



CITY OF NORTH BAY

2016

FINAL

OPERATING BUDGET

**CITY OF NORTH BAY
2016
OPERATING BUDGET INDEX**

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City of North Bay

Report to Council

Report No: CORP 2015 – 119

Date: October 21, 2015

Originator: Laura Boissonneault

Subject: 2016 Administration Operating Budget

Recommendation:

That the 2016 Administration Operating Budget be received and referred to the General Government Committee.

Background:

During September 2015, the Managing Directors and their management teams met with the Chief Administrative Officer, Chief Financial Officer, Director of Financial Services, and Manager of Financial Services to review their 2016 Preliminary Operating Budget submissions. Appendix A attached to this report summarizes the proposed 2016 Operating Budget and the resulting net levy impact. Appendix F provides the detailed 2016 Administration Recommended Operating Budget.

Report to Council No. 2015-101 dated August 31st 2015 provided Council with a high level multi-year budget forecast for fiscal years 2016 to 2019 based on current service levels. Anticipated future pressures identified included: OMPF reductions, personnel costs, capital levy, insurance, utilities, inflation, and third party contracted price increases. This multi-year projection was based on historical trends, current budget projections, and expected future increases based on the volatility of items (low/med/high). Various known percentage adjustments were used where possible to compute the budget increases such as contracted wages and approved agreement inflators. From a high level perspective, the preliminary forecast suggested that the levy would need to increase by 4.23% in 2016 in order to maintain existing service levels.

On September 16th, 2015, Council met in a Special Committee Meeting where the Mayor presented his budget plan. This plan laid the foundation for a multi-year plan with a projected 2016 budget of 1.98%. In this meeting, Council provided direction to have the 2016 levy under 2%. With no objections raised to the proposed Mayor's Plan, the 2016 Operating Budget includes the Mayor's plan which reduces the net levy increase for 2016 to 1.50%. Key components of the Mayor's plan as presented by the Mayor on September 16, 2015 include:

-
- Consider calling Hydro Distribution and Hydro Services Loans (Retain ownership of Hydro)
 - Representing \$25.6 million total over 3 years
 - Allocation of funds:
 - Capital - \$4 million a year for 3 years
 - Operating
 - 2016 \$2,090,000
 - 2017 \$1,750,000
 - 2018 \$2,000,000
 - Reduce annual debt issuance from 8.5million to 5 million
 - Settle Hospital commitment
 - Eliminate the use of Stabilization fund (\$390,000)
 - Invest in Community Development (CIP)
 - 2016 \$500,000
 - 2017 \$250,000
 - 2018 \$100,000
 - CAO continues to have annual savings target of \$200,000

The Mayor's Plan reduces the Operating Budget levy by a net impact of the following transactions in 2016; it injects one time revenues for 2016 in the amount of \$2,090,000 as well as, takes a 3 year vacation for the current Long Term Capital levy increases however; these reductions to the levy are offset by the injection of \$500,000 for community development investment and eliminates the use of the stabilization reserves of \$390,000.

Budget Methodology and Assumptions:

The 2016 Operating Budget was prepared based on the following:

Service Levels: The preliminary budget was prepared with Management's projections and lowest cost estimates to deliver existing services to the taxpayers. This may include alternative service delivery methods that will assist to offset the general pressures of rising costs. Appendix F includes any applicable changes with details outlined within the summaries entitled 'Notable Adjustments'. Suggestions that provide Council with the option to change the current level of service have been included in the Service Level section of the detailed 2016 Operating Budget Report included in Appendix F.

Consultative Budget Methodology: Managers and Supervisors' knowledge of their operations continues to be more closely united with financial budgets and actual expense projections. The inclusive budget practices in 2013, 2014, and 2015 has led to the development of a 2016 budget with sound philosophies and estimates.

User Fees: User fees projecting to increase revenues will be tabled with details on November 2, 2015, with a scheduled Public Meeting on December 7th, which complies

with the required minimum 21 day notice. It is important to note that not all instances of user fee increases will result in increased revenues.

Other Revenue Estimates: These estimates are based on trends, historical data, current rates, approved rate increases, and any known revenue reductions.

OMPF: The Ontario Municipal Partnership Fund (OMPF) is the Province's main transfer payment to municipalities.

In 2012 the Province announced the review of the OMPF and the phase-down of the program from \$575 million in 2013 to \$500 million by 2016. The City's allocation for 2016 is estimated to be \$7,057,700 representing a reduction of (\$300,000) from 2015. There are several unknown factors in the equation which makes the forecast difficult. Typically, the final announcement to confirm the City's allocation is made in mid-November. Administration believes that the \$300,000 reduction is likely the worst case scenario.

Expenditures: These represent management's best estimates to deliver the current level of services. Management's estimates include:

- Annualized approved Council initiatives or partial items within the 2015 Operating Budget
- Inclusion of contractual agreements (Landfill, waste collection, Para Bus, etc.)
- Legislated changes that came into effect (i.e. One-call costs, mandatory training, safety guideline changes, etc.)
- Expected future operational requirements and needs

Staff Complement: Changes to staff complement are outlined in the 'Activity Summary Overview' and 'Notable Adjustments' documents. All staffing costs and Full Time Equivalents (FTE) (including positions directly related to Capital) are reported in the operating salary, wages, and benefit costs, with any associated offsetting revenue from the Capital Budget being recorded accordingly.

Fringe Benefits: Staff benefit costs have been calculated and updated by the Finance Department and are reflected within the departments that individuals are assigned. Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical. To date, no changes to the Canada Pension Plan have been communicated.

Insurance: Insurance rates are estimated to increase by 10%. The City's insurance period is from May to April. Therefore, the first 4 months of 2016 is known and the 10% increase is then applied to the remaining 8 months.

Utility Costs: Finance obtains rate estimates from utility experts when available. The projections take into consideration the prior year's actuals, as well as prior and expected future trends. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve energy conservation. The attached budget assumes increases of hydro at 5% and gas at 2% accordingly.

Long Term Capital Funding Policy: The current policy results in a net budget increase of approximately \$1,100,943 including: debt principal and interest of

\$193,778 and Capital Levy of \$907,165. In accordance with the Long Term Capital Funding Policy, the annual levy increase as a result of the funding transfer to the Capital Budget should be approximately 1.39%.

The Long Term Capital Funding policy is being reviewed by the Special Committee of Council; however, the Mayor's Plan included within the attached budget proposes a 3-year vacation from the Long Term Capital Funding Policy. Therefore, the enclosed budget has a zero percent increase relating to infrastructure investment.

Local Agencies, Boards and Commissions: On September 24th all Agencies, Boards, and Commissions received a letter from the Deputy Mayor outlining budget timelines and expectations. Meetings were held with the Deputy Mayor. An estimated 2% increase has been included as a placeholder in the presented budget.

Budget Risks:

As with any budget, there are risks associated with forecasting expenditures and revenues. A contingency account of \$211,502 is included in the operating budget to provide funding for one-time expenditures that were not known or expected at the time the operating budget was approved by Council. The establishment of an appropriate contingency budget is necessary in order to provide Administration with the ability to react to unforeseen events that may occur during the year without placing immediate financial pressure on the current budget or the City's reserve balances. A reasonable contingency account of ½ per cent of the gross operating budget, or approximately \$589,000, would likely be sufficient to fully absorb reasonable levels of fluctuations expected for a budget of this magnitude.

2016 Budget Overview:

The levy increase included in the proposed 2016 Operating Budget is 1.5% or \$1,188,526. It is projected that once the net assessment base real growth for 2015, currently projected to be 0.23% or approximately \$183,701, has been applied then the levy increase will be reduced from 1.5% to 1.27%. See Appendix A.

The tax levy represents the total tax revenue required to cover operating costs less revenues received from non-tax sources. The associated Tax Rates and Ratios are not calculated within this report as they will be determined at a later date as part of the Tax Policy and Rate process. It should be noted that the tax rates differ from the tax levy in that the tax rates factor in the phased-in market values from MPAC.

The major items contributing to the levy increase are as follows:

- **Business Units increasing by \$1,122,736 or 3%** from the 2015 budgets resulting from estimated: wage & benefit increases, higher utilities, higher insurance premiums, and reduced other revenues. See Appendices B-E.
- **General Government Activities decreasing by (\$659,582) or (10.75%)** from the 2015 budget resulting from: higher transfer from reserves partially offset with reductions in OMPF and interest revenues.

- **Local Agencies, Boards, and Commissions increasing by \$725,372 or 2.00%** from the 2015 ABC Budget.

Gross operating expenditures in the 2016 Operating Budget have increased by 1.22% or \$1,418,766 from 2015. The following is a breakdown of changes in expenditures by type:

	2015 Budget	2016 Budget	Bud %	2016 Change	% increase
Personnel	38,128,112	39,122,720	33%	994,608	2.61%
Goods & Services	18,540,489	18,704,858	16%	164,369	0.89%
Financial Expenses	10,440,249	10,437,498	9%	(2,751)	-0.03%
Capital/Reserve Transactions	10,019,572	9,657,684	8%	(361,888)	-3.61%
ABCs	36,268,596	36,993,968	31%	725,372	2.00%
Internal transfers	3,054,575	2,953,631	3%	(100,944)	-3.30%
Total	\$116,451,593	\$117,870,359		\$1,418,766	1.22%

Although the tax levy represents a major source of revenue for the municipality, the City also receives revenues in the form of user fees, grants, etc. The following is a breakdown of changes in revenue by source:

	2015 Budget	2016 Budget	2016 Change	% increase
Other Revenues	29,748,261	30,278,501	530,240	1.78%
OMPF	7,357,700	7,057,700	(300,000)	-4.08%
Levy	79,345,632	80,534,158	1,188,524	1.50%
Total	\$116,451,593	\$117,870,359	\$1,418,766	1.22%

Reserves:

The establishment of reserves assists to stabilize tax rates by offsetting the budget affects that would otherwise be one time in nature, as well as those caused by uncontrollable events or activities that can be phased in. The balance in the associated reserves at the date of this report is as follows:

- Tax Stabilization Reserve (99529R): \$3,040,847
- Operating Budget Contingency (99557R): \$579,383

* Note the above balances are subject to year-end accruals and allocations.

The Tax Stabilization Reserve has a target level of 3% to 5% of the municipal tax levy or \$2.4 million to \$4.0 million.

In 2014, \$628,661 was used from the Operating Budget Contingency. It is recommended that the reserve be replenished at the first opportunity in order to return the reserve balance to the City's targeted level of 1% of the gross operating budget being approximately \$1.2 million.

The City of North Bay's Reserve Policy forms a critical component of the municipality's Long-Term Financial Plan. The reserves are intended to be used to offset one-time expenses and reduce the risk to the taxpayers of significant budget impacts arising from uncontrollable events and activities. The City's reserves have grown over the last 10

years and are in a position to absorb nominal deficits. The City's reserves are not strong enough to sustain several years of deficits.

Next Steps:

The Standing Committees are scheduled to meet between November 10th and November 20th, 2015. The first two public meetings were held on Thursday September 10th 2015 and Monday October 26th, with a third public meeting to follow on December 7th, 2015.

The final Operating Budget is tentatively scheduled to be adopted at the regular meeting of Council on January 11th, 2016.

Recommendation:

That the 2016 Operating Budget be received and referred to the General Government Committee.

Respectfully submitted,

Laura Boissonneault, BBA, CPA, CGA
Manager of Financial Services

We concur in this report and recommendation.

David Euler, P.Eng., PMP
Managing Director
Engineering, Environmental, & Works

John Severino
Managing Director (Interim)
Community Services

Lea Janisse
Managing Director
Corporate Services

Grant Love
Fire Chief

Margaret Karpenko, CPA, CMA
Chief Financial Officer/Treasurer

Jerry Knox
Chief Administrative Officer

Personnel designated for continuance: Manager of Financial Services

Attachments:

- Appendix A – 2016 Levy Increase
- Appendix B – Community Services Net Levy Budget
- Appendix C – Corporate Services Net Levy Budget
- Appendix D – Engineering, Environmental Services & Works Net Levy Budget
- Appendix E – Fire Services Net Levy Budget
- Appendix F – Detailed 2016 Administration Recommended Operating Budget.

Appendix A

2016 Levy Increase

Budget Year: 2016, YTD End Date: October 24, 2015

	2014 Actuals	2015 Actuals YTD *	2015 Budget	2016 Finance Review	Variance	Levy Var %
Community Services						
AQUATIC CENTRE	292,815	207,556	312,396	344,369	31,973	10.23%
ARENA - MEMORIAL GARDENS	1,083,836	809,132	1,036,485	1,119,905	83,420	8.05%
ARENA - PETE PALANGIO	214,770	185,938	173,251	216,482	43,231	24.95%
ARENA - WEST FERRIS	307,542	241,556	335,395	347,287	11,892	3.55%
BUILDING	52,128	125,490	58,142	66,939	8,797	15.13%
CITY HALL FACILITIES	496,117	389,669	536,101	538,502	2,401	0.45%
COMMUNITY SERVICES ADMIN	150,925	155,698	187,910	199,053	11,143	5.93%
ECONOMIC DEVELOPMENT	635,464	482,479	766,253	775,241	8,988	1.17%
INVEST IN NORTH BAY DEVELOPMENT	0	10,614	140,000	140,000	0	0.00%
KINGS LANDING	1,926	(7,288)	4,462	10,836	6,374	142.85%
MARINA	0	(104)	0	0	0	0.00%
PARKING OPERATIONS	(336,489)	(348,412)	(272,641)	(269,078)	3,563	1.31%
PARKS - OPERATIONS	3,111,446	2,839,437	3,339,656	3,443,566	103,910	3.11%
PLANNING DEPARTMENT	396,180	307,115	396,679	404,838	8,159	2.06%
REC, LEISURE, & CULTURAL SERVICES	709,247	430,564	612,936	646,218	33,282	5.43%
TRANSIT	2,866,463	2,525,293	2,727,578	2,890,229	162,651	5.96%
Total Community Services:	9,982,370	8,354,737	10,354,603	10,874,387	519,784	5.02%
Corporate Services						
COUNCIL SECRETARIAT	244,651	125,846	109,713	105,249	(4,464)	-4.07%
CUSTOMER SERVICE CENTRE	356,571	323,753	445,965	427,574	(18,391)	-4.12%
FINANCIAL SERVICES	1,429,421	1,244,463	1,558,300	1,584,542	26,242	1.68%
HUMAN RESOURCES	877,590	853,193	1,078,781	1,024,639	(54,142)	-5.02%
INFORMATION SYSTEMS	1,180,855	1,100,041	1,334,396	1,311,449	(22,947)	-1.72%
LEGAL DEPARTMENT - GENERAL	331,950	101,722	478,245	433,050	(45,195)	-9.45%
LEGAL DEPARTMENT - POA	(189,348)	(369,743)	(220,388)	(181,307)	39,081	17.73%
Total Corporate Services:	4,231,690	3,379,275	4,785,012	4,705,196	(79,816)	-1.67%
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	420,937	424,921	675,385	754,751	79,366	11.75%
ENVIRONMENTAL SERVICES	270,339	1,208	405,088	542,736	137,648	33.98%
FLEET MANAGEMENT	(423,988)	(376,084)	(154,784)	(64,702)	90,082	58.20%
ROADS DEPARTMENT	7,128,553	4,949,292	7,255,534	7,244,243	(11,291)	-0.16%
STORM SEWERS	693,140	414,284	620,034	627,119	7,085	1.14%
WORKS DEPT ADMINISTRATION	826,930	465,393	552,542	640,484	87,942	15.92%
Total Engineering, Environmental Services & Works:	8,915,911	5,879,014	9,353,799	9,744,631	390,832	4.18%
Total Fire Department:	11,911,012	9,288,793	12,445,544	12,737,480	291,936	2.35%
General Government Activities						
FINANCIAL EXPENSES	16,658,610	15,399,997	15,162,993	15,416,104	253,111	1.67%
GENERAL REVENUES	(87,933,964)	(86,936,793)	(9,605,834)	(11,032,564)	(1,426,730)	-14.85%
MAYOR & COUNCIL	307,990	265,981	356,253	361,261	5,008	1.41%
OFFICE OF THE CAO	422,448	262,204	224,666	733,695	509,029	226.57%
Total General Government:	(70,544,916)	(71,008,611)	6,138,078	5,478,496	(659,582)	-10.75%
Total Local Agencies, Boards & Commissions:	35,503,933	33,524,662	36,268,596	36,993,968	725,372	2.00%
Levy Grand Total:	0	(10,582,130)	79,345,632	80,534,158	1,188,526	1.50%
Growth at .23%:				(183,701)		
Levy Grand Total with Growth:	0	(10,582,130)	79,345,632	80,350,457	1,004,825	1.27%

* Actuals are subject to year-end entries including: accruals, adjustments, etc...

** Note totals may vary slightly from computer generated budget reports due to rounding.

Appendix B
Community Services Net Levy Budget
2016 Administration Recommended Operating Budget

	2015 Budget	2016 Budget	Change	Budget Variance
Revenue				
Fees/Service Charges/Donations	6,445,856	6,326,250	(119,606)	-1.86%
Internal Transfers (Rev)	259,368	264,843	5,475	2.11%
Other Revenue	2,333,536	2,420,382	86,846	3.72%
Total Revenue	9,038,760	9,011,475	(27,285)	-0.30%
Expense				
Personnel				
Salary & Wages	7,809,689	8,000,902	191,213	2.45%
Overtime	100,531	118,118	17,587	17.49%
Other Wage Costs	461,512	466,634	5,122	1.11%
Employee Allowances	26,775	25,995	(780)	-2.91%
Employee Benefits	2,448,946	2,538,342	89,396	3.65%
	10,847,453	11,149,991	302,538	2.79%
Goods & Services				
Administration Expenses	507,151	531,240	24,089	4.75%
Contracts	1,144,942	1,141,104	(3,838)	-0.34%
Fleet Supplies	2,054,745	2,043,728	(11,017)	-0.54%
For Sale Supplies	4,000	3,300	(700)	-17.50%
General Supplies	210,036	181,357	(28,679)	-13.65%
Insurance Expenses	565,459	598,229	32,770	5.80%
Leases & Rents	112,703	123,828	11,125	9.87%
Maintenance Service Fees	620,707	618,599	(2,108)	-0.34%
Materials	210,040	198,740	(11,300)	-5.38%
Other Services & Rents	115,280	116,280	1,000	0.87%
Other Supplies	19,500	22,000	2,500	12.82%
Professional Fees	9,000	9,000	0	0.00%
Utilities / Taxes	1,546,477	1,790,678	244,201	15.79%
	7,120,040	7,378,083	258,043	3.62%
Capital / Reserve				
Capital Financing	374,400	374,400	0	0.00%
Capital Purchases	139,524	134,480	(5,044)	-3.62%
	513,924	508,880	(5,044)	-0.98%
Internal Transfers (Exp)	911,946	848,908	(63,038)	-6.91%
Total Expense	19,393,363	19,885,862	492,499	2.54%
Total	10,354,603	10,874,387	519,784	5.02%

** Note totals may vary slightly from computer generated budget reports due to rounding.

Appendix C
Corporate Services Net Levy Budget
2016 Administration Recommended Operating Budget

	2015 Budget	2016 Budget	Change	Budget Variance
Revenue				
Fees/Service Charges/Donations	757,468	769,952	12,484	1.65%
Internal Transfers (Rev)	532,653	809,305	276,652	51.94%
Other Revenue	2,614,763	2,617,130	2,367	0.09%
Ontario Specific Grants	18,333	0	(18,333)	-100.00%
Total Revenue	3,923,217	4,196,387	273,170	6.96%
Expense				
Personnel				
Salary & Wages	4,506,958	4,632,392	125,434	2.78%
Overtime	11,000	11,500	500	4.55%
Other Wage Costs	619	0	(619)	-100.00%
Employee Allowances	200	200	0	0.00%
Employee Benefits	1,495,586	1,583,202	87,616	5.86%
	6,014,363	6,227,294	212,931	3.54%
Goods & Services				
Administration Expenses	408,075	350,796	(57,279)	-14.04%
Contracts	242,458	245,198	2,740	1.13%
Fleet Supplies	0	6,392	6,392	100.00%
General Supplies	131,305	128,805	(2,500)	-1.90%
Insurance Expenses	409,580	409,413	(167)	-0.04%
Leases & Rents	73,500	73,700	200	0.27%
Maintenance Service Fees	312,400	319,400	7,000	2.24%
Other Services & Rents	215,317	178,343	(36,974)	-17.17%
Other Supplies	5,500	5,500	0	0.00%
Professional Fees	421,300	467,724	46,424	11.02%
	2,219,435	2,185,271	(34,164)	-1.54%
Financing Expenses	19,000	19,000	0	0.00%
Capital / Reserve				
Capital Financing	170,000	175,000	5,000	2.94%
Capital Purchases	9,000	11,500	2,500	27.78%
	179,000	186,500	7,500	4.19%
Internal Transfers (Exp)	276,431	283,518	7,087	2.56%
Total Expense	8,708,229	8,901,583	193,354	2.22%
Total	4,785,012	4,705,196	(79,816)	-1.67%

** Note totals may vary slightly from computer generated budget reports due to rounding.

Appendix D

Engineering, Environmental Services & Works Net Levy Budget 2016 Administration Recommended Operating Budget

	2015 Budget	2016 Budget	Change	Budget Variance
Revenue				
Fees/Service Charges/Donations	2,704,900	2,514,250	(190,650)	-7.05%
Internal Transfers (Rev)	5,136,480	4,871,975	(264,505)	-5.15%
Other Municipal	167,972	191,101	23,129	13.77%
Other Revenue	1,902,282	2,031,013	128,731	6.77%
Total Revenue	9,911,634	9,608,339	(303,295)	-3.06%
Expense				
Personnel				
Salary & Wages	6,374,768	6,535,022	160,254	2.51%
Overtime	449,064	404,425	(44,639)	-9.94%
Other Wage Costs	6,885	6,654	(231)	-3.35%
Employee Allowances	11,400	16,400	5,000	43.86%
Employee Benefits	1,948,813	1,996,993	48,180	2.47%
	8,790,930	8,959,494	168,564	1.92%
Goods & Services				
Administration Expenses	179,576	187,524	7,948	4.43%
Contracts	3,506,269	3,572,320	66,051	1.88%
Fleet Supplies	1,828,908	1,775,391	(53,517)	-2.93%
General Supplies	155,190	159,820	4,630	2.98%
Insurance Expenses	267,721	280,166	12,445	4.65%
Leases & Rents	339,547	325,547	(14,000)	-4.12%
Maintenance Service Fees	189,195	192,090	2,895	1.53%
Materials	713,285	672,974	(40,311)	-5.65%
Other Services & Rents	20,000	20,000	0	0.00%
Other Supplies	8,000	11,000	3,000	37.50%
Professional Fees	87,181	85,482	(1,699)	-1.95%
Utilities / Taxes	1,118,233	1,095,757	(22,476)	-2.01%
	8,413,105	8,378,071	(35,034)	-0.42%
Capital / Reserve				
Capital Financing	189,700	189,700	0	0.00%
Capital Purchases	5,500	4,500	(1,000)	-18.18%
	195,200	194,200	(1,000)	-0.51%
Internal Transfers (Exp)	1,866,198	1,821,205	(44,993)	-2.41%
Total Expense	19,265,433	19,352,970	87,537	0.45%
Total	9,353,799	9,744,631	390,832	4.18%

** Note totals may vary slightly from computer generated budget reports due to rounding.

Appendix E
Fire Service Net Levy Budget
2016 Administration Recommended Operating Budget

	2015 Budget	2016 Budget	Change	Budget Variance
Revenue				
Fees/Service Charges/Donations	85,000	84,355	(645)	-0.76%
Internal Transfers (Rev)	12,572	14,790	2,218	17.64%
Other Revenue	42,500	2,500	(40,000)	-94.12%
Total Revenue	140,072	101,645	(38,427)	-27.43%
Expense				
Personnel				
Salary & Wages	8,373,875	8,595,626	221,751	2.65%
Overtime	142,411	132,000	(10,411)	-7.31%
Other Wage Costs	810,125	829,000	18,875	2.33%
WSIB Leave	0	(60,000)	(60,000)	100.00%
Employee Allowances	68,676	57,600	(11,076)	-16.13%
Employee Benefits	2,303,355	2,433,435	130,080	5.65%
	11,698,442	11,987,661	289,219	2.47%
Goods & Services				
Administration Expenses	133,500	128,251	(5,249)	-3.93%
Contracts	1,000	1,000	0	0.00%
Fleet Supplies	219,000	205,867	(13,133)	-6.00%
General Supplies	86,400	65,400	(21,000)	-24.31%
Insurance Expenses	75,749	78,445	2,696	3.56%
Maintenance Service Fees	192,500	184,500	(8,000)	-4.16%
Other Supplies	68,300	68,300	0	0.00%
Professional Fees	2,500	2,500	0	0.00%
Utilities / Taxes	83,225	102,201	18,976	22.80%
	862,174	836,464	(25,710)	-2.98%
Capital / Reserve				
Capital Purchases	25,000	15,000	(10,000)	-40.00%
	25,000	15,000	(10,000)	-40.00%
Total Expense	12,585,616	12,839,125	253,509	2.01%
Total	12,445,544	12,737,480	291,936	2.35%

** Note totals may vary slightly from computer generated budget reports due to rounding.

City of North Bay

Supplemental Report to Council

Report No: CORP 2015- 134

Date: December 16, 2015

Originator: Margaret Karpenko

Subject: 2016 Operating Budget

Recommendations:

That the 2016 Operating Budget with adjustments resulting from Committee meetings be approved.

Background:

Report to Council CORP 2015–119 tabled the 2016 Administrative Operating Budget. That report communicated a tax levy increase of 1.5% over 2015 less 0.23% real growth or \$183,701.

During the months of November and December the Committees of Council met to review their respective budgets as well as their respective service level changes. Furthermore, a Committee of the Whole meeting was held on November 26, 2015 to review the overall budget changes. A summary of the 2016 Levy increase resulting from this meeting is attached in Appendix A. As communicated in Appendix A the total tax levy increase over 2015 is 2.0% less an updated real growth amount of 0.49% or \$393,351.

At the time of writing this report, final amounts from the District of Nipissing Social Services Administration Board (DNSSAB) final apportionment calculations were unavailable. As agreed at the November 26, 2015 meeting, any savings or deficits resulting for the apportionment will be used to stretch or reduce the Mayor's Plan. Lastly, the enclosed Levy increase includes the Council remuneration resolution of Monday, December 14th, 2015.

The attached Appendix B demonstrates the final tax levy budget by business unit.

Recommendations:

That the 2016 Operating Budget with adjustments resulting from Committee meetings be approved.

Respectfully submitted,

Margaret Karpenko, CPA, CMA
Chief Financial Officer

We concur with this report and recommendations.

Grant Love
Fire Chief

David Euler, P.Eng., PMP
Managing Director, Engineering,
Environmental Services & Works

John Severino, P.Eng., MBA
Managing Director, Community Services

Lea Janisse
Managing Director, Corporate Services

Jerry Knox
Chief Administrative Officer

Personnel designated for continuance: Manager of Financial Services

Attachments: Appendix A, Appendix B

Appendix A
2016 Levy Increase
Summary of Changes Resulting from Budget Committee Meetings

Service Level Changes	Description	2015 Budget	2016 Budget	Variance	Var %
Opening Numbers from Tabled Administration Budget CORP 2015-119		79,345,632	80,534,158	1,188,526	1.50%
Engineering, Environmental Services & Works - Roads	Winter Control			100,000	
Engineering, Environmental Services & Works - Environmental	Landfill maintenance contract			207,615	
General Government - General Revenues	OMPF - Final Allocation			(250,000)	
General Government - Mayor and Council	Option #1 - Communication and Strategic Development Officer			113,300	
Community Services - Parking	Elimination of Attendant Parking in Lot #2 (June 2016)			(16,878)	
Community Services - Economic Development	Staffing adjustments			(29,405)	
Fire Department	Staffing Adjustments			(85,518)	
Corporate Services - Information Systems	Ads on web			(2,000)	
Local Agencies, Boards & Commissions	Police			(9,413)	
Local Agencies, Boards & Commissions	Library			16,959	
Local Agencies, Boards & Commissions	Cassellholme			(50,605)	
Community Services - Rec, Leisure & Cultural	Seed Funding to the Cultural Round Table			5,000	
General Government	2016 extension of Mayor's Plan			600,000	
General Government - CAO	2016 CIP adjustment			(250,000)	
Community Services	Summer in the Park (SITP)			40,000	
Community Services	Transfer from reserves to fund SITP			(40,000)	
General Government - Mayor and Council	Council Remuneration			51,082	
Adjusted Total Levy Increase				1,588,663	2.00%
Real Growth				(393,351)	
Total 2016 Levy Increase after Growth				1,195,312	1.51%

*Note totals may vary slightly from computer generated budget reports due to rounding.

Appendix B 2016 Levy Increase

Budget Year: 2016, YTD End Date: October 24, 2015

	2014 Actuals	2015 Actuals YTD *	2015 Budget	2016 Council Review	Variance	Levy Var %
Community Services						
AQUATIC CENTRE	292,815	207,556	312,396	344,369	31,973	10.23%
ARENA - MEMORIAL GARDENS	1,083,836	809,132	1,036,485	1,119,905	83,420	8.05%
ARENA - PETE PALANGIO	214,770	185,938	173,251	216,482	43,231	24.95%
ARENA - WEST FERRIS	307,542	241,556	335,395	347,287	11,892	3.55%
BUILDING	52,128	125,490	58,142	66,939	8,797	15.13%
CITY HALL FACILITIES	496,117	389,669	536,101	538,502	2,401	0.45%
COMMUNITY SERVICES ADMIN	150,925	155,698	187,910	199,053	11,143	5.93%
ECONOMIC DEVELOPMENT	635,464	482,479	766,253	745,836	(20,417)	-2.66%
INVEST IN NORTH BAY DEVELOPMENT	0	10,614	140,000	140,000	0	0.00%
KINGS LANDING	1,926	(7,288)	4,462	10,836	6,374	142.85%
MARINA	0	(104)	0	0	0	0.00%
PARKING OPERATIONS	(336,489)	(348,412)	(272,641)	(285,956)	(13,315)	-4.88%
PARKS - OPERATIONS	3,111,446	2,839,437	3,339,656	3,443,566	103,910	3.11%
PLANNING DEPARTMENT	396,180	307,115	396,679	404,838	8,159	2.06%
REC, LEISURE, & CULTURAL SERVICES	709,247	430,564	612,936	651,218	38,282	6.25%
TRANSIT	2,866,463	2,525,293	2,727,578	2,890,229	162,651	5.96%
Total Community Services:	9,982,370	8,354,737	10,354,603	10,833,104	478,501	4.62%
Corporate Services						
COUNCIL SECRETARIAT	244,651	125,846	109,713	105,249	(4,464)	-4.07%
CUSTOMER SERVICE CENTRE	356,571	323,753	445,965	427,574	(18,391)	-4.12%
FINANCIAL SERVICES	1,429,421	1,244,463	1,558,300	1,584,542	26,242	1.68%
HUMAN RESOURCES	877,590	853,193	1,078,781	1,024,639	(54,142)	-5.02%
INFORMATION SYSTEMS	1,180,855	1,100,041	1,334,396	1,309,449	(24,947)	-1.87%
LEGAL DEPARTMENT - GENERAL	331,950	101,722	478,245	433,050	(45,195)	-9.45%
LEGAL DEPARTMENT - POA	(189,348)	(369,743)	(220,388)	(181,307)	39,081	17.73%
Total Corporate Services:	4,231,690	3,379,275	4,785,012	4,703,196	(81,816)	-1.71%
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	420,937	424,921	675,385	754,751	79,366	11.75%
ENVIRONMENTAL SERVICES	270,339	1,208	405,088	750,351	345,263	85.23%
FLEET MANAGEMENT	(423,988)	(376,084)	(154,784)	(64,702)	90,082	58.20%
ROADS DEPARTMENT	7,128,553	4,949,292	7,255,534	7,344,243	88,709	1.22%
STORM SEWERS	693,140	414,284	620,034	627,119	7,085	1.14%
WORKS DEPT ADMINISTRATION	826,930	465,393	552,542	640,484	87,942	15.92%
Total Engineering, Environmental Services & Works:	8,915,911	5,879,014	9,353,799	10,052,246	698,447	7.47%
Total Fire Department:	11,911,012	9,288,793	12,445,544	12,651,962	206,418	1.66%
General Government Activities						
FINANCIAL EXPENSES	16,658,610	15,399,997	15,162,993	15,416,104	253,111	1.67%
GENERAL REVENUES	(87,933,964)	(86,936,793)	(9,605,834)	(10,682,564)	(1,076,730)	-11.21%
MAYOR & COUNCIL	307,990	265,981	356,253	525,643	169,390	47.55%
OFFICE OF THE CAO	422,448	262,204	224,666	483,695	259,029	115.30%
Total General Government:	(70,544,916)	(71,008,611)	6,138,078	5,742,878	(395,200)	-6.44%
Total Local Agencies, Boards & Commissions:	35,503,933	33,524,662	36,268,596	36,950,909	682,313	1.88%
Levy Grand Total:	0	(10,582,130)	79,345,632	80,934,295	1,588,663	2.00%
Real Growth:				(393,351)		
Levy Grand Total with Growth:	0	(10,582,130)	79,345,632	80,540,944	1,195,312	1.51%

* Actuals are subject to year-end entries including: accruals, adjustments, etc...

** Note totals may vary slightly from computer generated budget reports due to rounding.



COMMUNITY SERVICES

2016 OPERATING BUDGET



Business Unit Summary

Budget Year: 2016

YTD End Date: December 2015

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
Community Services							
AQUATIC CENTRE	292,815	257,773	312,396	344,369	31,972	10.23 %	0
ARENA - MEMORIAL GARDENS	1,083,836	942,214	1,036,485	1,119,905	83,420	8.05 %	0
ARENA - PETE PALANGIO	214,770	141,391	173,251	216,482	43,230	24.95 %	0
ARENA - WEST FERRIS	307,542	251,913	335,395	347,287	11,891	3.55 %	0
BUILDING	52,128	86,944	58,142	66,939	8,797	15.13 %	0
CITY HALL FACILITIES	496,117	463,547	536,101	538,502	2,401	0.45 %	0
COMMUNITY SERVICES ADMIN	150,925	170,746	187,910	199,053	11,143	5.93 %	0
ECONOMIC DEVELOPMENT	635,464	629,358	766,253	745,836	(20,417)	-2.66 %	0
INVEST IN NORTH BAY DEVELOPMENT CORPORATION	0	17,750	140,000	140,000	0	0.00 %	0
KINGS LANDING	1,926	(5,281)	4,462	10,836	6,374	142.85 %	0
MARINA	0	14,530	0	0	0	100.00 %	0
PARKING OPERATIONS	(336,489)	(371,380)	(272,641)	(285,956)	(13,315)	-4.88 %	0
PARKS - OPERATIONS	3,111,446	3,150,810	3,339,656	3,443,566	103,911	3.11 %	0
PLANNING DEPARTMENT	396,180	388,550	396,679	404,838	8,159	2.06 %	0
REC, LEISURE, & CULTURAL SERVICES	709,247	406,132	612,937	651,218	38,281	6.25 %	0
TRANSIT	2,866,463	2,902,969	2,727,578	2,890,229	162,651	5.96 %	0
Total:	9,982,370	9,447,966	10,354,604	10,833,104	478,500	4.62 %	0
Percent Increase:							-100.00 %

Activity Summary Overview - 2016 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, warranty follow-up
- Budget reporting and management
- Participate on Energy Efficiency Action Committee
- Health & Safety

Positions:

	2015 FTE	2016 FTE
Supervisor, Facilities & Parking	0.10	0.10
Totals	0.10	0.10

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
AQUATIC CENTRE

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	3,954	7,195	7,278	7,824	546	7.50 %	0
1202 VACATION	523	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	1,172	2,246	2,217	2,365	148	6.67 %	0
PERSONNEL TOTAL	5,649	9,441	9,495	10,189	693	7.30 %	0
GOODS & SERVICES							
2625 BUILDING MAINT SUPPLIES	4,874	8,280	10,000	10,000	0	0.00 %	0
2701 HYDRO	108,858	99,222	110,539	128,392	17,853	16.15 %	0
2705 NATURAL GAS	104,213	74,763	102,510	103,853	1,343	1.31 %	0
2715 WATER	20,505	20,334	21,524	33,056	11,532	53.58 %	0
3305 BUILDING MAINTENANCE	5,815	7,149	10,000	10,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	7,269	11,706	12,000	12,000	0	0.00 %	0
3430 MAINTENANCE CONTRACT	33,263	27,576	33,000	33,000	0	0.00 %	0
3601 INSURANCE PREMIUMS	7,870	8,328	8,328	8,879	551	6.62 %	0
GOODS & SERVICES TOTAL	292,667	257,356	307,901	339,180	31,279	10.16 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	4,499	976	5,000	5,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,499	976	5,000	5,000	0	0.00 %	0
EXPENSE TOTAL	302,815	267,773	322,396	354,369	31,972	9.92 %	0
REVENUE							
0841 PROPERTY RENTALS	10,000	10,000	10,000	10,000	0	0.00 %	0
REVENUE TOTAL	10,000	10,000	10,000	10,000	0	0.00 %	0
GRAND TOTAL:	292,815	257,773	312,396	344,369	31,972	10.23 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview - 2016 Budget

Arenas

Total Arenas Staff Complement – Memorial Gardens, Pete Palangio, West Ferris

Positions:

Full Time Staff	2015 FTE	2016 FTE
Director Parks, Recreation & Leisure Services	0.33	0.33
Manager, Facilities	0.60	0.60
Manager, Sports & Events	0.60	0.60
Supervisor, Fac. & Parking	0.10	0.10
Clerk Cashier	2.00	2.00
Supervisor, Arenas	1.75	1.75
Arena Maint. Person	12.50	12.50
Total Full Time	17.88	17.88
Part Time Staff		
Arena Maint. 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
Total Part Time	8.57	8.57
Total Arena Staff	26.45	26.45

*50% funding by Battalion

Arenas – General

A structural integrity review is being conducted in the fall of 2015 for all three arenas. Reviews are completed every 5 years. Pending the results of the review, there could be impacts on both the Capital and Operating budgets of the Arenas.

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:

2014/2015 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

2015/2016 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

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 at gate ticket
- 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.

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - MEMORIAL GARDENS
ARENA - PETE PALANGIO
ARENA - WEST FERRIS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	849,108	868,427	1,010,215	1,049,977	39,763	3.94 %	0
1002 TEMPORARY SALARIES	247,241	212,424	251,365	252,974	1,609	0.64 %	0
1003 SHIFT PREMIUM	17,495	15,073	13,994	15,345	1,351	9.65 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	5,189	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	38,987	35,922	34,494	34,527	33	0.10 %	0
1102 OVERTIME - PART TIME	4,342	1,712	0	0	0	0.00 %	0
1202 VACATION	99,708	64,472	5,911	6,269	359	6.07 %	0
1203 COMPASSIONATE LEAVE	1,427	958	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	36,334	28,192	0	0	0	0.00 %	0
1207 SICK LEAVE	17,065	20,176	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	0	10	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	9,557	2,109	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	295,424	304,308	335,056	337,898	2,842	0.85 %	0
1802 FRINGE BENEFITS-PARTTIME	36,008	32,559	33,462	36,088	2,626	7.85 %	0
PERSONNEL TOTAL	1,652,694	1,591,532	1,684,496	1,733,079	48,582	2.88 %	0
GOODS & SERVICES							
2099 MISC. MATERIALS	50	371	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	7,371	3,216	5,500	5,500	0	0.00 %	0
2615 JANITORIAL SUPPLIES	20,439	23,152	34,710	29,340	(5,370)	-15.47 %	0
2625 BUILDING MAINT SUPPLIES	2,013	0	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	11,260	3,294	8,600	9,250	650	7.56 %	0
2660 SAFETY BOOT ALLOWANCE	2,685	2,568	3,325	3,515	190	5.71 %	0
2701 HYDRO	507,481	429,926	504,691	556,360	51,669	10.24 %	0
2705 NATURAL GAS	150,990	113,787	134,835	159,341	24,506	18.17 %	0
2715 WATER	12,387	35,371	12,454	34,393	21,939	176.16 %	0
2720 MUNICIPAL TAXES	2,798	3,079	3,221	3,221	0	0.00 %	0
3001 POSTAGE	35	51	600	600	0	0.00 %	0
3010 TELEPHONE	16,831	16,005	18,050	16,850	(1,200)	-6.65 %	0
3035 MILEAGE	3,057	3,080	4,900	4,900	0	0.00 %	0
3045 CONFERENCE & SEMINARS	0	0	1,600	1,600	0	0.00 %	0
3065 MEMBERSHIPS	0	169	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	360	3,565	5,950	5,000	(950)	-15.97 %	0
3071 TRAINING	0	0	0	1,556	1,556	100.00 %	0
3080 ADVERTISING & PROMOTION	131	0	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	1,266	853	1,200	1,200	0	0.00 %	0
3210 OFFICE EQUIPMENT LEASE	1,784	232	5,500	5,500	0	0.00 %	0
3305 BUILDING MAINTENANCE	101,518	93,701	90,000	90,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	93,077	49,745	53,705	54,900	1,195	2.23 %	0
3315 VEHICLE MAINTENANCE	70,623	60,503	52,625	59,149	6,524	12.40 %	0

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - MEMORIAL GARDENS
ARENA - PETE PALANGIO
ARENA - WEST FERRIS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3317 ICE PLANT MAINTENANCE	42,681	32,235	34,500	42,000	7,500	21.74 %	0
3399 MISC MAINTENANCE FEES	7,155	550	10,000	3,500	(6,500)	-65.00 %	0
3401 STREET GARBAGE CONTRACT	16,762	13,927	7,982	16,570	8,588	107.59 %	0
3445 SNOW REMOVAL CONTRACT	93,763	55,985	90,500	83,200	(7,300)	-8.07 %	0
3460 BRINKS COURIER	1,691	1,854	1,500	1,500	0	0.00 %	0
3499 MISC CONTRACTS	20,718	22,875	20,000	20,000	0	0.00 %	0
3601 INSURANCE PREMIUMS	114,408	119,543	119,543	122,301	2,758	2.31 %	0
GOODS & SERVICES TOTAL	1,303,334	1,089,635	1,225,491	1,331,246	105,755	8.63 %	0
FINANCIAL EXPENSES							
4015 DEBENTURE PRINCIPAL	321,399	181,069	0	0	0	0.00 %	0
4110 CASH OVER / SHORT	7	3	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	321,405	181,071	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	68,777	43,686	55,000	55,000	0	0.00 %	0
5115 TRANSFER TO RESERVE FUND	449,960	325,475	315,000	315,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	518,736	369,161	370,000	370,000	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	12,954	9,793	10,000	11,449	1,449	14.49 %	0
7010 ADMINISTRATON & OVERHEAD	14,420	15,141	15,141	0	(15,141)	-100.00 %	0
EXPENSE TOTAL	3,823,543	3,256,333	3,305,128	3,445,773	140,645	4.26 %	0
REVENUE							
0415 VIDEO BOARD RENTAL	531	0	0	0	0	0.00 %	0
0459 OTHER SALES	1,466	0	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	321,399	181,069	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	848	460	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	3,144	2,607	0	0	0	0.00 %	0
0479 REIMBURSEMENTS	27,149	24,443	26,000	26,000	0	0.00 %	0
0480 SUNDRY REVENUE	15,222	16,532	10,000	10,000	0	0.00 %	0
0484 TICKET SURCHARGE	449,960	327,591	315,000	315,000	0	0.00 %	0
0490 CORPORATE BOX	39,999	32,495	34,000	34,000	0	0.00 %	0
0532 YES PROGRAM	0	791	0	0	0	0.00 %	0
0848 GAME FEES	35,261	0	27,000	0	(27,000)	-100.00 %	0
0901 TICKET SALES	88,621	64,105	50,000	56,000	6,000	12.00 %	0
0919 VENDING MACHINE SALES	4,942	3,459	4,700	4,700	0	0.00 %	0
0931 PUBLIC SKATING	11,650	11,657	12,700	12,700	0	0.00 %	0
0932 ARENA BUILDING RENTALS	37,443	40,733	34,300	36,900	2,600	7.58 %	0
0933 ARENA ICE RENTALS	1,081,761	1,092,107	1,157,486	1,155,000	(2,486)	-0.21 %	0
0935 ARENA BOX OFFICE STAFF	1,083	0	0	0	0	0.00 %	0
0939 ARENA MISC. REVENUES	62,470	89,598	49,670	86,300	36,630	73.75 %	0
0969 RECOVERY OF UTILITY COSTS	0	1,998	0	0	0	0.00 %	0
0974 CO-OP ADVERTISING	19,511	3,849	10,000	10,000	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
 ARENA - MEMORIAL GARDENS
 ARENA - PETE PALANGIO
 ARENA - WEST FERRIS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0975 SIGN ADVERTISING	514	12,180	14,000	15,500	1,500	10.71 %	0
7910 INTERNAL OVERHEAD REVENUE	14,420	15,141	15,141	0	(15,141)	-100.00 %	0
REVENUE TOTAL	2,217,395	1,920,815	1,759,997	1,762,100	2,103	0.12 %	0
GRAND TOTAL:	1,606,148	1,335,518	1,545,131	1,683,673	138,542	8.97 %	0
PERCENT INCREASE:							-100.00 %

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - MEMORIAL GARDENS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	409,104	420,534	498,933	516,459	17,526	3.51 %	0
1002 TEMPORARY SALARIES	127,166	107,207	117,710	116,280	(1,430)	-1.22 %	0
1003 SHIFT PREMIUM	8,857	7,710	6,800	7,568	768	11.29 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	5,189	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	22,439	16,112	18,100	18,100	0	0.00 %	0
1102 OVERTIME - PART TIME	3,619	826	0	0	0	0.00 %	0
1202 VACATION	48,716	37,422	2,631	2,688	57	2.18 %	0
1203 COMPASSIONATE LEAVE	725	479	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	21,191	16,455	0	0	0	0.00 %	0
1207 SICK LEAVE	10,963	9,612	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	0	10	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	5,934	695	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	143,191	165,281	155,211	156,850	1,639	1.06 %	0
1802 FRINGE BENEFITS-PARTTIME	25,994	22,234	22,316	24,744	2,428	10.88 %	0
PERSONNEL TOTAL	827,899	809,765	821,701	842,688	20,988	2.55 %	0
GOODS & SERVICES							
2099 MISC. MATERIALS	45	204	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	6,296	2,155	3,500	3,500	0	0.00 %	0
2615 JANITORIAL SUPPLIES	6,826	11,274	20,000	15,000	(5,000)	-25.00 %	0
2625 BUILDING MAINT SUPPLIES	2,013	0	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	8,844	1,729	5,800	6,100	300	5.17 %	0
2660 SAFETY BOOT ALLOWANCE	1,818	1,452	1,750	1,850	100	5.71 %	0
2701 HYDRO	256,499	226,985	245,832	287,550	41,718	16.97 %	0
2705 NATURAL GAS	91,756	59,334	78,289	91,489	13,200	16.86 %	0
2715 WATER	6,676	10,779	6,923	12,548	5,625	81.25 %	0
3001 POSTAGE	35	51	600	600	0	0.00 %	0
3010 TELEPHONE	11,630	11,262	11,500	11,500	0	0.00 %	0
3035 MILEAGE	3,057	3,080	4,900	4,900	0	0.00 %	0
3045 CONFERENCE & SEMINARS	0	0	1,600	1,600	0	0.00 %	0
3065 MEMBERSHIPS	0	169	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSIDE	360	3,565	5,950	5,000	(950)	-15.97 %	0
3071 TRAINING	0	0	0	519	519	100.00 %	0
3080 ADVERTISING & PROMOTION	131	0	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	1,266	853	1,200	1,200	0	0.00 %	0
3210 OFFICE EQUIPMENT LEASE	773	0	2,500	2,500	0	0.00 %	0
3305 BUILDING MAINTENANCE	53,409	47,310	45,000	45,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	51,728	24,301	20,000	20,000	0	0.00 %	0
3315 VEHICLE MAINTENANCE	28,741	29,968	22,500	22,500	0	0.00 %	0
3317 ICE PLANT MAINTENANCE	17,419	11,106	12,000	17,000	5,000	41.67 %	0

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - MEMORIAL GARDENS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3399 MISC MAINTENANCE FEES	6,226	0	6,500	2,000	(4,500)	-69.23 %	0
3401 STREET GARBAGE CONTRACT	12,482	9,765	2,600	10,700	8,100	311.54 %	0
3445 SNOW REMOVAL CONTRACT	55,133	33,012	60,000	55,000	(5,000)	-8.33 %	0
3460 BRINKS COURIER	1,691	1,854	1,500	1,500	0	0.00 %	0
3499 MISC CONTRACTS	20,718	22,875	20,000	20,000	0	0.00 %	0
3601 INSURANCE PREMIUMS	59,249	61,040	61,040	60,412	(628)	-1.03 %	0
GOODS & SERVICES TOTAL	704,820	574,123	641,484	699,968	58,484	9.12 %	0
FINANCIAL EXPENSES							
4015 DEBENTURE PRINCIPAL	321,399	181,069	0	0	0	0.00 %	0
4110 CASH OVER / SHORT	0	1	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	321,399	181,069	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	59,800	30,907	35,000	35,000	0	0.00 %	0
5115 TRANSFER TO RESERVE FUND	429,896	312,009	300,000	300,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	489,695	342,916	335,000	335,000	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	12,898	9,793	10,000	11,449	1,449	14.49 %	0
7010 ADMINISTRATON & OVERHEAD	7,828	8,219	8,219	0	(8,219)	-100.00 %	0
EXPENSE TOTAL	2,364,540	1,925,885	1,816,404	1,889,105	72,701	4.00 %	0
REVENUE							
0415 VIDEO BOARD RENTAL	531	0	0	0	0	0.00 %	0
0459 OTHER SALES	1,466	0	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	321,399	181,069	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	738	68	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	2,371	247	0	0	0	0.00 %	0
0479 REIMBURSEMENTS	27,149	24,443	26,000	26,000	0	0.00 %	0
0480 SUNDRY REVENUE	15,009	16,532	10,000	10,000	0	0.00 %	0
0484 TICKET SURCHARGE	429,896	312,538	300,000	300,000	0	0.00 %	0
0490 CORPORATE BOX	39,999	32,495	34,000	34,000	0	0.00 %	0
0848 GAME FEES	35,261	0	27,000	0	(27,000)	-100.00 %	0
0901 TICKET SALES	88,621	64,105	50,000	56,000	6,000	12.00 %	0
0919 VENDING MACHINE SALES	152	0	0	0	0	0.00 %	0
0931 PUBLIC SKATING	6,770	7,177	8,700	8,700	0	0.00 %	0
0932 ARENA BUILDING RENTALS	10,879	13,602	8,000	10,000	2,000	25.00 %	0
0933 ARENA ICE RENTALS	238,999	266,744	270,000	278,000	8,000	2.96 %	0
0935 ARENA BOX OFFICE STAFF	1,083	0	0	0	0	0.00 %	0
0939 ARENA MISC. REVENUES	32,526	38,407	14,000	21,000	7,000	50.00 %	0
0969 RECOVERY OF UTILITY COSTS	0	1,998	0	0	0	0.00 %	0
0974 CO-OP ADVERTISING	19,511	3,849	10,000	10,000	0	0.00 %	0
0975 SIGN ADVERTISING	514	12,180	14,000	15,500	1,500	10.71 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - MEMORIAL GARDENS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
7910 INTERNAL OVERHEAD REVENUE	7,828	8,219	8,219	0	(8,219)	-100.00 %	0
REVENUE TOTAL	1,280,704	983,671	779,919	769,200	(10,719)	-1.37 %	0
GRAND TOTAL:	1,083,836	942,214	1,036,485	1,119,905	83,420	8.05 %	0
PERCENT INCREASE:							-100.00 %

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	258,424	262,542	289,393	296,996	7,603	2.63 %	0
1002 TEMPORARY SALARIES	73,084	65,344	78,530	80,313	1,782	2.27 %	0
1003 SHIFT PREMIUM	4,851	4,218	4,500	4,646	146	3.24 %	0
1101 OVERTIME FULLTIME	8,516	8,854	8,900	9,180	280	3.15 %	0
1102 OVERTIME - PART TIME	499	845	0	0	0	0.00 %	0
1202 VACATION	23,019	11,123	2,094	2,142	48	2.27 %	0
1204 STATUTORY HOLIDAYS	7,701	5,152	0	0	0	0.00 %	0
1207 SICK LEAVE	2,809	3,122	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	2,453	1,414	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	79,314	63,714	98,880	100,920	2,040	2.06 %	0
1802 FRINGE BENEFITS-PARTTIME	7,898	7,993	8,433	8,523	90	1.07 %	0
PERSONNEL TOTAL	468,566	434,320	490,731	502,720	11,989	2.44 %	0
GOODS & SERVICES							
2099 MISC. MATERIALS	5	0	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	980	1,061	2,000	2,000	0	0.00 %	0
2615 JANITORIAL SUPPLIES	7,963	7,785	8,600	8,230	(370)	-4.30 %	0
2650 CLOTHING / UNIFORM	847	1,008	1,050	1,400	350	33.33 %	0
2660 SAFETY BOOT ALLOWANCE	438	672	700	740	40	5.71 %	0
2701 HYDRO	176,465	149,882	185,341	193,698	8,357	4.51 %	0
2705 NATURAL GAS	42,178	40,106	39,894	50,143	10,249	25.69 %	0
2715 WATER	3,252	21,059	3,332	14,195	10,863	326.02 %	0
2720 MUNICIPAL TAXES	2,798	3,079	3,221	3,221	0	0.00 %	0
3010 TELEPHONE	4,098	3,670	5,400	4,200	(1,200)	-22.22 %	0
3071 TRAINING	0	0	0	519	519	100.00 %	0
3210 OFFICE EQUIPMENT LEASE	1,010	232	3,000	3,000	0	0.00 %	0
3305 BUILDING MAINTENANCE	29,404	31,048	27,000	27,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	32,533	20,303	25,850	27,045	1,195	4.62 %	0
3315 VEHICLE MAINTENANCE	26,389	22,244	20,000	26,524	6,524	32.62 %	0
3317 ICE PLANT MAINTENANCE	19,583	13,377	15,000	15,000	0	0.00 %	0
3399 MISC MAINTENANCE FEES	642	550	1,500	1,500	0	0.00 %	0
3401 STREET GARBAGE CONTRACT	3,271	2,492	3,200	3,670	470	14.69 %	0
3445 SNOW REMOVAL CONTRACT	12,397	11,278	10,300	9,700	(600)	-5.83 %	0
3601 INSURANCE PREMIUMS	27,184	28,832	28,832	30,777	1,945	6.75 %	0
GOODS & SERVICES TOTAL	391,438	358,677	384,220	422,562	38,342	9.98 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	7	2	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	7	2	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	376	5,609	10,000	10,000	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - PETE PALANGIO

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
5115 TRANSFER TO RESERVE FUND	15,460	9,788	10,500	10,500	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	15,836	15,397	20,500	20,500	0	0.00 %	0
INTERNAL TRANSFERS							
7010 ADMINISTRATON & OVERHEAD	4,532	4,759	4,759	0	(4,759)	-100.00 %	0
EXPENSE TOTAL	880,379	813,155	900,210	945,782	45,571	5.06 %	0
REVENUE							
0472 REIMB - CUPE BENEFITS	110	0	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	773	0	0	0	0	0.00 %	0
0484 TICKET SURCHARGE	15,460	10,843	10,500	10,500	0	0.00 %	0
0919 VENDING MACHINE SALES	1,372	2,004	1,400	1,400	0	0.00 %	0
0931 PUBLIC SKATING	1,814	1,591	2,500	2,500	0	0.00 %	0
0932 ARENA BUILDING RENTALS	6,200	5,617	6,300	6,400	100	1.59 %	0
0933 ARENA ICE RENTALS	609,123	604,814	675,000	659,000	(16,000)	-2.37 %	0
0939 ARENA MISC. REVENUES	26,223	42,136	26,500	49,500	23,000	86.79 %	0
7910 INTERNAL OVERHEAD REVENUE	4,532	4,759	4,759	0	(4,759)	-100.00 %	0
REVENUE TOTAL	665,609	671,765	726,959	729,300	2,341	0.32 %	0
GRAND TOTAL:	214,770	141,391	173,251	216,482	43,230	24.95 %	0
PERCENT INCREASE:							-100.00 %

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - WEST FERRIS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	181,580	185,351	221,888	236,523	14,635	6.60 %	0
1002 TEMPORARY SALARIES	46,991	39,873	55,124	56,382	1,257	2.28 %	0
1003 SHIFT PREMIUM	3,787	3,145	2,694	3,131	437	16.22 %	0
1101 OVERTIME FULLTIME	8,032	10,956	7,494	7,247	(247)	-3.30 %	0
1102 OVERTIME - PART TIME	224	41	0	0	0	0.00 %	0
1202 VACATION	27,973	15,927	1,186	1,440	254	21.42 %	0
1203 COMPASSIONATE LEAVE	702	479	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	7,441	6,585	0	0	0	0.00 %	0
1207 SICK LEAVE	3,292	7,443	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	1,171	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	72,920	75,313	80,965	80,128	(837)	-1.03 %	0
1802 FRINGE BENEFITS-PARTTIME	2,116	2,333	2,713	2,820	107	3.94 %	0
PERSONNEL TOTAL	356,228	347,446	372,064	387,670	15,606	4.19 %	0
GOODS & SERVICES							
2099 MISC. MATERIALS	0	167	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	94	0	0	0	0	0.00 %	0
2615 JANITORIAL SUPPLIES	5,650	4,093	6,110	6,110	0	0.00 %	0
2650 CLOTHING / UNIFORM	1,569	556	1,750	1,750	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	429	445	875	925	50	5.71 %	0
2701 HYDRO	74,517	53,059	73,518	75,112	1,594	2.17 %	0
2705 NATURAL GAS	17,057	14,347	16,652	17,709	1,057	6.35 %	0
2715 WATER	2,459	3,534	2,199	7,650	5,451	247.89 %	0
3010 TELEPHONE	1,103	1,072	1,150	1,150	0	0.00 %	0
3071 TRAINING	0	0	0	519	519	100.00 %	0
3305 BUILDING MAINTENANCE	18,706	15,343	18,000	18,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	8,816	5,141	7,855	7,855	0	0.00 %	0
3315 VEHICLE MAINTENANCE	15,493	8,290	10,125	10,125	0	0.00 %	0
3317 ICE PLANT MAINTENANCE	5,680	7,752	7,500	10,000	2,500	33.33 %	0
3399 MISC MAINTENANCE FEES	286	0	2,000	0	(2,000)	-100.00 %	0
3401 STREET GARBAGE CONTRACT	1,009	1,670	2,182	2,200	18	0.82 %	0
3445 SNOW REMOVAL CONTRACT	26,234	11,695	20,200	18,500	(1,700)	-8.42 %	0
3601 INSURANCE PREMIUMS	27,975	29,671	29,671	31,112	1,441	4.86 %	0
GOODS & SERVICES TOTAL	207,076	156,835	199,787	208,717	8,930	4.47 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	8,601	7,170	10,000	10,000	0	0.00 %	0
5115 TRANSFER TO RESERVE FUND	4,604	3,678	4,500	4,500	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	13,205	10,848	14,500	14,500	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ARENA - WEST FERRIS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	55	0	0	0	0	0.00 %	0
7010 ADMINISTRATON & OVERHEAD	2,060	2,163	2,163	0	(2,163)	-100.00 %	0
EXPENSE TOTAL	578,624	517,292	588,514	610,887	22,372	3.80 %	0
REVENUE							
0472 REIMB - CUPE BENEFITS	0	393	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	0	2,360	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	213	0	0	0	0	0.00 %	0
0484 TICKET SURCHARGE	4,604	4,210	4,500	4,500	0	0.00 %	0
0532 YES PROGRAM	0	791	0	0	0	0.00 %	0
0919 VENDING MACHINE SALES	3,417	1,455	3,300	3,300	0	0.00 %	0
0931 PUBLIC SKATING	3,066	2,889	1,500	1,500	0	0.00 %	0
0932 ARENA BUILDING RENTALS	20,363	21,513	20,000	20,500	500	2.50 %	0
0933 ARENA ICE RENTALS	233,639	220,550	212,486	218,000	5,514	2.59 %	0
0939 ARENA MISC. REVENUES	3,720	9,055	9,170	15,800	6,630	72.30 %	0
7910 INTERNAL OVERHEAD REVENUE	2,060	2,163	2,163	0	(2,163)	-100.00 %	0
REVENUE TOTAL	271,082	265,379	253,119	263,600	10,481	4.14 %	0
GRAND TOTAL:	307,542	251,913	335,395	347,287	11,891	3.55 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview - 2016 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, warranty follow-up
- Budget reporting and management
- Janitorial services
- Participate on Energy Efficiency Action Committee
- Health & Safety

Positions:

<u>Maintenance/Custodial Positions</u>	2015 FTE	2016 FTE
Maintenance Supervisor	1.00	1.00
Building Maintenance Person	1.00	1.00
Custodian	2.00	2.00
Totals	4.00	4.00

Budget Year: 2016; YTD End Date: December 2015

Division(s):
CITY HALL FACILITIES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	216,148	212,495	216,380	221,192	4,812	2.22 %	0
1002 TEMPORARY SALARIES	1,596	0	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	5,173	4,923	5,614	5,187	(427)	-7.61 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	31,570	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	3,746	4,512	3,500	3,500	0	0.00 %	0
1202 VACATION	(3,716)	0	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	1,527	0	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	0	0	100	100	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	77,604	83,212	69,560	71,633	2,074	2.98 %	0
1802 FRINGE BENEFITS-PARTTIME	548	0	0	0	0	0.00 %	0
PERSONNEL TOTAL	302,626	336,712	295,154	301,613	6,459	2.19 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	290	1,062	400	500	100	25.00 %	0
2615 JANITORIAL SUPPLIES	10,721	7,281	13,400	12,000	(1,400)	-10.45 %	0
2650 CLOTHING / UNIFORM	1,579	1,175	1,305	1,335	30	2.30 %	0
2660 SAFETY BOOT ALLOWANCE	535	575	700	740	40	5.71 %	0
2701 HYDRO	171,061	143,394	182,620	190,158	7,538	4.13 %	0
2705 NATURAL GAS	25,547	18,484	26,285	26,753	468	1.78 %	0
2715 WATER	7,939	7,039	8,243	11,910	3,667	44.49 %	0
3010 TELEPHONE	1,707	1,506	2,000	1,680	(320)	-16.00 %	0
3035 MILEAGE	833	567	900	815	(85)	-9.44 %	0
3045 CONFERENCE & SEMINARS	102	0	0	0	0	0.00 %	0
3071 TRAINING	0	0	1,000	1,229	229	22.88 %	0
3305 BUILDING MAINTENANCE	14,085	15,764	30,000	30,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	49,665	32,146	55,000	43,500	(11,500)	-20.91 %	0
3480 CLEANING CONTRACT	28,355	24,241	38,000	39,140	1,140	3.00 %	0
3601 INSURANCE PREMIUMS	115,986	123,667	123,667	130,606	6,939	5.61 %	0
GOODS & SERVICES TOTAL	428,405	376,902	483,520	490,366	6,846	1.42 %	0
CAPITAL/RESERVE TRANSACTIONS							
5005 BUILDINGS	21,382	14,487	25,000	25,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	21,382	14,487	25,000	25,000	0	0.00 %	0
EXPENSE TOTAL	752,413	728,101	803,674	816,978	13,304	1.66 %	0
REVENUE							
0472 REIMB - CUPE BENEFITS	124	0	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	667	0	0	0	0	0.00 %	0
0969 RECOVERY OF UTILITY COSTS	70,116	70,116	73,500	75,705	2,205	3.00 %	0
0970 REC OF MAINTENANCE COSTS	13,078	12,365	12,000	12,000	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
CITY HALL FACILITIES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
7910 INTERNAL OVERHEAD REVENUE	172,311	182,073	182,073	190,771	8,698	4.78 %	0
REVENUE TOTAL	256,296	264,554	267,573	278,476	10,903	4.07 %	0
GRAND TOTAL:	496,117	463,547	536,101	538,502	2,401	0.45 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

King's Landing

To provide for the maintenance and improvements to the Municipal Dock (King's Landing). This includes the buildings and utilities to ensure their prescribed use. Government Dock was renamed King's Landing in honour of former Councillor Don King.

In 2011 King's Landing underwent a structural integrity report which identified some significant structural recommendations over the next 10 years. The capital funding required to maintain the current operation of King's Landing was estimated at 2.5 million dollars. Immediate remediation was made to the dock as recommended along with the recommendation to study the commercial tourism opportunities available on the Waterfront.

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 in the spring of 2014.

In 2015 King's Landing is undergoing a structural integrity report to determine its operational load capacity and review potential repair opportunities and their costs. This report is scheduled for completion in the fall of 2015.

In 2015/2016 an Environmental Assessment Study is to be initiated. This will be followed by a detailed Engineering Design and Report that will be provided to Council to determine the best course of action with respect to a rehabilitation and/or relocation of the City wharf to facilitate future Waterfront Development.



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
KINGS LANDING

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
GOODS & SERVICES							
2099 MISC. MATERIALS	1,819	2,388	5,000	3,900	(1,100)	-22.00 %	0
2701 HYDRO	5,489	6,963	6,283	6,836	553	8.80 %	0
2715 WATER	358	357	364	5,747	5,383	1,478.85 %	0
2720 MUNICIPAL TAXES	2,821	2,754	2,915	2,915	0	0.00 %	0
GOODS & SERVICES TOTAL	10,488	12,462	14,562	19,398	4,836	33.21 %	0
EXPENSE TOTAL	10,488	12,462	14,562	19,398	4,836	33.21 %	0
REVENUE							
0840 BOAT HOUSE RENTALS	2,062	2,068	2,000	2,062	62	3.10 %	0
0841 PROPERTY RENTALS	6,500	15,674	8,100	6,500	(1,600)	-19.75 %	0
REVENUE TOTAL	8,562	17,743	10,100	8,562	(1,538)	-15.23 %	0
GRAND TOTAL:	1,926	(5,281)	4,462	10,836	6,374	142.85 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Marina

To provide personnel, goods and services to operate the North Bay Waterfront 260 boat slip Marina from May to October. This includes a 24 hour service with marina attendants during the day and security services in the evening. Activities include:

- Slip bookings and renewals
- Dock, building and grounds maintenance
- Fuel tank maintenance and operation
- Sale of ice, worms and fuel
- Provision of overnight security

Positions:

	2015 FTE	2016 FTE
Supervisor, Arenas	0.25	0.25
Assistant Marina Coordinator	0.42	0.42
Marina Attendants	1.85	1.85
Totals	2.52	2.52

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 future Downtown-Waterfront Land Use Study could have a direct effect on Marina Operations in the future.

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	17,334	18,434	18,685	19,983	1,297	6.94 %	0
1002 TEMPORARY SALARIES	50,071	53,061	54,206	55,168	962	1.77 %	0
1101 OVERTIME FULLTIME	518	577	0	0	0	0.00 %	0
1102 OVERTIME - PART TIME	542	724	0	0	0	0.00 %	0
1202 VACATION	2,863	1,991	2,168	2,207	38	1.77 %	0
1204 STATUTORY HOLIDAYS	2,156	1,013	0	0	0	0.00 %	0
1301 WSIB LEAVE	0	165	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	0	76	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	4,638	4,913	10,321	10,164	(157)	-1.52 %	0
1802 FRINGE BENEFITS-PARTTIME	5,314	5,825	1,561	1,589	28	1.77 %	0
PERSONNEL TOTAL	83,437	86,778	86,942	89,110	2,168	2.49 %	0
GOODS & SERVICES							
2401 GAS	65,060	56,735	59,600	60,000	400	0.67 %	0
2501 CONCESSION SUPPLIES	2,407	2,718	4,000	3,300	(700)	-17.50 %	0
2601 OFFICE SUPPLIES	1,715	300	2,500	1,000	(1,500)	-60.00 %	0
2625 BUILDING MAINT SUPPLIES	5,048	7,781	7,000	7,000	0	0.00 %	0
2650 CLOTHING / UNIFORM	648	571	650	650	0	0.00 %	0
2701 HYDRO	2,274	1,836	2,326	2,403	77	3.31 %	0
2705 NATURAL GAS	464	273	514	333	(181)	-35.21 %	0
2715 WATER	4,516	4,395	4,062	9,581	5,519	135.87 %	0
3001 POSTAGE	65	76	80	80	0	0.00 %	0
3010 TELEPHONE	1,210	1,511	1,600	1,600	0	0.00 %	0
3035 MILEAGE	0	440	440	440	0	0.00 %	0
3065 MEMBERSHIPS	0	1,019	660	760	100	15.15 %	0
3080 ADVERTISING & PROMOTION	399	353	500	400	(100)	-20.00 %	0
3215 PROPERTY & BUILDING LEASE	23,341	22,649	26,000	26,000	0	0.00 %	0
3455 SECURITY SERVICES	20,447	21,428	21,650	21,000	(650)	-3.00 %	0
3491 WEED HARVESTING	8,525	8,525	8,600	8,600	0	0.00 %	0
3601 INSURANCE PREMIUMS	4,485	4,760	4,760	5,027	267	5.61 %	0
GOODS & SERVICES TOTAL	140,604	135,368	144,942	148,174	3,232	2.23 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	11	14	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	11	14	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	7,144	6,728	15,000	10,000	(5,000)	-33.33 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	7,144	6,728	15,000	10,000	(5,000)	-33.33 %	0
EXPENSE TOTAL	231,196	228,888	246,884	247,284	400	0.16 %	0
REVENUE							
0470 TSF FROM RESERVE FUND	8,923	0	3,754	21,704	17,950	478.19 %	0
0532 YES PROGRAM	4,738	4,811	0	0	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
MARINA

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0823 LAUNCH RAMP FEES	8,943	7,852	12,000	8,000	(4,000)	-33.33 %	0
0841 PROPERTY RENTALS	2,676	1,297	1,830	1,830	0	0.00 %	0
0844 SLIP RENTALS	105,742	105,393	125,000	111,000	(14,000)	-11.20 %	0
0906 CONFECTIONERY SALES	1,576	0	0	0	0	0.00 %	0
0908 CONCESSION SALES	3,906	6,290	7,200	7,200	0	0.00 %	0
0909 FUEL SALES	71,948	64,525	74,500	75,000	500	0.67 %	0
0910 MARINA PRODUCT SALES	12	4	100	50	(50)	-50.00 %	0
0911 MARINA SERVICES	22,692	24,116	22,500	22,500	0	0.00 %	0
0919 VENDING MACHINE SALES	0	70	0	0	0	0.00 %	0
0922 REPLACEMENT KEY CHARGE	40	0	0	0	0	0.00 %	0
REVENUE TOTAL	231,196	214,357	246,884	247,284	400	0.16 %	0
GRAND TOTAL:	0	14,530	0	0	0	100.00 %	0
PERCENT INCREASE:							0.00 %

Activity Summary Overview – 2016 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:

	2015 FTE	2016 FTE
Manager, Facilities	0.10	0.10
Supervisor, Facilities & Parking	0.40	0.40
Central City Coordinator	0.50	0.50
Parking Meter Service Persons	2.00	2.00
Summer Students*	0.62	0.62
Totals	3.62	3.62

*Partially funded through YES Employment

Budget Year: 2016; YTD End Date: December 2015

Division(s):
PARKING OPERATIONS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	145,073	164,760	173,550	178,787	5,237	3.02 %	0
1002 TEMPORARY SALARIES	13,553	12,672	14,186	14,508	322	2.27 %	0
1003 SHIFT PREMIUM	178	249	200	200	0	0.00 %	0
1101 OVERTIME FULLTIME	1,849	1,553	3,170	3,170	0	0.00 %	0
1202 VACATION	6,417	4,785	567	580	13	2.27 %	0
1204 STATUTORY HOLIDAYS	2,101	1,377	0	0	0	0.00 %	0
1207 SICK LEAVE	3,802	970	0	0	0	0.00 %	0
1301 WSIB LEAVE	0	(1,244)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	1,086	55	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	50,757	55,312	54,579	56,527	1,948	3.57 %	0
1802 FRINGE BENEFITS-PARTTIME	1,661	1,598	1,759	1,842	83	4.74 %	0
PERSONNEL TOTAL	226,479	242,088	248,010	255,614	7,604	3.07 %	0
GOODS & SERVICES							
2036 SIGNS	1,452	1,798	1,550	1,550	0	0.00 %	0
2401 GAS	0	55	0	0	0	0.00 %	0
2435 TOOLS	902	1,192	1,030	1,030	0	0.00 %	0
2499 MISC FLEET SUPPLIES	0	93	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	5,097	6,548	8,100	8,100	0	0.00 %	0
2650 CLOTHING / UNIFORM	957	1,145	1,305	1,335	30	2.30 %	0
2660 SAFETY BOOT ALLOWANCE	372	291	875	925	50	5.71 %	0
2701 HYDRO	22,738	19,058	24,365	24,828	463	1.90 %	0
2720 MUNICIPAL TAXES	91,478	92,071	118,500	118,500	0	0.00 %	0
2999 MISCELLANEOUS SUPPLIES	8	0	0	0	0	0.00 %	0
3001 POSTAGE	692	803	720	720	0	0.00 %	0
3010 TELEPHONE	1,796	2,156	1,668	1,668	0	0.00 %	0
3035 MILEAGE	175	458	500	700	200	40.00 %	0
3045 CONFERENCE & SEMINARS	0	2,282	2,500	2,000	(500)	-20.00 %	0
3065 MEMBERSHIPS	690	790	700	800	100	14.29 %	0
3070 TRAINING COURSES - OUTSID	1,984	922	1,000	1,000	0	0.00 %	0
3071 TRAINING	0	0	0	137	137	100.00 %	0
3080 ADVERTISING & PROMOTION	9,002	9,116	12,000	12,000	0	0.00 %	0
3299 MISC LEASES & RENTS	70,421	67,954	59,073	73,918	14,845	25.13 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	46,303	46,990	49,477	50,713	1,236	2.50 %	0
3315 VEHICLE MAINTENANCE	6,159	9,435	9,000	9,000	0	0.00 %	0
3320 PARKING EQUIPMENT MAINTENANCE	10,673	9,246	10,000	10,150	150	1.50 %	0
3330 GROUNDS MAINTENANCE	26,928	21,753	35,000	30,000	(5,000)	-14.29 %	0
3445 SNOW REMOVAL CONTRACT	48,206	48,035	46,473	50,000	3,527	7.59 %	0
3450 COMMISSIONAIRES	42,448	30,290	36,077	17,056	(19,021)	-52.72 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
PARKING OPERATIONS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3601 INSURANCE PREMIUMS	68	72	72	77	5	6.94 %	0
GOODS & SERVICES TOTAL	388,551	372,552	419,985	416,207	(3,778)	-0.90 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	24	(8)	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	24	(8)	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	724	10	1,030	1,030	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	724	10	1,030	1,030	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	0	179	1,000	500	(500)	-50.00 %	0
EXPENSE TOTAL	615,777	614,821	670,025	673,351	3,326	0.50 %	0
REVENUE							
0479 REIMBURSEMENTS	0	355	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	0	2,240	0	0	0	0.00 %	0
0532 YES PROGRAM	2,456	0	0	0	0	0.00 %	0
0815 PARKING METER REVENUE	441,438	473,084	413,633	450,611	36,978	8.94 %	0
0841 PROPERTY RENTALS	508,372	510,522	529,034	508,697	(20,337)	-3.84 %	0
REVENUE TOTAL	952,267	986,201	942,667	959,307	16,641	1.77 %	0
GRAND TOTAL:	(336,489)	(371,380)	(272,641)	(285,956)	(13,315)	-4.88 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview - 2016 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

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 3-year maintenance contract to maintain the park. It is anticipated that the 2-year option to continue will be exercised.

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 is not renewing the agreement to operate the Tourist Information Centre building. The building and grounds will be sold in 2016. The building will need to be monitored and maintained until the 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:

	2015 FTE	2016 FTE
Parks Operations		
Administrative Staff		
Director Parks & Operations	0.34	0.34
Manager Parks	1.00	1.00
Manager Facilities	0.30	0.30
Supervisor Parks 50% recovered Capital Budget	1.00	1.00
Supervisor Parks Summer	0.58	0.58
Supervisor Facilities and Parking	0.40	0.40
Clerical	1.13	1.13
Parks Full Time Staff		
Central City Coordinator	0.50	0.50
Carpenter Class 1	1.00	1.00
Carpenter Class 2	1.00	1.00
Chargehand Class 1	3.00	3.00
Light Equip Maintenance Person	2.00	2.00
Backhoe Operator	1.00	1.00
Turf Operator	1.42	1.42
Utility Tractor Operator	8.00	8.00
Truck Driver under 18000 GVW	1.00	1.00
Parks Summer Staff		
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
Chargehand II 50% recovered Capital Budget	0.58	0.58
Utility Tractor Operators 50% Capital Budget	2.90	2.90
Summer Students	5.89	4.34
Outdoor Rink Attendants	1.00	1.00
Total Parks Operations Staff	38.66	37.11
Sports Complex		
Turf Operator	0.58	0.58
Utility Tractor Operator	1.08	1.08
Summer Students	0.93	0.93
Total Sports Complex Staff	2.59	2.59
Grand Total	41.25	39.70

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
PARKS - OPERATIONS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	1,284,167	1,278,220	1,653,443	1,695,405	41,962	2.54 %	0
1002 TEMPORARY SALARIES	206,694	203,807	149,241	152,739	3,498	2.34 %	0
1003 SHIFT PREMIUM	3,782	3,975	3,700	3,800	100	2.70 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	27,266	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	255,700	234,805	(20,895)	-8.17 %	0
1101 OVERTIME FULLTIME	47,609	28,268	26,367	28,421	2,054	7.79 %	0
1102 OVERTIME - PART TIME	565	0	0	0	0	0.00 %	0
1202 VACATION	123,132	133,134	7,139	5,855	(1,284)	-17.99 %	0
1203 COMPASSIONATE LEAVE	423	2,720	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	54,867	53,290	0	0	0	0.00 %	0
1207 SICK LEAVE	47,343	57,048	0	0	0	0.00 %	0
1301 WSIB LEAVE	(124)	(9,126)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	18,060	15,017	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	457,055	521,371	564,454	608,357	43,903	7.78 %	0
1802 FRINGE BENEFITS-PARTTIME	24,394	22,810	19,361	17,964	(1,396)	-7.21 %	0
PERSONNEL TOTAL	2,267,966	2,337,801	2,679,404	2,747,345	67,942	2.54 %	0
GOODS & SERVICES							
2001 SAND	1,384	566	0	2,500	2,500	100.00 %	0
2002 SALT	1,128	2,551	5,000	2,500	(2,500)	-50.00 %	0
2006 ASPHALT - COLD MIX	326	49	0	0	0	0.00 %	0
2030 GRAVEL	733	0	0	0	0	0.00 %	0
2036 SIGNS	8,794	4,560	8,600	8,600	0	0.00 %	0
2044 PAINT	5,004	0	0	0	0	0.00 %	0
2099 MISC. MATERIALS	185,078	180,018	175,690	175,490	(200)	-0.11 %	0
2401 GAS	10,964	6,619	10,000	10,000	0	0.00 %	0
2601 OFFICE SUPPLIES	4,694	2,382	3,500	3,500	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	0	31	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	10,195	9,989	10,980	10,400	(580)	-5.28 %	0
2655 SAFETY SUPPLIES	9,783	12,231	10,900	10,900	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	4,990	4,536	5,050	6,800	1,750	34.65 %	0
2699 MISC GENERAL SUPPLIES	(8)	44	0	0	0	0.00 %	0
2701 HYDRO	136,358	118,003	137,733	149,380	11,647	8.46 %	0
2705 NATURAL GAS	27,258	21,416	27,092	28,492	1,400	5.17 %	0
2710 HEATING OIL	7,573	4,975	6,020	6,320	300	4.98 %	0
2715 WATER	19,294	21,668	21,971	87,477	65,506	298.15 %	0
2720 MUNICIPAL TAXES	12,824	14,283	13,250	13,512	262	1.98 %	0
3001 POSTAGE	60	12	0	0	0	0.00 %	0
3010 TELEPHONE	12,978	12,385	13,700	13,700	0	0.00 %	0
3020 COMPUTER COMMUNICATIONS	1,628	1,800	1,400	1,800	400	28.57 %	0

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3035 MILEAGE	3,471	3,536	4,600	4,600	0	0.00 %	0
3045 CONFERENCE & SEMINARS	25	0	0	1,500	1,500	100.00 %	0
3056 PERMITS	0	131	0	0	0	0.00 %	0
3065 MEMBERSHIPS	1,038	726	600	750	150	25.00 %	0
3070 TRAINING COURSES - OUTSID	12,946	10,855	14,900	16,400	1,500	10.07 %	0
3071 TRAINING	0	0	0	1,098	1,098	100.00 %	0
3203 WASTE BIN RENTALS	530	293	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	2,779	409	0	0	0	0.00 %	0
3210 OFFICE EQUIPMENT LEASE	730	0	3,100	0	(3,100)	-100.00 %	0
3215 PROPERTY & BUILDING LEASE	11,808	11,808	12,730	13,110	380	2.99 %	0
3301 RADIO MAINTENANCE	0	2,128	1,800	2,100	300	16.67 %	0
3305 BUILDING MAINTENANCE	7,841	3,920	2,100	6,100	4,000	190.48 %	0
3318 ELECTRICAL MAINTENANCE	8,703	3,300	13,000	13,000	0	0.00 %	0
3319 PLUMBING MAINTENANCE	22,031	10,799	10,000	10,000	0	0.00 %	0
3330 GROUNDS MAINTENANCE	88,751	92,734	100,000	100,000	0	0.00 %	0
3401 STREET GARBAGE CONTRACT	8,752	6,844	11,000	11,000	0	0.00 %	0
3414 WATER SUPPLY SAMPLING	0	3,927	0	0	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	130	0	2,500	0	(2,500)	-100.00 %	0
3426 PATCHING	2,237	0	0	0	0	0.00 %	0
3435 TREE SERVICE CONTRACT	3,381	10,354	6,100	6,100	0	0.00 %	0
3441 IRRIGATION SYSTEM CONTRAC	11,424	16,696	10,900	10,900	0	0.00 %	0
3442 SEPTIC CONTRACT	12,242	11,332	18,000	18,000	0	0.00 %	0
3480 CLEANING CONTRACT	122	181	7,800	0	(7,800)	-100.00 %	0
3499 MISC CONTRACTS	14,024	8,316	7,000	10,300	3,300	47.14 %	0
3601 INSURANCE PREMIUMS	80,871	85,775	85,775	92,414	6,639	7.74 %	0
3999 MISC SERVICES & RENTS	66,680	66,680	66,680	67,680	1,000	1.50 %	0
GOODS & SERVICES TOTAL	821,555	768,862	829,471	916,423	86,952	10.48 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	32,416	22,803	33,900	33,900	0	0.00 %	0
5115 TRANSFER TO RESERVE FUND	55,828	56,886	59,400	59,400	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	88,244	79,689	93,300	93,300	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	331,925	345,091	383,211	337,461	(45,750)	-11.94 %	0
EXPENSE TOTAL	3,509,690	3,531,443	3,985,386	4,094,529	109,144	2.74 %	0
REVENUE							
0414 PARKS PERMITS	2,107	6,307	7,200	7,400	200	2.78 %	0
0456 SALE OF SCRAP METALS	5,154	350	0	0	0	0.00 %	0
0460 TRANSFER FRM CAPITAL FUND	0	0	287,658	293,961	6,303	2.19 %	0
0472 REIMB - CUPE BENEFITS	104	144	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	649	575	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	81,807	63,455	58,000	58,000	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
PARKS - OPERATIONS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0484 TICKET SURCHARGE	55,828	56,886	59,400	59,400	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	5,400	3,496	0	0	0	0.00 %	0
0532 YES PROGRAM	27,584	21,495	0	0	0	0.00 %	0
0842 FACILITY RENTALS	190,921	186,952	194,000	186,800	(7,200)	-3.71 %	0
0849 OTHER PROPERTY RENTALS	1,500	1,545	1,500	1,545	45	3.00 %	0
0919 VENDING MACHINE SALES	0	1,457	0	0	0	0.00 %	0
0975 SIGN ADVERTISING	0	10,000	10,000	10,000	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	27,192	27,972	27,972	33,857	5,885	21.04 %	0
REVENUE TOTAL	398,244	380,633	645,730	650,963	5,233	0.81 %	0
GRAND TOTAL:	3,111,446	3,150,810	3,339,656	3,443,566	103,911	3.11 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Recreation & Leisure Services

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

Positions:

Administration Positions	2015 FTE	2016 FTE
Director of Parks/Recreation & Leisure	0.33	0.33
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	1.43	1.43
Totals	4.16	4.16

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 CBACH, to facilitate cultural growth and awareness in the community. Initiatives include Culture Days, Cultural Summit, Cultural Resource listing website, artsVest funding program.

Sport Tourism - Department staff work with Economic Development, hospitality representatives, Sport 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 - Director sits ex-officio on the DIA board.

Internal DIA Working Group - Parks Manager and Facilities Supervisor sit on an internal working group for the DIA.

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.

Sport Field and Park Bookings - The administrative booking of 72 parks, 20 sport fields and 38 buildings. Revenues collected for bookings are shown in the parks building and infrastructure section. Approximately \$180,000.

Recreation Programs - Include Youth Centres, After School Program and beach swimming lessons. Coordinated by Recreation and Leisure staff on a cost recovery basis. Budget

amounts represent City of North Bay's contribution. Zero budget amounts represent programs that operate on a full cost recovery basis.

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 Councilors 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, CBACH. 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. Approximately 550 registrations annually.

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

2015 Incident Statistic Summary

PUBLIC RELATIONS	WATER FRONT	COVE	OLMSTED	TOTAL
Boats	19	285	298	602
Dock Incidents	3	804	211	1,018
Dog on Beach/off leash	276	304	186	766
Inflatable Equipment	290	242	166	698
Outside Buoy-lines	855	383	313	1,551
Swim Wear	113	71	73	257
Lending Equipment	198	856	593	1,647
Bikes	261	276	161	698
<i>INCIDENT/RESCUE</i>				
<i>Glass Cut</i>	0	6	0	6
<i>Scrape/Tear/Cut</i>	5	2	5	12

PUBLIC RELATIONS	WATER FRONT	COVE	OLMSTED	TOTAL
<i>Panicky Swimmer</i>	0	3	0	3
<i>Tired Swimmer</i>	0	0	1	1
<i>Missing Person</i>	0	0	0	0
<i>Bee Sting</i>	4	2	0	6
<i>Paddle Board Rescue</i>	0	0	2	2
<i>Heat related</i>	0	0	0	
<i>Weather Warning (lightning)</i>	31	21	10	62
<i>Other</i>	5	11 (itch) +1	6(itch)	
Total Number of Swimmers per beach in 2015 (including beach area and water combined):	30,191	24,703	14,981	69,875

* Minimum of 30 EMS calls avoided-lifeguard assistance

Recreation Program Positions	2015 FTE	2016 FTE
Youth Centres (school year)**	0.20	0.20
Youth Centres (summer)**	0.34	0.34
After School Program Supervisor **	0.84	0.84
After School Programmers**	0.20	0.20
Summer in the Park Student**	0.34	0.34
Recreation Programmer *	0.34	0.34
Beach Director	0.34	0.34
Beach Staff	2.43	2.43
Totals	5.03	5.03

*staff transferred from Parks student complement

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

Executive Report

Budget Year: 2016; YTD End Date: December 2015

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

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	392,501	239,455	252,053	262,698	10,645	4.22 %	0
1002 TEMPORARY SALARIES	180,637	165,888	111,411	121,850	10,439	9.37 %	0
1101 OVERTIME FULLTIME	4,076	7,717	0	0	0	0.00 %	0
1102 OVERTIME - PART TIME	0	826	0	0	0	0.00 %	0
1202 VACATION	(41,078)	8,461	314	314	0	0.00 %	0
1204 STATUTORY HOLIDAYS	5,715	3,949	0	0	0	0.00 %	0
1207 SICK LEAVE	0	222	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	115,650	75,088	74,598	81,321	6,723	9.01 %	0
1802 FRINGE BENEFITS-PARTTIME	24,317	24,762	18,499	18,681	182	0.98 %	0
PERSONNEL TOTAL	681,818	526,368	456,875	484,865	27,989	6.13 %	0
GOODS & SERVICES							
2036 SIGNS	500	0	0	0	0	0.00 %	0
2099 MISC. MATERIALS	1,199	0	10,000	0	(10,000)	-100.00 %	0
2401 GAS	521	358	600	600	0	0.00 %	0
2525 FOOD PURCHASES	546	657	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	24,680	7,636	7,300	7,300	0	0.00 %	0
2615 JANITORIAL SUPPLIES	644	1,167	0	0	0	0.00 %	0
2645 RECREATIONAL SUPPLIES	6,331	9,358	8,900	8,900	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	0	152	0	0	0	0.00 %	0
2682 PROMOTIONAL SUPPLIES	8,000	5,310	0	0	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	14,529	14,537	11,563	11,563	0	0.00 %	0
2999 MISCELLANEOUS SUPPLIES	1,024	0	0	0	0	0.00 %	0
3001 POSTAGE	5,091	2,116	4,000	4,000	0	0.00 %	0
3005 COURIER & DELIVERY	96	6	0	0	0	0.00 %	0
3010 TELEPHONE	5,149	5,810	4,250	4,300	50	1.18 %	0
3035 MILEAGE	2,484	2,690	2,849	2,799	(50)	-1.76 %	0
3045 CONFERENCE & SEMINARS	3,266	7,323	5,000	5,000	0	0.00 %	0
3055 MEETING COSTS	2,063	756	1,400	1,400	0	0.00 %	0
3056 PERMITS	4,564	500	0	0	0	0.00 %	0
3065 MEMBERSHIPS	3,632	4,437	3,700	3,700	0	0.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3075 TRAINING COURSES - IN HOU	6,062	4,255	12,500	12,500	0	0.00 %	0
3080 ADVERTISING & PROMOTION	49,796	41,116	25,100	35,100	10,000	39.84 %	0
3082 MARKETING	0	0	0	5,000	5,000	100.00 %	0
3085 OUTSIDE PRINTING	25,277	22,666	28,000	28,000	0	0.00 %	0
3099 MISC ADMIN EXPENSES	58,462	30,310	5,000	5,000	0	0.00 %	0
3172 ELECTRICIAN	3,232	0	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	2,994	1,807	3,800	3,800	0	0.00 %	0
3207 EQUIPMENT LEASE	22,775	7,478	0	0	0	0.00 %	0
3227 TENTS	0	20,336	0	0	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

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

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3228 SECURITY LIGHTING	0	26,205	0	0	0	0.00 %	0
3229 PORTABLE TOILETS	11,725	11,938	0	0	0	0.00 %	0
3492 EVENT CONTRIBUTIONS	0	4,565	10,000	10,000	0	0.00 %	0
3499 MISC CONTRACTS	144,733	234,150	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	0	0	0	6,000	6,000	100.00 %	0
3930 COMMUNITY PROGRAMS	6,000	4,000	8,000	8,000	0	0.00 %	0
3965 BALANCE CARRIED FORWARD	5,394	(97,219)	0	0	0	0.00 %	0
3999 MISC SERVICES & RENTS	289,606	112,305	600	600	0	0.00 %	0
GOODS & SERVICES TOTAL	710,378	486,723	152,562	163,654	11,092	7.27 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	4,515	0	0	0	0	0.00 %	0
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,515	0	1,000	1,000	0	0.00 %	0
INTERNAL TRANSFERS							
7020 INTERNAL TRASFERS TO OTHER DEPARTMENTS	0	0	10,000	0	(10,000)	-100.00 %	0
7080 SUMMER IN THE PARK CONTRIBUTION	40,000	40,000	40,000	80,000	40,000	100.00 %	0
EXPENSE TOTAL	1,436,710	1,053,091	660,437	729,518	69,081	10.46 %	0
REVENUE							
0435 SPONSORSHIP	65,753	64,080	3,000	0	(3,000)	-100.00 %	0
0470 TSF FROM RESERVE FUND	96,045	109,230	0	40,000	40,000	100.00 %	0
0479 REIMBURSEMENTS	1,457	1,484	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	19,213	6,322	16,900	6,700	(10,200)	-60.36 %	0
0506 MINISTRY OF HEALTH	74,355	69,995	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	3,275	2,222	0	0	0	0.00 %	0
0515 NOHFC	68,205	0	0	0	0	0.00 %	0
0532 YES PROGRAM	6,916	10,592	0	0	0	0.00 %	0
0599 MISC. PROVINCIAL GRANTS	18,801	42,200	0	0	0	0.00 %	0
0620 CANADA DAY GRANT	6,500	6,500	0	0	0	0.00 %	0
0699 MISC FEDERAL GRANTS	0	5,000	0	0	0	0.00 %	0
0820 REGISTRATION FEES	3,478	3,189	3,600	3,600	0	0.00 %	0
0917 WRISTBAND SALES	137,055	158,032	0	0	0	0.00 %	0
0940 PARK VENDOR REVENUE	989	4,820	0	4,000	4,000	100.00 %	0
0950 CONCESSION FEES / VENDOR	20,412	17,859	0	0	0	0.00 %	0
0953 CONKLIN SHOWS	48,043	57,198	0	0	0	0.00 %	0
0957 ATTRACTIONS	94,178	29,675	0	0	0	0.00 %	0
0974 CO-OP ADVERTISING	17,564	18,561	24,000	24,000	0	0.00 %	0
0995 DONATIONS / GRANTS	5,225	0	0	0	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

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

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
7999 OTHER INTERNAL REVENUES	40,000	40,000	0	0	0	0.00 %	0
REVENUE TOTAL	727,463	646,959	47,500	78,300	30,800	64.84 %	0
GRAND TOTAL:	709,247	406,132	612,937	651,218	38,281	6.25 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview- 2016 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:

	2015 FTE	2016 FTE
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
Totals	8.00	8.00

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	395,959	425,450	489,054	508,127	19,072	3.90 %	0
1202 VACATION	10,948	210	0	0	0	0.00 %	0
1301 WSIB LEAVE	0	(138)	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	116,105	125,491	152,326	154,754	2,428	1.59 %	0
PERSONNEL TOTAL	523,012	551,012	641,381	662,881	21,500	3.35 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	1,758	1,805	2,200	2,200	0	0.00 %	0
2650 CLOTHING / UNIFORM	1,554	1,234	1,100	1,144	44	4.00 %	0
2660 SAFETY BOOT ALLOWANCE	710	892	1,348	1,425	78	5.75 %	0
3001 POSTAGE	784	676	1,100	1,100	0	0.00 %	0
3005 COURIER & DELIVERY	0	6	0	0	0	0.00 %	0
3010 TELEPHONE	2,546	3,115	3,696	5,940	2,244	60.71 %	0
3035 MILEAGE	14,957	16,994	19,800	19,800	0	0.00 %	0
3045 CONFERENCE & SEMINARS	5,640	5,629	5,940	8,140	2,200	37.04 %	0
3065 MEMBERSHIPS	1,877	2,818	1,307	2,899	1,592	121.84 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3080 ADVERTISING & PROMOTION	493	651	880	1,381	501	56.93 %	0
3210 OFFICE EQUIPMENT LEASE	(31)	0	0	0	0	0.00 %	0
GOODS & SERVICES TOTAL	30,288	33,819	37,370	44,121	6,750	18.06 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	(25)	(27)	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	(25)	(27)	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	150	0	594	550	(44)	-7.41 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	150	0	594	550	(44)	-7.41 %	0
INTERNAL TRANSFERS							
7010 ADMINISTRATON & OVERHEAD	188,773	217,177	217,177	255,501	38,324	17.65 %	0
EXPENSE TOTAL	742,199	801,982	896,522	963,052	66,530	7.42 %	0
REVENUE							
0409 OTHER LICENCE FEES	2,700	4,360	0	3,000	3,000	100.00 %	0
0411 BUILDING PERMIT FEES	539,351	680,393	620,510	730,000	109,490	17.65 %	0
0413 PROPERTY STANDARDS	500	100	3,600	600	(3,000)	-83.33 %	0
0470 TSF FROM RESERVE FUND	120,899	0	194,270	137,513	(56,757)	-29.22 %	0
0851 INQUIRY FEES	26,620	30,185	20,000	25,000	5,000	25.00 %	0
REVENUE TOTAL	690,070	715,038	838,380	896,113	57,733	6.89 %	0
GRAND TOTAL:	52,128	86,944	58,142	66,939	8,797	15.13 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 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 Community Services Business Unit.

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

The Community Services Department has established a Business Plan focusing on the following strategic goals:

- Economic and Community Development
- Fiscal Responsibility
- Quality of Life
- Communication
- Human Resources Management
- Risk Management

Positions:

	2015 FTE	2016 FTE
Managing Director of Community Services Business Unit	1.00	1.00
Totals	1.00	1.00

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
COMMUNITY SERVICES ADMIN

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	117,705	151,206	153,137	164,455	11,318	7.39 %	0
1202 VACATION	7,027	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	30,778	40,726	34,222	37,553	3,331	9.73 %	0
PERSONNEL TOTAL	155,510	191,932	187,359	202,008	14,649	7.82 %	0
GOODS & SERVICES							
3010 TELEPHONE	904	0	1,000	1,000	0	0.00 %	0
3030 TRAVEL	0	424	1,500	1,500	0	0.00 %	0
3035 MILEAGE	0	425	0	500	500	100.00 %	0
3070 TRAINING COURSES - OUTSID	711	552	2,500	2,500	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	10,599	700	15,000	15,000	0	0.00 %	0
3499 MISC CONTRACTS	27,774	24,661	28,500	28,500	0	0.00 %	0
GOODS & SERVICES TOTAL	39,988	26,763	48,500	49,000	500	1.03 %	0
EXPENSE TOTAL	195,498	218,695	235,859	251,008	15,149	6.42 %	0
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	27,646	28,475	28,475	29,044	569	2.00 %	0
7910 INTERNAL OVERHEAD REVENUE	16,927	19,474	19,474	22,911	3,437	17.65 %	0
REVENUE TOTAL	44,573	47,949	47,949	51,955	4,006	8.35 %	0
GRAND TOTAL:	150,925	170,746	187,910	199,053	11,143	5.93 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Economic Development

To provide for administration and program costs related to Economic Development activities.

Positions:

	2015 FTE	2016 FTE
Manager Economic Development	1.00	1.00
Economic Development Officer	1.00	1.00
Economic Development Officer	1.00	1.00
* Economic Development Officer	1.00	1.00
Clerk Steno II	1.00	1.00
Totals	5.00	5.00

* Note: Recruitment for new position still underway.

2016 Proposed Budget – Community Marketing

The Business Centre	\$20,000.00
ONEDC leveraged program	\$10,000.00
Aerospace/Aviation sector initiatives	\$20,000.00
Health care sector projects	\$5,000.00
Film/digital sector projects	\$5,000.00
Commercial nodes	\$5,000.00
Labour market initiatives	<u>\$19,000.00</u>
Total Advertising & Promotion	\$84,000.00

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ECONOMIC DEVELOPMENT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	274,439	308,290	410,402	396,270	(14,132)	-3.44 %	0
1002 TEMPORARY SALARIES	38,244	30,086	0	0	0	0.00 %	0
1202 VACATION	8,085	9,011	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	1,033	1,716	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	85,728	95,017	119,401	113,174	(6,226)	-5.21 %	0
1802 FRINGE BENEFITS-PARTTIME	4,333	4,113	0	0	0	0.00 %	0
PERSONNEL TOTAL	411,863	448,232	529,803	509,445	(20,358)	-3.84 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	5,012	4,717	4,000	4,000	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	84	138	750	750	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	142	0	0	0	0	0.00 %	0
2682 PROMOTIONAL SUPPLIES	2,794	4,240	4,000	4,000	0	0.00 %	0
3001 POSTAGE	718	537	1,000	750	(250)	-25.00 %	0
3005 COURIER & DELIVERY	11	17	0	0	0	0.00 %	0
3010 TELEPHONE	3,485	4,207	7,300	7,300	0	0.00 %	0
3030 TRAVEL	19,255	10,213	20,500	20,000	(500)	-2.44 %	0
3035 MILEAGE	1,914	2,225	4,000	4,000	0	0.00 %	0
3045 CONFERENCE & SEMINARS	1,651	2,475	4,000	4,000	0	0.00 %	0
3050 RECEPTIONS	3,873	3,520	3,000	3,500	500	16.67 %	0
3065 MEMBERSHIPS	2,999	4,606	5,000	5,000	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	1,125	3,514	2,500	5,000	2,500	100.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3080 ADVERTISING & PROMOTION	176,274	162,467	176,400	174,000	(2,400)	-1.36 %	0
3085 OUTSIDE PRINTING	266	0	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	0	53	0	0	0	0.00 %	0
3130 CONSULTANT FEES	4,070	4,071	4,000	4,000	0	0.00 %	0
GOODS & SERVICES TOTAL	223,672	206,999	236,450	236,392	(59)	-0.02 %	0
EXPENSE TOTAL	635,536	655,231	766,253	745,836	(20,417)	-2.66 %	0
REVENUE							
0472 REIMB - CUPE BENEFITS	20	0	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	51	0	0	0	0	0.00 %	0
0699 MISC FEDERAL GRANTS	0	25,873	0	0	0	0.00 %	0
REVENUE TOTAL	71	25,873	0	0	0	0.00 %	0
GRAND TOTAL:	635,464	629,358	766,253	745,836	(20,417)	-2.66 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 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 2016 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: 2016; YTD End Date: December 2015

Division(s):
INVEST IN NORTH BAY DEVELOPMENT CORPORATION

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
GOODS & SERVICES							
3030 TRAVEL	0	4,925	0	0	0	0.00 %	0
3050 RECEPTIONS	0	812	0	0	0	0.00 %	0
3060 MEALS	0	90	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	0	5,037	0	0	0	0.00 %	0
3080 ADVERTISING & PROMOTION	0	4,495	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	0	2,068	0	0	0	0.00 %	0
3145 REGISTRY OFFICE FEES	0	322	0	0	0	0.00 %	0
3400 CONTRACTS	0	0	140,000	140,000	0	0.00 %	0
GOODS & SERVICES TOTAL	0	17,750	140,000	140,000	0	0.00 %	0
EXPENSE TOTAL	0	17,750	140,000	140,000	0	0.00 %	0
GRAND TOTAL:	0	17,750	140,000	140,000	0	0.00 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Planning

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 and special projects and By-Law administration & enforcement.

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

In addition, the Planning Department provides Grant Accessing Program assistance for the funding opportunities through various organizations such as NOFHC and FedNOR.

Planning Advisory Committee

To provide for the operation and activities of the North Bay Planning Advisory Committee.

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:

	2015 FTE	2016 FTE
Manager of Planning Services	1.00	1.0
Senior Planner - Current Operations	1.00	1.0
Zoning Administrator	1.00	1.0
Development Planner / GAP Officer	1.00	1.0
Clerk Stenographer	1.00	1.0
Intern/Contract*	0.50	1.0
Summer Student	0.30	0.30
Totals	5.80	6.30

*Note: To assist with the completion of various planning projects, Planning Services is requesting funding from NOHFC for a two year internship in 2016/2017 to partially offset the cost of this position; the remainder would be funded out of the capital budget.

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	394,063	387,545	408,559	420,797	12,238	3.00 %	0
1002 TEMPORARY SALARIES	11,137	6,637	8,612	8,612	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	22,595	46,100	23,505	104.03 %	0
1202 VACATION	(1,193)	279	344	344	0	0.00 %	0
1204 STATUTORY HOLIDAYS	947	165	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	0	160	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	111,574	111,268	118,699	122,610	3,911	3.29 %	0
1802 FRINGE BENEFITS-PARTTIME	1,472	905	248	248	0	0.00 %	0
PERSONNEL TOTAL	517,999	506,959	559,057	598,711	39,654	7.09 %	0
GOODS & SERVICES							
2036 SIGNS	0	1,025	700	700	0	0.00 %	0
2601 OFFICE SUPPLIES	1,163	1,013	3,100	3,100	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	49	290	200	200	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	2,303	1,563	2,500	2,500	0	0.00 %	0
3001 POSTAGE	4,375	3,574	5,800	5,100	(700)	-12.07 %	0
3010 TELEPHONE	682	705	1,000	1,000	0	0.00 %	0
3030 TRAVEL	1,035	1,523	2,000	2,000	0	0.00 %	0
3035 MILEAGE	681	496	1,500	1,500	0	0.00 %	0
3045 CONFERENCE & SEMINARS	2,868	5,163	5,000	5,000	0	0.00 %	0
3065 MEMBERSHIPS	3,217	3,199	3,200	3,200	0	0.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3080 ADVERTISING & PROMOTION	262	3,281	900	900	0	0.00 %	0
3130 CONSULTANT FEES	2,137	681	2,000	2,000	0	0.00 %	0
3145 REGISTRY OFFICE FEES	4,109	3,001	3,000	3,000	0	0.00 %	0
3930 COMMUNITY PROGRAMS	43,184	44,018	40,000	40,000	0	0.00 %	0
GOODS & SERVICES TOTAL	66,065	69,535	70,900	70,292	(609)	-0.86 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	(56)	0	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	(56)	0	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	0	426	2,000	2,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	426	2,000	2,000	0	0.00 %	0
EXPENSE TOTAL	584,008	576,920	631,957	671,002	39,045	6.18 %	0
REVENUE							
0409 OTHER LICENCE FEES	3,600	4,360	3,000	3,000	0	0.00 %	0
0419 OTHER PERMIT/ENCROACHMENT	26,728	33,916	25,000	26,000	1,000	4.00 %	0
0460 TRANSFER FRM CAPITAL FUND	10,000	0	25,270	51,560	26,290	104.04 %	0
0470 TSF FROM RESERVE FUND	7,500	7,500	47,500	47,500	0	0.00 %	0
0479 REIMBURSEMENTS	0	360	0	0	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
PLANNING DEPARTMENT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0480 SUNDRY REVENUE	617	206	0	0	0	0.00 %	0
0505 MIN OF TOURISM & RECREATI	0	2,875	0	0	0	0.00 %	0
0812 RADIO COMM TOWER REVENUE	4,030	0	1,350	1,350	0	0.00 %	0
0851 INQUIRY FEES	85,202	90,313	87,000	87,500	500	0.57 %	0
0869 OTHER ADMINISTRATION FEES	360	60	300	300	0	0.00 %	0
0976 SIGNAGE LEASING	30,655	27,732	28,500	29,000	500	1.75 %	0
0977 LANE CLOSINGS	4,702	5,160	1,800	1,800	0	0.00 %	0
0994 DEEMING BY-LAWS	1,650	0	850	850	0	0.00 %	0
0995 DONATIONS / GRANTS	0	1,180	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	12,784	14,708	14,708	17,304	2,596	17.65 %	0
REVENUE TOTAL	187,828	188,370	235,278	266,164	30,886	13.13 %	0
GRAND TOTAL:	396,180	388,550	396,679	404,838	8,159	2.06 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Transit

Daily on-street transit service. Annual service is for 64,000 hours, 1.4 million km and accommodates over 2 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 for 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.

Transit Positions	2015 FTE	2016 FTE
Transit Manager	1.00	1.00
Administrative Assistants	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Operators	28.00	25.00
Transit Bus Wash Operators	2.73	2.37
Spare Board Operators	3.50	5.30
Crossing Guards	4.02	4.02
TOTALS	42.24	40.69

*The 16 Spare Board Operators cover the positions in bus wash.

Para Bus

To provide a safe and efficient method of transportation for the physically handicapped 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 16 crossing guard locations within the City of North Bay that provide safe crossing for children up to grade 8.

Fuel

Fuel costs projected in the 2016 Operating Budget is based on both historical usage and expected consumption of approximately 750,000 litres at estimated average costs of:

	2015 9-mth Avg	2014	2-Yr Avg for 2016 Budget
Clear Diesel	\$0.961	\$1.136	\$1.048
Dyed Diesel	\$0.808	\$0.985	\$0.897
Regular Gasoline	\$0.965	\$1.148	\$1.057

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	1,963,243	1,823,598	1,994,745	2,005,567	10,822	0.54 %	0
1002 TEMPORARY SALARIES	80,096	76,420	92,826	94,707	1,881	2.03 %	0
1003 SHIFT PREMIUM	37,411	35,892	38,539	41,423	2,884	7.48 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	50,853	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	47,344	138,392	33,000	48,500	15,500	46.97 %	0
1110 MODIFIED DUTIES	0	158	0	0	0	0.00 %	0
1202 VACATION	172,191	154,428	173,823	164,067	(9,756)	-5.61 %	0
1203 COMPASSIONATE LEAVE	2,964	6,940	4,000	4,000	0	0.00 %	0
1204 STATUTORY HOLIDAYS	99,941	74,423	40,987	44,102	3,115	7.60 %	0
1207 SICK LEAVE	101,908	74,649	66,159	73,500	7,341	11.10 %	0
1299 OTHER LABOUR COSTS	163,618	158,202	160,000	165,295	5,295	3.31 %	0
1301 WSIB LEAVE	0	(1,474)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	12,366	11,812	18,000	18,000	0	0.00 %	0
1410 DRY CLEANING ALLOWANCE	3,622	3,322	8,775	7,995	(780)	-8.89 %	0
1801 FRINGE BENEFITS-FULLTIME	882,564	816,342	827,905	847,624	19,719	2.38 %	0
1802 FRINGE BENEFITS-PARTTIME	6,147	6,837	10,718	10,948	229	2.14 %	0
PERSONNEL TOTAL	3,573,416	3,430,793	3,469,477	3,525,728	56,251	1.62 %	0
GOODS & SERVICES							
2030 GRAVEL	28	0	0	0	0	0.00 %	0
2099 MISC. MATERIALS	1,939	2,737	3,500	3,500	0	0.00 %	0
2401 GAS	856,706	615	840,000	771,483	(68,517)	-8.16 %	0
2405 DIESEL FUEL	70,984	721,297	73,000	68,911	(4,089)	-5.60 %	0
2415 LUBRICANTS	10,927	11,336	10,302	10,457	155	1.50 %	0
2420 TIRES	20,161	29,633	25,756	26,142	386	1.50 %	0
2425 REPAIR PARTS	533,061	564,225	453,953	483,300	29,347	6.46 %	0
2450 LICENSES	1,646	0	1,725	1,725	0	0.00 %	0
2495 SHOP LABOUR	592,960	533,033	544,872	575,709	30,837	5.66 %	0
2499 MISC FLEET SUPPLIES	24,127	28,548	33,907	34,371	464	1.37 %	0
2601 OFFICE SUPPLIES	2,522	2,139	2,400	2,400	0	0.00 %	0
2650 CLOTHING / UNIFORM	1,419	24,505	22,500	0	(22,500)	-100.00 %	0
2655 SAFETY SUPPLIES	77	224	500	500	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	5,285	4,103	7,875	7,585	(290)	-3.68 %	0
2699 MISC GENERAL SUPPLIES	1,019	601	1,000	1,000	0	0.00 %	0
2701 HYDRO	19,988	16,918	19,783	21,738	1,955	9.88 %	0
2705 NATURAL GAS	6,566	5,681	5,886	7,370	1,484	25.21 %	0
2715 WATER	1,977	1,944	1,954	12,766	10,812	553.33 %	0
2720 MUNICIPAL TAXES	45,043	44,951	46,537	45,043	(1,494)	-3.21 %	0
2935 FARE HANDLING SUPPLIES	23,983	21,143	19,500	22,000	2,500	12.82 %	0
3001 POSTAGE	332	403	300	400	100	33.33 %	0

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3010 TELEPHONE	6,416	6,945	7,000	7,200	200	2.86 %	0
3035 MILEAGE	0	0	300	300	0	0.00 %	0
3045 CONFERENCE & SEMINARS	3,311	1,893	3,000	3,000	0	0.00 %	0
3055 MEETING COSTS	294	0	0	0	0	0.00 %	0
3065 MEMBERSHIPS	6,100	6,138	5,163	6,250	1,087	21.05 %	0
3070 TRAINING COURSES - OUTSID	4,381	0	5,000	5,000	0	0.00 %	0
3071 TRAINING	0	0	0	2,333	2,333	100.00 %	0
3080 ADVERTISING & PROMOTION	3,483	9,531	5,000	5,000	0	0.00 %	0
3207 EQUIPMENT LEASE	0	0	500	0	(500)	-100.00 %	0
3210 OFFICE EQUIPMENT LEASE	490	0	2,000	1,500	(500)	-25.00 %	0
3305 BUILDING MAINTENANCE	15,731	11,881	16,500	16,500	0	0.00 %	0
3315 VEHICLE MAINTENANCE	25,570	20,779	26,000	25,987	(13)	-0.05 %	0
3426 PATCHING	1,728	0	0	0	0	0.00 %	0
3460 BRINKS COURIER	1,612	1,189	2,000	2,000	0	0.00 %	0
3476 TAXI CONTRACTS	4,670	4,466	4,000	4,000	0	0.00 %	0
3480 CLEANING CONTRACT	72,091	63,803	68,360	68,360	0	0.00 %	0
3485 PHARA CONTRACT	515,019	399,980	525,000	525,000	0	0.00 %	0
3499 MISC CONTRACTS	22,656	0	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	212,396	225,329	223,314	232,925	9,611	4.30 %	0
GOODS & SERVICES TOTAL	3,116,697	2,765,971	3,008,387	3,001,755	(6,632)	-0.22 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	(40)	129	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	(40)	129	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	201	0	1,000	1,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	201	0	1,000	1,000	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	56,319	54,311	68,424	61,301	(7,123)	-10.41 %	0
7010 ADMINISTRATON & OVERHEAD	95,790	139,021	139,021	108,839	(30,182)	-21.71 %	0
7015 BUILDING MAINTENANCE OPER	27,192	27,972	27,972	33,857	5,885	21.04 %	0
EXPENSE TOTAL	6,869,576	6,418,197	6,714,281	6,732,480	18,199	0.27 %	0
REVENUE							
0405 TAXI LICENSE	0	0	5,000	0	(5,000)	-100.00 %	0
0470 TSF FROM RESERVE FUND	510,000	510,000	510,000	510,000	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	968	685	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	3,207	3,002	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	(100)	323	0	0	0	0.00 %	0
0481 INSURANCE REVENUE	53,676	0	20,000	20,000	0	0.00 %	0
0494 WARRANTY REVENUE	10,521	12,325	30,000	30,000	0	0.00 %	0
0801 CASH FARES	957,725	745,094	1,023,797	891,126	(132,671)	-12.96 %	0
0802 ADULT PASSES	367,678	335,136	353,029	355,747	2,718	0.77 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
TRANSIT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0803 STUDENT PASSES	96,022	80,631	106,762	96,998	(9,764)	-9.15 %	0
0804 REDUCED PASSES	266,117	274,903	246,297	268,565	22,268	9.04 %	0
0805 DAY PASSES	6,869	9,446	6,514	7,897	1,383	21.23 %	0
0806 MULTIPLE FARE CARDS	466,769	386,786	462,374	439,825	(22,549)	-4.88 %	0
0807 CONTRACTED SERVICES	1,026,489	1,020,024	1,059,898	1,055,714	(4,184)	-0.39 %	0
0808 TRANSIT CHARTERS	7,485	3,980	8,000	6,500	(1,500)	-18.75 %	0
0809 STUDENT TERM PASS	37,106	18,751	41,675	37,500	(4,175)	-10.02 %	0
0810 SINGLE TRIP PASS	46,889	52,438	46,888	47,995	1,107	2.36 %	0
0811 AGREEMENTS	12,969	13,617	12,969	13,617	648	5.00 %	0
0819 TRANSIT PASS PHOTO	1,355	9,492	2,000	9,018	7,018	350.90 %	0
0841 PROPERTY RENTALS	0	0	0	249	249	100.00 %	0
0890 ATM REVENUE	1,370	1,678	1,500	1,500	0	0.00 %	0
0919 VENDING MACHINE SALES	0	1,200	0	0	0	0.00 %	0
0975 SIGN ADVERTISING	130,000	35,717	50,000	50,000	0	0.00 %	0
REVENUE TOTAL	4,003,113	3,515,228	3,986,703	3,842,251	(144,452)	-3.62 %	0
GRAND TOTAL:	2,866,463	2,902,969	2,727,578	2,890,229	162,651	5.96 %	0
PERCENT INCREASE:							-100.00 %



CORPORATE SERVICES

2016 OPERATING BUDGET



Business Unit Summary

Budget Year: 2016

YTD End Date: December 2015

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
Corporate Services							
COUNCIL SECRETARIAT	244,651	122,933	109,713	105,249	(4,464)	-4.07 %	0
CUSTOMER SERVICE CENTRE	356,571	405,901	445,965	427,574	(18,390)	-4.12 %	0
FINANCIAL SERVICES	1,429,421	1,533,472	1,558,300	1,584,542	26,243	1.68 %	0
HUMAN RESOURCES	877,590	1,064,238	1,078,780	1,024,639	(54,141)	-5.02 %	0
INFORMATION SYSTEMS	1,180,855	1,130,775	1,334,396	1,309,449	(24,947)	-1.87 %	0
LEGAL DEPARTMENT - GENERAL	331,950	163,721	478,245	433,050	(45,196)	-9.45 %	0
LEGAL DEPARTMENT - POA	(189,348)	(422,897)	(220,388)	(181,307)	39,081	17.73 %	0
Total:	4,231,691	3,998,143	4,785,011	4,703,197	(81,814)	-1.71 %	0
Percent Increase:							-100.00 %

Activity Summary Overview – 2016 Budget

Council Secretariat

Clerk's Department

The City Clerk's Office is comprised of two areas of responsibility: 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:

	2015 FTE	2016 FTE
City Clerk	1.00	1.00
Deputy City Clerk – 2016 fully allocated to the Customer Service Centre	1.00	0
Administrative Staff	4.00	3.00
Totals	6.00	4.00

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 over the 4 years preceding the election. The annual budget amounts are transferred to an Election Reserve Fund.

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	409,390	295,728	266,137	271,610	5,473	2.06 %	0
1002 TEMPORARY SALARIES	30,020	0	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	12,035	2,226	2,000	2,500	500	25.00 %	0
1202 VACATION	7,470	432	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	126,291	90,996	74,781	77,077	2,296	3.07 %	0
PERSONNEL TOTAL	585,206	389,383	342,918	351,187	8,269	2.41 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	35,778	4,042	5,000	4,500	(500)	-10.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	451	414	1,000	800	(200)	-20.00 %	0
2665 MARRIAGE LICENSES	19,200	19,200	19,800	19,800	0	0.00 %	0
3001 POSTAGE	32,335	2,006	4,100	3,000	(1,100)	-26.83 %	0
3005 COURIER & DELIVERY	1,016	802	1,000	1,000	0	0.00 %	0
3035 MILEAGE	364	0	250	250	0	0.00 %	0
3045 CONFERENCE & SEMINARS	1,061	996	1,500	1,500	0	0.00 %	0
3060 MEALS	3,083	3,429	4,000	4,000	0	0.00 %	0
3065 MEMBERSHIPS	753	753	850	800	(50)	-5.88 %	0
3080 ADVERTISING & PROMOTION	16,322	13,398	15,000	15,000	0	0.00 %	0
3099 MISC ADMIN EXPENSES	3,985	4,011	750	750	0	0.00 %	0
3207 EQUIPMENT LEASE	47,600	0	0	0	0	0.00 %	0
3310 OFFICE EQUIPMENT MAINTEN	27	672	350	350	0	0.00 %	0
3450 COMMISSIONAIRES	16,543	13,711	18,800	19,200	400	2.13 %	0
3499 MISC CONTRACTS	677	336	2,600	2,600	0	0.00 %	0
GOODS & SERVICES TOTAL	179,197	63,770	75,000	73,550	(1,450)	-1.93 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	0	0	0	500	500	100.00 %	0
5115 TRANSFER TO RESERVE FUND	50,000	50,000	50,000	55,000	5,000	10.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	50,000	50,000	50,000	55,500	5,500	11.00 %	0
EXPENSE TOTAL	814,403	503,152	467,918	480,237	12,319	2.63 %	0
REVENUE							
0401 BUSINESS LICENSE	33,053	30,353	30,000	0	(30,000)	-100.00 %	0
0403 MARRIAGE LICENSE	50,170	50,895	53,000	53,000	0	0.00 %	0
0404 LOTTERY LICENSE	239,808	243,024	225,000	225,000	0	0.00 %	0
0409 OTHER LICENCE FEES	2,700	4,360	3,000	3,000	0	0.00 %	0
0418 BURIAL PERMITS	32,750	28,980	27,500	29,000	1,500	5.45 %	0
0470 TSF FROM RESERVE FUND	192,466	0	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	400	30	0	0	0	0.00 %	0
0850 ADMIN FEES	4,775	3,631	4,000	4,000	0	0.00 %	0
0977 LANE CLOSINGS	631	3,991	750	1,500	750	100.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
COUNCIL SECRETARIAT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
7910 INTERNAL OVERHEAD REVENUE	12,999	14,955	14,955	59,488	44,533	297.78 %	0
REVENUE TOTAL	569,752	380,219	358,205	374,988	16,783	4.69 %	0
GRAND TOTAL:	244,651	122,933	109,713	105,249	(4,464)	-4.07 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Customer Service

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

- Tax & Water Payments
- Parking Ticket Payments
- Dog and Cat Licensing
- Sport Registrations
- Bus Passes
- Business Licensing
- Parking Lot Rentals
- Various Applications
- General Information

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:

	2015 FTE	2016 FTE
Customer Service Supervisor – 2016 Deputy Clerk fully allocated to CSC	0.50	1.00
Customer Service Clerk	5.00	5.00
Totals	5.50	6.00

Activities:

As of September 2015, the Centre had responded to approximately 38,700 requests for service in person and by phone recorded in Infor Public Sector, including:

Service Type	Number of Transactions	
	2014	2015
Information Only	30,605	26,046
Parking Ticket Payments	4,086	3,329
Water Payments	1,825	1,592
Tax Payments	1,787	1,531
Bus Passes	800	607
Pre-Authorized Tax & Water	398	371
Dog & Cat Licenses	153	170
Registrations (Baseball and Hockey)	63	135
Accounts Receivable	62	94
Water Portal Website Information (July & August 2015)	N/A	445
Business Licenses – transferred to CSC in 2015	N/A	77
Other	2,026	4,297

Total 38,694 to August 31, 2015

Averages

Period	2014	2015	2014	2015
	Monthly	Monthly	Daily	Daily
Customer Service Centre	4,700	4387	235	220
Per Staff	940	877	27	44

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Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
CUSTOMER SERVICE CENTRE

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	259,201	295,076	319,326	326,091	6,765	2.12 %	0
1002 TEMPORARY SALARIES	0	259	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	273	516	0	0	0	0.00 %	0
1202 VACATION	548	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	79,299	92,085	102,439	105,392	2,953	2.88 %	0
PERSONNEL TOTAL	339,321	387,935	421,765	431,483	9,718	2.30 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	696	2,267	1,000	3,000	2,000	200.00 %	0
2660 SAFETY BOOT ALLOWANCE	0	158	1,000	0	(1,000)	-100.00 %	0
3001 POSTAGE	9	1,020	1,000	1,500	500	50.00 %	0
3005 COURIER & DELIVERY	8,092	6,581	8,200	9,000	800	9.76 %	0
3045 CONFERENCE & SEMINARS	851	1,929	2,000	2,000	0	0.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3210 OFFICE EQUIPMENT LEASE	7,602	6,012	11,000	11,000	0	0.00 %	0
GOODS & SERVICES TOTAL	17,250	17,966	24,200	26,592	2,392	9.88 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	0	0	0	2,000	2,000	100.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	0	2,000	2,000	100.00 %	0
EXPENSE TOTAL	356,571	405,901	445,965	460,074	14,110	3.16 %	0
REVENUE							
0401 BUSINESS LICENSE	0	0	0	30,000	30,000	100.00 %	0
7910 INTERNAL OVERHEAD REVENUE	0	0	0	2,500	2,500	100.00 %	0
REVENUE TOTAL	0	0	0	32,500	32,500	100.00 %	0
GRAND TOTAL:	356,571	405,901	445,965	427,574	(18,390)	-4.12 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Financial Services

Provide timely, responsive, efficient and innovative financial services to all our customers in compliance with all 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 company 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:

	2015 FTE	2016 FTE
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 Capital & Grants	1.00	1.00
Manager of Purchasing	1.00	1.00
Supervisor of Revenues & Taxation	0.50	1.00
Financial Reporting Coordinator	2.00	2.00
Analyst	1.00	1.00
Clerical Staff Tax	4.00	4.00

	2015 FTE	2016 FTE
Clerical Staff Accounting	4.00	4.00
Clerical Staff Payroll	3.00	3.00
Buyer	1.00	1.00
Stores	3.00	2.00
Totals	24.50	24.00

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	1,471,844	1,530,472	1,556,881	1,604,120	47,239	3.03 %	0
1002 TEMPORARY SALARIES	0	4,359	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	59,532	64,252	4,721	7.93 %	0
1101 OVERTIME FULLTIME	4,937	4,922	6,000	6,000	0	0.00 %	0
1202 VACATION	(993)	170	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	592	143	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	10	370	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	0	0	200	200	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	444,074	460,405	477,026	497,554	20,528	4.30 %	0
1802 FRINGE BENEFITS-PARTTIME	0	870	0	0	0	0.00 %	0
PERSONNEL TOTAL	1,920,465	2,001,710	2,099,639	2,172,126	72,488	3.45 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	15,299	19,089	19,300	19,300	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	583	436	500	500	0	0.00 %	0
2650 CLOTHING / UNIFORM	971	979	700	700	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	163	325	0	200	200	100.00 %	0
2699 MISC GENERAL SUPPLIES	160	5	0	0	0	0.00 %	0
3001 POSTAGE	43,773	35,135	38,000	39,140	1,140	3.00 %	0
3005 COURIER & DELIVERY	335	240	0	0	0	0.00 %	0
3010 TELEPHONE	2,170	2,120	2,000	2,000	0	0.00 %	0
3030 TRAVEL	1,732	1,084	2,000	2,000	0	0.00 %	0
3035 MILEAGE	244	19	300	300	0	0.00 %	0
3045 CONFERENCE & SEMINARS	5,544	3,984	5,000	5,000	0	0.00 %	0
3055 MEETING COSTS	237	22	0	0	0	0.00 %	0
3060 MEALS	601	1,256	0	0	0	0.00 %	0
3065 MEMBERSHIPS	8,010	12,776	10,100	10,100	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	1,556	1,755	0	0	0	0.00 %	0
3071 TRAINING	0	0	0	183	183	100.00 %	0
3075 TRAINING COURSES - IN HOU	1,798	1,270	7,500	7,500	0	0.00 %	0
3080 ADVERTISING & PROMOTION	3,321	4,088	4,100	4,100	0	0.00 %	0
3101 AUDIT & ACCOUNTING FEES	32,552	33,213	32,000	33,224	1,224	3.83 %	0
3130 CONSULTANT FEES	35,586	280	0	0	0	0.00 %	0
3199 MISC PROFESSIONAL FEES	2,137	2,188	16,300	10,000	(6,300)	-38.65 %	0
3310 OFFICE EQUIPMENT MAINTEN	88	0	200	200	0	0.00 %	0
3460 BRINKS COURIER	7,395	6,911	7,500	7,500	0	0.00 %	0
GOODS & SERVICES TOTAL	164,253	127,175	145,500	141,947	(3,553)	-2.44 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	3,314	1,228	4,000	4,000	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
FINANCIAL SERVICES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
5030 COMPUTER H/WARE & S/WARE	0	77	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,314	1,305	4,000	4,000	0	0.00 %	0
EXPENSE TOTAL	2,088,032	2,130,191	2,249,139	2,318,073	68,935	3.06 %	0
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	28,644	29,503	108,196	114,734	6,538	6.04 %	0
0470 TSF FROM RESERVE FUND	32,894	0	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	88	278	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	455	1,269	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	0	10	0	0	0	0.00 %	0
0850 ADMIN FEES	17,565	2,718	15,516	18,017	2,501	16.12 %	0
0853 TAX CERTIFICATE FEES	37,994	42,366	38,000	38,000	0	0.00 %	0
0854 TAX REGISTRATION FEES	728	237	0	0	0	0.00 %	0
0856 RETURN CHEQUE CHARGE	21,915	18,704	22,964	22,964	0	0.00 %	0
0860 STATUS REPORTS	14	95	100	100	0	0.00 %	0
0861 OFFICIAL RECEIPTS	4,580	620	600	600	0	0.00 %	0
0862 WATER TO TAX TRANSFER	157,226	114,870	134,750	140,000	5,250	3.90 %	0
0868 SEWER PUMPOUT FEES	152	358	500	500	0	0.00 %	0
0883 ADMIN FEES LIBRARY	11,037	11,368	11,368	11,709	341	3.00 %	0
0885 ADMIN FEES DNSSAB	27,864	28,700	28,739	29,601	862	3.00 %	0
0886 ADMIN FEES POLICE	59,939	78,953	63,436	65,167	1,731	2.73 %	0
7910 INTERNAL OVERHEAD REVENUE	257,515	266,670	266,670	292,139	25,469	9.55 %	0
REVENUE TOTAL	658,611	596,719	690,839	733,531	42,692	6.18 %	0
GRAND TOTAL:	1,429,421	1,533,472	1,558,300	1,584,542	26,243	1.68 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Human Resources

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
- Training and Development
- Pension and Benefits
- Compensation
- Risk Management
- Employee Wellness
- Attendance Management
- Employee Records

Positions:

	2015 FTE	2016 FTE
Director	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
Totals	5.80	5.80

EFAP

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

	2015 Actuals (To Date)	2016 Budget
EFAP Program based on 416 Employees	\$20,823	\$26,458
Offsetting Revenues from Union & Employees (25%)	(\$6,670)	(\$6,615)
Net Cost of Program	\$14,153	\$19,843

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	777,791	552,286	509,738	524,621	14,883	2.92 %	0
1101 OVERTIME FULLTIME	501	217	0	0	0	0.00 %	0
1202 VACATION	10,845	217	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	2,556	869	0	0	0	0.00 %	0
1207 SICK LEAVE	0	1,071	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	327,836	338,401	146,471	182,938	36,467	24.90 %	0
1805 FRINGE BENEFITS-PENSIONS	0	0	187,416	185,224	(2,192)	-1.17 %	0
1898 RETIREMENT BENEFIT PAYOUT	2,289	1,335	0	0	0	0.00 %	0
PERSONNEL TOTAL	1,121,819	894,397	843,625	892,782	49,158	5.83 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	8,279	2,957	16,100	16,100	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	362	234	305	305	0	0.00 %	0
2655 SAFETY SUPPLIES	2,648	227	2,500	2,500	0	0.00 %	0
2672 EVENTS	8,930	2,464	5,800	5,800	0	0.00 %	0
2925 QUARTER CENTURY CLUB	184	175	500	500	0	0.00 %	0
2930 LONG SERVICE PINS/AWARDS	6,690	2,121	5,000	5,000	0	0.00 %	0
3001 POSTAGE	410	430	900	750	(150)	-16.67 %	0
3005 COURIER & DELIVERY	5	0	0	0	0	0.00 %	0
3010 TELEPHONE	1,373	1,271	2,000	1,500	(500)	-25.00 %	0
3027 INTERVIEW EXPENSES	0	0	1,000	1,000	0	0.00 %	0
3035 MILEAGE	146	121	500	500	0	0.00 %	0
3045 CONFERENCE & SEMINARS	2,804	4,512	7,500	7,500	0	0.00 %	0
3065 MEMBERSHIPS	1,946	2,206	2,125	2,125	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	29,749	17,942	49,900	49,900	0	0.00 %	0
3071 TRAINING	0	0	0	183	183	100.00 %	0
3075 TRAINING COURSES - IN HOU	4,847	6,557	14,000	0	(14,000)	-100.00 %	0
3080 ADVERTISING & PROMOTION	5,649	4,190	7,500	7,500	0	0.00 %	0
3099 MISC ADMIN EXPENSES	278	15,292	25,000	0	(25,000)	-100.00 %	0
3110 ARBITRATION FEES	78,980	106,098	51,000	51,000	0	0.00 %	0
3199 MISC PROFESSIONAL FEES	0	0	1,000	1,000	0	0.00 %	0
3475 EFAP	15,370	27,765	26,458	26,458	0	0.00 %	0
GOODS & SERVICES TOTAL	168,649	194,561	219,088	179,621	(39,467)	-18.01 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	406	0	1,000	1,000	0	0.00 %	0
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	120,406	120,000	121,000	121,000	0	0.00 %	0
EXPENSE TOTAL	1,410,873	1,208,958	1,183,712	1,193,403	9,691	0.82 %	0
REVENUE							
0416 PAYROLL CONTRIBUTIONS	4,480	6,956	6,615	6,615	0	0.00 %	0
0470 TSF FROM RESERVE FUND	238,015	89,279	51,400	51,400	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
HUMAN RESOURCES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0480 SUNDRY REVENUE	267,622	0	0	0	0	0.00 %	0
0883 ADMIN FEES LIBRARY	1,273	1,273	1,273	1,311	38	2.99 %	0
0886 ADMIN FEES POLICE	2,553	2,702	2,702	2,775	73	2.70 %	0
0901 TICKET SALES	2,420	2,820	4,250	4,250	0	0.00 %	0
0956 SOCIAL TICKETS	2,564	2,883	0	0	0	0.00 %	0
0995 DONATIONS / GRANTS	0	115	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	14,357	38,692	38,692	102,413	63,721	164.69 %	0
REVENUE TOTAL	533,283	144,719	104,932	168,764	63,832	60.83 %	0
GRAND TOTAL:	877,590	1,064,238	1,078,780	1,024,639	(54,141)	-5.02 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 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, 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 3rd 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
- Event Scheduling
- 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
- Waste Water 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:

	2015 FTE	2016 FTE
Director of Information Systems	1.00	1.00
Manager Current Operations	1.00	1.00
Database Specialists	4.00	4.00
Network Specialists	2.00	2.00
Desk Top Publisher/Clerk	1.00	1.00
Technical/Help Desk Support	2.00	2.00
GIS Specialists	2.00	2.00
Technician – Part Time	0.40	0.00
Totals	13.40	13.00

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	819,377	927,185	961,444	991,164	29,720	3.09 %	0
1002 TEMPORARY SALARIES	3,572	0	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	62,152	63,381	1,229	1.98 %	0
1101 OVERTIME FULLTIME	0	0	3,000	3,000	0	0.00 %	0
1202 VACATION	4,745	0	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	84	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	237,524	273,640	290,484	307,286	16,802	5.78 %	0
1802 FRINGE BENEFITS-PARTTIME	523	0	0	0	0	0.00 %	0
PERSONNEL TOTAL	1,065,826	1,200,825	1,317,080	1,364,831	47,751	3.63 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	12,839	13,192	18,000	17,000	(1,000)	-5.56 %	0
2630 SUBSCRIPTIONS/PERIODICALS	0	76	0	0	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	5,954	5,609	6,500	6,500	0	0.00 %	0
3001 POSTAGE	4	30	0	0	0	0.00 %	0
3005 COURIER & DELIVERY	53	12	0	0	0	0.00 %	0
3010 TELEPHONE	118,689	89,541	120,000	100,000	(20,000)	-16.67 %	0
3020 COMPUTER COMMUNICATIONS	4,813	6,835	7,500	7,500	0	0.00 %	0
3035 MILEAGE	1,976	1,340	4,000	3,500	(500)	-12.50 %	0
3045 CONFERENCE & SEMINARS	7,151	7,286	17,500	17,500	0	0.00 %	0
3065 MEMBERSHIPS	872	981	1,800	1,800	0	0.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3210 OFFICE EQUIPMENT LEASE	64,736	67,866	60,000	60,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,045	1,596	2,000	2,000	0	0.00 %	0
3340 SOFTWARE MAINTENANCE	265,945	275,649	292,000	307,000	15,000	5.14 %	0
3412 INTERNET FEES	15,108	17,185	20,000	20,000	0	0.00 %	0
3430 MAINTENANCE CONTRACT	18,241	33,022	40,000	40,000	0	0.00 %	0
GOODS & SERVICES TOTAL	518,427	520,220	589,300	582,892	(6,409)	-1.09 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %	0
5030 COMPUTER H/WARE & S/WARE	0	(20,555)	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	(20,555)	1,000	1,000	0	0.00 %	0
EXPENSE TOTAL	1,584,253	1,700,490	1,907,380	1,948,722	41,342	2.17 %	0
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	0	0	62,152	63,381	1,229	1.98 %	0
0472 REIMB - CUPE BENEFITS	15	0	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	51	0	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	0	17,480	0	2,000	2,000	19,999,900.00 %	0
0850 ADMIN FEES	3,113	0	0	0	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
INFORMATION SYSTEMS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0880 ADMIN FEES NB HYDRO	85,851	99,241	98,805	100,682	1,877	1.90 %	0
0882 ADMIN FEES CASSELLHOLME	20,691	38,507	30,000	25,000	(5,000)	-16.67 %	0
0883 ADMIN FEES LIBRARY	49,543	49,975	49,543	49,543	0	0.00 %	0
0884 ADMIN FEES CA	5,520	0	4,000	4,000	0	0.00 %	0
0885 ADMIN FEES DNSSAB	184,364	211,999	183,432	183,432	0	0.00 %	0
0886 ADMIN FEES POLICE	4,836	5,118	5,118	5,258	140	2.74 %	0
0887 ADMIN FEES BATTALION	17,130	11,960	4,500	8,000	3,500	77.78 %	0
7910 INTERNAL OVERHEAD REVENUE	32,283	135,434	135,434	197,977	62,543	46.18 %	0
REVENUE TOTAL	403,398	569,715	572,984	639,273	66,289	11.57 %	0
GRAND TOTAL:	1,180,855	1,130,775	1,334,396	1,309,449	(24,947)	-1.87 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Legal Services

City Solicitor

Provides legal services required by The Corporation of the City of North Bay, and Local Agencies, Boards and Commissions 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.

Local Agencies, Boards and Commissions through Administrative Agreements include:

- North Bay Public Library Board
- Cassellholme East Nipissing Home for the Aged
- North Bay Police Services Board
- District of Nipissing Social Services Administration Board
- North Bay Parry Sound District Health Unit
- Nipissing Housing Authority
- 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 3 years starting August 2011 with option for 2 additional years, which were exercised, and which contract will expire on July 31st, 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:

	2015 FTE	2016 FTE
City Solicitor	1.00	1.00
Law Clerk	1.00	1.00
By-Law Enforcement Officer	1.00	1.00
Totals	3.00	3.00

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):

LEGAL DEPARTMENT - BY-LAW ENFORCEMENT

LEGAL DEPARTMENT - GENERAL

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	285,995	290,952	294,350	300,250	5,900	2.00 %	0
1002 TEMPORARY SALARIES	9,670	19,830	15,470	15,470	0	0.00 %	0
1101 OVERTIME FULLTIME	0	606	0	0	0	0.00 %	0
1202 VACATION	103	838	619	0	(619)	-100.00 %	0
1204 STATUTORY HOLIDAYS	470	805	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	79,794	81,902	82,438	83,807	1,369	1.66 %	0
1802 FRINGE BENEFITS-PARTTIME	1,067	2,579	446	0	(446)	-100.00 %	0
PERSONNEL TOTAL	377,099	397,513	393,323	399,527	6,205	1.58 %	0
GOODS & SERVICES							
2401 GAS	0	3,131	0	3,500	3,500	100.00 %	0
2425 REPAIR PARTS	0	1,822	0	2,000	2,000	100.00 %	0
2495 SHOP LABOUR	0	2,405	0	892	892	100.00 %	0
2601 OFFICE SUPPLIES	9,554	5,324	5,700	5,700	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	13,566	14,154	11,000	11,000	0	0.00 %	0
2650 CLOTHING / UNIFORM	263	15	700	700	0	0.00 %	0
2655 SAFETY SUPPLIES	30	60	0	0	0	0.00 %	0
3001 POSTAGE	5,522	5,357	6,800	6,800	0	0.00 %	0
3005 COURIER & DELIVERY	55	39	0	50	50	100.00 %	0
3010 TELEPHONE	2,170	3,081	2,900	4,200	1,300	44.83 %	0
3030 TRAVEL	0	0	500	500	0	0.00 %	0
3035 MILEAGE	108	896	600	600	0	0.00 %	0
3045 CONFERENCE & SEMINARS	1,426	2,636	4,600	4,600	0	0.00 %	0
3065 MEMBERSHIPS	2,561	2,408	3,200	3,200	0	0.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3080 ADVERTISING & PROMOTION	865	405	400	400	0	0.00 %	0
3105 LEGAL FEES	1,048	0	11,500	11,500	0	0.00 %	0
3145 REGISTRY OFFICE FEES	21,521	25,756	20,000	20,000	0	0.00 %	0
3168 COLLECTION AGENCY FEES	0	0	500	0	(500)	-100.00 %	0
3199 MISC PROFESSIONAL FEES	125	1,543	3,000	3,000	0	0.00 %	0
3250 LAND LEASE	18,911	18,689	0	0	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	198	0	500	500	0	0.00 %	0
3310 OFFICE EQUIPMENT MAINTEN	400	163	400	400	0	0.00 %	0
3315 VEHICLE MAINTENANCE	15,237	5,694	12,500	4,500	(8,000)	-64.00 %	0
3450 COMMISSIONAIRES	113,764	109,228	117,000	119,340	2,340	2.00 %	0
3499 MISC CONTRACTS	111	1,233	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	0	1,102	0	0	0	0.00 %	0
3602 RISK MANAGEMENT	0	0	57,380	57,380	0	0.00 %	0
3605 ROADS DEDUCTIBLES - R03	49,397	26,373	50,000	50,000	0	0.00 %	0
3606 ROADS-3RD PARTY PAYMENTS	31,999	19,702	0	0	0	0.00 %	0
3610 SIDEWALKS DEDUCTBLS - S11	1,610	4,704	30,500	30,500	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):

LEGAL DEPARTMENT - BY-LAW ENFORCEMENT

LEGAL DEPARTMENT - GENERAL

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3611 SIDEWALKS-3RD PARTY PYMTS	0	8,316	0	0	0	0.00 %	0
3615 SEWERS DEDUCTIBLES - S07	19,780	12,925	40,000	40,000	0	0.00 %	0
3616 SEWERS-3RD PARTY PYMTS	61,692	9,233	0	0	0	0.00 %	0
3620 PARKS & REC DEDUCT. - P06	4,616	3,368	20,000	20,000	0	0.00 %	0
3621 PARKS & REC-3RD PARTY PYM	6,502	5,429	0	0	0	0.00 %	0
3625 UTILITIES DEDUCTBLS - U01	0	542	2,500	2,500	0	0.00 %	0
3630 FLOODING DEDUCTIBLES	8,064	14,901	15,000	15,000	0	0.00 %	0
3631 FLOODING-3RD PARTY PYMTS	23,699	15,042	0	0	0	0.00 %	0
3635 PROPERTY LOSS DEDUCTIBLES	0	1,264	500	500	0	0.00 %	0
3636 PROPERTY LOSS-3RD PARTY PYMTS	3,486	0	0	0	0	0.00 %	0
3640 ERRORS & OMISSIONS DEDUCT	1,323	0	10,000	10,000	0	0.00 %	0
3641 ERRORS & OMISS-3RD PARTY	1,221	0	0	0	0	0.00 %	0
3645 PARKING DEPT DEDUCT.- P10	0	0	6,500	6,500	0	0.00 %	0
3646 PARKING-3RD PARTY PYMTS	0	2,847	0	0	0	0.00 %	0
3650 FIRE DEPT DEDUCT. - F03	740	1,358	5,000	5,000	0	0.00 %	0
3655 POLICE DEPT DEDUCTIBLES	1,143	0	10,000	10,000	0	0.00 %	0
3656 POLICE-3RD PARTY PYMTS	14,737	0	0	0	0	0.00 %	0
3660 TRANSIT CLAIMS	1,385	3,151	10,000	10,000	0	0.00 %	0
3661 TRANSIT-3RD PARTY PYMTS	1,627	0	0	0	0	0.00 %	0
3698 MISC 3RD PARTY PAYMENTS	36,241	38,438	0	0	0	0.00 %	0
3699 MISC DEDUCTIBLES	222,656	370,479	150,000	150,000	0	0.00 %	0
GOODS & SERVICES TOTAL	699,355	743,216	609,180	610,854	1,674	0.27 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	(145)	(30)	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	(145)	(30)	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	0	3,652	1,000	1,000	0	0.00 %	0
5015 OFFICE FURNITURE & EQUIP	640	972	1,000	1,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	640	4,623	2,000	2,000	0	0.00 %	0
EXPENSE TOTAL	1,076,949	1,145,322	1,004,503	1,012,381	7,878	0.78 %	0
REVENUE							
0409 OTHER LICENCE FEES	2,700	4,360	5,000	5,000	0	0.00 %	0
0419 OTHER PERMIT/ENCROACHMENT	650	1,644	25,000	20,000	(5,000)	-20.00 %	0
0420 COURT FINES	69,889	85,762	76,000	76,000	0	0.00 %	0
0421 PARKING FINES	222,635	294,416	220,000	230,000	10,000	4.55 %	0
0439 OTHER PENALTY	750	0	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	334,096	400,900	50,900	40,000	(10,900)	-21.41 %	0
0477 LAND LEASE	18,448	18,502	1,000	0	(1,000)	-100.00 %	0
0479 REIMBURSEMENTS	74	1,544	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	4	1	0	0	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):

LEGAL DEPARTMENT - BY-LAW ENFORCEMENT

LEGAL DEPARTMENT - GENERAL

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0481 INSURANCE REVENUE	8,723	2,493	0	0	0	0.00 %	0
0487 SURCHARGE	0	329	0	0	0	0.00 %	0
0515 NOHFC	6,346	20,999	18,333	0	(18,333)	-100.00 %	0
0850 ADMIN FEES	3,143	6,667	3,500	3,500	0	0.00 %	0
0854 TAX REGISTRATION FEES	32,937	42,278	35,000	35,000	0	0.00 %	0
0883 ADMIN FEES LIBRARY	656	676	676	696	20	3.01 %	0
0885 ADMIN FEES DNSSAB	10,182	6,887	6,888	7,095	207	3.01 %	0
0886 ADMIN FEES POLICE	6,670	7,059	7,059	7,252	193	2.73 %	0
0896 FEES - DNSSAB MORTGAGES	5,341	10,180	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	21,754	76,902	76,902	154,788	77,886	101.28 %	0
REVENUE TOTAL	744,999	981,601	526,257	579,331	53,074	10.09 %	0
GRAND TOTAL:	331,950	163,721	478,245	433,050	(45,196)	-9.45 %	0
PERCENT INCREASE:							-100.00 %

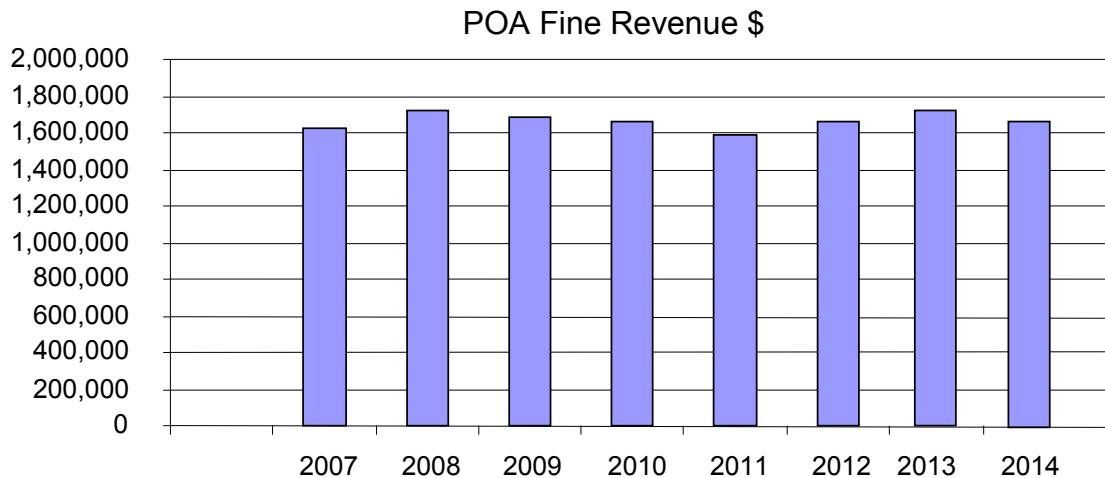
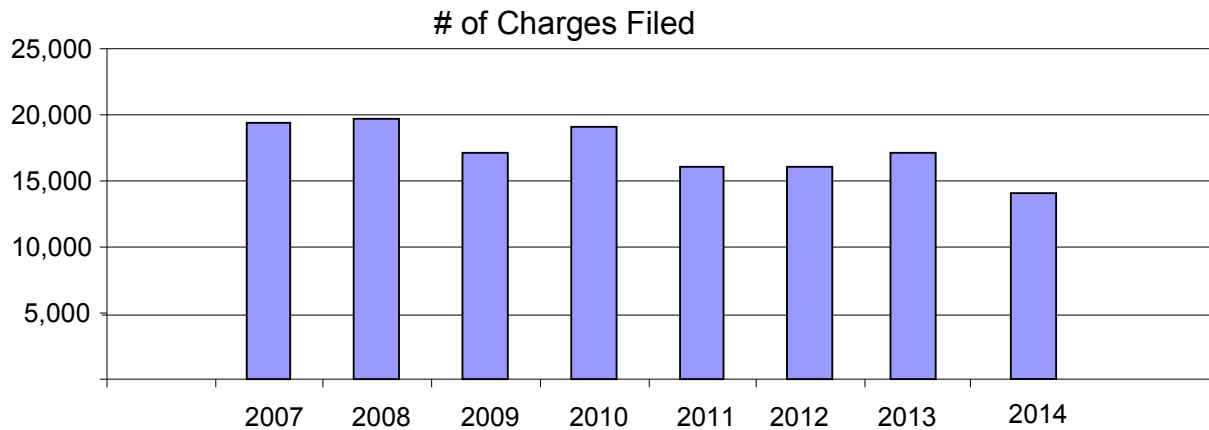
Activity Summary Overview – 2016 Budget

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:

	2015 FTE	2016 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
Totals	7.00	7.00



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
LEGAL DEPARTMENT - POA

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	450,820	464,764	461,929	471,433	9,504	2.06 %	0
1002 TEMPORARY SALARIES	4,397	0	0	0	0	0.00 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	7,821	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	663	409	0	0	0	0.00 %	0
1202 VACATION	(1,501)	535	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	169	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	139,891	145,929	134,086	143,925	9,839	7.34 %	0
1802 FRINGE BENEFITS-PARTTIME	941	0	0	0	0	0.00 %	0
PERSONNEL TOTAL	595,380	619,457	596,014	615,358	19,343	3.25 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	4,021	5,672	5,500	5,500	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	4,591	3,346	3,900	3,900	0	0.00 %	0
2636 POA FORM SUPPLIES	7,898	0	7,000	5,000	(2,000)	-28.57 %	0
3001 POSTAGE	4,026	4,063	4,200	4,200	0	0.00 %	0
3010 TELEPHONE	1,230	1,385	1,200	1,200	0	0.00 %	0
3025 PHOTOCOPY EXPENSES	4,000	0	4,000	4,000	0	0.00 %	0
3030 TRAVEL	1,827	1,530	3,500	3,000	(500)	-14.29 %	0
3035 MILEAGE	871	625	1,000	1,000	0	0.00 %	0
3065 MEMBERSHIPS	3,879	3,616	3,200	3,200	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	1,952	859	3,000	3,000	0	0.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3075 TRAINING COURSES - IN HOU	0	114	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	2	193	100	100	0	0.00 %	0
3157 COURT REPORTER	1,119	337	500	500	0	0.00 %	0
3159 COURT HOUSE SECURITY	41,290	0	67,000	67,000	0	0.00 %	0
3160 WITNESS FEES	5,600	5,333	4,500	4,500	0	0.00 %	0
3161 PART III PROSECUTIONS	149,033	96,993	135,000	199,500	64,500	47.78 %	0
3163 PART TIME PROSECUTER	29,225	32,498	23,000	23,000	0	0.00 %	0
3168 COLLECTION AGENCY FEES	29,783	37,645	50,000	37,500	(12,500)	-25.00 %	0
3170 LEGAL SEARCHES	1,393	547	1,000	1,000	0	0.00 %	0
3199 MISC PROFESSIONAL FEES	6,529	6,197	5,000	5,000	0	0.00 %	0
3215 PROPERTY & BUILDING LEASE	2,239	814	2,500	2,700	200	8.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	4,007	4,007	4,450	4,450	0	0.00 %	0
3450 COMMISSIONAIRES	2,931	2,684	3,600	3,600	0	0.00 %	0
3499 MISC CONTRACTS	6,516	5,821	6,500	6,500	0	0.00 %	0
3601 INSURANCE PREMIUMS	1,921	1,848	2,200	2,033	(167)	-7.59 %	0
3940 POA SHARED REVENUE	192,501	89,406	180,317	148,343	(31,974)	-17.73 %	0
3942 POA ICON CHARGES	27,614	21,351	35,000	30,000	(5,000)	-14.29 %	0
GOODS & SERVICES TOTAL	535,998	326,883	557,167	569,818	12,651	2.27 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
LEGAL DEPARTMENT - POA

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
FINANCIAL EXPENSES							
4101 BANK CHARGES	19,784	20,247	19,000	19,000	0	0.00 %	0
4110 CASH OVER / SHORT	70	(6)	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	19,854	20,241	19,000	19,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	853	1,113	1,000	1,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	853	1,113	1,000	1,000	0	0.00 %	0
INTERNAL TRANSFERS							
7010 ADMINISTRATON & OVERHEAD	261,300	276,431	276,431	283,518	7,087	2.56 %	0
EXPENSE TOTAL	1,413,385	1,244,125	1,449,612	1,488,693	39,081	2.70 %	0
REVENUE							
0420 COURT FINES	1,322,009	1,325,708	1,330,000	1,355,000	25,000	1.88 %	0
0423 DEVOLVED COURT FINES	70,943	23,700	0	0	0	0.00 %	0
0425 FINES - COLLECTION AGENCY	209,782	317,614	340,000	315,000	(25,000)	-7.35 %	0
REVENUE TOTAL	1,602,733	1,667,022	1,670,000	1,670,000	0	0.00 %	0
GRAND TOTAL:	(189,348)	(422,897)	(220,388)	(181,307)	39,081	17.73 %	0
PERCENT INCREASE:							-100.00 %



ENGINEERING SERVICES

2016 OPERATING BUDGET



Business Unit Summary

Budget Year: 2016

YTD End Date: December 2015

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
Engineering, Environmental Services & Works							
ENGINEERING SERVICES	420,937	472,516	675,385	754,751	79,365	11.75 %	0
ENVIRONMENTAL SERVICES	270,339	9,229	405,088	750,351	345,262	85.23 %	0
FLEET MANAGEMENT	(423,988)	(433,122)	(154,784)	(64,702)	90,082	58.20 %	0
ROADS DEPARTMENT	7,128,553	6,190,660	7,255,534	7,344,243	88,709	1.22 %	0
STORM SEWERS	693,140	531,429	620,033	627,119	7,086	1.14 %	0
WORKS DEPT ADMINISTRATION	826,930	549,093	552,542	640,484	87,942	15.92 %	0
Total:	8,915,911	7,319,804	9,353,800	10,052,246	698,446	7.47 %	0
Percent Increase:							-100.00 %

Activity Summary Overview - 2016 Budget

Engineering Services

Positions:

	2015 FTE	2016 FTE
Managing Director, EESW	0.30	0.30
Senior Capital Program Engineer ^A	1.00	1.00
Capital Works Engineer ^A	1.00	1.00
Infrastructure Engineer ^B	1.00	1.00
Development Engineer ^A	1.00	1.00
Supervisor, Construction Services ^A	1.00	1.00
Field Tech I ^{A,B}	5.00	5.00
Field Tech II ^A	2.00	2.00
Supervisor, Engineering Services ^A	1.00	1.00
Engineering Technician I & II ^A	2.00	2.00
Administrative Assistant, EESW	0.50	0.50
Engineering Students	0.60	0.60
Totals	16.4	16.4

***Note**

- A \$325,000 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, 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 grouped into Infrastructure; Capital Works; Construction Services; In-house Engineering 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.

Capital Works

For municipal infrastructure projects (road, streetscaping, watermain, sanitary and storm sewers, culverts, and bridges), activities include management of pre-engineering activities (survey, geotechnical, etc.), preparation of Environmental Assessments, preliminary and detailed designs, and provision of project management, contract administration, and inspection services for the construction of approved capital projects. 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. The division is also responsible for pre-engineering surveys, traffic counts, property bar locates, and as-built construction surveys. The services are needed by various departments.

In-house Engineering 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 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 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).

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ENGINEERING SERVICES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	592,987	593,157	876,862	894,658	17,795	2.03 %	0
1002 TEMPORARY SALARIES	22,329	21,884	16,848	16,848	0	0.00 %	0
1003 SHIFT PREMIUM	75	0	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	285,184	298,511	13,326	4.67 %	0
1101 OVERTIME FULLTIME	69,297	10,480	11,500	6,000	(5,500)	-47.83 %	0
1202 VACATION	3,649	5,010	674	674	0	0.00 %	0
1204 STATUTORY HOLIDAYS	2,501	400	0	0	0	0.00 %	0
1207 SICK LEAVE	0	50	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	113	13	0	0	0	0.00 %	0
1301 WSIB LEAVE	0	(378)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	343	1,218	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	249,236	185,653	343,343	353,366	10,023	2.92 %	0
1802 FRINGE BENEFITS-PARTTIME	2,610	2,697	485	485	0	0.00 %	0
PERSONNEL TOTAL	943,140	820,183	1,534,896	1,570,542	35,645	2.32 %	0
GOODS & SERVICES							
2099 MISC. MATERIALS	0	314	500	500	0	0.00 %	0
2601 OFFICE SUPPLIES	2,022	272	2,000	1,000	(1,000)	-50.00 %	0
2610 DRAFTING SUPPLIES	3,834	4,698	6,000	5,000	(1,000)	-16.67 %	0
2612 SURVEY SUPPLIES	3,800	11,969	5,300	8,800	3,500	66.04 %	0
2650 CLOTHING / UNIFORM	2,331	2,742	2,975	3,000	25	0.84 %	0
2655 SAFETY SUPPLIES	1,134	1,024	1,900	1,500	(400)	-21.05 %	0
2660 SAFETY BOOT ALLOWANCE	1,517	806	990	1,000	10	1.01 %	0
2999 MISCELLANEOUS SUPPLIES	1,351	409	0	0	0	0.00 %	0
3001 POSTAGE	39	88	0	0	0	0.00 %	0
3005 COURIER & DELIVERY	2,279	1,636	1,700	1,500	(200)	-11.76 %	0
3035 MILEAGE	1,673	745	1,000	1,000	0	0.00 %	0
3055 MEETING COSTS	0	786	0	0	0	0.00 %	0
3065 MEMBERSHIPS	1,148	3,673	1,000	2,000	1,000	100.00 %	0
3070 TRAINING COURSES - OUTSID	14,128	10,037	19,000	19,000	0	0.00 %	0
3071 TRAINING	0	0	0	549	549	100.00 %	0
3075 TRAINING COURSES - IN HOU	0	2,045	0	0	0	0.00 %	0
3080 ADVERTISING & PROMOTION	0	0	1,400	500	(900)	-64.29 %	0
GOODS & SERVICES TOTAL	35,257	41,243	43,765	45,349	1,584	3.62 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	0	544	2,000	1,000	(1,000)	-50.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	544	2,000	1,000	(1,000)	-50.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ENGINEERING SERVICES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	66,914	66,050	54,500	54,500	0	0.00 %	0
EXPENSE TOTAL	1,045,310	928,019	1,635,161	1,671,391	36,229	2.22 %	0
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	0	0	536,417	547,335	10,918	2.04 %	0
0509 MIN OF NORTH DEVEL & MINE	2,240	0	0	0	0	0.00 %	0
0827 OVERSIZED LOAD PERMITS	150	1,130	0	1,000	1,000	100.00 %	0
0835 SPECIAL EVENT FEES	0	3,000	0	3,000	3,000	100.00 %	0
0855 SERVICE CHARGES	3,687	12,344	3,000	10,000	7,000	233.33 %	0
0895 ENG APPLICATION FEES	13,600	32,715	10,000	20,000	10,000	100.00 %	0
0972 TENDER DEPOSITS	0	70	0	0	0	0.00 %	0
0980 SUBDIVISION INSPECTION FE	26,704	23,985	23,300	24,000	700	3.00 %	0
0981 MOE CERTIFICATES	8,800	2,200	7,000	7,000	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	569,192	380,059	380,059	304,305	(75,754)	-19.93 %	0
REVENUE TOTAL	624,373	455,503	959,776	916,640	(43,136)	-4.49 %	0
GRAND TOTAL:	420,937	472,516	675,385	754,751	79,365	11.75 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 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 are the Full Time Equivalent (FTE) of staff who deliver environmental services.

Positions:

	2015 FTE	2016 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	2.20	2.20
Weigh Scale Attendants	1.20	1.20
Totals	9.00	9.00

Garbage Collection

Solid waste collection is contracted to Miller Waste Systems for 10 years with provisions for extension. Contract commenced July 1, 2010. All residents of North Bay receive waste collection; an estimated 19,000 households will receive curbside pick-up in 2016 and approx. 4,500 households are served through the multi-residential collection service. The annual curbside household rate in 2015 was \$42.29 and will be adjusted for 2016 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.

Stewardship Ontario Funding continues to evolve. The province introduced a bill that establishes the regime for waste diversion in Ontario. Stewardship Ontario is not in

agreement with the bill and the Stewards and Province continually review / negotiate responsibilities and costs. There is an expectation that there will be some sort of funding; however, there is always a risk that funding may not be available. The 2015 Stewardship Ontario provided funding over 60% and the proposed 2016 Budget assumes that the funding from Stewardship Ontario at this level once again.

Merrick

The landfill operations contract will terminate December 31, 2015 and a new contract, which will extend from 2016 to 2020, will be tendered October 2015. The cost of landfill operations for 2016 is unknown at this time; therefore, a conservative 5% increase over 2015 was assumed. Landfill site's management, weigh scales and recycling facilities are maintained and operated by City staff. As of January 1, 2016 the site will be 21.5 years old and have an estimated remaining life of 17.5 years.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2015 tipping fees increased from \$84 to \$87 / tonne and will increase to \$90 / tonne effective January 1, 2016.

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.

It is anticipated that the Leachate Treatment Facility, which is a requirement of the Ministry of the Environmental Certificate of Approval, will be constructed in 2016 and begin operating in 2017. Costs associated with annual operation of the facility are not included in the 2016 budget; however, will be included in 2017 once the facility is operational. The estimated annual cost to operate the 390 m² facility is \$250,000 which must be absorbed by the 2017 budget. These costs can also be offset by increasing tipping fees or other means of revenue.

Marsh

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.

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ENVIRONMENTAL SERVICES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	414,913	432,734	482,908	499,562	16,654	3.45 %	0
1002 TEMPORARY SALARIES	35,172	47,674	36,159	36,616	458	1.27 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	3,401	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	26,312	18,575	12,037	16,500	4,463	37.08 %	0
1102 OVERTIME - PART TIME	1,428	1,248	0	0	0	0.00 %	0
1202 VACATION	32,511	28,688	674	674	0	0.00 %	0
1203 COMPASSIONATE LEAVE	1,133	1,857	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	13,564	12,314	3,341	3,341	0	0.00 %	0
1207 SICK LEAVE	12,953	8,539	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	0	464	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	25	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	149,294	152,630	151,985	157,788	5,803	3.82 %	0
1802 FRINGE BENEFITS-PARTTIME	6,429	9,405	4,090	4,191	101	2.47 %	0
PERSONNEL TOTAL	693,732	717,529	691,193	718,672	27,479	3.98 %	0
GOODS & SERVICES							
2030 GRAVEL	483	0	0	0	0	0.00 %	0
2099 MISC. MATERIALS	69	1,491	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	0	137	80	80	0	0.00 %	0
2650 CLOTHING / UNIFORM	3,331	3,339	3,479	3,492	13	0.37 %	0
2655 SAFETY SUPPLIES	5,152	2,264	3,155	3,155	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	1,264	1,359	825	825	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	18,189	17,191	18,950	18,950	0	0.00 %	0
2701 HYDRO	55,425	47,732	58,593	64,550	5,957	10.17 %	0
2720 MUNICIPAL TAXES	0	1,016	0	1,996	1,996	100.00 %	0
2945 LANDFILL FILTERS	1,979	1,729	3,000	3,000	0	0.00 %	0
2950 BLUE BOX / COMPOSTERS	5,266	6,945	5,000	8,000	3,000	60.00 %	0
3010 TELEPHONE	4,685	4,023	4,560	4,700	140	3.07 %	0
3035 MILEAGE	15,156	12,360	14,200	14,200	0	0.00 %	0
3045 CONFERENCE & SEMINARS	0	131	0	0	0	0.00 %	0
3055 MEETING COSTS	75	309	200	200	0	0.00 %	0
3065 MEMBERSHIPS	812	0	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSIDE	3,269	1,600	1,000	1,000	0	0.00 %	0
3071 TRAINING	0	0	0	824	824	100.00 %	0
3075 TRAINING COURSES - IN HOUSE	0	407	0	0	0	0.00 %	0
3080 ADVERTISING & PROMOTION	27,069	27,019	29,850	29,850	0	0.00 %	0
3155 MONITORING REPORTS	51,287	56,300	82,100	82,100	0	0.00 %	0
3202 ORGANIC CONTAINERS	12,253	26,983	0	0	0	0.00 %	0
3203 WASTE BIN RENTALS	41,243	26,790	48,500	44,500	(4,000)	-8.25 %	0
3204 METAL CONTAINERS	1,250	712	840	840	0	0.00 %	0

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3207 EQUIPMENT LEASE	0	70	500	500	0	0.00 %	0
3215 PROPERTY & BUILDING LEASE	94,332	96,638	95,481	95,481	0	0.00 %	0
3305 BUILDING MAINTENANCE	2,498	2,660	2,000	2,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	21,613	26,229	27,000	27,000	0	0.00 %	0
3312 ROADS MAINTENANCE	5,694	8,407	9,000	9,000	0	0.00 %	0
3399 MISC MAINTENANCE FEES	3,711	2,432	2,745	5,490	2,745	100.00 %	0
3401 STREET GARBAGE CONTRACT	825,561	689,789	831,601	846,200	14,599	1.76 %	0
3403 MULTI-RES GARBAGE	197,020	162,113	215,628	219,940	4,312	2.00 %	0
3405 RECYCLING COLLECTION	731,393	567,498	750,000	750,000	0	0.00 %	0
3409 HAZARDOUS WASTE DISPOSAL	94,333	94,324	87,000	87,000	0	0.00 %	0
3413 LANDFILL MAINT CONTRACT	907,700	757,476	898,900	1,151,515	252,615	28.10 %	0
3417 PEST CONTROL	1,162	772	1,000	1,000	0	0.00 %	0
3418 WATER ANALYSIS	34,311	39,125	48,380	48,380	0	0.00 %	0
3421 AIRBORNE CONTAMINATES	6,004	0	4,000	4,000	0	0.00 %	0
3422 WOOD CHIP/TUB GRINDING	36,430	74,343	40,000	40,000	0	0.00 %	0
3423 CFC REMOVAL	8,100	0	5,000	5,000	0	0.00 %	0
3455 SECURITY SERVICES	0	2,035	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	27,721	29,847	29,700	32,125	2,425	8.16 %	0
3999 MISC SERVICES & RENTS	21,604	20,709	20,000	20,000	0	0.00 %	0
GOODS & SERVICES TOTAL	3,267,439	2,814,307	3,342,267	3,626,893	284,626	8.52 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	(157)	27	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	(157)	27	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5115 TRANSFER TO RESERVE FUND	396,754	0	189,700	189,700	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	396,754	0	189,700	189,700	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	16,624	7,243	14,050	14,337	287	2.04 %	0
EXPENSE TOTAL	4,374,392	3,539,106	4,237,210	4,549,602	312,391	7.37 %	0
REVENUE							
0417 SALE OF CARDBOARD	0	36,719	0	40,000	40,000	100.00 %	0
0424 BLUE BOX ADVERTISING	0	4,100	0	0	0	0.00 %	0
0446 SALE OF ELECTRONICS	45,015	51,480	54,000	54,000	0	0.00 %	0
0452 SALE OF RECYCLED GOODS	437,197	279,281	425,000	397,000	(28,000)	-6.59 %	0
0453 SALE OF BLUE BOXES	3,843	5,972	5,000	8,000	3,000	60.00 %	0
0454 MULTI-RES RECYCLE CARTS	70	0	0	0	0	0.00 %	0
0456 SALE OF SCRAP METALS	76,199	26,368	34,000	34,000	0	0.00 %	0
0457 SALE OF ORGANIC TOPSOIL	1,018	2,248	1,600	1,600	0	0.00 %	0
0459 OTHER SALES	2,457	1,248	300	300	0	0.00 %	0
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ENVIRONMENTAL SERVICES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
0472 REIMB - CUPE BENEFITS	554	374	0	0	0	0.00 %	0
0473 METHANE SALES	200,000	200,000	200,000	200,000	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	2,833	1,638	0	0	0	0.00 %	0
0478 AGREEMENT REVENUE	561,554	381,546	358,500	487,500	129,000	35.98 %	0
0479 REIMBURSEMENTS	0	131	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	273,221	8,845	0	0	0	0.00 %	0
0486 ORGANIC GRASS CHARGE	0	30	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	2,060	0	0	0	0	0.00 %	0
0701 LANDFILL USE FEES	168,697	190,416	167,972	191,101	23,129	13.77 %	0
0817 TIPPING FEES	2,283,551	2,306,559	2,550,000	2,350,000	(200,000)	-7.84 %	0
0818 TIRE REVENUE - OTS	6,034	756	2,500	2,500	0	0.00 %	0
0850 ADMIN FEES	0	215	0	0	0	0.00 %	0
0891 SEPTIC SYSTEM MONITORING	9,750	1,950	3,250	3,250	0	0.00 %	0
REVENUE TOTAL	4,104,053	3,529,876	3,832,122	3,799,251	(32,871)	-0.86 %	0
GRAND TOTAL:	270,339	9,229	405,088	750,351	345,262	85.23 %	0
PERCENT INCREASE:							-100.00 %

Account Activity Overview – 2016 Budget

Fleet Management

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

In 2014, Mercury Associates Inc. conducted an in-depth fleet services program review. This review covered five broad areas – Utilization, Governance, Maintenance, Financial Management and Rates and Fleet Replacement Practices. The report concluded with fourteen recommendations as well as a prioritized implementation plan and schedule. The first tasks include: 1) Creating a fleet policy framework including Fleet Policy Manual, Driver’s Handbook, Steering Committee Terms of Reference and a typical Service Level Agreement, and 2) Selecting and procuring a Fleet Management Information System. These tasks are underway and expected to be completed in 2016. The enclosed budget does not consider any accounting changes, efficiencies or effectiveness changes that may result from the implementation of the 14 recommendations.

Positions:

	2015 FTE	2016 FTE
Manager	0.00	1.00
Supervisor	1.00	1.00
Chargehand	3.00	3.00
Clerk Steno	1.00	1.00
Mechanics	15.00	14.00
Labourers	6.00	5.00
Apprentice Mechanic	2.00	2.00
Summer Students	0.60	0.60
Totals	28.6	27.6

Summary Information:

- Much of repair and maintenance work completed by the fleet department is conducted in house and parts are charged to the parts repair account.
- The parts repairs account also includes the cost of contracting out repairs to local establishments. Fleet also has negotiated a formal working relationship with the Airport Authority. City garage has undertaken the full repair and servicing of the Fire department vehicles from the Airport Authority in exchange they will perform all servicing and maintenance of City’s light vehicles.

Fuel costs projected in the 2016 Operating Budget is based on both historical usage and consumption of approximately 670,000 litres at estimated average costs of:

	2015 9-mth Avg	2014	2-Yr Avg for 2016 Budget
Clear Diesel	\$0.961	\$1.136	\$1.048
Dyed Diesel	\$0.808	\$0.985	\$0.897
Regular Gasoline	\$0.965	\$1.148	\$1.057

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	1,186,661	1,067,801	1,648,407	1,637,640	(10,767)	-0.65 %	0
1002 TEMPORARY SALARIES	7,231	14,922	13,728	14,040	312	2.27 %	0
1003 SHIFT PREMIUM	17,363	13,299	19,479	19,479	0	0.00 %	0
1004 OTHER/STANDBY	0	405	0	0	0	0.00 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	33,147	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	92,358	81,983	81,100	76,000	(5,100)	-6.29 %	0
1102 OVERTIME - PART TIME	0	34	0	0	0	0.00 %	0
1202 VACATION	120,538	121,849	549	562	12	2.27 %	0
1203 COMPASSIONATE LEAVE	4,696	2,763	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	63,382	49,168	0	0	0	0.00 %	0
1207 SICK LEAVE	63,170	78,006	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	23,468	15	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	13,117	8,742	0	5,000	5,000	100.00 %	0
1499 OTHER EMP ALLOWANCES	8,942	7,709	11,400	11,400	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	483,400	454,482	513,428	526,264	12,836	2.50 %	0
1802 FRINGE BENEFITS-PARTTIME	4,994	7,165	395	404	9	2.27 %	0
PERSONNEL TOTAL	2,089,318	1,941,490	2,288,486	2,290,789	2,303	0.10 %	0
GOODS & SERVICES							
2099 MISC. MATERIALS	36	106	0	0	0	0.00 %	0
2401 GAS	712,273	469,545	741,597	697,779	(43,818)	-5.91 %	0
2405 DIESEL FUEL	0	44,514	0	0	0	0.00 %	0
2407 COLOURED/DYED DIESEL	0	14,417	0	0	0	0.00 %	0
2415 LUBRICANTS	27,683	18,734	19,000	19,000	0	0.00 %	0
2420 TIRES	2,098	3,251	40,000	30,000	(10,000)	-25.00 %	0
2425 REPAIR PARTS	944,674	994,641	852,564	852,564	0	0.00 %	0
2430 MECHANIC SHOP SUPPLIES	64,921	52,919	80,000	70,000	(10,000)	-12.50 %	0
2435 TOOLS	12,209	7,503	12,500	12,800	300	2.40 %	0
2450 LICENSES	71,243	75,565	70,940	80,940	10,000	14.10 %	0
2494 RETURN ORDER COST	(1,573)	(349)	0	0	0	0.00 %	0
2495 SHOP LABOUR	(6,054)	(5,008)	0	0	0	0.00 %	0
2498 FLEET SYSTEM DEFAULT	(1,133)	(707)	0	0	0	0.00 %	0
2499 MISC FLEET SUPPLIES	10,260	11,172	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	21,350	19,118	20,210	21,000	790	3.91 %	0
2655 SAFETY SUPPLIES	11,529	16,915	11,000	11,000	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	3,038	3,458	4,200	4,500	300	7.14 %	0
3030 TRAVEL	1,490	2,186	3,000	3,000	0	0.00 %	0
3065 MEMBERSHIPS	2,363	1,877	0	2,000	2,000	100.00 %	0
3070 TRAINING COURSES - OUTSID	4,414	0	3,300	4,000	700	21.21 %	0
3071 TRAINING	0	0	0	549	549	100.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
FLEET MANAGEMENT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3105 LEGAL FEES	4,725	0	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	22,784	1,018	0	0	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,768	115	0	0	0	0.00 %	0
3315 VEHICLE MAINTENANCE	66	0	700	700	0	0.00 %	0
3350 DRY CLEANING/LAUNDERING	6,239	6,881	5,250	5,400	150	2.86 %	0
3430 MAINTENANCE CONTRACT	3,075	2,965	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	134,835	144,769	144,769	147,814	3,045	2.10 %	0
3999 MISC SERVICES & RENTS	0	1,112	0	0	0	0.00 %	0
GOODS & SERVICES TOTAL	2,055,311	1,886,713	2,009,030	1,963,046	(45,984)	-2.29 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	0	0	1,500	1,500	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,500	1,500	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	33,560	23,929	45,000	37,538	(7,462)	-16.58 %	0
EXPENSE TOTAL	4,178,189	3,852,131	4,344,016	4,292,873	(51,143)	-1.18 %	0
REVENUE							
0450 DISPOSAL OF EQUIPMENT	76,447	(1,801)	0	0	0	0.00 %	0
0456 SALE OF SCRAP METALS	0	1,923	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	221	165	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	532	419	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	8,172	5,301	7,433	1,000	(6,433)	-86.55 %	0
0481 INSURANCE REVENUE	72,360	0	0	0	0	0.00 %	0
0493 FUEL SURCHARGE	94,559	72,741	89,000	89,000	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	0	1,260	0	0	0	0.00 %	0
0532 YES PROGRAM	1,239	2,020	0	0	0	0.00 %	0
0599 MISC. PROVINCIAL GRANTS	0	1,000	0	0	0	0.00 %	0
0899 OTHER SERVICE CHARGES	106	0	0	0	0	0.00 %	0
7901 FLEET USAGE	4,213,748	4,067,433	4,267,575	4,267,575	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	134,792	134,792	134,792	0	(134,792)	-100.00 %	0
REVENUE TOTAL	4,602,176	4,285,253	4,498,800	4,357,575	(141,225)	-3.14 %	0
GRAND TOTAL:	(423,988)	(433,122)	(154,784)	(64,702)	90,082	58.20 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Roads

Ditching & Drainage

This activity reflects the costs associated with the maintenance and repair of approximately 320 km 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 comprises 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 partially 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 113.4 km of sidewalks which are comprised of both asphalt and cement.

Street Lighting

This activity includes the power and maintenance for street lighting and contains (3554) residential, (1051) collector, (786) arterial, and (31) Airport Terminal lights. From 2011 to the spring of 2013 all lights were converted to LED lights.

Traffic

Traffic activity includes pavement marking, traffic control signal maintenance and improvements, traffic and street name sign maintenance and repair, railway crossing and guide rail maintenance. The 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.

Winter control activities are planned and executed such that the City operates within the Provinces' Minimum Maintenance Standards. The Roads Department is currently

documenting all of the winter control activities and reviewing our current practices to further improve cost effectiveness.

Traditionally this budget was determined based on a 7 year average plus an inflation factor (assumes 2% inflation rate). Below is the analysis for 2016 Operating Budget.

Winter Control - 2016 7-Year Estimated

Year	Total Costs	Inflated by 2% per year
2009	\$2,476,551	\$2,844,779
2010	\$2,308,203	\$2,599,412
2011	\$2,403,898	\$2,654,098
2012	\$2,473,688	\$2,677,600
2013	\$3,191,254	\$3,386,584
2014	\$3,078,155	\$3,202,512
2015*	\$2,508,465	\$2,558,634
	Total	\$19,923,620
	Average 7 Year	\$2,846,231

*Estimated with year-end projections.

Supervision Roads

This activity provides for wage and vehicle costs for the Roads Department Manager and (3) Supervisors.

Positions:

Total Roads Department Positions	2015 FTE	2016 FTE
Backhoe (1- 6/6 Winter Control)	2.50	2.00
Grader	2.00	2.00
Truck Driver/Tandem	15.30	17.00
Loader	1.00	1.00
Chargehand	6.50	6.00
UTL (4-6/6 UTL Winter Control)	4.00	3.00
Road Labourer	1.00	1.00
Traffic Labourer	3.00	2.00
Cement Finisher	0.40	1.00
Carpenter	0.40	0.50
Supervisor	3.00	3.00
Signal Tech	1.60	1.60
Students	1.80	1.50
Manager	1.00	1.00
Totals	43.50	42.6

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	1,528,690	1,572,896	2,283,124	2,357,058	73,934	3.24 %	0
1002 TEMPORARY SALARIES	97,340	71,732	65,047	92,983	27,936	42.95 %	0
1003 SHIFT PREMIUM	5,117	5,904	5,883	6,016	133	2.26 %	0
1004 OTHER/STANDBY	28,725	28,222	30,664	31,429	765	2.49 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTH ER	1,250	339	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	375,712	155,754	326,355	289,937	(36,418)	-11.16 %	0
1102 OVERTIME - PART TIME	3,220	425	2,197	0	(2,197)	-100.00 %	0
1202 VACATION	164,377	163,582	1,647	1,404	(243)	-14.77 %	0
1203 COMPASSIONATE LEAVE	3,110	2,786	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	90,511	75,747	0	0	0	0.00 %	0
1207 SICK LEAVE	87,512	75,544	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	1,937	231	0	0	0	0.00 %	0
1301 WSIB LEAVE	(1,423)	(1,316)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	53,965	13,662	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	249	502	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	741,539	632,693	737,675	742,914	5,239	0.71 %	0
1802 FRINGE BENEFITS-PARTTIME	18,214	15,362	9,061	15,053	5,992	66.13 %	0
PERSONNEL TOTAL	3,200,047	2,814,063	3,461,653	3,536,794	75,140	2.17 %	0
GOODS & SERVICES							
2001 SAND	60,393	135,083	178,313	178,313	0	0.00 %	0
2002 SALT	230,192	211,891	143,033	143,033	0	0.00 %	0
2003 BRINE	25,914	16,439	60,000	60,000	0	0.00 %	0
2004 ASPHALT - HOT MIX	0	916	0	0	0	0.00 %	0
2005 GRINDINGS	7,111	556	0	0	0	0.00 %	0
2006 ASPHALT - COLD MIX	80,969	48,303	54,326	54,348	22	0.04 %	0
2008 CEMENT	0	467	0	0	0	0.00 %	0
2010 TRAFFIC SUPPLIES	16,920	27,717	27,500	27,500	0	0.00 %	0
2030 GRAVEL	30,002	34,510	40,900	29,770	(11,130)	-27.21 %	0
2036 SIGNS	2,999	4,221	7,000	7,000	0	0.00 %	0
2050 CALCIUM	0	1,220	0	0	0	0.00 %	0
2099 MISC. MATERIALS	629,540	102,466	120,725	208,205	87,480	72.46 %	0
2435 TOOLS	11,041	11,011	8,800	8,800	0	0.00 %	0
2601 OFFICE SUPPLIES	47	60	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	14,648	14,211	18,705	19,000	295	1.58 %	0
2655 SAFETY SUPPLIES	23,939	22,385	22,000	22,000	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	8,501	4,924	7,525	12,375	4,850	64.45 %	0
2701 HYDRO	773,247	637,578	881,149	828,817	(52,332)	-5.94 %	0
3035 MILEAGE	2,863	1,586	5,000	5,100	100	2.00 %	0
3070 TRAINING COURSES - OUTSID	1,220	21,333	11,000	11,000	0	0.00 %	0

Budget Year: 2016; YTD End Date: December 2015

Division(s):
ROADS DEPARTMENT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3071 TRAINING	0	0	0	2,471	2,471	100.00 %	0
3130 CONSULTANT FEES	3,755	0	0	0	0	0.00 %	0
3172 ELECTRICIAN	471	0	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	193,273	102,133	187,226	177,226	(10,000)	-5.34 %	0
3299 MISC LEASES & RENTS	2,123	892	0	0	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	312,162	257,046	240,600	241,200	600	0.25 %	0
3426 PATCHING	401,937	317,579	240,510	242,600	2,090	0.87 %	0
3427 HYDROSEEDING	18,219	15,051	0	0	0	0.00 %	0
3499 MISC CONTRACTS	0	17,615	20,000	20,000	0	0.00 %	0
3601 INSURANCE PREMIUMS	86,482	93,360	93,252	100,227	6,975	7.48 %	0
GOODS & SERVICES TOTAL	2,937,967	2,100,555	2,367,564	2,398,985	31,421	1.33 %	0
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	1,526,205	1,455,936	1,581,598	1,545,965	(35,633)	-2.25 %	0
EXPENSE TOTAL	7,664,218	6,370,553	7,410,815	7,481,743	70,928	0.96 %	0
REVENUE							
0456 SALE OF SCRAP METALS	1,524	3,328	0	0	0	0.00 %	0
0459 OTHER SALES	9,661	25,918	64,431	44,000	(20,431)	-31.71 %	0
0470 TSF FROM RESERVE FUND	407,000	0	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	1,594	140	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	6,865	476	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	2,240	3,147	0	0	0	0.00 %	0
0532 YES PROGRAM	4,609	4,811	0	0	0	0.00 %	0
0835 SPECIAL EVENT FEES	0	1,373	0	0	0	0.00 %	0
0850 ADMIN FEES	1,001	0	0	0	0	0.00 %	0
0855 SERVICE CHARGES	200	0	0	0	0	0.00 %	0
0871 STREET WORK PERMITS	4,720	4,775	2,000	3,500	1,500	75.00 %	0
0872 ENTRANCE CULVERT & CURBS	58,197	103,253	34,150	60,000	25,850	75.70 %	0
0899 OTHER SERVICE CHARGES	38,054	32,673	54,700	30,000	(24,700)	-45.16 %	0
REVENUE TOTAL	535,665	179,894	155,281	137,500	(17,781)	-11.45 %	0
GRAND TOTAL:	7,128,553	6,190,660	7,255,534	7,344,243	88,709	1.22 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

Storm Sewer

Maintenance

Cleaning, maintenance and repair of approximately 226 km of storm sewers, 2417 storm manholes and 4877 catch basins.

Connections

The 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

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

Hydrants

The installation of new hydrants where required. Maintenance, repairs of 1458 Fire Hydrants and winter control over access to fire hydrants.

Allocated Employees

4.4 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:

Positions	2015 FTE	2016 FTE
Director of Public Works	0.05	0.05
Operations Manager, Water & Sewer	0.1	0.1
Operations Supervisor, Water & Sewer	0.4	0.4
Public Works Yard Loader	0.05	0.05
Chargehands	0.7	0.7
Operator 1	1.3	1.3
Backhoe Operator	0.1	0.1
Certified Sewer Cleaner/Flusher	0.3	0.3
Truck Driver	0.4	0.4
Excavator	0.2	0.2
Operator in Training	0.7	0.7
Sewer & Water clerk	0.1	0.1
Totals	4.4	4.4

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
STORM SEWERS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	227,281	197,930	217,373	222,345	4,972	2.29 %	0
1002 TEMPORARY SALARIES	10,629	383	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	299	320	0	341	341	100.00 %	0
1004 OTHER/STANDBY	450	1,765	0	6,618	6,618	100.00 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	102	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	47,818	47,542	(277)	-0.58 %	0
1101 OVERTIME FULLTIME	30,121	8,487	10,230	10,230	0	0.00 %	0
1102 OVERTIME - PART TIME	50	0	0	0	0	0.00 %	0
1202 VACATION	2,366	0	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	0	38	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	439	227	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	69,571	46,862	82,177	83,934	1,756	2.14 %	0
1802 FRINGE BENEFITS-PARTTIME	187	0	0	0	0	0.00 %	0
PERSONNEL TOTAL	341,393	256,114	357,598	371,009	13,411	3.75 %	0
GOODS & SERVICES							
2006 ASPHALT - COLD MIX	2,999	6,457	6,635	6,635	0	0.00 %	0
2008 CEMENT	3,579	4,566	5,003	3,200	(1,803)	-36.04 %	0
2020 SEWER/WATER PIPE & PARTS	1,290	20,810	0	29,740	29,740	100.00 %	0
2030 GRAVEL	9,953	8,214	13,700	16,480	2,780	20.29 %	0
2099 MISC. MATERIALS	60,019	26,832	49,400	2,000	(47,400)	-95.95 %	0
2435 TOOLS	2,049	861	3,507	3,508	1	0.03 %	0
2601 OFFICE SUPPLIES	7	79	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	627	1,430	1,740	1,740	0	0.00 %	0
2655 SAFETY SUPPLIES	790	2,042	3,490	3,490	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	142	176	1,166	913	(253)	-21.70 %	0
3007 ONTARIO 1 CALL CENTER	0	213	0	0	0	0.00 %	0
3010 TELEPHONE	253	854	725	1,440	715	98.62 %	0
3035 MILEAGE	52	114	780	780	0	0.00 %	0
3065 MEMBERSHIPS	161	192	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	569	1,823	4,000	4,000	0	0.00 %	0
3099 MISC ADMIN EXPENSES	375	0	366	366	0	0.00 %	0
3102 CONSULTANT FEES IS	0	0	3,381	3,382	1	0.03 %	0
3205 VEHICLE LEASE/RENTAL	0	506	1,000	1,000	0	0.00 %	0
3350 DRY CLEANING/LAUNDERING	28	65	0	0	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	11,789	4,247	5,150	5,150	0	0.00 %	0
3426 PATCHING	95,482	64,842	68,000	68,000	0	0.00 %	0
3427 HYDROSEEDING	280	889	7,000	6,450	(550)	-7.86 %	0
3428 CONCRETE RESTORATION	0	332	0	0	0	0.00 %	0
GOODS & SERVICES TOTAL	190,444	145,543	175,043	158,274	(16,769)	-9.58 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
STORM SEWERS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	162,278	134,046	164,900	160,339	(4,561)	-2.77 %	0
EXPENSE TOTAL	694,114	535,703	697,541	689,622	(7,919)	-1.14 %	0
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	0	0	62,508	62,503	(5)	-0.01 %	0
0875 STORM SEWER CONNECTIONS	835	0	15,000	0	(15,000)	-100.00 %	0
0899 OTHER SERVICE CHARGES	139	4,274	0	0	0	0.00 %	0
REVENUE TOTAL	974	4,274	77,508	62,503	(15,005)	-19.36 %	0
GRAND TOTAL:	693,140	531,429	620,033	627,119	7,086	1.14 %	0
PERCENT INCREASE:							-100.00 %

Notable Adjustments - 2016 Operating Budget

Works Department Administration

Item #	Description	Dollar Amount
1.	1001 – 1801 – Personnel Costs - to reflect contractual increases.	\$14,586
2.	7910 – Internal Overhead Revenue – relates to services provided to Transit, Water and Sewer and Building Departments.	(\$53,959)

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
WORKS DEPT ADMINISTRATION

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	603,797	311,492	310,495	317,822	7,327	2.36 %	0
1002 TEMPORARY SALARIES	32,700	51,617	30,529	31,170	641	2.10 %	0
1003 SHIFT PREMIUM	4,273	4,531	4,260	4,345	85	2.00 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTHER	0	33,549	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	13,549	7,761	5,645	5,758	113	2.00 %	0
1102 OVERTIME - PART TIME	404	284	0	0	0	0.00 %	0
1202 VACATION	(4,626)	2,253	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	4,449	2,374	0	0	0	0.00 %	0
1301 WSIB LEAVE	0	(3,019)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	308	371	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	0	105	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	160,797	101,217	97,887	102,619	4,732	4.83 %	0
1802 FRINGE BENEFITS-PARTTIME	7,842	11,694	8,286	9,974	1,688	20.37 %	0
PERSONNEL TOTAL	823,493	524,230	457,102	471,688	14,586	3.19 %	0
GOODS & SERVICES							
2099 MISC. MATERIALS	4,750	4,995	6,250	6,250	0	0.00 %	0
2601 OFFICE SUPPLIES	16,260	7,943	19,000	16,500	(2,500)	-13.16 %	0
2615 JANITORIAL SUPPLIES	1,687	426	0	0	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	77	155	500	500	0	0.00 %	0
2655 SAFETY SUPPLIES	0	1,945	0	0	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	0	78	0	0	0	0.00 %	0
2701 HYDRO	94,135	76,223	102,086	104,247	2,161	2.12 %	0
2705 NATURAL GAS	76,152	59,826	76,405	79,389	2,984	3.91 %	0
2715 WATER	0	674	0	16,758	16,758	100.00 %	0
3001 POSTAGE	4,405	1,513	2,100	2,100	0	0.00 %	0
3005 COURIER & DELIVERY	66	0	400	400	0	0.00 %	0
3010 TELEPHONE	35,894	40,792	36,135	36,135	0	0.00 %	0
3015 FAX	857	518	670	670	0	0.00 %	0
3030 TRAVEL	270	740	4,000	4,000	0	0.00 %	0
3035 MILEAGE	4,914	7,192	7,291	7,291	0	0.00 %	0
3045 CONFERENCE & SEMINARS	851	252	5,000	5,000	0	0.00 %	0
3065 MEMBERSHIPS	6,246	3,741	7,400	7,400	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	18,130	712	8,500	8,500	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	11,225	3,175	3,000	3,000	0	0.00 %	0
3080 ADVERTISING & PROMOTION	750	682	3,000	3,000	0	0.00 %	0
3130 CONSULTANT FEES	1,020	512	1,700	0	(1,700)	-100.00 %	0
3210 OFFICE EQUIPMENT LEASE	1,459	336	6,000	6,000	0	0.00 %	0
3301 RADIO MAINTENANCE	7,509	6,074	12,500	12,500	0	0.00 %	0
3305 BUILDING MAINTENANCE	133,576	131,828	130,000	130,000	0	0.00 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
WORKS DEPT ADMINISTRATION

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
3399 MISC MAINTENANCE FEES	0	264	0	0	0	0.00 %	0
3401 STREET GARBAGE CONTRACT	4,482	4,629	4,200	4,200	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	0	351	0	0	0	0.00 %	0
3430 MAINTENANCE CONTRACT	40,970	37,565	39,300	39,300	0	0.00 %	0
GOODS & SERVICES TOTAL	465,686	393,139	475,437	493,140	17,703	3.72 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	715	0	0	0	0	0.00 %	0
5015 OFFICE FURNITURE & EQUIP	766	0	2,000	2,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,481	0	2,000	2,000	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	6,903	20,015	6,150	8,526	2,376	38.63 %	0
EXPENSE TOTAL	1,297,563	937,385	940,689	975,354	34,665	3.69 %	0
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	33,100	34,093	34,093	34,775	682	2.00 %	0
0472 REIMB - CUPE BENEFITS	28	40	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	77	105	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	437,428	354,054	354,054	300,095	(53,959)	-15.24 %	0
REVENUE TOTAL	470,633	388,291	388,147	334,870	(53,277)	-13.73 %	0
GRAND TOTAL:	826,930	549,093	552,542	640,484	87,942	15.92 %	0
PERCENT INCREASE:							-100.00 %



FIRE SERVICES

2016 OPERATING BUDGET



Business Unit Summary

Budget Year: 2016

YTD End Date: December 2015

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
Fire Department							
FIRE DEPARTMENT	11,911,012	11,451,321	12,445,544	12,651,962	206,418	1.66 %	0
Total:	11,911,012	11,451,321	12,445,544	12,651,962	206,418	1.66 %	0
Percent Increase:							-100.00 %

Activity Summary Overview – 2016 Budget

Fire

Fire Prevention and Protection Act

The Fire Prevention and Protection Act, indicates that the Municipality (Council) set the level of service provided by their fire department based on the needs and circumstances of the community.

Municipal Responsibilities

[2. \(1\)](#) Every municipality shall,

- (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

The Fire Chief is responsible to ensure the Department provides the level of service as set by the Municipality.

Responsibility to Council

[\(3\)](#) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

Minimum staffing for our current level of service is follows:

- Station 1 – Pump 1, Captain and 3 firefighters; Car 3, Platoon Chief
- Station 2 – Pump 2, Captain and 3 firefighters
- Station 3 – Pump 3, Captain and 3 firefighters

Budgeting is based on the level of service that has been indicated to the Fire Chief.

The Management Team, Fire Chief, and the two Deputy Chiefs, utilize all available options to maintain the level of service, while keeping in mind the costs associated.

The options include:

- Not back filling (replacing with over-time) fire suppression positions, unless staffing is below the minimum requirements
- Temporarily moving staff from platoon to platoon to minimize foreseeable instances of below minimum staffing
- Not back filling administrative staff, fire prevention staff, unless there is an urgent operational need
- Managing the Attendance Management Plan

Fire

To provide fire protection services through a range of programs designed to protect lives and property from the adverse effects of fires, sudden medical emergencies or to the exposure to dangerous conditions created by man or nature:

- first to the City of the exposure to dangerous conditions created by man or nature
- second to those municipalities requiring assistance through authorized emergency fire service plan and program activities

-
- third to those municipalities which are provided fire protection by the fire department through authorized agreements

* Fire Chief, FC; Deputy Chief Administration, DCA; Deputy Chief Operations, DCO; Clerk Steno, CS; Fire Prevention Officer, FPO; Public Education Officer, PEO; Platoon Chief, PC; Captain, C; Firefighter, FF.

Administration

Staffing FTE: 0.80FC; 0.25DCA; 0.20DCO; 0.25CS; 0.75CS

Objective and responsibilities include providing staffing to achieve our three lines of defense: Public Education and Prevention; Fire Safety Standards and Code Enforcement; Emergency Response. Community Emergency Management is covered as well by Administration. By-laws 1-93 and 2003-165 authorize the appointment of Chief Emergency Measures Co-ordinator and operation of an Emergency Operations Centre as per the Emergency Measures Act 2003

Maintenance and upkeep of 4 fire stations:

- Station #1 - 119 Princess Street West
- Station #2 – 900 McKeown Ave
- Station #3 – 128 Marshall Ave
- Station #4 – 7 Duxford (CFB North Bay)

Public Education and Prevention; Fire Safety Standards and Code Enforcement

Staffing FTE: 0.1FC; 0.75DCA; 0.75CS; 3 FPO; .25CS

Involved in Ontario Fire Code inspection of residential and commercial occupancies. Division is also responsible for Public Education, fire cause determination, site plan review and liaising with Building Department.

Emergency Response

Staffing FTE: 0.1FC; 0.80DCO; 4PC; 12 C; .56FF

Provides emergency response as outlined in By-Law 2000-30 to the community. As a partner in the Nipissing East Parry Sound Mutual Group, provides assistance as required to other partners. Nipissing Band 10 has a contract with North Bay Fire & Emergency Services to provide fire response to a portion of their area. NBFES partners with the OFM in regards to a Level 2 CBRNE Team.

Training

Ongoing refresher training at the shift level so that all staff's acquired skills are maintained at a level to meet the requirements of the Fire Departments' operational guidelines. Specialized rescue training and third party certification and re-certification to fulfill the requirements of By-Law 2000-30, namely:

- ice/water rescue
- snowmobile trail rescue
- hazardous material spill & leak containment
- vehicle extrication
- first response & tiered medical response
- airside crash fire rescue

- high angle, confined space rescue, automatic external defib, chemical, biological, radiological and nuclear rescue

As required by the Ministry of Labour, establish and maintain training records and files on Fire Department personnel so that individual performance can be monitored, improvement recorded and progress reviewed.

Fleet

Non-departmental labour, maintenance, repairs, fuel and insurance costs for all Fire Department vehicles.

	2015 9-mth Avg	2014	2-Yr Avg for 2016 Budget
Clear Diesel	\$0.961	\$1.136	\$1.048
Dyed Diesel	\$0.808	\$0.985	\$0.897
Regular Gasoline	\$0.965	\$1.148	\$1.057

Fuel Costs projected in the 2016 Operating Budget are based on both historical usage and expected consumption.

Positions

	2015 FTE	2016 FTE
Chief	1.0	1.0
Deputy Chief	2.0	2.0
Division Chiefs	4.0	4.0
Captains	12.0	12.0
Firefighters	59.0	59.0
Fire Prevention Inspector	1.0	1.0
PE/FPO	2.0	2.0
Clerk/Steno	2.0	2.0
Totals	83.0	83.0

Explanation of Overtime Costs

Overtime – Includes the following categories of absence:

Overtime (YTD 2015)
\$77,941

BANK TIME: 3.05 Subject to the following provisions, an Employee in lieu of receiving payment for overtime as provided for in Clause 3.03 may elect to accumulate overtime credits and use such credits to receive time off with pay:

(iii) lieu time shall be taken at a time mutually agreed upon by the Employee and the Fire Chief, or in the Fire Chief's absence, the Deputy Fire Chief.

(iv) overtime credits which have not been used and are standing to the Employees' account will be paid out with the last pay in December. An Employee may elect to transfer any portion or all such credits into the following year. It is understood, however, that once an employee has

one hundred and twenty (120) credits standing in their account, the Employee shall be paid for any additional overtime as it is earned.

MODIFIED DUTY: Costs for replacing a person who is on modified duty due to an injury/illness and their being off bring the platoon below minimum requirements.

EMERGENCY: Costs for a call back of employees to meet operational requirements during an incident.

ONTARIO FIRE COLLEGE: Costs for replacing a person who is at a training session and their being off of their platoon brings the platoon below minimum requirements - attendance is cancelled if overtime is going to be created, unless it is a required course for promotion.

RETIREMENT: Costs for replacing a person who retired and this brings the platoon below minimum requirements.

18 MAN PLATOON: Costs for replacing a person who has resigned and this brings the platoon below minimum requirements.

LONG TERM DISABILITY: Costs for replacing a person who is off on Long Term Disability and brings their platoon below minimum requirements.

BEREAVEMENT: Costs for replacing a person who is off on bereavement and this brings their platoon below minimum requirements. **9.04** An employee shall be granted leave-of-absence without loss of pay for the purpose of bereavement for family members as follows: Leave-of-absence for employee's spouse, child, father, mother, sister, brother, grandparent or grandchild shall not exceed four (4) days duration. Leave-of-absence for the employee's father-in-law, mother-in-law, sister-in-law, and brother-in-law shall not exceed three (3) days.

WSIB: Costs for replacing a person who is off on WSIB and this brings their platoon below minimum requirements.

PARENTAL: Costs for replacing a person who is off on Parental Leave and this brings their platoon below minimum requirements. **9.01(c)** Pregnancy/Parental Leave shall be granted to an employee as outlined in the Employment standards Act as amended from time to time. The employer agrees to top up the employee's wage to 75% of the Employee's current salary. This top-up will be added to any income the employee receives from Employment Insurance while on pregnancy/parental leave. This top-up shall extend for 15 weeks in the case of Pregnancy Leave and 10 weeks in the case of Parental Leave.

Sick

Sick (YTD 2015)
\$115,939

Costs for replacing a person who is off due to an injury/illness and their being off of their platoon brings the platoon below 16. **8.01(b)(i)** Two Employees per shift from Headquarters and one Employee per shift per substation shall be allowed on vacation at any one time.

Compassionate Leave

Compassionate (YTD 2015)
\$31,470

Costs for replacing a person who is off on Emergency (Compassionate) Leave and brings their platoon below minimum requirements. **9.05 Emergency Leave (as awarded in Arbitration) (referred to as Compassionate Leave)** An employee shall be granted up to three (3) days per year leave-of-absence for the purpose of personal or family emergencies with the permission of the Fire Chief or Deputy Fire Chief(s). Such leave shall not be unreasonable denied. Employees may choose paid or unpaid emergency leave and paid emergency leave shall be taken from the employees' sick leave bank. Emergency leave days taken shall be counted towards "emergency leave" pursuant to the Employment Standards Act of Ontario.

Salary Implications – due to 3, 6, 9

Firefighters receive service pay as follows:

- After 8 years of service: 3% of a 1st class firefighters' rate of pay, an additional \$1.10 per hour
- After 17 years of service: 6% of a 1st class firefighters' rate of pay, an additional \$2.20 per hour
- After 23 years of service: 9% of a 1st class firefighters' rate of pay, an additional \$3.30 per hour

These rates are those that are in effect now and represent 2010 rates.

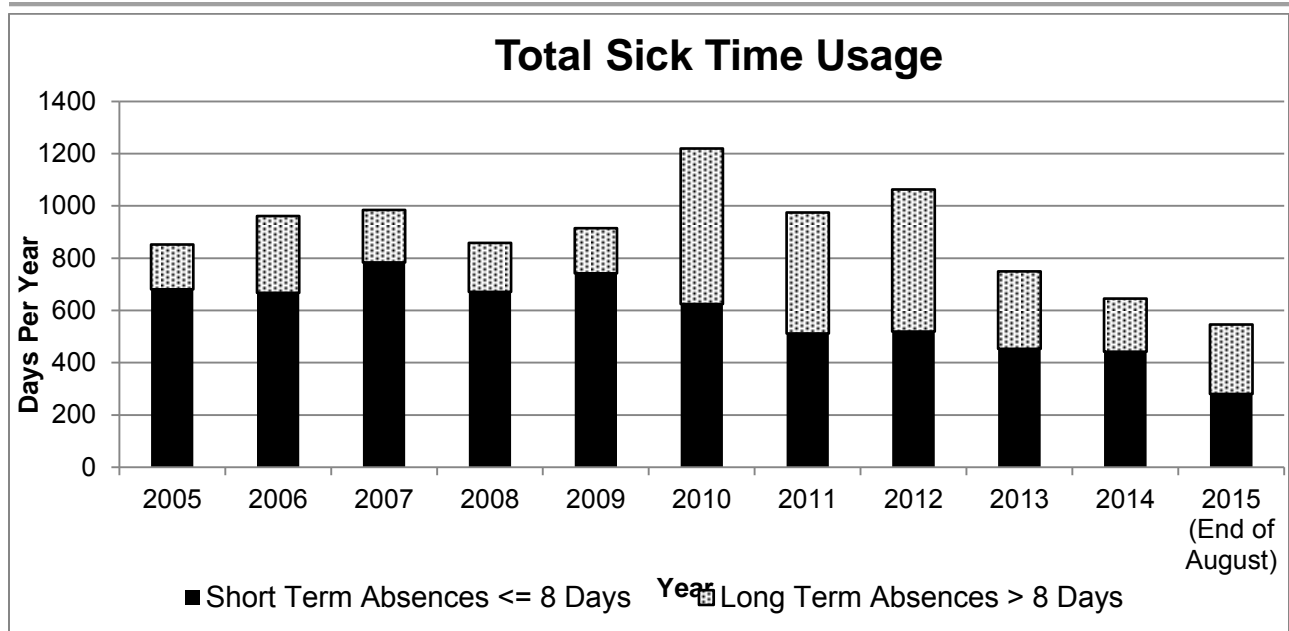
This cost projection assumes the following:

- Current complement
- 3% rate increase each year
- An additional 15.8% is added for OMERS (assumed 2015 rate throughout)
- An additional 1.95% is added for EHT (Employer Health Tax)

Fire Department Attendance Management Program

The graph below shows the effect of the attendance management program at North Bay Fire & Emergency Services. The data is grouped into two groups. The portion of the graph represented by solid black represents sick time used that is less than or equal to 8 continuous days. The grey portion of the graph represents those days that are greater than 8 continuous days. Greater than eight days represents the standard where someone may be officially brought under the AMP.

Figure 1: Sick Time Usage from January 1, 2005 to August 31, 2014



Pre-Attendance Program (2005 – 2009)

Post-Attendance Program (2009 – 2014)

The reduction in short term absences was modest for 2014 being down only 11.5 days over 2013 which implies the trend may be levelling off. Our staffing level has been on a steady decline through attrition for the past couple years. Overall suppression staffing has reduced from 80 firefighters to 72 firefighters. This equates to a 10 percent reduction in staffing for suppression although we only see a reduction of 3% in short term absences between 2013 and 2014 overall. In the period of 2010 to 2014 there continues to be a number of firefighters with significant medical conditions resulting in long term absences. Long term absences are defined as more than 2 consecutive duty periods or more than 8 days. The firefighters with restrictions but medically fit to return to modified duty were provided modified duties with specific projects that aided in the delivery of fire service to the community. The average days lost in the Pre-Attendance Program period was 709 days for short term absences whereas the average days lost in the Post-Attendance Program period is 510 resulting in an average reduction in short term absence of 199 days per year.

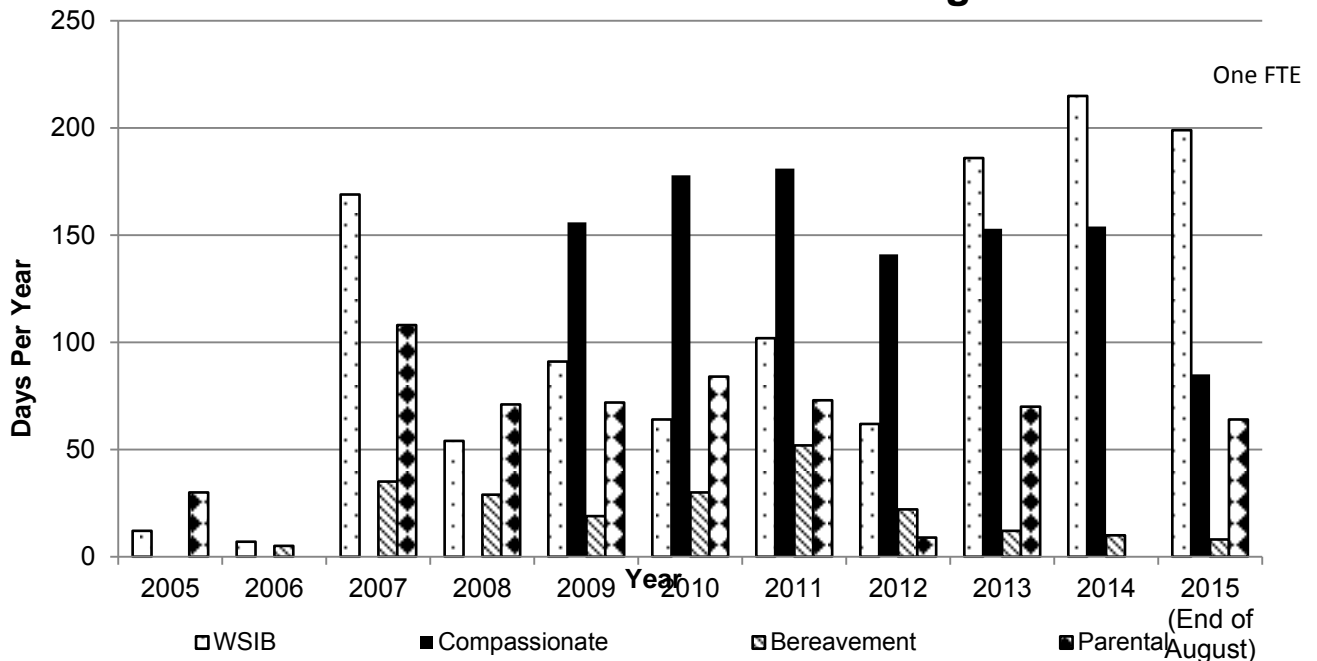
It is important to understand that an Attendance Management Program is the first step at improving attendance. The next steps require engagement of the supervisory levels in the fire department.

Other Leave Provisions

The graph below depicts the other pressures on the overtime budget from additional legislative and arbitrated leave provisions.

Figure 2: Other Leave Provisions (WSIB, Compassionate, Bereavement & Parental)

Leave Provision Usage



The Compassionate Leave provision (3 paid days/person) was extended to the Association on April 3, 2009 through an arbitrated settlement. The average usage for the period from 2009 to 2014 is approximately 2 days per person which equates to 1 FTE. The number of lost days due to compensable claims jumped in 2013 and 2014 primarily due to one claim. Only a few parental days were taken in 2012 although there is a significant jump in 2013 and none taken in 2014 with a jump in 2015.

Fire Prevention and Public Education

The department has been active in the community reducing the fire risk through Public Education Programs using all forms of media as well as through inspections and investigations. A few of the achievements over the past couple years includes:

1. At the beginning of 2015 the Ontario Fire Code was revised as a result of over 180 changes. Some changes were meant to clarify a particular requirement where other changes added to the Ontario Fire Code (i.e. inclusion of requirements for Carbon Monoxide Detectors).
2. There continues to be a focus on vulnerable occupancies within our community. We currently have 23 vulnerable occupancies within the City of North Bay. These occupancies require a mandatory inspection and mandatory fire drill to be completed annually. Specific benchmarks have been set into legislation for these occupancies with improvements to be made almost annually until 2025.
3. Continued development of operational policies that achieve a reduction in fire risk as well as reduced cost for business owner.
4. Continued development of Fire Safety Plans with business owners that lead to development of Pre-Incident Plans. The focus of this program has shifted to a maintenance level with Fire Safety Plans being reviewed as required.
5. Continued focus on fire prevention in high risk areas such as the downtown core. This project is now completed and the downtown has undergone significant retrofit increasing the safety of the downtown core.
6. Participation with RRHL inspections continues.
7. We are looking forward to the incorporation of new inspection software to improve our overall work processes in 2015/2016.

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	8,245,223	8,043,617	8,275,764	8,429,743	153,979	1.86 %	0
1010 MODIFIED DUTIES/ACCOMMODATIONS/OTH ER	168,324	107,505	98,111	101,055	2,944	3.00 %	0
1101 OVERTIME FULLTIME	196,389	132,649	142,411	132,000	(10,411)	-7.31 %	0
1202 VACATION	11,455	28,369	21,424	22,000	576	2.69 %	0
1203 COMPASSIONATE LEAVE	59,473	40,794	37,329	40,000	2,671	7.16 %	0
1204 STATUTORY HOLIDAYS	243,032	206,773	300,408	310,000	9,592	3.19 %	0
1207 SICK LEAVE	236,855	147,634	187,054	185,000	(2,054)	-1.10 %	0
1208 LIEU DAYS	205,370	90,603	263,910	272,000	8,090	3.07 %	0
1299 OTHER LABOUR COSTS	875	1,524	0	0	0	0.00 %	0
1301 WSIB LEAVE	(121,801)	(70,472)	0	(60,000)	(60,000)	100.00 %	0
1407 ACTING RANK PAY	38,985	55,158	66,414	55,000	(11,414)	-17.19 %	0
1415 FIRE ON CALL PAYOUT	2,604	2,107	2,262	2,600	338	14.94 %	0
1499 OTHER EMP ALLOWANCES	2,671	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	2,189,194	2,239,666	2,303,355	2,412,745	109,390	4.75 %	0
PERSONNEL TOTAL	11,478,648	11,025,928	11,698,442	11,902,143	203,701	1.74 %	0
GOODS & SERVICES							
2401 GAS	46,787	31,526	50,000	42,337	(7,663)	-15.33 %	0
2405 DIESEL FUEL	1,525	3,660	5,000	3,000	(2,000)	-40.00 %	0
2415 LUBRICANTS	964	1,547	1,000	1,000	0	0.00 %	0
2420 TIRES	866	0	4,000	4,000	0	0.00 %	0
2425 REPAIR PARTS	45,457	55,134	56,000	56,000	0	0.00 %	0
2450 LICENSES	0	0	500	500	0	0.00 %	0
2495 SHOP LABOUR	90,103	113,775	102,000	96,051	(5,949)	-5.83 %	0
2498 FLEET SYSTEM DEFAULT	530	(6)	0	2,480	2,480	100.00 %	0
2499 MISC FLEET SUPPLIES	1,584	1,132	500	500	0	0.00 %	0
2601 OFFICE SUPPLIES	4,984	12,824	18,000	12,000	(6,000)	-33.33 %	0
2615 JANITORIAL SUPPLIES	8,803	8,018	10,000	10,000	0	0.00 %	0
2620 DORMITORY SUPPLIES	2,358	0	0	0	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	268	0	400	400	0	0.00 %	0
2640 TRAINING SUPPLIES	5,133	0	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	29,593	22,888	38,000	38,000	0	0.00 %	0
2653 BUNKER GEAR	14,054	0	0	0	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	2,359	3,264	20,000	5,000	(15,000)	-75.00 %	0
2701 HYDRO	51,309	42,609	49,659	57,111	7,452	15.01 %	0
2705 NATURAL GAS	27,554	21,570	27,490	30,060	2,570	9.35 %	0
2715 WATER	5,984	4,911	6,076	15,030	8,954	147.37 %	0
2901 FIREFIGHTING SUPPLIES	22,194	52,920	57,000	57,000	0	0.00 %	0
2903 FIRE FOAM	0	0	7,000	7,000	0	0.00 %	0
2905 FIRE INVESTIGATION SUPPLI	2,158	3,544	3,500	3,500	0	0.00 %	0

Budget Year: 2016; YTD End Date: December 2015

Division(s):
FIRE DEPARTMENT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
2930 LONG SERVICE PINS/AWARDS	573	0	800	800	0	0.00 %	0
3001 POSTAGE	480	350	500	500	0	0.00 %	0
3005 COURIER & DELIVERY	196	52	500	500	0	0.00 %	0
3010 TELEPHONE	14,915	11,662	15,000	15,000	0	0.00 %	0
3025 PHOTOCOPY EXPENSES	3,469	0	0	0	0	0.00 %	0
3035 MILEAGE	897	295	900	900	0	0.00 %	0
3045 CONFERENCE & SEMINARS	6,755	6,468	11,500	11,500	0	0.00 %	0
3060 MEALS	484	273	1,500	1,250	(250)	-16.67 %	0
3065 MEMBERSHIPS	2,294	3,365	2,100	2,100	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	8,954	21,224	28,000	28,000	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	190	19,646	53,000	48,000	(5,000)	-9.43 %	0
3080 ADVERTISING & PROMOTION	15,808	13,254	17,500	17,500	0	0.00 %	0
3085 OUTSIDE PRINTING	20	80	3,000	3,000	0	0.00 %	0
3105 LEGAL FEES	6,500	0	0	0	0	0.00 %	0
3150 MEDICAL FEES	80	154	2,500	2,500	0	0.00 %	0
3210 OFFICE EQUIPMENT LEASE	3,968	0	0	0	0	0.00 %	0
3301 RADIO MAINTENANCE	21,792	25,248	27,000	29,000	2,000	7.41 %	0
3305 BUILDING MAINTENANCE	41,130	35,114	57,000	57,000	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	9,844	8,460	21,000	21,000	0	0.00 %	0
3315 VEHICLE MAINTENANCE	16,258	11,368	85,000	75,000	(10,000)	-11.76 %	0
3350 DRY CLEANING/LAUNDERING	5,980	1,358	2,500	2,500	0	0.00 %	0
3499 MISC CONTRACTS	223	223	1,000	1,000	0	0.00 %	0
3601 INSURANCE PREMIUMS	70,851	75,749	75,749	78,445	2,696	3.56 %	0
GOODS & SERVICES TOTAL	596,227	613,662	862,174	836,464	(25,710)	-2.98 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	16,746	6,488	25,000	15,000	(10,000)	-40.00 %	0
5115 TRANSFER TO RESERVE FUND	18,275	12,911	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	35,021	19,398	25,000	15,000	(10,000)	-40.00 %	0
EXPENSE TOTAL	12,109,896	11,658,988	12,585,616	12,753,607	167,991	1.33 %	0
REVENUE							
0409 OTHER LICENCE FEES	2,700	4,360	2,500	2,500	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	143	0	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	338	0	0	0	0	0.00 %	0
0497 CONTRACTED REVENUE	101,798	104,369	40,000	0	(40,000)	-100.00 %	0
0857 FIRE SERVICE CHARGES	98	0	0	12,355	12,355	100.00 %	0
0863 FIRE PERMITS/INSPECTIONS	17,990	10,757	17,000	12,000	(5,000)	-29.41 %	0
0864 FIRE EMERGENCY RESPONSE	31,064	51,903	40,000	40,000	0	0.00 %	0
0865 FIRE BURNING PERMITS	15,510	13,649	8,000	12,000	4,000	50.00 %	0
0866 FIRE PREVENTION/EDUCATION	18,235	10,057	20,000	8,000	(12,000)	-60.00 %	0
0995 DONATIONS / GRANTS	82	0	0	0	0	0.00 %	0



Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
FIRE DEPARTMENT

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
7910 INTERNAL OVERHEAD REVENUE	10,927	12,572	12,572	14,790	2,218	17.64 %	0
REVENUE TOTAL	198,884	207,667	140,072	101,645	(38,427)	-27.43 %	0
GRAND TOTAL:	11,911,012	11,451,321	12,445,544	12,651,962	206,418	1.66 %	0
PERCENT INCREASE:							-100.00 %



GENERAL GOVERNMENT

2016 OPERATING BUDGET



Business Unit Summary

Budget Year: 2016

YTD End Date: December 2015

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
General Government Activities							
FINANCIAL EXPENSES	16,658,610	14,791,772	15,162,993	15,416,104	253,111	1.67 %	0
GENERAL REVENUES	(87,933,965)	(88,645,708)	(88,951,466)	(91,616,859)	(2,665,393)	-3.00 %	0
MAYOR & COUNCIL	307,990	311,089	356,253	525,643	169,390	47.55 %	0
OFFICE OF THE CAO	422,448	341,554	224,666	483,695	259,029	115.30 %	0
Total:	(70,544,917)	(73,201,292)	(73,207,554)	(75,191,418)	(1,983,863)	-2.71 %	0
Percent Increase:							-100.00 %

Activity Summary Overview – 2016 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:

	2015 FTE	2016 FTE
Jr. Assessment & Real Estate Specialist	1.0	1.0
Totals	1.0	1.0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
FINANCIAL EXPENSES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	66,236	70,339	71,575	77,007	5,432	7.59 %	0
1202 VACATION	1,206	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	20,796	21,868	21,901	23,373	1,473	6.72 %	0
PERSONNEL TOTAL	88,238	92,207	93,476	100,380	6,904	7.39 %	0
GOODS & SERVICES							
3005 COURIER & DELIVERY	14,659	14,971	0	0	0	0.00 %	0
3105 LEGAL FEES	5,707	4,004	0	0	0	0.00 %	0
3499 MISC CONTRACTS	19,970	21,433	27,400	27,400	0	0.00 %	0
GOODS & SERVICES TOTAL	40,336	40,408	27,400	27,400	0	0.00 %	0
FINANCIAL EXPENSES							
4005 INTERNAL INTEREST CHARGES	271,666	259,086	100,000	150,000	50,000	50.00 %	0
4010 OTHER INTEREST	541,161	503,031	503,031	45,000	(458,031)	-91.05 %	0
4015 DEBENTURE PRINCIPAL	6,907,788	6,825,071	7,356,738	7,570,887	214,149	2.91 %	0
4020 DEBENTURE INTEREST	1,387,848	1,244,857	1,487,418	1,467,047	(20,371)	-1.37 %	0
4101 BANK CHARGES	43,902	42,792	42,500	42,500	0	0.00 %	0
4110 CASH OVER / SHORT	(2)	54	0	0	0	0.00 %	0
4201 COURT OF REVISION (442)	157,815	83,478	120,000	120,000	0	0.00 %	0
4202 ANA WRITEOFFS	5,997	89,069	10,000	10,000	0	0.00 %	0
4204 P.R.A.N.	43,797	21,428	20,000	20,000	0	0.00 %	0
4205 ARB/OMB/COURT DECISIONS	460,531	23,558	120,000	120,000	0	0.00 %	0
4206 MINUTES OF SETTLEMENT	86,143	33,080	80,000	80,000	0	0.00 %	0
4210 UNCOLLECTIBLE TAXES - 495	8,065	15,184	5,000	5,000	0	0.00 %	0
4222 PROPERTY TAX REDUCTIONS	194,306	351,545	286,562	286,562	0	0.00 %	0
4235 GEN ACCOUNT WRITE-OFF	0	0	35,000	35,000	0	0.00 %	0
4250 CIP/TIFF INCENTIVES	133,479	117,279	85,000	85,000	0	0.00 %	0
4252 VACANCY REBATES	91,930	112,191	85,000	85,000	0	0.00 %	0
4253 CHARITY REBATES	81,560	80,590	85,000	85,000	0	0.00 %	0
4254 PILS	2,718	29,086	0	0	0	0.00 %	0
4320 INVENTORY SHORT/(OVER)	45,909	15,615	0	0	0	0.00 %	0
4399 MISC ADJUSTMENTS	1	0	0	0	0	0.00 %	0
4401 CONTINGENCY	10,176	0	0	211,502	211,502	100.00 %	0
FINANCIAL EXPENSES TOTAL	10,474,789	9,846,994	10,421,249	10,418,498	(2,751)	-0.03 %	0
CAPITAL/RESERVE TRANSACTIONS							
5101 CAPITAL LEVY	9,572,545	7,632,899	7,632,899	7,439,121	(193,778)	-2.54 %	0
5115 TRANSFER TO RESERVE FUND	3,691,031	4,642,629	0	0	0	0.00 %	0
5125 TRANSFER TO OTHER CAPITAL	787	5,750	0	0	0	0.00 %	0
5150 AGREEMENTS	468,839	496,969	496,969	0	(496,969)	-100.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	13,733,201	12,778,247	8,129,868	7,439,121	(690,747)	-8.50 %	0
EXPENSE TOTAL	24,336,565	22,757,856	18,671,993	17,985,399	(686,594)	-3.68 %	0

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
FINANCIAL EXPENSES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
REVENUE							
0430 PENALTIES/CURRENT TAXES	709,707	325,173	650,000	650,000	0	0.00 %	0
0433 PENALTIES A/R	31,269	18,251	8,000	15,000	7,000	87.50 %	0
0437 DIVIDENDS	809,127	764,460	525,000	625,000	100,000	19.05 %	0
0440 INTEREST/CURRENT BANK	410,051	372,899	350,000	400,000	50,000	14.29 %	0
0441 INTEREST ON INVESTMENTS	420,071	350,587	400,000	350,000	(50,000)	-12.50 %	0
0445 OTHER INTEREST	253,556	245,156	266,000	239,295	(26,705)	-10.04 %	0
0450 DISPOSAL OF EQUIPMENT	12,356	39,931	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	1,169,305	1,135,000	1,135,000	115,000	(1,020,000)	-89.87 %	0
0471 PINEWOOD SS REIMBURSEMENT	787	5,750	0	0	0	0.00 %	0
0473 METHANE SALES	170,695	66,249	175,000	175,000	0	0.00 %	0
0512 PROVINCIAL GAS TAX	495,603	930,098	0	0	0	0.00 %	0
0539 ONT COMMUNITY INFR OCIF	0	605,557	0	0	0	0.00 %	0
0608 FEDERAL GAS TAX	3,195,428	3,106,974	0	0	0	0.00 %	0
REVENUE TOTAL	7,677,955	7,966,084	3,509,000	2,569,295	(939,705)	-26.78 %	0
GRAND TOTAL:	16,658,610	14,791,772	15,162,993	15,416,104	253,111	1.67 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 Budget

General Revenues

OMPF

The Ontario Municipal Partnership Fund (OMPF) is the Province's unconditional grant payment to municipalities. Since 2013 the Province has been reducing the fund by \$25 million a year with the total funding envelope being reduced to \$500 million by 2016.

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.

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
GENERAL REVENUES

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
GOODS & SERVICES							
2720 MUNICIPAL TAXES	1,799	2,074	1,862	1,862	0	0.00 %	0
GOODS & SERVICES TOTAL	1,799	2,074	1,862	1,862	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5115 TRANSFER TO RESERVE FUND	990,024	975,580	975,580	812,983	(162,597)	-16.67 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	990,024	975,580	975,580	812,983	(162,597)	-16.67 %	0
EXPENSE TOTAL	991,823	977,654	977,442	814,845	(162,597)	-16.63 %	0
REVENUE							
0105 TAXATION	74,486,770	76,381,753	79,345,632	80,934,295	1,588,663	2.00 %	0
0110 SUPPLEMENTARY TAXES	465,335	569,935	500,000	500,000	0	0.00 %	0
0111 SUPPLEMENTARY TAXES-PILS	0	22,484	0	0	0	0.00 %	0
0185 EDUCATION TAXES RETAINED	499,568	498,471	490,000	500,000	10,000	2.04 %	0
0201 FEDERAL PROPERTIES	869,283	847,831	0	0	0	0.00 %	0
0211 C B C	1,819	1,861	0	0	0	0.00 %	0
0231 GOVERNMENT SERVICES	1,297,428	1,292,196	0	0	0	0.00 %	0
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00 %	0
0252 NORTH BAY JAIL	8,250	8,250	8,250	8,250	0	0.00 %	0
0253 NIPSSING UNIVERSITY	253,350	248,250	253,350	253,350	0	0.00 %	0
0254 CANADORE COLLEGE	183,375	181,350	183,375	183,375	0	0.00 %	0
0260 MMAH-EFECTO DE ONDAS	698	681	0	0	0	0.00 %	0
0272 LIQUOR CONTROL BOARD	53,125	54,132	0	0	0	0.00 %	0
0273 NIPISSING HOUSING AUTHORI	12,021	0	0	0	0	0.00 %	0
0274 ONTARIO NORTHLAND	508,440	496,296	0	0	0	0.00 %	0
0275 PIL - ONTERA (BELL CANADA)	0	6,234	0	0	0	0.00 %	0
0281 CITY OF NORTH BAY	253,659	253,944	0	0	0	0.00 %	0
0282 TOWNSHIP OF NORTH HIMSWOR	2,928	3,972	0	0	0	0.00 %	0
0283 LINEAR PROPERTY ACREAGE	18,890	18,890	18,890	18,890	0	0.00 %	0
0305 UNCONDITIONAL GRANTS	7,928,500	7,357,700	7,357,700	7,307,700	(50,000)	-0.68 %	0
0436 INTEREST-HYDRO NOTE	975,580	975,580	975,580	812,983	(162,597)	-16.67 %	0
0470 TSF FROM RESERVE FUND	628,661	0	390,000	1,490,000	1,100,000	282.05 %	0
0474 REFUNDS	69,632	0	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	18,126	7,848	15,000	15,000	0	0.00 %	0
0841 PROPERTY RENTALS	291,623	296,207	291,634	291,634	0	0.00 %	0
0869 OTHER ADMINISTRATION FEES	0	0	0	15,000	15,000	100.00 %	0
7910 INTERNAL OVERHEAD REVENUE	68,428	69,197	69,197	70,927	1,730	2.50 %	0
REVENUE TOTAL	88,925,788	89,623,362	89,928,908	92,431,704	2,502,796	2.78 %	0
GRAND TOTAL:	(87,933,965)	(88,645,708)	(88,951,466)	(91,616,859)	(2,665,393)	-3.00 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 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 councillors. Costs include compensation, travel, training conferences, office supplies, reception and other administration costs associated with City Council.

Positions:	2015 Elected Officials	2016 Elected Officials
Mayor	1	1
City Councilors	10	10
Totals	11	11

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
MAYOR & COUNCIL

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	0	0	0	80,000	80,000	100.00 %	0
1002 TEMPORARY SALARIES	237,764	243,795	253,625	305,332	51,707	20.39 %	0
1801 FRINGE BENEFITS-FULLTIME	0	0	0	33,300	33,300	6,780,817.32 %	0
1802 FRINGE BENEFITS-PARTTIME	13,957	14,189	19,407	22,647	3,240	16.70 %	0
PERSONNEL TOTAL	251,721	257,984	273,032	441,279	168,247	61.62 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	816	1,572	2,000	2,000	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	0	58	300	300	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	2,722	1,835	5,500	5,500	0	0.00 %	0
3001 POSTAGE	359	269	500	500	0	0.00 %	0
3010 TELEPHONE	1,077	1,187	1,500	1,500	0	0.00 %	0
3030 TRAVEL	1,352	3,940	12,000	12,000	0	0.00 %	0
3035 MILEAGE	2,045	1,519	2,500	2,500	0	0.00 %	0
3045 CONFERENCE & SEMINARS	13,135	9,713	15,000	15,000	0	0.00 %	0
3050 RECEPTIONS	3,145	1,230	4,000	4,000	0	0.00 %	0
3060 MEALS	86	502	4,000	4,000	0	0.00 %	0
3065 MEMBERSHIPS	25,852	25,636	26,000	27,000	1,000	3.85 %	0
3601 INSURANCE PREMIUMS	4,727	4,921	4,921	5,064	143	2.91 %	0
3930 COMMUNITY PROGRAMS	954	725	2,000	2,000	0	0.00 %	0
3970 CORPORATE INITIATIVES	0	0	2,000	2,000	0	0.00 %	0
GOODS & SERVICES TOTAL	56,269	53,106	82,221	83,364	1,143	1.39 %	0
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	1,000	0	0.00 %	0
EXPENSE TOTAL	307,990	311,089	356,253	525,643	169,390	47.55 %	0
GRAND TOTAL:	307,990	311,089	356,253	525,643	169,390	47.55 %	0
PERCENT INCREASE:							-100.00 %

Activity Summary Overview – 2016 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 Administration Officer including total compensation, training, travel, office supplies and other administration costs.

Positions:

	2015 FTE	2016 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant	0.96	0.96
Totals	2.96	2.96

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
OFFICE OF THE CAO

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
PERSONNEL							
1001 REGULAR SALARIES	318,179	320,410	325,260	331,770	6,510	2.00 %	0
1202 VACATION	12,038	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	84,381	87,112	85,156	89,233	4,078	4.79 %	0
PERSONNEL TOTAL	414,598	407,522	410,416	421,003	10,587	2.58 %	0
GOODS & SERVICES							
2601 OFFICE SUPPLIES	463	416	500	500	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	0	0	100	100	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	26	49	200	200	0	0.00 %	0
3001 POSTAGE	95	201	100	200	100	100.00 %	0
3005 COURIER & DELIVERY	128	6	0	0	0	0.00 %	0
3010 TELEPHONE	720	697	1,000	1,000	0	0.00 %	0
3030 TRAVEL	2,421	537	3,200	3,200	0	0.00 %	0
3035 MILEAGE	518	248	1,000	1,000	0	0.00 %	0
3045 CONFERENCE & SEMINARS	712	1,005	2,000	2,000	0	0.00 %	0
3060 MEALS	1,296	728	1,500	1,500	0	0.00 %	0
3065 MEMBERSHIPS	366	373	500	500	0	0.00 %	0
3071 TRAINING	0	0	0	92	92	100.00 %	0
3080 ADVERTISING & PROMOTION	0	432	650	550	(100)	-15.38 %	0
3130 CONSULTANT FEES	2,361	1,018	3,500	3,500	0	0.00 %	0
3400 CONTRACTS	0	0	(200,000)	(200,000)	0	0.00 %	0
3601 INSURANCE PREMIUMS	0	(69,889)	0	0	0	0.00 %	0
GOODS & SERVICES TOTAL	9,105	(64,180)	(185,750)	(185,659)	92	0.05 %	0
CAPITAL/RESERVE TRANSACTIONS							
5115 TRANSFER TO RESERVE FUND	0	0	0	250,000	250,000	100.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	0	250,000	250,000	100.00 %	0
EXPENSE TOTAL	423,703	343,342	224,666	485,345	260,679	116.03 %	0
REVENUE							
0480 SUNDRY REVENUE	147	680	0	0	0	0.00 %	0
0482 SALE OF LAND	1,108	1,108	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	0	0	0	1,650	1,650	100.00 %	0
REVENUE TOTAL	1,255	1,788	0	1,650	1,650	100.00 %	0
GRAND TOTAL:	422,448	341,554	224,666	483,695	259,029	115.30 %	0
PERCENT INCREASE:							-100.00 %



LOCAL AGENCIES, BOARDS AND COMMISSIONS

2016 OPERATING BUDGET



Business Unit Summary

Budget Year: 2016

YTD End Date: December 2015

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
Local Agencies, Boards & Commissions							
BOARDS & COMMISSIONS	35,503,933	36,256,291	36,268,596	36,950,909	682,313	1.88 %	0
Total:	35,503,933	36,256,291	36,268,596	36,950,909	682,313	1.88 %	0
Percent Increase:							-100.00 %

Executive Report

Budget Year: 2016; YTD End Date: December 2015

Division(s):
BOARDS & COMMISSIONS

	2014 Actuals	2015 Actuals YTD	2015 Budget	2016 Council Review	Variance	Variance %	2016 Council Approved
LOCAL AGENCIES, BOARDS & COMMISSIONS							
6051 NORTH BAY POLICE FORCE	16,633,161	17,023,838	17,023,838	17,354,902	331,064	1.94 %	0
6055 DSSAB	11,063,576	11,277,659	11,277,659	11,503,212	225,553	2.00 %	0
6058 DISTRICT HEALTH UNIT	1,594,348	1,609,603	1,609,603	1,641,795	32,192	2.00 %	0
6059 CASSELLHOLME	2,488,229	2,521,255	2,530,254	2,530,254	0	0.00 %	0
6065 PUBLIC LIBRARY	2,067,518	2,138,920	2,138,920	2,198,657	59,737	2.79 %	0
6066 HUMANE SOCIETY	345,000	351,900	351,900	358,938	7,038	2.00 %	0
6067 CONSERVATION AUTHORITY	323,041	330,800	330,800	337,416	6,616	2.00 %	0
6068 CAPITOL CENTRE	323,696	341,406	341,406	348,234	6,828	2.00 %	0
6070 GOLDEN AGE CLUB	21,312	18,432	21,738	22,173	435	2.00 %	0
6080 ONT.PROPERTY ASSESSMENT	644,053	642,478	642,478	655,328	12,850	2.00 %	0
6083 DIA	118,620	120,065	0	0	0	0.00 %	0
LOCAL AGENCIES, BOARDS & COMMISSIONS TOTAL	35,622,553	36,376,356	36,268,596	36,950,909	682,313	1.88 %	0
EXPENSE TOTAL	35,622,553	36,376,356	36,268,596	36,950,909	682,313	1.88 %	0
REVENUE							
0105 TAXATION	118,620	120,065	0	0	0	0.00 %	0
REVENUE TOTAL	118,620	120,065	0	0	0	0.00 %	0
GRAND TOTAL:	35,503,933	36,256,291	36,268,596	36,950,909	682,313	1.88 %	0
PERCENT INCREASE:							-100.00 %