



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: **February 8, 2021**

Subject: **Report CLSFS21-004**
COVID-19 Response and Financial Impact – Update #4 for the
City of Peterborough

Purpose

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

Recommendations

That Council approve the recommendations outlined in Report CLSFS21-004 dated February 8, 2021, 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 CLSFS21-004, dated February 8, 2021 of the Chief Administrative Officer and Commissioner of Corporate and Legislative Services, be received for information;
- b) That in support of Peterborough Public Health and the efficient operation of Mobile Vaccination Teams and Mass Immunization Clinics, the City:
 - i) Make available a pool of 12-15 staff equivalents of City employees for Administrative functions, when required, including such activities as:

-
- greeter, appointment check-in, observation/check-out, and stocking supplies;
- ii) Make available City facilities such as large multipurpose rooms, parking garages and parking lots (weather permitting).including supplies for the effective operation of the site, such as barricades, pylons, stanchions, outdoor directional signage, waste receptacles, information technology such as internet connectivity, etc. and staff support for clinic cleaning and maintenance;
 - iii) Assist, where feasible, in ensuring that transportation barriers to clinics are minimized;
 - iv) Recognize the ongoing nature of the discussions with PPH and Council delegate to the CAO the authority to make further City resources available and/or adjust levels of service as necessary (such as activating the City's Public Inquiry Centre to manage hotline telephone calls), to support vaccination efforts in the community; and
 - v) Acknowledges that due to the priority of the above activities, regular employee job functions, City programs, services and annual work plans will be disrupted.
- c) That the 2020 annual loan payment from Peterborough Lawn Bowling Club in the amount of \$25,000 for their contribution to the construction of their new community centre at 577 McDonnell St be deferred to 2021, and that the term of the loan repayment be extended by one additional year, to June 30, 2023; and
 - d) That the 2020 annual loan payments from the Peterborough Baseball Association in the amount of \$10,000 for their financial contribution to the baseball diamond development at Trent University be deferred to 2021, and that the term of the loan repayment be extended by one additional year, to November 30, 2030.
 - e) That respecting recommendations b), c), and d) of Report CLSFS21-004, the CAO and Clerk be authorized to execute such agreements and documents as the Chief Administrative Officer and the Commissioner, Corporate and Legislative Services consider necessary to give effect to those recommendations in forms acceptable to the City Solicitor.

Budget and Financial Implications

There continue to be substantial financial impacts for the City related to the COVID-19 pandemic in 2021. Appendix A reflects the estimated financial impacts for the period of January 1 to March 31, 2021 based on actual results and pandemic restrictions in place as of mid-January. The analysis identifies estimates of \$3.9M lost revenue, \$1.6M direct costs, \$1.0M cost savings and \$2.4M program specific Provincial funding related to Transit and Social Services for a net financial impact of \$2.1M. Lost Casino funding has been deducted from the net financial impacts of COVID as those funds were budgeted to be transferred to reserve for Capital Projects and therefore do not need to be recovered in this year to fund the City's operations. After excluding Lost Casino Funds, the total operating impact of COVID is \$1.7M for the first quarter of 2021.

Appendix B reflects the estimated financial impacts at December 31, 2020. These amounts are preliminary as all year-end adjustments, analysis and reconciliations have not been fully completed yet. The analysis identifies estimates of \$14.4M lost revenue, \$5.5M direct costs, \$2.4M cost savings and \$7.2M program specific Provincial funding related to Transit and Social Services for a net financial impact of \$10.3M. After excluding Lost Casino Funds, the preliminary estimated financial impact of COVID for 2020 is \$7.6M.

Chart 1 provides a summary of the total financial impacts for 2020 and 2021 and identifies potential funding sources which include:

1. Year-end results from Operations – surpluses in program areas not impacted by COVID-19 will be first applied to any pandemic related deficits before any other funding sources; and
2. Reserves – Not to be paid back - Various uncommitted reserves for which their purpose is specific and can be related to certain COVID-19 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. Provincial Grant - Safe restart general Operating Grant, not program specific.

Recommendations seeking Council approval of the reserve transfers identified in this COVID Update Report, will be included as part of the Final December 31, 2020 Financial Update Report.

The \$3.1M of lost Casino Revenue, which is not eligible for funding from the Province through the Safe Restart Programs, will be recouped over time through the City's share of gaming revenues received as the Casino returns to more normal operations. Altogether, the City received \$234,107 in gaming revenues in 2020.

Chart 1**COVID-19 Financial Impact Analysis****Forecasted Estimates for the Period Ending March 31, 2021**

The amounts in Chart 1 are estimates and continue to be refined by staff.

COVID-19 Financial Impacts Analysis			
	2020	2021	Total
Lost Revenues	\$ 14,454,122	\$ 3,928,000	\$ 18,382,122
Direct Costs	\$ 5,535,926	\$ 1,608,380	\$ 7,144,306
Cost Savings	-\$ 2,447,000	-\$ 1,018,650	-\$ 3,465,650
Provincial Funding Received (Program Specific)	-\$ 7,190,078	-\$ 2,427,953	-\$ 9,618,031
Total Net Financial COVID Impacts	\$ 10,352,970	\$ 2,089,777	\$ 12,442,747
Excluding:			
Lost Casino Revenues	-\$ 2,750,000	-\$ 410,000	-\$ 3,160,000
Total Operating Costs/Losses to be Funded	\$ 7,602,970	\$ 1,679,777	\$ 9,282,747
Potential Funding Sources:			
1. Operations			
Capital Levy Reserve - contribution from 2019 YE	\$ 1,500,000		\$ 1,500,000
75% of Police Surplus - 2019	\$ 372,327		\$ 372,327
Surpluses in Other Areas - 2020 - not known at this time	\$ -		\$ -
Surpluses in Other Areas - 2021 - not known at this time		\$ -	\$ -
	\$ 1,872,327	\$ -	\$ 1,872,327
2. Reserves - Not to be paid back			
Future Assessment Loss Reserve	\$ 370,477	\$ -	\$ 370,477
Social Services Reserve	\$ -	\$ -	\$ -
Social Housing Reserve	\$ -	\$ -	\$ -
Sewer Surcharge - WWTP	\$ 257,600	\$ 70,000	\$ 327,600
Waste Management Reserve - Recycling	\$ 500,000	\$ 90,700	\$ 590,700
EDP Reserve - IT	\$ 226,000	\$ -	\$ 226,000
Public Works Equipment Res	\$ 126,200	\$ 4,650	\$ 130,850
	\$ 1,480,277	\$ 165,350	\$ 1,645,627
3. Grants			
Provincial Grants - Safe Restart General Operating	\$ 4,250,366	\$ 1,059,134	\$ 5,309,500
	\$ 4,250,366	\$ 1,059,134	\$ 5,309,500
Total Potential Funding Sources	\$ 7,602,970	\$ 1,224,484	\$ 8,827,454
To be Funded from Unidentified Sources	\$ -	\$ 455,293	\$ 455,293

Background

This staff Report is the fourth in a series of COVID-19 Pandemic Response and Financial Update Reports. The previous 3 report references are as follows:

- 1) CLSFS20-026 - May 11, 2020
- 2) CLSFS20-037 - July 13, 2020
- 3) CLSFS20-051 - September 14, 2020

The Report continues the reporting accountability required through Part 8 of the Procurement By-law 18-084.

COVID Related Grants

The City has received numerous provincial and federal grants to support residents and to alleviate municipal operating pressures resulting from the pandemic. The funding can be broken down into four areas:

- Social Services
- Public Transit
- General Operating
- Miscellaneous

Chart 2 summarizes these funding sources followed by additional details by program.

Chart 2 - COVID Funding Summary

Ref	COVID Related Grant	Funding for Apr 1/20- Mar 31/21	Additional funding up to Mar 31 2021	Anticipated Funding to be used	Post April 1, 2021 Funding (announced)
	Social Services				
1	Social Services Relief Fund (SSRF) – Phase 1 and 2 - Homelessness	\$1,101,100	\$1,924,741 + \$784,500	All	unknown
2	SSRF - COVID Mental Health and Addictions Funding	\$100,000	No	All	unknown
3	Federal Safe Restart Funding – Children's Services	\$1,401,339	No	All	unknown
4	Central East LHIN	\$935,000	No	Unknown	unknown

5	Safe Restart Agreement (SRA) - Transit	\$3,578,682	\$7,168,110	unknown	unknown
6	Municipal Transit Cleaning Fund (MTEC)	\$77,481	No	All	\$0
	General Operating				
7	SRA – General Operating	\$4,423,500	\$886,000	unknown	unknown
	Miscellaneous				
8	Heritage COVID Relief Fund (Museum)	\$97,330	No	All	\$0

Social Services:

Social Services has been supported by the Social Services Relief Fund (SSRF), the Federal Safe Restart Funding (SRF) and some flow through funding directly provided to Social Services clientele.

Social Service Relief Fund (SSRF)

Reference Reports CSSS21-001 and CSSS21-002 both dated January 18, 2021

The SSRF was announced in April 2020 to provide immediate assistance to communities in response to the COVID-19 crisis. The City of Peterborough, as Service Manager for the City and County of Peterborough, received \$1,101,100 in Phase 1 funding, which was allocated to the emergency response to homelessness in the COVID-19 environment, by providing emergency shelter in the Peterborough Sport and Wellness Centre, Isolation Shelters in motels for people who are waiting for COVID-19 test results, food service, delivery, security, and transportation of individuals to and from the Isolation Shelter. The full amount of the SSRF-Phase 1 allocation was spent in 2020.

In August 2020 SSRF Phase 2 was announced, with an additional commitment of \$1,924,741. This phase is intended to provide a rapid response to create longer-term solutions for vulnerable people who are at risk of or experiencing homelessness. Phase 2 provides both operating funding and funding under a capital stream to support development of new rental housing at the Mount and 137 Rubidge Street and the development of the Overflow Shelter at 210 Wolfe Street. In December 2020 the province announced an additional \$784,500 SSRF Phase 2 Holdback Funding to support these capital projects. Use of the capital component of the SSRF Phase 2 funding is detailed in Report CSSS21-001 and Report CSSS21-002, both dated January 18, 2021. Approximately \$30,000 of the Phase 2 allocation will be spent in 2020.

In January 2021 a further \$100,000 in one-time funding for the 2020/21 period was announced to be used to support the needs of vulnerable people living with mental health and/or addictions issues in our local area.

The City is not currently aware of additional SSRF to support the 2021/22 period.

Federal Safe Restart Funding (SRF)

In August 2020 \$1,401,339 Federal Safe Restart Funding (SRF) was provided to the City to ensure a safe, sufficient and adequate supply of child care was available to support the gradual return to work of parents as the economy reopened in September 2020. The funding was provided to child care agencies and the EarlyON program to facilitate compliance with the Ministry's reopening operational guidelines. In addition, face coverings and other personal protective equipment (PPE), enhanced cleaning, additional staff to meet health and safety requirements, support for short term vacancies Support to short term vacancies and minor capital projects. Of the City's allocation, \$1,317,326 was spent in 2020. The remainder will be issued between January and March 2021. The City is not aware of additional SRF to support the 2021/22 period.

Central East Local Health Integration Network (LHIN)

In January 2021, \$935,000 from the Central East LHIN through the Community Mental Health Program is being provided to the City on a one-time basis for Mental Health and Addictions funding for 2020/21 to support emergency COVID-19 related supports.

Provincial Flow through funding

The City administered the province's temporary COVID discretionary benefit whereby clientele were provided an additional discretionary benefit, fully funded by the province to over client costs related to the pandemic, including PPE and cleaning supplies In 2020, \$781,259 of this benefit was provided to City and County clients.

The City administered the province's pandemic pay wage subsidy which flowed \$217,626 to specific agencies including Brock Mission to allow for a higher wage for some front-line workers.

The City also administered the extra funding for the Emergency Child Care programs in both 2020 and in January 2021. This was no budget impact for the City as the funds were flowed to the day cares.

Public Transit

Public Transit operations have been supported by two funding sources – the Safe Restart Agreement – Public Transit and the Municipal Transit Enhanced Cleaning Fund.

Municipal Transit Enhanced Cleaning (MTEC) Fund

In June 2020 the province allocated \$77,481 for enhanced cleaning of the public transit system to help reduce the transmission of COVID-19. The full amount of this funding will be utilized.

Safe Restart Agreement (SRA) – Public Transit

The province's Safe Restart Agreement (SRA) – Public Transit delivered funding in two phases. The City received \$3,578,682 to support COVID-19 municipal transit pressures for Phase 1, incurred from April 1, 2020 to September 30, 2020. Allocations include a base amount of \$40,000 per recipient plus an amount based on 2018 ridership. Municipalities must place any funds not used for Phase 1 in reserve to support potential COVID-19 transit pressures incurred up to March 31, 2021. The province will only provide funding for net municipal expenditures (i.e., net COVID-related pressures above budgeted 2020 expenditures). The SRA funding is not to replace the budgeted subsidy that the municipality provides to transit operations. The City of Peterborough's net municipal transit expenditures April 1, 2020 to September 30, 2020 did not exceed the Phase 1 allocation. A claim for \$1,633,830 was submitted, leaving a balance of \$1,944,852 for future claims.

In December 2020, the province announced the City's SRA-Public Transit Phase 2 allocation of up to \$4,485,505 in transit funding for the October 1, 2020 to March 31, 2021 period. An additional \$2,682,605 in funding is available to offset additional pressures based on ridership. In total the City is eligible for up to \$7,168,110 in new Phase 2 funding. Current projections show that the City will not utilize the full Phase 1 funding prior to March 31, 2021. There is also no indication if claims for revenue losses or additional costs occurring after March 31, 2021 fall within the this funding envelope, or if this funding (excess Phase 1 and Phase 2) can also be placed in reserve to offset costs later in our budget year, but beyond the provinces fiscal year end. If the forecasts to date prove accurate, the City may not be able to access very much of this funding.

General Operating

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement (SRA), the Ontario government announced that it would provide funding to address municipal operating pressures and local needs related to the pandemic. This funding would be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding. Phase 1 funding has been allocated on a per household share. The City of Peterborough received a payment of \$4,423,500 to support COVID-19 operating costs and pressures. On December 16, 2020, the province announced an additional allocation of \$886,000 funding to support the City's COVID related operating pressures.

As part of Report CLSF20-051 COVID-19 Response and Financial Impact – Update #3, dated September 14, 2020, the City estimated requiring a further \$2.5M in Phase 2 Safe

Restart grant funding. This analysis included \$2.75M lost casino revenues which the City learned is not eligible for recovery from the Safe Restart program as it is directed to the City's capital program. Only the net COVID impact on the operating budget is eligible for funding. That alone indicated that the City was ineligible for Phase 2 funding.

In addition, the province expects that year end surpluses in operating departments are directed to cover the shortfall in others. For example, if Public Works – Horticulture is showing a surplus, then it should help cover off cost increases or revenue shortfalls in other areas like the Peterborough Memorial Centre. In essence, even though there are standing budget recommendations to direct year end surpluses in some departments to reserves, unless legislation dictates (i.e.: Building Services), the surpluses will go to cover off City operating deficits (COVID or non-COVID related). For these reasons, the City did not apply for SRA – General Operating Phase 2 funding.

If the amount of the funding exceeds the municipality's 2020 COVID-19 operating costs and pressures, the province's expectation is that the municipality will place the excess funding into reserves to be accessed to support COVID-19 operating costs and pressures that continue to occur in 2021. The City will be expected to report back to the province by March 2021 with details on the 2020 COVID-19 operating costs and pressures, the City's overall 2020 financial position, and the use of the provincial funds.

Miscellaneous

Through the Museum Assistance Program – Heritage COVID Emergency Support Fund, the Peterborough Museum and Archives received \$97,330 to offset its revenue losses and operating pressures.

Investment in Canada Infrastructure Program (ICIP) - COVID Resilience Stream

The Federal and Provincial Government announced a new stream under the Investment in Canada Infrastructure Program (ICIP). Originally there were four streams under this program but due to the pandemic funding was reallocated to a fifth stream, the ICIP - COVID Resilience Stream. Report CSD20-007 ICIP – COVID-19 Resilience Infrastructure Stream Funding dated December 1, 2020 approved the application submission of the Peterborough Sports and Wellness Centre (PSWC) Rehabilitation Project as noted in the following table. The City is awaiting results of this funding application, which is expected in the first quarter of 2021.

Capital Grant	Maximum allocation	Project	Results expected
ICIP COVID Resilience Stream	\$1,054,190	PSWC Rehabilitation Project	Q1, 2021

Vaccine Rollout and Assistance to Peterborough Public Health

As described by Dr. Rosanna Salvaterra, the local Medical Officer of Health, in her presentation at the February 1, 2021 General Committee, the national vaccine campaign will be the largest mobilization of vaccines in Canada's history requiring the collaboration of all levels of government. The federal government is leading the procurement of vaccine supply, and each respective province is responsible for the overall vaccination framework. A three-phase immunization plan has been developed for Ontario, identifying and prioritizing populations to receive the COVID-19 vaccine, with the goal of vaccinating everyone in Ontario who chooses to be vaccinated by the end of August 2021. The provincial government determines when and how much vaccine is provided to local jurisdictions based on supply and demand. In Ontario, public health jurisdictions are responsible for the development and implementation of the local Vaccine Development Implementation Plan to account for community demographics, risk of infection and other characteristics. The province has requested that municipalities work with their respective public health unit to help facilitate planning and support the vaccine program implementation.

The impact of COVID-19 and restrictions will be in effect to some degree until approximately 70 percent of the worldwide population is vaccinated. It is difficult to anticipate when this level will be achieved and when all restrictions will be removed. There are many unknowns, but factors that come into play include access to a sufficient and regular supply of vaccine, leadership and collaboration among organizations to give priority attention to the necessary planning, administration, and logistics required for a successful vaccination program, and the number of people who opt to be vaccinated. The Peterborough Public Health (PPH) COVID-19 Vaccine Implementation Plan provides a comprehensive and collaborative framework with a goal to immunize 75 percent of the people across the region in accordance with Ontario's Vaccine Distribution Implementation Plan. To enable efficient and timely implementation of the plan, PPH has engaged the local Interagency COVID-19 Planning Team, a team that has historically met on a regular basis to develop and test pandemic and other human health related emergency plans. The team includes representatives from PPH, PRHC, primary healthcare, pharmacy, local First Nations, Trent University and the County and City of Peterborough Community Emergency Management Coordinators. Other community partners are also engaged from time to time. The COVID-19 Interagency Team has been further sub-divided to include several working groups to focus on specific aspects of the vaccine implementation plan.

City of Peterborough Support to Vaccine Implementation Plan

As vaccine planning moves forward, PPH will be calling upon community partners and individuals to assist with the implementation of the vaccine program. Possible areas of municipal support include human resources, facilities, logistics, transportation, and security.

Human Resources: It is recommended that a pool of 12-15 staffing equivalents of city employees be trained to support administrative functions for Mobile Vaccination Teams and Mass Immunization Clinics, when required. Administrative functions include greeter, appointment check-in, observation/check-out, and stocking supplies. The provision of non-regulated staff to support administrative functions at clinics will maximize the number of persons vaccinated in a day by allowing regulated staff (doctors, nurses, paramedics) to focus their efforts on administering vaccine. Initially teams and clinics will be operational as vaccine is available. Once the vaccine supply is stable, it is expected that multiple clinics may be operating at one time. Depending on the size and type of immunization clinic, 3-5 administrative support staff will be required per site. It is anticipated that immunizations will be ongoing throughout 2021, and clinics could operate 7 days per week, dependant upon supply. Human resources planning needs to account for 7 day / week shift scheduling and vacation time over the next several months. Timing and duration of the city's participation in the vaccination implementation will vary throughout the response. It is expected that staff secondment to vaccination clinics will impact regular job functions and annual work plans.

Facilities: Vaccine implementation will take place in different formats such as Mobile Vaccination Teams (MVT) that will go to a specific site (i.e. Long Term Care Home) and Mass Immunization Clinic (MIC) where people with appointments will come to a large, centralized site to receive vaccine. All vaccinations will be done by appointment only, so long wait times and traffic congestion is not anticipated. Ideal municipal locations for MICs include large multipurpose rooms, parking garage and parking lots (weather permitting). Municipalities will be asked to assist with providing supplies for the effective operation of the site such as barricades, pylons, stanchions, outdoor directional signage, waste receptacles, etc. Staff support for clinic cleaning / maintenance will also be required, as well as access to internet service.

Transportation: PPH will work with municipalities to ensure that transportation barriers to clinics are minimized. Strategies to be considered in future planning discussions will include transportation for the public to vaccination clinics during off-hours, transportation for the public with no access to transportation (i.e. contracted shuttle bus) transportation for the persons with special needs, transportation of staff and/or volunteers to clinic sites (if necessary); etc.

Security: A team will be developed to conduct regular security and threat assessments to ensure mitigation measures are in place. Security personnel will be used at MICs when deemed necessary. Municipalities will be asked to arrange for site security, if required.

Financial implications: Currently, provincial funding for the vaccine program remains unclear. PPH has requested that all vaccination related expenditures be tracked separately from regular operations, should funding become available for all or a portion of the program. City expenditures may include staff wages, facility rental revenue loss, increased facility supply costs, transportation, and security costs.

Peterborough Lawn Bowling Club 2020 Loan Deferral

The Peterborough Lawn Bowling Club (PLBC), is requesting a deferral of their loan payment to the City for 2020, and an extension on the time period to repay the loan from June 30, 2021 to June 30, 2023. The request is attached as Appendix C.

In 2011, Council approved the recommendations of Report CSD11-012, to provide the PLBC with a \$600,000 loan to support the construction of their new community centre at 577 McDonnell St. The loan bears a flexible interest rate on the City's bank's daily prime rate plus 0.25%, compounded monthly. The loan agreement requires the PLBC to make at least a minimum annual payment of \$25,000 plus interest.

The loan was to be repaid by June 30, 2015. In February 2015, Council approved the recommendations of report CSD15-001 to extend the repayment time period to June 30, 2021. The outstanding loan balance is \$145,000.

Peterborough Baseball Association 2020 Loan Deferral

The Peterborough Baseball Association (PBA) is requesting a deferral of their loan payment to the City for 2020, and an extension on the time period to repay the loan from November 30, 2029 to November 30, 2030. The request is attached as Appendix D.

The PBA entered into an agreement with the City on October 14, 2015 for their financial contribution to the baseball diamond development at Trent University, in the amount of \$150,000.

They are to pay the City \$10,000 per year until 2029. The payments are to be made by Nov 1st each year. The outstanding loan balance is \$100,000.

Summary

The COVID-19 pandemic continues to have significant financial impacts on the City of Peterborough throughout the early months of 2021. Certain impacts will carry beyond the forecasted period. This report provides the fourth update report for Council about forecasted estimates and funding received to date. Staff anticipate the next update to Council will be mid year 2021.

Submitted by,

Sandra Clancy
Chief Administrative Officer

Richard Freymond
Commissioner of Corporate and Legislative
Services

Contact Name:

Yvette Peplinskie
Manager of Financial Services
Phone: 705-742-777, Extension 1862
Toll Free: 1-855-738-3755
Fax: 705-876-4607
E-mail: yypeplinskie@peterborough.ca

Attachments:

Appendix A - Financial Analysis January 2021 to March 31, 2021
Appendix B - Financial Analysis to December 31, 2020
Appendix C – Request from Peterborough Lawn Bowling Club
Appendix D – Request from Peterborough Baseball Association

Appendix A

COVID-19 Financial Impacts Analysis Forecasted Estimates for the Period of January through March 2021

	Estimated Lost Revenue	Estimated Direct Costs	Estimated Cost Savings	Provincial & Other Funding	Total Estimated Net Deficit (Surplus)
<u>CAO</u>					
Fire	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Corporate and Legislative Services</u>					
Penalty on taxes receivable	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -
Financial Services Fees	\$ -	\$ -	\$ -	\$ -	\$ -
City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology	\$ -	\$ 100	\$ -	\$ -	\$ 100
Facilities	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Provincial Offences Act	\$ 89,000	\$ -	\$ -	\$ -	\$ 89,000
	\$ 89,000	\$ 25,100	\$ -	\$ -	\$ 114,100
<u>Infrastructure & Planning Services</u>					
Public Works	\$ -	\$ 4,650	\$ -	\$ -	\$ 4,650
Transit	\$ 1,125,000	\$ 118,300	\$ 332,100	\$ 911,840	\$ 640
Parking	\$ 604,500	\$ -	\$ 149,000	\$ -	\$ 455,500
Traffic	\$ -	\$ 1,530	\$ 50,000	\$ -	\$ 48,470
Airport	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Diversion (Recycling)	\$ 90,000	\$ 700	\$ -	\$ -	\$ 90,700
Wastewater Treatment Plant	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
Building Services	\$ -	\$ -	\$ -	\$ -	\$ -
Planning	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 1,889,500	\$ 125,180	\$ 531,100	\$ 911,840	\$ 571,740
<u>Community Services</u>					
Social Housing	\$ -	\$ 1,432,100	\$ -	\$ 1,432,100	\$ -
Children Services	\$ 145,000	\$ 26,000	\$ -	\$ 84,013	\$ 86,987
Social Services	\$ -	\$ -	\$ -	\$ -	\$ -
Arenas	\$ 677,000	\$ -	\$ 77,000	\$ -	\$ 600,000
Marina	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation/Parks	\$ 49,000	\$ -	\$ 114,000	\$ -	\$ 65,000
PSWC	\$ 533,000	\$ -	\$ 228,000	\$ -	\$ 305,000
Museum	\$ 82,750	\$ -	\$ 40,050	\$ -	\$ 42,700
Art Gallery of Peterborough	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
Library	\$ 23,000	\$ -	\$ 28,500	\$ -	\$ 5,500
	\$ 1,513,750	\$ 1,458,100	\$ 487,550	\$ 1,516,113	\$ 968,187
<u>Other</u>					
Police	\$ -	\$ -	\$ -	\$ -	\$ -
Casino Revenue	\$ 410,000	\$ -	\$ -	\$ -	\$ 410,000
Municipal Accommodation Tax	\$ 25,750	\$ -	\$ -	\$ -	\$ 25,750
	\$ 435,750	\$ -	\$ -	\$ -	\$ 435,750
	\$ 3,928,000	\$ 1,608,380	\$ 1,018,650	\$ 2,427,953	\$ 2,089,777

Appendix B

COVID-19 Financial Impact Analysis Forecasted Estimates For the Period Ending December 31 2020

	Estimated Lost Revenue	Estimated Direct Costs	Estimated Cost Savings	Provincial & Other Funding	Total Estimated Net Deficit (Surplus)
<u>CAO</u>					
Fire	\$ 1,200	\$ 37,500	\$ -	\$ -	\$ 38,700
	\$ 1,200	\$ 37,500	\$ -	\$ -	\$ 38,700
<u>Corporate and Legislative Services</u>					
Penalty on taxes receivable	\$ 460,500	\$ -	\$ -	\$ -	\$ 460,500
Investment Income	\$ 725,000	\$ -	\$ -	\$ -	\$ 725,000
Financial Services Fees	\$ 137,000	\$ -	\$ -	\$ -	\$ 137,000
City Clerk	\$ 112,500	\$ -	\$ -	\$ -	\$ 112,500
Information Technology	\$ -	\$ 226,000	\$ -	\$ -	\$ 226,000
Facilities	\$ -	\$ 138,000	\$ -	\$ -	\$ 138,000
Provincial Offences Act	\$ 850,000	\$ -	\$ -	\$ -	\$ 850,000
	\$ 2,285,000	\$ 364,000	\$ -	\$ -	\$ 2,649,000
<u>Infrastructure & Planning Services</u>					
Public Works	\$ -	\$ 126,200	\$ -	\$ -	\$ 126,200
Transit	\$ 2,441,322	\$ 403,000	\$ 100,000	\$ 2,744,322	\$ -
Parking	\$ 991,600	\$ -	\$ -	\$ -	\$ 991,600
Traffic	\$ -	\$ 67,700	\$ 362,000	\$ -	-\$ 294,300
Airport	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Waste Diversion (Recycling)	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
Wastewater Treatment Plant	\$ 250,000	\$ 7,600	\$ -	\$ -	\$ 257,600
Building Services	\$ 230,000	\$ -	\$ -	\$ -	\$ 230,000
Planning	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 4,442,922	\$ 604,500	\$ 462,000	\$ 2,744,322	\$ 1,841,100
<u>Community Services</u>					
Social Housing	\$ -	\$ 1,131,100	\$ -	\$ 1,131,100	\$ -
Children Services	\$ -	\$ 1,317,326	\$ -	\$ 1,317,326	\$ -
Social Services	\$ -	\$ 1,900,000	\$ -	\$ 1,900,000	\$ -
Arenas	\$ 1,992,000	\$ 43,200	\$ 505,000	\$ -	\$ 1,530,200
Marina	\$ 250,000	\$ -	\$ 150,000	\$ -	\$ 100,000
Recreation/Parks	\$ 540,000	\$ -	\$ 370,000	\$ -	\$ 170,000
PSWC	\$ 1,500,000	\$ 8,700	\$ 600,000	\$ -	\$ 908,700
Museum	\$ 103,000	\$ 9,100	\$ -	\$ 97,330	\$ 14,770
Art Gallery of Peterborough	\$ 100,000	\$ 6,300	\$ -	\$ -	\$ 106,300
Library	\$ 235,000	\$ -	\$ 360,000	\$ -	-\$ 125,000
	\$ 4,720,000	\$ 4,415,726	\$ 1,985,000	\$ 4,445,756	\$ 2,704,970
<u>Other</u>					
Police	\$ 105,000	\$ 114,200	\$ -	\$ -	\$ 219,200
Casino Revenue	\$ 2,750,000	\$ -	\$ -	\$ -	\$ 2,750,000
Municipal Accomodation Tax	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
	\$ 3,005,000	\$ 114,200	\$ -	\$ -	\$ 3,119,200
	\$ 14,454,122	\$ 5,535,926	\$ 2,447,000	\$ 7,190,078	\$ 10,352,970



Peterborough Lawn Bowling Club

577 McDonnell St., Peterborough, ON K9H2Y1

Mr Sheldon Laidman
Commissioner of Community Services
City of Peterborough

Dear Sir,

Due to the health restrictions of COVID19 pandemic and subsequent economic impact, the Peterborough Lawn Bowling Club (PLBC) requests the City of Peterborough to defer payment of the 2020 instalments, both principal and interest, on our loan agreement. We also requests a two year extension the the term of the agreement from, June 2021 to June 2023.

All our revenue streams have dried up completely or are severely curtailed.

1. Very limited membership revenue (if any) dependent on whether lawl bowling resumes in August or postponed until next year.
2. No sponsorship or advertising revenue
3. No tournament revenue

PLBC and Whitlaw Mariners Seniors Club (WMSC) share the facility call McDonald Street Activity Centre (MSAC). Bowls Canada Bouligrin (BCB) and Ontario Lawn Bowling Association (OLBA), the governing bodies for lawn bowling in Canada and Ontario, will determine when and how we will return to lawn bowling and are waiving their dues for 2020. PLBC will not be paying \$80 per bowling member occupancy cost to the operation of MSAC. WMSC are 40% co-owners of the McDonnell Street Activity Centre (MSAC) and in accordance with our memorandum of understanding between PLBC and WMSC, is 100%

Appendix C

responsible for expenses and revenues of the facility. WMSC have had to cease operations entirely due to the pandemic resulting in no revenue from members, card players, shuffleboard, darts, or short mat bowling participants.

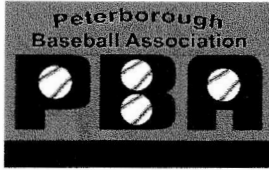
All rental and catering events held at the McDonald Street Activity Centre (MSAC) have cancelled resulting in no revenue to offset building maintenance costs, including hydro, water, sewage etc. Our PLBC expenses are being held to only essential greens maintenance and watering. We have shut down air conditioning and refrigerators and made every effort to minimize ongoing costs while the restrictions due to the COVID19 pandemic remain in place.

The volunteer management board for both clubs are happy to meet with City staff to answer questions and to discuss options and plans moving forward. We are exploring other options at present that could include finding an additional partner(s) to increase our memberships and to return to financial stability when we are allowed to open again.

Yours sincerely

Betty Wade
President of PLBC and
Ivo Nightingale Chair of Joint PLBC and WMSC Management Board.

Appendix D



October 7, 2020

To: Sheldon Laidman

RE: Loan Payment Deferral Request

Hi Sheldon,

I'm writing you this letter on behalf of the Peterborough Baseball Association to ask for a 1 year loan deferral in regards to our \$10,000 annual Trent Field payment.

Unfortunately, with everything that has transpired since March we have had to cancel our 2020 baseball seasons. Because of this decision we did not receive any income in the form of baseball registration. As an association we have had to use our reserve funds to offset other annual expenses that are incurred each year. We would ask to extend the end date of our loan repayment by 1 year.

Please don't hesitate to reach out if you require any additional information from us.

Regards,

A handwritten signature in black ink, appearing to read "Shawn Micks", is located below the "Regards," text.

Shawn Micks

PBA President