



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

Date: Tuesday, March 16, 2021
Time: 3:30 P.M.
Location: Electronic Meeting
Sub-committee Present: Councillor Clifford - Chair Presiding, Councillor Gaffney - Vice Chair, Councillor Beatty, Councillor Bunting, Councillor Ritsma
Staff Present: Jodi Akins - Council Clerk Secretary, Chris Bantock - Deputy Clerk, Spencer Steckley - Manager of Financial Services, Adam Ryan - Manager of Public Works, Ed Dujlovic - Director of Infrastructure and Development Services

To watch the Sub-committee meeting live, click the following link: <https://stratford-ca.zoom.us/j/84603331887?pwd=UWxZTlVnN2FjZWdqaytHYktxR1dSUT09>

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 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. Delegations

None scheduled.

4. Report of the Manager of Public Works

- 4.1. Purchasing Policy Exemption for a Viking-Cives Roller Pro Truck (FIN21-003)** 4 - 12

Motion by _____

Staff Recommendation: THAT Council approve an exemption from the City of Stratford's Purchasing Policy to allow for the sole source purchase of one new Roller Pro with dump body, sand/salt hopper and water tank from Viking-Cives Ltd. at a cost of \$461,170 including GST.

5. Report of the Director of Infrastructure and Development Services

- 5.1. Retaining a Consultant for the 2022 Development Charges By-law (FIN21-004)** 13 - 14

Motion by _____

Staff Recommendation: THAT Council approve an exemption from the City of Stratford's Purchasing Policy to retain Watson & Associates Economists Ltd. to carry out the development charges background study and by-law for a cost up to \$79,213 including HST.

6. Report of the Deputy Clerk

- 6.1. 2020 Lottery Licence Activity Update (FIN21-002)** 15 - 20

Motion by _____

Staff Recommendation: THAT the report entitled "2020 Lottery Licence Activity Update" (FIN21-002) be received for information.

- 7. Advisory Committee/Outside Board Minutes** 21 - 24

The following Advisory Committee/Outside Board minutes are provided for the information of Sub-committee:

- Stratfords of the World minutes of September 16, 2020

8. Next Sub-committee Meeting

The next Finance and Labour Relations Sub-committee meeting is Tuesday, April 20, 2021 at 3:30 p.m.

9. 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: March 16, 2021
To: Finance and Labour Relations Sub-committee
From: Adam Ryan, Manager of Public Works
Report#: FIN21-003
Attachments: Roller Pro Spec Sheet

Title: Purchasing Policy Exemption for a Viking-Cives Roller Pro Truck

Objective: To obtain an exemption from the City of Stratford's Purchasing Policy to purchase a multi-use Viking-Cives Roller Pro truck.

Background: The Public Works Department's ability to Anti-Ice the roadways is vital to a successful winter operations program. The current system used is costly and inefficient. The Public Works Department uses salt brine to treat Priority 1 roadways prior to a winter event to prevent the formation of ice on the roadway. Over 132 lane KM's of road are treated on the anti-ice route. The current equipment can carry 720 litres of brine. At the suggested application rate set out by the Ministry of Transportation the anti-icing route can take anywhere from 12-16 hours and 13 loads of brine to complete.

The City of Stratford operates with 3 combination plow and sander units. The winter maintenance route map splits the City evenly into 4 sections. Having an additional unit to cover all sections of the City is vital to meeting snow removal standards. Adding to our current compliment of combination units with a traditional truck plow and sander unit would cost \$331,000. A purchase of this type would help with operational demands in the winter season; however, it would not solve the issues surrounding inefficient anti-ice procedures, water tank needs in the summer and the overall flexibility and versatility of the Viking-Cives Roller Pro Truck.

Analysis: To meet the varying needs of City departments, staff began a search of vehicles that would allow for multi-tasking that could be used throughout the year. The research undertaken included discussions with other municipalities to determine what equipment they were using to carry out the multiple tasks. Our research led us to the Viking-Cives Roller Pro. City staff are unaware of any other manufacturer of this type of equipment.

The purchase of a Roller Pro will provide a multi-use truck that could be used as a liquid hauler (water and brine solution), sander/plow combo unit and a dump truck. With over 10,000 litres of brine storage per trip, the anti-icing route can be completed in 8 hours with only one top up of liquid required. The purchase of this equipment would also improve the level of service for road snow plowing and road salt and sand treatment.

This equipment will also be utilized in the summer for water haulage for dust control at the landfill and water application ahead of our street sweepers during heavy periods and other needs to ensure the beautification of our City. The dump body will also act as an additional unit to haul fill, leaves, and will assist in fulfilling other departmental needs. There is the ability to purchase attachments that would allow the truck to be used as a flat bed or for waste haulage.

Having the roll off option with liquid tank, sander, or dump body capabilities will improve efficiencies across the City. Winter operations will see a savings in time and money when compared to the current application of anti-icing brine. Summer operations at the landfill require constant dust control which this unit would provide, along with water delivery support to the street sweepers when necessary. Hauling capabilities throughout all City departments ensures that this unit will be utilized all year.

The purchase of this vehicle falls within the comments made by the consultant Blackline who recently presented the Service Delivery Review report to Council. One of the services reviewed covered the utilization of fleet vehicles. The report stated that the City should "Consider year-round utilization when purchasing vehicles and equipment to get maximum use." The purchase of the Roller Pro Truck does meet the criteria for year-round use.

Currently the City is aware of several neighboring municipalities that are utilizing the Roller Pro Trucks. Municipalities including Brantford, Cambridge, Guelph, and Woodstock have seen the benefits for utilization and versatility with these units with all the above municipalities owning multiple units.

This unit would also be replacing a current fleet dump truck which is underutilized due to its size restrictions and lack of versatility. This purchase will fully meet and help improve operational demands for the City of Stratford.

Financial Impact: Purchase of a new truck equipped with front plow and wing, liquid tank and out riggers for lane application of anti-icing product or water, and salt/sand body for treatment of roads will be approximately \$461,170 including GST. There will also be the trade in for the sale of the 2014 Freightliner Dump/Sander to offset the costs. Funds are included in the 2021 Budget for the purchase of this equipment.

Alignment with Strategic Priorities

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Developing our Resources

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

Staff Recommendation: THAT Council approve an exemption from the City of Stratford's Purchasing Policy to allow for the sole source purchase of one new Roller Pro with dump body, sand/salt hopper and water tank from Viking-Cives Ltd. at a cost of \$461,170 including GST.



Adam Ryan, Manager of Public Works



Ed Dujlovic, Director of Infrastructure and Development Services



Joan Thomson, Chief Administrative Officer



Roller-Pro

7

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Leader in innovative
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equipment.

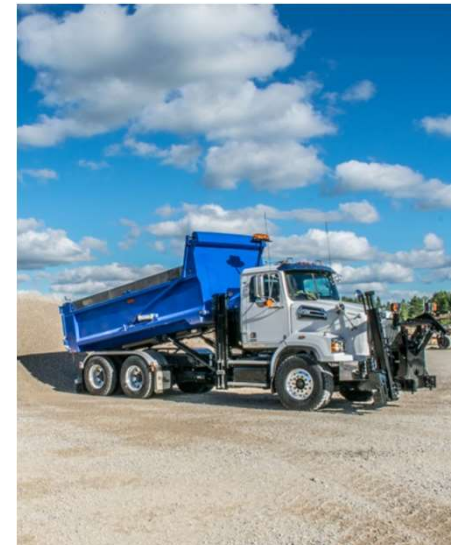
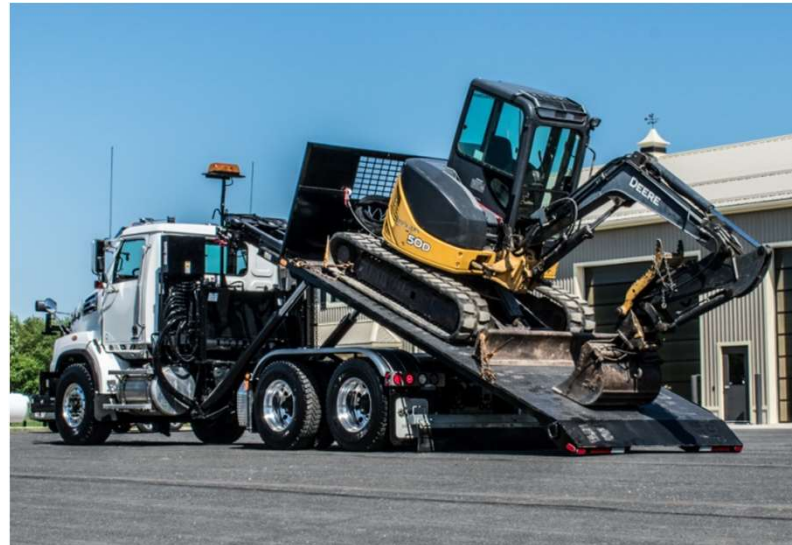


Standard Features

1. **Hydraulically Powered Cable and Hook** can load all attachments onto the tipping frame from flat ground with a full load of material.
2. **Low Profile Tipping Frame** lowers vehicle center of gravity for improved handling.
3. **6 Safety Locks Arrest All Tipping Forces** to confidently keep loaded attachments on the chassis.
4. **Retractable Tail Extension** eliminates any rear end overhang.
5. **50 Degree** dumping angle.

Options

- Quick Detach plow and wing systems
- Street Flusher Kit
- 3-Lane DLA spray boom (Direct Liquid Application)
- 120" or 138" cab to axle lengths
- Can be configured to accept custom attachments specific to your needs





Roller-Pro Dump Box

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equipment.

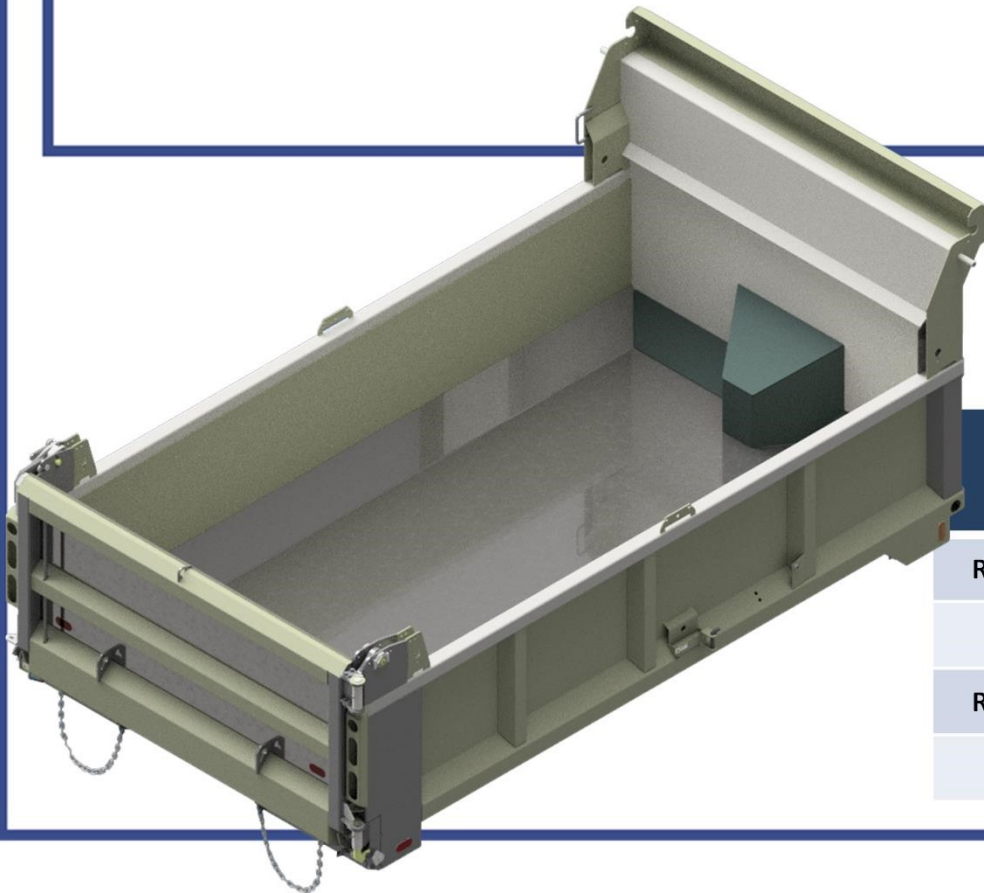


Standard Features

1. **Easy loading onto Roller-Pro Tipping Frame.** Flat ground loading capability empty or full.
2. **Dual Function Tailgate** is top hinged for dumping and side hinged for barn door operation.
3. **Single Action Handle** switches between dumping and barn-door tailgate operation.
4. **Durable 10 gauge Corten Construction** resists material wear and corrosion.

Options

- Hardox floor and sides
- 36" or 42" side height
- D -Rings for load and equipment tie-down
- Air tarp kit



Model	Outside Length	Side Height	Tailgate Height	Capacity *w/sideboards	Approx . Weight
RPDB 120	14'4"	36"	46"	14.5 yd3	4860 lbs
	14'4"	42"	55"	16.5 yd3	5130 lbs
RPDB 138	16'	36"	46"	16.4 yd3	5260 lbs
	16'	42"	55"	18.6 yd3	5520 lbs



Roller-Pro Water Tank

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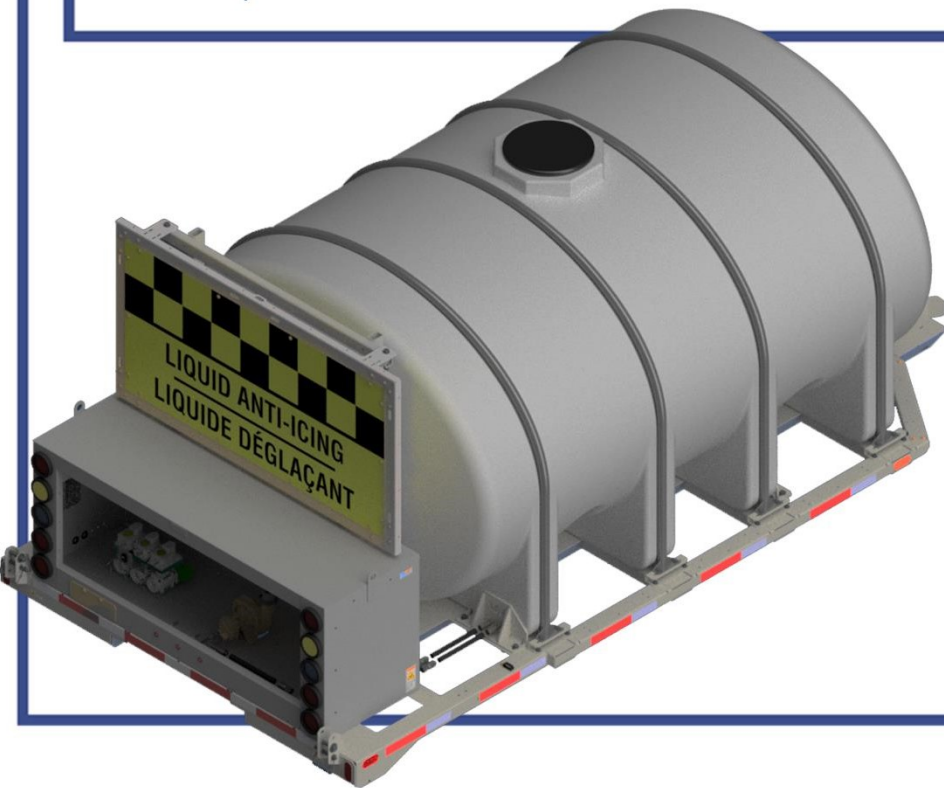


Standard Features

1. **Polymer Liquid Tank** capable of carrying 2650 us/gal water or salt brine without corroding.
2. **Galvanized Steel Frame** resists corrosion.
3. **Mounts to Roller-Pro Tipping Frame.** Easily engages vertical and horizontal safety locks secure the tank and frame to Roller-Pro frame rails.
4. **Stainless Steel Enclosure** keeps pump & valves protected from the elements.
5. **Rear Sign Board & Integrated Lighting** keeps your truck visible to drivers and can be configured to comply with regional lighting and visibility requirements.

Options

- 100' hose reel kit
- 3-Lane DLA spray boom (Direct Liquid Application)
- High powered street flusher
- Flood bar
- Street Flusher Kit



Model	Width	Height	Length	Level Capacity w/10" Sideboards	Approx. Weight
120	101.5"	74"	15'6"	8.5 yd3 11.5 yd3	3250 lbs (empty)
138	101.5"	74"	16'8"	9.5 yd3 13 yd3	3550 lbs (empty)



Roller-Pro Flat Bed

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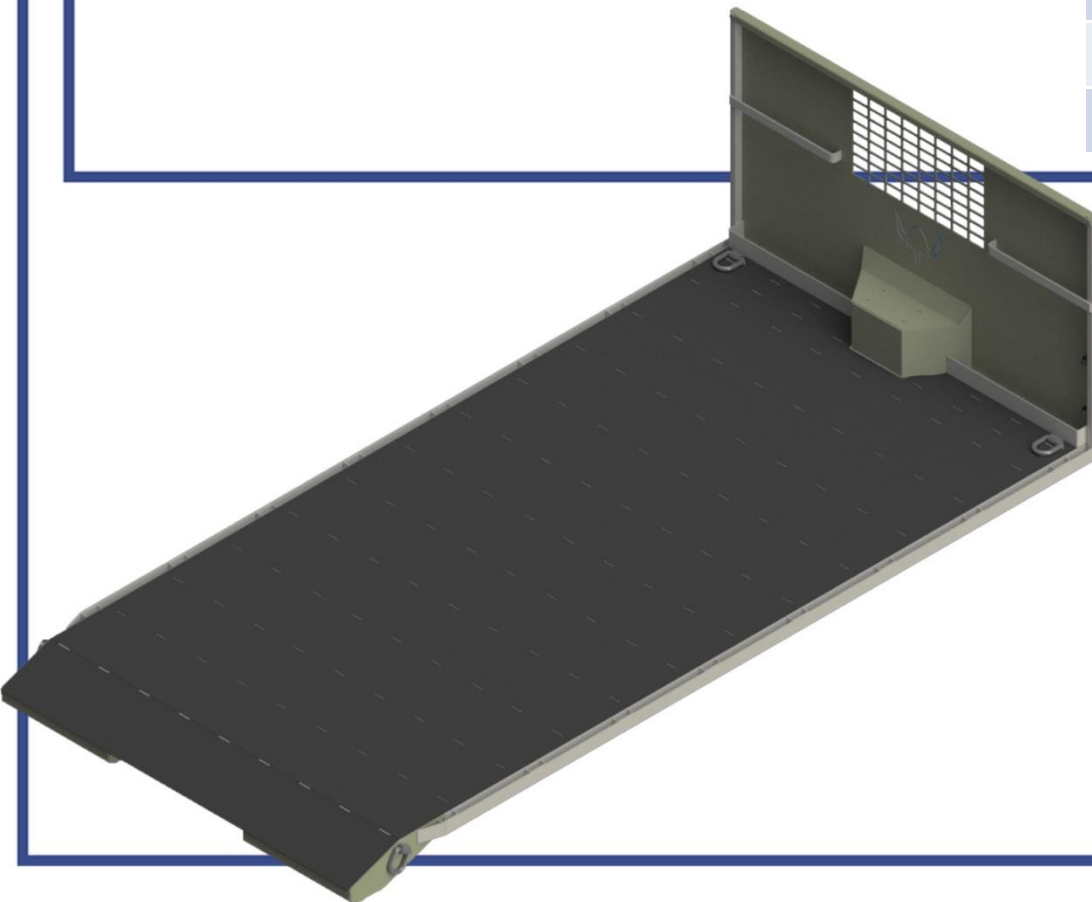
Standard Features

1. **Easy loading onto Roller-Pro Tipping Frame.** Flat ground loading capability empty or full.
2. **Checker Plate Deck** gives durability and traction.
3. **Four 5000 lb Straps**
4. **Chain and Binder Storage** with D-rings.

Options

- 12000 lb electric winch
- Linex Rough coating

Model	Length	Height	Width	Approx . Weight
RPFB 120	14'	54"	100"	2630 lbs
RPFB 138-16	16'	54"	100"	3250 lbs
RPFB 138-17.5	17.5'	54"	100"	3430 lbs





Roller-Pro Salt Hopper

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Standard Features

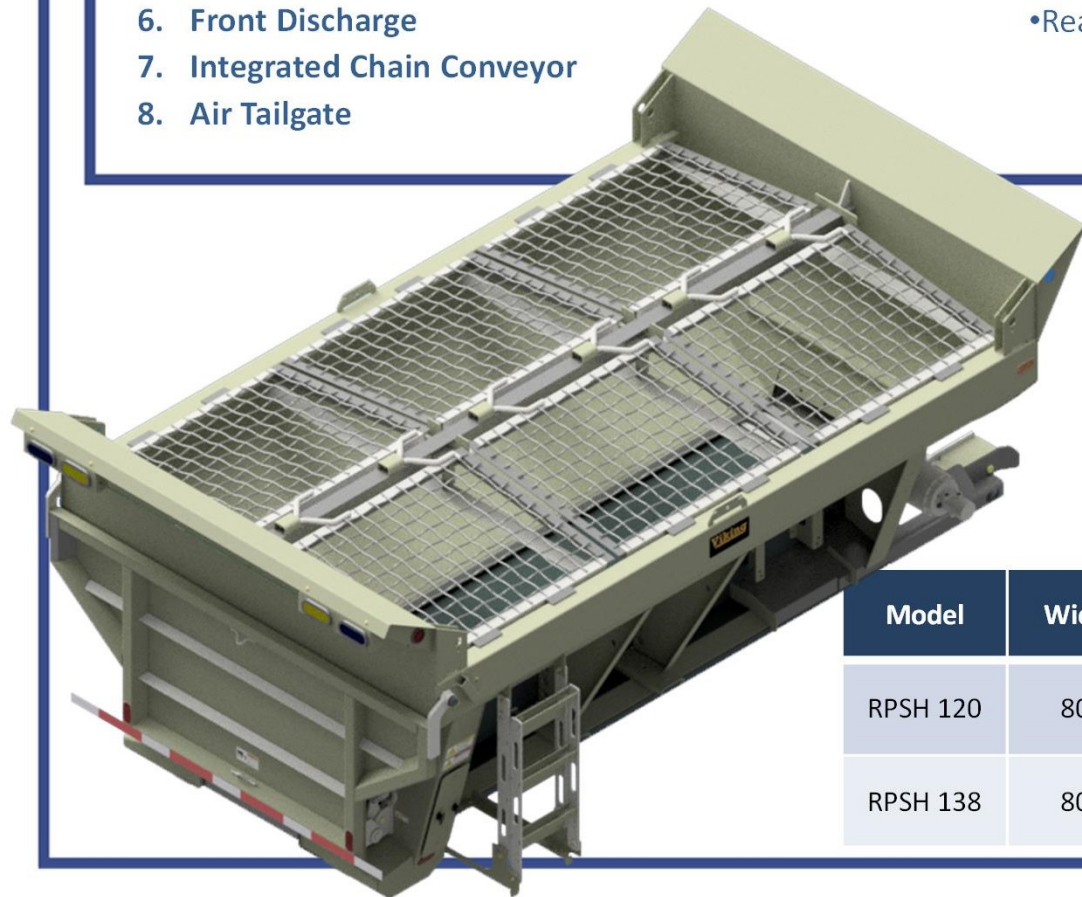
1. **V-Style Spreader Design** specifically designed for sand salt and aggregate material spreading.
2. **Capable of mounting , fully loaded, onto Roller-Pro tipping frame.**
3. **Durable 10 gauge Corten Construction** resists material wear and corrosion.
4. **Rear Inspection Ladder**
5. **Material Screens**
6. **Front Discharge**
7. **Integrated Chain Conveyor**
8. **Air Tailgate**

Options

- Belt or dual auger cross conveyor
- Single or twin spinner
- Stainless steel cross conveyor bed
- 270 us/gal pre-wet system
- Rear multi-lane symmetry spinner



Model	Width	Height	Inside Length	Outside Length	Level Capacity w/10" Sideboards	Approx. Weight
RPSH 120	80"	52"	12'8"	14'4"	8.5 yd3 11.5 yd3	5430 lbs
RPSH 138	80"	52"	14'4"	16'	9.5 yd3 13 yd3	5850 lbs





Roller-Pro Dumpster Bin

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equipment.



Standard Features

1. **Manual Dual Barn Doors** allow easy loading.
2. **Designed to be Dropped and Left at a Jobsite**, leaving your Roller-Pro free for other tasks while being loaded.

Options

- Tarp Kit
- Recycle bins available
- Custom bin configurations available



Model	Width	Height	Inside Length	Outside Length	Level Capacity
RPSH 120	8'	4'	14'	14'	16.5 yd3
RPSH 138	8'	4'	14'4"	16'	19 yd3



MANAGEMENT REPORT

Date: March 16, 2021
To: Finance and Labour Relations Sub-committee
From: Ed Dujlovic
Report#: FIN21-004
Attachments: None

Title: Retaining a Consultant for the 2022 Development Charges By-law

Objective: To retain Watson & Associates Economists Ltd. to carry out the development charges background study and by-law for the City of Stratford.

Background: The current Development Charges By-law (D.C.) will expire on April 10, 2022 and a new background study will need to be completed to pass a new development charges by-law.

Since the passing of the City's D.C. there have been several bills passed by the province which has impacted the Development Charges Act. The amendments are as follows:

- Bill 108 (More Homes, More Choice Act, 2019);
- Bill 138 (Plan to Build Ontario Together Act, 2019);
- Bill 197 (COVID-19 Economic Recovery Act, 2020); and
- Bill 213 (Better for People, Smarter for Business Act, 2020).

These amendments will all have an impact on the existing D.C. that the City has in place.

Analysis: The City requested a proposal from Watson & Associates Economists Ltd. (Watson) to complete the development charges background study and by-law. Watson are very familiar with the City's needs as they have completed several of the past development charges studies and by-laws. In addition, they have completed two water and wastewater financial studies for the City.

With the changes to the Development Charges Act the study will consider the potential of implementing a Community Benefits Charge (C.B.C.). As this charge only relates to residential buildings that are a minimum 5 storeys in height and includes a minimum of

10 residential units, and only represent a maximum of 4% of the market value of that property, it is unclear whether the City would generate sufficient revenues to warrant a separate study and by-law.

The new planning legislation has also made changes to how a municipality may acquire parkland (i.e. the need for a park plan, public process and parkland by-law). Based on this, a provisional item for Watson to provide advisory services if the City chooses to undertake an evaluation of their parkland dedication requirements.

Finally, as requested by Council the background study will include the potential implementation of an industrial development charge.

Financial Impact: The cost to carry out the background study and by-law is \$60,000 not including HST. The two provisional items C.B.C. feasibility assessment and parkland dedication review are \$5,300 and \$4,800 respectively and does not include the HST. The cost for the study has been included in the 2021 Capital Budget and is 100% funded by development charges.

The City's purchasing policy allows for the direct appointment of a consultant up to \$60,000 including net HST. Accordingly, staff are requesting an exemption from the City's purchasing policy to retain Watson to carry out the study.

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 Council approve an exemption from the City of Stratford's Purchasing Policy to retain Watson & Associates Economists Ltd. to carry out the development charges background study and by-law for a cost up to \$79,213 including HST.



Ed Dujlovic, Director of Infrastructure & Development Services



Joan Thomson, Chief Administrative Officer



MANAGEMENT REPORT

Date:	March 16, 2021
To:	Finance and Labour Relations Sub-committee
From:	Chris Bantock, Deputy Clerk
Report#:	FIN21-002
Attachments:	2020 Regular Bingo Averages and Amounts

Title: 2020 Lottery Licence Activity Update

Objective: To provide information on lottery licence activities in 2020.

Background: Municipalities have been given the authority to issue lottery licences to eligible local charitable or religious organizations. These organizations must have been operating for at least one year and the lottery event must have a prize that is less than \$50,000. For an event to be considered a lottery scheme three components must be present: a prize, a chance to win and a fee. Each year staff provides an update on municipal lottery activity within the City and the revenue received as a result. Lottery events include:

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

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

	2018	2019	2020
Bingo*	43	40	36
Nevada	9	8	2
Raffle	23	35**	9
Catch the Ace	1	1	0
TOTAL	76	84	47

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

** Number of raffle licences issued in 2019 to coincide with the actual lottery fee revenue for the same period. Amounts for 2018 and 2020 show the actual number of raffles that occurred in those years.

Raffles

The raffle licence category generally includes groups selling tickets for specific merchandise prizes, however 50/50 draws remain popular as well. Generally, raffles coincide with special events already taking place in the City. There were 7 organizations with active raffle lottery licences in 2020. As facilities were closed due to COVID-19, organizations have had to raise money in other non-lottery ways. This resulted in a significant decline in raffle licenses compared to previous years.

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 (AGCO). There are four (4) organizations that have active Break Open Ticket licences. The AGCO has allowed for lengthy extensions of these licences due to COVID-19.

Catch the Ace

In 2020, there were no new Catch the Ace licences issued. One organization completed their licence issued in 2019. The 2020 licence fees collected were \$1067.66.

Bingo

There was a total of 455 scheduled licensed bingo events in 2020, hosted by 36 different charitable groups. Due to COVID-19 closures, only 248 bingo events actually took place in 2020. 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, average spent per person and average attendance decreased from 2019.

Summary

The AGCO allowed licence extensions in most cases for raffles and Nevada lotteries. They also allowed the Catch the Ace licence to "pause" their events until it was safe to proceed. Bingo events were cancelled due to facility closures although the licence period has remained the same.

Financial Impact: The revenue received from lottery licences has been significantly impacted by the COVID-19 pandemic. The revenue received from lottery licences in 2019 was \$53,309 and in 2020 it was \$28,731.05. There was a loss of \$20,700 due to cancelled bingo events.

Summary of Revenue:

Raffle - \$900.67

Catch the Ace - \$1067.66

Nevada - \$1,962.72

Bingo - \$24,800.00

Alignment with Strategic Priorities:

Not applicable

The Alcohol and Gaming Commission of Ontario regulates charitable lottery licensing in Ontario and authorizes the City of Stratford to issue licences for lottery events conducted in the City. While this service does not necessarily align with the strategic priorities, it is an essential service which assists groups run charitable programs and services which benefit Ontario residents, specifically residents in this community.

Staff Recommendation: THAT the report entitled "2020 Lottery Licence Activity Update" (FIN21-002) be received for information.



Chris Bantock, Deputy Clerk

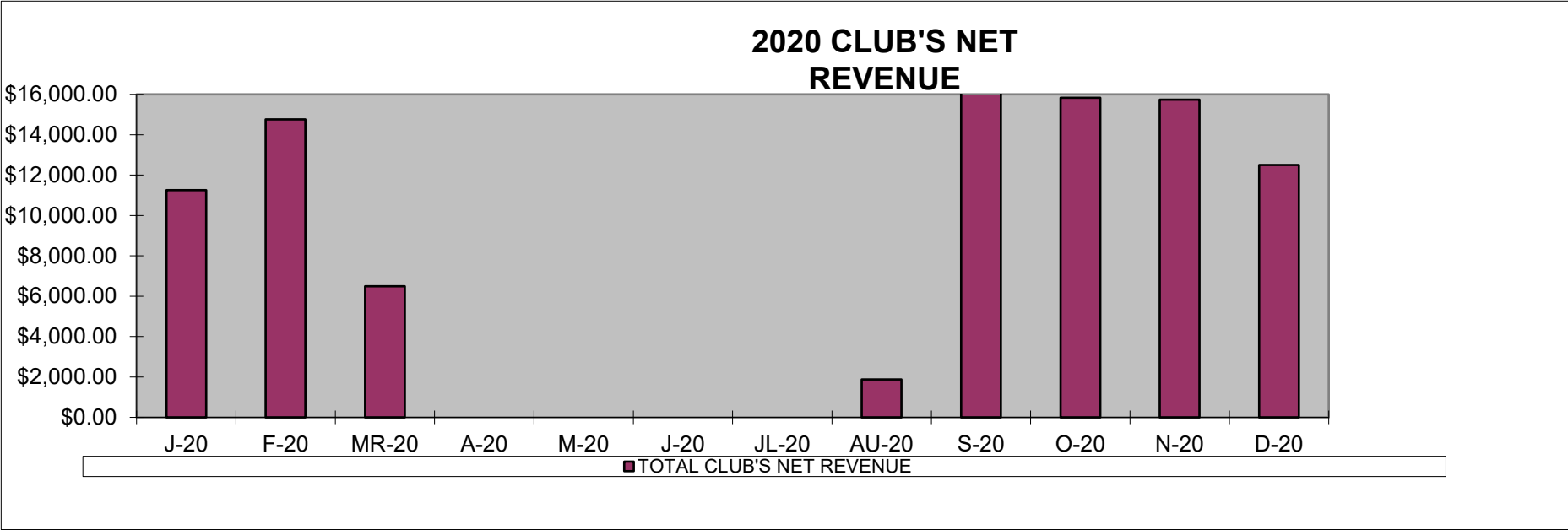


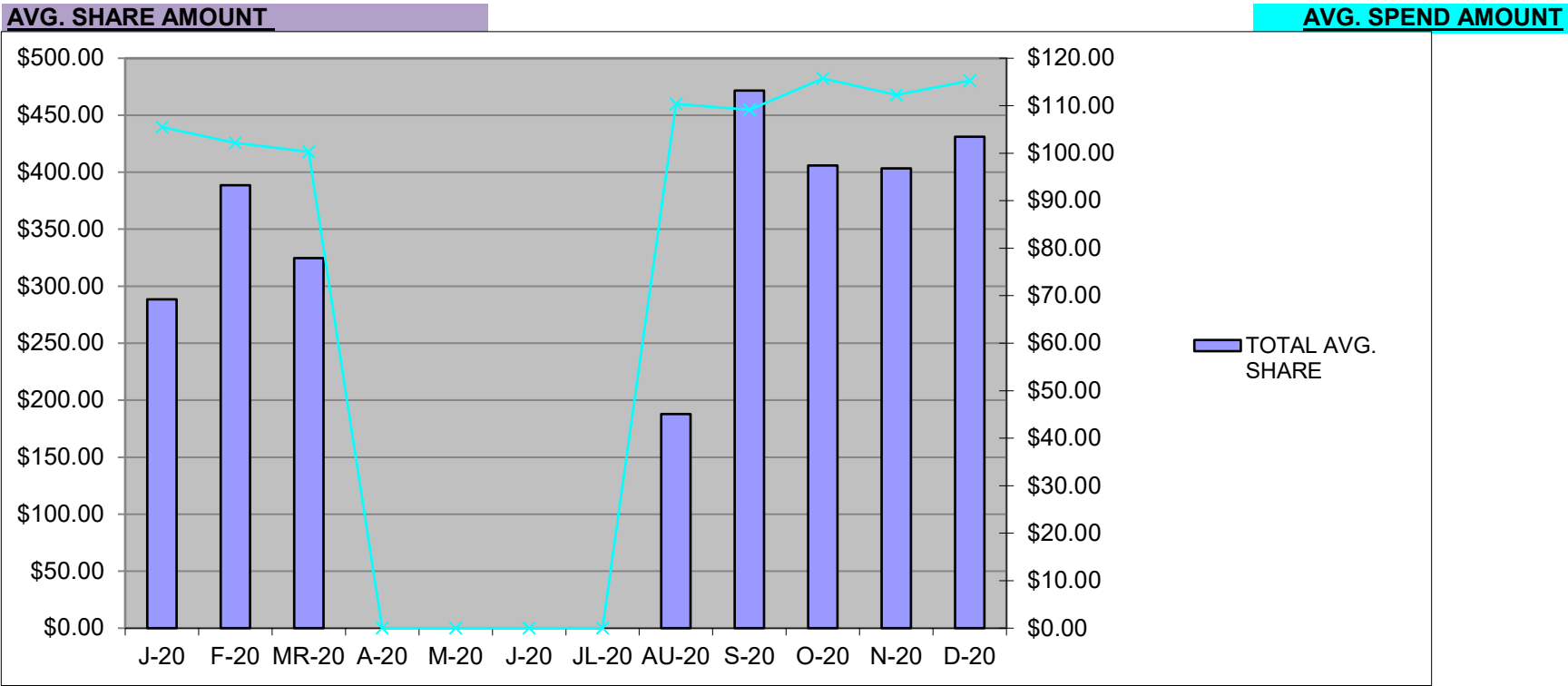
Janice Beirness, Director of Corporate Services

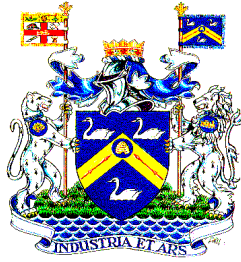


Joan Thomson, Chief Administrative Officer

2020			REGULAR BINGO AVERAGES		
DATE	TOTAL CLUB'S NET REVENUE	NO.# OF EVENTS PER MONTH	TOTAL AVG. SHARE	AVG. ATTENDANCE	AVG. SPEND
J-20	\$11,251.89	39	\$288.51	49 \$	105.50
F-20	\$14,762.36	38	\$388.48	47 \$	102.17
MR-20	\$6,492.42	20	\$324.62	50 \$	100.32
A-20	\$0.00	0 (COVID)	\$0.00	0 \$	-
M-20	\$0.00	0 (COVID)	\$0.00	0 \$	-
J-20	\$0.00	0 (COVID)	\$0.00	0 \$	-
JL-20	\$0.00	0 (COVID)	\$0.00	0 \$	-
AU-20	\$1,879.32	10	\$187.93	41 \$	110.40
S-20	\$17,925.57	38	\$471.73	43 \$	109.16
O-20	\$15,832.22	39	\$405.95	44 \$	115.74
N-20	\$15,735.50	39	\$403.47	43 \$	112.28
D-20	\$12,501.28	29	\$431.08	44 \$	115.30
MONTHLY AVG.'S:	\$8,031.71		\$241.81	30.08	\$72.57







A meeting of the Stratfords of the World Committee was held on September 16, 2020 at 3:00 p.m. – City Hall Auditorium, 1 Wellington Street, Stratford ON

Present: Joan Ayton – Chair Presiding, Wayne Whitehorn,*Susan Kummer, Ken Clarke, June Wells, Bill Andrus, Joyce Mohr

Staff Present: Tatiana Dafoe – Clerk, Casey Riehl – Recording Secretary

Absent: Polly Bohdanetzky, Councillor Tom Clifford, Donnalene Tuer-Hodes

MINUTES

1.0 Call to Order

The Chair called the meeting to order at 3:00 p.m.

2.0 Disclosure of Pecuniary Interest

None declared

3.0 Adoption of the Previous Minutes – January 16, 2020

Motion by Wayne Whitehorn, seconded by June Wells to adopt the minutes dated January 16, 2020 as printed. Carried.

*Susan Kummer now present (3:04 p.m.)

4.0 Business Arising from Previous Minutes

(a) Update on Reunion Cancellations/Postponements – Joan Ayton

Joan Ayton reviewed the sequence of events following the decision to postpone the reunion.

- March 15 COVID-19 halts all plans and SOTW meeting is cancelled
- March 19 Joan Ayton sends update letter to the other Stratfords to inform them that a decision on the reunion will be sent out soon
- March 24 Made difficult decision to postpone reunion to 2021

- April 6 Joan Ayton sends update letter to the other Stratfords to let them know that as soon as further information is available regarding reunion planning she will contact them. Asks delegates to leave their registration forms and fees with the committee until the end of October when the committee has a better idea regarding plans. If the reunion proceeds in 2021, it is scheduled for July 29 – August 5 and registration fees will remain the same as in 2020. Full refunds are available for any delegates who wish to cancel. Itinerary and activities will remain the same as 2020.
- April 17 Reunion is officially postponed to 2021

(b) SOTW Flowerbed & Plaque Update - Wayne Whitehorn

Wayne Whitehorn reported that the plaque has been installed in the garden. To date, the invoice has not been received at the Clerk's office.

5.0 New Business

(a) Reunion Plans and How Best to Move Forward – Joan Ayton

Joan Ayton has received a list of reunion-related questions from the other Stratfords for discussion.

- When can they expect a final decision if the reunion is going to proceed in 2021? **Joan Ayton has been in contact with the Festival. They will decide on programming by December or January. The committee has decided to ask delegates to wait until the New Year and the committee will make a final decision on proceeding by January 31, 2021. This will give delegates time to adjust flight arrangements.**
- Can delegates who have already paid their registration get their money back? **Yes, anyone who requests a refund will receive a full refund.** Since the reunion has been postponed, three delegates from Connecticut have requested refunds. If the reunion continues, the committee will accept new delegates who are interested in attending.
- If the reunion is cancelled, will a portion of the registration fees be taken to cover any incurred costs? **No, delegates will receive the full amount back.**
- If the U.S./Canada border remains closed, will the reunion be cancelled? **Yes.**
- Would Stratford, Ontario lose their turn to host the reunion? **The committee is not sure at this time how this will work. Joan Ayton hopes that whenever the next reunion is, that it will stay in**

Stratford, Ontario. Wayne Whitehorn noted that when PEI needed to cancel in 2001 after September 11th, it skipped PEI and Great Britain hosted in 2005.

- Will the committee receive their deposits back if the reunion is cancelled? **Currently there are 3 deposits (Stratford Festival \$1,824.00, Pow-wow and Cultural Experience \$1,375.00, Country Club \$56.00). All have agreed they will hold and honour deposits if rescheduled for 2021. Refunds due to cancellation have not been discussed. They are deposits and could very well not be refunded if the reunion is cancelled.**
- If a large number of delegates from overseas cancel, will the reunion still take place in 2021? **Once numbers are finalized, that decision will be made.**
- If hosts do not take people into their homes, is there a back-up plan for placing guests? **This is unknown currently. The Clerks suggested a survey to send out to hosts to inquire if they are still available and willing to host delegates if the reunion proceeds in 2021 would be beneficial for planning. She will work with Joan Ayton to prepare a brief survey to go out the end of December or early January.**
- Does the committee need to revisit planned activities to insure less socialization and contact, such as bus tours? **This will be addressed if the reunion proceeds. Wayne Whitehorn noted that if those conditions still exist, there is likely not going to be a reunion.**
- Will an active COVID or screening test be required prior to attending the reunion for Canadians and international guests? **If this is the case, the reunion will most likely not be taking place. This decision would come from the Health Unit.**
- Will hosts be informed if their guests have been vaccinated? **This is a privacy issue. If it is required, then the committee would follow advice from the Health Unit.**
- Will guests be tested and expected to quarantine? **No. If this is the case, the reunion will not be taking place.**

Joan Ayton will draft a newsletter to send out to the Stratfords to update them on plans and to answer some of their questions that can be answered at this time. She will send the draft to all members to review. Please send your feedback as soon as possible.

(b) 2021 SOTW Budget Request

Joan Ayton provided the committee with a copy of the projected budget should the reunion proceed in 2021. It is the exact same budget outline as the 2020 one, with a few updates with confirmed figures. With the registration fees and reserve funds in place, the committee would require an additional \$10,000.00 from the City to cover costs.

Motion by Joyce Mohr, seconded by Wayne Whitehorn

THAT the Stratfords of the World (Ontario) Committee requests a 2021 budgetary figure of \$10,000.00 from the City of Stratford to assist with hosting the 2021 Stratfords of the World Reunion; AND THAT these funds be added to the registration fees received and reserve funds currently in the SOTW budget. Carried.

June Wells inquired that, if the reunion is cancelled, would reserve funds need to be used to cover expenses incurred? The Clerk will verify with the Finance Department what funds will be used, should this be the case, and report back to the committee at the next meeting.

(c) SOTW Flags – Ken Clarke

Ken Clarke inquired if asking the downtown business that previously agreed to fly all the flags from the Stratfords attending during the reunion, if they would fly the flags now to generate interest in the reunion. With the Canadian and American flags already flying, the committee would need to purchase the ones from New Zealand and Australia. Members decided to wait and fly the flags after a decision has been made to continue with the reunion in 2021. The Clerk suggested organizing an online activity over social media to showcase Stratfords of the World. She is available to assist with this should the committee decide they would like to do this.

6.0 Next Meeting Date: Thursday, January 21, 2021 – 3:00 p.m. – Location T.B.D.

7.0 Adjournment

Motion by June Wells, seconded by Bill Andrus to adjourn the meeting. Carried.

Time: 3:55 p.m.