



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

Date: January 18, 2022

Time: 3:30 P.M.

Location: Electronic Meeting

Sub-committee Present: Councillor Gaffney - Chair Presiding, Councillor Clifford - Vice-Chair, Councillor Beatty, Councillor Bunting, Councillor Ritsma

Staff Present: Karmen Krueger - Acting Director of Corporate Services, Spencer Steckley - Manager of Financial Services, Tatiana Dafoe - City Clerk, Victoria Trotter - Council Clerk Secretary, Chris Bantock - Deputy Clerk, Brad Hernden - Manager of Recreation and Marketing

To watch the Sub-committee meeting live, click the following link: <https://stratford-ca.zoom.us/j/85393290737?pwd=dm1XUHBkUU5ISnp5WEtIMmFqZEw0dz09>

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 Acting Director of Corporate Services

4.1. Consideration of the Stratford City Centre Business Improvement Area 2022 Budget (FIN22-001)

4 - 6

Shawn Malvern, Board Treasurer and Rebecca Scott, General Manager of Stratford City Centre will be in attendance at the meeting.

Motion by _____

THAT the presentation by Shawn Malvern and Rebecca Scott of the Downtown Stratford Business Improvement Area, be heard.

Motion by _____

Staff Recommendation: THAT the report titled "Consideration of the Stratford City Centre Business Improvement Area 2022 Budget" (FIN22-001), be received for information;

THAT the 2022 budget of the Stratford City Centre Business Improvement Area be approved as submitted in the amount of \$320,392.50;

AND THAT the sum of \$299,472.50 shall be levied on properties located within the boundaries of the Stratford City Centre Business Improvement Area for the year 2022.

4.2. Santa Parade 2021 and Special Projects Reserve Fund (FIN22-002)

7 - 12

Motion by _____

Staff Recommendation: THAT the report titled "Santa Parade 2021 and Special Projects Reserve" (FIN22-002) be received for information;

THAT the Kinsmen Club be issued a payment for services related to the Santa Parade 2021 from the Special Projects Reserve Fund G-R18-SPEC-0000 in the amount of \$1,800;

THAT the residual event deficit in the amount of \$2,073.82 remain in the Recreation Program division to become part of the City's overall deficit or surplus for 2021;

AND THAT the remaining funds in the Special Projects Reserve Fund relating to the Santa Parade of \$6,648.59 remain allocated for the purposes of future parade expenses or contributions to support the

event.

4.3. Insurance Renewal for 2022 and Risk Management Update (FIN22-003) 13 - 17

Motion by _____

Staff Recommendation: THAT the report titled "Insurance Renewal for 2022 and Risk Management Update" (FIN22-003), be received for information.

5. Advisory Committee/Outside Board Minutes 18 - 20

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

- Stratfords of the World Advisory Committee minutes of September 16, 2021

6. Next Sub-committee Meeting

The next Finance and Labour Relations Sub-committee meeting is Tuesday, February 22, 2022 at 3:30 p.m.

7. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

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



MANAGEMENT REPORT

Date: January 18, 2022
To: Finance & Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Acting Director of Corporate Services
Report#: FIN22-001
Attachments: 2022 Stratford City Centre BIA Budget

Title: Consideration of the Stratford City Centre Business Improvement Area 2022 Budget

Objective: To approve the 2022 operating budget of the Stratford City Centre Business Improvement Area.

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

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

The 2022 budget for the SCC BIA is attached for review.

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

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

Financial Implications:

Not applicable: There is no financial impact for the City, as the approved amount is added to the rateable property in the business improvement area as a special charge when 2022 tax rates are established.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

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

Alignment with One Planet Principles:

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT the report titled "Consideration of the Stratford City Centre Business Improvement Area 2022 Budget" (FIN22-001), be received for information;

THAT the 2022 budget of the Stratford City Centre Business Improvement Area be approved as submitted in the amount of \$320,392.50;

AND THAT the sum of \$299,472.50 shall be levied on properties located within the boundaries of the Stratford City Centre Business Improvement Area for the year 2022.

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

Recommended by: Joan Thomson, Chief Administrative Officer

Stratford City Centre Annual Budget 2022		
	REVENUES	
	Tax Levy	\$ 299,472.50
	Interest on Accounts	\$ 1,600.00
	HST Rebate	\$ 14,000.00
D002	Community Collaboration	\$ 5,000.00
D008	Destination Animation Fund	\$ -
D009	Miscellaneous Revenue	\$ 320.00
	TOTAL REVENUES	\$ 320,392.50
	EXPENSES	
	Operating	
D200	CC Support Fees - Admin, Animation, Members	\$ 139,000.00
D201/D204	Office Operations	\$ 4,000.00
D201/D204	Anti-Racism and Diversity Training	\$ 10,000.00
D202	Insurance	\$ 1,400.00
D205	AGM / Membership	\$ 1,500.00
D208	Phone	\$ 1,050.00
D213	Anticipated Levy Refund	\$ 9,300.00
	Animation, Marketing and Beautification	
D275	Community Engagement	\$ 8,342.50
D275	Holiday Animation	\$ 25,000.00
D235	Directory Sign Maintenance	\$ 1,800.00
D261	Promotion	\$ 25,500.00
D260	Website Maintenance & Hosting	\$ 8,000.00
D256	STA contribution	\$ 35,000.00
D238	Beautification	\$ 40,500.00
D265	Destination Animation Fund	\$ 10,000.00
	TOTAL EXPENSE	\$ 320,392.50
	NET INCOME/EXPENSES CURRENT YR	\$ -



MANAGEMENT REPORT

Date: January 18, 2022
To: Finance & Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Acting Director of Corporate Services
Report#: FIN22-002
Attachments: 1. Santa's Parade of Lights Budget 2021
 2. Kinsmen Santa and Car Show Event Budgets 2022 to the City

Title: Santa Parade 2021 and Special Projects Reserve Fund

Objective: To provide Council with information on the 2021 Santa Parade and determine use of funds in Special Projects Reserve Fund relating to the Santa Parade

Background: The Santa Parade has traditionally been an event hosted in the City with various partners over the past twenty years, including the Optimist Club and other community groups/members. In more recent years, the Kinsmen Club has been working with the City which includes supplying volunteers for the event.

Historically, the City has run the administrative aspects of the event, from collection of sponsorship funds and community donations to payment of expenses and supplying of City staff and resources to assist with barricades, applications for funding and other supports. The Kinsmen, in exchange for a contribution to their club, have supplied volunteers to operate the physical event and event insurance.

Revenues collected for the event, including a contribution from the City, sponsorships and donations are used to pay for any out-of-pocket costs, including the contribution cheque returned to the Kinsmen in exchange for their services.

In 2017, the City Treasurer recognized that historical accounting for this event in a Trust-type account wasn't the correct accounting treatment, as Trusts are governed by very specific legislation usually limited to funds held 'In Trust' for specific beneficiaries like perpetual care or certain bequests. The tracking was changed to better reflect the nature of the activity, being a City-administered event. The trust balance was moved to the Special Projects Reserve Fund. The amount of the funds for this purpose on December 31, 2017 was \$8,448.59.

Since 2017, the administrative management of the event has occurred within the Recreational Programming division, where sponsorship and float registration revenues

are brought in, recorded within the divisional revenue, and expenses and contributions to the service club paid from the proceeds in the divisional expenses. The goal has always been 'net zero' including analysis to ensure that revenues equaled or came as close as possible to expenses to minimize any impact to the tax levy. It should be noted that this analysis has excluded any internal or 'in-kind' City expenses which are absorbed by the City without any direct allocation. Surplus revenues or expense overages have been very nominal from 2017 through 2020 and just covered within the Recreational Programs division (not flowed into or out of the reserve fund). Therefore, the balance in the reserve fund remained at \$8,448.59 on December 31, 2020.

Analysis: For the 2021 event, while the float registration funds came into the City's financial accounts, there were no sponsorship revenues. The Kinsmen advised City staff that there were no sponsorship revenues. It did come to the attention of staff however, that there was at least one corporate sponsorship that was paid directly to the service club, but the City did not receive any sponsorship revenues directly. Anecdotally, there is signage recognizing corporate sponsors at the event that the Kinsmen prepares but the City was not involved in this piece of the event in 2021. As a result, the 2021 actual results resulted in a \$3,873.82 deficit, compared to a planned deficit of \$1,000.

Staff prepared the attached summary of the 2021 event based on the City's financial transactions. Initially, the budget included a contribution to the club of \$2,000 which would come from the 2021 Recreational Programs budget based on expected sponsorship revenues. Given the sponsorship funds received by the Kinsmen and overall event deficit of \$3,873, staff are recommending that the contribution amount for 2021 be authorized as \$1,800 and that the amount be funded from the Santa Parade Reserve balance in G-R18-SPEC-0000. The remaining \$2,073.82 deficit could also be funded from this reserve fund; however, staff are recommending that the Recreation Programming division absorb the deficit and leave the funds in the Parade reserve fund for future parade years.

Given the City's historic involvement in running the parade event, staff feel that with sponsorships and float registrations a cash contribution to whichever organization moves forward with the event of approximately \$1,500 annually would be sufficient. Based on the outcome from the 2021 event, and planning for 2022 events and beyond, the current reserve balance would be sufficient to offset the contribution to the service organization to run the event for approximately 5 years (2021-2025). For information, there has been a community grant application received for the 2022 event from the Kinsmen Club for \$3,000 that may also be considered within the community grant program. The attached breakdown from the Kinsmen indicates a City contribution of \$1,500 which is different from the application, however, staff are seeking clarification, so the Community Grants committee is clear on what is being requested.

The Kinsmen also run the Canada Day parade in Stratford and collect all float registrations themselves. The contribution from the City for this event has been limited to 'in kind' supply of staff and departmental resources but for information, there has

been a community grant application from the Kinsmen for that event in 2022, along with the request for the 2022 Santa Parade noted.

At the December 20, 2021 meeting, Council received a staff report relating to the use of a portion of the Special Projects Reserve Fund and allocated \$41,000 of the funding previously referred to as Hockey Day in Canada to the Canadian Junior Curling Championship event. This was pending a more fulsome review of the other balances noted in the Special Project Reserve Fund noted below. This review remains to be done but as the Parade event has just concluded, and year-end adjustments are forthcoming, staff are seeking direction relating to the event.

At the end of 2020, the Special Projects Reserve Fund had the following amounts:

Cannabis	\$	100,982.74
Meth Special Projects	\$	48,775.47
Hockey Day in Canada	\$	49,201.93
Santa Parade (Comm Services)	\$	8,448.59
Modernization/Efficiency allocated	\$	479,633.46
Leadership Initiatives	\$	40,000.00
Municipal Modernization Intake 1	\$	44,697.60
	\$	771,739.79

Financial Implications:

Financial impact to 2021 operating budget:

The 2021 event was budgeted with an expected shortfall of \$1,000 so if funds relating to the Kinsmen contribution are transferred from the reserve fund, the actual shortfall for the event will reduce to \$2,073. In any case the outcome is not material to the overall Recreational Program budget, nor the City's budget.

Financial impact on 2022 operating budget:

Based on the information available today there is no significant impact on the 2022 or beyond. However, given the number of applications received for the community grants program, should Council wish to consider funding the Parade event request in whole or in part from the existing balances relating to the Parade, this could potentially reduce pressure on the Community Grants program. This will be reviewed at a later date with any recommendations brought forward at that time.

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.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Staff Recommendation: THAT the report titled "Santa Parade 2021 and Special Projects Reserve" (FIN22-002) be received for information;

THAT the Kinsmen Club be issued a payment for services related to the Santa Parade 2021 from the Special Projects Reserve Fund G-R18-SPEC-0000 in the amount of \$1,800;

THAT the residual event deficit in the amount of \$2,073.82 remain in the Recreation Program division to become part of the City's overall deficit or surplus for 2021;

AND THAT the remaining funds in the Special Projects Reserve Fund relating to the Santa Parade of \$6,648.59 remain allocated for the purposes of future parade expenses or contributions to support the event.

Prepared by:

Brad Hernden
Manager of Recreation and Marketing

Karmen Krueger, CPA, CA
Acting Director of Corporate Services

Recommended by:

Karmen Krueger, CPA, CA
Acting Director of Corporate Services

Joan Thomson
Chief Administrative Officer

2021 Santas Parade of Lights Budget

Item	Budget	Actual	Notes
Revenues			
City Contribution	\$ (2,500.00)	\$ -	Operating or reserves
Corporate Donations	\$ (1,000.00)	\$ -	
Float Entry Fees	\$ (2,850.00)	\$ (2,705.00)	
Revenue Total	<u>\$ (6,350.00)</u>	<u>\$ (2,705.00)</u>	
Expenses			
Advertising/Media	\$ 1,350.00	\$ 1,450.00	
Donation - Service Club	\$ 2,000.00	\$ 1,800.00	
Entertainment/Marching Bands	\$ 1,800.00	\$ 1,200.00	
Insurance	\$ -	\$ -	\$5M liability
Parade Supports	\$ 1,850.00	\$ 1,928.82	
Prizes	\$ 250.00	\$ -	
Gift Certificates	\$ 100.00	\$ 200.00	Reimbursement to Black Angus for volunteer gifts
Expense Total	<u>\$ 7,350.00</u>	<u>\$ 6,578.82</u>	
Net (Revenue) Expense	<u><u>\$ 1,000.00</u></u>	<u><u>\$ 3,873.82</u></u>	


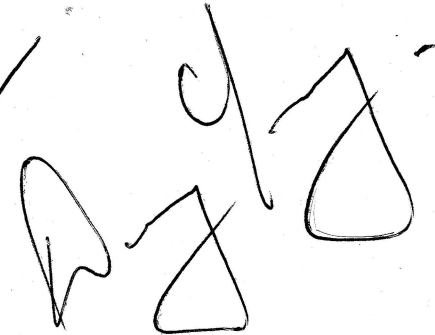
Stratford Kinsmen Event Income and Expense 2022

Santa Claus Parade of Lights

	<u>Revenue</u>		<u>Expense</u>
Float Entry	\$ 2,815.00	Donation	\$ 2,000.00
City Grant	\$ 1,500.00	Band Legion	\$ 600.00
Army Navy	\$ 400.00	Band SDSS	\$ 600.00
Accumetal	\$ 100.00	Band Waterloo	\$ 600.00
Blowes Stationary	\$ 50.00	Audio	\$ 509.43
Player Carpentry	\$ 100.00	Ground Communicator	\$ 300.00
Sinclair Pharmacy	\$ 200.00	Hardware	\$ 100.00
Stackpole	\$ 150.00	Music Licencing	\$ 500.00
Total	<u>\$ 5,315.00</u>	Santa Float Decorations	\$ 250.00
		Signs	\$ 200.00
		Prizes	\$ 250.00
		Gift Certificates	\$ 200.00
		Insurance	\$ 400.00
			<u>\$ 6,509.43</u>

Car Show

	<u>Revenue</u>		<u>Expense</u>
Sponsorship	\$ 500.00	DJ	\$ 300.00
Entrance Fee	\$ 2,500.00	Porta Potties	\$ 350.00
50/50 Lottery	\$ 375.00	Dash Plaques	\$ 150.00
		Old Autos	\$ 35.03
		Lottery License	\$ 22.50
		Insurance	\$ 400.00
		Socan	\$ 500.00
		Water	\$ 125.00
	<u>\$ 3,375.00</u>		<u>\$ 1,882.53</u>


 12/02/2021




MANAGEMENT REPORT

Date: January 18, 2022
To: Finance & Labour Relations Sub-committee
From: Karmen Krueger, CPA, CA, Acting Director of Corporate Services
Report#: FIN22-003
Attachments: None

Title: Insurance Renewal for 2022 and Risk Management Update

Objective: To provide members of Council with additional information regarding the City's Insurance and Risk Management Program and allocating premium costs to specific departments where appropriate.

Background: Staff have compiled the relevant insurance information in preparation for the renewal of the 2022 policy.

The policy contains several different sub-policies and riders to provide coverage around general liability, property and vehicles, crime, cyber and various other areas. The property and vehicles contain additional policies where required around transit vehicles and specific boiler coverage. The airport maintains a separate policy as aviation isn't covered under the City's general policies. Several years ago, the Library was brought in under the City's policy umbrella as well. Police are also covered under the City's policies. The Housing Corporation carries its own policy, which is outside the scope of this report, but also impacts the City's overall insurance costs. Premiums increased for it by 44% for the 2022 renewal due to property and building risks.

At the October 9, 2018 Regular Council meeting, City Council adopted the following resolution:

THAT the request for proposal for the provision of General Insurance and Risk Management Services be awarded to BFL Canada at a total price of \$553,899, including provincial sales tax, for a one-year period starting January 1, 2019, and ending December 31, 2019, with an option for a yearly automatic renewal for up to nine years;

AND THAT the Mayor and Clerk be authorized to execute all contract agreements with BFL Canada.

While the resolution indicates 'automatic', there is a great deal of analysis that goes into the process that if data supported, could result in an RFP process before the nine years.

Staff have reviewed the renewal terms and provide some information for Council as to the factors impacting the costs of renewal below. Seeking market proposals is not recommended at this time.

Analysis: The renewal process is cumbersome each year for many departments as staff are required to complete multi-page questionnaires (which often change due to market changes), advise the insurer of any additions or disposals in property, equipment, or vehicles, ensure that replacement values are reasonable and provide updated information on risk management practices or changes in services.

These factors can influence the cost of premiums but usually the bigger factors are overall national and international market conditions, the City's claims history and general industry risk acceptances or aversions that arise impacting the insurer's risk tolerance and cost to provide coverage. Factors can be things that insurers perceive as temporary, such as say, a one-time accident claim, or things that are likely to affect risk management over longer periods of time, like the City's internal risk management practices or global economics.

At the time of the 2021 renewal, the City's broker advised the City that there was a reducing tolerance for risks associated with aged underground fuel tanks and that obtaining insurance in future years would become very difficult, if not impossible.

This posed a timing problem as staff started investigating options and prices for replacement, as it was learned that the lead time for replacements, whether below or above ground, was 7 months or more.

During the 2022 renewal process, the current insurer advised that they would not continue to insure the environmental risks of the aged fuel tanks unless the deductible level increased from \$50,000 to \$100,000 and the premiums also increased significantly. The broker then tried to source an alternative insurer on the City's behalf and did so at an additional cost of \$11,000 (double the previous premium). This is the short-term solution, pending the replacement of the tanks as proposed in the 2022 draft budget.

Further, the cyber insurance premiums continued to cause some concerns, as cyber risks are increasing for many municipalities. Some of our neighbouring municipalities are unable to get cyber coverage at all based on their internal practices and security controls in place. Stratford, however, has been able to secure coverage, and the 2022 renewal includes an increase to the previous year's premium of \$12,000.

Transit-related insurance has also experienced an increase of \$20,500 due to the insurance industry separating the coverages from the general coverage limits.

The largest increases, however, are in the Municipal General Liability, Owned Auto and the Property policies at \$36,415, \$35,983, and \$21,484 respectively. The insurer cites Climate Change risks as a significant factor for increased costs and the result of many claims that impact the industry. Extreme heat, flooding and wildfires are some of the major events driving insurance claims overall and this is not just for our current insurer – it is reflected industry-wide. While Stratford has not experienced these types of claims thus far the climate events do impact the overall insurance market. Unfunded costs from claims get recovered in part from increased premiums to all insureds. Stratford's insurance costs have increased by approximately 22%, other municipalities are facing far greater increases. Being on the lower end of increases compared to other municipalities speaks to good corporate risk management practices, strong IT policies and a manageable claims history overall.

For information, the premium history (excluding taxes, which equate to approximately 8% non-refundable) is noted below.

2017 - \$702,788 Cowan
 2018 - \$730,262 Cowan
 2019 - \$519,033 BFL
 2020 - \$580,299 BFL
 2021 - \$767,652 BFL
 2022 - \$915,106 BFL

As mentioned earlier, part of the change from Cowan to BFL included incorporating the Library under the City's policy. This was beneficial from an annual premium perspective, but in 2021 when there was an unanticipated vehicle claim, the \$50,000 deductible became problematic for the Library's small budget. For this specific situation, the City made the determination to assist the Library with a portion of the deductible. Staff approached the broker to determine whether there were any alternative structures that could be considered, as a \$50,000 deductible is quite high, and while the \$50 million in liability coverage is part of the package, maybe there were some trade-offs that could be looked at. The result is the insurer making a specific exception for library vehicle deductibles to be \$2,500 of \$50,000 but with only a nominal change in the premium.

Ongoing risk mitigators are continually undertaken at the staff level and include things like asset replacement at the end of its estimated useful life, training, and education of staff and in particular, of drivers of municipal fleet, health and safety training and supports to staff and facility users and many other processes the City regularly undertakes.

The broker and insurer continue to bring other value-added services that assist in mitigating risks, such as provision of training and industry trend materials, as well as physical inspection of the City's larger building assets to ensure the replacement costs we track are accurate.

Keeping our lists of property and vehicle values up to date has been challenging in times of such inflated pricing, so during 2022, staff intend to revisit these values to ensure that the coverage levels are adequate. This could have a financial impact by increasing the overall replacement values of the City's assets but will also have a benefit of ensuring that our asset replacement figures are reasonable and valid.

Financial mitigators include regular reassessment of deductible levels to keep premium costs lower. For example, for most areas, the City's deductible is \$50,000, which just means the City is responsible for the first \$50,000 in the costs of a claim before any insurance proceeds would be allowed. Increasing this deductible to \$100,000 or higher would result in lower premiums but essentially shifts more of the costs to the City in the event of any claims. Staff are not recommending any changes to the deductible levels at this time.

Allocation

Traditionally, the City's practice is to record most premium costs to the General Government division. This is done for ease but also because most of the premiums relate to levy-based services. However, a commonly used strategy to mitigate premium costs on the levy is to allocate premium costs to those areas that are funded from non-levy sources. Examples include water and wastewater, shared services, and external boards. This also has the effect of better reflecting the true costs of specific services so that rates, fees and intermunicipal billings are supporting these costs. Some are already in place, but staff will be undertaking a review in 2022 to ensure that this is being done appropriately.

In conclusion, insurance and risk management is a complex and ongoing, fluid process that requires a lot of staff review and analysis beyond just simply renewing coverage.

Financial Implications: Overall increase and impact to the 2022 budget compared to 2021 is \$147,000 or 20%. While initial estimates of a 10% increase were incorporated into the 2022 budget, the total amount exceeds the draft budget. Future year impacts are unknown at this time, but staff will continue to assess market conditions to determine whether a mid-contract RFP process is warranted.

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.

Developing our Resources

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

Alignment with One Planet Principles:

Not applicable: This report is for administrative information only and does not have any alignment with the One Planet Principles.

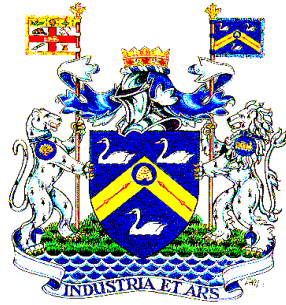
Staff Recommendation: THAT the report titled "Insurance Renewal for 2022 and Risk Management Update" (FIN22-003), be received for information.

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

Recommended by: Karmen Krueger, CPA, CA
Acting Director of Corporate Services

Joan Thomson,
Chief Administrative Officer

Stratfords of the World Committee
September 16, 2021



A meeting of the Stratfords of the World Advisory Committee was held on Thursday, September 16, 2021, electronically.

Members Present: Joan Ayton – Chair Presiding, Wayne Whitehorn, Ken Clarke, *June Wells, *Councillor Tom Clifford, Linda Hawken, Joyce Mohr

Staff Present: Casey Riehl – Recording Secretary

Absent: Kathy Hill, Polly Bohdanetzky, Susan Kummer, Donnalene Tuer-Hodes, Tatiana Dafoe – Clerk

Minutes

1.0 Call to Order

Joan Ayton, Chair called the meeting to order at 3:02 p.m.

2.0 Disclosure of Pecuniary Interest

None declared.

3.0 Adoption of the Previous Minutes

Motion by Joyce Mohr

Seconded by Wayne Whitehorn

THAT the minutes from the Stratfords of the World Advisory Committee meeting dated March 31, 2021 be adopted as printed. Carried

4.0 Business Arising from Previous Minutes

(a) Reunion Update – Joan Ayton

Joan Ayton reported that she has been in discussions with the other Stratfords to inquire about their thoughts on proceeding or not proceeding with the reunion in 2022.

P.E.I – all registered delegates would attend, preferably if held in the fall
U.K. – (15) delegates responded yes to attending, (9) did not respond

Stratfords of the World Committee
September 16, 2021

Australia/NZ – No delegates want to commit to travelling next year, would wait until the New Year to make a final decision

Connecticut – (12) delegates will not attend in 2022, (24) would still travel to attend, (8) would prefer spring or fall

Members discussed delaying the decision until later this year or early 2022. Wayne Whitehorn suggested leaving the reunion date in August, as most delegates indicated they would still attend then.

Wayne Whitehorn inquired at what number does it not become viable due to the costs? He questioned if enough delegates are still willing to come. Joan Ayton stated that there was a total of 72 delegates originally registered and now there is 33. The committee will need to determine the viable number to move forward.

The committee will hold a meeting at the end of the year to decide whether to move forward with plans to hold the reunion in 2022.

*June Wells is now present at the meeting (3:14 p.m.)

(b) Discussion on SOTW Flower Bed

Joan Ayton thanked Susan Kummer for all her work organizing the SOTW flower bed. The project came in under budget and a big thank you to all the members who volunteered planting and weeding.

5.0 New Business

(a) 2022 SOTW Budget Request

Joan Ayton discussed the postponement of the reunion until next year and submitting the same budget outline as the original date. Until the reunion is confirmed, these figures will be the closest budget and the committee is hoping costs to book events, travel and venues will not rise significantly.

Motion by Wayne Whitehorn

Seconded by Ken Clarke

THAT the Stratfords of the World (Ontario) Committee requests a 2022 budgetary figure of \$10,000.00 from the City of Stratford to assist with hosting the 2022 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.

*Councillor Clifford is no longer present at the meeting (3:26 p.m.)

Stratfords of the World Committee
September 16, 2021

(b) Members Terms Ending November 30, 2021

Staff reminded members if they wish to re-apply that applications are available on the City's website. The deadline for applications is October 22, 2021.

6.0 Next Meeting Date: Thursday, December 9, 2021 – 3:00 p.m., electronically.

7.0 Adjournment

Motion by Ken Clarke

Seconded by Joyce Mohr

THAT the September 16, 2021 Stratfords of the World Advisory Committee meeting adjourn. Carried

Start Time: 3:02 P.M.

End Time: 3:33 P.M.