



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

**Date:** Monday, June 12, 2023

**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:** Tatiana Dafoe - City Clerk, Karmen Krueger - Director of Corporate Services, Kim McElroy - Director of Social Services, John Paradis - Fire Chief, Anne Kircos - Director of Human Resources, Taylor Crinklaw - Director of Infrastructure and Development Services, Jodi Akins - Council Clerk Secretary, Tim Wolfe - Director of Community Services

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** 3 - 5
- Sub-committee minutes are attached for background regarding the discussion held at the May 16, 2023 Sub-committee meeting.
- 4. Delegations**
- None scheduled.
- 5. Report of the Manager of Financial Services**
- 5.1 Q1 Operating Budget Variance Report at March 31, 2023 (FIN23-017)** 6 - 12
- Staff Recommendation:** THAT the Q1 Operating Variance Report at March 31, 2023, attached to Report FIN23-017, be received for information.
- Motion by
- Sub-committee Recommendation:** THAT the Q1 Operating Variance Report at March 31, 2023, attached to Report FIN23-017, be received for information.
- 6. For the Information of Committee**
- 6.1 Advisory Committee/Outside Board Minutes** 13 - 22
- The following Advisory Committee/Outside Board minutes are provided for the information of Committee:
- Stratfords of the World Advisory Committee minutes of January 25 and March 22, 2023
- 7. Adjournment**
- Meeting Start Time:  
Meeting End Time:
- Motion by
- Committee Decision:** THAT the Finance and Labour Relations Committee meeting adjourn.



**The Corporation of the City of Stratford  
Finance and Labour Relations Sub-committee  
MINUTES**

Date: May 16, 2023  
 Time: 4:30 P.M.  
 Location: Council Chamber, City Hall

Sub-committee Present: Councillor Hunter - Chair Presiding, Councillor McCabe - Vice Chair, Councillor Beatty, Councillor Burbach

Regrets: Councillor Nijjar

Staff Present: Karmen Krueger - Director of Corporate Services, Spencer Steckley - Manager of Financial Services, Jodi Akins - Council Clerk Secretary, Chris Bantock – Deputy Clerk

**1. Call to Order**

The Chair called the meeting to Order and advised that Councillor Nijjar provided regrets.

Land Acknowledgment

Moment of Silent Reflection

**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

No disclosures of pecuniary interest were made by a Member at the May 16, 2023, Finance and Labour Relations Sub-committee meeting.

**3. Delegations**

None scheduled.

**4. Report of the Manager of Financial Services****4.1 Q1 Operating Budget Variance Report at March 31, 2023 (FIN23-017)**

**Staff Recommendation:** THAT the Q1 Operating Variance Report at March 31, 2023, attached to Report FIN23-017, be received for information.

Motion by Councillor McCabe

**Sub-committee Recommendation: THAT the Q1 Operating Variance Report at March 31, 2023, attached to Report FIN23-017, be received for information.**

**Carried**

**Sub-committee Discussion:** A general update on 2021 and 2022 financials was requested by a member. The Director of Corporate Services advised that all the information for 2021 is with the City's auditors and she is hoping to have draft audited financial statements next month. 2022 financial statements are well underway as well and she is optimistic that 2022 will be wrapped up this fall. Once the final 2021 year end audited statements are completed, the Financial Information Return will be filed.

**5. Advisory Committee/Outside Board Minutes**

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

- Stratfords of the World Advisory Committee minutes of January 25 and March 22, 2023

**6. Next Sub-committee Meeting**

The next Finance and Labour Relations Sub-committee meeting is June 20, 2023, at 4:30 p.m. in the Council Chamber, City Hall.

## **7. Adjournment**

Motion by Councillor Beatty

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

**Carried**

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:33 P.M.



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## MANAGEMENT REPORT

**Date:** May 16, 2023  
**To:** Finance and Labour Relations Sub-committee  
**From:** Spencer Steckley, Manager of Financial Services  
**Report #:** FIN23-017  
**Attachments:** Q1 Variance Report – 2023

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**Title:** Q1 Operating Budget Variance Report at March 31, 2023

**Objective:** To identify variances in the operating results compared to budget at March 31, 2023 and advise Council of any known significant factors that may impact the annual actual versus budget results.

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

This has been especially important during the current economic climate as we try to mitigate revenue losses, inflationary pressures, and supply chain related issues while maintaining service delivery.

**Analysis:** As is typical, the first quarter results are not a reliable predictor for the remainder of the year, and the emphasis is on qualitative information to identify any areas of potential concern.

Detailed commentaries on each of the departments' variances have been included in the attachment with this report. A high-level early corporate overview has been provided below.

### Overview

In the early stages of the operating year, significant variances have not been identified and the planned operating activities are still proceeding as identified in the budget process. There is still a considerable backlog in the financial processing, due to the year-end audit delays for 2021 and the upcoming 2022, however, as this backlog improves and clears, and the 2023 year progresses, it is expected that the second quarter report will have some further detail.

The year-to-date actual surplus of almost \$18 million is really a function of the tax billing timing. Revenues are recorded when the tax bills are issued, resulting in half of these relating to the subsequent quarter. When allowing for that item alone, the unadjusted surplus drops to approximately \$566,965.

Based on the information known at this time, there is a forecasted deficit of \$308,000. Note this forecast represents a preliminary estimate of the final surplus/deficit position and is almost certain to change as additional information becomes known.

### **CAO's Office**

The forecasted surplus is \$20,000 and is due to a temporary staffing vacancy within the department. Management is endeavoring to hire for the position as quickly as possible.

### **Infrastructure and Development Services**

Planning Services is forecasting a \$328,000 deficit as a result of two newly created positions – Director of Planning and an additional Planner, as well as additional consulting fees, to address remaining capacity pressures. A previous report was brought to council providing analysis around these additional unbudgeted expenses and the recommendation that if required, the shortfall could be funded from the tax stabilization reserve to minimize the effect to the bottom line.

### **Social Services**

Subsequent to the reporting period January-March, 2023, an issue with one of the residential buildings in the Perth & Stratford Housing Corporation (which is a shared service) has been identified and has the potential to result in a deficit to budget at year end due to increased repairs and maintenance expenses and decreased rental revenue. At this time, staff are still investigating and are unable to quantify the financial impact however a report will be brought forward once more information becomes available.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

Year-end forecasts as noted in the attached. Currently forecasting variance to budget (deficit) of \$308,000 for the 2023 year-end at this 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.

#### **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:**

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

**Staff Recommendation: THAT the Q1 Operating Variance Report at March 31, 2023, attached to Report FIN23-017, be received for information.**

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

<b>City of Stratford Q1 Operating Variance Report as at March 31, 2023</b>						
<b>Department</b>	<b>2023 Net Budget</b>	<b>Unaudited as at Mar. 31/23</b>	<b>% of Budget Spent</b>	<b>(Surplus) / Deficit FORECASTED Variance at December 31, 2023</b>	<b>Variance as a % of Budget</b>	<b>Explanation</b>
<b><u>Mayor/Council/CAO Office</u></b>						
101 - Mayor's Office	109,550	<b>22,965</b>	21.0	0	0%	No variance anticipated at this time.
102 - Council Services	584,150	<b>88,718</b>	15.2	0	0%	No variance anticipated at this time. Timing of certain budgeted line items to occur in subsequent quarters (i.e. conferences, consultants).
111 - CAO's Office	1,148,500	<b>233,080</b>	20.3	(20,000)	-2%	Salaries and benefits will be underbudget at the end of the year due to temporary staff vacancy.
<b><u>Human Resources</u></b>						
112 - Human Resources	719,230	<b>167,735</b>	23.3	0	0%	No variance anticipated at this time.
<b><u>Corporate Services</u></b>						
100 - Taxation	(73,267,074)	<b>(34,764,226)</b>	47.4	0	0%	No variance anticipated at this time. Interim billing represents approximately half of the annual revenues recorded in the first quarter.
100 - General Revenues	(1,658,900)	<b>0</b>	0.0	0	0%	No variance anticipated at this time. Receipt of Festival Hydro dividends/interest typically occurs in subsequent quarters.
121 - City Clerk	707,665	<b>137,926</b>	19.5	0	0%	No variance anticipated at this time.
131 - Financial Services	1,270,900	<b>364,954</b>	28.7	0	0%	No variance anticipated at this time.
134 - Information Technology	1,551,955	<b>372,530</b>	24.0	0	0%	No variance anticipated at this time.
135 - Parking	(249,968)	<b>16,026</b>	-6.4	0	0%	No variance anticipated at this time.
136 - Crossing Guards	261,369	<b>20,008</b>	7.7	0	0%	No variance anticipated at this time.
139 - General Financial Services	1,001,781	<b>1,157,923</b>	115.6	0	0%	No anticipated variance at this time. The annual insurance premium is paid in full in the first quarter (approximately \$1.1 million).
513 - Industrial Land Sales	0	<b>1,099</b>	0.0	0	0%	Activity in this division is balanced through the Industrial Land Reserve Fund with no impact to the levy surplus/deficit.
810 - Requisitions from Others	10,129,402	<b>2,629,882</b>	26.0	0	0%	No variance anticipated at this time.
820 - Other Municipal Services	94,945	<b>2,540</b>	2.7	0	0%	No variance anticipated at this time.
872 - Community Grants	670,870	<b>0</b>	0.0	0	0%	No variance anticipated at this time. Community payments occur sporadically throughout the year.

City of Stratford Q1 Operating Variance Report as at March 31, 2023						
Department	2023 Net Budget	Unaudited as at Mar. 31/23	% of Budget Spent	(Surplus) / Deficit FORECASTED Variance at December 31, 2023	Variance as a % of Budget	Explanation
<b><i>Infrastructure &amp; Development Services</i></b>						
250 - Building Permits	71,742	<b>111,166</b>	155.0	0	0%	User pay - Activity in this division is balanced through the reserve/reserve fund with no impact to the levy surplus/deficit.
251 - Planning Services	420,957	<b>132,365</b>	31.4	328,000	78%	A portion of the variance (\$173,000) relates to council's approval of two new positions (Director of Planning and an additional planner) and their related costs (i.e. salaries and benefits, IT related, training, etc). The remaining variance (\$155,000) is a result of additional consulting fees expected to meet legislated minimum requirements during the transition.
252 - By-Law Enforcement	195,930	<b>26,790</b>	13.7	0	0%	No variance anticipated at this time.
310 - Engineering	1,130,090	<b>226,427</b>	20.0	0	0%	No variance anticipated at this time.
315 - Fleet	1,502,455	<b>592,706</b>	39.4	0	0%	No variance anticipated at this time. Note greater repairs and maintenance expenses are generally incurred in the first quarter annually as a result of readying the equipment required for spring/summer maintenance and transitioning out the equipment from the winter season.
320 - Roads	6,424,992	<b>787,000</b>	12.2	0	0%	No variance anticipated at this time.
330 - Sanitary	0	<b>520,675</b>	0.0	0	0%	User pay - Activity in this division is balanced through the reserve/reserve fund with no impact to the levy surplus/deficit.
340 - Storm	4,523,645	<b>33,614</b>	0.7	0	0%	No variance anticipated at this time.
350 - Water	0	<b>619,690</b>	0.0	0	0%	User pay - Activity in this division is balanced through the reserve/reserve fund with no impact to the levy surplus/deficit.
360 - Waste	773,746	<b>(135,580)</b>	-17.5	0	0%	No variance anticipated at this time.
<b><i>Fire</i></b>						
211 - Fire	8,649,460	<b>2,206,000</b>	25.5	0	0%	No variance anticipated at this time.
512 - Airport	167,240	<b>56,415</b>	33.7	0	0%	No variance anticipated at this time.

City of Stratford Q1 Operating Variance Report as at March 31, 2023						
Department	2023 Net Budget	Unaudited as at Mar. 31/23	% of Budget Spent	(Surplus) / Deficit FORECASTED Variance at December 31, 2023	Variance as a % of Budget	Explanation
<b><i>Community Services</i></b>						
141 - City Buildings	1,481,628	<b>183,520</b>	12.4	0	0%	No variance anticipated at this time.
711 - Parks	2,438,300	<b>380,979</b>	15.6	0	0%	No variance anticipated at this time.
715 - Facilities	1,632,805	<b>195,873</b>	12.0	0	0%	No variance anticipated at this time.
721 - Recreation	4,684,399	<b>767,653</b>	16.4	0	0%	No variance anticipated at this time.
731 - Cemetery	464,170	<b>42,629</b>	9.2	0	0%	No variance anticipated at this time.
750 - Transit	2,804,924	<b>280,286</b>	10.0	0	0%	No variance anticipated at this time.
751 - Parallel Transit	532,494	<b>124,862</b>	23.4	0	0%	No variance anticipated at this time.
752 - Community Transportation	56,172	<b>89,281</b>	158.9	0	0%	No variance anticipated at this time. Note any variance is split between the community partners, North Perth and St. Marys.
<b><i>Social Services</i></b>						
610 - Social Services Administration	16,980	<b>7,330</b>	43.2	0	0%	No variance anticipated at this time.
611 - Ontario Works	499,450	<b>408,402</b>	81.8	0	0%	No variance anticipated at this time.
612 - Homelessness	85,480	<b>638,763</b>	747.3	0	0%	No variance anticipated at this time.
613 - Anne Hathaway Day Care Centre	12,210	<b>361,338</b>	2959.4	0	0%	No variance anticipated at this time.
614 - Perth & Stratford Housing Corp.	1,968,730	<b>6,800</b>	0.3	0	0%	An issue with one of the residential buildings has recently been identified which has the potential to result in increased repairs and maintenance expenses, reserve fund transfers and decreased rental revenues. A variance (deficit) at December 31 is anticipated however more information is needed to quantify the financial impact.
615 - Housing Division - Service Manager	730,980	<b>340,514</b>	46.6	0	0%	No variance anticipated at this time.
616 - Child Care	326,990	<b>(946,761)</b>	-289.5	0	0%	No variance anticipated at this time.
618 - Britannia Street Apartments	0	<b>4,354</b>	0.0	0	0%	Activity in this division is balanced through the reserve fund with no impact to the levy surplus/deficit. Note construction delays have resulted in delayed occupancy for Britannia Phase II. Anticipated occupancy is now set to occur in August which will result in rental revenues being under budget (approximately \$120,000). This rental revenue variance will be mostly offset by reduced operating expenditures as a result of the delayed occupancy.

City of Stratford Q1 Operating Variance Report as at March 31, 2023						
Department	2023 Net Budget	Unaudited as at Mar. 31/23	% of Budget Spent	(Surplus) / Deficit FORECASTED Variance at December 31, 2023	Variance as a % of Budget	Explanation
<u>Police</u> 231 - Police	12,621,026	<b>3,055,528</b>	24.2	0	0%	No variance anticipated at this time. Should there be any variances, they will flow to/from reserve funds per the reserve fund policy.
<u>Library</u> 411 - Library	2,708,630	<b>481,144</b>	17.8	0	0%	No variance anticipated at this time. Should there be any variances, they will flow to/from reserve funds per the reserve fund policy.
<b>Total Net Expenses (Revenue)</b>	\$ -	<b>(17,949,078)</b>		<b>308,000</b>		



## Stratfords of the World (Ontario) Advisory Committee

### MINUTES

A meeting of the Stratfords of the World (SOTW) Advisory Committee was held on Wednesday, January 25, 2023 at 2:00 p.m., electronically.

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

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

**Absent:** Kathy Hill, Councillor Geza Wordofa

### Minutes

**1. Call to Order**

Joan Ayton, Chair presiding, called the meeting to order at 2:02 p.m.

**2. Declarations of Pecuniary Interest and the General Nature Thereof**

None declared.

**3. Welcome to New Member**

Joan Ayton welcomed new member Barbara Finkelstein and welcomed back returning members Joyce Mohr and Wayne Whitehorn.

**4. Election of 2023 Chair and Vice-Chair**

Staff declared nominations open for the 2023 Chair of the Stratfords of the World Advisory Committee.

- Wayne Whitehorn nominated Joan Ayton.

Staff asked if there were any further nominations. No further nominations were made.

Stratfords of the World Advisory Committee Minutes  
January 25, 2023

Motion by Linda Hawken

Seconded by Virginia Burrow

**THAT the nominations for the 2023 Stratfords of the World Advisory Committee Chair be closed. Carried**

Joan Ayton indicated that she would allow her nomination to stand.

Motion by June Wells

Seconded by Susan Kummer

**THAT Joan Ayton be elected as the 2023 Chair of the Stratfords of the World Advisory Committee. Carried**

Staff declared nominations for the 2023 Vice-Chair of the Stratfords of the World Advisory Committee open.

- June Wells nominated Susan Kummer

Staff asked if there were any further nominations. No further nominations were made.

Motion by Linda Hawken

Seconded by Ken Clarke

**THAT nominations for the 2023 Stratfords of the World Advisory Committee Vice-Chair be closed. Carried**

Susan Kummer indicated that she would allow her name to stand.

Motion by Wayne Whitehorn

Seconded by Joyce Mohr

**THAT Susan Kummer be elected as the 2023 Vice-Chair of the Stratfords of the World Advisory Committee. Carried**

## **5. Adoption of the Previous Minutes**

Motion by June Wells

Seconded by Barbara Finkelstein

**THAT the minutes from the Stratfords of the World Advisory Committee meeting dated August 25, 2022, be adopted as printed. Carried**

## **6. Business Arising from Previous Minutes**

### **6.1 Update on Reunion Plans – Joan Ayton**

Joan Ayton, Chair, provided the following updates:

- there having been 47 registrations received along with the necessary payment; and,

Stratfords of the World Advisory Committee Minutes  
January 25, 2023

- it being recommended that the registration fee remain at \$375.00 for any other delegates who may register, in lieu of raising it as it gets closer to the Reunion.

The Chair advised she would notify all the other SOTW chairs so they are aware the price is remaining the same.

Motion by Linda Hawken

Seconded by June Wells

**THAT the Stratfords of the World Advisory Committee keeps the registration fee for the 2023 Reunion at \$375.00 for any future delegates who register. Carried**

The Chair reviewed the draft itinerary with members noting:

- final arrangements for registration and the meet and greet at the Country Club will be made for checking in and if delegates cannot make the time;
- final timing of tours to be confirmed;
- pub night details being finalized for August 3;
- delegates having the choice to either do the warehouse tour or the ghost walking tour and there possibly being an opportunity to participate in both;
- Wayne Whitehorn reported the meals for the Perth County Bus Tour (August 4) will be approximately \$1,362.50 total for 50 people (\$27.25 each for small portion) or \$1,500.00 total for 50 people (\$30.00 each for large portion), including gratuities and taxes;
- meal selection being included in the registration package ahead of time;
- timing for the Perth County Bus tour being finalized;
- evening of August 4<sup>th</sup> (after Perth County Tour) being a free evening with hosts;
- Ginny Burrow suggested delegates not attending the theatre could visit the Stratford Farmer's Market, Art in the Park or a distillery tour for \$10.00 on Saturday, August 5<sup>th</sup>;
- Susan Kummer is working on the cost and a link for delegates to arrange their own trip to Niagara Falls on Sunday, August 6;

Stratfords of the World Advisory Committee Minutes  
January 25, 2023

- delegates not visiting Niagara Falls being able to spend the day with hosts, enjoying a guided walk through the TJ Dolan, a musical performance at Avondale, free music in the park, World in a Weekend performance or visit the theatre again;
- Ginny Burrow suggested each country bring a small flag to put in the SOTW garden at the dedication ceremony (flags can be removed after);
- Finalizing details on a representative to perform the garden dedication (Susan Kummer/Ginny Burrow) and it being suggested the Mayor be asked to complete the dedication;
- Joyce Mohr working on details for the pipe band or a single piper;
- Ken Clarke contacting downtown business to inquire if flags can be flown for all the countries visiting during the reunion;
- Joan Ayton will follow up with previous volunteers to inquire if they are still available to help out at various events;
- many activities being available on Tuesday, August 8, at the Museum such as exhibits, re-enactments, and Wildwood staff being available for hikes/talks; and
- delegates, hosts and volunteers being invited to the event at the Museum.

Members discussed the previous plan for the visiting countries to make a donation to the Stratford-Perth Museum in lieu of bringing the customary gift for the hosting Stratford. Members advised they supported this idea and would prefer a donation to the Museum as they are helping immensely with the final event.

Motion by Ken Clarke

Seconded by Ginny Burrow

**THAT the Stratfords of the World Advisory Committee recommend the visiting Stratfords donate to the Stratford-Perth Museum in lieu of a gift. Carried**

Discussion continued with respect to:

- the SOTW BBQ request being on the Ag Society agenda for discussion;
- the approximate cost for the BBQ being \$25/person, not including drinks;

Stratfords of the World Advisory Committee Minutes  
January 25, 2023

- if the Ag Society is unable to run the BBQ on August 8<sup>th</sup>, Susan Kummer will look into another caterer;
- Linda Hawken is coordinating a show for the evening at the Museum (in lieu of the usual concert where each country participates);
- the show at the Museum consisting of performances from a singer/guitarist, a band, and a step dancer;
- an emcee looking after the program for the evening at the Museum with the band offering to play past 9:00 p.m. and will go on last to accommodate a later performance if requested;
- the announcement of the next Stratford hosting the Reunion taking place at the beginning of the concert and additional announcements being completed the evening prior at the Banquet;
- Ag Society overseeing the farewell breakfast at the Rotary Complex for delegates and hosts;
- Linda Hawken having contacted a company to make the lanyards and badge holders (blue & yellow) for the delegates (\$308.00) and the booklets (\$773.00);
- Susan Kummer having been in contact with the Manager of Parks, Forestry and Cemetery to design the 2023 SOTW garden, with the majority of the flowers being provided by the City; and,
- Joyce Mohr reviewing the previous host list and providing an update at the next meeting.

## 6.2 Update on Reunion Budget – Joan Ayton

Members were advised there is \$17,913.00 in reserves, which includes the carry-over of the 2022 budget amount of approximately \$10,000.00. The current total in the budget, including registrations, is \$35,438.00. The 2023 City Budget has not been approved; however the Committee has asked for an additional \$10,000.00 for their 2023 budget amount. That would give SOTW a total of approximately \$45,438.00 for the Reunion. The original amount SOTW submitted to the Finance Department for the 2023 Reunion budget was \$42,500.00.

Motion by Susan Kummer

Seconded by Ginny Burrow

**THAT the Stratfords of the World Advisory Committee approves the itinerary as presented and all costs associated with hosting the 2023 Reunion up to a maximum of \$42,500.00. Carried**

Stratfords of the World Advisory Committee Minutes  
January 25, 2023

### 6.3 Facility Bookings for the Reunion

Staff will confirm the following bookings for reunion events:

- February 8 – Games Room at Rotary Complex from 2-4 p.m. for planning
- March 8 – Games Room at Rotary Complex from 2-4 p.m. for planning
- April 23 – Tim Taylor Lounge from 1-5 p.m. for information session with hosts
- August 3 - City Hall Auditorium – 12-5 p.m. (tentatively booked for the week with Danielle Clayton)
- August 7 – Bandshell & Pavilion at Upper Queen’s Park from 1-4 p.m.

### 7. New Business

None noted.

### 8. Date of Next Meeting

The next meeting of the SOTW Advisory Committee will be held on Wednesday, March 22, 2023, at 2:00 p.m., in the Mansbridge Room of the Stratford Rotary Complex, 353 McCarthy Road, Stratford.

### 9. Adjournment

Motion by Ken Clarke

Seconded by Joyce Mohr

**THAT the January 25, 2023 Stratfords of the World Advisory Committee meeting adjourn. Carried**

Start Time: 2:02 P.M.

End Time: 3:41 P.M.



## Stratfords of the World (Ontario) Advisory Committee

### MINUTES

A meeting of the Stratfords of the World (SOTW) Advisory Committee was held on Wednesday, March 22, 2023 at 2:00 p.m., in the Mansbridge Room at the Stratford Rotary Complex.

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

**Staff Present:** Casey Riehl – Recording Secretary

**Absent:** Virginia Burrow

### Minutes

#### 1. Call to Order

Joan Ayton, Chair presiding, called the meeting to order at 2:00 p.m.

#### 2. Declarations of Pecuniary Interest and the General Nature Thereof

None declared.

#### 3. Adoption of the Previous Minutes – January 25, 2023

Motion by Susan Kummer

Seconded by Linda Hawken

**THAT the minutes from the Stratfords of the World Advisory Committee meeting dated January 25, 2023, be adopted as printed. Carried**

#### 4. Business Arising from Previous Minutes

##### 4.1 Update on Reunion Plans – Joan Ayton

Joan Ayton, Chair, provided the following updates:

- 49 registrations have been received along with the necessary payments and 28 host homes (43 actual hosts);

Stratfords of the World Advisory Committee Minutes  
March 22, 2023

- with 10 committee members, there could be approximately 110 people at some of the organized reunion functions;
- an e-mail was sent to all delegates for them to indicate their meal choices for the Perth County trip;
- Kathy Hill and Susan Kummer prepared a list to send to delegates regarding transportation options from Toronto to Stratford and then their return to Toronto;
- the most inexpensive travel option is the Theatre bus that they are eligible to use, as they are attending a production in Stratford;
- it being noted that delegates are responsible for their own transportation arrangements;
- Joyce Mohr reported that currently all delegates are matched with hosts and they will continue to secure extra hosts if additional delegates register;
- the information session for hosts will be held at the Rotary Complex on Sunday, April 16, 2023 at 2:00 p.m.;
- Linda Hawken has received the lanyard design which will include yellow wording on a blue background and  $\frac{3}{4}$ " wide;
- volunteer and host badges have also been completed and they will be available to hand out at the host event; and
- Linda Hawken is working on the handbook and the printer is sending her a template to use for the setup.

The Chair reviewed the draft itinerary with members noting:

- that Susan Kummer has inquired with Barb Hacking if she would be available to do the bus tour;
- the time of the bus tour has been moved up to accommodate the costume warehouse tour that begins at 11:00 a.m.;
- that the Mayor's Office has invited a Mountie to attend the reception in the Auditorium at City Hall;
- Ken Clarke has arranged for a bag piper from the Army, Navy & Airforce and will arrange for flags to be used on this day;
- flags for Australia and New Zealand may have to be purchased and Ken Clarke and Councillor Wordofa will work together to review what flags are available;
- Tom Clifford will be the MC for the civic reception;
- Ken Clarke will contact some local pubs regarding hosting approximately 60 people for the pub night;

Stratfords of the World Advisory Committee Minutes  
March 22, 2023

- the ghost tour begins the night of the pub night at 8:00 p.m. outside Edison's;
- Wayne Whitehorn and Ken Clarke will be doing a run through of the Perth County tour in early April to introduce themselves to the host farms ahead of time;
- invoices to be submitted to Joan Ayton and final numbers for the meals to be phoned into Anna Mae's two days prior to visit;
- Murray Schlotzhauer will be the guide for the Perth County tour;
- Susan Kummer reported that there are 25 delegates registered for the Niagara Falls bus tour and that this is a free day for anyone not going to Niagara Falls;
- Only the bandshell is available for Monday, August 7<sup>th</sup> for the garden dedication ceremony as a back-up option if there is inclement weather;
- Barbara Finkelstein reported that Councillor Wordofa will be the MC for the garden dedication ceremony;
- Barbara Finkelstein will be arranging for cotton material and natural twine and arrangements have been made for Barb Hacking to release butterflies;
- Susan Kummer will contact the pastor's wife to confirm availability to sing at the event;
- Joan Ayton stated that there will not be a dress code for the banquet at the Country Club;
- Ms. Ayton and Susan Kummer are organizing the banquet, and Linda Hawken volunteered to assist with room set up;
- Joan Ayton will be meeting with representatives from the Stratford-Perth Museum to finalize arrangements for the vendors, reenactments, BBQ and concert;
- Ms. Ayton will suggest that delegates bring re-usable water bottles with them for their time at the reunion;
- Susan Kummer is working on catering quotes for the BBQ; and
- Linda Hawken reported that performers are confirmed for the concert and she will also confirm the MC.

## 5. New Business

### 5.1 SOTW Proclamation and Flag – Joan Ayton

Motion by Linda Hawken  
Seconded by Joyce Mohr

Stratfords of the World Advisory Committee Minutes  
March 22, 2023

**THAT the Stratfords of the World Advisory Committee requests that Stratford City Council hereby proclaims Thursday, August 3, 2023 as Stratfords of the World Day;**

**AND THAT Stratford City Council proclaim the week of August 2-9, 2023 as Stratfords of the World Week in the City of Stratford in celebration of all attending Stratford delegates from around the world;**

**AND THAT Stratford City Council authorizes flying of the Stratfords of the World flag at City Hall from August 1-10, 2023. Carried**

**6. Date of Next Meeting**

The next meeting of the SOTW Advisory Committee will be held on Wednesday, April 19, 2023, at 2:00 p.m., in the Mansbridge Room of the Stratford Rotary Complex, 353 McCarthy Road, Stratford.

**7. Adjournment**

Motion by Ken Clarke

Seconded by Wayne Whitehorn

**THAT the March 22, 2023 Stratfords of the World Advisory Committee meeting adjourn. Carried**

Start Time: 2:00 P.M.

End Time: 3:23 P.M.