



City of  
**Peterborough**

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**TO:** Members of the Budget Committee

**FROM:** Sandra Clancy, Director of Corporate Services

**MEETING DATE:** May 3, 2011

**SUBJECT:** Report CPFS11-005  
2012 Budget Presentation Wrap-Up Session

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## **PURPOSE**

A report to provide a summary of the 2012 factors that were presented to the Budget Committee during the departmental presentations.

## **RECOMMENDATION**

That Council approve the recommendation outlined in Report CPFS11-005 dated May 3, 2011 of the Director of Corporate Services, as follows:

That Report CPFS11-005 dated May 3, 2011 of the Director of Corporate Services be received.

## **BUDGET AND FINANCIAL IMPLICATIONS**

There are no budget and financial implications associated with the recommendation.

## BACKGROUND

As part of the 2012 Budget process, departmental presentations have been made to the Budget Committee on March 22, April 5, 6, 12 and 19, 2011. A Wrap-Up Session is scheduled for Tuesday, May 3, 2011 to provide an opportunity for the Budget Committee to ask staff any further questions and have more discussion about the information provided.

The intention is that after the May 3 meeting, Mayor Bennett and Councillor Clarke will work with the CAO and Director of Corporate Services to take any discussion and suggestions made into consideration and come back to a future Budget Committee meeting with a report that includes recommendations for changes to be included or not included in the 2012 Draft Budget. Staff will try to schedule this Budget Committee meeting on a Monday night prior to a regularly scheduled meeting.

The factors provided by staff during these presentations have been developed quickly and should not be considered exact or all inclusive. As the 2012 budget process continues during 2011, numbers will be confirmed and other factors affecting the 2012 budget may arise which will affect the final draft budget.

With the known factors identified, even at this very early stage, it becomes readily evident that the 2012 budget will be a challenge.

To assist the Budget Committee in their review of the presentations prior to the Wrap-Up Session, two Tables have been prepared which summarize the factors presented. Table 1 lists the factors that are the result of a legislated or Council approved decision or are required to maintain the current level of service. Table 2 lists the factors not legislated or previously approved.

Staff will provide an overview of both tables during the open session of the May 3, 2011 meeting.

Table 3, also attached, is a schedule showing the total Full Time Equivalents (FTE) by Department/Division and the associated costs. On May 3, 2011, it would be appropriate for Budget Committee to go into a Closed Session for discussions regarding personnel issues.

Submitted by,

Sandra Clancy  
Director of Corporate Services

## Contact Person

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Table 1	2012 Budget: Tax Levy Requirement Change Factors Legislated or required to maintain Service Levels
Table 2	2012 Budget: Tax Levy Requirement Change Factors Not Legislated
Table 3	FTE and Dollar Change by Department/Division

**Table 1**  
**2012 Budget: Tax Levy Requirement Change Factors**

Ref C1	Description C2	Total C3
<b>1.00</b>	<b>2011 Net Tax Levy Requirement</b>	<b>95,395,330</b>
<b><i>Legislated or Council Approved Additions/Enhancements or Required to Maintain Levels of Service</i></b>		
<b>2.00</b>	<b><u>Personnel costs (contract provisions, annualization of 2011 hires)</u></b>	
2.01	Fire	424,000
2.02	Police	839,000
2.03	Other	1,253,000
2.04	Less estimate of non tax sources of funding	(246,000)
2.05	Asset Accounting - Existing 4 Year contract position proposed to be permanent - report to go to Audit Committee - 2011 cost could be funded from Asset Management Capital Project	87,000
		<b>2,357,000</b>
<b>3.00</b>	<b><u>Legal Services</u></b>	
3.01	The outcome of negotiations with ORC/MAG relating to amalgamation of POA courtroom and office	Unknown
		<b>-</b>
<b>4.00</b>	<b><u>Planning and Development Services</u></b>	
4.01	Social Housing Reform Act benchmarked subsidy increases	285,000
4.02	Court costs (receivership) of \$45,000 - could be offset by draw from City/County Reserve	
4.03	PHC operating costs - inflationary costs	120,000
4.04	Federal-Provincial transfer reduction	95,000
4.05	Mandatory certification of Building Officials (may be offset by Building revenues)	17,000
		<b>517,000</b>
<b>5.00</b>	<b><u>Community Services</u></b>	
5.01	OW Admin cap increase/potential reallocation of existing budget to leverage provincial funds	Unknown
5.02	Province upload implications for 2012 - balance of savings/program improvements	(498,000)
		<b>(498,000)</b>
<b>6.00</b>	<b><u>Utility Services</u></b>	
6.02	Sidewalk inspection (includes increase of 0.25 FTE)	40,000
6.03	Traffic sign reflectivity (includes increase of 0.25 FTE)	50,000
6.04	CSA compliance for play structures	52,000
		<b>142,000</b>
<b>7.00</b>	<b><u>Corporate Services</u></b>	
7.01	Return to work programs/physical demands analysis (PDA) (5 x \$500 each)	2,500
7.02	New testing software re: recruitment to comply with accessibility legislation	2,500
7.03	Training – Non-violent crisis intervention/robbery prevention	10,000
		<b>15,000</b>
<b>8.00</b>	<b><u>Other Financial</u></b>	
8.01	Inflation (2.3%)	500,000
8.02	Utilities	250,000
8.03	Fuel - Regular gasoline (\$1.32/L), Clear Diesel (\$1.21/L), Coloured Diesel (\$1.04/L) - less HST rebate	589,000
8.04	OMERS – 1 %	465,000
8.05	Insurance	166,000
8.06	200 Jameson Drive Lease Agreement	118,000
8.07	COPHI – Dividend and Interest – increase of 3%	(142,000)
8.08	COPHI - No Special Dividend	250,000
8.09	Banking Services	(41,000)
		<b>2,155,000</b>
<b>9.00</b>	<b>Subtotal Legislated or Council Approved Additions Required to Maintain Levels of Service</b>	<b>4,688,000</b>
<b>10.00</b>	<b>NTL Req't After 2012 Budget Impacts that are Legislated/Council Approved/Req'd to Maintain Levels of Service</b>	<b>100,083,330</b>

**Table 2**  
**2012 Budget: Tax Levy Requirement Change Factors**

Ref C1	Description C2	Total C3
<b>Additions/Enhancements Not Legislated or Approved and Other Considerations</b>		
<b>1.00</b>	<b><u>Personnel costs (contract provisions, annualization of 2011 hires)</u></b>	
1.01	Fire Services Operational Planning (2 Fire Prevention Officers and 1 Deputy Fire Chief) - PFSG 04-08-10	255,880
1.02	Council remuneration (2% would add this amount)	7,500
1.03	Risk Manager Position - co-ordinate and administer risk management program- Report to be prepared (Over time insurance savings are expected)	100,000
1.04	Converting 3 PT positions to FT: Rec Receptionist; Heritage Researcher, Gallery Bookkeeper	62,738
1.05	New NU Assistant Manager at PSWC (Fleming 50%, accommodate within budget)	-
1.06	Extend lifeguards' hours	14,000
		<b>440,118</b>
<b>2.00</b>	<b><u>City Council</u></b>	
2.01	Reduce Council incidentals by \$5,000	(5,000)
2.02	Reduce AMO conference provisions (2011 includes \$2,500 for Mayor and \$6,000 for three Councillors)	(6,500)
		<b>(11,500)</b>
<b>3.00</b>	<b><u>Legal Services</u></b>	
3.01	Peterborough Humane Society - Same level of service (including educational component)	Unknown
		-
<b>4.00</b>	<b><u>Planning and Development Services</u></b>	
4.01	AHAC Property Standards Review - additional enforcement	50,000
4.02	Airport operations increase due to first full year of experience	75,000
		<b>125,000</b>
<b>5.00</b>	<b><u>Community Services</u></b>	
5.01	Security at Marina and Beavermead	22,000
5.02	Province considering increasing Library operating grant/new Program and Marketing Coordinator	-
		<b>22,000</b>
<b>6.00</b>	<b><u>Utility Services</u></b>	
6.01	Transfer to Waste Management Reserve Fund	500,000
		<b>500,000</b>
<b>7.00</b>	<b><u>Corporate Services</u></b>	
7.01	Growth of technology infrastructure supported by PTS has typically been 5-8% per year	20,000
7.02	Increase in training budget for HR staff (currently \$1,500) - unable to stay current	3,500
		<b>23,500</b>
<b>8.00</b>	<b><u>Other Financial/Transfers to Other Organizations</u></b>	
8.01	Re-instatement of 5% increase to base of Capital Levy	486,000
8.02	Police Services - staff increases per Business Plan	560,000
8.03	ORCA - proposed levy increase could be as high as 5%	30,000
8.04	Land Ambulance - proposed levy increase could be as high as 9%	334,000
8.05	GPAEDC - assumed increase of 2%	16,000
8.06	Fire Hydrants maintenance cost moved to water bills	Unknown
		<b>1,426,000</b>
<b>9.00</b>	<b>Subtotal Additions/Enhancements Not Legislated or Approved</b>	<b>2,525,118</b>
<b>10.00</b>	<b>Total Factors Impacting 2012 All-inclusive Residential Increase (some items' impacts not identifiable)</b>	<b>7,213,118</b>
<b>11.00</b>	<b>NTL Requirement After All Quantifiable 2012 Budget Impacts</b>	<b>102,608,448</b>

<div> <div>Table 3</div> <div>City of Peterborough</div> <div>FTE's and Personnel Expense by Department / Division for 2011</div> </div>								
Ref	Department C1	2011						
		Full time		Part-time		Total Ex Benefits		Total Including
		FTE C2	Amount C3	FTE C4	Amount C5	FTE C6	Amount C7	Benefits C8
1	<b>Mayor's Office &amp; Council</b>							
2	Council Members & Staff	2.000	443,198	0.239	13,155	2.239	456,353	522,426
3								
4	<b>CAO</b>							
5	CAO Operating	3.000	349,004	0.135	7,040	3.135	356,044	454,469
6	CAO Capital			0.403	36,551	0.403	36,551	40,206
7	CAO - Emergency Management	2.430	191,731			2.430	191,731	245,416
8	CAO - Fire	96.570	9,099,336	-	-	96.570	9,099,336	11,647,150
9	<b>Total</b>	<b>102.000</b>	<b>9,640,071</b>	<b>0.538</b>	<b>43,591</b>	<b>102.538</b>	<b>9,683,662</b>	<b>12,387,241</b>
10								
11	<b>Corporate Services</b>					-		
12	Financial Services	25.150	1,710,636	2.496	91,403	27.646	1,802,039	2,290,157
13	Financial Services - Cap	1.000	135,336			1.000	135,336	173,231
14	Human Resources	9.250	719,806	-	-	9.250	719,806	921,352
15	Clerk's Office	5.200	394,025	1.570	73,540	6.770	467,565	585,246
16	Clerk's Office - Cap	0.500	33,683			0.500	33,683	43,114
17	<b>Total</b>	<b>41.100</b>	<b>2,993,486</b>	<b>4.066</b>	<b>164,943</b>	<b>45.166</b>	<b>3,158,429</b>	<b>4,013,100</b>
18								
19	<b>Solicitors</b>							
20	Sol - Admin	4.000	368,900	0.335	15,761	4.335	384,661	489,529
21	Sol - POA	6.600	395,047	0.549	27,034	7.149	422,081	535,398
22	<b>Total</b>	<b>10.600</b>	<b>763,947</b>	<b>0.884</b>	<b>42,795</b>	<b>11.484</b>	<b>806,742</b>	<b>1,024,927</b>
23								
24	<b>Utility Services</b>							
25	US - Director	1.500	122,204			1.500	122,204	156,421
26	US - PubWks	113.334	6,279,601	18.659	718,905	131.993	6,998,506	8,828,684
27	US - Eng and Construction	7.300	476,227	1.004	34,987	8.304	511,214	648,056
28	US - Infrastructure Planning	3.000	226,054			3.000	226,054	289,349
29	US - Transport	80.300	4,445,757	35.693	1,303,595	115.993	5,749,352	7,124,523
30	US - Waste Mgmt	5.300	340,739	0.194	4,871	5.494	345,610	441,504
31	US - Environmental Protection	22.300	1,396,313	1.389	49,431	23.689	1,445,744	1,841,655
32	<b>Total</b>	<b>233.034</b>	<b>13,286,895</b>	<b>56.939</b>	<b>2,111,789</b>	<b>289.973</b>	<b>15,398,683</b>	<b>19,330,192</b>
33								
34	<b>Community Services</b>							
35	CS - Director office	3.500	331,535			3.500	331,535	424,365
36	CS - Mem Centre	9.800	593,427	15.648	368,406	25.448	961,833	1,164,833
37	CS - Other Arenas	15.166	844,898	12.976	297,916	28.142	1,142,814	1,409,177
38	CS - Recreation	12.500	705,358	34.734	1,006,681	47.234	1,712,039	2,010,207
39	CS - Culture & Heritage	1.250	105,088	3.952	162,637	5.202	267,725	313,413
40	CS - Culture & Heritage - Capital	1.000	39,698			1.000	39,698	50,813
41	CS - Museum	4.000	239,485			4.000	239,485	306,541
42	CS - Art Gallery	3.000	213,090	2.057	78,014	5.057	291,104	358,571
43	CS - Library	16.750	914,748	14.479	475,660	31.229	1,390,408	1,694,103
44	Social Services - CPFS	22.236	1,184,848	5.344	219,277	27.580	1,404,125	1,757,810
45	Social Services - Social Assistance	100.350	5,316,152	1.030	22,781	101.380	5,338,933	6,829,734
46	<b>Total</b>	<b>189.552</b>	<b>10,488,327</b>	<b>90.220</b>	<b>2,631,372</b>	<b>279.772</b>	<b>13,119,699</b>	<b>16,319,567</b>
47								
48	<b>Planning &amp; Development</b>							
50	PD - Planning Admin	10.300	772,133			10.300	772,133	988,330
49	PD - Building	16.200	947,421	1.400	59,264	17.600	1,006,685	1,277,889
51	PD - Airport		17,726	0.502	48,362	0.502	66,088	75,887
52	PD - Land Info	5.100	306,208			5.100	306,208	391,946
53	PD - Housing	7.400	547,859	-	-	7.400	547,859	701,261
54	<b>Total</b>	<b>39.000</b>	<b>2,591,346</b>	<b>1.902</b>	<b>107,626</b>	<b>40.902</b>	<b>2,698,972</b>	<b>3,435,313</b>
55								
56	<b>Police</b>	<b>180.000</b>	<b>14,708,851</b>	<b>4.000</b>	<b>220,878</b>	<b>184.000</b>	<b>14,929,729</b>	<b>19,070,295</b>
57								
58	<b>Grand total</b>	<b>797.286</b>	<b>54,916,122</b>	<b>158.788</b>	<b>5,336,149</b>	<b>956.074</b>	<b>60,252,270</b>	<b>76,103,061</b>
59								
60	Operating Portion	794.786	54,707,404	158.385	5,299,598	953.171	60,007,002	75,795,697
61	Capital Portion	2.500	208,717	0.403	36,551	2.903	245,268	307,364