Minutes – Executive Policy Committee – October 19, 2016

Report – Standing Policy Committee on Property and Development, Heritage and Downtown Development – October 11, 2016

Item No. 7 Amendment to the 2016 Cemeteries Improvements Capital Program Budget

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Property and Development, Heritage and Downtown Development and submitted the following to Council:

1. That the 2016 Cemeteries Improvements Capital Program Budget be increased from $432,000 to $582,000 to be funded by additional contributions received from Veterans Affairs Canada ("VAC") for the refurbishment of Brookside Cemetery Military Field of Honour.

2. That, should future VAC funding commitments exceed the amount included in a given year's Cemeteries Improvements Capital Budget ("the incremental amount"), that budget be increased by the incremental amount, subject to the execution of a Letter of Agreement.

3. That the City enter into, execute and deliver any and all Letters of Agreement with VAC necessary for the City to receive ongoing VAC contributions to the City's Cemeteries Improvements Capital Program Budgets.

4. That the Chief Financial Officer be authorized to negotiate and approve the terms and conditions of such Letters of Agreement in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Minutes – Executive Policy Committee – October 19, 2016

Report – Standing Policy Committee on Property and Development, Heritage and Downtown Development – October 11, 2016

DECISION MAKING HISTORY:

Moved by Councillor Orlikow,

That the recommendation of the Standing Policy Committee on Property and Development, Heritage and Downtown Development be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On October 11, 2016, the Standing Policy Committee on Property and Development, Heritage and Downtown Development concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Amendment to the 2016 Cemeteries Improvements Capital Program Budget

Critical Path: Standing Policy Committee on Property and Development, Heritage and Downtown Development - Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
M. Pittet	J. Kiernan	M. Ruta	D. McNeil

RECOMMENDATIONS

1. That Standing Policy Committee on Property and Development, Heritage and Downtown Development recommends to Executive Policy Committee and Council that the 2016 Cemeteries Improvements Capital Program Budget be increased from $432,000 to $582,000 to be funded by additional contributions received from Veterans Affairs Canada ("VAC") for the refurbishment of Brookside Cemetery Military Field of Honour.

2. That, should future VAC funding commitments exceed the amount included in a given year's Cemeteries Improvements Capital Budget ("the incremental amount"), that budget be increased by the incremental amount, subject to the execution of a Letter of Agreement.

3. That the City enter into, execute and deliver any and all Letters of Agreement with VAC necessary for the City to receive ongoing VAC contributions to the City's Cemeteries Improvements Capital Program Budgets.

4. That the Chief Financial Officer be authorized to negotiate and approve the terms and conditions of such Letters of Agreement in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required to establish or increase the amount of Capital Project and/or Program Budgets.

IMPLICATIONS OF THE RECOMMENDATIONS

- The 2016 Cemeteries Improvements Capital Budget will increase by $150,000; from $432,000 to $582,000 funded by incremental contributions from Veterans Affairs Canada ("VAC") received in April 2016.
- In those instances where VAC provides funding commitments to the City for the refurbishment of Brookside Cemetery Military Field of Honour ("FOH") in excess of the amount included in the Capital Budget ("the incremental amount"), the appropriate years' Cemeteries Improvements Capital Budget will be increased by the incremental amount.

HISTORY

The FOH is one of the oldest and largest (approximately 10,000 interments) in Canada. Each interment site is marked by an upright military monument mounted on concrete beam foundations. The FOH is considered a significant military interment site by both VAC and the Commonwealth War Graves Commission. The site is regularly used as an educational resource by schools wanting to provide students with education in Canadian military history via an interactive learning experience.

Over time, many of the concrete beams have suffered significant failure resulting in monuments leaning and in some cases toppling; creating a potential health and safety risk to City employees working in, and members of the public visiting, the area. This health and safety risk and the public perception of the City and VAC not caring about how Veterans interment sites are maintained and honoured has led to the Cemeteries Branch ("Cemeteries") and Veterans Affairs Canada working in partnership, since 2009, to complete repairs and refurbishment.

The first inter-governmental Letter of Agreement between the City of Winnipeg and VAC was signed in March 2009 and on June 24, 2009; Council approved an increase to the 2009 Cemeteries Improvements Capital Budget to reflect $320,000 in VAC contributions. Since that time, a total of over $1 million in contributions have been provided to the City by VAC with another $350,000 committed for 2016 (see Appendix 1 for copy of Letter of Agreement signed on December 15, 2015). In turn, the City of Winnipeg's contribution to the repair and refurbishment project consists of labour, landscaping and other incidental costs. Generally speaking, for each $1 contributed by the City, VAC contributes between $3 and $4. The City finances project expenditures upfront with the VAC contributions being reimbursed upon submission by Cemeteries of appropriate documentation.

The FOH is owned by the City of Winnipeg and, as the owner, the City is liable for funding the cost of all maintenance, repairs and refurbishment. Contributions provided by VAC represent an opportunity for the City to meet its obligations on a cost-shared basis with the Federal Government. It is not uncommon for unanticipated VAC funding to become available on short notice and with strict timelines. Cemeteries may be notified by VAC, for example, in January that an additional amount of funding is available subject to expenditures being incurred prior to the end of VAC's fiscal year (March 31). If expenditures are not incurred by March 31, VAC will not reimburse the City. Increasing the applicable year's Cemeteries Improvements Capital Budget to the extent of such additional commitments will enable Cemeteries to respond in a timely manner and maximize the benefits of this cost-sharing arrangement.

FINANCIAL IMPACT

Financial Impact Statement

Date: October 4, 2016

Project Name:

First Year of Program 2016

Amendment to the 2016 Cemeteries Improvements Capital Program Budget

	2016	2017	2018	2019	2020
Capital					
Capital Expenditures Required	$ 582,000	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	432,000	-	-	-	-
Additional Capital Budget Required	$ 150,000	$ -	$ -	$ -	$ -
Funding Sources:					
Cash-to-Capital	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (VAC contribution)	150,000	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - (Enter Description Here)	-	-	-	-	-
Total Funding	$ 150,000	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ 150,000				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ -	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	-	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: The 2016 Cemeteries Improvements Capital Program Budget, as approved by Council on March 22, 2016, amounted to $432,000. Of this budgeted amount, $200,000 is to be financed by contributions from VAC. Actual VAC contributions total $350,000 that, subject to Council approval, will enable the Cemeteries Improvements budget to be increased to $582,000. No additional City of Winnipeg funding is required.

"Original Signed By"
Mike McGinn, CA
Manager of Finance

CONSULTATION

In preparing this report there was consultation with:

Corporate Finance Department

OURWINNIPEG POLICY ALIGNMENT

N/A

SUBMITTED BY

Department:	Planning, Property and Development
Division:	Cemeteries
Prepared by:	Jane Saxby (Cemeteries Branch), Mike McGinn (Finance Division)
Date:	October 4, 2016
File No:	O:\Reports Directive\Cemeteries\Amendment to the 2016 Cemeteries Improvements Capital Program Budget_October 4, 2016.doc

Appendix 1

Government of Canada / Gouvernement du Canada

Intergovernmental Letter of Agreement
Lettre d'Entente Intergouvernementale

Requested by/Demandé par :

Cemetery Maintenance
Veterans Affairs Canada
PO Box 7700
191 University Ave
Internal Box 304
Charlottetown, PE C1A 4L2
Canada

Services Offered by / Services offerts par :

The City of Winnipeg
Planning, Property and Development (Cemeteries Divisi
3001 Notre Dame Ave.
Winnipeg, MB R3H1B8
Canada

Financial Code/ Code Financier :

517-3104-3845-331-000
130-9292-5099-932-000

Requisition No./ No de commande :

0X151014384502P

Order Date: Date de commande:

2015/10/15

Amendment No. No de modification	Cost/Previous Cost Coût ou coût antérieur	GST - TPS	Increase/Decrease Augmentation ou Diminution	GST - TPS	TOTAL
	$350,000.00	$17,500.00			$367,500.00

Description of Work: Description du travail :

[X] Professional Services - Services professionels
[ ] Other than Professional Services - Autres que des services professionels

1 CEMETERY.MAINTENANCE > $5000

An Intergovernmental Letter of Agreement between Veterans Affairs Canada and the City of Winnipeg for the replacement and installation of beams for markers in the Veterans' sections of Brookside Cemetery, Winnipeg, Manitoba. # 0X151014384502P as per the attached Intergovernmental Letter of Agreement. Period of Agreement: Date of Award to March 31, 2016.

Responsibilities of Each Party

1.(a) VAC will be responsible for: Oct 13/15

(i) determining, in consultation with City of Winnipeg representative, the beam requirements for the next phase of the Field of Honour Project at Brookside Cemetery;
(ii) ensuring questions posed by the City regarding the beams and markers are responded to either by VAC or PWGSC; and
(iii) ensuring funding is committed and available to the City upon completion of the project.

(b) City of Winnipeg, Planning Property and Development Department Cemeteries Branch will provide:

(i) all services for the tendering of contracts required for fabrication and delivery of beams;
(ii) required labour for the removal of all existing markers and beams, and re-installation of markers, and installation of beams at a later date, and all costs associated with this; and
(iii) all necessary landscaping.

The office of prime interest will be the Canada Remembers Division, Veterans Affairs Canada.

If the foregoing is acceptable to you, please sign and return a copy of this Agreement to: Monique Mader, VAC Contracting Authority, monique.mader@vac-acc.gc.ca Ph (902) 626-2771.

VAC Internal Req # 51558-15-0563

Approval on behalf of the Requestor:
Approbation au nom du demandeur :

Date : Dec 17/2015

Signature : Monique Mader

Title - Titre : Corporate Procurement Officer

Approval for: The City of Winnipeg
Approbation pour :

Date : Dec 3/15

Signature :

Title - Titre : Chief Financial Officer

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