

JULY 8, 2025

JOINT SERVICES COMMITTEE REPORT

REPORT NO. JSC-025-2025

BUDGET VARIANCE ANALYSIS MAY 2025

**KATIE CLARKE
DEPUTY TREASURER**

**PAT HUFFMAN
TREASURER**

RECOMMENDATIONS

THAT the Joint Services Committee of Leeds and Grenville accepts the Budget Variance Analysis for May 2025 as attached to Report No. JSC-025-2025.

FINANCIAL IMPLICATIONS

Currently, there are no financial implications associated with this report, however, any final year-end surplus or deficit will be distributed to the Counties, Brockville, Gananoque, and Prescott based on the share allocations determined each year.

CLIMATE CHANGE IMPLICATIONS

Where possible reports are provided in a digital format to reduce the Counties carbon footprint.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request.

The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive, to ensure accessibility barriers are reduced or eliminated where possible.

COMMUNICATIONS CONSIDERATIONS

There are no communications implications as a result of this report. The report will be on the Counties' website for public consumption.

BACKGROUND

In February 2025, the Joint Services Committee (JSC) approved the 2025 JSC Budget with net operating expenses of \$21,569,452.39 and a net capital budget of \$2,256,254. Monthly budget variance reports are presented to the Joint Services Committee beginning in June of each year with projections being presented in September and continuing until the end of the year. The purpose of this report is to highlight any variances which may be significant to Joint Services Committee for both the operating budget and the capital budget.

DISCUSSION/ALTERNATIVES

Operating Budget:

The attached operating budget variance report compares the 2025 approved budget with the 2025 year to date actuals to arrive at the dollar variance and percentage of budget spent with the month of May representing 41.7% of the year. Wages and benefits are averaging 38% as payroll is paid one week behind. This report only includes paid expenditures. If goods and services have been provided but not yet paid, these transactions are not reflected in the actuals.

The following is an overview of any significant variances for the JSC Operating Budget:

POA:

- Fine revenue received is 44% of budget as of May 2025
- Wages and benefits are trending on budget

- Office supplies, mileage and travel and computer software are under budget partially offset by the computer equipment budget being fully expended
- The Ministry of Attorney General invoices for quality assurance, ICON charges, Prosecutor Fees and Justice of the Peace costs. Invoices have only been paid up until April due to the timing of when the invoices are received
- Interpreter fees and collection agency fees are currently trending over budget offset by professional development being under budget
- Audit fees have been distributed for the year and the annual Court Administrative Management Software (CAMS) support fees have been paid. This software is used to assist with collection activities

Paramedic Service:

- Provincial subsidy received for operations is currently 39% of budget. The 2025 budgeted increase is based on the provincial cost share formula of 50% of the approved prior year budget. Current cash flow from the province does not include the 2025 increase as this has not yet been announced and confirmed by the province
- \$48,750 in provincial funding has been received for the Dedicated Offload Nurse Program however amounts paid to Brockville General Hospital (BGH) are based on invoices submitted. The invoice for January to March 2025 program costs was paid in June in the amount of \$33,188. Any unused funding by Brockville General Hospital is payable back to the province
- Overall wages and benefits are currently 31% of budget, however, wages are based on 2022 collective bargaining rates and will have a retroactive adjustment when the Collective Agreement is settled. Accruals have been set up for both 2023 and 2024 but no estimates have been calculated for 2025 at the time of this report. In addition, overtime and backfill costs are highest throughout the summer months
- Annual insurance costs were distributed in January for the first six months of the year
- Professional development expenses are currently under budget as costs are anticipated to occur later in the year
- Office supplies, office equipment, photocopying, consultants and contracted services are currently under budget
- Legal expenses are 100.79% of budget
- Patient care medical supplies and equipment are 24% of budget, however, invoices have not all been received
- Facility leasing and fuel are under budget as not all invoices have been received

- Vehicle maintenance for work outsourced is currently 93% of the annual budget
- The budget included \$45,000 in revenue from the sale of retired ambulances and an ERV. Once new vehicles are received, the Counties will work towards disposing the retiring vehicles
- \$251,500 was received from Intact Insurance due to an insurance claim for an ambulance involved in an accident. This revenue will fund the replacement vehicle
- Community Paramedicine Long-Term Care Program, High Intensity Supports At Home (HISH), and Substance Use and Additional Program (SUAP) are currently under budget however, wages are based on 2022 rates and not all invoices have been received. It is anticipated that all program funding will be spent by year-end
- Cross Border costs are reconciled in December
- The \$384,252 approved for new capital is transferred to capital in December once all invoices have been reconciled for year-end
- In year WSIB expenses are currently exceeding the budgeted expense by \$258,000. Some of this will be recoverable from the 100% provincially funded Community Paramedicine programs but the majority of the overage will be funded from regular operations

Community & Social Services:

- Ontario Works is currently under budget due to caseloads being lower than anticipated. Employment related expenses and other administration expense are under budget as a result
- Children Services is currently on budget. It is anticipated that all provincial funding will be fully utilized by year-end
- Community Housing is trending over budget due to the following:
 - The first tax installments for 2025 has been paid and insurance premiums have been distributed for the first six months of 2025
 - Utilities are trending over budget and grounds costs are currently 100% of budget due to winter maintenance. These are partially offset by community housing rental income being higher than budget
 - Housing programs process payments a month in advance which means May contains six months of expenses or 50% of budgeted expenditures
 - Provincial revenue for April to June has not been received for several provincially funded programs

- In addition, budgeted transfers from the Housing Amortization Reserve will occur at year-end to offset operating costs for capital improvements that do not meet the capitalization threshold

Capital Budget:

The attached Capital Budget compares the 2025 approved budget to the combined total of the actual and committed expenditures to reflect the variance as of April 30, 2025. A status column is also included for notes or comments on the projects as well as a column indicating an estimated completion date for all work in progress.

The committed column includes commitments that have been made through the issuance of purchase orders, authorized internal memos for procurement under \$150,000, and reports which have been approved by the Joint Services Committee.

A section has also been added at the bottom of the report which summarizes the funding sources based on the approved Capital Budget, actuals to date, committed amounts, and the variance which reflects the available funds at the time of the report.

Included in the approved 2025 Capital Budget were 13 capital projects from two different departments broken down as follows:

- Paramedic Services – 5
- Social Housing – 8

In addition, the following unbudgeted capital expenditure has been included in the report:

- Refurbished power load systems with stretchers – In order for power load units and stretchers to pass certification for utilization in new ambulances, the units required capital repair. This work was funded from the Paramedic Service Equipment Reserve.
- Purchase of vacant land 126 John Street, Brockville – Purchase of vacant property funded from the Housing Amortization Reserve for future housing opportunities.

ATTACHMENTS

1. JSC Budget Variance Report for May 2025
2. JSC Municipal Distribution for May 2025
3. 2025 JSC Capital Budget Variance Report as of May 31, 2025

The report set out above has been reviewed and the information verified by the individuals listed below.

**KATIE CLARKE,
DEPUTY TREASURER**

JUNE 24, 2025

**PAT HUFFMAN,
TREASURER**

JUNE 30, 2025

**AL HORSMAN
CHIEF ADMINISTRATIVE OFFICER**

JULY 2, 2025