

Finance Committee Minutes

City of Peterborough

November 23-25, 2020

Roll Call Councillor Akapo
Councillor Baldwin
Councillor Beamer
Councillor Clarke (electronic participation)
Councillor Pappas, Chair
Councillor Parnell
Councillor Riel
Mayor Therrien
Councillor Vassiliadis
Councillor Wright
Councillor Zippel

Staff Rob Anderson, Policy Analyst/Recreation Coordinator (November 25)
Ellen Armstrong, Social Services Division Manager (November 25)
Gillian Barnes, Project Manager, Facilities and Planning Initiatives
(November 23, 25)
Sandra Clancy, Chief Administrative Officer (November 23-25)
Dean Findlay, Chief Building Inspector (November 25)
Cynthia Fletcher, Commissioner of Infrastructure and Planning Services
(November 23-25)
Richard Freymond, Commissioner of Corporate and Legislative Services
(November 23-25)
Natalie Garnett, Deputy City Clerk (November 24-25)
Ken Hetherington, Chief Planner (November 24)
Janet Hoskins, Court Services Manager (November 23)
Jennifer Jones, Library CEO (November 25)
Kevin Jones, Manager, Transportation (November 24)
Chris Kawalec, Community Development Program Manager (November 25)
John Kennedy, City Clerk (November 23, 25)
Sheldon Laidman, Commissioner of Community Services (November 23-25)
Rob McAulay, Facility Manager PSWC (November 25)
Bill McDougall, Budget and Operations Analyst (November 23-25)
Mac MacGillivray, Facilities and Energy Manager (November 23)
Jennifer McFarlane, Manager of Human Resources (November 23)
Blair Nelson, City Engineer (November 24)

Yvette Peplinskie, Manager of Financial Services (November 23-25)
David Potts, City Solicitor/Manager of Legal Services (November 23)
Karen Rennie, Manager Arts and Heritage (November 25)
Kendra Sedgwick, Committee Coordinator (November 23)
Chris Snetsinger, Fire Chief (November 23)
Kathleen Staves, Records Management Coordinator (November 24)
Laurie Stratton, Transit Operations Manager (November 24)
Sue Warrington, Manager, Arena Division (November 25)
Brendan Wedley, Manager of Communication Services (November 23-25)

Opening of Meeting

The meeting was called to order by the Chair at 6:00 p.m. in the Council Chambers.

Disclosure of Pecuniary Interest

Councillor Pappas declared a conflict on Report CLSFS20-054, Central Area Improvement Plans, as he is a property owner in the subject area.

Councillor Akapo declared a conflict on Report CLSFS20-054, proposed organizations to receive a community resource grant, as her employer is one of the organizations.

Reports and Communications

2021 Draft Budget

Report CLSFS20-054

Moved by Councillor Vassiliadis

That Council approve the recommendation outlined in Report CLSFS20-054 dated November 23, 2020, of the Commissioner of Corporate and Legislative Services, as follows:

That the recommendations contained in Appendix A of report CLSFS20-054 of the Commissioner of Corporate and Legislative Services be moved for the purpose of discussion during detailed budget reviews by the Finance Committee starting November 23, 2020.

- a) **That the 2021 Draft Budget, and all estimated revenues and expenditures, fees, contributions to reserve and reserve funds, and proposed staffing levels referenced in the documents be adopted.**
- b) **That the user fees and charges as set out in Book 2 be adopted as part of 2021 Budget process.**

- c) That any unused CAO Budget at the end of 2021 be transferred to the Organizational Development Reserve, subject to the overall year-end position. (Page 28)**
- d) That any unused Peterborough Technology Services Budget, at the end of 2021, be transferred to the Electronic Data Processing (EDP) Reserve, subject to the overall year-end position and that, if actual 2021 costs exceed the 2021 Budget, funds may be drawn from the EDP Reserve. (Page 49)**
- e) That any unused Building Inspection Budget at the end of 2021 be transferred to the Building Division Reserve and that, if actual building inspection costs exceed the 2021 Budget, funds may be drawn from the Building Division Reserve. (Page 72)**
- f) That any excess Airport development review fees at the end of 2021 be transferred to the Airport Development Review Reserve for future Airport Development related expenditures and that, if the 2021 Airport development review costs exceed the review fees, funds may be drawn from the Airport Development Review Reserve. (Page 73)**
- g) That any 2021 Engineering Overhead surplus be transferred to the Engineering Design and Inspection Reserve, subject to the overall year-end position and that if actual 2021 Engineering costs exceed the Budget, funds may be drawn from the Engineering Design and Inspection Reserve. (Page 89)**
- h) That any unused portion of the 2021 Winter Control Budget that may exist at year-end be transferred to the Winter Control Reserve, subject to the overall year-end position, and that if actual 2021 Winter Control costs exceed the 2021 Budget, funds may be drawn from the Winter Control Reserve. (Page 89)**
- i) That \$1,500,000 in 2022 Capital funding be pre-committed for the Simcoe Street Culvert at Parking Garage project. (page 97)**
- j) That any unused Parking Budget, at the end of 2021, be transferred to the Parking Reserve, subject to the overall year-end position and that, if the actual 2021 Parking costs exceed the 2021 Budget, funds may be drawn from the Parking Reserve. (Page 110)**

- k) That any unused Traffic Signal Maintenance Budget at the end of 2021, be transferred to the Traffic Signal Reserve, subject to the overall year-end position and that if the actual 2021 Traffic Signal Maintenance costs exceed the 2021 Budget, funds may be drawn from the Traffic Signal Reserve. (Page 111)**
- l) That \$1,500,000 in 2022 Capital funding be pre-committed for the Simcoe Street Parking Garage Rehabilitation project. (page 116)**
- m) That any surplus funds at the end of 2021 for Market Hall be transferred to the Market Hall Capital Reserve for unanticipated maintenance expenses or small capital improvements. (Page 140)**
- n) That any unused Community Development Program net budget at the end of 2021 be transferred to the Social Services Community Social Plan Joint Reserve for future program development, subject to the overall year-end position and that, if actual 2020 Community Development Program costs exceed the 2020 Budget, funds may be drawn from the Reserve. (Page 140)**
- o) That any surplus funds at the end of 2021 for Arenas be transferred to the Arena Equipment Reserve for future equipment purchases. (Page 152)**
- p) That any surplus funds at the end of 2021 for the Marina be transferred to the Marina Reserve to be used for future capital improvements. (Page 156)**
- q) That any surplus funds at the end of 2021 for Beavermead Campground be transferred to a Beavermead Campground Reserve for future capital improvements. (Page 156)**
- r) That any surplus funds at the end of 2021 for the Peterborough Sport and Wellness Centre be transferred to the PSWC Capital Conservation Reserve for future capital improvements. (Page 157)**
- s) That any unused Homelessness net budget at the end of 2021 be transferred to the General Assistance Reserve, to be used for future investment in homelessness prevention programs, subject to the overall year-end position and that, if actual 2021 Homelessness costs exceed the 2021 Budget, funds may be drawn from the Reserve. (Page 177)**
- t) That any remaining unused Social Services net budget at the end of 2021 be transferred to the General Assistance Reserve, subject to the overall year-end position and that, if actual 2021 Social Services costs exceed the 2020 Budget, funds may be drawn from the Reserve. (Page 177)**

- u) That any surplus in the 2021 Housing Operating Budget at the end of 2021 be transferred to the Housing Reserve, subject to the overall year end position and that, if actual 2021 Housing costs exceed the 2021 Budget, funds may be drawn from the Housing Reserve. (Page 177)**
- v) That any surplus in the 2021 Housing Choice Rent Supplement Program at the end of 2021 be transferred to the Housing Choice Rent Supplement Reserve, subject to the overall year-end position and that, if actual 2021 Rent Supplement costs exceed the 2021 Budget, funds may be drawn from the Rent Supplement Reserve. (Page 177)**
- w) That any adjustment to the City's 2021 requirement for the Municipal Property Assessment Corporation (MPAC), be netted against the City's 2021 General Contingency provision. (Page 185)**
- x) That any unused portion of the 2021 tax write off account balance that may exist at year-end be transferred to the Allowance for Doubtful Accounts Reserve, subject to overall year-end position and that, if actual 2021 tax write-off costs exceed the 2021 Budget, funds may be drawn from the Allowance for Doubtful Accounts Reserve. (Page 189)**
- y) That any unused Employee Benefits Budget at the end of 2021 be transferred to the Employee Benefits Reserve, subject to the overall year-end position, and that, if actual 2021 employee benefits exceed the 2021 Budget, funds may be drawn from the Employee Benefits Reserve. (Page 189)**
- z) That any unused Insurance Budget at the end of 2021 be transferred to the Insurance Reserve, subject to the overall year-end position and that. (Page 189)**
- aa) That any adjustment to the City's 2021 requirement for the Insurance Budget, be netted against the City's 2021 General Contingency provision. (Page 189)**
- bb) That any unused 2021 Contingency Budget at the end of 2021 be transferred to the Capital Levy Reserve to be used for Capital works subject to the overall 2021 year-end position. (Page 189)**
- cc) That any unused Police Services Legal fees Budget at the end of 2021 be transferred to the Legal Fees Policing Reserve, subject to the overall year-end position and approval through the Treasurer, and that if the actual 2021 Police legal fees costs exceed the 2021 Budget, funds may be drawn from the Policing Legal Fees Reserve. (Page 192)**

- dd) That any unused Police Services Budget at the end of 2021 be transferred to the Police Special Projects Reserve, subject to the overall year-end position and approval by City Council and that, if the actual 2021 Police Services costs exceed the 2021 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 192)**
- ee) That any adjustments to the City's portion of the 2021 Peterborough County/City Paramedics Services Budget be netted against the 2021 General Contingency provision. (Page 201)**
- ff) That any unused Peterborough County/City Paramedics Services (PCCP) Budget at the end of 2021 be transferred to the PCCP Reserve, subject to the overall year-end position and that, if the actual 2021 PCCP costs exceed the 2021 Budget, funds may be drawn from the PCCP Reserve. (Page 200)**
- gg) That any adjustments to the City's portion of ORCA's 2021 Budget, based on the final approved ORCA Budget, be netted against the City's 2021 General Contingency provision. (Page 202)**
- hh) That the 2021 budget request, representing the levy required by the Downtown Business Improvement Area of the Corporation of the City of Peterborough during the year 2021 totalling \$327,933, be approved. (Page 211)**
- ii) That the 2021 budget request, representing all sums required by the Village Business Improvement Area of the Corporation of the City of Peterborough during the year 2021 totalling \$17,728, be approved. (Page 212)**
- jj) That any excess Casino Gaming revenues at the end of 2021, that exceed the capital funding requirements to be funded from the Casino Gaming Reserve:**
 - i) remain in the reserve, to a maximum of \$1.0 million, to be used to finance in-year Capital requirements or as otherwise directed by Council and that**
 - ii) amounts beyond the \$1 million will be used for Capital works in the 2021 Capital Budget. (Page 215)**
- ll) That any net surplus funds, after the disposition of the recommendations in this report, from 2021 operations in excess of \$100,000 be transferred to the Capital Levy Reserve to be used for Capital works. (Page 215)**

- mm) **That the revised Tax Ratio Reduction Program continues for the 2021 Draft Budget and reflects reductions:**
- i) **To the Industrial Class Tax Ratios but not the Commercial and Multi-residential Class Tax Ratios, and**
 - ii) **at the reduced rate established through the 2016 Budget process. (Page 230)**
- nn) **That a by-law be passed to establish the 2021 tax ratios for each property class as set out in the 2021 Operating Budget. (Page 231)**
- oo) **That the 2021 tax rate for farmland awaiting development subclasses be 75% of the residential rate. (Page 231)**

Corporate Training Budget (page 25)

Moved by Councillor Beamer

That \$182,000 be removed from the total corporate budget for training and travel, or any other budget accounts as necessary; and,

That the reduction be used toward the net tax levy.

Carried

Canoe Canoe Museum – Capital Build (page 56)

Moved by Councillor Beamer

That Canadian Canoe Museum representatives be invited to attend Council in the first quarter of 2021 to provide information on the new location, design and funding for a canoe museum.

Carried

Committee recessed at 8:17 p.m. Committee reconvened in the Chambers on Tuesday, November 24, 2020 at 6:00 p.m.

Road Re-Surfacing of Streets Most in Need

Report IPSENG20-042

Moved by Councillor Wright

~~That Council approve the recommendation outlined in Report IPSENG20-042, dated November 23, 2020 of the Commissioner of Infrastructure and Planning Services, as follows:~~

~~That Report IPSENG20-042 be received for information and included in 2021 draft budget and funded through debt financing.~~

Moved by Councillor Riel

~~That appendix A be deferred and that staff provide a report in the first quarter of 2021 on road resurfacing projects considering roads in all wards.~~

Carried

Upon the main motion of Councillor Wright, the motion lost.

Lansdowne West - Spillsbury to Clonsilla (page 91, project 5-8.21)

Moved by Councillor Parnell

That for the Lansdowne Street West project,

- a) \$200,000 as tax support debt in 2021 be approved;
- b) That \$1,000,000 be budgeted in 2022; and,
- c) That \$5,000,000 be pre-committed for 2023.

Lost

Council took a break at 7:48 p.m. and reconvened at 8:02 p.m.

Moved by Councillor Wright

- a) **That report IPSENG20-042 be received for information;**
- b) **That \$1,000,000 be added to the 2021 capital budget for Project #5-10.08 and that it be funded from tax supported debt (page 94); and,**

- c) **That staff report back in early 2021 with a list of proposed roads to be addressed.**

Carried

Moved by Councillor Akapo

That the pre-approved \$150,000 from the King Street bike lane project be reallocated to the multi-use trails in the 2020 budget.

Carried

Update on Development of a Traffic Calming Policy and Completion of Neighbourhood Traffic Calming Studies

Report IPSTR20-032

Moved by Mayor Therrien

That Council approve the recommendation outlined in Report IPSTR20-032, dated November 23, 2020, of the Commissioner, Infrastructure and Planning Services as follows:

That Report IPSTR20-032 be received for information.

Carried

Moved by Councillor Akapo

That the proposed fare increase be postponed until the transit route review comes back to Council for discussion.

Lost

Moved by Councillor Wright

That the conventional bus replacement costs for 2021 (project 5-16.01) in the amount of \$530,100 be deferred and the money be reallocated for other capital purposes; and,

That the bus replacement costs be pre-committed for 2022.

Lost

Committee recessed at 9:33 p.m. Committee reconvened in the Chambers on Wednesday, November 25, 2020 at 6:00 p.m.

Coalition of Inclusive Municipalities Update

Report CSSS20-016

Moved by Councillor Vassiliadis

That Council approve the recommendations outlined in Report CSSS20-016, dated November 23, 2020, of the Commissioner of Community Services, as follows:

- a) That Report CSSS20-016 be received as an update on the work related to the Coalition of Inclusive Municipalities; and**
- b) That staff be directed to hire a Diversity, Equity, and Inclusion Coordinator for two years, funded from the Community Development Program Reserve for the purpose of developing a Diversity, Equity, and Inclusion Plan and the Community Safety and Wellbeing Plan, both for the City and the County of Peterborough.**

Carried

Moved by Councillor Vassiliadis

That Community Race Relations Committee receive a one time increase of \$10,000 for to the 2021 allocation, to be drawn from the community development program reserve.

Carried

Electric City Culture Council and Municipal Cultural Plan

Report CSD20-006

Moved by Councillor Riel

That Council approve the recommendations outlined in Report CSD20-006 dated November 23, 2020, of the Commissioner of Community Services, as follows:

- a) That a two year municipal funding strategy for Electric City Culture Council be approved. The municipal contribution of \$25,000 for Artsweek shall be maintained for all two years of the agreement. The general operating grant shall include contributions of \$85,000 for 2021 and 2022 and that the funds be drawn from general taxation;**

- b) That a formal Service Agreement be developed between the City of Peterborough and the Board of Directors of Electric City Culture Council to include deliverables, financial reporting process, and program measurements;**
- c) That the Service Agreement shall include provisions that Electric City Culture Council (EC3) focus on arts and culture and that heritage be directed to the City Heritage Preservation Office and PACAC;**
- d) That the Mayor and Clerk be authorized to sign such agreement and other documents in terms acceptable to the Commissioner of Community Services;**
- e) That the Arts, Culture and Heritage (ACH) Division undertake an update to the Municipal Cultural Plan; and**
- f) That staff be directed to undertake a review of Bylaw 12-152 being a Bylaw to Reconstitute the Arts, Culture, and Heritage Advisory Committee and report back to Council.**

Carried

The Mayor left the meeting at 6:35 p.m. and returned at 6:37 p.m.

Moved by Councillor Akapo

That the capital museum signage funds (Ref 6-1.01) of \$70,000 be reallocated to as follows:

- a) That \$30,000 to the rail crossing removal for Lansdowne St. where Crawford Trail intersects,**
- b) That \$40,000 to another capital fund and distributed, one time, to the Peterborough Arts Alive Fund and,**
- c) That \$200,000 for museum signage be pre-committed in the 2022 budget.**

Carried

Emergency Shelter Service Agreement Extension

Report CSSS20-014

Moved by Councillor Riel

That Council approve the recommendations outlined in Report CSSS20-014, dated November 23, 2020, of the Commissioner of Community Services, as follows:

- a) **That staff be directed to extend the terms of a service agreement with Brock Mission (men's shelter and Cameron House) in the amount of \$1,115,400 annually for the period April 1, 2021 to March 31, 2024.**
- b) **That staff be directed to extend the terms of a service agreement with the YES Shelter for Youth and Families for Emergency Shelter Services in the amount of \$669,400 annually for the period April 1, 2021 to March 31, 2024.**
- c) **That staff be directed to extend the terms of a service agreement with Four Counties Addictions Services for Rapid Rehousing program support in the amount of \$150,900 annually for the period April 1, 2021 to March 31, 2024; and**
- d) **That the Mayor and Clerk be authorized to execute such documents as are necessary to give effect to the foregoing on terms satisfactory to the Commissioner of Community Services and in forms acceptable to the City Solicitor.**

Carried

KPMG Social Services Review Recommendations Update

Report CSSS20-015

Moved by Councillor Riel

That Council approve the recommendation outlined in Report CSSS20-015 dated November 23, 2020, of the Commissioner of Community Services as follows:

That Council receive Report CSSS20-015 for information.

Carried

Police Services (page 191)

Moved by Councillor Baldwin

**That an additional \$66,170 be allocated to the Police Service 2021 budget and,
That the funds be drawn from General Contingency.**

Carried

Peterborough Humane Society (page 207)

Moved by Councillor Wright

That the \$300,000 capital funds be deferred to 2022 and,
That the 2021 funds to reallocated to other capital projects

Motion Withdrawn

Mayor Therrien left the meeting at 8:56 p.m. and returned at 8:58 p.m.

Education Tax Break for Business (page 244)

Moved by Councillor Baldwin

**That staff provide a report on the implications of the provincial announcement to
provide an education tax break for businesses.**

Carried

Technologist/Inspector Position (page 257)

Moved by Councillor Zippel

That the Technologist/Inspector Position be approved in the 2021 budget.

Carried

Building Inspection Position (page 257)

Moved by Mayor Therrien

That the Building Inspection position (p. 257) be approved in the 2021 budget.

Carried

Capital Program Funding (page 260)

Moved by Councillor Zippel

- a) **That staff bring a report to Council in June 2021 as part of the 2022 Budget Guidelines Report on the history and financial impacts that the Debt Management and Capital Financing Plan (Report CPFS12-011) has had on the Capital Program, including recommendations for moving forward with a new or renewed Debt Management and Capital Financing Plan; and**
- b) **That council include 0.16% in the 2021 budget to be used to address our most pressing needs in the Capital Program and,**
- c) **That staff report to Council in early 2021 with recommendations on how to the additional funds could be used in the 2021 Capital Program.**

The Chair separated the motions for vote.

Upon Recommendation a), the motion carried.

Upon Recommendation b), the motion carried.

Upon Recommendation c), the motion carried.

2021 Draft Budget

Report CLSFS20-054

New Canadians Centre (page 184)

Councillor Akapo due to her previously declared interest, did not discuss or vote on the matter.

Upon the New Canadian Centre Funding, the motion carried.

Central Area Improvement Plans (page 184)

Councillor Pappas due to his previously declared interest, did not discuss or vote on the matter.

Upon the Central Area Improvement Plans Funding, the motion carried.

Upon the main motion of Councillor Vassiliadis, less the Central Area Improvement Plans and the New Canadian Centre matters, the motion carried.

Other Business

There were no items of Other Business.

Adjournment

Moved by Mayor Therrien

That this meeting adjourn at 9:53 p.m.

Carried

John Kennedy

City Clerk

Councillor Pappas

Chair