



**Municipality of Port Hope**  
56 Queen Street  
Port Hope, ON  
L1A 3Z9

**REPORT TO:** Finance Committee  
**FROM:** Alexandra Goodridge, Manager, Finance  
**SUBJECT:** 2021 Second Quarter (Q2) Financial Report  
**DATE:** August 3, 2021

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**RECOMMENDATION:**  
Receive for Information.

**BACKGROUND:**

Operating Budget

The financial position compared to budget for Q2 2021 is a preliminary review of actual to budget. In the first six months of operation, departmental budgets show on average 56.04% of their annual budget remaining. The departments are relatively consistent with the year-to-date operating budget with some variances due to the timing of revenue receipts and related expenses.

The total Municipal Operating Budget, including the Police and Library Boards, is tracking well at 54.79% of Operating Budget remaining. Appendix "A" provides a summary of the current budget compared revenues and expenses to actual amount occurred.

Purchasing

During the second quarter, the following approved projects have been awarded:

Department	Project	Type	Awarded To	Price Net HST
W&E - Roads	Rural Roads Annual Resurfacing - Tender Portion	Tender	Miller Paving Limited	\$ 392,915.71
W&E - Roads	Street Sweeper Replacement	Tender	FST Canada Inc. o/a Joe Johnson Equipment	\$ 336,627.17

W&E - Roads	Tandem Axle Snow Plow #1	Tender	Winslow - Gerolamy Motors Limited	\$ 304,980.83
W&E - Roads	Tandem Axle Snow Plow #2	Tender	Winslow - Gerolamy Motors Limited	\$ 304,980.83
W&E - Roads	Additional Tandem Axle Snow Plow #3	Tender	Winslow - Gerolamy Motors Limited	\$ 304,980.83
W&E - Engineering	Victoria St. South Reconstruction	Proposal	CIMA Canada Inc.	\$ 116,161.58
W&E - Wastewater	Reline On-shore Effluent Outfall	Proposal	CIMA Canada Inc.	\$ 115,793.98
W&E - Engineering	Rose Glen Road Reconstruction	Proposal	CIMA Canada Inc.	\$ 101,739.65
W&E - Wastewater	Mill St. Pumping Station	Proposal	CIMA Canada Inc.	\$ 101,537.40
PRC	Project Management Services	Sole Source	LLC Inc.	\$ 75,000.00
W&E - Engineering	Peter St. - Signalized Crossing - Construction	Tender	Ashland Construction Group Ltd.	\$ 74,404.14
PRC	Wladyka Park Playground Replacement	Proposal	BlueImp	\$ 74,149.46
PRC	Block Wall repairs to JBSC	Tender	AGC and Associates Inc.	\$ 70,417.92
Corporate Facilities	Generator - Town Hall	Tender	B.G. Roberts Electric Ltd.	\$ 67,261.52
W&E - Engineering	Ontario St. - Signalized Crossing - Construction	Tender	Ashland Construction Group Ltd.	\$ 65,760.08
PRC	Vehicle Replacement - 1/2 Ton 4x4 Truck	Quotes	Thomas Buick GMC Ltd.	\$ 41,322.70
W&E - Water	1/2 Ton 4x4 Extended Cab Truck	Tender	Finch Chevrolet Cadillac Buick GMC Ltd.	\$ 40,560.52
W&E - Water	Water Meter System Upgrades	Quotes	Evans Utility and Municipal Products Supply Ltd.	\$ 25,974.65
W&E - Wastewater	Aeration Tanks Diffuser - cleaning	Quotes	Vactrax Services Inc.	\$ 25,134.72

W&E - Wastewater	Emergency Pump Repairs	Sole Source	SPL Industrial Pumps and Equipment Inc.	\$ 25,079.68
Corporate Services	Hosted PBX Phone Migration - equipment	Quotes	Bell Canada	\$ 24,832.59
W&E - Water	Full Inspection and Assessment of WTP	Quotes	CIMA Canada Inc.	\$ 24,463.10
W&E- Wastewater	Dewatering Sludge Feed Inline Cutter Cartridge Replacement	Sole Source	ACE ENVIROCAN	\$ 21,233.24
W&E - Water	Zone 2 Emergency Pumping - Study	Sole Source	CIMA Canada Inc.	\$ 15,264.00
W&E - Water	Inspection and Assessment of Jocelyn St Reservoir	Quotes	CIMA Canada Inc.	\$ 14,938.37
W&E - Wastewater	Anoxic Mixer #2 Replacement	Sole Source	S.P.L. Industrial Pumps and Equipment Inc.	\$ 11,753.28
W&E - Engineering	Calcium Chloride	Quotes	Road Maintenance Equipment and Services Inc.	\$ 10,646.64

### Taxes Receivable

During the first three months of the year all of the tax arrears pertaining to properties that were scheduled for tax sale in the second three months of the year were collected in full and the tax sales cancelled. The tax sale process has not yet been initiated for properties with two years in arrears as of the end of 2020. There have been no other significant changes to the Tax Receivables, more detailed updates will resume once staff resources allow.

### **RESOURCE IMPLICATIONS:**

Overall, the Municipality continues to strive towards strategically managing the 2021 Approved Budget. No changes to the budget are required as a result of this report. The collection of tax arrears improves the Municipal cash flow.

**CONCLUSION:**

During the second quarter of 2021, departments are consistent with year-to-date budget with some variances due to timing of revenue and expenses. Staff will continue to monitor the budget on a regular basis and in accordance with the budget policy and will report any anomalies as they are known.

Several Procurement projects approved in the 2021 Budget were awarded during the second quarter of 2021.

Respectfully submitted,

Alexandra Goodridge, CPA, CA  
Manager, Finance

## Appendix “A”

As at June 30, 2021 Department Financial Report	YTD June 30, 2021 Revenue	2021 Budget Revenue	Revenue Budget Remaining		YTD June 30, 2021 Expenses	2021 Budget Expenses	Expense Budget Remaining		YTD Net Actuals	2021 Operating Budget Total
			\$	%			\$	%		
Non-Departmental	(1,212,336)	(2,157,498)	(945,162)	43.81%	1,303,231	4,063,554	2,760,323	67.93%	90,895	1,906,056
Council	-	-	-	-	125,457	274,138	148,681	54.24%	125,457	274,138
CAO	-	(100,000)	(100,000)	100.00%	179,085	428,874	249,789	58.24%	179,085	328,874
Corporate Services	(12,636)	(30,245)	(17,609)	58.22%	621,179	1,266,247	645,068	50.94%	608,543	1,236,002
Finance & HR	(10,402)	(75,000)	(64,598)	86.13%	655,265	1,420,534	765,269	53.87%	644,863	1,345,534
Fire & Emergency Services	(378,683)	(972,000)	(593,317)	61.04%	895,926	2,485,664	1,589,738	63.96%	517,243	1,513,664
Works & Engineering	(69,470)	(459,506)	(390,036)	84.88%	2,240,701	4,455,740	2,215,039	49.71%	2,171,231	3,996,234
Municipal Project Staff	(223,436)	(1,081,079)	(857,643)	79.33%	447,845	1,126,079	678,234	60.23%	224,409	45,000
Parks, Recreation & Culture	(234,088)	(1,471,977)	(1,237,889)	84.10%	1,452,596	3,992,057	2,539,461	63.61%	1,218,508	2,520,080
Corporate Facilities	(14,426)	(17,290)	(2,864)	16.56%	202,054	411,026	208,972	50.84%	187,628	393,736
Community Development	(99,768)	(277,095)	(177,327)	64.00%	561,914	1,344,779	782,865	58.22%	462,146	1,067,684
Subtotal Total Municipal Operating	(2,255,245)	(6,641,690)	(4,386,445)	66.04%	8,685,253	21,268,692	12,583,439	59.16%	6,430,008	14,627,002
Municipal Operating Budget remaining \$										8,196,994
Municipal Operating Budget remaining %										56.04%
Library	(7,016)	(61,881)	(54,865)	88.66%	416,345	830,076	413,731	49.84%	409,329	768,195
Police	(247,556)	(551,396)	(303,840)	55.10%	2,918,617	6,191,416	3,272,799	52.86%	2,671,061	5,640,020
Total Municipal Operating *	(2,509,817)	(7,254,967)	(4,745,150)	65.41%	12,020,215	28,290,184	16,269,969	57.51%	9,510,398	21,035,217
Total Municipal Operating Budget remaining \$										11,524,819
Total Municipal Operating Budget remaining %										54.79%
Wastewater Utilities **	(1,678,947)	(4,794,142)	(3,115,195)	64.98%	1,451,410	4,794,142	3,342,732	69.73%	(227,537)	-
Water Utilities **	(1,812,140)	(4,392,521)	(2,580,381)	58.74%	1,397,354	4,392,521	2,995,167	68.19%	(414,786)	-
Total Utilities	(3,491,087)	(9,186,663)	(5,695,576)	62.00%	2,848,764	9,186,663	6,337,899	68.99%	(642,323)	-

Revenues and expenses YTD do not reflect all Reserve transfers and Grant funding within Municipal Departments

\* Municipality of Port Hope 2021 Operational budget does not include Capital Budget (\$1.827M)

\*\* Utilities billings represent only 5 months billing.