



City of  
**Peterborough**

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**To: Members of the Joint Services Steering Committee**

**From: Sandra Clancy, Director of Corporate Services**

**Meeting Date: October 29, 2015**

**Subject: Report CPFSJSSC15-002  
POA, Social Services, and Housing Draft 2016 Budgets**

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## **Purpose**

A report to present the Draft 2016 POA, Social Services, and Housing Budgets, and to recommend that the Joint Services Steering Committee endorse the budgets and recommend to City and County Councils that the budgets are to be reflected in their respective Draft 2016 Municipal Budget documents.

## **Recommendation**

That the Joint Services Steering Committee approve the recommendation outlined in report CPFSJSSC15-002, dated October 29, 2015, of the Director of Corporate Services, as follows:

That the Joint Services Steering Committee endorse the draft 2016 POA, Social Services, and Housing Budgets, as set out in Appendix A to report CPFSJSSC15-002, and recommend to City and County Councils that the budgets be reflected in their respective draft 2016 Municipal Budget documents.

## Budget and Financial Implications

The following chart summarizes the net tax levy impacts for the City and County.

Description	2015 Net Funding Requirement	2016 Net Funding Requirement	\$ Change	% Change
Col 1	Col 2	Col 3	Col 4	Col 5
<b>County</b>				
POA (Net revenues)	(625,776)	(553,271)	72,505	11.6%
Social Assistance	1,518,800	1,410,578	(108,222)	-7.1%
Children's Services	603,767	660,165	56,398	9.3%
Housing	5,135,761	5,316,404	180,643	3.5%
<b>Total County</b>	<b>6,632,552</b>	<b>6,833,876</b>	<b>201,324</b>	<b>3.0%</b>
<b>City</b>				
POA (Net revenues)	(533,068)	(467,524)	65,544	12.3%
Social Assistance	6,774,764	6,398,859	(375,905)	-5.5%
Children's Services	1,446,390	1,499,329	52,939	3.7%
Housing	4,374,908	4,539,516	164,608	3.8%
<b>Total City</b>	<b>12,062,994</b>	<b>11,970,180</b>	<b>(92,814)</b>	<b>-0.77%</b>

## Background

City staff will be presenting the attached draft 2016 budgets for the POA, Social Services, and Housing areas during the October 29, 2015 Joint Services Steering Committee.

The overall percentage increase for the County is 3% while the City is experiencing a 0.77% decrease. This is being driven by several factors. The County's share of the prior year's weighted assessment has increased to 54.2%, up from 54% in 2015. This impacts the sharing of net POA revenues and the County's share of the Housing budget.

With Social Assistance, Ontario Works caseloads have been budgeted with a zero net increase for both the City and County, however, the average cost per case continues to increase for both municipalities and is based upon actual experience. For 2016, it is expected that the average cost per case for the City will increase 1.2% or \$8.57 to an average of \$698.15 and the average cost per case will increase 2.5% for the County or \$17.02 for an average total of \$694.39.



## **Appendix A**

Draft 2016 Budgets for POA, Social Services, Social Housing

# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 2015 Budget \$
<b>POA Office</b>					
<b>Expenditures</b>					
Provincial Offences Act Office	1,241,156	1,244,846	1,291,205	4.0%	50,049
	<b>1,241,156</b>	<b>1,244,846</b>	<b>1,291,205</b>	<b>4.0%</b>	<b>50,049</b>
<b>Revenues</b>					
Provincial Offences Act Office	1,774,224	1,978,423	1,758,729	-0.9%	-15,495
	<b>1,774,224</b>	<b>1,978,423</b>	<b>1,758,729</b>	<b>-0.9%</b>	<b>-15,495</b>
<b>Net Requirements</b>					
Provincial Offences Act Office	-533,068	-733,577	-467,524	12.3%	65,544
	<b>-533,068</b>	<b>-733,577</b>	<b>-467,524</b>	<b>12.3%</b>	<b>65,544</b>

2016 Note: The \$1,758,729 Budgeted Revenues for POA is comprised of Gross Budgeted POA Revenues (\$2,312,000) less the County's share of POA Net revenues (\$553,271)

**2016 Operating Budget**

**Department:** Legal Services

**Activity Name:** Provincial Offences Office

**Division:** Provincial Offences Office

**Budget Account #:** 101-183

**Statement of Purpose:**

The Provincial Offences Office is responsible for administration, courtroom support and municipal prosecution of Provincial Offences Act (POA) offences as well as municipal by-laws within the City and County of Peterborough. The POA office ensures compliance with the Act, the Memorandum of Understanding (MOU) with the Ministry of the Attorney General and the Inter-municipal Service Agreement.

**Highlights:**

Net revenues are divided between the City and County of Peterborough based on the prior year's relative weighted assessment. The County's share for 2016 is 54.2%, up from 54% in 2015. The City's share is 45.8%.

The number of charges issued is the primary driver of the POA Court system, however the Court has no influence on the number of charges issued by enforcement agencies. The charges laid are based on the type of offences that occur and the enforcement resources available to address those offences. POA revenues are generated by payment of fines and it is anticipated that fine revenue will remain constant.

Staff negotiated a three year lease extension with the Ministry of the Attorney General for its continued use of 70 Simcoe Street. Since that building is owned by the City, a POA Facility Needs Study has been budgeted for \$25,000 in 2016's Capital Budget.

**Performance Data/Work Program:**

In 2014, the collection of defaulted fines decreased by 3% and charges filed by 2%.

	2013	2014	2015
Defaulted Fines Collected	\$1,206,266	\$1,161,777	\$1,226,712

<b>Charges Filed</b>	<b>2013</b>	<b>2014</b>	<b>2015 (Forecast)</b>
Federal Part 1 & Part 3	136	129	66
Part 1 Tickets	18,464	18,715	19,203
Parking	6,849	6,403	6,504
Part 3 Informations	1,906	1,426	1,464
<b>Totals</b>	<b>27,355</b>	<b>26,673</b>	<b>27,237</b>

# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 2015 Budget \$
<b>POA Office</b>					
<b>Expenditures</b>					
Personnel	683,597	686,986	737,455	7.9%	53,858
Contractual	333,540	333,540	332,405	-0.3%	-1,135
Materials, Supplies	44,170	44,170	43,770	-0.9%	-400
Repairs, Maintenance	500	500	500	0.0%	0
Fees	86,277	86,277	83,255	-3.5%	-3,022
Inter-departmental Charges	41,437	41,437	42,300	2.1%	863
New Equipment	1,000	1,001	1,000	0.0%	0
Rentals	35,000	35,000	33,000	-5.7%	-2,000
Travelling, Training	15,635	15,935	17,520	12.1%	1,885
	<b>1,241,156</b>	<b>1,244,846</b>	<b>1,291,205</b>	<b>4.0%</b>	<b>50,049</b>
<b>Revenues</b>					
Fine Revenue	2,400,000	2,712,000	2,312,000	-3.7%	-88,000
<b>Net Municipal Share</b>	<b>-1,158,844</b>	<b>-1,467,154</b>	<b>-1,020,795</b>	<b>-11.9%</b>	<b>138,049</b>
County Allocation	625,776	733,577	553,271	-11.6%	-72,505
<b>NET REQUIREMENT</b>	<b>-533,068</b>	<b>-733,577</b>	<b>-467,524</b>	<b>-12.3%</b>	<b>65,544</b>

**2016 - 2025 Capital Budget Justification  
Other Capital Assets**

**Department:** Corporate Services

**Budget Reference #:** 3-1.05

**Division:** Finance - Property

**Project Name & Description**

POA Facility Needs Study

**Commitments Made**

**Effects on Future Operating Budgets**

**Project Detail, Justification & Reference Map**

The necessity to combine the Provincial Offenses Act (POA) Office and Courtroom into one facility can be accommodated in the City owned building at 70 Simcoe Street. The Lease agreement in place with the Ministry of the Attorney General will expire December 31, 2017 with two optional three month extensions until June 30, 2018.

The purpose-built building is ideal to relocate all of the POA operations, with renovations to be determined. However the space requirement needs of the POA (in compliance with the Provincial Guidelines for Courthouses) is less than the actual square footage of the building and therefore uses of the remaining space must also be determined through the POA Facility Needs Study.

**Accessibility Considerations**

Full accessibility requirements of the entire facility will be included in any re-design of the facility to comply with current codes.



**Other Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2016-2025 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2016	REQUESTED					2021 to 2025	2026 to 2040
				2016	2017	2018	2019	2020		
<b>Department</b>	Corporate Services									
<b>Division</b>	Finance - Property									
<b>Project Description</b>	POA Facility Needs Study									
<b>Project #</b>	3-1.05									
<b>Expenditures</b>										
Contractual Services		25.0		25.0						
<b>Total Direct Revenue</b>										
<b>Direct Revenue</b>										
Other Mun-grants & fees		13.5		13.5						
<b>Total Direct Revenue</b>		<u>13.5</u>		<u>13.5</u>						
<b>Net Requirements</b>		<u>11.5</u>		<u>11.5</u>						
<b>To Be Financed From:</b>										
Capital Levy		<u>11.5</u>		<u>11.5</u>						



# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 2015 Budget \$
<b>Social Assistance</b>					
<b>Expenditures</b>					
Ontario Works Administration and Employment Services	10,825,509	10,816,313	11,625,547	7.4%	800,038
Ontario Works Mandatory Benefits	33,245,000	32,991,000	33,736,000	1.5%	491,000
Discretionary Benefits	1,688,390	1,688,390	1,688,390	0.0%	0
Homemakers and Nurses	100,000	100,000	100,000	0.0%	0
Housing and Homelessness	4,166,110	4,316,110	4,119,124	-1.1%	-46,986
Addiction Services	572,036	572,036	603,127	5.4%	31,091
	<b>50,597,045</b>	<b>50,483,849</b>	<b>51,872,188</b>	<b>2.5%</b>	<b>1,275,143</b>
<b>Revenues - County Contribution</b>					
Ontario Works Administration and Employment Services	707,195	672,393	769,641	8.8%	62,446
Ontario Works Mandatory Benefits	483,750	484,881	334,428	-30.9%	-149,322
Discretionary Benefits	66,371	62,068	57,476	-13.4%	-8,895
Homemakers and Nurses	4,554	4,554	4,554	0.0%	0
Housing and Homelessness	246,000	246,000	230,023	-6.5%	-15,977
Addiction Services	10,930	10,930	14,456	32.3%	3,526
	<b>1,518,800</b>	<b>1,480,826</b>	<b>1,410,578</b>	<b>-7.1%</b>	<b>-108,222</b>
<b>Revenues - Provincial &amp; Other</b>					
Ontario Works Administration and Employment Services	6,665,536	6,861,049	7,125,141	6.9%	459,605
Ontario Works Mandatory Benefits	30,434,176	30,202,517	31,812,662	4.5%	1,378,486
Discretionary Benefits	1,143,462	1,147,765	1,112,357	-2.7%	-31,105
Homemakers and Nurses	80,000	80,000	80,000	0.0%	0
Housing and Homelessness	3,472,563	3,622,513	3,414,500	-1.7%	-58,063
Addiction Services	507,744	507,744	518,091	2.0%	10,347
	<b>42,303,481</b>	<b>42,421,587</b>	<b>44,062,751</b>	<b>4.2%</b>	<b>1,759,270</b>
<b>Net Requirements</b>					
Ontario Works Administration and Employment Services	3,452,778	3,282,871	3,730,765	8.1%	277,987
Ontario Works Mandatory Benefits	2,327,074	2,303,602	1,588,910	-31.7%	-738,164
Discretionary Benefits	478,557	478,557	518,557	8.4%	40,000
Homemakers and Nurses	15,446	15,446	15,446	0.0%	0
Housing and Homelessness	447,547	447,597	474,601	6.0%	27,054
Addiction Services	53,362	53,362	70,580	32.3%	17,218
	<b>6,774,764</b>	<b>6,581,435</b>	<b>6,398,859</b>	<b>-5.5%</b>	<b>-375,905</b>

**Department:** Community Services

**Activity Name:** Social Assistance and Homelessness

**Division:** Social Service

**Budget Account #:** 521, 525, 527, 532, 539, 546, 555, 557, 563, 564, 577

**Statement of Purpose:**

To provide for personnel and other client program costs to deliver Financial Assistance, Employment Services, Homemakers services and Homelessness Intervention. Eligible residents receive help with costs of food, shelter, clothing and health related items, as well as job search and skills training.

**Highlights:**

The Provincial upload of social assistance benefit costs continues. In 2016, benefits will be cost shared 94.2% by the Province and 5.8% by municipalities. As a result, the net municipal social assistance budgets are decreasing. The gross cost per case has increased by 1.5% due to benefit enhancements announced by the Province.

An additional 0.4 FTE staff is requested in the OW administration line. This is proposed to be effective July 1, 2016 and would result in a part time permanent position move to full time. The position is focused on Training and Development and Quality Assurance. Succession planning, training in new systems and ongoing customer service improvements require additional management resourcing to be effective.

The municipal contribution towards Discretionary Benefits will continue through a combination of Social Services Reserve contribution of \$61,814 and an allocation of \$40,000 of upload.

The Ministry of Municipal Affairs and Housing has confirmed the Community Homelessness Prevention Initiative (CHPI) funding of \$3,314,500 for the next two fiscal years (to March 31, 2017). Additional investments in Housing First programming from Ministry of Health have resulted in less need to fund mental

health programming through the municipal budget. However, there continues to be a significant need to help people obtain or retain housing, as noted in the December 1, 2014 Report C55S14-008 Community Homelessness Prevention Initiative Funding. To sustain 2015 levels, an additional \$100,000 draw from the City reserve is proposed and an increase in the net requirement of \$27,054. Although Schedule A of the Consolidated Service Manager Agreement currently caps the contribution to homelessness at \$204,000, the request from the County for 2015 is \$230,023. The additional contribution from the County and increase to the City requirement will result in approximately \$1.8 million overall for the Housing Stability Fund (HSF). CHPI funding will also be used towards rent supplements including some additional rent supplements associated with the Housing First initiative.

**Performance Data/Work Program:**

\* This chart includes City and County figures.

<b>Social Assistance Statistics</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2016 (Forecast)</b>
OW Caseload	3,833	3,962	3,962
Gross OW Monthly Cost per Case	\$675.75	\$687.45	\$697.49
# of Issuances of HSF for OW & ODSP Clients	3,388	3,384	3,384
Shelter Days of Care Provided	22,154	21,931	21,931

# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 2015 Budget \$
<b>Social Assistance</b>					
<b>Expenditures</b>					
Personnel	7,428,285	7,428,295	8,068,607	8.6%	640,322
Contractual	41,073,430	40,819,100	41,579,349	1.2%	505,919
Materials, Supplies	114,008	112,209	114,310	0.3%	302
Repairs, Maintenance	10,000	10,000	20,000	100.0%	10,000
Debt Charges	187,439	187,439	278,095	48.4%	90,656
Fees	7,342	6,842	6,894	-6.1%	-448
Inter-departmental Charges	994,821	1,144,821	1,000,785	0.6%	5,964
New Equipment	24,000	34,000	34,000	41.7%	10,000
Rentals	635,016	620,000	640,000	0.8%	4,984
Travelling, Training	159,636	158,075	167,080	4.7%	7,444
Recoveries	-36,932	-36,932	-36,932	0.0%	0
	<b>50,597,045</b>	<b>50,483,849</b>	<b>51,872,188</b>	<b>2.5%</b>	<b>1,275,143</b>
<b>Revenues</b>					
Ontario grants	41,349,633	41,465,806	43,284,965	4.7%	1,935,332
County and Other Municipal grants & fees	1,518,800	1,480,826	1,410,578	-7.1%	-108,222
Fees, Service Charges, Donations	575,080	616,854	589,080	2.4%	14,000
Transfers from Own funds	72,254	72,254	0	-100.0%	-72,254
Contribution from Reserve	306,514	266,674	161,814	-47.2%	-144,700
Contributions From Capital Fund	0	0	26,892	0.0%	26,892
	<b>43,822,281</b>	<b>43,902,414</b>	<b>45,473,329</b>	<b>3.8%</b>	<b>1,651,048</b>
<b>NET REQUIREMENT</b>	<b>6,774,764</b>	<b>6,581,435</b>	<b>6,398,859</b>	<b>-5.5%</b>	<b>-375,905</b>



# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 2015 Budget \$
<b>Children's Services and Community Social Plan</b>					
<b>Expenditures</b>					
Children's Services Administration	655,513	703,058	701,009	6.9%	45,496
Directly Operated Child Care	1,470,597	1,500,449	1,669,507	13.5%	198,910
Early Learning	9,254,422	10,312,889	10,312,889	11.4%	1,058,467
Social Assistance Restructuring	141,686	141,686	141,686	0.0%	0
Community Social Plan	323,653	318,702	379,161	17.2%	55,508
	<b>11,845,871</b>	<b>12,976,784</b>	<b>13,204,253</b>	<b>11.5%</b>	<b>1,358,382</b>
<b>Revenues - County Contribution</b>					
Children's Services Administration	49,364	49,231	62,977	27.6%	13,613
Directly Operated Child Care	85,962	77,074	101,226	17.8%	15,264
Early Learning	288,128	290,032	312,342	8.4%	24,214
Social Assistance Restructuring	24,087	24,087	24,087	0.0%	0
Community Social Plan	156,226	151,630	159,533	2.1%	3,307
	<b>603,767</b>	<b>592,054</b>	<b>660,165</b>	<b>9.3%</b>	<b>56,398</b>
<b>Revenues - Provincial &amp; Other</b>					
Children's Services Administration	465,651	513,708	476,093	2.2%	10,442
Directly Operated Child Care	1,142,129	1,204,012	1,307,984	14.5%	165,855
Early Learning	8,146,234	9,197,382	9,197,382	12.9%	1,051,148
Community Social Plan	41,700	41,700	63,300	51.8%	21,600
	<b>9,795,714</b>	<b>10,956,802</b>	<b>11,044,759</b>	<b>12.8%</b>	<b>1,249,045</b>
<b>Net Requirements</b>					
Children's Services Administration	140,498	140,119	161,939	15.3%	21,441
Directly Operated Child Care	242,506	219,363	260,297	7.3%	17,791
Early Learning	820,060	825,475	803,165	-2.1%	-16,895
Social Assistance Restructuring	117,599	117,599	117,599	0.0%	0
Community Social Plan	125,727	125,372	156,328	24.3%	30,601
	<b>1,446,390</b>	<b>1,427,928</b>	<b>1,499,329</b>	<b>3.7%</b>	<b>52,939</b>

**Department: Community Services**

**Activity Name: Children's Services and Community Social Plan**

**Division: Social Services**

**Budget Account #: 101-501, 503, 505, 508, 511, 517, 547**

**Statement of Purpose:**

To provide for personnel and other support costs to deliver Children's Services. Fee subsidy to eligible families, operating grants to licensed child care providers and Special Needs resources results in quality care for children and allows families to attend to their employment and training needs.

Also included is the cost of other community development initiatives and planning activities that the Social Services Division is involved with.

**Highlights:**

In 2016, there continues to be an increase in licensed child care spaces in the City and the County, primarily due to growth of before and after school programs. This changes the City/County cost shares from 74/26% in 2015 to 72%/28% in 2016.

Children's Services administration will continue to have costs related to the administration of the new Wage Enhancement Grant. The program costs are covered by 100% provincial funds. The Ministry of Education allocation for child care is expected to remain the same as what was received in 2015. \$200,000 of the unconditional grant has been budgeted for continued Early Learning transition, leaving \$180,806 of this grant.

The Directly Operated Child Care program has partially offset rising costs by budgeting a 2.0% increase in parent fees. The expansion of the Directly Operated School Age program has met the need for additional spaces now that full day kindergarten has been fully implemented and additional revenue from these spaces is also helping to offset rising costs facing the whole directly operated program. The lease at Pearson is now on a

year to year basis and staff continue to explore various future location options.

The Community Social Plan (CSP) will continue to improve the delivery of information, referrals, and support to enhance social development and fill service gaps. The following draws on the CSP reserve is planned: \$5,000 for the access to recreation project, \$15,000 for the Healthy Kids initiative and \$43,300 towards the Age Friendly plan. The CSP budget continues to be 40/60 City/County split. New in 2016 is a \$20,000 contribution to Community Care Peterborough for senior services and transportation and \$10,000 to support the activities and operation of the Peterborough Council on Aging. The Community Care contribution is budgeted to be fully covered by the City due to an increase in volume of services required within the City. The remaining agency supports, including United Way, Peterborough Social Planning Council and Kawartha Food Share, are shared by City/County 50/50.

**Performance Data/Work Program:**

<b>Children's Services Statistics</b>	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>2016 (Forecast)</b>
Children Served	1,803	2,046	1,848
Licensed Child Care Spaces	2,905	2,913	3,016
Individuals Assisted at County Drop-Ins	514	400	450
Senior Events Participants	954	2,000	2,000



# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 2015 Budget \$
<b>Children's Services</b>					
<b>Expenditures</b>					
Personnel	1,938,674	2,005,843	2,181,082	12.5%	242,408
Contractual	9,604,414	9,956,025	10,030,394	4.4%	425,980
Materials, Supplies	73,028	78,268	82,285	12.7%	9,257
Repairs, Maintenance	23,500	23,500	24,341	3.6%	841
Fees	27,959	29,334	28,856	3.2%	897
Other Transfers	91,686	91,686	61,686	-32.7%	-30,000
Inter-departmental Charges	131,783	841,109	842,858	539.6%	711,075
New Equipment	2,150	2,650	2,659	23.7%	509
Rentals	103,905	101,572	104,511	0.6%	606
Travelling, Training	28,308	26,333	26,128	-7.7%	-2,180
Recoveries	-179,536	-179,536	-180,548	0.6%	-1,012
	<b>11,845,871</b>	<b>12,976,784</b>	<b>13,204,253</b>	<b>11.5%</b>	<b>1,358,382</b>
<b>Revenues</b>					
Ontario grants	8,225,707	9,298,523	9,260,908	12.6%	1,035,201
Canada grants	0	48,503	48,503	0.0%	48,503
County and Other Municipal grants & fees	603,767	592,054	660,165	9.3%	56,398
Fees, Service Charges, Donations	1,328,307	1,368,076	1,472,048	10.8%	143,741
Contribution from Reserve	241,700	241,700	263,300	8.9%	21,600
	<b>10,399,481</b>	<b>11,548,856</b>	<b>11,704,924</b>	<b>12.6%</b>	<b>1,305,443</b>
<b>NET REQUIREMENT</b>	<b>1,446,390</b>	<b>1,427,928</b>	<b>1,499,329</b>	<b>3.7%</b>	<b>52,939</b>

**2016 - 2025 Capital Budget Justification  
Tangible Capital Assets**

**Department:** Community Services

**Budget Reference #:** 6-10.01

**Division:** Ontario Works - Social Services

**Project Name & Description**

Social Services Office Leasehold Improvements and Furniture Replacement

**Commitments Made**

In August 2015, the renovation and supply and installation of new office furniture for Social Services was awarded. Work began in September 2015 (see Administrative Staff Committee reports CPPS15-031 Award of RFT T-21-15 for Social Services Renovation and CPPS15-032 Award of RFT T-58-15 for the Supply and Installation of New Office Furniture for the Social Services Renovation).

**Effects on Future Operating Budgets**

The repayment of the loan from the Social Assistance reserve is reflected in the occupancy cost of the OW administration budget and as such is cost shared between the Province, City and County.

**Project Detail, Justification & Reference Map**

The project includes the re-design of the first and second floor of the Charlotte and Simcoe Street buildings. The design includes layout changes for the reception area, including moving reception to the first floor, adding some additional workstations on the second floor, and opening up part of the Simcoe Street first floor for a staff meeting room. These changes will ensure the space on these floors meets the Accessibility for Ontarians with Disabilities Act (AODA) standards and will improve client service flow and will result in the most efficient use of the existing space possible. The project budget also includes furniture replacement for staff and client use to maximize the space and meet ergonomic and accessibility requirements. Phase 2 will take place in 2016 and includes some minor renovations to the third and fourth floors, including improvement of lighting, wall and floor coverings.

**Accessibility Considerations**

Improvements in accessibility are a high priority of the leasehold improvements.

**Tangible Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2016-2025 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2016	REQUESTED					2021 to 2025	2026 to 2040
				2016	2017	2018	2019	2020		
<b>Department</b>	Community Services									
<b>Division</b>	Ontario Works - Social Services									
<b>Project Description</b>	Leaseholds & Furniture									
<b>Project #</b>	6-10.01									
<b>Expenditures</b>										
Contractual Services		2,570.0	2,070.0	500.0						
<b>Total Direct Revenue</b>										
<b>Net Requirements</b>		<u>2,570.0</u>	<u>2,070.0</u>	<u>500.0</u>						
<b>To Be Financed From:</b>										
<b>Debentures</b>										
Deb Rev-Owner's Share		1,900.0	1,900.0							
Loan from Reserve		670.0	170.0	500.0						
<b>Total Debenture Financing</b>		<u>2,570.0</u>	<u>2,070.0</u>	<u>500.0</u>						

**2016 - 2025 Capital Budget Justification  
Other Capital Assets**

**Department:** Community Services

**Budget Reference #:** 6-10.02

**Division:** Ontario Works - Social Services

**Project Name & Description**

Brock Street Mission – Revitalization and Supportive Housing

**Commitments Made**

The Housing and Homeless plan was approved by Council in November 2013. Commitment 18 in the Plan outlines the need to improve the physical space and services for homeless men. A feasibility study was completed in 2015 outlining deficiencies that must be addressed, including the current building does not meet accessibility codes, all mechanical and electrical systems must be replaced, upgrades to hydro and water systems are required, the building is not fire-separated between occupancies and the building envelope is in poor condition (walls, roof, windows). Through the architectural review it has been determined that a tear down and rebuild of the building on the current site would be the most cost effective way to improve the facility and address accessibility issues.

**Effects on Future Operating Budgets**

**Project Detail, Justification & Reference Map**

Brock Mission is undergoing changes that will allow for the provision of emergency shelter program for men as well as a supportive housing program for men similar to the supportive housing program for women at Cameron House. The estimated cost of the project is between \$5 and \$6 million dollars.

The initial building design will provide for 30 shelter beds and 15 single room occupancy style bedrooms. The project will require rezoning to include longer term residence to the current use of the building as an emergency shelter.

Through PLHD15-002, Council has conditionally approved \$1.5 million of the Investing in Affordable Housing dollars be allocated to Brock Mission men's shelter for the addition of single room occupancy rental units for men.

\$500,000 is proposed as the Social Services contribution towards the cost of the shelter improvements. This is proposed to be cost shared between the City and County using the caseload split of 83/17 with the City share of \$415,000 to come from the Social Services Division General Assistance Reserve in two installments of \$207,500 each in 2015 and 2016. Any capital funding not used in 2015 will carry over for use in 2016. The remaining cost of the building will be the responsibility of Brock Mission through financing and a capital campaign.

**Other Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2016-2025 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2016	REQUESTED					2021 to 2025	2026 to 2040
				2016	2017	2018	2019	2020		
<b>Department</b>	Community Services									
<b>Division</b>	Ontario Works - Social Services									
<b>Project Description</b>	Brock Street Mission - Revitalization & Supportive Housing									
<b>Project #</b>	6-10.02									
<b>Expenditures</b>										
Contractual Services		600.0	350.0	250.0						
<b>Total Direct Revenue</b>										
<b>Direct Revenue</b>										
Other Mun-grants & fees		93.5	51.0	42.5						
<b>Total Direct Revenue</b>		<u>93.5</u>	<u>51.0</u>	<u>42.5</u>						
<b>Net Requirements</b>		<u>506.5</u>	<u>299.0</u>	<u>207.5</u>						
<b>To Be Financed From:</b>										
<b>Reserves</b>										
Social Housing - DOOR Funding		50.0	50.0							
Social Services Reserve		456.5	249.0	207.5						
<b>Total Reserves</b>		<u>506.5</u>	<u>299.0</u>	<u>207.5</u>						



# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 460 - FORM 1 - H
<b>Housing</b>					
<b>Expenditures</b>					
Housing Administration	970,134	968,684	1,034,973	6.7%	64,839
Peerborough Housing Corporation	3,148,000	3,148,000	3,424,000	8.8%	276,000
Rent Supplement Programs	1,677,108	1,619,814	1,628,150	-2.9%	-48,958
Non Profit and Native Housing Providers	6,925,000	6,925,000	6,871,500	-0.8%	-53,500
Housing Resource Centre	283,500	283,500	289,160	2.0%	5,660
Housing Access Peterborough	133,800	133,800	136,500	2.0%	2,700
Special Program Funding - DOOR	750,000	750,000	125,000	-83.3%	-625,000
Special Program Funding - IAH	1,197,839	1,784,128	2,022,740	68.9%	824,901
	<b>15,085,381</b>	<b>15,612,926</b>	<b>15,532,023</b>	<b>3.0%</b>	<b>446,642</b>
<b>Revenues</b>					
Housing Administration	535,372	535,036	561,373	4.9%	26,001
Peerborough Housing Corporation	2,005,556	1,951,556	2,191,200	9.3%	185,644
Rent Supplement Programs	1,156,589	1,099,295	1,103,796	-4.6%	-52,793
Non Profit and Native Housing Providers	4,839,775	4,839,775	4,758,542	-1.7%	-81,233
Housing Resource Centre	153,090	153,090	156,146	2.0%	3,056
Housing Access Peterborough	72,252	72,252	73,710	2.0%	1,458
Special Program Funding - DOOR	750,000	750,000	125,000	-83.3%	-625,000
Special Program Funding - IAH	1,197,839	1,784,128	2,022,740	68.9%	824,901
	<b>10,710,473</b>	<b>11,185,132</b>	<b>10,992,507</b>	<b>2.6%</b>	<b>282,034</b>
<b>Net Requirements</b>					
Housing Administration	434,762	433,648	473,600	8.9%	38,838
Peerborough Housing Corporation	1,142,444	1,196,444	1,232,800	7.9%	90,356
Rent Supplement Programs	520,519	520,519	524,354	0.7%	3,835
Non Profit and Native Housing Providers	2,085,225	2,085,225	2,112,958	1.3%	27,733
Housing Resource Centre	130,410	130,410	133,014	2.0%	2,604
Housing Access Peterborough	61,548	61,548	62,790	2.0%	1,242
	<b>4,374,908</b>	<b>4,427,794</b>	<b>4,539,516</b>	<b>3.8%</b>	<b>164,608</b>

**Department:** Planning and Development Services

**Activity Name:** Housing

**Division:** Housing

**Budget Account #:** 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806

**Statement of Purpose:**

The City of Peterborough is the provincially designated Service Manager for a portfolio of approximately 2,000 social housing units in the City and County, managed by 18 non-profit providers and Peterborough Housing Corporation (PHC). Social housing is subsidized by the City and County. The City also manages new Affordable Housing Programs which are funded by senior governments to construct affordable rental housing, and assist low-income households by providing loans and grants. This work is guided by the Ten-year Housing and Homelessness Plan (2014 to 2024).

**Highlights:**

The majority of the Housing Division’s budget is for social housing, as prescribed by the Housing Services Act. A consolidated service agreement between the City and County sets the cost sharing formula until 2018. The County's share is 54.2% in 2016 (54.0% in 2015).

The City's legislated responsibilities for social housing include:

- Maintaining service levels (1,569 units which are rent geared-to-income);
- Calculating and paying annual subsidies using several funding formulas;
- Managing a social housing waiting list (Housing Access Peterborough);
- Providing local rules about eligibility, priority and occupancy of social housing;
- Conducting operational reviews; and,
- Reporting to the Province on annual compliance.

The Division’s annual work program consists of activities in

Social Housing, Rent Supplement and other rental support programs, Affordable Housing Programs and Policy Development. The City is the sole shareholder of PHC.

Social housing is a community asset that has an assessed value of \$124.2 million dollars. The City plans for the future of this stock and takes measures to preserve this asset. City staff provides professional advice about asset and property management, capital repair, and good governance to the staff and hundreds of volunteers on the non-profit Board of Directors that own and manage the portfolio.

The Division designs and delivers Affordable Housing Programs, negotiates for funding with the Province and other partners, monitors construction of Affordable Housing projects, and ensures annual program compliance.

The Division has service contracts with the Housing Resource Centre (HRC is operated by the Community Counselling and Resource Centre) and Housing Access Peterborough (HAP is delivered by PHC). The Division supports the work of the Affordable Housing Action Committee (AHAC), their annual publication (Housing is Fundamental) and periodic research projects.

**Performance Data/Work Program:**

The need for affordable housing in the City and County is measured annually as follows: households on the social housing waiting list have declined by about 36 households to 1,474; the average two-bedroom apartment monthly rent has increased by about 4% to \$952 since 2013; and the vacancy rate is 2.9%, down from 4.8% in 2013 indicating that there are fewer vacant rental units.



# CITY OF PETERBOROUGH

## 2016 Operating Budget

Description	2015 Approved	2015 Preliminary Actual	2016 Recommended	Variances 2015 - 2016 Budget	
				Over (Under) 2015 Budget %	Over (Under) 2015 Budget \$
<b>Housing</b>					
<b>Expenditures</b>					
Personnel	677,483	677,483	691,923	2.1%	14,440
Contractual	14,817,897	15,242,289	15,165,900	2.3%	348,003
Materials, Supplies	3,200	3,000	3,000	-6.3%	-200
Inter-departmental Charges	29,801	29,801	30,500	2.3%	699
Travelling, Training	17,000	16,600	20,700	21.8%	3,700
Contributions to Reserves	250,000	503,753	330,000	32.0%	80,000
Recoveries	-710,000	-860,000	-710,000	0.0%	0
	<b>15,085,381</b>	<b>15,612,926</b>	<b>15,532,023</b>	<b>3.0%</b>	<b>446,642</b>
<b>Revenues</b>					
Ontario grants	4,824,712	5,300,925	5,504,063	14.1%	679,351
County and Other Municipal grants & fees	5,135,761	5,080,454	5,316,404	3.5%	180,643
Fees, Service Charges, Donations	0	53,753	47,040	0.0%	47,040
Contribution from Reserve	750,000	750,000	125,000	-83.3%	-625,000
	<b>10,710,473</b>	<b>11,185,132</b>	<b>10,992,507</b>	<b>2.6%</b>	<b>282,034</b>
<b>NET REQUIREMENT</b>	<b>4,374,908</b>	<b>4,427,794</b>	<b>4,539,516</b>	<b>3.8%</b>	<b>164,608</b>

**2016 - 2025 Capital Budget Justification  
Tangible Capital Assets**

**Department:** Planning and Development Services

**Budget Reference #:** 7-4.01

**Division:** Planning - Housing

**Project Name & Description**

Housing - Capital Repairs

**Commitments Made**

**Effects on Future Operating Budgets**

This investment in upgrading and maintaining the existing aging portfolio will help provide safe reliable housing, reduce operating costs, reduce waiting lists, and enable the City to maintain the portfolio to meet the Province's required service level standard.

**Project Detail, Justification & Reference Map**

The \$125,000/year is a "placeholder" that deals with emergency repairs only until a strategic asset management plan can be considered by Council. This capital reserve will accumulate, with City and County contributions based on the weighted assessment sharing ratios, as long as no emergency repairs are required to be funded within the year.

Past government initiatives, such as the 2008 Social Housing Capital Repair Fund provided the City with \$0.85 million, and the 2009/2010 Social Housing Renovation and Retrofit Program (SHRRP) provided the City with \$5.4 million, to help fund immediately needed repairs. These programs took the pressure off in the short term but have now ended and there are no signs of any new programs to replace them. The Investment in Affordable Housing Program (IAH) and the Extension Program (IAH-E) do not allow any money to be directed to social housing projects.

**Tangible Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2016-2025 & Subsequent Years  
 (\$000)

	Project Total	Approved Pre-2016	REQUESTED					2021 to 2025	2026 to 2040
			2016	2017	2018	2019	2020		
<b>Department</b>	Planning and Development Services								
<b>Division</b>	Planning - Housing								
<b>Project Description</b>	Housing - Capital Repairs								
<b>Project #</b>	7-4.01								
<b>Expenditures</b>									
Contractual Services	5,725.0	300.0	125.0	125.0	125.0	150.0	150.0	875.0	3,875.0
<b>Total Direct Revenue</b>									
<b>Direct Revenue</b>									
Other Mun-grants & fees	3,090.6	161.1	67.5	67.5	67.5	81.0	81.0	472.5	2,092.5
<b>Total Direct Revenue</b>	<u>3,090.6</u>	<u>161.1</u>	<u>67.5</u>	<u>67.5</u>	<u>67.5</u>	<u>81.0</u>	<u>81.0</u>	<u>472.5</u>	<u>2,092.5</u>
<b>Net Requirements</b>	<u>2,634.4</u>	<u>138.9</u>	<u>57.5</u>	<u>57.5</u>	<u>57.5</u>	<u>69.0</u>	<u>69.0</u>	<u>402.5</u>	<u>1,782.5</u>
<b>To Be Financed From:</b>									
<b>Reserves</b>									
Social Housing Reserve	46.3	46.3							
<b>Total Reserves</b>	<u>46.3</u>	<u>46.3</u>							
<b>Capital Levy</b>	<u>2,588.1</u>	<u>92.6</u>	<u>57.5</u>	<u>57.5</u>	<u>57.5</u>	<u>69.0</u>	<u>69.0</u>	<u>402.5</u>	<u>1,782.5</u>

**2016 - 2025 Capital Budget Justification  
Tangible Capital Assets**

**Department:** Planning and Development Services

**Budget Reference #:** 7-4.02

**Division:** Planning - Housing

**Project Name & Description**

Building Condition Assessments (BCA)

**Commitments Made**

None

**Effects on Future Operating Budgets**

Asset management in the social housing portfolio can be a key driver of operating costs - strategic asset management reduces budget pressure that arises when maintenance is deferred or overlooked.

The Housing Division formulates strategies about required repairs based on expert opinion, prioritized needs, and where necessary, stages funding to ensure capital needs are addressed.

Up-to-date BCA's are necessary for proactive property management decisions, as well as bulk tenders, that when managed by City staff have historically provided significant savings in operating costs and are an excellent teaching opportunity.

**Project Detail, Justification & Reference Map**

Future portfolio wide Building Condition Assessments (BCA's) will:

- Update existing assessments of the social housing portfolio in the City and County of Peterborough
- Identify and target capital repair needs for another 25 to 30 year period
- Provide the foundation for a strategic assets management plan for both the City and the housing providers through the introduction of an interactive Database.

A BCA should be undertaken every three to five years by qualified professionals. Strategic asset management depends on current information and responsive information management for reporting and monitoring.

BCA's in conjunction with the City's asset management strategy, will significantly improve monitoring of social housing providers' capital reserves, as well as identify capital repair needs and provides capacity to pay.

**Tangible Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2016-2025 & Subsequent Years  
 (\$000)

	Project Total	Approved Pre-2016	REQUESTED					2021 to 2025	2026 to 2040
			2016	2017	2018	2019	2020		
<b>Department</b>	Planning and Development Services								
<b>Division</b>	Planning - Housing								
<b>Project Description</b>	Building Condition Assessments (BCA)								
<b>Project #</b>	7-4.02								
<b>Expenditures</b>									
Contractual Services	1,050.0	225.0				125.0		130.0	570.0
<b>Total Direct Revenue</b>									
<b>Direct Revenue</b>									
Other Mun-grants & fees	505.9	60.4				67.5		70.2	307.8
Recoveries	112.5	112.5							
<b>Total Direct Revenue</b>	<u><b>618.4</b></u>	<u><b>172.9</b></u>				<u><b>67.5</b></u>		<u><b>70.2</b></u>	<u><b>307.8</b></u>
<b>Net Requirements</b>	<u><b>431.6</b></u>	<u><b>52.1</b></u>				<u><b>57.5</b></u>		<u><b>59.8</b></u>	<u><b>262.2</b></u>
<b>To Be Financed From:</b>									
<b>Reserves</b>									
Social Housing Reserve	431.6	52.1				57.5		59.8	262.2
<b>Total Reserves</b>	<u><b>431.6</b></u>	<u><b>52.1</b></u>				<u><b>57.5</b></u>		<u><b>59.8</b></u>	<u><b>262.2</b></u>

**2016 - 2025 Capital Budget Justification  
Other Capital Assets**

**Department:** Planning and Development Services

**Budget Reference #:** 7-4.03

**Division:** Planning - Housing

**Project Name & Description**

Incentives for Affordable Housing

**Commitments Made**

In September of 2011, Council adopted the Affordable Housing Community Improvement Plan (Report PLHD11-062). This initiative provided the City with the authority to grant financial incentives in support of Affordable Housing according to guidelines developed for a number of qualified programs.

In November of 2013 Council adopted the 10-year Housing and Homelessness Plan and the Action Plan 2014-2018 (PLHD13-004), including a target to achieve 500 new affordable housing units over the life of the plan.

**Effects on Future Operating Budgets**

**Project Detail, Justification & Reference Map**

This capital project continues the Peterborough tradition of stimulating the production of affordable housing through a program of financial incentives.

The order of magnitude of annual cost of the investment in affordable housing is \$1.1 million. Of this total it is estimated that the contribution from Development Charges will account for \$90,000. Other funding sources include an annual draw of \$150,000 from the Municipal Partnership Fund from the Housing Division's operating budget, approximately \$700,000 through tax relief and development charge exemption programs, and \$100,000 from municipally sponsored capital grants.

On April 7, 2014, City Council approved Report PLHD14-004 outlining specific financial incentives for the Mount Community Centre. The Council approved program includes a \$400,000 capital contribution to be paid over two years (2015 and 2016). Accordingly, the capital project identifies \$200,000 as a Capital Levy contribution in each of 2015 and 2016.

**Other Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2016-2025 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2016	REQUESTED					2021 to 2025	2026 to 2040
				2016	2017	2018	2019	2020		
<b>Department</b>	Planning and Development Services									
<b>Division</b>	Planning - Housing									
<b>Project Description</b>	Incentives For Affordable Housing									
<b>Project #</b>	7-4.03									
<b>Expenditures</b>										
Contractual Services		11,986.0	1,643.0	1,099.0	1,033.0	1,068.0	1,103.0	1,138.0	4,902.0	
<b>Total Direct Revenue</b>										
<b>Direct Revenue</b>										
Recoveries		3,056.0	148.0	184.0	218.0	253.0	288.0	323.0	1,642.0	
Miscellaneous		295.0	295.0							
<b>Total Direct Revenue</b>		<u>3,351.0</u>	<u>443.0</u>	<u>184.0</u>	<u>218.0</u>	<u>253.0</u>	<u>288.0</u>	<u>323.0</u>	<u>1,642.0</u>	
<b>Net Requirements</b>		<u>8,635.0</u>	<u>1,200.0</u>	<u>915.0</u>	<u>815.0</u>	<u>815.0</u>	<u>815.0</u>	<u>815.0</u>	<u>3,260.0</u>	
<b>To Be Financed From:</b>										
<b>Development Charges</b>										
DCRF Affordable Housing		900.0	90.0	90.0	90.0	90.0	90.0	90.0	360.0	
<b>Total Development Charges</b>		<u>900.0</u>	<u>90.0</u>	<u>90.0</u>	<u>90.0</u>	<u>90.0</u>	<u>90.0</u>	<u>90.0</u>	<u>360.0</u>	
<b>Reserves</b>										
Affordable Housing Partnership		1,500.0	150.0	150.0	150.0	150.0	150.0	150.0	600.0	
Revenue from Other Reserve		5,035.0	760.0	475.0	475.0	475.0	475.0	475.0	1,900.0	
<b>Total Reserves</b>		<u>6,535.0</u>	<u>910.0</u>	<u>625.0</u>	<u>625.0</u>	<u>625.0</u>	<u>625.0</u>	<u>625.0</u>	<u>2,500.0</u>	
<b>Capital Levy</b>		<u>1,200.0</u>	<u>200.0</u>	<u>200.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>400.0</u>	