

**THE CORPORATION
OF THE
CITY OF SARNIA**



**DRAFT
SUPPLEMENTARY
BUDGET INFORMATION
2019**

**THE CORPORATION OF THE
CITY OF SARNIA**

**2019 SUPPLEMENTARY BUDGET
INFORMATION**

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City of Sarnia
Financial Policy Statement

Capital Budgeting

1. Only projects that meet the provincial definition of “capital” and exceed \$75,000 in cost will be included in the Capital Budget.
2. Capital projects will be classified as:
 - Lifecycle Maintenance
 - Replacement and upgrading of existing assets including road and sewer infrastructure, sidewalks, water, fleet equipment, information technology, parks and buildings
 - New Initiatives
 - One-time projects that provide new or improved level of service i.e. new library or community centre driven by desire to improve services for existing residents rather than by growth
 - Growth Related Capital
 - New or expanded municipal infrastructure to support residential or business growth
3. A five year capital forecast will be prepared to help plan reserve needs and project debt requirements.
4. The impact of future operating costs for capital projects will be considered as part of the capital budget. Since these costs will carry over to future operating budgets, these costs will include financing and operating costs projected over a five year period.
5. Status reporting on capital works in progress will be provided to Council at least three times per year.

Debt Management

1. No capital project will be approved that would cause the City’s debt to exceed the debt limit established by the province.
2. Debt financing will be employed as a means of financing capital projects that are related to increased /new services to residents for new initiatives.
3. The length of debt should not exceed the useful life of the underlying asset.
4. Debt financing for lifecycle/ongoing projects will be reduced and ultimately eliminated. The City will move over time to a pay-as-you-go approach to financing all lifecycle capital projects, replacement/refurbishment of assets and ongoing capital programs by contributing to the City’s vehicle and equipment reserves and capital reserve funds on an annual basis based on depreciation and lifecycle costing. This includes buildings, vehicles and infrastructure.

City of Sarnia
Financial Policy Statement

Management of City Reserves - Refer to Reserves and Reserve Fund Policy

1. With respect to monitoring City reserves, City Council will approve:
 - The establishment of and the purpose for new reserves
 - The closure of Reserves that are no longer required
 - The transfer of funds to and from Reserves through the Annual Budget process
 - Any individual allocations or other disbursements of funds held in Reserves that are not included in annual Operating or Capital Budgets
 - That regular financial reports including Reserve balances, commitments and targets are to be prepared and presented to Council on a regular basis
2. Reserve and Reserve Funds will be classified as:
 - Stabilization Reserves
 - Program Specific Reserves
 - Vehicle and Equipment Replacement Reserves
 - Building Reserves
 - Capital Reserves
 - Corporate Reserves
 - Development Charges Reserves
3. Reserves will be reviewed on an annual basis to determine their adequacy and a report will be prepared to Council highlighting the target balances compared to existing balances and reserve projections.
4. City Reserves and Reserve Funds will be supported by a financial plan identifying contribution sources and projected disbursements required to meet planned future obligations to be funded by Reserves.
5. Reserve Funds will be invested in accordance with City investment policy.
6. Interest on Reserve Fund balances will be calculated and added on a monthly basis based on current interest rates.

Other

1. No project expenditures within two years of project approval will require that the project be brought back to Council for re-confirmation of its approval.
2. No Capital budget project overruns are to be incurred until Council is informed and additional funding is allocated to the Project.
3. Projects which are initiated as part of a senior government initiative will not commence until funding is secured.
4. No growth-related capital works will be undertaken without securing financing from benefiting landowners if landowner funding is required.

Approved
June 13, 2005

THE CORPORATION OF THE CITY OF SARNIA
People Serving People

FINANCE DEPARTMENT

OPEN SESSION REPORT

TO: Members of Sarnia City Council
FROM: Lisa Armstrong, Director of Finance
DATE: November 5, 2018
SUBJECT: Debt Analysis 2018

Recommendation:

For Council's Information

Background:

Council has taken various initiatives to improve the City's debt position such as:

- Approved a Financial Policy Statement in 2005 to guide the City's budget processes, defined reserve usage and established debt management policies.
- Applied for provincial/federal grant programs and used non-debt sources for matching funds.
- Created the Capital Infrastructure Renewal Reserve to be used for capital funding of infrastructure. This reserve was introduced in the 2007 budget with an initial \$772,563 contribution. However capital funding generally utilizes all reserve contributions and the balance has not grown to be able to support future capital needs, as the current uncommitted balance is \$1,232,897.
- Approved Capital Budgets without new debt.
- Since 2010 the City has moved toward a pay-as-you-go approach to funding capital infrastructure rehabilitation/replacement. As debt has retired, the amount previously paid for principal and interest payments has been redirected to reserves to fund capital projects directly.

Comments:

The following comments, attached reports, and appendices will provide an update on the City's current debt position.

Analysis of Future Debt Repayments of Existing Debt & Projected Future Annual Debt Costs 2019-2023 - APPENDIX A

Analysis of Future Debt Repayments of Existing Debt does not include approved debt that is not yet borrowed. The City will retire \$2.4 million in debt during 2019 (\$2.7 million in 2018). Total debt costs (principal and interest) for 2018 is \$ 3.1 million on existing debt; total debt costs for 2019 for existing debt will be \$2.7 million. The future principal and interest payments as at the end of 2018 are projected to be \$12.3 million.

Projected Future Annual Debt Costs 2019-2028 shows the anticipated annual debt costs that the City will have to pay over the next 10 years. It is anticipated that the City's annual debt costs will fluctuate between \$3.2 million and \$1.2 million over the next 5 years. The estimated borrowing and

repayment associated with the Sarnia General Hospital are included based on the estimated timing of borrowing and estimated interest rates included in the October 2, 2017 report to Council.

Long-Term Debt Position – APPENDIX B

This attachment provides an analysis of the long-term debt outstanding and debt approved, but not yet issued. It also projects the City’s long-term debt position to the end of 2019.

Council has approved funding the Sarnia General Hospital Purchase and Sale Agreement through external borrowing through the bank loan up to \$5.44 million on the October 2, 2017. \$1.30 million has been issued to date; the remaining balance of \$4.1 million is expected to be issued later in 2018 and in 2019.

This attachment shows that the debt outstanding and approved but not issued has dropped from \$37.0 million in 2012 to a projected \$15.2 million at the end of 2018. By the end of 2019, it is projected that the City’s debt will drop to \$12.5 million. This debt figure includes the outstanding internal debt issuances with accruing interest.

As debt is retired, the amount of principal and interest payments previously used to service debt will be transferred to reserves in support of the City’s pay-as-you-go philosophy in funding capital projects.

Debt Management – Financial Policy Statement

Based on the City’s current Financial Policy Statement of 2005, debt financing should be used as a means of financing capital projects related to increased or new services. Debt financing for lifecycle or infrastructure renewal projects has been eliminated.

Consultation:

No consultation was required during the preparation of this report.

Financial Implications:

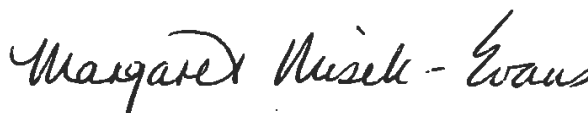
Discussed within report.

Reviewed by:



Lisa Armstrong
Director of Finance

Approved by:



Margaret Misek-Evans
Chief Administrative Officer

This report was prepared by Jane Qi, CPA, CGA, Financial Analyst

Attachments:

1. APPENDIX A - Analysis of Future Debt Payments of Existing Debt & Projected Future Annual Debt Costs 2019-2023
2. APPENDIX B - Long -Term Debt Position

APPENDIX A. ANALYSIS OF FUTURE DEBT REPAYMENTS OF EXISTING DEBT

Existing Debt	Debt Bylaw	Start (year)	Term	Original Principal	2018		2019		2020		2021		2022		2023		2024 to 2028		2029 and onwards		Total Outstanding (2019-2035)			
					Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
Bank Loan	189 of 2001 (9.75yrs)	2002	9.75	10,300,000	706,016	126,572	738,892	93,696	773,299	59,290	809,307	23,281	69,120	263	-	-	-	-	-	-	-	-	2,390,618	176,529
	74 of 2010	2010	10	6,552,000	745,801	79,317	782,164	42,954	473,756	7,563	-	-	-	-	-	-	-	-	-	-	-	-	1,255,921	50,517
	85 of 2008 (3.83yrs)	2014	3.83	1,500,000	90,201	746	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	112 of 2017	2017	10	350,000	30,487	10,049	31,411	9,125	32,363	8,173	33,344	7,192	34,355	6,181	35,396	5,140	152,645	9,500	-	-	-	319,513	45,312	
	112 of 2017	2018	10	950,000	26,542	11,124	81,532	31,465	84,474	28,523	87,522	25,475	90,681	22,316	93,953	19,044	485,296	42,024	-	-	-	923,458	168,847	
Subtotal				19,652,000	1,599,047	227,809	1,633,999	177,241	1,363,892	103,548	930,174	55,948	194,155	28,761	129,349	24,184	637,941	51,524	-	-	-	4,889,510	441,205	
Debentures	90 of 1998	1998	20	3,700,000	304,000	19,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal				3,700,000	304,000	19,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Internal Debt	78 of 2009 (Int.)	2009	10	1,800,000	210,100	9,000	108,271	1,279	-	-	-	-	-	-	-	-	-	-	-	-	-	108,271	1,279	
	Feb. 2013 (Int.)	2013	10	749,842	75,460	11,634	77,794	9,300	80,200	6,894	82,681	4,413	85,238	1,856	14,461	55	-	-	-	-	-	340,375	22,518	
	Nov. 2011 (Int.)	2011	10	1,500,000	156,719	15,682	161,212	11,189	165,834	6,567	141,821	1,846	-	-	-	-	-	-	-	-	-	468,867	19,601	
Subtotal				4,049,842	442,280	36,316	347,277	21,768	246,034	13,460	224,502	6,259	85,238	1,856	14,461	55	-	-	-	-	-	917,512	43,398	
RBC	22 of 2016	2016	15	6,330,720	375,109	121,831	383,560	113,380	392,201	104,738	401,037	95,902	410,072	86,867	419,311	77,629	2,242,584	242,112	1,010,617	24,594	-	5,259,381	745,222	
Subtotal				6,330,720	375,109	121,831	383,560	113,380	392,201	104,738	401,037	95,902	410,072	86,867	419,311	77,629	2,242,584	242,112	1,010,617	24,594	-	5,259,381	745,222	
Capital Lease	2016	2016	20	34,500	1,725	-	1,725	-	1,725	-	1,725	-	1,725	-	1,725	-	8,625	-	12,075	-	-	29,325	-	
Subtotal				34,500	1,725	-	1,725	-	1,725	-	1,725	-	1,725	-	1,725	-	8,625	-	12,075	-	-	29,325	-	
Total				33,767,062	2,722,160	404,955	2,366,561	312,388	2,003,852	221,747	1,557,438	158,109	691,191	117,484	564,845	101,868	2,889,150	293,636	1,022,692	24,594	-	11,095,729	1,229,826	
Total Payment (in millions of dollars)					\$3.1	\$2.7	\$2.2	\$1.7	\$0.8	\$0.7	\$3.2	\$1.0	\$12.3											

Debt approved but not yet issued - Sarnia General Hospital bank loan

PROJECTED FUTURE ANNUAL DEBT COSTS 2019-2028

Debt	Debt Bylaw	Start (year)	Term	Original Principal	2018		2019		2020		2021		2022		2023		2024 -2028		2029 and onwards		Total Outstanding (2019-2035)		
Bank Loan	112 of 2017	2019	10	4,144,160	-	-	351,489	141,435	364,172	128,752	377,312	115,612	390,927	101,997	405,033	87,891	2,255,227	209,395	-	-	4,144,160	785,082	
Subtotal				4,144,160	2,722,160	404,955	2,718,050	453,823	2,368,024	350,499	1,934,750	273,721	1,082,118	219,481	969,878	189,759	5,144,377	503,031	1,022,692	24,594	-	15,239,889	2,014,908
Total projected annual debt costs (in millions of dollars)					\$3.1	\$3.2	\$2.7	\$2.2	\$1.3	\$1.2	\$5.6	\$1.0	\$17.3										

(in millions of dollars)

APPENDIX B. LONG-TERM DEBT POSITION						
Year	End of Year	(1) Long-Term Debt Outstanding		(2) Debt Approved But Not Yet Issued		(1) + (2) Total Approved Debt
		Description	Amount	Description	Amount	Balance
2012	End of 2012	Balance	36.3	Balance	0.7	37.0
2013	End of 2013	Issued	0.7	Issued	(0.7)	
		Retired	(6.7)	Approved for 2013	0.0	
		Balance	30.3	Balance	0.0	30.3
2014	End of 2014	Issued	1.7	Issued		
		Retired	(5.6)	Added for 2014	0.0	
		Balance	26.4	Balance	0.0	26.4
2015	End of 2015	Issued		Issued		
		Retired	(5.0)	Approved for 2015	0.0	
		Balance	21.4	Balance	0.0	21.4
2016	End of 2016	Issued	0.0	Issued		
		Retired	(4.3)	Approved for 2016	0.0	
		Balance	17.1	Balance	0.0	17.2
2017	End of 2017	Issued	0.4	Issued	0.4 ²	
		Retired	(4.6)	Approved for 2017	5.4 ¹	
		Balance	12.9	Balance	5.0	17.9
2018	End of 2018	Issued	1.0	Issued	1.0 ³	
		Retired	(2.7)	Approved for 2018		
		Balance	11.1	Balance	4.1	15.2
2019	End of 2019	Issued	4.1	Issued	4.1 ⁴	
		Retired	(2.8)	Approved for 2019		
		Balance	12.5	Balance	0.0	12.5

1. 2017, \$5,444,160 Sarnia General Hospital Sale Agreement debt financing was approved with a term to 2028
2. 2017, \$350,000 was issued , with a term to 2027
3. 2018, \$950,000 was issued , with a term to 2028
4. 2019, \$4,140,000 is expected to be issued, with a term to 2028

THE CORPORATION OF THE CITY OF SARNIA
People Serving People

FINANCE DEPARTMENT

OPEN SESSION REPORT

TO: Members of Sarnia City Council
FROM: Lisa Armstrong, Director of Finance
DATE: November 5, 2018
SUBJECT: Debt Limits – October 31, 2018

Recommendation:

For Council's Information

Background:

The annual debt and financial obligation limit for municipalities is to be determined in accordance with O. Reg. 403/02 of the *Municipal Act, 2001*. Municipalities must use this limit to determine whether Ontario Municipal Board approval is required with respect to certain debt or financial obligations.

The debt and financial obligation limit of a municipality is determined from information contained in the municipality's annual Financial Information Return (FIR). The municipal treasurer is responsible to update this limit for any long term debt or financial obligation assumed or discharged since the date for which the limit was calculated.

The municipal treasurer is to calculate an updated limit before Council authorizes any specific work that would require the municipality to incur additional long-term debt or financial obligation. Council previously requested that this calculation be provided on a periodic basis rather than preparing the calculation each time new long-term debt or financial obligation is to be approved.

Comments:

Attached is the calculation of the City's Annual Debt and Financial Obligation Limit as at October 31, 2018. This limit is calculated from information contained in the City's 2017 Financial Information Return (FIR) and is adjusted for any long term debt or financial obligations assumed or discharged since the beginning of the year.

Only long-term debt actually authorized by municipal by-law is included in the attached calculation.

In 2011 and 2013 "internal debt" was approved through a by-law. Borrowing from the Capital Revolving Reserve using the Infrastructure Ontario lending rate at that time was set up similar to external debt. These were to complete all debt issuances from past capital projects that contained a debt financing component. This internal debt has been included in the determination of the municipality's debt position.

To fund unusual or unexpected operational or capital issues that cannot be absorbed through changes to current operations, the City may ask Council to authorize temporary borrowings from Reserve Funds. These temporary

borrowings from reserve funds are arranged with specific payback terms through annual contributions from the operating budget. These temporary internal borrowings are not included in the calculation of the outstanding debt capacity.

The City does not currently have any Capital projects with approved debt financing that have not been permanently financed. However, in 2017 Council approved debt financing for the funding of the Sarnia General Hospital Sale agreement of up to \$5.4 million for an amortization period of 10 years. \$1.3 million has been borrowed to date. The remaining \$4.1 million balance was not taken into account on the debt capacity calculation at this point.

The City's revised Annual Repayment Limit as at October 31, 2018 is determined to be \$28.8 million. When capitalized over 10 years, using the provincially established interest rate of 7.0%, this translates to approximately \$202.4 million of debt capacity currently available to the municipality. This revised Annual Repayment Limit (ARL) has increased from the 2017 ARL as reported by the Ministry of Municipal Affairs - \$23.3 million (approximately \$163.8 million of debt capacity). In comparison to five years ago, the City's debt capacity has increased from \$125.3 million in 2014 to \$202.4 million in 2018.

The City forecasts that debt (principal and interest) repayments will be \$3.1 million for 2018 compared to the revised ARL of \$28.8 million. Debt as at the end of 2018 is forecasted to be \$15.2 million compared to the calculated debt capacity of \$202.4 million for capital projects.

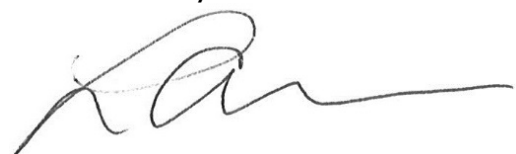
Consultation:

No consultation was required during the preparation of this report.

Financial Implications:

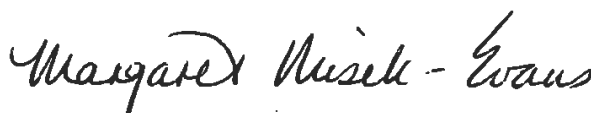
Discussed within report.

Reviewed by:



Lisa Armstrong
Director of Finance

Approved by:



Margaret Misek-Evans
Chief Administrative Officer

This report was prepared by Jane Qi, CPA, CGA, Financial Analyst

Attachment(s):

1. Calculation of Annual Debt and Financial Obligation Limit - October 31, 2018
2. Annual Debt Repayment and Capacity Limit (2011 - 2018)
3. Determination of Annual Debt Repayment Limit - 2018
4. Leases Approved by Council - as at October 31, 2018

CALCULATION OF ANNUAL DEBT AND FINANCIAL OBLIGATION LIMIT	
October 31, 2018	
Annual Repayment Limit, January 1, 2018 (as calculated from data contained in 2017 Financial Information Return)	26,509,597
Less	
Estimated annual payments for financial obligations approved but not yet financed	0
Estimated debt charges on Debenture Debt	0
0 @ 5 years	0
0 @ 10 years	0
0 @ 20 years	0
2018 leases and agreements	301,222
301,222	
Less	
Other Financial Obligations	0
Add	
Retired debt during the year	2,608,055
Revised Annual Repayment Limit October 31, 2018	28,816,430
Outstanding Debt Capacity (Capitalized value 10 years @ 7.0%)	202,394,546

(in millions of dollars)

ANNUAL DEBT REPAYMENT AND CAPACITY LIMIT (2011-2018)				
Year	Revised Annual Repayment Limit		Debt Capacity (Capitalized value 10 years @7.0%)	
2011	16.0		112.6	
2012	20.7		145.3	
2013	18.9		132.8	
2014*	17.8		125.3	
2015	20.3		142.6	
2016	23.0		161.7	
2017*	24.8		174.4	
2018*	28.8		202.4	
Comparison	Variance \$	Variance %	Variance \$	Variance %
2018 vs. 2014 (compared to 5 yrs ago)	11.0	61.8%	77.1	61.5%
2018 vs. 2017 (compared to the last year)	4.0	16.1%	28.0	16.1%

**DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT - 2018
(UNDER ONTARIO REGULATION 403/02)**

Debt Charges for the Current Year			
0210	Principal	SLC 74 3099 01	4,160,291
0220	Interest	SLC 74 3099 02	489,209
0299		Subtotal	4,649,500
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations	SLC 42 6010 01	1,170
9910		Total Debt Charges	4,650,670
Excluded Debt Charges			
1010	Electricity - Principal	SLC 74 3030 01	0
1020	Electricity - Interest	SLC 74 3030 02	0
1030	Gas - Principal	SLC 74 3040 01	0
1040	Gas - Interest	SLC 74 3040 02	0
1050	Telephone - Principal	SLC 74 3050 01	0
1060	Telephone - Interest	SLC 74 3050 02	0
1099		Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance	SLC 74 3015 01 + SLC 74 3015 02	0
1411	Provincial Grant funding for repayment of long term debt	SLC 74 3120 01 + SLC 74 3120 02	0
1412	Lump sum (balloon) repayments of long term debt	SLC 74 3110 01 + SLC 74 3110 02	0
1420		Total Debt Charges to be Excluded	0
9920		Net Debt Charges	4,650,670
1610	Total Revenues (Sale of Hydro Utilities Removed)	SLC 10 9910 01	145,695,736
Excluded Revenue Amounts			
2010	Fees for Tile Drainage/Shoreline Assistance	SLC 12 1850 04	0
2210	Ontario Grants, including Grants for Tangible Capital Assets	SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01	6,883,372
2220	Canada Grants, including Grants for Tangible Capital Assets	SLC 10 0820 01 + SLC 10 0825 01	3,127,480
2225	Deferred revenue earned (Provincial Gas Tax)	SLC 10 0830 01	1,122,153
1823	Deferred revenue earned (Canada Gas Tax)	SLC 10 0831 01	1,823,647
2230	Revenue from other municipalities	SLC 10 1098 01+ SLC 10 1099 01	3,341,408
2240	Gain/Loss on sale of land & capital assets	SLC 10 1811 01	-221,899
2250	Deferred revenue earned (Development Charges)	SLC 10 1812 01	101,499
2251	Deferred revenue earned (Recreation Land (The Planning Act))	SLC 10 1813 01	0
2253	Other Deferred revenue earned	SLC 10 1814 01	1,902,331
2252	Donated Tangible Capital Assets	SLC 53 0610 01	1,271,734
2254	Increase / Decrease in Government Business Enterprise equity	SLC 10 1905 01	1,702,943
2299		Subtotal	21,054,668
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged		0
2610		Net Revenues	124,641,068
2620		25% of Net Revenues	31,160,267
9930		Estimated Annual Repayment Limit	26,509,597

SLC denotes Schedule, Line, Column

FOR ILLUSTRATION PURPOSES ONLY

The additional long-term borrowing which a municipality could undertake over a 5-year, 10-year, 15-year and 20-year period is shown. If the municipality could borrow at 5.0% or 7.0% annually, the annual repayment limits shown above (and excluding the adjustments included on the calculation table) would allow it to undertake long-term borrowing as follows:

5%	5.0% Interest Rate:		
20	(a)	20 years @ 5.0 % p.a.	330,368,174
15	(b)	15 years @ 5.0 % p.a.	275,160,552
10	(c)	10 years @ 5.0 % p.a.	204,700,081
5	(d)	5 years @ 5.0 % p.a.	114,772,682
7%	7.0% Interest Rate:		
20	(a)	20 years @ 7.0 % p.a.	280,843,048
15	(b)	15 years @ 7.0 % p.a.	241,447,130
10	(c)	10 years @ 7.0 % p.a.	186,192,316
5	(d)	5 years @ 7.0 % p.a.	108,694,582

The repayment limit has been calculated based on data contained in the 2017 Financial Information Return, as submitted to the Ontario Ministry of Municipal Affairs. This limit represents the maximum amount which the municipality had available as of December 31, 2017 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner.

LEASES APPROVED BY COUNCIL

as at October 31, 2018

Description	Council Approval Date	P.O.#	RFP #	Department	Annual Cost	Term	Start Date	Expiry Date
Computers lease	2016-10-24	N/A	16-113	Corporate Services	53,268	3 Years	2017-01-01	2019-12-31
Back-up site for 911 equipment at Turriss	2013-02-12	N/A		Police Services	12,575	7 Years	2013-03-01	2020-02-29
Leasing of bus tires	2015-03-02	5108 /10154	15-103	Sarnia Transit	35,000	5 Years	2015-05-01	2020-04-30
911 dispatch back-up site		N/A		Police Services	113	5 Years	2015-07-01	2020-06-01
Postage - Pitney Bowes		N/A	640806	Police Services	966	5 Years	2015-09-23	2020-09-22
Transit uniform	2015-06-22	170004	15-105	Transit	20,000	5 Years	2015-10-01	2020-11-26
Lambton Mall Library	2012-08-16	180010		Property Department	66,646	7 Years	2013-01-01	2020-12-31
Radio Communication Equipment for Public Works, Transit and Fire	2013-08-23	170165	07-122	Public Works, Transit and Fire	66,871	7.5 Years	2013-07-14	2021-01-01
Police training centre	2018-07-16	180161		Police Services	30,528	5 Years	2018-05-01	2023-04-30
Bayside Mall Unit# 182A	2016-07-11	N/A		Transit	15,255	10 Years	2016-07-01	2026-06-30
Total \$					301,222			

THE CORPORATION OF THE CITY OF SARNIA
People Serving People

FINANCE DEPARTMENT

OPEN SESSION REPORT

TO: Members of Sarnia City Council
FROM: Lisa Armstrong, Director of Finance
DATE: November 5, 2018
SUBJECT: Consumer Price Index 2018

Recommendation:

For Council Information

Background:

Information with respect to the Consumer Price Index (CPI) is being provided to Council to assist it in its deliberation of the 2019 Operating Budget. The CPI information is being provided as at July 2018.

Comments:

Attached please find the latest release from the Consumer Price Index, last released August 17, 2018. The following comments are provided to assist in the analysis of the information provided.

The Consumer Price Index (CPI) rose 3.0% on a year-over-year basis in July, following a 2.5% increase in June. While continued strength in energy prices contributed most to the year-over-year increase, higher prices for various services, including air transportation and travel tours, also contributed to consumer price growth in July.

The Bank of Canada's preferred measures of core inflation remained stable in July.

All eight major components rose year-over-year in July. The transportation index (+8.1%) was the largest contributor to the year-over-year increase.

- Energy costs were 14.2% higher compared with July 2017, after increasing 12.4% year-over-year in June.
- Consumer prices for gasoline (+25.4%) and fuel oil and other fuels (+28.1%) continued to increase on a year-over-year basis, amid rising global prices for crude oil following recent supply disruptions.
- Consumer prices for transportation rose 8.1% in July, following a 6.6% increase in June. In addition to gasoline, the purchase of passenger vehicles index rose more on a year-over-year basis in July (+2.0%) than it did in June (+1.8%). Prices for passenger vehicle insurance premiums were 3.5% higher compared with July 2017.
- Year-over-year gains in the price of services were higher in July (+3.2%) than in June (+2.2%). Month-over-month increases in the air transportation index (+16.4%) and the travel tours index (+13.9%) reflected higher prices during peak travel season.

- Prices for telephone services increased 2.2% on a month-over-month basis following declines in May and June, when a series of industry-wide price promotions took place.
- Recent interest rate increases continued to impact the mortgage interest cost index, which rose 5.2% in the 12 months to July.

Consultation:

The CPI information was obtained from Statistics Canada and Bank of Canada websites.

Financial Implications:

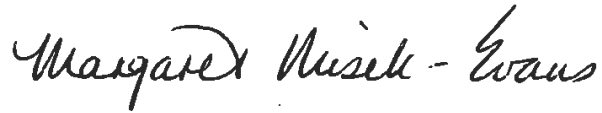
There are no financial implications resulting from this report.

Reviewed by:



Lisa Armstrong
Director of Finance

Approved by:



Margaret Misek-Evans
Chief Administrative Officer

This report was prepared by Jane Qi, CPA, CGA, Financial Analyst

Attachments:

1. Consumer Price Index, July 2017 to July 2018
2. Consumer Price Index and Major Components, Canada

CONSUMER PRICE INDICES - JULY 2017 to JULY 2018

Month	Total CPI (unadjusted)	Total CPI (seasonally adjusted)	Total CPI % Change over 1 year ago (unadjusted)
July 2018	134.3	133.7	3.0
June 2018	133.6	133.1	2.5
May 2018	133.4	132.9	2.2
April 2018	133.3	132.8	2.2
March 2018	132.9	132.7	2.3
February 2018	132.5	132.6	2.2
January 2018	131.7	132.4	1.7
December 2017	130.8	131.7	1.9
November 2017	131.3	131.6	2.1
October 2017	130.9	130.9	1.4
September 2017	130.8	130.7	1.6
August 2017	130.5	130.4	1.4
July 2017	130.4	130.2	1.2

CONSUMER PRICE INDEX AND MAJOR COMPONENTS AND SPECIAL AGGREGATES, CANADA

Not seasonally adjusted (2002=100)

	Relative importance % ^{1,2}	July 2017	June 2018	July 2018	June to July 2018 % change	July 2017 to July 2018 % change
All-items	100.00	130.40	133.60	134.30	0.50	3.00
Food	16.23	144.10	145.60	146.10	0.30	1.40
Shelter	27.15	137.70	140.50	141.00	0.40	2.40
Household operations, furnishings and equipment	12.97	122.20	122.60	123.10	0.40	0.70
Clothing and footwear	5.44	92.50	94.20	93.00	-1.30	0.50
Transportation	19.70	131.30	140.50	142.00	1.10	8.10
Gasoline	3.37	154.20	191.80	193.30	0.80	25.40
Health and personal care	5.00	124.70	126.30	126.10	-0.20	1.10
Recreation, education and reading	10.89	115.80	115.60	117.90	2.00	1.80
Alcoholic beverages and tobacco products	2.63	161.70	168.90	169.00	0.10	4.50
Special aggregates	0.00	0.00	0.00	0.00	0.00	0.00
All-items (1992=100)	.	155.30	159.00	159.90	0.60	3.00
All-items excluding food	83.77	127.80	131.20	132.00	0.60	3.30
All-items excluding food and energy	76.71	125.60	127.80	128.50	0.50	2.30
All-items excluding alcoholic beverages, tobacco products and smokers' supplies	97.37	129.40	132.40	133.20	0.60	2.90
All-items excluding energy	92.94	128.90	130.90	131.60	0.50	2.10
All-items excluding gasoline	96.63	129.40	131.50	132.20	0.50	2.20
All-items excluding shelter, insurance and financial services	68.92	126.00	129.20	130.00	0.60	3.20
Energy ⁴	7.06	147.80	167.20	168.80	1.00	14.20
Goods	45.32	118.30	121.70	121.60	-0.10	2.80
Durable goods	13.41	89.00	90.30	89.70	-0.70	0.80
Semi-durable goods	6.86	95.10	96.90	96.00	-0.90	0.90
Non-durable goods	25.06	141.70	147.30	147.90	0.40	4.40
Services	54.68	142.60	145.50	147.10	1.10	3.20

1. 2015 Consumer Price Index (CPI) basket weights at December 2016 prices, Canada, effective with the January 2017 CPI.
2. Figures may not add up to 100% as a result of rounding.
3. The special aggregate "energy" comprises electricity, natural gas, fuel oil and other fuels, gasoline, and fuel, parts and accessories for recreational vehicles.

THE CORPORATION OF THE CITY OF SARNIA
People Serving People

FINANCE DEPARTMENT

OPEN SESSION REPORT

TO: Members of Sarnia City Council
FROM: Lisa Armstrong, Director of Finance
DATE: November 5, 2018
SUBJECT: 2019 Municipal Grant Allocation

Recommendations:

It is recommended:

That Sarnia City Council awards 2019 municipal grants totaling a maximum amount of \$78,566 amongst the applicants:

Applicant	2019 Grant
Sarnia Lambton Taskforce on Healthcare Worker Recruitment	
Lambton Farm Safety	
March of Dimes NFP Housing Corporation	
PM Entertainment Foundation (Bluewater BorderFest)	
St. Joseph's Hospice Centre of Sarnia-Lambton	
Total	\$78,566

Background:

On May 28, 2018 Sarnia City Council approved the Municipal Grant Policy, see attached. In summary, it is the policy of the City of Sarnia to provide modest financial assistance to not-for-profit, community-based organizations for projects that pro-actively contribute to the strategic priorities of Council, as identified in the City's Strategic Plan. It is recognized that volunteer efforts of community organizations are significant, and that Sarnia's taxpayers cannot fund every worthwhile project. The policy provides criteria to establish eligibility, and encourages community organizations to create long-term funding sustainability plans suitable to their initiative.

On June 11, 2018, Council approved the Grant submission deadline of August 31, 2018 for 2019 Municipal Grants. Public notice of the grant process was included on the City's website and advertisements through Civic Corner. Applications were accepted through smartsarnia.ca.

Comments:

\$78,566 has been included in the 2019 Draft Operating budget for Municipal Grants. On Budget Deliberation Day, Council is asked to allocate this value amongst the applicants. As per the policy, increases to this budget will only be made through an approved motion of Council on Budget Deliberation Day.

Each of the applications is included in the Supplementary Budget document. To assist Council in the allocation process, staff have reviewed and summarized the applications received by the grant submission deadline. The chart titled 'Municipal Grants – Eligibility/Ineligibility Criteria' identifies the eligibility and ineligibility of the organizations and projects based on the

Council-approved policy.

On May 28, 2018 Council allowed three recipients of 2018 Municipal Grants to apply for consideration of future grants even though the nature of their previous grant requests did not meet the eligibility criteria of the newly approved policy. The Physicians Recruitment Taskforce, Lambton Farm Safety and Sarnia Historical Society requests were for operating funds rather than a capital project as required in the new policy. Therefore, even though the 2019 requests do not meet all eligibility requirements of the approved policy, the applications are included in the Supplementary book and summary charts for Council's consideration.

It is understood that there are limited funds that Council allocates to municipal grants, and not every worthwhile project can be funded. As noted in the policy, Council will consider, but is not limited to, the following assessment criteria in evaluating the grants to be awarded for the upcoming year:

- Demonstrated need for the Project within the City of Sarnia
- Alignment of the Project with the City's Strategic Plan
- Outcomes and Measures of the Project
- Community Impact and Volunteer Involvement in the Project
- Financial Feasibility of the Project
- Organizational Effectiveness and Long-term Sustainability of the Project

Consultation:

The Financial Analyst, Manager of Accounting and Budgeting and the CAO were consulted in the preparation of this report.

Financial Implications:

If the approved municipal grant funding exceeds \$78,566 there will be an increase to the 2019 operating budget and resultant general tax levy.

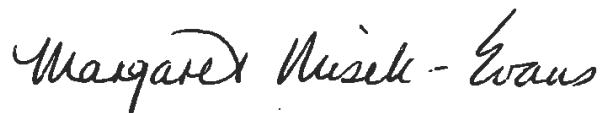
If the approved municipal grant funding is lower than \$78,566 there will be a decrease to the 2019 operating budget and resultant general tax levy.

Prepared by:



Lisa Armstrong
Director of Finance

Approved by:



Margaret Misek-Evans
Chief Administrative Officer

Attachments:

1. Municipal Grant Policy
2. 2019 Municipal Grants – Eligibility/Ineligibility Criteria



POLICY NUMBER: POL-F11-001, REV. 00
DEPARTMENT: Finance **CONTACT:** Director of Finance
SUBJECT: Municipal Grants
APPROVAL DATE: May 28, 2018
REVISION DATE:
APPROVED BY: Sarnia City Council
PAGE 1

PURPOSE

The purpose of this policy is to provide Council, municipal staff and the public with a framework by which Municipal grants will be applied for, reviewed and awarded.

POLICY STATEMENT

It is the policy of the City of Sarnia to provide modest financial assistance to not-for-profit, community-based organizations for projects that pro-actively contribute to the strategic priorities of Council as identified in the City's Strategic Plan. It is recognized that volunteer efforts of community organizations are significant and that Sarnia's taxpayers cannot fund every worthwhile project. This policy provides criteria to establish eligibility and encourages community organizations to create long-term funding sustainability plans suitable to their initiative. The application and selection process section focuses on administrative efficiency for grant applicants, municipal staff and Council.

SCOPE/ APPLICATION

This policy shall apply to applications for funding of Municipal Grants, and the Festival & Event Policy & Procedures Manual identifies specifically how the Major Event Assistance Fund will be administered.

As per Section 107 of the Municipal Act, 2001, Council has the authority to provide grants for any purpose considered to be in the interest of the municipality.

GLOSSARY OF TERMS

Project: An activity or program that is clearly defined with a specific objective, specific budget and will be executed in a fixed period of time.

PROCESS

Municipal Grant Budget

The current year's draft operating budget will include the total amount of grant funds that were awarded to external organizations in the previous year's



operating budget. Increases to this budget will only be made through an approved motion of Council on budget deliberation day.

Eligible Organizations

To be eligible for a municipal grant, applicants must:

- Be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- Be governed by a community-based volunteer Board of Directors
- Extend services to the general public of the City of Sarnia
- Demonstrate fiscal responsibility and sustainability

Funding Ineligibility

Municipal grant funding is not eligible for the following:

- Individuals
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Organizations whose activities or outcomes are inconsistent with the City of Sarnia's values or goals
- Organizations whose activities may breach the Ontario Human Rights Code or Charter of Rights

Project Eligibility

Eligible Projects must:

- Be accessible to everyone
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the City of Sarnia
- Include significant volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the priorities identified in the City of Sarnia's Strategic Plan
- Be sustainable beyond the support of the municipal grant

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- Operating, administration, or deficit reduction expenses
- Costs related to fundraising activities



-
- Food or beverage costs, contingency, or miscellaneous costs
 - More than 50% of the budget of the project

Application

Funding applications will be considered on an annual basis. Budget dates and submission deadlines are set by Council each year. Any organization that is requesting funding during the annual budget process must submit a complete application by the due date. Applications that are incomplete or not submitted by the due date will not be considered.

Application forms shall be designed to capture sufficient information about the project and applicant to assist staff in completing the eligibility review and for Council to complete the assessment.

Depending on the nature and value of the requested grant, additional information may be requested after the initial application.

Assessment & Selection Process

Projects that meet the application requirements will be reviewed by staff to determine if the eligibility requirements are met, and summarize this within the draft budget documents. Those that meet the eligibility requirements will have the full application included in the draft budget documents.

It is understood that there are limited funds that Council allocates to municipal grants and not every worthwhile project can be funded. On budget deliberation day Council will consider, but is not limited to, the following assessment criteria in evaluating the grants to be awarded for the upcoming year;

- Demonstrated need for the Project within the City of Sarnia
- Alignment of the Project with the City's Strategic Plan
- Outcomes and Measures of the Project
- Community Impact and Volunteer Involvement in the Project
- Financial Feasibility of the Project
- Organizational Effectiveness and Long-term Sustainability of the Project



Council will allocate grant funding up to the amount included in the draft operating budget or approve an increase or decrease through an approved motion during budget deliberations.

Municipal Grant award decisions of Council are final and not subject to appeal.

Funding Conditions

- Recipients will publicly acknowledge support from the City of Sarnia, and include a current City logo on all forms of communication related to the project.
- A grant is not to be regarded as a commitment by the City to continue assistance in the future.
- A grant will only be used for the purpose approved by Council. The grant recipient must request approval for any proposed material changes to the project prior to implementation. If the changes result in cancellation or significant delay, the recipient will, after consultation with staff, be required to return the grant funds received that year.
- Failure to meet the reporting requirement will affect future requests for funding.

Reporting Requirements

Successful applicants who receive funding from the program must report on how the funding was spent and the impact the funding achieved. A reporting template will be provided with the grant award. The final report must be submitted to the City within 60 days of completion of the project. If the project continues into the next calendar year, an interim report is required by the end the calendar year.

Other Grants

Requests for contributions to local disaster funds, such as fire, flood, earthquakes etc. are time-sensitive, and will be considered by Council through a notice of motion or within the urgent matter portion of a Council meeting. Each request will be considered on the merit of each request, and funding source determined at that time.

The Council adopted Event and Festival Policy and Procedure Manual identifies how the Major Event Assistance Fund is administered.



POLICY NUMBER: POL-F11-001, REV. 00

DEPARTMENT: Finance

SUBJECT: Municipal Grants

PAGE 5

ROLES AND RESPONSIBILITIES

Council is responsible for determining what amount will be included in the annual operating budget for Municipal Grants, and the application submission deadline. They are also responsible for the Assessment of Grant applications in relation to the assessment criteria outlined in this Policy and the determination of how the funding will be allocated to specific projects.

Finance staff are responsible for preparing and posting the application form, reviewing the applications to determine the eligibility based on the requirement of the policy, determining if additional information should be requested, and including information within the draft budget documents for Council's consideration. After Council has determined which projects will be funded, Finance staff will issue payments, and track post-project reports.

Applicants are responsible for the accurate completion of the application form, submitting by the deadline, any supplementary information if required, and completing the reporting requirements.

REVIEW AND EVALUATION

This policy will be reviewed every 4 years.

2019 Municipal Grants - Eligibility/Ineligibility Criteria

Organization	Policy *	Sarnia Lambton Taskforce on Healthcare Worker Recruitment	Lambton Farm Safety	March of Dimes Canada Non-Profit Housing Corporation	PM Entertainment Foundation (Bluewater BorderFest)	St. Joseph's Hospice Resource Centre of Sarnia Lambton
Project Name		Implementing a Succession Plan for Sarnia's Family Physicians	Yearly Grant to Promote Farm and Home Safety	Standing Oaks Expansion - Supportive Housing for Sarnia residents with Physical Disabilities	Sarnia Bluewater BorderFest Music & Entertainment Festival	Speaker Series - St. Joseph's Hospice Residence 10th Anniversary Kick-Off Celebrations
Grant Amount Requested (\$)		\$ 72,366	\$ 200	\$ 100,000	\$ 15,000	\$ 5,000
Capital	Yes	No	No	Yes	Yes	No
Previous Grant Recipient		Yes	Yes	No	No	No
Eligible Organization						
<i>A not-for-profit incorporated organization?</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>CRA Registration No.</i>		85480 5207 RR 0001	N/A	13717 6830 RR0001	1043157-5	83268 1670 RR0001
<i>Governed by a community-based volunteer Board of Directors?</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>Extend services to the general public of the City of Sarnia?</i>	Yes	Yes, and into Lambton County	Yes, and into Lambton County	6 bedrooms + 4 bedroom expansion	Yes, and into Lambton County	Speaker Series for General Public
Funding Requirements						
<i>Other levels of government?</i>	No	No	No	No	No	No
<i>Organizations with political affiliations?</i>	No	No	No	No	No	No
<i>Organizations that provide grants to others?</i>	No	Yes	No	No	No	No
<i>Organizations whose activities or outcomes are inconsistent with the City of Sarnia's values or goals?</i>	No	No	No	No	No	No
Project Requirements						
<i>Be accessible to everyone</i>	Yes	Yes	Yes	4 new tenants with disabilities	Yes	Yes
<i>Have a budget separate from the organization's operating budget</i>	Yes	No project budget	N/A	Yes	Yes	No project budget
<i>Benefit the citizens of the City of Sarnia</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>Include significant volunteer involvement</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>Have a specific benefit and outcome that pro-actively contributes to the priorities identified in the City of Sarnia's Strategic Plan</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>Be sustainable beyond the support of the municipal grant</i>	Yes	Sustainability Risk - annual operating costs exceed annual operating funding by 2.6x	Sustainability Risk - annual operating costs exceed annual operating funding by 1.2x	Yes	Yes	Annual fundraising event
<i>More than 50% of the budget of the project</i>	No	Yes	No	No	No	No
Notes		•\$30,000 grants or awards to others included in Ongoing Annual Operating Costs schedule	•Seek funding from all municipalities in Lambton County	• Extend services are for people with disabilities in the City of Sarnia • Project completion date on the application is in 2018	• Capital purchase is for fencing and stage barrier to improve public safety • Create economic impact in community	• Costs requested relate to fundraising activities, which are excluded in Policy

*Expected response as per the Municipal Grant Policy approved by Council on May 28, 2018

MUNICIPAL GRANT APPLICATION : Entry # 3272**** APPLICATION DEADLINE: 4:30 PM ON FRIDAY, AUGUST 31, 2018 ******Funding Year**

2019

Grant Amount Requested (\$)

\$ 72,366.00 CAD

APPLICANT INFORMATION**Organization Official Name**

Sarnia Lambton Taskforce on Healthcare Worker Recruitment

Contact Person

Carly Cox

Address

556 N. Christina St.
 Sarnia, Ontario N7T 5W6
 Canada
[Map It](#)

Phone

(519) 383-7265

Emailinfo@doctors4sarnialambton.com**ORGANIZATION ELIGIBILITY****Are you a not-for-profit incorporated organization?**

Yes

Canada Revenue Agency Registration No. (if applicable)

85480 5207 RR0001

Governed by a community-based volunteer Board of Directors?

Yes

Extend services to the general public of the City of Sarnia?

Yes

Government organization?

No

Organization has a Political Affiliation?

No

Organization provides grants to others?

No

Are the organization's activities inconsistent with the City's values/goals?

No

MUNICIPAL GRANT APPLICATION : Entry # 3272**PROJECT DETAILS****Title of Project**

Implementing a Succession Plan for Sarnia's Family Physicians

Description of the Project

The Taskforce is seeking funding of \$1/resident to continue our successful recruitment program of Family Physicians to the City of Sarnia.

We will be implementing a new program: The Visitor Elective's Program; allowing medical students from Lambton County to return to Sarnia for a portion of their training. As well, as working towards obtaining a Family Medicine Residency Program for Sarnia.

Objectives (specific, measureable, and with defined completion dates)

- Recruit and retain at least 3 family physicians per year, for the next 5 years.
- Provide primary healthcare physicians for the minimum of 27,500 Sarnia residents that will be left without a doctor, due to retirement.

Outline the need for the project, and how it has been determined.

It is anticipated that 11 family physicians will retire in the 5 years. In 2018, 4 Sarnia-based family physicians retired, leaving 10,000 patients without a family doctor. Due to the actions of the Taskforce, these patients are now being seen by newly recruited physicians. Despite our success, in order to meet Sarnia's need of Family physicians, we need to begin to take additional steps to implement a succession plan for the future of primary healthcare in Sarnia.

How will the objectives be measured?

- The number of family physicians retired vs the number of new recruitments per year.

What are the benefits to the citizens of Sarnia?

We receive on average 5-6 calls per week from current and/or new residents to Sarnia, requesting a family physician. Many Sarnia residents are expressing concerns of their family physician retiring due to retirement notices, assumptions based on age, or health concerns.

The service the Taskforce offers this community is invaluable. Each and every community member benefits from our services!

Which City of Sarnia Strategic Priority does the objective contribute too?

High Quality of Life & Caring for all Citizens

Describe how the objective contributes to the City's Strategic Priority.

The City's goal, relating to improving the quality of life assets is to: Be a safe, healthy, and accessible community. The plan states that 92% of people say that Sarnia is a good place to retire, and 89% say it is a good place to raise a family. City residents are not going to retire here if they don't have accessible primary care in the years they will likely need it most! Families are not going to relocate here, if they won't have access to a family physician.

Describe how the project will be sustainable in the future, including how operating costs will be funded.

We know that the successful development of a Visitor Elective Program, and Family Medicine Residency program will significantly allow the Taskforce's funds and resources to decrease. It is important to actively recruit through this next 5 year period of retirements, while developing these programs. Once we meet these objectives, the programs can operate a self-sufficient recruitment program through the individuals training in Sarnia.

Describe the project's volunteer involvement. What portion of the project will be completed by volunteers versus paid staff/consultants/contractors?

The Taskforce has a single employee and is otherwise operated by a volunteer board of directors. Our employee is responsible for all operations of the Taskforce, while the board oversees: strategic plans, assists with meeting goal objectives and supporting projects such as; the Visiting Elective Program.

Project Start Date

09/01/2018

MUNICIPAL GRANT APPLICATION : Entry # 3272

Project End Date

01/31/2023

PROJECT BUDGET

Project Budget

- [Anticipated-2019-Budget.pdf](#)

Application Submission Date

08/29/2018

Project Budget

	Expenses	Revenue	
		Confirmed	Potential
Capital Costs			
Facilities			
Equipment			
Contingency			
*Total Capital Costs	\$0		
Capital Funding			
City of Sarnia Municipal Grant			72,366
Federal			
Provincial			
County			
United Way			
Trillium Grant			
Fundraising			
Private Donations			
Other			
Total Capital Funding		\$0	\$72,366

Ongoing Annual Operating Costs			
Wages and Benefits	49,800		
Consultants/Independent Contractors			
Fundraising Activities	3,500		
Travel	7,500		
Materials and Supplies	7,000		
Facilities and Administrative Costs	6,780		
Grants or Awards to Others	30,000		
Food/Beverage			
Contingency			
Miscellaneous	10,936		
Total Annual Operating Costs	\$115,516		
Annual Operating Funding			
Federal			
Provincial			
County			
United Way			
Trillium Grant			
User Fees			
Fundraising			15,000
Private Donations			20,000
Other			8,150
Total Annual Operating Funding		\$0	\$43,150

**Contingency and Annual Operating Costs (grey shaded items) are not applicable to the grant application; the information is requested to understand the future sustainability of the project.*

MUNICIPAL GRANT APPLICATION: Entry # 3276**** APPLICATION DEADLINE: 4:30 PM ON FRIDAY, AUGUST 31, 2018 ******Funding Year**

2019

Grant Amount Requested (\$)

\$ 200.00 CAD

APPLICANT INFORMATION**Organization Official Name**

Lambton Farm Safety

Contact Person

Earle Woolaver

Address

4045 Charlie St.
 Petrolia, Ontario N0N 1R0
 Canada
[Map It](#)

Phone

(519) 882-1180

Emailwoolaver@mnsi.net**ORGANIZATION ELIGIBILITY****Are you a not-for-profit incorporated organization?**

Yes

Canada Revenue Agency Registration No. (if applicable)

no

Governed by a community-based volunteer Board of Directors?

Yes

Extend services to the general public of the City of Sarnia?

Yes

Government organization?

No

Organization has a Political Affiliation?

No

Organization provides grants to others?

No

Are the organization's activities inconsistent with the City's values/goals?

No

MUNICIPAL GRANT APPLICATION: Entry # 3276**PROJECT DETAILS****Title of Project**

yearly grant

Description of the Project

Grant goes to general account.

Objectives (specific, measureable, and with defined completion dates)

We attend the safety day at the Clearwater Arena each year. In many cases it is hard to measure results.

Outline the need for the project, and how it has been determined.

We are a Lambton County group. We try to promote farm and home safety.

How will the objectives be measured?

Attendance at our events.

What are the benefits to the citizens of Sarnia?

Mainly to the rural citizens of Sarnia.

Which City of Sarnia Strategic Priority does the objective contribute too?

High Quality of Life & Caring for all Citizens

Describe how the objective contributes to the City's Strategic Priority.

We work with the farm and rural part of Sarnia.

Describe how the project will be sustainable in the future, including how operating costs will be funded.

7 other townships pat \$200.00 each.

Describe the project's volunteer involvement. What portion of the project will be completed by volunteers versus paid staff/consultants/contractors?

We are all volunteers.

Project Start Date

01/01/2018

Project End Date

12/31/2018

PROJECT BUDGET**Project Budget**

- [Municipal-Grant-Application-Project-Budget-Template2018.docx](#)

Application Submission Date

08/31/2018

Project Budget

	Expenses	Revenue	
		Confirmed	Potential
Capital Costs			
Facilities			
Equipment			
Contingency			
*Total Capital Costs	\$0		
Capital Funding			
City of Sarnia Municipal Grant		200	
Federal			
Provincial		900	
County			
United Way			
Trillium Grant			
Fundraising		6,400	
Private Donations			
Other		1,303	
Total Capital Funding		\$8,803	0

Ongoing Annual Operating Costs			
Wages and Benefits			
Consultants/Independent Contractors			
Fundraising Activities	500		
Travel			
Materials and Supplies	8,700		
Facilities and Administrative Costs	2,050		
Grants or Awards to Others			
Food/Beverage			
Contingency			
Miscellaneous			
Total Annual Operating Costs	\$11,250		
Annual Operating Funding			
Federal			
Provincial			
County			
United Way			
Trillium Grant			
User Fees			
Fundraising		8,803	
Private Donations			
Other			
Total Annual Operating Funding		\$8,803	\$0

**Contingency and Annual Operating Costs (grey shaded items) are not applicable to the grant application; the information is requested to understand the future sustainability of the project.*

MUNICIPAL GRANT APPLICATION : Entry # 3273**** APPLICATION DEADLINE: 4:30 PM ON FRIDAY, AUGUST 31, 2018 ******Funding Year**

2019

Grant Amount Requested (\$)

\$ 100,000.00 CAD

APPLICANT INFORMATION**Organization Official Name**

March of Dimes Canada Non-Profit Housing Corporation

Contact Person

Marcey Leggett

Address

10 Overlea Blvd.
 Toronto, Ontario M4H 1A4
 Canada
[Map It](#)

Phone

(416) 425-3463

Emailmleggett@marchofdimes.ca**ORGANIZATION ELIGIBILITY****Are you a not-for-profit incorporated organization?**

Yes

Canada Revenue Agency Registration No. (if applicable)

137176830RR0001

Governed by a community-based volunteer Board of Directors?

Yes

Extend services to the general public of the City of Sarnia?

Yes

Government organization?

No

Organization has a Political Affiliation?

No

Organization provides grants to others?

No

Are the organization's activities inconsistent with the City's values/goals?

No

MUNICIPAL GRANT APPLICATION : Entry # 3273**PROJECT DETAILS****Title of Project**

Standing Oaks Expansion - Supportive Housing for Sarnia residents with Physical Disabilities

Description of the Project

Standing Oaks is a six bedroom congregate care home in Sarnia. Since 2004, it has provided 24/7 support for 5 individuals who are medically fragile, enabling them to live in the community, as opposed to a hospital or long term care facility. In November 2017, we began construction of a four-bedroom extension, plus an additional bathroom and laundry room, to provide supportive housing for four new tenants, who would also access the existing kitchen, lounges, dining room, and exercise room.

Objectives (specific, measureable, and with defined completion dates)

Our goal was to build an addition to provide accessible, affordable housing to 4 new people living with disabilities. We have the support of the County of Lambton to provide housing subsidies to these tenants when they move in.

Our current construction milestones are as follows:

- November 2017: Construction began on the four bedroom extension
- August 2018: Construction on the extension is at substantial completion
- Fall 2018: Four new residents for Standing Oaks to be selected

Outline the need for the project, and how it has been determined.

There are 8 individuals on our waitlist for supportive housing; 1 has been in hospital 5 years. Openings are infrequent (only 2 since we opened in 2004) so individuals on our waitlist often must rely on family and friends for a long time, or reside in long-term care or hospital until they can access our housing and attendant care services. Lambton County provided \$515,000 of funding under the IAH program, and rent subsidy for the 4, showing their support for the need for affordable housing.

How will the objectives be measured?

We will measure by housing 4 new people with disabilities and providing their 24/7 personal care. This service is reported to Lambton County and the LHIN.

The project had an original budget of \$671K. Our public RFP for construction came in at \$653K for construction alone. NPHC has contributed \$331K, part of which is an internal loan. We need \$100,000 to pay for increased construction costs.

What are the benefits to the citizens of Sarnia?

The accessible, affordable supportive housing provides an opportunity for Sarnia residents with severe physical disabilities to live as independently as possible. Its availability frees up space in local Sarnia area hospitals and long-term care facilities that provide less-than-optimal living services for people with physical disabilities. The facility is lovely and fits well in its neighbourhood

Which City of Sarnia Strategic Priority does the objective contribute too?

High Quality of Life & Caring for all Citizens

Describe how the objective contributes to the City's Strategic Priority.

Expansion of Standing Oaks will create new safe and affordable housing for 4 Sarnia area residents with physical disabilities, improving their quality of life by providing them with supports to help live their lives as independently as possible. It provides an opportunity for our Rotary Club and CCMF to provide voluntary support to the residents.

Describe how the project will be sustainable in the future, including how operating costs will be funded.

This site has operated for many years at full occupancy, with a balanced property management and Independent Living service budget. The County provides a rent subsidy to our tenants covering property cost; the LHIN funds the personal care service. A professional Property Management company maintains the property and our local volunteer committee is very active in fundraising for our capital needs. We have years of experience managing the site successfully. Our volunteer Board oversees results.

MUNICIPAL GRANT APPLICATION : Entry # 3273

Describe the project's volunteer involvement. What portion of the project will be completed by volunteers versus paid staff/consultants/contractors?

This is a capital construction and as such requires the services of professional accredited contractors for the actual build itself.

Our volunteer Property Liaison Committee has been very successful in raising donations in the community with over \$65,000 raised to date. They take an active and caring role in the ongoing operations of the property and the tenants.

The Home Depot provided volunteers and landscaping materials to beautify the property post-construction.

Project Start Date

11/01/2017

Project End Date

09/14/2018

PROJECT BUDGET**Project Budget**

- [City-of-Sarnia-NPHC-Municipal-Grant-Application-Project-Budget-August-2018.docx](#)

Application Submission Date

08/29/2018

Project Budget

	Expenses	Revenue	
		Confirmed	Potential
Capital Costs			
Facilities	948,675		
Equipment	39,200		
Contingency			
*Total Capital Costs	\$987,875		
Capital Funding			
City of Sarnia Municipal Grant			100000
Federal		26,974	
Provincial			
County		514,656	
United Way			
Trillium Grant			
Fundraising			
Private Donations		95,400	
Other		250,845	
Total Capital Funding		\$887,875	100,000

Ongoing Annual Operating Costs			
Wages and Benefits			
Consultants/Independent Contractors			
Fundraising Activities			
Travel			
Materials and Supplies	3,000		
Facilities and Administrative Costs	31,125		
Grants or Awards to Others			
Food/Beverage			
Contingency	4,380		
Miscellaneous			
Total Annual Operating Costs	\$38,505		
Annual Operating Funding			
Federal			
Provincial			
County			
United Way			
Trillium Grant			
User Fees			
Fundraising			
Private Donations			
Other			49,435
Total Annual Operating Funding		\$0	\$49,435

**Contingency and Annual Operating Costs (grey shaded items) are not applicable to the grant application; the information is requested to understand the future sustainability of the project.*

MUNICIPAL GRANT APPLICATION : Entry # 3274**** APPLICATION DEADLINE: 4:30 PM ON FRIDAY, AUGUST 31, 2018 ******Funding Year**

2019

Grant Amount Requested (\$)

\$ 15,000.00 CAD

APPLICANT INFORMATION**Organization Official Name**

PM Entertainment Foundation

Contact Person

Mark Perrin

Address

268 Glenesk Crescent
 Corunna, Ontario N0N1G0
 Canada
[Map It](#)

Phone

(519) 384-1067

EmailMark@BluewaterBorderFest.com**ORGANIZATION ELIGIBILITY****Are you a not-for-profit incorporated organization?**

Yes

Canada Revenue Agency Registration No. (if applicable)

1043157-5

Governed by a community-based volunteer Board of Directors?

Yes

Extend services to the general public of the City of Sarnia?

Yes

Government organization?

No

Organization has a Political Affiliation?

No

Organization provides grants to others?

No

Are the organization's activities inconsistent with the City's values/goals?

No

MUNICIPAL GRANT APPLICATION : Entry # 3274**PROJECT DETAILS****Title of Project**

Sarnia Bluewater BorderFest Music & Entertainment Festival

Description of the Project

Sarnia Bluewater BorderFest Music & Entertainment Festival is an annual music festival that will take place in Sarnia, Ontario from August 8, 2019 to August 10, 2019. Bluewater BorderFest presents some of the Top Canadian & American up and coming and well known performers both opening and headlining the Festival. Bluewater BorderFest established itself as one of the largest new festivals in the last 2 years and we are dedicated to continuing to host a large scale music concert back in Sarnia.

Objectives (specific, measureable, and with defined completion dates)

Our short-term and long-term objectives are to increase attendance and growth each year, while keeping our patrons safe. An increased attendance will increase economic impact for local Sarnia businesses. In 2017 we attracted 4,000 people, 2018 we attracted 7,500 people and in 2019 we are aiming to attract 10,000+ to the event. The report by the Ontario Ministry of Tourism, Culture and Sport TREIM model indicates that in 2018 - Bluewater BorderFest generated \$539,046.00 in economic impact.

Outline the need for the project, and how it has been determined.

Bluewater BorderFest was created to fill the void of a large scale music and entertainment event in the Sarnia and Lambton Region. Our mind set is to grow this event year by year, having Sarnia as a host city for a major Ontario Music Concert Event that drives summer tourism, increased tourism visitation and visitor spending to the region. Overall this grows Sarnia's Economic Impact directly towards local businesses and its economy, while inspiring and enriching local Arts and Culture via music.

How will the objectives be measured?

The attendance the event generates will be used to evaluate its success, along with actions and measurables of the safety, security plan and execution ensuring patron safety as the number one priority.

What are the benefits to the citizens of Sarnia?

With the recent capital investments to our Centennial Park location, Citizens of Sarnia will be attracted to become users of the park, as we provide an all ages large scale music event that partners & works with over a dozen local charities & organization to improve caring for all citizens and provide a higher quality of life by getting citizen out & active and creating a greater economic impact.

Which City of Sarnia Strategic Priority does the objective contribute too?

High Quality of Life & Caring for all Citizens

Describe how the objective contributes to the City's Strategic Priority.

We strongly feel that Bluewater BorderFest contributes all four of the Cities Strategic Priorities. Our event increases economic development and impact for local Sarnia Businesses. We create high quality of life and caring for all citizens by being safe, healthy, accessible to all members of the community and attracting them to city amenities and assets. By investing in ourselves & being a leading event in the community we are excited to show our commitment to Sarnia by partnering on Tall Ships.

Describe how the project will be sustainable in the future, including how operating costs will be funded.

Bluewater BorderFest has shown growth and success in our first and second years operating the event. For our event sustainability we need to continue to create partnerships that are local, provincial and federal, while investing in ourselves year after year to continue our growth and being financially responsible. Grant programs are crucial for the assistance to help fund and grow large scale events, partnerships, economic impact and successful tourism destinations like Bluewater BorderFest.

Describe the project's volunteer involvement. What portion of the project will be completed by volunteers versus paid staff/consultants/contractors?

MUNICIPAL GRANT APPLICATION : Entry # 3274

We have a very skilled, experienced and dedicated management team in place to guide present and future growth within the organization.

Regardless of positions within the organization, all volunteers manage key roles, tasks and all aspects to full execute all options of the Sarnia Bluewater BorderFest Event.

I.E., Setup, Project Management, Health & Safety, Bookings, Rentals, Marketing & Promotions, Community Partnerships and Collaborations.

Project Start Date

08/08/2019

Project End Date

08/11/2019

PROJECT BUDGET**Project Budget**

- [Bluewater-BorderFest-Project-Budget-City-of-Sarnia-Grant.pdf](#)

Application Submission Date

08/30/2018

Project Budget

	Expenses	Revenue	
		Confirmed	Potential
Capital Costs			
Facilities	0		
Equipment	50,000		
Contingency	5,000		
*Total Capital Costs	\$55,000		
Capital Funding			
City of Sarnia Municipal Grant		0	15,000
Federal		0	0
Provincial		0	0
County		0	10,000
United Way		0	0
Trillium Grant		0	0
Fundraising		0	0
Private Donations		0	0
Other		0	30,000
Total Capital Funding		\$0	55,000

Ongoing Annual Operating Costs			
Wages and Benefits	0		
Consultants/Independent Contractors	220,000		
Fundraising Activities	0		
Travel	0		
Materials and Supplies	10,000		
Facilities and Administrative Costs	10,000		
Grants or Awards to Others	50,000		
Food/Beverage	30,000		
Contingency	15,000		
Miscellaneous	5,000		
Total Annual Operating Costs	\$340,000		
Annual Operating Funding			
Federal		0	0
Provincial		0	50,000
County		0	0
United Way		0	0
Trillium Grant		0	0
User Fees		0	250,000
Fundraising		0	0
Private Donations		0	0
Other		0	40,000
Total Annual Operating Funding		\$0	\$340,000

**Contingency and Annual Operating Costs (grey shaded items) are not applicable to the grant application; the information is requested to understand the future sustainability of the project.*

MUNICIPAL GRANT APPLICATION : Entry # 3275**** APPLICATION DEADLINE: 4:30 PM ON FRIDAY, AUGUST 31, 2018 ******Funding Year**

2019

Grant Amount Requested (\$)

\$ 5,000.00 CAD

APPLICANT INFORMATION**Organization Official Name**

St. Joseph's Hospice Resource Centre of Sarnia Lambton

Contact Person

Anita Minielly

Address

475 Christina Street N.
 Sarnia, Ontario N7T 5W3
 Canada
[Map It](#)

Phone

(519) 337-0537

Emailaminielly@sjhospice.ca**ORGANIZATION ELIGIBILITY****Are you a not-for-profit incorporated organization?**

Yes

Canada Revenue Agency Registration No. (if applicable)

832681670RR0001

Governed by a community-based volunteer Board of Directors?

Yes

Extend services to the general public of the City of Sarnia?

Yes

Government organization?

No

Organization has a Political Affiliation?

No

Organization provides grants to others?

No

Are the organization's activities inconsistent with the City's values/goals?

No

MUNICIPAL GRANT APPLICATION : Entry # 3275**PROJECT DETAILS****Title of Project**

Speaker Series - St. Joseph's Hospice Residence 10th Anniversary Kick-Off Celebrations

Description of the Project

St. Joseph's Hospice has been serving the Sarnia-Lambton community as a Resource Centre since 2005. Our 10-Suite Residence opened in December 2009. To celebrate the Residence's 10th Anniversary in 2019/2020, a Committee has been established and plans are in the works to have various celebrations sprinkled throughout the year. One idea is to have a Speaker Series (6 in total) with prominent experts and authors about bereavement held at a local hotel with free admission.

Objectives (specific, measureable, and with defined completion dates)

Specific - Six prominent speakers who are experts in the field of Bereavement (eg. authors). Important community partners and sponsors will include (potentially): Smith's Funeral Home (&/or other Funeral Homes), Organization for Literacy and The Bookkeeper.

Measurable - Attendance to each event will be the key component to establish the success of the events; although they will be free, tickets will be required to track admission and attendance.

Date range: between fall 2019 & summer 2020

Outline the need for the project, and how it has been determined.

St. Joseph's Hospice has seen an increase in the need to assist our community through life limiting illnesses, caregiving and grief support. Our bereavement programs are designed for children between the ages of six to 18 and our Adult Bereavement Groups are designed to give them coping mechanisms, strategies and support to them know they're not alone through the process. This Speaker Series is our way to give back for the community's generous support over the years.

How will the objectives be measured?

Our Objectives will be measured after each event to ensure that we are meeting guests expectations. This will be completed through a small survey issued at each event seeking attendees and community partners feedback (eg. Smith's Funeral Home, Organization for Literacy and The Bookkeeper).

What are the benefits to the citizens of Sarnia?

The benefits to the citizens of Sarnia will be, an informative presentation / speaker series from professionals and experts around the topics of Bereavement, Palliative Care and how children cope with the loss of a loved one. With an aging population, an increase of health concerns and cancer diagnosis, coupled with suicides, awareness and support about these topics is timely and greatly needed.

Which City of Sarnia Strategic Priority does the objective contribute too?

Corporate Excellence & Leadership

Describe how the objective contributes to the City's Strategic Priority.

St. Joseph's Hospice is dedicated to supporting the Sarnia-Lambton community. We offer compassionate, expert, holistic care to enhance quality and dignity of life for individuals living with and dying from a terminal illness. We pride ourselves on working as a team with other community health care organizations to provide hope, care and unconditional support. We value respect, compassion, service and justice and always try to understand and appreciate the needs of those we serve.

Describe how the project will be sustainable in the future, including how operating costs will be funded.

Our goal for this project to be sustainable is host free Donor Stewardship Speaker Events once or twice a year as a way to give back to our donors and community. We will seek donors/donations for Speaker Sponsors, and venue hosts, in order to help offset the costs for these initiatives.

Describe the project's volunteer involvement. What portion of the project will be completed by volunteers versus paid staff/consultants/contractors?

The Speaker Series will require volunteers to assist during the events: (1) the events will be free to attend, with tickets to monitor potential attendance; 10-20 volunteers needed to help promote the events; (2) assisting the night of with

MUNICIPAL GRANT APPLICATION : Entry # 3275

welcoming guests, beverages (water, coffee/tea, desserts), and just an overall presence to ensure that guests are comfortable. Staff will attend; the estimated numbers broken down: Volunteers - 6-10 people for each event / Staff - 4-6 people.

Project Start Date

11/21/2019

Project End Date

06/26/2020

PROJECT BUDGET**Project Budget**

- [City-of-Sarnia -2018-07-20-13-23-Municipal Grant Application - Project Budget Template.docx](#)

Application Submission Date

08/30/2018

Project Budget

	Expenses	Revenue	
		Confirmed	Potential
Capital Costs			
Facilities	0		
Equipment	0		
Contingency	0		
*Total Capital Costs	\$0		
Capital Funding			
City of Sarnia Municipal Grant			5,000
Federal			0
Provincial			0
County			0
United Way			0
Trillium Grant			0
Fundraising			0
Private Donations			13,500
Other			
Total Capital Funding		\$0	18,500

Ongoing Annual Operating Costs			
Wages and Benefits			
Consultants/Independent Contractors	13,500		
Fundraising Activities			
Travel	500		
Materials and Supplies	500		
Facilities and Administrative Costs	500		
Grants or Awards to Others			
Food/Beverage	2,000		
Contingency	250		
Miscellaneous	250		
Total Annual Operating Costs	\$17,500		
Annual Operating Funding			
Federal			0
Provincial			0
County			0
United Way			0
Trillium Grant			0
User Fees			0
Fundraising			2,500
Private Donations			1,000
Other			0
Total Annual Operating Funding		\$0	\$3,500

**Contingency and Annual Operating Costs (grey shaded items) are not applicable to the grant application; the information is requested to understand the future sustainability of the project.*