



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 26, 2017**

**Subject:** **Report CPFSJSSC17-002  
POA, Social Services, and Housing Draft 2018 Budgets**

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## **Purpose**

A report to present the Draft 2018 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 2018 Municipal Budget documents.

## **Recommendation**

That the Joint Services Steering Committee approve the recommendation outlined in report CPFSJSSC17-002, dated October 26, 2017, of the Director of Corporate Services, as follows:

That the Joint Services Steering Committee endorse the draft 2018 POA, Social Services, and Housing Budgets, as set out in Appendix A to report CPFSJSSC17-002, and recommend to City and County Councils that the budgets be reflected in their respective draft 2018 Municipal Budget documents.

## Budget and Financial Implications

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

Description	2017 Net Funding Requirement	2018 Net Funding Requirement	\$ Change	% Change
Col 1	Col 2	Col 3	Col 4	Col 5
<b>County</b>				
POA (Net revenues)	(729,094)	(583,774)	145,320	19.9%
Social Assistance	1,172,373	1,035,666	(136,707)	-11.7%
Children's Services	502,076	568,667	66,591	13.3%
Community Development Program	192,141	198,697	6,556	3.4%
Housing	5,506,445	5,748,020	241,575	4.4%
<b>Total County Operating</b>	<b>6,643,941</b>	<b>6,967,276</b>	<b>323,335</b>	<b>4.9%</b>
<b>Capital – Brock Street Mission</b>	38,250	38,250	-	-
<b>Capital – Housing Capital Repairs</b>	67,800	67,800	-	-
<b>Total County Capital</b>	<b>106,050</b>	<b>106,050</b>	-	-
<b>Total County</b>	<b>6,749,991</b>	<b>7,073,326</b>	<b>323,335</b>	<b>4.8%</b>
<b>City</b>				
POA (Net revenues)	(608,693)	(487,371)	121,322	19.9%
Social Assistance	5,567,733	5,058,970	(508,763)	-9.1%
Children's Services	1,283,903	1,262,057	(21,845)	-1.7%
Community Development Program	317,222	330,208	12,986	4.1%
Housing	4,627,277	4,798,804	171,527	3.7%
<b>Total City Operating</b>	<b>11,187,442</b>	<b>10,962,668</b>	<b>(224,774)</b>	<b>-2.0%</b>
<b>Capital – Brock Street Mission</b>	286,750	286,750	-	-
<b>Capital – Housing Capital Repairs</b>	57,300	57,300	-	-
<b>Total County Capital</b>	<b>344,050</b>	<b>344,050</b>	-	-
<b>Total City</b>	<b>11,531,492</b>	<b>11,306,718</b>	<b>(224,774)</b>	<b>-1.9%</b>

## Background

City staff will be presenting the attached draft 2018 budgets for the POA, Social Services, and Housing areas during the October 26, 2017 Joint Services Steering Committee.

The County/City share of the prior year's weighted assessment has remained constant at 54.5%/45.5%. This impacts the sharing of net POA revenues and the County's share of the Housing budget. However, the overall percentage increase for the County is 4.8% while the City is experiencing a decrease of 1.9%. This is being driven by several factors:

- With Social Assistance, the upload of benefit costs to the Province is complete in 2018. Ontario Works caseloads have been budgeted with a 1% decrease from 2017 levels, with the average cost per case budgeted at the same amount as 2017.
- Within Children's Services, licensed child care spaces have increased in both the City and County, however with the expansion in both Millbrook and Lakefield, the cost shares have shifted to 69%/31% from 72%/28% in 2017.
- For the Community Development Program and Homemakers, funding is shared on a 50/50 City/County basis with funding for Community Care Peterborough funded 100% by the City.
- With the Housing budget, the 2017 funding from the County was based on 54.2%, when in fact it should have been 54.5%. The variance will be requested as part of the 2017 year end reconciliation process.

Submitted by,

Sandra Clancy  
Director of Corporate Services

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## **Appendix A**

Draft 2018 Budgets for POA, Social Services, Social Housing

# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>POA Office</b>					
<b>Expenditures</b>					
Provincial Offences Act Office	1,257,213	1,242,072	1,278,855	1.7%	21,642
	<b>1,257,213</b>	<b>1,242,072</b>	<b>1,278,855</b>	<b>1.7%</b>	<b>21,642</b>
<b>Revenues</b>					
Provincial Offences Act Office	1,865,906	1,475,000	1,766,226	-5.3%	-99,680
	<b>1,865,906</b>	<b>1,475,000</b>	<b>1,766,226</b>	<b>-5.3%</b>	<b>-99,680</b>
<b>Net Requirements</b>					
Provincial Offences Act Office	-608,693	-232,928	-487,371	19.9%	121,322
	<b>-608,693</b>	<b>-232,928</b>	<b>-487,371</b>	<b>19.9%</b>	<b>121,322</b>

2018 - Note: The \$1,766,226 Budgeted Revenue for POA is comprised of Gross Budgeted POA Revenues (\$2,350,000) less the County's share of POA Net Revenues (\$583,774)

<b>2018 Operating Budget</b>
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**Department: Legal Services****Activity Name: Provincial Offences Office****Division: Provincial Offences Office****Budget Account #: 101-183****Statement of Purpose:**

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

**Highlights:**

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 filed by enforcement agencies. The charges laid are based on the type of offences that occur and the enforcement resources available to address those offences. The number of charges fluctuate and the composition of the dollar value of the charges impacts the revenue generated. POA revenues are realized by the payment of fines and fine revenue for 2018 has been adjusted as prior year's forecasts have not been met.

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 2018 is 54.5%; the City's share is 45.5%.

**Performance Data/Work Program:**

Defaulted Fines - Definition: Any fine where the defendant has failed to pay the amount imposed upon conviction by the due date. A fine is considered defaulted when it remains unpaid 15 days past the due date.

Once in default, the City will start collection activity that may include Final Notices, orders to suspend driver's licenses and plate denials, addition of defaulted fines to tax rolls and legal proceedings.

Defaulted Fines	2015	2016	2017 Forecast
Collected	\$1,158,422	\$1,158,058	\$1,200,000

Charges Filed	2015	2016	2017 (Forecast)
Federal Part 1 & Part 3	137	239	200
Part 1 Tickets	19,112	18,360	18,400
Parking	6,524	6,662	6,600
Part 3 Informations	1,363	1,522	1,400
Totals	27,136	26,673	26,600

# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>POA Office</b>					
<b>Expenditures</b>					
Personnel	741,314	741,300	762,419	2.8%	21,105
Contractual	310,839	295,711	311,392	0.2%	553
Materials, Supplies	28,140	28,140	25,440	-9.6%	-2,700
Repairs, Maintenance	500	500	500	0.0%	0
Fees	79,757	79,757	79,919	0.2%	162
Inter-departmental Charges	43,146	43,146	44,008	2.0%	862
New Equipment	1,000	1,000	2,000	100.0%	1,000
Rentals	33,500	33,500	34,260	2.3%	760
Travelling, Training	19,018	19,018	18,918	-0.5%	-100
	<b>1,257,213</b>	<b>1,242,072</b>	<b>1,278,855</b>	<b>1.7%</b>	<b>21,642</b>
<b>Revenues</b>					
Fine Revenue	<b>2,595,000</b>	<b>2,100,000</b>	<b>2,350,000</b>	<b>-9.4%</b>	<b>-245,000</b>
<b>Net Municipal Share</b>	<b>-1,337,787</b>	<b>-857,928</b>	<b>-1,071,145</b>	<b>-19.9%</b>	<b>266,642</b>
County Allocation	<b>729,094</b>	<b>625,000</b>	<b>583,774</b>	<b>-19.9%</b>	<b>-145,320</b>
<b>NET REQUIREMENT</b>	<b>-608,693</b>	<b>-232,928</b>	<b>-487,371</b>	<b>-19.9%</b>	<b>121,322</b>

# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Social Assistance</b>					
<b>Expenditures</b>					
Ontario Works Administration and Employment Services	11,447,794	11,448,260	12,001,944	4.8%	554,150
Ontario Works Mandatory Benefits	33,082,000	33,082,000	32,736,608	-1.0%	-345,392
Discretionary Benefits	1,848,000	1,819,720	1,919,114	3.8%	71,114
Housing and Homelessness	4,097,972	4,097,972	4,258,750	3.9%	160,778
Addiction Services	585,966	570,065	547,856	-6.5%	-38,110
	<b>51,061,732</b>	<b>51,018,017</b>	<b>51,464,272</b>	<b>0.8%</b>	<b>402,540</b>
<b>Revenues - County Contribution</b>					
Ontario Works Administration and Employment Services	737,747	737,747	758,798	2.9%	21,051
Ontario Works Mandatory Benefits	160,916	159,348	0	-100.0%	-160,916
Discretionary Benefits	60,056	52,556	49,666	-17.3%	-10,390
Housing and Homelessness	204,000	204,000	225,785	10.7%	21,785
Addiction Services	9,654	6,951	1,417	-85.3%	-8,237
	<b>1,172,373</b>	<b>1,160,602</b>	<b>1,035,666</b>	<b>-11.7%</b>	<b>-136,707</b>
<b>Revenues - Provincial &amp; Other</b>					
Ontario Works Administration and Employment Services	7,120,785	7,120,785	7,486,816	5.1%	366,031
Ontario Works Mandatory Benefits	32,161,892	32,168,640	32,736,608	1.8%	574,716
Discretionary Benefits	1,119,902	1,111,902	1,134,185	1.3%	14,283
Housing and Homelessness	3,389,871	3,389,871	3,472,504	2.4%	82,633
Addiction Services	529,176	529,176	539,523	2.0%	10,347
	<b>44,321,626</b>	<b>44,320,374</b>	<b>45,369,636</b>	<b>2.4%</b>	<b>1,048,010</b>
<b>Net Requirements</b>					
Ontario Works Administration and Employment Services	3,589,262	3,589,728	3,756,330	4.7%	167,068
Ontario Works Mandatory Benefits	759,192	754,012	0	-100.0%	-759,192
Discretionary Benefits	668,042	655,262	735,263	10.1%	67,221
Housing and Homelessness	504,101	504,101	560,461	11.2%	56,360
Addiction Services	47,136	33,938	6,916	-85.3%	-40,220
	<b>5,567,733</b>	<b>5,537,041</b>	<b>5,058,970</b>	<b>-9.1%</b>	<b>-508,763</b>



<b>2018 Operating Budget</b>
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**Department: Community Services****Activity Name: Social Assistance and Homelessness****Division: Social Service****Budget Account #: 521, 525, 532, 539, 546, 555, 563, 564, 577****Statement of Purpose:**

To provide for personnel and other client program costs to deliver Financial Assistance, Employment 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 is complete in 2018 and benefits are covered 100% by the Province. Caseloads are slowly decreasing and the 2018 budget estimate is a 1% decline from the 2017 budget. The gross cost per case for 2018 is \$704.33, no change from 2017. There is an increase from 2017 in employment programming costs included in the administration line of approximately \$140,000 in part due to under spending in 2017 as certain programs ceased operations. As the economy is improving, and more jobs are available, Ontario Works Clients need training and support to allow them access to these opportunities.

In 2012, the Province introduced a new funding model for discretionary benefits capping the provincial contribution of their share to a maximum \$10 per case per month. At that time, Council approved a revised level of benefits with the balance of costs to be covered by the municipal budget through a combination of reserve and incremental additions to the base of \$80,000 per year. This is the final year of addition to the budget. The policy remains the same as last year with the exception of some increases in the value covered for eye glasses going from \$250 to \$350 per pair, an additional \$100 each on upper and lower dentures, and an increase in the dental fee schedule guide.

The homelessness budget includes an increase to the warming room budget to allow for outreach staffing during months the program is not in operation. The current contracts for operation of the Emergency Shelters ends March 31, 2018. The number of individuals and families staying at the shelter has been increasing and, as a result, increases to staffing levels may be necessary as part of future years' contracts. Currently, the projected increase to City requirements to meet service requirements for Homelessness is 11.2%.

The overall budget change from 2017 to 2018 for City net requirements in these program areas is -9.1%.

**Performance Data/Work Program:**

\* This chart includes City and County figures.

<b>Social Assistance Statistics</b>	<b>2016</b>	<b>2017</b>	<b>2018 (Forecast)</b>
OW Caseload	3,962	3,888	3,850
Gross OW Monthly Cost per Case	\$697.49	\$704.33	\$704.33
# of Issuances of HSF for OW & ODSP Clients	3,217	3,200	3,200
Shelter Days of Care Provided	23,807	24,600	25,300

# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Social Assistance</b>					
<b>Expenditures</b>					
Personnel	8,100,311	8,100,309	8,310,674	2.6%	210,363
Contractual	40,747,512	40,859,263	40,945,215	0.5%	197,703
Materials, Supplies	126,000	126,000	125,540	-0.4%	-460
Repairs, Maintenance	20,000	20,000	20,000	0.0%	0
Fees	9,892	9,692	9,911	0.2%	19
Inter-departmental Charges	1,008,471	1,008,471	1,014,875	0.6%	6,404
New Equipment	34,000	34,500	35,000	2.9%	1,000
Rentals	898,095	743,231	866,462	-3.5%	-31,633
Travelling, Training	175,740	174,840	177,670	1.1%	1,930
Recoveries	-58,289	-58,289	-41,075	-29.5%	17,214
	<b>51,061,732</b>	<b>51,018,017</b>	<b>51,464,272</b>	<b>0.8%</b>	<b>402,540</b>
<b>Revenues</b>					
Ontario grants	44,011,113	43,776,861	45,032,921	2.3%	1,021,808
County and Other Municipal grants & fees	1,172,373	1,160,602	1,035,666	-11.7%	-136,707
Fees, Service Charges, Donations	235,000	468,000	210,000	-10.6%	-25,000
Contribution from Reserve	75,513	75,513	126,715	67.8%	51,202
	<b>45,493,999</b>	<b>45,480,976</b>	<b>46,405,302</b>	<b>2.0%</b>	<b>911,303</b>
<b>NET REQUIREMENT</b>	<b>5,567,733</b>	<b>5,537,041</b>	<b>5,058,970</b>	<b>-9.1%</b>	<b>-508,763</b>

**City of Peterborough**  
**Other Capital Budget Summary**  
 2018-2027 & Subsequent Years

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Project Description	Ref	Project Total	Approved Pre-2018	2018							2019		2020		2021 & After		
				Total Costs	Rev	Net Cost	Cap Levy	Dev Chg	Deb	Other	Total	Net	Total	Net	Total	Net	
Community Services																	
Social Services																	
Brock Street Mission - Revitalization & Supportive Housing	14591	1,250.0	925.0	325.0	38.3	286.8				286.8							
Total		1,250.0	925.0	325.0	38.3	286.8				286.8							

## 2018 - 2027 Capital Budget Justification

### Other Capital Assets

**Department:** Community Services

**Budget Reference #:** 6-10.01

**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 with the previous building. In 2017 the program moved to a temporary location at St. Paul's church and demolition and construction began.

#### Effects on Future Operating Budgets

The supports for men in this program could possibly be provided to existing service providers such as Four Counties Addiction Services and VON 360 Nurse Practitioner Clinic to address physical, mental health and addictions issues. Funding for these supports would come from CE LHIN and Ministry of Housing. There is no additional effect on the operating budget related to this project. Overall program delivery may require some additional operating dollars for Brock which could come from a reallocation of CHPI or the municipal homeless budget.

#### Project Detail, Justification & Reference Map

Brock received some financial assistance from the Canadian Mortgage and Housing Corporation in 2014 to assist with the feasibility study. Rezoning and site applications have been approved. Housing has committed 1.5 Million of Provincial money towards the housing units for this project. In July 2017, Council approved Report PLHD17-003 - Peterborough Housing Corporation Acquisition of Property at 217 Murray Street (Brock Street Mission), that included a plan that would have Brock transfer ownership of the property to Peterborough Housing Corporation. PHC will oversee construction and will have ongoing facility management responsibilities. They will lease the shelter portion of the building out for operation of the program to Brock as the service provider. As part of that report Council approved the recommendation that the final capital contribution of \$325,000 towards the costs of the shelter will go to PHC for this project. This will include the \$38,250 planned to come from the County. Brock is still expected to fund raise with a focus on costs related to the shelter portion.

**Other Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2018-2027 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2018	REQUESTED					2023 to 2027	2028 to 2042
				2018	2019	2020	2021	2022		
Department	Community Services									
Division	Ontario Works - Social Services									
Project Description	Brock Street Mission - Revitalization & Supportive Housing									
Project #	6-10.01									
Expenditures										
Contractual Services		1,250.0	925.0	325.0						
Total Direct Revenue										
Direct Revenue										
Other Mun-grants & fees		170.0	131.8	38.3						
Total Direct Revenue		<u>170.0</u>	<u>131.8</u>	<u>38.3</u>						
Net Requirements		<u>1,080.0</u>	<u>793.3</u>	<u>286.8</u>						
To Be Financed From:										
Reserves										
- Social Housing - DOOR Fundi		50.0	50.0							
- Social Services Reserve		1,030.0	743.3	286.8						
Total Reserves		<u>1,080.0</u>	<u>793.3</u>	<u>286.8</u>						

ERROR BALANCE CHECK:

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# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Children's Services</b>					
<b>Expenditures</b>					
Children's Services Administration	663,422	659,972	694,955	4.8%	31,533
Directly Operated Child Care	1,978,947	1,990,997	2,063,402	4.3%	84,455
Fee Subsidy Program	951,828	951,828	1,586,376	66.7%	634,548
Early Learning	11,254,490	11,254,490	11,153,513	-0.9%	-100,977
Ontario Early Years Child and Family Centres	159,090	159,091	1,236,657	677.3%	1,077,566
MCSS-Wage Subsidy	594,722	594,722	792,960	33.3%	198,238
	<b>15,602,500</b>	<b>15,611,100</b>	<b>17,527,863</b>	<b>12.3%</b>	<b>1,925,364</b>
<b>Revenues - County Contribution</b>					
Children's Services Administration	57,779	56,151	63,544	10.0%	5,765
Directly Operated Child Care	131,955	127,073	159,316	20.7%	27,361
Early Learning	312,342	312,342	345,807	10.7%	33,465
	<b>502,076</b>	<b>495,566</b>	<b>568,667</b>	<b>13.3%</b>	<b>66,591</b>
<b>Revenues - Provincial &amp; Other</b>					
Children's Services Administration	459,434	459,434	489,973	6.6%	30,539
Directly Operated Child Care	1,512,464	1,537,164	1,553,167	2.7%	40,703
Fee Subsidy Program	951,828	951,828	1,586,376	66.7%	634,548
Early Learning	10,138,983	10,138,983	10,038,006	-1.0%	-100,977
Ontario Early Years Child and Family Centres	159,090	159,090	1,236,657	677.3%	1,077,567
MCSS-Wage Subsidy	594,722	594,722	792,960	33.3%	198,238
	<b>13,816,521</b>	<b>13,841,221</b>	<b>15,697,139</b>	<b>13.6%</b>	<b>1,880,618</b>
<b>Net Requirements</b>					
Children's Services Administration	146,209	144,387	141,438	-3.3%	-4,771
Directly Operated Child Care	334,528	326,760	350,919	4.9%	16,391
Early Learning	803,165	803,165	769,700	-4.2%	-33,465
Ontario Early Years Child and Family Centres	0	1	0	-186.3%	-1
	<b>1,283,903</b>	<b>1,274,313</b>	<b>1,262,057</b>	<b>-1.7%</b>	<b>-21,845</b>

<b>2018 Operating Budget</b>
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**Department:** Community Services**Activity Name:** Children's Services**Division:** Social Services**Budget Account #:** 101-501, 503, 505, 508, 509, 511**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.

**Highlights:**

In 2018, there continues to be an increase in licensed child care spaces in the City and the County, primarily due to expansion of spaces for children 0-4 years in Millbrook and Lakefield. This growth will shift the cost share to 69% City, 31% County in 2018 from 72% City, 28% County in 2017.

In 2017, the Ministry of Education announced two new funding allocations for child care. The first was a five year expansion plan to create access to licensed child care for 100,000 more children ages 0-4. For 2017, the municipality received \$951,826 in expansion funding to support the first year of system growth and estimating approximately \$1.5 million in 2018. The second funding allocation is the Canada-Ontario Early Learning and Child Care (ELCC) Agreement to support children aged 0-12 through additional fee subsidies, increased access and increasing affordability to child care. For 2017, the City has received \$594,720 and is expecting approximately \$790,000 in 2018. \$200,000 of the unconditional grant has been budgeted for continued Early Learning transition, leaving \$140,029 of this grant for future years.

In 2018, the Province will transfer the system management of the Ontario Early Years Child and Family Centres (OEYCFCs) to Municipalities. The first phase of this occurred in 2017 with the

Data Analysis Coordinator position, along with the provincial funding for the position, moving to the City. Approximately \$1,237,000 of operational funding for the local OEYCFC service system has been allocated to the City for 2018.

The Municipal Child Care program has partially offset rising costs by budgeting an average 2.1% increase in parent fees. Costs have increased for the Municipal Child Care program primarily due to the implementation of the new Child Care and Early Years Act (CCEYA). In August 2015, the Day Nurseries Act was replaced with the CCEYA. Changes have been phased in over a two year period. The third and final phase of the changes was implemented in September 2017. At this time all licensed child care programs are required to implement a new staff:child ratio requirement for the first 90 minutes and the last 60 minutes of each day. For the Municipal Child Care centres, this new regulation required the addition of one 0.5 FTE at both Pearson and Peterborough Daycare beginning September 2017.

**Performance Data/Work Program:**

<b>Children's Services</b>	<b>2016</b>	<b>2017</b>	<b>2018 (Forecast)</b>
Children Served	1,689	1,779	1,829
Licensed Child Care Spaces	3,016	3,282	3,379

# CITY OF PETERBOROUGH

Printed on: 2017/10/11 10:18 am

## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Children's Services</b>					
<b>Expenditures</b>					
Personnel	2,478,294	2,478,295	2,744,220	10.7%	265,926
Contractual	12,915,605	12,927,519	14,568,596	12.8%	1,652,991
Materials, Supplies	89,489	88,247	89,303	-0.2%	-186
Repairs, Maintenance	19,853	22,728	15,154	-23.7%	-4,699
Fees	28,993	25,295	26,406	-8.9%	-2,587
Inter-departmental Charges	91,596	91,596	93,428	2.0%	1,832
New Equipment	12,922	10,672	8,690	-32.8%	-4,232
Rentals	97,298	97,298	134,623	38.4%	37,325
Travelling, Training	28,450	29,450	27,444	-3.5%	-1,006
Recoveries	-160,000	-160,000	-180,000	12.5%	-20,000
	<b>15,602,500</b>	<b>15,611,100</b>	<b>17,527,863</b>	<b>12.3%</b>	<b>1,925,364</b>
<b>Revenues</b>					
Ontario grants	11,776,344	11,801,044	13,560,021	15.1%	1,783,677
Canada grants	108,000	108,000	105,000	-2.8%	-3,000
County and Other Municipal grants & fees	502,076	495,566	568,667	13.3%	66,591
Fees, Service Charges, Donations	1,732,177	1,732,177	1,832,118	5.8%	99,941
Contribution from Reserve	200,000	200,000	200,000	0.0%	0
	<b>14,318,597</b>	<b>14,336,787</b>	<b>16,265,806</b>	<b>13.6%</b>	<b>1,947,209</b>
<b>NET REQUIREMENT</b>	<b>1,283,903</b>	<b>1,274,313</b>	<b>1,262,057</b>	<b>-1.7%</b>	<b>-21,845</b>



# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Community Development Program &amp; Homemakers</b>					
<b>Expenditures</b>					
Community Development Program	692,677	692,676	596,119	-13.9%	-96,558
Homemakers	100,000	100,000	150,000	50.0%	50,000
Social Assistance Restruct	141,686	141,686	141,686	0.0%	0
	<b>934,363</b>	<b>934,362</b>	<b>887,805</b>	<b>-5.0%</b>	<b>-46,558</b>
<b>Revenues - County Contribution</b>					
Community Development Program	164,054	164,054	168,610	2.8%	4,556
Homemakers	4,000	4,000	6,000	50.0%	2,000
Social Assistance Restruct	24,087	24,087	24,087	0.0%	0
	<b>192,141</b>	<b>192,141</b>	<b>198,697</b>	<b>3.4%</b>	<b>6,556</b>
<b>Revenues - Provincial &amp; Other</b>					
Community Development Program	345,000	345,000	238,900	-30.8%	-106,100
Homemakers	80,000	80,000	120,000	50.0%	40,000
	<b>425,000</b>	<b>425,000</b>	<b>358,900</b>	<b>-15.6%</b>	<b>-66,100</b>
<b>Net Requirements</b>					
Community Development Program	183,623	183,622	188,609	2.7%	4,986
Homemakers	16,000	16,000	24,000	50.0%	8,000
Social Assistance Restruct	117,599	117,599	117,599	0.0%	0
	<b>317,222</b>	<b>317,221</b>	<b>330,208</b>	<b>4.1%</b>	<b>12,986</b>

<b>2018 Operating Budget</b>
------------------------------

**Department: Community Services****Division: Social Services**
**Activity Name: Community Development Program and Homemakers**  
**Budget Account #: 101- 547, 527, 557, 517**
**Statement of Purpose:**

The Community Development Program (CDP) will continue to improve the well-being of residents in the City and County through the delivery of projects, information, referrals, and support to enhance social development and fill service gaps. The Homemakers program assists low-income seniors and others with housekeeping services to allow them to remain in their homes as long as possible.

**Highlights:**

The CDP continues to implement a community well-being process that started in 2017. This process will result in Council setting priorities related to the municipal role to improve the well-being of individuals and the community. The Canadian Index of Well Being is a framework that will allow for the measurement of outcomes. \$25,000 to fund community engagement, digital approaches and technology, data gathering and additional staff time for the development of the framework is funded through a draw on the existing CDP reserve.

Funding support is being provided to the Peterborough Social Planning Council, United Way, Ontario 211 and food security programs on a 50/50, City/County cost share for a total of \$120,166. Funding to Community Care Peterborough (\$20,808) is paid 100% by the City. This funding is reviewed on an annual basis. Funding to Ontario 211 started in July 2017 and was reallocated from the United Way funding after Fourinfo.com services were discontinued and transitioned to Ontario 211. Ontario 211 is providing phone and online information and referral services and access to community service data for the City and County of Peterborough.

The following draws on the CDP reserve are planned: \$5,000 for the Access to Recreation Project, \$18,750 for this year's contribution to the Healthy Kids Community Challenge to September 30, 2018 and \$25,000 for the Community Wellbeing Plan.

As part of the Seniors Portfolio, there is a newly formed Age Friendly Peterborough Advisory Committee to support implementation of the Age Friendly Peterborough Community Action Plan. The Committee and related Working Groups are working to deliver on actions and strategies to make the community more age-friendly. Staff and administrative support to the committee will be provided through the existing Seniors Budget of \$22,000 in the Community Development Program.

There is a below the line request for consideration of ongoing funding of The Age-friendly Coordinator. The total cost of this position will be a maximum of \$84,543 with the City and County each contributing \$42,271.50. This position will work to implement the Age-friendly Peterborough Community Action Plan and provide corporate and community support on aging matters.

The Homemakers Program budget is being increased by \$50,000 with \$40,000 being paid by the Ministry of Health and Long-term Care. The remaining \$10,000 will be an approximate 80/20 cost share between the City and County.

<b>Performance Data/Work Program: Community Development Program</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Individuals Assisted at County Drop-Ins	591	550	575
Senior Events Participants	1,442	1,550	1,365
Homemaker Clients	70	75	105

# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Community Development Program &amp; Homemakers</b>					
<b>Expenditures</b>					
Personnel	111,844	111,843	116,808	4.4%	4,964
Contractual	692,837	692,837	661,409	-4.5%	-31,428
Materials, Supplies	1,000	1,000	1,220	22.0%	220
Other Transfers	76,686	76,686	76,686	0.0%	0
Inter-departmental Charges	65,088	65,088	47,875	-26.4%	-17,213
Rentals	8,377	8,377	8,377	0.0%	0
Travelling, Training	6,600	6,600	4,632	-29.8%	-1,968
Recoveries	-28,069	-28,069	-29,202	4.0%	-1,133
	<b>934,363</b>	<b>934,362</b>	<b>887,805</b>	<b>-5.0%</b>	<b>-46,558</b>
<b>Revenues</b>					
Ontario grants	355,000	355,000	326,250	-8.1%	-28,750
County and Other Municipal grants & fees	192,141	192,141	198,697	3.4%	6,556
Contribution from Reserve	70,000	70,000	32,650	-53.4%	-37,350
	<b>617,141</b>	<b>617,141</b>	<b>557,597</b>	<b>-9.6%</b>	<b>-59,544</b>
<b>NET REQUIREMENT</b>	<b>317,222</b>	<b>317,221</b>	<b>330,208</b>	<b>4.1%</b>	<b>12,986</b>

# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Housing</b>					
<b>Expenditures</b>					
Housing Administration	926,144	999,459	968,965	4.6%	42,821
Peterborough Housing Corporation	3,627,000	3,557,000	3,717,800	2.5%	90,800
Rent Supplement Programs	1,758,250	1,758,250	2,021,170	15.0%	262,920
Non Profit and Native Housing Providers	6,979,320	6,979,320	7,093,500	1.6%	114,180
Housing Resource Centre	296,400	296,400	302,300	2.0%	5,900
Housing Access Peterborough	139,900	139,900	142,700	2.0%	2,800
Special Program Funding - DOOR	125,000	125,000	125,000	0.0%	0
Special Program Funding - IAH	6,489,215	6,604,215	2,041,260	-68.5%	-4,447,955
	<b>20,341,229</b>	<b>20,459,544</b>	<b>16,412,695</b>	<b>-19.3%</b>	<b>-3,928,534</b>
<b>Revenues</b>					
Housing Administration	551,418	545,683	535,821	-2.8%	-15,597
Peterborough Housing Corporation	2,281,012	2,289,370	2,383,831	4.5%	102,819
Rent Supplement Programs	1,187,430	1,180,400	1,347,806	13.5%	160,376
Non Profit and Native Housing Providers	4,843,997	4,857,984	4,937,647	1.9%	93,650
Housing Resource Centre	160,054	161,538	164,754	2.9%	4,700
Housing Access Peterborough	75,826	76,245	77,772	2.6%	1,946
Special Program Funding - DOOR	125,000	125,000	125,000	0.0%	0
Special Program Funding - IAH	6,489,215	6,604,215	2,041,260	-68.5%	-4,447,955
	<b>15,713,952</b>	<b>15,840,435</b>	<b>11,613,891</b>	<b>-26.1%</b>	<b>-4,100,061</b>
<b>Net Requirements</b>					
Housing Administration	374,726	453,776	433,144	15.6%	58,418
Peterborough Housing Corporation	1,345,988	1,267,630	1,333,969	-0.9%	-12,019
Rent Supplement Programs	570,820	577,850	673,364	18.0%	102,544
Non Profit and Native Housing Providers	2,135,323	2,121,336	2,155,853	1.0%	20,530
Housing Resource Centre	136,346	134,862	137,546	0.9%	1,200
Housing Access Peterborough	64,074	63,655	64,928	1.3%	854
	<b>4,627,277</b>	<b>4,619,109</b>	<b>4,798,804</b>	<b>3.7%</b>	<b>171,527</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, 807****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. The portfolio is owned and managed by 18 non-profit organizations and Peterborough Housing Corporation (PHC) for which the City is the sole shareholder. Social housing operations are subsidized by the City and County. The City delivers and manages new Affordable Housing Programs to construct affordable rental housing, and assist low-income households by providing loans and grants. Commitments and targets are set out in the 10-Year Housing and Homelessness Plan (2014 to 2024).

**Highlights:**

The Division's budget is cost shared based on the Consolidated Municipal Services Management Agreement (2014 to 2018) between the City and County. The County's share is 54.5% in 2018 (54.5% in 2017).

The City, is legislated to provide 1,569 units of rent-geared to income assistance, and work toward targets set out in the 10-year Housing and Homelessness Plan, reporting annually on progress. The Division provides ongoing subsidy for social housing providers based on several formulas, ensures compliance through policy and program support, including operational reviews, and reports annually to the province. The Division also provides asset management support to housing providers. The social housing portfolio has an assessed value in excess of \$130.0 million.

The City delivers new Affordable Housing Programs through agreements with the Province. To use available funding the City

must:

- Create multi-year fiscal plans, including providing municipal contributions and determining individual project allocations;
- Report to the Province on the use of funding, and on compliance.

The Affordable Housing Programs have resulted in over 280 loans since 2004, at an approximate value of \$48 million.

The Division has service contracts with the Community Counselling and Resource Centre (Housing assistance through Rent Supplement and Housing Stability), Habitat for Humanity (Peterborough Renovates Program) and Housing Access Peterborough. The Division provides administrative support to the Affordable Housing Action Committee (AHAC). In April 2016, Council approved an in-year increase of \$50,000 to support the Municipal Rent Supplement Program called "Rent Choice". Council endorsed an ongoing funding commitment to Rent Choice starting in 2017. (CSSS16-002) Budget increases to Rent Choice in 2018 and beyond will not add significantly to the number of households assisted, but will support those already enrolled in provincial rent supplement programs that are ending.

**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 increased by 186 households to 1,491; the average monthly rent for a two-bedroom apartment has increased by 2% to \$980 since 2015; and the vacancy rate is 1%, down from 3.7%.

# CITY OF PETERBOROUGH

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## 2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
<b>Housing</b>					
<b>Expenditures</b>					
Personnel	697,609	697,609	701,461	0.6%	3,852
Contractual	19,989,110	20,029,185	16,061,752	-19.6%	-3,927,358
Materials, Supplies	3,000	2,750	2,750	-8.3%	-250
Fees	0	3,000	3,000	0.0%	3,000
Inter-departmental Charges	31,110	31,100	31,732	2.0%	622
Travelling, Training	20,400	20,900	22,000	7.8%	1,600
Contributions to Reserves	310,000	385,000	300,000	-3.2%	-10,000
Recoveries	-710,000	-710,000	-710,000	0.0%	0
	<b>20,341,229</b>	<b>20,459,544</b>	<b>16,412,695</b>	<b>-19.3%</b>	<b>-3,928,534</b>
<b>Revenues</b>					
Ontario grants	10,030,467	10,030,967	5,533,611	-44.8%	-4,496,856
County and Other Municipal grants & fees	5,506,445	5,517,428	5,748,020	4.4%	241,575
Fees, Service Charges, Donations	52,040	67,040	54,260	4.3%	2,220
Contribution from Reserve	125,000	225,000	278,000	122.4%	153,000
	<b>15,713,952</b>	<b>15,840,435</b>	<b>11,613,891</b>	<b>-26.1%</b>	<b>-4,100,061</b>
<b>NET REQUIREMENT</b>	<b>4,627,277</b>	<b>4,619,109</b>	<b>4,798,804</b>	<b>3.7%</b>	<b>171,527</b>

**City of Peterborough**  
**Other Capital Budget Summary**  
2018-2027 & Subsequent Years

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Project Description	Ref	Project Total	Approved Pre-2018	2018							2019		2020		2021 & After	
				Total Costs	Rev	Net Cost	Cap Levy	Dev Chg	Deb	Other	Total	Net	Total	Net	Total	Net
Planning and Development Services Housing																
Incentives For Affordable Housing	15882	11,986.0	3,775.0	1,068.0	728.0	340.0		90.0		250.0	1,103.0	340.0	1,138.0	340.0	4,902.0	1,360.0
Housing - Capital Repairs	13880	5,014.7	550.0	125.0	67.8	57.3	57.3				150.0	68.7	150.0	68.7	4,039.7	1,763.3
Building Condition Assessments (BCA)	14881	920.0	225.0								125.0	57.3			570.0	261.1
Total		17,920.7	4,550.0	1,193.0	795.8	397.3	57.3	90.0		250.0	1,378.0	466.0	1,288.0	408.7	9,511.7	3,384.4

**2018 - 2027 Capital Budget Justification  
Other Capital Assets****Department:** Planning and Development Services**Budget Reference #:** 7-4.01**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 guideline 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 \$1,000,000. 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.



**Other Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2018-2027 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2018	REQUESTED					2023 to 2027	2028 to 2042
				2018	2019	2020	2021	2022		
Department	Planning and Development Services									
Division	Planning - Housing									
Project Description	Incentives For Affordable Housing									
Project #	7-4.01									
Expenditures										
Contractual Services	11,986.0	3,775.0	1,068.0	1,103.0	1,138.0	1,173.0	1,208.0	2,521.0		
Total Direct Revenue										
Direct Revenue										
Recoveries	3,056.0	550.0	253.0	288.0	323.0	358.0	393.0	891.0		
Miscellaneous	295.0	295.0								
Transfer from Operations	5,035.0	1,710.0	475.0	475.0	475.0	475.0	475.0	950.0		
Total Direct Revenue	8,386.0	2,555.0	728.0	763.0	798.0	833.0	868.0	1,841.0		
Net Requirements	3,600.0	1,220.0	340.0	340.0	340.0	340.0	340.0	680.0		
To Be Financed From:										
Development Charges										
DCRF Affordable Housing	900.0	270.0	90.0	90.0	90.0	90.0	90.0	180.0		
Total Development Charges	900.0	270.0	90.0	90.0	90.0	90.0	90.0	180.0		
Reserves										
- Affordable Housing Partners	1,500.0	450.0	150.0	150.0	150.0	150.0	150.0	300.0		
- Social Services Reserve	100.0		100.0							
Total Reserves	1,600.0	450.0	250.0	150.0	150.0	150.0	150.0	300.0		
Capital Levy	1,100.0	500.0		100.0	100.0	100.0	100.0	200.0		

ERROR BALANCE CHECK:

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## 2018 - 2027 Capital Budget Justification

### Other Capital Assets

**Department:** Planning and Development Services

**Budget Reference #:** 7-4.02

**Division:** Planning - Housing

#### Project Name & Description

Housing - Capital Repairs

#### Commitments Made

None

#### 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 per year is to be utilized to assist social housing providers with necessary capital repairs and upgrades that are considered a priority, and beyond the ability of the housing provider to fund by themselves. This funding, when expended, will be paired with available incentives, funding from federal and provincial levels of government, or as cost sharing opportunities whenever possible. These projects can be prioritized based on the up to date BCA study. This capital reserve will be funded from City and County contributions based on the weighted assessment sharing ratios and allowed to accumulate until required.

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. In July 2016 Council advised the Ministry of its intent to access \$1.6 million under the recently announced Social Infrastructure Funding program for Social Housing repairs (PLHD16-007).

These programs are vital to the health of the Social Housing inventory but are not sufficient to handle unexpected capital issues or emergency repairs. This capital project provides a funding stream for such circumstances.

**Other Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2018-2027 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2018	REQUESTED					2023 to 2027	2028 to 2042
				2018	2019	2020	2021	2022		
Department	Planning and Development Services									
Division	Planning - Housing									
Project Description	Housing - Capital Repairs									
Project #	7-4.02									
Expenditures										
Contractual Services	5,014.7	550.0	125.0	150.0	150.0	150.0	150.0	150.0	769.9	2,969.9
Total Direct Revenue										
Direct Revenue										
Other Mun-grants & fees	2,803.1	296.4	67.8	81.3	81.3	81.3	81.3	81.3	460.7	1,653.1
Total Direct Revenue	2,803.1	296.4	67.8	81.3	81.3	81.3	81.3	81.3	460.7	1,653.1
Net Requirements	2,211.6	253.7	57.3	68.7	68.7	68.7	68.7	68.7	309.2	1,316.8
To Be Financed From:										
Reserves										
- Social Housing Reserve	46.3	46.3								
Total Reserves	46.3	46.3								
Capital Levy	2,165.3	207.4	57.3	68.7	68.7	68.7	68.7	68.7	309.2	1,316.8

ERROR BALANCE CHECK:

0.0

## 2018 - 2027 Capital Budget Justification

### Other Capital Assets

**Department:** Planning and Development Services

**Budget Reference #:** 7-4.03

**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 pressures that arise 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 Requests for Tenders, the 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 time period.
- Provide the foundation for a strategic asset 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.

BCAs, 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.

**Other Capital Assets**  
**Ten Year Capital Budget Estimates**  
 2018-2027 & Subsequent Years  
 (\$000)

		Project Total	Approved Pre-2018	REQUESTED					2023 to 2027	2028 to 2042
				2018	2019	2020	2021	2022		
Department	Planning and Development Services									
Division	Planning - Housing									
Project Description	Building Condition Assessments (BCA)									
Project #	7-4.03									
Expenditures										
Contractual Services	920.0	225.0		125.0					130.0	440.0
Total Direct Revenue										
Direct Revenue										
Other Mun-grants & fees	437.1	60.4		67.8					70.5	238.5
Recoveries	112.5	112.5								
Total Direct Revenue	<u>549.6</u>	<u>172.9</u>		<u>67.8</u>					<u>70.5</u>	<u>238.5</u>
Net Requirements	<u>370.4</u>	<u>52.1</u>		<u>57.3</u>					<u>59.5</u>	<u>201.5</u>
To Be Financed From:										
Reserves										
- Social Housing Reserve	52.1	52.1								
Total Reserves	<u>52.1</u>	<u>52.1</u>								
Capital Levy	<u>318.3</u>			<u>57.3</u>					<u>59.5</u>	<u>201.5</u>

ERROR BALANCE CHECK:

0.0