



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Ken DeHart, County Treasurer
Date: Thursday, June 8, 2023
Subject: **Planning Financial Statements and Variance Projections as of May 31, 2023**

Background:

This report is respectfully submitted in accordance with the County's Budget Management Policy, and provides a first projection to year-end based on expenditures and revenues to May 31, 2023 for the Planning Department.

Planning

- Municipal recoveries appear to be ahead of budget at this time, however, the full payment (\$125,000) from the City of Guelph for Source Water Protection has been received. The remaining recoveries for work done by Planning staff on behalf of member municipalities currently sits at 26% of the budget. Staff expect additional revenues throughout the year will bring the actuals in line with budget at year-end.
- User fees and charges are currently tracking close to budget at this time (39%). The revenues on subdivision fees, sitting at 137% to date has offset lower LDC application fees (32%). User fee revenues will be largely dependent on market conditions throughout the rest of the year. Staff currently expect that revenues will be close to budget by year-end.
- Salaries, wages and benefits are under budget as a result of staffing vacancies and gapping as the positions are being filled. As with many municipal organizations, finding qualified planners for short-term contracts has been very challenging. A positive variance between \$50,000 and \$60,000 is anticipated.
- Supplies, materials and equipment are below budget as additional expenses will be incurred as the year progresses with a small positive variance anticipated.
- Purchased Services are under budget to the end of May:
 - Expenditures related to County forests and rail-trails projects are expected later in the year. Any variances related to forests or trails will be transferred to or from the reserves at the end of the year and no net variance is expected from these items.
 - Legal and consulting fees are below budget at this time. These expenses are largely attributable to on-going appeals (OLT). Planning staff are currently involved in hearings this summer with more scheduled next year. It is difficult to estimate what the savings may be before the end of the year, as it depends on the volume of appeals for the remainder of the year. At this point savings of \$30,000 to \$40,000 is anticipated.
- Transfer payments are slightly under budget – additional payments to the Grand River Conservation Authority for the Rural Water Quality Programme and funding of the Risk Management Officer will be made later this year. No variance is anticipated.

Overall, the Planning Division is on close to expectations on revenues while experiencing savings on staffing and various expenditures thus far. The final variance in Planning will largely be determined by LDC fees and other development application fees received throughout the rest of the year as well as the remaining consulting and legal needs within the department. Currently, staff expect a positive variance of between \$80,000 and \$100,000.

Capital

Planning capital expenditures address studies, trails, forest development and climate change initiatives and are administered by planning staff. This report provides a summary of the 2023 Planning capital spending for the period ending May 31, 2023.

The total approved budget of \$1,920,000 consists of two planning projects totaling \$1,035,000 and nine climate change initiatives totaling \$885,000. Four of the thirteen projects were approved in previous years with the remaining nine newly approved in 2023. The primary funding source for planning capital studies is development charge revenue. Trails and forest development and climate change initiatives are funded through reserves which in turn are funded by operating savings.

The following table details spending to date and project spending plans for 2023.

	LTD Budget	LTD Actuals	Remaining Budget	Comments
Planning and Trails				
Official Plan / MCR Update	\$825,000	\$429,427	\$395,573	Initiated in 2018, the project was budgeted to span five years. An additional \$180,000 was approved in 2023. Project delayed due to recent Government Policy initiatives. Staff monitoring Provincial Policy changes for impact.
Official Plan Rev/Update	\$210,000	\$0	\$210,000	Project delayed due to recent Government Policy initiatives. Staff monitoring Provincial Policy changes for impact.
Subtotal Planning and Trails	\$1,035,000	\$429,427	\$605,573	
Climate Change Initiatives				
Adaptation Plan	\$50,000	\$0	\$50,000	Developing the scope of work with consultant
Community EV Infrastructure	\$100,000	\$0	\$100,000	Implementation Plan underway
Corporate Building Audits	\$100,000	\$0	\$100,000	RFP to be awarded soon with project kick off in June 2023
Corporate EV Infrastructure	\$80,000	\$0	\$80,000	Project to be closed

	LTD Budget	LTD Actuals	Remaining Budget	Comments
Energy Management Software	\$75,000	\$0	\$75,000	Solution chosen and to be implemented by June 2023
Green Development Standards	\$100,000	\$0	\$100,000	Grant application pending. Partnering with Grey County.
Green Fleet Strategy	\$100,000	\$0	\$100,000	Project kick off May 2023
Home Energy Retrofit Programme	\$210,000	\$102,630	\$107,370	Project completion anticipated for June 2023
Regional EV Charging Network	\$70,000	\$49,822	\$20,178	Project to be closed
Subtotal Climate Change Initiatives	\$885,000	\$152,452	\$757,239	
Total Planning Division	\$1,920,000	\$581,878	\$1,338,122	

Green Legacy

- Sales to date are well below the budgeted amount as the majority of orders come in the summer months, at this time no significant variance is anticipated
- Salaries, wages and benefits appear to be tracking higher than budget at this time, however, this is related to timing of expenditures as seasonal staff are brought in the spring and summer months, no significant variance is anticipated
- Supplies, materials and equipment and purchased services are under budget at this time, the majority of spending will take place during the summer months.
- Purchased services includes a budget of over \$25,000 for volunteer expenses including transportation. These programmes are traditionally run through the summer months.

The Green Legacy budget is expected to have a positive variance in the range of \$10,000 to \$15,000 at year-end.

Capital

Green Legacy expenditures provide the capital needs necessary to grow and plant trees to be provided to Wellington County landowners, municipalities, organizations, schools and conservation authorities. This report provides a summary of the 2023 Planning capital spending for the period ending May 31, 2023.

The total approved budget of \$255,000 consists of four projects, two carry forward from 2022 and two new in 2023. The primary funding source for Green Legacy capital projects is through reserves which in turn are funded by transfers from the operating budget.

The following table details spending to date and project spending plans for 2023.

	LTD Budget	LTD Actuals	Remaining Budget	Comments
Green Legacy Van Replacement	\$60,000	\$0	\$60,000	Shortage of supply of vehicles due to international supply shortages has delayed the delivery of this van. It is hopeful that the vehicle will be delivered by Q4 2023
Inventory Management Software	\$40,000	\$0	\$40,000	Solutions being evaluated with anticipated selection in June 2023
Skid Steer Replacement (North)	\$105,000	\$84,997	\$20,003	Equipment ordered. Remaining funds for outfitting.
Southern Nursery Capital Retrofit	\$50,000	\$14,070	\$35,930	Anticipated to be completed by Q3 2023
Total Green Legacy	\$255,000	\$99,067	\$155,933	

Emergency Management

- Salaries, wages and benefits are below budget as a result of vacancies and gapping as a result of filling the positions, at this time staff expect to see savings of between \$15,000 to \$20,000
- Supplies, materials and equipment are under budget and a small positive variance is likely
- Purchased services are tracking ahead of budget at this time as the annual payments for the 911 contract, radio licensing, radio tower lease and software maintenance and licensing have been made for the year.
- Transfer payments (which includes amounts paid to date for the Fire Training Officer) will catch up over the course of the year. No significant variance is anticipated.

Emergency Management is on budget at the end of May taking into consideration a number of full year costs having been incurred and one quarter of Fire Training Officer payments. Savings of \$15,000 to \$20,000 are anticipated at this time.

Capital

Emergency Management capital address emergency communications infrastructure and equipment, county generators, facility improvements to County emergency operations centres and vehicle replacements. This report provides a summary of the 2023 Emergency Management capital spending for the period ending May 31, 2023.

The total approved budget of \$235,000 consists of three projects. One approved in previous years and two newly approved in 2023. The primary funding source for emergency management capital is reserves.

The following table details spending to date and project spending plans for 2023.

	LTD Budget	LTD Actuals	Remaining Budget	Comments
Emergency Management Software	\$125,000	\$0	\$125,000	Review and demo of possible solutions underway with solution choice decided by Q4 2023.
Generator Replacement Program	\$75,000	\$0	\$75,000	Minto has started work for their Clifford, Palmerston and Harriston Sites. Fergus has started work for the Fergus Scottsdale Water Tower.
Replace Paging Site Batteries	\$35,000	\$28,035	\$6,965	Work is underway with anticipated completion in Q4 2023.
Total Emergency Management	\$235,000	\$28,035	\$206,965	

Recommendation:

That the Financial Statements and Variance Projections as of May 31, 2023 for the Planning Department be approved.

Respectfully submitted,



Ken DeHart, CPA, CGA
County Treasurer