



City of
Peterborough

TO: Members of the Joint Services Steering Committee

FROM: Sandra Clancy, Director of Corporate Services

MEETING DATE: October 11, 2012

SUBJECT: Report CPFSJSSC12-001
POA, Social Services, and Social Housing Draft 2013 Budgets

PURPOSE

A report to present the draft 2013 POA, Social Services, and Social Housing Budgets, and to recommend that the Joint Services Steering Committee endorse the budgets and recommend to City and County Councils that the budgets be reflected in their respective draft 2013 Municipal Budget documents.

RECOMMENDATION

That the Joint Services Steering Committee approve the recommendation outlined in report CPFSJSSC12-001, dated October 11, 2012, of the Director of Corporate Services, as follows:

That the Joint Services Steering Committee endorse the draft 2013 POA, Social Services, and Social Housing Budgets as set out in **Appendix A** to report CPFSJSSC12-001, and recommend to City and County Councils that the budgets be reflected in their respective draft 2013 Municipal Budget documents.

BUDGET AND FINANCIAL IMPLICATIONS

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

Description	2012 Net Tax Levy Impact	2013 Net Tax Levy Impact	\$ Change	% Change
Col 1	Col 2	Col 3	Col 4	Col 5
County				
POA (Net revenues)	(508,394)	(617,595)	(109,201)	21.5%
Social Services	2,427,046	2,293,888	(133,158)	-5.5%
Social Housing	4,717,199	4,826,710	109,511	2.3%
Total County	6,635,851	6,503,003	(132,848)	-2.0%
City				
POA (Net revenues)	(443,655)	(532,489)	(88,834)	20.0%
Social Services	9,678,093	9,124,647	(553,446)	-5.7%
Social Housing	4,116,508	4,161,573	45,065	1.1%
Total City	13,350,946	12,753,731	(597,215)	-4.5%

BACKGROUND

City staff will be presenting the attached draft 2013 budgets for the POA, Social Services, and Social Housing areas during the October 11, 2012 Joint Services Steering Committee.

Submitted by,

Sandra Clancy
 Director of Corporate Services

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Appendix A Draft 2013 Budgets for
 - POA
 - Social Services
 - Social Housing

Appendix A

Draft 2013 Budgets for

- POA
- Social Services
- Social Housing

2013 OPERATING BUDGET

FORM 1

Department: LEGAL SERVICES
Division: PROVINCIAL OFFENCES ACT OFFICE

Activity Name: PROVINCIAL OFFENCES ACT OFFICE
Budget Account #: 1 01-183

Statement of Purpose:

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

Highlights

Net revenues are divided between the City and the County of Peterborough based on relative weighted assessment. The County's share for 2013 is 53.7% compared to 53.4 for 2012.

It is anticipated that the number of charges will remain constant in 2013. Part 1 Tickets carry set fines and may be paid out of court. Part 3 Informations require disposition by the court and are usually utilized in more serious offences such as, but not limited to, violations under the Compulsory Automobile Insurance Act, Highway Traffic Act, Fish and Wildlife Conservation Act and Ontario New Home Warranties Act.

Increases in the Operating Budget are due to higher contractual expenses (i.e. increased leasing costs to ORC), inflationary increases, new Ministry of the Attorney General standards such as the mandatory use of accredited interpreters. The Early Resolution Court, introduced under the Good Government Act, provides for any defendant requesting a trial to have the option of a resolution meeting with the Municipal Prosecutor prior to attendance at trial court in front of a Justice of the Peace. Although these meetings are offered to all defendants requesting a trial, the meeting is not mandatory and it is yet to be seen if they will actually alleviate the number of matters proceeding to trial.

Performance Data/Work Program:

There was a 4.2% increase in the total number of charges filed in 2011 over charges filed in 2010. The use of the Internet payment option continues to increase. There were 3387 online payments in 2011, a 48% increase over 2010. 2012 statistics are from Jan 1- July 31, 2012

Charges Received	2007	2008	2009	2010	2011	2012
Federal Part 1 Ticket	430	233	237	236	176	109
Federal Part 3 Information	23	35	23	56	25	20
Provincial Part 1 Tickets	17,223	18,226	15,300	15,567	17,837	12,868
Provincial Parking	7,221	7,352	7,744	7,939	7,253	4,478
Provincial Part 3 Information	2,051	1,818	1,663	2,048	1,644	1,217

*Seasonal statistics – charges in the summer and fall months.

Staff Complement (Forms 3,4, &5)	2012 Approved	2013 Request
Established Full Time Salary	7.600	8.100
Established Full Time Wage		
Part Time Positions	0.849	0.549
TOTAL F.T.E.	7.449	7.649

CITY OF PETERBOROUGH

2013 Operating Budget

Description	2012 Approved	2012 Preliminary Actual	Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$	2013 Recommended	Variances 2012 - 2013 Budget	
						Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$
LEGAL SERVICES							
Gross Expenditures							
Provincial Offences Act Office	1,066,815	1,066,815			1,199,916	12.5%	133,101
	1,066,815	1,066,815			1,199,916	12.5%	133,101
Revenues							
Provincial Offences Office	1,510,470	1,506,339	-0.3%	(4,131)	1,732,405	14.7%	221,935
	1,510,470	1,506,339	-0.3%	(4,131)	1,732,405	14.7%	221,935
Net Requirements							
Provincial Offences Act Office	(443,655)	(439,524)			(532,489)	20.0%	(88,834)
	(443,655)	(439,524)	-0.9%	4,131	(532,489)	20.0%	(88,834)

Note: 2013 Budget: The \$1,732,405 Budgeted Revenue noted above is comprised of Gross Budgeted POA Revenue (\$2,350,000) and the County's Share of POA Requirements (\$617,595).

CITY OF PETERBOROUGH

2013 Operating Budget

Description	2012 Approved	2012 Preliminary Actual	Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$	2013 Recommended	Variances 2012 - 2013 Budget	
						Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$
Provincial Offences Office							
Personnel	575,941	575,941			663,107	15.1%	87,166
Contractual	107,035	107,035			105,508	-1.4%	(1,527)
Materials, Supplies	49,881	49,881			50,178	0.6%	297
Repair and Maintenance	1,023	1,023			1,000	-2.2%	(23)
Fees	291,867	291,867			333,193	14.2%	41,326
New Equipment	1,000	1,000			5,000	400.0%	4,000
Rentals	23,000	23,000			26,210	14.0%	3,210
Travelling, Training	17,068	17,068			15,720	-7.9%	(1,348)
Other and Recoveries							
	1,066,815	1,066,815			1,199,916	12.5%	133,101
Revenue							
Fine Revenue	2,018,864	2,010,000	-0.4%	(8,864)	2,350,000	16.4%	331,136
Net Municipal Share	(952,049)	(943,185)	-0.9%	8,864	(1,150,084)	20.8%	(198,035)
County Allocation	(508,394)	(503,661)	-0.9%	4,733	(617,595)	21.5%	(109,201)
NET REVENUE	(443,655)	(439,524)	-0.9%	4,131	(532,489)	20.0%	(88,834)

CITY OF PETERBOROUGH

2013 Operating Budget

Description	2012 Approved	2012 Preliminary Actual	Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$	2013 Recommended	Variances 2012 - 2013 Budget	
						Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$
SOCIAL SERVICES - GROSS EXPENDITURES							
Social Assistance							
Ontario Works - Administration and Employment (50% Provincial)	9,462,267	9,344,535	-1.2%	(117,732)	10,204,947	7.8%	742,680
Ontario Works - 100% Provincial Funded							
Ontario Works - Mandatory Benefits (82.8% Provincial)	31,547,230	31,973,782	1.4%	426,552	30,557,437	-3.1%	(989,793)
Ontario Works - Discretionary Benefits (82.8% Provincial)	2,429,388	1,656,971	-31.8%	(772,417)	1,190,258	-51.0%	(1,239,130)
Ontario Works - Employment							
Addiction Services (82.8% Provincial)	546,780	546,780			554,844	1.5%	8,064
Enhanced Employment Services (100% Provincial)							
Homemakers & Nurses (80% Provincial)	30,492	30,492			30,492		
Ontario Works - Hostels and Drop In Centre (82.8% Provincial)	1,299,895	1,406,687	8.2%	106,792	1,569,135	20.7%	269,240
Peterborough Employment Resource Centre (PERC - 100% Provincial)	604,127	292,155	-51.6%	(311,972)		-100.0%	(604,127)
Homelessness - CHPP (100% Provincial)	193,850	193,860		10	822,324	324.2%	628,474
	46,114,029	45,445,262	-1.5%	(668,767)	44,929,437	-2.6%	(1,184,593)
Childrens Services and Community Partnerships							
Childrens Services Administration	468,062	455,393	-2.7%	(12,669)	365,532	-21.9%	(102,530)
Early Learning Child Development (100% Provincial)	2,407,825	2,674,756	11.1%	266,931	2,797,127	16.2%	389,302
Fee Subsidy Program (80% Provincial)	1,975,839	1,975,839			1,975,839		
Directly Operated Programs (Municipal)	270,428	276,596	2.3%	6,168	307,375	13.7%	36,947
Social Assistance Restructuring Re-investment (100% Municipal)	138,908	138,908			141,686	2.0%	2,778
Ontario Works Child Care - Formal and Informal (80% Provincial)	572,250	572,250			572,250		
Wage Subsidy Program (80% Provincial)	1,911,121	1,911,121			1,911,121		
Special Needs Resource Funding (80% Provincial)	1,270,306	1,270,306			1,270,306		
Community Social Plan (100% Municipal)	239,396	238,590	-0.3%	(806)	249,323	4.1%	9,927
	9,254,135	9,513,759	2.8%	259,624	9,590,559	3.6%	336,424
TOTAL GROSS EXPENDITURES	55,368,164	54,959,021	-0.7%	(409,143)	54,519,996	-1.5%	(848,168)

CITY OF PETERBOROUGH

2013 Operating Budget

Description	2012 Approved	2012 Preliminary Actual	Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$	2013 Recommended	Variances 2012 - 2013 Budget	
						Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$
SOCIAL SERVICES - SUBSIDIES							
Social Assistance							
Ontario Works - Administration and Employment (50% Provincial)	5,690,473	5,598,492	-1.6%	(91,981)	6,205,940	9.1%	515,467
Ontario Works - 100% Provincial Funded							
Ontario Works - Mandatory Benefits (82.8% Provincial)	26,121,107	26,474,291	1.4%	353,184	26,218,281	0.4%	97,174
Ontario Works - Discretionary Benefits (82.8% Provincial)	2,110,612	1,382,910	-34.5%	(727,702)	848,803	-59.8%	(1,261,809)
Ontario Works - Employment							
Addiction Services (82.8% Provincial)	475,965	481,974	1.3%	6,009	487,051	2.3%	11,086
Enhanced Employment Services (100% Provincial)							
Homemakers & Nurses (80% Provincial)	24,658	24,658			24,658		
Ontario Works - Hostels and Drop In Centre (82.8% Provincial)	732,348	805,141	9.9%	72,793	917,588	25.3%	185,240
Peterborough Employment Resource Centre (PERC - 100% Provincial)	604,127	292,155	-51.6%	(311,972)		-100.0%	(604,127)
Homelessness - CHPP (100% Provincial)	193,850	193,860		10	822,324	324.2%	628,474
	35,953,140	35,253,481	-1.9%	(699,659)	35,524,645	-1.2%	(428,495)
Childrens Services and Community Partnerships							
Childrens Services Administration	165,680	165,680			165,680		
Early Learning Child Development (100% Provincial)	2,530,196	2,797,127	10.5%	266,931	2,797,127	10.5%	266,931
Fee Subsidy Program (80% Provincial)	1,580,671	1,580,671			1,580,671		
Directly Operated Programs (Municipal)							
Social Assistance Restructuring Re-investment (100% Municipal)							
Ontario Works Child Care - Formal and Informal (80% Provincial)	457,800	457,800			457,800		
Wage Subsidy Program (80% Provincial)	1,559,293	1,559,293			1,559,293		
Special Needs Resource Funding (80% Provincial)	1,016,245	1,016,245			1,016,245		
Community Social Plan (100% Municipal)							
	7,309,885	7,576,816	3.7%	266,931	7,576,816	3.7%	266,931
TOTAL SUBSIDY	43,263,025	42,830,297	-1.0%	(432,728)	43,101,461	-0.4%	(161,564)

CITY OF PETERBOROUGH

2013 Operating Budget

Description	2012 Approved	2012 Preliminary Actual	Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$	2013 Recommended	Variances 2012 - 2013 Budget	
						Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$
SOCIAL SERVICES - COUNTY CONTRIBUTION							
Social Assistance							
Ontario Works - Administration and Employment (50% Provincial)	678,923	674,288	-0.7%	(4,635)	693,771	2.2%	14,848
Ontario Works - 100% Provincial Funded							
Ontario Works - Mandatory Benefits (82.8% Provincial)	959,008	1,032,356	7.6%	73,348	755,644	-21.2%	(203,364)
Ontario Works - Discretionary Benefits (82.8% Provincial)	70,643	51,918	-26.5%	(18,725)	70,643		
Ontario Works - Employment							
Addiction Services (82.8% Provincial)	12,747	11,665	-8.5%	(1,082)	11,525	-9.6%	(1,222)
Enhanced Employment Services (100% Provincial)							
Homemakers & Nurses (80% Provincial)	1,697	1,697			1,697		
Ontario Works - Hostels and Drop In Centre (82.8% Provincial)	170,000	204,000	20.0%	34,000	204,000	20.0%	34,000
Peterborough Employment Resource Centre (PERC - 100% Provincial)							
Homelessness - CHPP (100% Provincial)							
	1,893,018	1,975,924	4.4%	82,906	1,737,280	-8.2%	(155,738)
Childrens Services and Community Partnerships							
Childrens Services Administration	72,572	69,531	-4.2%	(3,041)	49,963	-31.2%	(22,609)
Early Learning Child Development (100% Provincial)							
Fee Subsidy Program (80% Provincial)	94,840	94,840			98,792	4.2%	3,952
Directly Operated Programs (Municipal)	64,903	66,383	2.3%	1,480	76,844	18.4%	11,941
Social Assistance Restructuring Re-investment (100% Municipal)	18,500	18,500			24,086	30.2%	5,586
Ontario Works Child Care - Formal and Informal (80% Provincial)	20,601	20,601			19,457	-5.6%	(1,144)
Wage Subsidy Program (80% Provincial)	84,439	84,439			87,957	4.2%	3,518
Special Needs Resource Funding (80% Provincial)	60,975	60,975			63,515	4.2%	2,540
Community Social Plan (100% Municipal)	117,198	119,295	1.8%	2,097	135,994	16.0%	18,796
	534,028	534,564	0.1%	536	556,608	4.2%	22,580
SUBTOTAL COUNTY CONTRIBUTION	2,427,046	2,510,488	3.4%	83,442	2,293,888	-5.5%	(133,158)

CITY OF PETERBOROUGH

2013 Operating Budget

Description	2012 Approved	2012 Preliminary Actual	Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$	2013 Recommended	Variances 2012 - 2013 Budget	
						Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$
SOCIAL SERVICES - CITY NET REQUIREMENTS							
Social Assistance							
Ontario Works - Administration and Employment (50% Provincial)	3,092,871	3,071,755	-0.7%	(21,116)	3,305,236	6.9%	212,365
Ontario Works - 100% Provincial Funded							
Ontario Works - Mandatory Benefits (82.8% Provincial)	4,467,115	4,467,135		20	3,583,512	-19.8%	(883,603)
Ontario Works - Discretionary Benefits (82.8% Provincial)	248,133	222,143	-10.5%	(25,990)	270,812	9.1%	22,679
Ontario Works - Employment Addiction Services (82.8% Provincial)	58,068	53,141	-8.5%	(4,927)	56,268	-3.1%	(1,800)
Enhanced Employment Services (100% Provincial)							
Homemakers & Nurses (80% Provincial)	4,137	4,137			4,137		
Ontario Works - Hostels and Drop In Centre (82.8% Provincial)	397,547	397,546		(1)	447,547	12.6%	50,000
Peterborough Employment Resource Centre (PERC - 100% Provincial)							
Homelessness - CHPP (100% Provincial)							
	8,267,871	8,215,857	-0.6%	(52,014)	7,667,512	-7.3%	(600,360)
Childrens Services and Community Partnerships							
Childrens Services Administration	229,810	220,182	-4.2%	(9,628)	149,889	-34.8%	(79,921)
Early Learning Child Development (100% Provincial)	(122,371)	(122,371)			0	100.0%	122,371
Fee Subsidy Program (80% Provincial)	300,328	300,328			296,376	-1.3%	(3,952)
Directly Operated Programs (Municipal)	205,525	210,213	2.3%	4,688	230,531	12.2%	25,006
Social Assistance Restructuring Re-investment (100% Municipal)	120,408	120,408			117,600	-2.3%	(2,808)
Ontario Works Child Care - Formal and Informal (80% Provincial)	93,849	93,849			94,993	1.2%	1,144
Wage Subsidy Program (80% Provincial)	267,389	267,389			263,871	-1.3%	(3,518)
Special Needs Resource Funding (80% Provincial)	193,086	193,086			190,546	-1.3%	(2,540)
Community Social Plan (100% Municipal)	122,198	119,295	-2.4%	(2,903)	113,329	-7.3%	(8,869)
	1,410,222	1,402,379	-0.6%	(7,843)	1,457,135	3.3%	46,913
NET COST SOCIAL SERVICES	9,678,093	9,618,236	-0.6%	(59,857)	9,124,647	-5.7%	(553,446)

2013 OPERATING BUDGET

FORM 1

Department: COMMUNITY SERVICES
Division: SOCIAL SERVICES

Activity Name: SOCIAL ASSISTANCE
Budget Account #: 521, 525, 527, 532, 539, 544, 546, 548, 555, 557, 563, 564, 577

Statement of Purpose:

To provide for personnel, corporate administration and other client program and support costs to deliver the following:

Financial Assistance- to provide basic benefits to eligible residents to assist with food, shelter, clothing and health related items and services.

Employment Services- to assist participants to increase employability through active job search, job coaching, job-specific skills training, job placement, Addiction Services, volunteer placement and basic education and upgrading

Homelessness Intervention- to connect homeless, or at risk families and single individuals, with community services to maintain longer-term housing; and

Community Employment Resource Centre- to provide area residents with access to computer labs, job search supports, resume workshops and a resource library.

Highlights:

The most significant factor in the Social Assistance Budget is the caseload size. In 2011, the budget estimates had been high and as a result the 2012 budget projection was set at 0%. It is expected that the City will be close to the 2012 budget but the County will again fall below and therefore the result is a 2012 readjustment for a decrease of 3% to 679 from 700. For 2013, a caseload increase of 3.9% has been projected for the City. This increase was based on the projected increase in Ontario OW average annual caseload from 2011-12 to 2013-2013 and local economic data. The County's rate of growth is lower than the City, resulting in a 2% increase from 679 to 693. The caseload estimates mean a shift in municipal cost share for OW Administration and Addictions from 82%/18% (City/County) in 2012 to 83%/17% in 2013.

The Province is continuing to upload social assistance benefit costs, which began in 2010 and is expected to end in 2018. In 2013 benefits will be cost shared 85.8% by the Province and 14.2% by municipalities. As a result the net municipal budgets are decreasing. There is an overall decrease of this budget of 5.1% or \$122,734 for the County and a 6.2% decrease or \$603,230 for the City.

The removal of the mandatory Community Start up and Maintenance Benefit and capping of Discretionary Benefits by the Province to \$10 per month per OW/ODSP client may undermine housing stability and limit access to a variety of supports. Peterborough's Social Assistance clients may be more negatively impacted by these provincial changes due to the high cost of housing. As directed by Council on July 23, 2012, the City and County municipal contributions for Discretionary Benefits is the same as the 2012 budget. This results in the gross Discretionary Budget decreasing from \$2,227,347 in 2012 to \$939,026 in 2013 for the City and from \$321,702 in 2012 to \$191,142 in 2013 for the County. A below the line request for supports to offset the impact of this reduction is included for council's consideration.

Included in the 2013 salary projections is the temporary supervisory position and the two temporary case managers approved in 2012. A request is being made to make the supervisory position a permanent position in 2013 and to extend the case managers positions for another year due to increased caseload. A below the line request is being made for a four month temporary trainer backfill for the implementation of the new provincial client data base services in September 2013. Training for 100 staff on the new system is required. The total gross costs of these 4 positions for 2013 would be \$232,793, resulting in a provincial subsidy of \$116,397. The municipal share of these positions, \$116,397, for 2013 would be paid for out of the incentive reserve. The incentive reserve balance would be \$163,408 after the draw for these 4 staff.

In 2013, the Province will be consolidating six related homelessness programs, including emergency shelter funding. The new program, Community Homelessness Prevention Initiative (CHPI), allocation for Peterborough has been announced at \$1,739,912. This allocation falls far short of previous years' Provincial revenue for the same programs by \$1,575,998, which includes the loss of funding associated with CSUMB. A below the line case is coming forward for a \$200,000 discretionary benefit for housing assistance to assist with the loss of the CSUMB. 2013 will be a year of transition. The City's contribution to the homelessness programs for 2013 has increased by \$50,000 to account for the precommitment for an increase to the drop in program. The number of shelter bed days is estimated to increase in part due to the delayed effects of the recession, longer stays due to case planning to prevent readmission and more successfully sheltering people with complex needs through the winter. The County contribution to homelessness was increased in 2012 from \$170,000 to \$204,000. Approved community programs aimed at homeless prevention will continue through 2013.

The Community Employment Resource Centre is now funded through the OW administration budget with a 50% provincial cost share. On May 14, 2012 through Report CSSS12-006, Council approved a one year extension to July 31, 2013 with a six month review. This budget includes PERC funding to the end of 2013, for a total of \$287,540. Services will be scaled back as staff has been reduced from 6.5 FTE to 2.5 FTE.

In 2013, the FTE count for Social Assistance programs has decreased by a net of 1.711 positions including a 4.0 reduction in PERC, extension of 2.0 temporary case managers to address caseload increases, and a 0.285 reallocation from Children's Services of the part time Media & Graphics Clerk and Financial Clerk to take advantage of available OW administrative cost share.

Performance Data/Work Program:

Description		2012 Budget	2012 Projected	2013 Budget	% Budget Change 2012-2013
1	OW Caseload	3,996	3,975	4,118	3.1%
2	Participant Count	4,527	4,595	4,775	5.5%
3	Participants Starting Employment	1,823	1,648	1,760	-3.5%
4	Hostel Days of Care Provided	18,300	20,100	21,900	19.7%
5	Average Length of Stay - Days	12	13	14	16.7%
6	Gross Monthly Cost per Case	\$657.90	\$655.36	\$618.54	-6.0%

Staff Complement (Forms 3,4, & 5)	2012 Approved	2013 Request
Established Full Time Salary	100.650	98.250
Part Time Positions	1.026	1.715
TOTAL F.T.E.	101.676	99.965

2013 OPERATING BUDGET

FORM 1

Department: COMMUNITY SERVICES
Division: SOCIAL SERVICES

Activity Name: CHILDREN'S SERVICES AND COMMUNITY PARTNERSHIPS

Budget Account #: 101-501, 503, 505, 507, 508, 509, 510, 511, 512, 517, 547

Statement of Purpose:

To provide for personnel and other support costs to deliver Children's Services programs in the City and County of Peterborough and for the direct funding of fee subsidy, wage subsidy and Special Needs resources so that families can be provided child care to assist them in their employment, training and educational needs and to ensure quality care for children in licensed child care programs.

The costs of other community development initiatives and planning activities that the Social Services Division is involved with, including the Community Social Plan and the Social Assistance Reinvestment Strategy, are also included under Community Partnerships.

Highlights:

In 2013, there will be a slight increase in licensed child care spaces in both the City and County spaces, changing the split to 75% City, 25% County from 76%/24% in 2012 to the Children's Services Administration budget. The budget shows an increase to the City contribution due to the move of salary costs from the Best Start Program to the Children's Services Administration in an effort to consolidate salaries. An interdepartment charge back of \$237,854 offsets these costs. Gross Children's Services administration costs are budgeted to increase 10.3%.

In 2013, the Directly Operated budget will increase by 1.4%, primarily driven by an increase in rent for Pearson. This lease was renegotiated effective January, 2011 to reflect fair market value. The increase will be phased in over four years. Enrollment is projected to decrease at Pearson and increase in the Before and After School programs. This enrollment shift is due to the implementation of the Full Day Kindergarten program (FDK) and the transition of four and five year old children out of child care and into school. Parent fee revenue will as a result increase slightly in 2013. The .6 increase in the FTE is due to an interdivisional sharing of one FTE Divisional Financial Clerk position and the additional staff required to support the increase in enrollment at the School-Age programs.

The Best Start program has evolved and been renamed by the Province to the Early Learning (EL) Initiative and is no longer a time limited program. Implementation of FDK continues in 2013. Child care programs may have to retool their services for children 0–3.8 years old to remain viable. The Best Start Unconditional grant that had previously been held in reserve in case of the need for an exit strategy can now be used to help the child care system address the impacts of the EL transition. A small amount of 100% transitional funding is anticipated from the Ministry of Education, similar to the \$587,524 received in 2012. \$200,000 of the unconditional grant has been budgeted in 2013 for additional Early Learning transition. The Division proposes to use the remaining \$395,094 of the unconditional grant in subsequent transition years through to 2015. A high percentage of the grant is anticipated to be used by local day care operators on capital projects for 2013 but other business development costs will also be considered. Viability of the business plan long term will be a critical factor in the decision making related to grant allocation.

Community Social Plan (CSP) staff work to implement socio-economic planning and community development activities across Peterborough City and County. Identifying and developing local solutions to service gaps is the top priority of the CSP with special focus given to youth, seniors and transportation issues. Local service is provided at a HELP Centre Havelock-Belmont-Methuen with a potential second location to be determined. There is ongoing work in Asphodel-Norwood to improve availability and coordination of locally delivered services. The CSP budget cost share was changed in 2012 to a 40/60 split between the City and County respectively, and 25% of the program is charged to Ontario Works administration. CSP staff also coordinates senior's activities within the City and supports the newly created Peterborough Seniors Planning Table. \$2,500 from the County has been added to support the work on Senior's issues bringing the total budget to \$7,500 in 2013.

Social Assistance Reinvestment for 2012 was allocated as follows: \$47,000 Emergency Assistance Funds, \$51,908 the continuation of a Housing Social Work Program for Sunshine Homes, and \$35,000 to support to the Peterborough County City Health Unit for City/County to support food programs. A range of similar initiatives to support low income families will continue with a total contribution of \$117,600 by the City and \$24,087 by the County.

Performance Data/Work Program:

- In 2013 it is anticipated 1,473 families and 1,827 children served through children's services programs. This is an increase over 2012 due to a small increase in 100% Transitional and Extended Day funding.
- Social Assistance Reinvestment will provide families with emergency assistance including eviction prevention and related supports.
- 125 individuals will receive assistance and referral to community programs and services through the CSP Help Centres and telephone hotline.
- Over 100 seniors, caregivers and service providers will enhance their knowledge through the Seniors Summit.

Staff Complement (Forms 3,4, & 5)	2012 Approved	2013 Request
Established Full Time Salary	22.086	22.486
Established Full Time Wage		
Part Time Positions	5.325	5.525
TOTAL F.T.E.	27.411	28.011

2013 OPERATING BUDGET

FORM 1

Department: PLANNING AND DEVELOPMENT

Division: HOUSING

Activity Name: 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 21 non-profit providers. The City partners with the private and non-profit sector to build new affordable rental housing, provides housing information, and funds housing support programs to assist low-income households.

Highlights:

The majority of the Housing Division's budget is for social housing subsidies, which are prescribed by provincially legislated formulas. A consolidated service agreement between the City and County is used to calculate the County's proportionate share, which is 53.7% in 2013 (53.4% in 2012).

The Division's 2013 work program has four main elements: Social Housing Portfolio and Rent Supplement Programs, Affordable Housing Stock, Housing Policy Development and Housing Support Programs.

The Housing Services Act (HSA, 2011), sets out the City's social housing responsibilities. Core legislated responsibilities for the City 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, managing projects in receivership; and
- Reporting to the Province on annual compliance.

Social housing is a valuable community asset and the effective management of social housing must go beyond the basic legislation. The Division seeks out efficiencies in asset management, property management and capital repair, and supports good governance among hundreds of volunteers, and addresses projects in difficulty.

The Division designs and delivers provincially funded programs, negotiates funding agreements, monitors construction progress for new projects, and ensures program compliance.

The Division provides funds through service contracts for the Housing Resource Centre (HRC) (core service and rent bank) and Housing Access Peterborough (delivered by PHC), and supports the Affordable Housing Action Committee (AHAC) in their annual publication (Housing is Fundamental) as well as their research projects. In addition, in 2013, the Province requires a local, consolidated, 10 year Housing and Homelessness Plan. The City's Housing and Social Services Divisions will report to Council on a proposed Plan. (PLHD12-003, dated June 18, 2012)

The additional net requirement for Housing in 2013 for the City and County is approximately \$154,600 of which \$45,100 is funded by the City and \$109,500 by the County. The increase for 2013 across the whole portfolio for salaries, insurance, taxes, utilities and other general operating costs is \$285,600. The increase in 2013 to contractual services for the Housing and Homelessness Plan is \$30,000. Cost reduction in other areas is \$45,500. As well, there is an estimated saving in mortgage payments of \$103,000 as \$10.4M in social housing mortgages renew in 2013, with anticipated lower interest rates. Revenue from the Province is reduced by \$17,500.

Performance Data/Work Program:

The need for affordable housing in the City and County is measured as follows: over 1,600 households are on the social housing waiting list; the average two-bedroom apartment is unaffordable for 60% of the renter population (monthly rent is \$899); and the vacancy rate continues to decline for the third consecutive year to 3.5% indicating that it is increasingly hard to find a vacant rental unit.

Staff Complement (Forms 3,4, & 5)	2012 Approved	2013 Request
Established Full Time Salary	6.400	6.400
Established Full Time Wage		
Part Time Positions		
TOTAL F.T.E.	6.400	6.400

CITY OF PETERBOROUGH

2013 Operating Budget

Description	2012 Approved	2012 Preliminary Actual	Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$	2013 Recommended	Variances 2012 - 2013 Budget	
						Over (Under) 2012 Budget %	Over (Under) 2012 Budget \$
HOUSING							
Gross Expenditures							
Housing Administration	841,329	852,922	1.4%	11,593	883,868	5.1%	42,539
Peterborough Housing Corporation	2,838,000	2,838,000			2,948,000	3.9%	110,000
Rent Supplement Programs	1,642,680	1,622,680	-1.2%	(20,000)	1,527,108	-7.0%	(115,572)
Non Profit and Native Housing Providers	6,825,000	6,825,000			6,900,000	1.1%	75,000
Housing Resource Centre	421,792	424,922	0.7%	3,130	322,705	-23.5%	(99,087)
Housing Access Peterborough	126,442	126,442			128,970	2.0%	2,528
Special Program Funding - DOOR	2,110,000	1,950,000	-7.6%	(160,000)	750,000	-64.5%	(1,360,000)
Special Program Funding - IAH					1,093,490		1,093,490
	14,805,243	14,639,966	-1.1%	(165,277)	14,554,141	-1.7%	(251,102)
Revenues							
Housing Administration	484,220	501,682	3.6%	17,462	533,396	10.2%	49,176
Peterborough Housing Corporation	1,815,688	1,815,688			1,873,281	3.2%	57,593
Rent Supplement Programs	1,157,045	1,137,045	-1.7%	(20,000)	1,065,699	-7.9%	(91,346)
Non Profit and Native Housing Providers	4,739,565	4,739,565			4,793,267	1.1%	53,702
Housing Resource Centre	314,697	317,827	1.0%	3,130	214,178	-31.9%	(100,519)
Housing Access Peterborough	67,520	67,520			69,257	2.6%	1,737
Special Program Funding - DOOR	2,110,000	1,950,000	-7.6%	(160,000)	750,000	-64.5%	(1,360,000)
Special Program Funding - IAH					1,093,490		1,093,490
	10,688,735	10,529,327	-1.5%	(159,408)	10,392,568	-2.8%	(296,167)
Net Requirements							
Housing Administration	357,109	351,240	-1.6%	(5,869)	350,472	-1.9%	(6,637)
Peterborough Housing Corporation	1,022,312	1,022,312			1,074,719	5.1%	52,407
Rent Supplement Programs	485,635	485,635			461,409	-5.0%	(24,226)
Non Profit and Native Housing Providers	2,085,435	2,085,435			2,106,733	1.0%	21,298
Housing Resource Centre	107,095	107,095			108,527	1.3%	1,432
Housing Access Peterborough	58,922	58,922			59,713	1.3%	791
Special Program Funding - DOOR							
Special Program Funding - IAH							
	4,116,508	4,110,639	-0.1%	(5,869)	4,161,573	1.1%	45,065

**2013-2022 CAPITAL BUDGET JUSTIFICATION
OTHER ASSETS**

CAP FORM 1 (OTHER)

Department: **PLANNING & DEVELOPMENT**

Budget Reference #: **7-4.01**

Division: **HOUSING**

Project Name & Description

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 the waiting list, and enable the City to maintain the portfolio to meet the Province's required service level standard.

Project Detail, Justification & Reference Map

The \$100,000/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.

Based on the 2010 Building Condition Audit (BCA) prepared by The Stonewell Group Inc., it is evident that the Social Housing stock has deferred maintenance and will continue to need financial assistance for many years to come. The Stonewell report anticipates the shortfall over the next 20 years to be \$62.6 M. This number could be slightly reduced as it is based on all providers continuing past the expiry date of their Operating Agreement. It is also evident that the current level of reserves held by social housing providers of \$7.6 M is inadequate to finance the needed repairs.

Past government initiatives, such as the 2008 Social Housing Capital Repair Fund provided the City with \$0.85 M, and the 2009/2010 Social Housing Renovation and Retrofit Program (SHRRP) provided the City with \$5.4 M, to help fund immediately needed repairs. These programs took the pressure off in the short term but have all but ended and there is no sign of any program to replace them. The 2011-2015 Investment in Affordable Housing Program (IAH) does not allow any repair money for Social Housing.

Staff will have to further analyze the 2010 BCA report to determine how recent repairs impact findings and to help prioritize future repair projects. A strategic asset management plan for social housing, including recommendations on meeting service level standards as Operating Agreements expire will be required.

City of Peterborough

Other Capital Assets

Ten Year Capital Budget Estimates

2013-2022 & Subsequent Years
(\$000's)

(1)	Project Total	Approved Pre-2013	R E Q U E S T E D									2023 to 2037	
			2013	2014	2015	2016	2017	2018	2019	2020	2021		2022
DEPARTMENT	Planning & Development												
DIVISION/ACTIVITY	Housing												
PROJECT DESCRIPTION	Capital Repairs												
PROJECT #	7-4.01												
EXPENDITURES													
CONTRACTUAL SERVICES	4,300.0		100.0	100.0	100.0	125.0	125.0	125.0	150.0	150.0	150.0	175.0	3,000.0
	<u>4,300.0</u>		<u>100.0</u>	<u>100.0</u>	<u>100.0</u>	<u>125.0</u>	<u>125.0</u>	<u>125.0</u>	<u>150.0</u>	<u>150.0</u>	<u>150.0</u>	<u>175.0</u>	<u>3,000.0</u>
DIRECT REVENUE													
SUBSIDIES													
OTHER - County of Peterborough	2,296.7		53.7	53.4	53.4	66.8	66.8	66.8	80.1	80.1	80.1	93.5	1,602.0
	<u>2,296.7</u>		<u>53.7</u>	<u>53.4</u>	<u>53.4</u>	<u>66.8</u>	<u>66.8</u>	<u>66.8</u>	<u>80.1</u>	<u>80.1</u>	<u>80.1</u>	<u>93.5</u>	<u>1,602.0</u>
NET REQUIREMENTS	<u>2,003.3</u>		<u>46.3</u>	<u>46.6</u>	<u>46.6</u>	<u>58.2</u>	<u>58.2</u>	<u>58.2</u>	<u>69.9</u>	<u>69.9</u>	<u>69.9</u>	<u>81.5</u>	<u>1,398.0</u>
To be financed from													
DEBENTURES													
OWNERS' SHARE													
CITY'S - TAX SUPPORTED													
CITY'S - SEWER SURCHARGE													
CITY'S - INDUSTRIAL LAND													
DEVELOPMENT CHARGE RESERVE FUND													
OTHER REVENUE													
CAPITAL LEVY	2,003.3		46.3	46.6	46.6	58.2	58.2	58.2	69.9	69.9	69.9	81.5	1,398.0

**2013-2022 CAPITAL BUDGET JUSTIFICATION
OTHER ASSETS**

CAP FORM 1 (OTHER)

Department: **PLANNING & DEVELOPMENT**

Budget Reference #: **7-4.02**

Division: **HOUSING**

Project Name & Description

Building Condition Audits

Commitments Made

None

Effects on Future Operating Budgets

Project Detail, Justification & Reference Map

The purpose of this project is to conduct regular building condition audits for all of the social housing provider sites in the City and County of Peterborough. These audits will continuously update a comprehensive list of capital repairs and expenditures over a 25 to 30 year period, based on site inspections and reviews performed by professionals with diverse and in-depth qualifications in buildings and building science. The reports are intended to form the basis or foundation of a strategic asset management plan for the providers so they may more effectively schedule repairs, monitor equipment and elements, and plan for the anticipated expenditures.

Not only will this project then fulfill the Service Manager's obligations with respect to advising on appropriate property management, it will also provide detailed life safety inspections, address risk management issues, potential liabilities, as well as detailed immediate needs analysis and identify potential bulk tenders, which the City could manage.

Typically these types of projects are recommended for implementation every 3 to 5 years, as rates of deterioration vary from site to site, and it is important to have accurate information available to facilitate good decisions when considering expensive capital repairs. The most recent Building Condition audit program was initiated in December of 2009 (PLHD09-009) in response to RFP P-45-09.

Providers will be required to participate as funders in the cost of every proposed City managed BCA project.

City of Peterborough

Other Capital Assets

Ten Year Capital Budget Estimates

2013-2022 & Subsequent Years
(\$000's)

(1)	Project Total	Approved Pre-2013	R E Q U E S T E D										2023 to 2037
			2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
DEPARTMENT	Planning & Development												
DIVISION/ACTIVITY	Housing												
PROJECT DESCRIPTION	Building Condition Audits												
PROJECT #	7-4.02												
EXPENDITURES													
CONTRACTUAL SERVICES	<u>1,460.0</u>			<u>225.0</u>						<u>235.0</u>			<u>1,000.0</u>
	<u>1,460.0</u>			<u>225.0</u>						<u>235.0</u>			<u>1,000.0</u>
DIRECT REVENUE													
SUBSIDIES													
OTHER - Provider	730.0			112.5						117.5			500.0
OTHER - County of Peterborough	<u>389.8</u>			<u>60.1</u>						<u>62.7</u>			<u>267.0</u>
	<u>1,119.8</u>			<u>172.6</u>						<u>180.2</u>			<u>767.0</u>
NET REQUIREMENTS	<u>340.2</u>			<u>52.4</u>						<u>54.8</u>			<u>233.0</u>
To be financed from													
DEBENTURES													
OWNERS' SHARE													
CITY'S - TAX SUPPORTED													
CITY'S - SEWER SURCHARGE													
CITY'S - INDUSTRIAL LAND													
DEVELOPMENT CHARGE RESERVE FUND													
OTHER REVENUE - Capital Levy Reserve													
CAPITAL LEVY	340.2			52.4						54.8			233.0