



# Committee Agenda

**Committee Meeting of Council  
November 4, 2013  
at 7:00 p.m.**

# MEETINGS

**FOR THE WEEK OF  
NOVEMBER 4<sup>TH</sup>, 2013**

Monday, November 4, 2013

7:00 p.m.

Committee Meeting of Council  
Council Chambers, 2<sup>nd</sup> Floor,  
City Hall

# PUBLIC MEETINGS

**HELD UNDER THE  
MUNICIPAL ACT**

Monday, November 4, 2013

7:00 p.m.

Proposed Amendments to Sign  
By-Law

Proposed Water and Sanitary  
Sewer Rates

**COMMUNITY SERVICES COMMITTEE**

Monday, November 4, 2013

Page 1

**Chairperson: Councillor Mendicino**  
**Vice-Chair: Councillor Mayne**  
**Member: Councillor Vaillancourt**  
**Ex-Officio: Mayor McDonald**

- CS-2001-35 Rezoning applications by Consolidated Homes Ltd. – Golf Club Road (D14/2001/CHLTD/GOLFCLUB).
- CS-2003-37 Condominium application by Rick Miller on behalf of New Era Homes Ltd. - McKeown Avenue (D07/2003/NEHL/ MCKEOWN).
- CS-2004-29 Rezoning and Plan of Subdivision applications by Rick Miller on behalf of Grand Sierra Investments Ltd. - Sage Road (D12/D14/2003/GSIL/SAGERD).
- CS-2011-04 Motion moved by Councillor Mayne on January 24, 2011 re Designated Off-Leash Dog Area (R00/2011/PARKS/DOGPARK).
- CS-2013-18 Motion presented by Councillor Maroosis and Councillor Mendicino on June 4, 2013 re Age Friendly Community (D00/2013/GENER/GENERAL).
- ▶ **CS-2013-25 Report from Elizabeth Courville dated September 10, 2013 re Proposed Amendment to Sign By-Law No. 2006-143 (C00/2013/BYLAW/SIGNS).**
- CS-2013-26 Report from Peter Carello dated October 8, 2013 re Rezoning application by Stantec Consulting Ltd. on behalf of Theresa Hutter – 5409 Highway#11 North (D14/2013/HUTTE/HWY#11N).
- CS-2013-27 Report from Beverley Hillier dated October 1, 2013 re Radio Antenna Communication Tower Policy and User Fees (C00/2014/BYLAW/USERFEES).

Draft Recommendation:

"That Council approve the proposed amendment to Sign By-Law No. 2006-143, Section 11.1 by permitting signage on ball field backstops at Veterans' ball field and all three (3) ball fields at the Steve Omischi Sports Field Complex."

SEP 23 2013

CLERK'S DEPT.

## City of North Bay

## Report to Council

**Report No:** CSBU 2013 - 94**Date:** September 10, 2013**Originator:** Elizabeth Courville, Zoning Administrator**Subject:** Amendment to Sign By-law 2006-143

---

**RECOMMENDATION**

That Council approves the amendment to Sign By-law 2006-143, Section 11.1 by permitting signage on ball field backstops at Veteran's Ball Field and all 3 ball fields at Steve Omischl Sports Field Complex.

---

**BACKGROUND**

Through Reports to Council CSBU 2013-28 (Schedule "A") and CSBU 2013-86 (Schedule "B"), Council agreed to naming rights sponsorships of both the Omischl Sports Field Complex and Veteran's Ball Field (with North Bay Baseball Association (NBBA)).

In order to achieve the signage associated with the sponsorship of the fields, an amendment to the sign by-law is required. The amendment to the sign by-law would permit signs on the fencing backstops at Veteran's Ball Field and all 3 ball fields at Steve Omischl Sports Field Complex.

---

**ANALYSIS/OPTIONS**

An amendment to the current Sign By-law is required to permit signage on the above-mentioned ball field backstops.

Option 1:

That Council amend Sign By-law 2006-143, Section 11.1 (c) (iii) by adding "with the exception of Veteran's Ball Field and all 3 ball fields at the Steve Omischl Sports Field Complex".

Option 2:

That Council not amend the Sign By-law

---

**RECOMMENDED OPTION**

Option 1 is the recommended option. This will permit the North Bay Baseball Association (NBBA) and Senior Men's Baseball (SMB) the opportunity to erect signage on the backstop associated with naming rights. It will further allow sponsorship signage at the Steve Omischl Sports Complex.

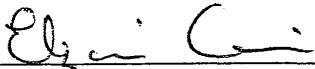
---

---

**SUMMARY**

In light of Council's Resolutions supporting Reports to Council CSBU 2013-28 and CSBU 2013-86 with respect to revenue/cost sharing and the naming of buildings and sports fields by way of sponsorship, the next step requires an amendment to the Sign By-law to permit signage on ball field back stops as outlined above.

Respectfully submitted,



---

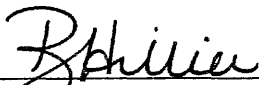
Elizabeth Courville, ACST  
Zoning Administrator

EC/dlb

W:\PLAN\RMS\C00\2013\CSBU\RTC\0094-SignBylawAmendment.docx

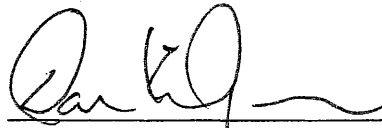
attach. Schedules "A" & "B"

We concur with this report and recommendations.



---

Beverley Hillier, MCIP, RPP  
Manager, Planning Services



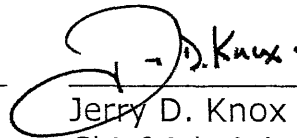
---

Ian G. Kilgour  
Director, Parks, Recreation and  
Leisure Services



---

Peter Chirico  
Managing Director,  
Community Services

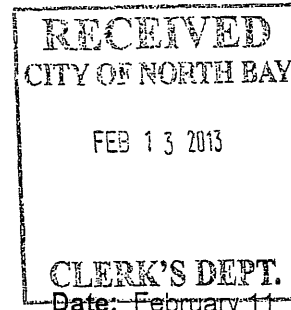


---

Jerry D. Knox  
Chief Administrative Officer

Personnel designated for continuance: Elizabeth Courville, Zoning Administrator

City of North Bay  
Report to Council



Report No: CSBU 2013-28  
Originator: Ian Kilgour  
Subject: Steve Omischl Sports Field Complex Field Naming

---

#### RECOMMENDATION

1. That the six (6) sport fields and buildings at the Steve Omischl Sports Field Complex be named by way of sponsorship.
  2. That staff be authorized to call for naming sponsorship proposals by established purchasing processes.
- 

#### BACKGROUND

In 2011, Parks, Recreation & Leisure Services budgeted \$10,000 revenue from signage at the Steve Omischl Sports Field Complex. This revenue was budgeted to offset Omischl expenditures.

Staff reviewed various signage options while trying to maintain the aesthetic character of a park-like sport facility. To raise \$10,000 annually with the traditional advertising signage it was determined that many signs would be required; this would have a negative impact on the overall aesthetic of the complex. The 2013 budget has \$20,000 planned revenue to be raised from this program. This amount will be directed to offset Omischl expenditures. Any surplus amount will be directed to Sports Tourism initiatives and reserves as required.

---

#### ANALYSIS / OPTIONS

The naming of fields through sponsorship is a direction other municipalities have undertaken. Under this option, a field is named by a sponsor for a financial contribution agreed to by the City (See attachment).

Last fall, the Director of Parks, Recreation & Leisure Services attended a seminar for municipalities to learn how to benefit from sponsorship naming rights. The Director has also communicated with other municipal representatives in Ontario and Canada that are already undertaking sponsorship naming rights to learn the best way to implement this program.

Option 1 - That the six (6) sport fields and buildings at the Steve Omischl Sports Field Complex be named by way of a sponsorship.

Under this option, it is proposed that the \$20,000 currently budgeted for signage revenue to offset

---

expenditures of the Steve Omischl Sports Field Complex, be referred to as sponsorship revenue.

Option 2 - Name fields similar to the previous sport field naming process to recognize former City sport figures.

This option will not generate revenue.

Option 3 - Do not name fields.

This option will not generate revenue.

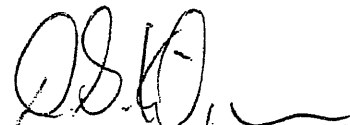
---


### RECOMMENDED OPTION / FINANCIAL IMPLICATIONS

Option 1 - That the six (6) sport fields and buildings at the Steve Omischl Sports Field Complex be named by way of a sponsorship.


Option 1 is recommended as it will raise revenue for the complex in a manner that protects the park-like aesthetic while naming fields after sponsors.

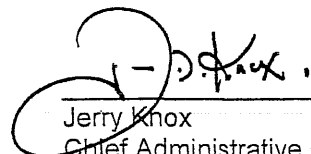
Respectfully submitted,

  
\_\_\_\_\_  
Ian Kilgour  
Director, Parks, Recreation and Leisure Services

  
\_\_\_\_\_  
Paul Valenti  
Manager of Purchasing

We concur in this report and recommendation,

  
\_\_\_\_\_  
Peter Chirico  
Managing Director, Community Services

  
\_\_\_\_\_  
Jerry Knox  
Chief Administrative Officer

Person designated for continuance:



Ian Kilgour  
Erin Richmond  
Paul Valenti

Attachment: Letter from Centre of Excellence for Public Sector Marketing

File: Omischl Sports Complex Field Naming



September 17, 2012

David Linkie, Chief Administrative Officer  
City of North Bay  
200 McIvor Street East, PO Box 360  
North Bay, ON P1B 8H8

RECEIVED  
CITY OF NORTH BAY  
SEP 20 2012  
ADMINISTRATION

Dear David:

It's clear that municipalities across Ontario are facing relentless pressure to "do more for less" and become more innovative in how they generate non-tax revenue.

The Centre of Excellence for Public Sector Marketing works with municipalities in Ontario and across Canada to help them take a more strategic approach towards corporate sponsorships, naming rights and advertising as sources of new, sustainable revenue. We also help municipalities adopt a more marketing-oriented approach towards the delivery of programs and services.

Over the past few years, we've worked with municipalities of all sizes including the Township of King, Town of Newmarket, the cities of Burlington, Ottawa and Vaughan and multi-purpose venues such as the Western Fair Entertainment Complex (London) and RA Centre (Ottawa) in helping them address key challenges such as:

- How do we take a strategic approach towards sponsorship, naming rights and advertising?
- How do we determine the value of our naming rights and sponsorship opportunities?
- How do we increase usage of our programs, facilities and services, establish effective fee structures and operate more efficiently?
- How do we implement these initiatives cost-effectively and achieve early success?

Included in this package are three (3) distinct offerings designed specifically for municipalities to help address these issues. They include:

**Valuation of Municipal Naming Rights and Sponsorship Assets:** This service provides your municipality with an unbiased analysis of the value of your facility Naming Rights and other municipal sponsorship opportunities and shows you how to market these effectively to the private sector.

**Municipal Forum on Sponsorship:** This one-day, exclusive forum (October 15, Toronto) is aimed at helping municipalities take a strategic approach towards implementing a coordinated, professional and sustainable sponsorship program.

**Municipal Marketing Strategy:** This service helps municipalities increase take-up on programs and services and get better results from their marketing and communications activities.

Also included is an article we had published in Public Sector Digest on 'Making the Case for Marketing in the Municipal Sector'. I would welcome the opportunity to discuss how we can help your municipality deal with some of the challenges you face in delivering municipal programs and services in today's economically challenged environment.

Yours truly,

Bernie Colterman, Managing Partner, CEPSM.ca

**Report to Council**

**Report No:** CSBU 2013 - 86

**Date:** August 19, 2013

**Originator:** Ian G. Kilgour, Director, Parks, Recreation and Leisure Services

**Subject:** Veteran's Ball Field Grass Infield Agreement

---

**RECOMMENDATION**

That the City enters into an agreement with the North Bay Baseball Association (NBBA) and Senior Men's Baseball (SMB) for revenue/cost sharing for the installation and maintenance of a new grass infield at Veteran's Ball Field.

---

**BACKGROUND**

Grass infields are used for playing baseball only. Other ball leagues such as Slowpitch and Fastball do not play on grass infields and do not use pitching mounds. Currently, the City does not have a grass infield; however, two fields, Veteran's and Omischl E, have pitching mounds and are used primarily for baseball.

Early this year, both the North Bay Baseball Association (NBBA) and Senior Men's Baseball (SMB) approached the City requesting that it install a grass infield at Veteran's Baseball Field. The proposal included the agreed removal of the pitching mound at Omischl E.

The City responded to NBBA's request by preparing an agreement that would require Baseball to undertake the maintenance of all components of the grass infield of Veteran's Ball Field, including home plate, pitching mound, base paths and infield grass. Included in the agreement, is the ability for Baseball to raise revenue through the naming rights of Veteran's Ball Field as well as signage advertising.

There are a number of positives with this agreement. Firstly, the City would remove the pitching mound at Omischl Field E, improving scheduling as well as the ability to host ball tournaments at all three fields at Omischl other than baseball. Secondly, the City will have one ball field with a mound maintained by Baseball. Thirdly, the community will realize a new baseball field with grass infield, making it an attractive destination for provincial tournaments and sport tourism. Fourthly, the other ball leagues prefer not to play on ball fields with pitching mounds because of irregular bounces off of the mound. Finally, the move of baseball permanently to Veteran's will make scheduling more attractive for all ball user groups resulting in more preferred times being scheduled.

The agreement can be summarized as follows:

- the estimated cost of a grass infield with new drainage and irrigation is \$50,000. Baseball will pay 50% of the cost up to \$25,000 over a period of time which will be agreed upon and finalized prior to commencing work. The City will pay 50% of the cost up to \$25,000.
- Baseball will have one dedicated field in the City with the removal of the ball diamond at Omischl E.
- Veteran's Ball Field will be renovated with a new grass infield including a new mound, home plate, base paths and grass.
- Baseball will maintain the grass infield including cutting the grass, keeping sand out of the grass, raking base paths, mound and home plate maintenance.
- Baseball will be provided the opportunity to name the field and provide for advertising to generate revenue for their maintenance costs.

There is \$180,000 budgeted for Veteran's Ball Field renovations under 2013 Capital Budget Project No. 6119RF, Recreation Facilities Rehabilitation. The grass infield will be undertaken as part of this work.

Other Veteran's Ball Field work planned and budgeted for includes:

- replacing field lighting as required
- replace fencing
- improve drainage in outfield
- level outfield and resurface with new sod
- repair and paint dugouts
- re-grade around backstop for better drainage

It is planned to have the renovations completed by late fall for use next season. The NBBA has informed the Ontario Baseball Association of the planned renovations and NBBA representatives advise discussions are underway to bring more Provincial Baseball Championships to the City.

---

## **ANALYSIS/OPTIONS**

### Option 1

That the City enters into an agreement with the North Bay Baseball Association (NBBA) and Senior Men's Baseball (SMB) for revenue/cost sharing for the installation and maintenance of a new grass infield at Veteran's Ball Field at a cost of 50% up to \$25,000.

### Option 2

That the City does not enter into a cost sharing/maintenance agreement with NBBA and SMB and does not install a grass infield at Veteran's Ball Field.

---

---

**RECOMMENDED OPTIONS / FINANCIAL IMPLICATIONS**

Option 1

That the City enters into an agreement with the North Bay Baseball Association (NBBA) and Senior Men's Baseball (SMB) for revenue/cost sharing for the installation and maintenance of a new grass infield at Veteran's Ball Field at a cost of 50% up to \$25,000.

Respectfully submitted,



---

Ian G. Kilgour  
Director, Parks, Recreation & Leisure  
Services

Por

IGK/dlb

W:\PLAN\RMS\C00\2013\CSBU\RTC\0086-VeteransGrassInfield.docx

We concur in this report and recommendation.



---

Peter Chirico  
Managing Director, Community Services



---

Jerry D. Knox  
Chief Administrative Officer

for

Person designated for continuance: Ian G. Kilgour

U

FILED  
NBBA

**INTER OFFICE**

RECEIVED  
CITY OF NORTH BAY

AUG 27 2013

PLANNING  
SERVICES

**City of North Bay**

**MEMO**

**To:** Ian Kilgour  
**From:** Catherine Conrad  
**Subject:** Veteran's Ball Field Grass Infield Agreement  
**Date:** 27 August 2013

This is Resolution No. 2013-491 which was passed by Council at its Regular Meeting held on Monday, August 26, 2013.

Resolution No. 2013-491:

"That the City enters into an Agreement with the North Bay Baseball Association (NBBA) and Senior Men's Baseball (SMB) for revenue/cost sharing for the installation and maintenance of a new grass infield at Veteran's Ball Field."

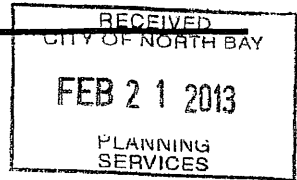
*Conrad*

Catherine Conrad  
City Clerk

CC/ck

cc: P. Chirico  
P. Leckie

**INTER OFFICE**



**City of North Bay**

**MEMO**

**To:** I. Kilgour  
**From:** Catherine Conrad  
**Subject:** Steve Omischl Sports Field Complex Field Naming  
**Date:** February 20, 2013

This is Resolution No. 2013-82 which was passed by Council at its Regular Meeting held on Tuesday, February 19, 2013.

Resolution No. 2013-82:

- "That 1) Council authorize that the six (6) sports fields and buildings at the Steve Omischl Sports Field Complex be named by way of sponsorship; and
- 2) Council direct staff to call for naming sponsorship proposals by established purchasing processes."

*Conrad*  
Catherine Conrad  
City Clerk

CC/hh

cc: P. Valenti  
E. Richmond  
P. Chirico

**ENGINEERING & WORKS COMMITTEE**

Monday, November 4, 2013

Page 1

**Chairperson: Councillor Vrebosch**  
**Vice-Chair: Councillor Koziol**  
**Member: Councillor Campbell**  
**Ex-Officio: Mayor McDonald**

- EW-2010-03 Report from A. Korell/J. Houston dated March 26, 2010 re Kate Pace Way west end bike route connection between Memorial Drive and Gormanville Road (R05/2010/KPWTR/WESTENDR).
- EW-2013-01 **Report from Laura Boissonneault/Margaret Karpenko dated September 20, 2013 re 2014 Water and Sewer Administrative Recommended Operating Budget (F05/2014/OPEBU/GENERAL).**
- EW-2013-02 Report from Alan Korell dated October 7, 2013 re Engineering related User Fees – Administration Fees for Street Work Permits and Municipal Consent Reviews (C00/2014/BYLAW/USERFEES).
- EW-2013-03 Report from Domenic Schiavone dated September 26, 2013 re Bulk Water and Septage Receiving Station User Fees (C00/2014/BYLAW/USERFEES).
- EW-2013-04 Report from Angela Cox dated September 26, 2013 re Water On/Off and Sewer Rodding User Fees (C00/2014/BYLAW/USERFEES).

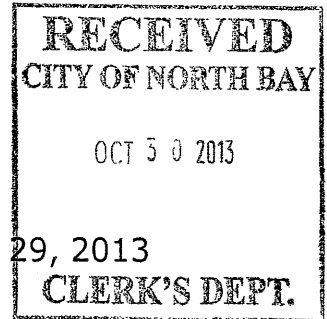


# **EW-2013-01**

Draft Recommendation:

"That Council approve the Recommended 2014 Water & Sanitary Sewer operating budget as set out in Report to Council CORP 2013-100 from Laura Boissonneault and Margaret Karpenko dated September 20, 2013."

**City of North Bay**  
**Supplemental Report to Council**



Report No.: CORP 2013-118

Date: October 29, 2013

Originator: Margaret Karpenko/Alan Korell

Subject: 2014 Water & Sewer Administrative Recommended Operating Budget

---

**RECOMMENDATION:**

That the 2014 Administration Recommended Water & Sewer Operating Budget, with a rate increase of 1.61%, as discussed at the October 22<sup>nd</sup>, 2013 Engineering, Environmental Services, and Works Committee, be approved.

---

**BACKGROUND:**

The Engineering, Environmental Services, and Works Committee held a meeting in the Council Chambers at 4:00 p.m. on Tuesday, October 22<sup>nd</sup>, 2013. During the course of the meeting City Council asked a number of questions to City Staff. Most of the questions were answered, but a few questions required some research. It is these questions that form the body of this report.

1. Overtime (item #4 in original report)

The overtime reduction is \$98,956 in the proposed 2014 Water & Sewer Budget. This number was chosen based on the reductions in overtime we are seeing in 2013. Our projections as of September 30<sup>th</sup>, 2013 are delivering savings in the amount of \$45,830 in sanitary sewers and a \$73,073 in water. The total projected savings in 2013 also reflect a payback of our capital investment in sewer and water as we have a reduction in the number of breaks and emergency repairs. With improved processes for monitoring planned, emergency and legislated overtime, staff will be monitoring overtime and if appropriate will reduce further in 2015.

2. Tools (item #9 in original report)

The reduction in tool costs, in the 2014 Preliminary Budget, of \$4,100 was based on usage to date in the 2013 Operating Budget. September projections are expected to be lower in sanitary sewers by \$3,660 and in water by \$5,071. This tool budget not only includes tools such as wrenches, small drills and hammers but also accounts for consumable components such as blades, bits etc., these accounts will be monitored and recommended adjustments made in 2015 should changing business processes allow for a further reduction.

### 3. Septage Sewer Rates (item #31 in original report)

The report suggested increasing the rate we charge haulers to dump at the Patton Street facility from \$2.64/1,000 liters to \$10/1000 liters on January 1, 2014. The original report suggested the increase be based on rates charged by neighboring communities. The question asked at the Committee Meeting was, "What is our actual full cost to treat the septage, adding in the capital costs to construct the Patton Street facility?" Below is a detailed costing.

2012 cubic meters of wastewater treated (1 megalitre = 1000 cubic litres)		14,491,637
2014 Sewer Plant Budget		2,082,971
2014 Sewer Distribution Costs		5,752,790
<b>Full Cost to Treat Septage</b>		<b>7,835,761</b>
Cost per 1000 liters to treat sewer		0.541
Increased Concentrate factor	A/B	52.27
Solids per mg/litre in septage received at Patton location	A	12,900
Average suspended solids in septage mg/litre	B	247
<b>Cost per 1000 litres</b>		<b>28.24</b>

**Note:** The capital cost to build the facilities on Patton totaled \$342,972.43. The above analysis includes the cost of financing capital, therefore there is no specific line item cost associated with this construction. The cost of \$28.24 is reflective of a full cost recovery.

4. As part of the budget process, staff was asked to provide options which could be looked at to reduce the Water and Sewer rate increase to zero for 2014.

The proposed Water & Sewer rate increase is 1.61%. It should be noted that the proposed rate includes a less than zero increase in the operating budget. To achieve a zero rate increase an amount of \$354,457 would have to be taken out of the proposed 2014 Budget.

There are two main ways this can be achieved. Find attached the two Service Level Reduction Templates. The first option enclosed is a decrease of \$354,457 in the "Pay as You Go" portion of the Capital Budget. This would mean an adjustment in the 2014 Capital Budget Plan; more importantly this approach is reactive and therefore does not support good financial planning that makes

decisions knowing the long term effects. Last year a one-time reduction was approved as a process to reset capital, to continue a second year with a one-time reduction demonstrates poor planning. It is projected that the Long-term Capital Funding Policy will increase rates by 2.6%. Should Council elect to make a decision that the projected rate increase due to the Capital Funding Policy is too substantial then prudent financial planning would suggest revisiting the Long Term Capital Plan and set a policy that is acceptable to Council. This Service Level Reduction is not recommended.

The second service level adjustment to achieve a zero rate increase would be to reduce staff. The average salary including benefits is approximately \$75,000. Therefore the reduction of 4 to 6 FTE would be required. A reduction of this size will certainly affect service levels and most likely affect our ability to meet regulatory requirements. This option is not recommended.

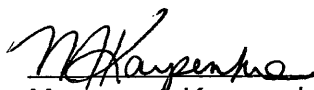
---

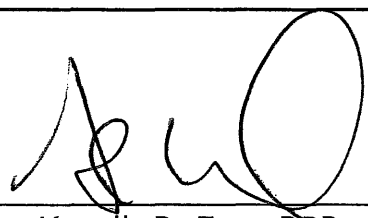
**RECOMMENDED OPTION:**

That the 2014 Administration Recommended Water & Sewer Operating Budget, with a rate increase of 1.61%, as discussed at the October 22<sup>nd</sup>, 2013 Engineering, Environmental Services, and Works Committee, be approved.

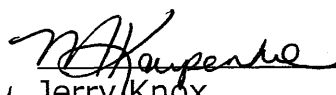
---

Respectfully submitted,

  
\_\_\_\_\_  
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer

  
\_\_\_\_\_  
Alan Korell, P. Eng. RPP  
Managing Director  
Environmental Services & Works

I concur in this report and recommendation:

*for*   
\_\_\_\_\_  
Jerry Knox  
Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer and Manager of Budgets

Attached: Two Service Level Reduction Templates

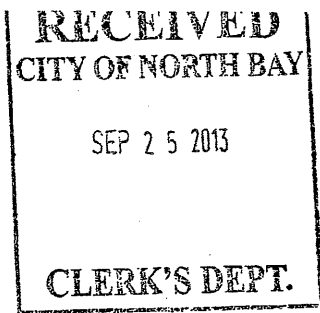
X:\FINSERV\4. Reports to Council (RTCs)\2014 Supplemental Water & Sewer Administrative Recommended Operating Budget.doc

# Service Level Reduction / Increase | 2014

	<b>Reduction / Increase of Services</b>	<input checked="" type="checkbox"/> <b>Public</b>	<input type="checkbox"/> <b>In-Camera</b>
<b>Service Area:</b>	Engineering, Environmental Services and Works		
<b>Department:</b>	Several		
<b>Costing Center:</b>	Several		
<b>Budget Impacted:</b>	<input checked="" type="checkbox"/> Municipal Levy	<input type="checkbox"/> Building Permit Reserve	<input type="checkbox"/> Other -
		<input type="checkbox"/> Water	<input checked="" type="checkbox"/> Sewer
<b>Description / Title:</b>	Personnel Section of Water and Sewer Budget		
<b>Detail:</b>			
Reduce regular and/or temporary salaries by \$354,457.00 to bring proposed water and sewer rate to zero. This would mean a reduction of staff by 4 to 6 positions. This reduction would reduce our level of service and the City's ability to meet legislative compliance. This option is not recommended by Administration.			
<b>Committee Recommendation:</b>			<i>Date</i>
<b>Budget Impact:</b>			
Expense	\$354,457.00	Admin. Option	Admin. Accepted
		YES	NO
(Revenue)			
Net	\$354,457.00		
<b>Full Time Equivalent (FTE) Impact:</b>			
		Admin. Option	Admin. Accepted
			Committee Recommended
<b>Future Years Budget Impact</b>			
		Admin. Option	Admin. Accepted
			Committee Recommended
Year / Expense			
Year / Revenue			
Year Net			

# Service Level Reduction / Increase | 2014

	Reduction / Increase of Services	X Public	In-Camera
<b>Service Area:</b>	Engineering, Environmental Services and Works		
<b>Department:</b>			
<b>Costing Center:</b>	4015 Debenture Capital		
<b>Budget Impacted:</b>	X Municipal Levy	Building Permit Reserve	Other -
		Water x	Sewer x
<b>Description / Title:</b>	The Pay as You Go portion of the Capital Budget 4015 Debenture Principle		
<b>Detail:</b>			
<p>Reduce the increase in the Pay as You Go portion of the Capital Budget. It was forecasted to go up \$369,968.00 in 2014. To get to the zero increase in the water and sewer rate this amount could be adjusted to \$15,571.00. This would mean that the water and sewer budget would have to be adjusted accordingly. The recommended capital project to be adjusted is the 6151WS Vehicle &amp; Equipment Replacement Program. Please note that Administration does not recommend this option.</p>			
<b>Committee Recommendation:</b>			<i>Date</i>
Budget Impact:	Admin. Option	Admin. Accepted	Committee Recommended
Expense \$354,457.00	YES	NO	
(Revenue)			
Net \$354,457.00			
Full Time Equivalent (FTE) Impact:	Admin. Option	Admin. Accepted	Committee Recommended
Future Years Budget Impact	Admin. Option	Admin. Accepted	Committee Recommended
Year / Expense - None through long term planning would have to be amended accordingly.			
Year / Revenue			
Year Net			



**CITY OF NORTH BAY**  
**Report to Council**

Report No: CORP 2013-100

Date: September 20, 2013

Originator: Laura Boissonneault / Margaret Karpenko

Subject: 2014 Water & Sewer Administrative Recommended Operating Budget

---

**RECOMMENDATION:**

**That the 2014 Administration Recommended Water & Sewer Operating Budget be received and referred to the Engineering, Environmental Services, and Works Committee.**

---

**BACKGROUND:**

During September 2013, the Managing Director of Engineering, Environmental Services, and Works and associated management teams met with the Chief Administrative Officer, the Chief Financial Officer and the Supervisor of Budgets and Financial Reporting to review their 2014 Preliminary Water & Sewer Operating Budget submissions. The attached is a summary of the proposed Administration Recommended 2014 Water & Sewer Operating Budget.

**Budget Development Guidelines**

The 2014 Administration Recommended Water & Sewer Operating Budget was prepared with the following guidelines:

**Service Levels** - The preliminary budget was prepared with Management's best estimates and lowest cost estimates to deliver services to the taxpayers. This will include alternative service levels that will assist to offset the general pressures of rising costs. The preliminary budget includes these notable adjustments and is communicated within the summary entitled notable changes.

**Expenditures** - Represent management's best estimates to provide services. Management estimates would include:

- Annualized approved Council initiatives or partial items within the 2013 Operating Budget

- Inclusion of contractual agreements
- Legislated changes that came into effect

**User Fees** – User fee changes that are assumed within this budget will be tabled with details on Oct 15<sup>th</sup>, 2013 with a scheduled Public Meeting on Oct 18<sup>th</sup>.

**Utility Costs** – Finance obtained rate estimates from North Bay Hydro and other utility experts. The projections take into consideration the prior year's actual and expected future trends. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve conservation.

**Revenue Estimates** – These estimates are based on trends, current rates, approved rate increases and any known revenue reductions.

**Long Term Capital Funding Policy** - Results in an increase of approximately \$502,000, with debt principal and interest representing \$433,000 of this increase. The remaining increase is directly related to capital levy funding.

**Staff Complement** - Changes to staff complement would be communicated in the notable changes. A significant reporting change has been made in 2014 where by all staffing costs and FTE's (including positions directly related to Capital) are reported in the operating salary, wages, and benefit costs, with the associated offsetting revenue from the Capital Budget being recorded accordingly.

**Fringe Benefits** - All staff benefit costs have been calculated by the Finance Department and are reflected within the department that the individual works.

As with any budget, there are risks associated with forecasting expenditures and revenues. Many municipal expenditures are non-discretionary; therefore, impacts from factors such as water and sewer line breaks, emergencies, fuel costs, insurance rates, utilities, etc... may significantly impact net municipal costs increasing the risk of future budget variances. The tabled budget contains no contingency account to mitigate any of the aforementioned risks.

The Administration Recommended Water & Sewer Operating Budget, as presented, would require a budget increase of **\$354,457 or 1.84%**. The associated **Water & Sewer rate increase** would be **1.61%**.

The final 1.84% budget increase represents an actual 2.6% increase directly related to the current long term capital plan. As seen in the Stantec update



---

report, the infrastructure gap is slowly improving and the City is recognizing fewer emergency repairs. As a large portion of the final budget increase represents the commitment to infrastructure, associated operating costs have been significantly reduced to achieve the final budget numbers. This is not sustainable in the long term and may result in operating deficits. This is a caution to long term rate increases remaining at these levels. The recommendations within this budget are supported by management for the 2014 year.

---

**RECOMMENDED OPTION:**

That the 2014 Administration Recommended Water & Sewer Operating Budget be received and referred to the Engineering, Environmental Services, and Works Committee.

The Standing Committee is scheduled to meet October 22<sup>nd</sup> at 4:30pm. The results from this meeting will be reviewed with Council at the Committee meeting scheduled on Monday, November 4, 2013. In addition, on this date the official Public Meeting for the Water & Sewer Rates will be held. A staff presentation will provide an overview of the 2014 Committee Recommended Water & Sewer Operating Budget.

The final budget and rates are scheduled to be adopted at the regular Council meeting on Tuesday, November 12, 2013.

The establishment of reserves provides some ability to respond to emergencies and would be capable of absorbing some operational deficits. The balance in the associated reserves as at June 30<sup>th</sup> 2013 is \$2,030,960 and is allocated as follows.

- Water Capital (99522R): \$1,388,984
- Sewer Capital (99575R): \$333,123
- Water Operating (99576R): \$375,982
- Sewer Operating (99577R): (\$67,129)\*

\* The reserve went into a negative position in 2012 when a deficit of \$268,600 was realized at year end. This reserve is now being charged interest on a monthly basis. It is projected that the reserve's deficit position will only be for a short term, as 2013 results are forecasting operations to be on budget or with a small surplus. Should the 2013 actual costs not generate a small surplus, the recovery of the deficit amount should be phased in over time from future rates before it becomes too significant to absorb.

---

Respectfully submitted,



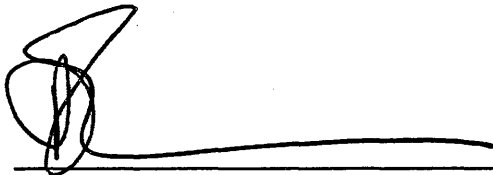
Laura Boissonneault, CGA  
Supervisor of Budgets & Financial  
Reporting

*for*



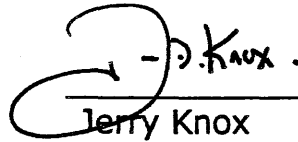
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer

I concur in this report and recommendation.



*For*

Alan Korell  
Managing Director of Engineering,  
Environmental Services, and Works



Jerry Knox  
Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer and Manager of Budgets  
Attach. 2014 Administration Recommended Water & Sewer Budget Executive Summary  
2014 Proposed Water & Sewer Rate calculation



# **CITY OF NORTH BAY**

**2014**

**SANITARY SEWER &**

**WATER**

**ADMINISTRATION**

**RECOMMENDED**

**OPERATING BUDGET**

## Water & Sewer Plants – Activity Summary Overview

To provide for the operation and maintenance of the water treatment plant and the water distribution system to ensure the sourcing and delivery of clean, safe drinking water to the citizens of North Bay. To provide for the operation and maintenance of the sanitary sewer system and the sewage treatment plant to ensure safe transportation and disposal of sewage. All services are in accordance with Provincial regulations and guidelines.

### POSITIONS:

Water/Sanitary Facility Plants	2013		2014	
	#Staff	FTE	#Staff	FTE
Facilities & Project Engineer	1	1	1	1
Operations Manager, Water & Wastewater Facilities	1	1	1	1
Supervisor, Process Control	1	1	1	1
WWTP Clerk	1	1	1	1
WWF Operator In Training	2	2	2	2
WWF Operator 1	3	3	1	1
WWF Chargehand	0	0	1	1
WWF Scada Tech	1	1	1	1
WWF Industrial Millwright	1	1	1	1
WWF Industrial Millwright Chargehand	1	1	1	1
WWF Operator II	1	1	2	2
Scada Electrician*	1	1	1	1
Students*	2	.6	2	.6
<b>TOTALS</b>	<b>16</b>	<b>14.6</b>	<b>16</b>	<b>14.6</b>

Water/Sanitary Distribution	2013		2014	
	#Staff	FTE	#Staff	FTE
Manager of Operations	1	1	1	1
Supervisor	3	3	3	3
Supervisor Summer Construction*	1	.9	1	.6
Operator 1 – Summer Construction*	7	4.06	7	4.06
Chargehand	6	5.1	6.5	6.18
Operator 1	12	9.93	11.5	8.49
OIT	2	1.84	2	2.35
Certified Sewer Cleaner/Flusher	3	2.55	3	2.74
Mechanic	1	1	1	1
Truck Driver	4	3.4	3	2.45
Excavator Operator	2	1.7	2	1.73
Backhoe Operator	2	1.7	2	1.68
Clerk	1	1	1	1
Students*	9	2.7	9	2.7
<b>TOTALS</b>	<b>54</b>	<b>39.88</b>	<b>53</b>	<b>38.98</b>

Water/Sanitary Administration	2013		2014	
	#Staff	FTE	#Staff	FTE
Watermeter Person	1	1	1	1
Water Clerk Admin	1	1	1	1
<b>TOTALS</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>GRAND TOTALS</b>	<b>72</b>	<b>56.48</b>	<b>71</b>	<b>55.58</b>

*\*\*\*Note...Of the total Facility Plants (1) Scada Electrician and (2) students are allocated to capital and approved in 2013. Of the total Sewer and Water Distribution complement of 53 'FTE' employees, 4.78 'FTE's are allocated to the activities relating to the storm sewer system, (1) Supervisor Summer Construction, (7) Operator 1 Summer Construction and (3.5) students are funded through capital.*

#### **Water Distribution Systems:**

The water distribution system, including mains, valves, hydrants, and services contains approximately 10,000 service connections and is comprised of approximately 303 kilometers of water main. In 2012 the department serviced 58 broken water mains and 116 service leaks.

As of September 1, 2013 staff has repaired 41 broken water mains and 76 service leaks. In addition to repairs, the major duties include; water on/off's, water locates, new servicing, dead end flushing, water sampling, replacement of valves and various apparatus and conducting of preventative maintenance.

#### **Sanitary Sewer System:**

The sanitary sewer system, including mains, 21 lift stations, manholes, force mains, and services contains approximately 270 kilometers of sanitary main. In 2012 the department serviced 31 sanitary main back-ups. As of September 1, 2013, there have been 20 sanitary main back-ups serviced.

Other major duties include: repair and replacement of sanitary sewer connections, sewer locates, sanitary main cleaning, service and main repairs, lift station repair and maintenance, manhole repairs, new servicing, and sewer camera inspections.

#### **Water and Wastewater Facilities:**

The City of North Bay Water Treatment System is classified as a "Large Municipal Residential" Class 3 Drinking-Water System. The MOE Permit to Take Water allows the City to consume up to 79,500 cubic meters per day.

The water distribution facilities consist of the following:

Ellendale Reservoir, High lift Pump Station & Re-chlorination Facility; CFB Reservoir; Canadore Pumping Station; Judge Avenue Valve Chamber & Re-chlorination Station; Birches Road Standpipe and Re-chlorination Station; and Airport Road Standpipe, Booster Pumping Station and Re-chlorination Facility.

The membrane filtration water treatment plant is SCADA controlled with ultraviolet and chlorine disinfection systems. The plant also includes fluoride addition along with caustic pH adjustment prior to delivery to the distribution system.

The major duties include; a) regulatory monitoring and recording and reporting of operational data of plants and remote facilities; b) adjusting process parameters and procedures to ensure efficient operations; c) responding to SCADA alarms and other emergencies within the water and wastewater facilities; d) performing preventative and emergency maintenance; f) managing capital projects at existing facilities as well as assisting with design and inspection for new facilities within the water and wastewater system. Operators and maintenance personnel also assist other departments as required (leachate facilities, lift stations, etc.).



# Executive Report

Budget Year: 2014; YTD End Date: December 2013

Division(s):  
 SANITARY SEWER DISTRIBUTION  
 SANITARY SEWER PLANT  
 WATER DISTRIBUTION  
 WATER PLANT

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	2,123,468	1,544,524	2,712,121	3,145,659	433,538	15.99 %	0
1002 TEMPORARY SALARIES	53,805	67,622	37,895	74,063	36,167	95.44 %	0
1003 SHIFT PREMIUM	2,661	2,221	3,166	3,248	82	2.60 %	0
1004 OTHER/STANDBY	93,661	68,475	51,277	81,877	30,600	59.68 %	0
1101 OVERTIME FULLTIME	477,476	261,016	493,609	394,653	(98,956)	-20.05 %	0
1102 OVERTIME - PART TIME	0	283	0	0	0	0.00 %	0
1202 VACATION	239,224	172,760	30,516	32,717	2,201	7.21 %	0
1203 COMPASSIONATE LEAVE	5,309	2,540	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	123,450	88,587	36,000	36,936	936	2.60 %	0
1207 SICK LEAVE	109,474	84,510	9,300	9,542	242	2.60 %	0
1299 OTHER LABOUR COSTS	39	332	0	0	0	0.00 %	0
1301 WSIB LEAVE	(412)	(6,056)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	76,814	33,875	17,500	17,955	455	2.60 %	0
1499 OTHER EMP ALLOWANCES	3,529	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	868,104	718,838	879,593	993,099	113,505	12.90 %	0
1802 FRINGE BENEFITS-PARTTIME	5,928	9,198	830	1,659	829	99.90 %	0
<b>PERSONNEL TOTAL</b>	<b>4,182,530</b>	<b>3,048,726</b>	<b>4,271,807</b>	<b>4,791,407</b>	<b>519,599</b>	<b>12.16 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	70,629	45,686	86,000	63,750	(22,250)	-25.87 %	0
2030 GRAVEL	167,331	86,013	219,800	169,200	(50,600)	-23.02 %	0
2055 MATERIALS	415,324	271,608	394,400	394,400	0	0.00 %	0
2099 MISC. MATERIALS	386,378	230,910	355,596	352,500	(3,096)	-0.87 %	0
2435 TOOLS	39,082	23,786	51,835	47,735	(4,100)	-7.91 %	0
2601 OFFICE SUPPLIES	6,584	4,921	8,850	7,950	(900)	-10.17 %	0
2615 JANITORIAL SUPPLIES	18	(55)	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	20,775	18,775	25,300	25,675	375	1.48 %	0
2655 SAFETY SUPPLIES	49,178	19,937	48,900	44,900	(4,000)	-8.18 %	0
2660 SAFETY BOOT ALLOWANCE	8,752	2,199	7,325	11,925	4,600	62.80 %	0
2701 HYDRO	1,180,189	807,976	1,261,828	1,307,481	45,653	3.62 %	0
2705 NATURAL GAS	31,569	31,633	44,700	45,965	1,265	2.83 %	0
2715 WATER	27,456	21,666	28,663	29,093	430	1.50 %	0
2720 MUNICIPAL TAXES	125,730	234,614	236,173	244,173	8,000	3.39 %	0
3001 POSTAGE	39,369	22,697	30,000	30,000	0	0.00 %	0
3005 COURIER & DELIVERY	166	102	1,200	900	(300)	-25.00 %	0
3007 ONTARIO 1 CALL CENTER	0	0	0	6,000	6,000	100.00 %	0
3010 TELEPHONE	39,277	23,632	35,150	36,650	1,500	4.27 %	0
3030 TRAVEL	22	0	0	0	0	0.00 %	0
3035 MILEAGE	11,949	5,562	16,800	14,300	(2,500)	-14.88 %	0
3065 MEMBERSHIPS	672	743	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	3,627	266	1,500	2,000	500	33.33 %	0



# Executive Report

Budget Year: 2014; YTD End Date: December 2013

Division(s):  
 SANITARY SEWER DISTRIBUTION  
 SANITARY SEWER PLANT  
 WATER DISTRIBUTION  
 WATER PLANT

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
3075 TRAINING COURSES - IN HOU	55,139	43,332	89,300	77,000	(12,300)	-13.77 %	0
3080 ADVERTISING & PROMOTION	68	0	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	1,000	546	4,660	3,660	(1,000)	-21.46 %	0
3102 CONSULTANT FEES IS	0	30,000	30,000	30,000	0	0.00 %	0
3130 CONSULTANT FEES	806	0	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	12,157	2,085	5,000	5,000	0	0.00 %	0
3299 MISC LEASES & RENTS	0	0	200	200	0	0.00 %	0
3301 RADIO MAINTENANCE	2,070	2,974	3,690	3,290	(400)	-10.84 %	0
3325 WATER METER MAINTENANCE	8,599	935	10,000	10,000	0	0.00 %	0
3350 DRY CLEANING/LAUNDERING	888	471	1,000	1,000	0	0.00 %	0
3380 INTERNAL PROPERTY DAMAGES	0	114	0	0	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	956,584	426,718	932,520	891,700	(40,820)	-4.38 %	0
3430 MAINTENANCE CONTRACT	19,095	13,719	28,000	25,000	(3,000)	-10.71 %	0
3499 MISC CONTRACTS	0	0	1,300	1,300	0	0.00 %	0
3601 INSURANCE PREMIUMS	163,259	189,195	179,586	200,618	21,032	11.71 %	0
3969 SLUDGE DISPOSAL	119,862	99,863	120,000	120,000	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>3,963,602</b>	<b>2,662,624</b>	<b>4,259,276</b>	<b>4,203,365</b>	<b>(55,911)</b>	<b>-1.31 %</b>	<b>0</b>
<b>FINANCIAL EXPENSES</b>							
4015 DEBENTURE PRINCIPAL	1,238,950	0	1,389,545	1,759,513	369,968	26.63 %	0
4020 DEBENTURE INTEREST	402,387	0	402,463	465,519	63,056	15.67 %	0
<b>FINANCIAL EXPENSES TOTAL</b>	<b>1,641,337</b>	<b>0</b>	<b>1,792,008</b>	<b>2,225,032</b>	<b>433,024</b>	<b>24.16 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	348	0	0	0	0	0.00 %	0
5101 CAPITAL LEVY	7,769,000	0	7,699,477	7,768,723	69,246	0.90 %	0
5115 TRANSFER TO RESERVE FUND	170,159	0	0	0	0	0.00 %	0
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>7,939,507</b>	<b>0</b>	<b>7,699,477</b>	<b>7,768,723</b>	<b>69,246</b>	<b>0.90 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	1,114,791	741,964	1,079,010	1,059,010	(20,000)	-1.85 %	0
7010 ADMINISTRATON & OVERHEAD	1,215,200	938,743	1,251,657	1,215,834	(35,823)	-2.86 %	0
<b>EXPENSE TOTAL</b>	<b>20,056,967</b>	<b>7,392,057</b>	<b>20,353,235</b>	<b>21,263,370</b>	<b>910,135</b>	<b>4.47 %</b>	<b>0</b>
<b>REVENUE</b>							
0115 OTHER CHARGES ON TAX BILL	0	0	0	12,000	12,000	100.00 %	0
0175 DIRECT WATER BILLINGS	10,150,879	6,709,824	0	0	0	0.00 %	0
0177 FILTRATION PLANT LEVY	726,108	495,076	733,216	719,335	(13,881)	-1.89 %	0
0178 CONSTRUCTION WATER	13,217	6,531	0	0	0	0.00 %	0
0180 SEWER SURCHARGE	8,552,785	4,863,732	0	0	0	0.00 %	0
0431 PENALTIES/WATER ACCOUNTS	28,325	0	24,000	24,000	0	0.00 %	0
0460 TRANSFER FRM CAPITAL FUND	0	0	79,769	512,828	433,059	542.89 %	0
0470 TSF FROM RESERVE FUND	268,600	0	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	0	1,243	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	0	4,079	0	0	0	0.00 %	0



# Executive Report

Budget Year: 2014; YTD End Date: December 2013

Division(s):  
 SANITARY SEWER DISTRIBUTION  
 SANITARY SEWER PLANT  
 WATER DISTRIBUTION  
 WATER PLANT

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
0479 REIMBURSEMENTS	0	55	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	48,477	24,216	25,000	25,000	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	4,480	0	0	0	0	0.00 %	0
0532 YES PROGRAM	6,619	0	0	0	0	0.00 %	0
0850 ADMIN FEES	16,164	10,099	5,280	5,280	0	0.00 %	0
0860 STATUS REPORTS	1,576	1,335	0	0	0	0.00 %	0
0873 SANITARY SEWER CONNECTION	6,801	(9,333)	62,000	50,000	(12,000)	-19.35 %	0
0874 SEWER RODDINGS	20,905	23,110	16,500	35,000	18,500	112.12 %	0
0876 WATER CONNECTIONS	42,072	(22,019)	67,700	67,700	0	0.00 %	0
0877 WATER THAWS	0	360	2,000	2,000	0	0.00 %	0
0878 WATER TURN ON/OFF	41,665	34,635	26,420	34,420	8,000	30.28 %	0
0879 WATER PRESSURE TESTING	0	0	2,000	2,000	0	0.00 %	0
0899 OTHER SERVICE CHARGES	82,563	21,576	9,500	79,500	70,000	736.84 %	0
0985 SEPTAGE TREATMENT	32,438	13,800	33,850	73,850	40,000	118.17 %	0
0993 BY LAW EXCEEDANCE SURCHAR	13,294	20,736	11,000	11,000	0	0.00 %	0
<b>REVENUE TOTAL</b>	<b>20,056,968</b>	<b>12,199,055</b>	<b>1,098,235</b>	<b>1,653,913</b>	<b>555,678</b>	<b>50.60 %</b>	<b>0</b>
<b>GRAND TOTAL:</b>	<b>(1)</b>	<b>(4,806,998)</b>	<b>19,255,000</b>	<b>19,609,457</b>	<b>354,457</b>	<b>1.84 %</b>	<b>0</b>
<b>PERCENT INCREASE:</b>							<b>-100.00 %</b>



**Notable Adjustments Contained Within 2014 Administrative Recommended Budget**

Service Area – Sewer and Water

Cost Center – Executive Report Summary

Item #	Description	Dollar Amount
	<b>Personnel</b>	
1.	The increase in regular and temporary salaries is due to staff flowing through operations to capital. Refer to note #26.	\$433,538 and \$36,167
2.	Standby adjustment adjusted to reflect two individuals. In 2013 budget process two standby operators were not noted in the budget.	\$37,600
3.	Standby adjustment to reflect the cost of reducing one individual to facilities. We will not be continuing with the SCADA Tech on Standby for the facilities and lift station.	(\$7,000)
4.	Overtime reductions due to schedule changes and service level reductions. Specific Reductions are noted in the following cost centers: Sanitary Sewer Maintenance, The department has initiated changes to its overtime procedure by such things as removing scheduled overtime and re-evaluating work priorities. To date the department has seen a 112% reduction in overtime costs and will continue with these initiatives moving forward. Sewer Systems, - The department has initiated changes to its overtime procedure by such things as removing scheduled overtime and re-evaluating work priorities. Water main Maintenance - The department has initiated changes to its overtime procedure by such things as removing scheduled overtime and re-evaluating work priorities. To date the department has seen a 112% reduction in overtime costs and will continue with these initiatives moving forward. Water Plant Operations – Overtime on maintenance and capital activities has been reduced.	(\$98,956)
5.	Fringe Benefits increase due to staff flowing through operations to capital.	\$113,505
	<b>Goods and Services</b>	
6.	Reduce the usage of cold mix by supplementing the current material with roadway grindings. We currently use grinding for our rural road resurfacing program. There is no added cost to using grindings in place of cold mix. This change will be implemented during summer construction. Cold mix will continue to be utilized during the winter months because grindings will not hold together if applied in cold weather.	(\$22,250)

7.	Reduce the volume of gravel to reflect a reduction of water leak repairs. The ongoing capital improvements in the City's infrastructure have resulted in the decline of water breaks and therefore have reduced the quantity of gravel needed.	(\$50,600)
8.	Reduce Miscellaneous expense to reflect projected actual costs.	(\$3,096)
9.	Reduce the purchase of tools to reflect projected actual costs. The purchase of tools also includes rentals and consumable goods such as saw blades.	(\$4,100)
10.	Reduce Safety Supplies to reflect projected actual costs.	(\$4,000)
11.	Safety boot increase outlined in the 2012-2016 collective agreement. Commencing in 2012 and effective every two years a \$90 rubber boot allowance is in effect in addition to the regular boot allowance.	\$4,600
12.	Hydro Utility increase	\$45,653
13.	Municipal tax adjustment to reflect actual cost	\$8,000
14.	As outlined in the current legislation changes, all Municipalities will be required to become members of Ontario 1 Call as of June 2014. Based on the # of locate requests provided by Ontario 1 Call, we expect these costs to \$6,000. This cost will be shared 50% between the sewer and water budget.	\$6,000
15.	Reduce Mileage cost	(\$2,500)
16.	Reduce the training budget by increasing in house training.	(\$12,300)
17.	Reduction in construction contract. The ongoing capital improvements to the City's infrastructure have resulted in the decline of repairs which in turn have reduced the amount of restoration.	(\$40,820)
18.	Maintenance contract adjusted to reflect projected actual cost.	(\$3,000)
19.	Insurance Premium increase 7.5% of actual cost.	\$21,032
20.	Financial Services Debenture cost increase – principal \$369,968, interest \$63,056	\$433,024
21.	Capital Levy increase.	\$69,246
22.	Fleet usage reduction to reflect a reduction of one vehicle.	(\$20,000)
23.	Reduction in administration and overhead as a result of staff directly charged to Sewer and Water Budget from Financial Services.	(\$35,823)
	<b>Revenues</b>	
24.	To add Sewer Surcharge charged to private industry as outlined in the Sewer and Water Bylaw.	\$12,000
25.	Filtration Plant Levy reduction.	(\$13,881)
26.	Transfer from capital fund adjustment as highlighted in note 1. These changes include the following additions: (1) summer construction charge hand, (7) summer construction Operator 1 positions, (1) scada electrician, (3.5) summer students in sewer and water, and (2) summer students from	\$433,059

	the facilities into each of the department's FTE. These positions reflect the capital activity in the divisions and are noted as a transfer from capital fund.	
27.	Sanitary Sewer Connection revenue reduction to reflect division's activity.	(\$12,000)
28.*	<p>Increase sewer rodding rates to reflect actual costs incurred by the City. The current user fee bylaw identifies rates as \$85 for a regular callout and \$115 for an afterhours callout.</p> <p>In 2012, actual costs for the department averaged \$210 for a regular callout and \$310 for an afterhours callout. The department is proposing changing its 2014 rates to \$215 for a regular callout and \$320 for an afterhours callout.</p>	\$18,500
29.*	<p>Increase water on/off rates to reflect actual costs incurred by the City. The current user fee bylaw identifies rates as \$80 for a regular callout and \$115 for an afterhours callout.</p> <p>In 2012, actual costs for the department averaged \$105 for a regular callout and \$157 for an afterhours callout. The department is proposing changing its 2014 rates to \$110 for a regular callout and \$160 for an afterhours.</p>	\$8,000
30.	Vactor truck rental revenue increase	\$70,000
31.*	<p>Increase septage sewage rate from \$2.64/ 1,000L to \$10/1,000L affective January 1, 2014 and \$15/1,000L January 1, 2015 and \$20/1,000L January 1, 2016.</p> <p>This adjustment would bring us up closer to our neighboring communities' rates as currently Sudbury charges \$32/1,000L, Orillia charges \$25.25/1,000L and Bay of Quinte charges \$22/1,000L.</p>	\$40,000

\*Note: Items 28, 29, 31 will be coming forward with a user fee report on or before October 15, 2013 to ensure appropriate notices are provided under the user fee bylaw.



# SANITARY SEWER

## 2014 OPERATING BUDGET



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>SANITARY SEWER DISTRIBUTION</b>							
<b>3304 - SANITARY - CONNECTIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	110,580	88,767	145,579	137,823	(7,756)	-5.33 %	0
1002 TEMPORARY SALARIES	1,349	3,334	3,445	3,366	(79)	-2.28 %	0
1003 SHIFT PREMIUM	235	180	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	56,098	30,321	48,531	49,895	1,264	2.60 %	0
1102 OVERTIME - PART TIME	0	18	0	0	0	0.00 %	0
1202 VACATION	0	0	138	135	(3)	-2.28 %	0
1801 FRINGE BENEFITS-FULLTIME	0	23,587	47,173	44,841	(2,332)	-4.94 %	0
1802 FRINGE BENEFITS-PARTTIME	0	0	75	75	0	-0.05 %	0
PERSONNEL TOTAL	168,262	146,206	245,041	236,136	(8,905)	-3.63 %	0
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	2,605	3,151	7,000	5,250	(1,750)	-25.00 %	0
2030 GRAVEL	31,795	14,439	26,700	26,700	0	0.00 %	0
2099 MISC. MATERIALS	20,666	12,620	21,000	21,000	0	0.00 %	0
2435 TOOLS	17	0	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	2,547	485	1,000	1,000	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	2,596	3,276	2,000	2,000	0	0.00 %	0
GOODS & SERVICES TOTAL	60,226	33,972	57,700	55,950	(1,750)	-3.03 %	0
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	141,439	100,458	133,500	133,500	0	0.00 %	0
EXPENSE TOTAL	369,927	280,636	436,241	425,586	(10,655)	-2.44 %	0
NET TOTAL	369,927	280,636	436,241	425,586	(10,655)	-2.44 %	0



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3302 - SANITARY - MAINTENANCE</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	152,845	107,408	287,239	295,991	8,753	3.05 %	0
1002 TEMPORARY SALARIES	5,433	10,226	10,335	10,099	(236)	-2.28 %	0
1003 SHIFT PREMIUM	240	227	501	514	13	2.60 %	0
1004 OTHER/STANDBY	634	0	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	41,729	14,698	51,041	24,041	(27,000)	-52.90 %	0
1102 OVERTIME - PART TIME	0	85	0	0	0	0.00 %	0
1202 VACATION	0	0	413	404	(9)	-2.28 %	0
1801 FRINGE BENEFITS-FULLTIME	0	46,695	93,389	95,391	2,002	2.14 %	0
1802 FRINGE BENEFITS-PARTTIME	0	0	226	226	0	-0.05 %	0
PERSONNEL TOTAL	200,880	179,339	443,145	426,667	(16,478)	-3.72 %	0
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	2,084	2,560	4,000	3,000	(1,000)	-25.00 %	0
2030 GRAVEL	2,794	2,366	5,000	5,000	0	0.00 %	0
2099 MISC. MATERIALS	18,436	29,375	18,000	25,000	7,000	38.89 %	0
2435 TOOLS	1,826	0	0	0	0	0.00 %	0
2701 HYDRO	280	389	194	712	518	267.01 %	0
3425 CONSTRUCTION CONTRACT	9,303	899	7,200	7,200	0	0.00 %	0
GOODS & SERVICES TOTAL	34,723	35,589	34,394	40,912	6,518	18.95 %	0
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	140,325	93,500	138,500	138,500	0	0.00 %	0
EXPENSE TOTAL	375,929	308,429	616,039	606,079	(9,960)	-1.62 %	0
<b>REVENUE</b>							
0874 SEWER RODDINGS	19,365	22,155	16,500	35,000	18,500	112.12 %	0
0985 SEPTAGE TREATMENT	32,438	13,800	33,850	73,850	40,000	118.17 %	0
REVENUE TOTAL	51,803	35,955	50,350	108,850	58,500	116.19 %	0
NET TOTAL	324,126	272,474	565,689	497,229	(68,460)	-12.10 %	0



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3306 - SANITARY - RESTORATIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	14,598	8,556	56,117	57,723	1,606	2.86 %	0
1002 TEMPORARY SALARIES	1,128	1,327	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	2	1	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	1,744	1,018	4,740	3,000	(1,740)	-36.71 %	0
1801 FRINGE BENEFITS-FULLTIME	0	7,748	18,053	18,469	416	2.30 %	0
PERSONNEL TOTAL	17,471	18,651	78,911	79,192	282	0.36 %	0
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	977	265	1,000	750	(250)	-25.00 %	0
2030 GRAVEL	184	204	500	500	0	0.00 %	0
2099 MISC. MATERIALS	6,611	7,519	9,000	7,000	(2,000)	-22.22 %	0
3425 CONSTRUCTION CONTRACT	115,649	37,315	151,820	125,000	(26,820)	-17.67 %	0
GOODS & SERVICES TOTAL	123,420	45,302	162,320	133,250	(29,070)	-17.91 %	0
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	10,343	6,119	10,000	10,000	0	0.00 %	0
EXPENSE TOTAL	151,235	70,073	251,231	222,442	(28,788)	-11.46 %	0
NET TOTAL	151,235	70,073	251,231	222,442	(28,788)	-11.46 %	0



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3312 - SANITARY - SERVICE CONNECTIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	1,118	1,076	21,265	25,525	4,260	20.03 %	0
1002 TEMPORARY SALARIES	97	38	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	0	5	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	444	1,610	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	0	3,280	6,839	8,260	1,420	20.77 %	0
PERSONNEL TOTAL	1,659	6,008	28,104	33,785	5,681	20.21 %	0
<b>GOODS &amp; SERVICES</b>							
2030 GRAVEL	1,069	464	3,000	2,000	(1,000)	-33.33 %	0
2099 MISC. MATERIALS	164	364	5,000	3,000	(2,000)	-40.00 %	0
3425 CONSTRUCTION CONTRACT	458	0	7,000	3,000	(4,000)	-57.14 %	0
GOODS & SERVICES TOTAL	1,691	827	15,000	8,000	(7,000)	-46.67 %	0
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	1,509	2,083	13,600	13,600	0	0.00 %	0
EXPENSE TOTAL	4,859	8,918	56,704	55,385	(1,319)	-2.33 %	0
<b>REVENUE</b>							
0480 SUNDRY REVENUE	0	125	0	0	0	0.00 %	0
0873 SANITARY SEWER CONNECTION	2,912	(9,333)	62,000	50,000	(12,000)	-19.35 %	0
REVENUE TOTAL	2,912	(9,208)	62,000	50,000	(12,000)	-19.35 %	0
<b>NET TOTAL</b>	<b>1,947</b>	<b>18,126</b>	<b>(5,296)</b>	<b>5,385</b>	<b>10,681</b>	<b>201.69 %</b>	<b>0</b>





# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3317 - SANITARY - SEWER SYSTEMS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	116,722	109,010	127,690	131,548	3,858	3.02 %	0
1002 TEMPORARY SALARIES	2,138	0	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	29	0	0	0	0	0.00 %	0
1004 OTHER/STANDBY	47,207	0	0	18,800	18,800	100.00 %	0
1101 OVERTIME FULLTIME	11,007	9,740	24,008	10,600	(13,408)	-55.85 %	0
1202 VACATION	60,406	0	0	0	0	0.00 %	0
1203 COMPASSIONATE LEAVE	1,567	0	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	25,988	0	0	0	0	0.00 %	0
1207 SICK LEAVE	27,756	0	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	14,588	0	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	658	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	184,710	19,529	39,087	39,775	688	1.76 %	0
1802 FRINGE BENEFITS-PARTTIME	1,205	0	0	0	0	0.00 %	0
<b>PERSONNEL TOTAL</b>	<b>493,981</b>	<b>138,279</b>	<b>190,785</b>	<b>200,724</b>	<b>9,938</b>	<b>5.21 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	2,757	0	0	0	0	0.00 %	0
2435 TOOLS	6,808	5,775	13,100	10,000	(3,100)	-23.66 %	0
2601 OFFICE SUPPLIES	16	0	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	4,005	4,171	6,200	6,200	0	0.00 %	0
2655 SAFETY SUPPLIES	12,477	4,690	9,900	9,900	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	2,004	508	2,500	5,300	2,800	112.00 %	0
3007 ONTARIO 1 CALL CENTER	0	0	0	3,000	3,000	100.00 %	0
3010 TELEPHONE	1,484	0	1,750	1,750	0	0.00 %	0
3035 MILEAGE	596	0	1,800	800	(1,000)	-55.56 %	0
3065 MEMBERSHIPS	125	0	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	453	0	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	11,436	8,398	23,300	12,000	(11,300)	-48.50 %	0
3099 MISC ADMIN EXPENSES	295	0	2,660	2,660	0	0.00 %	0
3350 DRY CLEANING/LAUNDERING	262	0	0	0	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>42,718</b>	<b>23,541</b>	<b>61,210</b>	<b>51,610</b>	<b>(9,600)</b>	<b>-15.68 %</b>	<b>0</b>
<b>FINANCIAL EXPENSES</b>							
4015 DEBENTURE PRINCIPAL	117,500	0	117,500	117,500	0	0.00 %	0
4020 DEBENTURE INTEREST	32,280	0	28,870	25,526	(3,344)	-11.58 %	0
<b>FINANCIAL EXPENSES TOTAL</b>	<b>149,780</b>	<b>0</b>	<b>146,370</b>	<b>143,026</b>	<b>(3,344)</b>	<b>-2.28 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5101 CAPITAL LEVY	4,631,715	0	3,589,440	3,566,742	(22,698)	-0.63 %	0
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>4,631,715</b>	<b>0</b>	<b>3,589,440</b>	<b>3,566,742</b>	<b>(22,698)</b>	<b>-0.63 %</b>	<b>0</b>



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3317 - SANITARY - SEWER SYSTEMS</b>							
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	14,290	7,529	13,650	13,650	0	0.00 %	0
7010 ADMINISTRATON & OVERHEAD	671,800	469,410	625,880	638,396	12,516	2.00 %	0
EXPENSE TOTAL	6,004,284	638,760	4,627,335	4,614,148	(13,188)	-0.28 %	0
<b>REVENUE</b>							
0180 SEWER SURCHARGE	8,539,991	4,854,426	0	0	0	0.00 %	0
0431 PENALTIES/WATER ACCOUNTS	14,162	0	12,000	12,000	0	0.00 %	0
0470 TSF FROM RESERVE FUND	268,600	0	0	0	0	0.00 %	0
REVENUE TOTAL	8,822,753	4,854,426	12,000	12,000	0	0.00 %	0
<b>NET TOTAL</b>	<b>(2,818,469)</b>	<b>(4,215,666)</b>	<b>4,615,335</b>	<b>4,602,148</b>	<b>(13,188)</b>	<b>-0.29 %</b>	<b>0</b>



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
SANITARY SEWER DISTRIBUTION	(1,971,235)	(3,574,357)	5,863,200	5,752,790	(110,410)	-1.88 %	0
PERCENT INCREASE:							-100.00 %



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>SANITARY SEWER PLANT</b>							
<b>3321 - SEWAGE TREATMENT PLANT - ADMIN</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	106,432	78,888	109,789	114,248	4,460	4.06 %	0
1002 TEMPORARY SALARIES	32	0	0	0	0	0.00 %	0
1004 OTHER/STANDBY	13,607	14,087	10,000	10,000	0	0.00 %	0
1101 OVERTIME FULLTIME	2,934	582	3,000	3,078	78	2.60 %	0
1202 VACATION	8,991	13,292	7,000	7,182	182	2.60 %	0
1204 STATUTORY HOLIDAYS	11,166	9,307	12,000	12,312	312	2.60 %	0
1207 SICK LEAVE	2,193	4,259	1,800	1,847	47	2.60 %	0
1401 TRAINING & SAFETY	6,227	5,018	4,500	4,617	117	2.60 %	0
1499 OTHER EMP ALLOWANCES	853	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	26,554	38,056	33,402	34,210	808	2.42 %	0
1802 FRINGE BENEFITS-PARTTIME	1,413	0	0	0	0	0.00 %	0
<b>PERSONNEL TOTAL</b>	<b>180,402</b>	<b>163,488</b>	<b>181,490</b>	<b>187,494</b>	<b>6,004</b>	<b>3.31 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	6,942	3,439	8,000	7,500	(500)	-6.25 %	0
2435 TOOLS	10,459	4,052	10,000	10,000	0	0.00 %	0
2601 OFFICE SUPPLIES	2,625	2,281	2,050	2,550	500	24.39 %	0
2615 JANITORIAL SUPPLIES	0	(55)	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	677	446	600	600	0	0.00 %	0
2655 SAFETY SUPPLIES	5,525	4,491	8,000	7,000	(1,000)	-12.50 %	0
2660 SAFETY BOOT ALLOWANCE	1,109	827	725	1,325	600	82.76 %	0
3001 POSTAGE	25	1	0	0	0	0.00 %	0
3005 COURIER & DELIVERY	166	102	1,200	900	(300)	-25.00 %	0
3010 TELEPHONE	22,310	14,327	21,000	21,000	0	0.00 %	0
3035 MILEAGE	1,082	130	2,000	1,000	(1,000)	-50.00 %	0
3065 MEMBERSHIPS	0	495	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	1,015	0	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	7,611	2,863	11,000	10,000	(1,000)	-9.09 %	0
3430 MAINTENANCE CONTRACT	11,580	6,106	8,000	8,000	0	0.00 %	0
3601 INSURANCE PREMIUMS	104,178	115,776	114,596	121,840	7,244	6.32 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>175,305</b>	<b>155,283</b>	<b>187,171</b>	<b>191,715</b>	<b>4,544</b>	<b>2.43 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	348	0	0	0	0	0.00 %	0
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	564	1,724	5,000	5,000	0	0.00 %	0
<b>EXPENSE TOTAL</b>	<b>356,620</b>	<b>320,495</b>	<b>373,661</b>	<b>384,209</b>	<b>10,548</b>	<b>2.82 %</b>	<b>0</b>
<b>REVENUE</b>							
0480 SUNDRY REVENUE	11,624	0	0	0	0	0.00 %	0

# Division Detail



Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3321 - SEWAGE TREATMENT PLANT - ADMIN</b>							
0993 BY LAW EXCEEDANCE SURCHAR	13,294	20,736	11,000	11,000	0	0.00 %	0
REVENUE TOTAL	24,918	20,736	11,000	11,000	0	0.00 %	0
NET TOTAL	331,702	299,758	362,661	373,209	10,548	2.91 %	0



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3323 - SEWAGE TREATMENT PLANT - LIFT STATIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	93,667	67,840	107,578	109,866	2,288	2.13 %	0
1002 TEMPORARY SALARIES	3,135	2,208	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	66	43	0	0	0	0.00 %	0
1004 OTHER/STANDBY	313	0	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	25,078	10,641	25,000	25,650	650	2.60 %	0
1801 FRINGE BENEFITS-FULLTIME	12,390	17,340	34,680	35,225	545	1.57 %	0
PERSONNEL TOTAL	134,649	98,073	167,257	170,741	3,483	2.08 %	0
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	31,361	6,926	20,000	19,000	(1,000)	-5.00 %	0
2435 TOOLS	517	0	0	0	0	0.00 %	0
2701 HYDRO	65,427	41,798	68,408	75,331	6,923	10.12 %	0
3130 CONSULTANT FEES	806	0	0	0	0	0.00 %	0
3301 RADIO MAINTENANCE	1,020	1,020	1,020	1,020	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	18,785	36,039	20,000	20,000	0	0.00 %	0
GOODS & SERVICES TOTAL	117,917	85,783	109,428	115,351	5,923	5.41 %	0
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	43,012	32,362	30,000	35,000	5,000	16.67 %	0
EXPENSE TOTAL	295,578	216,217	306,685	321,092	14,406	4.70 %	0
NET TOTAL	295,578	216,217	306,685	321,092	14,406	4.70 %	0



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3322 - SEWAGE TREATMENT PLANT - OPERATIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	238,132	168,472	267,116	363,055	95,939	35.92 %	0
1002 TEMPORARY SALARIES	10,963	10,404	0	6,733	6,733	100.00 %	0
1003 SHIFT PREMIUM	2	0	0	0	0	0.00 %	0
1004 OTHER/STANDBY	654	0	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	28,773	16,663	23,200	24,000	800	3.45 %	0
1202 VACATION	0	0	0	269	269	100.00 %	0
1204 STATUTORY HOLIDAYS	198	0	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	0	14	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	37,821	44,954	89,907	113,383	23,476	26.11 %	0
1802 FRINGE BENEFITS-PARTTIME	0	0	0	151	151	100.00 %	0
<b>PERSONNEL TOTAL</b>	<b>316,542</b>	<b>240,508</b>	<b>380,223</b>	<b>507,591</b>	<b>127,368</b>	<b>33.50 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2055 MATERIALS	300,548	162,798	237,400	237,400	0	0.00 %	0
2099 MISC. MATERIALS	60,018	31,160	25,000	25,000	0	0.00 %	0
2435 TOOLS	1,091	594	1,160	1,160	0	0.00 %	0
2601 OFFICE SUPPLIES	0	182	0	0	0	0.00 %	0
2615 JANITORIAL SUPPLIES	18	0	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	(61)	0	0	0	0	0.00 %	0
2655 SAFETY SUPPLIES	354	32	3,000	1,500	(1,500)	-50.00 %	0
2701 HYDRO	356,778	255,160	372,809	387,561	14,752	3.96 %	0
2705 NATURAL GAS	21,435	25,872	30,000	32,400	2,400	8.00 %	0
2715 WATER	12,794	9,307	13,043	13,239	196	1.50 %	0
2720 MUNICIPAL TAXES	94,121	97,293	96,945	102,451	5,506	5.68 %	0
3035 MILEAGE	189	0	1,000	500	(500)	-50.00 %	0
3075 TRAINING COURSES - IN HOU	230	0	0	0	0	0.00 %	0
3102 CONSULTANT FEES IS	0	15,000	15,000	15,000	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	1,657	203	0	0	0	0.00 %	0
3301 RADIO MAINTENANCE	164	164	170	170	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	66,901	32,238	35,000	35,000	0	0.00 %	0
3969 SLUDGE DISPOSAL	119,862	99,863	120,000	120,000	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>1,036,099</b>	<b>729,867</b>	<b>950,527</b>	<b>971,381</b>	<b>20,854</b>	<b>2.19 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	3,409	4,784	20,000	8,000	(12,000)	-60.00 %	0
<b>EXPENSE TOTAL</b>	<b>1,356,051</b>	<b>975,160</b>	<b>1,350,750</b>	<b>1,486,972</b>	<b>136,222</b>	<b>10.08 %</b>	<b>0</b>
<b>REVENUE</b>							
0115 OTHER CHARGES ON TAX BILL	0	0	0	12,000	12,000	100.00 %	0
0180 SEWER SURCHARGE	12,794	9,307	0	0	0	0.00 %	0
0460 TRANSFER FRM CAPITAL FUND	0	0	0	86,302	86,302	100.00 %	0



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3322 - SEWAGE TREATMENT PLANT - OPERATIONS</b>							
0480 SUNDRY REVENUE	0	83	0	0	0	0.00 %	0
REVENUE TOTAL	12,794	9,390	0	98,302	98,302	100.00 %	0
NET TOTAL	1,343,256	965,770	1,350,750	1,388,670	37,920	2.81 %	0





## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
SANITARY SEWER PLANT	1,970,536	1,481,746	2,020,097	2,082,971	62,874	3.11 %	0
PERCENT INCREASE:							-100.00 %



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Sanitary Sewer System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>TOTAL:</b>	(699)	(2,092,612)	7,883,297	7,835,761	(47,536)	-0.60 %	0
<b>PERCENT INCREASE:</b>							-100.00 %



# **WATER**

## **2014 OPERATING BUDGET**



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>WATER DISTRIBUTION</b>							
<b>1302 - WATER - ADMINISTRATION</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	40,355	29,914	42,970	89,307	46,337	107.84 %	0
1101 OVERTIME FULLTIME	0	0	100	0	(100)	-100.00 %	0
1202 VACATION	449	0	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	1,776	1,322	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	14,101	10,887	14,950	30,504	15,554	104.04 %	0
<b>PERSONNEL TOTAL</b>	<b>56,681</b>	<b>42,123</b>	<b>58,020</b>	<b>119,812</b>	<b>61,791</b>	<b>106.50 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2435 TOOLS	0	0	300	300	0	0.00 %	0
2601 OFFICE SUPPLIES	3,607	2,109	4,800	4,800	0	0.00 %	0
2650 CLOTHING / UNIFORM	365	374	500	500	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	51	0	0	0	0	0.00 %	0
3001 POSTAGE	39,341	22,696	30,000	30,000	0	0.00 %	0
3035 MILEAGE	3,744	2,348	4,000	4,000	0	0.00 %	0
3299 MISC LEASES & RENTS	0	0	200	200	0	0.00 %	0
3325 WATER METER MAINTENANCE	8,599	935	10,000	10,000	0	0.00 %	0
3499 MISC CONTRACTS	0	0	1,300	1,300	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>55,707</b>	<b>28,463</b>	<b>51,100</b>	<b>51,100</b>	<b>0</b>	<b>0.00 %</b>	<b>0</b>
<b>EXPENSE TOTAL</b>	<b>112,388</b>	<b>70,586</b>	<b>109,120</b>	<b>170,912</b>	<b>61,791</b>	<b>56.63 %</b>	<b>0</b>
<b>REVENUE</b>							
0480 SUNDRY REVENUE	31	32	0	0	0	0.00 %	0
0860 STATUS REPORTS	1,576	1,335	0	0	0	0.00 %	0
<b>REVENUE TOTAL</b>	<b>1,607</b>	<b>1,367</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>	<b>0</b>
<b>NET TOTAL</b>	<b>110,781</b>	<b>69,219</b>	<b>109,120</b>	<b>170,912</b>	<b>61,791</b>	<b>56.63 %</b>	<b>0</b>



# Division Detail

Budget Year: 2014  
 YTD End Date: December 2013  
 Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3364 - WATER - CONNECTIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	253,659	178,957	223,418	243,423	20,004	8.95 %	0
1002 TEMPORARY SALARIES	2,393	6,297	6,890	6,733	(157)	-2.28 %	0
1003 SHIFT PREMIUM	188	206	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	80,823	59,034	64,740	66,423	1,683	2.60 %	0
1102 OVERTIME - PART TIME	0	73	0	0	0	0.00 %	0
1202 VACATION	0	0	276	269	(6)	-2.28 %	0
1801 FRINGE BENEFITS-FULLTIME	0	51,996	72,519	78,502	5,984	8.25 %	0
1802 FRINGE BENEFITS-PARTTIME	0	0	151	151	0	-0.05 %	0
<b>PERSONNEL TOTAL</b>	<b>337,063</b>	<b>296,563</b>	<b>367,994</b>	<b>395,502</b>	<b>27,508</b>	<b>7.48 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	21,297	11,758	35,000	26,250	(8,750)	-25.00 %	0
2030 GRAVEL	74,001	43,149	121,000	75,000	(46,000)	-38.02 %	0
2099 MISC. MATERIALS	68,597	45,586	85,000	77,000	(8,000)	-9.41 %	0
2435 TOOLS	368	258	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	2,469	901	4,000	3,000	(1,000)	-25.00 %	0
3425 CONSTRUCTION CONTRACT	9,656	4,830	15,000	11,000	(4,000)	-26.67 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>176,388</b>	<b>106,482</b>	<b>260,000</b>	<b>192,250</b>	<b>(67,750)</b>	<b>-26.06 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	351,437	244,078	272,600	272,600	0	0.00 %	0
<b>EXPENSE TOTAL</b>	<b>864,888</b>	<b>647,123</b>	<b>900,594</b>	<b>860,352</b>	<b>(40,242)</b>	<b>-4.47 %</b>	<b>0</b>
<b>NET TOTAL</b>	<b>864,888</b>	<b>647,123</b>	<b>900,594</b>	<b>860,352</b>	<b>(40,242)</b>	<b>-4.47 %</b>	<b>0</b>



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3362 - WATER - MAINTENANCE</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	347,150	266,812	518,484	456,978	(61,505)	-11.86 %	0
1002 TEMPORARY SALARIES	10,146	17,541	13,780	13,466	(314)	-2.28 %	0
1003 SHIFT PREMIUM	1,636	1,499	2,665	2,734	69	2.60 %	0
1101 OVERTIME FULLTIME	156,998	80,376	163,235	116,000	(47,235)	-28.94 %	0
1102 OVERTIME - PART TIME	0	75	0	0	0	0.00 %	0
1202 VACATION	0	0	551	539	(13)	-2.28 %	0
1801 FRINGE BENEFITS-FULLTIME	0	89,839	168,117	147,263	(20,854)	-12.40 %	0
1802 FRINGE BENEFITS-PARTTIME	0	0	302	302	0	-0.05 %	0
<b>PERSONNEL TOTAL</b>	<b>515,931</b>	<b>456,142</b>	<b>867,134</b>	<b>737,282</b>	<b>(129,852)</b>	<b>-14.97 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	25,206	9,771	25,000	18,750	(6,250)	-25.00 %	0
2030 GRAVEL	54,503	23,713	55,000	55,000	0	0.00 %	0
2099 MISC. MATERIALS	97,540	47,857	100,000	100,000	0	0.00 %	0
2701 HYDRO	256	257	158	442	284	179.75 %	0
3205 VEHICLE LEASE/RENTAL	5,212	495	0	1,000	1,000	100.00 %	0
3425 CONSTRUCTION CONTRACT	107,692	48,519	85,000	85,000	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>290,409</b>	<b>130,612</b>	<b>265,158</b>	<b>260,192</b>	<b>(4,966)</b>	<b>-1.87 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	311,316	180,276	290,000	290,000	0	0.00 %	0
<b>EXPENSE TOTAL</b>	<b>1,117,656</b>	<b>767,031</b>	<b>1,422,292</b>	<b>1,287,474</b>	<b>(134,818)</b>	<b>-9.48 %</b>	<b>0</b>
<b>NET TOTAL</b>	<b>1,117,656</b>	<b>767,031</b>	<b>1,422,292</b>	<b>1,287,474</b>	<b>(134,818)</b>	<b>-9.48 %</b>	<b>0</b>

# Division Detail



Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3399 - WATER - OVERHEADS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	278,722	190,909	273,177	516,531	243,354	89.08 %	0
1002 TEMPORARY SALARIES	4,422	0	0	23,565	23,565	100.00 %	0
1003 SHIFT PREMIUM	119	0	0	0	0	0.00 %	0
1004 OTHER/STANDBY	13,915	39,947	26,277	45,077	18,800	71.55 %	0
1101 OVERTIME FULLTIME	26,539	20,698	44,424	36,100	(8,324)	-18.74 %	0
1202 VACATION	144,245	146,592	0	943	943	100.00 %	0
1203 COMPASSIONATE LEAVE	3,742	2,540	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	62,058	63,897	0	0	0	0.00 %	0
1207 SICK LEAVE	66,280	73,102	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	39	332	0	0	0	0.00 %	0
1301 WSIB LEAVE	(412)	(6,056)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	34,837	22,138	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	1,943	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	441,073	249,297	84,178	162,517	78,339	93.06 %	0
1802 FRINGE BENEFITS-PARTTIME	2,492	6,651	0	528	528	100.00 %	0
<b>PERSONNEL TOTAL</b>	<b>1,080,015</b>	<b>810,047</b>	<b>428,056</b>	<b>785,260</b>	<b>357,204</b>	<b>83.45 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	6,582	4	0	0	0	0.00 %	0
2435 TOOLS	16,256	12,956	24,775	24,775	0	0.00 %	0
2601 OFFICE SUPPLIES	37	0	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	9,565	8,862	12,000	12,000	0	0.00 %	0
2655 SAFETY SUPPLIES	29,793	10,109	25,000	25,000	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	4,786	783	4,100	5,300	1,200	29.27 %	0
3010 TELEPHONE	3,542	4,010	4,000	5,500	1,500	37.50 %	0
3035 MILEAGE	1,422	863	3,000	3,000	0	0.00 %	0
3065 MEMBERSHIPS	299	0	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	1,083	266	1,500	2,000	500	33.33 %	0
3075 TRAINING COURSES - IN HOU	27,307	16,365	38,000	38,000	0	0.00 %	0
3099 MISC ADMIN EXPENSES	705	546	2,000	1,000	(1,000)	-50.00 %	0
3350 DRY CLEANING/LAUNDERING	626	471	1,000	1,000	0	0.00 %	0
3380 INTERNAL PROPERTY DAMAGES	0	114	0	0	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>102,003</b>	<b>55,349</b>	<b>115,375</b>	<b>117,575</b>	<b>2,200</b>	<b>1.91 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	34,125	23,693	26,000	26,000	0	0.00 %	0
<b>EXPENSE TOTAL</b>	<b>1,216,143</b>	<b>889,089</b>	<b>569,431</b>	<b>928,835</b>	<b>359,404</b>	<b>63.12 %</b>	<b>0</b>
<b>REVENUE</b>							
0460 TRANSFER FRM CAPITAL FUND	0	0	79,769	418,693	338,924	424.88 %	0
0472 REIMB - CUPE BENEFITS	0	1,243	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	0	4,079	0	0	0	0.00 %	0



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3399 - WATER - OVERHEADS</b>							
0479 REIMBURSEMENTS	0	55	0	0	0	0.00 %	0
REVENUE TOTAL	0	5,377	79,769	418,693	338,924	424.88 %	0
NET TOTAL	1,216,143	883,712	489,662	510,142	20,480	4.18 %	0





# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3366 - WATER - RESTORATIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	43,175	30,722	126,133	131,028	4,895	3.88 %	0
1002 TEMPORARY SALARIES	3,647	4,484	3,445	3,366	(79)	-2.28 %	0
1003 SHIFT PREMIUM	36	42	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	6,422	2,777	7,590	7,787	197	2.60 %	0
1102 OVERTIME - PART TIME	0	32	0	0	0	0.00 %	0
1202 VACATION	0	0	138	135	(3)	-2.28 %	0
1801 FRINGE BENEFITS-FULLTIME	0	20,451	40,902	41,915	1,013	2.48 %	0
1802 FRINGE BENEFITS-PARTTIME	0	0	75	75	0	-0.05 %	0
<b>PERSONNEL TOTAL</b>	<b>53,280</b>	<b>58,509</b>	<b>178,284</b>	<b>184,307</b>	<b>6,023</b>	<b>3.38 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	16,115	17,718	13,000	9,750	(3,250)	-25.00 %	0
2030 GRAVEL	850	710	5,100	3,000	(2,100)	-41.18 %	0
2099 MISC. MATERIALS	26,837	16,757	27,000	27,000	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	583,093	236,162	560,000	560,000	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>626,896</b>	<b>271,347</b>	<b>605,100</b>	<b>599,750</b>	<b>(5,350)</b>	<b>-0.88 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	30,352	23,607	71,300	71,300	0	0.00 %	0
<b>EXPENSE TOTAL</b>	<b>710,527</b>	<b>353,463</b>	<b>854,684</b>	<b>855,357</b>	<b>673</b>	<b>0.08 %</b>	<b>0</b>
<b>NET TOTAL</b>	<b>710,527</b>	<b>353,463</b>	<b>854,684</b>	<b>855,357</b>	<b>673</b>	<b>0.08 %</b>	<b>0</b>



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3391 - WATER - REVENUES</b>							
<b>REVENUE</b>							
0850 ADMIN FEES	16,164	10,099	5,280	5,280	0	0.00 %	0
0873 SANITARY SEWER CONNECTION	3,889	0	0	0	0	0.00 %	0
0874 SEWER RODDINGS	1,540	955	0	0	0	0.00 %	0
0876 WATER CONNECTIONS	6,291	500	0	0	0	0.00 %	0
0877 WATER THAWS	0	360	2,000	2,000	0	0.00 %	0
0878 WATER TURN ON/OFF	41,665	34,635	26,420	34,420	8,000	30.28 %	0
0879 WATER PRESSURE TESTING	0	0	2,000	2,000	0	0.00 %	0
0899 OTHER SERVICE CHARGES	7,283	6,132	9,500	79,500	70,000	736.84 %	0
<b>REVENUE TOTAL</b>	<b>76,832</b>	<b>52,681</b>	<b>45,200</b>	<b>123,200</b>	<b>78,000</b>	<b>172.57 %</b>	<b>0</b>
<b>NET TOTAL</b>	<b>(76,832)</b>	<b>(52,681)</b>	<b>(45,200)</b>	<b>(123,200)</b>	<b>(78,000)</b>	<b>-172.57 %</b>	<b>0</b>



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3372 - WATER - SERVICE CONTRACTS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	5,208	2,255	23,447	25,334	1,887	8.05 %	0
1002 TEMPORARY SALARIES	259	124	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	12	4	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	3,074	510	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	0	3,771	7,542	8,072	530	7.03 %	0
PERSONNEL TOTAL	8,553	6,665	30,989	33,406	2,417	7.80 %	0
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	0	0	1,000	0	(1,000)	-100.00 %	0
2030 GRAVEL	1,333	612	3,500	2,000	(1,500)	-42.86 %	0
2099 MISC. MATERIALS	6,363	1,566	7,000	7,000	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	2,295	0	2,500	2,500	0	0.00 %	0
GOODS & SERVICES TOTAL	9,991	2,178	14,000	11,500	(2,500)	-17.86 %	0
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	5,966	2,327	19,500	19,500	0	0.00 %	0
EXPENSE TOTAL	24,509	11,170	64,489	64,406	(83)	-0.13 %	0
<b>REVENUE</b>							
0480 SUNDRY REVENUE	0	154	0	0	0	0.00 %	0
0876 WATER CONNECTIONS	35,781	7,130	67,700	67,700	0	0.00 %	0
0899 OTHER SERVICE CHARGES	2,050	0	0	0	0	0.00 %	0
REVENUE TOTAL	37,831	7,284	67,700	67,700	0	0.00 %	0
NET TOTAL	(13,322)	3,886	(3,211)	(3,294)	(83)	-2.58 %	0



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3380 - WATER - WATER SYSTEMS</b>							
<b>GOODS &amp; SERVICES</b>							
3007 ONTARIO 1 CALL CENTER	0	0	0	3,000	3,000	100.00 %	0
GOODS & SERVICES TOTAL	0	0	0	3,000	3,000	100.00 %	0
<b>FINANCIAL EXPENSES</b>							
4015 DEBENTURE PRINCIPAL	1,121,450	0	1,272,045	1,642,013	369,968	29.08 %	0
4020 DEBENTURE INTEREST	370,107	0	373,593	439,993	66,400	17.77 %	0
FINANCIAL EXPENSES TOTAL	1,491,557	0	1,645,638	2,082,006	436,368	26.52 %	0
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5101 CAPITAL LEVY	3,137,285	0	4,110,037	4,201,981	91,944	2.24 %	0
5115 TRANSFER TO RESERVE FUND	170,159	0	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,307,444	0	4,110,037	4,201,981	91,944	2.24 %	0
<b>INTERNAL TRANSFERS</b>							
7010 ADMINISTRATON & OVERHEAD	543,400	469,333	625,777	577,438	(48,339)	-7.72 %	0
EXPENSE TOTAL	5,342,401	469,333	6,381,452	6,864,425	482,973	7.57 %	0
<b>REVENUE</b>							
0175 DIRECT WATER BILLINGS	10,136,218	6,697,465	0	0	0	0.00 %	0
0177 FILTRATION PLANT LEVY	726,108	495,076	733,216	719,335	(13,881)	-1.89 %	0
0178 CONSTRUCTION WATER	13,217	6,531	0	0	0	0.00 %	0
0431 PENALTIES/WATER ACCOUNTS	14,162	0	12,000	12,000	0	0.00 %	0
REVENUE TOTAL	10,889,705	7,199,072	745,216	731,335	(13,881)	-1.86 %	0
<b>NET TOTAL</b>	<b>(5,547,304)</b>	<b>(6,729,739)</b>	<b>5,636,236</b>	<b>6,133,090</b>	<b>496,854</b>	<b>8.82 %</b>	<b>0</b>



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
WATER DISTRIBUTION	(1,617,464)	(4,057,987)	9,364,177	9,690,833	326,656	3.49 %	0
PERCENT INCREASE:							-100.00 %



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>WATER PLANT</b>							
<b>3385 - WATER PLANT - ADMIN</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	174,683	115,289	206,624	218,363	11,740	5.68 %	0
1002 TEMPORARY SALARIES	7,056	9,758	0	0	0	0.00 %	0
1004 OTHER/STANDBY	17,330	14,082	15,000	8,000	(7,000)	-46.67 %	0
1101 OVERTIME FULLTIME	2,952	579	3,000	3,078	78	2.60 %	0
1202 VACATION	25,132	12,875	22,000	22,572	572	2.60 %	0
1204 STATUTORY HOLIDAYS	22,264	14,061	24,000	24,624	624	2.60 %	0
1207 SICK LEAVE	13,245	7,150	7,500	7,695	195	2.60 %	0
1401 TRAINING & SAFETY	19,342	6,705	13,000	13,338	338	2.60 %	0
1499 OTHER EMP ALLOWANCES	75	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	79,271	57,496	61,031	63,196	2,165	3.55 %	0
1802 FRINGE BENEFITS-PARTTIME	818	2,547	0	0	0	0.00 %	0
<b>PERSONNEL TOTAL</b>	<b>362,168</b>	<b>240,542</b>	<b>352,155</b>	<b>360,866</b>	<b>8,712</b>	<b>2.47 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2055 MATERIALS	4,483	6,011	10,000	5,000	(5,000)	-50.00 %	0
2099 MISC. MATERIALS	990	233	0	0	0	0.00 %	0
2435 TOOLS	1,238	150	2,000	1,500	(500)	-25.00 %	0
2601 OFFICE SUPPLIES	299	350	2,000	600	(1,400)	-70.00 %	0
2650 CLOTHING / UNIFORM	6,224	4,923	6,000	6,375	375	6.25 %	0
2655 SAFETY SUPPLIES	952	782	3,000	1,500	(1,500)	-50.00 %	0
2660 SAFETY BOOT ALLOWANCE	671	81	0	0	0	0.00 %	0
3001 POSTAGE	3	0	0	0	0	0.00 %	0
3010 TELEPHONE	7,406	2,419	4,400	4,400	0	0.00 %	0
3035 MILEAGE	2,640	1,024	3,000	3,000	0	0.00 %	0
3065 MEMBERSHIPS	249	249	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	986	0	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	4,493	4,674	5,000	5,000	0	0.00 %	0
3080 ADVERTISING & PROMOTION	68	0	0	0	0	0.00 %	0
3102 CONSULTANT FEES IS	0	15,000	15,000	15,000	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	121	0	0	0	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	4,352	1,618	0	0	0	0.00 %	0
3430 MAINTENANCE CONTRACT	7,515	7,613	20,000	17,000	(3,000)	-15.00 %	0
3601 INSURANCE PREMIUMS	59,082	73,419	64,990	78,778	13,788	21.22 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>101,771</b>	<b>118,544</b>	<b>135,390</b>	<b>138,153</b>	<b>2,763</b>	<b>2.04 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	0	289	10,260	7,260	(3,000)	-29.24 %	0
<b>EXPENSE TOTAL</b>	<b>463,939</b>	<b>359,375</b>	<b>497,805</b>	<b>506,279</b>	<b>8,475</b>	<b>1.70 %</b>	<b>0</b>
<b>REVENUE</b>							
0480 SUNDRY REVENUE	36,822	23,822	25,000	25,000	0	0.00 %	0



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3385 - WATER PLANT - ADMIN</b>							
0532 YES PROGRAM	3,224	0	0	0	0	0.00 %	0
REVENUE TOTAL	40,046	23,822	25,000	25,000	0	0.00 %	0
NET TOTAL	423,893	335,553	472,805	481,279	8,475	1.79 %	0



## Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3386 - WATER PLANT - OPERATIONS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	97,937	73,305	134,454	186,324	51,870	38.58 %	0
1002 TEMPORARY SALARIES	1,020	1,182	0	6,733	6,733	100.00 %	0
1004 OTHER/STANDBY	0	359	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	15,118	5,178	19,900	15,000	(4,900)	-24.62 %	0
1202 VACATION	0	0	0	269	269	100.00 %	0
1401 TRAINING & SAFETY	1,820	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	60,984	27,603	55,206	58,386	3,180	5.76 %	0
1802 FRINGE BENEFITS-PARTTIME	0	0	0	151	151	100.00 %	0
<b>PERSONNEL TOTAL</b>	<b>176,879</b>	<b>107,626</b>	<b>209,560</b>	<b>266,863</b>	<b>57,303</b>	<b>27.34 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2055 MATERIALS	91,905	88,328	135,000	135,000	0	0.00 %	0
2099 MISC. MATERIALS	11,969	16,613	10,096	15,000	4,904	48.57 %	0
2655 SAFETY SUPPLIES	13	(167)	0	0	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	131	0	0	0	0	0.00 %	0
2701 HYDRO	575,263	417,894	619,445	641,151	21,706	3.50 %	0
2705 NATURAL GAS	10,134	5,761	14,700	13,565	(1,135)	-7.72 %	0
2715 WATER	14,661	12,359	15,620	15,854	234	1.50 %	0
2720 MUNICIPAL TAXES	22,895	128,769	130,508	133,170	2,662	2.04 %	0
3010 TELEPHONE	4,534	2,877	4,000	4,000	0	0.00 %	0
3035 MILEAGE	2,276	1,196	2,000	2,000	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	90	0	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	3,279	11,032	12,000	12,000	0	0.00 %	0
3301 RADIO MAINTENANCE	546	1,450	1,500	1,500	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	22,865	18,403	35,000	29,000	(6,000)	-17.14 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>760,562</b>	<b>704,515</b>	<b>979,869</b>	<b>1,002,240</b>	<b>22,371</b>	<b>2.28 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	5,073	4,383	15,000	9,000	(6,000)	-40.00 %	0
<b>EXPENSE TOTAL</b>	<b>942,514</b>	<b>816,524</b>	<b>1,204,428</b>	<b>1,278,103</b>	<b>73,674</b>	<b>6.12 %</b>	<b>0</b>
<b>REVENUE</b>							
0175 DIRECT WATER BILLINGS	14,661	12,359	0	0	0	0.00 %	0
0460 TRANSFER FRM CAPITAL FUND	0	0	0	7,833	7,833	100.00 %	0
<b>REVENUE TOTAL</b>	<b>14,661</b>	<b>12,359</b>	<b>0</b>	<b>7,833</b>	<b>7,833</b>	<b>100.00 %</b>	<b>0</b>
<b>NET TOTAL</b>	<b>927,852</b>	<b>804,165</b>	<b>1,204,428</b>	<b>1,270,270</b>	<b>65,841</b>	<b>5.47 %</b>	<b>0</b>





# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>3387 - WATER PLANT - RESERVOIRS</b>							
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	30,412	16,091	41,041	42,588	1,548	3.77 %	0
1002 TEMPORARY SALARIES	475	459	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	9,348	3,460	11,000	10,000	(1,000)	-9.09 %	0
1801 FRINGE BENEFITS-FULLTIME	11,201	6,309	12,618	13,190	572	4.53 %	0
<b>PERSONNEL TOTAL</b>	<b>51,436</b>	<b>26,319</b>	<b>64,659</b>	<b>65,779</b>	<b>1,119</b>	<b>1.73 %</b>	<b>0</b>
<b>GOODS &amp; SERVICES</b>							
2055 MATERIALS	18,388	14,471	12,000	17,000	5,000	41.67 %	0
2099 MISC. MATERIALS	18,296	10,464	20,500	19,000	(1,500)	-7.32 %	0
2435 TOOLS	501	0	500	0	(500)	-100.00 %	0
2655 SAFETY SUPPLIES	65	0	0	0	0	0.00 %	0
2701 HYDRO	182,185	92,477	200,814	202,284	1,470	0.73 %	0
2720 MUNICIPAL TAXES	8,713	8,552	8,720	8,552	(168)	-1.93 %	0
3030 TRAVEL	22	0	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	782	0	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	152	0	0	0	0	0.00 %	0
3301 RADIO MAINTENANCE	340	340	1,000	600	(400)	-40.00 %	0
3425 CONSTRUCTION CONTRACT	10,529	7,419	12,000	12,000	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>239,973</b>	<b>133,724</b>	<b>255,534</b>	<b>259,436</b>	<b>3,902</b>	<b>1.53 %</b>	<b>0</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	7,145	3,531	10,100	6,100	(4,000)	-39.60 %	0
<b>EXPENSE TOTAL</b>	<b>298,555</b>	<b>163,574</b>	<b>330,293</b>	<b>331,315</b>	<b>1,021</b>	<b>0.31 %</b>	<b>0</b>
<b>NET TOTAL</b>	<b>298,555</b>	<b>163,574</b>	<b>330,293</b>	<b>331,315</b>	<b>1,021</b>	<b>0.31 %</b>	<b>0</b>



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
WATER PLANT	1,650,300	1,303,292	2,007,526	2,082,864	75,337	3.75 %	0
PERCENT INCREASE:							-100.00 %



# Division Detail

Budget Year: 2014

YTD End Date: December 2013

Department: Water System

	2012 Actuals	2013 Actuals YTD	2013 Budget	2014 Finance Review	Variance	Variance %	2014 Council Approved
<b>TOTAL:</b>	32,836	(2,754,695)	11,371,703	11,773,696	401,993	3.54 %	0
<b>PERCENT INCREASE:</b>							-100.00 %



# APPENDIX B - Water & Sewer Levy and Rate Calculation as at September 23, 2013

Budget Year: 2014

	2013 Budget	2014 Dept Review	Variance	Variance %
<b>Water System Budget</b>				
Water Distribution	\$9,364,177	\$9,690,833	\$326,656	3.49%
Water Plant	\$2,007,526	\$2,082,863	\$75,337	3.75%
<b>Water Total:</b>	<b>\$11,371,703</b>	<b>\$11,773,696</b>	<b>\$401,993</b>	<b>3.54%</b>
<b>Sanitary Sewer System Budget</b>				
Sewer Distribution	\$5,863,200	\$5,752,790	-\$110,410	-1.88%
Sewer Plant	\$2,020,097	\$2,082,971	\$62,874	3.11%
<b>Sewer Total:</b>	<b>\$7,883,297</b>	<b>\$7,835,761</b>	<b>-\$47,536</b>	<b>-0.60%</b>
<b>Water &amp; Sewer Budget Grand Total:</b>	<b>\$19,255,000</b>	<b>\$19,609,457</b>	<b>\$354,457</b>	<b>1.84%</b>

Total Required Water Revenue	\$11,773,696
Less: Estimated revenue from water only	-\$453,301
<b>Total Required Water Revenues:</b>	<b>\$11,320,395</b>
Total Required Sanitary Sewer Revenue	\$7,835,761
Less: Estimated revenue from sewer only	-\$137,168
<b>Total Required Sewer Revenues:</b>	<b>\$7,698,593</b>
<b>Sanitary Sewer as % of Water Revenues:</b>	<b>68.01%</b>

Adjusted Combo Water/Sanitary Sewer Rates	2013	2014	Rate % Change
Water Rate	\$40.65	\$42.09	3.53%
Sewer Rate as a % of Water Rate	\$28.87	\$28.62	-0.85%
	<b>\$69.52</b>	<b>\$70.71</b>	<b>1.72%</b>
Water Filtration Rate	\$2.79	\$2.76	-0.97%
<b>Final 2014 Water/Sanitary Sewer Rates:</b>	<b>\$72.31</b>	<b>\$73.47</b>	<b>1.61%</b>

**GENERAL GOVERNMENT COMMITTEE**

Monday, November 4, 2013

Page 1

**Chairperson: Councillor Lawlor**  
**Vice-Chair: Councillor Anthony**  
**Members: Councillors Bain, Maroosis**  
**Ex-Officio: Mayor McDonald**

▶ **GG-2011-16 Report from C.M. Conrad dated August 2, 2011 re Election campaign signs (C07/2011/ELECT/GENERAL).**

GG-2013-06 Report from Christina Murphy dated March 8, 2013 re Smoking By-Law, Restaurant and Bar Patio Amendment (C00/2013/BYLAW/SMOKING).

GG-2013-09 Report from Margaret Karpenko dated August 6, 2013 re 2014 Operating Budget Timelines and Process (F05/2013/OPEBU/GENERAL).

▶ **GG-2013-10 Report from Laura Boissonneault/Lorraine Rochefort dated September 20, 2013 re 2014 Water and Sanitary Sewer Rates (F05/2014/OPEBU/GENERAL).**

GG-2013-11 Report from Laura Boissonneault dated October 1, 2013 re 2014 General Capital Budget and 2014 Water and Sanitary Sewer Capital Budget, with the 2014 Ten-Year Capital Plan (F05/2014/OPEBU/GENERAL).

# **GG-2011-16**

Draft Recommendation:

"That the report from Catherine Conrad dated August 2, 2011 re Election Campaign Signs be noted and filed."

**CITY OF NORTH BAY**  
**REPORT TO COUNCIL**

Report No: CORP 2011-136

Date: August 2, 2011

Originator: Catherine Conrad

Subject: Election Campaign Signs

---

**RECOMMENDATION**

That the City Clerk be directed to prepare a by-law regulating the display and erection of election signs, as recommended in Report to Council CORP 2011-136 dated August 2, 2011.

---

**BACKGROUND**

At its Regular Meeting held on Monday, July 4, 2011 Council directed staff to prepare a report restricting election campaign signs on any municipal property.

The City's By-law No. 2006-143 (being a by-law to restrict and regulate signs) defines an "election sign" as a temporary sign used to advertise a name involved in the current political Municipal, Provincial or Federal election. The by-law exempts election signs from requiring a permit. Notwithstanding the provision that temporary signs are not allowed on municipal property, the past practice has been to allow election signs.

The City does not have a by-law that specifically regulates election signs (municipal, provincial and/or federal). Many municipalities have adopted by-laws that specifically regulate the use of election campaign signs on public road allowances for the purpose of preventing hazards to vehicles and pedestrians and to further regulate the erection and removal dates for the signs. Other municipalities have adopted by-laws that restrict election signs from public road allowances and all lands under the jurisdiction of the municipality.

In addition, the City does not have a policy or by-law that designates the time period that election signs may be displayed or erected. Those municipalities that have adopted by-laws restricting election signs have also restricted the time period during which campaign signs can be erected or displayed, as follows:

- Election signs shall not be erected or displayed prior to the close of Nomination Day before a municipal election.

- Election signs shall not be erected or displayed for a federal or provincial election until the day that the writ of elections is issued.
- Despite the above, election signs may be erected or displayed at campaign offices once the candidate has filed his or her nomination paper.
- All election signs shall be removed no later than seven (7) days following the Voting Day of the election for which the signs were erected, installed or displayed. The candidate shall be responsible for the removal of his or her election signs within the prescribed time period.

The only restriction that the City has adopted is included in the "Use of Corporate Resources for Election Purposes" Policy. This policy which was approved by Council on November 1, 2005 (Resolution No. 2005-738) includes the following:

"After Nomination Day Members of Council and all other certified candidates for office, may use the following parks for the display of election signs:

1. Lee Park – from Judge Avenue to James Street.
2. Thomson Park – beside Fisher Street.
3. Main Street East Overpass – from Oak Street East to Judge Avenue."

Proposed Policy:

The proposed policy implements best practices for the future. It is the municipality's responsibility to regulate signs within its municipality for candidates to follow. The best practice is to be consistent in applying the restrictions to all three levels of election candidates. A consistent and consolidated approach for the placement of election signs will be of benefit to the candidates, their volunteers and workers, and to the public. It will also ensure that there is not a proliferation of election signs on municipal property.

Each election, we receive numerous complaints from residents regarding the number of signs in parks and along road allowances. In addition, complaints are received regarding the erection of signs on a resident's property, without consent.

The proposed policy would not apply to the MTO corridors (Highways 11, 17 and 63). The MTO has their own directive regarding election signs. A copy of this directive is provided to all candidates when they file their municipal nomination papers.

The proposed policy recommends the following:

1. Election signs shall not be erected or displayed on any road allowances or public property under the jurisdiction of The Corporation of the City of North Bay (billboards on leased lands would be excluded).
2. Election signs shall not be erected or displayed on a public utility pole, light pole, bridge, official sign or overhanging a public highway.
3. The use of the municipal logo on any election signs, brochures or other election



materials is prohibited.

4. Election signs shall not be erected or displayed on any premise used as a Voting Place for elections.
5. Election signs shall not be placed in or on a vehicle that is parked on any premises used as a Voting Place for elections or within 100 metres of a Voting Place.
6. Election signs are permitted on private property only with the consent of the property owner and provided that the signs do not interfere with the safe operation of vehicular traffic or impair the safety of pedestrians. Signs that constitute a safety hazard shall be immediately removed.
7. Election signs shall not be erected or displayed prior to the close of Nomination Day before a municipal election. ("Nomination Day" is the last day that a candidate may file their Nomination Paper. For a regular municipal election it is the second Friday in September in the year of the election).
8. Election signs shall not be erected or displayed for a federal or provincial election until the day that the writ of elections is issued.
9. All elections signs shall be removed within seven (7) after the completion of voting on Voting Day. The candidate shall be responsible for the removal of his or her signs within the prescribed time.
10. If a sign is erected or displayed in violation of the policy, it will be removed, at the candidate's expense at the following rates:

Sign	Fees
Retrieval of Election Sign erected prior to Nomination Day (Municipal Elections) or the day that the Writ of Elections has been issued (Federal and Provincial Elections)	\$50 per sign
Retrieval of Election Sign erected or displayed in violation of the policy	\$50 per sign
Retrieval of Election Sign after Voting Day (7 day grace period)	\$50 per sign.

11. Any signs not claimed and retrieved by the candidate within thirty (30) days of the election will be destroyed without compensation to the sign owner.
12. The costs incurred by the municipality to remove election signs and restoration of the site, if applicable, shall have priority status under the *Municipal Act, 2001*, as amended, and may be added to the Tax Collector's Roll.

## OPTIONS ANALYSIS

Option # 1: To adopt a policy regulating the display and erection of election signs, as recommended in Report to Council CORP 2011-136

This is the recommended option.

Option # 2: To adopt an alternate policy regulating the display and erection of election signs.

Option # 3: To maintain the status quo.

---

## RECOMMENDED OPTION

That the City Clerk be directed to prepare a by-law regulating the display and erection of election signs, as recommended in Report to Council CORP 2011-136.

---

Respectfully submitted,

*C. Conrad*

Catherine Conrad  
City Clerk

W:\CLERK\RMS\IC07\2011\ELECT\GENERAL\0003.doc

We concur in this report and recommendation.

*Lea Janisse*

Managing Director of Corporate  
Services – Lea Janisse

*David Linkie*

Chief Administrative Officer –  
David Linkie

Personnel designated for continuance: City Clerk

# GG-2013-10

## Draft Recommendation:

- "That
- 1) City Council continues to adopt a policy of full cost recovery for Water and Sanitary Sewer Systems operating, capital and financing costs from the user rates;
  - 2) the Water & Sewer Rate increase of 1.61% for 2014 be approved;
  - 3) the Water Filtration Surcharge be reduced from 6.86% to 6.56% of the water charges; and
  - 4) the Sanitary Sewer Surcharge be reduced from 71.01% to 68.01%."

**CITY OF NORTH BAY**  
**REPORT TO COUNCIL**

Report No: CORP 2013-101

Date: September 20, 2013

Originator: Laura Boissonneault / Lorraine Rochefort

Subject: 2014 Water and Sanitary Sewer Rates

---

**RECOMMENDATIONS**

That the 2014 Water and Sanitary Sewer Rates be referred to the General Government Committee and;

That a Public Meeting to consider proposed amendments to existing Water and Sanitary Sewer Rates be scheduled for November 4, 2013.

---

**BACKGROUND**

Council received RTC Corp 2013-100 referencing the 2014 Water and Sanitary Sewer Budget and recommended the report be sent to the Engineering, Environmental Services, and Works Committee for review.

The Standing Committee is scheduled to meet October 22<sup>nd</sup>. The results from the meeting will be reviewed with Council at the Committee Meeting scheduled on Monday, November 4, 2013. In addition, on this date the Public Meeting for the Water & Sewer Rates is proposed to be held. A staff presentation will provide an overview of the 2014 Committee Recommended Water & Sewer Operating Budget and will identify the impact if any to the rates.

The final budget and rates, which are based on full cost recovery, are scheduled to be adopted at the regular Council Meeting on Tuesday, November 12, 2013.

The Administration Recommended Water & Sewer Operating Budget, as presented, would require a budget increase of \$354,457 or 1.84%. If adopted, the associated Water & Sewer Rate increase would be 1.61% as outlined on Appendix A attached. The Water Filtration Plant Capital Surcharge would be reduced from 6.86% to 6.56% of the water charges and the Sanitary Sewer Surcharge would be reduced from 71.01% to 68.01%.

---

**BILLINGS**

Residential Flat Rate Customers

Currently, typical Monthly Residential Flat Rate customers pay \$72.31 to cover the costs of the combined water and sanitary sewer system. The 2014 proposed rate as of January 1<sup>st</sup> is \$73.47 and is distributed as follows:

Description	2013	2014 Jan 1st
Basic charge, each dwelling unit	\$17.38	\$18.00
Three piece bathroom		
- toilet	4.54	4.70
- washbasin	2.03	2.10
- bath/shower	4.54	4.70
Two piece bathroom		
- toilet	2.03	2.10
- washbasin	1.05	1.09
Laundry outlet	4.54	4.70
Hose outlet	4.54	4.70
<b>*Total Water Charge</b>	<b>40.65</b>	<b>42.09</b>
<b>*Water Filtration Plant Capital Surcharge</b>	<b>2.79</b>	<b>2.76</b>
<b>*Sanitary Sewer Surcharge</b>	<b>28.87</b>	<b>28.62</b>
<b>*Total Monthly Water &amp; Sanitary Sewer Bill</b>	<b>\$72.31</b>	<b>\$73.47</b>

The new rates would impact residential flat rate billings as follows:

- Monthly Residential customers are billed tri-annually. The increase in rates would commence in March.
- Pre-authorized Payment Plan customers are processed on the 27<sup>th</sup> of each month for the current month. The increase would commence in January

Monthly Metered Customers would be billed based on the following rates:

Description	2013	2014 Jan 1st
<b>*Basic charge, each dwelling unit / account</b>	<b>\$5.77</b>	<b>\$5.98</b>
<b>*Minimum bill up to 6,000 gallons</b>	<b>33.34</b>	<b>34.52</b>
For the first 50,000 gallons (per 1,000 gallons)	5.25	5.44
For the second 50,000 gallons (per 1,000 gallons)	4.83	5.00
On the balance	4.02	4.17
<b>*Water Filtration Plant Capital Surcharge</b>	<b>2.68</b>	<b>2.76</b>
<b>*Sanitary Sewer Charge</b>	<b>27.77</b>	<b>27.55</b>
<b>*Total Minimum Monthly Rate</b>	<b>\$69.56</b>	<b>\$70.81</b>

Monthly metered billings are completed by the 10<sup>th</sup> of each month for the previous month's consumption therefore the impact of the increase would commence in February

---

**RECOMMENDATION**

That the 2014 Water and Sanitary Sewer Rates be referred to the General Government Committee and;

That a Public Meeting to consider proposed amendments to existing Water and Sanitary Sewer Rates be scheduled for November 4, 2014.

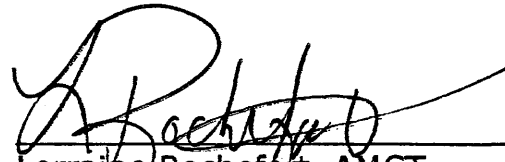
---

Respectfully submitted,



---

Laura Boissoneault, CGA  
Supervisor of Budgets &  
Financial Reporting



---

Lorraine Rochefort, AMCT  
Manager of Revenues and Taxation

We concur in this report and recommendation.



---

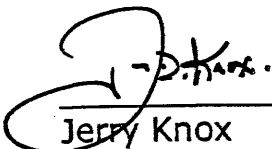
Alan Korell  
Managing Director of Engineering,  
Environmental Services, and Works

For



---

Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer



---

Jerry Knox  
Chief Administrative Officer

Personnel designated for continuance: Supervisor of Budgets and Financial Reporting  
Manager of Revenues and Taxation

Attachments: Appendix A - Water and Sewer Levy and Rate Calculation



# APPENDIX A - Water & Sewer Levy and Rate Calculation as at September 23, 2013

Budget Year: 2014

	2013 Budget	2014 Dept Review	Variance	Variance %
<b>Water System Budget</b>				
Water Distribution	\$9,364,177	\$9,690,833	\$326,656	3.49%
Water Plant	\$2,007,526	\$2,082,863	\$75,337	3.75%
<b>Water Total:</b>	<b>\$11,371,703</b>	<b>\$11,773,696</b>	<b>\$401,993</b>	<b>3.54%</b>
<b>Sanitary Sewer System Budget</b>				
Sewer Distribution	\$5,863,200	\$5,752,790	-\$110,410	-1.88%
Sewer Plant	\$2,020,097	\$2,082,971	\$62,874	3.11%
<b>Sewer Total:</b>	<b>\$7,883,297</b>	<b>\$7,835,761</b>	<b>-\$47,536</b>	<b>-0.60%</b>
<b>Water &amp; Sewer Budget Grand Total:</b>	<b>\$19,255,000</b>	<b>\$19,609,457</b>	<b>\$354,457</b>	<b>1.84%</b>

Total Required Water Revenue	\$11,773,696
Less: Estimated revenue from water only	-\$453,301
<b>Total Required Water Revenues:</b>	<b>\$11,320,395</b>
Total Required Sanitary Sewer Revenue	\$7,835,761
Less: Estimated revenue from sewer only	-\$137,168
<b>Total Required Sewer Revenues:</b>	<b>\$7,698,593</b>
<b>Sanitary Sewer as % of Water Revenues:</b>	<b>68.01%</b>

	2013	2014	Rate % Change
<b>Adjusted Combo Water/Sanitary Sewer Rates</b>			
Water Rate	\$40.65	\$42.09	3.53%
Sewer Rate as a % of Water Rate	\$28.87	\$28.62	-0.85%
	<b>\$69.52</b>	<b>\$70.71</b>	<b>1.72%</b>
Water Filtration Rate	\$2.79	\$2.76	-0.97%
<b>Final 2014 Water/Sanitary Sewer Rates:</b>	<b>\$72.31</b>	<b>\$73.47</b>	<b>1.61%</b>

**CITY OF NORTH BAY**  
**REPORT TO COUNCIL**

Report No: CORP 2013-101

Date: September 20, 2013

Originator: Laura Boissonneault / Lorraine Rochefort

Subject: 2014 Water and Sanitary Sewer Rates

---

**RECOMMENDATIONS**

That the 2014 Water and Sanitary Sewer Rates be referred to the General Government Committee and;

That a Public Meeting to consider proposed amendments to existing Water and Sanitary Sewer Rates be scheduled for November 4, 2013.

---

**BACKGROUND**

Council received RTC Corp 2013-100 referencing the 2014 Water and Sanitary Sewer Budget and recommended the report be sent to the Engineering, Environmental Services, and Works Committee for review.

The Standing Committee is scheduled to meet October 22<sup>nd</sup>. The results from the meeting will be reviewed with Council at the Committee Meeting scheduled on Monday, November 4, 2013. In addition, on this date the Public Meeting for the Water & Sewer Rates is proposed to be held. A staff presentation will provide an overview of the 2014 Committee Recommended Water & Sewer Operating Budget and will identify the impact if any to the rates.

The final budget and rates, which are based on full cost recovery, are scheduled to be adopted at the regular Council Meeting on Tuesday, November 12, 2013.

The Administration Recommended Water & Sewer Operating Budget, as presented, would require a budget increase of \$354,457 or 1.84%. If adopted, the associated Water & Sewer Rate increase would be 1.61% as outlined on Appendix A attached. The Water Filtration Plant Capital Surcharge would be reduced from 6.86% to 6.56% of the water charges and the Sanitary Sewer Surcharge would be reduced from 71.01% to 68.01%.

---



**BILLINGS**

Residential Flat Rate Customers

Currently, typical Monthly Residential Flat Rate customers pay \$72.31 to cover the costs of the combined water and sanitary sewer system. The 2014 proposed rate as of January 1<sup>st</sup> is \$73.47 and is distributed as follows:

<b>Description</b>	<b>2013</b>	<b>2014 Jan 1st</b>
Basic charge, each dwelling unit	\$17.38	\$18.00
Three piece bathroom		
- toilet	4.54	4.70
- washbasin	2.03	2.10
- bath/shower	4.54	4.70
Two piece bathroom		
- toilet	2.03	2.10
- washbasin	1.05	1.09
Laundry outlet	4.54	4.70
Hose outlet	4.54	4.70
<b>*Total Water Charge</b>	<b>40.65</b>	<b>42.09</b>
<b>*Water Filtration Plant Capital Surcharge</b>	<b>2.79</b>	<b>2.76</b>
<b>*Sanitary Sewer Surcharge</b>	<b>28.87</b>	<b>28.62</b>
<b>*Total Monthly Water &amp; Sanitary Sewer Bill</b>	<b>\$72.31</b>	<b>\$73.47</b>

The new rates would impact residential flat rate billings as follows:

- Monthly Residential customers are billed tri-annually. The increase in rates would commence in March.
- Pre-authorized Payment Plan customers are processed on the 27<sup>th</sup> of each month for the current month. The increase would commence in January

Monthly Metered Customers would be billed based on the following rates:

<b>Description</b>	<b>2013</b>	<b>2014 Jan 1st</b>
<b>*Basic charge, each dwelling unit / account</b>	<b>\$5.77</b>	<b>\$5.98</b>
<b>*Minimum bill up to 6,000 gallons</b>	<b>33.34</b>	<b>34.52</b>
For the first 50,000 gallons (per 1,000 gallons)	5.25	5.44
For the second 50,000 gallons (per 1,000 gallons)	4.83	5.00
On the balance	4.02	4.17
<b>*Water Filtration Plant Capital Surcharge</b>	<b>2.68</b>	<b>2.76</b>
<b>*Sanitary Sewer Charge</b>	<b>27.77</b>	<b>27.55</b>
<b>*Total Minimum Monthly Rate</b>	<b>\$69.56</b>	<b>\$70.81</b>

Monthly metered billings are completed by the 10<sup>th</sup> of each month for the previous month's consumption therefore the impact of the increase would commence in February

---

**RECOMMENDATION**

That the 2014 Water and Sanitary Sewer Rates be referred to the General Government Committee and;

That a Public Meeting to consider proposed amendments to existing Water and Sanitary Sewer Rates be scheduled for November 4, 2014.

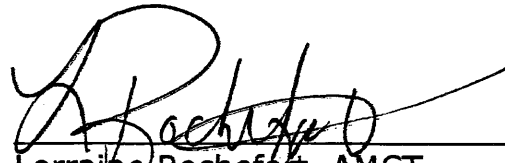
---

Respectfully submitted,



---

Laura Boissonneault, CGA  
Supervisor of Budgets &  
Financial Reporting



---

Lorraine Rochefort, AMCT  
Manager of Revenues and Taxation

We concur in this report and recommendation.



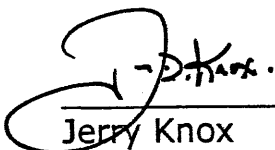
---

*For* Alan Korell  
Managing Director of Engineering,  
Environmental Services, and Works



---

Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer



---

Jerry Knox  
Chief Administrative Officer

Personnel designated for continuance: Supervisor of Budgets and Financial Reporting  
Manager of Revenues and Taxation

Attachments: Appendix A - Water and Sewer Levy and Rate Calculation



# APPENDIX A - Water & Sewer Levy and Rate Calculation as at September 23, 2013

Budget Year: 2014

	2013 Budget	2014 Dept Review	Variance	Variance %
<b>Water System Budget</b>				
Water Distribution	\$9,364,177	\$9,690,833	\$326,656	3.49%
Water Plant	\$2,007,526	\$2,082,863	\$75,337	3.75%
<b>Water Total:</b>	<b>\$11,371,703</b>	<b>\$11,773,696</b>	<b>\$401,993</b>	<b>3.54%</b>
<b>Sanitary Sewer System Budget</b>				
Sewer Distribution	\$5,863,200	\$5,752,790	-\$110,410	-1.88%
Sewer Plant	\$2,020,097	\$2,082,971	\$62,874	3.11%
<b>Sewer Total:</b>	<b>\$7,883,297</b>	<b>\$7,835,761</b>	<b>-\$47,536</b>	<b>-0.60%</b>
<b>Water &amp; Sewer Budget Grand Total:</b>	<b>\$19,255,000</b>	<b>\$19,609,457</b>	<b>\$354,457</b>	<b>1.84%</b>

Total Required Water Revenue	\$11,773,696
Less: Estimated revenue from water only	-\$453,301
<b>Total Required Water Revenues:</b>	<b>\$11,320,395</b>
Total Required Sanitary Sewer Revenue	\$7,835,761
Less: Estimated revenue from sewer only	-\$137,168
<b>Total Required Sewer Revenues:</b>	<b>\$7,698,593</b>
Sanitary Sewer as % of Water Revenues:	<b>68.01%</b>

Adjusted Combo Water/Sanitary Sewer Rates	2013	2014	Rate % Change
Water Rate	\$40.65	\$42.09	3.53%
Sewer Rate as a % of Water Rate	\$28.87	\$28.62	-0.85%
	<b>\$69.52</b>	<b>\$70.71</b>	<b>1.72%</b>
Water Filtration Rate	\$2.79	\$2.76	-0.97%
<b>Final 2014 Water/Sanitary Sewer Rates:</b>	<b>\$72.31</b>	<b>\$73.47</b>	<b>1.61%</b>

## **ITEMS REFERRED BY COUNCIL FOR A REPORT**

<b><u>DATE</u></b>	<b><u>ITEM</u></b>
March 29, 2005	Backflow Prevention Program survey of all industrial, commercial and institutional buildings <b>(due September 2005)</b> .
September 21, 2009	Review, update and consolidation of Noise By-Law <b>(due June 30, 2010)</b> .
May 3, 2010	Track the net financial benefits created through increased assessment as a result of the Airport Industrial Community Improvement Plan sites being developed.
January 24, 2011	Comprehensive review of City owned Lake Nipissing accesses.
July 4, 2011	Comprehensive Status Report relating to BCIP <b>(due July 2014)</b> .
July 16, 2012	Review of water and sewage rates for the dispensing facility on Patton Road <b>(due March 2013)</b> .
July 15, 2013	Amendments to <i>Municipal Elections Act</i> .
August 26, 2013	Exotic Animals
September 16, 2013	Downtown Community Improvement Plan