

 <p><b>GRAVENHURST</b> GATEWAY TO MUSKOKA</p>	<b>THE CORPORATION OF THE TOWN OF GRAVENHURST</b>	
	<b>To:</b>	<b>Committee of the Whole</b>
	<b>From:</b>	<b>Ross Jeffery, Director of Financial Services / Treasurer</b>
	<b>Date:</b>	<b>October 17, 2023</b>
	<b>Subject:</b>	<b>2023 Third Quarter Update Report No. FIN 2023-19</b>

## **RECOMMENDATIONS**

The Director of Financial Services / Treasurer recommends:

**THAT** Report No. FIN 2023-19 re: 2023 Third Quarter Update be received for information.

## **PURPOSE**

The purpose of the 2023 Third Quarter Update Report is to provide a quarterly update on Town financial performance.

## **BACKGROUND**

Each year, Council approves a budget that reflects the resources required to deliver Town services and manage Town assets. On a quarterly basis, Committee is provided with a status report on the financial performance of the Corporation. This represents the third quarter report for 2023.

## **ANALYSIS**

Town Operations are occurring normally with every department almost at a full staff complement in the third quarter. Some staff are working a hybrid model of remote and in office in accordance with the Town's Alternate Work Arrangements Policy. While not ideal from a workload distribution standpoint, there have been some shorter-term staffing vacancies in Legislative Services, Recreation & Culture, and Development Services that have resulted in some staff cost savings.

Community Partnerships are showing as underutilized as the management grant to the Muskoka Discovery Centre has not yet been paid and the transfers from reserves for the Gravenhurst Public Library will be processed at year end. Budgeted reserve transfers typically take place at the year end, and this will increase expenses in some areas and increase revenues in other areas.

Corporate Administration continues to see higher than budgeted revenues for supplemental tax billings and investment income with both annual budgeted estimates already surpassed in the third quarter.

Table 1 shows the net budget for each department and the percentage of budget expended.

Also illustrated in the below table, the net operating budget is at 70% utilization at the end of the third quarter, compared with 68% in 2022, 72% in 2021, 69% in 2020, and 75% in 2019.

**TOWN OF GRAVENHURST**  
**2023 Third Quarter Financial Summary**  
**September 30, 2023**

<u>Department</u>	<u>Jan - Sept Net Spend</u>	<u>2023 Net Budget</u>	<u>% Utilized</u>
Council	231,055	305,400	76%
Community Partnerships	908,559	1,440,252	63%
Community Contributions	72,200	84,200	86%
Office of the CAO	573,782	781,100	73%
Legislative Services	247,779	456,550	54%
Financial Services	469,963	670,400	70%
Fire & Emergency Services	797,835	1,092,181	73%
Recreation & Culture	614,809	1,140,755	54%
Development Services	732,675	1,219,015	60%
Infrastructure Services	3,858,070	5,015,092	77%
Corporate Administration	4,388,309	6,222,120	71%
<b>NET OPERATING BUDGET</b>	<b>12,895,036</b>	<b>18,427,065</b>	<b>70%</b>

**CONSULTATION**

The following individuals / community groups were consulted:

- Senior Leadership Team
- Chief Executive Officer, Gravenhurst Public Library

**CORPORATE FINANCIAL IMPACT**

It is projected that Operations will now be within 3 to 5% of budget at year-end and that the capital spending will be within the budget approved by Council.

**COMMUNICATIONS**

This Report will be posted on the Town Website.

## **FUTURE CONSULTATIONS**

Comparative year-to-date and multi-year data will be provided in the 2024 budget documents, expected to be released in November 2023. The 2023 Year-End Report for both Operating and Capital will be provided in April 2024.

## **CONCLUSIONS**

Administration concludes that operations and capital spending are expected to fall within parameters approved by Council in the 2023 budget.

## **CLIMATE CHANGE IMPLICATIONS**

This Report does not directly contribute to meeting the intentions of the Climate Change Declaration, though many of the projects funded by the operating and capital budget would result in a positive (but unquantified at this time) step towards climate adaptation and mitigation. Although this is always top of mind in activities such as procurement, Administration has been progressing on the direction to complete the Corporate Green House Gas Mitigation Plan. It is anticipated that there will be financial costs associated with its implementation that will be brought to future budget deliberations.

## **RELATION TO STRATEGIC PLAN**

This Report advances and supports the following elements of the Town of Gravenhurst Strategic Plan by:

### **Goal 5: Provide Better Municipal Service**

5A: Exceptional municipal customer service

5B: Exceptional municipal management and operational excellence

## **RELATION TO OTHER MUNICIPAL REPORTS, PLANS OR APPLICABLE LEGISLATION**

This Report related to other municipal reports, plans or applicable legislation including:

1. 2023 Operating Budget
2. 2023 Capital Budget and Multi Year Plan

## **ATTACHMENTS - nil**

## **RESPECTFULLY SUBMITTED BY:**

Author: Theresa Trott, Manager of Accounting / Deputy Treasurer

Approved by: Ross Jeffery, Director of Financial Services / Treasurer

Approved by: Scott Lucas, Chief Administrative Officer