WORKSHOP 1:

LONG-RANGE FINANCIAL PLANNING



Tuesday, September 19, 2017

HEMSON Consulting Ltd.



MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF ONTARIO

Overview of Today's Session

Timeframe	Topic/Discussion
20 min	 What is long-range financial planning and why is it important?
10 min small group discussion 10 min review	 Small Group Discussion #1 – Why Might Your Municipality Undertake a long-range financial plan?
15 min	Long-Range Financial Plan Study Process
10 min small group discussion 10 min review	 Small Group Discussion #2 – How does your municipal do long range planning? How can we address the infrastructure gap through funding strategies?
30 min	Common Findings
20 min	Review of Case Studies
10 min	Questions about Case Studies?
20 min	Interactive Discussion of 5 Critical Fiscal Measures
10 min	Key Takeaways
10 min	Final discussion and questions



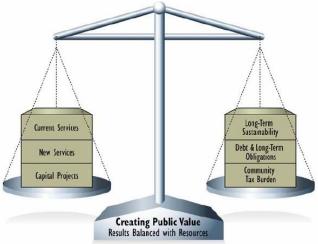
What is long-range financial planning and why is it important?



Long-Range Financial Planning

GFOA:

"Long-range financial planning (LRFP) is used to identify future financial challenges and opportunities through financial forecasting and analysis, and then, based on that information, to devise strategies to achieve financial sustainability."





What is Financial Sustainability?

Financial sustainability is

when planned service and infrastructure levels can be met without resorting to unplanned increases in rates or disruptive cuts to services.

Financial sustainability is achieved when the following conditions are met: Predictable and stable tax and utility rate increases in current and future years

Council's highest priority programs are maintained

The right generation pays the costs



How can a LRFP ensure financial sustainability?

- Identify and quantify impact of influencing factors:
 - Macro economic environment
 - Demographics Growth rates, population profile etc.
 - Assessment
- Identify potential funding gaps to inform the development of financial strategies and actions
- Provide opportunities to manage costs and cash flow
 considerations over a longer term horizon
- Support deliberations by Council to prioritize financing and resource allocation decisions and service level preferences



Why Undertake a LRFP?

Reasons for Governments to do Long-Term Planning

- Impending financial crisis
- Unique economic or funding challenges
- Improve bond ratings and lower the cost of borrowing
- Incorporate a longer-term, more strategic perspective into planning and budgeting
- Better communicate financial information to the public
- Determine service levels and priorities for the future

Source: GFOA



Goals and Objectives

- Understand current conditions
- Measure financial health
- Assess impact of growth and development
- Help decision-making
 - Model
 - Policies
 - Set and monitor financial targets





Key LRFP Deliverables

Long-Range Financial Plan

- Written document
- Released to public

Fiscal Impact Model

- Excel or software based
- Internal use

	141	U 1 5	THE CITY	IS START FISCAL P	ING FRO	M A REI	LATIVELY								
LONGTERME	INANCLORT AN REPORT City of Leduc		tageous posit	tion. The Cit	its detailed ty is a desita	ble commu	nity in which	h to reside a	x			N KON	ODE INDIN		
					been strong slowing, grow			is anticipate	d		• *	AL ST REAL PROPERTY	ODEL FINDIN	4	
	REVISED FINAL	RAFT	100		G RAPID GRO he Capital R		sperienced ra	upid erowth i		1	Contra de la contr	AN PORC	107	es la	
	EDEINAL	0.		wn in Figun	e 1, the City with rates in ustaly 7% per	prew quite m the 1.3% run	nodestly betw age. Since 200	reen 1982 an 36, populatio	d n	1000	Contraction of the second s	And Sector and	a pana to fo		
5	LEVIS L			qui	the provincia ities to mainta avices that n	in service le	evels in the co	ontext of suc	h		and a ma	to solution of	A LEAST PERSON P		
				4	\$013 and the	place of wor anada 2011	rk employmen	at is estimate	d		~	1.00 0	Constant and Constant	And	aline a
										yr -		and a state	10	AND	14
										1	X		* Innay	a a a	
				aralting Januar	Lite						4	1	10	1	
			60N C°	asult.	720,2014					1985	W.	X	100	/	
		HE	Nou	Jamuar	n						1	N	11		
					MS	ON					1414	Ser Las	1		
					_	-			1.	-		\searrow			
													1		
			· · ·												
													/		
	teet Page Layout	formaten De	ata Review		016 LTFSP Meder ROBAT ♀ T					Σιμεία		an in A Share	(
ten to reaction of the ten to the ten ten ten ten ten ten ten ten ten te	T U = A A	Formula Da	sta Review ♥・ IP Wea ■ III Meet	View AC p Test ge & Center +	ECEAT Q 1 Custom \$ = % +	al me what you	wart to do ditional Fermat a atting - Table -	s Cell his Syles-	et Delete Farm	M Clear *	Sort & Fit	С	1		
LS2 *	i × √ fe su	ə M('Tax Departm	sents ->>< Ut	View AC p Test ge & Center = 5 slitty Departme	Custom \$ - % + Number nts71.54}	Cana Cana Cana Cana Cana Cana	ditional Feemata atting Table - Styles	as Cell Ins • Styles -	ert Delete Forma Cetts	A Clear -		С			
LS2 *	i × v fx stU	s M['Tax Departm J	Abgrenent sents>oc Ut K	View AC p Test ge & Center = 5 slitty Departme L	ECOLAT ♀1 Custom \$ - % > Number nts1L54} W	il me what you	ditional Fermata anting - Table - Styles	es Cell Ivis	Cetts	R	Sent its Filter - Sel	d lk ect-	A 4		
LS2 *	Ford Ford Services Services Services Services	5 M('Tax Departm 2 Actuals 2014	Algeneerd sents ->c< Ut K Badget 2015	View AC p Test gc & Contor - 5 slitty Departme 5 2016	00047 ♀ 1 Custom \$ - % + Number nts71254} W	a me estad year a Sana N	diseast to do.	p 9829	ett Delete Forma Ceth Q	R 2022	Sent & Fit Fitter - Set tetting	d Br ect- T			
LS2 *	Ford Ford Services Services Services Services	2 M(Tax Departm 2 Actuals 1,560,2% 7,503,000 5,700,522 1,337,054 34,622,744	Algeneerd sents ->c< Ut K Badget 2015	View AC p Test gc & Contor - 5 slitty Departme 5 2016	00047 ♀ 1 Custom \$ - % + Number nts71254} W	a me estad year a Sana N	diseast to do.	p 9829	ett Delete Forma Ceth Q	R 2022	Sent & Fit Fitter - Set tetting	d Br ect- T			
LS2 *	Ford Ford Services Services Services Services	s M['Tax Departm J	Abgrenent sents>oc Ut K	View AC p Test ge & Center = 5 slitty Departme L	ECOLAT ♀1 Custom \$ - % > Number nts1L54} W	a me estad year a Sana N	ditional Fermata anting - Table - Styles	es Cell Ivis	Cetts	R 2022	Sent its Filter - Sel	d lk ect-			
LS2 *	Park	Actests 3 Actests 344 1.560,256 1.760,326 1.760,326 1.760,327 3.46,227,744 3.47,770,224 3.	Algeneret Algeneret K 1995 54 1995 54	View A/C p.Text pr.Ref. Center + - 	00841 Q 1 Cuttors \$ - % + Number 152543 W 2007 152545 15254 152545 152555 20155 2015555 2015555 201555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 20155555 20155555 2015555 2015555 2015555 2015555 2015555 20155555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 2015555 20155555 20155555 2015555 2015555 20155555 201555555 20	**************************************	access to data data atting - Table - Styles 0 2019 1,795,375 2,2419 2,2419 1,795,371 2,241,900 2,241,900 2,241,900 2,241,900 2,241,900 2,243,900 9,245,900 9,245,900 1,245,900 2,245,900 1,245,900 2,245,900 2,245,900 1,245,910 2,345,910 2,345,910 2,34	p 2029 2029 1005.046 2020.025 2	Cetts Cetts 0 3927 3927 3927 3927 39424 3952 3952 3952 3952 3952 3952 3952 3952	R 2009 2009 2009 2009 2009 2000 2000 2000	2017 Set 8 File Set 8 File Set 9 Set 8 File Set 9 Set	d & tet -			
LS2 *	$\label{eq:result} \begin{array}{c} 1 & \text{if } \mathcal{A} & \text{if } \mathcal{A} & \text{if } \mathcal{A} \\ \hline \mathcal{A} & \text{if } \mathcal{A} & \text{if } \mathcal{A} & \text{if } \mathcal{A} \\ \hline \mathcal{A} & \text{if } \mathcal{A} & \text{if } \mathcal{A} & \text{if } \mathcal{A} & \text{if } \mathcal{A} \\ \hline \mathcal{A} & \text{if } \mathcal{A} & $	Ad (Tass Departm 2 3 3 3 4 3 3 4 3 3 4 3 3 4 3 3 3 3 3 3	Algeneret sents ->>>> Use ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	View AC p Test ge & Center - G illey Departme k 2225 295 1226 295 1256 1256 1256 1256 1256 1256 1256 1256 1256	SOCIAL Q I Custom \$ - % \$ \$ - % \$ \$ Number \$ - % mts*1534 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	A me colleg year Case	averated to disa wave to disa Image: State of the sta	9 Cell Ins. 59/40- 9 1883.049 1883.049 1883.049 2226.051 22	et Dielete Formanie Cetts 0 1864-1890 1864-180	R 2002 R 2002 20	2003 200 200	d B etc - 7 2445 884 2455 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 1556 565 565 1556			
LS2 *	$\label{eq:response} \begin{array}{c} 1 \\ F_{12} & = - \frac{1}{2} \int_{-\infty}^{\infty} \frac{1}{4} dy \\ \frac{1}{4} \int_{-\infty}^{\infty} \frac{1}{4} \int_{-\infty$	* M) Tax Depart= * * * * * * * * * * * * *	Algereent Algereent K Bedget 2005 1300,004 1000,0000,0000,0000,0000,0000,000	View AC p Test ge & Center - G illey Departme k 2225 295 1226 295 1256 1256 1256 1256 1256 1256 1256 1256 1256	008A1 ♀ 1 Custors \$ - % + Number 1052155 105555 105555 105555 105555 105555 105555 105555 105555 105555 105555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 1055555 10555555 1055555 10555555 1055555 10555555 10555555 10555555 105555555 10555555555 10555555555 105555555555	- -	averated to disa wave to disa Image: State of the sta	s Cell hs Styles - P 2499 1883 566 8	Cetts Cetts 0 3921 3921 3924 3924 3924 3924 3924 3924 3924 3924	R 2 106,800 2 106,800 2 106,800 2 106,800 2 200,600 2 200,60	2 27 38 Setting 10 2022 144 2022 144 2024 144 2024 144 2024 144 2024 144 2024	d B etc - 7 2445 884 2455 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 4555 555 1556 565 565 1556			
LS2 *	The set of	MJ Tax Departm MJ Tax Departm ////////////////////////////////////	Algenerat aprils - ><- UI x Bedget 2005 1100 564 7555 664 7555 664 7555 664 7555 664 1556 661 1556 661 1557 662 1557 662 1557 663 1557 663 1	Vine d/C p. Test	ADDAL P Cuthen \$ - % % Kumber Number 1007 <td>* Conservation of the second s</td> <td>discust to dis- discust to dis- discust to dis- discust to discus to di</td> <td>50,60 - 100,000 50,60 - 100,000 50,500,0000,00</td> <td>Cells Cells Cells Cells Cells 0 0 104/103/ Cells 0 0 104/103/ Cells 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td> <td># Clarr # # # # # # # # # # # # #</td> <td>2 27 28 28 28 28 28 28 28 28 28 28 28 28 28</td> <td>0 d ft etct - 7 7 7 7 7 7 7 7 7 7 7 7 7</td> <td></td> <td></td> <td></td>	* Conservation of the second s	discust to dis- discust to dis- discust to dis- discust to discus to di	50,60 - 100,000 50,60 - 100,000 50,500,0000,00	Cells Cells Cells Cells Cells 0 0 104/103/ Cells 0 0 104/103/ Cells 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	# Clarr # # # # # # # # # # # # #	2 27 28 28 28 28 28 28 28 28 28 28 28 28 28	0 d ft etct - 7 7 7 7 7 7 7 7 7 7 7 7 7			
LS2 *	The set of	* MI Tas Departm # January 2015	Algenerat april: ->><- UT x Bedget 2005 1150:565 1	Vino AC p. Stat - gs & Center - staty - athy Department - - - <tr tr=""></tr>	SOLID P Cuttorn S - No. * S - No. * March 1002 1002 1003 1003 1003 1004 1005	■ 1 25 0 Control	2000 C 10	Sec Les Styles - P - P - P - 1.865.001 - 0.857.002 - 1.865.004 - 0.857.002 - 1.865.004 - 0.857.002 - 1.857.002 - 0.857.002 - <	Cells	2 1982 2 1982 2 1983 8 2 1985 8 2 1985 8 1 1 1 1 1 1 1 1 1 1 1 1 1	* 2 T - Set & File - Set & Set	J HEAL			
	F(x) = 1 (x)	MJ Tax Departm MJ Tax Departm ////////////////////////////////////	Algenerat aprils - ><- UI x Bedget 2005 1100 564 7555 664 7555 664 7555 664 7555 664 1556 661 1556 661 1557 662 1557 662 1557 663 1557 663 1	Vine d/C p. Test	SCOLO P Cuttorn S S Nondown Mark Nondown	* Conservation of the second s	discust to dis- discust to dis- discust to dis- discust to discus to di	50,60 - 100,000 50,60 - 100,000 50,500,0000,00	Cells Cells Cells Cells Cells 0 0 104/103/ Cells 0 0 104/103/ Cells 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	# Clarr # # # # # # # # # # # # #	* 2 T - Set & File - Set & Set	0 d ft etct - 7 7 7 7 7 7 7 7 7 7 7 7 7			
	The second secon	* M(Tas Department # (Tas Department # 2014 * 2015 * 2	Algenerat aprils ->><- UT * Biologist 2005 1100 500 1100 500 11000 11000 1100 1100 11000 11000 11000 1	Viso AC p Test - gs Sc Center - s - dBy Department - 2014 - 2015 - 2014 - 2015 - 2016 - 2017 - 2018 - 2019 - 2010 - </td <td>Accel P C attam C C attam S S = 0; S S Hard Namber Hard S 125341 Namber Hard S 125342 S 124342 S</td> <td></td> <td>2010 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1</td> <td>ss Cell Iss p p 1 2483 34 2 2483 34 2 2483 34 2 2483 34 2 2483 34 2 2483 34 2 2483 34 122 2483 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 124 345 34 125 34 34 126 345 35 126 <</td> <td>Cells Cells Cells</td> <td>2 1982 2 1983 2 1985 2 1985</td> <td>* Age J State A in File State File State State 1992 * State State State 1992 * State State State 1992 * State State State State 1992 * State State State State State 1992 * State State State State State State 1992 * State State State State State State State 1992 * State State</td> <td>J Add (19) J Add (19) <!--</td--><td></td><td></td><td></td></td>	Accel P C attam C C attam S S = 0; S S Hard Namber Hard S 125341 Namber Hard S 125342 S 124342 S		2010 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ss Cell Iss p p 1 2483 34 2 2483 34 2 2483 34 2 2483 34 2 2483 34 2 2483 34 2 2483 34 122 2483 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 122 345 34 124 345 34 125 34 34 126 345 35 126 <	Cells	2 1982 2 1983 2 1985 2 1985	* Age J State A in File State File State State 1992 * State State State 1992 * State State State 1992 * State State State State 1992 * State State State State State 1992 * State State State State State State 1992 * State State State State State State State 1992 * State	J Add (19) J Add (19) </td <td></td> <td></td> <td></td>			



The LTFP is Made Up of Two Key Deliverables

LTFP Report

- Focus on financial viability, management, flexibility and sustainability
- Identification of measurable goals, targets, and objectives
- Overview of financial history and current status
- Overview of 10-year forecast
- Identification of risks, challenges and opportunities
- Key directions and policy recommendations

Fiscal Impact Model

- Tool for staff to:
 - Assess the current financial position of the municipality
 - Forecast the future financial position over the next 10 years
 - Identify overall capital and operating needs
 - Assist in the annual budget process
 - Undertake sensitivity testing; and
 - Provide information and data for updates to the LTFP



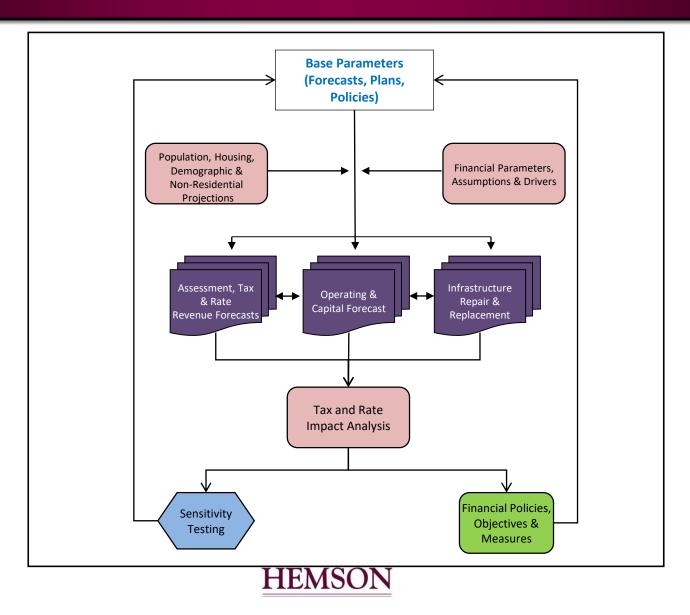
Long-Range Financial Planning

Long-Range Financial Plans:

- Present a framework and tools that can be used to guide Council and Administration in sound financial decision making and sustainability planning.
- Identify current and future resource requirements necessary to achieve the municipality's strategic goals
- Living documents and policies that can be reviewed and updated regularly, based on significant financial changes, economic challenges, and/or revisions to acts or standards



Fiscal Impact Model Structure



Sample Parameters

- Asset Management Plans
- Condition assessments
- Master Plans
- Official Plans
- Servicing strategies
- Financial policy documents
- Council strategic plans



What Will The Analysis Tell You?

- Key fiscal indicators:
 - Tax levy gaps and tax rate impacts
 - Utility rate impacts
 - Debt capacity
 - Reserve and reserve funds
 - Performance measures
 - Ability to add many more

• Not just numbers:

- Financial policies, practices, strategies
- Fiscal sustainability plan
- Council objectives







Group Discussion #1



Small Group Discussion #1: Why Might Your Municipality Undertake a LRFP?

Reason	Yes	No	Somewhat
Financial crisis			
Growth management			
External (statutory; improve bond ratings & lower cost of borrowing)			
Strategic (longer-term perspective for planning & budgeting)			
Transparency (better communicate financial information)			
Staffing & service delivery (determine future service levels)			



Reasons for a LRFP: Example New Tecumseth

Reason	Yes	Somewhat	No	New Tecumseth Issues
Growth management	*			 Upfront infrastructure needs Location & staging of development DC exemptions
Strategic	*			 longer-term perspective for planning and budgeting
Transparency	*			Better communicate financial information
Financial pressure		*		 Extensive road infrastructure needs Regional WWTP Pressure to provide recreation and cultural facilities
External (statutory; lower cost of borrowing)			*	
		HEMS	ON	16

The Study Process



Setting the Parameters of the Model

Structure	 Excel based vs. customized software
	 Frequency of updates
Scope	 Municipal vs. sub-municipal wide geographic focus
	 Number of services to be examined
Outputs	 Match those shown in budgets
	 Measure key financial indicators
	 Results can be expressed as cost of service per household or per capita and could distinguish between growth and existing
	 Identify capital and operating shortfalls
	 Information on asset management requirements, capital development program, reserve fund adequacy, growth and assessment forecasts, debt load/capacity
Scenario testing	– Growth rates
	– Financial parameters



Who's Involved and Who Does What

Stakeholders



Initial Steps

1. Review servicing plans, financial reports and planning documents

 Request additional data and reports not readily available

2. Meet with department heads

- Identify focus areas and anticipated changes to current service delivery arrangement
- 3. Establish key principles, indicators and targets
 - Fiscal and other (e.g. growth targets)





Overview of Initial Steps

Review reserve statements, financial policies, and reports

Request additional data where necessary

✓ Hold meetings with key staff

- Finance and then other departments
- Identify focus areas and any anticipated changes
- Identify best practices from other municipalities
- Identify items for further analysis and testing





Important Existing Financial Plans and Polices

- Budgets and financial statements
- Guidelines for use of reserves and reserve funds
- Service pricing guidelines
- Sustainability Plan
- Current operating and capital financial policy
- Department-specific plans and policies
- Development charges study
- Rate studies
- Growth and development forecasts
- Other?



Consultation Process

Staff	 Important to have staff involved throughout the process Key staff include: finance and planning
Council	 Information session with Council is helpful – what can the model do? Can inform decisions
Stakeholders	 LRFP may be used to analyze development scenarios Analysis can help provide transparency

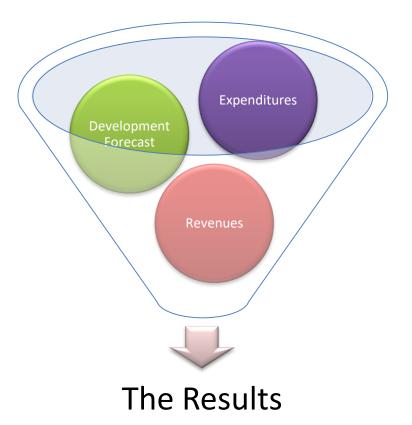


Key Inputs for a Long-Range Financial Plan



The Outputs are Only as Good as the Inputs

- Input data is key
- Building a comprehensive, dynamic and sustainable model
- Results:
 - Recognizable
 - Meaningful
 - Useful
 - Presentable





Information Requirements

Document		Notes
	Prior Actuals (2014-2015)	2016 data finalized in 2017
	Operating and Capital Budget	Finalized in December 2015
	Asset Management Data	Discuss level of detail
	Financial Policies	
Financial	Financial Statements	
	Reserve Contributions	
	Reserve Continuity Schedule	
	Debt Guidelines/Schedules	
	Assessment Data	



Revenues

- Assessment
 - Property taxes
- User fees
 - Water, wastewater, recreation fees etc.
- Funding from other levels of government

 Gas tax, anticipated grants etc.
- Investments
 - Land
- Relationship to reserves
 - Transfers to/from





Expenditures

Capital

- New assets and assumed assets
- Replacements of assets

• Operating

- Salaries, wages and benefits
- Contracts and material
- Utilities and fuel
- Insurance
- Professional fees
- Others?







Expenditures Asset Information

Can generally be split into two categories:

1. Existing assets

- Useful life and replacement & rehabilitation cost provisions
- "Minor" repair accounts
- 2. Future assets (and their annual replacement rehabilitation provision)
 - Municipal-funded facilities
 - Contributed capital





Information Requirements Cont'd

Department	Required Information	Comments
• Planning	Growth Forecast	
• IT	Implementation requirements	
OtherDepartments	 Key drivers, servicing studies, master plans etc. 	



Development Forecast

- Population, employment and household growth over an identified period
 - Typical based on a 10-year or longer planning period (build-out)
- Ability to incorporate sensitivity testing – Low, medium and high growth scenarios – Scenarios need to be clearly identified



Development Forecast

- Growth forecast is used to inform:
 - Assessment
 forecast (new
 dwelling units
 and non residential
 development)
 DC revenue

Long Range Financial Plan				
Population, Household & En	nployment Forec	ast Summary		
		DC	Model Base Y	'ear
		2016	2017	2018
Census Population		128,377	129,447	131,607
Annual Growth		1,297	1,070	2,161
Volume Driver (%	Change)		0.83%	1.67%
Total Occupied Households		43,529	44,041	44,929
Annual Growth		512	512	888
Volume Driver (%	Change)		1.18%	2.02%
Place of Work Employment		40,953	41,567	42,257
Annual Growth		615	614	690
Volume Driver (%	Change)		1.50%	1.66%
Population + Employment		169,330	171,014	173,865
Annual Growth		1,912	1,683	2,851
Volume Driver (%	Change)		0.99%	1.67%

The Model

- 10-year demographic, assessment and utility customer forecast
- Capital Plan
 - Growth-related projects
 - State of good repair capital
 - Regulatory, legislative and strategic projects
- Models based on existing funding methods and alternative scenarios
- Identify any funding shortfalls
 - Mitigating measures



Models are Based on Drivers

1. Price or Inflationary Drivers

 Increases that occur in the absence of growth (e.g. salary increases)

2. Volumetric or Demographic Drivers

 Incremental increases as new people / infrastructure are added (e.g. incremental hiring of new staff due to population growth)

3. Induced Drivers

 Shock event due to assumption of major facility or legislative charge (e.g. Hire 20 firefighters for new fire station)



Modeling the Key Drivers

Cost Centre Drivers:

- Growth and demographic-related factors
- Regulatory and Legislative Changes
- Service Level/Strategic Changes

Account Based Drivers:

- Apply to all cost centres
- Often inflationary changes that would occur in the absence of growth e.g. salary increases

Capital Induced Drivers:

- Often large-scale DC funded projects
- May also be tax supported e.g. Admin expansion

Debt Based:

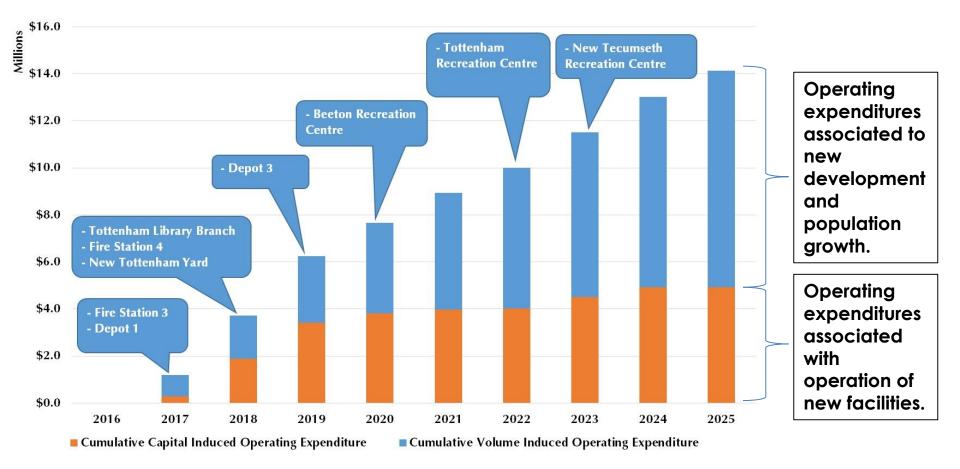
 Modelling of previous and anticipated commitments

Example: Software Based LRFP

Main	Tools /	Admin	Help	-	Log Out			
	Drivers			_			_	
Hydro E	Electric Driver	100	<u>6</u> 7	107		112		118
Grantin	dex	100	<u>S</u> 7	102	67	104		106
10 Age 0-4	1	100		101		101		102
Age 70		100		105		110		116
Popula	tion Rate	100		101		103		104
Popula	tionEmployment	100	<u>6</u> 7	101		103	<u>6</u>]	105
LaneK	n	100	<u> </u>	101		102		103
Numbe	er of Signals	100	<u>6</u> 7	101	50	102	<u>6</u> 7	103
Trips D	telivered	100	<u> </u>	101		103	<u></u>	104
III Housin	g Rate	100	<u>6</u> 7	102	<u> </u>	103	<u>s</u>	105
ocwa		100	<u>6</u> 7	103		109		113
water y	ork	100	<u> </u>	101	57	102		104
0 Waste	Water York	100		98		104	<u>6</u> 7	104
OPP R	ate	100		108		117		121
In Mis Bra	ampton Population and Employme	ent 100		101		103		104
Age208	i9	100		101		102	67	103
Prov U	pload Schedule	100		105		109		114



Volume and Capital Induced Operating Expenditures 2016-2025





LRRP Challenges

- Limited tax room available for municipalities (revenues do not grow with economy)
- Capital replacement competing with increased operating expenditures (e.g. labour settlements)
- Funding in-year capital works while saving for future capital replacement
- Which capital projects should be carried out?
 - Hard versus soft infrastructure
- Internal and Provincial debt limits



Group Discussion #2



Small Group Discussion # 2: LRFP Approaches & Funding Strategies

- Long-Range financial planning
 - What is your municipality doing?
 - E.g. multi-year capital and operating budgets
- Ways of addressing infrastructure gap
 through funding strategies
 - What is your municipality doing?
 - E.g. dedicated tax levy funding



Group Discussion: How do you do Long Range Planning?

Strategy	Pros	Cons
Multi-Year Budgeting		
Excel models		
Software models		
Needs Studies/Master plans/Condition Assessments		
Strategic Plans		



Group Discussion: Funding Strategies

Strategy	Pros	Cons
Dedicated funding from tax levy or utility rates		
User fee surcharge (e.g. parks and recreation)		
Funds set aside as new assets are added or replaced		
Pay-as-you-go		
Debt		
Senior grants		
Developer contribution (in-kind or part of planning agreements)		
Local Improvement/CIP		
Public Private Partnerships		

Group Discussion: How do you do Long Range Planning?

Strategy	Pros	Cons		
Multi-Year Budgeting	-Helps address long term needs	- Council buy-in - Departmental staff time		
Excel models	- Control - Easy to administer - Suitable for small municipalities	- Staff time - Typically single user		
Software models	- Multi-user - Dynamic	-May not be suitable for small municipalities		
Needs Studies/Master plans/Condition Assessments	-Helps identify future requirements and gaps	- Timely process		
Strategic Plans	 Identify municipal priorities Involves public consultation 	- Timely process		
HEMSON 42				

Group Discussion: Funding Strategies

Strategy	Pros	Cons
Dedicated funding from tax levy or utility rates - % of tax levy - % of pure asset management based provisions	-High degree of control	-Council and community opposition -Timing
User fee surcharge (e.g. parks and rec)	-Main users of facilities contribute higher share of project cost	 Could place higher burden of costs on less fortunate residents
Funds set aside as new assets are added or replaced	- Prevents the funding gap from getting worse	-Optics of putting funds away for new projects when there are many older facilities requiring short-term replacement
Pay-as-you-go	-Can work in municipalities where assets were emplaced over a long period of time	- Subject to inconsistent fiscal pressures (e.g. spikes in capital)
Debt - e.g. policy to limit (non-DC) debt to asset replacements	- Can address short-term problems	-Limits ability of municipality to respond to emergencies

Group Discussion: Funding Strategies

Strategy	Pros	Cons
Senior grants	- Reduce local tax/rate impact	- "Only one taxpayer" - Unreliable
Developer contributions (in-kind or part of planning agreements)	- Reduce local tax/rate impact	 Not guaranteed Appealable to OMB in some cases May pass on to new homeowners
Local Improvements/CIP	 Legislative basis Long historic use (recognized) Easily implemented 	 Is it appropriate for asset replacement? Not applicable for large municipal infrastructure (i.e. water treatment plant)
Public Private Partnerships	 Cost and risk is distributed Operating costs can be lower in some cases 	 Less control over project Legal and admin elements

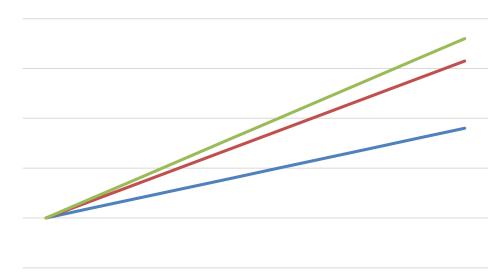
Common Findings



Common Findings

Operating Costs:

- Salary, wage and benefit drivers tend to dominate all other operating costs
- Opportunities for savings/efficiencies is limited without significantly affecting service levels
- Cost of providing municipal services tends to grow quicker than the CPI across Canada

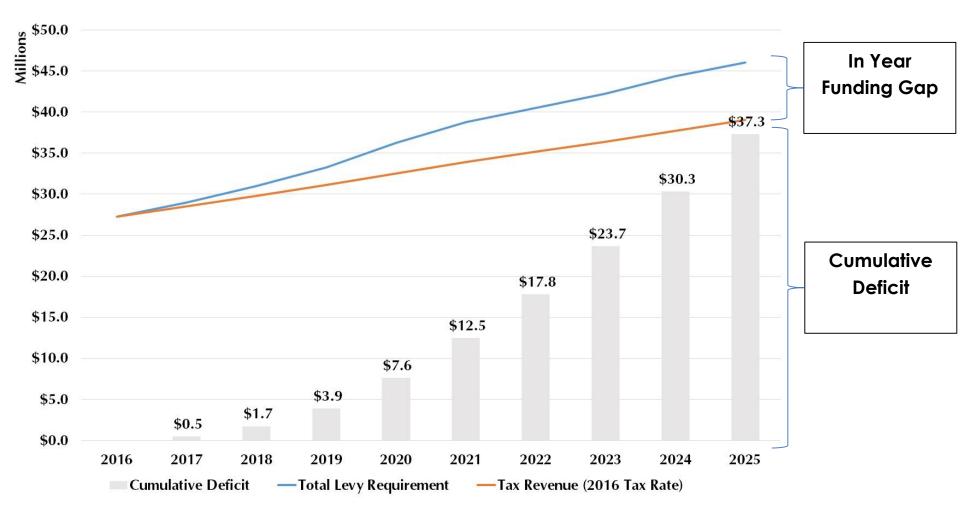


2017 2018 2019 2020 2021 2022 2023 2024 2025 2026

- ----Consumer Price Index -----Salaries & Wages
- Municipal Price Index

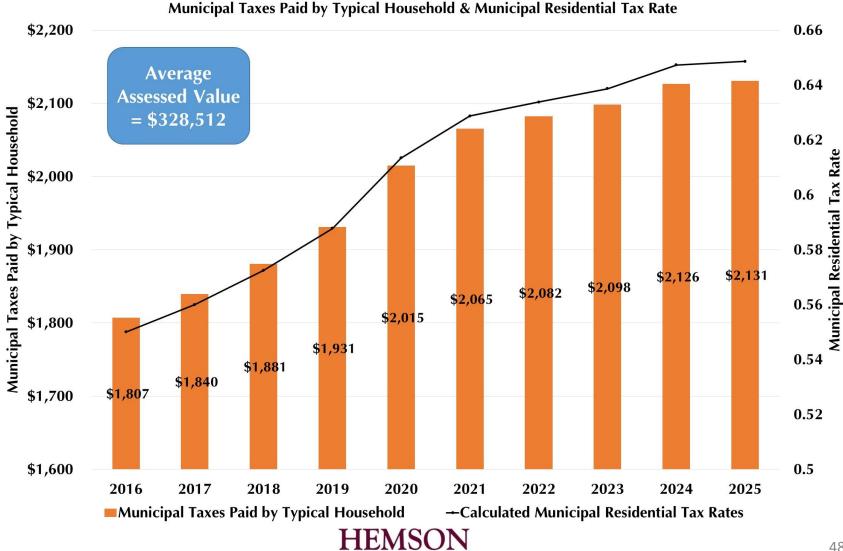


Common Findings: Property Tax Funding Gap





Town Purpose: Residential Property Tax Rate

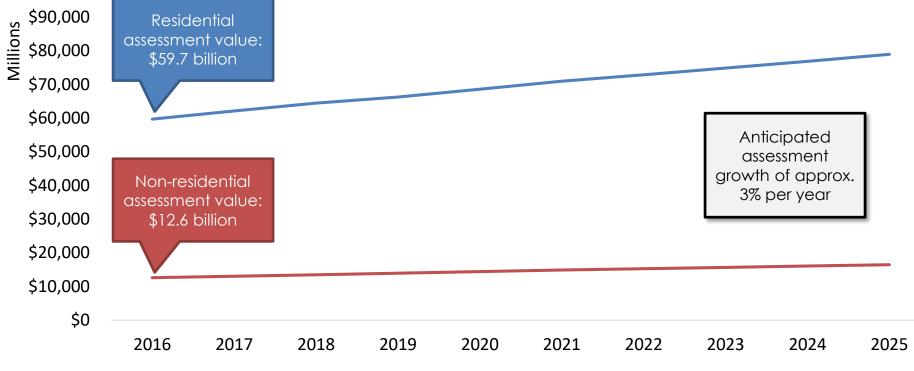


Addressing the Funding Gap

- Often the current municipal fiscal state is very good
- However if existing property tax rates are not increased, in a real sense, there would be a funding gap
- Options for addressing short-term funding gap
 - Real property tax increases
 - Modify the capital program
 - increase debt level
 - delay capital works
 - partnerships (inter-municipal, P3s, developers)
 - review fees and development charges



Common Findings: Assessment Base Shifts



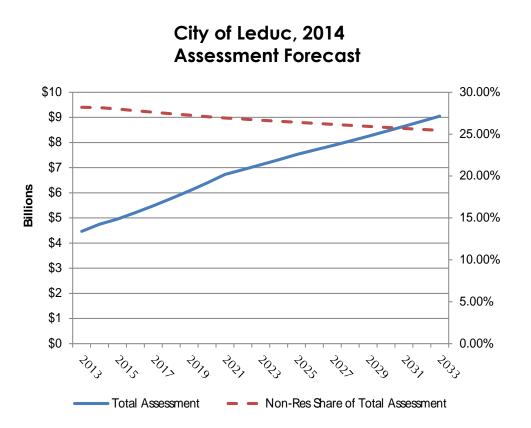
–Residential Assessment — Non-Res Assessment

2015 Assessment Ratio Comparison (Weighted)									
Property Class	Brampton	Mississauga	Caledon	Markham	Vaughan	Oakville	Burlington	Toronto	Average
Residential	77%	69%	82%	82%	75%	80%	75%	58%	75%
Commercial/Office	17%	25%	12%	15%	18%	16%	19%	39%	20%
Industrial	5%	6%	6%	2%	8%	4%	6%	3%	5%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%

Common Findings

Revenue:

- Property taxes are overwhelmingly the most important revenue source
- New developments tend to have higher assessments than the existing community
- Attracting nonresidential development, and its higher weighted assessment, is a key objective





Sample Policy Recommendations Assessment Shares

Promote Ongoing Economic Growth

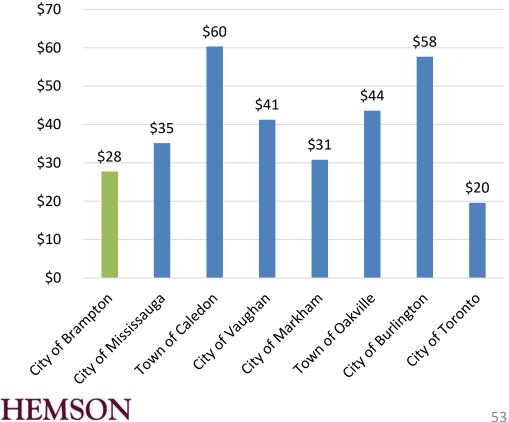
- Set a reasonable residential : non-residential assessment ratio target and incorporate into all planning and economic development strategies
- Strengthen and clarify employment land conversion
 policies
- Develop a Community Improvement Plan geared toward identifying and attracting key employment sectors
- Continue to work with local businesses and associations to identify and address barriers to business activity and growth



<u>Common Findings:</u> **Opportunities to Increase Revenues**

- User fees are an important revenue source:
 - Represented \$150 million or 25% of total tax supported revenues in 2016
 - Transit fares account for the _ largest proportion of user fee revenues (40%)
- Relatively low recreation user fee revenues
 - Important to consider ability to pay principles and the qualitative value to residents

Recreation User Fee Revenue Per Capita (2015 FIR)



Common Findings

Capital Costs:

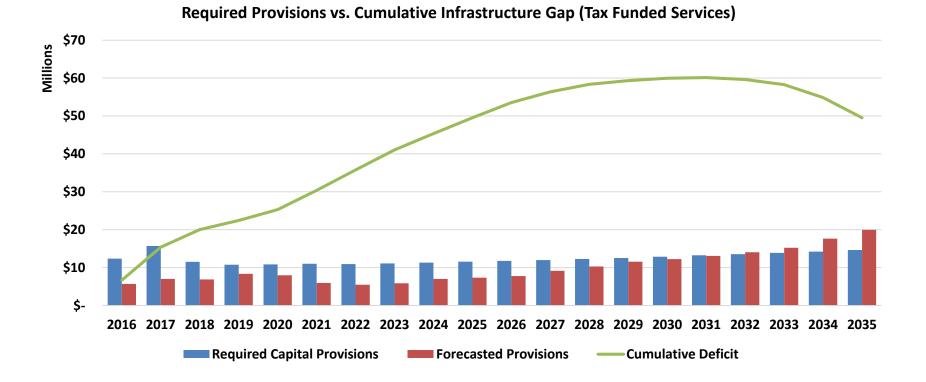
- Virtually no municipalities are meeting fully <u>calculated</u> asset management requirements
 - Dedicated infrastructure levy tax increases have received more support from Council and taxpayers than we anticipated
 - New development can help address problems in short-term but may add to problem in long-range
 - Despite these shortfalls, most Canadian municipalities are generally fiscally sustainable



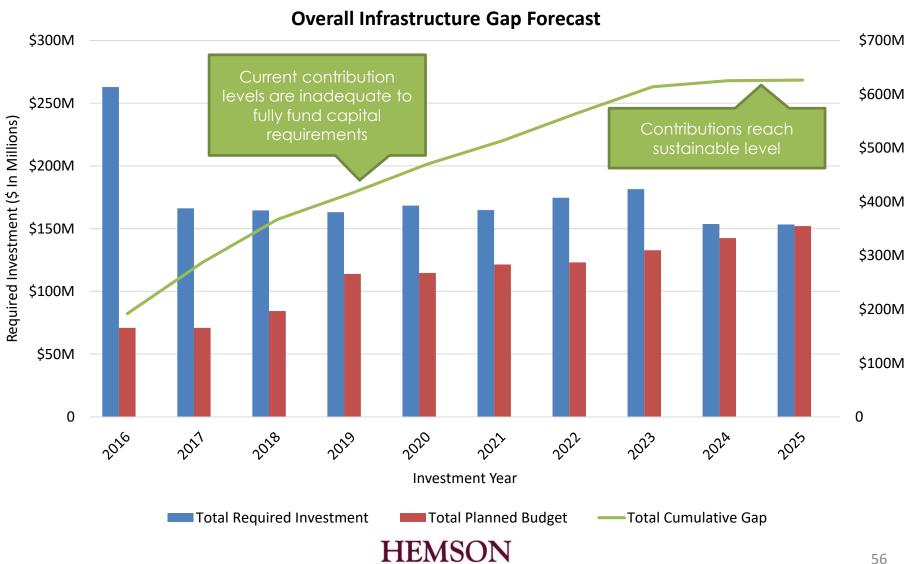
Example: Infrastructure Gap

Town of Georgina, 2016 findings:

- Infrastructure gap expected to grow
- 1% capital tax levy would reduce the infrastructure deficit by about \$9.8 million over the 20-year forecast



Key Findings: Asset Management



Infrastructure Gap (\$ In Millions)

Sample Policy Recommendations Asset Management

Maintain the City's Infrastructure Assets

- At a minimum, maintain infrastructure levy increases of 2% of the tax levy per year
- Undertake Department Asset Management Plans and define service levels under each service area
- Partner with other private or public organizations where possible
- Explore opportunities for new Federal, Provincial, or third party funding



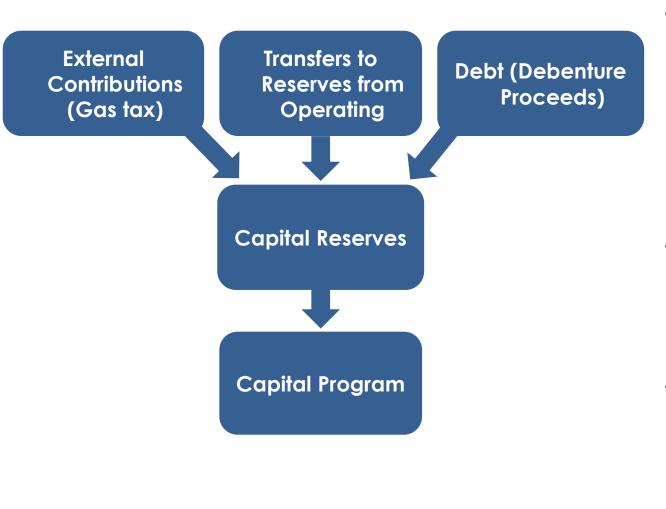
Common Findings

Capital Costs (cont.):

- Capital forecasts likely have more risk than operating forecasts
 - Increasing environmental regulation / climate change
 - Requirement for more urban amenities
 - Emerging technology e.g. automated vehicles
 - Variability of federal and provincial/state grants
 - Pressure to front-end infrastructure despite risk of housing bubble in many Canadian markets



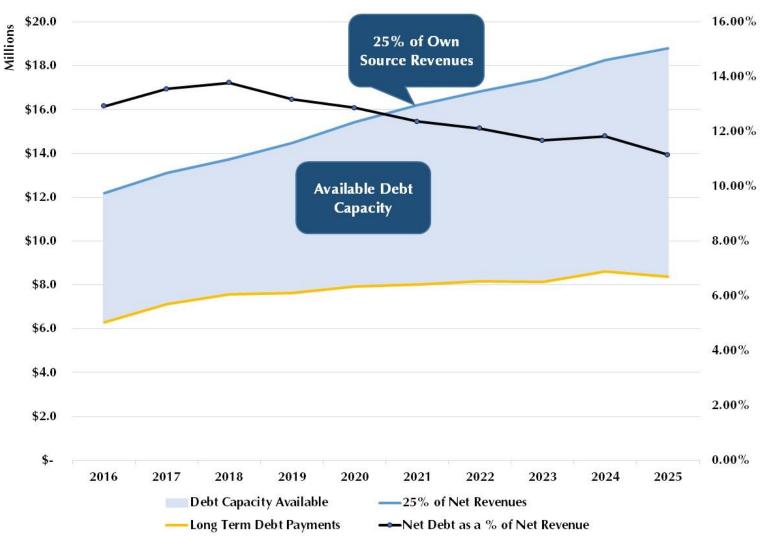
Debt and Reserves: Identifying Capital Impacts and Funding Options



- Model allows for sensitivity testing of capital funding options
 - Debt, reserves, grants
- Debt mitigates impacts on reserves
- Method helps identify major capital impacts and how to address them

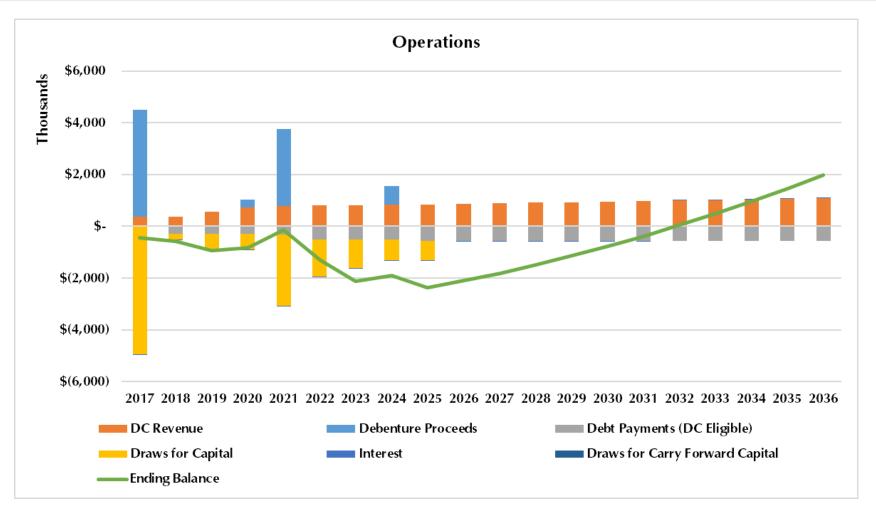
Example: Debt Capacity Forecast

Town of New Tecumseth, 2016



60

Example: Development Charges Reserve Fund Forecast





Case Studies



Region of Peel

- Based on Riva Software solution which is easily updatable
- Designed to produce numerous financial performance measures
- Extensive outputs tied to measuring key indicators





City of Brampton

Reason for Analysis

- Significant capital investments under consideration:
 - Higher-order transit projects
 - New university campus
 - Major parks projects
- Examined over 10-year planning period





City of Brampton

Key deliverables

- Report
- Financial model

Analysis included

- Benchmarking analysis
- Review of current practices
- Anticipated revenue and expenditures
- Debt management practices





City of Brampton

Key directions and policy recommendations

- Make decisions on capital investments based on strategic priorities and financial impacts:
 - Develop a 10-year capital forecast
 - Make use of capital project prioritization metrics

• Continue the use of reserves and reserve funds:

 Consider the use of existing discretionary reserve fund balances to fund major economic development initiatives

• Explore opportunities for alternative revenue tools:

 Work with AMO and other municipalities to secure permissions similar to those provided under the City of Toronto Act

• Consider issuing debt for major long-term assets:

 The City's very low debt levels provide opportunities to expand on debt in a financially sustainable manner



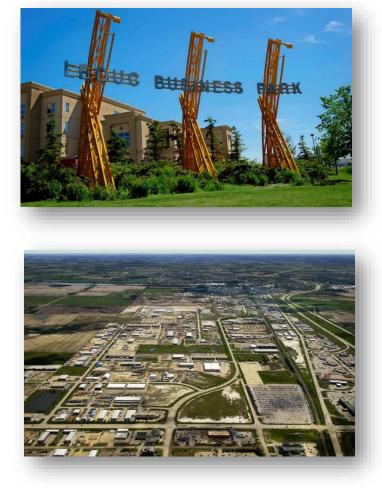
City of Leduc

Deliverables

- Written report
- Excel based financial model

Key findings

- Current identified operating and capital obligations can be funded with manageable tax revenue increases
- City benefits from a relatively strong residential : non-residential assessment ratio, attracting further non-residential growth may be a challenge
- Available debt capacity to address most unforeseen needs
- Expenditures are generally lower than calculated needs





City of Leduc

Key Recommendations

Target Non-Residential Growth

- Encourage all types of non-residential land uses
- Ensure future boundary expansions consider future assessment ratios

Capital Infrastructure Funding

- set off-site levies annually
- Maximize "local service" recoveries
- Use of debt

Reserves & Asset Management

- Enhance existing reserve fund policies
- Move toward a condition-based asset management system







Case Study: Town of Innisfil

Key Recommendations

- Manage Capital Assets in State of Good Repair
 - Make provision for potential OLG funding loss through continued use of 1% capital levy

• Use DC Funds as Planned

- Monitor amount, location and timing of development and make appropriate adjustments to growth-related capital program
- Closely monitor fiscal impact of development in key planning areas
- Continue Strategic Use of Reserve and Reserve Funds
 - Regularly review the status, need and policies for reserves and reserve funds







Questions on case studies?



Key Performance Measures



Critical Performance Measures: 1. Annual Debt Repayment Limit

What does it measure?	Why is it important?
 Measures the debt capacity available to a municipality to take on additional debt relative to the provincially mandated limit 	
 Available through Schedule 81 of the FIR 	



Critical Performance Measures: 2. Net Debt to Net Own Source Revenue

What does it measure?	Why is it important?
• Measures the debt capacity currently in use relative to the provincially mandated limit of 25% of net revenue	
 Available through Schedule 81 of the FIR 	



Critical Performance Measures: 3. Current Infrastructure Deficit

What does it measure?	Why is it important?
Measures the theoretical current gap between available funding for capital and the actual capital expenditure requirements	
Useful to compare the theoretical requirement with actual budgeted spending	



Critical Performance Measures: 4. User Fee Revenues as a % of Expenditures

What does it measure?	Why is it important?
Measures the fee recovery rate for services funded through user fees	
• Can be used to compare the funding gap for fee related services such as transit or recreation services	



Other Performance Measures to Consider

Indicators	Rationale	Examples
Gas Tax Project Outcomes and Project Output Indicators	 Required as part of the Federal Gas Tax Agreement Service level/performance measures can be used to measure the effectiveness of asset management initiatives Full list available at www.amo.on.ca 	 Length of paved roads rated as good and above (lane km) Number of residents with access to new, rehabilitated or replaced water distribution pipes Number of residents who will benefit from investment in recreational infrastructure
Municipal Performance Measurement Program (MPMP)	 Data is readily available through budgets and historical actuals Although the MPMP was discontinued in 2014, historical data is available Full list available at efis.fma.csc.gov.on.ca 	 Operating costs for winter maintenance of roadways per lane km maintained in winter Operating costs for treatment and disposal of wastewater per megalitre



Key Takeaways

The key value of undertaking a LRFP:

- Ties together various financial reports and policies into one comprehensive plan
- Identification of strengths, weaknesses and opportunities over a long-term horizon
- Allows for the ability to test the financial impact of key Council and staff decisions
- LRFP model should be easily updatable to consider the evolving asset management data and funding priorities





Questions?

