

## Report CCR-PCD-01-16

**To:** Chair and Members of the Planning and Community Development Committee

**From:** Sharon Vokes, Clerk, Randy Scherzer, Director of Planning & Development and Geoff Hogan, Director of Information Technology

**Meeting Date:** December 10, 2015

**Subject:** **Treatment of Year End Budget Surplus/(Deficit)**

**Status:** Recommendation adopted by Committee as presented per Resolution PCD19-16; Endorsed by County Council January 5, 2016 per Resolution CC12-16;

### Recommendation(s)

**THAT Report CCR-PCD-01-16 regarding the treatment of year-end surplus / (deficit) be received;**

**AND THAT the surplus from the Planning Operating and Agriculture budgets be allocated to the Planning Studies Reserve;**

**AND FURTHER THAT the surplus in the Forestry and Trails budgets be allocated by transferring \$30,000 to the Forestry Trails Reserve and the remaining amount being allocated to the One Time Funding reserve for future corporate needs;**

**AND FURTHER THAT the donation of \$2,000 to be dedicated to the Archives be transferred to reserve for the purposes of the Archives;**

**AND FURTHER THAT the surplus in the Grey Roots' operating and capital budgets be allocated by transferring \$48,600 to the Grey County Gallery Reserve, \$16,500 to reserve for the digital media/website redevelopment and the remaining amount to the Grey Roots' General Reserve;**

**AND FURTHER THAT \$196,000 budgeted in 2015 for the Western Ontario Warden's Caucus SWIFT broadband project be transferred to reserve for future capital requirements of SWIFT;**

**AND FURTHER THAT any remaining surplus/deficits of the remaining budgets under the care and control of the Planning and Community Development Committee be allocated/funded from their respective reserves.**

## Background

The purpose of this report is not to provide an in-depth review of each function and what is leading to any projected surplus or deficit as that was provided at the November 17, 2015 Planning and Community Development Committee meeting via Report CCR-PCD-30-15 Analysis of Financial Statements to September 30, 2015.

The following is a breakdown of the functions within the portfolio of the Planning and Community Development Committee as of October 31, 2015:

<b>2015 Budget as of October 31</b>				
<b>Function</b>	<b>2015 Net Budget</b>	<b>Net Budget based on 10 months</b>	<b>2015 YTD Net Actual</b>	<b>Projected Surplus (Deficit)</b>
Planning - Operating	653,076	544,240	532,591	10,000
Planning - Capital	11,000	9,160	23,440	0
Agriculture	143,280	119,410	101,806	17,500
Forestry - Operating	(105,614)	(88,020)	(332,895)	170,000
Trails - Operating	63,360	52,810	12,595	35,000
Trails - Capital	75,000	62,500	27,373	0
Tourism	513,085	427,570	457,077	0
Economic Development	374,505	312,110	240,532	10,000
Intelligent Community	216,000	180,010	102,711	0
Grey Roots - Operating	1,762,756	1,469,020	1,350,908	11,000
Grey Roots - Capital	310,700	258,930	114,559	30,000
<b>TOTAL</b>	<b>4,017,148</b>	<b>3,347,740</b>	<b>2,630,697</b>	<b>283,500</b>

### *Planning*

The Planning Operating and Capital budgets are currently showing a surplus compared to year-to-date budgeted amount which is primarily a result of higher than anticipated revenue from applications with some subdivision applications being submitted in the final quarter. At this stage it is anticipated that the Planning Operating budget will have a surplus of approximately \$10,000.

### *Agriculture*

The Agriculture budget is currently on track compared to the year-to-date budgeted amount. Beaver and coyote claims are currently lower than the budgeted amount, however the majority of the claims tend to be submitted towards the end of the calendar year. It is anticipated that there will be a surplus in the Agriculture budget of approximately \$17,500.

## *Forestry*

The Forestry budget is showing a surplus compared to the year-to-date budgeted amount which is a result of the higher than anticipated revenue from the County forest harvests. At this stage it is anticipated that the Forestry budget will have a surplus of approximately \$170,000 at year end.

## *Trails*

The Trails Operating and Capital budgets are currently showing a surplus. Due to unexpected contract staff shortages, certain projects will not be completed this year and therefore some of these projects have been carried over in the approved 2016 budget.

The County has partnered with the Dufferin Grey ATV Club and the Ontario Federation of Snowmobile Club – District 9 on two separate projects on the CP Rail Trail. The DGATV project is replacing 21 trail gates on the CP Rail Trail all funded by grant funds received by the DGATV Club. The OFSC project involves trail brushing a total of 46 kilometres on the CP Rail Trail. Both projects have primarily been completed.

At this stage it is anticipated that there will be a total surplus of approximately \$35,000 for the Forest Trails budget, the CP Trails Operating and the CP Trail Capital budgets with \$30,000 proposed to be carried over in the 2016 budget.

## *Tourism*

Tourism will also end the year with a balanced budget. In addition, as a result of leveraging funding from RTO7 for the update of the Destination Development Action Plan and the Wayfinding Signage Plan, the amount required to be utilized from the Tourism Reserve and the One Time Reserve will be much less than anticipated in the 2015 budget.

## *Economic Development*

It is anticipated that the Economic Development budget will end the year with a small surplus of \$5,000 to \$10,000. There are some expenditures yet to be posted and a budgeted transfer to reserve to be made which will reduce what appears to be a larger surplus than forecast.

## *Intelligent Community*

Council budgeted \$216,000 to the Western Ontario Warden's Caucus SWIFT project in 2015. The Caucus only requested a \$20,000 to cover expenses because there has still

not been a funding announcement from the Federal and Provincial governments. If the project is funded the balance of \$196,000 will be required in the future. It is recommended that the \$196,000 surplus be transferred to a reserve for SWIFT.

### *Grey Roots*

As reported at the November Committee meeting, Grey Roots will end the year with a surplus for the combined operating and capital budgets of approximately \$41,000, after transferring to reserve \$48,600 for Grey County gallery updates and \$16,500 for the digital museum project which did not transpire in 2015. This has been brought forward to the 2016 budget.

The key drivers of the surplus continue to be savings in building maintenance costs through tight budget control and increased revenue in most areas of admissions. The surplus has been offset by some staff organizational costs.

### *Recommendations for Distribution of Surplus/Funding of Deficits*

The following are the recommendations for the distribution of surplus funds or the funding of any deficits:

- That the projected surplus from the Planning Operating and Agriculture budgets be allocated to the Planning Studies Reserve to assist with the funding of future planning related studies;
- That the surplus in the Forestry and Trail budgets be allocated by transferring \$30,000 to the Forestry Trails Reserve to fund the forestry trail project carried over in the 2016 budget and to assist with the funding of the St. Vincent Accessible Trail project which will also be completed in 2016;
- That any remaining surplus from the Forestry and Trail budgets be allocated to the One Time Funding reserve for future corporate needs;
- That \$2,000 that was recently donated specifically for the Archives be transferred to a reserve for the Archives;
- That \$48,600 from the Grey Roots' surplus be transferred to the Grey Roots' Grey County Gallery Reserve for work on the Grey County Gallery in 2016 and \$16,500 to reserve for the digital museum/web redevelopment project and;
- That any remaining surplus/deficits of the remaining budgets under the care and control of the Planning and Community Development Committee be allocated/funded from their respective reserves.

## Financial / Staffing / Legal / Information Technology

### Considerations

There are no staffing, legal or information technology considerations related to this report. Based on year-to-date amounts, it is anticipated that the budgets under the control of the Planning and Community Development Committee will end the year with a surplus of approximately \$283,500.

### Link to Strategic Goals / Priorities

It is important to achieve a balanced budget from year to year where possible in order to allow Council to respond to corporate goals and objectives.

Respectfully submitted by,

Sharon Vokes  
Clerk/Director of Council Services

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Director of Planning

Geoff Hogan  
Director of Information Technology