
Haldimand County

Report GVL-06-2025 Complete Purchasing Rebate Revenue Distribution For Consideration by Council in Committee on June 17, 2025



Objective:

To seek direction from Council regarding the distribution of rebate revenue, associated with the Complete Purchasing Rebate program, on a go forward basis.

Recommendations:

1. THAT Report GVL-06-2025 Complete Purchasing Rebate Revenue Distribution be received;
2. AND THAT 50% of the annual rebate revenue received through the Complete Purchasing Rebate program be provided to Grandview Lodge's Resident Council account to be used towards resident-specific initiatives in accordance with the terms of reference;
3. AND THAT the remaining 50% of the annual rebate revenue received through the Complete Purchasing Rebate program be retained as general operating revenue to be used towards operating expenditures at the discretion of the Administrator;
4. AND THAT an initiative reflecting this motion be included in the Draft 2026 Tax Supported Operating Budget for consideration during budget deliberations.

Prepared by: Amy Moore, Administrator

Respectfully submitted: Megan Jamieson, CHRL, General Manager, Corporate & Social Services

Approved: Cathy Case, Chief Administrative Officer

Executive Summary:

Grandview Lodge has participated in a cooperative purchasing program through Complete Purchasing Services Inc. (CPS) for several years, generating annual rebates based on operational purchases. Historically, these rebate cheques (approximately \$30,000 in 2024) have been directed to the Grandview Lodge Residents' Council which uses the funds for resident-focused initiatives. However, since the qualifying expenses are funded through the municipal tax levy, the rebate revenue should, in principle, be returned to the municipality unless otherwise directed by Council.

To balance fiscal accountability with continued resident support, staff recommend a 50/50 split of the annual rebate going forward. This would allow half of the funds to remain with the Residents' Council, while the other half would support Grandview Lodge's general operating budget. The proposed change maintains support for resident programming while aligning rebate distribution with municipal financial governance practices.

Background:

Since at least 2019, and potentially earlier, Grandview Lodge has participated in a cooperative purchasing program through Complete Purchasing Services Inc. (CPS). This program is accessed by

virtue of our membership in AdvantAGE Ontario and provides annual rebate revenue based on qualifying purchases made with participating vendors.

There is no direct cost to the municipality for participating in CPS, and the program is compliant with the County's procurement policies, as the municipality is effectively piggybacking on a group purchasing program offered through AdvantAGE. While staff did review whether receiving a rebate might contravene the County's P-Card policy (which also includes a rebate component), it was determined that this CPS rebate is appropriate, as the financial benefit accrues to the County as a whole, not to individual employees.

Historically, the CPS rebate cheque has always been issued to the Grandview Lodge Residents' Council rather than the municipality. The Residents' Council maintains a separate bank account, funded through donations, tuck shop revenue, and the CPS rebate. These funds have been used for resident-focused initiatives such as fish tanks, resident entertainment, towel warmers, and partial funding for wheelchairs through an internal application and review process managed by the Residents' Council.

However, the qualifying purchases that generate the rebate are legitimate municipal operating expenses (e.g., food purchases), funded through the tax levy. As such, it is appropriate that rebate funds be returned to the municipality, unless otherwise directed by Council.

Analysis:

The practice of issuing the rebate to the Residents' Council was rooted in past management practices and was not formally approved by Council. The use of these funds by the Residents' Council has positively impacted the quality of life for residents and supported initiatives that align with the values of Grandview Lodge. For example, the Grandview Lodge Residents' Council initiated a financial assistance program to help residents access essential supports such as medical equipment, assistive devices and recreational activities. Residents can apply for up to \$500 each, and so far, the program has provided a total of \$1,615 in support to residents who would otherwise not be able to afford these supports.

However, in principle, rebate revenues should accrue to the municipality, as they are generated from tax-supported expenditures and could be used to offset those expenses. Continuing to direct 100% of the rebate to a third party (Residents' Council), without a Council resolution, does not align with municipal financial governance practices.

Recognizing both the fiscal responsibility of the municipality and the historical benefit of the funds to residents, staff are recommending a revised approach. A 50/50 split of the rebate revenue would allow continued support for resident programming while also returning a portion of the rebate to the municipality for general operational use. The municipal portion of the rebate would be directed to a general operating revenue account. This revenue would not be budgeted for in advance, as it is variable and not guaranteed. Instead, it would be available to offset unanticipated or in-year operating initiatives, including costs that arise outside of the approved budget or where expenses exceed budgeted amounts. The Administrator would be authorized to allocate these funds as needed, provided total expenditures do not exceed the actual rebate revenue received in that year.

This approach introduces a formalized, transparent mechanism for rebate distribution that balances fiscal accountability with continued support for resident engagement and quality of life.

Financial/Legal Implications:

Haldimand does not currently budget for any revenue associated with the CPS, as the Residents' Council is a completely separate account from Haldimand.

The CPS rebate for 2024 totaled approximately \$30,000. Under the recommended approach:

- \$15,000 would be directed to the Grandview Lodge Residents' Council for resident-focused initiatives.
- \$15,000 would be allocated to Grandview Lodge's general operating revenue to support unbudgeted or in-year initiatives, at the discretion of the Administrator.

This approach introduces a formalized, transparent mechanism for rebate distribution that balances fiscal accountability with continued support for resident engagement and quality of life.

Should Council approve this approach, any revenue allocated to the Grandview Lodge operating accounts will form part of the overall surplus/deficit for 2025, which will be transferred to/funded from the Contingency Reserve. Subsequently, an initiative will be brought forward as part of the draft 2026 Tax-Supported Operating Budget, recommending a \$15,000 decrease to the tax levy, subject to consideration during budget deliberations.

Stakeholder Impacts:

This change primarily affects Grandview Lodge residents, who have historically benefited from the full rebate through Residents' Council initiatives. While the proposed 50/50 split reduces available funds, it still preserves meaningful support for resident programming and ensures continued collaboration with the Residents' Council.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

References:

None.

Attachments:

None.