



# Staff Report

## Finance and IT Services

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**Report To:** Committee of the Whole  
**Meeting Date:** June 26, 2017  
**Report Number:** FAF.17.85  
**Subject:** Monthly Financial Report – May 2017  
**Prepared by:** Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

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### A. Recommendations

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THAT Council receive Staff Report FAF.17.85, entitled “Monthly Financial Report – May 2017” for information purposes.

### B. Overview

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This report outlines the Town’s financial activities as of May 31, 2017.

### C. Background

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On a monthly bases Finance staff provides Council with an update on the financial activities of the Town. This report is broken down into 3 sections; Taxation, which looks at all tax funded departments, Water and Wastewater, and the Building Department and the Harbour. Also attached are charts that highlight major areas of the Town; such as Development Charges collected, Salaries and Benefits and other important financial indicators.

Charts are also included to outline Bid Awards and Contract Extensions in excess of \$25,000, as awarded by Staff as per the Town’s Purchasing Policy. These charts will reflect the contracts awarded and extended within that particular month.

### D. Analysis

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#### Tax Supported Services

After the first five months of 2017 the taxation departments are running on budget at 43% of expenditures to budget variance. However there a few accounts that are running over-budget, including hydro which is trending to be close to 10% over-budget by year-end. With a wet spring the Leachate at the Landfill has already reach 100% of budget and will require additional funding. A staff report will be brought to Council to discuss options.

Currently Salaries and Benefits is roughly 2% under-budget which is off-setting the overages to keep the bottom-line on budget.

The Town collected \$5,752 in Density Bonusing from an older development agreement. As per the agreement the funding has been transferred into the Shoreline Acquisition Reserve Fund.

### **Water and Wastewater Operations**

After the first five months of 2017 the water and wastewater departments are operating well below budget at 35%. A few of the larger expenses such as emergency repairs and maintenance and the Collingwood Water Agreement are operating well below budget. This is slightly offset by the hydro costs which are running well over-budget and could potential be 50% over-budget by year-end.

Revenues are trending as expected.

### **User Fee Supported Operations (Building and Harbour)**

After the first five months of 2017 the Harbour and Building departments are operating below budget at 39%. The majority of the operating categories are running below budget and Salaries and Benefits are at budget. This is too be expected as the Harbour operations are just starting in May.

Revenues for Building are trending well above budget as permit levels continue to stay strong. The Harbour is operating as expected as their main source of revenue, annual mooring fees, has already been collected.

## **E. The Blue Mountains' Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence  
Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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As per above.

## **H. In consultation with**

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Serena Wilgress, Manager of Purchasing and Risk Management  
Debbie Brown, Budget Analyst  
Vicky Bouwman, Financial Analyst

**I. Attached**

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1. May 2017 Flash Report
2. May 2017 Budget Variance Report Tax Levy Summary
3. May 2017 Budget Variance Report Water & Wastewater Services Summary
4. May 2017 Budget Variance Report User Fee Summary

Respectfully Submitted,

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Sam Dinsmore  
Deputy Treasurer/Manager of Accounting and Budgets

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:  
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**2017 Development Charges Collected**

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 129,562	\$ 19,870	\$ 21,339
February	\$ 159,302	\$ 39,740	\$ 19,389
March	\$ 83,664	\$ 79,480	\$ 65,792
April	\$ 304,583	\$ 178,831	\$ 642,402
<b>May</b>	<b>\$ 301,903</b>	<b>\$ 973,634</b>	<b>\$ 67,989</b>
June		\$ 1,967,137	\$ 528,696
July		\$ 2,960,641	\$ 149,903
August		\$ 3,358,043	\$ 148,642
September		\$ 3,596,484	\$ 954,847
October		\$ 3,755,444	\$ 499,849
November		\$ 3,874,665	\$ 966,576
December		\$ 3,974,015	\$ 157,638

**Commentary:**

The total amount of Development Charges collected in May 2017 was \$301,903, which were collected on building permits.

May Year to Date 2017 has increased over May Year to Date 2016 by \$162,102.

<b>Soft Services Total</b>	<b>\$215,481</b>
General Government	\$ 31,371
Fire	\$ 48,630
Police	\$ 8,745
Public Works	\$ 24,080
Parks and Recreation	\$ 68,290
Library	\$ 34,365

<b>Hard Services Total</b>	<b>\$85,612</b>
Roadways	\$27,331
Water	\$27,124
Wastewater	\$31,157

<b>Estimated from the DC Background Study</b>	\$ 3,974,015
<b>2017 Year to Date Actual</b>	\$ 979,014
<b>2016 Year to Date Actual</b>	\$ 816,912
<b>Percent of Budget</b>	25%

## May 2017 Flash Report – Operating

### 2017 Landfill Site Fees Collected

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 19,703	\$ 3,765	\$ 13,485
February	\$ 21,043	\$ 14,465	\$ 12,101
March	\$ 24,573	\$ 28,923	\$ 25,318
April	\$ 22,180	\$ 75,830	\$ 41,351
<b>May</b>	<b>\$ 69,563</b>	<b>\$ 116,379</b>	<b>\$ 42,855</b>
June		\$ 148,969	\$ 42,327
July		\$ 191,727	\$ 49,663
August		\$ 226,025	\$ 41,616
September		\$ 278,262	\$ 38,725
October		\$ 296,668	\$ 39,310
November		\$ 361,085	\$ 45,875
December		\$ 400,000	\$ 21,551

#### Commentary:

The total amount of Landfill Site Fees collected in May 2017 was \$69,563.

May Year to Date 2017 has decreased over May Year to Date 2016 by \$21,952.

<b>Annual Budget</b>	\$ 400,000
<b>2017 Year to Date Actual</b>	\$ 157,062
<b>2016 Year to Date Actual</b>	\$ 135,110
<b>Percent of Budget</b>	39%

## May 2017 Flash Report – Operating

### 2017 Building Permits Collected

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 65,503	\$ 34,500	\$ 30,540
February	\$ 17,479	\$ 69,000	\$ 23,205
March	\$ 62,864	\$ 103,500	\$ 33,746
April	\$ 115,728	\$ 172,500	\$ 94,265
<b>May</b>	<b>\$ 138,001</b>	<b>\$ 241,500</b>	<b>\$ 102,256</b>
June		\$ 310,500	\$ 97,480
July		\$ 448,500	\$ 103,157
August		\$ 517,500	\$ 66,887
September		\$ 586,500	\$ 165,092
October		\$ 621,000	\$ 57,911
November		\$ 655,500	\$ 108,774
December		\$ 690,000	\$ 28,308

#### Commentary:

The total amount of Building Permit fees collected in May 2017 was \$138,001.

May Year to Date 2017 has increased over May Year to Date 2016 by \$115,563.

<b>Annual Budget</b>	\$ 690,000
<b>2017 Year to Date Actual</b>	\$ 399,575
<b>2016 Year to Date Actual</b>	\$ 284,012
<b>Percent of Budget</b>	58%

## May 2017 Flash Report – Operating

### 2017 Interest Income

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 42,644	\$ 39,583	\$ 40,642
February	\$ 47,670	\$ 79,167	\$ 40,048
March	\$ 50,346	\$ 118,750	\$ 44,941
April	\$ 42,536	\$ 158,333	\$ 44,394
<b>May</b>	<b>\$ 41,978</b>	<b>\$ 197,917</b>	<b>\$ 45,310</b>
June		\$ 237,500	\$ 46,098
July		\$ 277,083	\$ 44,455
August		\$ 316,667	\$ 45,111
September		\$ 356,250	\$ 46,650
October		\$ 395,833	\$ 44,383
November		\$ 435,417	\$ 47,023
December		\$ 475,000	\$ 45,863

#### Commentary:

This chart now includes all funds, Town General, Reserve Fund and Investments.

The Town Operating bank account balance at May 31, 2017 was \$14,015,297.

The Town had a tax due date on May 25, 2017.

<b>Annual Budget</b>	\$ 475,000
<b>2017 Year to Date Actual</b>	\$ 225,175
<b>2016 Year to Date Actual</b>	\$ 215,335
<b>Percent of Budget</b>	47%

## May 2017 Flash Report – Operating

### 2017 Town Salaries and Benefits

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 811,803	\$ 841,776	\$ 767,602
February	\$ 796,055	\$ 1,652,150	\$ 825,779
March	\$ 924,110	\$ 2,460,255	\$ 869,278
April	\$ 859,673	\$ 3,249,253	\$ 823,987
<b>May</b>	<b>\$ 981,854</b>	<b>\$ 4,259,384</b>	<b>\$ 899,017</b>
June		\$ 5,067,489	\$ 915,184
July		\$ 6,481,672	\$ 858,170
August		\$ 7,435,684	\$ 1,051,295
September		\$ 8,277,460	\$ 879,197
October		\$ 9,540,123	\$ 815,450
November		\$ 10,381,899	\$ 880,946
December		\$ 11,223,675	\$ 1,013,594

#### Commentary:

Salaries and Benefits for May 2017 totaled \$981,854.

<b>Annual Budget</b>	\$ 11,223,675
<b>2017 Year to Date Actual</b>	\$ 4,373,741
<b>2016 Year to Date Actual</b>	\$ 4,185,664
<b>Percent of Budget</b>	39%



## May 2017 Flash Report – Operating

### 2017 Winter Control Costs

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Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 106,560	\$ 110,000	\$ 110,087
February	\$ 154,680	\$ 273,905	\$ 114,163
March	\$ 145,592	\$ 559,761	\$ 162,354
April	\$ 71,282	\$ 600,737	\$ 114,554
<b>May</b>	<b>\$ 56,331</b>	<b>\$ 611,566</b>	<b>\$ 31,059</b>
June		\$ 619,762	\$ 24,492
July		\$ 627,957	\$ 61,252
August		\$ 636,152	\$ 4,086
September		\$ 755,660	\$ 6,348
October		\$ 762,325	\$ 6,772
November		\$ 844,277	\$ 42,858
December		\$ 819,525	\$ 187,673

#### Commentary:

The Winter Control budget is at 67% of budget at this time.

<b>Annual Budget</b>	\$ 819,525
<b>2017 Year to Date Actual</b>	\$ 547,599
<b>2016 Year to Date Actual</b>	\$ 532,218
<b>Percent of Budget</b>	67%

## 2017 May Bid Awards

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### Bid Awards over \$25,000

Bid Number	Bid Name	Awarded to	Bid Amount
2017-19-P-IPW	Water Distribution Master Plan	J. L. Richards & Associates Ltd.	\$148,874 + \$25,000 contingency (Budget \$425,000)
2017-26-T-IPW	Supply & Delivery of 2017/2018 Utility Vehicles	Earth Power Tractor and Equipment Inc.	\$13,305.04 (Budget \$24,000 – Wastewater) \$30,026.55 (Budget \$27,000 + FAF.17.64 \$3,026.55 – Fire)
2017-29-T-IPW	Supply & Application of Restorative Seal	Superior Road Products Ltd.	\$41,616 (Budget \$40,000)
Negotiated Purchase	Fibre Optic Internet Service	Rogers	Approximately \$69,600 over 5 years

### 2017 May Contract Extensions

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Contract for:	Vendor / Proponent	Amount
n/a		

**Town of The Blue Mountains  
2017 Budget Variance Report  
For the Five Months Ending May 31, 2017**

FAF.17.85  
Attachment 2

Tax Levy Summary  
Revenue Fund

	<u>May</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$779,343	\$3,477,153	\$0	\$3,477,153	\$8,980,490	\$5,503,337	39%
Administrative Expenses	\$61,005	\$97,481	\$0	\$97,481	\$111,520	\$14,039	87%
Personel, Training and Travel	\$24,004	\$98,081	\$0	\$98,081	\$263,810	\$165,729	37%
Operating Expenses	\$9,932	\$69,436	\$552,475	\$621,912	\$566,800	(\$55,112)	110%
Communications	\$4,934	\$80,931	\$7,330	\$88,261	\$186,705	\$98,444	47%
Utilities	\$25,968	\$157,196	\$0	\$157,196	\$413,415	\$256,219	38%
Equipment Related	\$53,533	\$214,731	\$36,490	\$251,221	\$501,670	\$250,449	50%
Vehicle Related	\$16,123	\$125,572	\$560	\$126,132	\$282,665	\$156,533	45%
Purchased Services	\$390,129	\$1,984,385	\$577,117	\$2,561,502	\$6,301,381	\$3,739,880	41%
Financial Expenses	\$122,689	\$569,817	\$12,749	\$582,566	\$1,059,920	\$477,354	55%
Premises and Site	\$43,797	\$129,259	\$68,314	\$197,573	\$410,525	\$212,952	48%
<b>TOTAL EXPENSES</b>	<b>\$1,531,457</b>	<b>\$7,004,042</b>	<b>\$1,255,035</b>	<b>\$8,259,077</b>	<b>\$19,078,901</b>	<b>\$10,819,825</b>	<b>43%</b>
<b>TRANSFERS</b>							
Transfers to Capital	\$63,854	\$161,580	\$0	\$161,580	\$725,100	\$563,520	22%
Transfers to Reserves	\$128,044	\$641,253	\$0	\$641,253	\$1,510,020	\$868,767	42%
Interfunctionals Transfers	(\$47,374)	(\$284,218)	\$0	(\$284,218)	(\$847,978)	(\$563,760)	34%
<b>TOTAL TRANSFERS</b>	<b>\$144,524</b>	<b>\$518,616</b>	<b>\$0</b>	<b>\$518,616</b>	<b>\$1,387,142</b>	<b>\$868,526</b>	<b>37%</b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>\$1,675,981</b>	<b>\$7,522,657</b>	<b>\$1,255,035</b>	<b>\$8,777,692</b>	<b>\$20,466,043</b>	<b>\$11,688,351</b>	<b>43%</b>
Grants & Donations	\$13,437	\$648,864	\$0	\$648,864	\$2,027,800	\$1,378,936	32%
External Revenue	\$188,248	\$1,160,847	\$0	\$1,160,847	\$2,735,415	\$1,574,568	42%
Internal Revenue	\$13,317	\$92,391	\$0	\$92,391	\$934,051	\$841,660	10%
<b>TOTAL REVENUE</b>	<b>\$215,002</b>	<b>\$1,902,102</b>	<b>\$0</b>	<b>\$1,902,102</b>	<b>\$5,697,266</b>	<b>\$3,795,164</b>	<b>33%</b>
<b>NET COST OF SERVICE</b>	<b>\$1,460,979</b>	<b>\$5,620,555</b>	<b>\$1,255,035</b>	<b>\$6,875,590</b>	<b>\$14,768,777</b>	<b>\$7,893,187</b>	<b>47%</b>

**Town of The Blue Mountains  
2017 Budget Variance Report  
For the Five Months Ending May 31, 2017**

FAF.17.85  
Attachment 3

User Rates Summary  
Water and Wastewater Services Summary

	<u>May</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$139,681	\$633,248	\$0	\$633,248	\$1,587,255	\$954,007	40%
Administrative Expenses	\$1,596	\$3,588	\$0	\$3,588	\$8,950	\$5,362	40%
Personel, Training and Travel	\$3,304	\$16,385	\$0	\$16,385	\$47,300	\$30,915	35%
Operating Expenses	\$36,571	\$84,333	\$19,358	\$103,692	\$255,600	\$151,908	41%
Communications	\$6,099	\$21,846	\$0	\$21,846	\$52,965	\$31,119	41%
Utilities	\$55,691	\$260,536	\$0	\$260,536	\$603,175	\$342,639	43%
Equipment Related	\$30,992	\$125,683	\$19,931	\$145,614	\$414,525	\$268,911	35%
Vehicle Related	\$9,419	\$18,090	\$0	\$18,090	\$62,930	\$44,840	29%
Purchased Services	\$16,513	\$41,123	\$34,694	\$75,817	\$853,800	\$777,983	9%
Financial Expenses	\$22,696	\$167,337	\$0	\$167,337	\$368,685	\$201,348	45%
Premises and Site	\$6,200	\$31,180	\$42,786	\$73,966	\$114,450	\$40,484	65%
<b>TOTAL EXPENSES</b>	<b><u>\$328,762</u></b>	<b><u>\$1,403,350</u></b>	<b><u>\$116,769</u></b>	<b><u>\$1,520,119</u></b>	<b><u>\$4,369,635</u></b>	<b><u>\$2,849,516</u></b>	<b><u>35%</u></b>
<b>TRANSFERS</b>							
Transfers to Capital	\$150	\$4,288	\$0	\$4,288	\$34,500	\$30,212	12%
Transfers to Reserves	\$204,169	\$1,020,845	\$0	\$1,020,845	\$2,450,268	\$1,429,423	42%
Interfunctionals Transfers	\$33,486	\$211,112	\$0	\$211,112	\$670,013	\$458,901	32%
<b>TOTAL TRANSFERS</b>	<b><u>\$237,805</u></b>	<b><u>\$1,236,245</u></b>	<b><u>\$0</u></b>	<b><u>\$1,236,245</u></b>	<b><u>\$3,154,781</u></b>	<b><u>\$1,918,536</u></b>	<b><u>39%</u></b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b><u>\$566,567</u></b>	<b><u>\$2,639,595</u></b>	<b><u>\$116,769</u></b>	<b><u>\$2,756,364</u></b>	<b><u>\$7,524,416</u></b>	<b><u>\$4,768,052</u></b>	<b><u>37%</u></b>
Grants & Donations	\$0	\$0	\$0	\$0	\$0	\$0	0%
External Revenue	(\$379,784)	\$2,613,228	\$0	\$2,613,228	\$6,558,987	\$3,945,759	40%
Internal Revenue	\$14,747	\$89,797	\$0	\$89,797	\$965,429	\$875,632	9%
<b>TOTAL REVENUE</b>	<b><u>(\$365,037)</u></b>	<b><u>\$2,703,025</u></b>	<b><u>\$0</u></b>	<b><u>\$2,703,025</u></b>	<b><u>\$7,524,416</u></b>	<b><u>\$4,821,391</u></b>	<b><u>36%</u></b>
<b>NET COST OF SERVICE</b>	<b><u>\$931,604</u></b>	<b><u>(\$63,430)</u></b>	<b><u>\$116,769</u></b>	<b><u>\$53,339</u></b>	<b><u>\$0</u></b>	<b><u>(\$53,339)</u></b>	<b><u>0%</u></b>

**Town of The Blue Mountains  
2017 Budget Variance Report  
For the Five Months Ending May 31, 2017**

FAF.17.85  
Attachment 4

User Fees Summary  
User Fee Based

	<u>May</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
<b>EXPENSES</b>							
Salaries, Wages & Benefits	\$62,830	\$263,340	\$0	\$263,340	\$655,930	\$392,590	40%
Administrative Expenses	\$2,532	\$3,133	\$0	\$3,133	\$60,800	\$57,667	5%
Personel, Training and Travel	\$6,718	\$19,223	\$0	\$19,223	\$35,975	\$16,752	53%
Operating Expenses	\$1,158	\$14,069	\$0	\$14,069	\$85,585	\$71,516	16%
Communications	\$282	\$1,951	\$0	\$1,951	\$10,810	\$8,859	18%
Utilities	\$843	\$2,543	\$0	\$2,543	\$19,120	\$16,577	13%
Equipment Related	\$659	\$2,967	\$0	\$2,967	\$9,560	\$6,593	31%
Vehicle Related	\$1,219	\$6,180	\$0	\$6,180	\$23,375	\$17,195	26%
Purchased Services	\$0	\$1,573	\$51,560	\$53,133	\$87,520	\$34,387	61%
Financial Expenses	\$6,829	\$14,246	\$0	\$14,246	\$92,390	\$78,144	15%
Premises and Site	\$26,007	\$83,263	\$240	\$83,503	\$123,010	\$39,507	68%
<b>TOTAL EXPENSES</b>	<b><u>\$109,077</u></b>	<b><u>\$412,489</u></b>	<b><u>\$51,800</u></b>	<b><u>\$464,289</u></b>	<b><u>\$1,204,075</u></b>	<b><u>\$739,786</u></b>	<b><u>39%</u></b>
<b>TRANSFERS</b>							
Transfers to Capital	\$25,000	\$25,000	\$0	\$25,000	\$105,000	\$80,000	24%
Transfers to Reserves	\$0	\$0	\$0	\$0	\$0	\$0	0%
Interfunctionals Transfers	\$13,772	\$68,242	\$0	\$68,242	\$177,965	\$109,723	38%
<b>TOTAL TRANSFERS</b>	<b><u>\$38,772</u></b>	<b><u>\$93,242</u></b>	<b><u>\$0</u></b>	<b><u>\$93,242</u></b>	<b><u>\$282,965</u></b>	<b><u>\$189,723</u></b>	<b><u>33%</u></b>
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b><u>\$147,849</u></b>	<b><u>\$505,731</u></b>	<b><u>\$51,800</u></b>	<b><u>\$557,531</u></b>	<b><u>\$1,487,040</u></b>	<b><u>\$929,509</u></b>	<b><u>37%</u></b>
Grants & Donations	\$0	\$1,600	\$0	\$1,600	\$0	(\$1,600)	0%
External Revenue	\$158,924	\$870,181	\$0	\$870,181	\$1,374,550	\$504,369	63%
Internal Revenue	\$0	\$0	\$0	\$0	\$112,490	\$112,490	0%
<b>TOTAL REVENUE</b>	<b><u>\$158,924</u></b>	<b><u>\$871,781</u></b>	<b><u>\$0</u></b>	<b><u>\$871,781</u></b>	<b><u>\$1,487,040</u></b>	<b><u>\$615,259</u></b>	<b><u>59%</u></b>
<b>NET COST OF SERVICE</b>	<b><u>(\$11,075)</u></b>	<b><u>(\$366,051)</u></b>	<b><u>\$51,800</u></b>	<b><u>(\$314,251)</u></b>	<b><u>\$0</u></b>	<b><u>\$314,251</u></b>	<b><u>0%</u></b>