

Subject: Capital Adjustments and Closing of Projects – Transit Commission

File Number: ACS2022-FSD-FSP-0010

Report to Transit Commission on 15 June 2022

and Council 22 June 2022

Submitted on June 6, 2022 by Cyril Rogers, Deputy City Treasurer (A), Financial Strategies, Planning and Client Services

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Ward: Citywide

Objet : Ajustement du budget des immobilisations et cessation de projets – Commission du transport en commun

Dossier : ACS2022-FSD-FSP-0010

Rapport au Commission du transport en commun

le 15 juin 2022

et au Conseil le 22 juin 2022

Soumis le 6 juin 2022 par Cyril Rogers, Trésorier municipal adjoint (T), Les services financiers, la planification financière et la budgétisation et les stratégies financières

Personne ressource : Nouny Munelith, Gestionnaire de Programme (T), Planification et Budgétisation, Direction générale des services des finances

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATIONS

That the Transit Commission recommend that Council:

- 1. Authorize the closing of capital projects listed in Document 1;**
- 2. Approve the budget adjustments as detailed in Document 2;**
- 3. Return to source or (fund) the following balances and eliminate debt authority resulting from the closing of projects and budget adjustments:**
 - Transit Capital Supported Reserve: \$2,724,153**
 - Provincial Gas Tax: \$188,877**
 - Development Charge Reserve: (\$1,731,007)**
 - Debt Authority: \$152,629**
- 4. Permit those projects in Document 3 that qualify for closure, to remain open;**
- 5. Receive the budget adjustments in Document 4 undertaken in accordance with the Delegation of Authority *By-law* (No. 2022-29), as amended, as they pertain to capital works; and**
- 6. Authorize staff to perform the necessary financial adjustments as detailed in Documents 1 and 2.**

RECOMMANDATIONS DU RAPPORT

Que la Commission du transport en commun recommande ce qui suit au Conseil :

- 1. Autoriser la clôture des projets d'immobilisation répertoriés dans le document 1;**
- 2. Approuver les rajustements budgétaires, comme l'indique le document 2;**
- 3. Rembourser les soldes de financement (ou financer) les soldes suivants et supprimer le pouvoir d'endettement résultant de la cessation des projets et des rajustements budgétaires :**

- **fonds de réserve pour les immobilisations de transport en commun : 2 724 153 \$**
 - **taxe provinciale sur l'essence : 188 877 \$**
 - **fonds de réserve des redevances d'aménagement : (1 731 007 \$)**
 - **autorisation d'emprunter : 152 629 \$**
- 4. Permettre la poursuite des projets pouvant être clos qui sont indiqués dans le document 3;**
 - 5. Prendre connaissance des rajustements budgétaires présentés dans le document 4, apportés conformément au *Règlement municipal sur la délégation de pouvoirs (n° 2022-29)*, modifié, lesquels ont trait aux travaux d'immobilisations; et**
 - 6. Autoriser le personnel à appliquer les rajustements financiers nécessaires indiqués dans les documents 1 et 2.**

BACKGROUND

Each year, staff prepare separate capital budget adjustments and closure reports for the Transit Commission (Commission) and for the Finance and Economic Development Committee (FEDCo). Each report contains recommendations on projects that fall within the respective mandates of the Commission or FEDCo.

When a capital project is approved by Council, a projected year of completion date is established for the project. Projects are to be closed the year following the projected year of completion and require Council approval in order to be closed.

Capital projects that are recommended to be closed are listed in Document 1. In closing these projects, surplus capital reserve funds are first applied to those projects being closed that are in deficit, and the remaining net surplus is returned to source.

Budget adjustments involving capital projects can be processed under the limits established by Council under the *Delegation of Authority By-law*. Those adjustments that exceed these limits require Council approval.

Generally, budget adjustments to capital projects are required to:

- Adjust for increases or decreases in project costs,
- Consolidate similar accounts to facilitate issuing of contracts,
- Create separate accounts to facilitate project tracking,
- Account for the receipt of revenues not previously anticipated or for the

- over/underestimation of revenues, and
- Adjust project financing.

The *Delegation of Authority By-law 2022-29* as amended, specifies those parameters in which budget adjustments may be made if authorized by the Chief Financial Officer/Treasurer. Those capital budget adjustment requests that do not meet the delegated authority limits of the Chief Financial Officer/Treasurer require the approval of City Council. Generally, Council authority is required for those capital budget adjustments involving:

- Transfers between programs or internal orders in excess of 10 per cent or \$200,000 whichever is the lesser;
- Transfers of debt authority between programs with previously approved debt authority, regardless of amount;
- Establishment of new projects outside the budget process;
- A reduction of or increase in funding authority; and
- Project closures.

This report includes those capital budget adjustments that require specific Council approval (Document 2) as well as those that have been made under delegated authority provisions (Document 4). Document 4 is provided for information while the capital adjustments in Document 2 are being recommended for approval.

DISCUSSION

This report to Transit Commission and Council recommends an overall reduction of \$1.335 million in previously approved capital budget authority. This includes the return of \$2.724 million to the Transit Capital Reserve, \$188.877 thousand to the Provincial Gas Tax Reserve, \$1.731 million from the Transit Development Charge Reserve, and will eliminate \$152.629 thousand of debt financing. Additional information on each recommendation is provided below.

Recommendation 1 - Capital Projects Recommended for Closure

All capital projects recommended for closure are listed in Document 1, which presents the net budget authority established for each project, the actual spending incurred to deliver and complete each project, and any resulting surplus or deficit.

Projects totaling \$66.607 million in net approved budget authority have been completed and are recommended for closure. Actual funding required is \$65.272 million which will result in \$1.335 million being returned to the funding sources identified in Document 1.

Recommendation 2 - Budget Adjustments Requiring Council Approval

Document 2 presents the budget adjustments requiring Council Approval. There is a net zero budget impact resulting from the departmental budget adjustments. Funding adjustments in Document 2 are transfers from one project to another and are presented to Council for approval as they exceed the delegated authority limits as set out in the Delegation of Authority *By-law* 2022-29, as amended.

Recommendation 3 – Return to Source Funding or (Funding Required)

The details of the return to source funding or (funding required) are outlined in Table 1.

Table 1: Return to Source Funding

Transit Financial Implications	Document 1 Closures Return to Source / (Funding Required)	Document 2 Budget Adjustments Return to Source / (Funding Required)	Total Returned to Source / (Funding Required)
Capital Discretionary Reserves			
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Transit Capital Reserve	993,146	1,731,007	2,724,153
Total Capital Discretionary Reserves	993,146	1,731,007	2,724,153
Restricted Reserves			
Provincial Gas Tax	188,877	0	188,877
Federal Gas Tax	0	0	0
Total Restricted Reserves	188,877	0	188,877
Total Capital Supported Reserves	1,182,023	1,731,007	2,913,030
Development Charge	0	(1,731,007)	(1,731,007)
Debt Financing			
Transit Debt	152,629	0	152,629
Total Debt Financing	152,629	0	152,629
Grand Total	1,334,652	0	1,334,652

Recommendation 4 - Capital Projects Requiring Council Approval to Remain Open

Capital projects will be considered for closure in 2022 if the stated completion date as established by the project manager is 2021.

Capital projects that qualify for closure but are recommended to remain open based on the rationale provided by the project managers are listed in Document 3. Upon Council approval of this recommendation, the year of completion for these projects will be

revised from a completion date of 2021 to its new completion date accordingly.

Recommendation 5 - Capital Budget Adjustments Processed Under Delegated Authority

The capital budget adjustments processed between May 11, 2021 to April 30, 2022 under the authority delegated to the Chief Financial Officer/Treasurer as per the *Delegation of Authority By-law* are provided for information purposes in Document 4.

Document 5 – Reserve Fund Status

Document 5 presents a continuity schedule of the Transit related reserves and reserve funds. The schedule reflects the impact on reserve balances as a result of the recommendations presented in this report and the Capital Budget Adjustment and Closing of Projects – City Tax and Rate Supported report (ACS2022-FSD-FSP-0009) presented to FEDCo and City Council. [ACS2022-FSD-FSP-0009](#).

FINANCIAL IMPLICATIONS

The impact of the closing of capital projects are outlined in this report.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendations in this report.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a citywide report.

ACCESSIBILITY IMPACTS

There are no accessibility impact implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with the recommendations of this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk impediments to implementing the recommendations in this report.

RURAL IMPLICATIONS

There are no rural implications associated with this report.

TERM OF COUNCIL PRIORITIES

This report supports the City's on-going commitment to financial sustainability and transparency.

SUPPORTING DOCUMENTATION

Document 1 – Capital Projects Recommended for Closure

Document 2 – Budget Adjustments Requiring Council Approval

Document 3 – Projects Requiring Council Approval to Remain Open

Document 4 – Budget Adjustments Processed Under Delegated Authority

Document 5 – Transit Reserve Fund Status

DISPOSITION

Upon approval of this report, Finance will process the necessary adjustments.