
Third Quarter Financial Report 2024



Township of The Archipelago
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Introduction

Quarterly financial reporting is being prepared by the Township of The Archipelago as a means of providing Council and the community with a regular overview of financial information. Quarterly financial reporting is a priority identified by the Finance Department as it demonstrates prudent fiscal responsibility, accountability and transparency.

The primary information provided in the quarterly report is a comparison of the annual budget amounts to actual revenues and expenditures for departments and projects. All financial information is based on preliminary, unaudited information reported from the municipal financial system as of the report date. Seasonal variations in municipal operations may affect the proportion of revenues achieved or expenditures incurred to date. This is particularly evident with projects as the project activity may not have commenced or little actual expenditures may be incurred at the end of the reporting period.

This quarterly report provides information in three parts:

Commentary, pages 2-4

Statement of Operational Results, pages 5-10

Definitions, page 11

Statement of Capital Expenditures, page 12

We hope that you will find the information provided in this report of interest and welcome any suggestions for its improvement going forward.

To view the 2024 Budget Package please visit:
[2024 Budget](#)

Commentary

Taxation Revenue

As at the end of the third quarter (September 30, 2024) 99% of budgeted taxation revenue has been realized due to the completion of the final property tax billing and Q1-3 property tax write offs. Supplemental tax billings arise by new building assessment, renovations and change in use properties. Taxation write offs occur due to demolitions, assessment minutes of settlement, ARB appeals, and a change in use of the property. As per MPAC stipulations; these changes can be reflective of two years prior. We do not currently budget for supplemental taxation revenue due to the complexity and timing of when new assessment value will be realized.

Category	2023	2024 (YTD)
Supplementals	\$69,545	\$60,910
Write Offs	\$157,804	\$19,862

* \$157,804 primarily due to Conservation Land Tax Incentive Program (13 properties)

Grant Revenue

- OMPF – funding is received in equal portions on a quarterly basis. Q3 reporting reflects our first three payments totaling \$1,027,425
- OCIF – funding is received on a bimonthly basis. Q3 reporting reflects 83% of our annual grant \$150,718
- CCBF – (formerly Federal Gas Tax program) received twice per year. Q3 reporting reflects our full annual grant totaling \$30,779
- WDO – funding for the first two quarters was consistent and as per budget. As of July 1st 2024 funding is based on quantity of recyclables and is in line with budget projections

Other Provincial and Federal grant funding is received upon completion of certain stages for the funded project.

Building Permit Revenue

Revenue Source	Q3 2022	Q3 2023	Q3 2024
Total Building Permit Revenue	\$276,492	\$202,015	\$157,568

Building permit revenue is showing a consistent decline over the past three years. At Q3 2024 we have reached 70% of the total budgeted revenue for the year.

Service Agreement Revenue

Service agreement revenue is realized when it is billed (i.e., West Parry Sound Geography Network WPSGN revenue from the municipalities, Northern Ontario Heritage Fund Corporation NOHFC and Georgian Bay Biosphere GBB contributions for employee contracts). Third quarter revenues do not reflect these payments as they were billed in the fourth quarter.

Seasonal & Variable Expenditures

There are various operating expenditures that are seasonal and/or difficult to determine their timing. For example, repairs and maintenance, courses and conferences, overtime wages, professional fees, contracted services (dust control, brushing & trimming, bridges) and recreational programs. Reserve transfers are completed in Q3 & Q4.

External Levy Expenditures

Annual basis: Planning Board

Semi-Annual basis: Belvedere Heights

Quarterly basis: Near North District School Board, District of Social Services
Administration Board, Municipal Property Assessment
Corporation

Monthly basis: North Bay Parry Sound District Health Unit, Land Ambulance, OPP

Statement Of Operational Results - General

Revenue		2024 Q3	2024 Budget	Variance	Percentage
General				Q3/Budget	Collected
Council & Administration	Taxation	9,148,592	9,311,242	162,650	99%
	Grants	1,117,425	1,369,900	252,475	82%
	User Fees	645,231	954,798	309,567	68%
	Transfers	-	1,903,929	1,903,929	0%
Planning, Building & Environment	User Fees	178,099	283,750	105,651	63%
	Transfers	-	74,500	74,500	0%
Health Services	Rental Income	23,951	42,870	18,919	56%
Library	Grants	-	15,072	15,072	0%
Waste Services	Food Cyclor	18,817	72,000	53,183	26%
Total Revenues		11,132,115	14,028,061	2,895,946	79%
Expenditures		2024 Q3	2024 Budget	Variance	Percentage
General				Q3/Budget	Spent
Council & Administration	Council	365,749	486,926	121,177	75%
	Administration	1,381,348	1,824,913	443,565	76%
	IT	263,307	469,180	205,873	56%
	Compensation Review	-	58,000	58,000	0%
	Municipal Lands	10,610	10,610	-	100%
	Economic Development	6,250	6,250	-	100%
	Elections	1,742	9,213	7,471	19%
	Communications Tower	283	57,500	57,217	0%
	Emergency Management	2,745	11,500	8,755	24%
	911	4,039	6,000	1,961	67%
	GIS	126,483	209,581	83,098	60%
	WPSGN	152,749	177,631	24,882	86%
	MPAC	119,682	159,576	39,894	75%
Planning, Building & Environment	Planning	406,305	547,697	141,392	74%
	Building	367,054	595,719	228,665	62%
	By-Law	29,844	110,063	80,219	27%
	Environmental Services	58,500	104,941	46,441	56%
Health Services	Ambulance	556,972	742,629	185,657	75%
	Health Unit	16,896	22,529	5,633	75%
	Belvedere Heights	214,376	214,376	-	100%
	Nursing Station	65,322	84,321	18,999	77%
Social Services	District of Social Services	726,569	968,759	242,190	75%
OPP	OPP Levy	430,859	648,883	218,024	66%
Contributions to Reserves	Capital reserves	-	372,558	372,558	0%
	General Reserves	-	30,000	30,000	0%
Library	Parry Sound Public Library	33,225	33,456	231	99%
	ToA Library	1,462	4,150	2,688	35%
Donations	General Donations	60,427	61,962	1,535	98%
Transportation	Finance Costs	-	32,687	32,687	0%
Waste	Finance Costs	-	50,156	50,156	0%
Recreational Services	Wellness Centre	192,000	1,728,000	1,536,000	11%
Total Expenditures		5,594,798	9,839,766	4,244,968	57%
Q3 General Total		5,537,317	4,188,295	- 1,349,022	

Statement Of Operational Results - General

Revenue

General revenue is trending slightly below target but remains favorable as of the end of the third quarter. Reserve transfers are scheduled for completion in Q4. Administration user fees are performing well, aligning with budget projection. Investment income is expected to increase in Q4 as additional reporting is completed and certain investments mature. Health services rental income is slightly under target due to timing issues but is projected to meet budgeted revenue by year-end.

Expenditures

Overall, expenditure variances are tracking positively, with no areas of concern at this time. Due to billing cycles, several annual levies (Belvedere, Library, and general donations) were fully paid by the end of Q3. Variances in information technology and communications tower/connectivity expenditures are due to the timing of budgeted projects. Lower-than-anticipated spending in building and by-law is attributed to the phased timing of planned staffing. Timing of billings also explains variances in environmental services and Ontario Provincial Police (OPP) levy payments.

Statement Of Operational Results – North

Revenue North		2024 Q3	2024 Budget	Variance Q3/Budget	Percentage Collected
Recreational Services	Grants	40,803	48,645	7,842	84%
	User Fees	7,191	11,500	4,309	63%
Waste Services	Grants	93,991	218,000	124,009	43%
	User Fees	41,593	44,000	2,407	95%
Total Revenues		183,578	322,145	138,567	57%
Expenditures North		2024 Q3	2024 Budget	Variance Q3/Budget	Percentage Spent
Recreational Services	Cemetery	9,706	18,830	9,124	52%
	PABCC	182,395	223,921	41,526	81%
	PAB Chamber	1,500	5,000	3,500	30%
	PAB Dock	63,003	80,742	17,739	78%
	Lighthouse	14,931	22,822	7,891	65%
	Attainable Housing	-	25,900	25,900	0%
	Access Points	3,558	7,904	4,346	45%
	Donations	50,665	43,300	- 7,365	117%
Protection Services	Fire North	6,804	9,895	3,091	69%
Waste Services	Waste North	483,763	737,205	253,442	66%
Transportation	Transportation North	540,920	677,881	136,961	80%
Contributions to Reserves	Capital reserves	-	454,659	454,659	0%
	General Reserves	-	-	-	0%
Total Expenditures		1,357,245	2,308,059	950,814	59%
Q3 North Total		- 1,173,667	- 1,985,914	- 812,247	

Statement Of Operational Results – North

Revenue

A favourable variance is noted in user fees collected at the Pointe au Baril (PaB) Wharf and waste tipping fees. However, Community Center rental income is trending below expectations. WDO grant funding and billable items are on track to meet budgeted revenue targets by year-end.

Expenditures

Expenditure variances for the North are trending positively overall. The Pointe au Baril Community Centre reflects an unfavourable variance due to higher-than-expected costs for internal repairs, maintenance, and increased spending on materials and supplies. The increase in donations is due to community grant approval in regards to supplemental property taxes. The cemetery budget variance is attributable to timing of the new platform and deck project.

Statement Of Operational Results – South

Revenue South		2024 Q3	2024 Budget	Variance Q3/Budget	Percentage Collected
<u>Recreational Services</u>	Holiday Cove User Fees	220,410	275,950	55,540	80%
<u>Protection Services</u>	User Fees	84,547	87,556	3,009	97%
<u>Waste Services</u>	Grants	140,988	327,000	186,012	43%
	User Fees	5,096	12,000	6,904	42%
Total Revenues		451,041	702,506	251,465	64%
Expenditures South		2024 Q3	2024 Budget	Variance Q3/Budget	Percentage Spent
<u>Recreational Services</u>	Donations	12,853	13,000	147	99%
	Holiday Cove	208,312	263,645	55,333	79%
	Access Points	7,870	11,028	3,158	71%
<u>Protection Services</u>	Emergency Protection	6,526	18,153	11,627	36%
	Fire South	88,910	92,556	3,646	96%
<u>Waste Services</u>	Waste South	547,836	833,801	285,965	66%
<u>Transportation</u>	Transportation South	620,811	773,994	153,183	80%
<u>Contributions to Reserves</u>	Capital reserves	-	678,710	678,710	0%
	General Reserves	-	220,000	220,000	0%
Total Expenditures		1,493,118	2,904,887	1,411,769	51%
Q3 South Total		- 1,042,077	- 2,202,381	- 1,160,304	47%
Q3 Total Surplus		3,321,573	-	- 3,321,573	

Statement Of Operational Results – South

Revenue

Variances are trending well at Q3 2024. Holiday Cove Marina revenue is trending well but may struggle to meet the budgeted revenues. WDO grant funding and billable items are on track to meet budgeted revenue targets by year-end.

Expenditures

Variances are trending well for South expenditures. Noted variance for emergency protection due to timing of billing received. Slight variance for transportation south due to repairs and maintenance and contracted services.

Definitions

MPAC

- The Municipal Property Assessment Corporation (MPAC) is an independent, not-for-profit corporation funded by all Ontario municipalities. Their role is to accurately assess and classify all properties in Ontario. This is done in compliance with the Assessment Act and regulations set by the Government of Ontario.

OMPF

- The Ontario Municipal Partnership Fund (OMPF) is the Province's main general assistance grant to municipalities.

OCIF

- Ontario Community Infrastructure Fund provides funding for small, rural, and northern communities across Ontario.

CCBF

- Formerly known as the Gas Tax Fund, the Canada Community-Building Fund is a permanent, indexed fund provided directly to municipalities, flowing through provinces and territories to support strategic infrastructure investments.

WDO

- Waste Diversion Ontario funding used to fund models for Ontario Blue Box Programs, Household Hazardous Waste Programs and Organics Diversion Programs

WPSGN

- West Parry Sound Geography Network

GBB

- Georgian Bay Biosphere

AODA

- The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is an Ontario law mandating that organizations must follow standards to become more accessible to people with disabilities.

Statement of Capital Expenditures

On Track	A - Not Started
Possible Delay	B - Planning/Request for Proposal/ Design
Delayed/Cancelled	C - In Construction/ In Progress
	D - Completed / In Use
	X - Cancelled
	Z - Delayed Until Next Year

Expenditures		2024 Q3	2024 Budget	Variance	Percentage	Project	Comments
				Q3/Budget	Spent	Status	
Administration/Council	Corporate Workstations Upgrade	6,446	20,000	13,554	32%	C	In Progress.
	Asset Management Plan	9,738	25,000	15,262	39%	C	In Progress. Project to be completed in 2025.
	Financial Software	-	290,000	290,000	0%	B	In Progress. Will extend into 2025 year end.
	Emergency Preparedness Grant Project	7,592	-	7,592	0%	C	In Progress.
Building Dept.	Building Replacement Vehicle	-	55,000	55,000	0%	C	In Progress. Completed Q4 2024.
Waste Services	Transfer Station Beautification	66,481	75,000	8,519	89%	D	Completed.
	Site 9 Landfill Optimization	-	35,000	35,000	0%	B	Awaiting MECP response.
Transportation	Crew Cab Truck	73,627	75,000	1,373	98%	D	Completed.
	Driver Feedback Signage	8,374	9,000	626	93%	D	Completed.
	South Roads Crack Sealing	107,890	125,000	17,110	86%	D	Completed.
Facilities	Community Centre Septic Replacement	2,590	90,000	87,410	3%	C	Awarded. 2025 Construction.
	Single Dock at Holiday Cove Marina	21,319	26,500	5,181	80%	D	Completed.
Attainable Housing	Pointe au Baril Project	177,142	256,000	78,858	69%	C	In Progress.
Total Capital Expenditures		481,199	1,081,500	600,301	44%		

Previously Budgeted Capital Expenditures

Expenditures		2024 Q2	Previous Budget	Variance	Percentage	Project Status	Comments
				Q2/Budget	Spent		
Waste Services	Roll Off Truck	355,710	330,000	- 25,710	108%	D	Completed - In Use
Transportation	Blackstone Lake Road Bridge Rehabilitation	1,386	180,000	178,614	1%	D	Completed - In Use. Total project costs within budget