



City of
Peterborough

To: **Members of the General Committee**

From: **Sandra Clancy**
Chief Administrative Officer

Richard Freymond
Commissioner of Corporate and Legislative Services

Meeting Date: **July 13, 2020**

Subject: **CLSFS20-037**
COVID-19 Response and Financial Impact – Update #2 for the
City of Peterborough

Purpose

A report to provide the second update on the City's response and financial impact of the COVID-19 pandemic.

Recommendations

That Council approve the recommendations outlined in Report CLSFS20-037 dated July 13, 2020, of the Chief Administrative Officer and the Commissioner of Corporate and Legislative Services, as follows:

- a) That the COVID-19 Response and Financial Impact – Update for the City of Peterborough, outlined in Report CLSFS20-037, dated July 13, 2020 of the Chief Administrative Officer and Commissioner of Corporate and Legislative Services, be received for information;
- b) That the 2020 annual loan payment from Peterborough Youth Soccer Club in the amount of \$30,000 for their contribution to the sport field complex at Fleming College be deferred to 2021, and that the term of the loan repayment be extended by one additional year, to November 1, 2024;

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- c) That the 2020 monthly loan payments from the Peterborough Rugby Union Football Club in the amount of \$2,942 for costs associated with the construction of the Rugby Clubhouse in Nicholls Oval Park be deferred to 2021, and that the term of the loan repayment be extended by one additional year, to March 31, 2024;
 - d) That the period the City accepts donations, issues income tax receipts to donors, and deposits all monies received in an interest-bearing account held by the City in support of the Peterborough Rugby Union Football Club's fund-raising efforts to renovate their Clubhouse be extended by one year, up to November 30, 2021;
 - e) That the 2020 annual loan payment from the Kinsmen Minor Football League and the Peterborough Wolverines Football Club in the amount of \$5,000 for their contribution toward the construction of the sport field complex located at Thomas A Stewart Secondary School be deferred to 2021, and that the term of the loan repayment be extended by one additional year, to November 1, 2023;
 - f) That the Chief Administrative Officer and City Clerk be authorized to sign any amending agreements required to facilitate recommendations b), c) and e) of this report, in a form satisfactory to the Commissioner of Corporate and Legislative Services and City Solicitor;
 - g) That Council delegate the authority to the CAO and City Clerk to execute an agreement extending the terms of the exclusive supplier agreement with Coke and the sponsorship agreement with Molson, on such terms and conditions as the Commissioner of Corporate and Legislative Services finds acceptable, provided the term of the contract extension does not exceed 24 months;
 - h) That the \$25,000 budgeted for EC3 to operate Arts Week 2020 be redirected instead to EC3 to support COVID Recovery activities for the Arts, Culture and Heritage sector in the City as deemed appropriate by EC3;
 - i) That the 2020 User Fee By-law 20-002 be amended by adding the Form 6 schedule of User Fees and Charges for Alternative Summer Day Camps, as per Appendix E to Report CLSFS20-037;
 - j) That the Mayor and Clerk be authorized to amend the Sports Equipment Shop lease agreement dated July 1, 2019, with Mr. Jeff Drimmie O/A Sharps Performance to reflect waiver of 50% of the lease payments that would otherwise be due from April 1, 2020 and throughout the period of time that the Evinrude Centre remains closed in a form satisfactory to the Commissioner of Corporate and Legislative Services and City Solicitor;
 - k) That the Mayor and Clerk be authorized to amend the lease arrangement with Kawartha Gymnastics Club to reflect waiver of 50% of the lease payments that would otherwise be due for the period of time from April 1, 2020 to July 12, 2020 in

a form satisfactory to the Commissioner of Corporate and Legislative Services and City Solicitor;

- l) That based on the financial assistance available from senior levels of government and the municipal assistance already provided, the correspondence from Mr. Sam McKnight and attached as Appendix G to Report CLSFS20-037, be received for information
- m) That the correspondence from the Chamber of Commerce and attached as Appendix H to Report CLSFS20-037, be received for information.

Budget and Financial Implications

There are substantial impacts to the 2020 Budget in terms of revenues lost and unanticipated costs incurred related to the COVID-19 pandemic. Whereas the update provided through Report CLSFS20-026 provided an estimate of \$6.9 million for the period up to June 2020, the updated financial estimates totalling \$10.4 million as shown in Appendix A reflect the period commencing mid March to August 2020. It is anticipated that the pandemic response will continue past August 2020, additional financial costs are expected.

Chart 1 is reflective of how the estimated \$10.4 million of costs associated with the pandemic *could* be funded. However, noticeably absent from the Chart is further funding commitments from senior levels of government, and as such, no specific recommendations are contained in this report pending these future funding announcements.

The chart reflects funding from numerous potential sources, including:

1. 2019 Year End - Amounts set aside by Council as part of the December 31, 2019 Year End Financial Update Report - Unaudited (Report CLSFS20-025 dated June 8, 2020);
2. Reserves – Not to be paid back - Various uncommitted reserves for which their purpose is specific and can be related to certain COVID pandemic expenditures being incurred. For the amounts listed, staff would not recommend that the funds be paid back to the reserves and as such would be a permanent reduction in the Reserve balances until such time that the amounts are replenished; and
3. 2020 Operations - Amounts budgeted as part of the 2020 Operating Budget that can be re-directed towards COVID;

Chart 1**COVID-19 Potential Funding Sources****COVID-19 Financial Impacts Analysis****Estimated Costs:**

Lost Revenues	\$	11,279,336
Direct Costs	\$	3,198,583
Cost Savings	-\$	1,757,757
Provincial Funding Received to date	-\$	2,362,535
	\$	<u>10,357,627</u>

Potential Funding Sources:**1. 2019 Year End**

Capital Levy Reserve - contribution from 2019 YE	\$	1,500,000	
75% of Police Surplus - 2019	\$	<u>372,327</u>	
			\$ 1,872,327

2. Reserves - Not to be paid back

Future Assessment Loss Reserve	\$	423,477	
Social Services Reserve	\$	-	
Social Housing Reserve	\$	-	
Sewer Surcharge - WWTP	\$	150,000	
Waste Management Reserve - Recycling	\$	360,000	
EDP Reserve - IT	\$	195,051	
Public Works Equipment Res	\$	<u>43,373</u>	
			\$ 1,171,900

3. 2020 Operations

2020 TS Debt - Unfinanced Capital	\$	3,241,088	
			\$ 3,241,088

4. Grants

Federal Grants - Unknown at this time		0	
Provincial Grants - Unknown at this time		<u>0</u>	
			0
			<u>\$ 6,285,315</u>

Unidentified Sources	\$	4,072,312
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It is possible for additional sources of financing to be identified such as Internal Loans from Reserve Funds. The City does have Reserves set aside for strategic purposes that by their nature serve long term objectives and are otherwise unrelated to the costs being incurred by the pandemic. If these funds were accessed, staff would be recommending

the funds be paid back over time. Examples include Employee Future Benefits Reserve or WSIB Reserve.

Still other sources could be carrying the deficit forward to 2021 and reducing some capital expenditures for one-year in 2021. For instance, the City could defer capital spend equivalent to the lost revenues represented by the City's share of Casino Gaming revenues.

Impact on 2021 Budget

From a legislative perspective, a municipality may suffer a deficit in any given year when comparing an approved Budget to the actual financial results incurred, however, a municipality cannot budget for a deficit. As the 2020 year unfolds, staff will need to predict any 2020 deficit to be carried over to 2021 and identify some one-time actions to fund that deficit in 2021 such as these additional sources.

As reported to Council through Report CLSFS20-028 2021 Budget Guidelines Report, it is also anticipated that certain 2021 revenues will be lower and costs will be higher than traditional levels due to the impact of COVID-19. Although not an exhaustive list, staff believe the following four budgetary impacts totalling \$2.8 million will occur:

- Lower Commodity Prices for recycling \$ 600,000
- Lower Interest Rates - impact on Investment Revenues \$ 835,000
- Transit Services and loss of Revenues \$ 1,333,000
- Additional Cleaning and Personal Protective Equipment \$ 63,000

With regards to recommendations b), c) and e), the loans will be repaid in full, over an extended time period of one additional year.

Background

This staff Report is the second in what will potentially be a series of COVID-19 Pandemic Response and Financial Update Reports. The first Report was presented to Council on May 11, 2020 through Report CLSFS20-026 COVID-19 Response and Financial Impact – Update for the City of Peterborough. This report captures the key decisions and activities that have taken place in response to the pandemic since the previous report was written and forms part of the accountability required through Part 8 of the Procurement By-law 18-084.

The City's Emergency Management Office continues to work closely with Peterborough Public Health who is continually monitoring the COVID-19 situation, in collaboration with provincial and national health stakeholders, and providing updates to the community as information becomes available.

All departments and services that the City provides, have in some way been impacted by the pandemic. This report continues to outline the more significant actions taken to date

in response to the pandemic, recommendations respecting various loan and sponsorship agreements, updated estimates on the financial impacts associated with the pandemic including potential funding sources, and potential future actions.

Emergency Control Group

In mid May the Emergency Control Group (ECG) transitioned from efforts to contain the impacts of the virus in the community to a focus on recovery. It is generally acknowledged that recovery will take place over a period of months and will not be over until there is a vaccine developed and much of the population is immunized. It is anticipated that a certain level of federal, provincial and public health orders and restrictions may remain in place for some time. These restrictions will be eased over time, with the real possibility that they may be reinstated if there is a second wave of positive cases. As restrictions are eased, the City of Peterborough will continue to assess corporate and community functions, services, programs and activities to ensure orderly restoration and economic recovery while adhering to ongoing Emergency Orders and public health guidelines. Initial recovery efforts must be adaptable and focus on the “new normal for now”, not the “new normal” that will come after COVID-19 is eradicated. The recovery must run parallel with the public health response.

To assist in these endeavours the ECG formed several working groups, each with a distinct focus:

Social Services - Commissioner of Community Services - Housing / Shelter(s), Mental Health and Well-being, Income Support, Childcare

Community - Commissioner of Community Services - Community services including Special Events, Programs / Camps, Use of Public Spaces / Facilities, Parks / Dog Parks, Trails, Outdoor recreation sites (fields, courts, skateboard park), Indoor recreation facilities, Congregate community settings, Pool / Wading Pools, Beaches, Libraries, Museum, Art Gallery

Built Environment - Commissioner of Infrastructure and Planning Services - Infrastructure projects, Transit, Sustainability, Development, Parking, Enforcement

Economic Development Recovery - Mayor / Warden's Task Force, Liaisons - Mayor Therrien and Sandra Clancy - CAO, Support for small businesses, Large employer partnerships

Administrative & Financial - Commissioner of Corporate and Legislative Services - Financial impacts and strategies, Return-to-work / Business Continuity, Risk management, New workplace protocols (i.e. cleaning, IT, work from home policies)

Emergency Services / Management - Chief of Police and Chief of Fire Services -
Manager of Emergency Management - Return to work / Business Continuity,
Services levels / procedures / plans

The working groups are following these recovery guiding principles:

- Compliance with Emergency Orders
- Criteria agreed upon by Federal and Provincial Governments
- Priorities:
 - Protecting health of Canadians
 - Ease restrictions gradually (Ontario 3-Stage Approach) and reinstate services
 - Continue to protect high risk groups (age, underlying health conditions, people living in close spaces and unstable living spaces)
 - Ensure health sector capacity remains strong, and public health is prepared for and can respond to future pandemic implications; need for increased testing and contact tracing
 - Support for a broad range of economic sectors

Financial Requests

The City has in place numerous loan and sponsorship agreements that have been approved previously by Council. The following commentary provide a synopsis of the arrangement and makes specific recommendations for each.

Loan Deferrals

The Peterborough Youth Soccer Club (PYSC) entered an agreement with the City in 2013 to contribute \$500,000 toward the construction of the sport field complex located at Fleming College, Brealey Campus. The PYSC provided \$200,000 up front with the remaining \$300,000 set up as an interest free loan payable to the City in annual installments of \$30,000 until November 1, 2023.

The Peterborough Rugby Union Football Club (PRUFC) entered into a loan agreement with the City in 2012 in the amount of \$308,373, for the purpose purchasing and relocating the historic Lawn Bowling Clubhouse to Nicholls Oval Park, to be used as a Clubhouse for the PRUFC. In 2013, the agreement was amended to increase the loan amount by \$15,000 to share in the costs associated with reconstructing a portion of the interior road within the park. The loan is to be repaid by March 31, 2023. In addition, the City agreed to continue to accept donations on behalf of the PRUFC and to issue income tax receipts to donors until November 30, 2020.

Due to the implications of COVID19, both clubs have had to suspend their 2020 season play indefinitely, with the possibility of the season being lost altogether. Additionally, the PRUFC is unable to generate Clubhouse rental revenue. This results in the inability of

each club to generate the revenue required to meet their 2020 loan commitments to the City. Both Clubs have provided formal correspondence to the Commissioner of Community Services, requesting their loan payments for 2020 be deferred to 2021 and that their term to repay the loans be extended by one additional year. The letter from PYSC is attached as Appendix “A” and the letter from the PRUFC is attached as Appendix “B”. The PRUFC is additionally requesting a one-year extension, until November 30, 2021 on the time period the City will accept donations on behalf of the PRUFC and issue income tax receipts to donors.

To date, both Clubs remain in good standing with the City as per the terms of the loan agreements. Staff recommends that Council approve the requests of the PYSC and the PRUFC.

The Kinsmen Minor Football League (KMFL) and the Peterborough Wolverines Football Club jointly entered an agreement with the City in 2012 to contribute \$70,000 toward the construction of the sport field complex located at Thomas A Stewart Secondary School. The Clubs provided \$25,000 up front in 2013 with the remaining \$45,000 set up as an interest free loan payable to the City in annual installments of \$5,000 from 2014 to 2022.

If their loan payment for 2020 is deferred, the end date of the agreement would need to be extended by one year, to November 1, 2023

Sponsorship

Coca-Cola Agreement

The City awarded a five-year contract (July 1, 2016 to June 30, 2021) for the exclusive pouring rights for soft drink beverage products at various municipal facilities to Coca-Cola in May 2016 through RFP P-14-16. The agreement contemplates a potential five-year extension of the contract if both parties agree.

Under the agreement with Coca-Cola, the company pays the City an annual amount for the sales rights for their products and services, which is set at \$32,000 for July 1, 2020 to June 30, 2021 under the terms of the agreement. It also pays annual marketing fees (\$18,000 for 2020-2021), it provides royalty fees on all product sales, and it agrees to lease a Peterborough Memorial Centre (PMC) Executive Suite and purchase Peterborough Petes tickets.

Besides providing Coca-Cola with pouring rights for its products, the agreement set a minimum volume threshold of 32,000 Standard Product Cases (SPC) for the sales volume expectation over the five-year term of the agreement. If the minimum volume threshold is not met, the City agreed to a repayment of a portion of the pouring rights fee at an amount of \$7.50 per SPC below the minimum volume threshold. As of June 1, 2020, the City and its food service partners had purchased 17,000 SPC, resulting in a 15,000 SPC volume shortfall to date. City staff anticipate that the volume shortfalls cannot be made up in the final year of the five-year agreement. The current estimated potential

repayment liability, to date before sales for the remainder of this year and next year, is \$112,000.

Provincial Emergency Orders resulted in facility closures beginning March 14, 2020 at all City facilities where Coca-Cola products are sold. The closures are impacting the City's ability to achieve service deliverables and sales volume commitments outlined in the agreement with Coca-Cola.

Other factors have impacted the volume of product sales, including:

- Facility maintenance work resulting in an extended closure of the PMC in 2019.
- Changes in consumer behavior across the cold beverage industry have trended away from carbonated soft drinks toward bottled water. Bottled water is now the industry leading sales product and the sale of bottled water is prohibited in City facilities.

To satisfy the terms of the agreement given the facility closures and other disruptions over the term of this agreement, City staff are recommending extending the agreement with Coca-Cola by up to 24 months with no revenue to the City for marketing and pouring rights for this period. This would extend the original five-year term, not affecting the option to the City and Coca-Cola to extend for an additional five-years, if both parties agree, under the terms outlined through RFP P-14-16. For the balance of the current term, July 1, 2020 to June 30, 2021, all terms and conditions of the existing agreement, including all scheduled payments from Coke-Cola, would remain in effect.

Molson Agreement

Through Report CSAD16-008, Council approved awarding a five-year contract (December 1, 2016 to August 31, 2021) to Molson Coors for a sponsorship partnership at the PMC. The agreement includes an option to extend the agreement for an additional five years under the agreement of both parties, subject to negotiated terms.

Under the agreement, Molson Coors receives marketing and profile rights for its products in the PMC. Molson pays the City \$27,500 annually, which is shared with the Peterborough Petes receiving \$20,700 a year and the City retaining \$7,500 a year. Molson Coors agrees to lease a PMC Executive Suite, purchase Petes tickets, and supports marketing and fan experiences in the facility.

The PMC has been closed under a provincial Emergency Order related to COVID-19 since March 14, 2020, resulting in the suspension of all events in the facility. Based on the terms of this agreement, City staff are recommending that the agreement with Molson Coors be extended from September 1, 2021 to August 31, 2022 with no associated marketing or sponsorship revenue to the City for this period. For the balance of the current term, until August 31, 2021, all terms and conditions of the existing agreement, including all scheduled payments from Molson Coors, would remain in effect.

EC3

The Electric City Council sent a formal request to the City of Peterborough as follows:

*“We respectfully ask that the City make a commitment of **\$50,000** to this fund as its contribution to ameliorating the massive negative impact of COVID 19 on the ACH sector and ensuring that this community bounces back, hard, strong and fast”.*

The Electric City Culture Council (EC3) and the Community Foundation of Greater Peterborough (Community Foundation) have joined forces to launch a fundraising campaign for the **Peterborough Arts Alive Fund**, an EC3 initiative to provide **Strategic Recovery and Resilience Grants** to professional arts organizations with charitable status in Peterborough and the surrounding region. This fund will provide grants of up to \$10,000 each to local arts organizations working in any discipline and in any capacity (creation, production, exhibition, presentation, performance, etc.) to assist them in managing the impact of the COVID 19 pandemic, respond creatively to the current situation and prepare to effectively reopen/relaunch when they can.

EC3 has been working to support the Arts, Culture and Heritage community throughout this pandemic and have initiated several programs to support individual artists and arts organizations in Peterborough and Peterborough County including:

- Peterborough Arts Alive Fund for Strategic Recovery and Resilience Grants
- Local Live Streams and Digital Events Listing
- Micro Subsistence Grants for Local Professional Artists
- Advisory Support Network
- Disciplinary Roundtables
- Peterborough Arts Alive on SLACK
- Digital Uplift

Staff are not able to recommend an amount of \$50,000 as requested; however, the 2020 Arts, Culture and Heritage Division budget includes an annual contribution of \$25,000 to EC3 towards the operation of Arts Week which had already been paid to EC3 before the pandemic began. Since Arts Week has been cancelled for 2020, staff are recommending that EC3 be able to use this funding towards recovery initiatives for the Arts, Culture and Heritage community. This could include supporting the Peterborough Arts Alive Fund. Allowing the use of the funding in this manner would be in line with recent decisions of Council to permit organizations to use Service Grant and Project Grant funding for events that were cancelled towards other organizational needs.

Sports Equipment Shop Lease

The City has a Sports Equipment Shop lease agreement dated July 1, 2019, with Mr. Jeff Drimmie O/A Sharps Performance for of a portion of the Evinrude Centre. Based upon Council's previous decision to offer deferral of the payment of interim tax instalments for a

period of 60 days and to be consistent with that approval, the City deferred the “Net Rent” due pursuant to section 2.02 of the Lease Agreement as follows:

- April 1, 2020 Rent payment date previously extended to June 1, 2020, further extended to August 1, 2020
- May 1, 2020 Rent payment date previously extended to July 1, 2020, further extended to September 1, 2020

However, it is now anticipated that the Evinrude Centre will remain closed until approximately mid-August at the earliest, staff recommend that the Mayor and Clerk be authorized to amend the lease arrangements to reflect waiver of 50% of the lease payments that would otherwise be due from April 1, 2020 and throughout the period of time that the Evinrude Centre remains closed. The financial impact is $\$1,012 \times 50\% = \506 / month.

Kawartha Gymnastics Lease

The City has a lease agreement dated December 31, 2017, as amended, with the Kawartha Gymnastics Club of the Bicentennial Building operating as a non-profit organization. Based upon Council's deferral of the payment of interim tax instalments for a period of 60 days; to be consistent with that approval, the City deferred “Rent” due pursuant to section 3.01 of the Lease as follows:

- April 1, 2020 Rent payment date previously extended to June 1, 2020, further extended to August 1, 2020
- May 1, 2020 Rent payment date previously extended to July 1, 2020, further extended to September 1, 2020

It is anticipated that the Gymnastics Club will reopen on July 13 with a limited program. Staff would now recommend that the Mayor and Clerk be authorized to amend the lease arrangement to reflect waiver of 50% of the lease payments that would otherwise be due from April 1, 2020 to July 12, 2020. The financial impact is $\$2,437 \times 50\% = \$1,219$ / month or approximately \$4,126 for the period.

Correspondence from Mr. Sam McKnight

Attached in Appendix G is correspondence from Mr. Sam McKnight on behalf the Peterborough Business Community. The requests are summarized by the following statement:

The city of Peterborough must minimize unemployment and can only do that by helping local business in two ways: reducing expenses (taxes, fee's) and growing sales.

- 1- Reducing Business Expenses (taxes, fee's)

2- Help them re-grow sales (shop local campaigns)

In consideration of the requests, staff would offer the following:

- Through the 2020 Budget approval process the following changes have been approved by Council:
 - Through the Tax Ratio Reduction Program for the commercial sector, the tax ratio has experienced a decreased of 1.3% (Industrial Class Tax Ratio decrease was 4.2%). Tax ratios reflect how a property class' tax rate compares to the residential rate. Changes in tax ratios affect the relative tax burden between classes of properties. Altogether, the tax relief provided to date in 2020 for the Commercial and Industrial Sectors was approximately \$408,000. Relative to other comparative municipalities, the City's tax ratio for the Commercial and Industrial sector are well below average.
 - The tax rate for the Commercial class was reduced 1.9% (Industrial Class Tax Rate decrease was 4.8%)
 - Planning application fees were held at 0% increase
- In 2021, Council has waived the application of penalty of current property tax payments for each instalment of both the Interim (March / May) and Final (July / September) Tax Billing for a period of 60 days respectively.
- Tax relief specific to the commercial sector only may engage the anti bonusing provisions in S.106 of **Municipal Act, 2001** which prevents a municipality from generally assisting industrial or commercial enterprises including providing any exemption from a levy, charge or fee.
- Appendix A of the COVID-19 Update #1 CLSFS20-026 dated May 11, 2020 provided extensive details of the support available for businesses including the Canada Emergency Business Account and the Canada Emergency Wage Subsidy program.
- Through Report PKED20-005, dated April 27, 2020, Council approved the formation of the Mayor and Warden's Joint Task Force for Economic Recovery. The Task Force has met several times and recommendations from the Task Force will be coming forward to City Council on July 20, 2020.
- Peterborough and Kawartha Economic Development (PKED) has taken many initiatives to survey local businesses and assist them to be aware of financial support available, re-tool, set up work-from-home and on-line options for their business and ensure staff were able to work.

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- During the recovery phase, there are many Buy Local Campaigns that have been initiated by PKED, the DBIA and the Chamber of Commerce. These are all listed on the PKED website.

Staff recommend that based on the financial assistance available from senior levels of government and the municipal assistance already provided, the correspondence from Mr. Sam McKnight be received for information.

Chamber of Commerce

Attached in Appendix H is correspondence from the Chamber of Commerce dated April 21, 2020, which makes several suggestions on various topics. The following are the suggestions and responses to each:

- Immediate Business Relief Measures;
 - Waiving parking permits for employees - fees for on street parking and parking in surface lots have been waived.
 - Waiving licensing and development fees - as explained above, municipalities are not able to do this.
 - Continue to process development and planning applications – the City has done this.
- Addressing Budgetary Issues;
 - As described above, the City has waived penalty, which is in line with other municipalities and is unable to do more than that for their own financial recovery.
 - Consider a program for rent on City-owned land – the City is doing this; and
- Applying an Economic Lens
 - Approve the creation of the Mayor and Warden's Task Force and consult with the business community – the City is doing this.

There are no further recommendations that staff can make at this time. It is recommended that the correspondence from the Chamber of Commerce be received for information.

Alternative summer day camps - User Fee

Daily, weeklong alternative camp programs are being planned for the Museum and the Peterborough Naval Club Association property. The Camp at the Navy Club Association property will be run by City Recreation staff and operate starting on July 13th for 8 weeks for 36 children. The Museum camps will begin July 20th for 30 children. This total of 66 children at the Navy Club and Museum will maximize these spaces due to social distancing and other COVID related requirements. If it is found that demand warrants additional spaces, Recreation staff will look to other City facilities to serve additional children.

Staff recommend that the 2020 User Fee By-law 20-002 be amended by adding a 2020 Alternative Summer Day Camps – Form 6 and attached as Appendix C

Summary

The COVID-19 pandemic continues to have significant financial impacts on the City of Peterborough in 2020. Certain impacts will carry over into 2021. This report provides the second update report for Council about the actions taken to date, as well as how these costs could be funded. Staff anticipate the next update to Council in September.

Submitted by,

Sandra Clancy
Chief Administrative Officer

Richard Freymond
Commissioner of Corporate and Legislative
Services

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Attachments:

Appendix A - Financial Analysis

Appendix B - Correspondence from Peterborough Youth Soccer Club

Appendix C - Correspondence from Peterborough Rugby Union Football Club

Appendix D - Correspondence from Kinsmen Minor Football League

Appendix E - Form 6 schedule of User Fees and Charges for Alternative Summer Day
Camps

Appendix F - Correspondence from Electric City Culture Council

Appendix G - Correspondence from Mr. Sam McKnight

Appendix H - Correspondence from Peterborough Chamber of Commerce

Appendix A

Financial Analysis COVID-19 Financial Impacts Analysis For Period of March through August 2020

Department	Estimated Lost Revenue	Estimated Direct Costs	Estimated Cost Savings	Provincial & Other Funding	Total Estimated Net Deficit (Surplus)
CAO					
Fire	\$ 1,200	\$ 49,500	\$ -	\$ -	\$ 50,700
	\$ 1,200	\$ 49,500	\$ -	\$ -	\$ 50,700
Corporate and Legislative Services					
Penalty on taxes receivable	\$ 387,500	\$ -	\$ -	\$ -	\$ 387,500
Investment Income	\$ 519,677	\$ -	\$ -	\$ -	\$ 519,677
Financial Services Fees	\$ 137,000	\$ -	\$ -	\$ -	\$ 137,000
City Clerk	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000
Information Technology	\$ -	\$ 195,051	\$ -	\$ -	\$ 195,051
Facilities	\$ -	\$ 37,273	\$ -	\$ -	\$ 37,273
Provincial Offences Act	\$ 521,678	\$ -	\$ -	\$ -	\$ 521,678
	\$ 1,705,855	\$ 232,324	\$ -	\$ -	\$ 1,938,179
Infrastructure & Planning Services					
Public Works	\$ -	\$ 43,373	\$ -	\$ -	\$ 43,373
Transit	\$ 2,050,000	\$ 338,577	\$ 110,000	\$ 77,481	\$ 2,201,096
Parking	\$ 1,050,000	\$ -	\$ -	\$ -	\$ 1,050,000
Traffic	\$ -	\$ 100	\$ 150,000	\$ -	\$ 149,900
Airport	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Waste Diversion (Recycling)	\$ 360,000	\$ -	\$ -	\$ -	\$ 360,000
Wastewater Treatment Plant	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Building Services	\$ -	\$ -	\$ -	\$ -	\$ -
Planning	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 3,640,000	\$ 382,050	\$ 260,000	\$ 77,481	\$ 3,684,569
Community Services					
Social Housing	\$ -	\$ 1,081,750	\$ -	\$ 1,081,750	\$ -
Children Services	\$ -	\$ 969,790	\$ -	\$ 969,790	\$ -
Social Services	\$ -	\$ 233,514	\$ -	\$ 233,514	\$ -
Arenas	\$ 1,322,558	\$ 30,885	\$ 305,340	\$ -	\$ 1,048,103
Marina	\$ 236,985	\$ -	\$ 141,400	\$ -	\$ 95,585
Recreation/Parks	\$ 353,974	\$ -	\$ 131,222	\$ -	\$ 222,752
PSWC	\$ 748,733	\$ 8,710	\$ 494,440	\$ -	\$ 263,003
Museum	\$ 101,914	\$ 393	\$ -	\$ -	\$ 102,307
Art Gallery of Peterborough	\$ 51,562	\$ 1,622	\$ -	\$ -	\$ 53,184
Library	\$ 43,867	\$ 90,358	\$ 425,355	\$ -	\$ 291,130
	\$ 2,859,593	\$ 2,417,023	\$ 1,497,757	\$ 2,285,054	\$ 1,493,804
Other					
Police	\$ 138,986	\$ 110,270	\$ -	\$ -	\$ 249,256
Casino Revenue	\$ 2,750,000	\$ -	\$ -	\$ -	\$ 2,750,000
Municipal Accomodation Tax	\$ 137,500	\$ -	\$ -	\$ -	\$ 137,500
	\$ 3,072,688	\$ 117,687	\$ -	\$ -	\$ 3,190,376
	\$ 11,279,336	\$ 3,198,583	\$ 1,757,757	\$ 2,362,535	\$ 10,357,627

Appendix B

Sheldon Laidman
Commissioner of Community Services
City of Peterborough

May 20, 2020

Dear Sheldon,

My name is Shawn Harris and I am writing to you as the President of Peterborough Youth Soccer Club. As you are aware PYSC has an agreement with the City of Peterborough to pay an annual payment of \$30,000 towards our commitment of the soccer fields at Fleming College.

Covid-19 has wreaked havoc in many areas of our lives, including organized sports. As a registered league with Ontario Soccer we must follow their direction and guidance. As of now, they have yet to make a decision on if we will or won't have a season. Regardless of their decision it will not be a normal season.

We feel as a club we would not be in a position to pay our annual payment of \$30,000 in the fall of 2020 and we are asking the City to allow us to extend our original agreement by 1 year, therefore PYSC would not be required to make a payment in 2020 as we would have that payment added to the end of our original agreement.

We hope that you and the City would be agreeable to that.

Thanks for your time and consideration.

Yours truly,

Shawn Harris
PYSC President
smharris@hotmail.com
705-761-7207

Mr. Sheldon Laidman

Commissioner of Community Services
Community Services Department
210 Wolfe St E
Peterborough, ON K9J 2K9

Subject: Peterborough Rugby Loan with the City of Peterborough

Dear Sir:

As part of the construction of the Peterborough Rugby Clubhouse at Nicholls' Oval, Peterborough Rugby received a loan of \$308,373 from the City. The loan is for 10 years ending in August 2022. The monthly payment is \$2,942. The first payment was made in September 2012. Since then, Peterborough Rugby has made every payment until April 2020 - 92 payments in total. This has been difficult for our non-profit Club, but we were determined to pay off the loan. We have demonstrated our reliability.

The COVID 19 crisis has put Peterborough Rugby in dire financial straits. Our 3 main sources of funding have dried up. With the rugby season suspended and the whole season in jeopardy, we face the loss of registration fees of over \$50,000. Normally the bulk of these funds are received in the April to June period, but are not available this year. Bingo is also cancelled because of COVID 19, and we raise over \$20,000 from bingo. As well, with health directives related to the outbreak, we are unable to rent the Clubhouse or operate our licensed bar.

In order to survive financially and maintain the Clubhouse, we must conserve all our finances. As of May 2020, we will not be able to make our monthly payments to the City on our loan.

While there is uncertainty with respect to the COVID 19 timetable, we need tentative plans to address our situation. We recognize that no agreement can be finalized until greater certainty is available on the impact and timing of this crisis. However, we would appreciate informal agreement from the City to a general approach in the interim.

We propose:

1. That the loan be extended one year, and payments be deferred until May 2021. It is unlikely we will be in a financial situation to resume payments until then. Given that this has occurred through no fault of Peterborough Rugby, we would ask that no additional interest be charged for the period of deferral.
2. The City has assisted the Club by accepting donations and issuing income tax receipts to support fund-raising efforts to pay off the construction loan. This provision expires on November 30, 2020. Income tax receipts have helped significantly in our campaign to pay off the loan. We would ask that this provision be extended by a year.

Should the COVID 19 crisis and our financial situation improve significantly, we would be prepared to advance the May 2021 date for resuming loan payments, but do not consider it likely. We consider this date a reasonable basis for planning.

I would reiterate our intention to finish paying off the loan, as we have demonstrated in the past.

Yours truly,

Trevor Kidd

President, Peterborough Rugby

Cc: Rob Anderson, City of Peterborough

Appendix D

From: "Ward, Jason" <jason.ward@rbc.com>
To: "tjohnston@peterborough.ca" <tjohnston@peterborough.ca>
Date: 06/10/2020 12:08 PM
Subject: KMFL - Field Development fee

[EXTERNAL EMAIL - use caution when clicking links and opening attachments]

Hi TerriLynn,

First off I hope you and your family are safe. It's been an interesting 2020.

I'm not sure who to direct this email to so I'll start with you.

The League has had some virtual meetings this spring and one of the discussion has been the annual \$5000 field development fee. Our league executive would like to formally request that this fee be suspended for the 2020 year and added to the end of the contract. At present we are still unsure if we'll even have a season but further to that concern we have already lost much of our ability to fund raise from businesses that have been hard hit, as well as the loss of our summer camp. Even if we do have a season it will be very last minute and we are unsure how many athletes will even want to play.

Let me know if you can forward this request or who I should direct it to.

Thank you
Jason Ward
KMFL

Jason Ward 1 RBC Royal Bank 1 Royal Bank of Canada 50 Queen St, Lakefield, ON K0L 2H0
Jason Ward, PFP(r) 1 Financial Planner 1 Investment & Retirement Planning 1 Royal Mutual Funds Inc. 1 T. (705) 761-1797

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Form 6

User Fees and Charges - 2020

[illegible]



April 24

Richard Freymond
Financial Services
City of Peterborough

URGENT

Re: COVID 19 Impact and Arts, Culture and Heritage Financial Impact

Dear Richard,

We are all going through such wild and demanding times and I know things are particularly challenging at City Hall. The EC3 Board and staff are thinking of our colleagues at City Hall and cheering you on.

We understand that you will soon be making a report to City Council on the financial impact of the epidemic on the City of Peterborough and we anxiously await detailed announcements of federal and provincial response and recovery aid, as I am sure you all do as well.

The arts, culture and heritage sector has been hit very hard by the COVID 19 state of emergency which has meant the closure of theatres, art galleries, music and other venues. Festivals, screenings, readings and other events are cancelled or postponed. Organizations are facing massive losses in box office revenue, merchandise sales, refund and cancellation fees, workshop, course and camp fees. Donations and sponsorships are down, fundraisers postponed, endowment funds declining, BINGO revenue lost. The community is missing all kinds of artistic as well as professional development and educational programming, particularly for the elderly, youth at risk and those struggling with trauma and mental illness. Longer term concerns include cash flow problems, talent retention, the attrition of staff, volunteers, patrons, donors, sponsors and audiences. Staff have been laid off, so planning for recovery is challenging. The anticipated loss of revenue in the sector in Ontario until the end of June

alone, according to the Ontario Arts Council, is \$128,000,000. Uncertainty as to when the shutdown will end makes planning extremely difficult for not-for-profit businesses such as Market Hall, SHOWPLACE, Musicfest and others. Many fixed overhead costs remain.

Individual artists in Peterborough are already among the most marginalized of our citizens, with very precarious living conditions and vulnerable income streams. Tours have been cancelled, exhibitions and art fairs cancelled or postponed, publications and record launches delayed, royalties and commissions have evaporated. “Day jobs”, particularly in the service industry have been cut dramatically. That means fees and sales are gone, yet studio and rehearsal space is still needed to develop works in progress.

EC3 has been closely working with the approximately 70 ACH organizations we represent to track impacts and develop response and recovery initiatives. These groups and the artists they work with generate approximately \$100 million dollars in economic spin-offs in our city, employ over one thousand people, and serve thousands of audience members. Their exhibitions and presentations are critical to the health and vitality of the downtown in particular.

We are tracking impacts, providing management and governance support locally and working provincially and nationally with other service organizations, advocating for programs of support that “fit” the ACH sector. We have seen some success here, but the overall landscape is still very grim. EC3 is also working closely with TeamPTBO, to ensure this sector is integrated into overall business and economic recovery planning.

EC3 has worked with City staff on securing rent deferrals for ACH groups that rent municipal facilities and our hope is that those 2-month deferrals will be extended, or better yet, replaced by rent waivers. If deferrals are the only option, we would ask that repayment of deferred rent be phased in over 24 months.

In addition, EC3 has produced an aggressive information and resource sharing outreach program on COVID 19 for our sector, with regular bulletins and a dedicated page on our web site. In addition, we have launched **PETERBOROUGH ARTS ALIVE** a four-part suite of response and recovery programs and services including:

Arts Alive Micro Grants: (Emergency Subsistence Grants for Individual Artists)

Arts Alive Round Tables: (Three on-line events to gather local artists and arts organization together to share and explore new ways of doing things, assess the current challenges and plan for a robust recovery)

Arts Alive Strategic Resilience Grants: (Establishment of a fund to provide response and recovery support to professional arts organizations and the artists they work with in this exceptional time. Funding will support the costs of enforced shut downs, adaptation, new platforms, scenario planning, specialized expertise, and “come back” and recovery initiatives. Collective recovery initiatives will also be supported by this fund including marketing, discount and other sector wide revitalization campaigns.

Arts Alive Advisory Council: Local experts have volunteered to mentor and coach arts managers and leaders on issues related to HR, governance, organizational change and crisis management, legal matters and financial planning.

Arts Alive On Line: TBA

Arts Alive Strategic Resilience Grants

EC3 has provided funding from our existing 2020/2021 programming budget to pay for the Micro Grants and the Roundtables for now. Private donors, EC3 and the Community Foundation of Greater Peterborough have come together to build a \$100,000 fund to support this grants program, administered jointly by EC3 and CFGP. Both organizations are waiving all administrative costs for this program.

We respectfully ask that the City make a commitment of **\$50,000** to this fund as its contribution to ameliorating the massive negative impact of COVID 19 on the ACH sector and ensuring that this community bounces back, hard, strong and fast.

The Board and staff of EC3 believe that this is the most effective and efficient way the City can provide recovery assistance to the sector.

Many thanks for your consideration.

Please feel free to call me if you have any questions or require any further information.

Please take care and stay well.

Yours Sincerely

Appendix F



Su Ditta

Executive Director

Electric City Culture Council (EC3)

www.ecthree.org

705 749 9101

su.ditta@sympatico.ca

Appendix G

Peterborough Business Needs Immediate Financial Help To Survive!

According to PKED's numbers from a 2016 JP Morgan Chase study, 25% of businesses have less than 2 weeks cash on hand and 75% have 60 days. **Government discussions of staggered openings starting in May and extending into June means that business has been closed for 90 to 120 days. Our fear is that even those firms that survive the closure, will die during recovery without immediate and significant financial help.**

Business Overhead Expenses – (How would you trim costs?)

- 1- Property Taxes
- 2- Property Insurance /Tenant insurance (liability and contents)
- 3- Electricity/gas/oil
- 4- Telecommunications (phone, cable, internet)
- 5- Advertising contracts (yellow pages, web-hosting fees, printing agreements, radio/TV)
- 6- Accounting/bookkeeping fees (payroll, government reporting)
- 7- Vehicle Lease's, insurance, maintenance, fuel
- 8- Technology licenses and support
- 9- Legal/HR
- 10- Property Maintenance
- 11- Inventory/operating loans/Credit Card fees
- 12- Duties, brokerage, fee's, levies
- 13- Rent/Mortgage
- 14- Payroll/Benefits/Commissions
- 15- Office Expenses
- 16- Membership Fee's
- 17- Travel/Meals/Lodging (cost of sales)

Revenue Impact of COVID – USA -Bank of America (March 27th to April 10th)

The most common jobs in Canada are in Retail/Service/Hospitality. All forecasts show a slow ramp up in sales by sector as restrictions are lifted and consumers start to re-merge. Business needs money to survive until they become profitable again and that is expected to take many months.

Table 1: Aggregated daily spending by major category (% year-over-year growth)

	4/10	4/9	4/8	4/7	4/6	4/5	4/4	4/3	4/2	4/1	3/31	3/30	3/29	3/28	3/27
Airlines	-104%	-105%	-100%	-102%	-102%	-93%	-112%	-105%	-102%	-101%	-97%	-99%	-90%	-98%	-97%
Lodging	-103%	-104%	-102%	-104%	-103%	-90%	-103%	-95%	-101%	-101%	-103%	-100%	-88%	-102%	-101%
Entertainment	-97%	-95%	-96%	-92%	-91%	-94%	-99%	-95%	-74%	-81%	-93%	-88%	-93%	-97%	-94%
Restaurants	-53%	-53%	-52%	-51%	-56%	-66%	-63%	-56%	-56%	-53%	-53%	-58%	-67%	-66%	-59%
Transit	-77%	-69%	-72%	-70%	-71%	-76%	-61%	-66%	-64%	-65%	-63%	-70%	-65%	-64%	-60%
Gas	-51%	-52%	-51%	-49%	-50%	-56%	-51%	-47%	-46%	-45%	-46%	-47%	-54%	-51%	-46%
Clothing	-66%	-60%	-58%	-58%	-59%	-75%	-78%	-66%	-63%	-60%	-60%	-65%	-78%	-83%	-72%
Furniture	-39%	-37%	-37%	-36%	-36%	-64%	-66%	-39%	-34%	-34%	-36%	-41%	-69%	-70%	-45%
Department store	-68%	-62%	-58%	-56%	-49%	-74%	-81%	-71%	-66%	-63%	-55%	-49%	-75%	-80%	-69%
Online electronics	48%	56%	53%	52%	49%	53%	75%	62%	70%	77%	48%	22%	35%	66%	66%
Grocery	38%	33%	25%	29%	14%	-6%	16%	31%	40%	27%	25%	1%	-16%	2%	17%
General Merchandise	-2%	0%	-5%	1%	-3%	-31%	-27%	-2%	-1%	-2%	-4%	-12%	-37%	-33%	-18%
Health, personal & beauty store	-14%	-15%	-14%	-13%	-17%	-27%	-26%	-16%	-10%	-9%	-12%	-31%	-34%	-32%	-22%
Home improvement	1%	-1%	-8%	-4%	-7%	-15%	-15%	-2%	-3%	-1%	5%	-7%	-18%	-18%	-8%
Retail ex auto	-12%	-12%	-13%	-11%	-15%	-32%	-28%	-14%	-9%	-9%	-12%	-22%	-36%	-35%	-22%
Total online retail	53%	48%	44%	42%	37%	61%	64%	46%	44%	43%	31%	12%	39%	43%	33%
Total card spending	-24%	-27%	-29%	-25%	-27%	-34%	-33%	-23%	-19%	-9%	-26%	-43%	-41%	-40%	-32%

Source: BAC internal data; Note: > 100% decline reflects refunds. We advise taking a moving average to decipher the underlying trend

Note: April 1st was likely boosted by the timing of paycheck disbursements

A collapse of small business will mean a spike in the need for social services. It will mean huge swaths of, empty stores, collapsed commercial property values and bankruptcies of both business operators and commercial landlords. **The cheapest way to minimize this is to make sure stores open.** To do this, the

Appendix G

owners of business's need to feel the risks associated with continuing to operate are worth it and their ability to borrow is not impeded.

As a reminder, one of the questions lending institutions often ask when a business borrows is, "do you have any unpaid taxes? If this is yes, it is a huge red flag and indicates legal or cash flow issues that banks will not lend into.

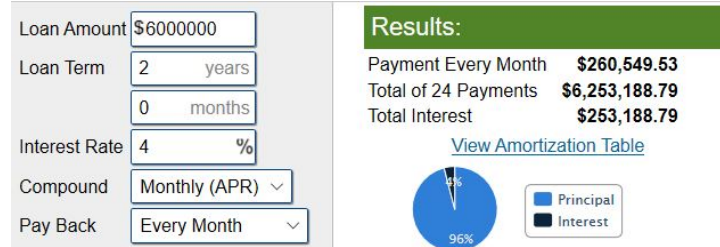
The city of Peterborough must minimize unemployment and can only do that by helping local business in two ways: reducing expenses (taxes, fee's) and growing sales.

1-Reducing Business Expenses (taxes, fee's)

Taxes

1- Like other 90-day federal COVID-19 programs, take 3 months of commercial taxes and:

- **Cancel** -While 90 cancellation is preferred, business recognizes that the city also faces impaired revenue streams and asking for outright cancellation of taxes may not be financially or politically possible at this time.
- **Defer/Finance** This solution see's the City term 90days of commercial taxes out over 2 years resulting in a monthly increase of 4.17 % in tax payments ($4.17 \times 24\text{months} = 100\%$). **THIS MUST NOT RESULT IN PARTICIPANTS DEEMED TO BE IN ARREARS!**
 - Assuming 4% interest- The cost to the city is only **\$125K per year!** (\$253K total)



- Should the administrative burden not be too heavy, the city could allow firms to opt out of this model.
- Penalties and interest for this would be waved and born by the city.
- This approach helps improve cashflow! (otherwise we have a huge bill to pay when the deferral is ended!)
- **Finance combined with Partial Cancellation** – Clearly, any business expense that can be reduced is desirable in the face of the unprecedented financial hardship faced by the local business community. The present wage federal wage subsidy requires the business to pay 25%. Something similar could be considered for commercial taxes. This would mean a cost of about 4.5Million dollars to the City (assume total commercial taxes are \$24Million...3 months are \$6M... 75% is \$4.5M)
- **Fee's/Licenses**
 - **Encourage Business to do Business.**
 - Every Dollar that the City can encourage business to invest in programs/projects/activities must be supported. It is recommended that the City eliminate them for 90days after the state of emergency is lifted to allow businesses to plan and try to recover. This stimulus activity will help speed recovery and support economic development.

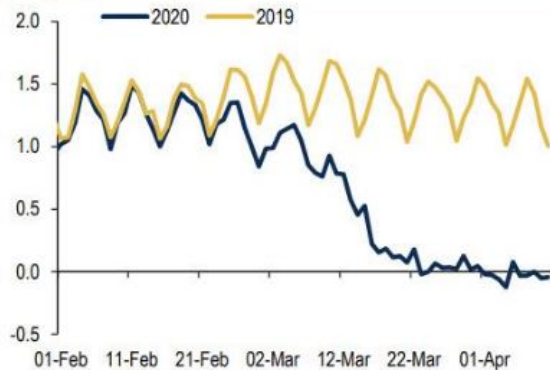
Appendix G

2-Help them re-grow sales (shop local campaigns)

The Economic Recovery and Development Plan being presented April/May will address some of these opportunities

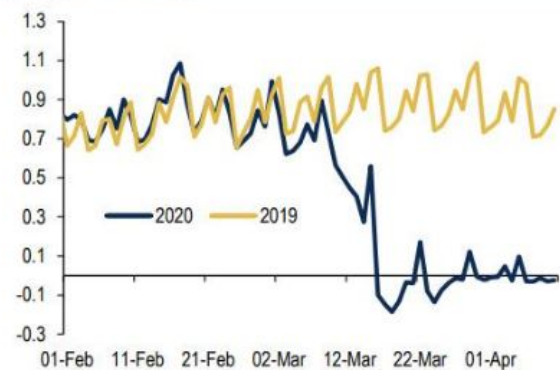
The Collapse in Business Sales

Chart 12: Daily spending on airlines, based on BAC aggregated card data (index, Jan 1st 2020 =1)



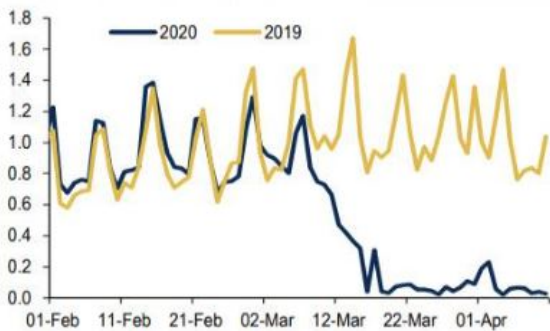
Source: BAC internal data

Chart 13: Daily spending on lodging, based on BAC aggregated card data (index, Jan 1st 2020 =1)



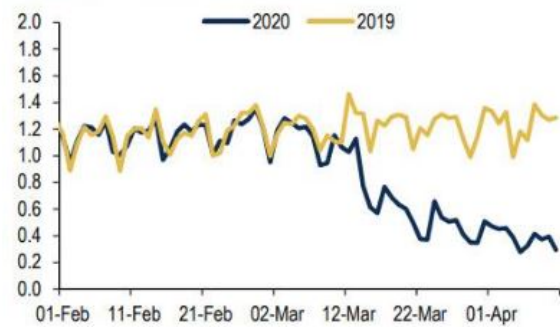
Source: BAC internal data

Chart 14: Daily spending on entertainment services, based on BAC aggregated card data (index, Jan 1st 2020 =1)



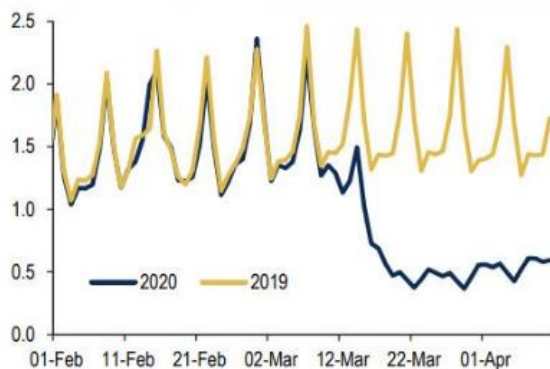
Source: BAC internal data. Note: Entertainment services include amusement parks, motion picture theaters and other tourist attractions.

Chart 16: Daily spending on transit, based on BAC aggregated card data (index, Jan 1st 2020 =1)



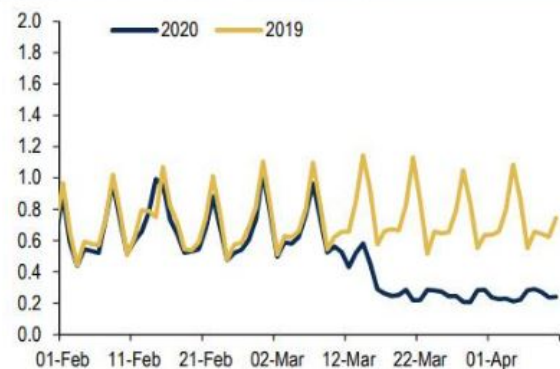
Source: BAC internal data. Transit includes services such as bus lines, subways and passenger railways

Chart 17: Daily spending at clothing stores, based on BAC aggregated card data (index, Jan 1st 2020 =1)



Source: BAC internal data

Chart 18: Daily spending at department stores, based on BAC aggregated card data (index, Jan 1st 2020 =1)



Source: BAC internal data

Appendix H

Tuesday, April 21, 2020

Attention: Richard Freymond, Commissioner of Corporate and Legislative Services
Mayor Therrien and Council

RE: Report to Council in May on Measures of Relief because of COVID-19

As City staff develop a long-term COVID-19 plan to bring forward to councillors, we emphasize the importance of a plan that recognizes that each ward is home to more than 550 businesses.

A Taskforce consisting of a group of business owners and organizations encourages councillors to consider several principles:

1. Immediate Business Relief Measures
2. Addressing Budgetary Issues
3. Applying an Economic Lens

Immediate Business Relief Measures

Property tax measures that were put in place during the March 30 council meeting, for payments March 31 and May 31, were appreciated and will provide some relief in conjunction with measures in place and anticipated from the provincial and federal governments.

Noise by-law relaxation, in accordance with the provincial order, and transit measures to ensure employees are able to get to work at essential businesses are also appreciated.

There are a few more areas where the City could provide some immediate relief.

1. Waiving parking permits – many employees are not using their permits for city-owned lots and waiving this fee would help
2. Waiving any costs associated with the licensing, development or building permits would encourage developers to work on projects for the future even while their cash flow may be limited right now
3. Continue to accept and process development and planning applications in accordance with provincial orders so that when the recovery is given the green light, construction on projects can begin immediately. This would also help staff manage a potential backlog in the future when developers will want to be building.

Addressing Budgetary Issues

The Task Force openly recognizes that the budget approved in January of 2020 is a document pre-COVID. While we are aware there will be challenges, there will also be an opportunity for expenditures to focus on a strong comeback.

As the long-term financial plan is developed, we encourage staff and councillors to understand that the burden is one that is borne by all in recovery.

Appendix H

1. The City of Peterborough requires a strong social, environmental, cultural and economic response. If recovery expectations are not balanced and equal, the City will struggle.
2. We understand there will be a budgetary impact because of unpaid commercial taxes as a result of the policy to waive late fees; we ask that these amounts be interest-free and applied over a 24-month time frame. This would avoid a larger lump sum being applied as a business starts to recover.
3. Consider a program for rent required on city-owned properties that is reflective of the situation of the tenant. For example: Stagger back the payments as not everyone will be back in business at the same time.

Applying an Economic Lens

We are aware that there is a great partnership and reliance between the public and private sectors.

1. When considering projects and priorities, consult with the business community through PKED, the Chamber, the DBIA and others to assess the impact of decisions on business before they are implemented
2. Ask where the private sector, not-for-profit can help and be a partner in building the road of recovery
3. Approve the creation of the Mayor and Warden's Task Force for Economic Recovery and the PKED Economic Recovery Plan so that this plan to support economic recovery can be implemented.

The business community operates in all wards of the City of Peterborough. Building the road of recovery will take all hands on deck approach as businesses search for stability in a time of instability. During this time, we've seen a lot of collaboration between businesses and with government to get the word out about programs and assistance. The Task Force appreciates that the City communications team has helped foster the pathway for businesses looking for help by adding a TeamPTBO link on their COVID-19 page on the peterborough.ca website.

The business community, many of which are small businesses, thanks council for consideration of the measures proposed above.

Thank you.

Please note these recommendations were developed and are being submitted by:

Greater Peterborough Chamber of Commerce

Peterborough DBIA

Peterborough & the Kawarthas Economic Development

Community Futures Peterborough

Innovation Cluster Peterborough and Kawarthas

Sam McKnight, McKnight's Flowers on behalf of a number of business owners who have been meeting regularly.