



City of
Peterborough

To: Members of the Joint Services Steering Committee

From: Sandra Clancy, Director of Corporate Services

Meeting Date: October 9, 2014

**Subject: Report CPFSJSSC14-003
POA, Social Services, and Social Housing Draft 2015 Budgets**

Purpose

A report to present the draft 2015 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 2015 Municipal Budget documents.

Recommendation

That the Joint Services Steering Committee approve the recommendation outlined in report CPFSJSSC14-003, dated October 9, 2014, of the Director of Corporate Services, as follows:

That the Joint Services Steering Committee endorse the draft 2015 POA, Social Services, and Social Housing Budgets as set out in **Appendix A** to report CPFSJSSC14-003, and recommend to City and County Councils that the budgets be reflected in their respective draft 2015 Municipal Budget documents.

Budget and Financial Implications

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

Description	2014 Net Funding Requirement	2015 Net Funding Requirement	\$ Change	% Change
Col 1	Col 2	Col 3	Col 4	Col 5
County				
POA (Net revenues)	(602,910)	(625,776)	(22,866)	3.8%
Social Services	2,179,006	2,122,567	(56,439)	-2.6%
Social Housing	5,020,901	5,135,761	114,860	2.3%
Total County	6,596,997	6,632,552	35,555	.01%
City				
POA (Net revenues)	(519,828)	(533,068)	(13,240)	2.5%
Social Services	8,724,796	8,379,154	(345,642)	-4.0%
Social Housing	4,329,006	4,374,908	45,902	1.1%
Total City	12,533,974	12,220,994	(312,980)	-2.5%

Background

City staff will be presenting the attached draft 2015 budgets for the POA, Social Services, and Social Housing areas during the October 9, 2014 Joint Services Steering Committee.

Submitted by,

Sandra Clancy
 Director of Corporate Services

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Attachments:

Appendix A Draft 2015 Budgets for:

- POA
- Social Services
- Social Housing

Appendix A

Draft 2015 Budgets for POA, Social Services, Social Housing

CITY OF PETERBOROUGH

2015 Operating Budget

Description	2014 Approved	2014 Preliminary Actual	Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$	2015 Requested	Variances 2014 - 2015 Budget	
						Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$
LEGAL SERVICES							
Gross Expenditures							
Provincial Offences Act Office	1,327,262	1,224,977	-7.7%	-102,285	1,241,156	-6.5%	-86,106
	1,327,262	1,224,977	-7.7%	-102,285	1,241,156	-6.5%	-86,106
Revenues							
Provincial Offences Office	1,847,090	1,722,713	-6.7%	-124,377	1,774,224	-3.9%	-72,866
	1,847,090	1,722,713	-6.7%	-124,377	1,774,224	-3.9%	-72,866
Net Requirements							
Provincial Offences Act Office	-519,828	-497,736	-4.2%	22,092	-533,068	2.5%	-13,240
	-519,828	-497,736	-4.2%	22,092	-533,068	2.5%	-13,240

Note: 2015 Budget: The \$1,774,224 Budgeted Revenue noted above is comprised of Gross Budgeted POA Revenue (\$2,400,000) less the County's Share of POA Net Revenues (\$625,776)

2015 Operating Budget

Form 1

Department: Legal Services
Division: Provincial Offences Act Office

Activity Name: Provincial Offences Act 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 (MAG), and the Intermunicipal Service Agreement.

Highlights:

Net revenues are divided between the City and the County of Peterborough based on the prior year's relative weighted assessment. The County's share for 2015 is 54.0% up from 53.7% in 2014. The City's share is 46%.

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 the 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 from the payment of fines and it is anticipated that the fine revenue will decrease modestly for 2015.

Staff has successfully negotiated a three year lease extension with the Ministry of the Attorney General ("MAG") for the Ontario Court of Justice with guaranteed accommodation for the POA court at 70 Simcoe Street. Since the building owned by the City will be vacated by MAG in three years, a POA Facility Needs Study has been budgeted for \$25,000 in 2017's Capital Budget.

Performance Data/Work Program:

\$ Defaulted Fines Collected	2010	2011	2012	2013	2014 YTD
	\$841,640	\$852,691	\$1,081,134	\$1,206,266	\$671,209

- 2013 collection of defaulted fines increased by 11.5% over 2012
- 2013 was the second year the total defaulted fines collected exceeded 1 million dollars
- 2014 statistics are from January 1 - July 31, 2014

Charges Received	2010	2011	2012	2013	2014 YTD
Federal Part 1 & P3	236	176	156	136	65
Part 1 Tickets	15,567	17,837	20,843	18,464	10,980
Parking	7,939	7,253	6,847	6,949	4,111
Part 3 Informations	2,048	1,644	1,843	1,906	844
Totals	25,790	26,910	29,689	27,455	16,000

- 2014 statistics are from January 1 - July 31, 2014
- There was a 7.5% decrease in the total number of charges filed in 2013 over charges filed in 2012 though the trend shows an average increase of 2.5% per year from 2006 to 2013

Staff Complement (Forms 3,4, & 5)	2014 Approved	2015 Request
Established Full Time Salary	8.000	8.000
Established Full Time Wage		
Part Time Positions	0.549	0.549
Total F.T.E.	8.549	8.549

CITY OF PETERBOROUGH

2015 Operating Budget

Description	2014 Approved	2014 Preliminary Actual	Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$	2015 Requested	Variances 2014 - 2015 Budget	
						Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$
Provincial Offences Office							
Personnel	666,113	678,632	1.9%	12,519	683,597	2.6%	17,484
Contractual	129,440	122,180	-5.6%	-7,260	123,540	-4.6%	-5,900
Materials, Supplies	45,300	41,100	-9.3%	-4,200	44,170	-2.5%	-1,130
Repair and Maintenance	1,000	500	-50.0%	-500	500	-50.0%	-500
Fees & Debt servicing	422,190	338,440	-19.8%	-83,750	337,714	-20.0%	-84,476
New Equipment	2,000	1,000	-50.0%	-1,000	1,000	-50.0%	-1,000
Rentals	44,794	28,000	-37.5%	-16,794	35,000	-21.9%	-9,794
Travelling, Training	16,425	15,125	-7.9%	-1,300	15,635	-4.8%	-790
Inter Dept Charges							
Other and Recoveries			0.0%	0		0.0%	0
	1,327,262	1,224,977	-7.7%	-102,285	1,241,156	-6.5%	-86,106
Revenue							
Fine Revenue	2,450,000	2,300,000	-6.1%	-150,000	2,400,000	-2.0%	-50,000
Net Municipal Share	-1,122,738	-1,075,023	-4.2%	47,715	-1,158,844	3.2%	-36,106
County Allocation	-602,910	-577,287	-4.2%	25,623	-625,776	3.8%	-22,866
NET REVENUE	-519,828	-497,736	-4.2%	22,092	-533,068	2.5%	-13,240

**2015-2024 Capital Budget Justification
Other Capital Assets**

Cap Form 1 (Other)

Department: Corporate Services

Budget Reference #: 3-1.05

Division: Property

Project Name & Description

POA Facility Needs Study

Commitments Made

Effects on Future Operating Budgets

Project Detail, Justification & Reference Map

The necessity to combine both the Provincial Offences 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.

The purpose-built building is ideal to relocate all of the POA operations, with renovations to be determined. However the space requirement needs for 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.

CITY OF PETERBOROUGH

2015 Operating Budget

Description	2014 Approved	2014 Preliminary Actual	Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$	2015 Requested	Variances 2014 - 2015 Budget	
						Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$
SOCIAL SERVICES - GROSS EXPENDITURES							
Social Assistance							
Ontario Works - Administration and Employment	10,440,242	10,263,595	-1.7%	-176,647	10,753,255	3.0%	313,013
Ontario Works - Mandatory Benefits (88.6% Provincial)	30,906,000	31,006,000	0.3%	100,000	32,684,000	5.8%	1,778,000
Ontario Works - Discretionary Benefits	1,388,770	1,317,501	-5.1%	-71,269	1,525,796	9.9%	137,026
Addiction Services	566,235	566,235	0.0%	0	572,036	1.0%	5,801
Homemakers & Nurses	100,000	100,000	0.0%	0	100,000	0.0%	0
Homelessness	2,883,389	2,883,389	0.0%	0	2,671,770	-7.3%	-211,619
	46,284,636	46,136,721	-0.3%	-147,915	48,306,857	4.4%	2,022,221
Childrens Services and Community Partnerships							
Childrens Services Administration	631,332	622,399	-1.4%	-8,933	655,513	3.8%	24,181
Early Learning Child Development	8,702,152	8,683,396	-0.2%	-18,756	8,683,396	-0.2%	-18,756
Directly Operated Programs (100% Municipal)	367,713	356,261	-3.1%	-11,452	330,626	-10.1%	-37,087
Social Assistance Restructuring Re-investment	141,686	141,686	0.0%	0	141,686	0.0%	0
Community Social Plan (100% Municipal)	276,125	274,452	-0.6%	-1,673	279,795	1.3%	3,670
	10,119,008	10,078,194	-0.4%	-40,814	10,091,016	-0.3%	-27,992
TOTAL GROSS EXPENDITURES	56,403,644	56,214,915	-0.3%	-188,729	58,397,873	3.5%	1,994,229

CITY OF PETERBOROUGH

2015 Operating Budget

Description	2014 Approved	2014 Preliminary Actual	Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$	2015 Requested	Variances 2014 - 2015 Budget	
						Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$
SOCIAL SERVICES - SUBSIDIES							
Social Assistance							
Ontario Works - Administration and Employment	6,379,421	6,291,098	-1.4%	-88,323	6,593,282	3.4%	213,861
Ontario Works - Mandatory Benefits (88.6% Provincial)	27,382,716	27,471,316	0.3%	88,600	29,873,176	9.1%	2,490,460
Ontario Works - Discretionary Benefits	929,343	932,213	0.3%	2,870	980,868	5.5%	51,525
Addiction Services	497,397	497,397	0.0%	0	507,744	2.1%	10,347
Homemakers & Nurses	80,264	80,000	-0.3%	-264	80,000	-0.3%	-264
Homelessness	2,189,842	2,189,842	0.0%	0	1,820,223	-16.9%	-369,619
	37,458,983	37,461,866	0.0%	2,883	39,855,293	6.4%	2,396,310
Childrens Services and Community Partnerships							
Childrens Services Administration	437,706	465,651	6.4%	27,945	465,651	6.4%	27,945
Early Learning Child Development	7,603,153	7,575,208	-0.4%	-27,945	7,575,208	-0.4%	-27,945
Directly Operated Programs (100% Municipal)			0.0%	0		0.0%	0
Social Assistance Restructuring Re-investment	0	0	0.0%	0	0	0.0%	0
Community Social Plan (100% Municipal)	0	0	0.0%	0	0	0.0%	0
	8,040,859	8,040,859	0.0%	0	8,040,859	0.0%	0
TOTAL SUBSIDY	45,499,842	45,502,725	0.0%	2,883	47,896,152	5.3%	2,396,310

CITY OF PETERBOROUGH

2015 Operating Budget

Description	2014 Approved	2014 Preliminary Actual	Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$	2015 Requested	Variances 2014 - 2015 Budget	
						Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$
SOCIAL SERVICES - COUNTY CONTRIBUTION							
Social Assistance							
Ontario Works - Administration and Employment	697,395	691,081	-0.9%	-6,314	707,195	1.4%	9,800
Ontario Works - Mandatory Benefits (88.6% Provincial)	587,328	598,728	1.9%	11,400	483,750	-17.6%	-103,578
Ontario Works - Discretionary Benefits	72,615	52,330	-27.9%	-20,285	66,371	-8.6%	-6,244
Addiction Services	11,702	11,702	0.0%	0	10,930	-6.6%	-772
Homemakers & Nurses	4,477	4,554	1.7%	77	4,554	1.7%	77
Homelessness	246,000	246,000	0.0%	0	246,000	0.0%	0
	1,619,517	1,604,395	-0.9%	-15,122	1,518,800	-6.2%	-100,717
Childrens Services and Community Partnerships							
Childrens Services Administration	44,534	36,052	-19.0%	-8,482	49,364	10.8%	4,830
Early Learning Child Development	252,770	254,883	0.8%	2,113	288,128	14.0%	35,358
Directly Operated Programs (100% Municipal)	84,574	81,940	-3.1%	-2,634	85,962	1.6%	1,388
Social Assistance Restructuring Re-investment	24,087	24,087	0.0%	0	24,087	0.0%	0
Community Social Plan (100% Municipal)	153,524	151,771	-1.1%	-1,753	156,226	1.8%	2,702
	559,489	548,733	-1.9%	-10,756	603,767	7.9%	44,278
SUBTOTAL COUNTY CONTRIBUTION	2,179,006	2,153,128	-1.2%	-25,878	2,122,567	-2.6%	-56,439

CITY OF PETERBOROUGH

2015 Operating Budget

Description	2014 Approved	2014 Preliminary Actual	Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$	2015 Requested	Variances 2014 - 2015 Budget	
						Over (Under) 2014 Budget %	Over (Under) 2014 Budget \$
SOCIAL SERVICES - CITY NET REQUIREMENTS							
Social Assistance							
Ontario Works - Administration and Employment	3,363,426	3,281,416	-2.4%	-82,010	3,452,778	2.7%	89,352
Ontario Works - Mandatory Benefits (88.6% Provincial)	2,935,956	2,935,956	0.0%	0	2,327,074	-20.7%	-608,882
Ontario Works - Discretionary Benefits	386,812	332,958	-13.9%	-53,854	478,557	23.7%	91,745
Addiction Services	57,136	57,136	0.0%	0	53,362	-6.6%	-3,774
Homemakers & Nurses	15,259	15,446	1.2%	187	15,446	1.2%	187
Homelessness	447,547	447,547	0.0%	0	605,547	35.3%	158,000
	7,206,136	7,070,460	-1.9%	-135,676	6,932,764	-3.8%	-273,372
Childrens Services and Community Partnerships							
Childrens Services Administration	149,092	120,696	-19.0%	-28,396	140,498	-5.8%	-8,594
Early Learning Child Development	846,229	853,305	0.8%	7,076	820,060	-3.1%	-26,169
Directly Operated Programs (100% Municipal)	283,139	274,321	-3.1%	-8,818	244,664	-13.6%	-38,475
Social Assistance Restructuring Re-investment	117,599	117,599	0.0%	0	117,599	0.0%	0
Community Social Plan (100% Municipal)	122,601	122,681	0.1%	80	123,569	0.8%	968
	1,518,660	1,488,602	-2.0%	-30,058	1,446,390	-4.8%	-72,270
NET COST SOCIAL SERVICES	8,724,796	8,559,062	-1.9%	-165,734	8,379,154	-4.0%	-345,642

2015 Operating Budget

Department: Community Services

Division: Social Services

Activity Name: Social Assistance and Homelessness

Budget Account #: 521, 525, 527, 532, 539, 546, 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 eligible residents to assist with food, shelter, clothing and health related items and services.

Employment Services- to increase employability through active job search, job coaching, job-specific skills training, job and volunteer 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.

Highlights:

The Provincial upload of social assistance benefit costs continues. In 2015, benefits will be cost shared 91.4% by the Province and 8.6% by municipalities. As a result the net municipal social assistance budgets are decreasing. The gross cost per case has increased by 4.4% due to benefit enhancements announced by the Province.

Although Ontario Works is showing an increase of 2.0 FTE, one is a realignment of a position from the Community Social Plan. The integration of CSP community development with OW Case Management has allowed for rural outreach at more locations. The other 1.0 FTE increase is requested due to the additional workload associated with increased ODSP participation in employment services, homelessness case management and potential OW caseload growth due to planned provincial level medical reviews of current ODSP client cases. The municipal 50% share for this position is proposed to come from the

incentive reserve this year so there is no net impact on the tax base in 2015.

The municipal contribution towards Discretionary Benefits will continue through a combination of a draw from social services reserve of \$148,514 and an allocation of \$80,000 of upload.

Additional CHPI funding is anticipated but the amount is not yet known. Even with additional provincial contributions the Housing Stability Fund (HSF) is expected to require further dollars and therefore an increase of \$200,000 is being requested (\$158,000 City, \$42,000 County) through use of the upload. Continued reliance on the Social Services reserve to increase the fund is unsustainable. Prior to HSF, the City's contribution for this type of fund was \$350,000. In addition, despite Schedule A of the Consolidated Municipal Service Management Agreement (CMSM), which states that the County's share of Homelessness will be capped at \$204,000, the request from the County for 2015 is \$246,000.

Description	2014 Budget	2014 Projected	2015 Budget	% Budget Change 2014-2015
1 OW Caseload	3,912	3,932	3,962	1.3%
2 OW Participant Count	4,299	4,315	4,366	1.6%
3 Participants Starting Employment	1,600	1,700	1,750	9.4%
4 Shelter Days of Care Provided	19,710	19,796	19,796	0.4%
5 Gross Monthly Cost per Case	\$658.36	\$663.18	\$687.45	4.4%

* This chart includes City and County figures.

Staff Complement (Forms 3,4, & 5)	2014 Approved	2015 Request
Established Full Time Salary	96.500	98.100
Part Time Positions	1.708	2.108
Total F.T.E	98.208	100.208

2015 Operating Budget

Department: Community Services
Division: Social Services

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

The costs of other community development initiatives and planning activities that the Social Services Division is involved.

Highlights:

In 2015, there will be an increase of 197 licensed child care spaces in the City and an increase of 161 County spaces, primarily due to growth of before and after school programs. This changes the proportional City/County cost shares from 77%/23% in 2014 to 74%/26% in 2015. As a result, the budget shows an overall decrease to the City contribution of 4.8% and an increase of 7.9% to the County.

Gross Children's Services administration costs will increase by 3.8% largely due to costs associated with the computer refresh scheduled for 2015.

The Ministry of Education allocation for child care is expected to remain the same as what was received in 2014. \$200,000 of the unconditional grant has been budgeted for continued Early Learning transition, leaving \$223,236 left of this grant.

The Directly Operated budget will decrease by 10.1%, primarily arising from a 2.5% fee increase and an expected increase in enrollment at the before and after school programs. Enrollment is projected to remain stable at the Pearson and Peterborough programs. The lease at Pearson expires December 2014 and staff has explored various location options including possible renewal.

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 \$21,700 towards the Age Friendly plan. The reduction of 1.000 FTE in the CSP is due to the realignment of the Facilitator position into the Ontario Works program. County service has improved with three Case Managers working in four townships providing local service to social assistance clients and other community members. The CSP budget continues to be 40/60 City/County split. Annual support to the United Way, Peterborough Social Planning Council and Kawartha Food Share are shared by City/County at 50/50.

Performance Data/Work Program:

	Description	2014 Budget	2014 Project ed	2015 Budget	% Budget Change 2014-2015
1	Children Served	1,746	2,046	2,046	17.0%
2	Licensed Child Care Spaces	2,530	2,681	2775	9.7%
3	Individuals Assisted at County Drop-Ins.	225	350	400	77.8%
4	Senior Events Participants	1,500	1,500	2,000	33.3%

Staff Complement (Forms 3,4, & 5)	2014 Approved	2015 Request
Established Full Time Salary	22.486	21.457
Part Time Positions	6.347	6.447
Total F.T.E.	28.833	27.904

**2015-2024 Capital Budget Justification
Tangible Capital Assets**

CAP Form 1 (TCA)

Department: Community Services

Budget Reference #: 6-10.01

Division: Social Services

Project Name & Description

Social Services Office Leasehold Improvements and Furniture Replacement

Commitments Made

During the office space RFP process (see report CSSS13-001, Award of RFP-30-12 Facility Solution for the Social Services Division and the Peterborough County-City Health Unit), it was recognized that by staying at Charlotte and Simcoe locations, improvements would need to be made to the office space to meet current service needs.

Effects on Future Operating Budgets

Project Detail, Justification & Reference Map

As of August 2014, designs for minor capital improvements of the first and second floors of Charlotte and Simcoe Street buildings have been completed. The plans include layout changes for the reception area, including moving reception to the first floor, adding some additional workstations on the second, and opening up part of the Simcoe Street first floor for a staff meeting room. These adjustments will ensure the space on these floors meets Accessibility for Ontarians with Disabilities Act, (AODA) standards and will improve client service flow by having only one point of reception. This will allow for the most efficient use of the existing space possible. Changes to the third and fourth floors will occur at a later time and will consist mainly of cosmetic updates to lighting and wall and floor coverings. Further details of the timelines, sequence and cost are still being worked out.

Accessibility Considerations

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

Asset Description	Qty	Sub-Class 1	Sub-Class 2	Sub-Class 3	Acquis/ Compl date (yyyy/mm)	In-service date (yyyy/mm)	Cost
Leasehold Improvement to office Space		Building	Leasehold Improvements		2015/12	2015/12	880,000
Office Furniture		Machinery & Equipment	Office Furniture & Equipment	Office furniture	2015/12	2015/12	200,000

**2015-2024 Capital Budget Justification
Other Capital Assets**

CAP Form 1 (Other)

Department: Community Services

Budget Reference #: 6-10.02

Division: Social Services

Project Name & Description

Brock Street Mission – Revitalization/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 is underway in 2014 to determine use of the current Brock Mission building.

Effects on Future Operating Budgets

The supports for men in this program could possibly be provided by existing service providers such as Canadian Mental Health Association, Four Counties Addiction Services and VON 360 Nurse Practitioner Clinic to address physical, mental health and addictions issues. Future funding opportunities through CE LHIN will also be explored.

Overall program management 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 to determine if it is possible to develop a housing option with supports for men similar to the way in which Cameron House Semi Independent Units were created. The feasibility study will be complete in September 2014. Regardless of the outcome of the housing option, renovations to the building are required to improve the overall condition of the shelter and address accessibility issues.

If planning proceeds with development at Brock Mission, a cost of \$500,000 capital expenditure has been estimated as the municipal contribution towards the construction phase of the project to begin in the spring of 2015. The proposed \$500,000 is to be cost shared between the City and County using the 2015 caseload split of 83/17 with the City share of \$415,000 to come from Social Services Division General Assistance Reserve. Consideration for capital cost contributions will be part of the plan of expenditures for Provincial IAH funding that will be considered by Joint Services and Council early in 2015.

Once the details of the feasibility study are known (September 2014), Brock will undertake a capital campaign.

Early stages of the assessment suggest 30 shelter beds and 15 single room occupancy style bedrooms could be realized. The project will require rezoning to Include longer term residence to the current use of the building as an emergency shelter. A rezoning application will be filed in late 2014 with the intent to go to Council in February 2015.

Building possibly could begin sometime in 2015.

2015 Operating Budget

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 20 non-profit providers. The City funds and administers housing programs for the City and County. Senior government funding is used to construct affordable rental housing, and assist low-income households through loans and grants.

Highlights:

The majority of the Housing Division's budget supports social housing, as prescribed by provincially legislated funding formulas. A consolidated service agreement between the City and County is used to calculate the County's proportionate share, which is 54.0% in 2015 (53.7% in 2014).

The Division's annual 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; and,
- Reporting to the Province on annual compliance.

Social housing is a multi-million dollar community asset. The City must go beyond the basic legislation in order to plan for the future and preserve this asset. The Division will undertake a strategic plan for social housing in consultation with providers in 2015. Staff will continue to provide professional advice about asset and property management,

capital repair, and support good governance among the hundreds of volunteers on the non-profit Board of Directors that own and manage the portfolio.

The Division designs and delivers housing programs, negotiates for funding with the Province and other partners, monitors construction progress for funded housing projects, and ensures multi-year program compliance.

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

The major increases to the Division's budget over last year are: \$100,000 to the PHC capital reserve, \$150,000 to the Partnership reserve, \$25,000 to each of the municipal rent supplement and commercial rent supplement programs, and \$45,000 to HRC to accommodated staffing required for new program delivery. Savings in other areas help offset half of these costs.

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 which has declined by about 100 households to 1,510; the average two-bedroom apartment monthly rent has increased by about 1% to \$915; and the vacancy rate is 4.8%, up from 2.7% last year indicating that there are more vacant rental units.

Staff Complement (Forms 3,4, & 5)	2014 Approved	2015 Request
Established Full Time Salary	6.400	6.400
Established Full Time Wage		
Part Time Positions		
Total F.T.E.	6.400	6.400

**2015-2024 Capital Budget Justification
Other Capital Assets**

CAP Form 1 (Other)

Department: Planning & Development

Budget Reference #: 7-4.01

Division: Housing

Project Name & Description

Capital Repairs - Housing

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.

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 program to replace them. The Investment in Affordable Housing Program (IAH) does not allow any money be directed to social housing.

City of Peterborough

Other Capital Assets

Ten Year Capital Budget Estimates

2015-2024 & Subsequent Years

(\$000's)

		Project Total	Approved Pre-2015	R E Q U E S T E D										2025 to 2039
				2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
DEPARTMENT	Planning & Development													
DIVISION/ACTIVITY	Housing													
PROJECT DESCRIPTION	Capital Repairs													
PROJECT #	7-4.01													
EXPENDITURES														
CONTRACTUAL SERVICES		4,650.0	200.0	100.0	125.0	125.0	125.0	150.0	150.0	150.0	175.0	175.0	175.0	3,000.0
PROJECT TOTAL		<u>4,650.0</u>	<u>200.0</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>175.0</u>	<u>175.0</u>	<u>3,000.0</u>
DIRECT REVENUE														
SUBSIDIES														
OTHER - County of Peterborough		2,456.9	107.4	53.7	53.7	67.1	67.1	67.1	80.6	80.6	80.6	94.0	94.0	1,611.0
TOTAL DIRECT REVENUE		<u>2,456.9</u>	<u>107.4</u>	<u>53.7</u>	<u>53.7</u>	<u>67.1</u>	<u>67.1</u>	<u>67.1</u>	<u>80.6</u>	<u>80.6</u>	<u>80.6</u>	<u>94.0</u>	<u>94.0</u>	<u>1,611.0</u>
NET REQUIREMENTS		<u>2,193.1</u>	<u>92.6</u>	<u>46.3</u>	<u>71.3</u>	<u>57.9</u>	<u>57.9</u>	<u>82.9</u>	<u>69.4</u>	<u>69.4</u>	<u>94.4</u>	<u>81.0</u>	<u>81.0</u>	<u>1,389.0</u>
TO BE FINANCED FROM:														
DEBENTURES														
Tax Supported														
TOTAL DEBENTURE FINANCING														
DEVELOPMENT CHARGES														
TOTAL DEVELOPMENT CHARGES														
Social Housing Reserve		46.3	46.3											
TOTAL OTHER FINANCING		<u>46.3</u>	<u>46.3</u>											
CAPITAL LEVY		<u>2,146.8</u>	<u>46.3</u>	<u>46.3</u>	<u>71.3</u>	<u>57.9</u>	<u>57.9</u>	<u>82.9</u>	<u>69.4</u>	<u>69.4</u>	<u>94.4</u>	<u>81.0</u>	<u>81.0</u>	<u>1,389.0</u>

**2015-2024 Capital Budget Justification
Other Capital Assets**

CAP Form 1 (Other)

Department: Planning & Development

Budget Reference #: 7-4.02

Division: 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, prioritizes 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 foundation of 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.

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 providers' capacities to pay.

City of Peterborough

Other Capital Assets

Ten Year Capital Budget Estimates

2015-2024 & Subsequent Years

(\$000's)

		Project Total	Approved Pre-2015	R E Q U E S T E D										2025 to 2039	
				2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
DEPARTMENT	Planning & Development														
DIVISION/ACTIVITY	Housing														
PROJECT DESCRIPTION	Building Condition Audits														
PROJECT #	7-4.02														
EXPENDITURES															
	CONTRACTUAL SERVICES	800.0	225.0				275.0						300.0		
	PROJECT TOTAL	<u>800.0</u>	<u>225.0</u>				<u>275.0</u>						<u>300.0</u>		
DIRECT REVENUE															
	SUBSIDIES - Other														
	OTHER - Provider	400.0	112.5				137.5						150.0		
	OTHER - County of Peterborough	214.8	60.4				73.8						80.6		
	TOTAL DIRECT REVENUE	<u>614.8</u>	<u>172.9</u>				<u>211.3</u>						<u>230.6</u>		
	NET REQUIREMENTS	<u>185.2</u>	<u>52.1</u>				<u>63.7</u>						<u>69.4</u>		
TO BE FINANCED FROM:															
DEBENTURES															
	Tax Supported														
	TOTAL DEBENTURE FINANCING														
DEVELOPMENT CHARGES															
	TOTAL DEVELOPMENT CHARGES														
	Social Housing Reserve	52.1	52.1												
	TOTAL OTHER FINANCING	<u>52.1</u>	<u>52.1</u>												
	CAPITAL LEVY	<u>133.1</u>					<u>63.7</u>						<u>69.4</u>		