

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 17, 2020  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh  
**SUBJECT:** 2020 Interim Financial Report 9 on Covid 19

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### **RECOMMENDATION:**

**THAT Committee of the Whole accept the Treasurer's interim report on the financial implications of Covid 19 dated November 17, 2020 as information.**

### **BACKGROUND:**

Effective March 16, 2020, municipal facilities were closed to the public due to Covid 19. Subsequent to that, Council has received many reports and updates on the financial implications for the Municipality due to the pandemic.

The Province of Ontario has now entered stage 3 of re-opening and all municipal facilities are now back open to the public and must follow public health guidelines with regard to social distancing, wearing of masks in public, cleaning protocols, etc.

### **DISCUSSION:**

During the closure period, there was a loss of revenue particularly for daycare and recreation. Now that these facilities have re-opened, this loss in revenue is expected to continue, although to a lesser degree. This is because of the limitations the Province has imposed in terms of activities and capacity. Daycare is allowed to accept children at full capacity however enrolment continues to be lower than capacity. Recreation has limits on allowable indoor activities, contact sports, etc.

#### **Daycare:**

The Daycare re-opened on July 6<sup>th</sup> and Staff were recalled a few days prior to re-opening to get prepared, to clean and to receive training. **Refer to Table 1** for an analysis of the finances of the Daycare from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. Note that the Daycare has an estimated deficit to October 31st of \$108,882.

The Municipality was informed in September that it would be receiving \$138,500 through the Province of Ontario's Social Services Relief Fund for the Daycare. The funding is intended to cover revenue losses, PPE, cleaning costs, etc. as a result of Covid 19 from September 1, 2020 to March 31, 2021. On October 22, 2020 the Municipality received \$85,807.79 for the submission it made for September 2020 revenue losses and Covid costs. It is expected that the remaining funding of \$52,692.21 will be used up based on the October submission meaning that no other funding will be available under this program unless a new funding allocation is announced.

This funding provides additional relief to the Municipality and is helping to reduce the deficit the Daycare is experiencing resulting from Covid 19.

### **Recreation:**

**Refer to Table 2** for the financial analysis of the Recreation and Curling Departments from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. The combined surplus for Recreation and Curling to October 31<sup>st</sup> is \$41,453. The surplus is a result of cancelled events over the summer months resulting the avoidance of expenses that would otherwise be incurred. Municipal grant allocations are provided monthly to the department to address expenditures as per the 2020 budget. The ice season of 2020/2021 has now started with strong bookings for practices at both arenas.

### **Almonte Old Town Hall Auditorium**

The total revenue for the Almonte Old Town Hall from January 1, 2020 to October 31, 2020 is \$28,012 and was \$46,623 in 2019. The facility continues to have limited bookings due to restrictions on indoor gatherings.

### **Library:**

**Refer to Table 3** for the financial analysis of the Library from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. The surplus for the library to October 31<sup>st</sup> is \$81,259. Municipal grants are allocated monthly to address expenditures per the 2020 budget. Temporary staff layoffs, reduced spending during the closure period and the early receipt of household grants have contributed to the surplus in this department.

### **Building Department:**

**Refer to Table 4** for the financial analysis of the Building Department from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. Building activity remains high therefore the Department is operating with a surplus of \$319,183 to October 31<sup>st</sup>.

## **Water and Sewer**

**Refer to Table 4** for the financial analysis of the Water and Sewer Department from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. The department has a surplus at October 31<sup>st</sup> of \$1,036,492. The surplus is significant at this time as no capital works have been completed to date and debt payments on the WWTP only occur twice per year. The next debt payment is in November 2020.

## **Taxation and other sources of Revenue:**

Other sources of revenue such as taxation waste management, and miscellaneous sources of revenue, at this time, are being billed when expected. At the Council meeting held on May 5, 2020, Council approved the 2020 tax rate by-law and amended the penalty section to waive penalties on the 2020 final tax billing until December 31, 2020 to provide some relief to residents experiencing financial difficulties.

The Province has confirmed in writing that the school board taxation remittances will be deferred by 90 days so the payment due on September 30<sup>th</sup> will now be due on December 30<sup>th</sup>. This will free up cash for the municipality following the final tax billing as we will have additional time to pay the school boards.

## **Grants:**

The Municipality has been advised by the Ministry of Municipal Affairs that \$361,000 in Covid 19 related funding will flow to the Municipality in September 2020. At the time of writing this report, this funding has not yet been received. This funding is intended to cover expenditures already incurred in 2020 as a result of Covid 19 such as additional cleaning, by-law enforcement, signage, personal protective equipment, etc. Funding is also intended to address revenue losses. The Municipality has lost revenues because of closures and capacity constraints after re-opening for Daycare, Recreation and the Almonte Old Town Hall. In addition, the Municipality has received notice that dividends will not be received in 2020 from Ottawa River Power Corporation and Ottawa River Energy Solutions as a result of Covid 19 totaling \$68,800. If there are any funds remaining at the end of 2020, they will be placed into reserves and carried into 2021 to offset similar Covid related expenditures and continued revenue losses.

The Municipality will be required to provide an accounting to the Province as to how this funding has been applied in 2020 to support Covid 19 related costs and pressures.

On October 20, 2020, Council authorized the Treasurer to apply for Phase 2 Covid 19 funding through the Province of Ontario. This funding is intended to address continued ongoing Covid 19 costs and revenue losses into 2021. That application was completed and submitted by the deadline of October 30, 2020. The results of the application should be known prior to year end.

### **Penalties and Interest on the final tax instalment:**

Penalties and interest on the 2020 final tax billing will be forgone until the end of the year. It is difficult to determine at this time what the resulting revenue loss may be, however, monthly penalty and interest resulting from the final tax billing in 2019 was approximately \$9,100. If a similar amount would be incurred in 2020, then the resulting revenue loss would be \$45,500 (\$9,100 X 5 months).

### **Interest Income:**

The Municipality earns interest monthly on its operating bank account. Prior to Covid 19 the Municipality was earning monthly interest of approximately \$12,000 or 1.9%. In May 2020 interest earned dropped to \$4,500 or .7%. In October, the amount has decreased further to \$3,670.93

The Municipality has also invested in two high interest savings accounts. From January-March 2020 interest was being earned at 2.415% or \$10,000 per month on average. In October, the amount is \$9,841.76

### **Supplementary Taxation:**

As a result of social distancing measures, office closures, etc., the Assessment Office is having difficulty assessing new development for inclusion in supplementary assessment changes to be provided to Municipalities in order to complete supplementary tax billings. The Assessment Office is continuing to work with Municipal building departments to determine alternate methods of assessing new developments.

In October, the Municipality issued supplemental tax billings based on information supplied by the Assessment Office resulting in additional taxation for the Municipality of \$119,456. There is one final supplemental run in November 2020 as the Assessment Office is trying to catch up on some of their delayed work prior to the end of the year. The supplemental run in November does not usually occur.

### **FINANCIAL IMPACT:**

**Tables 1 to 4** provide financial impacts for the Daycare, Recreation Department, Library, Building Department and Water and Sewer.

At October 31<sup>st</sup>, the Municipality has cash in the bank of \$7.95 million and investments total \$12.94 million. **Combined the total of cash and investments is \$20.89 million.**

As of October 31, 2020 the amount of the 2020 tax billing, including the supplementary taxes issued in October still to be paid, is 7.97% and in 2019 at the same time was 9.46%. At this time there doesn't seem to be any issues with residents not paying their

taxes on time as there is actually a decrease in the amount outstanding when compared to 2019.

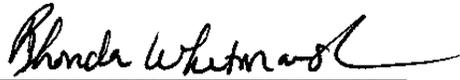
Water arrears at October 31, 2020 are 20.26% and 21.92% at October 31, 2019 a decrease of 1.66%. The next due date is not until December 10, 2020. Again, there appears to be no issues with residents not paying their water billings on time.

It is not expected that the Municipality would need to utilize all available cash and investments to meet its obligations moving forward in the year however the cash flow situation will continue to be monitored and reported to Council.

**SUMMARY:**

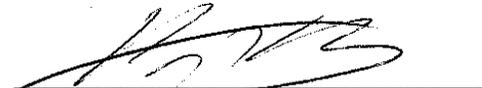
The purpose of this report is to provide information to Council with regard to Covid 19 implications and to highlight any financial concerns as a result of previous closures and restricted activities that are ongoing.

Respectfully submitted by:



Rhonda Whitmarsh,  
Treasurer

Reviewed by:



Ken Kelly,  
CAO

<b>Table 1</b>					
<b>Daycare Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<b>2020 Budget</b>	<b>YTD 2020</b>	<b>Bal Remaining YTD</b>	<b>Bal Remaining %</b>	<b>2019 YTD</b>
<b>DAYCARE</b>					
<b>REVENUE</b>					
Fees & Service Charges	\$2,514,081.00	\$1,208,101.00	\$1,305,980.00	51.95%	1,648,256.00
Municipal Grant	\$29,921.00	\$24,750.00	\$5,171.00	17.28%	6,464.00
<b>TOTAL REVENUE</b>	<b>\$2,544,002.00</b>	<b>\$1,232,851.00</b>	<b>\$1,311,151.00</b>	<b>51.54%</b>	<b>1,654,720.00</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	2,273,907.00	1,219,980.00	\$1,053,927.00	46.35%	1,442,460.00
Supplies	172,750.00	67,547.00	\$105,203.00	60.90%	87,493.00
Service/Rent	97,345.00	54,206.00	\$43,139.00	44.32%	33,287.00
<b>Total Daycare Expenses</b>	<b>2,544,002.00</b>	<b>1,341,733.00</b>	<b>1,202,269.00</b>	<b>47.26%</b>	<b>1,563,240.00</b>
<b>Net Daycare Fund</b>	<b>0.00</b>	<b>(108,882.00)</b>	<b>108,882.00</b>	<b>0.00%</b>	<b>91,480.00</b>
<b>Reserves:</b>					
Balance at Dec 31/19		674,957.61			
2020 budget amounts		(203,686.00)			
<b>Remaining balance</b>		<b>471,271.61</b>	Reserves available for use if required		
<b>Other Financial Information</b>					
<b>Proportion of Revenues in 2020 budget</b>					
Full Fee Revenue	69%				
County Grants	24%				
Municipal Contribution	2%				
Reserves and Development Charges	4%				
Other revenue	1%				
	100%				
<b>Proportion of Costs in 2020 budget</b>					
Salaries and Benefits	89%	*Average monthly salary and benefit costs are \$154,000			
Travel and Training	.5%				
Food and Programming	7%				
General Operating	1%				
Maintenance and Repairs	1%				
Utilities	1%				
Insurance	.5%				
Capital	1%				
	100%				
*14 Full time, 10 supply/Part time, 1 cleaner					

**Table 2**

**Recreation and Curling Revenues and Expenditures January 1, 2020 To October 31, 2020  
with comparisons with the same period in 2019**

	<b>2020 Budget</b>	<b>YTD 2020</b>	<b>Bal Remaining YTD</b>	<b>Bal Remaining %</b>	<b>2019 YTD</b>
<b>RECREATION FUND</b>					
<b>REVENUE</b>					
Federal Gov't Grants	\$300.00	\$300.00	\$0.00	0.00%	\$300.00
Municipal Grants	1,309,995.00	1,091,663.00	\$218,332.00	16.67%	980,006.00
Fees & Service Charges	512,321.00	221,661.00	\$290,660.00	56.73%	315,368.00
<b>Total Revenue</b>	<b>1,822,616.00</b>	<b>1,313,624.00</b>	<b>508,992.00</b>	<b>27.93%</b>	<b>1,295,674.00</b>
<b>EXPENDITURES</b>					
<b>SALARIES &amp; BENEFITS</b>					
Salaries-Recreation Management	188,098.00	147,070.00	\$41,028.00	21.81%	128,620.00
Other Payroll Expenses-F/T	211,272.00	162,500.00	\$48,772.00	23.08%	158,867.00
Other Payroll Expenses-P/T	24,900.00	12,402.00	\$12,498.00	50.19%	15,029.00
<b>Total Expense</b>	<b>424,270.00</b>	<b>321,972.00</b>	<b>102,298.00</b>	<b>24.11%</b>	<b>302,516.00</b>
<b>GENERAL EXPENSES</b>					
General Rec. Expenses	400,616.00	268,108.00	\$132,508.00	33.08%	213,900.00
<b>Total General Expenses</b>	<b>400,616.00</b>	<b>268,108.00</b>	<b>132,508.00</b>	<b>33.08%</b>	<b>213,900.00</b>
Almonte Arena Expenses	279,596.00	178,288.00	\$101,308.00	36.23%	176,484.00
SCC Arena Expenses	216,946.00	126,852.00	\$90,094.00	41.53%	146,025.00
Sports Fields & Parks	199,852.00	148,014.00	\$51,838.00	25.94%	166,859.00
Vehicles & Equipment	26,750.00	24,667.00	\$2,083.00	7.79%	20,196.00
Programs	24,025.00	15,366.00	\$8,659.00	36.04%	24,486.00
Events	59,100.00	3,362.00	\$55,738.00	94.31%	39,695.00
Other Recreation	172,609.00	157,815.00	\$14,794.00	8.57%	139,526.00
<b>Total Expense</b>	<b>978,878.00</b>	<b>654,364.00</b>	<b>324,514.00</b>	<b>33.15%</b>	<b>713,271.00</b>
<b>Total Recreation Expense</b>	<b>1,803,764.00</b>	<b>1,244,444.00</b>	<b>559,320.00</b>	<b>31.01%</b>	<b>1,229,687.00</b>
<b>Net Recreation Fund</b>	<b>18,852.00</b>	<b>69,180.00</b>	<b>(50,328.00)</b>	<b>0.00%</b>	<b>65,987.00</b>
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	<b>2020 Budget</b>	<b>YTD 2020</b>	<b>Bal Remaining YTD</b>	<b>Bal Remaining %</b>	<b>2019 YTD</b>
<b>CURLING FUND</b>					
<b>REVENUE</b>					
Beverage Sales	\$37,000.00	\$24,093.00	\$12,907.00	34.88%	\$29,814.00
Food Sales	0.00	0.00	\$0.00	0.00%	0.00
Curling Lounge Rental	2,500.00	0.00	\$2,500.00	100.00%	828.00
Curling Surface Rental	500.00	0.00	\$500.00	100.00%	3,962.00
Curling Surface Bar Proceeds	0.00	0.00	\$0.00	0.00%	0.00
Curling Ice Rental-Curling Club	33,544.00	16,997.00	\$16,547.00	49.33%	21,718.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
<b>Total Revenue</b>	<b>73,544.00</b>	<b>41,090.00</b>	<b>32,454.00</b>	<b>44.13%</b>	<b>56,322.00</b>
<b>EXPENDITURES</b>					
Insurance	6,346.00	5,764.00	\$582.00	9.17%	6,044.00
Utilities	36,300.00	29,759.00	\$6,541.00	18.02%	30,191.00
Misc. Expense	100.00	0.00	\$100.00	100.00%	116.00
Ice Rental Lounge Maint.	14,000.00	10,130.00	\$3,870.00	27.64%	12,984.00
Ice Rental Locker Maint.	2,200.00	2,754.00	(\$554.00)	(25.18%)	3,043.00
Ice Rental Surface Maint.	3,800.00	1,635.00	\$2,165.00	56.97%	2,583.00
Equipment Maintenance- Ice Plant	4,500.00	1,044.00	\$3,456.00	76.80%	5,217.00
Equipment Maintenance-Ice Scraper	0.00	0.00	\$0.00	#DIV/0!	0.00
Curling Bar	25,150.00	17,731.00	\$7,419.00	29.50%	19,911.00
<b>Total Expense</b>	<b>92,396.00</b>	<b>68,817.00</b>	<b>23,579.00</b>	<b>25.52%</b>	<b>80,089.00</b>
<b>Net Curling Fund</b>	<b>(18,852.00)</b>	<b>(27,727.00)</b>	<b>8,875.00</b>	<b>(47.08%)</b>	<b>(23,767.00)</b>
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<b>Table 3</b>					
<b>Library Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
<b>REVENUE</b>					
Federal Gov't Grants	\$0.00	\$0.00	\$0.00	0.00%	\$3,920.00
Provincial Gov't Grants	31,848.00	32,898.00	(\$1,050.00)	(3.30%)	1,670.00
Municipal Grants	669,244.00	528,203.00	\$141,041.00	21.07%	527,985.00
Fees & Service Charges	18,150.00	7,978.00	\$10,172.00	56.04%	18,974.00
<b>Total Revenue</b>	<b>719,242.00</b>	<b>569,079.00</b>	<b>150,163.00</b>	<b>20.88%</b>	<b>552,549.00</b>
<b>EXPENDITURES</b>					
Salaries & Benefits-Almonte	433,543.00	283,059.00	\$150,484.00	34.71%	316,724.00
Salaries & Benefits-Pakenham	69,522.00	39,736.00	\$29,786.00	42.84%	68,982.00
Administration-Almonte	27,960.00	17,234.00	\$10,726.00	38.36%	20,920.00
Administration-Pakenham	13,400.00	8,238.00	\$5,162.00	38.52%	11,898.00
Materials & Supplies-Almonte	48,150.00	33,406.00	\$14,744.00	30.62%	34,803.00
Materials & Supplies-Pakenham	19,633.00	14,332.00	\$5,301.00	27.00%	15,029.00
Building Operations-Almonte	22,300.00	15,084.00	\$7,216.00	32.36%	16,325.00
Building Operations-Pakenham	24,760.00	16,530.00	\$8,230.00	33.24%	17,014.00
Other Expenditures	59,974.00	60,201.00	(\$227.00)	(0.38%)	57,555.00
<b>Total Library Expenses</b>	<b>719,242.00</b>	<b>487,820.00</b>	<b>231,422.00</b>	<b>32.18%</b>	<b>559,250.00</b>
<b>Net Library Fund</b>	<b>0.00</b>	<b>81,259.00</b>	<b>(81,259.00)</b>	<b>0.00%</b>	<b>(6,701.00)</b>
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<b>Table 4</b>					
<b>Building Department Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
<b>BUILDING DEPARTMENT</b>					
Building Dept. Revenues	469,900.00	636,161.00	(\$166,261.00)	(35.38%)	479,014.00
Building Dept. Expenses	469,900.00	316,978.00	\$152,922.00	32.54%	324,205.00
<b>Net Building Dept.</b>	<b>0.00</b>	<b>319,183.00</b>	<b>(319,183.00)</b>	<b>0.00%</b>	<b>154,809.00</b>

<b>Water and Sewer Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
<b>WATER &amp; SEWER</b>					
Water & Sewer Revenues	3,757,388.00	3,204,650.00	\$552,738.00	14.71%	3,227,359.00
Water & Sewer Expenses	3,757,388.00	2,168,158.00	\$1,589,230.00	42.30%	2,274,557.00
<b>Net Water &amp; Sewer</b>	<b>0.00</b>	<b>1,036,492.00</b>	<b>(1,036,492.00)</b>	<b>0.00%</b>	<b>952,802.00</b>