

COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

Meeting #: CCA-01-2020
Date: Monday, January 13, 2020, 3:00 p.m.
Location: Halton Hills Town Hall, Council Chambers
1 Halton Hills Drive
Members: Mayor R. Bonnette, (Ex-Officio), Councillor A. Lawlor, Chair,
Councillor J. Fogal, Councillor C. Somerville, Councillor J. Hurst,
Councillor T. Brown, Councillor W. Farrow-Reed

Pages

1. CALL TO ORDER

a. Election of Vice Chair

2. DISCLOSURE OF PECUNIARY INTEREST

3. COMMITTEE DELEGATIONS/PRESENTATIONS

4. REPORTS & MEMORANDUMS FROM OFFICIALS

Vet Reports to be considered by the Community and Corporate Affairs
Committee

Reports will be automatically held when there is a presentation or delegation on
the matter.

a. MEMORANDUM NO. RP-2020-0001

3

RECREATION AND PARKS MEMORANDUM NO. RP-2020-0001 dated
December 19, 2019 regarding Parkland Dedication Bylaw Amendment.

b. REPORT NO. CORPSERV-2020-0001

6

CORPORATE SERVICES REPORT NO. CORPSERV-2020-0001 dated
January 2, 2020 regarding Temporary Borrowing of Funds to Meet 2020
Current Operating Expenditures.

- c. **REPORT NO. CORPSERV-2020-0002** 9
CORPORATE SERVICES REPORT NO. CORPSERV-2020-0002 dated January 2, 2020 regarding Reserves, Discretionary Reserve Funds, Obligatory Reserve Funds and Trust Funds as at September 30, 2019.
- d. **REPORT NO. LIB-2020-0001** 18
LIBRARY SERVICES REPORT NO. LIB-2020-0001 dated December 10, 2019 regarding Acton Branch Reading Deck.
5. **CLOSED SESSION**
Committee to Convene into Closed Session if necessary.
6. **RECONVENE INTO OPEN SESSION**
Motion to approve items pertaining to Closed Session.
7. **ADJOURNMENT**



MEMORANDUM

TO: Chair and Members of the Community and Corporate Affairs Committee

FROM: Kevin Okimi, Manager of Parks and Open Space

DATE: December 19, 2019

MEMORANDUM NO.: MEM-RP-2020-0001

RE: Parkland Dedication Bylaw Amendment

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to advise Council of a proposed by-law amendment to implement the changes to the Parkland Dedication bylaw approved in April of 2019.

BACKGROUND:

In 2017, Council approved amendments to the Parkland Dedication Bylaw to bring it into conformance with changes made by the Province through Bill 73. This work was completed with Monteith Brown Planning Consultants and Thomson Rogers, the Town's legal counsel for development projects.

In November 2018, Council approved Bylaw 2018-0068 which implemented a temporary cap of \$11,000 per unit on Medium /High Density cash in lieu of parkland dedication rates for key intensification areas until the end of 2019, in order for staff to bring forward further recommendations from the results of the consultant study on medium and high density parkland dedication requirements.

In April 2019, Council approved the update to the Parkland Acquisition Study which included making the temporary cash in lieu (CIL) of parkland cap on Medium/High Density developments permanent, with the authority to review the cap on an annual basis delegated to the Commissioner of Recreation and Parks.

COMMENTS:

As part of the Parkland Acquisition Study Update in 2020, staff will be undertaking a more comprehensive review of the Official Plan, Parkland Dedication Bylaw and procedures based on the reports completed and approved by Council.

However, due to the changes made by the province through Bill 108, there remains uncertainty as to the new regulations for parkland dedication which have delayed the more comprehensive review. The current cap of \$11,000 per unit for Medium Density/High Density developments in the key infill and brownfield areas expired on December 31st 2019, meaning that any new developments would be charged the full amount of CIL of parkland. Staff feel that the current cap of \$11,000 per unit is still a reasonable rate given market conditions and other municipal comparators.

The final regulations regarding parkland dedication from the Province have not been issued at this time, and are expected to be released sometime in the first quarter of 2020. Once they are released, staff will need to time to review them in consultation with staff from Planning and Development and Corporate Services, as well as our legal counsel to determine what effect the new regulations will have on our existing policies. In light of the timing of this review, staff has prepared an amending bylaw to make the cap permanent as approved by Council in April of 2019. The amending bylaw will be brought forward to Council at the next Council meeting and is attached as Appendix A.

CONCLUSION:

Staff recommends that the current cap on CIL of parkland remain in place in the Parkland Dedication By-law first approved in 2018. Staff will report back on the next stages of the broader review of the Official Plan and bylaw when further details from the Province are known. The amendment of the current parkland dedication bylaw will implement Council's previous resolution until the detailed review can be completed.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read "Warren Harris".

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, Chief Administrative Officer

THE CORPORATION OF THE TOWN OF HALTON HILLS

BY-LAW NO. 2020-0xxx

A By-law to amend By-law 2002-0152 Respecting the
Conveyance of Land or Payment of Cash-in-lieu of Parkland for
Public Park Purpose.

WHEREAS Section 42 of the Planning Act, authorized the enactment of by-laws requiring the conveyance of land to a municipality for public park or other public recreational purposes, as a condition of development or redevelopment of land within the municipality;

AND WHEREAS Sections 42(3) and 51.1(2) of the Planning Act further authorize an alternative method of calculating the parkland conveyance provided that there are Official Plan policies in effect with respect to the use of such alternative requirements;

AND WHEREAS Sections 42(6) and 51.1(3) of the Planning Act further authorize the payment of money in lieu of the conveyance of land;

AND WHEREAS Policies in section 7.2 of the Official Plan for the Town of Halton Hills establish the provisions regarding the parkland dedication requirements, as referred to in the Planning Act;

AND WHEREAS Council now deems it necessary to amend certain regulations as contained in By-law 2002-0152 as amended;

NOW, THEREFORE, THE COUNCIL FOR THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:

Content :

1. That Part 4 (e) be replaced in its entirety with the following:
“(e) It is further enacted that the caps referenced in c and d will reviewed annually by the Commissioner of Recreation and Parks and may be updated on an annual basis due to current market conditions. The current values shall be made available by the Recreation and Parks Department and appended to this Bylaw.”
2. That in all other respects By-law 2002-0152 be and is hereby confirmed.
3. Upon the passing of this By-law, Town of Halton Hills By-law #2002-0152 is hereby amended.

BY-LAW read and passed by the Council for the Town of Halton Hills this **xx** day of January , 2020.

MAYOR – Rick Bonnette

CLERK – Suzanne Jones

REPORT

REPORT TO: The Chair and Members of Community & Corporate Affairs Committee

REPORT FROM: Dana Stanescu, Accounting Supervisor

DATE: January 2, 2020

REPORT NO.: CORPSERV-2020-0001

RE: Temporary Borrowing of Funds to Meet 2020 Current Operating Expenditures

RECOMMENDATION:

THAT Report No. CORPSERV-2020-0001 dated January 2, 2020 regarding the Temporary Borrowing of Funds to Meet 2020 Current Operating Expenditures be received;

AND FURTHER THAT a by-law be passed, authorizing the temporary borrowing of up to \$10,000,000 to meet the current operating expenditures of the municipality for the year 2020;

AND FURTHER THAT any costs of borrowing will be charged to the 2020 operating fund, and reported to Council in the annual report on investment and cash management.

BACKGROUND:

Section 407 of the Municipal Act, 2001, c. 25, as amended provides that at any time during the fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, in the amounts that the municipality considers necessary to meet the operating expenses for the year.

COMMENTS:

In recent years, the Town has chosen not to borrow funds to meet current operating expenditures from financial institutions and has instead utilized its own reserves. The Town's reserves are invested with the Regional Municipality of Halton (the Region) and earn a return based on a pooled investment portfolio. The average rate of return on these pooled investments in 2018 was 2.86% (2017 – 2.96%).

There are a few factors to consider when following this methodology of borrowing:

- a. The pooled investment portfolio balance may be reduced and this in turn lowers the eligible share of interest earned, and
- b. When borrowing from reserves, the reserves lose out on the investment interest and are therefore indirectly funding the cost of borrowing. The operating budget does not reflect any costs related to the short-term borrowing (such as interest expenses) and
- c. There are penalty costs for withdrawals that result in the need to withdraw funds from financial instruments prior to their maturity dates.

The Bank of Nova Scotia, operating as Scotiabank, provides the Town with an opportunity to leverage alternate short-term borrowing up to \$10,000,000 in the form of an operating line of credit which currently carries a borrowing rate of 3.15%.

As per operating procedures, Town staff conducts appropriate analysis prior to determining the need for any borrowing. Once a need to borrow is established, staff conducts further analysis to determine the appropriate source of financing to ensure the optimal mix of borrowing and investments is maintained.

It is therefore proposed that Council approve a by-law to authorize the Mayor and the Treasurer to borrow funds through the Scotiabank line of credit to a limit of \$10,000,000 during 2020 if the need arises for pre-approved budgeted operating expenses only. Any such funds borrowed from the line of credit will be repaid as soon as property tax revenues and other revenues are received throughout the year.

Staff is recommending that the cost of any short-term borrowing from the operating line of credit be shown as an actual expense in the operating budget to offset any interest income earned by the operating fund. Staff will report the cost of any short-term borrowing annually to Council through the annual report on investment and cash management.

RELATIONSHIP TO STRATEGIC PLAN:

This report is related to the Council priority regarding the effective, efficient and economical delivery of the Town's existing services.

FINANCIAL IMPACT:

Should borrowing be required through the operating line of credit, the associated borrowing cost will be recorded in the Operating Budget. Any additional interest income earned by the operating fund as a result of leaving Town reserves intact and borrowing from the bank, will contribute to the Town's surplus.

CONSULTATION:

The Bank of Nova Scotia, operating as Scotiabank, has been consulted to ensure the format of the by-law is compliant with their requirements.

PUBLIC ENGAGEMENT:

There is no public engagement associated with this report.

SUSTAINABILITY IMPLICATIONS:

The Sustainability Implications of the recommendations of this report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable to this report.

COMMUNICATIONS:

The new by-law will be forwarded to The Bank of Nova Scotia.

CONCLUSION:

This report fulfills the requirements of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, section 407.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "M. J. Leighton".

Moya Jane Leighton, Manager of Accounting and Town Treasurer

A handwritten signature in black ink, appearing to read "Jane Diamanti".

Jane Diamanti, Acting Chief Administrative Officer

REPORT

REPORT TO: The Chair and Members of the Community and Corporate Affairs Committee

REPORT FROM: Dana Stanescu, Accounting Supervisor
Jinsun Kim, Financial Consultant

DATE: January 2, 2020

REPORT NO.: CORPSERV-2020-0002

RE: Reserves, Discretionary Reserve Funds, Obligatory Reserve Funds and Trust Funds as at September 30, 2019

RECOMMENDATION:

THAT Report No. CORPSERV-2020-0002 dated January 2, 2020 regarding Reserves, Discretionary Reserve Funds, Obligatory Reserve Funds and Trust Funds as at September 30, 2019 be received as information.

BACKGROUND:

The Reserves, Discretionary Reserve Funds, Obligatory Reserve Funds and Trust Funds report outlines the status of the various funds held by the Town of Halton Hills as at September 30, 2019.

COMMENTS:

The attached schedules A to D report a summary of the reserves, discretionary reserve funds, obligatory reserve funds and trust funds held by the Town. The opening balances as at January 1, 2019, the activity from January to September 2019, un-booked commitments against the funds, reallocation of reserve balances between reserves, and any inter-fund borrowing are reported for each separate fund.

Schedule A represents a summary of the detailed Schedules B to D. Schedule B lists the Town's reserves and discretionary reserve funds, Schedule C lists the obligatory reserve funds, and Schedule D lists the trust funds that the Town administers.

Reserves, Reserve Funds, and Trusts

The opening balance column reflects the balance of the reserves, discretionary reserve funds, obligatory reserve funds and trusts that were reported in the 2018 published financial statements. This amount includes the final distribution of the 2018 operating surplus of \$1,538,052; it does not include any unrecorded amounts or inter-fund loans.

The activity from January to September 2019 includes the interest that has been earned on the reserves, reserve funds, and trust funds during the period and movements in and out of the funds.

In accordance with Council approval of report CORPSERV-2018-0045, the Treasurer can authorize the reallocation of funds between reserves to meet the needs identified in the Long Range Financial Plan and the Town's capital program. There have been no reallocation funds between reserves in 2019.

Development Charges and Inter-fund Borrowing

The governing legislation that permits a municipality to borrow for capital projects is the Municipal Act. Specific restrictions with respect to inter-fund borrowing for growth-related capital projects, is set out in section 36 of the Development Charges Act (DCA), 1997. Section 36 states that a municipality may borrow money from a reserve fund.

Inter-fund borrowing is required when the Town needs to pay for growth-related capital works in the short-term. Borrowing from a reserve or reserve fund may occur only when an analysis of the reserve has determined that excess funds are available and that the use of these funds will not adversely affect the intended purpose of the reserve. Repayment, including interest, relies on cash inflows from future DCs, which are dependent upon the realization of projected growth.

The intent of using DC funds to pay for growth-related projects is to ensure the burden is on the developer not the taxpayer. The province has amended the DCA through Schedule 3 of Bill 108, More Homes More Choice Act and this was proclaimed on January 1, 2020. Staff will continue to review the resulting financial impacts, including those related to inter-fund borrowing and the repayment of DCs, and will report back to Council.

The Town has currently borrowed \$14,426,463 from reserves to interim finance growth-related capital projects where cash inflow has not yet been received into the development charge funds as follows:

<u>DC</u>	<u>Borrowed From</u>	<u>\$</u>
Recreation & Parks	SILR	11,757,562
Storm Water Management	SILR	864,192
Library Services	SILR	459,051
Fire Protection	Fire Services	1,036,414
Parking	Capital Replacement Reserve	309,244
		<u>14,426,463</u>

The DCA permits borrowing between DC funds, and the Town currently has one such loan in the amount of \$91,374 as follows:

<u>DC</u>	<u>Borrowed From</u>	<u>\$</u>
Library Services DC	Roads & Related DC	91,374

Inter-fund loans are managed in accordance with the Inter-Fund Loans – Development Charge Reserve Fund Policy, Policy CORP-2019-0005.

With respect to DC recoveries, the Town's DC collections up to September 30, 2019 amount to \$639,977, which represents 17% of the total \$3.7 million projected for the year based on the LRFP. This lower anticipated DC collection is primarily due to slower than expected uptake of development in south Georgetown and Georgetown infill areas. The LRFP estimated that the inter-fund loan would grow by a net of \$3.6 million to a total of \$17.8 million in 2019. In consideration of the slow DC collections and the implementation needs of the approved capital program, it is currently expected that an additional inter-fund loan of \$2.5 million would be required, which will bring the total loan amount to \$20.3 million. Staff will work with the Development Review division to monitor the status of anticipated developments, and make adjustments to the LRFP accordingly. The level of borrowing will be confirmed as part of the year-end process based on total available DC funds, needs for the reserves/reserve funds and the implementation of capital programs.

Financial Indicators

Based on the above, the following are the financial indicators estimated for 2019 in comparison to the measures projected in the LRFP. Overall, the Town's financial sustainability indicator (i.e. total reserves as a % of municipal expenditures) of 63.3% places the Town well within a low risk category of the provincial standard, which calls for a ratio above 20%. With respect to the internal indicators, although trending closely in line with the LRFP, the measures are slightly lower than projected in the LRFP, due to the higher level of borrowing expected from the reserves to support DC shortfalls.

Internal Indicators	Actual		2019 Estimated		Sensitivity Target	Estimated Y-E Variance fr LRFP	
	2017	2018	As per LRFP	As at Sep. 30		\$	%
Total Reserves & Discretionary Reserves as a % of Municipal Expenses	48.3%	47.1%	40%	37.2%	40%	n/a	-2.7%
Cash Reserves per Capita	\$ 582	\$ 580	\$ 522	\$ 486	\$ 559	\$ (35)	-6.8%
Development Charge Collections (\$000's)	\$ 5,105	\$ 2,185	\$ 3,719	\$ 955	n/a	\$ (2,764)	-74.3%
Development Charge Cash Balance (\$000's)	\$ 3,609	\$ 84	\$ 293	\$ 38	n/a	\$ (256)	-87.1%
Interfund Loan (cumulative \$000's)	\$ 10,160	\$ 14,274	\$ 17,846	\$ 20,326	n/a	\$ 2,480	13.9%
Cash Reserves at Year-end (\$000's)	\$ 34,132	\$ 35,472	\$ 32,784	\$ 30,568	n/a	\$ (2,216)	-6.8%
Provincial Indicators							
Total Reserves & Discretionary Reserves as a % of Municipal Expenses	65.5%	67.7%	62.2%	63.3%	20% +	n/a	1.2%

It should be noted that these indicators represent the best estimates as of September 30, 2019. The final measures will be confirmed as part of the annual year-end process.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the Strategic Plan priority with regard to the effective, efficient and economical delivery of the Town's existing services.

FINANCIAL IMPACT:

Section 36 of the Development Charges Act, 1997 allows a municipality to borrow money from reserve funds to temporarily cover any gaps resulting from delays in the timing of receipt of development charge revenue.

Overall, the Town's financial sustainability as represented by total reserves as a percentage of expenditures is considered healthy and a low risk as per provincial standards. With respect to the internal indicators, although trending closely in line with the LRFP, the measures are slightly lower than projected, due to higher level of borrowing from the reserves to support DC shortfalls. Staff will continue to closely monitor the status of anticipated development and make adjustments to the LRFP as appropriate.

CONSULTATION:

The report was compiled based on data held within the financial accounting system.

PUBLIC ENGAGEMENT:

There is no public engagement impact for this report.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

There is no communications impact for this report.


CONCLUSION:

The information provided in this report is to inform Council of the status of the reserves, reserve funds, deferred revenue and trust funds held by the Town of Halton Hills as at September 30, 2019.

Reviewed and Approved by,

A handwritten signature in dark ink, appearing to read "M. J. Leighton". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Moya Jane Leighton, Manager of Accounting and Town Treasurer

A handwritten signature in dark ink, appearing to read "Jane Diamanti". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jane Diamanti, Acting Chief Administrative Officer

Supplement 09/2022

								Estimated ³		Estimated
	Opening Bal ²				Balance	Reallocate	Interfund	Unbooked	Unbooked	Balance
Schedule	1-Jan-19	Additions	Reductions	Interest	30-Sep-19	Funds	Loans	Additions	Commitments	31-Dec-19
Schedule B Reserves & Discretionary Reserve Funds										
Capital Reserves	37,129,091	8,725,653	(10,862,178)	342,543	35,335,109	-	(13,908,947)	2,551,800	(6,296,326)	17,681,636
Stabilization Reserves	6,502,064	856,238	(1,190,992)	-	6,167,310	-	-	285,413	(24,221)	6,428,502
Operating Reserves	6,560,512	2,248,483	(1,413,412)	-	7,395,583	-	(1,036,414)	134,444	(46,275)	6,447,338
Discretionary	10,442	-	(400)	223	10,265	-	-	-	-	10,265
Schedule C Obligatory Reserve Funds										
Development Charges	(4,980,014)	639,977	(15,417,709)	91,596	(19,666,150)		14,426,463	6,428,000	(1,150,560)	37,753
Other Deferred Revenue	11,310,048	2,021,058	(3,102,071)	272,283	10,501,318		-	1,227,697	(170,000)	11,559,015
Schedule D Trust Funds	5,977,661	33,104	(19,345)	126,956	6,118,376		-	-	-	6,118,376
Operating Fund							518,898			518,897
Grand Total	62,509,804	14,524,513	(32,006,107)	833,601	45,861,811	-	(0)	10,627,354	(7,687,382)	48,801,782

Notes:

1. Due to rounding, numbers presented in this table may not add up precisely to the totals provided.

2. 2018 closing balances reported on CORPSERV-2019-2011 was \$60,306,426. The 2019 opening balances include the final distribution to reserves of the 2018 operating budget surplus of \$1,538,052 and a transfer of \$665,326 for Hillcrest Cemetery.

3. Unbooked additions and commitments are estimated and could vary by year end.

									Estimated ²		Estimated
		Opening Bal.				Balance	Fund	Interfund	Unbooked	Unbooked	Balance
Reserve	Fund	1-Jan-19	Additions	Reductions	Interest	30-Sep-19	Reallocation	Loans	Additions	Commitments	31-Dec-19
Capital Reserves											
Capital Replacement	39	7,362,470	2,317,721	(1,573,687)	148,848	8,255,352		(828,142)	658,688	(319,482)	7,766,416
Cemetery Development	66	69,665	31,178	(77,000)	-	23,843			10,393	-	34,236
Equipment	52	2,660,393	1,511,145	(1,929,000)	-	2,242,538		-	503,715	-	2,746,253
Library Capital	74	491,727	23,025	(131,600)	-	383,152		-	7,675	-	390,827
New Capital	40	23,287,078	1,804,352	(5,456,827)	193,695	19,828,298		(13,080,805)	955,654	(71,094)	7,632,053
Public Art Reserve	79	55,230	37,500	(45,000)	-	47,730		-	12,500	-	60,230
Technology Replacement	31	617,511	2,259,732	(1,531,814)	-	1,345,429		-	45,175	-	1,390,604
Transportation Infrastructure	55	2,585,017	741,000	(117,250)	-	3,208,767		-	358,000	(5,750)	3,561,017
Estimated Year End Interfund Loan ³		-	-	-	-	-		-	-	(5,900,000)	(5,900,000)
Total Capital Reserves		37,129,091	8,725,653	(10,862,178)	342,543	35,335,109	-	(13,908,947)	2,551,800	(6,296,326)	17,681,636
Stabilization Reserves											
Contingency	34	1,205,676	-	-	-	1,205,676		-	-	-	1,205,676
Severe Weather Event	51	750,000	-	-	-	750,000		-	-	-	750,000
Tax Rate Stabilization	36	4,546,388	856,238	(1,190,992)	-	4,211,634		-	285,413	(24,221)	4,472,826
Total Stabilization Reserves		6,502,064	856,238	(1,190,992)	-	6,167,310	-	-	285,413	(24,221)	6,428,502
Operating Reserves											
Community Sustainability Reserve	77	22,000	28,000	(50,000)	-	-		-	-	-	-
Fire Services	70	5,050,640	280,048	(210,662)	-	5,120,026		(1,036,414)	114,744	(46,275)	4,152,081
Georgetown Hospital Exp & Reno	38	492,052	27,515	-	-	519,567		-	7,200	-	526,767
Strategic Planning	41	300,000	1,875,420	(1,152,750)	-	1,022,670		-	-	-	1,022,670
WSIB	32	695,820	37,500	-	-	733,320		-	12,500	-	745,820
Total Operating Reserves		6,560,512	2,248,483	(1,413,412)	-	7,395,583	-	(1,036,414)	134,444	(46,275)	6,447,338
Discretionary Reserve Fund											
John Elliott Award	60	10,442	-	(400)	223	10,265		-	-	-	10,265
Total Discretionary Reserve Funds		10,442	-	(400)	223	10,265	-	-	-	-	10,265
Total Reserves											
		50,202,109	11,830,374	(13,466,982)	342,766	48,908,267	-	(14,945,361)	2,971,657	(6,366,822)	30,567,741

Notes:

1. Due to rounding, numbers presented in this table may not add up precisely to the totals provided.
2. Unbooked additions and commitments are estimated and could vary by year end.
3. The estimated year end interfund loan is an estimated value and may change based on actual DC collections.

								Estimated ²		Estimated
		Opening Bal.				Balance	Interfund	Unbooked	Unbooked	Balance
Reserve Fund	Fund	1-Jan-19	Additions	Reductions	Interest	30-Sep-19	Loans	Additions	Commitments	31-Dec-19
Obligatory Reserve Funds (Deferred Revenue)										
Development Charges										
Transportation Services	11	6,526,143	413,637	(8,407,165)	61,930	(1,405,455)	(91,374)	198,528	(28,997)	(1,327,298)
Storm Water Management Services	12	(670,649)	7,270	(147,079)	2,536	(807,922)	864,192	5,808	(32,446)	29,632
Municipal Parking Services	13	(291,592)	1,831	-	992	(288,769)	309,244	1,584	(12,651)	9,408
Fire Protection Services	14	(1,512,436)	17,894	(12,000)	736	(1,505,806)	1,036,414	15,312	(29,933)	(484,013)
Recreation and Parks Services	15	(9,187,200)	131,116	(5,089,814)	8,462	(14,137,436)	11,757,562	258,720	(844,210)	(2,965,364)
Library Services	16	(581,658)	17,368	(171,533)	1,215	(734,608)	550,425	34,320	(202,323)	(352,186)
Administration Services	17	725,451	50,251	(1,590,118)	15,457	(798,959)	-	13,200	-	(785,759)
Transit Services	18	11,927	610	-	268	12,805	-	528	-	13,333
Estimated Year End Interfund Loan ³		-	-	-	-	-	-	5,900,000	-	5,900,000
Total Development Charges		(4,980,014)	639,977	(15,417,709)	91,596	(19,666,150)	14,426,463	6,428,000	(1,150,560)	37,753
Other										
Building Permit	21	5,253,687	107,779	(523,914)	107,673	4,945,225	-	300,000	(170,000)	5,075,225
Canada Gas Tax Funding	22	884,068	988,158	(2,550,396)	35,309	(642,861)	-	927,697	-	284,836
Deferred Federal Grants	23	229,012	106,503	-	7,515	343,030	-	-	-	343,030
Parkland: Cash-in-Lieu	25	4,943,281	818,618	(27,761)	121,786	5,855,924	-	-	-	5,855,924
Total Other		11,310,048	2,021,058	(3,102,071)	272,283	10,501,318	-	1,227,697	(170,000)	11,559,015
Total Obligatory Reserve Funds		6,330,034	2,661,035	(18,519,780)	363,879	(9,164,832)	14,426,463	7,655,697	(1,320,560)	11,596,768

Notes:

1. Due to rounding, numbers presented in this table may not add up precisely to the totals provided.
2. Unbooked additions and commitments are estimated and could vary by year end.
3. The estimated year end interfund loan is an estimated value and may change based on actual DC collections.

								Estimated		Estimated
		Opening Bal.				Balance	Interfund	Unbooked	Unbooked	Balance
Trust Fund	Fund	1-Jan-19	Additions	Reductions	Interest	30-Sep-19	Loans	Additions	Commitment	31-Dec-19
Trust Funds										
Fairview Cemetery	80	510,569	4,056	(5,549)	11,098	520,174				520,174
Fairview Monuments	81	80,256	850	-	1,753	82,859				82,859
Greenwood Cemetery	82	1,124,816	19,706	(12,307)	24,615	1,156,830				1,156,830
Greenwood Monuments	83	192,516	1,650	-	4,210	198,376				198,376
Hornby Presbyterian Cemetery	84	853	-	(9)	18	862				862
Limehouse Presbyterian Cemetery	85	33,628	-	(920)	714	33,422				33,422
Limehouse Presbyterian Monuments	86	4,007	150	(107)	88	4,138				4,138
Union Presbyterian Cemetery	87	3,436	-	-	75	3,511				3,511
Union Presbyterian Monuments	88	930	-	-	20	950				950
Hillcrest Cemetery	89	254,785	6,692	-	3,957	265,434				265,434
Wm. Osler Health Cntr.-Geo. Hosp. Campus	91	15,144	-	(453)	321	15,012				15,012
Hillcrest Investments	93	360,000	-	-	6,886	366,886				366,886
Hillcrest Bequest	94	55,455	-	-	434	55,889				55,889
Transportation Maintenance	95	2,927,867	-	-	63,764	2,991,631				2,991,631
Gateway Feature	96	169,947	-	-	3,701	173,648				173,648
Private Traffic Signal Maintenance Fund	97	243,452	-	-	5,302	248,754				248,754
Total Trust Funds		5,977,661	33,104	(19,345)	126,956	6,118,376	-	-	-	6,118,376

Notes:

1. Due to rounding, numbers presented in this table may not add up precisely to the totals provided.

REPORT

REPORT TO: Chair and Members of the Community Affairs Committee

REPORT FROM: Mary Land, Manager of Branch Operations

DATE: December 10, 2019

REPORT NO.: LIB-2020-0001

RE: Acton Branch Reading Deck

RECOMMENDATION:

THAT Report No. LIB-2020-0001 dated December 10, 2019, regarding the Acton Branch Reading Deck be received;

AND FURTHER THAT Council approve the Acton Branch Reading Deck request in the amount of \$25,000;

AND FURTHER THAT Council approve the release of \$25,000 from the Library's Capital Reserve Account to fund the escalated construction cost of the Reading Deck.

BACKGROUND:

A reading deck for the Acton Branch Library was included in the original 2009 architectural plans for the building. However, the deck was removed from the final design, owing to unexpected costs in 2010, and planned as a future capital project. To prepare for an eventual reading deck, a door was installed in the curtain wall. Since the opening of the Acton Branch in 2011, the community, spearheaded by the Friends of the Library, has raised approximately \$22,000 of the estimated \$66,000 cost. The reading deck was approved as part of the 2018 Capital Budget.

COMMENTS:

On September 19, 2019, the Town of Halton Hills issued a request for quotation (RFQ) to build the reading deck. Six companies eventually bid on the project when the RFQ closed on October 10. The lowest, and accepted, bid was \$21,000 above the capital budget of \$66,200. The staff is applying for an additional \$25,000 from the Library Reserve to offset the escalated cost of the project and to maintain a 5% contingency.

RELATIONSHIP TO STRATEGIC PLAN:

The building of the Acton Reading Deck aligns with Council's Strategic Priority of Sustainability by addressing the Social Sustainability Pillar focused on improved services for seniors, youth and the disabled.

FINANCIAL IMPACT:

The Library Board respectfully requests that the funding of \$25,000 for the escalated construction costs come from the Library Capital Reserve Account. If this funding is approved, then the unallocated balance in the Library Capital Reserve Account will be approximately \$67,000 in 2030.

CONSULTATION:

The Halton Hills Public Library Board, the Chief Librarian, senior Library staff, and the Town Treasurer were consulted in the development of this report.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation? YES

Which pillar(s) of sustainability does this report support?

- Cultural Vibrancy
- Environmental Health
- Social Wellbeing

Halton Hills Public Library branches are vital community hubs. They support programs—1,650 in 2019—for children, teens, and adults. Such events create and enhance community ties and build skills. The Reading Deck will be an outdoor space by Black Creek in Acton and will raise residents' awareness of the Library's many non-traditional, innovative programs and services, and help to sustain a healthy and thriving community.

In Summary, the Sustainability Implications of this report are as follows:

Overall, the alignment of this report with the Community Sustainability Strategy is: Good

COMMUNICATIONS:

Once approved, the Library Board will be advised, as will Library and Parks and Recreation staff involved in the project, and the company with the successful bid.

CONCLUSION:

At staff's recommendation, the Library Board respectfully requests that \$25,000 be released from the Library Capital Reserve Account to cover the escalated construction cost of the Acton Branch Reading Deck.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Geoff Cannon", written over a light blue horizontal line.

Geoff Cannon, Chief Librarian

A handwritten signature in black ink, appearing to read "Brent Marshall", written over a light blue horizontal line.

Brent Marshall, Chief Administrative Officer