

## Finance Committee Minutes

### Electronic Meeting

November 22, 23 and 24, 2021

Roll Call Councillor Akapo  
Councillor Baldwin  
Councillor Beamer  
Councillor Clarke  
Councillor Pappas, Chair  
Councillor Parnell  
Councillor Riel  
Mayor Therrien  
Councillor Vassiliadis  
Councillor Wright  
Councillor Zippel

Staff: Ellen Armstrong, Social Services Division Manager (24)  
Gillian Barnes, Project Manager, Facilities and Planning Initiatives(22)  
Sandra Clancy, Chief Administrative Officer (22-24)  
Jodi DeNoble, Manager Emergency and Risk Management (22)  
Dean Findlay, Manager, Building/Chief Building Inspector (23)  
Cynthia Fletcher, Commissioner of Infrastructure and Planning Services (22-24)  
Richard Freymond, Commissioner of Corporate and Legislative Services (22-24)  
Natalie Garnett, Deputy City Clerk (24)  
Erik Hanson, Heritage Resources Coordinator (24)  
Ken Hetherington, Chief Planner (23)  
Janice Hoskins, Court Services Manager (22)  
James Istchenko, Manager, Environmental Services (23)  
Brian Jobbitt, Manager, Public Works (23)  
Jennifer Jones, Library CEO (24)  
Kevin Jones, Manager, Transportation (23)  
John Kennedy, City Clerk (22-24)  
Chris Kawalec, Community Development Program Manager (24)  
Sheldon Laidman, Commissioner of Community Services (22-24)

Mac MacGillivray, Facilities and Energy Manager (22)  
Rob McAulay, Facility Manager, PSWC (24)  
Bill McDougall, Budget and Operations Analyst (22-24)  
Jennifer McFarlane, Manager of Human Resources (22)  
Rebecca Morgan Quin, Manager of Housing (24)  
Blair Nelson, City Engineer (23)  
Dorothy Olver, Program Manager Homelessness (24)  
Michael Papadacos, Manager Infrastructure Planning (23)  
Yvette Peplinskie, Manager of Financial Services (22-24)  
David Potts, City Solicitor (22-24)  
Karen Rennie, Manager, Arts & Heritage (24)  
Kendra Sedgwick, Committee Coordinator (22, 23)  
Chris Snetsinger, Fire Chief (22)  
Vinod Soman, Senior Project Manager – Transportation (23)  
Sue Warrington, Manager Arena Division (24)  
Brendan Wedley, Manager of Communication Services (22-24)  
Kathleen Staves, Records Management Co-ordinator (22)

### **Opening of Meeting**

The Chair called the meeting to order at 6:02 p.m.

### **Disclosure of Pecuniary Interest**

Councillor Pappas declared an interest in the Fairhaven Budget as his mother-in-law lives at the facility.

Councillor Akapo declared an interest in Funding to New Canadian Centre (pg. 137) as this is her employer.

### **Reports and Communications**

2022 Draft Budget

Report CLSFS21-038

Moved by Mayor Therrien

**That Council approve the recommendation outlined in Report CLSFS21-038 dated November 22, 2021, of the Commissioner of Corporate and Legislative Services, as follows:**

**That the recommendations contained in Appendix A of report CLSFS21-038 of the Commissioner of Corporate and Legislative Services be moved for the purpose of**

**discussion during detailed budget reviews by the Finance Committee starting November 22, 2021.**

**That the following recommendations be moved for the purpose of discussion:**

**a) That the 2022 Draft Budget, and all estimated revenues and expenditures, fees, contributions to reserve and reserve funds, and proposed staffing levels referenced in the documents be adopted.**

**b) That the user fees and charges as set out in Book 2 be adopted as part of 2022 Budget process.**

**c) That any unused CAO Budget at the end of 2022 be transferred to the Organizational Development Reserve, subject to the overall year-end position. (Page 32)**

**d) That any unused Peterborough Technology Services Budget, at the end of 2022, be transferred to the Information Technology (IT) Reserve, subject to the overall year-end position and that, if actual 2022 costs exceed the 2022 Budget, funds may be drawn from the IT Reserve. (Page 53)**

**e) That any unused Building Inspection Budget at the end of 2022 be transferred to the Building Division Reserve and that, if actual building inspection costs exceed the 2022 Budget, funds may be drawn from the Building Division Reserve. (Page 75)**

**f) That any excess Airport development review fees at the end of 2022 be transferred to the Airport Development Review Reserve for future Airport Development related expenditures and that, if the 2022 Airport development review costs exceed the review fees, funds may be drawn from the Airport Development Review Reserve. (Page 76)**

**g) That any 2022 Engineering Overhead surplus be transferred to the Engineering Design and Inspection Reserve, subject to the overall year-end position and that if actual 2022 Engineering costs exceed the Budget, funds may be drawn from the Engineering Design and Inspection Reserve. (Page 91)**

**h) That any unused portion of the 2022 Winter Control Budget that may exist at year-end be transferred to the Winter Control Reserve, subject to the overall year-end position, and that if actual 2022 Winter Control costs exceed the 2022 Budget, funds may be drawn from the Winter Control Reserve. (Page 91)**

**i) That pending approval of Capital Budget Reference 5-9.02 in the amount of \$1,200,000, the \$2,800,000 requirement in 2023 Capital funding be pre-committed**

**for the Lansdowne Street Rehabilitation – Park St. to Otonabee River project. (Page 94)**

**j) That any unused Parking Budget, at the end of 2022, be transferred to the Parking Reserve, subject to the overall year-end position and that, if the actual 2022 Parking costs exceed the 2022 Budget, funds may be drawn from the Parking Reserve. (Page 111)**

**k) That any unused Traffic Signal Maintenance Budget at the end of 2022, be transferred to the Traffic Signal Reserve, subject to the overall year-end position and that if the actual 2022 Traffic Signal Maintenance costs exceed the 2022 Budget, funds may be drawn from the Traffic Signal Reserve. (Page 112)**

**l) That any surplus funds at the end of 2022 for Market Hall be transferred to the Market Hall Capital Reserve for unanticipated maintenance expenses or small capital improvements. (Page 140)**

**m) That any unused Community Development Program net budget at the end of 2022 be transferred to the Social Services Community Social Plan Joint Reserve for future program development, subject to the overall year-end position and that, if actual 2020 Community Development Program costs exceed the 2020 Budget, funds may be drawn from the Reserve. (Page 140)**

**n) That any surplus funds at the end of 2022 for Arenas be transferred to the Arena Equipment Reserve for future equipment purchases. (Page 151)**

**o) That any surplus funds at the end of 2022 for the Marina be transferred to the Marina Reserve to be used for future capital improvements. (Page 154)**

**p) That any surplus funds at the end of 2022 for Beavermead Campground be transferred to a Beavermead Campground Reserve for future capital improvements. (Page 155)**

**q) That any surplus funds at the end of 2022 for the Peterborough Sport and Wellness Centre be transferred to the PSWC Capital Conservation Reserve for future capital improvements. (Page 155)**

**r) That any unused Homelessness net budget at the end of 2022 be transferred to the General Assistance Reserve, to be used for future investment in homelessness prevention programs, subject to the overall year-end position and that, if actual 2022 Homelessness costs exceed the 2022 Budget, funds may be drawn from the Reserve. (Page 177)**

**s) That any remaining unused Social Services net budget at the end of 2022 be transferred to the General Assistance Reserve, subject to the overall year-end**

**position and that, if actual 2022 Social Services costs exceed the 2022 Budget, funds may be drawn from the Reserve. (Page 177)**

**t) That any surplus in the 2022 Housing Operating Budget at the end of 2022 be transferred to the Housing Reserve, subject to the overall year end position and that, if actual 2022 Housing costs exceed the 2022 Budget, funds may be drawn from the Housing Reserve. (Page 177)**

**u) That any surplus in the 2022 Housing Choice Rent Supplement Program at the end of 2022 be transferred to the Housing Choice Rent Supplement Reserve, subject to the overall year-end position and that, if actual 2022 Rent Supplement costs exceed the 2022 Budget, funds may be drawn from the Rent Supplement Reserve. (Page 177)**

**v) That any adjustment to the City's 2022 requirement for the Municipal Property Assessment Corporation (MPAC), be netted against the City's 2022 General Contingency provision. (Page 185)**

**w) That any unused portion of the 2022 tax write off account balance that may exist at year-end be transferred to the Allowance for Doubtful Accounts Reserve, subject to overall year-end position and that, if actual 2022 tax write-off costs exceed the 2022 Budget, funds may be drawn from the Allowance for Doubtful Accounts Reserve. (Page 189)**

**x) That any unused Employee Benefits Budget at the end of 2022 be transferred to the Employee Benefits Reserve, subject to the overall year-end position, and that, if actual 2022 employee benefits exceed the 2022 Budget, funds may be drawn from the Employee Benefits Reserve. (Page 189)**

**y) That any unused Insurance Budget at the end of 2022 be transferred to the Insurance Reserve, subject to the overall year-end position. (Page 189)**

**z) That any adjustment to the City's 2022 requirement for the Insurance Budget, be netted against the City's 2022 General Contingency provision. (Page 189)**

**aa) That any unused 2022 Contingency Budget at the end of 2022 be transferred to the Capital Levy Reserve to be used for Capital works subject to the overall 2022 year-end position. (Page 189)**

**bb) That any unused Police Services Legal Fees Budget at the end of 2022 be transferred to the Legal Fees Policing Reserve, subject to the overall year-end position and approval through the Treasurer, and that if the actual 2022 Police legal fees costs exceed the 2022 Budget, funds may be drawn from the Policing Legal Fees Reserve. (Page 192)**

**cc) That any unused Police Services Budget at the end of 2022 be transferred to the Police Special Projects Reserve, subject to the overall year-end position and approval by City Council and that, if the actual 2022 Police Services costs exceed the 2022 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 192)**

**dd) That any adjustments to the City's portion of the 2022 Peterborough County/City Paramedics Services Budget be netted against the 2022 General Contingency provision. (Page 199)**

**ee) That any unused Peterborough County/City Paramedics Services (PCCP) Budget at the end of 2022 be transferred to the PCCP Reserve, subject to the overall year-end position and that, if the actual 2022 PCCP costs exceed the 2022 Budget, funds may be drawn from the PCCP Reserve. (Page 199)**

**ff) That any adjustments to the City's portion of ORCA's 2022 Budget be netted against the City's 2022 General Contingency provision. (Page 200)**

**gg) That any adjustments to the City's portion of Peterborough Public Health's 2022 Budget be netted against the City's 2022 General Contingency provision. (Page 201)**

**hh) That any adjustments to the City's cost for PHS services for 2022, based on the final approved animal control services agreement, be netted against the City's 2022 General Contingency provision. (Page 203)**

**ii) That the 2022 budget request, representing the levy required by the Downtown Business Improvement Area of the Corporation of the City of Peterborough during the year 2022 totalling \$334,492, be approved. (Page 208)**

**jj) That the 2022 budget request, representing all sums required by the Village Business Improvement Area of the Corporation of the City of Peterborough during the year 2022 totalling \$18,000, be approved. (Page 209)**

**kk) That any excess Casino Gaming revenues at the end of 2022, that exceed the capital funding requirements to be funded from the Casino Gaming Reserve:**

**i) remain in the reserve, to a maximum of \$1.0 million, to be used to finance in-year Capital requirements or as otherwise directed by Council and that**

**ii) amounts beyond the \$1 million will be used for Capital works in the 2022 Capital Budget. (Page 212)**

**ll) That any net surplus funds, after the disposition of the recommendations in this report, from 2022 operations in excess of \$100,000 be transferred to the Capital Levy Reserve to be used for Capital works. (Page 212)**

**mm) That a by-law be passed to establish the 2022 tax ratios for each property class as set out in the 2022 Operating Budget. (Page 224)**

**nn) That the 2022 tax rate for farmland awaiting development subclasses be 75% of the residential rate. (Page 224)**

Moved by Councillor Zippel

**That Council approve the recommendations outlined in Report CAOFS21-006, dated November 22, 2021 of the Fire Chief as follows:**

**a) That Council add eight (8) firefighter FTEs and one Training Officer FTE to the 2022 budget to be hired starting March 1, 2022.**

**b) That Council receive the City of Peterborough Fire Services Staffing Review and Peer Comparison by Dillon Consulting, attached as Appendix A, and request that the Fire Chief bring staffing recommendations forward in future budget cycles to increase the complement of Firefighters in a phased in approach.**

Moved by Councillor Zippel

That the Report be deferred to a November 29th Closed Session for legal advice.

Lost

Moved by Councillor Akapo

**That Committee move into Closed Session to discuss one item under Section 239.2 (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**

Carried

Committee recessed at 7:30 p.m. and reconvened in Closed Session at 7:37 p.m. Councillors Beamer and Pappas did not attend the Closed Session meeting.

Committee reconvened in Open Session at 8:02 p.m.

Upon the motion of Councillor Zippel, the motion carried.

Committee reconvened on November 23, 2021, at 6:00 p.m.

Moved by Councillor Riel

That the payment of \$140, 900 for the Eastern Ontario Regional Network (EORN) project be deferred for one year, to 2023 and,

That the \$140, 900 be used to reduce the net tax levy requirement.

Motion Withdrawn

Committee recessed at 8:48 p.m.

Committee reconvened on November 23, 2021 at 6:00 p.m.

Moved by Councillor Riel

**That the payment of \$140, 900 for the Eastern Ontario Regional Network (EORN) project be deferred for one year, to 2023 and,**

**That the \$140, 900 be used to reduce the net tax levy requirement.**

Carried

Moved by Councillor Wright (page 76)

### **Resolution for Airport Master Plan Budget**

**WHEREAS, The Peterborough Airport, for the City of Peterborough and Region, is the single most important economic development tool for the creation of well-paying jobs.**

**WHEREAS, An Airport Master Plan represents a blueprint for long-term development to provide a framework to guide future development at the Peterborough Airport . This will ensure a cost-effective aerospace opportunity with consideration for potential environmental and socioeconomic impacts while maintaining a land use planning model.**

**THEREFORE, be it resolved that an Airport Master Plan be developed for the April 2022 cycle for this councils consideration, and that such a master plan addresses the key elements of :**

**Inventory, Aviation Demand Forecasts, Facility Requirements, Alternatives, Recommended Development Concept, and Capital Improvement Program.**



**AND, the funding to develop this Master Plan be transferred from the Capital Levy Reserve in the amount of 50, 000.00.**

Carried

Water and Wastewater Review Update

Report CAO21-004

Moved by Mayor Therrien

**That Council approve the recommendation outlined in Report CAO21-004, dated November 22, 2021 of the Chief Administrative Officer as follows:**

**That Report CAO21-004, being a report to provide an update on the Water and Wastewater Review be received for information.**

Carried

Moved by Councillor Zippel (page 80)

**That the annual budget provision for the Climate Change Action Plan Reserve be increased annually based on the CPI (all items Ontario) starting in August 2022 for the 2023 budget.**

Carried

Moved by Andrew Beamer (page 108)

That the proposed Public Transit Operations budget for 2022 of 4.8 per cent be reduced by 50 per cent to 2.4 per cent or \$ 427, 557 and,

The \$427, 557 be used to reduce the net tax levy.

Lost

Committee recessed at 8:34 p.m. and reconvened at 8:46 p.m.

Moved by Councillor Akapo

**a) That the City of Peterborough launch a pilot project in 2022 that allows transit users 12 years of age and younger to ride Transit for free.**

**b) That up to the \$25,000 from the Climate Change Action Plan Capital Project (pg 88, Project 5-8.03) be transferred to the 2022 Transit Operations Budget to offset the reduced fare revenue from recommendation a**

**c) That staff report back to Council during the 2023 budget process to provide an update on preliminary results of the pilot project and recommendations on the next steps.**

Carried

2022 Draft Budget - Potential Service Level Reductions and Efficiencies

Report CLSFS21-050

Moved by Councillor Vassiliadis

**That Council approve the recommendation outlined in Report CLSFS21-050 dated November 22, 2021, of the Commissioner of Corporate and Legislative Services, as follows:**

At the meeting of November 23, 2021, Committee amended the recommendations as follows:

**a) That the potential service level reductions and efficiencies related to the Draft 2022 Operating Budget as noted in Report CLSFS21-050, be received for information;**

**b) That staff report to Council regarding the feasibility of implementing on street parking permits; and,**

**c) That staff report to Council on the option of implementing an apprentice program.**

Carried

Committee recessed at 9:26 p.m. Committee reconvened at 6:00 p.m. on November 24, 2021

Moved by Mayor Therrien

**That as a matter of housekeeping, \$644,444 Canada Community Build Fund be reallocated to the 2022 Parkhill Rd Reconstruction – George St. to Rubidge St. (2022 Capital Budget Ref# 5-9.01) and corresponding amounts of Tax Supported Debt be allocated to the 2022 Chemong Road to Sunset Blvd (2022 Capital Budget Ref # 5-9.04).**

Carried

Moved by Councillor Riel

**a) That 40k be set aside from the 2021 contingency and transferred to the Public Art Reserve to fund the costs of an individual Artist grant program to be administered by EC3 in 2022.**

**b) That staff prepare a report for the 2023 budget on the outcome of the initial 2022 program and recommendations on whether it should become a permanent grant program**

**c) That an agreement be entered into with EC3 to design and deliver the program in 2022 with the requirement that a full accounting of the usage of the funds, including who the funds were distributed to, be submitted to the Commissioner of Community Services by August 31, 2022.**

Carried

Community Race Relations Committee

Moved by Councillor Vassiliadis

**That the Community Race Relations Committee base budget found on page 137 of the 2022 Budget Highlights Book, be increased by \$15,000, from \$28,024 to \$43,024; and**

**i) That for the 2022 Budget year the increase be funded by a transfer from the City's 2022 General Contingency provision; and**

**ii) That the new base budget provision of \$43,024 be considered the permanent funding level for the Community Race Relations Committee in future draft operating budgets.**

Carried

Funding for New Canadian Centre

Due to her previously declared interest, Councillor Akapo did not discuss or vote on this item.

Moved by Mayor Therrien

**That the funding for new Canadian Centre be approved.**

Carried

Moved by Andrew Beamer (page 150)

**That the 2022 budget provision for the Urban Park, found on page 150 of the 2022 Highlights Book, be reduced from \$130,337 to \$65,169 with the savings of \$65,168 to be used to reduce the City's 2022 net tax levy requirement.**

Carried

Fairhaven (page 197)

Due to Councillor Pappas previously declared interest, Councillor Riel, Vice-Chair assumed the Chair for discussions related to the Fairhaven Long Term Care Facility.

Councillor Pappas assumed the Chair.

Moved by Gary Baldwin (page 184)

**That staff be directed in the 2023 budget to index the \$400 tax credit for Low Income Seniors and Individuals with Disabilities by the August CPI.**

Carried

Moved by Councillor Clarke (page 205)

**Whereas as many as 8-10,000 Peterborough citizens are without a primary care physician and**

**Whereas as many as 22 local physicians are contemplating retirement in the next few years and**

**Whereas our Dr recruitment has been on a part time basis when the magnitude of the shortage requires a full-time recruiter and**

**Whereas it is recommended by our recruiter that a budget of \$1 per citizen would provide sufficient resources to address the Doctor shortage on our behalf**

**It is moved that the budget provided to the Peterborough Family Health Team that is found on page 205 of the City's 2022 Budget Highlights Book in the amount of \$21,200 be increased by \$60,000 for a total of \$81,220, and that the additional cost for 2022 be funded by a transfer from the Social Services reserve.**

**And that the County of Peterborough be requested to also contribute at the same rate to the recruitment fund through their budget process.**

Carried

Systems Navigator – DBIA

Moved by Mayor Therrien

**a) That staff be directed to bring a report to Council on the merits of a System Navigator position no later than March of 2022**

**b) That Council earmark funding in an amount up to \$70K per year for a Systems Navigator position for a period of 3 years to be funded from the Social Services Reserve, pending approval of the staff report.**

Carried

Committee recessed at 7:56 p.m. and reconvened at 8:06 p.m.

DBIA Street Cleaning (page 208)

Moved by Mayor Therrien

**That the DBIA street scape budget be increased by the amount of \$18,000**

**That staff report to Council in 2023 on the financial status of the street scape budget**

Carried

Creative Co-Locations

Report CLSFS21-049

Moved by Mayor Therrien

**That Council approve the recommendation outlined in Report CLSFS21-049, dated November 22, 2021 of the Commissioner of Corporate and Legislative Services**

**That the results of the consultation with the Arts, Culture & Heritage Advisory Committee regarding the Creative Co-Location Facilities tax class, be received for information.**

Carried

**Other Business**

**Next Meeting - June 6, 2022**

**Adjournment**

Moved by Andrew Beamer

**That meeting adjourn at 8:30 p.m.**

Carried

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John Kennedy

City Clerk

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Councillor Pappas

Chair