



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

Date: March 19, 2024

Time: 4:30 P.M.

Location: Council Chamber, City Hall

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

Staff Present: Karmen Krueger - Director of Corporate Services, Joan Thomson – Chief Administrative Officer, Tatiana Dafoe - City Clerk, Tim Wolfe - Director of Community Services  
Miranda Franken - Council Clerk Secretary

Also present: Zac Gribble - Destination Stratford Executive Director,  
Members of the Public and Media

### **1. Call to Order**

The Chair called the meeting to Order.

Land Acknowledgment

Moment of Silent Reflection

The Chair read the Respectful Workplace Policy statement.

### **2. Disclosure of Pecuniary Interest and the General Nature Thereof**

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence

from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made by a Member at the March 19, 2024, Finance and Labour Relations Sub-committee meeting.

**3. Delegations**

None scheduled.

**4. Report of the Director of Community Services**

**4.1 Request to Waive Facility Fees (FIN24-007)**

**Staff Recommendation:** THAT the Truth Behind The Smile Event - Request to Waive Facility Fees report (FIN24-007) be received;

AND THAT direction be provided regarding the facility rental fee waiver request in the amount of \$1008.35 for use of one hall at the Rotary Complex on May 23, 2024.

**Sub-committee Discussion:**

Motion by Councillor Beatty

**Sub-committee Recommendation: THAT the Truth Behind The Smile Event - Request to Waive Facility Fees report (FIN24-007) be received;**

**THAT the facility rental fee waiver request in the amount of \$1008.35 for use of one hall at the Rotary Complex on May 23, 2024, be approved;**

**AND THAT the request be funded from the Fee Waivers and Other Facility Related Costs line item in the 2024 Budget and transferred to the Community Services Department.**

It was confirmed the intent was to fund the request through the Community Grants program. The Director of Corporate Services provided clarification on funds allocation noting:

- funds are available under the Community Grants program and that there is also a separate budget which deals with fee waivers and other facility related costs;

- the intent will be to fund the request through the Fee Waivers and Other Facility Related Costs line item in the 2024 Budget;
- under this funding, historically subsidies have been absorbed through the tax levy to keep the divisional revenues whole;
- a review of the Community Grants procedure is underway; and
- this application supports mental health which is important within our community.

The Chair called the question on the motion.

**Carried**

## **5. Report of the Director of Corporate Services**

### **5.1 Destination Stratford 2024 Update 1 (FIN24-008)**

**Staff Recommendation:** THAT the Destination Stratford 2024 Update 1 (FIN24-008) dated March 19, 2024, be received for information.

**Sub-committee Discussion:** Zac Gribble, Executive Director of Destination Stratford provided an overview of the Year in Review Report with a focus on the 2023-2024 Budget. Highlights of the presentation included:

- the reporting template having been refined for clarity;
- marketing and development being separated as individual items;
- the "Administration" line item being approximately half the budget, and including payroll which can be broken down as 20% administration and 80% representing a marketing function and destination development function;
- with respect to income, there being a line item for the organization's portion of the Municipal Accommodation Tax (MAT);
- the line item for the MAT including funding from the previous year which was collected for 6 months and estimated quarterly MAT income for 2024;
- Destination Stratford not having received MAT revenue to date;

- the estimate amounts being updated and reported on during the quarterly reports to Sub-committee;
- the City Contribution including half from the City's MAT 2023 and half from tax base towards Lights On Stratford for next winter;
- there being a new line item under expense for MAT development projects;
- the portion of MAT funding given to Destination Stratford being noted and used for marketing, development projects such as Stratford Al Fresco and Lights On Stratford;
- additional sponsorship and government grants being reported as secured;
- with respect to the Sport Tourism Office, a Sport Tourism Director having been hired;
- working in collaboration with the Director of Community Services to move forward with the Sport Tourism Strategy presented to Council in 2023; and
- obtained \$25,000 from the Province toward year one of the Sport Tourism Strategy.

A question and answer period took place between Sub-committee members, the Executive Director, and staff to clarify the communication strategy for Sport Tourism. Highlights of the discussion included:

- this being a partnership between the City through the Community Services Department and Destination Stratford;
- the addition of a City Sport Tourism Coordinator role will work in partnership with the Sports Tourism Director with two items of focus being communication to industry and to sports user groups;
- Destination Stratford having a Sport Tourism landing page as a place holder to communicate upcoming events;
- upcoming stakeholder meetings including industry one on ones, culinary sector and the BIA to ensure Stratford efficiency during sport tourism events;

- focus of upcoming Sport Tourism Advisory Committee being how to address community needs; and
- line 4260, Partnerships, represents grant contributions including the BIA, RT04, Provincial and Federal grants, with emphasis on Lights On Stratford.

Motion by Councillor Burbach

**Sub-committee Recommendation: THAT the Destination Stratford 2024 Update 1 (FIN24-008) dated March 19, 2024, be received for information.**

**Carried**

**5.2 Festival Hydro Update Q3 for the period ended September 30, 2023 (FIN24-009)**

**Staff Recommendation:** THAT the Festival Hydro Inc. financial statements and commentary for the period ended September 30, 2023, be received for information;

AND THAT the Festival Hydro Services Inc. financial statements and commentary for the period ended September 30, 2023, be received for information.

Motion by Councillor Beatty

**Sub-committee Recommendation: THAT the Festival Hydro Inc. financial statements and commentary for the period ended September 30, 2023, be received for information;**

**AND THAT the Festival Hydro Services Inc. financial statements and commentary for the period ended September 30, 2023, be received for information.**

**Carried**

**6. Report of the Clerk**

**6.1 Integrity Commissioner Services and Request for Proposal (FIN24-010)**

**Staff Recommendation:** THAT direction be given on whether a request for proposal is to be issued in 2024 for integrity commissioner services;

AND THAT direction be given on any terms or conditions to be included in the request for proposal.

Motion by Councillor Burbach

**Sub-committee Recommendation: THAT a request for proposal be issued in 2024 for integrity commissioner services;**

**AND THAT the following requirements be mandatory:**

- **the successful bidder will have at least ten (10) years of legal or quasi-judicial experience, or senior municipal management; and**
- **minimum of three (3) references for whom the proponent has satisfactorily provided Integrity Commissioner services in the past 5 years; and**
- **the term of the contract be to December 31, 2026.**

**Carried**

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

There were no Advisory Committee of Outside Board Minutes provided to Sub-committee.

**8. Next Sub-committee Meeting**

The next Finance and Labour Relations Sub-committee meeting is April 16, 2024 at 4:30 p.m. in the Council Chamber, City Hall.

**9. Adjournment**

Motion by Councillor Burbach

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

**Carried**

Meeting Start Time: 4:30 P.M.

Meeting End Time: 4:54 P.M.