



**BUDGET COMMITTEE
CITY OF PETERBOROUGH
JANUARY 10, 12, and 13, 2011
DRAFT MINUTES – NOT APPROVED**

**MINUTES OF A MEETING OF BUDGET COMMITTEE HELD ON
JANUARY 10, 12, and 13, 2011, AT 5:00 P.M. IN THE GENERAL
COMMITTEE ROOM, CITY HALL**

Meeting called to order at 5:00 p.m. on January 10, 2011.

Roll Call:

Councillor Beamer
Councillor Clarke, Chair
Councillor Doris
Councillor Hall
Councillor Juby
Councillor McWilliams
Councillor Pappas
Councillor Parnell
Councillor Riel
Councillor Vass
Mayor Bennett

Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest.

Moved by Councillor Pappas

That the following recommendations be moved for the purpose of discussion:

- a) **That the 2011 Budget Working Papers, 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 as set out in Book 2 be adopted as part of 2011 Budget process.**
- c) **That any unused CAO Budget at the end of 2011 be transferred to the Organizational Development Reserve, subject to the overall year-end position. (Page 15)**
- d) **That any unused Peterborough Technology Services Budget, at the end of 2011, be transferred to the Electronic Data Processing (EDP) Reserve, subject to the overall year-end position and that if actual 2011 costs exceed the 2011 Budget, funds may be drawn from the EDP reserve. (Page 16)**
- e) **That any unused portion of the 2011 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 2011 Winter Control costs exceed the 2011 Budget, funds may be drawn from the Winter Control reserve. (Page 39)**

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- f) That any surplus funds at the end of 2011 for Market Hall be transferred to the Market Hall Capital Reserve for unanticipated maintenance expenses or small capital improvements. (Page 64)
- g) That any surplus funds at the end of 2011 for the Peterborough Sport and Wellness Centre be transferred to the PSWC Capital Conservation Reserve for future capital improvements. (Page 70)
- h) That any surplus funds at the end of 2011 for Arenas be transferred to the Arena Equipment Reserve for future equipment purchases. (Page 79)
- i) That any unspent Repairs and Maintenance budget within the Social Services Division at the end of 2011 be transferred to the Social Services Facility Maintenance Reserve, subject to the overall year end position. (Page 91)
- j) That any unused Emergency Hostel net budget at the end of 2011 be transferred to the Emergency Hostel Reserve, subject to the overall year end position and that if actual 2011 Emergency Hostel costs exceed the 2011 Budget, funds may be drawn from the reserve. (Page 91)
- k) That any unused Community Social Plan net budget at the end of 2011 be transferred to the Community Social Plan Reserve for future program development, subject to the overall year end position and that if actual 2011 Community Social Plan costs exceed the 2011 Budget, funds may be drawn from the reserve. (Page 91)
- l) That any remaining unused Social Services net budget at the end of 2011 be transferred to the Social Services Reserve, subject to the overall year end position and that if actual 2011 Social Services costs exceed the 2011 Budget, funds may be drawn from the reserve. (Page 91)
- m) That any surplus in the 2011 Housing Operating Budget at the end of 2011 be transferred to the Social Housing Reserve, subject to the overall year end position and that if actual 2011 Housing costs exceed the 2011 Budget, funds may be drawn from the Social Housing Reserve. (Page 104)
- n) That any excess Airport development review fees at the end of 2011 be transferred to the Airport Development Review Reserve for future Airport Development related expenditures and that if the 2011 Airport development review costs exceed the review fees, funds may be drawn from the Airport Development Review Reserve. (Page 107)
- o) That any unused Building Inspection Budget at the end of 2011 be transferred to the Building Division Reserve and that if actual building inspection costs exceed the 2011 Budget, funds may be drawn from the Building Division Reserve. (Page 110)
- p) That any unused portion of the 2011 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 2011 tax write-off costs exceed the 2011 Budget, funds may be drawn from the Allowance for Doubtful Accounts Reserve. (Page 118)

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- q) That any unused Employee Benefits budget at the end of 2011 be transferred to a new Employee Benefits Reserve, subject to the overall year-end position, and that if actual 2011 employee benefits exceed the 2011 Budget, funds may be drawn from the Employee Benefits Reserve. (Page 118)
- r) That any unused insurance budget at the end of 2011 be transferred to the Insurance Reserve, subject to the overall year-end position and that if actual 2011 insurance costs exceed the 2011 Budget, funds may be drawn from the Insurance Reserve. (Page 118)
- s) That any unused 2011 Contingency Budget at the end of 2011 be transferred to the Capital Levy Reserve to be used for Capital works subject to the overall 2011 year-end position. (Page 118)
- t) That any unused Police Services Budget at the end of 2011 be transferred to the Police Special Projects Reserve, subject to the overall year-end position, and that if the actual 2011 Police Services costs exceed the 2011 Budget, funds may be drawn from the Police Special Projects Reserve. (Page 122)
- u) That any adjustments to the City's portion of the 2011 Land Ambulance Budget be netted against the 2011 general contingency provision. (Page 125)
- v) That any unused Land Ambulance Budget at the end of 2011 be transferred to the Land Ambulance Reserve, subject to the overall year-end position, and that if the actual 2011 Land Ambulance costs exceed the 2011 Budget, funds may be drawn from the Land Ambulance Reserve. (Page 125)
- w) That any adjustments to the City's portion of ORCA's 2011 Budget, based on the final approved ORCA Budget, be netted against the City's 2011 general contingency provision. (Page 126)
- x) That any net surplus funds, after the disposition of the recommendations in this report, from 2011 operations in excess of \$100,000 be transferred to the Capital Levy Reserve to be used for capital works. (Page 130)
- y) That a by-law be passed to establish the 2011 tax ratios for each property class as set out in the 2011 Operating Budget. (Page 138)
- z) That the 2011 tax rate for farmland awaiting development subclasses be 35% of the residential rate. (Page 138)
- aa) That a system of graduated tax rates within the Commercial and Industrial classes not be implemented for 2011. (Page 138)
- ab) That the capping policy for 2011 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 138)
 - 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 139)

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- iii. That properties that achieved CVA tax in 2010 remain at CVA tax from 2011 forward regardless of how reassessment affects the property. (Page 139)
- iv. That properties that cross over from the clawback to the capping category or vice versa from 2010 to 2011 be taxed at CVA tax. (Page 139)
- ac) That the threshold on the tax level for eligible new construction be 100%. (Page 139)
- ad) 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 139)
- ae)
 - i. That the \$3,269,100 City share of the Police Services Radio Replacement Project be financed by a Special Tax Supported debt issue to be considered over and above the tax supported debt authority allowed under the City's Capital Financing Policy. (Page 159)
 - ii. And that the principal and interest payments related to this special debt issue not be deducted from the Tax Debt Service/Capital Levy Base in calculating future year's Base Capital Levy. (Page 159)

Mr. Horton asked for a change in the Public Budget Meeting date from January 17, 2011.

Moved by Mayor Bennett

That Budget Committee move into closed session to discuss one item under the Municipal Act, Section 239(2)(b), Personal Matters About An Identifiable Individual, Including Municipal Or Local Board Employees

"CARRIED"

Moved by Councillor Pappas

That Committee move out of closed session at 5:31 p.m.

"CARRIED"

No one declared any pecuniary interest at this time.

Moved by Councillor Pappas

That the position of the Executive Assistant to the Mayor and Council be approved subject to the job being open to the public and staff to applying. That Councillors Clarke and Hall and Mayor Bennett be on the hiring committee. The hiring committee is to bring a recommendation back to Committee of the Whole.

Moved by Councillor Juby

That the Question be Put.

"LOST"

Upon the motion of Councillor Pappas, this motion carried.

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Moved by Councillor Pappas

That 2011 net requirements for the City Council budget be increased from the \$553,038 currently showing in the Highlights Book on Page 15 by \$54,769 to \$607,807 and the \$54,769 increase be funded by reducing the 2011 general contingency provision shown on page 116.

“CARRIED”

Moved by Councillor Doris

That the remuneration of Council be frozen at the rates of remuneration in effect January 1, 2011 for the duration of this term of Council.

“CARRIED”

Moved by Mayor Bennett

That staff be directed to come back to Budget Committee on Thursday with recommendations that provide an overall budgetary increase of 1.5%.

“CARRIED”

Moved by Councillor Vass

That the meeting of Budget Committee recess at 7:30 p.m. and reconvene on Wednesday January 12, 2011 at 5:00 p.m.

“CARRIED”

Nancy Wright-Laking
City Clerk

Councillor Henry Clarke
Chair

Budget Committee reconvened at 5:04 p.m., on January 12, 2011 in the Council Chambers. All members were in attendance.

Nancy Martin, Chair of the Police Services Board, and Police Chief Murray Rodd made a budget presentation on behalf of the Peterborough Lakefield Community Police Service.

Moved by Mayor Bennett

That Police Services Board be directed to reduce their net operating requirement from the \$19,055,880 provision reflected on page 119 of the 2011 Highlights Book by an additional \$300,000, to \$18,755,880.

“CARRIED”

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Stephen Fournier, Interim CAO, made a budget presentation on behalf of the Otonabee Region Conservation Authority.

Laurianne S. Gruzas, Chair and Tom Sayer, Interim President & CEO, made a budget presentation on behalf of the Greater Peterborough Area Economic Development Corporation.

Councillor Juby left the meeting at 7:41 p.m. and returned to the meeting at 7:44 p.m.

The meeting recessed at 7:53 p.m. and reconvened at 8:07 p.m.

Councillor Hall returned to the meeting at 8:10 p.m.

Councillor McWilliams returned to the meeting at 8:10 p.m.

John Butler, Treasurer, County of Peterborough and Bob English, Chief of Emergency Medical Services (EMS) made a budget presentation on behalf of the Peterborough Emergency Medical Services.

Moved by Councillor Pappas

That the meeting of Budget Committee recess at 8:43 p.m. and reconvene at 5:00 p.m. on January 13, 2010.

“CARRIED”

Kevin Arjoon
Deputy City Clerk

Councillor Henry Clarke
Chair

Budget Committee reconvened at 5:00 p.m., on January 13, 2011 in the General Committee Room. All members were in attendance.

Sandra Clancy, Manager of Financial Planning and Revenue Services, handed out a document titled 2011 Budget Adjustments and provided an overview of items on the list.

Moved by Councillor Vass

That the 2011 Budget Adjustments presented to Committee be adopted.

Moved by Councillor Pappas

That the Heritage Designation Researcher position funding of \$22,000 (Item 12 of the 2011 Budget Adjustments) remain in the budget.

“LOST”

Moved by Councillor Pappas

That the funding on Item #16 (Our Space), in the amount of \$75,000, remain in the budget and that a report be provided on Our Space at a Committee of the Whole meeting in February, 2011.

“CARRIED”

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Moved by Councillor Doris

That an additional \$100,000 be removed from Item 15 (Decrease Fire Services Additional Pay) to a total of \$150,000.

“WITHDRAWN”

Moved by Councillor Hall

That the \$300,000 requested from Police Services be excluded from the reductions proposed in the 2011 Budget Adjustment

“WITHDRAWN”

Upon the original motion of Councillor Vass, this motion carried.

The meeting recessed at 6:45 p.m. and reconvened at 7:00 p.m.

Moved by Mayor Bennett

Whereas the Executive Assistant to the Mayor and Council Position was approved as a temporary position by the CAO, for the period December 1, 2010 to January 31, 2011.

And whereas the Budget Committee passed the following motion at its January 10, 2011 meeting

“That the position of the Executive Assistant to the Mayor and Council be approved subject to the job being open to the public and staff to applying. That Councillors Clarke and Hall and Mayor Bennett be on the hiring committee. The hiring committee is to bring a recommendation back to Committee of the Whole.”

And whereas the above Budget Committee motion will not be considered for final approval by Council until the January 31, 2011 Council meeting.

And whereas the recruitment process for Executive Assistant to the Mayor and Council is not expected to be completed prior to March 15, 2011.

Now therefore, the Budget Committee adopt the following motion:

That the Executive Assistant to the Mayor and Council position be extended as a temporary position and the incumbent continue in the temporary role, until March 15, 2011.

“CARRIED”

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Moved by Councillor Vass

That a \$1,825,000 portion of the \$2,000,000 allocation requested for 2011 for the Municipal Operations Centre Capital Project 5-1.01, reflected on page 26 of the 2011 Highlights Book, be frozen until staff report back to a future Committee of the Whole.

That a \$175,000 portion of the \$550,000 tax supported debt funding allocated to the Municipal Operations Centre Capital Project be transferred to a new capital project for Fairhaven Retaining Wall Repair.

“CARRIED”

Moved by Councillor Hall

That a report on Cost , Quality and Service Level of Turf cutting of the City’s 377 acres be prepared.

“CARRIED”

Moved by Councillor Hall

That a report be prepared on Winter Control and alternate methods of delivery.

“CARRIED”

Moved by Councillor Hall

That a report be prepared in regards to the CVOR standing that will identify all risks and any possible risks that may exist and that a copy of the most current certificate be part of the report.

“CARRIED”

Moved by Councillor Pappas

That the grant to the New Canadians Centre be increased from \$10,900 to \$20,000 to be drawn from contingency.

“CARRIED”

Moved by Councillor Pappas

That Community Service Grant for Hutchinson House be increased from \$20,000 to \$26,000 and that the amount be drawn from contingency.

“CARRIED”

Moved by Councillor Hall

That the Community Investment grants (page 61) be reduced by \$55,000.

“LOST”

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Moved by Councillor Hall

That the Ontario Works Discretionary Benefits be frozen to the 2010 level (\$1,638,927).

Moved by Councillor Doris

That the Question be Put.

“CARRIED”

Upon the original motion of Councillor Hall, this motion lost.

Moved by Councillor Doris

That the Planning Technician position be moved back into the capital budget.

“WITHDRAWN”

Councillor Juby left the meeting at 9:15 p.m. and returned at 9:20 p.m.

Moved by Councillor Beamer

That the Social Services Supervisor be added to the 2011 Budget.

“CARRIED”

Moved by Councillor Parnell

That an additional \$14,732 be included to keep the beaches open and that this amount be drawn from contingency.

”LOST”

Moved by Councillor Pappas

That Council approve the recommendations outlined in Report USEC11-002 dated January 13, 2011, of the Director of Utility Services, as follows:

- a) **That report USEC11-002 be received for information.**
- b) **That staff be requested to report further on the matter of funding the servicing of annexed properties within the city generally following the framework set out in Report USSEC11-002; and**
- c) **That staff include in the report cited in Recommendation b) the matter of funding storm water, and watercourse infrastructure costs including the operation, maintenance, and implementation of these works.**

“CARRIED”

Upon the original motion of Councillor Pappas, this motion carried.

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Adjournment

Moved by Councillor Pappas

That this meeting of Budget Committee adjourn at 9:45 p.m.

"CARRIED"

Nancy Wright-Laking
City Clerk

Councillor Henry Clarke
Chair