepare a new Council Remuneration By-law to reflect the recommended process for and final recommendations arising from the Council Remuneration Review, and to repeal By-law 20-98.

Analysis: Staff reached out to the comparator municipalities, and did not receive responses directly. However, earlier in 2024, a similar request was circulated with a Treasurer group, and Orillia and St. Marys data was provided in that report along with several similar sized municipalities. The annual treasurer-prepared Council remuneration reports for Woodstock and St. Thomas (2023) were publicly available, so this data was

used to augment the comparator group, noting that these represent totals, not just the base or per diem rates.

General conclusions

Base remuneration varies and is correlated to the size of the municipality and the size of the Council. This makes sense as generally speaking, smaller municipalities provide fewer services, and larger and single-tier municipalities have a larger suite of mandatory and discretionary services involving Council direction. There are significant variations in discretionary services and in level of mandatory services provided, so the comparison is driven by overall population and size of Council and a general assumption that similar sized municipalities would face similar scope and complexity of issues.

As Stratford's size of Council is larger than the base comparator groups the municipalities of East Gwillimbury, Cornwall, and Tillsonburg were included to provide a rounder comparison base.

Expense and Training Allowances

Some municipalities provide specific amounts for each member for items like phone, IT, vehicle allowances or other related business costs, while others provide a general discretionary expense allowance. Discretionary expense amounts are treated as taxable income. Stratford opts to offer these as corporate benefits to mitigate the personal tax effect on members. Amounts per member are comparable.

Health and Pension/Retirement Benefits

Most municipalities offer some form of benefits, or payment in lieu of benefits. The type of benefits, health, dental, accidental death and dismemberment, long-term disability and pension, varies widely. Most within the comparator group do not offer a suite of benefits, rather opt for specific benefits, such as health only, or benefits only for the Mayor, etc. Stratford's approach of a flat rate of \$4,000 per member in lieu of benefits appears reasonable.

Per Diems

Some municipalities include all remuneration in the base remuneration, while others provide additional full or partial day compensation (per diem) for participation in various committees of Council and other appointed positions. In cases where external boards provide remuneration, members are not eligible for the per diem to ensure there is no 'double dipping.' Participation in committees, their meeting frequency and complexity differences can vary widely which has resulted in per diems being a way to provide compensation over and above the base amount for those that may be more actively involved in activities that assist Council with furthering its objectives.

Mileage

Most municipalities follow the CRA guidelines for both Council and staff to ensure reasonability by the CRA definition, and no taxable benefit. Some use the CRA rate for kilometres up to 5,000, while Stratford uses the Department of Finance Canada rate for

kilometres over 5,000, plus one cent (in 2024, \$0.65 per km, increasing to \$0.67 in 2025).

Stratford addresses this component in the Conference and Travel policy recently reviewed and updated by Council.

Meal reimbursement

Reimbursement with receipts ensures that the amount is not a personally taxable benefit. Some municipalities use a flat rate that matches the CRA 'quick method,' while others opt for a higher daily limit with receipts. Both are acceptable. Stratford addresses this component in the Conference and Travel policy recently reviewed and updated by Council.

Annual adjustments

In the current City of Stratford by-law, the base remuneration was to be adjusted by the Consumer Price Index. The inflationary variable was not included in the data provided by member municipalities; however, staff recognize that CPI for Council, compared to collective bargaining increases for the employee groups can result in vastly different adjustments and distortion to the overall increases. In times of significant inflation, this index can also result in a higher-than-expected adjustment to Council, when other groups and expenditure types are locked-in. As such, in 2021 and 2022 when inflation was 5-8%, the inflator used was lower than CPI so that Council wasn't receiving increases to their compensation that exceeded all the other corporate expenses.

Recommendations:

1. The 2025 base remuneration for members of Council be as follows (which includes a 3% increase from 2024):
 - Mayor \$86,800.16
 - Deputy Mayor \$24,333.75
 - Councillors \$22,390.14
2. Staff recommend that the per diem for 3 hours or less be increased to \$75 from \$60 to reflect the time commitments of partial days or evenings.
3. Staff recommend that the per diem for more than 3 hours in any one day be increased from \$90 to \$150 to reflect the time commitment length of these meetings. This rate is typically used for attendance at conferences or meetings lasting longer than 3 hours.
4. Staff recommend no changes to the base remuneration

5. Staff recommend that Council remuneration be adjusted annually in a similar fashion to the administrative staff, which currently mirrors the collective agreement CUPE 1385.

Other Considerations

The recommendations herein are based on an analysis of the attached comparators as well as others plus anecdotal experience. Council could choose to accept the staff recommendations as presented and could also delve deeper into the items noted below.

Council could consider a more fulsome review of benefit packages and part of this could include additional insurances that are available through the City's benefits providers and municipal insurer, like Accidental Death & Dismemberment, Critical Illness coverage or Travel insurance options that are not currently part of the Council remuneration package. These would have a financial implication, which has not been considered with this report.

Council could consider specific amounts for elected officials for Training or General Expense accounts. Again, these would have a budgetary impact that has not been considered at this time and may also have a personal tax impact, depending on how these were structured.

Council could consider removing or amending the compensation package combination of base remuneration and per diem. Options could include consideration of lowering the base remuneration, and increasing the per diems paid, or eliminating per diems and having an all-encompassing base remuneration.

Council could opt for a different indexing system or no system, thereby freezing the compensation levels until the next review, which can happen at any point in a term of Council. This is not recommended. It is recognized that the rates of remuneration at their current levels do not fully compensate members for the time they invest preparing for meetings and attending meetings and functions. Not adjusting the amounts paid annually would result in misrepresentation of the work that goes into being an elected official. When trying to attract candidates to run for Council, the intent is not that the positions are full-time, fully compensated positions, rather that there is recognition that individuals' time has value.

Financial Implications:

Financial impact to current year operating budget:

The 2025 draft budget includes a 3% increase to the base remuneration, resulting in a \$9,200 increase over 2024. The staff recommendation for the increase to the two per diem rates above has not been included in the 2025 draft budget, however, these increases are not expected to create a significant variance to the proposed draft budget as presented.

Financial impact on future year operating budget:

The future year operating budgets will be prepared by analyzing the frequency of meetings, along with the proposed administrative salary increases to affect the Council remuneration lines accordingly.

Alignment with Strategic Priorities:**Intentionally Change to Support the Future**

This report aligns with this priority as the policy review ensures that the rates of remuneration are consistent with comparators and reflect the time required to serve on Council.

Alignment with One Planet Principles:

Not applicable: This report is administrative and therefore there is no direct alignment with One Planet Principles

Staff Recommendation: THAT Council authorize a 2025 base remuneration for the Mayor of \$86,800.16, Deputy Mayor of \$24,333.75 and Councillors of \$22,390.14;

THAT the per diem rate for meetings with a duration of three hours or less be increased from \$60 to \$75;

THAT the per diem rate for meetings with a duration of more than three hours in any one day be increased from \$90 to \$150;

THAT Council amend the indexing from the Consumer Price Index to the internal method of following the Administrative Salary Group for any annual increases;

THAT the Council Remuneration By-law attached to Report FIN25-005 be adopted;

AND THAT By-law 20-98 be repealed.

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

**Council Remuneration & Expenses Support Review
2024**

Comparator Group_provided
 Comparator Group_from previous survey
 Other comparators

| | Stratford | St. Marys | Orillia | Woodstock | St. Thomas | East Gwillimbury | Cornwall * | Tillsonburg |
|--|----------------------------------|--|----------------|------------------|-------------------|-------------------------|--|--------------------|
| 2021 Population (Census) * | 33,232 | 7,386 | 34,000 | 46,705 | | 39,000 | 47,845 | 18,615 |
| Total Members of Council | 11 | 7 | 9 | 7 | 9 | 7 | 11 | 7 |
| Mayor | | | | | | | | |
| 2024 Remuneration | \$85,318.00 | \$34,830.00 | \$88,767.49 | \$83,863.53 | \$59,496.00 | \$75,468.70 | \$55,269.00 | \$44,970.96 |
| Annual Expense Allowance | | | | | | \$5,000.00 | \$5,000.00 | \$480.00 |
| Annual Training Allowance (if separate than Expense Allowance) | \$3,000.00 | | | | | | \$25,000 shared with Councillors | \$5,040.00 |
| Other - | | Separate budget lines are prepared for the Mayor's office for advertising, cell phone etc special projects or special events- in total aside from remuneration and conferences is \$54,020 | | | | Car allowance \$12,000 | RRSP-calculated at the established payment rate under the OMERS Plan (2023 \$5,330.29). Car Allowance \$1,920/year (paid bi-weekly). Member of the Cornwall Police Services Board - \$3,500/year | |
| Deputy Mayor | | | | | | | | |
| 2024 Remuneration | \$24,000.00 | \$16,442.00 | n/a | \$39,222.45 | \$35,509.00 | | n/a | \$22,465.85 |
| Annual Expense Allowance | n/a | | | | | | n/a | \$330.00 |
| Annual Training Allowance (if separate than Expense Allowance) | \$30,000 shared with Councillors | | | | | | n/a | \$3,500.00 |
| Other - | included with council below | Alternates annually | | | | | n/a | |
| Councillors | | | | | | | | |
| 2024 Remuneration | \$22,050.00 | \$16,442.00 | \$41,377.42 | \$36,617.49 | \$28,137.00 | \$47,244.08 | \$22,000.00 | \$20,942.17 |
| Annual Expense Allowance | n/a | | | | | \$5,000.00 | \$12,575.00 | \$238.00 |
| Annual Training Allowance (if separate than Expense Allowance) | \$30,000.00 | | | | | | \$25,000 shared with the Mayor | \$2,500.00 |
| Other - | \$0.00 | | \$600.00 | | | Car allowance: \$4,719 | \$10,000.00 | |

Comparator Group_provided
 Comparator Group_from previous survey
 Other comparators

| | Stratford | St. Marys | Orillia | Woodstock | St. Thomas | East Gwillimbury | Cornwall * | Tillsonburg |
|---|--|--|----------|-----------|------------|--|---|---|
| 2021 Population (Census) * | 33,232 | 7,386 | 34,000 | 46,705 | | 39,000 | 47,845 | 18,615 |
| Total Members of Council | 11 | 7 | 9 | 7 | 9 | 7 | 11 | 7 |
| Do unused Expense and/or Training Allowances Carry-forward? | No- would roll into corporate surplus | No | | | | We do not have allowances. We reimburse based on actuals. | No | No, transferred to a general Council Reserve |
| What does the Expense Allowance Cover? | see above.. not for discretionary spending, is for Corporate costs to support them. Also includes memberships like AMO, meeting costs. | n/a | | | | Covers discretionary spending, including professional development and other expenses (i.e. internet, special events, meeting expenses, community engagement) | Mayor - \$5,000 Corporate travel, accommodations, hosted meetings. 10 Councillors - \$12,575 shared equally. Attend events, home supplies. | Home Office Internet and Supplies |
| What does the Training Allowance Cover? | New in 2023 as we had several new members intended for new councillor training, planning, or other they wanted to take.. | \$5,000 total budget for all Council, covers conferences, seminars, etc. | | | | N/A | \$25,000 shared by Council members for conferences, seminars, webinars, training, etc. - includes registration, accommodation, and travel costs | Conferences (Registration/Hotel/transportation/per-diem), meetings, events |
| What does 'Other' Cover? | n/a - cell phone and laptop provided | n/a - cell phone and laptop provided | IT/Phone | | | Car allowance | \$7,000 public relations budget shared by Council. \$3,000 promotions budget shared by Council. | Cell phone data plans (their devices)(Mayor/Deputy can get Town device), + one branded clothing item (per Term) |
| Do members receive benefits? (Life, AD&D, Health & Dental) | No. They get \$4,000 annually above their salary for in lieu of benefits | AD&D | | | | Yes to all | Only the Mayor. LTD, Dental, Group Life. | Y |
| Per Diem Rates | Full Day (24-hr basis) | \$180.00 | N/A | N/A | | N/A | receipts accepted. | \$185.00 |
| | Half Day (12-hr basis, not working day) | \$60.00 | N/A | N/A | | N/A | receipts accepted. | \$90.00 |
| Meal Allowance Daily Reimbursement | Submit receipts. Actual reasonable expenses | actual expense | | | | Actual expense | \$60.00 | \$100.00 |
| Mileage Reimbursement Rate | CRA rate > 5,000 kms...\$0.65 | \$0.70/km | | | | N/A have car allowance | 0.50/km (being reviewed) | Per CRA ** |



DRAFT BY-LAW

**BY-LAW NUMBER XX-xxxx
OF
THE CORPORATION OF THE CITY OF STRATFORD**

BEING a By-law to establish the indemnity and remuneration of members of Council for the City of Stratford and to repeal By-law Number 20-98.

WHEREAS section 242 of The Municipal Act, R.S.O. 1990, chapter M.45 allows the Council of a municipality to pass by-laws for paying remuneration to the members of Council;

AND WHEREAS section 243 of *The Municipal Act* allows the Council of a municipality to pass by-laws to provide for the payment in whole or in part of such expenses of the members of Council as are actually incurred as a result of their acting either within or outside of the municipality in their capacity as members of Council;

AND WHEREAS section 244 of *The Municipal Act* allows the Council of a municipality to pass by-laws to provide for the payment of remuneration to a member of Council to serve as a member of a local board as defined in *The Municipal Affairs Act*, or of any other body, in respect of services as a member of that board;

AND WHEREAS By-law 20-98 was adopted by Council of The Corporation of the City of Stratford to establish indemnities and remuneration for the members of Stratford City Council;

AND WHEREAS Sections 8 and 9 of the *Municipal Act*, 2001, S.O. 2001, as amended, confer authority on municipalities to govern their affairs as they consider appropriate;

AND WHEREAS Section 5 of the said *Municipal Act*, 2001, S.O. 2001, as amended authorizes council to exercise the powers of the municipality by by-law;

AND WHEREAS Section 283 of the *Municipal Act*, 2001, S.O. 2001, as amended, authorizes municipalities to pay remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board if the expenses are of those persons in their capacity as members, officers or employees, and if the expenses are actually incurred or the expenses are a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred;

NOW THEREFORE BE IT ENACTED by Council of The Corporation of the City of Stratford as follows:

1. That the annual allowance to be paid to the Mayor, shall be as follows:

a) Effective January 1, 2025: \$86,800.16 plus out-of-pocket expenses

and that the remuneration be indexed in future years, in accordance with the Administrative Salaries.

2. That the annual allowance to be paid to each member of Council, other than the Mayor, shall be as follows:

a) Effective January 1, 2025: \$22,390.14 plus out-of-pocket expenses

and that the remuneration be indexed in future years, in accordance with the Administrative Salaries.

3. That the annual allowance to be paid to the Deputy Mayor, shall be as follows:

a) Effective January 1, 2025: \$24,333.75 plus out-of-pocket expenses

and that the remuneration be indexed in future years, in accordance with the Administrative Salaries.

4. That, notwithstanding Section 1-3 above, the Mayor and Councillors elected to the Council of The Corporation of the City of Stratford and appointed to any other body, are entitled to receive any remuneration payable to them in that capacity, such as but not limited to Stratford Police Services Board and Festival Hydro Inc., and Festival Hydro Services Inc. so far as such remuneration is not funded by The Corporation of the City of Stratford.

5. In addition to the remuneration provided for in this By-law, Councillors shall also be paid remuneration in accordance with the scale provided for in Paragraph 6 herein, while attending the following:

- a) meetings of local boards or other bodies to which they have been appointed by Council, or on which they serve as ex-officio members, other than Council, Standing Committees or Sub-committees of Council;
- b) Trade Shows and meetings attended on behalf of the City of Stratford, outside the Corporation limits as authorized in the Conference and Travel Policy;
- c) except that where such local boards or other bodies provide a stipend or remuneration to the members appointed thereto, then the member shall receive such stipend or remuneration from the local board or other body and not the remuneration set out in paragraph 6 herein;
- d) Members of Council shall not be paid remuneration for attending the following meetings:
 - i) Public Meetings;
 - ii) Presentations by consultants;
 - iii) Open Houses;
 - iv) Public consultations;
 - v) Visioning sessions;
 - vi) Ceremonial functions.

6. Any stipend or remuneration paid by local boards or other bodies as provided for in paragraph 5 herein, shall be paid to the City of Stratford and not to the member of Council who sits on such local board or other body, and the Treasurer of the City of Stratford shall pay such stipend or remuneration to the member of Council:

- a) For a meeting, the duration of which is three (3) hours or less - \$75.00;
- b) For a meeting, the duration of which is more than three (3) hours in any one day - \$150.00.

7. That the mileage rate to be paid to members of Council shall be at the City's approved rate per kilometre.

8. That By-law Number 20-98 and any amendments thereto, and any other by-laws or policies inconsistent with the provisions of this By-law, are hereby and the same repealed.

9. That each member of Council will receive \$4,000.00 in lieu of group extended health care and dental coverage or the option to purchase group extended health care and dental coverage through The Corporation of the City of Stratford to commence January 1, 2020.

Read a FIRST time this 10th day of February, 2025.

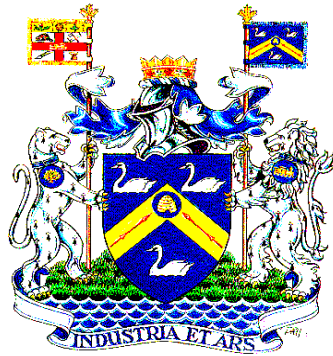
Read a SECOND time this 10th day of February, 2025.

Read a THIRD time and FINALLY PASSED this 10th day of February, 2025.

Mayor – Martin Ritsma

Clerk – Tatiana Dafoe

Stratfords of the World Advisory Committee
August 8, 2024



Stratfords of the World (Ontario) Advisory Committee

MINUTES

A meeting of the Stratfords of the World (SOTW) Advisory Committee was held on Thursday, August 8, 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, Barbara Finkelstein

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

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 meeting dated June 27, 2024 be adopted as printed. Carried

Stratfords of the World Advisory Committee
August 8, 2024

4. Business Arising from Previous Minutes

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

Joan Ayton provided the following updates on the upcoming Reunion in New Zealand:

- There are currently (13) delegates registered and everyone has submitted payment to the City;
- There are (11) people registered for the North Island tour and have each provided a \$100.00 deposit. Two registrants are from the UK and will be joining the Ontario registrants;
- There are (4) people registered for the South Island tour, with three additional people interested in possibly joining the tour;
- Ms. Ayton will send the registrants for both tours the tour agent contact information to contact directly for payment options;

4.2 Discussion on Financial Assistance for Members Travelling to Reunions Representing Stratford, Ontario

Vicky Trotter provided answers to questions SOTW members have regarding requesting financial support for attending reunions.

- Can support be requested now in 2024 versus requesting it as part of the 2025 budget?

Yes, it can. If the Committee wants to make a motion today, the request can go to Council and they will make the decision in 2024, however it will still appear in the 2025 budget. This option would allow members to be reimbursed in 2024 as opposed to waiting until after the 2025 budget is approved. Members will be required to submit their receipts for reimbursement.

- Is a fundraising event an option to assist with financial costs for SOTW members?

Ms. Trotter will inquire with the Director of Corporate Services regarding fundraising and sponsorship possibilities and e-mail SOTW members with the information.

Stratfords of the World Advisory Committee
August 8, 2024

Members discussed what type of expenses would be acceptable to be reimbursed for. Items such as registration fees and a portion of travel expenses were two items discussed as possibilities.

Members also discussed what an appropriate amount would be to request. Suggestions to cover the full registration fee and a portion of the travel expenses might be an acceptable request.

Ken Clarke noted that other Advisory Committees often request funds to cover expenses for members to attend conferences.

Wayne Whitehorn stated that he is opposed to requesting funds from the City to cover costs to attend the Reunion. He has been on the SOTW Committee since 2007 and there has never been any discussion about committee members being remunerated in any way. This seems to have been generated from other Advisory Committees being approved for funds, as they have never requested funds before. As a volunteer, he never expected any financial support from the City and is opposed to the process.

Susan Kummer inquired what support other committees have historically received as far as reimbursement for registration fees, travel and other expenses incurred to attend events. Vicky Trotter stated that some committees include a budget line for conferences. This would cover expenses that members may incur while attending conferences, seminars, workshops or similar events.

Linda Hawken noted that costs associated with travelling have risen significantly since SOTW first began and it did not cost as much to participate. Costs to travel to farther hosts, such as New Zealand, are much higher and should be taken into consideration when requesting funds.

Wayne Whitehorn stated it seems self-serving to the committee to request funds to assist with their expenses when the rest of the delegates attending, who are also paying the same prices, to not have the same financial support. Barbara Finkelstein disagrees, as members joined the committee and did not know that requesting financial support was a possibility.

Susan Kummer stated that the registration fees alone have almost doubled from previous reunions. She also noted that it is sometimes difficult to get new members to join SOTW and maybe this will create some interest in the future.

Stratfords of the World Advisory Committee
August 8, 2024

Joyce Mohr inquired if attending the Reunion would be the same as other committee members attending conferences. Joan Ayton stated that conference is a budget line term that the Finance Department uses. All the Reunion funds and expenses when Stratford, Ontario hosted their Reunion came out of the conferences budget line. Ms. Mohr stated that everyone on the SOTW committee joined as a volunteer and work very hard on the Reunions.

Councillor Wordofa stated that the SOTW committee could seek donations from local businesses to help with funding. SOTW could have their own account to hold the funds for future Reunions.

Vicky Trotter stated that a previously discussed bursary program for non-members of SOTW could be proposed for future Reunions, as there is not enough time before the New Zealand reunion in January to have a program such as this drafted and approved by Council.

June Wells stated that she agrees with Wayne Whitehorn's point that members have always paid their own way in the past and questioned if it is necessary to request that members be reimbursed for registration fees as well as travel expenses. Everyone who signed up to attend did so knowing that they would be required to pay their own way. Joan Ayton stated that members never knew in the past that requesting funds for attending the Reunions was an option or they may have done it sooner.

Susan Kummer stated that more members may have attended in the past if there had been some financial assistance.

Kathy Hill stated that it is her opinion that the committee should not ask for too much funding from the City, to be reasonable in their request to cover the registration fees and a portion of the travel expenses. Joan Ayton agreed that all other expenses such as the additional organized tours, are purely by choice and paid for personally.

Motion by Ken Clarke

Seconded by Linda Hawken

THAT the Stratfords of the World Advisory Committee requests Stratford City Council consider financial support in the amount of \$7,350.00 for up to five (5) SOTW Ontario members to attend the 2025 New Zealand Stratfords of the World Reunion as outlined below:

Stratfords of the World Advisory Committee
August 8, 2024

| | |
|---|--------------------------|
| Registration Fees (\$470.00 x 5) | \$2,350.00 |
| Travel Expenses | <u>\$5,000.00</u> |
| | \$7,350.00 |

Carried

*Susan Kummer is no longer present at the meeting at 11:00 a.m.

5. New Business

5.1 2025 SOTW Budget Request for Council

Members discussed SOTW committee plans for 2025 and any expenses that they will incur during the year. Vicky Trotter noted that they will need to include the additional \$7,350.00 they have requested from Council for the New Zealand reunion.

June Wells suggested that the committee could hold some educational or promotional events to spread the word about Stratfords of the World and what the committee is all about. Linda Hawken suggested SOTW could join in with other events happening in Stratford for more visibility.

Motion by Barbara Finkelstein

Seconded by June Wells

THAT the Stratfords of the World Advisory Committee requests a 2025 budgetary amount of \$800.00 from the City of Stratford for various meeting expenses and promotional items/events for the SOTW Committee. Carried

6. Date of Next Meeting

The next meeting of the SOTW Advisory Committee will be held on Tuesday, September 24, 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 Kathy Hill

THAT the August 8, 2024 Stratfords of the World Advisory Committee meeting adjourn. Carried

Start Time: 10:00 A.M.

End Time: 11:14 A.M.

Stratfords of the World Advisory Committee
September 24, 2024



Stratfords of the World (Ontario) Advisory Committee

MINUTES

A meeting of the Stratfords of the World (SOTW) Advisory Committee was held on Tuesday, September 24, 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, Councillor Geza Wordofa, Susan Kummer, Kathy Hill, Barbara Finkelstein

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

Regrets: Linda Hawken

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 Joyce Mohr

Seconded by Kathy Hill

THAT the minutes from the Stratfords of the World Advisory Committee meeting dated August 8, 2024 be adopted as printed. Carried

Stratfords of the World Advisory Committee
September 24, 2024

4. Business Arising from Previous Minutes

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

Joan Ayton provided the following updates on the upcoming Reunion in New Zealand:

- There are currently (14) people registered from Ontario, (9) from Connecticut, (3) from P.E.I, (4) from the UK and (4) from Australia;
- There are (13) people registered for the North Island tour – (10) from Ontario, (2) from the UK and (1) from P.E.I.;
- There are (6) people registered for the South Island tour;
- Organizers hope to notify who the hosts will be and who people will be staying with by November 2024;
- The itinerary will be as it was initially planned, with some minor adjustments and additions;
- There no expectation for groups to put on a performance. If any group want to sing a song at the final dinner, there will be an opportunity provided;
- Delegates will arrive in Stratford, NZ between 4:00-5:00 p.m. on January 8, 2025;
- The final breakfast will be held in the same place, and delegates will be picked up by the tour guide at 10:00 a.m. on January 15, 2025 after breakfast and farewells;
- There is an information session on Sunday, September 29, 2024 at 6:00 p.m. at the Rotary Complex (Tim Taylor Lounge) for all the Ontario delegates who are registered for the Reunion, as well as SOTW Committee members;

Motion by Barbara Finkelstein

Seconded by Kathy Hill

THAT the Stratfords of the World Advisory Committee spends \$339.00 from their 2024 budget for catering services for the September 29, 2024 Reunion information session. Carried

Stratfords of the World Advisory Committee
September 24, 2024

4.2 Update on Request to Council for Financial Assistance for Committee Members Travelling to SOTW Reunions

Vicky Trotter updated Committee members on the request for funding for members travelling to SOTW Reunions. The report went to the Finance Committee last night, September 23, 2024. Once Ms. Trotter has the details of the motion, she will forward the information to SOTW members.

5. New Business

5.1 Applications for Advisory Committees

Vicky Trotter updated committee members that the City will be advertising for open positions on all the Advisory Committees this week. Staff has provided SOTW members whose terms are up for renewal with applications. The deadline to submit an application to seek re-appointment is October 18, 2024.

6. Date of Next Meeting

The next meeting of the SOTW Advisory Committee will be held on Tuesday, November 26, 2024 at 2:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex, 353 McCarthy Road, Stratford.

7. Adjournment

Motion by Ken Clarke

Seconded by June Wells

THAT the September 24, 2024 Stratfords of the World Advisory Committee meeting adjourn. Carried

Start Time: 10:00 A.M.

End Time: 10:21 A.M.