

# Town of Whitby

## Staff Report

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### Report Title: Temporary Borrowing By-Law

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**Report to:** Committee of the Whole

**Date of meeting:** December 2, 2024

**Report Number:** FS 26-24

**Department(s) Responsible:**

Financial Services Department

**Submitted by:**

Fuwing Wong, Commissioner, Financial Services & Treasurer x 4314

**Acknowledged by M. Gaskell,  
Chief Administrative Officer**

**For additional information, contact:**

Raymond Law, Manager, Development Finance x 2909

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#### 1. Recommendation:

1. That a by-law be brought forward to authorize external temporary borrowing of up to \$68,925,000 from January 1, 2025, to September 30, 2025, and up to \$34,463,000 between October 1, 2025, and December 31, 2025, if required for cash flow purposes.

#### 2. Highlights:

- Section 407 (1) of the *Municipal Act, 2001*, allows a municipality to pass a by-law authorizing the temporary borrowing of funds of an amount the Council considers necessary to meet the current expenditure for the year.
- Section 407(3) of the *Municipal Act, 2001* states that the limit upon borrowing shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year until the budget is adopted in the year.
- In prior years, no temporary external borrowing has been required to meet current expenditures. However, it is good practice to pass a by-

law permitting staff to borrow up to the maximum allowable in accordance with the *Municipal Act*, at the beginning of each year should an emergency or a cash flow issue unexpectedly arise.

- Staff will continually monitor and forecast the Town's cash flow to ensure adequate cash is available to meet the anticipated Town expenditures.

### 3. Background:

Section 407 of the *Municipal Act, 2001* permits a municipality to authorize temporary borrowing of an amount that the council considers necessary to meet the current expenditures for the year. Temporary borrowing by a municipality during the year cannot exceed:

- a) From January 1 to September 30: 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted (the Town's 2024 budget, in this case); and
- b) From October 1 to December 31: 25 per cent of the total estimated revenues of the municipality as set out in the adopted budget.

Temporary borrowing has not been required by the Town in the past. However, it is best practice to pass a by-law authorizing temporary borrowing, even if a municipality does not expect to utilize it, as a prudent and proactive measure to mitigate unforeseen circumstances or cash flow issues.

Additionally, with a temporary borrowing by-law in place, staff will be able to act quickly in the best financial interest of the Town by borrowing funds temporarily when the cost of early investment redemptions exceeds the cost of temporary borrowing.

### 4. Discussion:

N/A

### 5. Financial Considerations:

In accordance with the *Municipal Act, 2001*, the maximum that the Town may temporarily borrow from external sources is as follows:

- a) \$68,925,000 – the maximum amount that may be borrowed at any one time temporarily from January 1<sup>st</sup> to September 30<sup>th</sup>, 2025; and
- b) \$34,463,000 – the maximum amount that may be borrowed at any one time temporarily from October 1<sup>st</sup> to December 31<sup>st</sup>, 2025.

The amounts above were calculated based on an even distribution of expenditures and revenues in the 2024 approved budget and excluded revenues derivable or derived from:

- a) Any borrowing, including through any issue of debentures;
- b) A surplus, including arrears of taxes, fees or charges; or
- c) A transfer from the capital fund, reserve funds or reserves.

Subject to Council approval of the by-law, the Town can temporarily borrow funds from the bank at the prime lending rate (5.55% as of November 14, 2024) on the first \$10,000,000. Any short-term debt cost to the taxpayers will depend upon the debt amount and interest rates in 2025.

Over the past ten years, the Town has not needed to temporarily borrow funds externally for cash flow purposes, as cash and investments held by the Town have been sufficient to cover the Town's current or operating expenditures. However, external uncontrollable factors such as the economy or natural disasters/weather-related events may require the Town to utilize temporary borrowing to meet the Town's financial commitments, such as payments to the Regional Municipality of Durham (the Region) and Durham School Boards. These payments (approximately \$52,400,000 and \$15,100,000 per quarter) must be submitted to the Region and School Boards, respectively, regardless of whether the Town collects from Whitby taxpayers by the actual property tax due dates.

Staff will continue to monitor the Town's cash flow needs throughout 2025 and determine whether any cash flow issues should be supplemented through temporary borrowing or the early redemption of investments. This monitoring process is a standard practice in the Finance Department to maximize the Town's investment revenues and to keep any required debt servicing costs to a minimum.

If the Town were required to borrow funds beyond one year or beyond the term of a Council to help finance certain approved capital projects, it would revert to a debenture issue through the Region to ensure compliance with Provincial legislation. Alternatively, the Town may borrow internally, against its own reserves, for a set period at an interest rate determined by the Finance Department and approved by the Council.

**6. Communication and Public Engagement:**

N/A

**7. Input from Departments/Sources:**

N/A

**8. Strategic Priorities:**

N/A

**9. Attachments:**

Attachment 1 – Draft By-law XXXX-24