



**Budget Committee Minutes  
City Of Peterborough  
November 25 and 26, 2013  
Draft Minutes, Not Approved**

**Minutes of a Meeting of Budget Committee Held on November 25 and November 26, 2013, in the General Committee Room and Council Chambers, City Hall.**

The Budget Committee meeting was called to order on November 25, 2013 at 5:00 p.m. in the General Committee Room.

**Roll Call:**

Councillor Beamer  
Councillor Clarke, Chair  
Councillor Doris  
Councillor Juby  
Councillor Hall  
Councillor McWilliams  
Councillor Pappas  
Councillor Parnell  
Councillor Riel  
Councillor Vass 5:12 p.m.  
Mayor Bennett

Moved by Councillor Parnell

**That Committee move into Closed Session to discuss one item under the Municipal Act, 2001 Section 239(2)(e) Litigation Or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting The Municipality Or Local Board and one item under Section 239(2)(b) Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees.**

"CARRIED"

Committee moved out of Closed Session at 5:50 p.m.

Committee reconvened in Open Session at 5:53 p.m. in the Council Chambers.

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**Minutes – November 4, 2013**

Moved by Councillor Parnell

**That the minutes of the Budget Committee meeting held on November 4, 2013 be approved.**

“CARRIED”

**Disclosure of Pecuniary Interest**

Council Pappas declared an interest in agenda item #7, The Mount Community Centre’s \$1M Request for City Funding as family members live in close proximity to the subject area.

Councillor Parnell declared an interest in the Riverside Drive Sanitary Sewer Reconstruction capital project as she owns property in the area.

Councillor Vass declared an interest in the Emergency Medical Services budget as his son is employee of the EMS.

Councillor Beamer declared an interest in the library budget as his brother is employed at the library.

Committee discussed the need to have all agencies listed in the Report CPFS13-060 (agenda item 5) appear before Committee. Subsequent to the meeting, direction was given that EMS was not required to attend.

**Director of Corporate Services  
Chief Administrative Officer  
Report CPFS13-054  
2014 Draft Budget**

Moved by Councillor Parnell

**That the recommendations contained in Appendix A of Report CPFS13-054 dated November 4, 2013, of the Director of Corporate Services, and the Chief Administrative Officer be approved, as follows:**

- a) **That the 2014 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.**

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- b) That the user fees and charges as set out in Book 2 be adopted as part of 2014 Budget process.
- c) That any unused CAO Budget at the end of 2014 be transferred to the Organizational Development Reserve, subject to the overall year-end position. (Page 26)
- d) That any unused Peterborough Technology Services Budget, at the end of 2014, be transferred to the Electronic Data Processing (EDP) Reserve, subject to the overall year-end position and that if actual 2014 costs exceed the 2014 Budget, funds may be drawn from the EDP reserve. (Page 34)
- e) That any Engineering Overhead surplus be transferred to the Engineering Design and Inspection Reserve, subject to the overall year-end position and that if actual 2014 Engineering costs exceed the Budget, funds may be drawn from the Engineering Design and Inspection Reserve. (Page 54)
- f) That any unused portion of the 2014 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 2014 Winter Control costs exceed the 2014 Budget, funds may be drawn from the Winter Control reserve. (Page 65)
- g) That any unused Traffic Signal Maintenance Budget at the end of 2014 be transferred to the Traffic Signal Reserve, subject to the overall year-end position and that if the actual 2014 Traffic Signal Maintenance costs exceed the 2014 Budget, funds may be drawn from the Traffic Signal Reserve. (Page 74)
- h) That any surplus funds at the end of 2014 for Market Hall be transferred to the Market Hall Capital Reserve for unanticipated maintenance expenses or small capital improvements. (Page 94)
- i) That any surplus funds at the end of 2014 for the Peterborough Sport and Wellness Centre be transferred to the PSWC Capital Conservation Reserve for future capital improvements. (Page 99)
- j) That any surplus funds at the end of 2014 for Arenas be transferred to the Arena Equipment Reserve for future equipment purchases. (Page 114)
- k) That any unused Emergency Hostel net budget at the end of 2014 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 2014 Emergency Hostel costs exceed the 2014 Budget, funds may be drawn from the reserve. (Page 126)

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- l) That any unused Community Social Plan net budget at the end of 2014 be transferred to the Social Services Community Social Plan 50/50 Reserve for future program development, subject to the overall year-end position and that if actual 2014 Community Social Plan costs exceed the 2014 Budget, funds may be drawn from the reserve. (Page 126)**
- m) That any remaining unused Social Services net budget at the end of 2014 be transferred to the General Assistance Reserve, subject to the overall year-end position and that, if actual 2014 Social Services costs exceed the 2014 Budget, funds may be drawn from the reserve. (Page 126)**
- n) That any surplus in the 2014 Housing Operating Budget at the end of 2014 be transferred to the Housing Reserve, subject to the overall year-end position and that, if actual 2014 Housing costs exceed the 2014 Budget, funds may be drawn from the Housing Reserve. (Page 144)**
- o) That any excess Airport development review fees at the end of 2014 be transferred to the Airport Development Review Reserve for future Airport Development related expenditures and that if the 2014 Airport development review costs exceed the review fees, funds may be drawn from the Airport Development Review Reserve. (Page 147)**
- p) That any unused Building Inspection Budget at the end of 2014 be transferred to the Building Division Reserve and that, if actual building inspection costs exceed the 2014 Budget, funds may be drawn from the Building Division Reserve. (Page 152)**
- q) That any adjustment to the City's 2014 requirement for the Municipal Property Assessment Corporation (MPAC) be netted against the City's 2014 General Contingency provision. (Page 157)**
- r) That any unused portion of the 2014 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 2014 tax write-off costs exceed the 2014 Budget, funds may be drawn from the Allowance for Doubtful Accounts Reserve. (Page 159)**
- s) That any unused Employee Benefits Budget at the end of 2014 be transferred to the Employee Benefits Reserve, subject to the overall year-end position, and that, if actual 2014 employee benefits exceed the 2014 Budget, funds may be drawn from the Employee Benefits Reserve. (Page 159)**

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- t) That any unused Insurance Budget at the end of 2014 be transferred to the Insurance Reserve, subject to the overall year-end position and that, if actual 2014 insurance costs exceed the 2014 Budget, funds may be drawn from the Insurance Reserve. (Page 159)
- u) That any unused 2014 Contingency Budget at the end of 2014 be transferred to the Capital Levy Reserve to be used for Capital works subject to the overall 2014 year-end position. (Page 159)
- v) That any unused Police Services Legal fees Budget at the end of 2014 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 2014 Police legal fees costs exceed the 2014 Budget, funds may be drawn from the Policing Legal Fees Reserve. (Page 164)
- w) That any unused Police Services Budget at the end of 2014 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 2014 Police Services costs exceed the 2014 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 164)
- x) That any adjustments to the City's portion of the 2014 Emergency Medical Services Budget be netted against the 2014 general contingency provision. (Page 169)
- y) That any unused Emergency Medical Services (EMS) Budget at the end of 2014 be transferred to the EMS Reserve, subject to the overall year-end position and that, if the actual 2014 EMS costs exceed the 2014 Budget, funds may be drawn from the EMS Reserve. (Page 169)
- z) That any adjustments to the City's portion of ORCA's 2014 Budget, based on the final approved ORCA Budget, be netted against the City's 2014 general contingency provision. (Page 169)
- aa) That any adjustments to the City's portion of CCHU 2014 Budget, based on the final approved CCHU Budget, be netted against the City's 2014 general contingency provision. (Page 171)
- bb) That the 2014 budget request representing the levy required by the Downtown Business Improvement Area of the Corporation of the City of Peterborough during the year 2014 totalling \$284,300, be approved. (Page 173)

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- cc) That the 2014 budget request representing all sums required by the Village Business Improvement Area of the Corporation of the City of Peterborough during the year 2014 totalling \$16,480, be approved. (Page 174)
- dd) That any net surplus funds, after the disposition of the recommendations in this report, from 2014 operations in excess of \$100,000 be transferred to the Capital Levy Reserve to be used for Capital works. (Page 177)
- ee) That a by-law be passed to establish the 2014 tax ratios for each property class as set out in the 2014 Operating Budget. (Page 186)
- ff) That the 2014 tax rate for farmland awaiting development subclasses be 65% of the residential rate. (Page 186)
- gg) That a system of graduated tax rates within the Commercial and Industrial classes not be implemented for 2014. (Page 187)
- hh) That the capping policy for 2014 for the Multi-residential, Commercial and Industrial classes be as follows:
  - i. Capping be based on a maximum increase threshold at the greater of 10% of the previous year's annualized capped taxes and 5% of the previous year's annualized CVA tax for the eligible property. (Page 187)
  - ii. No capping credit be applied for properties where the required billing adjustment is within a \$250 credit of the properties' CVA tax; affected properties would be billed at their full CVA tax level. (Page 187)
  - iii. That properties that achieved CVA tax in 2013 remain at CVA tax from 2014 forward regardless of how reassessment affects the property. (Page 187)
  - iv. That properties that cross over from the clawback to the capping category or vice versa from 2013 to 2014 be taxed at CVA tax. (Page 187)
- ii) That the threshold on the tax level for eligible new construction be 100%. (Page 187)
- jj) That the Tax ratio reductions for mandated subclasses of vacant units remain at 30% for the Commercial class and 35% for the Industrial class. (Page 187)

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Moved by Councillor Pappas

That the internal design work for the McDonnell Gilchrest Rehabilitation Project commence in 2014.

“MOTION WITHDRAWN”

The Chair called for a recess at 7:42 p.m.

Committee reconvened at 7:54 p.m.

Chair Clarke stepped-down as Chair to engage in debate regarding budgetary matters.

Councillor Doris assumed the Chair.

Moved by Councillor Clarke

**That \$150,000 be added to Housing Stability Fund and,**

**That the funds be drawn from the Social Assistance Reserve.**

“CARRIED”

Councillor Clarke assumed the Chair at 8:59 p.m.

Moved by Councillor Vass

That \$75,000 of funds identified for the Brock Mission studies be moved to the Housing Stability Fund, and

That the remaining \$25,000 be used to undertake a community study on the Brock Mission.

“MOTION WITHDRAWN”

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Moved by Mayor Bennett

**That the Budget Committee recess.**

"CARRIED"

Committee recessed at 9:28 p.m.

John Kennedy, City Clerk

Budget Committee reconvened at 5:00 p.m. in the Council Chambers on Tuesday, November 26, 2013.

**Director of Corporate Services**  
**Report CPFS13-060**  
**2014 Budgets for Outside Agencies and Boards**

Gary Baldwin, Budget Chair and Chief Murray Rodd presented the 2014 Budget for the Peterborough Lakefield Community Police Service.

Dan Taylor, President and CEO, presented the 2014 budget for the Peterborough Economic Development Corporation.

Dr. Rosana Pellizzari, Medical Officer of Health, presented the draft 2014 budget for the Peterborough County/City Health Unit.

Denyse Sanderson, Manager of Corporate Services, provided an overview of the 2014 budget for the Otonabee Region Conservation Authority.

Moved by Mayor Bennett

**That Council approve the recommendation outlined in Report CPFS13-060, dated November 25, 2013, of the Director of Corporate Services as follows:**

**That presentation and budget details presented to the November 26, 2013 Budget Committee by the Peterborough Lakefield Community Police Service, Peterborough Economic Development, the Otonabee Region Conservation Authority and Peterborough County City Health Unit be received.**

"CARRIED"

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**Chief Administrative Officer**  
**Report CAO13-015**  
**Fairhaven Request for Funding of Community Hub**

Joy Husak, Executive Director and Lionel Towns, Director of Finance and IT presented a funding request for a community hub at Fairhaven.

Moved by Councillor Riel

**That Council approve the recommendation outlined in Report CAO13-015, dated November 25, 2013, of the Chief Administrative Officer, as follows:**

**That the Fairhaven presentation made to the November 26 Budget Committee meeting, seeking the City's funding support for the construction of the \$10 million community hub at 881 Dutton Road be referred to City staff for review and a report back during 2014 on possible funding options.**

"CARRIED"

The Chair called for a recess at 7:23 p.m. Committee reconvened at 7:36 p.m.

**Chief Administrative Officer**  
**Report CAO13-016**  
**The Mount Community Centre's \$1 M Request for City Funding**

Councillor Pappas did not discuss or vote on this item due to his previously declared conflict. Councillor Pappas vacated his seat while this matter was before the Committee.

Steve Kylie, Chair and Lois Tuffin, Board Member presented a funding request by The Mount Community Centre.

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Moved by Mayor Bennett

**That Council approve the recommendation outlined in Report CAO13-016, dated November 25, 2013, of the Chief Administrative Officer, as follows:**

**That the Mount Community Centre's presentation made to the November 26, 2013 Budget Committee seeking a \$1.0 Million capital funding from the City in five \$200,000 annual instalments to assist in the redevelopment of the former Mount St. Joseph property at 1545 Monaghan Road be referred to City staff for review and a report back to Council in early 2014 regarding what funding can be provided and from where the funds would come.**

**"CARRIED"**

**Director of Planning and Development Services  
Director of Community Services  
Report PLHD13-005  
Impact of Provincial Program and Funding Changes on Housing and Homelessness Programs**

Moved by Mayor Bennett

**That Council approve the recommendation outlined in Report PLHD13-005 dated November 25, 2013 of the Director of Planning and Development Services and the Director of Community Services as follows:**

**That Report PLHD13-005 be received for information purposes.**

**"CARRIED"**

Moved by Councillor Pappas

**That Staff prepare a report on the cost and merits of updating the 2007 downtown economic analysis.**

**"CARRIED"**

Councillor Vass indicated that he may have pecuniary interest with TransCanada Trail as he owns property on Technology Drive.

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Moved by Mayor Bennett

**That the 2014 Peterborough Lakefield Community Police Service budget of \$22,074,360, as presented be amended to include an additional \$239,580 for a total 2014 budget of \$22,313,940 (4.76% increase over 2013 approved), and that the \$239,580 be funded from the 2014 General Contingency provision, and**

**That this be subject to a review of the where the Peterborough Lakefield Community Police Service end financially in 2013 by way of budgetary surplus.**

**“CARRIED”**

Moved by Councillor Pappas

**That the Rules of Order (Article 16.15.2) be suspended to extend the hour of meeting past 10:00 p.m.**

**“CARRIED”**

## **Other Business**

There were no items of Other Business.

Upon the original motion of Councillor Parnell regarding Report CPFS13-054 less items “A”, “X” and “Y” the motion was carried.

Due to their previously declared conflicts, Councillors Pappas, Parnell, Vass and Beamer did not discuss or vote on item “A”.

Upon item “A” the motion carried.

Due to his previously declared conflict, Councillor Vass did not discuss or vote on items “X” and “Y”.

Upon item “X” the motion carried.

Upon item “Y” the motion carried.

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**Adjournment**

Moved by Mayor Bennett

**That this meeting of Budget Committee adjourn at 10:11 p.m.**

"CARRIED"

Natalie Garnett  
Deputy City Clerk

Councillor H. Clarke  
Chair