

## **Finance Committee Report No. 1 Meeting of January 14, 15, 16 and 17, 2019**

**To the Council of The City of Peterborough for consideration at its meeting  
January 28, 2019**

**The Finance Committee as a result of its meeting held on January 14, 15, 16 and  
17, 2019 recommends as follows:**

### **1. 2019 Draft Budget Report CLSFS18-045**

- a) That the 2019 Draft Budget, and all estimated revenues and expenditures, fees, contributions to reserve and reserve funds, and proposed staffing levels referenced in the documents be adopted.
- b) That the user fees and charges as set out in Book 2 be adopted as part of 2019 Budget process.
- c) That any unused CAO Budget at the end of 2019 be transferred to the Organizational Development Reserve, subject to the overall year-end position. (Page 26)
- d) That any unused Peterborough Technology Services Budget, at the end of 2019, be transferred to the Electronic Data Processing (EDP) Reserve, subject to the overall year-end position and that, if actual 2019 costs exceed the 2019 Budget, funds may be drawn from the EDP Reserve. (Page 44)
- e) That any excess Airport development review fees at the end of 2019 be transferred to the Airport Development Review Reserve for future Airport Development related expenditures and that, if the 2019 Airport development review costs exceed the review fees, funds may be drawn from the Airport Development Review Reserve. (Page 69)
- f) That any unused Building Inspection Budget at the end of 2019 be transferred to the Building Division Reserve and that, if actual building inspection costs exceed the 2019 Budget, funds may be drawn from the Building Division Reserve. (Page 73)
- g) That any 2019 Engineering Overhead surplus be transferred to the Engineering Design and Inspection Reserve, subject to the overall year-end position and that if actual 2019 Engineering costs exceed the Budget, funds may be drawn from the Engineering Design and Inspection Reserve. (Page 84)

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- h) That any unused portion of the 2019 Winter Control Budget that may exist at year-end be transferred to the Winter Control Reserve, subject to the overall year-end position, and that if actual 2019 Winter Control costs exceed the 2019 Budget, funds may be drawn from the Winter Control Reserve. (Page 84)
- i) That any unused Parking Budget, at the end of 2019, be transferred to the Parking Reserve, subject to the overall year-end position and that, if the actual 2019 Parking costs exceed the 2019 Budget, funds may be drawn from the Parking Reserve. (Page 104)
- j) That any unused Traffic Signal Maintenance Budget at the end of 2019, be transferred to the Traffic Signal Reserve, subject to the overall year-end position and that if the actual 2019 Traffic Signal Maintenance costs exceed the 2019 Budget, funds may be drawn from the Traffic Signal Reserve. (Page 105)
- k) That any surplus funds at the end of 2019 for Market Hall be transferred to the Market Hall Capital Reserve for unanticipated maintenance expenses or small capital improvements. (Page 131)
- l) That any unused Sustainability Budget, at the end of 2019, be transferred to the Sustainability Reserve, subject to the overall year-end position, and that if actual 2019 costs exceed the 2019 Budget, funds may be drawn from the Sustainability Reserve. (Page 131)
- m) That any surplus funds at the end of 2019 for Arenas be transferred to the Arena Equipment Reserve for future equipment purchases. (Page 145)
- n) That any surplus funds at the end of 2019 for the Marina be transferred to the Marina Reserve to be used for future capital improvements. (Page 151)
- o) That any surplus funds at the end of 2019 for Beavermead Campground be transferred to a Beavermead Campground Reserve for future capital improvements. (Page 151)
- p) That any surplus funds at the end of 2019 for the Peterborough Sport and Wellness Centre be transferred to the PSWC Capital Conservation Reserve for future capital improvements. (Page 151)
- q) That any unused Homelessness net budget at the end of 2019 be transferred to the General Assistance Reserve, to be used for future investment in homelessness prevention programs, subject to the overall year-end position and that, if actual 2019 Homelessness costs exceed the 2019 Budget, funds may be drawn from the Reserve. (Page 174)

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- r) That any unused Community Development Program net budget at the end of 2019 be transferred to the Social Services Community Social Plan Joint Reserve for future program development, subject to the overall year-end position and that, if actual 2019 Community Development Program costs exceed the 2019 Budget, funds may be drawn from the Reserve. (Page 174)
- s) That any remaining unused Social Services net budget at the end of 2019 be transferred to the General Assistance Reserve, subject to the overall year-end position and that, if actual 2019 Social Services costs exceed the 2019 Budget, funds may be drawn from the Reserve. (Page 174)
- t) That any surplus in the 2019 Housing Operating Budget at the end of 2019 be transferred to the Housing Reserve, subject to the overall year end position and that, if actual 2019 Housing costs exceed the 2019 Budget, funds may be drawn from the Housing Reserve. (Page 174)
- u) That any surplus in the 2019 Housing Choice Rent Supplement Program at the end of 2019 be transferred to the Housing Choice Rent Supplement Reserve, subject to the overall year-end position and that, if actual 2019 Rent Supplement costs exceed the 2019 Budget, funds may be drawn from the Rent Supplement Reserve. (Page 174)
- v) That any adjustment to the City's 2019 requirement for the Municipal Property Assessment Corporation (MPAC), be netted against the City's 2019 General Contingency provision. (Page 183)
- w) That any unused portion of the 2019 tax write off account balance that may exist at year-end be transferred to the Allowance for Doubtful Accounts Reserve, subject to overall year-end position and that, if actual 2019 tax write-off costs exceed the 2019 Budget, funds may be drawn from the Allowance for Doubtful Accounts Reserve. (Page 186)
- x) That any unused Employee Benefits Budget at the end of 2019 be transferred to the Employee Benefits Reserve, subject to the overall year-end position, and that, if actual 2019 employee benefits exceed the 2019 Budget, funds may be drawn from the Employee Benefits Reserve. (Page 186)
- y) That any unused Insurance Budget at the end of 2019 be transferred to the Insurance Reserve, subject to the overall year-end position and that, if actual 2019 insurance costs exceed the 2019 Budget, funds may be drawn from the Insurance Reserve. (Page 186)
- z) That any unused 2019 Contingency Budget at the end of 2019 be transferred to the Capital Levy Reserve to be used for Capital works subject to the overall 2019 year-end position. (Page 186)

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- aa) That any unused Police Services Legal fees Budget at the end of 2019 be transferred to the Legal Fees Policing Reserve, subject to the overall year-end position and approval through the Treasurer, and that if the actual 2019 Police legal fees costs exceed the 2019 Budget, funds may be drawn from the Policing Legal Fees Reserve. (Page 189)
- bb) That any unused Police Services Budget at the end of 2019 be transferred to the Police Special Projects Reserve, subject to the overall year-end position and approval by City Council and that, if the actual 2019 Police Services costs exceed the 2019 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 189)
- cc) That any adjustments to the City's portion of the 2019 Peterborough County/City Paramedics Services Budget be netted against the 2019 General Contingency provision. (Page 197)
- dd) That any unused Peterborough County/City Paramedics Services (PCCP) Budget at the end of 2019 be transferred to the PCCP Reserve, subject to the overall year-end position and that, if the actual 2019 PCCP costs exceed the 2019 Budget, funds may be drawn from the PCCP Reserve. (Page 197)
- ee) That any adjustments to the City's portion of ORCA's 2019 Budget, based on the final approved ORCA Budget, be netted against the City's 2019 general contingency provision. (Page 199)
- ff) That any adjustments to the City's portion of Peterborough Public Health's 2019 Budget, based on the final approved Peterborough Public Health Budget, be netted against the City's 2019 general contingency provision. (Page 201)
- gg) That the 2019 budget request, representing the levy required by the Downtown Business Improvement Area of the Corporation of the City of Peterborough during the year 2019 totalling \$319,935, be approved. (Page 208)
- hh) That the 2019 budget request, representing all sums required by the Village Business Improvement Area of the Corporation of the City of Peterborough during the year 2019 totalling \$17,380, be approved. (Page 209)
- ii) That any excess Casino Gaming revenues at the end of 2019, that exceed the capital funding requirements to be funded from the Casino Gaming Reserve:
  - i) remain in the reserve, to a maximum of \$1.0 million, to be used to finance in-year Capital requirements or as otherwise directed by Council and that
  - ii) amounts beyond the \$1 million will be used for Capital works in the 2020 Capital Budget. (Page 212)

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- jj) That any net surplus funds, after the disposition of the recommendations in this report, from 2019 operations in excess of \$100,000 be transferred to the Capital Levy Reserve to be used for Capital works. (Page 213)
- kk) That the revised Tax Ratio Reduction Program continues for the 2019 Draft Budget and reflects reductions:
  - i) To the Commercial and Industrial Class Tax Ratios but not the Multi residential Class, and
  - ii) at the reduced rate established through the 2016 Budget process. (Page 225)
- ll) That a by-law be passed to establish the 2019 tax ratios for each property class as set out in the 2019 Operating Budget. (Page 226)
- mm) That the 2019 tax rate for farmland awaiting development subclasses be 75% of the residential rate. (Page 226)
- nn) That a system of graduated tax rates within the Commercial and Industrial classes not be implemented for 2019. (Page 227)
- oo) That the capping policy for 2019 for the Multi-residential, Commercial and Industrial classes be as follows: (Page 227)
  - i) That capping be based on a maximum increase of 10% of the previous year's CVA (Current Value Assessment) tax for the eligible property.
  - ii) That no capping credit be applied for properties where the required billing adjustment is within \$500 of the properties' CVA tax; affected properties would be billed at their full CVA tax level.
  - iii) That properties that achieved CVA tax in 2018 remain at CVA tax from 2019 forward regardless of how reassessment affects the property.
  - iv) That properties that cross over from the clawback to the capping category or vice versa from 2018 to 2019 be taxed at CVA tax.
  - v) That properties within the Industrial tax class are no longer eligible for the capping program.
  - vi) That properties within the Commercial and Multi-residential tax classes move towards CVA Tax over a four year phase-out period which commenced in 2016 and will achieve full CVA by 2019.
  - vii) That the threshold on the tax level for eligible new construction be 100%.

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**2. Council Compensation Review Update**  
**Report CLSFS19-009**

That Council approve the recommendations outlined in Report CLSFS19-009, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

- a) That effective January 2019 and in recognition of the elimination of the one-third tax free exemption received in acknowledgment of expenses incurred related to the discharge of his or her duties, remuneration for elected officials be adjusted to the same net pay as prior to the elimination, and
- b) That the estimated incremental cost of \$31,491 be funded as follows:
  - i) A \$10,000 reduction in the provision for Councillor Expense Reimbursement included in the 2019 Draft Operating Budget, from \$25,000 to \$15,000; and
  - ii) The balance of the estimated cost of \$21,491 be funded from a transfer from the 2019 General Contingency provision.

At the meeting of January 14, 2019 Council added the following:

- c) That staff report to General Committee in the 2nd quarter on a mechanism for Councillors to report and record any expenses paid in fulfilling the Office of their Duties, that is not covered under the current expense system.
- d) That staff prepare an information report on expenses that are eligible Councillor employment expenses, but not reimbursed by the Mayor's Budget and those expenses that may be reimbursed from the Mayor's Budget, and that the report comes to General Committee in the 2nd quarter.

**3. Fire Services 24 Hour Shifts**

That staff provide an update report on the effectiveness of the 24 hour shifts at Fire Services. (page 29)

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**4. Ontario Cannabis Legalization Implementation Fund  
Report CLSFS19-011**

That Council approve the recommendations outlined in Report CLSFS19-011, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

- a) That an Ontario Cannabis Legalization Implementation Reserve be created and that the \$185,590 Funding be placed in Reserve; and
- b) That staff report back to General Committee in 2019 with a recommendation on the use of these funds.

**5. The Mount Community Centre**

That the Mount Community Center presentation made to the January 9, 2019 Finance Committee seeking capital funding assistance from the City for affordable housing in Phase 3 development of the property at 1545 Monaghan Road be referred to staff for review and report back to General Committee mid 2019 on options for funding (page 52).

**6. Capital Funding Limit**

That staff provide a report on setting a capital funding limit for outside organizations and,

That the report come to General Committee no later than May of 2019.

**7. Client Services Project**

That staff report back to General Committee with an update on the Client Services Project from the Planning Division, including GIS data, by the third quarter of 2019 (page 60).

**8. Community Improvement Program**

That staff provide a report to General Committee on the distribution of funds related to the CIP program over the last five years.

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**9. Transportation Master Plan Update**

That staff provide a report on the steps required to update the Transportation Master Plan with alternatives to the Parkway and addressing a north-south transportation route, and that the report be brought to the March General Committee Meeting (page 85, Ref 5-9.12)

**10. Charlotte Street Project**

That the Charlotte Street project, include cycling lanes, potentially painted or dedicated, from Park Street to Water Street, in the design of the corridor (Ref. 5-10.05 and 5-10.06) and,

That staff report back to General Committee on any additional design costs and opportunities for public consultation (page 90).

**11. Storm Water Management Ponds**

That staff report to General Committee with the costs to maintain the storm water management ponds (page 96).

**12. Tree By-law and Permitting Process**

That staff provide a report to General Committee that reviews the status of the Tree By-law, including details on the permitting process by March (p. 99, Ref. 5-15.05).

**13. Community Investment Grants**

That the Community Investment Grants be increased \$25,000 from \$205,000 to \$230,000; and,

That the Community Project Grants be increase \$6,000 from \$15,000 to \$21,000; and,

That the increase of \$31,000 be drawn from the 2019 General Contingency. (page 129)

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**14. GreenUp Service Grant**

That the GreenUp Service Grant be increased by \$16,500 from \$180,589 to \$197,089 and,

That the increase be drawn from the 2019 General Contingency.

**15. Canadian Canoe Museum**

That the funding for the Canoe Museum, as per the service grant, be kept at the 2018 levels and

That the \$1,838 be added back to General Contingency.

**16. Climate Change Mitigation**

In response to the public budget delegations presented to City Council on Wednesday, January 9, 2019 regarding the need to implement greater climate mitigation actions to reduce our greenhouse gas emissions,

That staff be requested to report back to General Committee by June 2019 with the following:

- a) A status report on our Climate Change Action Plan, providing an update on climate adaptation and climate mitigation actions, as well as the progress made towards our emissions reduction target of 30% for both the municipal operations and the Community Sector; and,
- b) That the status report include:
  - i) a short-term action plan outlining potential costs, funding opportunities, feasibility and priorities that the City will undertake to reduce greenhouse gas emissions across the Corporation and throughout the Community;
  - ii) an update on a staff committee being formed that embeds sustainability and climate change into day-to-day decision making ;
  - iii) how a Climate Change lens can be used in the City's Asset Management Planning; and
  - iv) the potential for Committee and Council reports to include a statement that identifies the sustainability and climate adaptation and/or mitigation impact.
- c) That staff be directed to establish an account to accept donations for the City's Climate Change Action Plan, to issue income tax receipts; and,

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- d) That staff report back to General Committee with an update on the quantity of donations.

**17. Major Sport and Event Centre Project Next Steps**

That Council approve the recommendations outlined in Report CSAD19-001, dated January 14, 2019, of the Commissioner of Community Services, as follows:

- a) That Council approve proceeding with site selection as the next phase of the project subject to approval of this capital project in the draft 2019 budget.
- b) That Council approve the award of a single source consulting assignment for the next phase of the Major Sport and Event Centre to Sierra Planning and Management, 206 Laird Avenue, Suite 200, Toronto, Ontario at a cost of \$126,500, plus HST of \$16,445 for a total of \$142,945, pending approval of this project in the draft 2019 budget and,
- c) That Council endorse, in principle, the construction of a new Major Sport and Event Centre (page 148).

**18. Carol's Place**

That Council approve a one time funding grant of \$25,000 from the Social Services Reserve for Carol's Place and,

That staff administer the funds (page 155).

**19. Affordable Housing and Community Improvement Program**

That staff provide a report on options to create sustainable affordable housing through the Central Area CIP Implementation Program (page 177 and 212).

**20. Execution of a new Greater Peterborough Innovation Cluster Agreement and 2019 Budget Support**

That Council approve the recommendations outlined in Report CLSFS19-010, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

- a) That the presentation and budget details presented to the January 15, 2019 Finance Committee by the Greater Peterborough Innovation Cluster for the 2019 Budget, be received.

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- b) That the Mayor and City Clerk be authorized to execute an agreement with the Greater Peterborough Innovation Cluster to provide ongoing City funding in the amount of \$140,000 per year for three years, effective from January 1, 2019 to December 31, 2021, to assist with operating the Entrepreneur Centre in the Venture North Building at 270 George Street North and that the 2019 funding be provided from the Capital Levy Reserve.
- c) That the City provide a demand loan of up to \$100,000, interest free, for purposes of cash flow (page 187).

**21. Peterborough Police Services 2019 Budget**

That Council approve the recommendation outlined in Report CLSFS19-008, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the presentation and budget details presented to the January 15, 2019 Finance Committee by Peterborough Police Services Board for the 2019 Budget, be received.

**22. Fairhaven 2019 Budget**

That Council approve the recommendation outlined in Report CLSFS19-006, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the presentation and budget details presented to the January 15, 2019 Finance Committee by Fairhaven for the 2019 Budget, be received.

**23. Peterborough County/City Paramedics Service 2019 Budget**

That Council approve the recommendation outlined in Report CLSFS19-007, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the presentation and budget details presented to the January 15, 2019 Finance Committee by the Peterborough County/City Paramedics Service for the 2019 Budget, be received.

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**24. 2019 Budget for the Otonabee Region Conservation Authority**

That Council approve the recommendation outlined in Report CLSFS19-002, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the budget details presented to the January 15, 2019 Finance Committee by the Otonabee Region Conservation Authority, be received.

**25. 2019 Budget for Peterborough Public Health**

That Council approve the recommendation outlined in Report CLSFS19-005, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the presentation and budget details presented to the January 15, 2019 Finance Committee by Peterborough Public Health for the 2019 Budget, be received.

**26. 2019 Budget for the Peterborough and the Kawarthas Economic Development**

That Council approve the recommendation outlined in Report CLSFS19-003, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the presentation and budget details presented to the January 15, 2019 Finance Committee by Peterborough and the Kawarthas Economic Development, be received.

**27. 2019 Budget for the Peterborough Humane Society**

That Council approve the recommendation outlined in Report CLSFS19-004, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the budget details, presented to the January 15, 2019 Finance Committee by the Peterborough Humane Society for the 2019 Budget, be received.

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**28. Peterborough Family Health Team 2019 Budget for the Physician Recruitment Program**

That Council approve the recommendation outlined in Report CLSFS19-001, dated January 14, 2019, of the Commissioner of Corporate and Legislative Services as follows:

That the presentation and budget details presented to the January 15, 2019 Finance Committee by the Peterborough Family Health Team for the 2019 Budget for the Physician Recruitment Program, be received.

**29. Full Time Transit Vehicle Service and Maintenance Person**

Whereas the record growth in Peterborough transit ridership has stretched internal resources to maintain and service the transit fleet, and

Whereas the relocation of the Public Works yard to Webber Street will introduce additional transit operating costs to shuttle buses for service,

Now Therefore, Council thereof hereby approves the following:

That the Under the Line request for a new Full Time Transit Vehicle Service & Maintenance person (Budget Form 13a. ref 6.0) be approved at a cost of \$76,767, including wages and benefits, using funding within the existing approved operating budget for Fleet Maintenance (page 254).

**30. Customer Service Clerk and Transit Operations Supervisor**

Whereas growth in GO Transit Ridership has increased significantly and resulted in long line ups at the customer service window during peak periods; and

Whereas the new Transit ITS system, approved under Report IPSTR18-014, will require a new full time Transit Operation Supervisor to manage the ongoing system implementation, optimize the scheduling of staff resources, manage the day-to-day ITS system once it is installed, and manage the Transit Dispatch function; and

Whereas the Provincial Gas allocation for 2018/2019 was higher than forecast and is to be used solely for Transit enhancements;

Now Therefore, Council thereof hereby approves the following:

- a) That the Under the Line request for a new Customer Service Clerk – Part Time (Budget Form 13a. ref 6.0) be approved at a cost of \$29,213 including wages and benefits;

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- b) That the 2019 operating budget for Transit Administration be increased by \$29,213 including wages and benefits, with funding from the Provincial Gas Tax Reserve fund;
- c) That the Under the Line request for a new Transit Operations Supervisor (Budget Form 13a. ref 6.0) be approved at a cost of \$102,679 including wages and benefits; and
- d) That the 2019 operating budget for Conventional Transit Operation be increased by \$102,679 including wages and benefits, with funding from the Provincial Gas Tax Reserve fund.

**31. Peterborough Public Health**

That the base funding for 2019 for PPH be increased by \$101,964 from \$1,228,486 to \$1,330,450 and be funded by a transfer from the 2019 General Contingency provision; and,

That the Mayor, on behalf of Council, write a letter to our MPP to advocate for additional funding (page 256).

Submitted by,

Councillor Pappas  
Chair  
January 17, 2019