Budget Committee
City of Peterborough
November 27, 28, 29, 2017

Minutes of a Meeting of the Budget Committee held on November 27, 28, and 29, 2017 in the Council Chambers, City Hall.

The Budget Committee meeting was called to order at 5:00 p.m. in the Council Chambers.

Roll Call:
Councillor Baldwin
Councillor Beamer
Councillor Clarke, Chair
Councillor Haacke
Councillor McWilliams
Councillor Pappas
Councillor Parnell
Councillor Riel
Councillor Therrien
Councillor Vassiliadis
Mayor Bennett

Confirmation of Minutes – November 6 and 22, 2017

Moved by Councillor Pappas

That the minutes of the meetings of Budget Committee held on November 6 and 22, 2017 be approved.

"CARRIED"

Disclosure of Pecuniary Interest

Mayor Bennett declared an interest in Report CPFS17-065, 2018 Draft Budget – any transportation-related items and USTR17-021, Statutory Holiday Transit Service, as he is part owner of a firm active in the taxicab business.

Councillor Pappas declared an interest in Central Area Community Improvement Plans (CIP) and Façade Improvement Programs, as his business is involved in these programs (page 149, 2018 Budget Highlights).

Director of Corporate Services
Report CPFS16-065
2018 Draft Budget

Moved by Mayor Bennett

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

a) That the 2018 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 2018 Budget process.

c) That any unused CAO Budget at the end of 2018 be transferred to the Organizational Development Reserve, subject to the overall year-end position. (Page 25)

d) That any unused Peterborough Technology Services Budget, at the end of 2018, be transferred to the Electronic Data Processing (EDP) Reserve, subject to the overall year-end position and that, if actual 2018 costs exceed the 2018 Budget, funds may be drawn from the EDP Reserve. (Page 33)

e) That any 2018 Engineering Overhead surplus be transferred to the Engineering Design and Inspection Reserve, subject to the overall year-end position and that if actual 2018 Engineering costs exceed the Budget, funds may be drawn from the Engineering Design and Inspection Reserve. (Page 60)

f) That any unused portion of the 2018 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 2018 Winter Control costs exceed the 2018 Budget, funds may be drawn from the Winter Control Reserve. (Page 76)

g) That any unused Parking Budget, at the end of 2018, be transferred to the Parking Reserve, subject to the overall year-end position and that, if the actual 2018 Parking costs exceed the 2018 Budget, funds may be drawn from the Parking Reserve. (Page 84)

h) That any unused Traffic Signal Maintenance Budget at the end of 2018, be transferred to the Traffic Signal Reserve, subject to the overall year-end position and that if the actual 2018 Traffic Signal Maintenance costs exceed the 2018 Budget, funds may be drawn from the Traffic Signal Reserve. (Page 85)

i) That any surplus funds at the end of 2018 for Market Hall be transferred to the Market Hall Capital Reserve for unanticipated maintenance expenses or small capital improvements. (Page 109)

j) That any unused Sustainability Budget, at the end of 2018, be transferred to the Sustainability Reserve, subject to the overall year-end position, and that if actual 2018 costs exceed the 2018 Budget, funds may be drawn from the Sustainability Reserve. (Page 109)

k) That any surplus funds at the end of 2018 for the Peterborough Sport and Wellness Centre be transferred to the PSWC Capital Conservation Reserve for future capital improvements. (Page 113)

l) That any surplus funds at the end of 2018 for Arenas be transferred to the Arena Equipment Reserve for future equipment purchases. (Page 126)

m) That any unused Homelessness net budget at the end of 2018 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 2018 Homelessness costs exceed the 2018 Budget, funds may be drawn from the Reserve. (Page 141)

n) That any unused Community Development Program net budget at the end of 2018 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 2018 Community Development Program costs exceed the 2018 Budget, funds may be drawn from the Reserve. (Page 141)

o) That any remaining unused Social Services net budget at the end of 2018 be transferred to the General Assistance Reserve, subject to the overall year-end position and that, if actual 2018 Social Services costs exceed the 2018 Budget, funds may be drawn from the Reserve. (Page 141)

p) That any surplus in the 2018 Housing Operating Budget at the end of 2018 be transferred to the Housing Reserve, subject to the overall year-end position and that, if actual 2018 Housing costs exceed the 2018 Budget, funds may be drawn from the Housing Reserve. (Page 158)

q) That any surplus in the 2018 Housing Choice Rent Supplement Program at the end of 2018 be transferred to the Housing Choice Rent Supplement Reserve, subject to the overall year-end position and that, if actual 2018 Rent Supplement costs exceed the 2018 Budget, funds may be drawn from the Rent Supplement Reserve. (Page 158)

r) That any excess Airport development review fees at the end of 2018 be transferred to the Airport Development Review Reserve for future Airport Development related expenditures and that, if the 2018 Airport development review costs exceed the review fees, funds may be drawn from the Airport Development Review Reserve. (Page 162)

s) That any unused Building Inspection Budget at the end of 2018 be transferred to the Building Division Reserve and that, if actual building inspection costs exceed the 2018 Budget, funds may be drawn from the Building Division Reserve. (Page 166)

t) That a Casino Gaming Reserve be created and all Casino gaming revenues be transferred into the reserve, and that except for the provision in 2018 of $150,000 to fund expenditures of the DBIA, this reserve only be used for designated capital projects. (Page 170)

u) That any adjustment to the City's 2018 requirement for the Municipal Property Assessment Corporation (MPAC), be netted against the City's 2018 General Contingency provision. (Page 173)

v) That any unused portion of the 2018 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 2018 tax write-off costs exceed the 2018 Budget, funds may be drawn from the Allowance for Doubtful Accounts Reserve. (Page 176)

w) That any unused Employee Benefits Budget at the end of 2018 be transferred to the Employee Benefits Reserve, subject to the overall year-end position, and that, if actual 2018 employee benefits exceed the 2018 Budget, funds may be drawn from the Employee Benefits Reserve. (Page 176)

x) That any unused Insurance Budget at the end of 2018 be transferred to the Insurance Reserve, subject to the overall year-end position and that, if actual 2018 insurance costs exceed the 2018 Budget, funds may be drawn from the Insurance Reserve. (Page 176)

y) That any unused 2018 Contingency Budget at the end of 2018 be transferred to the Capital Levy Reserve to be used for Capital works subject to the overall 2018 year-end position. (Page 176)

z) That any unused Police Services Legal fees Budget at the end of 2018 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 2018 Police legal fees costs exceed the 2018 Budget, funds may be drawn from the Policing Legal Fees Reserve. (Page 180)

aa) That any unused Police Services Budget at the end of 2018 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 2018 Police Services costs exceed the 2018 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 180)

bb) That any adjustments to the City's portion of the 2018 Peterborough County/City Paramedics Services Budget be netted against the 2018 General Contingency provision. (Page 187)

cc) That any unused Peterborough County/City Paramedics Services (PCCP) Budget at the end of 2018 be transferred to the PCCP Reserve, subject to the overall year-end position and that, if the actual 2018 PCCP costs exceed the 2018 Budget, funds may be drawn from the PCCP Reserve. (Page 187)

dd) That any adjustments to the City's portion of ORCA's 2018 Budget, based on the final approved ORCA Budget, be netted against the City's 2018 general contingency provision. (Page 189)

ee) That any adjustments to the City's portion of Peterborough Public Health's 2018 Budget, based on the final approved Peterborough Public Health Budget, be netted against the City's 2018 general contingency provision. (Page 190)

ff) That the 2018 budget request, representing the levy required by the Downtown Business Improvement Area of the Corporation of the City of Peterborough during the year 2018 totaling $310,800, be approved. (Page 198)

gg) That the 2018 budget request, representing all sums required by the Village Business Improvement Area of the Corporation of the City of Peterborough during the year 2018 totaling $17,380, be approved. (Page 199)

hh) That any net surplus funds, after the disposition of the recommendations in this report, from 2018 operations in excess of $100,000 be transferred to the Capital Levy Reserve to be used for Capital works. (Page 202)

ii) That a by-law be passed to establish the 2018 tax ratios for each property class as set out in the 2018 Operating Budget. (Page 215)

jj) That the 2018 tax rate for farmland awaiting development subclasses be 75% of the residential rate. (Page 216)

kk) That a system of graduated tax rates within the Commercial and Industrial classes not be implemented for 2018. (Page 216)

ll) That the capping policy for 2018 for the Multi-residential, Commercial and Industrial classes be as follows: (Page 216)

- **i. Capping be based on a maximum increase of 10% of the previous year's CVA (Current Value Assessment) tax for the eligible property.**
- **ii. No capping credit be applied for properties where the required billing adjustment is within $500 of the properties' CVA tax; affected properties would be billed at their full CVA tax level.**
- **iii. That properties that achieved CVA tax in 2017 remain at CVA tax from 2018 forward regardless of how reassessment affects the property.**
- **iv. That properties that cross over from the claw back to the capping category or vice versa from 2017 to 2018 be taxed at CVA tax.**
- **v. That properties within the Industrial tax class are no longer eligible for the capping program.**
- **vi. That properties within the Commercial and Multi-residential tax classes move towards CVA Tax over a four year phase-out period which commenced in 2016 and will achieve full CVA by 2019.**
- **vii That the threshold on the tax level for eligible new construction be 100%.**

Director of Corporate Services
Report CPFS17-062
Creation of Communication Services Division and Approval of an Additional FTE

Moved by Councillor Vassiliadis

That Council approve the recommendation outlined in Report CPFS17-062 dated November 27, 2017, of the Director of Corporate Services, as follows:

That Report CPFS17-062 be received for information and included in the 2018 Budget discussions.

"CARRIED"

Director of Community Services
Report CSD17-030
Canadian Canoe Museum Funding Request and Pre-commitment of Future Capital Budgets

Moved by Councillor Beamer

That Council approve the recommendations outlined in Report CSD17-030 dated November 27, 2017, of the Director of Community Services, as follows:

a) That a total of $2 million in capital funding for the Canadian Canoe Museum for its proposed new facility, be approved; with the City contributions paid in increments over 4 years and pre-committed as follows: $0.5 million; in each of 2019, 2020, 2021, and 2022;

b) That the Mayor and Clerk be authorized to sign a funding agreement between the City and the Canoe Museum as may be required for the Museum to secure funding commitments from the province and/or federal government;

c) That an annual Service Grant based on the current amount plus any inflationary increases continue to be provided by the City to the Canadian Canoe Museum until such time as the Canoe Museum presents its proposed Business and Operations Plan for the new facility for Council's consideration.

d) That staff report to Council during the 2019 term of Council, to recommend for consideration, an additional $2 million in funding be provided to the Canadian Canoe Museum.

Moved by Councillor Baldwin

That recommendation a) be amended as follows:

That a total of $4M be paid to the Canadian Canoe Museum over 8 years, in $0.5M increments.

"MOTION WITHDRAWN"

Upon the main motion of Councillor Beamer as amended, the motion carried.

Director of Corporate Services
Report CPFS17-059
Fairhaven 2018 Budget

Moved by Councillor Riel

That Council approve the recommendation outlined in Report CPFS17-059, dated November 27, 2017, of the Director of Corporate Services as follows:

That the presentation and budget details presented to the November 28, 2017 Budget Committee by Fairhaven for the 2018 Budget, be received.

"CARRIED"

The Chair called for a recess at 7:12 p.m. The Committee reconvened at 7:25 p.m.

Moved by Councillor Pappas

That staff provide an update report on the Emerald Ash Borer Management Plan by June of 2018.

"CARRIED"

Director of Utility Services
Report USTR17-021
Statutory Holiday Transit Service

The Mayor due to his previously declared interest, did not discuss or vote on the matter.

Moved by Councillor Vassiliadis

That Council approve the recommendation outlined in Report USTR17-021 dated November 27, 2017, of the Director of Utility Services, as follows:

That Report USTR17-021 be received for information.

"CARRIED"

Director of Utility Services
Report USTR17-020
Role of New Traffic Operations Technician

Moved by Councillor Pappas

That Council approve the recommendation outlined in Report USTR17-020 dated November 27, 2017, of the Director of Utility Services, as follows:

That Report USTR17-020 be received for information.

"CARRIED"

Moved by Councillor Pappas

That staff provide a report in 2018 on the cost difference when replacing existing downtown parking meters with new technology to accept bills.

"CARRIED"

Director of Community Services
Report CSSS17-010
Emergency Shelter Funding, Homelessness Support Services Update and a 2019 Budget Pre-commitment

Moved by Councillor Riel

That Council approve the recommendations outlined in Report CSSS17-010 dated November 27, 2017 of the Director of Community Services, as follows:

a) That Staff be directed to negotiate terms of renewed service agreements with Brock Mission, YES Shelter for Youth and Families, Four Counties Addictions Services for Emergency Shelter services, and the Homeless Coordinated Response Team (HCRT) for the period April 1, 2018 to March 31, 2020 at a maximum cost as outlined in Table 1 in the Budget and Financial section of this report;

b) That Staff be directed to negotiate terms of a new service agreement with the Home for Good Supportive Housing Program;

c) That the Warming Room service contract be expanded to provide for year round service delivery until April 30, 2020 and that Staff be directed to negotiate an agreement accordingly;

d) That a draw from the Social Services Homelessness reserve in an amount up to $200,000 for 2018 and up to an additional $200,000 as a pre-commitment in 2019 to assist with additional costs for the homelessness programs in those years be approved;

e) That a by-law be enacted authorizing the Mayor and Clerk to execute renewed service agreements for April 1, 2018 to March 31, 2020 with community partners related to emergency shelter services, Warming Room, Homelessness Coordinated Response Team and to execute new service agreements with service providers for the provincial Home for Good funding; and

f) That Staff be requested to bring forward a follow-up report in late 2019 with an update on the emergency shelter situation, prevention initiatives and recommendations for funding of homelessness programs and services beginning April 1, 2020.

“CARRIED”

Moved by Councillor Pappas

That staff provide a report in 2018 on the Community Drug Strategy Program.

"CARRIED"

Director of Community Services
Report CSD17-029
Showplace Peterborough Funding Request and Pre-commitment of 2019 Capital Budget

Moved by Councillor Riel

That the matter be referred to enable representatives from Showplace to attend Tuesday's Budget Committee meeting to speak further on their funding request.

"CARRIED"

Committee recessed at 9:25 p.m.

Chair Clarke reconvened Committee at 5:00 p.m. in the Chambers on Tuesday, November 28, 2017.

Director of Corporate Services
Report CPFS17-061
Peterborough Police Services 2018 Budget

Mr. Ken East, Police Service Board Member, spoke on behalf of the Peterborough Police Services and provided a presentation on their 2018 budget.

Moved by Councillor McWilliams

That Council approve the recommendation outlined in Report CPFS17-061, dated November 27, 2017, of the Director of Corporate Services as follows:

That the presentation and budget details presented to the November 28, 2017 Budget Committee by Peterborough Police Services Board for the 2018 Budget, be received.

"CARRIED"

Director of Corporate Services
Report CPFS17-058
2018 Budget for Peterborough Public Health

Dr. Salvaterra, Medical Officer of Health, provided an overview of the 2018 Budget for Peterborough Public Health.

Moved by Councillor Therrien

That Council approve the recommendation outlined in Report CPFS17-058, dated November 27, 2017, of the Director of Corporate Services as follows:

That the presentation and budget details presented to the November 28, 2017 Budget Committee by Peterborough Public Health for the 2018 Budget, be received.

"CARRIED"

Director of Corporate Services
Report CPFS17-057
2018 Budget for the Peterborough Humane Society

Susan Dunkley, Manager of Development and Outreach, and Andrew Fraser, Executive Director, Peterborough Humane Society, provided a licencing report for Council consideration.

Councillor Haacke declared a conflict as the Humane Society is a client of his. Due to his declared interest, Councillor Haacke did not discuss or vote on this item.

Moved by Councillor McWilliams

That Council approve the recommendation outlined in Report CPFS17-057, dated November 27, 2017, of the Director of Corporate Services as follows:

That the budget details, presented to the November 28, 2017 Budget Committee by the Peterborough Humane Society for the 2018 Budget, be received.

"CARRIED"

Director of Corporate Services
Report CPFS17-071
2018 Budget for Downtown Business Improvement Area

Terry Guile, Executive Director, of the Downtown Business Improvement Area, spoke to their 2018 Budget.

Moved by Councillor Therrien

That Council approve the recommendation outlined in Report CPFS17-071, dated November 27, 2017, of the Director of Corporate Services as follows:

That the presentation and budget details presented to the November 28, 2017 Budget Committee by Downtown Business Improvement Area for the 2018 Budget, be received.

"CARRIED"

The Committee recessed at 7:30 p.m. and reconvened at 7:40 p.m.

Showplace Peterborough Funding Request and Pre-commitment of 2019 Capital Budget

Emily Martin, Interim General Manager, Pat Hooper, Board Chair, and Earl McLeod, Treasurer, Showplace, spoke to the Showplace budget request.

Moved by Mayor Bennett

That Council approve the recommendations outlined in Report CSD17-029 dated November 27, 2017, of the Director of Community Services, as follows:

a) That Report CSD17-029, which provides more details relating to the recommended increase to the City's 2018 Service Grant to Showplace Peterborough in the amount of $30,000 from the 2017 level of $107,181 to a total of $137,181; and an allocation of $75,000 in capital funding, through Capital Levy, to help leverage funding from senior levels of government for capital improvements in 2018, be received; and

b) That an additional $75,000 in capital funding to Showplace, through Capital Levy, be pre-committed in the 2019 budget to help Showplace leverage funding from senior levels of government for capital improvements in 2019.

"CARRIED"

Moved by Councillor McWilliams

That there be a comparison of operating costs and revenues for dockage with other local marinas, and

That statistics on grey water collection and removal be provided in a report to Council.

"CARRIED"

Moved by Councillor Haacke

a) That a new user fee be listed on Form 6 - User Fees and Charges for the Evinrude Centre, on page 169 of the 2018 Operating Budget Details Book for Non-Prime Time-Floor Rental at a rate of $54.85 effective April 1, 2018; and,

b) A new user fee be listed on Form 6 - User Fees and Charges for the Peterborough Memorial Centre/Morrow Park, on page 172 of the 2018 Operating Budget Details Book for Non-Prime Time-Floor Rental at a rate of $66.14 effective April 1, 2018.

"CARRIED"

Moved by Councillor Baldwin

That a staff report on the provision of security cameras at all arenas be provided to Council in 2018.

"CARRIED"

Committee recessed at 9:25 p.m.

Chair Clarke reconvened Committee at 5:00 p.m. in the Chambers on Wednesday, November 29, 2017.

Director of Corporate Services
Report CPFS17-058
Peterborough Health Team 2018 Budget for the Physician Recruitment Program

Moved by Councillor Baldwin

That Council approve the recommendation outlined in Report CPFS17-058, dated November 27, 2017, of the Director of Corporate Services as follows:

That the presentation and budget details presented to the November 28, 2017 Budget Committee by Peterborough Public Health for the 2018 Budget, be received.

"CARRIED"

Director of Corporate Services
Report CPFS17-055
2018 Budget for the Otonabee Region Conservation Authority

Moved by Councillor Pappas

That Council approve the recommendations outlined in Report CPFS17-055, dated November 27, 2017, of the Director of Corporate Services as follows:

That the budget details presented to the November 28, 2017 Budget Committee by the Otonabee Region Conservation Authority, be received.

"CARRIED"

Director of Corporate Services
Report CPFS17-056
2018 Budget for the Peterborough and The Kawarthas Economic Development

Moved by Councillor Haacke

That Council approve the recommendation outlined in Report CPFS17-056, dated November 27, 2017, of the Director of Corporate Services as follows:

That the presentation and budget details presented to the November 28, 2017 Budget Committee by Peterborough and The Kawarthas Economic Development, be received.

"CARRIED"

Director of Corporate Services
Report CPFS17-060
Peterborough County/City Paramedics Service 2018 Budget

Moved by Councillor Therrien

That Council approve the recommendations outlined in Report CPFS17-060, dated November 27, 2017, of the Director of Corporate Services as follows:

a) That the presentation and budget details presented to the November 28, 2017 Budget Committee by the Peterborough County/City Paramedics Service for the 2018 Budget, be received.

b) That the $4,757,687 provision for Peterborough County/City Paramedics Service included in the 2018 Draft Operating Budget on pages 186-187 of the 2018 Draft Highlights Book be increased by $19,674 to $4,777,361 and that the increase of $19,674 be transferred from the PCCP Reserve.

"CARRIED"

Moved by Councillor Riel

a) That the 2018 budget, representing the levy required by the Downtown Business Improvement Area of the Corporation of the City of Peterborough, be approved in the amount of $304,700 or a 0% increase over the 2017 amount; and,

b) That the DBIA budget line in the amount of $50,000 for security, be used to provide security services in 2018.

"CARRIED"

Moved by Councillor Riel

That the fulltime permanent position of an Age Friendly Coordinator be approved and for the year 2018, the City share of this be taken from reserve and in future years the expense be included in the Social Services Division budget, subject to the County of Peterborough commitment.

"CARRIED"

Moved by Councillor Pappas

That the rent supplement for Housing First increase in the amount of $20,000 be approved and be taken from general contingency.

"CARRIED"

Moved by Councillor Baldwin

That the Security Services Pilot Project for the main branch of the Library in the amount of $21,216 be approved and be taken from Library Reserves.

"LOST"

Director of Corporate Services
Report CPFS17-049
Update on the City's Debt Capacity Limit

Moved by Councillor Beamer

That Council approve the recommendation outlined in Report CPFS17-049 dated November 27, 2017, of the Director of Corporate Services, as follows:

That Report CPFS17-049, providing an update on the City's Debt Capacity limit, be received for information.

"CARRIED"

Director of Corporate Services
Report CPFS17-073
Implications on the 2018 Draft Budget of the Elimination of the Stormwater Protection Fee

Moved by Mayor Bennett

That Council approve the recommendations outlined in Report CPFS17-073 dated November 27, 2017, of the Director of Corporate Services as follows:

a) That the 2018 Draft Budget be amended by replacing Chart 2 on page 9 of the Highlights Book with the new Chart 2 in Report CPFS17-073; and

b) That the 2018 Draft Budget be amended, as applicable, to indicate the Stormwater Protection Fee is not included as part of the 2018 Budget.

"CARRIED"

Upon the original motion of Mayor Bennett (Report CPFS16-065), the motion carried.

Other Business

There were no items of Other Business.

Adjournment

Moved by Councillor Pappas

That this meeting of Budget Committee adjourn at 7:39 p.m.

"CARRIED"

John Kennedy
City Clerk

Councillor Clarke
Chair