

CITY OF NORTH BATTLEFORD

AGENDA

for

PLANNING COMMITTEE

No. 32/20
Monday, September 21, 2020
5:15 P.M.



**PLANNING COMMITTEE MEETING NO. 32/20
COUNCIL CHAMBERS, CITY HALL**

MONDAY 21 SEPTEMBER 2020 5:15 P.M.

AGENDA

- AGENDA** : Approval
- MINUTES** : Planning Committee Mtg. 31/20 – June 15, 2020
- DELEGATION** :
- CORRESPONDENCE** :
- REPORTS** :
- UNFINISHED BUSINESS** :
- NEW BUSINESS** : **DIRECTOR OF FINANCE**
Re: 2019 Submission to Canadian Award for Financial Reporting
Re: 2020 Finance Operations Plan Update
- : **CITY MANAGER**
Re: COVID 19 Recreation Funding
- INQUIRIES** :
- NEXT MEETING DATE** : Monday, December 21, 2020
- FREEDOM OF INFORMATION &
PROTECTION OF PRIVACY ACT :**
Part III Exemptions
- ADJOURNMENT** :

PLANNING COMMITTEE MEETING NO. 31/20

Minutes of Planning Committee Meeting No. 31/20 held Monday, June 15, 2020, Council Chambers, City Hall, commencing at 5:22 p.m. Meeting was conducted via electronic means utilizing Zoom.

MEMBERS PRESENT:

Mayor R. Bater
Councillors D. Buglas
K. Hawtin
G. Lightfoot
K. Lindgren
K. Steinborn
L. Taylor

ADMINISTRATION PRESENT:

City Manager
City Clerk
City Planner
Director of Corporate Services
Director of Finance
Director of Leisure Services
Director of Protective Services/Fire Chief
Asset Management Coordinator

Deputy Mayor Coun. D. Buglas in the Chair.

AGENDA

163) BE IT RESOLVED that Agenda No. 31/20 for June 15, 2020, be approved.

Moved by Coun. K. Steinborn,
CARRIED.

MINUTES

164) BE IT RESOLVED that minutes of Planning Committee Meeting No. 30/20 held May 19, 2020, be adopted.

Moved by Coun. G. Lightfoot,
CARRIED UNANIMOUS.

DELEGATIONS

None

CORRESPONDENCE

None

REPORTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

DIRECTOR OF CORPORATE SERVICES

Re: Walkway Closure Policy

City Planner presented information on a policy to address walkway closures. Also discussed was maintenance and safety initiatives that could be provided. Council requested the policy be written whereby the charges for closure are calculated so that the property owner(s) are responsible for the costs with no subsidized costs by the City. The issuance of a RFP for creative ideas to provide safety of the walkways was supported.

DIRECTOR OF LEISURE SERVICES

Re: Asset Management for Walkways – Level of Service

The Asset Management Coordinator presented a power point showing various walkway locations with ratings of their condition for an evaluation of levels of service required.

Re: Canada Day Fireworks Update

Director of Leisure Services provided options regarding hosting Fireworks for Canada Day. Postponement was the best option and if allowed later in the year, will be arranged. If the event is cancelled, will bring forward for Council approval.

INQUIRIES

None

NEXT MEETING DATE

Monday, September 21, 2020

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT
Part III Exemptions

165) BE IT RESOLVED that pursuant to Section 5 (a), (d) & (e) of Part III of The Freedom of Information and Protection of Privacy Act, as outlined in the Procedure Bylaw, Committee meet incamera.

Moved by Coun. K. Hawtin,
CARRIED.

Session commenced at 6:15 p.m.

Session adjourned at 8:05 p.m.

ADJOURNMENT

166) BE IT RESOLVED that the meeting do adjourn.

Moved by Coun. K. Hawtin,
CARRIED.

CHAIR

SECRETARY

MEETING DATE: September 21, 2020

MEETING: Planning Committee

Public **In Camera**

TO: Randy Patrick, City Manager

FROM: Steve Brown, Director of Finance

SUBJECT: 2019 Submission to Canadian Award for Financial Reporting

Background Information

To brief Council on the City's submission of the 2019 Annual Report to the Government Finance Officers Association's (GFOA) Canadian Award for Financial Reporting Program.

The GFOA Financial Reporting Program exists to recognize local governments in Canada that exceeds the minimum financial reporting requirements and ultimately provides more transparency and information to the residents in each community.

Strategic Goal(s)

Not applicable.

Discussion and Comment

In 2019, the City submitted the 2018 Annual Report and was not successful in receiving the award. The GFOA review committee did provide areas to which the City could improve their financial reporting and a large number of these suggestions were included in the 2019 Annual Report.

There were 83 municipalities across Canada that won the award for their 2018 Annual Report. Cities such as Toronto, Saskatoon, Winnipeg and Abbotsford were amongst the winners in 2019 for their 2018 Annual Report.

Administration is confident that the submission for the 2019 Annual Report will be successful.

Options for Consideration

Not applicable.

Budget Issues

No impact to the budget.

Public Notice and Communication

Not applicable, no communication is needed.

Recommendation(s)

To receive the information.

Respectfully submitted,



Steve Brown
Director of Finance

Approvals: (signatures required prior to presentation to Committee)

Director: 

Date: Sept 17/2020

^{FOR}
City Manager: 

Date: September 17, 2020

MEETING DATE: September 21, 2020

MEETING: Planning Committee

Public **In Camera**

TO: Randy Patrick, City Manager

FROM: Steve Brown, Director of Finance

SUBJECT: 2020 Finance Operational Plan Update

Background Information

To brief on what's been accomplished in finance in 2020 and what will be carried over into the 2021 operational plan.

Strategic Goal(s)

Not applicable.

Discussion and Comment

At the start of 2020, the management team in finance developed a operational plan as to what needs to be accomplished in 2020, the plan was provided to Council. A brief summary as to what was accomplished and what will be carried over to 2021 is as follows:

1. Payroll process – still working on cleaning up the timesheets, this is proving challenging as the equipment hours are required on the timesheets. Will look to moving towards a automated system in the near future. A number of these items will be carried over to 2021.
2. Online Payment Integration – a large number of payments for utility and tax accounts were made online rather than in person in 2020. This was a significant improvement on saving staff time as this task would take upwards of hours per day to complete now takes five to ten minutes per day.
3. Purchase Card Implementation – finished up the second part of the purchase card implementation in 2020 where staff are now starting to electronically integrate purchase card transactions into the system rather than key individual receipts. Will be carried over to 2021 as it still needs a little fine tuning.
4. Cost Reductions – staff continue to work towards improving cost positions through monitoring of policies and pricing paid on invoices received.

5. Property Tax – the department has begun the process of enforcing unpaid property taxes in the City, with the second phase scheduled to start on November 15th.
6. Month End Financial Reporting – we have made improvements to the process here but there is still work to be done. The City is restrained by the accounting software currently being used however work arounds have been developed to produce the information.
7. Accounts Receivable – there is still some work to be done and will be carried over to 2021. Processes are being developed to better identify the outstanding receivables in a timelier basis rather than wait in some cases years prior to taking any action on them.
8. Asset Management Development – due to the impact of Covid, a large amount of development time was lost. Work is still be done on defining the level of service for parks, roadways and the City’s enforcement department.
9. Improved Financial Awareness & Engagement – summary as follows:
 - the City submitted the 2019 Annual Report to the Government Finance Officers Association’s (GFOA) Canadian Award for Financial Reporting program. The City submitted the 2018 Annual Report in 2019 and came up short however the feedback received from 2019 was incorporated into the 2019 Annual Report.
 - The department continues to refine the Utiliy Bill Notify software and is starting to develop a similar program for the property tax area that will be launched sometime late 2020 early 2021 around improved customer service.
 - The department will be moving towards a certification of the 2022 budget process in 2021 per the GFOA standards, the new budgeting software will assist in this process.

In the September discussion amongst the finance management team, there was a resounding agreement that the department should not sit still and come up with 1 to 2 new initiatives from each person for 2021 that everyone can review when developing the 2021 plan.

Options for Consideration

Not applicable.

Budget Issues

No direct financial impact to the budget, indirect through the achievement of items as outlined in the operational plan.

Public Notice and Communication

Not applicable, no communication is needed.

Recommendation(s)

To receive the information.

Respectfully submitted,



Steve Brown
Director of Finance

Approvals: (signatures required prior to presentation to Committee)

Director:  Date: Sept 17/2020

^{FOR}
City Manager:  Date: September 17, 2020

MEETING DATE: September 21, 2020

MEETING: Planning Committee

Public In Camera

FROM: Randy Patrick, City Manager

SUBJECT: COVID-19 Recreation Funding

Background Information

Council requested that Administration provide a recommended approach to seek regional municipal funding support to assist with extraordinary COVID 19 revenue drops experienced and anticipated for regional recreation facilities located within the City.

The City is in the process of completing a Regional Recreation Master Plan with the Town of Battleford. That plan is expected to be presented to Council for consideration towards the end of October. Based on Administration conversations regarding the plan, it is reasonable to say that the City understands that some of our major facilities are very much regional in scope, but that the City also maintains a large variety of robust local recreation assets. The communities around us cannot, on their own, afford facilities like the CO-OP Aquatic Center, or the Nations WEST field house, the Dekker Centre or even the Civic Centre. These are larger budget items that are expensive to build, but also require regional populations to reduce the subsidy rates required by the taxpayers needed to operate them.

Even with the full region using the facilities, City taxpayers are typically challenged to provide over 50% of the cost of building operations and all of the capital improvement costs associated with the buildings. Local taxpayers have been providing ongoing subsidies to support the operations of these facilities. Again, not all of the recreation facilities would be considered 'regional' in nature. For example, local parks, campgrounds, and the splash parks are operated almost solely for the benefit of local residents, or in the case of the campground, as a service to tourists who visit the community. Those assets also contribute to the dollars spent on recreation within the City, but usage from outside the community is more incidental in nature.

As a regional centre, our recreational facilities have been severely impacted by usage restrictions imposed to deal with the pandemic. The number of people allowed in the facilities has been reduced and the public is understandably a little leery of being around crowds, even with safety processes in place to prevent the spread of COVID.

Strategic Goal(s)

FS 4 - Operating cost are funded through taxation, user fees and provincial government transfers.

Discussion and Comment

In August, the CO-OP Aquatic Center opened and, as compared to the previous year, attendance was only about 22% of the previous August. The reduced numbers are caused by a reduced facility capacity of 80 people as compared to the normal 500 patrons previously allowed, and facility users that have a fear of participating. With a reluctance to use the facilities, user numbers are considerably lower than in previous years, regardless of the number of patrons allowed in the facility at any one time.

Recently the Province flowed through Federal funding for the Safe Restart program. Communities in Saskatchewan received funding through the use of a per capita allotment approach. Each community in the Province received funding based on population rather than actual need. Most of the City's COVID costs for the next year to eighteen months are anticipated to come from our regional recreation facilities and those costs certainly are large. As an example, with the current trend in usage, the City could easily see an additional \$500k in lost revenues at the CO-OP Aquatic Center over the next year. If the other regional assets are included, the subsidies that City taxpayers face will indeed be a financial burden over the next 12- 18 months.

Options for Consideration

N/A

Budget Issues

COVID-19 Extraordinary Expenses

Public Notice and Communication

N/A

Recommendation(s)

Administration recommends, with Council's consent, that the Mayor send out a letter to our neighbouring communities. That letter would ask that the regional communities provide a portion of their COVID Safe Restart Funding to fund a one-time recreation subsidy to help cover the anticipated revenue losses and increased expenses that the regional recreation facilities incur.

As part of that request, the City would offer the following:

- 1) Any money provided would only be used for supporting the regional facilities and the impact from COVID 19 reduced revenues and additional expenses and would not flow into other general city expense items
- 2) The City would offer to engage the communities with a Regional COVID Recreation Board, where they can be informed of what is occurring in the facility (facility usages etc.), provide advice on the operations of the facilities and be updated on the finances of the facilities.
- 3) As part of the financial update, the City would provide participating communities with a monthly financial analysis of the reduced revenues and changed expenses of the facilities. This is the same information that Council expects to receive throughout the pandemic.
- 4) The City would make staff available to the COVID Recreation Board for questions regarding funding utilization and facility usage.

Respectfully submitted,

A handwritten signature in blue ink that reads "Randy Patrick". The signature is written in a cursive, flowing style.

Randy Patrick
City Manager