



Staff Report

Finance – Budgets & Accounting

Report To:	Committee of the Whole Meeting
Meeting Date:	May 10, 2022
Report Number:	FAF.22.049
Title:	2022 First Quarter Financial Report
Prepared by:	Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

A. Recommendations

THAT Council receive Staff Report FAF.22.049, entitled “Bi-Monthly Financial Report – January 2022 & February 2022” for information purposes.

B. Overview

This report outlines the Town’s unaudited financial activities as of March 31, 2022.

C. Background

Staff are bringing this report forward to give Council and the Public a snapshot of the Town’s financial activity up to March 2022. These numbers have not been audited and should not be deemed final.

D. Analysis

As per Council direction the financial update reports are moving to an exception-based report focusing on expenses and revenues that are forecasting +/-10% of budget. In addition to the exception based reporting staff have kept some of the charts with some of the more major financial indicators, this includes Development Charges, COVID-19 impacts, and contracts awarded through purchasing.

Tax Supported Services

Being only 3 months into 2022 it is difficult to make many forecast predictions for the end of the year. One expense that staff are expecting to be over-budget by year-end is fuel which has already seen a sharp increase that is expected to last until at least the summer months.

Water and Wastewater Operations

Similar to Taxation it is too early in the year to forecast year-end results however fuel is an expense that staff will be monitoring through the year.

User Fee Supported Operations (Building and Harbour)

At this early stage of 2022 there is little to report on for Building and Harbour. Building is expecting to see a strong year similar to 2021 and the Harbour operations have not yet started for 2022.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

Included in the charts attached to this report.

H. In Consultation With

Serena Wilgress, Manager of Purchasing and Risk Management
Amy Moore, Manager of Revenue
Heather McFarlane, Budget Analyst
Brenna Agnew, Account Analyst

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets at finance@thebluemountains.ca.

J. Attached

1. Development Charges Collected
2. COVID-19 Expenses
3. Grants
4. Bid Awards and Contract Extensions

Respectfully submitted,

Sam Dinsmore
Deputy Treasurer/Manager of Accounting & Budgets

Ruth Prince
Director Finance & Information Technology Services

For more information, please contact:
Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets
finance@thebluemountains.ca
519-599-3131 extension 274

2022 Development Charges Collected

Month	2022 Monthly Actuals	2021 Monthly Actuals
January	\$ 550,215	\$ 109,765
February	\$ 130,312	\$ 237,728
March	\$ 595,361	\$ 823,462
April	\$	\$ 685,324
May	\$	\$ 397,303
June	\$	\$ 521,566
July	\$	\$ 2,234,121
August	\$	\$ 296,670
September	\$	\$ 546,815
October	\$	\$ 572,848
November	\$	\$ 2,570,708
December	\$	\$ 183,065
Total	\$ 1,275,888	\$ 9,179,375

Reserve Fund	Reserve Fund Balance	YE Forecasted Balance
General Government	\$ 196,423	(\$ 187,374)
Fire	\$ 960,336	\$ 652,520
Police	\$ 57,808	\$ 56,688
Parking & By-Law	(\$ 42,361)	(\$ 177,430)
Public Works	\$ 1,576,018	\$ 1,763,745
Roads and Related	\$ 11,368,346	\$ 6,886,484
Solid Waste	\$ 193,028	\$ 244,045
Parks and Recreation	\$ 3,427,231	\$ 3,094,788
Library	\$ 2,358,970	\$ 2,671,374
Water	\$ 9,050,856	(\$ 406,410)
Wastewater	\$ 5,232,752	(\$ 14,497,699)
Total	\$ 34,379,407	\$ 100,731

Estimated from the DC Background Study	\$ 8,556,051
2022 Year to Date Actual	\$ 1,275,888
2021 Year to Date Actual	\$ 1,170,955
Percent of Estimate	14.9%

2022 Covid 19 Expenses

	January - March	YTD Cost
Expenses		
Salaries and Benefits	\$ 10,193	\$ 10,193
Operating Expenses	\$ -	\$ -
Communications	\$ 148	\$ 148
Purchased Services	\$ -	\$ -
Health and Safety	\$ 1,284	\$ 1,284
Personnel	\$ -	\$ -
Vehicle Expenses	\$ 5,843	\$ 5,843
Community Grants	\$ -	\$ -
Total Expenses	\$ 17,468	\$ 17,468
Transfers		
Interfunctional Transfers	\$ -	\$ -
Total Transfers	\$ -	\$ -
Lost Revenues		
BVCC	\$ 4,325	\$ 4,325
Small Halls	\$ 750	\$ 750
Penalty and Interest	\$ 0	\$ 0
Total Lost Revenue	\$ 5,075	\$ 5,075
Total Transfers, Expenses and Lost Revenue	\$ 22,543	\$ 22,543

The above charts summarize the Town's 2022 expenses, revenues and lost revenues related to Covid-19 to date. Additional details regarding these figures are noted on the following page.

Expenses

Salaries and Benefits expenses include By-law and BVCC staff that have been specifically hired due to Covid-19. Operating expenses consist of no-parking signs, related hardware and privy rentals.

Health and Safety Expenses are made up of purchases of hand sanitizer, face masks, gloves, and sanitizing wipes and Purchased Services is made up of video development, shop local campaign expenses, Apple Pie Trail promotions, and some winter trail grooming expenses.

Vehicle Expenses includes fuel for the additional vehicles that the Town has leased for the By-law Department due to Covid-19, as well as expenses for the Georgian Trail Grooming, such as fuel.

Community Grants are grants distributed to community organizations to help with relief due to the pandemic from the Donations that were received from the community.

Transfers

Inter-functional Transfers includes any staff time committed to Covid-19 tasks. This is not an additional expense item, but staff time that has already been included in the 2021 Proposed Budget.

Staff Salaries and Benefits for additional hires related to Covid-19 are reported in the Salaries and Benefits category and are not included here.

Lost Revenue

Due to the provincial shutdowns in January 2022, the Town saw some lost revenues. The Beaver Valley Community Centre and Small Halls (Craigleith Community Centre and Ravenna Hall) were affected by the shutdowns.

Bid Awards and Contract Extensions

First Quarter 2022 Contract Extensions over \$25,000

Contract for:	Vendor/Proponent	Amount
2020-36-P-OPS Wastewater SCADA Integrator	ARO Technologies Inc.	\$80,000
2020-35-P-OPS Water SCADA Integrator	NLS Engineering	\$65,000
2017-25-P-COR General Insurance Program	AON Risk Solutions	\$275,911
2018-12-T-IPW Supply, Crush, Load, Haul and Application of Granular 'M' 5/8" Maintenance Gravel	Dalton R. Lowe & Sons Construction Ltd.	\$580,000
2020-35-P-OPS Water SCADA Integrator	Next Level SCADA Inc.	\$130,000
2020-36-P-OPS Wastewater SCADA Integrator	ARO Technologies Inc.	\$80,000
2021-05-T-COM Supply, Delivery and Service of Portable Privy Units	1933152 Ontario Inc. o/a A1 Sanitation	\$27,200

First Quarter 2022 Bid Awards over \$25,000

Contract for:	Vendor/Proponent	Amount
2021-04-P-FIT Development Charges Background Study and By-law Update and Public Transit Service Plan	Hemson Consulting Ltd.	\$175,835
2022-16-P-ADM Development Management Consultant	SHS Inc.	\$45,000
2021-33-P-OPS Engineering Services for a Schedule A+ & B Municipal Class Environmental Assessment and Preliminary Design for a Gravity Sewer, Lift Station, and Septage Receiving Station at the Craighleith Wastewater Treatment Plant	WT Infrastructure	\$291,278

Contract for:	Vendor/Proponent	Amount
Negotiated Award – CWWTP Lighting Upgrade	Conrad Lighting Solutions	\$142,388.92
Negotiated Award – Thornbury Closed Landfill Phase 1 & 2 Environmental Site Assessment	Golder Associates Ltd.	\$75,000
Negotiated – Thornbury Closed Landfill (130 King St) Phase 1 & 2 Environmental Site Assessment	Golder Associates Ltd.	\$75,000
2022-01-Q-PDS Predevelopment Consulting Tasks	Cambium Inc.	\$100,000
2022-13-T-OPS Supply & Installation of Weather Measurement Instrumentation Equipment at Various Town Sites	Endeavour Contracting Group Ltd.	\$80,177.22
2022-15-P-PDS Official Plan 5-Year Review	SGL Planning & Design Inc.	\$135,000
2022-18-T-OPS The Blue Mountains – Euphrasia Townline Steel Railing Replacement	Peninsula Construction Inc.	\$57,660.00
2022-26-T-OPS Supply, Haulage & Application of Liquid Dust Suppressant	Da-Lee Dust Control Limited	\$100,000
Negotiated – Winter Maintenance at Various Town Sites	Springscapes Inc.	\$17,797.50
Negotiated – Storage Servers	Dell Canada	\$92,748.32
Negotiated – Security Cameras	MAXtech	\$26,338.19
Negotiated – Point to Point Wireless Link Upgrades	Five9 Solutions Inc.	\$53,213.96

Exception Report -Revenues

Revenue Stream	Actual	Budget	\$ Variance	% of Budget
Fire Fees and Charges	\$6,987	\$191,850	\$184,863	3.6%
<ul style="list-style-type: none">First three months of the year are normally low for the Fire Department				
Development Engineering	\$75,567	\$1,192,994	\$1,117,427	6.3%
<ul style="list-style-type: none">First three months of the year are normally low for the Development Engineering				
Parking Revenues	\$375	\$600,000	\$599,625	0.0%
<ul style="list-style-type: none">Winter months see lower parking revenues and the new hourly rate has just recently come into effect				

This chart looks at the Revenues streams over \$100,000 that are forecasting +/-10% of budget.

Exception Report -Expenses

Expense	Actual	Budget	\$ Variance	% of Budget
Vehicle Expenses	\$206,605	\$456,830	\$249,225	45.44%
<ul style="list-style-type: none">Fuel costs are forecasting to end the year over-budget				

This chart looks at the Expenses over \$100,000 that are forecasting +/-10% of budget.

Major Capital Projects

Project	Spent to Date	Committed	Estimated Cost to Complete	Budget	Variance
Thornbury Pier Resurfacing	\$591,128	\$76,947	\$0	\$ 682,200	\$14,125
Arthur Street West Parking Lot	\$74,382	\$43,537	\$659,373	\$791,000	\$13,708
Mountain Drive Booster Pumping Station	\$ 4,841	\$ 0	\$ 1,000,000	\$ 1,000,000	(\$4,841)
WTP Shoreline Stabilization	\$ 31,226	\$ 18,774	\$ 1,100,000	\$ 1,150,000	\$ 0
Craigleith Sewage Pumping Station Renovations	\$ 71,120	\$ 31,983	\$ 1,181,897	\$ 1,285,000	\$0
Aerial Replacement	\$0	\$0	\$1,500,000	\$1,500,000	\$0
BVCC Renovations (ICIP Grant)	\$143,927	\$202,544	\$1,372,280	\$ 1,718,750	\$0
CWWTP Blower Replacement ¹	\$150,773	\$25,277	\$1,740,000	\$ 1,900,000	(\$16,050)
Timmons Easement Lining	\$0	\$0	\$2,005,000	\$2,005,000	\$0
Water Pressure Zone 4C Works ²	\$ 2,012,049	\$ 131,078	\$ 0	\$ 2,121,200	(\$21,926)
Bridge #2 and #3 Replacement	\$78,390	\$189,245	\$1,940,000	\$ 2,210,000	\$2,364
Price's Development Wastewater Servicing and Drainage	\$ 2,126,406	\$ 258,422	\$ 130,000	\$ 2,564,600	\$ 49,722

Project	Spent to Date	Committed	Estimated Cost to Complete	Budget	Variance
Substandard Watermain Replacement ³	\$ 1,523,895	\$ 232,553	\$ 1,045,000	\$ 2,673,400	(\$ 128,048)
Peel Street Reconstruction	\$ 115,182	\$ 0	\$ 2,586,818	\$ 2,702,000	\$ 0
Tyrolean Village Wastewater Servicing and Watermain Works ⁴	\$ 222,292	\$ 154,357	\$ 5,200,000	\$ 3,470,700	(\$2,105,949)
Lakewood Drive Reconstruction	\$6,470	\$0	\$3,763,530	\$3,770,000	\$0
TWWTP Headworks	\$ 3,465,601	\$ 553,990	\$ 0	\$ 4,045,200	\$25,609
Landfill Expansion Phase 2	\$0	\$0	\$5,120,000	\$5,120,000	\$0
Ravenna Road Depot Expansion	\$0	\$0	\$8,561,000	\$8,561,000	\$0
Westside Water Distribution ⁴	\$ 237,976	\$ 0	\$ 10,300,000	\$ 8,829,200	(\$1,708,776)
Servicing 125 Peel Street	\$0	\$0	\$11,500,000	\$11,500,000	\$0
Thornbury West Road Improvement	\$ 562,445	\$ 863,303	\$ 10,877,112	\$ 12,302,860	\$ 0
TWWTP Expansion	\$ 555,064	\$1,736,380	\$ 15,735,556	\$ 18,027,000	\$0

¹Engineering came in over-budget

²Variance is due to non-recoverable HST

⁴Engineer's estimate of construction is higher than budget

This chart looks at the major capital projects (\$1M and up).

Report Approval Details

Document Title:	FAF.22.049 2022 First Quarter Financial Report.docx
Attachments:	
Final Approval Date:	Apr 27, 2022

This report and all of its attachments were approved and signed as outlined below:

Ruth Prince - Apr 27, 2022 - 3:10 PM