



# **CITY OF NORTH BAY**

## **2018**

### **ADMINISTRATION**

### **RECOMMENDED**

### **OPERATING BUDGET**

**CITY OF NORTH BAY  
2018  
OPERATING BUDGET INDEX**

	<b>From</b>	<b>-</b>	<b>To</b>
<b>Annual General Levy Summary</b>	5	-	6
 <b>Community Services Business Unit</b>	 7		
<b>Business Unit Summary</b>	8		
<b>Aquatic Centre</b>	9	-	11
<b>Arenas</b>	12	-	17
<b>City Hall Facilities</b>	18	-	21
<b>King's Landing</b>	22	-	24
<b>Marina</b>	25	-	28
<b>Parking Operations</b>	29	-	32
<b>Parks Operations</b>	33	-	40
<b>Recreation &amp; Leisure</b>	41	-	47
<b>Building</b>	48	-	50
<b>Community Services – Administration</b>	51	-	53
<b>Economic Development</b>	54	-	56
<b>Planning Department</b>	57	-	60
<b>Transit</b>	61	-	65

	<b>From</b>	<b>-</b>	<b>To</b>
<b>Corporate Services</b>	<b>66</b>		
Business Unit Summary	<b>67</b>		
Council Secretariat	<b>68</b>	<b>-</b>	<b>71</b>
Customer Service	<b>72</b>	<b>-</b>	<b>75</b>
Financial Services	<b>76</b>	<b>-</b>	<b>79</b>
Human Resources	<b>80</b>	<b>-</b>	<b>83</b>
Information Services	<b>84</b>	<b>-</b>	<b>88</b>
Legal Services	<b>89</b>	<b>-</b>	<b>92</b>
POA	<b>93</b>	<b>-</b>	<b>96</b>
<b>Engineering, Environmental &amp; Works</b>	<b>97</b>		
Business Unit Summary	<b>98</b>		
Engineering Services	<b>99</b>	<b>-</b>	<b>104</b>
Environmental Services	<b>105</b>	<b>-</b>	<b>110</b>
Fleet Management	<b>111</b>	<b>-</b>	<b>114</b>
Roads Department	<b>115</b>	<b>-</b>	<b>119</b>
Storm Sewers	<b>120</b>	<b>-</b>	<b>123</b>
Works Department Administration	<b>124</b>	<b>-</b>	<b>127</b>
<b>Fire</b>	<b>128</b>		
Business Unit Summary	<b>129</b>		
Fire Department	<b>130</b>	<b>-</b>	<b>136</b>

	<b>From</b>	<b>-</b>	<b>To</b>
<b>General Government</b>	137		
Business Unit Summary	138		
Financial Expenses	139	-	142
General Revenues	143	-	145
Mayor and Council	146	-	148
Office of the CAO	149	-	151
<b>Service Partners</b>	152		
Business Unit Summary	153		
Service Partners	154	-	155
Invest North Bay Development Corporation	156	-	157
<b>Service Level Changes</b>	158		
Staff Initiatives			
Community Services	159	-	161
Corporate Services	162	-	163
Engineering, Environmental Services & Works	164	-	170
General Government	171	-	175
Public Requests	176	-	182

# Annual General Levy Summary



Budget Year: 2018

YTD End Date: December 2017

Execution Date: October 24, 2017

	2016 Actuals	2017 Actuals YTD *	2017 Budget	2018 Council Review	Variance Increase/ (Decrease)	Change %
<b>Community Services</b>						
AQUATIC CENTRE	307,324	231,956	330,239	344,003	13,764	4.17 %
ARENA SERVICES	1,629,125	1,458,455	1,728,784	1,794,013	65,229	3.77 %
BUILDING	55,403	185,183	67,434	68,744	1,310	1.94 %
CITY HALL FACILITIES	504,202	370,013	573,539	563,810	(9,729)	-1.70 %
COMMUNITY SERVICES ADMIN	184,369	135,028	202,445	205,473	3,028	1.50 %
ECONOMIC DEVELOPMENT	711,738	464,795	752,833	752,145	(688)	-0.09 %
KINGS LANDING	(4,365)	(6,059)	3,452	855	(2,597)	-75.23 %
MARINA	0	7,500	0	0	0	0.00 %
PARKING OPERATIONS	(313,065)	(364,241)	(235,338)	(253,990)	(18,652)	-7.93 %
PARKS - OPERATIONS	3,022,992	2,679,244	3,691,923	3,647,296	(44,627)	-1.21 %
PLANNING DEPARTMENT	374,666	377,090	414,559	403,307	(11,252)	-2.71 %
REC, LEISURE, & CULTURAL SERVICES	530,834	501,962	668,183	713,591	45,408	6.80 %
TRANSIT	3,153,468	2,807,628	4,012,997	4,096,828	83,831	2.09 %
<b>Total Community Services:</b>	<b>10,156,691</b>	<b>8,848,554</b>	<b>12,211,050</b>	<b>12,336,075</b>	<b>125,025</b>	<b>1.02 %</b>
<b>Corporate Services</b>						
COUNCIL SECRETARIAT	77,245	92,572	76,233	130,368	54,135	71.01 %
CUSTOMER SERVICE CENTRE	385,528	284,528	370,236	339,106	(31,130)	-8.41 %
FINANCIAL SERVICES	1,597,455	1,194,307	1,529,325	1,459,918	(69,407)	-4.54 %
HUMAN RESOURCES	1,016,557	842,944	934,744	911,859	(22,885)	-2.45 %
INFORMATION SYSTEMS	1,237,245	1,096,208	1,277,021	1,304,993	27,972	2.19 %
LEGAL DEPARTMENT - GENERAL	282,078	35,199	430,983	373,342	(57,641)	-13.37 %
LEGAL DEPARTMENT - POA	(306,539)	(193,392)	(202,724)	(174,600)	28,124	13.87 %
<b>Total Corporate Services:</b>	<b>4,289,569</b>	<b>3,352,366</b>	<b>4,415,818</b>	<b>4,344,986</b>	<b>(70,832)</b>	<b>-1.60 %</b>
<b>Engineering, Environmental Services &amp; Works</b>						
ENGINEERING SERVICES	598,954	826,520	826,234	837,028	10,794	1.31 %
ENVIRONMENTAL SERVICES	465,113	130,996	878,264	807,524	(70,740)	-8.05 %
FLEET MANAGEMENT	0	330,460	(415,522)	0	415,522	-100.00 %
ROADS DEPARTMENT	7,120,513	5,265,558	8,043,300	8,204,459	161,159	2.00 %
STORM SEWERS	691,184	456,600	552,614	565,823	13,209	2.39 %
WORKS DEPT ADMINISTRATION	597,700	572,151	789,561	778,481	(11,080)	-1.40 %
<b>Total Engineering, Environmental Services &amp; Works:</b>	<b>9,473,464</b>	<b>7,582,285</b>	<b>10,674,451</b>	<b>11,193,315</b>	<b>518,864</b>	<b>4.86 %</b>
<b>Total Fire Department:</b>	<b>12,466,684</b>	<b>10,000,940</b>	<b>13,071,641</b>	<b>13,365,774</b>	<b>294,133</b>	<b>2.25 %</b>
<b>General Government Activities</b>						
FINANCIAL EXPENSES	16,983,117	9,807,125	14,524,225	15,034,663	510,438	3.51 %
GENERAL REVENUES	(91,451,627)	(90,159,736)	(10,638,299)	(10,429,224)	209,075	1.97 %
MAYOR & COUNCIL	378,937	334,929	430,226	438,058	7,832	1.82 %

# Annual General Levy Summary



Budget Year: 2018

YTD End Date: December 2017

Execution Date: October 24, 2017

	2016 Actuals	2017 Actuals YTD *	2017 Budget	2018 Council Review	Variance Increase/ (Decrease)	Change %
OFFICE OF THE CAO	704,053	574,803	355,551	298,115	(57,436)	-16.15 %
<b>Total General Government Activities:</b>	<b>(73,385,520)</b>	<b>(79,442,879)</b>	<b>4,671,703</b>	<b>5,341,612</b>	<b>669,909</b>	<b>14.34 %</b>
<b>Service Partners</b>						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	140,000	0	0.00 %
SERVICE PARTNERS	36,859,112	35,034,595	37,902,982	38,640,169	737,187	1.94 %
<b>Total Service Partners:</b>	<b>36,999,112</b>	<b>35,174,595</b>	<b>38,042,982</b>	<b>38,780,169</b>	<b>737,187</b>	<b>1.94 %</b>
<b>Levy Grand Total:</b>	<b>0</b>	<b>(14,484,139)</b>	<b>83,087,645</b>	<b>85,361,931</b>	<b>2,274,286</b>	<b>2.74 %</b>
<b>Real Growth:</b>				(195,934)		
<b>Levy Change After Growth:</b>	<b>0</b>	<b>(14,484,139)</b>	<b>83,087,645</b>	<b>85,165,997</b>	<b>2,078,352</b>	<b>2.50 %</b>

\* Actuals subject to year-end adjustments and accrual

\*\* Totals may vary slightly from computer generated budget reports due to rounding

\*\*\*The 2018 Budget includes the impact of the adjustments to transition the new fleet life cycle costing model. For comparative purposes, the 2017 Budget has been adjusted to account for the transition with the net impact reported in the Fleet Management Department. The 2017 adjustments have no impact on the tax levy.



# **COMMUNITY SERVICES**

## **2018 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2018

YTD End Date: October 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>Community Services</b>						
AQUATIC CENTRE	307,324	231,956	330,239	344,003	13,764	4.17 %
ARENA SERVICES	1,629,125	1,458,455	1,728,784	1,794,013	65,229	3.77 %
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PARKING OPERATIONS	(313,065)	(364,241)	(235,338)	(253,990)	(18,652)	-7.93 %
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PLANNING DEPARTMENT	374,666	377,090	414,559	403,307	(11,252)	-2.71 %
REC, LEISURE, & CULTURAL SERVICES	530,834	501,962	668,183	713,591	45,408	6.80 %
TRANSIT	3,153,468	2,807,628	4,012,997	4,096,828	83,831	2.09 %
<b>Total:</b>	<b>10,156,691</b>	<b>8,848,554</b>	<b>12,211,050</b>	<b>12,336,075</b>	<b>125,025</b>	<b>1.02 %</b>
<b>Grand Total:</b>	<b>10,156,691</b>	<b>8,848,554</b>	<b>12,211,050</b>	<b>12,336,075</b>	<b>125,025</b>	<b>1.02 %</b>



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## Activity Summary Overview - 2018 Budget

### Aquatic Centre

To provide for the agreement between the YMCA and the City of North Bay to assist with costs to maintain the Aquatic Centre operated by the YMCA.

- Aquatic Centre Capital & Operating budget development and implementation in coordination with the YMCA's Facilities Manager
- Capital Project Management; planning, execution, risk management, closure and warranty follow-up
- Budget reporting and management
- Participate on Energy Efficiency Action Committee
- Creation of an asset management database
- Development and implementation of an asset management plan
- Health & Safety

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Supervisor, Facilities & Parking	0.10	0.10
<b>Totals</b>	<b>0.10</b>	<b>0.10</b>

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**Notable Adjustments - 2018 Budget**

**Aquatic Centre**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	2705 – Natural Gas - To reflect historical and projected usage, plus estimated annual increase.	\$16,102



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): AQUATIC CENTRE

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	8,028	13,009	8,113	8,235	122	1.50 %
1101 OVERTIME FULLTIME	22	0	0	0	0	0.00 %
1202 VACATION	42	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,363	3,820	2,469	2,544	75	3.04 %
PERSONNEL TOTAL	10,455	16,829	10,582	10,779	197	1.86 %
<b>GOODS &amp; SERVICES</b>						
2625 BUILDING MAINT SUPPLIES	7,661	1,367	10,000	9,000	(1,000)	-10.00 %
2701 HYDRO	131,594	91,557	135,456	135,456	0	0.00 %
2705 NATURAL GAS	80,159	73,684	86,523	102,625	16,102	18.61 %
2715 WATER	28,733	22,683	28,327	29,539	1,212	4.28 %
3305 BUILDING MAINTENANCE	6,613	4,510	10,000	9,000	(1,000)	-10.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	16,039	5,171	12,000	12,000	0	0.00 %
3430 MAINTENANCE CONTRACT	26,159	18,112	33,000	33,000	0	0.00 %
3601 INSURANCE PREMIUMS	9,413	8,045	9,351	7,605	(1,746)	-18.67 %
GOODS & SERVICES TOTAL	306,371	225,129	324,657	338,225	13,568	4.18 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	499	0	5,000	5,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	499	0	5,000	5,000	0	0.00 %
EXPENSE TOTAL	317,325	241,958	340,239	354,004	13,765	4.05 %
<b>REVENUE</b>						
0841 PROPERTY RENTALS	10,000	10,000	10,000	10,000	0	0.00 %
REVENUE TOTAL	10,000	10,000	10,000	10,000	0	0.00 %
<b>GRAND TOTAL:</b>	<b>307,325</b>	<b>231,958</b>	<b>330,239</b>	<b>344,004</b>	<b>13,765</b>	<b>4.17 %</b>

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## Activity Summary Overview - 2018 Budget

### Arenas

#### Total Arena Staff Complement – Memorial Gardens, Pete Palangio, West Ferris

##### Positions:

<b>Full Time Staff</b>	<b>2017 FTE</b>	<b>2018 FTE</b>
Senior Manager, Parks, Recreation & Leisure Services	0.20	0.20
Manager, Facilities	0.60	0.60
Manager, Sports & Events	0.60	0.60
Supervisor, Fac. & Parking	0.10	0.00
Clerk Cashier	2.00	2.00
Supervisor, Arenas	1.75	2.00
Arena Maintenance Person	12.50	12.50
<b>Total Full Time</b>	<b>17.75</b>	<b>17.90</b>
<b>Part Time Staff</b>		
Arena Maintenance Person, PT	1.60	1.60
Clerk Cashier, PT	0.26	0.26
Rink Attendants	4.55	4.55
Office Workers	0.88	0.88
Skate Patrol	0.14	0.14
Event Staff Coordinator	0.09	0.09
Event Staff*	0.81	0.81
Timekeeper	0.08	0.08
P.A. Technician	0.08	0.08
Zamboni Driver, PT	0.08	0.08
<b>Total Part Time</b>	<b>8.57</b>	<b>8.57</b>
<b>Total Arena Staff</b>	<b>26.32</b>	<b>26.47</b>

\*Partially funded by third parties such as the Battalion

#### **Memorial Gardens**

It includes the operating, maintenance and administration of the community facility. In addition, it provides for the cost of operating and running various major indoor city sports, ice rentals, events, concerts & attractions. Management of lease agreements with various organizations that include Battalion OHL Hockey, Men's Lakers Hockey, Women's Lakers Hockey, and Figure Skating Club.

#### **Revenue Generating Activities and Contracts**

Major Revenue Generating Activities and Contracts are listed below:

##### **2016/2017 Season**

- 1) Battalion – 35 games
- 2) Men's Lakers – 17 games
- 3) Women's Lakers – 16 games
- 4) Bar – Battalion
- 5) Concessions – Battalion
- 6) Box Office – Battalion

##### **2017/2018 Season**

- 1) Battalion – 35 games
- 2) Men's Lakers – 17 games
- 3) Women's Lakers – 16 games
- 4) Bar – Battalion
- 5) Concessions – Battalion
- 6) Box Office – Battalion

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### **Revenue from Battalion Contract**

- 3% season ticket revenue up to \$1M in total sales
- 4% season ticket revenue exceeding \$1M in total sales
- 7% walk-up gate revenue
- 50% suite rental
- 7.5% advertising in excess of \$150,000
- 50% Arena Naming
- 50% Video Board Rental and Zamboni advertising

### **Pete Palangio**

Provide for the management of the day to day operation, maintenance and administration of a twin pad arena operating for 10 months of the year. Activities range from ice rentals, meeting room bookings and event related activity rentals.

### **West Ferris**

Provide for the management of the day to day operation, maintenance, and administration of an arena, auditorium, and boardroom. Activities include ice rentals, auditorium and boardroom bookings. In addition, it includes the management of lease agreements with various organizations such as West Ferris Minor Hockey, West Ferris Ringette Association, Girls Hockey, Youth Soccer and the North Bay Midget Trappers.

The West Ferris condition assessment of the building structure identified that the roof trusses have exceeded their design service life, but increased monitoring should allow for the operation of the facility in the short term (2 years).

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## Notable Adjustments - 2018 Budget

### Arenas

Item #	Description	Dollar Amount
1.	1001-1802 – Personnel Costs – Anticipated wages and benefit increases.	\$62,707
2.	2705 – Natural Gas - to reflect projected usage plus estimated annual increase.	\$30,584
3.	3601 – Insurance – to reflect projected actuals.	(\$24,958)
4.	4015 – Debenture Principal – to reflect minimum required contractual payment for interest-free loan. See 0470.	\$135,000
5.	5115 – Transfer to Reserve – To reflect anticipated CRF funds.	(\$33,540)
6.	0470 – Transfer from Reserve – to reflect minimum required contractual payment for interest-free loan. See 4015.	\$135,000
7.	0484 – Ticket Surcharge - To reflect anticipated CRF based on ticket sale projections.	(\$33,540)
8.	0933 – Arena Ice Rentals – Anticipated ice rentals including an adjustment to Pete Palangio revenue to account for historical and projected revenues.	(\$16,540)

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	894,245	724,110	1,047,151	1,063,934	16,783	1.60 %
1002 TEMPORARY SALARIES	237,933	192,150	260,500	296,201	35,701	13.70 %
1003 SHIFT PREMIUM	15,464	10,716	15,345	15,377	32	0.21 %
1010 MODIFIED/ACCOMMODATED	9,851	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	47,333	44,208	34,147	34,147	0	0.00 %
1102 OVERTIME PART TIME	3,141	2,424	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	55,574	41,370	6,350	11,847	5,497	86.57 %
1203 COMPASSIONATE LEAVE	1,471	2,775	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	35,727	23,869	0	0	0	0.00 %
1207 SICK LEAVE	35,521	15,518	0	0	0	0.00 %
1301 WSIB LEAVE	0	(340)	0	0	0	0.00 %
1401 TRAINING & SAFETY	2,066	8,631	0	2,500	2,500	100.00 %
1499 OTHER EMP ALLOWANCES	20	20	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	317,274	259,234	331,512	329,680	(1,832)	-0.55 %
1802 FRINGE BENEFITS-PARTTIME	35,957	32,957	45,631	49,657	4,026	8.82 %
<b>PERSONNEL TOTAL</b>	<b>1,691,577</b>	<b>1,357,642</b>	<b>1,740,636</b>	<b>1,803,343</b>	<b>62,707</b>	<b>3.60 %</b>
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	159	0	0	0	0	0.00 %
2401 GAS FUEL	0	0	529	529	0	0.00 %
2601 OFFICE SUPPLIES	4,268	1,595	5,500	5,500	0	0.00 %
2615 JANITORIAL SUPPLIES	23,331	20,037	29,610	29,410	(200)	-0.68 %
2625 BUILDING MAINT SUPPLIES	0	208	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	4,363	2,897	9,250	9,250	0	0.00 %
2655 SAFETY SUPPLIES	98	0	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	3,662	1,627	3,515	3,515	0	0.00 %
2701 HYDRO	582,004	291,098	591,102	591,102	0	0.00 %
2705 NATURAL GAS	115,072	104,887	126,452	157,036	30,584	24.19 %
2715 WATER	43,979	40,560	67,426	59,885	(7,541)	-11.18 %
2720 MUNICIPAL TAXES	3,047	3,263	3,077	3,328	251	8.16 %
2999 MISCELLANEOUS SUPPLIES	331	277	0	0	0	0.00 %
3001 POSTAGE	124	122	600	600	0	0.00 %
3010 TELEPHONE	13,591	10,267	16,850	16,900	50	0.30 %
3035 MILEAGE	4,569	3,645	4,900	4,900	0	0.00 %
3045 CONFERENCE & SEMINARS	67	0	1,600	1,600	0	0.00 %
3070 TRAINING COURSES - OUTSID	4,989	8,538	5,000	5,000	0	0.00 %
3071 TRAINING	0	4,637	1,038	2,500	1,462	140.85 %
3099 MISC ADMIN EXPENSES	7,534	1,090	1,200	1,200	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	0	0	5,500	0	(5,500)	-100.00 %

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3305 BUILDING MAINTENANCE	88,988	99,465	91,500	92,500	1,000	1.09 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	56,410	39,354	60,045	61,045	1,000	1.67 %
3315 VEHICLE MAINTENANCE	72,622	69,702	19,847	19,847	0	0.00 %
3317 ICE PLANT MAINTENANCE	67,846	57,184	44,550	46,550	2,000	4.49 %
3399 MISC MAINTENANCE FEES	304	0	3,500	2,000	(1,500)	-42.86 %
3401 STREET GARBAGE CONTRACT	12,330	6,952	16,870	16,400	(470)	-2.79 %
3445 SNOW REMOVAL CONTRACT	93,786	67,440	89,000	89,000	0	0.00 %
3460 BRINKS COURIER	1,814	1,199	1,500	1,500	0	0.00 %
3499 MISC CONTRACTS	19,399	6,882	20,000	17,225	(2,775)	-13.88 %
3601 INSURANCE PREMIUMS	107,946	92,308	110,594	85,636	(24,958)	-22.57 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>1,332,633</b>	<b>935,234</b>	<b>1,330,555</b>	<b>1,323,958</b>	<b>(6,597)</b>	<b>-0.50 %</b>
<b>FINANCIAL EXPENSES</b>						
4015 DEBENTURE PRINCIPAL	141,028	43,896	0	135,000	135,000	100.00 %
4110 CASH OVER / SHORT	1	16	0	0	0	0.00 %
<b>FINANCIAL EXPENSES TOTAL</b>	<b>141,029</b>	<b>43,912</b>	<b>0</b>	<b>135,000</b>	<b>135,000</b>	<b>100.00 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	53,883	13,134	55,000	55,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	306,691	49,986	279,500	245,960	(33,540)	-12.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>360,574</b>	<b>63,120</b>	<b>334,500</b>	<b>300,960</b>	<b>(33,540)</b>	<b>-10.03 %</b>
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	8,842	5,645	63,332	63,332	0	0.00 %
<b>EXPENSE TOTAL</b>	<b>3,534,655</b>	<b>2,405,553</b>	<b>3,469,023</b>	<b>3,626,593</b>	<b>157,570</b>	<b>4.54 %</b>
<b>REVENUE</b>						
0470 TSF FROM RESERVE FUND	141,028	43,896	0	135,000	135,000	100.00 %
0472 REIMB - CUPE BENEFITS	1,785	772	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	5,775	3,269	0	0	0	0.00 %
0479 REIMBURSEMENTS	39,740	12,508	26,000	30,400	4,400	16.92 %
0480 SUNDRY REVENUE	6,566	5,179	10,000	10,000	0	0.00 %
0484 TICKET SURCHARGE	306,691	49,986	279,500	245,960	(33,540)	-12.00 %
0490 CORPORATE BOX	39,978	2,879	34,000	37,340	3,340	9.82 %
0848 GAME FEES	0	0	0	0	0	0.00 %
0890 ATM REVENUE	0	3,293	1,000	3,400	2,400	240.00 %
0901 TICKET SALES	63,433	9,144	52,000	39,830	(12,170)	-23.40 %
0908 CONCESSION SALES	0	0	0	400	400	100.00 %
0919 VENDING MACHINE SALES	4,825	3,956	4,700	4,500	(200)	-4.26 %
0931 PUBLIC SKATING	11,512	8,755	13,700	13,700	0	0.00 %
0932 ARENA BUILDING RENTALS	44,163	29,935	38,000	38,300	300	0.79 %
0933 ARENA ICE RENTALS	1,100,109	694,028	1,170,540	1,154,000	(16,540)	-1.41 %
0939 ARENA MISC. REVENUES	114,119	63,036	85,300	93,400	8,100	9.50 %
0974 CO-OP ADVERTISING	5,361	5,752	10,000	5,750	(4,250)	-42.50 %





# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	<b>2016 Actuals</b>	<b>2017 Actuals YTD</b>	<b>2017 Budget</b>	<b>2018 Council Review</b>	<b>Variance</b>	<b>Variance %</b>
0975 SIGN ADVERTISING	20,441	10,704	15,500	20,600	5,100	32.90 %
REVENUE TOTAL	1,905,526	947,092	1,740,240	1,832,580	92,340	5.31 %
<b>GRAND TOTAL:</b>	<b>1,629,129</b>	<b>1,458,461</b>	<b>1,728,783</b>	<b>1,794,013</b>	<b>65,230</b>	<b>3.77 %</b>

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## Activity Summary Overview - 2018 Budget

### City Hall Facilities

To provide operating, maintenance, and janitorial services for City Hall facilities. To provide for on-going development and rehabilitation of the building and its equipment with an emphasis on accessibility and energy efficiency.

- Capital & Operating budget development and implementation
- Capital Project Management; planning, execution, risk management, closure, and warranty follow-up
- Budget reporting and management
- Janitorial services
- Participate on Energy Efficiency Action Committee
- Health & Safety

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Maintenance Supervisor	1.00	0.00
Supervisor, Facilities & Parking	0.00	0.35
Facilities Coordinator	0.00	0.40
Building Maintenance Person	1.00	2.00
Custodian	2.00	2.00
<b>Totals</b>	<b>4.00</b>	<b>4.75</b>

Supervisor, Facilities & Parking has been reallocated away from Parks to complete facility and parking related projects. Offsetting reduction appears in the Park's Activity Report.

The Facilities Coordinator position is being housed in this budget and will be partially funded from the capital projects.

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**Notable Adjustments - 2018 Budget**

**City Hall Facilities**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1802 – Personnel Costs – Anticipated wages and benefit increases based on reallocation of positions.	\$64,005
2.	3450 – Commissionaires – Based on history and usage.	(\$8,700)
3.	3601 – Insurance - to reflect projected actuals.	(\$27,369)
4.	0460 – Transfer from Capital – To account for personnel costs recovered through capital projects. See 1011.	\$38,250

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *CITY HALL FACILITIES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	158,916	147,478	224,510	233,918	9,408	4.19 %
1003 SHIFT PREMIUM	4,721	3,388	5,187	5,187	0	0.00 %
1010 MODIFIED/ACCOMMODATED	16,737	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	0	38,250	38,250	100.00 %
1101 OVERTIME FULLTIME	5,874	2,845	3,500	3,500	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	4,399	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	0	100	0	(100)	-100.00 %
1301 WSIB LEAVE	0	(70)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	60,365	49,820	73,757	90,204	16,447	22.30 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
<b>PERSONNEL TOTAL</b>	<b>251,012</b>	<b>203,461</b>	<b>307,054</b>	<b>371,059</b>	<b>64,005</b>	<b>20.84 %</b>
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	846	1,219	500	950	450	90.00 %
2615 JANITORIAL SUPPLIES	13,083	8,942	12,000	12,000	0	0.00 %
2650 CLOTHING / UNIFORM	1,403	1,002	1,335	1,350	15	1.12 %
2660 SAFETY BOOT ALLOWANCE	382	313	740	820	80	10.81 %
2701 HYDRO	217,041	141,966	215,694	215,694	0	0.00 %
2705 NATURAL GAS	21,512	16,324	24,778	27,073	2,295	9.26 %
2715 WATER	10,704	8,500	9,626	10,805	1,179	12.25 %
3010 TELEPHONE	1,247	262	1,680	1,680	0	0.00 %
3035 MILEAGE	269	248	815	750	(65)	-7.98 %
3071 TRAINING	391	173	1,250	1,250	0	0.00 %
3305 BUILDING MAINTENANCE	31,283	30,636	30,000	30,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	42,485	42,678	43,500	43,500	0	0.00 %
3450 COMMISSIONAIRES	9,435	4,141	19,200	10,500	(8,700)	-45.31 %
3480 CLEANING CONTRACT	32,666	20,064	39,140	40,300	1,160	2.96 %
3601 INSURANCE PREMIUMS	123,003	104,989	125,106	97,737	(27,369)	-21.88 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>505,750</b>	<b>381,457</b>	<b>525,364</b>	<b>494,409</b>	<b>(30,955)</b>	<b>-5.89 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5005 BUILDINGS	20,526	16,724	25,000	26,000	1,000	4.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>20,526</b>	<b>16,724</b>	<b>25,000</b>	<b>26,000</b>	<b>1,000</b>	<b>4.00 %</b>
<b>EXPENSE TOTAL</b>	<b>777,288</b>	<b>601,642</b>	<b>857,418</b>	<b>891,468</b>	<b>34,050</b>	<b>3.97 %</b>
<b>REVENUE</b>						
0460 TRANSFER FRM CAPITAL FUND	0	0	0	38,250	38,250	100.00 %
0969 RECOVERY OF UTILITY COSTS	70,116	59,207	77,143	78,609	1,466	1.90 %
0970 REC OF MAINTENANCE COSTS	12,199	10,143	12,000	12,000	0	0.00 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): CITY HALL FACILITIES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	190,771	162,280	194,736	198,800	4,064	2.09 %
REVENUE TOTAL	273,086	231,630	283,879	327,659	43,780	15.42 %
<b>GRAND TOTAL:</b>	<b>504,202</b>	<b>370,012</b>	<b>573,539</b>	<b>563,809</b>	<b>(9,730)</b>	<b>-1.70 %</b>

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## Activity Summary Overview – 2018 Budget

### King's Landing

To provide for general maintenance of the municipal dock (King's Landing). It includes the buildings and utilities to ensure their prescribed use.

In 2011 King's Landing underwent a structural integrity report which identified some significant structural recommendations over the next 10 years. At that time capital funding required to maintain the current operation of King's Landing was estimated at 2.5 million dollars. Immediate remediation as recommended by the report was completed to ensure continued safe use of the facility.

In 2013 the City contracted Mitchell Architects to complete a Waterfront Commercial Tourism Attraction Feasibility Study with the intent to consider growth potential of all areas along the Golden Mile and inclusive of the marina and King's Landing. This report was presented to Council in the spring of 2014.

In 2015 King's Landing underwent a structural integrity report to determine its operational load capacity and review potential repair opportunities and their costs. This report was received in the spring of 2016. The report identified several deficiencies that were addressed. The report identified load restrictions that were implemented. The report also provides high level estimates for the rehabilitation of the segments of the wharf (estimates of potential options ranged from \$2.5 million to \$3 million).

In 2016 an Environmental Assessment Study was initiated to identify long term options for rehabilitation or redevelopment of the wharf.

In 2017, options for the potential redevelopment of King's Landing were presented. Council has directed staff to complete cost estimates for:

- (a) The rehabilitation of King's Landing, and
- (b) The redevelopment

These options are expected to be presented to Council in late 2017 or early 2018.

In the meantime, continued maintenance of King's Landing has been budgeted.

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**Notable Adjustments - 2018 Budget**

**King's Landing**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	2715 – Water – To reflect historical and projected usage plus estimated annual increase.	(\$2,471)



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): KINGS LANDING

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	59	589	3,900	3,900	0	0.00 %
2701 HYDRO	7,327	5,725	8,961	8,961	0	0.00 %
2715 WATER	3,376	2,248	5,634	3,163	(2,471)	-43.86 %
2720 MUNICIPAL TAXES	2,690	2,540	2,717	2,591	(126)	-4.64 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>13,452</b>	<b>11,102</b>	<b>21,212</b>	<b>18,615</b>	<b>(2,597)</b>	<b>-12.24 %</b>
<b>EXPENSE TOTAL</b>	<b>13,452</b>	<b>11,102</b>	<b>21,212</b>	<b>18,615</b>	<b>(2,597)</b>	<b>-12.24 %</b>
<b>REVENUE</b>						
0840 BOAT HOUSE RENTALS	2,081	1,853	2,060	2,060	0	0.00 %
0841 PROPERTY RENTALS	15,736	15,307	15,700	15,700	0	0.00 %
<b>REVENUE TOTAL</b>	<b>17,817</b>	<b>17,160</b>	<b>17,760</b>	<b>17,760</b>	<b>0</b>	<b>0.00 %</b>
<b>GRAND TOTAL:</b>	<b>(4,365)</b>	<b>(6,058)</b>	<b>3,452</b>	<b>855</b>	<b>(2,597)</b>	<b>-75.23 %</b>



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## Activity Summary Overview – 2018 Budget

### Marina

To provide personnel, goods and services to operate the North Bay Waterfront 260 boat slip Marina from May to October. This includes the waterfront boat launch, kayak storage and launch services and overnight security services.

Activities include:

- Slip bookings and renewals
- Dock, building and grounds maintenance
- Fuel tank maintenance and operation
- Sale of ice, worms and fuel
- Pump out of boat septage
- Boat launch sales
- Provision of overnight security

Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Supervisor, Arenas	0.25	0.00
Facilities Coordinator	0.00	0.55
Assistant Marina Coordinator	0.42	0.42
Marina Attendants	1.85	1.85
<b>Totals</b>	<b>2.52</b>	<b>2.82</b>

#### **Notes:**

Operating budget includes an expense of \$21,000 paid to the Corp. of Commissioners for Marina security services.

Future direction by Council with regard to the Waterfront Tourism Commercial Attraction Feasibility Study and Downtown-Waterfront Master Plan could have an impact on Marina Operations in the future.

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**Notable Adjustments - 2018 Budget**

**Marina**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1802 – Personnel Costs – Wages and benefit increases as per Collective Agreement as well as reallocation of the Facilities Coordinator’s salary.	\$38,936
3.	3215 - Property & Building Lease – Projected actuals based on agreement.	(\$2,000)
4.	5010 – Machinery and Equipment – Reduced to reflect the historical and anticipated expenditures.	(\$3,500)
5.	0470 – Transfer from Reserve Fund – To reflect increased share of net costs to be funded from reserve.	\$40,043
6.	0844 – Slip Rentals – Reduced based on historical and expected revenues.	(\$5,000)

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): MARINA

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	20,471	27,891	20,282	39,851	19,569	96.48 %
1002 TEMPORARY SALARIES	51,010	50,413	55,745	66,190	10,445	18.74 %
1101 OVERTIME FULLTIME	1,015	0	0	0	0	0.00 %
1102 OVERTIME PART TIME	656	795	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	2,713	2,108	2,230	2,647	417	18.70 %
1204 STATUTORY HOLIDAYS	2,230	1,140	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	5,318	7,682	10,340	12,743	2,403	23.24 %
1802 FRINGE BENEFITS-PARTTIME	6,213	5,942	1,700	7,802	6,102	358.94 %
PERSONNEL TOTAL	89,626	95,971	90,297	129,233	38,936	43.12 %
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	63,117	58,321	60,000	60,000	0	0.00 %
2501 CONCESSION SUPPLIES	2,292	2,393	3,300	3,300	0	0.00 %
2601 OFFICE SUPPLIES	834	1,589	1,000	1,000	0	0.00 %
2625 BUILDING MAINT SUPPLIES	7,428	6,005	7,000	7,000	0	0.00 %
2650 CLOTHING / UNIFORM	734	408	650	650	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	0	153	0	0	0	0.00 %
2701 HYDRO	2,007	1,402	2,288	2,288	0	0.00 %
2705 NATURAL GAS	239	238	267	329	62	23.22 %
2715 WATER	10,072	6,435	7,761	9,569	1,808	23.30 %
3001 POSTAGE	0	50	80	50	(30)	-37.50 %
3010 TELEPHONE	1,655	1,263	1,600	1,660	60	3.75 %
3035 MILEAGE	0	440	440	0	(440)	-100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	799	200	760	760	0	0.00 %
3080 ADVERTISING & PROMOTION	422	0	400	400	0	0.00 %
3215 PROPERTY & BUILDING LEASE	23,208	0	26,000	24,000	(2,000)	-7.69 %
3455 SECURITY SERVICES	20,741	19,508	21,000	21,000	0	0.00 %
3491 WEED HARVESTING	8,525	0	8,600	8,600	0	0.00 %
3601 INSURANCE PREMIUMS	4,699	4,376	4,772	4,292	(480)	-10.06 %
GOODS & SERVICES TOTAL	146,772	102,781	145,918	144,898	(1,020)	-0.70 %
<b>FINANCIAL EXPENSES</b>						
4110 CASH OVER / SHORT	2	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	2	0	0	0	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	4,857	789	10,000	6,500	(3,500)	-35.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,857	789	10,000	6,500	(3,500)	-35.00 %
EXPENSE TOTAL	241,257	199,541	246,215	280,631	34,416	13.98 %
<b>REVENUE</b>						
0470 TSF FROM RESERVE FUND	21,277	0	20,838	60,881	40,043	192.16 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *MARINA*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0823 LAUNCH RAMP FEES	8,683	6,870	8,000	8,000	0	0.00 %
0841 PROPERTY RENTALS	1,334	1,217	1,827	1,350	(477)	-26.11 %
0844 SLIP RENTALS	107,163	96,718	111,000	106,000	(5,000)	-4.50 %
0908 CONCESSION SALES	5,293	5,295	6,500	6,000	(500)	-7.69 %
0909 FUEL SALES	74,114	62,735	75,000	75,000	0	0.00 %
0910 MARINA PRODUCT SALES	4	4	50	0	(50)	-100.00 %
0911 MARINA SERVICES	23,389	19,172	23,000	23,400	400	1.74 %
0922 REPLACEMENT KEY CHARGE	0	30	0	0	0	0.00 %
REVENUE TOTAL	241,257	192,041	246,215	280,631	34,416	13.98 %
<b>GRAND TOTAL:</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>

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## Activity Summary Overview – 2018 Budget

### Parking

Provides for the maintenance and management of the City's on and off-street parking program.

- Parking Department Capital & Operating budget development and implementation
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Management of monthly parking rental program
- Participation with the internal Downtown working group
- Participation on the Energy Efficiency Committee
- Parking lot development
- Daily & seasonal maintenance
- Coin collection and processing
- Parking meter maintenance
- Coordinator schedules work for both Parking and Parks staff in the Central City core

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Manager, Facilities	0.10	0.10
Supervisor, Facilities & Parking	0.40	0.45
Central City Coordinator	0.50	0.50
Parking Meter Service Persons	2.00	2.00
Summer Students	0.62	0.62
<b>Totals</b>	<b>3.62</b>	<b>3.67</b>

Supervisor, Facilities & Parking has been reallocated away from Parks to complete Facility and Parking related projects. Offsetting reduction appears in the Park's Activity Report.

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**Notable Adjustments - 2018 Budget**

**Parking**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1802 – Personnel Costs – Anticipated wages and benefit increases.	\$16,741
2.	3299 – Misc. Leases & Rentals – Based on anticipated actuals.	\$22,441
3.	0815 – Parking Meter Revenue – Based on 2017 revenue projections, increased demand for hourly parking lots and on-street parking. Addition of Pay n’ Displays with License Plate Entry has improved enforcement ensuring people pay at the machine in the Parking Garage.	\$31,657
4.	0841 – Property Rentals Revenue – Based on anticipated actuals.	\$23,813

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *PARKING OPERATIONS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	180,430	151,242	183,401	192,539	9,138	4.98 %
1002 TEMPORARY SALARIES	13,500	12,905	14,701	18,054	3,353	22.81 %
1003 SHIFT PREMIUM	535	442	200	534	334	167.00 %
1101 OVERTIME FULLTIME	4,260	2,530	3,170	3,170	0	0.00 %
1202 VACATION	8,208	4,024	588	722	134	22.79 %
1203 COMPASSIONATE LEAVE	0	363	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,667	1,324	0	0	0	0.00 %
1207 SICK LEAVE	770	1,051	0	0	0	0.00 %
1401 TRAINING & SAFETY	35	45	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	58,901	51,257	58,590	62,086	3,496	5.97 %
1802 FRINGE BENEFITS-PARTTIME	1,689	1,582	1,842	2,128	286	15.53 %
<b>PERSONNEL TOTAL</b>	<b>269,995</b>	<b>226,765</b>	<b>262,492</b>	<b>279,233</b>	<b>16,741</b>	<b>6.38 %</b>
<b>GOODS &amp; SERVICES</b>						
2036 SIGNS	1,027	1,536	1,550	1,580	30	1.94 %
2401 GAS FUEL	46	0	2,289	2,289	0	0.00 %
2435 TOOLS	1,057	745	1,030	1,030	0	0.00 %
2601 OFFICE SUPPLIES	6,452	7,717	8,100	8,262	162	2.00 %
2650 CLOTHING / UNIFORM	1,181	1,181	1,365	1,335	(30)	-2.20 %
2660 SAFETY BOOT ALLOWANCE	483	173	975	1,025	50	5.13 %
2701 HYDRO	25,496	14,468	26,725	26,725	0	0.00 %
2720 MUNICIPAL TAXES	92,783	98,823	118,500	118,500	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	0	11	0	0	0	0.00 %
3001 POSTAGE	608	582	720	735	15	2.08 %
3010 TELEPHONE	2,149	511	2,028	2,028	0	0.00 %
3035 MILEAGE	185	37	700	700	0	0.00 %
3045 CONFERENCE & SEMINARS	0	645	2,800	2,000	(800)	-28.57 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	733	733	800	825	25	3.13 %
3070 TRAINING COURSES - OUTSID	461	534	1,000	1,000	0	0.00 %
3071 TRAINING	0	0	137	137	0	0.00 %
3080 ADVERTISING & PROMOTION	8,197	0	12,000	10,000	(2,000)	-16.67 %
3299 MISC LEASES & RENTS	74,020	67,623	70,327	92,768	22,441	31.91 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	46,958	38,935	53,444	53,444	0	0.00 %
3315 VEHICLE MAINTENANCE	6,230	2,775	9,000	9,000	0	0.00 %
3320 PARKING EQUIPMENT MAINTENANCE	6,718	6,632	10,300	10,500	200	1.94 %
3330 GROUNDS MAINTENANCE	11,079	8,954	30,000	30,000	0	0.00 %
3445 SNOW REMOVAL CONTRACT	81,129	39,857	58,000	58,000	0	0.00 %
3450 COMMISSIONAIRES	16,652	0	0	0	0	0.00 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *PARKING OPERATIONS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3601 INSURANCE PREMIUMS	78	70	81	66	(15)	-18.52 %
GOODS & SERVICES TOTAL	383,722	292,542	411,871	431,949	20,078	4.87 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(20)	1	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(20)	1	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	726	0	1,030	1,030	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	726	0	1,030	1,030	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	7	0	47,129	47,129	0	0.00 %
EXPENSE TOTAL	654,430	519,308	722,522	759,341	36,819	5.10 %
REVENUE						
0479 REIMBURSEMENTS	(1,430)	0	0	0	0	0.00 %
0815 PARKING METER REVENUE	497,046	424,393	477,561	509,218	31,657	6.63 %
0841 PROPERTY RENTALS	471,881	459,155	480,301	504,114	23,813	4.96 %
REVENUE TOTAL	967,497	883,548	957,862	1,013,332	55,470	5.79 %
<b>GRAND TOTAL:</b>	<b>(313,067)</b>	<b>(364,240)</b>	<b>(235,340)</b>	<b>(253,991)</b>	<b>(18,651)</b>	<b>-7.93 %</b>



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## Activity Summary Overview - 2018 Budget

### Parks Operation and Sports Field Complex

#### **Parks Administration**

To provide for the administration, development, supervision and maintenance of 775 hectares of parkland and facilities.

#### **Building & Infrastructure**

To maintain the 38 parks buildings and other park amenities including 9 ball fields, 6 sports fields, 3 tennis courts, 22 playgrounds, 12 outdoor rinks, irrigation systems, fountain, pathways, roadways, parking lots, Kate Pace Way, nature trails, parks furnishings and docks.

#### **Central City Maintenance**

To maintain the following high profile areas within the Central City Area:

- Algonquin Median Planters
- Algonquin Hill Planters
- Civic Square
- Ferguson Block Parkette
- Richardson Fountain Parkette
- Waterfront Pedestrian Underpass
- Algonquin Regiment Parkette
- City Hall Parkette
- Downtown Sidewalks
- Memorial Park
- Transit Terminal

#### **Grounds Maintenance**

To provide for the horticultural, turf and arboricultural maintenance, garbage removal, beach and cemetery maintenance.

- Total number of parks 72 parks
- Total fine turf areas 87 hectares
- Total rough turf areas 25 hectares
- Trees to maintain over 2,500
- Shrubs to maintain over 9,850
- Flowers to maintain over 20,000
- Public Beaches 10
- Lake Accesses 42
- Cemeteries 1.9 hectares

#### **Minor Equipment Maintenance**

To maintain Parks small vehicles and equipment including:

- utility vehicles, zero turn mowers, utility tractors
- turf equipment - over-seeder, aerators, top-dresser, mowers, sod cutter
- ball diamond groomer, beach groomer, roto-tillers
- lawnmowers, line trimmers, snow blowers, leaf blowers, chain saws
- fabrication of various Parks furnishing & equipment including gates, bollards and benches

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## **Heritage North Bay**

The City has an operating agreement with Heritage North Bay (commenced June 2004) to provide funding for the Heritage Gardener Program to maintain the Waterfront shrub beds.

In 2011, an agreement was finalized with Heritage North Bay to provide funding for the maintenance of Community Waterfront Park. In 2012, the Parks Department was successful in securing a 5-year maintenance contract which is finished at the end of 2017.

There have been initial discussions with Heritage North Bay about another contract for the Parks Department to continue maintaining the Community Waterfront Park.

## **Special Events**

To provide for the set-up, maintenance and take down of special events in the City, including; Families First, Family Day, Canada Day, Santa Claus Parade and parks permits such as walkathons, triathlons, concerts in the park, weddings, family and corporate picnics, sports tournaments and Summer in the Park.

## **Summer Capital Projects**

This budget for this cost center has a net total of zero dollars. It documents the 6 Summer Season positions assigned to the Parks Capital Project Crew:

- this crew is assigned to projects that have a small scope of work
- contractors typically charge a premium for these small projects
- Parks is able to set the priority and schedule for this work
- there are administrative efficiencies and savings because Parks, Purchasing and Finance staff does not have to process the RFQs and invoices for these projects
- the result is these projects are more cost effective

## **Tourist Information Centre and Dionne Home**

The Chamber of Commerce ended the agreement to operate the Tourist Information Centre at the end of 2015. The building will continue to be monitored and maintained until a sale is finalized.

## **Waterfront Maintenance**

To maintain the following waterfront areas:

- ACT, Rotary and Lee picnic shelters
- Amelia, Golden and Marathon beaches
- Amelia and Veterans sports fields
- Amelia, Lee, Marathon and Veterans washroom buildings
- Lee and Waterfront turf, trees, shrubs and flower beds

## **Steve Omischl Sports Field Complex**

To provide for the maintenance of the Sports Field Complex that has staff on site seven days a week who maintain the following:

- 2 artificial turf sports field
- 1 natural turf sports field
- 3 ball diamonds
- Washroom Change room

**Parks Operations and Sports Field Complex Staff Complement:**

	<b>2017 FTE</b>	<b>2018 FTE</b>
<b>Parks Operations</b>		
<b>Administrative Staff</b>		
Senior Manager Parks, Recreation & Leisure Services	0.40	0.40
Manager Parks	1.00	1.00
Manager Facilities	0.30	0.30
Supervisor Parks 50% recovered Capital Budget	1.00	1.00
Supervisor Parks	1.00	1.00
Supervisor Facilities and Parking *	0.40	0.10
Clerical	1.13	1.13
<b>Parks Full Time Staff</b>		
Central City Coordinator	0.50	0.50
Carpenter Class 1	1.00	1.00
Carpenter Class 2	1.00	1.00
Chargehand Class 1	2.00	2.00
Light Equip Maintenance Person	2.00	1.00
Licensed Mechanic **	0.00	0.50
Backhoe Operator	1.00	1.00
Turf Operator	1.42	1.42
Utility Tractor Operator	9.00	9.00
<b>Parks Summer Staff</b>		
Utility Tractor Operator Parks/Roads 6&6	2.00	2.00
Backhoe Operator Parks/Roads 6&6	0.50	0.50
Arena Maintenance II	0.50	0.50
Chargehand Class 2	0.54	0.54
Carpenter Class 1	0.54	0.54
Utility Tractor Operator	0.54	0.54
Turf Operator	0.58	0.58
Chargehand II 100% recovered Capital Budget	0.58	0.58
Utility Tractor Operators 100% Capital Budget	2.32	2.32
Turf Operator 100% recovered Capital Budget	0.58	0.58
Summer Students	4.34	4.34
Outdoor Rink Attendants	1.00	1.00
<b>Total Parks Operations Staff</b>	<b>37.17</b>	<b>36.37</b>
<b>Sports Complex</b>		
Turf Operator	0.58	0.58
Utility Tractor Operator	1.08	1.08
Summer Students	0.93	0.93
<b>Total Sports Complex Staff</b>	<b>2.59</b>	<b>2.59</b>
<b>Grand Total</b>	<b>39.76</b>	<b>38.96</b>

\*The Supervisor of Parking and Facilities position has been reallocated to Parking to complete parking and facilities related projects. The offsetting increase appears in Parking.

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\*\*One of the two Parks Light Equipment Maintenance Person positions (1.00 FTE) has been replaced with a Parks and Fleet 6 & 6 Licensed Mechanic Position (Parks 0.50, Fleet 0.50). This provides improved support and vehicle and equipment repairs during the Parks Department's busy summer season and during the Fleet Department's demanding winter control season.

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## Notable Adjustments – 2018 Budget

### Parks

Item #	Description	Dollar Amount
1.	1001–1801- Personnel Costs – Anticipated wage and benefit increases as well as reallocation of Facilities and Parking Supervisor’s salary.	\$28,894
2.	2715 – Water – To reflect historical and projected usage, plus estimated increase.	(\$9,886)
3.	3435 – Tree Service Contract – Increased based on the previous year’s expenditures and anticipated needs.	\$4,000
4.	3601 – Insurance - to reflect projected actuals.	(\$20,919)
5.	0460 – Transfer from Capital Fund – Increase based on anticipated vehicles usage, fuel and staffing costs to be funded from Capital.	\$46,439
6.	0842 – Facility Rentals – Based on anticipated field rentals.	\$6,700

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,197,990	1,074,007	1,732,060	1,713,798	(18,262)	-1.05 %
1002 TEMPORARY SALARIES	177,133	144,538	154,785	189,649	34,864	22.52 %
1003 SHIFT PREMIUM	3,830	3,766	3,800	3,800	0	0.00 %
1010 MODIFIED/ACCOMMODATED	25,837	12,109	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	240,246	244,036	3,790	1.58 %
1101 OVERTIME FULLTIME	31,853	30,931	28,852	31,742	2,890	10.02 %
1102 OVERTIME PART TIME	0	39	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	129,818	127,633	5,933	7,585	1,652	27.84 %
1203 COMPASSIONATE LEAVE	2,064	1,679	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	62,219	52,968	0	0	0	0.00 %
1207 SICK LEAVE	59,991	51,610	0	0	0	0.00 %
1301 WSIB LEAVE	(11,738)	(397)	0	0	0	0.00 %
1401 TRAINING & SAFETY	6,385	5,240	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	518,643	478,146	630,076	630,768	692	0.11 %
1802 FRINGE BENEFITS-PARTTIME	20,747	16,628	19,090	22,358	3,268	17.12 %
<b>PERSONNEL TOTAL</b>	<b>2,224,772</b>	<b>1,998,897</b>	<b>2,814,842</b>	<b>2,843,736</b>	<b>28,894</b>	<b>1.03 %</b>
<b>GOODS &amp; SERVICES</b>						
2001 SAND	1,661	926	2,500	2,000	(500)	-20.00 %
2002 SALT	171	117	2,500	2,000	(500)	-20.00 %
2006 ASPHALT - COLD MIX	0	149	0	0	0	0.00 %
2036 SIGNS	4,701	11,224	8,600	8,600	0	0.00 %
2099 MISC. MATERIALS	146,055	135,204	175,490	173,990	(1,500)	-0.85 %
2401 GAS FUEL	11,590	10,143	65,556	67,556	2,000	3.05 %
2601 OFFICE SUPPLIES	2,272	1,057	3,500	3,500	0	0.00 %
2650 CLOTHING / UNIFORM	9,451	10,154	11,230	11,405	175	1.56 %
2655 SAFETY SUPPLIES	12,275	10,363	10,900	11,900	1,000	9.17 %
2660 SAFETY BOOT ALLOWANCE	6,284	3,467	6,130	8,600	2,470	40.29 %
2699 MISC GENERAL SUPPLIES	458	0	0	0	0	0.00 %
2701 HYDRO	149,564	99,132	142,276	142,276	0	0.00 %
2705 NATURAL GAS	18,926	15,074	18,977	21,882	2,905	15.31 %
2710 HEATING OIL	4,484	3,405	6,320	6,636	316	5.00 %
2715 WATER	68,405	45,501	109,807	99,921	(9,886)	-9.00 %
2720 MUNICIPAL TAXES	(2,465)	0	0	0	0	0.00 %
3001 POSTAGE	37	4	0	0	0	0.00 %
3010 TELEPHONE	13,411	8,736	13,700	15,070	1,370	10.00 %
3020 COMPUTER COMMUNICATIONS	32	0	1,800	0	(1,800)	-100.00 %
3030 TRAVEL	0	158	0	0	0	0.00 %
3035 MILEAGE	3,371	1,918	4,600	4,000	(600)	-13.04 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3045 CONFERENCE & SEMINARS	1,229	0	1,500	2,000	500	33.33 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	968	872	750	850	100	13.33 %
3070 TRAINING COURSES - OUTSID	16,967	5,788	16,400	18,200	1,800	10.98 %
3071 TRAINING	0	0	1,098	1,098	0	0.00 %
3203 WASTE BIN RENTALS	331	462	0	500	500	100.00 %
3205 VEHICLE LEASE/RENTAL	1,111	81	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	11,808	9,840	13,500	13,905	405	3.00 %
3299 MISC LEASES & RENTS	149	48	0	0	0	0.00 %
3301 RADIO MAINTENANCE	2,636	1,988	2,700	2,700	0	0.00 %
3305 BUILDING MAINTENANCE	12,839	5,011	9,100	9,350	250	2.75 %
3318 ELECTRICAL MAINTENANCE	8,094	4,846	13,000	11,000	(2,000)	-15.38 %
3319 PLUMBING MAINTENANCE	6,659	3,342	10,000	12,000	2,000	20.00 %
3330 GROUNDS MAINTENANCE	99,500	99,282	100,000	100,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	8,441	9,191	11,000	9,000	(2,000)	-18.18 %
3425 CONSTRUCTION CONTRACT	263	0	0	0	0	0.00 %
3435 TREE SERVICE CONTRACT	15,417	0	6,100	10,100	4,000	65.57 %
3441 IRRIGATION SYSTEM CONTRAC	20,458	4,310	10,900	10,900	0	0.00 %
3442 SEPTIC CONTRACT	11,061	0	15,000	14,000	(1,000)	-6.67 %
3480 CLEANING CONTRACT	2,360	0	0	0	0	0.00 %
3499 MISC CONTRACTS	6,207	13,355	10,000	10,000	0	0.00 %
3601 INSURANCE PREMIUMS	90,634	76,547	91,691	70,772	(20,919)	-22.81 %
3999 MISC SERVICES & RENTS	67,680	73,450	73,700	74,800	1,100	1.49 %
GOODS & SERVICES TOTAL	835,495	665,145	970,325	950,511	(19,814)	-2.04 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	31,797	22,560	33,900	33,900	0	0.00 %
5115 TRANSFER TO RESERVE FUND	55,919	51,234	59,400	59,400	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	87,716	73,794	93,300	93,300	0	0.00 %
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	267,258	230,849	468,853	468,853	0	0.00 %
EXPENSE TOTAL	3,415,241	2,968,685	4,347,320	4,356,400	9,080	0.21 %
<b>REVENUE</b>						
0414 PARKS PERMITS	4,437	5,342	7,620	7,800	180	2.36 %
0456 SALE OF SCRAP METALS	877	3,164	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	302,085	348,524	46,439	15.37 %
0472 REIMB - CUPE BENEFITS	5,315	563	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	17,147	1,885	0	0	0	0.00 %
0480 SUNDRY REVENUE	70,070	1,465	58,000	58,000	0	0.00 %
0484 TICKET SURCHARGE	55,919	51,234	59,400	59,400	0	0.00 %
0532 YES PROGRAM	0	1,960	0	0	0	0.00 %
0841 PROPERTY RENTALS	74	0	0	0	0	0.00 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): PARKS - OPERATIONS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0842 FACILITY RENTALS	191,214	181,994	181,800	188,500	6,700	3.69 %
0849 OTHER PROPERTY RENTALS	1,591	1,361	1,545	1,545	0	0.00 %
0919 VENDING MACHINE SALES	1,746	1,768	500	500	0	0.00 %
0975 SIGN ADVERTISING	10,000	10,000	10,000	10,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	33,857	28,708	34,449	34,837	388	1.13 %
REVENUE TOTAL	392,247	289,444	655,399	709,106	53,707	8.19 %
<b>GRAND TOTAL:</b>	<b>3,022,994</b>	<b>2,679,241</b>	<b>3,691,921</b>	<b>3,647,294</b>	<b>(44,627)</b>	<b>-1.21 %</b>



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## Activity Summary Overview – 2018 Budget

### Recreation & Leisure Services

To provide personnel and administration support for the Recreation and Leisure Services Department.

Positions:

<b>Administration Positions</b>	<b>2017 FTE</b>	<b>2018 FTE</b>
Senior Manager of Parks/Recreation & Leisure	0.40	0.40
Manager of Sports and Events	0.40	0.40
Community Development Facilitator	1.00	1.00
Community Events Facilitator	1.00	1.00
Clerk Steno	1.44	1.44
<b>Totals</b>	<b>4.24</b>	<b>4.24</b>

Activities of this section include the following:

**Culture** - Work with the municipal cultural roundtable to lead the implementation of the North Bay Cultural Plan and community organizations such as Creative Industries, to facilitate cultural growth and awareness in the community. Initiatives include Culture Days and artsVest funding program.

**Sport Tourism** - Department staff work with Economic Development, hospitality representatives, Tourism North Bay and are responsible for marketing and attracting sporting events and conventions to the City of North Bay.

**Sponsorship** - Facilitated by Parks and Recreation staff, actively approaching corporate businesses and local business as sponsors for indoor and outdoor municipal facilities.

**Downtown Improvement Area** – Department staff sits ex-officio on the DIA board.

**Trails and Active Transportation** - Work with other municipal department representatives of the Trails and Active Transportation Municipal Committee. Work collectively to implement the actions identified in the Trails and Active Transportation Plan. Initiatives include the development of trails, sidewalks, multiuse pathways, bike routes, safety education, mapping and trouble shooting. Increase awareness across departmental operations with respect to desired future development. Member of Discovery Routes Trails organization. Apply for funding applications to support projects.

**Sports Field and Park Bookings** - The administrative booking of 72 parks, 20 sports fields and 38 buildings. Revenues collected for bookings are shown in the parks building and infrastructure section.

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**Recreation Programs** - Include Youth Centres, After School Program and beach swimming lessons. Coordinated by Recreation and Leisure staff on a cost recovery basis. These programs are contingent on the receipt of grant funding.

**Events** - Facilitated by municipal staff through a community based organizing committee. Budget amounts represent City of North Bay's contribution. (Canada Day, Santa Parade, Families First)

Summer in the Park staff support a committee made up of municipal staff, Chamber of Commerce, City Councillors and community representatives to plan and coordinate this major community event.

Other events that may occur for special celebrations, i.e. Culture Days, Armed Forces Day.

The department also acts as a resource to community event organizers to provide advice regarding event planning.

**Community Development** - Work with neighborhoods, organizations and groups to facilitate and support positive recreational programs and services. These are not necessarily municipally driven. For example: Sport North Bay, Youth Week initiatives, Partners in Hockey, Creative Industries. Also, work with the community to engage neighborhoods for the purpose of park development/new equipment or plans such as the Multi-Use Recreation Facility Strategy and the North Bay Cultural Plan.

**Registration Services** - The customer service centre on behalf of the recreation department provides registration services to local sports groups. A nominal fee of \$2.00 is charged per registration for this service. 2009 was the first year of this service and has been actively promoted to local sports groups.

**Beach Program** - The purpose of this activity is to provide lifeguards and instructors for aquatics programs at City beaches and to encourage safe, responsible use of City beaches.

Locations include: The Cove, Olmsted Beach, and Waterfront Beach

## 2017 Incident Statistic Summary

<b>PUBLIC RELATIONS</b>	<b>WATER FRONT</b>	<b>COVE</b>	<b>OLMSTED</b>	<b>TOTAL</b>
Boats	39	275	70	384
Dock Incidents	3	226	56	285
Dog on Beach/off leash	204	72	89	365
Inflatable Equipment	89	224	20	333
Outside Buoy-lines	372	208	57	637
Swim Wear	9	12	3	24
Lending Equipment	19	438	253	710
Bikes	61	71	68	200
<b><i>INCIDENT/RESCUE</i></b>				
<i>Glass Cut</i>	0	4	0	4
<i>Scrape/Tear/Cut</i>	9	4	4	17
<i>Panicky Swimmer</i>	1	5	4	10
<i>Tired Swimmer</i>	0	4	1	5
<i>Missing Person</i>	0	0	0	0
<i>Bee Sting</i>	0	0	0	0
<i>Paddle Board Rescue</i>	1	0	2	3
<i>Heat related</i>	0	0	0	0
<i>Weather Warning (lightning)</i>	22	46	17	85
<i>Other</i>	3	15	2	20
<b>Total Number of Swimmers per beach in 2017 (including beach area and water combined):</b>	25,093	17,413	13,322	55,828
<b><i>MAINTENANCE (MINUTES)</i></b>				
<i>Clean Washrooms</i>	90	515	320	925
<i>Clean Lifeguard building</i>	513	740	330	1583
<i>Garbage Pickup</i>	1,380	1,555	600	3535

\* Minimum of 35 EMS calls avoided-lifeguard assistance

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<b>Recreation Program Positions</b>	<b>2017 FTE</b>	<b>2018 FTE</b>
Youth Centres (school year)**	0.20	0.20
Youth Centres (summer)**	0.16	0.16
After School Program Supervisor **	0.84	0.84
After School Programmers**	0.20	1.14
Summer in the Park Student**	0.34	0.34
Recreation Programmer *	0.34	0.34
Beach Director	0.27	0.27
Beach Staff	3.08	3.08
<b>Totals</b>	<b>5.43</b>	<b>6.37</b>

\*staff transferred from Parks student complement

\*\* Note ... programs funded wholly or partially through other funding sources.

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**Notable Adjustments - 2018 Budget**

**Recreation & Leisure**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1802 – Personnel Costs – Anticipated minimum wage increase as well as recording 100% grant funded Youth program staff. See offsetting revenues in 0506.	\$117,241
2.	3130 – Consultant Fees – To reflect Cultural Programming only budgeted for 2017	(\$50,000)
3.	0470 – TSF From Reserve Fund - To reflect Cultural Programming only budgeted for 2017	(\$50,000)
4.	0506- Ministry of Health – Recording of grant for current programming to cover wage costs. Previously not recorded in budget.	\$67,717

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): REC, LEISURE, & CULTURAL SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	223,492	222,266	270,135	280,385	10,250	3.79 %
1002 TEMPORARY SALARIES	168,512	157,664	127,161	220,489	93,328	73.39 %
1003 SHIFT PREMIUM	0	33	0	0	0	0.00 %
1101 OVERTIME FULLTIME	0	362	0	0	0	0.00 %
1102 OVERTIME PART TIME	391	75	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	9,584	7,951	314	7,499	7,185	2,288.22 %
1204 STATUTORY HOLIDAYS	5,773	5,347	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	70,119	70,235	83,113	84,145	1,032	1.24 %
1802 FRINGE BENEFITS-PARTTIME	24,315	22,896	20,797	26,243	5,446	26.19 %
PERSONNEL TOTAL	502,186	486,829	501,520	618,761	117,241	23.38 %
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	185	140	600	600	0	0.00 %
2525 FOOD PURCHASES	0	81	0	0	0	0.00 %
2601 OFFICE SUPPLIES	16,807	2,463	7,300	7,300	0	0.00 %
2645 RECREATIONAL SUPPLIES	9,583	7,834	8,900	8,900	0	0.00 %
2699 MISC GENERAL SUPPLIES	14,516	88,310	11,563	11,600	37	0.32 %
2999 MISCELLANEOUS SUPPLIES	66	0	0	0	0	0.00 %
3001 POSTAGE	1,427	822	3,500	4,000	500	14.29 %
3005 COURIER & DELIVERY	339	0	0	0	0	0.00 %
3010 TELEPHONE	5,726	3,346	4,600	5,300	700	15.22 %
3035 MILEAGE	3,091	2,050	2,799	2,750	(49)	-1.75 %
3045 CONFERENCE & SEMINARS	2,739	2,017	5,000	5,000	0	0.00 %
3055 MEETING COSTS	1,388	910	1,400	1,400	0	0.00 %
3056 PERMITS	0	200	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	6,303	4,791	4,500	3,700	(800)	-17.78 %
3075 TRAINING COURSES - IN HOU	450	0	12,500	12,500	0	0.00 %
3080 ADVERTISING & PROMOTION	21,429	24,325	35,500	32,500	(3,000)	-8.45 %
3082 MARKETING	0	0	5,000	5,000	0	0.00 %
3085 OUTSIDE PRINTING	19,638	19,638	28,000	28,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	0	5,000	5,000	0	0.00 %
3130 CONSULTANT FEES	16,418	937	50,000	0	(50,000)	-100.00 %
3205 VEHICLE LEASE/RENTAL	2,479	808	3,800	3,800	0	0.00 %
3229 PORTABLE TOILETS	1,353	1,964	0	0	0	0.00 %
3492 EVENT CONTRIBUTIONS	7,450	4,250	10,000	10,000	0	0.00 %
3499 MISC CONTRACTS	0	137,086	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	3,780	3,996	6,000	4,196	(1,804)	-30.07 %
3930 COMMUNITY PROGRAMS	6,000	2,000	8,000	8,000	0	0.00 %
3965 BALANCE CARRIED FORWARD	(61,553)	(71,106)	0	0	0	0.00 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *REC, LEISURE, & CULTURAL SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3999 MISC SERVICES & RENTS	6,454	10,951	600	600	0	0.00 %
GOODS & SERVICES TOTAL	86,068	247,813	214,562	160,146	(54,416)	-25.36 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	716	250	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	716	250	1,000	1,000	0	0.00 %
INTERNAL TRANSFERS						
7080 SUMMER IN THE PARK CONTRIBUTION	80,000	80,000	80,000	80,000	0	0.00 %
EXPENSE TOTAL	668,970	814,892	797,082	859,907	62,825	7.88 %
REVENUE						
0435 SPONSORSHIP	6,223	52,050	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	40,000	40,000	90,000	40,000	(50,000)	-55.56 %
0479 REIMBURSEMENTS	0	1,000	0	0	0	0.00 %
0480 SUNDRY REVENUE	2,639	5,147	6,700	6,700	0	0.00 %
0506 MINISTRY OF HEALTH	51,047	85,476	0	67,717	67,717	100.00 %
0599 MISC. PROVINCIAL GRANTS	7,790	0	0	0	0	0.00 %
0620 CANADA DAY GRANT	6,500	6,500	0	0	0	0.00 %
0820 REGISTRATION FEES	3,752	104,327	3,700	3,800	100	2.70 %
0940 PARK VENDOR REVENUE	4,955	156	4,500	4,100	(400)	-8.89 %
0950 CONCESSION FEES / VENDOR	611	2,180	0	0	0	0.00 %
0974 CO-OP ADVERTISING	14,620	16,093	24,000	24,000	0	0.00 %
REVENUE TOTAL	138,137	312,929	128,900	146,317	17,417	13.51 %
<b>GRAND TOTAL:</b>	<b>530,833</b>	<b>501,963</b>	<b>668,182</b>	<b>713,590</b>	<b>45,408</b>	<b>6.80 %</b>

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## Activity Summary Overview - 2018 Budget

### Building

Facilitate development through the issuance of building permits.

Administer and enforce the Building Code Act on behalf of City Council by issuing permits, building inspections, plumbing inspections, keeping records and the related City of North Bay By-Laws.

Responsible for the administration and enforcement of the Tenant Protection Act through Property Standards By-Law, Yard Clean-up and Heat By-Law.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Chief Building Official	1.00	1.00
Chief Plans Examiner	1.00	1.00
Building Inspectors	4.00	4.00
Clerk Stenographer	1.00	1.00
Junior Plan Examiner	1.00	1.00
<b>Totals</b>	<b>8.00</b>	<b>8.00</b>



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**Notable Adjustments - 2018 Budget**

**Building Services**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1801 – Personnel Costs - annual wage and benefit increases as per contracts.	\$13,242
2.	0470 – Transfer From Reserve – Anticipated additional revenues needed to offset the costs of the building department.	\$6,713

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *BUILDING*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	402,842	374,153	524,504	528,694	4,190	0.80 %
1010 MODIFIED/ACCOMMODATED	0	3,095	0	0	0	0.00 %
1202 VACATION	7,754	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	117,955	115,893	155,710	164,762	9,052	5.81 %
PERSONNEL TOTAL	528,551	493,141	680,214	693,456	13,242	1.95 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	1,810	1,495	2,200	2,200	0	0.00 %
2650 CLOTHING / UNIFORM	1,202	1,202	1,188	1,335	147	12.37 %
2655 SAFETY SUPPLIES	0	38	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	799	351	1,502	1,230	(272)	-18.11 %
3001 POSTAGE	574	501	550	550	0	0.00 %
3005 COURIER & DELIVERY	6	0	0	0	0	0.00 %
3010 TELEPHONE	3,326	1,250	5,500	4,000	(1,500)	-27.27 %
3035 MILEAGE	12,851	10,680	19,800	19,620	(180)	-0.91 %
3045 CONFERENCE & SEMINARS	4,070	6,545	8,250	8,175	(75)	-0.91 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,110	1,520	2,571	2,552	(19)	-0.74 %
3080 ADVERTISING & PROMOTION	0	584	770	700	(70)	-9.09 %
GOODS & SERVICES TOTAL	25,748	24,166	42,331	40,362	(1,969)	-4.65 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	0	550	500	(50)	-9.09 %
5115 TRANSFER TO RESERVE FUND	61,072	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	61,072	0	550	500	(50)	-9.09 %
<b>INTERNAL TRANSFERS</b>						
7010 ADMINISTRATON & OVERHEAD	255,501	212,918	255,501	255,501	0	0.00 %
EXPENSE TOTAL	870,872	730,225	978,596	989,819	11,223	1.15 %
<b>REVENUE</b>						
0409 OTHER LICENCE FEES	2,340	2,340	3,000	3,000	0	0.00 %
0411 BUILDING PERMIT FEES	784,082	516,877	730,000	730,000	0	0.00 %
0413 PROPERTY STANDARDS	(300)	0	600	600	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	152,762	159,475	6,713	4.39 %
0850 ADMIN FEES	57	0	0	0	0	0.00 %
0851 INQUIRY FEES	29,290	25,826	24,800	28,000	3,200	12.90 %
REVENUE TOTAL	815,469	545,043	911,162	921,075	9,913	1.09 %
<b>GRAND TOTAL:</b>	<b>55,403</b>	<b>185,182</b>	<b>67,434</b>	<b>68,744</b>	<b>1,310</b>	<b>1.94 %</b>

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## Activity Summary Overview – 2018 Budget

### Community Services Administration

#### Managing Director

The Community Services Business Unit plays an integral role in the lives of those who work, live, and play in the City of North Bay. Creating, maintaining and delivering indoor and outdoor leisure facilities, activities, and opportunities, as well as providing transportation, economic, and building services are key objectives of the CS Business Unit.

Managing Director of the Community Services Business Unit provides overall leadership and direction for the department and ensures departmental alignment with City's strategies, priorities and policies.

The Community Services Department has established a Business Plan that considers the internal and external environment we operate within and our available resources to ensure we are aligned with the following corporate strategic priorities:

- Natural, north and near
- Affordable balanced growth
- Social well-being and a vibrant community
- Economic prosperity
- Sustainable efficient municipal operations

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Managing Director of Community Services Business Unit	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>

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**Notable Adjustments – 2018 Budget**

**Community Services Administration**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1801 – Personnel Costs – Annual wage & benefit increases.	\$3,471

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *COMMUNITY SERVICES ADMIN*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	164,931	138,563	167,566	170,080	2,514	1.50 %
1202 VACATION	4,591	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	37,441	33,140	38,399	39,356	957	2.49 %
PERSONNEL TOTAL	206,963	171,703	205,965	209,436	3,471	1.69 %
<b>GOODS &amp; SERVICES</b>						
2660 SAFETY BOOT ALLOWANCE	158	0	0	0	0	0.00 %
3010 TELEPHONE	644	303	1,000	1,000	0	0.00 %
3030 TRAVEL	1,799	249	1,500	1,500	0	0.00 %
3035 MILEAGE	901	446	600	750	150	25.00 %
3070 TRAINING COURSES - OUTSID	117	142	2,500	2,500	0	0.00 %
3075 TRAINING COURSES - IN HOU	4,200	0	15,000	15,000	0	0.00 %
3499 MISC CONTRACTS	21,541	10,972	28,500	28,500	0	0.00 %
GOODS & SERVICES TOTAL	29,360	12,112	49,100	49,250	150	0.31 %
EXPENSE TOTAL	236,323	183,815	255,065	258,686	3,621	1.42 %
<b>REVENUE</b>						
0460 TRANSFER FRM CAPITAL FUND	29,044	29,625	29,625	30,218	593	2.00 %
7910 INTERNAL OVERHEAD REVENUE	22,911	19,163	22,995	22,995	0	0.00 %
REVENUE TOTAL	51,955	48,788	52,620	53,213	593	1.13 %
<b>GRAND TOTAL:</b>	<b>184,368</b>	<b>135,027</b>	<b>202,445</b>	<b>205,473</b>	<b>3,028</b>	<b>1.50 %</b>

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## Activity Summary Overview – 2018 Budget

### Economic Development

To provide for administration and program costs related to Economic Development activities that help facilitate employment and growth.

The Economic Development Department focuses on business retention and expansion while supporting the newly formed Invest North Bay Development Corporation and their mandate.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Manager Economic Development	1.00	1.00
Economic Development Officer	1.00	1.00
Business Development Officer	1.00	1.00
Business Development Officer	1.00	1.00
Clerk Steno II	1.00	1.00
<b>Totals</b>	<b>5.00</b>	<b>5.00</b>

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**Notable Adjustments - 2018 Budget**

**Economic Development**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001 and 1802 – Personnel Costs – Anticipated salary and benefit increases.	\$10,363
2.	3003 – Licensing Fees - Relate to on-going annual costs of new CRM.	(\$3,000)
3.	3065 – Memberships - Reflect realignment of Tourism expense to new corporation.	(\$8,500)

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *ECONOMIC DEVELOPMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	340,679	261,411	404,973	411,684	6,711	1.66 %
1002 TEMPORARY SALARIES	18,237	594	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	36,325	0	0	0	0	0.00 %
1202 VACATION	5,275	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	773	0	0	0	0	0.00 %
1301 WSIB LEAVE	(12,174)	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	118,284	78,891	118,360	122,012	3,652	3.09 %
1802 FRINGE BENEFITS-PARTTIME	2,540	0	0	0	0	0.00 %
PERSONNEL TOTAL	509,939	340,896	523,333	533,696	10,363	1.98 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	4,193	3,303	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	186	0	100	100	100.00 %
2660 SAFETY BOOT ALLOWANCE	357	0	0	0	0	0.00 %
2682 PROMOTIONAL SUPPLIES	3,166	2,198	4,000	4,000	0	0.00 %
3001 POSTAGE	379	115	500	350	(150)	-30.00 %
3003 LICENSING FEES	0	4,300	8,000	5,000	(3,000)	-37.50 %
3010 TELEPHONE	2,934	2,415	5,500	5,500	0	0.00 %
3030 TRAVEL	16,929	15,529	20,000	20,000	0	0.00 %
3035 MILEAGE	3,498	2,122	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	3,735	3,933	4,000	4,000	0	0.00 %
3050 RECEPTIONS	2,466	4,744	3,000	3,500	500	16.67 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	10,132	10,053	11,000	2,500	(8,500)	-77.27 %
3070 TRAINING COURSES - OUTSID	2,853	3,907	6,500	6,500	0	0.00 %
3080 ADVERTISING & PROMOTION	115,313	69,717	154,000	154,000	0	0.00 %
3130 CONSULTANT FEES	0	0	5,000	5,000	0	0.00 %
GOODS & SERVICES TOTAL	165,955	122,522	229,500	218,450	(11,050)	-4.81 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5125 TRANSFER TO OTHER CAPITAL	61,866	1,378	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	61,866	1,378	0	0	0	0.00 %
EXPENSE TOTAL	737,760	464,796	752,833	752,146	(687)	-0.09 %
<b>REVENUE</b>						
0460 TRANSFER FRM CAPITAL FUND	22,366	0	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	212	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	468	0	0	0	0	0.00 %
0479 REIMBURSEMENTS	3,008	0	0	0	0	0.00 %
0699 MISC FEDERAL GRANTS	(34)	0	0	0	0	0.00 %
REVENUE TOTAL	26,020	0	0	0	0	0.00 %
<b>GRAND TOTAL:</b>	<b>711,740</b>	<b>464,796</b>	<b>752,833</b>	<b>752,146</b>	<b>(687)</b>	<b>-0.09 %</b>



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## Activity Summary Overview – 2018 Budget

### Planning Services

To provide for the operation of complete planning services for the City as required by the Planning Act and the Municipal Act. Major activity areas include current planning operations, policy development, research, special projects and By-Law administration & enforcement.

Planning also administers the Committee of Adjustment, Heritage Committee, Municipal Accessibility Committee as well as the City's various community improvement plans.

#### **Committee of Adjustment**

To provide for the operation and activities of the Committee of Adjustment.

#### **Municipal Heritage Committee**

To provide for the operation and activities of the North Bay Municipal Heritage Committee.

#### **Municipal Accessibility Advisory Committee**

To provide for the operation and activities of the Municipal Accessibility Advisory Committee.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Manager of Planning Services	1.00	1.00
Senior Planner - Current Operations	1.00	1.00
Zoning Administrator	1.00	1.00
Policy and Business Development Planner	1.00	1.00
Clerk Stenographer	1.00	1.00
Intern/Contract*	1.00	1.00
Summer Student	0.31	0.31
<b>Totals</b>	<b>6.31</b>	<b>6.31</b>

\*Note: To assist with the completion of various planning projects, Planning Services has received funding from NOHFC for a one year internship in 2017/2018 to partially offset the cost of this position; the remainder will be funded out of the capital budget.

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**Notable Adjustments - 2018 Budget**

**Planning Services**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1802 - Personnel costs – Annual salary, benefit and personnel adjustments.	(\$3,120)
2.	3930 – Community Programs - Downtown Community Improvement Plan – to reflect recent approvals for applications in Downtown. See line 0470.	\$25,000
3.	0470 – Transfer from Reserve – Revenues to offset costs related to the Downtown Community Improvement Plan. See line 3930.	\$25,000
4.	0976 – Signage Leasing - Increased anticipated revenue for Sign Permits and leases. Based on past history and assumptions.	\$3,000

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	423,579	323,751	429,815	423,933	(5,882)	-1.37 %
1002 TEMPORARY SALARIES	1,499	5,746	8,612	8,931	319	3.70 %
1011 SALARIES CAPITAL/Special Projects	0	0	46,792	47,493	701	1.50 %
1202 VACATION	(4,036)	4,080	344	2,257	1,913	556.10 %
1204 STATUTORY HOLIDAYS	0	100	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	120,095	96,066	131,120	130,452	(668)	-0.51 %
1802 FRINGE BENEFITS-PARTTIME	0	690	263	760	497	188.97 %
<b>PERSONNEL TOTAL</b>	<b>541,137</b>	<b>430,433</b>	<b>616,946</b>	<b>613,826</b>	<b>(3,120)</b>	<b>-0.51 %</b>
<b>GOODS &amp; SERVICES</b>						
2036 SIGNS	208	584	700	700	0	0.00 %
2601 OFFICE SUPPLIES	1,469	2,274	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	129	100	100	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	71	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,708	1,143	2,500	2,500	0	0.00 %
3001 POSTAGE	5,984	3,057	5,000	5,000	0	0.00 %
3010 TELEPHONE	623	463	1,000	1,000	0	0.00 %
3030 TRAVEL	576	797	2,000	2,000	0	0.00 %
3035 MILEAGE	345	103	1,300	1,300	0	0.00 %
3045 CONFERENCE & SEMINARS	2,358	3,616	5,000	5,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,525	2,847	3,200	3,200	0	0.00 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3080 ADVERTISING & PROMOTION	679	458	900	900	0	0.00 %
3130 CONSULTANT FEES	2,320	426	2,500	2,500	0	0.00 %
3145 REGISTRY OFFICE FEES	2,146	2,445	3,000	3,000	0	0.00 %
3930 COMMUNITY PROGRAMS	29,212	71,015	40,000	65,000	25,000	62.50 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>50,224</b>	<b>89,357</b>	<b>70,292</b>	<b>95,200</b>	<b>24,908</b>	<b>35.44 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	1,417	1,336	2,000	2,000	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>1,417</b>	<b>1,336</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00 %</b>
<b>EXPENSE TOTAL</b>	<b>592,778</b>	<b>521,126</b>	<b>689,238</b>	<b>711,026</b>	<b>21,788</b>	<b>3.16 %</b>
<b>REVENUE</b>						
0409 OTHER LICENCE FEES	2,340	2,340	3,000	3,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	26,775	26,762	28,000	28,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	51,560	55,101	3,541	6.87 %
0470 TSF FROM RESERVE FUND	36,712	7,500	47,500	72,500	25,000	52.63 %
0480 SUNDRY REVENUE	1,021	406	0	0	0	0.00 %
0533 EXPERIENCE PROGRAM	0	2,979	0	0	0	0.00 %
0812 RADIO COMM TOWER REVENUE	1,370	0	1,400	1,400	0	0.00 %
0851 INQUIRY FEES	99,831	58,245	94,000	95,500	1,500	1.60 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *PLANNING DEPARTMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0869 OTHER ADMINISTRATION FEES	60	70	100	100	0	0.00 %
0976 SIGNAGE LEASING	30,177	31,253	29,000	32,000	3,000	10.34 %
0977 LANE CLOSINGS	870	0	1,920	1,920	0	0.00 %
0994 DEEMING BY-LAWS	1,650	0	825	825	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	17,304	14,478	17,374	17,374	0	0.00 %
REVENUE TOTAL	218,110	144,033	274,679	307,720	33,041	12.03 %
<b>GRAND TOTAL:</b>	<b>374,668</b>	<b>377,093</b>	<b>414,559</b>	<b>403,306</b>	<b>(11,253)</b>	<b>-2.71 %</b>

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## Activity Summary Overview – 2018 Budget

### Transit

Daily on-street transit service. Annual service is for 64,000 hours, 1.3 million km and accommodates over 1.5 million rides. Includes work scheduling and the training of transit operators; responding to public inquiries and providing for transit dispatch; accident investigation and reporting.

#### **Plant & Premises**

To provide accessible transit shelter maintenance and installation. To provide for the installation and maintenance of bus stop signs. To provide for the rental of and janitorial services for the terminal area and drivers and supervisory quarters on Oak Street.

#### **Administration**

General administration for Transit and Para Bus service.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Transit Manager	1.00	1.00
Administrative Assistants	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Operators	25.00	25.00
Facilities Coordinator	0.00	0.05
Transit Bus Wash Operators	2.36	2.36
Spare Board Operators	5.31	5.31
Crossing Guards	3.38	3.20
<b>Totals</b>	<b>40.05</b>	<b>39.92</b>

#### **Para Bus**

To provide a safe and efficient method of transportation for the physically disabled community in North Bay. To maintain the special vehicles for service as legislated and to operate a public information and dispatch office.

#### **Crossing Guards**

To provide for the 15 crossing guard locations within the City of North Bay that provide safe crossing for children up to grade 8.

## Notable Adjustments - 2018 Budget

### Transit

Item #	Description	Dollar Amount
1.	1001-1802 – Personnel Costs – Anticipated wage and benefit increases as per collective agreement and increased minimum wage. Partially offset by continued focus on attendance management and the elimination of the dry cleaning allowance as per the collective agreement.	\$98,849
2.	2405 – Fuel – Reduced based on historical and anticipated expenses.	(\$63,705)
3.	2650 – Clothing Uniforms – Not a uniform issue year. Uniforms are issued every 2 years.	(\$26,500)
4.	3010 - Telephone – Anticipated cost savings due to cellular service review.	(\$5,175)
5.	0801 – Cash Fares - Reduced based on historical and anticipated revenues.	(\$43,335)
6.	0802 – Adult Pass – Reduced based on historical and anticipated revenues.	(\$35,525)
7.	0803 – Student Pass – Increased based on historical and anticipated revenues. Increased revenue due to students favouring monthly vs term passes.	\$24,961
8.	0804 – Reduced Passes - Reduced based on historical and anticipated revenues.	(\$14,879)
9.	0806 – Multiple Fare – Reduced based on historical and anticipated revenues.	(\$66,285)
10.	0807 – Contracted Services – To reflect the Post Secondary Transportation Agreement.	\$47,460
11.	0809 - Student Term – Reduced based on historical and anticipated revenues. Revenues decreasing due to students favouring monthly passes vs term passes.	(\$35,037)
12.	0810 – Single Trip – Increased based on historical and anticipated revenues.	\$19,610

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *TRANSIT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,792,264	1,536,952	2,039,421	2,073,591	34,170	1.68 %
1002 TEMPORARY SALARIES	82,033	58,613	80,537	93,038	12,501	15.52 %
1003 SHIFT PREMIUM	36,106	30,921	41,423	44,090	2,667	6.44 %
1010 MODIFIED/ACCOMMODATED	126,223	36,482	0	0	0	0.00 %
1101 OVERTIME FULLTIME	173,541	97,679	53,500	62,834	9,334	17.45 %
1110 OVERTIME MODIFIED/ACCOMMODATED	1,532	475	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	172,819	161,969	157,258	167,606	10,348	6.58 %
1203 COMPASSIONATE LEAVE	4,754	5,269	4,000	4,000	0	0.00 %
1204 STATUTORY HOLIDAYS	95,710	66,543	53,787	47,573	(6,214)	-11.55 %
1207 SICK LEAVE	94,063	79,861	75,000	65,000	(10,000)	-13.33 %
1299 OTHER LABOUR COSTS	171,995	133,029	173,123	173,123	0	0.00 %
1301 WSIB LEAVE	(2,183)	(1,172)	0	0	0	0.00 %
1401 TRAINING & SAFETY	18,919	16,760	16,000	16,000	0	0.00 %
1410 DRY CLEANING ALLOWANCE	6,713	313	8,190	0	(8,190)	-100.00 %
1801 FRINGE BENEFITS-FULLTIME	817,141	727,121	845,347	898,226	52,879	6.26 %
1802 FRINGE BENEFITS-PARTTIME	7,219	5,508	9,612	10,966	1,354	14.09 %
<b>PERSONNEL TOTAL</b>	<b>3,598,849</b>	<b>2,956,323</b>	<b>3,557,198</b>	<b>3,656,047</b>	<b>98,849</b>	<b>2.78 %</b>
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	1,320	1,322	2,500	2,250	(250)	-10.00 %
2401 GAS FUEL	687	690	600	750	150	25.00 %
2405 DIESEL FUEL	642,522	553,991	771,946	708,241	(63,705)	-8.25 %
2415 LUBRICANTS	13,042	11,228	0	0	0	0.00 %
2420 TIRES	28,789	39,222	0	0	0	0.00 %
2425 REPAIR PARTS	654,637	393,618	65,029	57,500	(7,529)	-11.58 %
2450 LICENSES	1,646	1,646	0	0	0	0.00 %
2495 SHOP LABOUR	486,855	320,183	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	31,764	19,864	2,500	2,500	0	0.00 %
2601 OFFICE SUPPLIES	2,251	1,250	2,400	2,400	0	0.00 %
2650 CLOTHING / UNIFORM	9,060	24,906	26,500	0	(26,500)	-100.00 %
2655 SAFETY SUPPLIES	498	173	500	500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,322	1,467	7,770	8,610	840	10.81 %
2699 MISC GENERAL SUPPLIES	590	633	1,000	1,000	0	0.00 %
2701 HYDRO	21,845	12,434	21,775	21,775	0	0.00 %
2705 NATURAL GAS	6,385	5,516	6,849	9,385	2,536	37.03 %
2715 WATER	18,396	16,057	23,409	19,888	(3,521)	-15.04 %
2720 MUNICIPAL TAXES	44,924	42,008	45,373	42,848	(2,525)	-5.56 %
2935 FARE HANDLING SUPPLIES	14,552	12,455	22,000	20,000	(2,000)	-9.09 %
3001 POSTAGE	393	267	400	400	0	0.00 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Community Services*

Division(s): *TRANSIT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3005 COURIER & DELIVERY	3	0	0	0	0	0.00 %
3010 TELEPHONE	8,008	8,405	16,200	11,025	(5,175)	-31.94 %
3035 MILEAGE	255	146	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	2,620	3,445	3,000	3,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	6,147	6,385	6,250	7,400	1,150	18.40 %
3070 TRAINING COURSES - OUTSID	1,760	2,389	5,000	5,000	0	0.00 %
3071 TRAINING	259	31	1,000	750	(250)	-25.00 %
3080 ADVERTISING & PROMOTION	3,416	2,402	7,500	7,500	0	0.00 %
3132 CONSULTANT EXPENSES	0	44	0	0	0	0.00 %
3305 BUILDING MAINTENANCE	11,609	12,037	16,000	16,000	0	0.00 %
3315 VEHICLE MAINTENANCE	23,517	40,078	6,242	0	(6,242)	-100.00 %
3460 BRINKS COURIER	1,199	687	1,500	1,300	(200)	-13.33 %
3476 TAXI CONTRACTS	2,177	1,236	3,000	2,000	(1,000)	-33.33 %
3480 CLEANING CONTRACT	51,195	60,250	68,323	70,100	1,777	2.60 %
3485 PHARA CONTRACT	493,535	336,711	525,000	525,000	0	0.00 %
3601 INSURANCE PREMIUMS	210,840	206,392	19,382	15,207	(4,175)	-21.54 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>2,802,018</b>	<b>2,139,568</b>	<b>1,679,248</b>	<b>1,562,629</b>	<b>(116,619)</b>	<b>-6.94 %</b>
<b>FINANCIAL EXPENSES</b>						
4110 CASH OVER / SHORT	0	(1)	0	0	0	0.00 %
<b>FINANCIAL EXPENSES TOTAL</b>	<b>0</b>	<b>(1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	51,161	36,656	2,349,747	2,349,747	0	0.00 %
7010 ADMINISTRATON & OVERHEAD	108,839	92,253	110,704	111,979	1,275	1.15 %
7015 BUILDING MAINTENANCE OPER	33,857	28,708	34,449	34,837	388	1.13 %
<b>EXPENSE TOTAL</b>	<b>6,594,724</b>	<b>5,253,507</b>	<b>7,731,346</b>	<b>7,715,239</b>	<b>(16,107)</b>	<b>-0.21 %</b>
<b>REVENUE</b>						
0470 TSF FROM RESERVE FUND	510,000	510,000	510,000	510,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	745	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,224	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	287	212	0	0	0	0.00 %
0494 WARRANTY REVENUE	2,655	254	0	0	0	0.00 %
0801 CASH FARES	802,614	540,695	850,430	807,095	(43,335)	-5.10 %
0802 ADULT PASSES	251,245	206,628	345,817	310,292	(35,525)	-10.27 %
0803 STUDENT PASSES	79,324	94,943	96,998	121,959	24,961	25.73 %
0804 REDUCED PASSES	251,404	195,153	268,797	253,918	(14,879)	-5.54 %
0805 DAY PASSES	7,170	8,279	7,897	10,391	2,494	31.58 %
0806 MULTIPLE FARE CARDS	345,757	283,779	415,500	349,215	(66,285)	-15.95 %
0807 CONTRACTED SERVICES	1,009,775	494,347	1,048,956	1,096,416	47,460	4.52 %
0808 TRANSIT CHARTERS	5,470	2,865	6,500	5,175	(1,325)	-20.38 %
0809 STUDENT TERM PASS	32,821	1,847	37,500	2,463	(35,037)	-93.43 %





# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Community Services

Division(s): TRANSIT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0810 SINGLE TRIP PASS	61,871	55,170	53,233	72,843	19,610	36.84 %
0811 AGREEMENTS	14,298	15,013	14,470	15,576	1,106	7.64 %
0819 TRANSIT PASS PHOTO	7,225	5,982	7,750	7,908	158	2.04 %
0890 ATM REVENUE	2,060	1,399	1,500	1,759	259	17.27 %
0919 VENDING MACHINE SALES	4,314	3,812	3,000	2,400	(600)	-20.00 %
0975 SIGN ADVERTISING	50,000	25,500	50,000	51,000	1,000	2.00 %
<b>REVENUE TOTAL</b>	<b>3,441,259</b>	<b>2,445,878</b>	<b>3,718,348</b>	<b>3,618,410</b>	<b>(99,938)</b>	<b>-2.69 %</b>
<b>GRAND TOTAL:</b>	<b>3,153,465</b>	<b>2,807,629</b>	<b>4,012,998</b>	<b>4,096,829</b>	<b>83,831</b>	<b>2.09 %</b>



# **CORPORATE SERVICES**

## **2018 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2018

YTD End Date: October 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>Corporate Services</b>						
COUNCIL SECRETARIAT	77,245	92,572	76,233	130,368	54,135	71.01 %
CUSTOMER SERVICE CENTRE	385,528	284,528	370,236	339,106	(31,130)	-8.41 %
FINANCIAL SERVICES	1,597,455	1,194,307	1,529,325	1,459,918	(69,407)	-4.54 %
HUMAN RESOURCES	1,016,557	842,944	934,744	911,859	(22,885)	-2.45 %
INFORMATION SYSTEMS	1,237,245	1,096,208	1,277,021	1,304,993	27,972	2.19 %
LEGAL DEPARTMENT - GENERAL	282,078	35,199	430,983	373,342	(57,641)	-13.37 %
LEGAL DEPARTMENT - POA	(306,539)	(193,392)	(202,724)	(174,600)	28,124	13.87 %
<b>Total:</b>	<b>4,289,569</b>	<b>3,352,366</b>	<b>4,415,818</b>	<b>4,344,986</b>	<b>(70,832)</b>	<b>-1.60 %</b>
<b>Grand Total:</b>	<b>4,289,569</b>	<b>3,352,366</b>	<b>4,415,818</b>	<b>4,344,986</b>	<b>(70,832)</b>	<b>-1.60 %</b>

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## Activity Summary Overview – 2018 Budget

### Council Secretariat

#### Clerk's Department

The City Clerk's Office is comprised of two areas of responsibility: the Corporate Services (which includes Council Secretariat, Lottery Licensing, Residential Rental Housing Licensing, Vital Statistics and Records Services) and the Customer Service Centre.

In addition to overseeing these services, key responsibilities include executing the statutory duties of a Municipal Clerk, acting as "Head" under FOI legislation, and as Returning Officer for Municipal Elections.

#### Positions:

<u>Administrative Positions</u>	<b>2017 FTE</b>	<b>2018 FTE</b>
City Clerk	1.00	1.00
Administrative Staff	3.00	3.00*
<b>Totals</b>	<b>4.00</b>	<b>4.00</b>

\*Note: The number of staff is increased during an Election year by one FTE for a six-month period. This position is paid for from the Election Account. The next Municipal Election will be in October 2018.

#### **Elections:**

Responsible for Municipal Elections (Council and 4 School Boards) held every four years. The policy is to fund the election expenses from the annual budget amounts that are transferred to the Election Reserve Fund.

#### **Election Reserve (99526R)**

Balance, January 1, 2017	\$174,496
2017 Transfer to reserve	<u>\$ 55,000</u>
Balance, December 31, 2017 (estimate)	\$229,496

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**Notable Adjustments - 2018 Budget**

**Council Secretariat**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001 – 1801 – Personnel Costs – Annual salary and benefit increases.	\$17,449
2.	0403 – Marriage Licensing – to reflect actuals for 2017.	(\$3,000)
3.	0404 – Lottery Licensing – Break Open Ticket Licensing down due to closure of several Mac’s Locations. Charities unable to find new locations to sell break open tickets and Raffle Licensing down due to introduction of electronic 50/50 draws which can only be licensed by the Province.	(\$25,000)
4.	7910 – Internal Overhead Revenues – To reflect support provided to Water and Wastewater, Building, and POA departments. Small reallocation between Council Secretariat and Customer Service.	(\$8,935)

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	288,076	223,475	256,592	269,699	13,107	5.11 %
1101 OVERTIME FULLTIME	3,903	956	2,500	2,500	0	0.00 %
1202 VACATION	(3,669)	411	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	91,811	72,387	80,322	84,664	4,342	5.41 %
PERSONNEL TOTAL	380,121	297,229	339,414	356,863	17,449	5.14 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	2,824	1,309	4,500	4,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	415	438	800	800	0	0.00 %
2665 MARRIAGE LICENSES	14,400	14,400	16,800	16,800	0	0.00 %
3001 POSTAGE	1,643	1,299	3,000	3,000	0	0.00 %
3005 COURIER & DELIVERY	6	0	500	250	(250)	-50.00 %
3035 MILEAGE	149	150	250	250	0	0.00 %
3045 CONFERENCE & SEMINARS	2,566	1,783	1,500	1,500	0	0.00 %
3050 RECEPTIONS	332	0	0	0	0	0.00 %
3060 MEALS	3,972	2,304	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,238	0	800	800	0	0.00 %
3080 ADVERTISING & PROMOTION	12,889	4,959	15,000	15,000	0	0.00 %
3099 MISC ADMIN EXPENSES	2,188	2,188	750	750	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	50	350	350	0	0.00 %
3499 MISC CONTRACTS	0	0	1,500	1,500	0	0.00 %
GOODS & SERVICES TOTAL	42,622	28,880	49,750	49,500	(250)	-0.50 %
<b>FINANCIAL EXPENSES</b>						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	3,469	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	55,000	55,000	55,000	55,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	55,000	58,469	55,500	55,500	0	0.00 %
EXPENSE TOTAL	477,743	384,578	444,664	461,863	17,199	3.87 %
<b>REVENUE</b>						
0403 MARRIAGE LICENSE	51,600	43,998	53,000	50,000	(3,000)	-5.66 %
0404 LOTTERY LICENSE	250,412	172,211	225,000	200,000	(25,000)	-11.11 %
0409 OTHER LICENCE FEES	2,340	2,590	3,000	3,000	0	0.00 %
0418 BURIAL PERMITS	32,260	24,550	29,000	29,000	0	0.00 %
0480 SUNDRY REVENUE	17	13	0	0	0	0.00 %
0842 FACILITY RENTALS	0	500	0	0	0	0.00 %
0850 ADMIN FEES	3,105	2,720	4,000	4,000	0	0.00 %
0977 LANE CLOSINGS	1,277	1,316	1,500	1,500	0	0.00 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	59,488	44,108	52,930	43,995	(8,935)	-16.88 %
REVENUE TOTAL	400,499	292,006	368,430	331,495	(36,935)	-10.02 %
<b>GRAND TOTAL:</b>	<b>77,244</b>	<b>92,572</b>	<b>76,234</b>	<b>130,368</b>	<b>54,134</b>	<b>71.01 %</b>

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## Activity Summary Overview – 2018 Budget

### Customer Service Centre

The Customer Service Centre (CSC) continues to provide a “One Stop Experience” for residents, visitors and community partners through phone calls, email and in-person requests for most City services. Customers pay for, inquire about, apply for, and/or register for City programs and services. Dedicated customer service clerks are cross trained to work in all channels – phone, counter and e-mail platforms. CSC Clerks are knowledgeable and work to resolve most inquiries rather than spending time re-directing customers who accidentally arrive at the wrong counter or telephone extension.

The Customer Service Centre provides a focal point for numerous services such as:

- Tax & Water Payments
- Parking Ticket Payments
- Parking Ticket Review Forms
- Parking Lot Rental Sales (issuing and tracking passes for 14 Parking lots in the downtown core)
- Dog and Cat Licensing
- Special Event Registrations (such as: Softball and Baseball; the 2018 World Curling Championships; Summer in the Park; Midway all day passes)
- Business Licensing
- Burn Permits
- Bus Passes
- Blue Boxes and the Waste Line
- Condolences Book through the Mayor’s Office
- Daily Mail (Incoming sorting and Outgoing processing)
- General Information (phone, counter and email)
- City forms (Job applications, Citizen Traffic Request Form, etc)

The objectives of the Centre are to:

- Build relationships with the community
- Provide comprehensive and accurate responses in a timely manner
- Provide accessible customer service
- Provide responses that optimize productivity and resources while reducing duplication
- Provide a Centre that is customer oriented and which promotes a safe environment for staff and customers

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Customer Service Supervisor	1.00	1.00
Customer Service Clerk	5.00	5.00
<b>Totals</b>	<b>6.00</b>	<b>6.00</b>



Activities:

Effective September 1, 2017 the Centre had responded to approximately **63,351** requests for service in person, online and by phone as recorded in Infor Public Sector and Naviline.

Below is a breakdown of 2016 annual data by service type, in addition to a transaction comparison of 2016 and 2017 for the January 1 – August 31 time period:

Service Type	Number of Transactions		
	2016 12 months	2016 Jan 1 – Aug 31	2017 Jan 1 – Aug 31
Information Only (By phone, in-person or by email)	49,829	33,838	26,506 <sup>i</sup>
Parking Ticket Payments	8,368	5,141	7,035
Water Payments	28,223	20,219	16,814
Tax Payments	7,257	6,591	6,453
<i>Parking Pass/Film Permits/Meter Stall Rentals</i>	n/a	n/a	2,524
Pre-Authorized Tax & Water (Setups)	339	271	136
Dog & Cat Licenses	234	205	186
Special Event Registrations <sup>ii</sup>			
➤ <i>Baseball and softball registrations</i>	116	116	148
➤ <i>Ford World Women's Curling Pre-sales (completed in 2016)</i>	312	312	--
➤ <i>Summer In The Park/Midway</i>	*	*	413
Accounts Receivable	N/A	N/A	1,579
Business Licenses	286	143	137
Bus Passes	457	377	233
Other <sup>iii</sup>	2,212	2,110	1,187

**2016-2017 Average Comparison for the January 1 – August 31 Time Period:**

Period	2016	2017	2016	2017
	Monthly	Monthly	Daily	Daily
Customer Service Centre	8,665	7,919	433	396
Per Staff	1,733	1,584	87	79

**2016 Annual Data:** Effective December 31, 2016, the Centre had responded to approximately **97,633** requests for service in person, online and by phone.

Period	2016	2016
	Monthly	Daily
Customer Service Centre	8,136	407
Per Staff	1,627	81

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<sup>i</sup> This includes Information requests for 2017 by phone (22,166), in-person at the counter (2,961) and by email (1,379)

<sup>ii</sup> Special Event Registration data was not reported as a separate item in 2016

<sup>iii</sup> The data in this category includes Burn Permits, Online Payments, Blue Boxes and other miscellaneous inquiries. Processing mail is not reported as a regular item however it is important to note that the CSC team processed 302,258 pieces of mail in 2016 compared with 228,297 pieces of mail in 2015.

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**Notable Adjustments - 2018 Budget**  
**Customer Service Centre**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001 – 1801 – Personnel Costs – Annual salary and benefit increases.	\$10,622
2.	2607 – Postage Machine Supplies– To reflect new postage machine.	(\$1,000)
3.	3005 – Courier & Delivery – To reflect change in mail service provider.	(\$3,000)
4.	3210 – Office Equipment Lease – To reflect new service contract for postage machine.	(\$2,500)
5.	7910 – Internal Overhead Revenues – To reflect support provided to Water and Wastewater and POA departments and also includes small adjustment between Council Secretariat and Customer Service.	\$35,752

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	285,192	256,988	323,479	332,971	9,492	2.93 %
1002 TEMPORARY SALARIES	1,639	0	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	19,247	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	410	218	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	(11,455)	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	98,968	85,249	106,931	108,061	1,130	1.06 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
<b>PERSONNEL TOTAL</b>	<b>394,001</b>	<b>342,455</b>	<b>430,410</b>	<b>441,032</b>	<b>10,622</b>	<b>2.47 %</b>
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	3,738	1,668	3,000	3,000	0	0.00 %
2607 POSTAGE MACHINE SUPPLIES	5,271	4,499	6,000	5,000	(1,000)	-16.67 %
3001 POSTAGE	638	420	1,000	1,000	0	0.00 %
3005 COURIER & DELIVERY	3,779	354	4,500	1,500	(3,000)	-66.67 %
3045 CONFERENCE & SEMINARS	481	1,829	2,000	2,000	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	160	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	283	269	300	800	500	166.67 %
3210 OFFICE EQUIPMENT LEASE	5,870	1,071	2,500	0	(2,500)	-100.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	2,500	2,500	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>20,060</b>	<b>10,270</b>	<b>21,800</b>	<b>15,800</b>	<b>(6,000)</b>	<b>-27.52 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	1,806	1,008	1,500	1,500	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>1,806</b>	<b>1,008</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0.00 %</b>
<b>EXPENSE TOTAL</b>	<b>415,867</b>	<b>353,733</b>	<b>453,710</b>	<b>458,332</b>	<b>4,622</b>	<b>1.02 %</b>
<b>REVENUE</b>						
0401 BUSINESS LICENSE	27,570	20,220	25,000	25,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	88	44	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	182	211	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	2,500	48,728	58,474	94,226	35,752	61.14 %
<b>REVENUE TOTAL</b>	<b>30,340</b>	<b>69,203</b>	<b>83,474</b>	<b>119,226</b>	<b>35,752</b>	<b>42.83 %</b>
<b>GRAND TOTAL:</b>	<b>385,527</b>	<b>284,530</b>	<b>370,236</b>	<b>339,106</b>	<b>(31,130)</b>	<b>-8.41 %</b>

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## Activity Summary Overview – 2018 Budget

### Financial Services

Provide timely, responsive, efficient and innovative financial services to all our customers in compliance with legislative requirements, while fostering a spirit of trust and accountability.

Activities include the following:

- Ensure that only valid, properly authorized disbursements are processed on a timely basis taking all available discounts while providing for the development and monitoring of corporate Accounts Payable function.
- Ensure that authorized payrolls are processed in exact amounts in a timely fashion, in compliance with all corporate policies, applicable regulations, and reporting requirements.
- Ensure that Accounts Receivable processes are in place to ensure complete and timely billing for services rendered. Monitor and process third party agreement receivables.
- Coordinate the development and maintenance of annual Operating and Capital Budgets in accordance with Legislative requirements.
- To provide and present to internal and external customers timely, accurate, and fiscally responsible variance reports that will assist in the financial decision making process.
- Ensure timely and accurate financial reporting to various parties and ensure completeness and integrity of supporting data.
- Ensure effective and efficient corporate treasury services and customer support in compliance with all applicable legislation, regulations, and corporate policies.
- Ensure a tax administration system compliant with all applicable legislation and Council direction.
- Ensure that procurement processes are in place for materials, supplies and contracts required by the City, administering all Requests for Tender and Requests for Proposals on the City's behalf, and administering the City's Purchasing By-law.
- Ensure proper recording and reporting of Tangible Capital Assets
- Leadership role in Corporate Financial Planning

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Chief Financial Officer	1.00	1.00
Director of Financial Services	1.00	1.00
Manager of Revenues & Taxation	1.00	1.00
Manager of Financial Services	1.00	1.00
Manager of Purchasing	1.00	1.00
Supervisor of Revenues & Taxation	1.00	1.00
Financial Reporting Coordinator	3.00	3.00
Analyst	1.00	1.00
Clerical Staff Tax and Admin.	4.00	4.00
Clerical Staff Accounting	4.00	4.00
Clerical Staff Payroll	3.00	3.00
Buyer	1.00	1.00
Stores	2.00	2.00
<b>Totals</b>	<b>24.00</b>	<b>24.00</b>

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**Notable Adjustments - 2018 Budget**

**Financial Services**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001 – 1802 – Personnel Costs – Anticipated annual wage and benefit changes based on existing staffing complement.	(\$17,056)
2.	3075 – Training Courses – Increased based on projected actuals.	\$3,500
3.	0460 – Transfer from Capital – Includes offsetting wages directly related to capital projects. See line # 1011.	\$5,876
4.	0886 – Police Admin. Fees – Based on 3 year agreement schedule.	\$7,684
5.	7910 – Internal Overhead Revenues – To reflect support provided to Water and Wastewater, Building, and POA departments.	\$43,101

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,599,850	1,255,373	1,615,516	1,589,988	(25,528)	-1.58 %
1002 TEMPORARY SALARIES	0	6,833	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	68,637	72,456	3,819	5.56 %
1101 OVERTIME FULLTIME	6,066	4,193	6,000	6,000	0	0.00 %
1202 VACATION	5,439	6,211	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	208	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	573	382	200	400	200	100.00 %
1499 OTHER EMP ALLOWANCES	80	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	475,276	393,708	512,172	516,625	4,453	0.87 %
1802 FRINGE BENEFITS-PARTTIME	0	1,600	0	0	0	0.00 %
<b>PERSONNEL TOTAL</b>	<b>2,087,284</b>	<b>1,668,508</b>	<b>2,202,525</b>	<b>2,185,469</b>	<b>(17,056)</b>	<b>-0.77 %</b>
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	12,679	9,355	19,300	19,300	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	941	263	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	801	601	900	900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	265	0	200	200	0	0.00 %
2699 MISC GENERAL SUPPLIES	86	0	0	0	0	0.00 %
3001 POSTAGE	48,260	32,728	48,697	48,697	0	0.00 %
3005 COURIER & DELIVERY	435	0	300	300	0	0.00 %
3010 TELEPHONE	1,942	814	2,000	2,000	0	0.00 %
3030 TRAVEL	1,429	2,271	2,000	3,250	1,250	62.50 %
3035 MILEAGE	265	56	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	9,701	2,775	5,000	5,000	0	0.00 %
3055 MEETING COSTS	601	0	0	0	0	0.00 %
3060 MEALS	1,308	818	0	500	500	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	10,828	8,422	12,225	11,925	(300)	-2.45 %
3070 TRAINING COURSES - OUTSID	526	0	0	0	0	0.00 %
3071 TRAINING	66	0	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	3,487	848	7,683	11,183	3,500	45.56 %
3080 ADVERTISING & PROMOTION	3,972	2,679	4,100	4,100	0	0.00 %
3101 AUDIT & ACCOUNTING FEES	33,899	34,680	35,000	35,000	0	0.00 %
3130 CONSULTANT FEES	7,595	7,774	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,224	901	10,000	10,000	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	330	346	200	200	0	0.00 %
3460 BRINKS COURIER	7,539	4,397	7,500	7,500	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>149,179</b>	<b>109,728</b>	<b>155,905</b>	<b>160,855</b>	<b>4,950</b>	<b>3.18 %</b>

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	488	2,050	4,000	4,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	488	2,050	4,000	4,000	0	0.00 %
EXPENSE TOTAL	2,236,951	1,780,286	2,362,430	2,350,324	(12,106)	-0.51 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	30,093	30,695	121,059	126,935	5,876	4.85 %
0472 REIMB - CUPE BENEFITS	267	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	578	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	250	148	0	0	0	0.00 %
0850 ADMIN FEES	18,482	13,962	18,017	18,017	0	0.00 %
0853 TAX CERTIFICATE FEES	37,117	32,671	40,000	40,000	0	0.00 %
0854 TAX REGISTRATION FEES	323	864	0	0	0	0.00 %
0856 RETURN CHEQUE CHARGE	21,273	16,147	22,964	22,964	0	0.00 %
0860 ACCOUNT ADJ./METER READS	31	36	100	100	0	0.00 %
0861 OFFICIAL RECEIPTS	574	152	600	600	0	0.00 %
0862 WATER TO TAX TRANSFER	131,579	121,666	120,000	120,000	0	0.00 %
0868 SEWER PUMPOUT FEES	355	90	500	350	(150)	-30.00 %
0883 ADMIN FEES LIBRARY	11,709	11,932	11,932	12,159	227	1.90 %
0885 ADMIN FEES DNSSAB	29,561	25,398	29,601	30,163	562	1.90 %
0886 ADMIN FEES POLICE	65,167	71,009	71,009	78,693	7,684	10.82 %
7910 INTERNAL OVERHEAD REVENUE	292,138	261,208	397,324	440,425	43,101	10.85 %
REVENUE TOTAL	639,497	585,978	833,106	890,406	57,300	6.88 %
<b>GRAND TOTAL:</b>	<b>1,597,454</b>	<b>1,194,308</b>	<b>1,529,324</b>	<b>1,459,918</b>	<b>(69,406)</b>	<b>-4.54 %</b>

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## Activity Summary Overview – 2018 Budget

### Human Resources

The Human Resources Department provides leadership and strategic direction on Human Resources objectives and practices that encourage and support a culture emphasizing safety, quality and productivity, empowerment, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Department provides services related to:

- Legislative Compliance
- Development and Implementation of Corporate Human Resources Policies and Procedures
- Internal and External Recruitment
- Labour Relations
- Employee Relations
- Employee Engagement
- Training and Development
- Pension and Benefits
- Compensation
- Risk Management
- Employee Wellness
- Disability Claims Management/WSIB administration
- Attendance Management
- Employee Records

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Managing Director Corporate Services	1.00	1.00
Employee Services Advisor	1.00	1.00
Risk Management Advisor	1.00	1.00
Employment Coordinator	1.00	1.00
Benefits & Pension	1.00	1.00
Administrative Assistant	0.80	0.80
<b>Totals</b>	<b>5.80</b>	<b>5.80</b>

#### **EFAP**

The City provides a corporately supported employee and family assistance program for all full-time employees and their families.

	<b>2017 Actuals*</b>	<b>2018 Budget</b>
EFAP Program based on 416 Employees	\$26,267	\$27,251
Offsetting Revenues from Union & Employees (25%)	(\$6,798)	(\$6,813)
Net Cost of Program	\$19,469	\$20,438

\* *Estimated*



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**Notable Adjustments - 2018 Budget**  
**Human Resources**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1801 – Personnel Costs – Annual salary and benefit increases.	\$22,996
2.	2682 – Promotional Supplies – Reallocation from Office of CAO and Contingencies for North Bay Proud initiatives.	\$15,000
3.	0470 – Transfer from Reserve Fund – To fund North Bay Proud initiatives.	\$15,400
4.	7910 – Internal Overhead Revenues – To reflect support provided to Water and Wastewater, POA and Building departments.	\$45,858

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	720,839	447,141	542,581	552,314	9,733	1.79 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	6,206	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,160	252	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	338,374	293,224	371,463	384,726	13,263	3.57 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
1805 FRINGE BENEFITS-PENSIONS	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	1,066,579	740,617	914,044	937,040	22,996	2.52 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	1,326	1,585	1,900	1,900	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	454	403	305	400	95	31.15 %
2655 SAFETY SUPPLIES	341	250	2,500	2,500	0	0.00 %
2672 EVENTS	14,394	1,470	10,000	10,000	0	0.00 %
2682 PROMOTIONAL SUPPLIES	0	0	0	15,000	15,000	100.00 %
2925 QUARTER CENTURY CLUB	138	0	500	500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	3,155	3,871	5,000	5,000	0	0.00 %
3001 POSTAGE	478	336	600	600	0	0.00 %
3005 COURIER & DELIVERY	6	0	0	0	0	0.00 %
3010 TELEPHONE	1,174	389	1,300	1,300	0	0.00 %
3027 INTERVIEW EXPENSES	18	32,127	1,000	1,000	0	0.00 %
3028 RECRUITMENT	29,791	4,442	0	0	0	0.00 %
3035 MILEAGE	138	43	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	5,378	4,441	7,500	7,500	0	0.00 %
3055 MEETING COSTS	79	0	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,494	2,565	2,650	2,650	0	0.00 %
3070 TRAINING COURSES - OUTSID	35,973	43,450	49,900	49,900	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	9,859	10,000	10,000	0	0.00 %
3080 ADVERTISING & PROMOTION	6,629	12,546	17,500	17,500	0	0.00 %
3110 ARBITRATION FEES	51,537	62,946	51,000	51,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,412	64	1,000	1,000	0	0.00 %
3475 EFAP	30,078	20,133	26,458	27,251	793	3.00 %
GOODS & SERVICES TOTAL	184,993	200,920	189,413	205,301	15,888	8.39 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	120,000	120,000	121,000	121,000	0	0.00 %
EXPENSE TOTAL	1,371,572	1,061,537	1,224,457	1,263,341	38,884	3.18 %
<b>REVENUE</b>						
0416 PAYROLL CONTRIBUTIONS	6,777	6,758	6,615	6,813	198	2.99 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0470 TSF FROM RESERVE FUND	239,080	34,400	51,400	66,800	15,400	29.96 %
0883 ADMIN FEES LIBRARY	1,311	12,186	1,336	1,361	25	1.87 %
0886 ADMIN FEES POLICE	2,775	2,664	2,664	2,952	288	10.81 %
0901 TICKET SALES	2,280	0	2,600	2,600	0	0.00 %
0956 SOCIAL TICKETS	377	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	102,414	162,583	225,099	270,957	45,858	20.37 %
REVENUE TOTAL	355,014	218,591	289,714	351,483	61,769	21.32 %
<b>GRAND TOTAL:</b>	<b>1,016,558</b>	<b>842,946</b>	<b>934,743</b>	<b>911,858</b>	<b>(22,885)</b>	<b>-2.45 %</b>

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## Activity Summary Overview – 2018 Budget

### Information Systems

The Information Systems (I.S.) department provides information, communications and technology services to support corporate, business unit and departmental goals and those of our partner agencies. Services include hardware and software technical support, network design and implementation, geographic information systems (GIS), internet and web, network design and implementation, information security, wireless and mobile technology, and information and communication technology policy and support.

The I.S. department supports desktop, mobile and remote computing environments, supports physical and virtual servers in datacenter and remote environments.

I.S. supports networking, access and security at the desktop, server, remote-access and network infrastructure levels.

I.S. supports all telephony services for the City and those connected through the corporate Local Area Network (LAN).

GIS services include standard mapping platform support, data mapping support and GPS mapping support. GIS services are used regularly in City departments and on special projects such as the Official Plan, Zoning, Google Transit, Economic Development Site Selector, etc.

Database and program support is provided for both in house and commercial applications. The applications supported range from landfill scales to financial systems to infrastructure management programs and includes direct support, liaise with 3<sup>rd</sup> party vendors and maintaining connectivity between applications for data sharing.

Some of the applications are:

- Corporate Financial Applications
  - General Ledger
  - Accounts payable/receivable
  - Budgeting
  - Building and permitting
  - Purchasing/Inventory
  - Billing
- Asset Management
- Web Site and Social Media
- Customer Relationship Management
- Event Scheduling and Ticketing
- Transit Scheduling
- Telephony Software
- Email
- CAD
- Blackberry/Mobile Software
- POA Court Recording
- Parking Management
- Vehicle Telemetry Software
- + Many more commercial and in house applications

The Information Systems department provides information, communication and technology services to all City departments and:

- The District of Nipissing Social Services Administration Board
- The North Bay Public Library
- The North Bay Jack Garland Airport
- The North Bay Mattawa Conservation Authority
- The North Bay Police Services
- Cassellholme, East Nipissing Home for the Aged
- North Bay Hydro
- The North Bay Battalion

Information Systems implements and maintains inter-site network connectivity to over 20 sites connected by fiber optics as well as wireless technology, a corporate IP Telephony system that spans all City sites and other locations, and other security systems, etc.:

- City Hall
- Parking Office
- Memorial Gardens
- Pete Palangio Arena
- West Ferris Arena
- Water Treatment Plant
- Wastewater Treatment Plant
- Hazardous Waste Depot/Septage
- Multi-Use Sports Facility
- North Bay Mattawa Conservation Authority
- DNSSAB West Nipissing
- DNSSAB Mattawa
- Fire Station 1
- Fire Station 2
- Fire Station 3
- Marina
- Lee Park
- Public Works
- Transit Terminal
- Jack Garland Airport
- North Bay Police Service

Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Director of Information Systems	1.00	1.00
Manager Current Operations	1.00	1.00
Database Specialist	4.00	4.00
Network Specialist	2.00	2.00
Desk Top Publisher/Clerk	1.00	1.00
Technical/Help Desk Support	2.00	2.00
GIS Specialist	2.00	2.00
<b>Totals</b>	<b>13.00</b>	<b>13.00</b>

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**Notable Adjustments – 2018 Budget**  
**Information Systems**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001 - 1802 - Personnel Costs - Increased due to wages, benefits and staff increments.	\$35,477
2.	3010 – Telephone - Increase based on cost increase.	\$5,000
3.	3340 – Software Maintenance – Increased fees anticipated primarily associated with the replacement of the CLASS facility booking software. The old system will no longer be supported and the cloud based replacement system is based on a per transaction percentage fee that will be charged back to the City.	\$40,000
4.	3430 – Maintenance Contract - Increase due to increased Hardware Maintenance costs.	\$5,000
5.	0885 – Admin Fees DNSSAB - Reflects additional services and additional endpoints.	\$10,000
6.	7910 – Internal Overhead Revenues – To account for work contributed to Water and Wastewater, POA and Building departments.	\$42,702



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	964,677	828,126	1,016,999	1,039,712	22,713	2.23 %
1002 TEMPORARY SALARIES	34,721	45,185	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	64,501	65,782	1,281	1.99 %
1101 OVERTIME FULLTIME	2,569	0	3,000	3,000	0	0.00 %
1102 OVERTIME PART TIME	269	135	0	0	0	0.00 %
1202 VACATION	(3,531)	2,044	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,531	1,966	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	287,907	257,317	321,327	332,810	11,483	3.57 %
1802 FRINGE BENEFITS-PARTTIME	4,110	6,286	0	0	0	0.00 %
<b>PERSONNEL TOTAL</b>	<b>1,292,253</b>	<b>1,141,059</b>	<b>1,405,827</b>	<b>1,441,304</b>	<b>35,477</b>	<b>2.52 %</b>
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	17,401	9,693	17,000	17,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	6,134	1,958	6,500	6,500	0	0.00 %
3001 POSTAGE	4	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	6	82	0	0	0	0.00 %
3010 TELEPHONE	110,849	62,872	105,000	110,000	5,000	4.76 %
3020 COMPUTER COMMUNICATIONS	5,268	4,531	7,500	7,500	0	0.00 %
3035 MILEAGE	2,066	661	3,500	3,500	0	0.00 %
3045 CONFERENCE & SEMINARS	11,949	7,389	17,500	17,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,241	454	1,800	1,800	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	0	92	0	(92)	-100.00 %
3210 OFFICE EQUIPMENT LEASE	58,314	45,047	65,000	65,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,359	1,590	2,000	2,500	500	25.00 %
3340 SOFTWARE MAINTENANCE	297,365	241,989	315,000	355,000	40,000	12.70 %
3412 INTERNET FEES	17,818	10,798	40,000	40,000	0	0.00 %
3430 MAINTENANCE CONTRACT	39,135	38,794	45,000	50,000	5,000	11.11 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>568,909</b>	<b>425,858</b>	<b>625,892</b>	<b>676,300</b>	<b>50,408</b>	<b>8.05 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
5030 COMPUTER H/WARE & S/WARE	0	18,873	0	0	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>0</b>	<b>18,873</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00 %</b>
<b>EXPENSE TOTAL</b>	<b>1,861,162</b>	<b>1,585,790</b>	<b>2,032,719</b>	<b>2,118,604</b>	<b>85,885</b>	<b>4.23 %</b>
<b>REVENUE</b>						
0428 ADVERTISING REVENUE	1,470	1,215	2,000	2,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	64,486	65,782	1,296	2.01 %
0472 REIMB - CUPE BENEFITS	41	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	187	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	0	0	0	0	0.00 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0515 NOHFC	5,993	10,778	0	0	0	0.00 %
0880 ADMIN FEES NB HYDRO	104,062	0	102,387	104,309	1,922	1.88 %
0882 ADMIN FEES CASSELLHOLME	32,173	57	20,000	20,000	0	0.00 %
0883 ADMIN FEES LIBRARY	49,543	50,484	50,484	51,443	959	1.90 %
0884 ADMIN FEES CA	8,043	0	4,000	4,000	0	0.00 %
0885 ADMIN FEES DNSSAB	205,862	166,332	140,000	150,000	10,000	7.14 %
0886 ADMIN FEES POLICE	5,258	9,564	9,564	10,598	1,034	10.81 %
0887 ADMIN FEES BATTALION	8,809	18,000	8,000	8,000	0	0.00 %
0888 ADMIN FEES - AIRPORT	4,499	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	197,977	233,148	354,777	397,479	42,702	12.04 %
REVENUE TOTAL	623,917	489,578	755,698	813,611	57,913	7.66 %
<b>GRAND TOTAL:</b>	<b>1,237,245</b>	<b>1,096,212</b>	<b>1,277,021</b>	<b>1,304,993</b>	<b>27,972</b>	<b>2.19 %</b>



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## Activity Summary Overview – 2018 Budget

### Legal Services

#### City Solicitor

Provides legal services required by The Corporation of the City of North Bay, and Service Partners through a Solicitor entitled to practice law in Ontario with particular regard to Municipal Law and Municipal administrative procedures. Reviews legal matters referred to outside counsel.

Service Partners through Administrative Agreements include:

- North Bay Public Library Board
- Cassellholme East Nipissing Home for the Aged
- North Bay Police Services Board
- North Bay Jack Garland Airport
- Invest North Bay
- North Bay Hydro Holdings
- North Bay Parry Sound District Health Unit
- North Bay Mattawa Conservation Authority

#### By-Law Enforcement & Canadian Corp. of Commissionaires

Provides for enforcement of all City By-Laws (except Property Standards By-Law) where investigations are conducted in order to gather information to gain compliance and where compliance cannot be attained, to proceed with prosecutions including charging and testifying in court.

Commissionaires-Ottawa are contracted by the City to provide enforcement, primarily focused on parking by-laws, but also to conduct investigations for various other by-law infractions under the direction of the By-Law Enforcement Coordinator. The contract is for 5 years starting August 2016.

The By-Law Enforcement Coordinator directs all enforcement of parking by-laws within the City. The Coordinator is the main liaison contact with Commissionaires-Ottawa which includes billing, time sheet reviews, officer selection and daily direction. The Coordinator also works with various security firms in the City acting as agents of the City for enforcement purposes for both smoking by-laws and parking by-laws, which includes training officers. The Coordinator also handles most by-law complaints made to the City, handles all complaints with regards to parking tickets issued by Commissionaires-Ottawa officers and all security firm agents, and provides support for the Prosecutor with regards to file reviewing and testifying for some NBPS charges.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
City Solicitor	1.00	1.00
Law Clerk	1.00	1.00
By-Law Enforcement Coordinator	1.00	1.00
<b>Totals</b>	<b>3.00</b>	<b>3.00</b>

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**Notable Adjustments - 2018 Budget**

**Legal Department – General & By-Law Enforcement**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1801 – Personnel Costs – Annual salary and benefit increases.	\$3,755
2.	3105 – Legal Fees – All outside legal services are obtained as required and are charged to other line items (ie. risk management).	(\$11,500)
3.	0420 – Court Fines – Increase based on historical trends.	\$4,000
4.	0421 – Parking Fines – Increase in collection of parking fines.	\$5,000
5.	0885 – Admin Fees DNSSAB – No longer provide legal services to DNSSAB.	(\$7,306)
6.	0894 – Fees – Other Municipalities – To reflect services expected to be provided to outside municipalities.	\$10,000
7.	0896 - Fees – DNSSAB Mortgages – DNSSAB no longer using City of North Bay for legal counsel.	(\$13,000)
8.	7910 – Internal Overhead Revenue – To reflect support provided to Water and Wastewater, POA and Building departments.	\$51,511

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	301,403	228,602	304,754	306,536	1,782	0.58 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	6,177	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	83,751	66,530	85,937	87,910	1,973	2.30 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	391,331	295,132	390,691	394,446	3,755	0.96 %
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	3,853	3,188	4,543	4,543	0	0.00 %
2425 REPAIR PARTS	948	1,050	2,000	2,000	0	0.00 %
2495 SHOP LABOUR	1,019	1,910	2,500	2,500	0	0.00 %
2601 OFFICE SUPPLIES	10,438	1,273	5,700	5,700	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	16,456	11,233	11,000	11,000	0	0.00 %
2650 CLOTHING / UNIFORM	844	0	700	700	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	0	102	0	0	0	0.00 %
3001 POSTAGE	4,585	4,866	6,800	6,800	0	0.00 %
3005 COURIER & DELIVERY	4	0	50	50	0	0.00 %
3010 TELEPHONE	2,996	1,250	4,200	4,200	0	0.00 %
3030 TRAVEL	0	0	500	500	0	0.00 %
3035 MILEAGE	1,361	316	600	600	0	0.00 %
3045 CONFERENCE & SEMINARS	4,936	1,413	4,600	4,600	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,731	632	3,200	3,200	0	0.00 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3080 ADVERTISING & PROMOTION	547	0	400	400	0	0.00 %
3105 LEGAL FEES	717	0	11,500	0	(11,500)	-100.00 %
3145 REGISTRY OFFICE FEES	43,356	14,012	40,000	40,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	0	3,000	0	(3,000)	-100.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	0	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	400	400	0	0.00 %
3315 VEHICLE MAINTENANCE	2,344	2,762	4,500	4,500	0	0.00 %
3450 COMMISSIONAIRES	105,055	77,398	120,830	122,000	1,170	0.97 %
3498 SUB-CONTRACTS	0	155	0	0	0	0.00 %
3499 MISC CONTRACTS	426	1,476	0	0	0	0.00 %
3602 RISK MANAGEMENT	370,303	106,361	367,380	367,380	0	0.00 %
GOODS & SERVICES TOTAL	572,919	229,397	594,995	581,573	(13,422)	-2.26 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	509	285	1,000	1,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	594	623	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,103	908	2,000	2,000	0	0.00 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	0	0	14,837	14,837	0	0.00 %
EXPENSE TOTAL	965,353	525,437	1,002,523	992,856	(9,667)	-0.96 %
<b>REVENUE</b>						
0409 OTHER LICENCE FEES	2,340	2,340	5,000	2,000	(3,000)	-60.00 %
0419 OTHER PERMIT/ENCROACHMENT	3,990	950	5,000	5,000	0	0.00 %
0420 COURT FINES	96,142	81,042	76,000	80,000	4,000	5.26 %
0421 PARKING FINES	297,002	239,031	235,000	240,000	5,000	2.13 %
0439 OTHER PENALTY	250	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	40,000	40,000	40,000	40,000	0	0.00 %
0477 LAND LEASE	(15,173)	0	0	0	0	0.00 %
0479 REIMBURSEMENTS	5,194	2,793	0	0	0	0.00 %
0487 SURCHARGE	(51)	400	0	0	0	0.00 %
0850 ADMIN FEES	5,358	(1,500)	3,500	3,500	0	0.00 %
0854 TAX REGISTRATION FEES	97,003	17,781	45,000	45,000	0	0.00 %
0883 ADMIN FEES LIBRARY	696	709	709	722	13	1.83 %
0884 ADMIN FEES CA	1,500	0	0	0	0	0.00 %
0885 ADMIN FEES DNSSAB	7,094	3,021	7,306	0	(7,306)	-100.00 %
0886 ADMIN FEES POLICE	7,252	6,978	6,978	7,733	755	10.82 %
0894 FEES - OTHER MUNICIPALITIES	0	0	0	10,000	10,000	100.00 %
0896 FEES - DNSSAB MORTGAGES	16,967	1,651	13,000	0	(13,000)	-100.00 %
7910 INTERNAL OVERHEAD REVENUE	117,710	95,040	134,048	185,559	51,511	38.43 %
REVENUE TOTAL	683,274	490,236	571,541	619,514	47,973	8.39 %
<b>GRAND TOTAL:</b>	<b>282,079</b>	<b>35,201</b>	<b>430,982</b>	<b>373,342</b>	<b>(57,640)</b>	<b>-13.37 %</b>

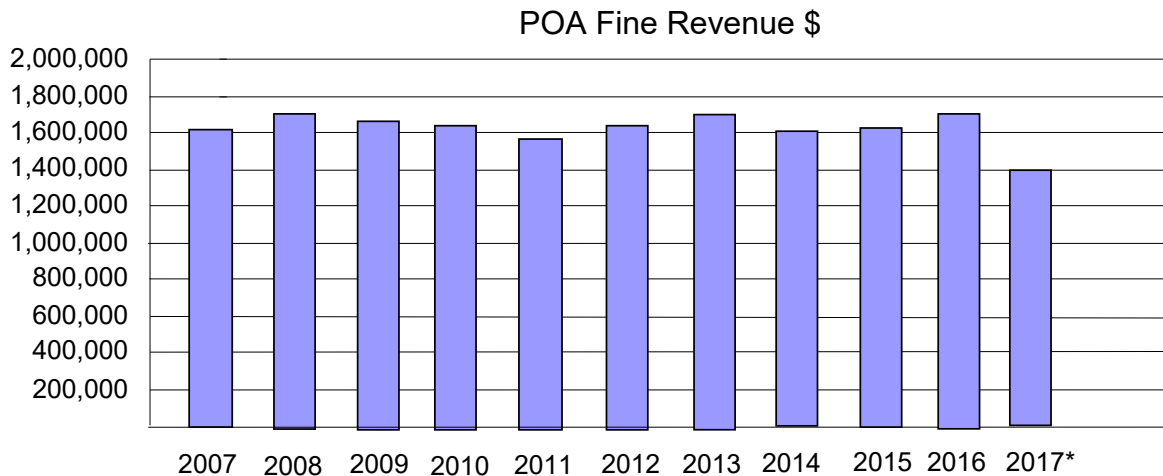
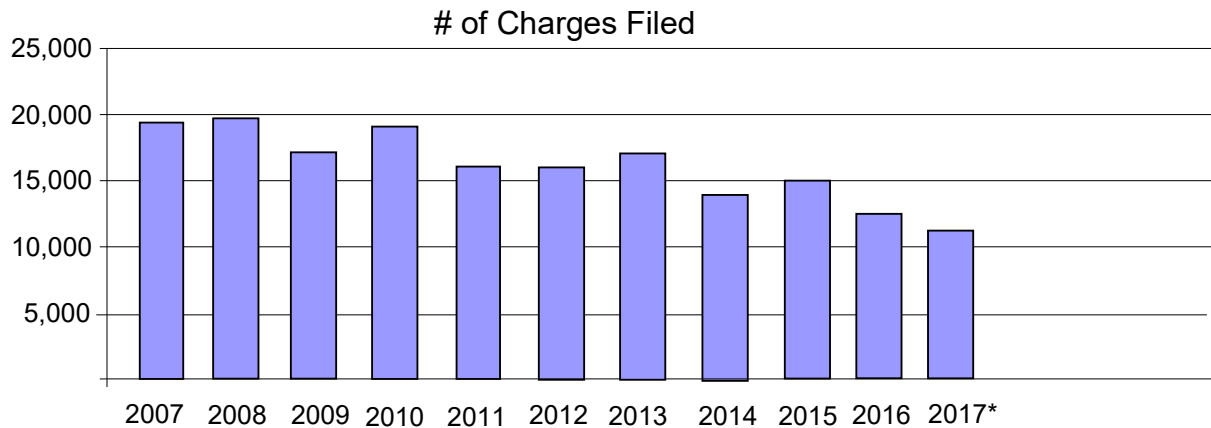
## Activity Summary Overview – 2018 Budget

### POA

Operates the Provincial Offences and Court Administration Centre for the North Bay Area which includes Trout Creek to Mattawa to Marten River to the French River, according to the following: a Provincial Memorandum of Understanding; a Municipal Partners' Agreement; a Court House Side Agreement; applicable statutory and common law.

#### Positions:

	2017 FTE	2018 FTE
City Prosecutor	1.00	1.00
POA Manager	1.00	1.00
POA Clerk	2.00	2.00
POA Collections Clerk	1.00	1.00
Legal Assistant	1.00	1.00
Court Clerk Monitor	1.00	1.00
<b>Totals</b>	<b>7.00</b>	<b>7.00</b>



\*Estimated

**Notable Adjustments - 2018 Budget**  
**Provincial Offences**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001-1802 – Personnel – Anticipated wages and benefit increases.	\$11,597
2.	3159 – Court Security – Non-eligible POA expenses; these expenses fall within the Prisoner Transportation Program.	(\$38,300)
3.	3940 – POA Shared Revenue – Based on 45% of anticipated year-end surplus.	(\$23,011)
4.	7010 – Administration Overhead - 2.5% increase for Rental of Council Chambers & other expenses as per agreement between POA Municipal Partners and City of North Bay. Internal transfers for services provided by Financial Services, Legal, Customer Services, Information Systems, Human Resources and CAO Departments.	\$6,100
5.	0420 – Court Fines – 2017 has experienced the lowest number of charges laid since POA was transferred to municipalities. If the number of charges does not increase in 2018, this could mean a significant reduction in revenue.	(\$100,000)
6.	0425 – Fines – Collection Agency – To reflect change in agency collection procedures. Better results in collecting older fines.	\$20,000

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	472,803	381,766	478,504	485,700	7,196	1.50 %
1101 OVERTIME FULLTIME	271	301	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	(5,797)	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	120	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	143,816	122,400	147,973	152,374	4,401	2.97 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	611,093	504,587	626,477	638,074	11,597	1.85 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	5,175	3,381	5,500	5,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	3,777	3,555	3,900	3,900	0	0.00 %
2636 POA FORM SUPPLIES	5,780	1,881	5,000	5,500	500	10.00 %
3001 POSTAGE	4,456	2,106	4,200	4,000	(200)	-4.76 %
3010 TELEPHONE	1,237	739	1,250	1,250	0	0.00 %
3025 PHOTOCOPY EXPENSES	0	0	2,000	2,000	0	0.00 %
3030 TRAVEL	1,576	1,722	3,000	3,000	0	0.00 %
3035 MILEAGE	621	545	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,169	2,775	3,270	3,000	(270)	-8.26 %
3070 TRAINING COURSES - OUTSID	3,400	1,203	3,500	3,500	0	0.00 %
3099 MISC ADMIN EXPENSES	157	88	100	100	0	0.00 %
3157 COURT REPORTER	761	1,314	500	500	0	0.00 %
3159 COURT HOUSE SECURITY	39,759	0	38,300	0	(38,300)	-100.00 %
3160 WITNESS FEES	3,541	1,045	4,500	3,500	(1,000)	-22.22 %
3161 PART III PROSECUTIONS	185,182	91,038	180,000	180,000	0	0.00 %
3163 PART TIME PROSECUTER	30,286	17,753	23,000	23,000	0	0.00 %
3168 COLLECTION AGENCY FEES	31,344	29,915	30,500	32,000	1,500	4.92 %
3170 LEGAL SEARCHES	1,016	287	1,000	1,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	6,011	4,031	5,000	5,000	0	0.00 %
3215 PROPERTY & BUILDING LEASE	1,832	1,628	2,700	1,800	(900)	-33.33 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	4,007	2,239	4,100	4,000	(100)	-2.44 %
3450 COMMISSIONAIRES	3,126	2,412	3,400	3,400	0	0.00 %
3499 MISC CONTRACTS	6,617	4,734	6,500	6,000	(500)	-7.69 %
3601 INSURANCE PREMIUMS	1,890	1,674	1,966	1,674	(292)	-14.85 %
3940 POA SHARED REVENUE	149,641	0	165,866	142,855	(23,011)	-13.87 %
3942 POA ICON CHARGES	24,863	11,632	27,000	24,000	(3,000)	-11.11 %
GOODS & SERVICES TOTAL	519,224	187,697	527,052	461,479	(65,573)	-12.44 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	20,648	12,840	19,000	16,000	(3,000)	-15.79 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
4110 CASH OVER / SHORT	(15)	3	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	20,633	12,843	19,000	16,000	(3,000)	-15.79 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	0	(1,000)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	0	(1,000)	-100.00 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	283,518	244,789	293,747	299,847	6,100	2.08 %
EXPENSE TOTAL	1,434,468	949,916	1,467,276	1,415,400	(51,876)	-3.54 %
REVENUE						
0420 COURT FINES	1,316,805	880,121	1,375,000	1,275,000	(100,000)	-7.27 %
0423 DEVOLVED COURT FINES	36,741	1,917	0	0	0	0.00 %
0425 FINES - COLLECTION AGENCY	269,741	261,270	295,000	315,000	20,000	6.78 %
0462 POA YE RECEIVABLES	117,721	0	0	0	0	0.00 %
REVENUE TOTAL	1,741,008	1,143,308	1,670,000	1,590,000	(80,000)	-4.79 %
<b>GRAND TOTAL:</b>	<b>(306,540)</b>	<b>(193,392)</b>	<b>(202,724)</b>	<b>(174,600)</b>	<b>28,124</b>	<b>13.87 %</b>





# **ENGINEERING, ENVIRONMENTAL SERVICES & WORKS**

## **2018 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2018

YTD End Date: October 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>Engineering, Environmental Services &amp; Works</b>						
ENGINEERING SERVICES	598,954	826,520	826,234	837,028	10,794	1.31 %
ENVIRONMENTAL SERVICES	465,113	130,996	878,264	807,524	(70,740)	-8.05 %
FLEET MANAGEMENT	0	330,460	(415,522)	0	415,522	-100.00 %
ROADS DEPARTMENT	7,120,513	5,265,558	8,043,300	8,204,459	161,159	2.00 %
STORM SEWERS	691,184	456,600	552,614	565,823	13,209	2.39 %
WORKS DEPT ADMINISTRATION	597,700	572,151	789,561	778,481	(11,080)	-1.40 %
<b>Total:</b>	<b>9,473,464</b>	<b>7,582,285</b>	<b>10,674,451</b>	<b>11,193,315</b>	<b>518,864</b>	<b>4.86 %</b>
<b>Grand Total:</b>	<b>9,473,464</b>	<b>7,582,285</b>	<b>10,674,451</b>	<b>11,193,315</b>	<b>518,864</b>	<b>4.86 %</b>

## Activity Summary Overview - 2018 Budget

### Engineering Services

#### Positions:

	2017 FTE	2018 FTE
Managing Director, EESW	0.30	0.30
Senior Capital Program Engineer <sup>A</sup>	1.00	1.00
Capital Works Engineer <sup>A</sup>	1.00	1.00
Infrastructure Engineer <sup>B</sup>	1.00	1.00
Development Engineer <sup>A</sup>	1.00	0.00
Engineer in Training <sup>A</sup>	0.00	1.00
Field Tech I <sup>A,B</sup>	5.00	5.00
Field Tech II <sup>A</sup>	2.00	2.00
Supervisor, Engineering Services <sup>A</sup>	1.00	0.00
Chief Draftsperson <sup>A</sup>	0.00	1.00
Engineering Technician I & II <sup>A</sup>	2.00	2.00
Administrative Assistant, EESW	0.50	0.50
Engineering Students	0.60	0.60
<b>Totals</b>	<b>15.40</b>	<b>15.40</b>

#### **\*Note**

- A \$335,000 funded from capital projects (capital project time is tracked by each position and charged to applicable projects throughout the year)
- B Infrastructure Engineer and one Field Tech I funded entirely from capital projects (funded from 7010 – Administration & Overhead, charged to Project 2699GG)

A & B – Most of the activities and tasks of the various staff are directly related to Capital projects and are therefore recovered from the applicable projects. These activities include project management, surveying, design, contract administration, and inspection.

#### **Summary Information**

The major activities of the Engineering Department include project management of design and construction of municipal infrastructure (roads, bridges, water, sanitary and storm sewers) including pre-engineering surveys for design, environmental assessments, preliminary and detailed design, as well as contract administration and inspection for construction projects. Other activities include asset management, traffic engineering, development review, long-term planning studies, utility approvals, and service contracts to install infrastructure in the City road allowance. The Engineering Department also oversees the operation of the water and wastewater facilities. These costs are recovered within the Water and Wastewater Budget. The major categories of activities are Infrastructure; Capital Works; Construction Services; Engineering Technical Services; Development; and Traffic.

#### **Infrastructure**

The Engineering Department conducts studies and analyzes the performance of the City's infrastructure networks to ensure that the provision of road, water and wastewater services are safe and reliable. This is accomplished through the following programs:

Asset Management including updates to the State of the Infrastructure Reports and Asset Management Plan; Bridge and Culvert Management Program; Infrastructure Needs Assessment; and Pavement Management Program.

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## **Capital Works**

Activities for municipal infrastructure projects (road, streetscaping, watermain, sanitary and storm sewers, culverts, and bridges), include:

- In-house survey
- Management of specialized consultants (geotechnical, etc.)
- In-house/consulted Environmental Assessments
- In-house/consulted preliminary and detailed designs
- Project management for design and construction
- Management of consulted engineering services
- In-house contract administration and inspection services for construction

The Engineering Department also provides planning, design, cost estimating, and advisory services to other City departments with regard to their capital works.

The department is a liaison with regulatory agencies and utilities to obtain permits and approvals and to coordinate design and construction activities. Review services are also undertaken for Ministry of the Environment approvals for design and construction of watermains, sanitary sewers, and storm sewers.

## **Construction Services**

The construction services division performs construction contract administration & inspection for most of the City's capital works projects. This division is also responsible for pre-engineering surveys, traffic counts, property bar locates, and collection and maintenance of as-built construction information. These services are needed by various departments.

## **Engineering Technical Services**

The department provides a wide range of services to the general public including:

- General engineering inquiries
- North Bay Maps (Road, Rural and Urban)
- Engineering drawings (Plan & Profile, Details, City Standards)
- City projects digital drawing archives
- Servicing requests for water, sanitary, and storm connection (Service Contracts)
- Property status requests
- Utilities Municipal Consent processing (Hydro, Telecommunication, Gas, etc.)
- AutoCAD mapping services

## **Development**

Engineering is one of the City Departments that assists the Planning Department with reviews of new developments. Engineering will review and provide recommendations related to the storm water management plan, traffic control, grading, erosion and sedimentation control, and water and sewer servicing. The various types of activities include review and advice with regard to: Subdivision Development (Draft Plan Approvals, Subdivision Plans, Subdivision Pre-servicing Agreements, Subdivision Agreements and

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Subdivision Inspection). Other development activities include: Site Plan Control Agreement Applications, Major Property Development, General Property Development, Committee of Adjustment Applications, Minor Variance Applications and Consent Applications.

### **Traffic**

The Engineering Department provides traffic engineering services. Activities include: review, analysis, and recommendations for traffic and parking requests (stop signs, traffic signals, pedestrian crossings, and speed concerns).

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## Notable Adjustments - 2018 Budget

### Engineering

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001 - 1802 – Personnel Costs – Annual salary and benefit increases.	\$31,407
2.	2612 – Survey Supplies – 2017 addressed backlog of GPS survey equipment maintenance. 2018 budget to reflect average costs.	(\$7,500)
3.	0460 – Transfer from Capital Fund - Increase to reflect wages and benefits recovered from Capital Projects.	\$14,514

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Engineering, Environmental Services & Works

Division(s): ENGINEERING SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	604,455	610,073	610,223	617,902	7,679	1.26 %
1002 TEMPORARY SALARIES	24,811	24,347	16,848	17,472	624	3.70 %
1010 MODIFIED/ACCOMMODATED	0	29,002	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	500,606	513,241	12,635	2.52 %
1101 OVERTIME FULLTIME	15,971	30,424	6,000	6,000	0	0.00 %
1202 VACATION	26,471	995	674	699	25	3.71 %
1204 STATUTORY HOLIDAYS	442	529	500	500	0	0.00 %
1207 SICK LEAVE	50	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	764	181	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	40	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	186,343	206,362	328,757	339,156	10,399	3.16 %
1802 FRINGE BENEFITS-PARTTIME	2,879	2,985	2,014	2,059	45	2.23 %
<b>PERSONNEL TOTAL</b>	<b>862,186</b>	<b>904,938</b>	<b>1,465,622</b>	<b>1,497,029</b>	<b>31,407</b>	<b>2.14 %</b>
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	0	0	6,411	6,411	0	0.00 %
2601 OFFICE SUPPLIES	131	85	750	250	(500)	-66.67 %
2610 DRAFTING SUPPLIES	6,600	6,285	5,000	6,500	1,500	30.00 %
2612 SURVEY SUPPLIES	11,169	13,241	18,000	10,500	(7,500)	-41.67 %
2650 CLOTHING / UNIFORM	2,404	2,805	3,000	3,000	0	0.00 %
2655 SAFETY SUPPLIES	1,114	1,107	1,500	1,500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,647	697	1,000	1,000	0	0.00 %
3001 POSTAGE	0	47	0	0	0	0.00 %
3005 COURIER & DELIVERY	1,612	803	1,200	1,200	0	0.00 %
3010 TELEPHONE	70	376	0	800	800	100.00 %
3035 MILEAGE	1,385	995	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	1,033	1,034	2,000	2,000	0	0.00 %
3055 MEETING COSTS	862	1,996	750	750	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,638	4,631	2,000	4,685	2,685	134.25 %
3070 TRAINING COURSES - OUTSID	18,867	10,025	19,000	19,000	0	0.00 %
3075 TRAINING COURSES - IN HOU	1,050	0	0	0	0	0.00 %
3150 MEDICAL FEES	46	1,800	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	265	0	0	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>49,628</b>	<b>46,192</b>	<b>61,611</b>	<b>58,596</b>	<b>(3,015)</b>	<b>-4.89 %</b>
<b>FINANCIAL EXPENSES</b>						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
<b>FINANCIAL EXPENSES TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ENGINEERING SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	738	1,213	2,000	2,000	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>738</b>	<b>1,213</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00 %</b>
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	58,308	48,680	39,854	39,854	0	0.00 %
<b>EXPENSE TOTAL</b>	<b>970,860</b>	<b>1,001,023</b>	<b>1,569,087</b>	<b>1,597,479</b>	<b>28,392</b>	<b>1.81 %</b>
<b>REVENUE</b>						
0460 TRANSFER FRM CAPITAL FUND	0	0	551,229	565,743	14,514	2.63 %
0472 REIMB - CUPE BENEFITS	80	0	0	0	0	0.00 %
0827 OVERSIZED LOAD PERMITS	1,575	435	1,000	1,000	0	0.00 %
0835 SPECIAL EVENT FEES	2,997	5,845	3,000	4,000	1,000	33.33 %
0850 ADMIN FEES	233	66	0	0	0	0.00 %
0855 SERVICE CHARGES	11,930	5,889	10,000	10,000	0	0.00 %
0895 ENG APPLICATION FEES	25,032	18,175	20,000	20,000	0	0.00 %
0965 TRAFFIC COUNT FEES	0	1,400	0	0	0	0.00 %
0972 TENDER DEPOSITS	75	240	0	0	0	0.00 %
0980 SUBDIVISION INSPECTION FE	24,578	1,000	4,000	2,000	(2,000)	-50.00 %
0981 MOE CERTIFICATES	1,100	15,100	2,000	5,000	3,000	150.00 %
7910 INTERNAL OVERHEAD REVENUE	304,305	126,353	151,624	152,708	1,084	0.71 %
<b>REVENUE TOTAL</b>	<b>371,905</b>	<b>174,503</b>	<b>742,853</b>	<b>760,451</b>	<b>17,598</b>	<b>2.37 %</b>
<b>GRAND TOTAL:</b>	<b>598,955</b>	<b>826,520</b>	<b>826,234</b>	<b>837,028</b>	<b>10,794</b>	<b>1.31 %</b>



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## Activity Summary Overview – 2018 Budget

### Environmental Services

#### Summary Information

The enclosed Environmental Services Budget provides for the operation and maintenance of the engineered landfill sites, waste and recycle collection, household hazardous waste disposal, and environmental remediation and consulting for contaminated lands owned by the City of North Bay.

Below is the Full Time Equivalent (FTE) of staff who deliver environmental services.

#### Positions:

	2017 FTE	2018 FTE
Managing Director	0.10	0.10
Senior Engineer	0.50	0.50
Landfill Operations Coordinator	1.00	1.00
Waste Management Coordinator	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Students	0.60	0.60
Landfill Attendant	2.00	2.00
Landfill Operator	1.00	1.00
Weigh Scale Attendants	1.00	1.44
<b>Totals</b>	<b>9.20</b>	<b>9.64</b>

#### Garbage Collection

Solid waste collection is contracted to Miller Waste Systems for 10 years with provisions for an extension. The contract commenced July 1, 2010. All residents of North Bay receive waste collection; an estimated 19,000 households will receive curbside pick-up in 2018 and approximately 4,500 households are served through the multi-residential collection service. The annual curbside household rate in 2017 was \$42.03 and will be adjusted for 2018 using CPI and fuel inflation/deflation clauses.

#### Blue Box Program

Blue Box Program includes collection, processing, sales of goods and advertising. The City leases the Facility and is locked in to the lease for 10 years beginning March 2009.

Waste diversion is a Ministry of the Environment requirement of operating the City's landfill site and is subsidized through Provincial Stewardship Programs. The program cost is funded between 40% to 50% depending on performance and efficiencies measured through a provincial data call. The higher the measured performance the greater the funding received. The City has consistently received at or very near 50%.

#### Household Hazardous Waste (HHW) Depot

Maintaining a Household Hazardous Waste Program is a requirement of the Certificate of Approval to operate a Landfill. The site is open year-round. Services are offered to surrounding municipalities and charged out on a per household basis. The established fee is \$2 / household.

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The 2017 Stewardship Ontario provided funding over 60% and the proposed 2018 budget assumes that the funding from Stewardship Ontario is at this level once again.

### **Merrick**

A new landfill operations contract began January 1, 2016 which will extend to 2020. A 2% increase over projected 2017 actuals was assumed for the 2018 budget. Landfill management, weigh scales and recycling facilities are maintained and operated by City staff. As of January 1, 2018 the site will be 23.5 years old and have an estimated remaining life of 19.8 years based on Engineer's report.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2017 tipping fees increased from \$90 to \$93 / tonne and will increase to \$96 / tonne effective January 1, 2018. This increase has been reflected in the tipping fee revenue line item.

Mattress recycling began May 1, 2017 which introduced a \$20 disposal fee per mattress at the landfill site. Approximately 350 mattresses per month have been diverted from the Merrick Landfill Site. This equates to over 4,000 mattresses per year. The total cost to handle and recycle the mattresses is approximately \$20 per mattress therefore the City is recovering their costs with the user fee.

Landfill Gas Management started in 2006. In 2012 North Bay Hydro commissioned the electricity generation station that utilizes the landfill gas collected at Merrick. Depending on landfill gas availability and utilization system efficiency the station will generate between 8.5 and 10 million kWh of electricity (equivalent annually electricity to power 1000 to 1300 average households) that will be sold to the grid under an Ontario Power Authority (OPA) Fixed-in-Tariff (FIT) Agreement.

### **Leachate Treatment**

The Leachate Treatment Facility, which is a requirement of the Ministry of the Environment Certificate of Approval, is currently being commissioned. Estimated cost associated with annual operation of the facility is projected at \$250,000 and are included in the 2018 budget. These costs will be partially offset by increased tipping fees.

### **Marsh Landfill**

Marsh Drive landfill closed in 1994. Costs are for the perpetual care of the landfill.

### **Organic Depot**

The Organic Depot accepts and diverts organics from the Merrick Landfill Site. These Waste Reduction/Diversion Activities are a requirement under the City's Certificate of Approval to operate a Landfill Site.

## Notable Adjustments - 2018 Budget

### Environmental Services

Item #	Description	Dollar Amount
1.	1001 – 1802 - Personnel Costs – New part-time permanent position added to the Merrick Landfill Site to reduce overtime. Annual salary and benefit increase.	\$49,368
2.	2701 – Hydro – To reflect projected usage at leachate treatment facility. Hydro costs have been paid through the capital project to the Contractor in 2017 as the facility is still in the construction /commissioning phase.	\$15,000
3.	3155 – Monitoring Reports – Budget reduced to reflect projected actuals.	(\$10,000)
4.	3203 – Waste Bin Rentals – Budget to reflect projected cost of waste bin rentals at the Merrick landfill site.	\$7,000
5.	3401 – Street Garbage Contract – Reduce budget to assume 2% increase over 2017 projected year-end actuals. The budget was overstated in the past due to assuming conservative CPI increases of 5%.	(\$25,066)
6.	3403 – Multi-Res Garbage – Reduce budget to assume 2% increase over 2017 projected year-end actuals. The budget was overstated in the past due to assuming conservative CPI increases of 5%.	(\$14,779)
7.	3405 – Recycling Collection– Reduce budget to reflect projected 2018 actuals. Recycling contract is paid based on weight and weight of recyclables has decreased steadily over past 5 years. This can be attributed to less glass and newspaper and more plastics and cardboard being recycled.	(\$50,000)
8.	3409 – Hazardous Waste Disposal – This service was tendered in 2016. Reduce budget to reflect projected actuals.	(\$5,000)
9.	3413 – Landfill Maintenance Contract - 2018 budget includes 2% increase over 2017 projected actuals.	\$32,660
10.	3422 – Wood chip/Tub Grinding – Increased budget to reflect increased wood diversion. Over the past 5 years wood diversion has gone up by 5 times.	\$30,000
11.	3975 – Mattress Recycling – Reduce budget to reflect projected costs associated with mattress recycling at the Merrick Landfill.	(\$5,000)
12.	0446 – Sale of Electronics – Reduce budget to reflect projected actuals. Less electronics being received in past 2 years.	(\$8,200)
13.	0452 – Sale of Recycled Goods – Increase revenue to reflect projected actuals. The City receives a significant amount of cardboard and the resale market price is high.	\$25,000
14.	0456 – Sale of Scrap Metals – Increase revenue to reflect projected actuals. Increased metal diversion.	\$5,000
15.	0701 – Landfill Use Fees- Increase revenue as per agreement with Callander.	\$34,185
16.	0817 – Tipping Fees – Increase revenue to reflect projected actuals. Tipping fees are also set to increase by \$3/tonne January 1, 2018.	\$50,000
17.	0997 – Mattress Recycling – Reduce revenue to reflect projected actuals for mattress recycling at the landfill.	(\$5,000)

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ENVIRONMENTAL SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	479,299	367,958	561,273	579,155	17,882	3.19 %
1002 TEMPORARY SALARIES	21,641	31,662	16,848	39,992	23,144	137.37 %
1003 SHIFT PREMIUM	0	4	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	232	236	0	0	0	0.00 %
1101 OVERTIME FULLTIME	34,186	27,902	16,500	14,500	(2,000)	-12.12 %
1102 OVERTIME PART TIME	0	960	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	31,984	25,285	674	1,599	925	137.24 %
1204 STATUTORY HOLIDAYS	10,298	9,871	0	0	0	0.00 %
1207 SICK LEAVE	4,768	9,050	0	0	0	0.00 %
1401 TRAINING & SAFETY	392	2,144	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	162,430	139,313	177,659	183,469	5,810	3.27 %
1802 FRINGE BENEFITS-PARTTIME	1,894	3,294	515	4,122	3,607	700.39 %
<b>PERSONNEL TOTAL</b>	<b>747,124</b>	<b>617,679</b>	<b>773,469</b>	<b>822,837</b>	<b>49,368</b>	<b>6.38 %</b>
<b>GOODS &amp; SERVICES</b>						
2055 MATERIALS	0	11,541	75,000	75,000	0	0.00 %
2099 MISC. MATERIALS	2,045	4,694	2,000	4,000	2,000	100.00 %
2401 GAS FUEL	0	0	3,634	3,634	0	0.00 %
2405 DIESEL FUEL	0	1,122	500	500	0	0.00 %
2435 TOOLS	0	0	1,000	0	(1,000)	-100.00 %
2601 OFFICE SUPPLIES	20	0	80	80	0	0.00 %
2650 CLOTHING / UNIFORM	3,560	3,407	3,492	3,984	492	14.09 %
2655 SAFETY SUPPLIES	1,686	2,252	3,155	3,155	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,176	1,009	825	825	0	0.00 %
2699 MISC GENERAL SUPPLIES	17,407	12,831	23,950	23,950	0	0.00 %
2701 HYDRO	59,005	47,421	116,791	131,791	15,000	12.84 %
2715 WATER	0	0	0	2,000	2,000	100.00 %
2720 MUNICIPAL TAXES	2,146	1,073	2,189	2,189	0	0.00 %
2945 LANDFILL FILTERS	999	0	2,000	2,000	0	0.00 %
2950 BLUE BOX / COMPOSTERS	9,782	5,928	8,000	8,000	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	142	331	0	0	0	0.00 %
3010 TELEPHONE	4,262	3,511	4,700	4,700	0	0.00 %
3035 MILEAGE	13,560	9,985	14,200	14,200	0	0.00 %
3045 CONFERENCE & SEMINARS	127	5	0	0	0	0.00 %
3055 MEETING COSTS	276	293	200	200	0	0.00 %
3070 TRAINING COURSES - OUTSID	2,783	8,117	2,000	3,000	1,000	50.00 %
3075 TRAINING COURSES - IN HOU	492	3,191	2,275	2,275	0	0.00 %
3080 ADVERTISING & PROMOTION	29,261	21,540	29,350	29,350	0	0.00 %
3155 MONITORING REPORTS	45,460	27,219	74,000	64,000	(10,000)	-13.51 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s):

Engineering, Environmental Services & Works

Division(s):

ENVIRONMENTAL SERVICES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3202 ORGANIC CONTAINERS	30,549	13,239	25,000	25,000	0	0.00 %
3203 WASTE BIN RENTALS	42,181	35,753	30,840	37,840	7,000	22.70 %
3204 METAL CONTAINERS	427	0	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	97,162	80,968	95,481	97,400	1,919	2.01 %
3299 MISC LEASES & RENTS	0	371	0	0	0	0.00 %
3301 RADIO MAINTENANCE	0	885	250	1,000	750	300.00 %
3305 BUILDING MAINTENANCE	1,533	1,192	2,000	2,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	25,210	541	27,000	27,000	0	0.00 %
3312 ROADS MAINTENANCE	6,116	1,506	9,000	9,000	0	0.00 %
3399 MISC MAINTENANCE FEES	7,219	8,868	5,490	5,490	0	0.00 %
3401 STREET GARBAGE CONTRACT	809,890	620,619	865,066	840,000	(25,066)	-2.90 %
3403 MULTI-RES GARBAGE	192,931	148,501	224,779	210,000	(14,779)	-6.57 %
3405 RECYCLING COLLECTION	644,022	541,799	725,000	675,000	(50,000)	-6.90 %
3409 HAZARDOUS WASTE DISPOSAL	71,861	57,145	80,000	75,000	(5,000)	-6.25 %
3413 LANDFILL MAINT CONTRACT	1,109,703	859,101	1,060,000	1,092,660	32,660	3.08 %
3417 PEST CONTROL	0	920	1,000	1,000	0	0.00 %
3418 WATER ANALYSIS	38,069	19,209	44,650	42,650	(2,000)	-4.48 %
3422 WOOD CHIP/TUB GRINDING	95,456	103,575	100,000	130,000	30,000	30.00 %
3425 CONSTRUCTION CONTRACT	0	8,233	15,000	15,000	0	0.00 %
3455 SECURITY SERVICES	0	0	1,000	0	(1,000)	-100.00 %
3601 INSURANCE PREMIUMS	32,175	28,687	33,094	32,243	(851)	-2.57 %
3975 MATTRESS RECYCLING	0	35,134	95,000	90,000	(5,000)	-5.26 %
3999 MISC SERVICES & RENTS	24,205	33,872	20,000	20,000	0	0.00 %
GOODS & SERVICES TOTAL	3,422,898	2,765,588	3,828,991	3,807,116	(21,875)	-0.57 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	61	91	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	61	91	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	1,276	0	1,500	1,500	100.00 %
5115 TRANSFER TO RESERVE FUND	182,707	0	141,450	141,450	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	182,707	1,276	141,450	142,950	1,500	1.06 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	9,595	4,892	25,669	25,669	0	0.00 %
EXPENSE TOTAL	4,362,385	3,389,526	4,769,579	4,798,572	28,993	0.61 %
REVENUE						
0417 SALE OF CARDBOARD	27,552	22,699	25,000	25,000	0	0.00 %
0424 BLUE BOX ADVERTISING	3,000	4,400	0	0	0	0.00 %
0446 SALE OF ELECTRONICS	41,747	29,998	54,000	45,800	(8,200)	-15.19 %
0452 SALE OF RECYCLED GOODS	390,659	500,026	400,000	425,000	25,000	6.25 %
0453 SALE OF BLUE BOXES	7,191	5,246	8,000	8,000	0	0.00 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Engineering, Environmental Services & Works*

Division(s): *ENVIRONMENTAL SERVICES*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0455 SALE OF COMPOSTERS	85	139	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	36,509	36,530	30,000	35,000	5,000	16.67 %
0457 SALE OF ORGANIC TOPSOIL	1,991	1,660	2,000	2,000	0	0.00 %
0459 OTHER SALES	3,715	2,526	500	2,500	2,000	400.00 %
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %
0473 METHANE SALES	200,000	178,353	200,000	200,000	0	0.00 %
0478 AGREEMENT REVENUE	582,089	255,373	487,000	487,000	0	0.00 %
0496 AUTO STEWARDSHIP REVENUE	0	1,191	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	245	0	0	0	0	0.00 %
0701 LANDFILL USE FEES	207,012	185,466	205,815	240,000	34,185	16.61 %
0817 TIPPING FEES	2,362,399	1,956,638	2,350,000	2,400,000	50,000	2.13 %
0818 TIRE REVENUE - OTS	228	1,661	750	750	0	0.00 %
0850 ADMIN FEES	905	1,060	0	0	0	0.00 %
0891 SEPTIC SYSTEM MONITORING	1,950	0	3,250	0	(3,250)	-100.00 %
0997 MATTRESS RECYCLING	0	45,560	95,000	90,000	(5,000)	-5.26 %
REVENUE TOTAL	3,897,277	3,258,526	3,891,315	3,991,050	99,735	2.56 %
<b>GRAND TOTAL:</b>	<b>465,108</b>	<b>131,000</b>	<b>878,264</b>	<b>807,522</b>	<b>(70,742)</b>	<b>-8.05 %</b>

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## Activity Summary Overview – 2018 Budget

### Fleet Management

The fleet division represents vehicle costs for Wastewater, Water, Roads, Traffic, Survey, Parks and Landfill divisions. Vehicles and costs associated to the Fire and Transit Departments are posted directly to the appropriate cost centers.

The independent review of our fleet operations was conducted in 2014 and we have moved ahead with implementation of a number of directives identified in that review. Currently we are implementing a new Fleet Management Maintenance System (FMIS) that will streamline our workflow and the current outdated paper system.

The Department continues to explore opportunities to provide services to external agencies.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Manager	1.00	1.00
Supervisor	1.00	1.00
Chargehand	4.00	4.00
Clerk Steno	1.00	1.00
Mechanics	14.00	14.50
Labourers	5.00	5.00
Summer Students	0.60	0.60
<b>Totals</b>	<b>26.60</b>	<b>27.10</b>

#### **Life Cycle Management:**

Fleet is mandated to operate with a life cycle management approach. This approach focuses on the cost and performance management of the fleet. Using performance metrics the system is set up to optimize Fleet operations. The approach includes:

- Vehicle and equipment age is set by mileage, time, hours used and anticipated usage
- Replacement intervals are set to maximize resale value and minimize excessive repair expense
- Performance tracking tools are used to assist in management of vehicles and equipment
- Adherence to regulatory compliance
- Driver safety training is provided to staff
- Competent equipment operators

#### **Transition to the Life Management Approach:**

2018 represents the first year of transitioning to the new fleet life cycle costing model. As a result, future vehicle replacement costs are now included in the vehicle usage rates charged to operational departments. A reduction of approximately \$1.5 million was made to the Capital levy in order to increase the vehicle costs within each department. For comparative purposes, the 2017 budget has been adjusted to account for the transition with the net impact reported in the Fleet Management Department. The 2017 adjustments have no impact on the tax levy. Prior to the adjustments, the Engineering, Environmental Services and Works Business unit reported a year over year net increase of 0.93%. The fleet adjustments have increased the year over year change from 0.93% to 4.86%.

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## Notable Adjustments – 2018 Budget

### Fleet Management

Item #	Description	Dollar Amount
1.	1001 – 1802 - Personnel Costs – Creation of a 6 and 6 mechanic position to be shared with Parks. Position is funded through an existing Parks FTE. Wage increases as per Collective Agreement.	\$95,124
2.	2425 – Repair Parts – A significant portion of the repair and maintenance work completed by the fleet department is conducted in-house and parts are charged to the repair parts account. Staff continues to find savings and efficiencies within the department.	(\$215,521)
3.	2450 - Licenses – Under new legislation Flusher trucks no longer qualify as road building equipment and must now be licensed. Anticipated increase to license costs in 2018 by MTO.	\$9,060
4.	5115 – Transfer to Reserve Fund – To reflect new fleet methodology. Rates will include a life cycle replacement component to be transferred to the Fleet Reserve.	\$549,940
5.	0893 - Outside Fire Department Revenue – Entered into service agreement with neighboring community fire departments to complete annual servicing.	\$5,000



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Engineering, Environmental Services & Works*

Division(s): *FLEET MANAGEMENT*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,165,072	979,458	1,580,467	1,647,914	67,447	4.27 %
1002 TEMPORARY SALARIES	11,521	17,314	14,227	17,472	3,245	22.81 %
1003 SHIFT PREMIUM	16,359	12,801	19,869	20,814	945	4.76 %
1004 OTHER/STANDBY	1,651	0	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	11,807	1,555	0	0	0	0.00 %
1101 OVERTIME FULLTIME	118,664	58,328	76,000	76,000	0	0.00 %
1202 VACATION	124,277	132,531	569	699	130	22.85 %
1203 COMPASSIONATE LEAVE	4,149	3,337	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	49,013	41,120	0	0	0	0.00 %
1207 SICK LEAVE	47,610	43,480	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	20	0	0	0	0.00 %
1301 WSIB LEAVE	0	(308)	0	0	0	0.00 %
1401 TRAINING & SAFETY	22,744	33,700	5,000	0	(5,000)	-100.00 %
1499 OTHER EMP ALLOWANCES	8,367	4,117	9,000	9,400	400	4.44 %
1801 FRINGE BENEFITS-FULLTIME	457,091	416,651	516,157	542,825	26,668	5.17 %
1802 FRINGE BENEFITS-PARTTIME	10,319	14,333	434	1,723	1,289	297.00 %
<b>PERSONNEL TOTAL</b>	<b>2,048,644</b>	<b>1,758,437</b>	<b>2,221,723</b>	<b>2,316,847</b>	<b>95,124</b>	<b>4.28 %</b>
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	8	0	0	0	0	0.00 %
2401 GAS FUEL	58,062	50,849	5,972	5,972	0	0.00 %
2405 DIESEL FUEL	292,015	243,354	0	0	0	0.00 %
2407 COLOURED/DYED DIESEL	107,219	92,896	0	0	0	0.00 %
2415 LUBRICANTS	20,732	20,594	26,000	26,000	0	0.00 %
2420 TIRES	55,428	61,286	56,000	56,000	0	0.00 %
2425 REPAIR PARTS	895,320	764,027	1,110,262	894,741	(215,521)	-19.41 %
2430 MECHANIC SHOP SUPPLIES	67,021	46,307	68,000	68,000	0	0.00 %
2435 TOOLS	15,491	23,917	45,000	45,000	0	0.00 %
2450 LICENSES	85,989	94,050	85,940	95,000	9,060	10.54 %
2494 RETURN ORDER COST	5,110	2,685	0	0	0	0.00 %
2495 SHOP LABOUR	(2,660)	(9,408)	0	0	0	0.00 %
2498 FLEET SYSTEM DEFAULT	0	20,630	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	8,763	1,442	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	31	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	21,063	18,173	21,420	21,420	0	0.00 %
2655 SAFETY SUPPLIES	15,717	22,692	27,000	27,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	3,120	1,893	4,750	4,750	0	0.00 %
3005 COURIER & DELIVERY	35	4	0	0	0	0.00 %
3030 TRAVEL	988	1,648	4,849	4,849	0	0.00 %
3035 MILEAGE	2,012	1,426	2,500	2,500	0	0.00 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Engineering, Environmental Services & Works

Division(s): FLEET MANAGEMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3045 CONFERENCE & SEMINARS	700	344	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,343	1,382	2,000	2,000	0	0.00 %
3070 TRAINING COURSES - OUTSIDE	4,136	10,825	10,000	10,000	0	0.00 %
3105 LEGAL FEES	107	0	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	5,373	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	9,230	626	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDRING	9,044	11,815	13,000	13,000	0	0.00 %
3425 CONSTRUCTION CONTRACT	0	0	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	3,611	4,309	4,000	4,000	0	0.00 %
3601 INSURANCE PREMIUMS	136,732	137,928	384,324	369,244	(15,080)	-3.92 %
3999 MISC SERVICES & RENTS	0	14,055	0	0	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>1,816,367</b>	<b>1,645,122</b>	<b>1,872,517</b>	<b>1,650,976</b>	<b>(221,541)</b>	<b>-11.83 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	0	57,837	45,000	45,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	0	2,484	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	412,614	1,768	1,981,686	2,531,626	549,940	27.75 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>412,614</b>	<b>62,089</b>	<b>2,026,686</b>	<b>2,576,626</b>	<b>549,940</b>	<b>27.13 %</b>
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	21,803	14,319	25,017	25,017	0	0.00 %
<b>EXPENSE TOTAL</b>	<b>4,299,428</b>	<b>3,479,967</b>	<b>6,145,943</b>	<b>6,569,466</b>	<b>423,523</b>	<b>6.89 %</b>
<b>REVENUE</b>						
0450 DISPOSAL OF EQUIPMENT	68,472	72,219	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	1,983	5,179	0	2,000	2,000	100.00 %
0472 REIMB - CUPE BENEFITS	279	1,277	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	827	4,005	0	0	0	0.00 %
0480 SUNDRY REVENUE	4,332	9,836	3,500	4,500	1,000	28.57 %
0481 INSURANCE REVENUE	0	17,841	0	0	0	0.00 %
0493 FUEL SURCHARGE	64,173	55,374	60,000	60,000	0	0.00 %
0494 WARRANTY REVENUE	0	407	0	0	0	0.00 %
0893 OUTSIDE FIRE DEPT REVENUE	1,321	11,792	0	5,000	5,000	100.00 %
0998 TIRE REBATE	826	0	0	0	0	0.00 %
7901 FLEET USAGE	4,157,219	2,971,580	6,497,965	6,497,965	0	0.00 %
<b>REVENUE TOTAL</b>	<b>4,299,432</b>	<b>3,149,510</b>	<b>6,561,465</b>	<b>6,569,465</b>	<b>8,000</b>	<b>0.12 %</b>
<b>GRAND TOTAL:</b>	<b>(4)</b>	<b>330,457</b>	<b>(415,522)</b>	<b>1</b>	<b>415,523</b>	<b>100.00 %</b>

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## Activity Summary Overview – 2018 Budget

### Roads

#### **Ditching & Drainage**

This activity reflects the costs associated with the maintenance and repair of approximately 320 kms of surface drainage facilities. It includes cleaning and reshaping of ditches, bridge maintenance, maintenance and repair of entrance culverts, the replacement and repair of concrete curbs and asphalt gutters. The activity also includes curb cuts and/or culverts for new entrances, which is funded, for the most part, by the applicant of the service. Work is carried out mutually by staff and contractors.

#### **Roadway Maintenance**

Roadway maintenance includes the maintenance of the road surface, excluding sidewalks and drainage. It includes asphalt roadways, gravel roadways, shouldering, sweeping/cleaning and boulevard maintenance. Work is carried out mutually by staff and contractors. There is maintenance in the form of patching and surface treatment as well as improvements and street resurfacing under contract.

Total road systems are comprised of 783 kms which consists of arterial, collector and local streets. Approximately 27% of which is rural.

#### **Service Contracts**

This activity includes curb cuts and/or culverts for new entrances, which is funded by the applicant of the service. Fees are determined through direct service contracts with the City of North Bay on a full cost recovery basis.

#### **Sidewalks**

This activity includes the maintenance and replacement of existing sidewalks; does not include winter maintenance or costs for new sidewalks. There are 144 kms of sidewalks which are comprised of both asphalt and concrete.

#### **Street Lighting**

This activity includes the power and maintenance for street lighting and contains (3,554) residential, (1,051) collector, (786) arterial, and (31) Airport Terminal lights. From 2011 to the spring of 2013 all lights were converted to LED lights.

#### **Traffic**

Traffic activities are both planned through the Provinces Minimum Maintenance Standards and emergency response situations. Work includes pavement marking, traffic control signal maintenance and improvements, traffic and street name sign maintenance and repair, railway crossing and guide rail maintenance. This activity also includes traffic counting, barricade and signage for street work.

#### **Winter Control**

This activity accounts for winter maintenance in the form of snow plowing and snow removal, sanding and salting of both City streets and sidewalks. Work is performed by City staff using City equipment supplemented by contracted vehicles and equipment for snow removal.

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Winter control activities are planned and executed such that the City operates within the Province's Minimum Maintenance Standards. The Roads Department documents all winter control activities and reviews practices to ensure efficiencies and cost effectiveness.

The 2018 budget for winter control is \$3,105,000 which includes a fuel adjustment in the amount of \$130,000. This fuel reallocation from fleet is due to the new corporate fleet methodology. As a baseline comparative, the 7 year adjusted average is \$2,983,000. The variance between the 2018 budget and the 7 year average stems from the new corporate vehicle charge rates that incorporate full cost recovery of assets.

### **Supervision Roads**

This activity provides for wage and vehicle costs for the Roads Department Manager and three Supervisors.

### **Total Roads Department Positions:**

	<b>2017 FTE</b>	<b>2018 FTE</b>
Backhoe (1- 6/6 Winter Control)	2.00	2.00
Grader	2.00	2.00
Truck Driver/Tandem	16.00	16.00
Loader	1.00	1.00
Chargehand	6.00	6.00
UTL (4-6/6 UTL Winter Control)	3.00	3.00
Road Labourer	1.00	1.00
Traffic Labourer	2.00	2.00
Cement Finisher	1.00	1.00
Carpenter	0.50	0.50
Supervisor	3.00	3.00
Signal Tech	1.60	1.60
Students	1.50	1.50
Manager	1.00	1.00
<b>Totals</b>	<b>41.60</b>	<b>41.60</b>

## Notable Adjustments - 2018 Operating Budget

### Roads

Item #	Description	Dollar Amount
1.	1001 – 1802 – Personnel Costs – Annual salary and benefit increases.	\$76,023
2.	2001 – Winter Sand – Increase to reflect contract price increase.	\$5,510
3.	2002 – Salt – Increase to reflect new contract price.	\$6,450
4.	2010 – Traffic Supplies – Budget reallocated from 2099 to better identify expenses.	\$33,850
5.	2020 – Sewer/Water Pipe & Parts – Increase for culvert service contract work.	\$5,000
6.	2034 – Concrete - Budget reallocated from 2099 to better identify expenses.	\$12,620
7.	2036 – Signs - Budget reallocated from 2099 to better identify expenses.	\$5,300
8.	2099 – Miscellaneous Materials – To better identify costs in various cost centers, the Misc. Materials budget was distributed to different line items (2010, 2034, 2036, 3205 and 3425).	(\$54,250)
9.	3070 – Training – Reallocation from Public Works Administration budget of \$8000 plus increase based on anticipated needs.	\$8,600
10.	3205 – Vehicle Lease and Rental – Budget reallocated from 2099 to better identify costs.	\$13,400
11.	3425 – Construction Contract – Increase due to reallocation from Miscellaneous Materials and culvert service contracts.	\$21,800
12.	3426 – Patching – Increase due to 3% market increase.	\$5,420
13.	0459 – Other Sales – Reduced demand for concrete restoration/replacement by home and business owners through service contracts.	(\$37,000)
14.	0899 – Other Service Charges – Reduced to reflect actuals.	(\$10,000)

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Engineering, Environmental Services & Works

Division(s): ROADS DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,618,054	1,285,998	2,320,805	2,366,107	45,302	1.95 %
1002 TEMPORARY SALARIES	62,026	58,633	80,468	94,330	13,862	17.23 %
1003 SHIFT PREMIUM	7,396	4,709	6,233	6,330	97	1.56 %
1004 OTHER/STANDBY	30,179	21,682	32,250	32,720	470	1.46 %
1010 MODIFIED/ACCOMMODATED	12,731	23,244	0	0	0	0.00 %
1101 OVERTIME FULLTIME	214,793	103,297	262,000	247,000	(15,000)	-5.73 %
1102 OVERTIME PART TIME	499	154	0	0	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	171,158	142,020	1,423	1,747	324	22.77 %
1203 COMPASSIONATE LEAVE	4,553	979	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	93,800	69,263	0	0	0	0.00 %
1207 SICK LEAVE	124,499	100,273	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	100	0	0	0	0	0.00 %
1301 WSIB LEAVE	(22,851)	(34,929)	0	0	0	0.00 %
1401 TRAINING & SAFETY	31,918	40,340	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	285	170	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	684,728	598,432	733,674	760,666	26,992	3.68 %
1802 FRINGE BENEFITS-PARTTIME	8,154	4,392	17,551	21,527	3,976	22.65 %
<b>PERSONNEL TOTAL</b>	<b>3,042,022</b>	<b>2,418,657</b>	<b>3,454,404</b>	<b>3,530,427</b>	<b>76,023</b>	<b>2.20 %</b>
<b>GOODS &amp; SERVICES</b>						
2001 SAND	140,892	66,977	183,650	189,160	5,510	3.00 %
2002 SALT	154,360	246,550	215,033	221,483	6,450	3.00 %
2003 BRINE	43,965	26,189	60,000	60,000	0	0.00 %
2006 ASPHALT - COLD MIX	24,641	28,460	40,100	40,100	0	0.00 %
2010 TRAFFIC SUPPLIES	30,823	18,041	35,450	69,300	33,850	95.49 %
2020 SEWER/WATER PIPE & PARTS	0	13,198	23,000	28,000	5,000	21.74 %
2022 CULVERTS	0	7,261	0	0	0	0.00 %
2030 GRAVEL	25,485	15,123	29,500	29,500	0	0.00 %
2034 CONCRETE	0	0	0	12,620	12,620	100.00 %
2036 SIGNS	15,307	5,197	7,200	12,500	5,300	73.61 %
2099 MISC. MATERIALS	97,928	51,335	54,250	0	(54,250)	-100.00 %
2401 GAS FUEL	0	0	231,101	231,101	0	0.00 %
2435 TOOLS	7,548	6,750	8,800	8,800	0	0.00 %
2499 MISC FLEET SUPPLIES	309	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	262	4,445	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	13,759	14,143	19,760	17,000	(2,760)	-13.97 %
2655 SAFETY SUPPLIES	20,961	22,462	22,000	22,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	8,140	2,726	8,890	11,600	2,710	30.48 %
2701 HYDRO	837,097	577,725	854,612	854,612	0	0.00 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Engineering, Environmental Services & Works

Division(s): ROADS DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3035 MILEAGE	1,289	1,608	4,500	4,000	(500)	-11.11 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	122	0	500	500	100.00 %
3070 TRAINING COURSES - OUTSIDE	26,908	21,259	21,000	29,600	8,600	40.95 %
3071 TRAINING	863	0	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOUSE	832	448	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	0	387	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	223	0	0	0	0	0.00 %
3105 LEGAL FEES	52	0	0	0	0	0.00 %
3130 CONSULTANT FEES	0	4,277	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	146,310	179,521	160,600	174,000	13,400	8.34 %
3299 MISC LEASES & RENTS	78	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	405,607	216,701	274,000	295,800	21,800	7.96 %
3426 PATCHING	313,867	193,095	265,900	271,320	5,420	2.04 %
3427 HYDROSEEDING	8,848	10,444	20,000	20,540	540	2.70 %
3428 CONCRETE RESTORATION	0	11,022	0	0	0	0.00 %
3499 MISC CONTRACTS	21,541	10,972	20,600	20,600	0	0.00 %
3601 INSURANCE PREMIUMS	96,526	80,551	97,698	74,143	(23,555)	-24.11 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>2,444,421</b>	<b>1,836,989</b>	<b>2,657,644</b>	<b>2,698,279</b>	<b>40,635</b>	<b>1.53 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5115 TRANSFER TO RESERVE FUND	176,160	0	0	0	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>176,160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	1,557,782	1,101,902	2,048,753	2,048,753	0	0.00 %
<b>EXPENSE TOTAL</b>	<b>7,220,385</b>	<b>5,357,548</b>	<b>8,160,801</b>	<b>8,277,459</b>	<b>116,658</b>	<b>1.43 %</b>
<b>REVENUE</b>						
0456 SALE OF SCRAP METALS	1,112	2,058	0	0	0	0.00 %
0459 OTHER SALES	(14,303)	4,904	44,000	7,000	(37,000)	-84.09 %
0472 REIMB - CUPE BENEFITS	62	1,602	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	283	4,818	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	798	0	0	0	0.00 %
0835 SPECIAL EVENT FEES	3,697	1,954	0	2,500	2,500	100.00 %
0855 SERVICE CHARGES	1,730	0	0	0	0	0.00 %
0871 STREET WORK PERMITS	4,580	3,070	3,500	3,500	0	0.00 %
0872 ENTRANCE CULVERT & CURBS	72,241	42,157	40,000	40,000	0	0.00 %
0899 OTHER SERVICE CHARGES	30,469	30,625	30,000	20,000	(10,000)	-33.33 %
<b>REVENUE TOTAL</b>	<b>99,871</b>	<b>91,986</b>	<b>117,500</b>	<b>73,000</b>	<b>(44,500)</b>	<b>-37.87 %</b>
<b>GRAND TOTAL:</b>	<b>7,120,514</b>	<b>5,265,562</b>	<b>8,043,301</b>	<b>8,204,459</b>	<b>161,158</b>	<b>2.00 %</b>

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## Activity Summary Overview – 2018 Budget

### Storm Sewer

#### **Maintenance**

Cleaning, maintenance and repair of approximately 226 km of storm sewers, 2,417 storm manholes and 4,877 catch basins.

#### **Connections**

Maintenance and repairs of existing service connections and installations of new service connections from the storm mains to the property line.

Fees are determined through direct service contracts with the City of North Bay on a full cost recovery basis.

#### **Restorations**

Provide for the construction and/or repairs of the storm sewer system.

#### **Hydrants**

Repairs and maintenance of 1,458 fire hydrants and installation of new hydrants where required as well as provide winter access to all fire hydrants.

#### **Allocated Employees**

4.45 full time equivalent employees (FTE'S) from the Water and Sanitary Sewer crew are allocated to the Storm Sewer System and Fire Hydrants as follows:

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Director of Public Works	0.05	0.05
Operations Manager, Water & Sewer	0.10	0.10
Administrative Supervisor, Public Works	0.00	0.05
Operations Supervisor, Water & Sewer	0.40	0.40
Public Works Yard Loader	0.05	0.05
Chargehands	0.70	0.70
Operator 1	1.30	1.30
Backhoe Operator	0.10	0.10
Certified Sewer Cleaner/Flusher	0.30	0.30
Truck Driver	0.40	0.40
Excavator	0.20	0.20
Operator in Training	0.70	0.70
Sewer & Water Clerk	0.10	0.10
<b>Totals</b>	<b>4.40</b>	<b>4.45</b>



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## Notable Adjustments - 2018 Budget

### Storm

Item #	Description	Dollar Amount
1.	1001-1801 – Personnel Costs – Wage and benefit increase as per Collective Agreement plus 5% of the Administrative Supervisor Public Work’s salary.	\$12,660

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Engineering, Environmental Services & Works*

Division(s): *STORM SEWERS*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	270,041	200,452	226,693	234,192	7,499	3.31 %
1002 TEMPORARY SALARIES	9,462	7,650	0	0	0	0.00 %
1003 SHIFT PREMIUM	430	282	0	0	0	0.00 %
1004 OTHER/STANDBY	1,801	509	7,498	7,650	152	2.03 %
1010 MODIFIED/ACCOMMODATED	421	2,938	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	48,691	49,835	1,144	2.35 %
1101 OVERTIME FULLTIME	7,159	4,520	10,230	10,230	0	0.00 %
1202 VACATION	980	38	0	0	0	0.00 %
1401 TRAINING & SAFETY	222	61	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	86,502	57,423	87,068	90,933	3,865	4.44 %
<b>PERSONNEL TOTAL</b>	<b>377,018</b>	<b>273,873</b>	<b>380,180</b>	<b>392,840</b>	<b>12,660</b>	<b>3.33 %</b>
<b>GOODS &amp; SERVICES</b>						
2006 ASPHALT - COLD MIX	1,115	1,214	5,000	5,000	0	0.00 %
2008 CEMENT	4,379	1,456	4,500	4,500	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	36,928	16,286	30,000	30,000	0	0.00 %
2030 GRAVEL	6,388	2,900	11,350	11,350	0	0.00 %
2099 MISC. MATERIALS	11,538	12,651	600	600	0	0.00 %
2401 GAS FUEL	0	0	8,544	8,544	0	0.00 %
2435 TOOLS	1,349	90	3,508	3,508	0	0.00 %
2601 OFFICE SUPPLIES	1,187	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	1,363	1,363	1,816	1,820	4	0.22 %
2655 SAFETY SUPPLIES	2,640	1,242	3,665	3,665	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	276	271	1,000	1,221	221	22.10 %
2715 WATER	649	494	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	0	307	0	0	0	0.00 %
3010 TELEPHONE	1,199	707	1,584	1,584	0	0.00 %
3035 MILEAGE	96	0	100	100	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	339	534	0	0	0	0.00 %
3070 TRAINING COURSES - OUTSID	71	123	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	1,817	1,086	4,000	4,000	0	0.00 %
3102 CONSULTANT FEES I.S.	0	0	3,081	4,499	1,418	46.02 %
3205 VEHICLE LEASE/RENTAL	0	892	1,000	1,750	750	75.00 %
3305 BUILDING MAINTENANCE	32	6	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	72	51	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	9,859	4,275	5,150	5,150	0	0.00 %
3426 PATCHING	80,746	22,112	69,360	69,360	0	0.00 %
3427 HYDROSEEDING	2,385	264	6,579	6,579	0	0.00 %
3428 CONCRETE RESTORATION	0	5,041	0	0	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>164,428</b>	<b>73,365</b>	<b>160,837</b>	<b>163,230</b>	<b>2,393</b>	<b>1.49 %</b>



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Engineering, Environmental Services & Works

Division(s): STORM SEWERS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	162,864	109,361	75,743	75,743	0	0.00 %
EXPENSE TOTAL	704,310	456,599	616,760	631,813	15,053	2.44 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	64,147	65,990	1,843	2.87 %
0479 REIMBURSEMENTS	0	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	0	0	0	0	0.00 %
0875 STORM SEWER CONNECTIONS	6,566	0	0	0	0	0.00 %
0899 OTHER SERVICE CHARGES	6,561	0	0	0	0	0.00 %
REVENUE TOTAL	13,127	0	64,147	65,990	1,843	2.87 %
<b>GRAND TOTAL:</b>	<b>691,183</b>	<b>456,599</b>	<b>552,613</b>	<b>565,823</b>	<b>13,210</b>	<b>2.39 %</b>

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## Activity Summary Overview – 2018 Budget

### Works Department Administration

#### Works Administration

Overseeing the operations, construction, and/or development of the City's infrastructure including: bridges, roads, and associated structures. The Public Works Department is committed to meeting the needs of the community while ensuring sustainability of services.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Managing Director	0.20	0.20
Director of Public Works	0.50	0.50
Dispatcher	3.00	3.00
Public Works Administrative Coordinator	1.00	0.00
Administrative Supervisor Public Works	0.00	0.50
Engineering Clerk	0.50	0.50
Part-time Dispatchers	0.56	0.56
Signal Technician	0.40	0.40
<b>Totals</b>	<b>6.16</b>	<b>5.66</b>

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**Notable Adjustments - 2018 Operating Budget**

**Works Department Administration**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	1001 – 1802 – Personnel Costs – Anticipated annual wage and benefit changes based on changes to staffing complement.	(\$14,423)
2.	2705 – Natural Gas – To reflect historical usage and estimated increase.	\$9,813
3.	2715 – Water – Reduction to reflect actual usage.	(\$8,566)
4.	3070-3075– Inside and Outside Training – Budget transferred to Roads department.	(\$8,000)
5.	3305 – Building Maintenance – Increase to reflect actuals.	\$5,000
6.	3425 – Construction Contract – Increased to cover external contractor repairs and annual maintenance.	\$6,000

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): *Engineering, Environmental Services & Works*

Division(s): *WORKS DEPT ADMINISTRATION*

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	316,283	280,215	379,085	368,438	(10,647)	-2.81 %
1002 TEMPORARY SALARIES	42,381	40,864	31,638	32,114	476	1.50 %
1003 SHIFT PREMIUM	4,846	3,199	4,432	4,642	210	4.74 %
1010 MODIFIED/ACCOMMODATED	15	921	0	0	0	0.00 %
1101 OVERTIME FULLTIME	8,967	8,537	5,758	7,344	1,586	27.54 %
1102 OVERTIME PART TIME	0	258	0	0	0	0.00 %
1202 VACATION	6,525	2,363	1,200	1,285	85	7.08 %
1204 STATUTORY HOLIDAYS	2,100	1,780	0	0	0	0.00 %
1207 SICK LEAVE	0	3,476	0	0	0	0.00 %
1401 TRAINING & SAFETY	225	1,302	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	20	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	91,807	82,600	113,626	110,103	(3,523)	-3.10 %
1802 FRINGE BENEFITS-PARTTIME	10,487	10,143	8,924	6,314	(2,610)	-29.25 %
<b>PERSONNEL TOTAL</b>	<b>483,656</b>	<b>435,658</b>	<b>544,663</b>	<b>530,240</b>	<b>(14,423)</b>	<b>-2.65 %</b>
<b>GOODS &amp; SERVICES</b>						
2010 TRAFFIC SUPPLIES	82	0	0	0	0	0.00 %
2099 MISC. MATERIALS	5,879	4,774	4,750	4,750	0	0.00 %
2499 MISC FLEET SUPPLIES	1,933	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	16,773	11,250	16,500	16,500	0	0.00 %
2615 JANITORIAL SUPPLIES	818	163	0	1,000	1,000	100.00 %
2625 BUILDING MAINT SUPPLIES	(17)	0	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	84	217	200	500	300	150.00 %
2699 MISC GENERAL SUPPLIES	1,708	0	0	0	0	0.00 %
2701 HYDRO	110,060	71,527	111,713	111,713	0	0.00 %
2705 NATURAL GAS	50,293	46,931	60,262	70,075	9,813	16.28 %
2715 WATER	11,765	6,268	17,666	9,100	(8,566)	-48.49 %
3001 POSTAGE	1,870	1,018	1,000	1,300	300	30.00 %
3005 COURIER & DELIVERY	302	1,072	1,900	1,500	(400)	-21.05 %
3010 TELEPHONE	38,230	26,430	36,135	39,000	2,865	7.93 %
3015 FAX	691	527	670	670	0	0.00 %
3030 TRAVEL	2,672	3,062	4,000	4,000	0	0.00 %
3035 MILEAGE	3,007	2,092	7,000	6,000	(1,000)	-14.29 %
3045 CONFERENCE & SEMINARS	793	1,629	5,000	4,000	(1,000)	-20.00 %
3055 MEETING COSTS	209	0	0	500	500	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,948	1,408	5,000	5,000	0	0.00 %
3070 TRAINING COURSES - OUTSID	989	0	8,500	3,500	(5,000)	-58.82 %
3075 TRAINING COURSES - IN HOU	2,764	0	3,000	0	(3,000)	-100.00 %
3080 ADVERTISING & PROMOTION	254	135	1,200	500	(700)	-58.33 %
3210 OFFICE EQUIPMENT LEASE	0	0	6,000	6,000	0	0.00 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s):

Engineering, Environmental Services & Works

Division(s):

WORKS DEPT ADMINISTRATION

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
3301 RADIO MAINTENANCE	8,368	5,671	12,500	12,500	0	0.00 %
3305 BUILDING MAINTENANCE	115,476	112,206	130,000	135,000	5,000	3.85 %
3401 STREET GARBAGE CONTRACT	4,463	3,945	4,200	4,200	0	0.00 %
3425 CONSTRUCTION CONTRACT	19,355	1,013	0	6,000	6,000	100.00 %
3430 MAINTENANCE CONTRACT	42,114	32,491	39,300	39,300	0	0.00 %
GOODS & SERVICES TOTAL	445,883	333,829	476,496	482,608	6,112	1.28 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	56	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	1,073	1,825	2,000	2,200	200	10.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,073	1,881	2,000	2,200	200	10.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	3,971	1,359	0	0	0	0.00 %
EXPENSE TOTAL	934,583	772,727	1,023,159	1,015,048	(8,111)	-0.79 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	34,775	35,471	35,471	36,180	709	2.00 %
0480 SUNDRY REVENUE	2,013	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	300,095	165,105	198,126	200,387	2,261	1.14 %
REVENUE TOTAL	336,883	200,576	233,597	236,567	2,970	1.27 %
<b>GRAND TOTAL:</b>	<b>597,700</b>	<b>572,151</b>	<b>789,562</b>	<b>778,481</b>	<b>(11,081)</b>	<b>-1.40 %</b>



# **FIRE SERVICES**

## **2018 OPERATING BUDGET**





# Business Unit Summary

Budget Year: 2018

YTD End Date: October 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>Fire Department</b>						
FIRE DEPARTMENT	12,466,684	10,000,940	13,071,641	13,365,774	294,133	2.25 %
<b>Total:</b>	<b>12,466,684</b>	<b>10,000,940</b>	<b>13,071,641</b>	<b>13,365,774</b>	<b>294,133</b>	<b>2.25 %</b>
<b>Grand Total:</b>	<b>12,466,684</b>	<b>10,000,940</b>	<b>13,071,641</b>	<b>13,365,774</b>	<b>294,133</b>	<b>2.25 %</b>

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## Activity Summary Overview – 2018 Budget

### Fire and Emergency Services

North Bay Fire and Emergency Services (NBFES) provides an “all hazards” protection to 54,000 permanent residents and a full and part-time workforce in an area covering 314.9 sq. km. In addition, NBFES is responsible for the commuters, tourists and visitors that use the City’s roadways, amenities and businesses on a daily basis. The Fire Service protects commercial and residential buildings, infrastructure, the city’s reputation, economy and most importantly people. We accomplish this through the 3 lines of defence: Education, Code Enforcement and Emergency Response.

Our goal is to shape a fire safe community, and in recognition of our responsibilities, NBFES is shifting the paradigm of the delivery of fire protection services from one that focuses on emergency response to one that focuses on the prevention of fires; more specifically we are transitioning from a reactive model to a proactive model. That being said, there are many challenges to the delivery of fire services. Canadian and U.S. studies along with Provincial fire statistics, indicate flashover is now occurring as quickly as three (3) to four (4) minutes because of the materials used in modern furnishings. The consequences of the rapid growth of modern fires and the associated smoke and toxic gasses have caused a different burden to fire suppression crews causing us to re-evaluate tactics.

The Provincial government has amended the Fire Protection and Prevention Act 1997 (FPPA), Ontario Fire Code and other pieces of legislation; increasing the number of areas of responsibility for municipal fire services. To name a few, we are required to review and approve Risk Plans for propane facilities and conduct annual inspections and fire drills at all vulnerable occupancies. In addition, the disclosure and evidence requirements of the judicial system has increased substantially over the last number of years; thus requiring inspectors to spend more time ensuring all legislated obligations are fulfilled.

<b>Positions</b>	<b>2017 FTE</b>	<b>2018 FTE</b>
Chief	1.0	1.0
Deputy Chief	2.0	2.0
Platoon Chiefs	4.0	4.0
Division Chief (Training)	1.0	1.0
Captains	12.0	12.0
Firefighters	56.0	56.0
Captain Fire Prevention Division	1.0	1.0
Fire Prevention Officer/ Public Educator	2.0	2.0
Clerk/Steno	1.0	1.0
<b>Totals</b>	<b>80.0</b>	<b>80.0</b>

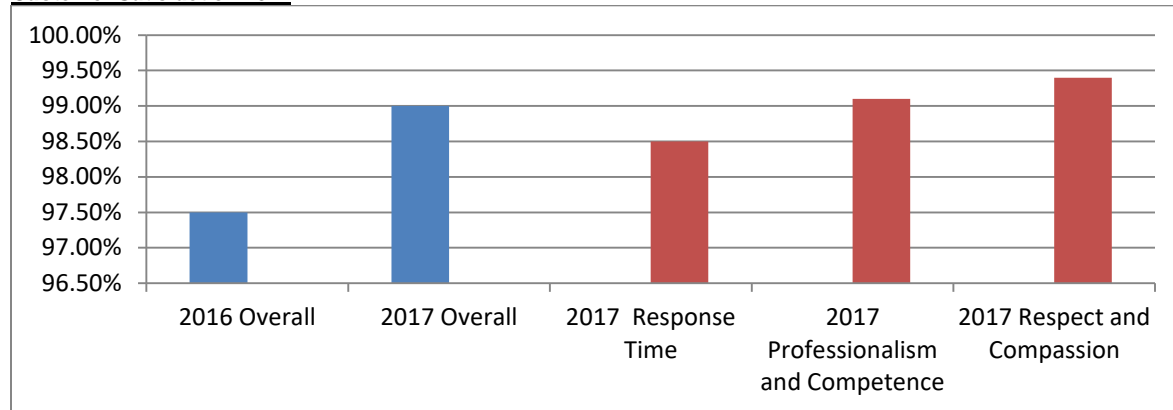
#### Fire Administration

The management team of the Fire Chief, and the two Deputy Chiefs, ensure the day to day operations and are responsible to maintain a high level of service, while being prudent with the costs associated with running an emergency service. The management team continues to analyze operations to find efficiencies so that budgetary asks are minimized.

The need to prepare for emergencies and manage them effectively is an important responsibility of the fire management team which has the added legislative responsibility for emergency management of the City of North Bay. Emergency management consists of five phases: prevention, mitigation, preparedness, response and recovery.

Anytime a member of NBFES has an interaction with any one of our citizens; that is our opportunity to make an impact on a customer's life. Customer service is a high priority with the Fire Management team. In the spring of 2016 we began an initiative to receive feedback from the customers that we serve. Customers were questioned on the timeliness of the response, competence and professionalism of the crew, respect and compassion of the crew and the overall service.

**Customer Satisfaction 2017**



**Fire Suppression and Training Divisions**

NBFES responds to various types of calls for service including, but not limited to, structure fires, car fires, motor vehicle collisions, medical emergencies, for the purposes of preventing loss of life and injury of citizens and visitors to the city, as well as reducing the loss of property due to fires and natural disasters. In 2016 we responded to 1594 request for service. It is important to note the firefighters take on the additional responsibility and training of technical rescue thereby permitting NBFES to respond to hazardous materials calls, ice rescue, high angle and confined space emergencies (limited).

Activities Done to Provide This Service

How Much Did We Do?

	2015	2016
Fire Related Emergency Calls	177	250
Perceived Emergencies	94	101
Fire Alarm Activations and Non Fire Calls	252	230
Medical Calls	376	396
Carbon Monoxide Calls	177	188
Public Hazards	83	67
Motor Vehicle Collisions	213	203
Other Rescue	17	33
Other Responses	134	126
<b>Total:</b>	<b>1523</b>	<b>1594 +4.7% increase</b>

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The Training Division supports the Fire Suppression Division by delivering high quality programs aimed at firefighter and officer knowledge and skill development. The Chief Training Officer is also responsible for analyzing and researching emerging trends/challenges, new standards and new equipment that may impact service delivery.

Fire Prevention Division

The Fire Prevention and Public Education Division of Fire and Emergency Services raises public awareness of fire prevention and safety in the community, by educating the public about emergencies, fire safety practices, life safety and provides guidance and enforcement of the Ontario Fire Code. Systematic, thorough fire inspections and re-inspections and code enforcement are the backbone of effective fire prevention work and a major factor in reducing the loss of life and property. A study led by Sunnybrook Health Sciences Centre has found that over a 14-year period, there was a loss of 24,051 years of life and the cost of lives shortened or lost in residential fires cost the Canadian economy CAN\$7.6 billion.

Activities Done to Provide This Service

How Much Did We Do?

	<b>2015</b>	<b>2016</b>
Total Inspections	580	585
Total Investigations	15	11
Total Fire Safety Plan Reviews	50	56
Total Vulnerable Occupancies	23	23
Total Burning Permits	266	1100
Total Public Education Sessions	n/a	43

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## Notable Adjustments - 2018 Budget

### Fire

Item #	Description	Dollar Amount
1.	1001 – 1801 – Personnel – Includes contractual salary and benefit increases as well as anticipated costs.	\$370,260
2.	3075 – Training Course - In House - Reallocate to personnel training costs. See line 1401.	(\$20,000)
3.	3307 – Equipment Maintenance – Expected costs to maintain contracts on specialty equipment.	(\$10,000)
4.	5010 Machinery & Equipment - Expected costs to maintain contracts on specialty equipment.	(\$10,000)
5.	0864 – Fire Emergency Response Revenues – Anticipated increased revenues.	\$22,000

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	8,834,961	7,368,259	8,645,644	8,903,710	258,066	2.98 %
1002 TEMPORARY SALARIES	0	1,679	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	230,333	47,336	0	0	0	0.00 %
1101 OVERTIME FULLTIME	138,795	132,252	132,000	132,000	0	0.00 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	32,425	12,256	22,000	22,000	0	0.00 %
1203 COMPASSIONATE LEAVE	21,984	33,055	40,000	40,000	0	0.00 %
1204 STATUTORY HOLIDAYS	245,415	158,146	310,000	310,000	0	0.00 %
1207 SICK LEAVE	104,949	229,182	100,000	100,000	0	0.00 %
1208 LIEU DAYS	231,207	0	272,000	272,000	0	0.00 %
1299 OTHER LABOUR COSTS	1,321	15,691	7,000	7,000	0	0.00 %
1301 WSIB LEAVE	(215,024)	(424,055)	(60,000)	(60,000)	0	0.00 %
1401 TRAINING & SAFETY	0	41,970	0	20,000	20,000	100.00 %
1407 ACTING RANK PAY	64,350	62,524	58,000	58,000	0	0.00 %
1415 FIRE ON CALL PAYOUT	2,326	2,100	3,000	2,600	(400)	-13.33 %
1416 FIRE- SERVICE PAY	0	396	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,279,498	2,006,015	2,468,812	2,561,406	92,594	3.75 %
1802 FRINGE BENEFITS-PARTTIME	0	203	0	0	0	0.00 %
<b>PERSONNEL TOTAL</b>	<b>11,972,540</b>	<b>9,687,009</b>	<b>11,998,456</b>	<b>12,368,716</b>	<b>370,260</b>	<b>3.09 %</b>
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	13,058	8,545	12,000	12,000	0	0.00 %
2405 DIESEL FUEL	21,678	18,142	27,232	24,486	(2,746)	-10.08 %
2407 COLOURED/DYED DIESEL	320	124	0	0	0	0.00 %
2415 LUBRICANTS	1,254	1,313	0	0	0	0.00 %
2420 TIRES	2,778	5,228	0	0	0	0.00 %
2425 REPAIR PARTS	76,655	39,965	0	0	0	0.00 %
2495 SHOP LABOUR	129,464	83,499	0	0	0	0.00 %
2498 FLEET SYSTEM DEFAULT	(4,751)	(3,598)	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	574	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	6,373	4,260	12,000	10,000	(2,000)	-16.67 %
2615 JANITORIAL SUPPLIES	8,362	6,239	10,000	10,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	686	69	400	400	0	0.00 %
2640 TRAINING SUPPLIES	759	0	5,000	5,000	0	0.00 %
2650 CLOTHING / UNIFORM	25,976	17,626	38,000	35,000	(3,000)	-7.89 %
2699 MISC GENERAL SUPPLIES	0	0	5,000	5,000	0	0.00 %
2701 HYDRO	62,704	37,299	62,218	62,218	0	0.00 %
2705 NATURAL GAS	18,348	15,126	17,125	20,858	3,733	21.80 %
2715 WATER	15,560	10,285	15,161	14,075	(1,086)	-7.16 %
2901 FIREFIGHTING SUPPLIES	56,116	40,168	65,000	65,000	0	0.00 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
2903 FIRE FOAM	0	5,953	7,000	5,000	(2,000)	-28.57 %
2905 FIRE INVESTIGATION SUPPLI	5,718	1,018	3,500	3,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	204	100	800	800	0	0.00 %
3001 POSTAGE	324	418	500	500	0	0.00 %
3005 COURIER & DELIVERY	31	86	500	500	0	0.00 %
3010 TELEPHONE	12,039	10,310	13,500	13,500	0	0.00 %
3035 MILEAGE	1,000	397	900	900	0	0.00 %
3045 CONFERENCE & SEMINARS	7,110	3,597	11,500	11,500	0	0.00 %
3060 MEALS	899	266	1,250	1,250	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	1,989	6,696	2,100	2,100	0	0.00 %
3070 TRAINING COURSES - OUTSID	27,213	20,797	28,000	28,000	0	0.00 %
3075 TRAINING COURSES - IN HOU	13,078	2,937	48,000	28,000	(20,000)	-41.67 %
3080 ADVERTISING & PROMOTION	19,754	8,900	18,000	18,000	0	0.00 %
3085 OUTSIDE PRINTING	1,487	342	3,000	3,000	0	0.00 %
3150 MEDICAL FEES	3,097	4,715	2,500	2,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	3,455	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	26,289	23,439	29,000	29,000	0	0.00 %
3305 BUILDING MAINTENANCE	52,110	14,580	57,000	57,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	8,578	8,172	21,000	11,000	(10,000)	-47.62 %
3315 VEHICLE MAINTENANCE	10,324	0	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	1,311	1,640	2,500	2,500	0	0.00 %
3499 MISC CONTRACTS	6,358	12,647	21,500	25,700	4,200	19.53 %
3601 INSURANCE PREMIUMS	73,640	67,558	32,244	26,017	(6,227)	-19.31 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>711,922</b>	<b>478,858</b>	<b>573,430</b>	<b>534,304</b>	<b>(39,126)</b>	<b>-6.82 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	23	0	15,000	5,000	(10,000)	-66.67 %
5115 TRANSFER TO RESERVE FUND	17,324	12,679	0	0	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>17,347</b>	<b>12,679</b>	<b>15,000</b>	<b>5,000</b>	<b>(10,000)</b>	<b>-66.67 %</b>
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	0	0	591,428	591,428	0	0.00 %
<b>EXPENSE TOTAL</b>	<b>12,701,809</b>	<b>10,178,546</b>	<b>13,178,314</b>	<b>13,499,448</b>	<b>321,134</b>	<b>2.44 %</b>
<b>REVENUE</b>						
0409 OTHER LICENCE FEES	2,340	2,340	2,500	2,500	0	0.00 %
0479 REIMBURSEMENTS	1,200	2,023	0	0	0	0.00 %
0494 WARRANTY REVENUE	236	0	0	0	0	0.00 %
0497 CONTRACTED REVENUE	75,503	41,120	34,112	34,112	0	0.00 %
0857 FIRE SERVICE CHARGES	(2,560)	0	0	0	0	0.00 %
0863 FIRE PERMITS/INSPECTIONS	16,445	9,813	12,000	12,000	0	0.00 %
0864 FIRE EMERGENCY RESPONSE	94,564	74,647	18,243	40,243	22,000	120.59 %



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
0865 FIRE BURNING PERMITS	29,171	32,023	20,000	25,000	5,000	25.00 %
0866 FIRE PREVENTION/EDUCATION	3,434	3,287	5,000	5,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	14,790	12,349	14,819	14,819	0	0.00 %
REVENUE TOTAL	235,123	177,602	106,674	133,674	27,000	25.31 %
<b>GRAND TOTAL:</b>	<b>12,466,686</b>	<b>10,000,944</b>	<b>13,071,640</b>	<b>13,365,774</b>	<b>294,134</b>	<b>2.25 %</b>





# **GENERAL GOVERNMENT**

## **2018 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2018

YTD End Date: October 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>General Government Activities</b>						
FINANCIAL EXPENSES	16,983,117	9,807,125	14,524,225	15,034,663	510,438	3.51 %
GENERAL REVENUES	(91,451,627)	(90,159,736)	(10,638,299)	(10,429,224)	209,075	1.97 %
MAYOR & COUNCIL	378,937	334,929	430,226	438,058	7,832	1.82 %
OFFICE OF THE CAO	704,053	574,803	355,551	298,115	(57,436)	-16.15 %
<b>Total:</b>	<b>(73,385,520)</b>	<b>(79,442,879)</b>	<b>4,671,703</b>	<b>5,341,612</b>	<b>669,909</b>	<b>14.34 %</b>
<b>Grand Total:</b>	<b>(73,385,520)</b>	<b>(79,442,879)</b>	<b>4,671,703</b>	<b>5,341,612</b>	<b>669,909</b>	<b>14.34 %</b>

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## Activity Summary Overview – 2018 Budget

### Financial Expenses

#### **Long-Term Financing**

Long-Term Financing is one of many funding options to finance capital projects. The City of North Bay seeks out flexible terms that match the municipality's needs. Consideration is given to the terms that match the life of the assets as well as interest rates, variable versus fixed and payment frequency. The amount of annual long-term financing is governed by the City's Long-Term Capital Funding Policy.

#### **Write-offs & Contingencies**

These series of accounts budget for the annual negative impact to the assessment roll resulting from assessment reductions.

Assessment changes may be initiated by the ratepayer or by the Municipal Property Assessment Corporation (MPAC). If an appeal cannot be resolved by MPAC an appeal with the Assessment Review Board (ARB) can be filed by the ratepayer. If the appeal goes to a Full Hearing, expert witnesses representing the City's interests are required.

In 2013 the position of Junior Assessment and Real Estate Specialist was created to assist in the administration of the City's Assessment Base Management Program. Monitoring of assessment appeals and proactive management of the assessment roll by the Specialist mitigates the deterioration of the assessment base.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Jr. Assessment & Real Estate Specialist	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>

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## Notable Adjustments - 2018 Budget

### Financial Expenses

Item #	Description	Dollar Amount
1.	3199 – Misc Professional Fees – 2017 was the final full year of professional services approved through a confidential Report to Council and funded from reserves (line 0470).	(\$231,194)
2.	4005 – Internal Interest - Decreased to reflect historical trends.	(\$20,000)
3.	4015 – Debenture Principal – Based on projected requirements.	(\$15,325)
4.	4020 – Debenture Interest – Based on contractual and projected requirements.	(\$120,532)
5.	5101 – Capital Levy – Based on Long Term Capital Funding Policy plus a one-time reduction as part of the transition to the new fleet model.	\$551,296
6.	5150 – Agreements – To reflect completion of 3-year Doctor recruitment program.	(\$175,000)
7.	0445 – Other Interest Revenue – To reflect anticipated payout of remaining loans from North Bay Hydro.	(\$221,030)
8.	0470 – Transfer from Reserves – Relates to reduction in line 3199 above as well as the Transition to new Fleet Life Cycle Costing model.	(\$251,194)
9.	0473 – Methane Sales – To reflect anticipated receipts.	(\$50,000)

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	76,915	67,087	81,129	82,346	1,217	1.50 %
1201 VACATION other	0	0	0	0	0	0.00 %
1202 VACATION	928	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	671,188	21,128	24,687	25,439	752	3.05 %
1802 FRINGE BENEFITS-PARTTIME	0	0	0	0	0	0.00 %
PERSONNEL TOTAL	749,031	88,215	105,816	107,785	1,969	1.86 %
<b>GOODS &amp; SERVICES</b>						
3005 COURIER & DELIVERY	16,489	8,545	0	0	0	0.00 %
3035 MILEAGE	42	0	0	0	0	0.00 %
3055 MEETING COSTS	538	0	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	0	0	0	2,000	2,000	100.00 %
3080 ADVERTISING & PROMOTION	162	0	0	0	0	0.00 %
3130 CONSULTANT FEES	53,575	49,940	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	3,825	0	252,212	21,018	(231,194)	-91.67 %
3499 MISC CONTRACTS	22,133	9,012	27,400	27,400	0	0.00 %
GOODS & SERVICES TOTAL	96,764	67,497	279,612	50,418	(229,194)	-81.97 %
<b>FINANCIAL EXPENSES</b>						
4005 INTERNAL INTEREST CHARGES	158,185	179,210	200,000	180,000	(20,000)	-10.00 %
4015 DEBENTURE PRINCIPAL	7,092,817	7,127,005	7,538,575	7,523,250	(15,325)	-0.20 %
4020 DEBENTURE INTEREST	1,203,460	1,116,067	1,321,676	1,201,144	(120,532)	-9.12 %
4101 BANK CHARGES	55,794	42,571	42,500	42,500	0	0.00 %
4110 CASH OVER / SHORT	83	39	0	0	0	0.00 %
4125 PENNY PHASE OUT	0	1	0	0	0	0.00 %
4201 COURT OF REVISION (442)	50,430	19,178	120,000	120,000	0	0.00 %
4202 ANA WRITEOFFS	2,335	6,845	10,000	10,000	0	0.00 %
4204 P.R.A.N.	102,316	51,459	20,000	20,000	0	0.00 %
4205 ARB/OMB/COURT DECISIONS	517,879	228,527	120,000	120,000	0	0.00 %
4206 MINUTES OF SETTLEMENT	18,418	77,641	80,000	80,000	0	0.00 %
4210 UNCOLLECTIBLE TAXES - 495	16,207	17,479	5,000	5,000	0	0.00 %
4222 PROPERTY TAX REDUCTIONS	318,410	394,186	336,562	336,562	0	0.00 %
4235 GEN ACCOUNT WRITE-OFF	703,350	0	35,000	35,000	0	0.00 %
4250 CIP/TIFF INCENTIVES	74,722	2,172	85,000	85,000	0	0.00 %
4252 VACANCY REBATES	176,099	198,161	120,000	120,000	0	0.00 %
4253 CHARITY REBATES	72,377	69,231	85,000	85,000	0	0.00 %
4254 PILS	15,902	0	0	0	0	0.00 %
4320 INVENTORY SHORT/(OVER)	38,648	(11,662)	0	0	0	0.00 %
4401 CONTINGENCY	29,218	0	211,502	206,502	(5,000)	-2.36 %
FINANCIAL EXPENSES TOTAL	10,646,650	9,518,110	10,330,815	10,169,958	(160,857)	-1.56 %

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5101 CAPITAL LEVY	7,439,121	1,954,454	6,466,224	7,017,520	551,296	8.53 %
5115 TRANSFER TO RESERVE FUND	6,866,995	3,459,280	0	0	0	0.00 %
5125 TRANSFER TO OTHER CAPITAL	4,000,000	0	0	0	0	0.00 %
5150 AGREEMENTS	9,694,733	175,000	175,000	0	(175,000)	-100.00 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>28,000,849</b>	<b>5,588,734</b>	<b>6,641,224</b>	<b>7,017,520</b>	<b>376,296</b>	<b>5.67 %</b>
<b>EXPENSE TOTAL</b>	<b>39,493,294</b>	<b>15,262,556</b>	<b>17,357,467</b>	<b>17,345,681</b>	<b>(11,786)</b>	<b>-0.07 %</b>
<b>REVENUE</b>						
0430 PENALTIES/CURRENT TAXES	694,132	240,391	650,000	650,000	0	0.00 %
0433 PENALTIES A/R	(1,890)	4,862	15,000	15,000	0	0.00 %
0437 DIVIDENDS	630,725	735,455	725,000	725,000	0	0.00 %
0440 INTEREST/CURRENT BANK	404,939	355,524	400,000	400,000	0	0.00 %
0441 INTEREST ON INVESTMENTS	404,274	235,776	350,000	350,000	0	0.00 %
0445 OTHER INTEREST	291,452	198,847	221,030	0	(221,030)	-100.00 %
0460 TRANSFER FRM CAPITAL FUND	70,000	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	13,634,733	95,000	347,212	96,018	(251,194)	-72.35 %
0471 PINEWOOD SS REIMBURSEMENT	0	8,313	0	0	0	0.00 %
0473 METHANE SALES	92,887	23,584	125,000	75,000	(50,000)	-40.00 %
0508 MIN OF TRANSPORTATION	1,458,864	0	0	0	0	0.00 %
0512 PROVINCIAL GAS TAX	962,181	884,795	0	0	0	0.00 %
0539 ONT COMMUNITY INFR OCIF	605,557	983,967	0	0	0	0.00 %
0608 FEDERAL GAS TAX	3,262,323	1,688,915	0	0	0	0.00 %
<b>REVENUE TOTAL</b>	<b>22,510,177</b>	<b>5,455,429</b>	<b>2,833,242</b>	<b>2,311,018</b>	<b>(522,224)</b>	<b>-18.43 %</b>
<b>GRAND TOTAL:</b>	<b>16,983,117</b>	<b>9,807,127</b>	<b>14,524,225</b>	<b>15,034,663</b>	<b>510,438</b>	<b>3.51 %</b>

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## Activity Summary Overview – 2018 Budget

### General Revenues

#### **OMPF**

The Ontario Municipal Partnership Fund (OMPF) is the Province's unconditional grant payment to municipalities. It is anticipated that the funding envelope in 2018 will remain stable.

#### **Municipal Taxation**

To provide for the calculation, administration, reporting, and collecting of municipal taxes. Property tax is the main revenue source for municipalities in Ontario. Municipal tax rates are set by each municipality based on their own individual tax revenue needs as part of their annual budget process.

#### **Payments-In-Lieu**

The City records payments-in-lieu of taxes for properties owned by the federal or provincial government.

The Government of Canada makes payments under the *Payments-in-Lieu-of Taxes Act*. Through its federal departments and Crown corporations and agencies it owns a large inventory of property that includes: office buildings, harbours, prisons, national parks, RCMP detachment buildings and post offices.

Properties owned by the Province of Ontario or provincial Crown corporations make PIL payments under the *Municipal Tax Assistance Act* for properties occupied or owned by the province, tenanted provincial property and property leased by the province from exempt entities.

Most federal and provincial properties benefit from the services provided by municipalities and the governments firmly support the principle that, as a property owner, even though it is exempt from taxation, it should share the cost of local government equitably with other property owners in the community. Payments are based on the principle of fairness and are equitable in comparison to those made by other property owners.

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## Notable Adjustments - 2018 Budget

### General Revenues

Item #	Description	Dollar Amount
1.	0470 – Transfer from Reserve – The 2018 transfer is based on the Mayor’s Plan. As per the September 7 <sup>th</sup> Target Setting Meeting, \$950,000 is forecasted to be used to balance the 2018 budget.	(\$201,964)



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>GOODS &amp; SERVICES</b>						
2720 MUNICIPAL TAXES	2,324	2,383	2,465	2,465	0	0.00 %
GOODS & SERVICES TOTAL	2,324	2,383	2,465	2,465	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5115 TRANSFER TO RESERVE FUND	868,929	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	868,929	0	0	0	0	0.00 %
EXPENSE TOTAL	871,253	2,383	2,465	2,465	0	0.00 %
<b>REVENUE</b>						
0105 TAXATION	78,032,303	83,390,888	0	0	0	0.00 %
0110 SUPPLEMENTARY TAXES	1,399,281	78,123	500,000	500,000	0	0.00 %
0185 EDUCATION TAXES RETAINED	69,343	61,905	70,000	70,000	0	0.00 %
0201 FEDERAL PROPERTIES	823,998	0	0	0	0	0.00 %
0211 C B C	1,890	0	0	0	0	0.00 %
0231 GOVERNMENT SERVICES	1,246,284	0	0	0	0	0.00 %
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00 %
0252 NORTH BAY JAIL	8,250	6,000	8,250	6,000	(2,250)	-27.27 %
0253 NIPSSING UNIVERSITY	238,875	240,675	238,875	240,675	1,800	0.75 %
0254 CANADORE COLLEGE	173,475	165,000	173,475	165,000	(8,475)	-4.89 %
0260 MMAH-EFECTO DE ONDAS	3,852	0	0	0	0	0.00 %
0272 LIQUOR CONTROL BOARD	54,772	0	0	0	0	0.00 %
0274 ONTARIO NORTHLAND	489,507	0	0	0	0	0.00 %
0275 PIL - ONTERA (BELL CANADA)	12,712	0	0	0	0	0.00 %
0281 CITY OF NORTH BAY	254,941	0	0	0	0	0.00 %
0282 TOWNSHIP OF NORTH HIMSWOR	4,939	0	0	0	0	0.00 %
0283 LINEAR PROPERTY ACREAGE	18,890	21,866	18,890	18,890	0	0.00 %
0285 EDUCATION TAXES RETAINED - PIL	436,426	123,492	435,000	435,000	0	0.00 %
0305 UNCONDITIONAL GRANTS	7,307,700	5,711,325	7,615,100	7,615,100	0	0.00 %
0436 INTEREST-HYDRO NOTE	814,543	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	444,857	0	1,151,964	950,000	(201,964)	-17.53 %
0474 REFUNDS	54,386	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	11,837	12,981	15,000	15,000	0	0.00 %
0841 PROPERTY RENTALS	303,591	258,980	296,210	296,207	(3)	0.00 %
0869 OTHER ADMINISTRATION FEES	15,000	0	15,000	15,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	70,927	60,583	72,700	74,517	1,817	2.50 %
REVENUE TOTAL	92,322,879	90,162,118	10,640,764	10,431,689	(209,075)	-1.96 %
<b>GRAND TOTAL:</b>	<b>(91,451,626)</b>	<b>(90,159,735)</b>	<b>(10,638,299)</b>	<b>(10,429,224)</b>	<b>209,075</b>	<b>1.97 %</b>

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## Activity Summary Overview – 2018 Budget

### Mayor and Council Administration

#### Mayor and Council

This cost center captures the expenses associated with the operations of the Mayor's Office and the activities of the City's ten councilors. Costs include compensation, travel, training conferences, office supplies, reception and other administration costs associated with City Council.

<b>Positions:</b>	<b>2017 Elected Officials</b>	<b>2018 Elected Officials</b>
Mayor	1.00	1.00
City Councillors	10.00	10.00
<b>Totals</b>	<b>11.00</b>	<b>11.00</b>

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## Notable Adjustments - 2018 Budget

### Mayor & Council

Item #	Description	Dollar Amount
1.	1001 - 1802 – Personnel Costs – To reflect anticipated salary and benefit costs.	\$7,761

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): General Government Activities

Division(s): MAYOR & COUNCIL

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1002 TEMPORARY SALARIES	290,920	265,533	326,858	333,466	6,608	2.02 %
1801 FRINGE BENEFITS-FULLTIME	0	0	0	0	0	0.00 %
1802 FRINGE BENEFITS-PARTTIME	16,476	14,894	19,593	20,746	1,153	5.88 %
PERSONNEL TOTAL	307,396	280,427	346,451	354,212	7,761	2.24 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	1,322	1,076	2,000	2,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	0	300	300	0	0.00 %
2680 SOUVENIR SUPPLIES	0	100	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,455	1,283	5,500	5,500	0	0.00 %
3001 POSTAGE	328	339	500	500	0	0.00 %
3010 TELEPHONE	1,064	807	1,500	1,500	0	0.00 %
3030 TRAVEL	5,260	0	12,000	12,000	0	0.00 %
3035 MILEAGE	1,582	1,138	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	20,239	12,440	15,000	15,000	0	0.00 %
3050 RECEPTIONS	3,798	3,168	4,000	4,000	0	0.00 %
3060 MEALS	4,543	2,534	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	26,523	27,153	27,000	27,000	0	0.00 %
3601 INSURANCE PREMIUMS	4,420	4,447	4,474	4,547	73	1.63 %
3930 COMMUNITY PROGRAMS	803	611	2,000	2,000	0	0.00 %
3970 CORPORATE INITIATIVES	0	560	2,000	2,000	0	0.00 %
GOODS & SERVICES TOTAL	71,337	55,656	82,774	82,847	73	0.09 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	204	130	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	204	130	1,000	1,000	0	0.00 %
EXPENSE TOTAL	378,937	336,213	430,225	438,059	7,834	1.82 %
<b>REVENUE</b>						
0479 REIMBURSEMENTS	0	1,284	0	0	0	0.00 %
REVENUE TOTAL	0	1,284	0	0	0	0.00 %
<b>GRAND TOTAL:</b>	<b>378,937</b>	<b>334,929</b>	<b>430,225</b>	<b>438,059</b>	<b>7,834</b>	<b>1.82 %</b>

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## Activity Summary Overview – 2018 Budget

### Office of the CAO

The Office of the CAO is responsible to the Mayor and Members of Council for the administration, coordination and direction of all affairs of the Corporation in accordance with the policies and direction established by Council.

This cost centre captures all the costs associated to the operations of the Office of the Chief Administrative Officer including total compensation, training, travel, office supplies and other administration costs.

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant	0.96	0.96
<b>Totals</b>	<b>2.96</b>	<b>2.96</b>

### **Communications and Strategic Development**

In 2016, the position of Communications and Strategic Development Officer was established but is presently vacant.

#### This position:

- assists with the implementation and communication of the City's business plan
- develops and administers the approved Corporate Communication Plan
- coordinates corporate public relations activities and events
- develops and implements approved standards and protocols for social media networking mediums and content management of the corporate intranet
- oversees the approved graphic presentation and content management of the corporate web site
- assists in the preparation and distribution of media notices or releases
- reviews and implements approved recommendation with regard to identity and brand management for the City of North Bay
- assists with the development and implementation of approved policies and standards across the Corporation
- ensures consistent marketing and promotion of the City of North Bay
- acts as corporate media liaison as required

#### Positions:

	<b>2017 FTE</b>	<b>2018 FTE</b>
Communications and Strategic Development Officer	1.00	1.00

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**Notable Adjustments - 2018 Budget**

**Office of the CAO**

<b>Item #</b>	<b>Description</b>	<b>Dollar Amount</b>
1.	2682 – Promotional Materials – Budget moved to North Bay Proud program within Human Resources.	(\$10,000)
2.	7910 – Internal Overhead Revenue – To reflect support provided to Water and Wastewater and Building departments.	\$48,311

# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): General Government Activities

Division(s): OFFICE OF THE CAO

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	394,565	463,172	421,031	420,085	(946)	-0.22 %
1010 MODIFIED/ACCOMMODATED	9,352	0	0	0	0	0.00 %
1202 VACATION	(62,291)	3,441	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	155	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	108,756	126,869	116,815	118,636	1,821	1.56 %
PERSONNEL TOTAL	450,537	593,482	537,846	538,721	875	0.16 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	518	684	6,000	6,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	49	0	750	750	0	0.00 %
2682 PROMOTIONAL SUPPLIES	0	3,580	10,000	0	(10,000)	-100.00 %
2699 MISC GENERAL SUPPLIES	313	53	200	200	0	0.00 %
3001 POSTAGE	46	40	250	250	0	0.00 %
3010 TELEPHONE	1,147	583	1,700	1,700	0	0.00 %
3030 TRAVEL	933	1,800	3,200	3,200	0	0.00 %
3035 MILEAGE	137	750	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	1,287	3,540	3,500	3,500	0	0.00 %
3060 MEALS	1,313	630	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	509	1,345	1,500	1,500	0	0.00 %
3071 TRAINING	0	0	92	92	0	0.00 %
3080 ADVERTISING & PROMOTION	189	0	550	550	0	0.00 %
3130 CONSULTANT FEES	0	0	3,500	3,500	0	0.00 %
3400 CONTRACTS	0	0	(200,000)	(200,000)	0	0.00 %
3970 CORPORATE INITIATIVES	0	0	20,350	20,350	0	0.00 %
GOODS & SERVICES TOTAL	6,441	13,005	(145,908)	(155,908)	(10,000)	-6.85 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	747	1,000	1,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	250,000	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	250,000	747	1,000	1,000	0	0.00 %
EXPENSE TOTAL	706,978	607,234	392,938	383,813	(9,125)	-2.32 %
<b>REVENUE</b>						
0482 SALE OF LAND	1,275	1,275	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	1,650	31,155	37,386	85,697	48,311	129.22 %
REVENUE TOTAL	2,925	32,430	37,386	85,697	48,311	129.22 %
<b>GRAND TOTAL:</b>	<b>704,053</b>	<b>574,804</b>	<b>355,552</b>	<b>298,116</b>	<b>(57,436)</b>	<b>-16.15 %</b>



# **SERVICE PARTNERS**

## **2018 OPERATING BUDGET**





# Business Unit Summary

Budget Year: 2018

YTD End Date: October 2017

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>Service Partners</b>						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	140,000	0	0.00 %
SERVICE PARTNERS	36,859,112	35,034,595	37,902,982	38,640,169	737,187	1.94 %
<b>Total:</b>	<b>36,999,112</b>	<b>35,174,595</b>	<b>38,042,982</b>	<b>38,780,169</b>	<b>737,187</b>	<b>1.94 %</b>
<b>Grand Total:</b>	<b>36,999,112</b>	<b>35,174,595</b>	<b>38,042,982</b>	<b>38,780,169</b>	<b>737,187</b>	<b>1.94 %</b>

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## Activity Summary Overview – 2018 Budget

### Service Partners

Service Partners include the statutory Agencies, Boards and Commissions as defined within various legislation as well as other community partners in agreement with the City for delivery of community services.

An estimated 2% increase has been included for those Service Partners, where 2018 Operating Budgets have yet to be received. There is risk that realized numbers may vary.



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Service Partners

Division(s): SERVICE PARTNERS

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>SERVICE PARTNERS</b>						
6051 NORTH BAY POLICE FORCE	17,354,902	17,986,598	17,986,598	18,346,330	359,732	2.00 %
6055 DSSAB	11,427,000	9,704,587	11,733,276	11,967,941	234,665	2.00 %
6058 DISTRICT HEALTH UNIT	1,641,799	1,368,166	1,641,795	1,674,631	32,836	2.00 %
6059 CASSELLHOLME	2,534,468	2,112,617	2,530,254	2,580,859	50,605	2.00 %
6065 PUBLIC LIBRARY	2,198,657	2,253,662	2,253,662	2,298,735	45,073	2.00 %
6066 HUMANE SOCIETY	355,400	299,128	358,954	362,543	3,589	1.00 %
6067 CONSERVATION AUTHORITY	337,175	343,533	334,782	341,478	6,696	2.00 %
6068 CAPITOL CENTRE	348,235	310,508	372,610	380,062	7,452	2.00 %
6070 GOLDEN AGE CLUB	19,155	19,155	22,616	19,155	(3,461)	-15.30 %
6080 ONT.PROPERTY ASSESSMENT	642,321	636,548	668,435	668,435	0	0.00 %
6083 DIA	123,838	128,831	0	0	0	0.00 %
<b>SERVICE PARTNERS TOTAL</b>	<b>36,982,950</b>	<b>35,163,333</b>	<b>37,902,982</b>	<b>38,640,169</b>	<b>737,187</b>	<b>1.94 %</b>
<b>EXPENSE TOTAL</b>	<b>36,982,950</b>	<b>35,163,333</b>	<b>37,902,982</b>	<b>38,640,169</b>	<b>737,187</b>	<b>1.94 %</b>
<b>REVENUE</b>						
0105 TAXATION	123,838	128,738	0	0	0	0.00 %
<b>REVENUE TOTAL</b>	<b>123,838</b>	<b>128,738</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>GRAND TOTAL:</b>	<b>36,859,112</b>	<b>35,034,595</b>	<b>37,902,982</b>	<b>38,640,169</b>	<b>737,187</b>	<b>1.94 %</b>

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## **Activity Summary Overview – 2018 Budget**

### **Invest North Bay Development Corporation**

The City of North Bay recently established the Invest North Bay Development Corporation (DC). The DC was established to help promote community economic development with the co-operation and participation with the City, investors and private sector partners as appropriate to maximize the value of current and future City owned assets with the objective of growing and developing the City. The DC will act as a catalyst for operational excellence. In addition it will advise, inform and make recommendations to the City, as owner, on matters and opportunities pertaining to the operations of the DC and affiliated subsidiaries.

The purpose of the DC also includes the creation of an environment that supports long term economic and community growth. Also, developing a community advocacy strategy and building an adoptive environment for municipal innovation and making North Bay an attractive place to invest and do business.

Key objectives of the DC include job creation, job retention, community development and assessment growth.

Invest North Bay DC has recently undertaken and is funding a community wide strategic analysis and opportunity identification project. Upon completion of the project it will work towards implementation of the recommendations of the initiative as well as funding other potential initiatives that could present over the course of 2018 to further the DC's and City's Economic Development objectives.

Appropriate funding and support of Invest North Bay will be critical to ensure it has the resources to achieve its objectives.



# Executive Report

Budget Year: 2018; YTD End Date: October 2017

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION

	2016 Actuals	2017 Actuals YTD	2017 Budget	2018 Council Review	Variance	Variance %
<b>GOODS &amp; SERVICES</b>						
3010 TELEPHONE	64	0	0	0	0	0.00 %
3030 TRAVEL	14,744	0	0	0	0	0.00 %
3050 RECEPTIONS	2,906	0	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	867	0	0	0	0	0.00 %
3400 CONTRACTS	372	0	0	0	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>18,953</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>SERVICE PARTNERS</b>						
6075 INVEST NORTH BAY	239,982	140,000	140,000	140,000	0	0.00 %
<b>SERVICE PARTNERS TOTAL</b>	<b>239,982</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>	<b>0.00 %</b>
<b>EXPENSE TOTAL</b>	<b>258,935</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>	<b>0.00 %</b>
<b>REVENUE</b>						
0470 TSF FROM RESERVE FUND	118,935	0	0	0	0	0.00 %
<b>REVENUE TOTAL</b>	<b>118,935</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>GRAND TOTAL:</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>	<b>0.00 %</b>



# 2018

# SERVICE LEVEL CHANGES

## Service Level Reduction / Increase 2018

Description/Title: Reduction in Salary Allocation

Service Enhancement or Reduction: Reduction

Category Ranking (A, B, C): \_\_\_\_\_ Public: X In Camera: \_\_\_\_\_

Service Area: Community Services

Department: Marina

Costing Center #: 1802

**Budget**

Impacted: Municipal Levy \_\_\_\_\_ Building Permit \_\_\_\_\_ Reserve X Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:**

- Reduction from four (4) to three (3) attendant shifts Mon-Thurs
- Reduction in season from 22 weeks to 20 weeks

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u>	(\$17,345)		
<u>(Revenue)</u>			
<u>Net Cost or (Savings)</u>	(\$17,345)		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	<u>-0.48</u>		

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost or (Savings)</u>			

Capital Requirements (if applicable): N/A

## Service Level Reduction / Increase Template 2018

Description/Title: 50<sup>th</sup> Anniversary of Amalgamation

Service Enhancement or Reduction: One Time Enhancement

Category Ranking (A, B, C): \_\_\_\_\_ Public: X In Camera: \_\_\_\_\_

Service Area: Community Services

Department: Parks, Recreation and Leisure Services

Costing Center #: 5801

**Budget**

Impacted: Municipal Levy \_\_\_\_\_ Building Permit \_\_\_\_\_ Reserve X Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:**

In 1968 the City of North Bay amalgamated with the townships of Widdifield and West Ferris. 2018 will mark the 50<sup>th</sup> Anniversary of Amalgamation. To commemorate this historic event, recreation and leisure will enhance existing events and programming to celebrate the 50<sup>th</sup> Anniversary.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u>	\$50,000		
<u>(Revenue)</u>	(\$50,000)		
<u>Net Cost (Savings)</u>	0		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

Capital Requirements (if applicable): \_\_\_\_\_



**Service Level Reduction / Increase - 2018**

**Description/Title:** Statutory Holiday Service

**Service Enhancement or Reduction:** Reduction

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X **In Camera:** \_\_\_\_\_

**Service Area:** Community Service

**Department:** Transit

**Costing Center #:** 5505 & 5531

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:**

Added three additional Statutory Holiday Service Days in 2015

- Family Day – Ridership in excess of 2,000
- Civic Holiday – Ridership 1,400
- Boxing Day – Ridership 1,000

<b><u>Current Year Budget Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b><u>Expense:</u></b> Stat Holiday Service - Civic Holiday - Boxing Day	Wages (\$8,752) Vehicle (\$4,076)  Total: (\$12,828)		
<b><u>(Revenue)</u></b>	\$1,562		
<b><u>Net Cost (Savings)</u></b>	(\$11,266)		

<b><u>Full Time Equivalent (FTE) Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b><u>N/A</u></b>			

<b><u>Future Years Budget Impact</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b><u>Year / Expense:</u></b>			
<b><u>Year / Revenue</u></b>			
<b><u>Net Cost (Savings)</u></b>			

**Capital Requirements (if applicable):**

## Service Level Reduction / Increase 2018

**Description/Title:** Mitigation/Prevention – Employee Relations Risks

**Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X **In Camera:** \_\_\_\_\_

**Service Area:** Corporate Services

**Department:** Human Resources

**Costing Center #:** \_\_\_\_\_

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:** In an environment of changing legislation and standards related to employee physical and psychological health and wellbeing, it is critical that employers are utilizing a variety of tools to prevent physical and mental injury and illness in the workplace; to appropriately respond to circumstances that may lead to mental injury or disability claims, and to return employees to work as quickly as possible in a safe manner.

Some of the tools available are independent medical examinations, appeals of decisions by the WSIB, workplace investigations, and monitored referrals through our employee assistance program.

The costs associated with these tools can range from \$1,000 to \$10,000 per contact dependent on the subject matter, the approach selected, and the level of expertise required. The Human Resources Department undertakes some workplace investigations and monitored referrals; however, the Department is not sufficiently resourced to undertake the full scope of services required nor is there budget designated for these types of expenses.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u>	<u>\$50,000</u>		
<u>(Revenue)</u>	<u>\$0</u>		
<u>Net Cost</u>	<u>\$50,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase Template 2018

**Description/Title:** Multi-residential Recycling Collection

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** x \_\_\_\_\_ **In Camera:** \_\_\_\_\_

**Service Area:** EESW

**Department:** Environmental Services – Recycling Services

**Costing Center #:** 4328

**Budget**

**Impacted:** Municipal Levy  Building Permit  Reserve  Other  Water  Sewer

**Detail:**

The City’s current recycling collection contract includes for collection of recyclables to all multi-residential buildings in the City. There are a total of 185 multi-residential buildings in the City of North Bay; however, only 100 buildings take part in the service. Ontario Regulation 103/94 states all multi-residential building must provide recycling services for their tenants. The recycling service offered by the multi-residential owner does not have to be a municipal supplied service; however, it does have to offer the collection of the same blue box materials. Some Owners of smaller buildings state that they do not have room for the 95 gallon carts and say they will take it upon themselves to collect recyclables from their tenants and deliver the materials directly to the Recycling Center. Our experience is that often in these situations the buildings that do not use the municipal recycling service simply do not recycle.

The City could force all multi-residential buildings to provide recycling services. The City currently pays approx. \$230.00 per year per building for bi-weekly collection, plus the applicable contract rate for processing recyclables. The City would also collect revenue on the sale of the recyclables which would increase the revenue stream. It is estimated another 85 buildings would start using this service. The City could purchase carts at approx. \$60.00 each and sell the carts back at cost to the owners/coop board or have the owners purchase the proper types of cart from the City’s contractor or supplier. The City would also aid the multi-residential building owners who are new to the municipal recycling program with a recycling awareness campaign for their tenants. Once all costs were factored it was estimated that the net cost per building would be \$140.

The benefit of requiring all multi-residential buildings to provide municipal recycling is that the volume of garbage will be decreased which will increase the life expectancy of the landfill. This is a significant long term cost savings but the actual amounts are difficult to calculate and have not been included in the analysis.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u>	\$45,704		
<u>(Revenue)</u>	(\$33,772)		
<u>Net Cost (Savings)</u>	\$11,932		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase Template 2018

**Description/Title:** One Day Event – Mattress Drop off at Public Works Yards

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:**  \_\_\_\_\_ **In Camera:** \_\_\_\_\_

**Service Area:** EESW

**Department:** Environmental Services - Recycling

**Costing Center #:** 4315

**Budget**

**Impacted:** Municipal Levy  Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:**

Currently mattresses are delivered to the Merrick Landfill Site; however, this location is out of the way for most individuals. Public Works on Franklin Street is centrally located in the City of North Bay. We are proposing that a one day event could be held which would allow residential users to drop off mattresses at Public Works.

Two tractor trailers would be set up at Public Works along with 3 employees loading mattresses and one employee taking money and providing receipts. It is assumed this work would be done on overtime. The event would be for residential users only; no ICI mattresses would be accepted. Cost per mattress would continue to be \$20.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u>	<u>\$8,000</u>		
<u>(Revenue)</u>	<u>(\$6,000)</u>		
<u>Net Cost (Savings)</u>	<u>\$2,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase Template 2018

Description/Title: User Pay Garbage Collection

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Service Enhancement or Reduction: Reduction

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Category Ranking (A, B, C): \_\_\_\_\_ Public: X In Camera: \_\_\_\_\_

Service Area: EESW

Department: Environmental Services - Garbage Collection / Recycling

Costing Center #: 4328

### Budget

Impacted: Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

### Detail:

Current contract for garbage collection has the provision for a User Pay Collection Program. Contractor costs to the City would not change; however, additional revenue would be realized. This service change would see the implementation of a buck a bag system. This same fee rate would apply to all Industrial, Commercial and Institutional (ICI) customers.

#### Two Free Bags

This service change would see the implementation of a buck a bag system with two free bags. The increased annual cost to a household would be dependent on the number of bags of garbage put out each week. Currently households put out approximately 1.5 bags per week. This means that most households would not require purchasing additional tags. There are residents who will choose to put out more than 2 bags at times out of convenience; therefore, as a conservative estimate it was assumed half the households will put out 3 bags (1 tagged bag) quarterly. The increased annual cost to an ICI customer would also depend on how many bags they put out per week. Currently ICI customers are putting out an average of 9 bags per week. As a conservative estimate we have assumed half the ICI customers will put out an additional 2 bags quarterly.

If half of the residential households put out one additional bag 4 times per year additional revenue would be \$37,642. There are an estimated 1,000 ICI customers that are currently entitled to put out 12 bags per week for garbage pickup. Their new free bag allotment would be 10 bags per week. If half the ICI customers put out 12 bags 4 times per year the additional revenue would be \$4,000. Therefore, total increased revenue of \$41,642.

This is a small revenue stream; however, will encourage customers to recycle. Typically when a full user pay system is put in place the amount of recyclables goes up by approx. 20-30%. As this is not a full user pay system a cost estimate for increase in recyclables of 10% was estimated and would increase costs annually by \$30,000. It is expected that the annual volume of garbage will be decreased which will increase the life expectancy of the landfill. This is a significant long term cost savings but the actual amounts are difficult to calculate and have not been included in the analysis.

Each extra bag will need to be tagged and the cost to create the tags and where they will be sold will need to be considered if this service level change is accepted. It is expected that increased unauthorized dumping may occur initially and cleanup costs of \$5,000 have been budgeted for the first year.

Note that the figures are annualized. Based on timing of budget approval, notification period and implementation, actual savings expected in 2018 would be approximately 50% of annualized numbers.

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<b><u>Current Year Budget Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b><u>Expense</u></b> 001-4328-805 3405	\$15,000		
001-4305-804-2099	\$5,000		
<b><u>(Revenue)</u></b> 001-4305	(\$20,821)		
<b><u>Net Cost (Savings)</u></b>	(\$821)		

<b><u>Full Time Equivalent (FTE) Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b><u>N/A</u></b>			

<b><u>Future Years Budget Impact</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b><u>Year Expense</u></b> 001-4328-805 34.05	\$30,000		
001-4305-804-20.99	\$10,000		
<b><u>Year (Revenue)</u></b> 001-4305	(\$41,642)		
<b><u>Net Cost (Savings)</u></b>	(\$1,642)		

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase Template 2018

**Description/Title:** User Pay Garbage Collection – 3 Free Bags

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X \_\_\_\_\_ **In Camera:** \_\_\_\_\_

**Service Area:** EESW

**Department:** Environmental Services - Garbage Collection / Recycling

**Costing Center #:** 4328

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:**

This service change would see the implementation of a buck a bag system while continuing to have the 3 free bag allotment for residential customers and 12 bag allotment for ICI customers.

Residential users would have 3 free bags per week however they could chose to put out additional bags at the curb which were tagged. The same would apply for industrial ICI users who like to put out more than 12 bags per week. This service level enhancement would give the customer the added convenience of putting out more garbage when needed without driving to the landfill.

Each extra bag will need to be tagged. We propose selling the tags at Miller Waste Facility and the customer service center at City Hall. If only 25% of residential homes and ICI customers purchase 1 additional bag per year the revenue would be \$5,000.

Therefore the user receives a service level enhancement with no additional cost to the corporation. This option would also allow for a slow implementation to eventually go to less “free” bags.

The existing Miller Waste Contract does not include the 3 free bag option with additional bags using a User Pay system therefore the City would negotiate with Miller Waste a rate for the additional bags. We have assumed that the cost to Miller Waste would be no more than the cost of the tag at \$1 per bag.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u> 001-4328-805 3405	\$5,000		
001-4305-804-2099	0		
<u>(Revenue)</u> 001-4305	(\$5,000)		
<u>Net Cost (Savings)</u>	(\$0)		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year Expense</u>			
<u>Year (Revenue)</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase 2018

**Description/Title:** Manager Asset Management Planning

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X **In Camera:** \_\_\_\_\_

**Service Area:** General Government

**Department:** Financial Expenses

**Costing Center #:** 0704 - Contingencies

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:** The Ministry of Economic Development, Employment and Infrastructure has issued a draft Regulation for Municipal Asset Management Planning. Should this regulation be approved the City would be required to increase its Asset Management Planning strategy and Asset Management Plan. Not only is the regulation causing increased reporting standards, several funding agencies have also placed significant requirements to have a current and comprehensive Asset Management Plan in order to be eligible for Federal or Provincial funding programs and for future development charge updates. The purpose of the regulation is to implement best practices throughout the municipal sector and provide a degree of consistency to support collaboration between municipalities, and among municipalities and the province.

The enhanced reporting requirements and the scope of the asset management plan needs to be increased to include all City Assets therefore there is a requirement to assign a full time employee to coordinate asset management efforts and investments consistently across the organization.

The Manager of Asset Management Planning is responsible to lead on-going development and implementation of the City's asset management plans. More specifically the duties will include: working with senior staff to establish supporting policy, lead the development of common corporate standards (including tools and templates), ensure corporate consistency in asset management reporting and ensure the fulfilment of the Asset Management regulation requirements.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense-</u>			
Salary	<b>\$81,000 – \$100,000</b>		
Fringe Benefits	<b>\$25,000 – \$32,000</b>		
<u>(Revenue)</u>	<u>\$0</u>		
<u>Net Cost</u>	<b>\$106,000 – \$132,000</b>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase 2018

Description/Title: Decrease in Supplementary Taxes in Operating Budget

Service Enhancement or Reduction: Reduction

Category Ranking (A, B, C): \_\_\_\_\_ Public: X In Camera: \_\_\_\_\_

Service Area: General Government

Department: General Revenues

Costing Center #: 0110 – Supplementary Taxes

**Budget**

Impacted: Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

Detail: The Supplemental tax revenue budget will not be realized for 2017 and it is anticipated that future levels will be much lower than current budget.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u>	<u>\$0</u>		
<u>(Revenue)</u>	<u>\$100,000</u>		
<u>Net Cost</u>	<u>\$100,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

Capital Requirements (if applicable):

## Service Level Reduction / Increase 2018

**Description/Title:** Increase in allowance for NEER Surcharge

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X **In Camera:** \_\_\_\_\_

**Service Area:** General Government

**Department:** Financial Expenses - Contingencies

**Costing Center #:** 1802 – Benefits

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:** The New Experimental Experience Rating (NEER) program administered by WSIB compares the expected cost of claims to the actual NEER cost and a portion of the difference is either refunded or charged back to the employer. The NEER program reviews each accident for 4 consecutive years. The expected costs include total benefits paid up to the date of the review as well as the projected future cost of the claims over their expected lifetime. Therefore, the expected costs can fluctuate as additional information becomes available as the claim progresses. The City has a WSIB reserve (99508R) which was established from NEER rebates and is earmarked to offset years in which the City is assessed a surcharge. Historically, the City has not budgeted for NEER rebates or surcharges with the expectation that any activity would be charged to the reserve account. Unfortunately, the City has experienced several years of surcharges and it is anticipated that the City will continue to be assessed a surcharge for at least the next few years. Currently, the balance in the reserve is \$297,127. Yearend projections include a surcharge in the range of \$600,000 to \$900,000. Due to the expected ongoing surcharge position for the next several years and the anticipated depletion of the NEER reserve, it is prudent for the City to include a provision for NEER expenses in the 2018 Operating Budget.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense</u>	<u>\$350,000</u>		
<u>(Revenue)</u>	<u>\$0</u>		
<u>Net Cost</u>	<u>\$350,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase 2018

**Description/Title:** Creative Industries North Bay

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X **In Camera:** \_\_\_\_\_

**Service Area:** TBD

**Department:** \_\_\_\_\_

**Costing Center #:** \_\_\_\_\_

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:** At the 2018 Operating Budget Public Meeting, Council received a presentation by Creative Industries North Bay. Their request is as follows:

“Municipal partnership is a key component to leveraging the opportunities available on a provincial, regional and national level to establish Creative Industries North Bay.”

The 2017 Operating Budget contained a service level enhancement of \$50,000; this was funded by reserves as a one-time commitment which required Creative Industries North Bay to generate matching funds.

Creative Industries’ request from North Bay City Council is for ongoing annual support of \$50,000 without the requirement to generate matching funds.

A Service Level Change is being presented for Council’s consideration.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense-</u>	<u>\$50,000</u>		
<u>(Revenue)</u>	<u>\$0</u>		
<u>Net Cost</u>	<u>\$50,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			



<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase 2018

Description/Title: Discovery North Bay Museum

Service Enhancement or Reduction: Enhancement

Category Ranking (A, B, C): \_\_\_\_\_ Public: X In Camera: \_\_\_\_\_

Service Area: TBD

Department: \_\_\_\_\_

Costing Center #: \_\_\_\_\_

**Budget**

Impacted: Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:** At the 2018 Operating Budget Public Meeting, Council received a presentation by Discovery North Bay Museum. Their request is as follows:

“In order to continue servicing the community as North Bay’s only local history museum, Discovery North Bay Museum is requesting annual operating funding of \$65,000 (or \$1.25 per capita) beginning in the calendar year of 2018.”

A Service Level Change is being presented for Council’s consideration.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense-</u>	<u>\$65,000</u>		
<u>(Revenue)</u>	<u>\$0</u>		
<u>Net Cost</u>	<u>\$65,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

Capital Requirements (if applicable): \_\_\_\_\_

## Service Level Reduction / Increase 2018

**Description/Title:** North Bay-Mattawa Conservation Authority

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X **In Camera:** \_\_\_\_\_

**Service Area:** Service Partners

**Department:** \_\_\_\_\_

**Costing Center #:** \_\_\_\_\_

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:** At the 2018 Operating Budget public meeting Council received a presentation by the North Bay Mattawa Conservation Authority. Their request is as follows:

“A \$60,000 annual contribution will help create an operating reserve, managed by the NBMCA, to support the Ski Hill operations. The Laurentian Ski Hill and Snowboard Club Board of Directors must demonstrate to NBMCA both diligence in its operations and the need for resources to support its operations. Only then would NBMCA release the funds to the Ski Hill.

Laurentian Ski Hill is a publicly-owned community asset that benefits the City, local businesses and its citizens. The city’s investment in the Ski Hill will ensure we continue to reap the benefits it provides.”

A service level change is being presented for Council’s consideration.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense-</u>	<u>\$60,000</u>		
<u>(Revenue)</u>	<u>\$0</u>		
<u>Net Cost</u>	<u>\$60,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase 2018

**Description/Title:** Physician Recruitment

**Service Enhancement or Reduction:** Enhancement

**Category Ranking (A, B, C):** \_\_\_\_\_ **Public:** X **In Camera:** \_\_\_\_\_

**Service Area:** General Government

**Department:** Financial Expenses

**Costing Center #:** 0704 - Contingencies

**Budget**

**Impacted:** Municipal Levy X Building Permit \_\_\_\_\_ Reserve \_\_\_\_\_ Other \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

**Detail:** The City of North Bay had entered into an agreement with the North Bay Regional Health Center to support physician recruitment initiatives. Over the past three years (2015-2017) the City has contributed \$175,000 annually. On October 17, 2017, North Bay Regional Health Center presented to Council the outcomes of the program and that the three year investment was a critical component to the attraction of 10 new doctors. Although no formal ask has been received to date the presentation requested the City to continue with its support. Budget time is the best time to consider such a request; hence this Service Level Change is for Council's consideration and deliberation of the presentation of North Bay Regional Health Center.

The presentation proposed for Council's consideration is a \$100,000 annual commitment to physician recruitment. Should Council approve this Service Level Change an agreement would be negotiated for an additional three year term.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Expense-</u>	<u>\$100,000</u>		
<u>(Revenue)</u>	<u>\$0</u>		
<u>Net Cost</u>	<u>\$100,000</u>		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>N/A</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Expense</u>			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
<u>Year / Revenue</u>			
<u>Net Cost (Savings)</u>			

**Capital Requirements (if applicable):**

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