Budget Committee Minutes
City Of Peterborough
November 7, 28 and 29, 2011

Minutes of a Meeting of Budget Committee Held on November 7, 28, and 29, 2011, in the General Committee Room and Council Chambers, City Hall

The Budget Committee meeting was called to order at 5:30 p.m. in the Council Chambers.

Roll Call:
Councillor Beamer
Councillor Clarke, Chair
Councillor Doris
Councillor Hall
Councillor Juby
Councillor McWilliams
Councillor Pappas
Councillor Parnell
Councillor Riel
Councillor Vass
Mayor Bennett

Minutes – March 22, April 5, 6, 12, 20 and May 3, 2011 and June 21, 2011

Moved by Councillor Pappas

That the minutes of the Budget Committee meetings held on March 22, April 5, 6, 12, 20 and May 3, 2011 be approved.

"CARRIED"

Moved by Councillor Doris

That the minutes of the Budget Committee meeting held on June 21, 2011 be approved.

"CARRIED"

Disclosure of Pecuniary Interest

There were no declarations of pecuniary Interest.

Director of Corporate Services
Report CPFS11-041
2012 Draft Budget

Moved by Councillor Doris

That Council approve the recommendation outlined in report CPFS11-041 dated November 7, 2011, of the Director of Corporate Services as follows:

That the draft 2012 Budget Documents presentation at the meeting held November 7, 2011, be received and be reviewed in detail during the Budget Committee meetings scheduled the week of November 28, 2011.

"CARRIED"

Recess

Moved by Councillor Pappas

That this meeting of Budget Committee recess until Monday November 28, 2011 at 5:00 p.m.

"CARRIED"

Nancy Wright-Laking
City Clerk

Councillor H. Clarke
Chair

Budget Committee reconvened on Monday November 28, 2011 at 5:00 p.m. in the General Committee Room. All Committee members were present.

Disclosure of Pecuniary Interest

Mayor Bennett disclosed a pecuniary interest in relation to Item Number 2: "2012 Budgets for Outside Agencies and Boards", in so far as it pertains to the Emergency Medical Service as he has ownership in a firm that does business with the EMS.

Moved by Councillor Hall

That an Attendance Update Report be provided that highlights employee absentee rates by department and bargaining unit, including Police Services.

"CARRIED"

Mayor Bennett disclosed a pecuniary interest in respect to the section on Transit Operations.

The Chair called a break at 6:56 p.m. The meeting resumed at 7:10 p.m.

Director of Corporate Service
Chief Administrative Officer
Report CPFS11-043
2012 Draft Budget

Moved by Councillor Doris

That Council approve the recommendation outlined in Report CPFS11-043 dated November 28, 2011, of the Director of Corporate Services, and the Chief Administrative Officer, as follows:

That the recommendations contained in Appendix A of this report be moved for the purpose of discussion.

APPENDIX A
2012 OPERATING AND CAPITAL DRAFT BUDGET RECOMMENDATIONS

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

a) **That the 2012 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 as set out in Book 2 be adopted as part of 2012 Budget process.**

c) **That any unused CAO Budget at the end of 2012 be transferred to the Organizational Development Reserve, subject to the overall year-end position. (Page 15)**

d) **That any unused Peterborough Technology Services Budget, at the end of 2012, be transferred to the Electronic Data Processing (EDP) Reserve, subject to the overall year-end position and that if actual 2012 costs exceed the 2012 Budget, funds may be drawn from the EDP reserve. (Page 21)**

e) **That any unused portion of the 2012 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 2012 Winter Control costs exceed the 2012 Budget, funds may be drawn from the Winter Control reserve. (Page 45)**

f) **That any surplus funds at the end of 2012 for Market Hall be transferred to the Market Hall Capital Reserve for unanticipated maintenance expenses or small capital improvements. (Page 70)**

g) **That any surplus funds at the end of 2012 for the Peterborough Sport and Wellness Centre be transferred to the PSWC Capital Conservation Reserve for future capital improvements. (Page 73)**

h) **That any surplus funds at the end of 2012 for Arenas be transferred to the Arena Equipment Reserve for future equipment purchases. (Page 85)**

i) **That any unspent Repairs and Maintenance budget within the Social Services Division at the end of 2012 be transferred to the Social Services General Assistance Reserve, subject to the overall year end position. (Page 98)**

j) **That any unused Emergency Hostel net budget at the end of 2012 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 2012 Emergency Hostel costs exceed the 2012 Budget, funds may be drawn from the reserve. (Page 98)**

k) **That any unused Community Social Plan net budget at the end of 2012 be transferred to the Community Social Plan 50/50 Reserve for future program development, subject to the overall year end position and that if actual 2012 Community Social Plan costs exceed the 2012 Budget, funds may be drawn from the reserve. (Page 98)**

l) **That any remaining unused Social Services net budget at the end of 2012 be transferred to the Social Services General Assistance Reserve, subject to the overall year end position and that if actual 2012 Social Services costs exceed the 2012 Budget, funds may be drawn from the reserve. (Page 98)**

m) **That any surplus in the 2012 Housing Operating Budget at the end of 2012 be transferred to the Social Housing Reserve, subject to the overall year end position and that if actual 2012 Housing costs exceed the 2012 Budget, funds may be drawn from the Social Housing Reserve. (Page 111)**

n) **That any excess Airport development review fees at the end of 2012 be transferred to the Airport Development Review Reserve for future Airport Development related expenditures and that if the 2012 Airport development review costs exceed the review fees, funds may be drawn from the Airport Development Review Reserve. (Page 114)**

o) **That any unused Building Inspection Budget at the end of 2012 be transferred to the Building Division Reserve and that if actual building inspection costs exceed the 2012 Budget, funds may be drawn from the Building Division Reserve. (Page118)**

p) **That any unused portion of the 2012 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 2012 tax write-off costs exceed the 2012 Budget, funds may be drawn from the Allowance for Doubtful Accounts Reserve. (Page 125)**

q) **That any unused Employee Benefits budget at the end of 2012 be transferred to the Employee Benefits Reserve, subject to the overall year-end position, and that if actual 2012 employee benefits exceed the 2012 Budget, funds may be drawn from the Employee Benefits Reserve. (Page 125)**

r) **That any unused insurance budget at the end of 2012 be transferred to the Insurance Reserve, subject to the overall year-end position and that if actual 2012 insurance costs exceed the 2012 Budget, funds may be drawn from the Insurance Reserve. (Page 125)**

s) **That any unused 2012 Contingency Budget at the end of 2012 be transferred to the Capital Levy Reserve to be used for Capital works subject to the overall 2012 year-end position. (Page 125)**

t) That any unused Police Services Budget at the end of 2012 be transferred to the Police Special Projects Reserve, subject to the overall year-end position, and that if the actual 2012 Police Services costs exceed the 2012 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 129)

u) That any adjustments to the City's portion of the 2012 Land Ambulance Budget be netted against the 2012 general contingency provision. (Page 131)

v) That any unused Land Ambulance Budget at the end of 2012 be transferred to the Land Ambulance Reserve, subject to the overall year-end position, and that if the actual 2012 Land Ambulance costs exceed the 2012 Budget, funds may be drawn from the Land Ambulance Reserve. (Page 131)

w) That any adjustments to the City's portion of ORCA's 2012 Budget, based on the final approved ORCA Budget, be netted against the City's 2012 general contingency provision. (Page 132)

x) That any adjustments to the City's portion of CCHU 2012 Budget, based on the final approved CCHU Budget, be netted against the City's 2012 general contingency provision. (Page 132)

y) That any net surplus funds, after the disposition of the recommendations in this report, from 2012 operations in excess of $100,000 be transferred to the Capital Levy Reserve to be used for capital works. (Page 136)

z) That a by-law be passed to establish the 2012 tax ratios for each property class as set out in the 2012 Operating Budget. (Page 144)

aa) That the 2012 tax rate for farmland awaiting development subclasses be 45% of the residential rate. (Page 144)

ab) That a system of graduated tax rates within the Commercial and Industrial classes not be implemented for 2012. (Page 144)

ac) That the capping policy for 2012 for the Multi-residential, Commercial and Industrial classes be as follows:

- **i. Capping be based on a maximum increase threshold at the greater of 10% of the previous year's annualized capped taxes and 5% of the previous year's annualized CVA tax for the eligible property. (Page 145)**
- **ii. No capping credit be applied for properties where the required billing adjustment is within a $250 credit of the properties' CVA tax; affected properties would be billed at their full CVA tax level. (Page 145)**
- **iii. That properties that achieved CVA tax in 2011 remain at CVA tax from 2012 forward regardless of how reassessment affects the property. (Page145)**
- **iv. That properties that cross over from the clawback to the capping category or vice versa from 2011 to 2012 be taxed at CVA tax. (Page 145)**

ad) That the threshold on the tax level for eligible new construction be 100%. (Page 145)

ae) That the Tax ratio reductions for mandated subclasses of vacant units remain at 30% for the Commercial class and 35% for the Industrial class. (Page 145)

af) That $176,000 of the estimated $4,929,000 total revenues to be received from City of Peterborough Holdings Inc. be used to offset the 2012 municipal tax levy.(Page 159)

ag) i. That the $1,866,800 City share of the Facility Upgrades - Morrow Park Project be financed by a Special Tax Supported debt issue to be considered over and above the tax supported debt authority allowed under the City's Capital Financing Policy. (Page 166)

ii. And that the principal and interest payments related to this special debt issue not be deducted from the Tax Debt Service/Capital Levy Base in calculating future year's Base Capital Levy. (Page 166)

Moved by Councillor Juby

That a report be provided in respect to all opportunities for Market Hall and Showplace to provide efficiency of operations and reduction of costs.

"CARRIED"

Moved by Mayor Bennett

That Mr. Doherty and Mr. Horton have follow-up discussion with County Administration about the sharing relationship of the Community Social Plan, Our Space, and Hostels.

"CARRIED"

Recess

Moved by Councillor Juby

That this meeting of Budget Committee recess at 9:40 p.m. until Tuesday November 29, 2011 at 5:00 p.m.

"CARRIED"

Nancy Wright-Laking
City Clerk

Councillor H. Clarke
Chair

Budget Committee reconvened Tuesday November 29, 2011, 5:00 p.m. in the Council Chambers. All Committee members were present.

Disclosure of Pecuniary Interest

Mayor Bennett disclosed a pecuniary interest in relation to Item Number 2: Emergency Medical Services (EMS) as he has ownership in a firm that does business with the EMS.

Presentations

Nancy Martin, Chair, Peterborough Lakefield Police Service Board and Chief of Police Murray Rodd made a presentation on behalf of the Peterborough Lakefield Community Police Services.

John Butler, Director of Finance, County of Peterborough and Bob English, Chief of Emergency Medical Services made a presentation on behalf of the Peterborough County/City Emergency Medical Services.

Dan Taylor, President and CEO and Tom Sayer, member, Board of Directors, Greater Peterborough Area Economic Development Corporation (GPAEDC) made a presentation on behalf of the GPAEDC.

The Chair called for a break at 7:40 p.m. The meeting resumed at 7:54 p.m.

Dr. Rosana Pellizzari, Medical Officer of Health, Peterborough County-City Health Unit made a presentation.

Joy Husak, Executive Director, Kerri Wellstood, Finance Manager and Doug Pearcy, Chair, Committee of Management of Fairhaven Long Term Care Home made a presentation.

Director of Corporate Services
Report CPFS11-048
2012 Budgets for Outside Agencies and Boards

Moved by Councillor Parnell

That Council approve the recommendation outlined in Report CPFS11-048, dated November 28, 2011, of the Director of Corporate Services as follows:

That presentations and budget details presented to the November 29, 2011 Budget Committee by the Peterborough Lakefield Community Police Services, the Greater Peterborough Area Economic Development Corporation, the County of Peterborough Emergency Management Services, the County City Health Unit and Fairhaven Long Term Care Home be received.

“CARRIED"

The Chair polled Committee members to determine if the majority of members wished to continue the meeting until 10:00 p.m. The meeting continued.

Moved by Mayor Bennett

That the 2012 Police Services Operating Budget, as shown on page 127 of the 2012 Highlights Book, be referred back to the Police Services Board with a request to reduce the Gross Police Services budget to its traditional level, under 10% of the gross City operating budget.

"CARRIED"

Moved by Mayor Bennett

That staff provide a report on the benefits of programmed capital funding at Fairhaven as it relates to the City and County's cost sharing arrangement and Fairhaven's reserves, for the 2013 budget.

Moved by Councillor Vass

That the rules of order be suspended (Article 16.15.2) to continue the meeting after 10:00 p.m., until 11:00 p.m to complete the budget.

"CARRIED"

Moved by Councillor Doris

That the Question be Put

"CARRIED"

Upon the motion by Mayor Bennett, the motion carried.

Director of Corporate Services
Report CPFS11-050
Beyond the Budget - Additional Requests for 2012

Moved by Councillor Beamer

a) That the Temporary Supervisor Position not be converted to Permanent,

b) That two additional temporary positions be approved, funded by provincial subsidy and the incentive reserve.

c) That the Discretionary Benefit budget be increased from the incentive reserve to meet the anticipated demands of implementing the existing policy and that after provincial subsidy the City share be drawn from the incentive reserve.

"CARRIED"

Moved by Councillor Juby

That the DBIA Streetscape budget on page 44 of the 2012 Budget Book be increased by $10, 289 and that the contingency fund be reduced by the same amount and that if possible, this budget be brought to full funding in 2013.

"CARRIED"

Moved by Councillor Riel

That the Greenup budget of $25,000, item 2.03 of page 154 of the 2012 Budget Highlight book be phased-in over two years through the tax levy.

MOTION WITHDRAWN

Moved by Councillor Vass

That the capital fund for public art be moved to fund the construction repairs of the CPR railway bridge.

MOTION WITHDRAWN

Director of Corporate Services
Director of Planning & Development Services
Report CPFS11-051
Trail - CPR Bridge Project Budget Amendment

Moved by Mayor Bennett

That Council approve the recommendations outlined in Report CPFS11-051, dated November 29, 2011, of the Director of Corporate Services and the Director of Planning & Development Services, as follows:

a) That the Trail Development (Project 7-1.02) shown on page 103 of the 2012 Highlights Book and pages 454-455 of the 2012-2021 Capital Budget Details Book be amended, as set out in Appendix B to Report CPFS11-051, to increase the 2012 budget by $500,000 from $500,000 to $1,000,000;

b) That the Otonabee River Trail – Del Crary Park to Little Lake Cemetery (Project 7-1.05) shown on page 103 of the 2012 Highlights Book and pages 460-461 of the 2012-2021 Capital Budget Details Book be amended, as set out in Appendix B to Report CPFS11-051, to reflect a deferral of the 2012 budget amount of $180,000 to 2013; and

c) That the Facility Upgrade – City Hall, Police Station, Provincial Court House and GPAEDC (Project 3-2.01) shown on page 24 of the 2012 Highlights Book and pages 37-38 of the 2012-2021 Capital Budget Details Book be amended, as set out in Appendix B to Report CPFS11-051, to decrease the 2012 budget by $320,000 from $1,220,000 to $900,000.

"CARRIED"

Upon the main motion of Councillor Doris, Report CPFS11-043, Appendix A, pages 13-16 of the 2012 Budget Highlight Book, this motion carried.

Other Business

There was no Other Business

Adjournment

Moved by Mayor Bennett

That this meeting of Budget Committee adjourn at 10:42 p.m.

John Kennedy
Deputy City Clerk

Councillor H. Clarke
Chair