



CITY OF NORTH BAY

2017

FINAL OPERATING

BUDGET

**CITY OF NORTH BAY
2017
OPERATING BUDGET INDEX**

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City of North Bay Report to Council

Report No: CORP 2016 – 108

Date: October 24, 2016

Originator: Laura Boissonneault

Subject: 2017 Administration Operating Budget

Recommendation:

That the 2017 Administration Operating Budget be received and referred to the General Government Committee.

Background:

The 2017 budget timelines, as presented to Council on August 8th, 2016 through Report to Council No. CORP 2016-80, were established based on the overall objective of having the budget process completed and the 2017 Operating Budget approved by Council prior to the end of December 2016.

To date, the budget process has included public consultation through an Open House held on September 8th followed by a Special Committee Meeting of the Whole on September 14th which provided Council with the opportunity to establish preliminary budget targets based on a review and discussion of the following information:

- Budget Policy
- Budget opportunities and challenges anticipated for 2017
- Multi-year forecast of levy increases for the next 7 years based on a cost driver methodology at current service levels
- Comments and suggestions received during the 2017 Budget Open House

Based on the forecasting model at the September 14th meeting, the 2017 levy increase was projected to be 2.7% before growth. In concluding the meeting, it was discussed that an overall levy increase within the range of 1.5% to 2.5% would likely be acceptable.

Subsequently, detailed budget estimates have been established for each department based on the operational knowledge and expertise of supervisors and managers. In October, Managing Directors and their management teams met with the Chief Administrative Officer and the Chief Financial Officer to review their 2017 preliminary operating budget submissions. The resulting 2017 Administration Recommended Operating Budget is attached as Appendix A to CORP 2016-108.

2017 Budget Overview:

The levy increase included in the proposed 2017 Operating Budget is 2.59% or \$2,096,449. It is projected that once the net assessment base real growth for 2016, currently projected to be 0.74% or approximately \$602,559 has been applied, then the impact of the levy increase will be reduced from 2.59% to 1.85%. The net assessment base real growth for 2016 will be updated during the budget process as new information becomes available.

The tax levy represents the total revenue required to cover operating costs less revenues received from non-tax sources. The associated Tax Rates and Ratios are not calculated within this report as they will be determined at a later date as part of the Tax Policy and Rate process.

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

- **Business Units requiring additional dollars of \$696,284 or 1.83%** from the 2016 budget resulting from: estimated wage & benefit increases, higher utilities and contracts, increased fleet transfers to reserves and reduced other revenues.
- **General Government Activities requiring additional dollars of \$668,310 or 11.64%** from the 2016 budget resulting from: increased capital levy, higher tax write-offs and agreements; partially offset with higher dividends and lower principal and interest payments.
- **Service Partners requiring additional dollars of \$731,855 or 1.97%** from the 2016 budget.

Gross operating expenditures in the 2017 Operating Budget at the date of this report have increased by 1.12% or \$1,323,976 from 2016. The following is a breakdown of changes in expenditures by type:

	2016 Budget	2017 Budget	Bud %	2017 Change	% Increase (Decrease)
Personnel	39,172,179	39,428,938	33%	256,759	0.66%
Goods & Services	19,000,595	19,405,038	16%	404,443	2.13%
Financial Expenses	10,437,498	10,349,815	9%	(87,683)	(0.84%)
Capital/Reserve Transactions	9,407,684	9,346,641	8%	(61,043)	(0.65%)
Service Partners	36,950,909	37,682,764	31%	731,855	1.98%
Internal transfers	2,993,631	3,073,276	3%	79,645	2.66%
Total	\$117,962,496	\$119,286,472		\$1,323,976	1.12%

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

	2016 Budget	2017 Budget	Bud %	2017 Change	% Increase (Decrease)
Other Revenues & User Fees	29,720,501	28,948,028	24.3%	(772,473)	(2.60%)
OMPF	7,307,700	7,307,700	6.1%	0	0%
Levy	80,934,295	83,030,744	69.6%	2,096,449	2.59%
Total	\$117,962,496	\$119,286,472		\$1,323,976	1.12%

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

Budget Methodology and Assumptions:

The 2017 Operating Budget was prepared based on the following:

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

Consultative Budget Methodology: Managers and supervisors' knowledge of their operations continues to be united with financial budgets and actual expense projections. This practice has led to the development of a 2017 budget with sound philosophies and estimates.

User Fees: Proposed changes to user fee rates were provided to Council on October 17th, 2016 through Report to Council No. CORP 2016-113 and a Public Meeting is scheduled on November 21st, which complies with the required minimum 21 day notice. It is important to note that not all instances of user fee increases will result in increased revenues.

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

OMPF: The Ontario Municipal Partnership Fund (OMPF) is the Province's main transfer payment to municipalities. It is anticipated that the City's allocation for 2017 will remain the same as 2016 allocation being \$7,307,700. Typically, the final announcement to confirm the City's allocation is made in mid-November of each year.

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

- Annualized approved Council initiatives
- Inclusion of contractual agreements (Landfill, waste collection, Para Bus, etc.)
- Legislated changes (i.e. mandatory training, safety guideline changes, etc.)
- Expected future operational requirements and needs

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

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

Insurance: Insurance rates are estimated to increase by an average of 4%. The City's insurance period is from May to April. Therefore, the first 4 months of 2017 is known and the 4% increase is then applied to the remaining 8 months.

Utility Costs: Finance obtains rate estimates from utility experts when available. Projections take into consideration the prior year's actuals, as well as prior and expected future trends. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve energy conservation. The attached budget assumes average increases of hydro at 4% and gas at 2.5% accordingly.

Capital Levy: In accordance with the 2017 Capital Budget Report to Council No. 2016-101, the capital levy increase of \$582,354 includes an additional \$404,671 which represents a 0.5% operating levy increase from 2016. The additional funds were recommended in recognition of the increased pressure experienced in accommodating the growing capital requirements within the General Capital Budget.

Service Partners: In October, all Service Partners received a letter from the City's CFO outlining budget timelines. Meetings are scheduled between the CFO and the Service Partners for the beginning of November to review the 2017 budget requirements and to explore opportunities to partner together to find budget savings. The enclosed Administrative Recommended Budget has assumed an average increase of 2% for Service Partners whose 2017 budget requirements have not yet been finalized.

Budget Risks:

As with any budget, there are risks associated with forecasting expenditures and revenues. A contingency account of \$211,502 is included in the operating budget to provide funding for one-time expenditures that were not known or expected at the time the operating budget was approved by Council. The contingency budget remains at the same level as 2016.

The establishment of an appropriate contingency budget is necessary in order to provide Administration with the ability to react to unforeseen events that may occur during the year without placing immediate financial pressure on the current budget or the City's reserve balances. A reasonable contingency account of ½ percent of the gross operating budget, or approximately \$597,000, would be better able to absorb reasonable levels of fluctuations expected for a budget of this magnitude.

Reserves:

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

- Tax Stabilization Reserve (99529R): \$2,886,194
- Operating Budget Contingency (99557R): \$1,208,860

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

The Tax Stabilization Reserve has a target level of 3% to 5% of the municipal tax levy or \$2.5 million to \$4.2 million.

The City of North Bay's Reserve Policy forms a critical component of the municipality's Long-Term Financial Plan. The reserves are intended to be used to offset one-time expenses and reduce the risk to the taxpayers of significant budget impacts arising from uncontrollable events and activities. The City's reserves have grown over the last 10 years and are in a position to absorb nominal deficits. The City's reserves are not strong enough to sustain several years of deficits.

Next Steps:

Public consultation regarding the 2017 Operating Budget continues with a Public Meeting on October 24th, 2016.

The Standing Committees are scheduled to meet November 7th to 10th. The Operating Budget Committee Meeting of a Whole is scheduled for November 16th. Budget Presentations by the City's Service Partners are scheduled for November 24th.

The final Operating Budget is tentatively scheduled to be adopted at the Special Meeting of Council on December 19th, 2016.

Recommendation:

That the 2017 Operating Budget be received and referred to the General Government Committee.

Respectfully submitted,

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

We concur in this report and recommendation.

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

John Severino
Managing Director Community Services

Jason Whiteley
Fire Chief

Margaret Karpenko, CPA, CMA
Chief Financial Officer/Treasurer

Lea Janisse
Interim Chief Administrative Officer

Personnel designated for continuance: Manager of Financial Services
Attachments: Appendix A – 2017 Administrative Recommended Operating Budget

Annual General Levy Summary

Budget Year: 2017

YTD End Date: December 2016

Execution Date: October 26, 2016

	2015 Actuals	2016 Actuals YTD *	2016 Budget	2017 Council Review	Variance Increase/ (Decrease)	Change %
Community Services						
AQUATIC CENTRE	307,744	199,945	344,369	330,239	(14,130)	-4.10 %
ARENA SERVICES	1,507,346	1,387,499	1,683,673	1,718,890	35,217	2.09 %
BUILDING	55,945	(21,048)	66,939	67,434	495	0.74 %
CITY HALL FACILITIES	508,749	392,262	557,702	573,540	15,838	2.84 %
COMMUNITY SERVICES ADMIN	178,266	148,203	199,053	202,445	3,392	1.70 %
ECONOMIC DEVELOPMENT	640,918	516,755	745,836	752,833	6,997	0.94 %
KINGS LANDING	(5,379)	(5,811)	10,836	3,452	(7,384)	-68.14 %
MARINA	0	(2,240)	0	0	0	0.00 %
PARKING OPERATIONS	(354,736)	(309,551)	(285,956)	(284,242)	1,714	0.60 %
PARKS - OPERATIONS	3,201,706	2,561,270	3,443,566	3,512,099	68,533	1.99 %
PLANNING DEPARTMENT	322,734	329,207	404,838	414,559	9,721	2.40 %
REC, LEISURE, & CULTURAL SERVICES	529,261	374,982	651,218	668,183	16,965	2.61 %
TRANSIT	3,074,651	3,230,741	2,890,229	2,994,092	103,863	3.59 %
Total Community Services:	9,967,205	8,802,214	10,712,303	10,953,524	241,221	2.25 %
Corporate Services						
COUNCIL SECRETARIAT	116,060	99,321	86,049	76,233	(9,816)	-11.41 %
CUSTOMER SERVICE CENTRE	425,447	328,794	427,574	370,236	(57,338)	-13.41 %
FINANCIAL SERVICES	1,582,669	1,266,632	1,584,542	1,613,199	28,657	1.81 %
HUMAN RESOURCES	1,114,483	845,507	1,024,639	954,744	(69,895)	-6.82 %
INFORMATION SYSTEMS	1,208,302	1,176,977	1,309,449	1,352,021	42,572	3.25 %
LEGAL DEPARTMENT - GENERAL	395,710	78,891	433,050	435,101	2,051	0.47 %
LEGAL DEPARTMENT - POA	(186,207)	(625,200)	(181,307)	(199,039)	(17,732)	-9.78 %
Total Corporate Services:	4,656,464	3,170,922	4,683,996	4,602,495	(81,501)	-1.74 %
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	583,743	570,830	754,751	836,104	81,353	10.78 %
ENVIRONMENTAL SERVICES	632,406	269,265	750,351	863,725	113,374	15.11 %
FLEET MANAGEMENT	(413,046)	(116,944)	(64,702)	0	64,702	-100.00 %
ROADS DEPARTMENT	6,986,082	5,194,761	7,344,243	7,355,790	11,547	0.16 %
STORM SEWERS	560,375	556,127	627,119	633,476	6,357	1.01 %
WORKS DEPT ADMINISTRATION	583,096	448,513	640,484	798,343	157,859	24.65 %
Total Engineering, Environmental Services & Works:	8,932,656	6,922,552	10,052,246	10,487,438	435,192	4.33 %
Total Fire Department:	11,858,016	9,281,686	12,651,962	12,753,334	101,372	0.80 %
General Government Activities						
FINANCIAL EXPENSES	15,626,032	18,663,700	15,416,104	16,079,476	663,372	4.30 %
GENERAL REVENUES	(87,975,636)	(89,187,144)	(10,682,563)	(10,423,899)	258,664	2.42 %
MAYOR & COUNCIL	311,593	323,688	412,343	410,061	(2,282)	-0.55 %



Annual General Levy Summary

Budget Year: 2017

YTD End Date: December 2016

Execution Date: October 26, 2016

	2015 Actuals	2016 Actuals YTD *	2016 Budget	2017 Council Review	Variance Increase/ (Decrease)	Change %
OFFICE OF THE CAO	227,378	543,215	596,995	345,551	(251,444)	-42.12 %
Total General Government Activities:	(71,810,633)	(69,656,541)	5,742,879	6,411,189	668,310	11.64 %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	(1,094)	140,000	140,000	0	0.00 %
SERVICE PARTNERS	36,256,291	34,139,783	36,950,909	37,682,764	731,855	1.98 %
Total Service Partners:	36,396,291	34,138,689	37,090,909	37,822,764	731,855	1.97 %
Levy Grand Total:	(1)	(7,340,478)	80,934,295	83,030,744	2,096,449	2.59 %
Real Growth:				(602,559)		
Levy Change After Growth:	(1)	(7,340,478)	80,934,295	82,428,185	1,493,890	1.85 %

* Actuals subject to year-end adjustments and accrual

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

General Government Committee Report No. 2016-20

December 12, 2016

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2016-20 and recommends:

That:

1. The 2017 Gross Operating Expenses included in the Operating Budget in the amount of \$88,902,696 (save and except the District of Nipissing Social Services Administration Board levy of \$11,733,276; the North Bay and District Humane Society Budget of \$358,954; the Aquatic Centre Budget of \$340,239; the Marina Budget of \$246,215 and the North Bay Police Services Board Budget of \$18,031,743) be approved.
2. The 2017 Tax levy of \$83,132,787 as summarized on the attached Schedule A, be approved.
3. The Chief Financial Officer be authorized to process all transfers to and from reserve funds included in the 2017 Operating Budget.
4. The Chief Financial Officer be authorized to transfer \$8,021,475 from the Operating Fund to the Capital Fund to finance approved capital projects that would otherwise require debenture issuance to fund (Net Capital Levy in Operating Budget). This is often referred to as the "Pay As You Go" funding for capital projects.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

General Government Committee Report No. 2016-21

December 12, 2016

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2016-21 and recommends:

1. That the City of North Bay's share of the District of Nipissing Social Services Administration Board's (DNSSAB) 2017 Operating Budget in the amount of \$11,733,276 be approved.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

General Government Committee Report No. 2016-22

December 12, 2016

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2016-22 and recommends:

1. That the 2017 Operating Budget in the amount of \$340,239 for the Aquatic Centre be approved.
2. That the 2017 Operating Budget in the amount of \$246,215 for the Marina be approved.
3. That the 2017 Operating Budget in the amount of \$358,954 for the North Bay and District Humane Society be approved.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

General Government Committee Report No. 2016-23

December 12, 2016

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2016-23 and recommends:

1. That the 2017 Operating Budget in the amount of \$18,031,743 for North Bay Police Services Board be approved.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

City of North Bay

Report to Council

Report No: CORP 2016 - 133

December 15, 2016

Originator: Margaret Karpenko

Subject: Operating Budget – Rescind Resolution 2016-551

Recommendation:

That North Bay City Council Resolution 2016-551 approved on Monday December 12, 2016 be rescinded.

Background:

On Monday December 12, 2016 City Council approved General Government Report 2016-20 being a report to approve the 2017 Operating Budget save and except conflicts as well as approve the 2017 Tax Levy.

Subsequent to this approval the North Bay Police Budget was not approved and it was requested that the Police Services Board look for further savings.

General Government Reports 2016-26 and 2016-25 on the December 19, 2016 Agenda have revised amounts and therefore supersede General Government Report 2016-20.

Recommendation:

That North Bay City Council Resolution 2016-551 approved on Monday December 12, 2016 be rescinded.

Respectfully submitted,

Margaret Karpenko, CPA, CMA
Chief Financial Officer/Treasurer

I concur in this report and recommendation.

Lea Janisse
Interim Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer

Annual General Levy Summary

Budget Year: 2017

YTD End Date: December 2016

Execution Date: December 19, 2016

	2015 Actuals	2016 Actuals YTD *	2016 Budget	2017 Council Review	Variance Increase/ (Decrease)	Change %
Community Services						
AQUATIC CENTRE	307,744	236,131	344,369	330,239	(14,130)	-4.10%
ARENA SERVICES	1,507,346	1,463,002	1,683,673	1,718,890	35,217	2.09%
BUILDING	55,945	46,017	66,939	67,434	495	0.74%
CITY HALL FACILITIES	508,749	439,725	557,702	573,540	15,838	2.84%
COMMUNITY SERVICES ADMIN	178,266	166,936	199,053	202,445	3,392	1.70%
ECONOMIC DEVELOPMENT	640,918	607,896	745,836	752,833	6,997	0.94%
KINGS LANDING	(5,379)	(4,788)	10,836	3,452	(7,384)	-68.14%
MARINA	0	(18,953)	0	0	0	0.00%
PARKING OPERATIONS	(354,736)	(324,764)	(285,956)	(284,242)	1,714	0.60%
PARKS - OPERATIONS	3,201,706	2,824,037	3,443,566	3,517,099	73,533	2.14%
PLANNING DEPARTMENT	322,734	367,634	404,838	414,559	9,721	2.40%
REC, LEISURE, & CULTURAL SERVICES	529,261	464,125	651,218	668,183	16,965	2.61%
TRANSIT	3,074,651	3,233,109	2,890,229	2,994,092	103,863	3.59%
Total Community Services:	9,967,205	9,500,107	10,712,303	10,958,524	246,221	2.30%
Corporate Services						
COUNCIL SECRETARIAT	116,060	70,037	86,049	76,233	(9,816)	-11.41%
CUSTOMER SERVICE CENTRE	425,447	370,668	427,574	370,236	(57,338)	-13.41%
FINANCIAL SERVICES	1,582,669	1,432,168	1,584,542	1,613,199	28,657	1.81%
HUMAN RESOURCES	1,114,483	943,008	1,024,639	964,744	(59,895)	-5.85%
INFORMATION SYSTEMS	1,208,302	1,292,611	1,309,449	1,352,021	42,572	3.25%
LEGAL DEPARTMENT - GENERAL	395,710	(96,657)	433,050	435,101	2,051	0.47%
LEGAL DEPARTMENT - POA	(186,207)	(390,018)	(181,307)	(202,724)	(21,417)	-11.81%
Total Corporate Services:	4,656,464	3,621,817	4,683,996	4,608,810	(75,186)	-1.61%
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	583,743	675,456	754,751	836,104	81,353	10.78%
ENVIRONMENTAL SERVICES	632,406	366,733	750,351	863,725	113,374	15.11%
FLEET MANAGEMENT	(413,046)	(138,879)	(64,702)	0	64,702	-100.00%
ROADS DEPARTMENT	6,986,082	5,916,820	7,344,243	7,355,790	11,547	0.16%
STORM SEWERS	560,375	622,935	627,119	633,476	6,357	1.01%
WORKS DEPT ADMINISTRATION	583,096	504,378	640,484	798,343	157,859	24.65%
Total Engineering, Environmental Services & Works:	8,932,656	7,947,443	10,052,246	10,487,438	435,192	4.33%
Total Fire Department:	11,858,016	10,638,327	12,651,962	12,762,934	110,972	0.88%
General Government Activities						
FINANCIAL EXPENSES	15,626,032	19,671,315	15,416,104	16,079,476	663,372	4.30%
GENERAL REVENUES	(87,975,636)	(90,808,417)	(10,682,563)	(10,638,299)	44,264	0.41%
MAYOR & COUNCIL	311,593	351,421	412,343	430,226	17,883	4.34%
OFFICE OF THE CAO	227,378	605,382	596,995	355,551	(241,444)	-40.44%
Total General Government Activities:	(71,810,633)	(70,180,299)	5,742,879	6,226,954	484,075	8.43%
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	(1,094)	140,000	140,000	0	0.00%
SERVICE PARTNERS	36,256,291	35,499,144	36,950,909	37,902,982	952,073	2.58%
Total Service Partners:	36,396,291	35,498,050	37,090,909	38,042,982	952,073	2.57%
Levy Grand Total:	(1)	(2,974,555)	80,934,295	83,087,642	2,153,347	2.66%
Real Growth:				(602,559)		
Levy Change After Growth:	(1)	(2,974,555)	80,934,295	82,485,083	1,550,788	1.92%

* Actuals subject to year-end adjustments and accrual

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

General Government Committee Report No. 2016-25

December 19, 2016

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2016-25 and recommends:

1. That the 2017 Operating Budget in the amount of \$17,986,598 for North Bay Police Services Board be approved.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____

General Government Committee Report No. 2016-26

December 19, 2016

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2016-26 and recommends:

That:

1. The 2017 Gross Operating Expenses included in the Operating Budget in the amount of \$88,902,696 (save and except the District of Nipissing Social Services Administration Board levy of \$11,733,276; the North Bay and District Humane Society Budget of \$358,954; the Aquatic Centre Budget of \$340,239; the Marina Budget of \$246,215 and the North Bay Police Services Board Budget of \$17,986,598) be approved.
2. The 2017 Tax levy of \$83,087,642 as summarized on the attached Schedule A, be approved.
3. The Chief Financial Officer be authorized to process all transfers to and from reserve funds included in the 2017 Operating Budget.
4. The Chief Financial Officer be authorized to transfer \$8,021,475 from the Operating Fund to the Capital Fund to finance approved capital projects that would otherwise require debenture issuance to fund (Net Capital Levy in Operating Budget). This is often referred to as the "Pay As You Go" funding for capital projects.

All of which is respectfully submitted.

	Assents	Dissents
Forgette (Chairman)	_____	_____
Shogren	_____	_____
Bain	_____	_____
Maroosis	_____	_____
Mayor McDonald	_____	_____



COMMUNITY SERVICES

2017 OPERATING BUDGET



Business Unit Summary

Budget Year: 2017

YTD End Date: December 2016

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
Community Services						
AQUATIC CENTRE	307,744	307,324	344,369	330,239	(14,130)	-4.10 %
ARENA SERVICES	1,507,346	1,629,125	1,683,673	1,718,890	35,217	2.09 %
BUILDING	55,945	55,403	66,939	67,434	495	0.74 %
CITY HALL FACILITIES	508,749	504,202	557,702	573,540	15,838	2.84 %
COMMUNITY SERVICES ADMIN	178,266	184,369	199,053	202,445	3,392	1.70 %
ECONOMIC DEVELOPMENT	640,918	711,738	745,836	752,833	6,997	0.94 %
KINGS LANDING	(5,379)	(4,365)	10,836	3,452	(7,384)	-68.14 %
MARINA	0	0	0	0	0	0.00 %
PARKING OPERATIONS	(354,736)	(313,065)	(285,956)	(284,242)	1,714	0.60 %
PARKS - OPERATIONS	3,201,706	3,022,992	3,443,566	3,517,099	73,533	2.14 %
PLANNING DEPARTMENT	322,734	374,666	404,838	414,559	9,721	2.40 %
REC, LEISURE, & CULTURAL SERVICES	529,261	530,834	651,218	668,183	16,965	2.61 %
TRANSIT	3,074,651	3,153,468	2,890,229	2,994,092	103,863	3.59 %
Total:	9,967,205	10,156,691	10,712,303	10,958,524	246,221	2.30 %
Grand Total:	9,967,205	10,156,691	10,712,303	10,958,524	246,221	2.30 %

Activity Summary Overview - 2017 Budget

Aquatic Centre

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

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

Positions:

	2016 FTE	2017 FTE
Supervisor, Facilities & Parking	0.10	0.10
Totals	0.10	0.10

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

Division(s): AQUATIC CENTRE

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	7,309	8,028	7,824	8,113	289	3.69 %
1101 OVERTIME FULLTIME	0	22	0	0	0	0.00 %
1202 VACATION	40	42	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,246	2,363	2,365	2,469	104	4.40 %
PERSONNEL TOTAL	9,595	10,455	10,189	10,582	393	3.86 %
GOODS & SERVICES						
2625 BUILDING MAINT SUPPLIES	10,639	7,661	10,000	10,000	0	0.00 %
2701 HYDRO	115,758	131,594	128,392	135,456	7,064	5.50 %
2705 NATURAL GAS	93,662	80,159	103,853	86,523	(17,330)	-16.69 %
2715 WATER	21,814	28,733	33,056	28,327	(4,729)	-14.31 %
3305 BUILDING MAINTENANCE	8,828	6,613	10,000	10,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	11,706	16,039	12,000	12,000	0	0.00 %
3430 MAINTENANCE CONTRACT	33,715	26,159	33,000	33,000	0	0.00 %
3601 INSURANCE PREMIUMS	8,328	9,413	8,879	9,351	472	5.32 %
GOODS & SERVICES TOTAL	304,450	306,371	339,180	324,657	(14,523)	-4.28 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	3,698	499	5,000	5,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,698	499	5,000	5,000	0	0.00 %
EXPENSE TOTAL	317,743	317,325	354,369	340,239	(14,130)	-3.99 %
REVENUE						
0841 PROPERTY RENTALS	10,000	10,000	10,000	10,000	0	0.00 %
REVENUE TOTAL	10,000	10,000	10,000	10,000	0	0.00 %
GRAND TOTAL:	307,743	307,325	344,369	330,239	(14,130)	-4.10 %

Activity Summary Overview - 2017 Budget

Arenas

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

Positions:

Full Time Staff	2016 FTE	2017 FTE
Senior Manager, Parks, Recreation & Leisure Services	0.33	0.20
Manager, Facilities	0.60	0.60
Manager, Sports & Events	0.60	0.60
Supervisor, Fac. & Parking	0.10	0.10
Clerk Cashier	2.00	2.00
Supervisor, Arenas	1.75	1.75
Arena Maint. Person	12.50	12.50
Total Full Time	17.88	17.75
Part Time Staff		
Arena Maint. Person, PT	1.60	1.60
Clerk Cashier, PT	0.26	0.26
Rink Attendants	4.55	4.55
Office Workers	0.88	0.88
Skate Patrol	0.14	0.14
Event Staff Coordinator	0.09	0.09
Event Staff*	0.81	0.81
Timekeeper	0.08	0.08
P.A. Technician	0.08	0.08
Zamboni Driver, PT	0.08	0.08
Total Part Time	8.57	8.57
Total Arena Staff	26.45	26.32

*50% funding by Battalion

Arenas – General

A structural integrity review was conducted in the fall of 2015 for all three arenas. Reviews are completed every 5 years. The reports were received in the Spring/Summer 2016.

Memorial Gardens

It includes the operating, maintenance and administration of the community facility. In addition, it provides for the cost of operating and running various major indoor city sports, ice rentals, events, concerts & attractions. Management of lease

agreements with various organizations that include Battalion OHL Hockey, Men's Lakers Hockey, Women's Lakers Hockey, and Figure Skating Club.

Revenue Generating Activities and Contracts

Major Revenue Generating Activities and Contracts are listed below:

2015/2016 Season

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

2016/2017 Season

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

Revenue from Battalion Contract

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

Pete Palangio

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

West Ferris

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

The West Ferris condition assessment of building structure identified that the roof trusses have exceeded their design service life, but increased monitoring should allow for the operation of the facility in the short term (3 years).

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	886,149	894,245	1,049,978	1,049,151	(827)	-0.08 %
1002 TEMPORARY SALARIES	221,146	237,933	252,973	258,500	5,527	2.18 %
1003 SHIFT PREMIUM	15,646	15,464	15,345	15,345	0	0.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHE R	6,178	9,851	0	0	0	0.00 %
1101 OVERTIME FULLTIME	41,076	47,333	34,527	34,147	(380)	-1.10 %
1102 OVERTIME PART TIME	1,711	3,141	0	0	0	0.00 %
1202 VACATION	60,161	55,574	6,269	6,350	81	1.29 %
1203 COMPASSIONATE LEAVE	1,198	1,471	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	35,131	35,727	0	0	0	0.00 %
1207 SICK LEAVE	20,657	35,521	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	10	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	2,109	2,066	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	80	20	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	304,519	317,274	337,897	340,997	3,100	0.92 %
1802 FRINGE BENEFITS-PARTTIME	32,559	35,957	36,087	36,146	59	0.16 %
PERSONNEL TOTAL	1,628,330	1,691,577	1,733,076	1,740,636	7,560	0.44 %
GOODS & SERVICES						
2099 MISC. MATERIALS	371	159	0	0	0	0.00 %
2601 OFFICE SUPPLIES	3,805	4,268	5,500	5,500	0	0.00 %
2615 JANITORIAL SUPPLIES	23,809	23,331	29,340	29,610	270	0.92 %
2650 CLOTHING / UNIFORM	4,318	4,363	9,250	9,250	0	0.00 %
2655 SAFETY SUPPLIES	0	98	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	2,569	3,662	3,515	3,515	0	0.00 %
2701 HYDRO	505,769	582,004	556,360	591,102	34,742	6.24 %
2705 NATURAL GAS	132,735	115,072	159,341	126,452	(32,889)	-20.64 %
2715 WATER	51,236	43,979	34,393	67,426	33,033	96.05 %
2720 MUNICIPAL TAXES	3,079	3,047	3,221	3,077	(144)	-4.47 %
2999 MISCELLANEOUS SUPPLIES	122	331	0	0	0	0.00 %
3001 POSTAGE	196	124	600	600	0	0.00 %
3010 TELEPHONE	16,189	13,591	16,850	16,850	0	0.00 %
3035 MILEAGE	3,142	4,569	4,900	4,900	0	0.00 %
3045 CONFERENCE & SEMINARS	75	67	1,600	1,600	0	0.00 %
3065 MEMBERSHIPS	169	0	0	0	0	0.00 %
3070 TRAINING COURSES - OUTSID	3,565	4,989	5,000	5,000	0	0.00 %
3071 TRAINING	0	0	1,557	1,038	(519)	-33.33 %
3099 MISC ADMIN EXPENSES	854	7,534	1,200	1,200	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	232	0	5,500	5,500	0	0.00 %
3305 BUILDING MAINTENANCE	99,775	88,988	90,000	91,500	1,500	1.67 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	55,441	56,410	54,900	60,045	5,145	9.37 %
3315 VEHICLE MAINTENANCE	61,851	72,622	59,149	62,024	2,875	4.86 %
3317 ICE PLANT MAINTENANCE	33,417	67,846	42,000	44,550	2,550	6.07 %
3399 MISC MAINTENANCE FEES	550	304	3,500	3,500	0	0.00 %
3401 STREET GARBAGE CONTRACT	16,771	12,330	16,570	16,870	300	1.81 %
3445 SNOW REMOVAL CONTRACT	61,624	93,786	83,200	89,000	5,800	6.97 %
3460 BRINKS COURIER	2,038	1,814	1,500	1,500	0	0.00 %
3499 MISC CONTRACTS	26,465	19,399	20,000	20,000	0	0.00 %
3601 INSURANCE PREMIUMS	119,543	107,946	122,301	110,594	(11,707)	-9.57 %
GOODS & SERVICES TOTAL	1,229,710	1,332,633	1,331,247	1,372,203	40,956	3.08 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	181,069	141,028	0	0	0	0.00 %
4110 CASH OVER / SHORT	3	1	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	181,072	141,029	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	48,066	53,883	55,000	55,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	371,519	306,691	315,000	279,500	(35,500)	-11.27 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	419,585	360,574	370,000	334,500	(35,500)	-9.59 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	9,793	8,842	11,449	11,792	343	3.00 %
7010 ADMINISTRATON & OVERHEAD	15,141	0	0	0	0	0.00 %
EXPENSE TOTAL	3,483,631	3,534,655	3,445,772	3,459,131	13,359	0.39 %
REVENUE						
0470 TSF FROM RESERVE FUND	181,069	141,028	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	461	1,785	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,607	5,775	0	0	0	0.00 %
0479 REIMBURSEMENTS	33,533	39,740	26,000	26,000	0	0.00 %
0480 SUNDRY REVENUE	10,393	6,566	10,000	10,000	0	0.00 %
0484 TICKET SURCHARGE	371,519	306,691	315,000	279,500	(35,500)	-11.27 %
0490 CORPORATE BOX	36,711	39,978	34,000	34,000	0	0.00 %
0532 YES PROGRAM	791	0	0	0	0	0.00 %
0848 GAME FEES	(14,918)	0	0	0	0	0.00 %
0901 TICKET SALES	72,910	63,433	56,000	52,000	(4,000)	-7.14 %
0919 VENDING MACHINE SALES	3,459	4,825	4,700	4,700	0	0.00 %
0931 PUBLIC SKATING	11,657	11,512	12,700	13,700	1,000	7.87 %
0932 ARENA BUILDING RENTALS	40,732	44,163	36,900	38,000	1,100	2.98 %
0933 ARENA ICE RENTALS	1,092,108	1,100,109	1,155,000	1,170,540	15,540	1.35 %
0939 ARENA MISC. REVENUES	89,307	114,119	86,300	86,300	0	0.00 %
0969 RECOVERY OF UTILITY COSTS	1,998	0	0	0	0	0.00 %
0974 CO-OP ADVERTISING	3,294	5,361	10,000	10,000	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0975 SIGN ADVERTISING	23,508	20,441	15,500	15,500	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	15,141	0	0	0	0	0.00 %
REVENUE TOTAL	1,976,280	1,905,526	1,762,100	1,740,240	(21,860)	-1.24 %
GRAND TOTAL:	1,507,351	1,629,129	1,683,672	1,718,891	35,219	2.09 %

Activity Summary Overview - 2017 Budget

City Hall Facilities

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

- Capital & Operating budget development, implementation, monitoring and management
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Facility maintenance and janitorial services
- Energy efficiency activities
- Health & Safety and Risk Management
- Security services

Positions:

<u>Maintenance/Custodial Positions</u>	2016 FTE	2017 FTE
Maintenance Supervisor	1.00	1.00
Building Maintenance Person	1.00	1.00
Custodian	2.00	2.00
Totals	4.00	4.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *CITY HALL FACILITIES*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	215,824	158,916	221,192	224,510	3,318	1.50 %
1003 SHIFT PREMIUM	4,999	4,721	5,187	5,187	0	0.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHE R	32,385	16,737	0	0	0	0.00 %
1101 OVERTIME FULLTIME	4,512	5,874	3,500	3,500	0	0.00 %
1202 VACATION	619	4,399	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	0	100	100	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	83,212	60,365	71,633	73,757	2,124	2.97 %
PERSONNEL TOTAL	341,551	251,012	301,612	307,054	5,442	1.80 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,113	846	500	500	0	0.00 %
2615 JANITORIAL SUPPLIES	7,290	13,083	12,000	12,000	0	0.00 %
2650 CLOTHING / UNIFORM	1,175	1,403	1,335	1,335	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	575	382	740	740	0	0.00 %
2701 HYDRO	171,495	217,041	190,158	215,694	25,536	13.43 %
2705 NATURAL GAS	23,053	21,512	26,753	24,778	(1,975)	-7.38 %
2715 WATER	7,593	10,704	11,910	9,626	(2,284)	-19.18 %
3010 TELEPHONE	1,506	1,247	1,680	1,680	0	0.00 %
3035 MILEAGE	605	269	815	815	0	0.00 %
3071 TRAINING	0	391	1,229	1,250	21	1.71 %
3305 BUILDING MAINTENANCE	18,412	31,283	30,000	30,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	34,033	42,485	43,500	43,500	0	0.00 %
3450 COMMISSIONAIRES	0	9,435	19,200	19,200	0	0.00 %
3480 CLEANING CONTRACT	26,669	32,666	39,140	39,140	0	0.00 %
3601 INSURANCE PREMIUMS	123,667	123,003	130,606	125,106	(5,500)	-4.21 %
GOODS & SERVICES TOTAL	417,186	505,750	509,566	525,364	15,798	3.10 %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	14,565	20,526	25,000	25,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	14,565	20,526	25,000	25,000	0	0.00 %
EXPENSE TOTAL	773,302	777,288	836,178	857,418	21,240	2.54 %
REVENUE						
0969 RECOVERY OF UTILITY COSTS	70,116	70,116	75,705	77,143	1,438	1.90 %
0970 REC OF MAINTENANCE COSTS	12,365	12,199	12,000	12,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	182,073	190,771	190,771	194,736	3,965	2.08 %
REVENUE TOTAL	264,554	273,086	278,476	283,879	5,403	1.94 %
GRAND TOTAL:	508,748	504,202	557,702	573,539	15,837	2.84 %

Activity Summary Overview – 2017 Budget

King's Landing

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

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

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

In 2015 King's Landing underwent a structural integrity report to determine its operational load capacity and review potential repair opportunities and their costs. This report was received in the spring of 2016.

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



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

Division(s): KINGS LANDING

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
GOODS & SERVICES						
2099 MISC. MATERIALS	2,388	59	3,900	3,900	0	0.00 %
2701 HYDRO	6,865	7,327	6,836	8,961	2,125	31.09 %
2715 WATER	357	3,376	5,747	5,634	(113)	-1.97 %
2720 MUNICIPAL TAXES	2,754	2,690	2,915	2,717	(198)	-6.79 %
GOODS & SERVICES TOTAL	12,364	13,452	19,398	21,212	1,814	9.35 %
EXPENSE TOTAL	12,364	13,452	19,398	21,212	1,814	9.35 %
REVENUE						
0840 BOAT HOUSE RENTALS	2,068	2,081	2,062	2,060	(2)	-0.10 %
0841 PROPERTY RENTALS	15,674	15,736	6,500	15,700	9,200	141.54 %
REVENUE TOTAL	17,742	17,817	8,562	17,760	9,198	107.43 %
GRAND TOTAL:	(5,378)	(4,365)	10,836	3,452	(7,384)	-68.14 %

Activity Summary Overview – 2017 Budget

Marina

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

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

Positions:

	2016 FTE	2017 FTE
Supervisor, Arenas	0.25	0.25
Assistant Marina Coordinator	0.42	0.42
Marina Attendants	1.85	1.85
Totals	2.52	2.52

Notes:

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

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

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *MARINA*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	18,735	20,471	19,983	20,282	299	1.50 %
1002 TEMPORARY SALARIES	53,061	51,010	55,168	55,745	577	1.05 %
1101 OVERTIME FULLTIME	577	1,015	0	0	0	0.00 %
1102 OVERTIME PART TIME	724	656	0	0	0	0.00 %
1202 VACATION	2,622	2,713	2,207	2,230	23	1.04 %
1204 STATUTORY HOLIDAYS	1,013	2,230	0	0	0	0.00 %
1301 WSIB LEAVE	165	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	76	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	4,913	5,318	10,164	10,340	176	1.73 %
1802 FRINGE BENEFITS-PARTTIME	5,825	6,213	1,589	1,700	111	6.99 %
PERSONNEL TOTAL	87,711	89,626	89,111	90,297	1,186	1.33 %
GOODS & SERVICES						
2401 GAS	56,735	63,117	60,000	60,000	0	0.00 %
2501 CONCESSION SUPPLIES	2,718	2,292	3,300	3,300	0	0.00 %
2601 OFFICE SUPPLIES	300	834	1,000	1,000	0	0.00 %
2625 BUILDING MAINT SUPPLIES	7,840	7,428	7,000	7,000	0	0.00 %
2650 CLOTHING / UNIFORM	571	734	650	650	0	0.00 %
2701 HYDRO	2,219	2,007	2,403	2,288	(115)	-4.79 %
2705 NATURAL GAS	310	239	333	267	(66)	-19.82 %
2715 WATER	4,716	10,072	9,581	7,761	(1,820)	-19.00 %
3001 POSTAGE	76	0	80	80	0	0.00 %
3010 TELEPHONE	1,649	1,655	1,600	1,600	0	0.00 %
3035 MILEAGE	440	0	440	440	0	0.00 %
3065 MEMBERSHIPS	1,019	799	760	760	0	0.00 %
3080 ADVERTISING & PROMOTION	353	422	400	400	0	0.00 %
3215 PROPERTY & BUILDING LEASE	22,649	23,208	26,000	26,000	0	0.00 %
3455 SECURITY SERVICES	21,428	20,741	21,000	21,000	0	0.00 %
3491 WEED HARVESTING	8,525	8,525	8,600	8,600	0	0.00 %
3601 INSURANCE PREMIUMS	4,760	4,699	5,027	4,772	(255)	-5.07 %
GOODS & SERVICES TOTAL	136,308	146,772	148,174	145,918	(2,256)	-1.52 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	14	2	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	14	2	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	6,621	4,857	10,000	10,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	6,621	4,857	10,000	10,000	0	0.00 %
EXPENSE TOTAL	230,654	241,257	247,285	246,215	(1,070)	-0.43 %
REVENUE						
0470 TSF FROM RESERVE FUND	16,295	21,277	21,704	20,835	(869)	-4.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

Division(s): MARINA

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0532 YES PROGRAM	4,811	0	0	0	0	0.00 %
0823 LAUNCH RAMP FEES	7,852	8,683	8,000	8,000	0	0.00 %
0841 PROPERTY RENTALS	1,297	1,334	1,830	1,830	0	0.00 %
0844 SLIP RENTALS	105,393	107,163	111,000	111,000	0	0.00 %
0908 CONCESSION SALES	6,290	5,293	7,200	6,500	(700)	-9.72 %
0909 FUEL SALES	64,525	74,114	75,000	75,000	0	0.00 %
0910 MARINA PRODUCT SALES	4	4	50	50	0	0.00 %
0911 MARINA SERVICES	24,116	23,389	22,500	23,000	500	2.22 %
0919 VENDING MACHINE SALES	70	0	0	0	0	0.00 %
REVENUE TOTAL	230,653	241,257	247,284	246,215	(1,069)	-0.43 %
GRAND TOTAL:	1	0	1	0	(1)	-100.00 %

Activity Summary Overview – 2017 Budget

Parking

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

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

Positions:

	2016 FTE	2017 FTE
Manager, Facilities	0.10	0.10
Supervisor, Facilities & Parking	0.40	0.40
Central City Coordinator	0.50	0.50
Parking Meter Service Persons	2.00	2.00
Summer Students	0.62	0.62
Totals	3.62	3.62

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *PARKING OPERATIONS*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	167,809	180,430	178,787	183,401	4,614	2.58 %
1002 TEMPORARY SALARIES	12,672	13,500	14,508	14,701	193	1.33 %
1003 SHIFT PREMIUM	277	535	200	200	0	0.00 %
1101 OVERTIME FULLTIME	1,553	4,260	3,170	3,170	0	0.00 %
1202 VACATION	1,013	8,208	580	588	8	1.38 %
1204 STATUTORY HOLIDAYS	1,598	1,667	0	0	0	0.00 %
1207 SICK LEAVE	970	770	0	0	0	0.00 %
1301 WSIB LEAVE	(1,244)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	55	35	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	55,312	58,901	56,527	58,590	2,063	3.65 %
1802 FRINGE BENEFITS-PARTTIME	1,598	1,689	1,842	1,842	0	0.00 %
PERSONNEL TOTAL	241,613	269,995	255,614	262,492	6,878	2.69 %
GOODS & SERVICES						
2036 SIGNS	1,798	1,027	1,550	1,550	0	0.00 %
2401 GAS	0	46	0	0	0	0.00 %
2435 TOOLS	1,192	1,057	1,030	1,030	0	0.00 %
2499 MISC FLEET SUPPLIES	93	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	6,990	6,452	8,100	8,100	0	0.00 %
2650 CLOTHING / UNIFORM	1,145	1,181	1,335	1,365	30	2.25 %
2660 SAFETY BOOT ALLOWANCE	291	483	925	975	50	5.41 %
2701 HYDRO	23,544	25,496	24,828	26,725	1,897	7.64 %
2720 MUNICIPAL TAXES	92,071	92,783	118,500	118,500	0	0.00 %
3001 POSTAGE	820	608	720	720	0	0.00 %
3010 TELEPHONE	2,156	2,149	1,668	2,028	360	21.58 %
3035 MILEAGE	528	185	700	700	0	0.00 %
3045 CONFERENCE & SEMINARS	2,282	0	2,000	2,800	800	40.00 %
3065 MEMBERSHIPS	790	733	800	800	0	0.00 %
3070 TRAINING COURSES - OUTSID	922	461	1,000	1,000	0	0.00 %
3071 TRAINING	0	0	137	137	0	0.00 %
3080 ADVERTISING & PROMOTION	9,116	8,197	12,000	12,000	0	0.00 %
3299 MISC LEASES & RENTS	67,954	74,020	73,918	70,327	(3,591)	-4.86 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	46,990	46,958	50,713	53,444	2,731	5.39 %
3315 VEHICLE MAINTENANCE	10,035	6,230	9,000	9,000	0	0.00 %
3320 PARKING EQUIPMENT MAINTENANCE	9,246	6,718	10,150	10,300	150	1.48 %
3330 GROUNDS MAINTENANCE	23,483	11,079	30,000	30,000	0	0.00 %
3445 SNOW REMOVAL CONTRACT	54,798	81,129	50,000	58,000	8,000	16.00 %
3450 COMMISSIONAIRES	32,806	16,652	17,056	0	(17,056)	-100.00 %
3601 INSURANCE PREMIUMS	72	78	77	81	4	5.19 %
GOODS & SERVICES TOTAL	389,122	383,722	416,207	409,582	(6,625)	-1.59 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

Division(s): PARKING OPERATIONS

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(8)	(20)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(8)	(20)	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	10	726	1,030	1,030	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	10	726	1,030	1,030	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	179	7	500	515	15	3.00 %
EXPENSE TOTAL	630,916	654,430	673,351	673,619	268	0.04 %
REVENUE						
0479 REIMBURSEMENTS	355	(1,430)	0	0	0	0.00 %
0509 MIN OF NORTH DEVEL & MINE	2,240	0	0	0	0	0.00 %
0815 PARKING METER REVENUE	476,703	497,046	450,611	477,561	26,950	5.98 %
0841 PROPERTY RENTALS	506,356	471,881	508,696	480,301	(28,395)	-5.58 %
REVENUE TOTAL	985,654	967,497	959,307	957,862	(1,445)	-0.15 %
GRAND TOTAL:	(354,738)	(313,067)	(285,956)	(284,243)	1,713	0.60 %

Activity Summary Overview - 2017 Budget

Parks Operation and Sports Field Complex

Parks Administration

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

Building & Infrastructure

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

Central City Maintenance

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

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

Grounds Maintenance

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

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

Minor Equipment Maintenance

To maintain Parks small vehicles and equipment including:

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

Heritage North Bay

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

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

Special Events

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

Summer Capital Projects

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

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

Tourist Information Centre and Dionne Home

The Chamber of Commerce ended the agreement to operate the Tourist Information Centre at the end of 2015. The process to sell the building and grounds should be completed in 2017. The building will continue to be monitored and maintained until the sale is finalized.

Waterfront Maintenance

To maintain the following waterfront areas:

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

Steve Omischl Sports Field Complex

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

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

Parks Operations and Sports Field Complex Staff Complement:

	2016 FTE	2017 FTE
Parks Operations		
Administrative Staff		
Senior Manager Parks, Recreation & Leisure Services	0.34	0.40
Manager Parks	1.00	1.00
Manager Facilities	0.30	0.30
Supervisor Parks 50% recovered Capital Budget	1.00	1.00
Supervisor Parks	1.00	1.00
Supervisor Facilities and Parking	0.40	0.40
Clerical	1.13	1.13
Parks Full Time Staff		
Central City Coordinator	0.50	0.50
Carpenter Class 1	1.00	1.00
Carpenter Class 2	1.00	1.00
Chargehand Class 1	2.00	2.00
Light Equip Maintenance Person	2.00	2.00
Backhoe Operator	1.00	1.00
Turf Operator	1.42	1.42
Utility Tractor Operator	9.00	9.00
Parks Summer Staff		
Utility Tractor Operator Parks/Roads 6&6	2.00	2.00
Backhoe Operator Parks/Roads 6&6	0.50	0.50
Arena Maintenance II	0.50	0.50
Chargehand Class 2	0.54	0.54
Carpenter Class 1	0.54	0.54
Utility Tractor Operator	0.54	0.54
Turf Operator	0.58	0.58
Chargehand II 50% recovered Capital Budget	0.58	0.58
Utility Tractor Operators 50% Capital Budget	2.32	2.32
Turf Operator 50% recovered Capital Budget	0.58	0.58
Summer Students	4.34	4.34
Outdoor Rink Attendants	1.00	1.00
Total Parks Operations Staff	37.11	37.17
Sports Complex		
Turf Operator	0.58	0.58
Utility Tractor Operator	1.08	1.08
Summer Students	0.93	0.93
Total Sports Complex Staff	2.59	2.59
Grand Total	39.70	39.76

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,293,538	1,197,990	1,695,406	1,732,060	36,654	2.16 %
1002 TEMPORARY SALARIES	204,956	177,133	152,739	154,785	2,046	1.34 %
1003 SHIFT PREMIUM	4,026	3,830	3,800	3,800	0	0.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	28,608	25,837	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	234,805	240,246	5,441	2.32 %
1101 OVERTIME FULLTIME	30,192	31,853	28,421	28,852	431	1.52 %
1202 VACATION	140,393	129,818	5,854	5,933	79	1.35 %
1203 COMPASSIONATE LEAVE	3,559	2,064	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	60,461	62,219	0	0	0	0.00 %
1207 SICK LEAVE	57,047	59,991	0	0	0	0.00 %
1301 WSIB LEAVE	(9,125)	(11,738)	0	0	0	0.00 %
1401 TRAINING & SAFETY	15,018	6,385	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	515,054	518,643	608,357	626,776	18,419	3.03 %
1802 FRINGE BENEFITS-PARTTIME	13,675	20,747	17,966	22,390	4,424	24.62 %
PERSONNEL TOTAL	2,357,402	2,224,772	2,747,348	2,814,842	67,494	2.46 %
GOODS & SERVICES						
2001 SAND	566	1,661	2,500	2,500	0	0.00 %
2002 SALT	2,551	171	2,500	2,500	0	0.00 %
2006 ASPHALT - COLD MIX	49	0	0	0	0	0.00 %
2036 SIGNS	4,560	4,701	8,600	8,600	0	0.00 %
2099 MISC. MATERIALS	185,321	146,055	175,490	175,490	0	0.00 %
2401 GAS	7,172	11,590	10,000	12,000	2,000	20.00 %
2601 OFFICE SUPPLIES	3,200	2,272	3,500	3,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	31	0	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	9,989	9,451	10,400	11,230	830	7.98 %
2655 SAFETY SUPPLIES	12,402	12,275	10,900	10,900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,536	6,284	6,800	6,130	(670)	-9.85 %
2699 MISC GENERAL SUPPLIES	44	458	0	0	0	0.00 %
2701 HYDRO	132,878	149,564	149,380	142,276	(7,104)	-4.76 %
2705 NATURAL GAS	26,682	18,926	28,492	18,977	(9,515)	-33.40 %
2710 HEATING OIL	6,021	4,484	6,320	6,320	0	0.00 %
2715 WATER	24,187	68,405	87,477	109,807	22,330	25.53 %
2720 MUNICIPAL TAXES	14,283	(2,465)	13,512	0	(13,512)	-100.00 %
3001 POSTAGE	12	37	0	0	0	0.00 %
3010 TELEPHONE	12,466	13,411	13,700	13,700	0	0.00 %
3020 COMPUTER COMMUNICATIONS	1,800	32	1,800	1,800	0	0.00 %
3035 MILEAGE	3,536	3,371	4,600	4,600	0	0.00 %
3045 CONFERENCE & SEMINARS	0	1,229	1,500	1,500	0	0.00 %
3056 PERMITS	131	0	0	0	0	0.00 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *PARKS - OPERATIONS*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3065 MEMBERSHIPS	726	968	750	750	0	0.00 %
3070 TRAINING COURSES - OUTSID	10,855	16,967	16,400	16,400	0	0.00 %
3071 TRAINING	0	0	1,098	1,098	0	0.00 %
3203 WASTE BIN RENTALS	337	331	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	409	1,111	0	0	0	0.00 %
3215 PROPERTY & BUILDING LEASE	11,808	11,808	13,110	13,500	390	2.97 %
3299 MISC LEASES & RENTS	112	149	0	0	0	0.00 %
3301 RADIO MAINTENANCE	2,128	2,636	2,100	2,700	600	28.57 %
3305 BUILDING MAINTENANCE	5,208	12,839	6,100	9,100	3,000	49.18 %
3318 ELECTRICAL MAINTENANCE	3,300	8,094	13,000	13,000	0	0.00 %
3319 PLUMBING MAINTENANCE	10,799	6,659	10,000	10,000	0	0.00 %
3330 GROUNDS MAINTENANCE	92,734	99,500	100,000	100,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	8,212	8,441	11,000	11,000	0	0.00 %
3414 WATER SUPPLY SAMPLING	3,927	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	0	263	0	0	0	0.00 %
3435 TREE SERVICE CONTRACT	10,354	15,417	6,100	6,100	0	0.00 %
3441 IRRIGATION SYSTEM CONTRAC	16,749	20,458	10,900	10,900	0	0.00 %
3442 SEPTIC CONTRACT	11,459	11,061	18,000	15,000	(3,000)	-16.67 %
3480 CLEANING CONTRACT	181	2,360	0	0	0	0.00 %
3499 MISC CONTRACTS	8,401	6,207	10,300	10,000	(300)	-2.91 %
3601 INSURANCE PREMIUMS	85,775	90,634	92,414	91,691	(723)	-0.78 %
3999 MISC SERVICES & RENTS	66,680	67,680	67,680	73,700	6,020	8.89 %
GOODS & SERVICES TOTAL	802,571	835,495	916,423	916,769	346	0.04 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	20,391	31,797	33,900	33,900	0	0.00 %
5115 TRANSFER TO RESERVE FUND	56,886	55,919	59,400	59,400	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	77,277	87,716	93,300	93,300	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	345,091	267,258	337,461	347,586	10,125	3.00 %
EXPENSE TOTAL	3,582,341	3,415,241	4,094,532	4,172,497	77,965	1.90 %
REVENUE						
0414 PARKS PERMITS	6,307	4,437	7,400	7,620	220	2.97 %
0456 SALE OF SCRAP METALS	350	877	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	293,961	302,085	8,124	2.76 %
0472 REIMB - CUPE BENEFITS	144	5,315	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	575	17,147	0	0	0	0.00 %
0480 SUNDRY REVENUE	63,455	70,070	58,000	58,000	0	0.00 %
0484 TICKET SURCHARGE	56,886	55,919	59,400	59,400	0	0.00 %
0509 MIN OF NORTH DEVEL & MINE	3,496	0	0	0	0	0.00 %
0532 YES PROGRAM	21,495	0	0	0	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

Division(s): PARKS - OPERATIONS

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0841 PROPERTY RENTALS	0	74	0	0	0	0.00 %
0842 FACILITY RENTALS	186,952	191,214	186,800	181,800	(5,000)	-2.68 %
0849 OTHER PROPERTY RENTALS	1,545	1,591	1,545	1,545	0	0.00 %
0919 VENDING MACHINE SALES	1,457	1,746	0	500	500	100.00 %
0975 SIGN ADVERTISING	10,000	10,000	10,000	10,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	27,972	33,857	33,857	34,449	592	1.75 %
REVENUE TOTAL	380,634	392,247	650,963	655,399	4,436	0.68 %
GRAND TOTAL:	3,201,707	3,022,994	3,443,569	3,517,098	73,529	2.14 %

Activity Summary Overview – 2017 Budget

Recreation & Leisure Services

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

Positions:

Administration Positions	2016 FTE	2017 FTE
Senior Manager of Parks/Recreation & Leisure	0.33	0.40
Manager of Sports and Events	0.40	0.40
Community Development Facilitator	1.00	1.00
Community Events Facilitator	1.00	1.00
Clerk Steno	1.44	1.44
Totals	4.17	4.24

Activities of this section include the following:

Culture - Work with the municipal Cultural Roundtable to lead the implementation of the North Bay Cultural Plan and community organizations such as CBACH, to facilitate cultural growth and awareness in the community. Initiatives include Culture Days, Cultural Summit, Cultural Resource listing website, artsVest funding program.

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

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

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

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

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

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

Recreation Programs - Include Youth Centres, After School Program and beach swimming lessons. Coordinated by Recreation and Leisure staff on a cost recovery basis. Budget amounts represent City of North Bay's contribution. Zero budget amounts represent programs that operate on a full cost recovery basis.

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

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

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

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

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

Registration Services - The customer service centre on behalf of the recreation department provides registration services to local sports groups. A nominal fee of \$2.00 is charged per registration for this service. 2009 was the first year of this service and has been actively promoted to local sports groups. Approximately 400 registrations annually.

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

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

2016 Incident Statistic Summary

PUBLIC RELATIONS	WATERFRONT	COVE	OLMSTED	TOTAL
Boats	19	285	298	602
Dock Incidents	3	804	211	1018
Dog on Beach/off leash	276	304	186	766
Inflatable Equipment	290	242	166	698

PUBLIC RELATIONS	WATERFRONT	COVE	OLMSTED	TOTAL
Outside Buoy-lines	855	383	313	1551
Swim Wear	113	71	73	257
Lending Equipment	198	856	593	1647
Bikes	261	276	161	698
<i>Glass Cut</i>		6		6
<i>Scrape/Tear/Cut</i>	5	2	5	12
<i>Panicky Swimmer</i>		3		3
<i>Tired Swimmer</i>			1	1
<i>Missing Person</i>				0
<i>Bee Sting</i>	4	2		6
<i>Paddle Board Rescue</i>			2	2
<i>Heat related</i>				0
<i>Weather Warning (lightning)</i>	31	21	10	62
<i>Other</i>	5	11 (itch) +1	6(itch)	
Total Number of Swimmers per beach in 2016 (including beach area and water combined):	30191	24703	14981	69875
MAINTENANCE (MINUTES)				
<i>Clean washrooms</i>	302	783	527	1612
<i>Clean Lifeguard building</i>	1812	1142	918	3872
<i>Garbage Pickup</i>	2854	4275	2440	9569
<i>Raking Beach Area</i>	1907	2924	2273	7104
<i>Docks and buoy-lines/Glass Pickup</i>	40 (shads)	170	130	300

* Minimum of 25 EMS calls avoided-lifeguard assistance

Recreation Program Positions	2016 FTE	2017 FTE
Youth Centres (school year)**	0.20	0.20
Youth Centres (summer)**	0.34	0.16
After School Program Supervisor **	0.84	0.84
After School Programmers**	0.20	0.20

Recreation Program Positions	2016 FTE	2017 FTE
Summer in the Park Student**	0.34	0.34
Recreation Programmer *	0.34	0.34
Beach Director	0.34	0.27
Beach Staff	2.43	3.08
Totals	5.03	5.43

**staff transferred from Parks student complement*

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

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

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

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	242,676	223,492	262,698	270,135	7,437	2.83 %
1002 TEMPORARY SALARIES	149,080	168,512	121,849	127,161	5,312	4.36 %
1102 OVERTIME PART TIME	826	391	0	0	0	0.00 %
1202 VACATION	7,668	9,584	314	314	0	0.00 %
1204 STATUTORY HOLIDAYS	4,124	5,773	0	0	0	0.00 %
1207 SICK LEAVE	222	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	75,088	70,119	80,433	83,112	2,679	3.33 %
1802 FRINGE BENEFITS-PARTTIME	22,671	24,315	19,569	20,797	1,228	6.28 %
PERSONNEL TOTAL	502,355	502,186	484,863	501,519	16,656	3.44 %
GOODS & SERVICES						
2401 GAS	358	185	600	600	0	0.00 %
2525 FOOD PURCHASES	657	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	7,659	16,807	7,300	7,300	0	0.00 %
2645 RECREATIONAL SUPPLIES	9,377	9,583	8,900	8,900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	153	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	9,841	14,516	11,563	11,563	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	0	66	0	0	0	0.00 %
3001 POSTAGE	2,271	1,427	4,000	3,500	(500)	-12.50 %
3005 COURIER & DELIVERY	6	339	0	0	0	0.00 %
3010 TELEPHONE	5,685	5,726	4,300	4,600	300	6.98 %
3035 MILEAGE	2,625	3,091	2,799	2,799	0	0.00 %
3045 CONFERENCE & SEMINARS	7,451	2,739	5,000	5,000	0	0.00 %
3055 MEETING COSTS	979	1,388	1,400	1,400	0	0.00 %
3065 MEMBERSHIPS	4,437	6,303	3,700	4,500	800	21.62 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3075 TRAINING COURSES - IN HOU	7,817	450	12,500	12,500	0	0.00 %
3080 ADVERTISING & PROMOTION	25,035	21,429	35,100	35,500	400	1.14 %
3082 MARKETING	0	0	5,000	5,000	0	0.00 %
3085 OUTSIDE PRINTING	22,666	19,638	28,000	28,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	0	5,000	5,000	0	0.00 %
3130 CONSULTANT FEES	1,873	16,418	0	50,000	50,000	100.00 %
3205 VEHICLE LEASE/RENTAL	1,807	2,479	3,800	3,800	0	0.00 %
3229 PORTABLE TOILETS	1,933	1,353	0	0	0	0.00 %
3492 EVENT CONTRIBUTIONS	4,565	7,450	10,000	10,000	0	0.00 %
3601 INSURANCE PREMIUMS	0	3,780	6,000	6,000	0	0.00 %
3930 COMMUNITY PROGRAMS	4,000	6,000	8,000	8,000	0	0.00 %
3965 BALANCE CARRIED FORWARD	35,440	(61,553)	0	0	0	0.00 %
3999 MISC SERVICES & RENTS	15,748	6,454	600	600	0	0.00 %
GOODS & SERVICES TOTAL	172,383	86,068	163,654	214,562	50,908	31.11 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

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

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	716	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	716	1,000	1,000	0	0.00 %
INTERNAL TRANSFERS						
7080 SUMMER IN THE PARK CONTRIBUTION	40,000	80,000	80,000	80,000	0	0.00 %
EXPENSE TOTAL	714,738	668,970	729,517	797,081	67,564	9.26 %
REVENUE						
0406 REGISTRATION	0	0	0	0	0	0.00 %
0435 SPONSORSHIP	5,800	6,223	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	40,000	40,000	90,000	50,000	125.00 %
0479 REIMBURSEMENTS	1,484	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	6,322	2,639	6,700	6,700	0	0.00 %
0506 MINISTRY OF HEALTH	69,995	51,047	0	0	0	0.00 %
0509 MIN OF NORTH DEVEL & MINE	2,222	0	0	0	0	0.00 %
0532 YES PROGRAM	9,505	0	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	42,200	7,790	0	0	0	0.00 %
0620 CANADA DAY GRANT	6,500	6,500	0	0	0	0.00 %
0699 MISC FEDERAL GRANTS	14,325	0	0	0	0	0.00 %
0820 REGISTRATION FEES	3,189	3,752	3,600	3,700	100	2.78 %
0940 PARK VENDOR REVENUE	4,820	4,955	4,000	4,500	500	12.50 %
0950 CONCESSION FEES / VENDOR	552	611	0	0	0	0.00 %
0974 CO-OP ADVERTISING	18,561	14,620	24,000	24,000	0	0.00 %
REVENUE TOTAL	185,475	138,137	78,300	128,900	50,600	64.62 %
GRAND TOTAL:	529,263	530,833	651,217	668,181	16,964	2.60 %

Activity Summary Overview - 2017 Budget

Building

Facilitate development through the issuance of building permits.

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

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

Positions:

	2016 FTE	2017 FTE
Chief Building Official	1.00	1.00
Chief Plans Examiner	1.00	1.00
Building Inspectors	4.00	4.00
Clerk Stenographer	1.00	1.00
Junior Plan Examiner	1.00	1.00
Totals	8.00	8.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *BUILDING*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	431,452	402,842	508,127	524,504	16,377	3.22 %
1202 VACATION	15,693	7,754	0	0	0	0.00 %
1301 WSIB LEAVE	(138)	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	125,491	117,955	154,754	155,710	956	0.62 %
PERSONNEL TOTAL	572,498	528,551	662,881	680,214	17,333	2.61 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,859	1,810	2,200	2,200	0	0.00 %
2650 CLOTHING / UNIFORM	1,234	1,202	1,144	1,188	44	3.85 %
2660 SAFETY BOOT ALLOWANCE	892	799	1,425	1,502	77	5.40 %
3001 POSTAGE	712	574	1,100	550	(550)	-50.00 %
3005 COURIER & DELIVERY	6	6	0	0	0	0.00 %
3010 TELEPHONE	3,115	3,326	5,940	5,500	(440)	-7.41 %
3035 MILEAGE	17,189	12,851	19,800	19,800	0	0.00 %
3045 CONFERENCE & SEMINARS	6,409	4,070	8,140	8,250	110	1.35 %
3065 MEMBERSHIPS	2,818	1,110	2,899	2,571	(328)	-11.31 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3080 ADVERTISING & PROMOTION	651	0	1,381	770	(611)	-44.24 %
GOODS & SERVICES TOTAL	34,885	25,748	44,121	42,331	(1,790)	-4.06 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(27)	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(27)	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	550	550	0	0.00 %
5115 TRANSFER TO RESERVE FUND	0	61,072	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	61,072	550	550	0	0.00 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	217,177	255,501	255,501	255,501	0	0.00 %
EXPENSE TOTAL	824,533	870,872	963,053	978,596	15,543	1.61 %
REVENUE						
0409 OTHER LICENCE FEES	4,360	2,340	3,000	3,000	0	0.00 %
0411 BUILDING PERMIT FEES	680,393	784,082	730,000	730,000	0	0.00 %
0413 PROPERTY STANDARDS	100	(300)	600	600	0	0.00 %
0470 TSF FROM RESERVE FUND	53,549	0	137,513	152,762	15,249	11.09 %
0850 ADMIN FEES	0	57	0	0	0	0.00 %
0851 INQUIRY FEES	30,185	29,290	25,000	24,800	(200)	-0.80 %
REVENUE TOTAL	768,587	815,469	896,113	911,162	15,049	1.68 %
GRAND TOTAL:	55,946	55,403	66,940	67,434	494	0.74 %

Activity Summary Overview – 2017 Budget

Community Services Administration

Managing Director

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

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

The Community Services Department has established a Business Plan that takes into consideration the internal and external environment we operate within, our available resources to focus on the following strategic goals:

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

Positions:

	2016 FTE	2017 FTE
Managing Director of Community Services Business Unit	1.00	1.00
Totals	1.00	1.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

Division(s): COMMUNITY SERVICES ADMIN

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	153,571	164,931	164,455	167,566	3,111	1.89 %
1202 VACATION	4,116	4,591	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	40,726	37,441	37,553	38,399	846	2.25 %
PERSONNEL TOTAL	198,413	206,963	202,008	205,965	3,957	1.96 %
GOODS & SERVICES						
2660 SAFETY BOOT ALLOWANCE	0	158	0	0	0	0.00 %
3010 TELEPHONE	688	644	1,000	1,000	0	0.00 %
3030 TRAVEL	546	1,799	1,500	1,500	0	0.00 %
3035 MILEAGE	654	901	500	600	100	20.00 %
3070 TRAINING COURSES - OUTSID	552	117	2,500	2,500	0	0.00 %
3075 TRAINING COURSES - IN HOU	700	4,200	15,000	15,000	0	0.00 %
3499 MISC CONTRACTS	24,661	21,541	28,500	28,500	0	0.00 %
GOODS & SERVICES TOTAL	27,801	29,360	49,000	49,100	100	0.20 %
EXPENSE TOTAL	226,214	236,323	251,008	255,065	4,057	1.62 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	28,475	29,044	29,044	29,625	581	2.00 %
7910 INTERNAL OVERHEAD REVENUE	19,474	22,911	22,911	22,995	84	0.37 %
REVENUE TOTAL	47,949	51,955	51,955	52,620	665	1.28 %
GRAND TOTAL:	178,265	184,368	199,053	202,445	3,392	1.70 %

Activity Summary Overview – 2017 Budget

Economic Development

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

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

Positions:

	2016 FTE	2017 FTE
Manager Economic Development	1.00	1.00
Economic Development Officer	1.00	1.00
Business Development Officer	1.00	1.00
Business Development Officer	1.00	1.00
Clerk Steno II	1.00	1.00
Totals	5.00	5.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *ECONOMIC DEVELOPMENT*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	313,051	340,679	396,270	404,973	8,703	2.20 %
1002 TEMPORARY SALARIES	31,168	18,237	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	0	36,325	0	0	0	0.00 %
1202 VACATION	9,677	5,275	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	2,025	773	0	0	0	0.00 %
1301 WSIB LEAVE	0	(12,174)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	95,017	118,284	113,174	118,360	5,186	4.58 %
1802 FRINGE BENEFITS-PARTTIME	4,113	2,540	0	0	0	0.00 %
PERSONNEL TOTAL	455,051	509,939	509,444	523,333	13,889	2.73 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	4,663	4,193	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	138	0	750	0	(750)	-100.00 %
2660 SAFETY BOOT ALLOWANCE	0	357	0	0	0	0.00 %
2682 PROMOTIONAL SUPPLIES	4,240	3,166	4,000	4,000	0	0.00 %
3001 POSTAGE	563	379	750	500	(250)	-33.33 %
3003 LICENSING FEES	0	0	0	8,000	8,000	100.00 %
3005 COURIER & DELIVERY	17	0	0	0	0	0.00 %
3010 TELEPHONE	4,206	2,934	7,300	5,500	(1,800)	-24.66 %
3030 TRAVEL	10,753	16,929	20,000	20,000	0	0.00 %
3035 MILEAGE	2,448	3,498	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	2,505	3,735	4,000	4,000	0	0.00 %
3050 RECEPTIONS	3,722	2,466	3,500	3,000	(500)	-14.29 %
3065 MEMBERSHIPS	4,606	10,132	5,000	11,000	6,000	120.00 %
3070 TRAINING COURSES - OUTSID	3,514	2,853	5,000	6,500	1,500	30.00 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3080 ADVERTISING & PROMOTION	166,955	115,313	174,000	154,000	(20,000)	-11.49 %
3130 CONSULTANT FEES	4,071	0	4,000	5,000	1,000	25.00 %
GOODS & SERVICES TOTAL	212,401	165,955	236,392	229,500	(6,892)	-2.92 %
CAPITAL/RESERVE TRANSACTIONS						
5125 TRANSFER TO OTHER CAPITAL	5,000	61,866	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	5,000	61,866	0	0	0	0.00 %
EXPENSE TOTAL	672,452	737,760	745,836	752,833	6,997	0.94 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	22,366	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	0	212	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	468	0	0	0	0.00 %
0479 REIMBURSEMENTS	0	3,008	0	0	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *ECONOMIC DEVELOPMENT*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0699 MISC FEDERAL GRANTS	31,534	(34)	0	0	0	0.00 %
REVENUE TOTAL	31,534	26,020	0	0	0	0.00 %
GRAND TOTAL:	640,918	711,740	745,836	752,833	6,997	0.94 %

Activity Summary Overview – 2017 Budget

Planning Services

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

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

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

Planning Advisory Committee

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

Committee of Adjustment

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

Municipal Heritage Committee

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

Municipal Accessibility Advisory Committee

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

Positions:

	2016 FTE	2017 FTE
Manager of Planning Services	1.00	1.00
Senior Planner - Current Operations	1.00	1.00
Zoning Administrator	1.00	1.00
Development Planner / GAP Officer	1.00	1.00
Clerk Stenographer	1.00	1.00
Intern/Contract*	1.00	1.00
Summer Student	0.31	0.31
Totals	6.31	6.31

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

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *PLANNING DEPARTMENT*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	393,871	423,579	420,797	429,815	9,018	2.14 %
1002 TEMPORARY SALARIES	6,728	1,499	8,612	8,612	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	46,100	46,792	692	1.50 %
1202 VACATION	7,970	(4,036)	344	344	0	0.00 %
1204 STATUTORY HOLIDAYS	165	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	160	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	111,268	120,095	122,610	131,120	8,510	6.94 %
1802 FRINGE BENEFITS-PARTTIME	905	0	248	263	15	6.05 %
PERSONNEL TOTAL	521,067	541,137	598,711	616,946	18,235	3.05 %
GOODS & SERVICES						
2036 SIGNS	1,025	208	700	700	0	0.00 %
2601 OFFICE SUPPLIES	1,146	1,469	3,100	3,000	(100)	-3.23 %
2630 SUBSCRIPTIONS/PERIODICALS	290	0	200	100	(100)	-50.00 %
2660 SAFETY BOOT ALLOWANCE	0	71	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	1,647	1,708	2,500	2,500	0	0.00 %
3001 POSTAGE	3,703	5,984	5,100	5,000	(100)	-1.96 %
3010 TELEPHONE	705	623	1,000	1,000	0	0.00 %
3030 TRAVEL	1,523	576	2,000	2,000	0	0.00 %
3035 MILEAGE	496	345	1,500	1,300	(200)	-13.33 %
3045 CONFERENCE & SEMINARS	5,163	2,358	5,000	5,000	0	0.00 %
3065 MEMBERSHIPS	3,200	2,525	3,200	3,200	0	0.00 %
3071 TRAINING	0	0	92	92	0	0.00 %
3080 ADVERTISING & PROMOTION	4,401	679	900	900	0	0.00 %
3130 CONSULTANT FEES	1,584	2,320	2,000	2,500	500	25.00 %
3145 REGISTRY OFFICE FEES	3,075	2,146	3,000	3,000	0	0.00 %
3930 COMMUNITY PROGRAMS	44,018	29,212	40,000	40,000	0	0.00 %
GOODS & SERVICES TOTAL	71,976	50,224	70,292	70,292	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	426	1,417	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	426	1,417	2,000	2,000	0	0.00 %
EXPENSE TOTAL	593,469	592,778	671,003	689,238	18,235	2.72 %
REVENUE						
0409 OTHER LICENCE FEES	4,360	2,340	3,000	3,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	33,916	26,775	26,000	28,000	2,000	7.69 %
0460 TRANSFER FRM CAPITAL FUND	38,348	0	51,560	51,560	0	0.00 %
0470 TSF FROM RESERVE FUND	51,518	36,712	47,500	47,500	0	0.00 %
0479 REIMBURSEMENTS	360	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	206	1,021	0	0	0	0.00 %
0505 MIN OF TOURISM & RECREATI	2,875	0	0	0	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0812 RADIO COMM TOWER REVENUE	0	1,370	1,350	1,400	50	3.70 %
0851 INQUIRY FEES	90,313	99,831	87,500	94,000	6,500	7.43 %
0869 OTHER ADMINISTRATION FEES	60	60	300	100	(200)	-66.67 %
0976 SIGNAGE LEASING	27,732	30,177	29,000	29,000	0	0.00 %
0977 LANE CLOSINGS	5,160	870	1,800	1,920	120	6.67 %
0994 DEEMING BY-LAWS	0	1,650	850	825	(25)	-2.94 %
0995 DONATIONS / GRANTS	1,180	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	14,708	17,304	17,304	17,374	70	0.40 %
REVENUE TOTAL	270,736	218,110	266,164	274,679	8,515	3.20 %
GRAND TOTAL:	322,733	374,668	404,839	414,559	9,720	2.40 %

Activity Summary Overview – 2017 Budget

Transit

Daily on-street transit service. Annual service is for 64,000 hours, 1.4 million km and accommodates over 2 million rides. Includes work scheduling and the training of transit operators; responding to public inquiries and providing for transit dispatch; accident investigation and reporting.

Plant & Premises

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

Administration

General administration for Transit and Para Bus service.

Positions:

<u>Transit Positions</u>	2016 FTE	2017 FTE
Transit Manager	1.00	1.00
Administrative Assistants	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Operators	25.00	25.00
Transit Bus Wash Operators	2.37	2.36
Spare Board Operators	5.30	5.31
Crossing Guards	4.02	3.38
Totals	40.69	40.05

*The 16 Spare Board Operators cover the 4 positions in bus wash.

Para Bus

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

Crossing Guards

To provide for the 16 crossing guard locations within the City of North Bay that provide safe crossing for children up to grade 8.

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *TRANSIT*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,870,164	1,792,264	2,005,566	2,039,421	33,855	1.69 %
1002 TEMPORARY SALARIES	76,672	82,033	94,707	80,537	(14,170)	-14.96 %
1003 SHIFT PREMIUM	36,907	36,106	41,423	41,423	0	0.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	54,874	126,223	0	0	0	0.00 %
1101 OVERTIME FULLTIME	147,809	173,541	48,500	53,500	5,000	10.31 %
1110 OVERTIME MODIFIED/ACCOMMODATIONS	158	1,532	0	0	0	0.00 %
1202 VACATION	171,906	172,819	164,067	157,258	(6,809)	-4.15 %
1203 COMPASSIONATE LEAVE	7,131	4,754	4,000	4,000	0	0.00 %
1204 STATUTORY HOLIDAYS	88,663	95,710	44,102	53,787	9,685	21.96 %
1207 SICK LEAVE	76,407	94,063	73,500	75,000	1,500	2.04 %
1299 OTHER LABOUR COSTS	163,078	171,995	165,295	173,123	7,828	4.74 %
1301 WSIB LEAVE	(1,474)	(2,183)	0	0	0	0.00 %
1401 TRAINING & SAFETY	12,465	18,919	18,000	16,000	(2,000)	-11.11 %
1410 DRY CLEANING ALLOWANCE	3,322	6,713	7,995	8,190	195	2.44 %
1801 FRINGE BENEFITS-FULLTIME	815,362	817,141	847,442	845,352	(2,090)	-0.25 %
1802 FRINGE BENEFITS-PARTTIME	6,837	7,219	11,130	9,612	(1,518)	-13.64 %
PERSONNEL TOTAL	3,530,281	3,598,849	3,525,727	3,557,203	31,476	0.89 %
GOODS & SERVICES						
2099 MISC. MATERIALS	2,795	1,320	3,500	2,500	(1,000)	-28.57 %
2401 GAS	615	687	0	600	600	100.00 %
2405 DIESEL FUEL	731,570	642,522	840,394	771,946	(68,448)	-8.14 %
2415 LUBRICANTS	11,346	13,042	10,457	12,257	1,800	17.21 %
2420 TIRES	30,477	28,789	26,142	23,592	(2,550)	-9.75 %
2425 REPAIR PARTS	619,741	654,637	483,300	499,574	16,274	3.37 %
2450 LICENSES	0	1,646	1,725	1,725	0	0.00 %
2495 SHOP LABOUR	539,675	486,855	575,709	555,759	(19,950)	-3.47 %
2499 MISC FLEET SUPPLIES	29,385	31,764	34,371	30,000	(4,371)	-12.72 %
2601 OFFICE SUPPLIES	2,370	2,251	2,400	2,400	0	0.00 %
2650 CLOTHING / UNIFORM	25,768	9,060	0	26,500	26,500	100.00 %
2655 SAFETY SUPPLIES	224	498	500	500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,322	5,322	7,585	7,770	185	2.44 %
2699 MISC GENERAL SUPPLIES	740	590	1,000	1,000	0	0.00 %
2701 HYDRO	20,438	21,845	21,738	21,775	37	0.17 %
2705 NATURAL GAS	7,433	6,385	7,370	6,849	(521)	-7.07 %
2715 WATER	2,071	18,396	12,766	23,409	10,643	83.37 %
2720 MUNICIPAL TAXES	44,951	44,924	45,043	45,373	330	0.73 %
2935 FARE HANDLING SUPPLIES	21,143	14,552	22,000	22,000	0	0.00 %
3001 POSTAGE	413	393	400	400	0	0.00 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *TRANSIT*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3005 COURIER & DELIVERY	0	3	0	0	0	0.00 %
3010 TELEPHONE	7,006	8,008	7,200	7,000	(200)	-2.78 %
3035 MILEAGE	0	255	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	1,893	2,620	3,000	3,000	0	0.00 %
3065 MEMBERSHIPS	6,138	6,147	6,250	6,250	0	0.00 %
3070 TRAINING COURSES - OUTSID	0	1,760	5,000	5,000	0	0.00 %
3071 TRAINING	0	259	2,333	1,000	(1,333)	-57.14 %
3080 ADVERTISING & PROMOTION	9,531	3,416	5,000	7,500	2,500	50.00 %
3207 EQUIPMENT LEASE	0	0	0	9,200	9,200	100.00 %
3210 OFFICE EQUIPMENT LEASE	0	0	1,500	0	(1,500)	-100.00 %
3305 BUILDING MAINTENANCE	13,020	11,609	16,500	16,000	(500)	-3.03 %
3315 VEHICLE MAINTENANCE	24,767	23,517	25,987	21,983	(4,004)	-15.41 %
3460 BRINKS COURIER	1,308	1,199	2,000	1,500	(500)	-25.00 %
3476 TAXI CONTRACTS	4,584	2,177	4,000	3,000	(1,000)	-25.00 %
3480 CLEANING CONTRACT	69,600	51,195	68,360	68,323	(37)	-0.05 %
3485 PHARA CONTRACT	490,205	493,535	525,000	525,000	0	0.00 %
3601 INSURANCE PREMIUMS	225,329	210,840	232,925	215,960	(16,965)	-7.28 %
GOODS & SERVICES TOTAL	2,948,858	2,802,018	3,001,755	2,946,945	(54,810)	-1.83 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	129	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	129	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	0	1,000	0	(1,000)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	0	(1,000)	-100.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	54,310	51,161	61,301	63,140	1,839	3.00 %
7010 ADMINISTRATON & OVERHEAD	139,021	108,839	108,839	110,704	1,865	1.71 %
7015 BUILDING MAINTENANCE OPER	27,972	33,857	33,857	34,449	592	1.75 %
EXPENSE TOTAL	6,700,571	6,594,724	6,732,479	6,712,441	(20,038)	-0.30 %
REVENUE						
0470 TSF FROM RESERVE FUND	510,000	510,000	510,000	510,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	685	745	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	3,002	2,224	0	0	0	0.00 %
0480 SUNDRY REVENUE	323	287	0	0	0	0.00 %
0481 INSURANCE REVENUE	0	0	20,000	0	(20,000)	-100.00 %
0494 WARRANTY REVENUE	12,325	2,655	30,000	0	(30,000)	-100.00 %
0801 CASH FARES	851,143	802,614	891,126	850,430	(40,696)	-4.57 %
0802 ADULT PASSES	333,645	251,245	355,747	345,817	(9,930)	-2.79 %
0803 STUDENT PASSES	80,631	79,324	96,998	96,998	0	0.00 %
0804 REDUCED PASSES	270,740	251,404	268,565	268,797	232	0.09 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): *Community Services*

Division(s): *TRANSIT*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0805 DAY PASSES	9,446	7,170	7,897	7,897	0	0.00 %
0806 MULTIPLE FARE CARDS	384,113	345,757	439,825	415,500	(24,325)	-5.53 %
0807 CONTRACTED SERVICES	1,020,364	1,009,775	1,055,714	1,048,956	(6,758)	-0.64 %
0808 TRANSIT CHARTERS	3,940	5,470	6,500	6,500	0	0.00 %
0809 STUDENT TERM PASS	18,751	32,821	37,500	37,500	0	0.00 %
0810 SINGLE TRIP PASS	52,438	61,871	47,995	53,233	5,238	10.91 %
0811 AGREEMENTS	13,617	14,298	13,617	14,470	853	6.26 %
0819 TRANSIT PASS PHOTO	9,492	7,225	9,018	7,750	(1,268)	-14.06 %
0841 PROPERTY RENTALS	0	0	249	0	(249)	-100.00 %
0890 ATM REVENUE	1,849	2,060	1,500	1,500	0	0.00 %
0919 VENDING MACHINE SALES	1,200	4,314	0	3,000	3,000	100.00 %
0975 SIGN ADVERTISING	48,217	50,000	50,000	50,000	0	0.00 %
REVENUE TOTAL	3,625,921	3,441,259	3,842,251	3,718,348	(123,903)	-3.22 %
GRAND TOTAL:	3,074,650	3,153,465	2,890,228	2,994,093	103,865	3.59 %



CORPORATE SERVICES

2017 OPERATING BUDGET



Business Unit Summary

Budget Year: 2017

YTD End Date: December 2016

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
Corporate Services						
COUNCIL SECRETARIAT	116,060	77,245	86,049	76,233	(9,816)	-11.41 %
CUSTOMER SERVICE CENTRE	425,447	385,528	427,574	370,236	(57,338)	-13.41 %
FINANCIAL SERVICES	1,582,669	1,597,455	1,584,542	1,613,199	28,657	1.81 %
HUMAN RESOURCES	1,114,483	1,016,557	1,024,639	964,744	(59,895)	-5.85 %
INFORMATION SYSTEMS	1,208,302	1,237,245	1,309,449	1,352,021	42,572	3.25 %
LEGAL DEPARTMENT - GENERAL	24,430	282,078	433,050	435,101	2,051	0.47 %
LEGAL DEPARTMENT - POA	(186,207)	(306,539)	(181,307)	(202,724)	(21,417)	-11.81 %
Total:	4,285,184	4,289,569	4,683,996	4,608,810	(75,186)	-1.61 %
Grand Total:	4,285,184	4,289,569	4,683,996	4,608,810	(75,186)	-1.61 %

Activity Summary Overview – 2017 Budget

Council Secretariat

Clerk's Department

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

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

Positions:

	2016 FTE	2017 FTE
City Clerk	1.00	1.00
Administrative Staff	3.00	3.00
Totals	4.00	4.00

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

Elections:

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

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	299,822	288,076	271,610	256,592	(15,018)	-5.53 %
1101 OVERTIME FULLTIME	2,226	3,903	2,500	2,500	0	0.00 %
1202 VACATION	(10,638)	(3,669)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	90,996	91,811	77,077	80,322	3,245	4.21 %
PERSONNEL TOTAL	382,406	380,121	351,187	339,414	(11,773)	-3.35 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	4,371	2,824	4,500	4,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	414	415	800	800	0	0.00 %
2665 MARRIAGE LICENSES	19,200	14,400	19,800	16,800	(3,000)	-15.15 %
3001 POSTAGE	2,108	1,643	3,000	3,000	0	0.00 %
3005 COURIER & DELIVERY	802	6	1,000	500	(500)	-50.00 %
3035 MILEAGE	0	149	250	250	0	0.00 %
3045 CONFERENCE & SEMINARS	996	2,566	1,500	1,500	0	0.00 %
3050 RECEPTIONS	0	332	0	0	0	0.00 %
3060 MEALS	3,429	3,972	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS	753	1,238	800	800	0	0.00 %
3080 ADVERTISING & PROMOTION	14,465	12,889	15,000	15,000	0	0.00 %
3099 MISC ADMIN EXPENSES	4,011	2,188	750	750	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	672	0	350	350	0	0.00 %
3450 COMMISSIONAIRES	15,025	0	0	0	0	0.00 %
3499 MISC CONTRACTS	336	0	2,600	1,500	(1,100)	-42.31 %
GOODS & SERVICES TOTAL	66,582	42,622	54,350	49,750	(4,600)	-8.46 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	50,000	55,000	55,000	55,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	50,000	55,000	55,500	55,500	0	0.00 %
EXPENSE TOTAL	498,988	477,743	461,037	444,664	(16,373)	-3.55 %
REVENUE						
0401 BUSINESS LICENSE	30,353	0	0	0	0	0.00 %
0403 MARRIAGE LICENSE	50,895	51,600	53,000	53,000	0	0.00 %
0404 LOTTERY LICENSE	243,024	250,412	225,000	225,000	0	0.00 %
0409 OTHER LICENCE FEES	4,360	2,340	3,000	3,000	0	0.00 %
0418 BURIAL PERMITS	31,690	32,260	29,000	29,000	0	0.00 %
0480 SUNDRY REVENUE	30	17	0	0	0	0.00 %
0850 ADMIN FEES	3,631	3,105	4,000	4,000	0	0.00 %
0977 LANE CLOSINGS	3,991	1,277	1,500	1,500	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	14,955	59,488	59,488	52,930	(6,558)	-11.02 %
REVENUE TOTAL	382,929	400,499	374,988	368,430	(6,558)	-1.75 %
GRAND TOTAL:	116,059	77,244	86,049	76,234	(9,815)	-11.41 %

Activity Summary Overview – 2017 Budget

Customer Service

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

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

The objectives of the Centre are to:

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

Positions:

	2016 FTE	2017 FTE
Customer Service Supervisor – starting in 2016 Deputy Clerk fully allocated to CSC	1.00	1.00
Customer Service Clerks	5.00	5.00
Totals	6.00	6.00

Activities:

As of September 1, 2016, the Centre had responded to approximately **69,052** requests for service in person, online and by phone recorded in Infor Public Sector and Naviline, including:

Service Type	Number of Transactions	
	2015	2016
Information Only	26,046	33,838
Parking Ticket Payments	3,329	5,141
Water Payments	1,592	20,219
Tax Payments	1,531	6,591
Bus Passes	607	377
Pre-Authorized Tax & Water	371	271
Dog & Cat Licenses	170	205

	2015	2016
Registrations (Baseball and Hockey) <ul style="list-style-type: none"> For 2016 the number reflects baseball and softball registrations only 	135	116
Accounts Receivable	94	41
Water Portal Website Information (July & August 2015)	445	No data available
Business Licenses – transferred to CSC in 2015	77	143
Other	4,297	2,110

Total 69,052 to August 31, 2016

Averages

Period	2015 Monthly	2016 Monthly	2015 Daily	2016 Daily
Customer Service Centre	4,387	8,632	220	432
Per Staff	877	1,726	44	86

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	299,989	285,192	326,091	323,479	(2,612)	-0.80 %
1002 TEMPORARY SALARIES	259	1,639	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	0	19,247	0	0	0	0.00 %
1101 OVERTIME FULLTIME	516	410	0	0	0	0.00 %
1202 VACATION	13,341	(11,455)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	92,085	98,968	105,392	106,931	1,539	1.46 %
PERSONNEL TOTAL	406,190	394,001	431,483	430,410	(1,073)	-0.25 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,481	3,738	3,000	3,000	0	0.00 %
2607 POSTAGE MACHINE SUPPLIES	0	5,271	0	0	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	158	0	0	0	0	0.00 %
3001 POSTAGE	1,123	638	1,500	1,000	(500)	-33.33 %
3005 COURIER & DELIVERY	7,113	3,779	9,000	4,500	(4,500)	-50.00 %
3045 CONFERENCE & SEMINARS	1,929	481	2,000	2,000	0	0.00 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3080 ADVERTISING & PROMOTION	0	283	0	300	300	100.00 %
3210 OFFICE EQUIPMENT LEASE	6,012	5,870	11,000	11,000	0	0.00 %
GOODS & SERVICES TOTAL	18,816	20,060	26,592	21,800	(4,792)	-18.02 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	443	1,806	2,000	1,500	(500)	-25.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	443	1,806	2,000	1,500	(500)	-25.00 %
EXPENSE TOTAL	425,449	415,867	460,075	453,710	(6,365)	-1.38 %
REVENUE						
0401 BUSINESS LICENSE	0	27,570	30,000	25,000	(5,000)	-16.67 %
0472 REIMB - CUPE BENEFITS	0	88	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	182	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	0	2,500	2,500	58,474	55,974	2,238.96 %
REVENUE TOTAL	0	30,340	32,500	83,474	50,974	156.84 %
GRAND TOTAL:	425,449	385,527	427,575	370,236	(57,339)	-13.41 %

Activity Summary Overview – 2017 Budget

Financial Services

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

Activities include the following:

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

Positions:

	2016 FTE	2017 FTE
Chief Financial Officer	1.00	1.00
Director of Financial Services	1.00	1.00
Manager of Revenues & Taxation	1.00	1.00
Manager of Financial Services	1.00	1.00
Manager of Capital & Grants	1.00	0.00
Manager of Purchasing	1.00	1.00
Supervisor of Revenues & Taxation	1.00	1.00
Financial Reporting Coordinator	2.00	3.00
Analyst	1.00	1.00
Clerical Staff Tax and Admin.	4.00	4.00

	2016 FTE	2017 FTE
Clerical Staff Accounting	4.00	4.00
Clerical Staff Payroll	3.00	3.00
Buyer	1.00	1.00
Stores	2.00	2.00
Totals	24.00	24.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,553,969	1,599,850	1,604,120	1,615,516	11,396	0.71 %
1002 TEMPORARY SALARIES	4,359	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	64,252	68,637	4,385	6.82 %
1101 OVERTIME FULLTIME	5,084	6,066	6,000	6,000	0	0.00 %
1202 VACATION	15,936	5,439	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	143	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	370	573	200	200	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	80	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	460,405	475,276	497,554	512,172	14,618	2.94 %
1802 FRINGE BENEFITS-PARTTIME	870	0	0	0	0	0.00 %
PERSONNEL TOTAL	2,041,136	2,087,284	2,172,126	2,202,525	30,399	1.40 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	19,695	12,679	19,300	19,300	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	436	941	500	500	0	0.00 %
2650 CLOTHING / UNIFORM	979	801	700	900	200	28.57 %
2660 SAFETY BOOT ALLOWANCE	325	265	200	200	0	0.00 %
2699 MISC GENERAL SUPPLIES	5	86	0	0	0	0.00 %
3001 POSTAGE	42,714	48,260	39,140	48,697	9,557	24.42 %
3005 COURIER & DELIVERY	282	435	0	300	300	100.00 %
3010 TELEPHONE	2,120	1,942	2,000	2,000	0	0.00 %
3030 TRAVEL	1,450	1,429	2,000	2,000	0	0.00 %
3035 MILEAGE	19	265	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	4,219	9,701	5,000	5,000	0	0.00 %
3055 MEETING COSTS	22	601	0	0	0	0.00 %
3060 MEALS	1,256	1,308	0	0	0	0.00 %
3065 MEMBERSHIPS	12,776	10,828	10,100	12,225	2,125	21.04 %
3070 TRAINING COURSES - OUTSID	1,755	526	0	0	0	0.00 %
3071 TRAINING	0	66	183	0	(183)	-100.00 %
3075 TRAINING COURSES - IN HOU	1,270	3,487	7,500	7,683	183	2.44 %
3080 ADVERTISING & PROMOTION	4,229	3,972	4,100	4,100	0	0.00 %
3101 AUDIT & ACCOUNTING FEES	33,389	33,899	33,224	35,000	1,776	5.35 %
3130 CONSULTANT FEES	280	7,595	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,188	2,224	10,000	10,000	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	330	200	200	0	0.00 %
3460 BRINKS COURIER	7,539	7,539	7,500	7,500	0	0.00 %
GOODS & SERVICES TOTAL	136,948	149,179	141,947	155,905	13,958	9.83 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,228	488	4,000	4,000	0	0.00 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
5030 COMPUTER H/WARE & S/WARE	77	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,305	488	4,000	4,000	0	0.00 %
EXPENSE TOTAL	2,179,389	2,236,951	2,318,073	2,362,430	44,357	1.91 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	29,503	30,093	114,734	121,059	6,325	5.51 %
0472 REIMB - CUPE BENEFITS	278	267	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,269	578	0	0	0	0.00 %
0480 SUNDRY REVENUE	10	250	0	0	0	0.00 %
0850 ADMIN FEES	18,235	18,482	18,017	18,017	0	0.00 %
0853 TAX CERTIFICATE FEES	42,366	37,117	38,000	40,000	2,000	5.26 %
0854 TAX REGISTRATION FEES	237	323	0	0	0	0.00 %
0856 RETURN CHEQUE CHARGE	18,704	21,273	22,964	22,964	0	0.00 %
0860 ACCOUNT ADJ./METER READS	95	31	100	100	0	0.00 %
0861 OFFICIAL RECEIPTS	620	574	600	600	0	0.00 %
0862 WATER TO TAX TRANSFER	114,870	131,579	140,000	120,000	(20,000)	-14.29 %
0868 SEWER PUMPOUT FEES	358	355	500	500	0	0.00 %
0883 ADMIN FEES LIBRARY	11,368	11,709	11,709	11,932	223	1.90 %
0885 ADMIN FEES DNSSAB	28,700	29,561	29,601	29,601	0	0.00 %
0886 ADMIN FEES POLICE	63,436	65,167	65,167	71,009	5,842	8.96 %
7910 INTERNAL OVERHEAD REVENUE	266,670	292,138	292,139	313,449	21,310	7.29 %
REVENUE TOTAL	596,719	639,497	733,531	749,231	15,700	2.14 %
GRAND TOTAL:	1,582,670	1,597,454	1,584,542	1,613,199	28,657	1.81 %

Activity Summary Overview – 2017 Budget

Human Resources

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

The Human Resources Department provides services related to:

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

Positions:

	2016 FTE	2017 FTE
Managing Director Corporate Services	1.00	1.00
Employee Services Advisor	1.00	1.00
Risk Management Advisor	1.00	1.00
Employment Coordinator	1.00	1.00
Benefits & Pension	1.00	1.00
Administrative Assistant	0.80	0.80
Totals	5.80	5.80

EFAP

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

	2016 Actuals	2017 Budget
EFAP Program based on 416 Employees	\$25,451	\$26,458
Offsetting Revenues from Union & Employees (25%)	(\$6,568)	(\$6,615)
Net Cost of Program	\$18,883	\$19,843

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	560,980	720,839	524,621	542,581	17,960	3.42 %
1101 OVERTIME FULLTIME	217	0	0	0	0	0.00 %
1202 VACATION	(348)	6,206	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	1,303	1,160	0	0	0	0.00 %
1207 SICK LEAVE	1,071	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	338,401	338,374	368,161	371,463	3,302	0.90 %
1805 FRINGE BENEFITS-PENSIONS	0	0	0	0	0	0.00 %
1898 RETIREMENT BENEFIT PAYOUT	1,335	0	0	0	0	0.00 %
PERSONNEL TOTAL	902,959	1,066,579	892,782	914,044	21,262	2.38 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,923	1,326	1,900	1,900	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	234	454	305	305	0	0.00 %
2655 SAFETY SUPPLIES	227	341	2,500	2,500	0	0.00 %
2672 EVENTS	9,470	14,394	20,000	20,000	0	0.00 %
2925 QUARTER CENTURY CLUB	175	138	500	500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	2,621	3,155	5,000	5,000	0	0.00 %
3001 POSTAGE	509	478	750	600	(150)	-20.00 %
3005 COURIER & DELIVERY	0	6	0	0	0	0.00 %
3010 TELEPHONE	1,271	1,174	1,500	1,300	(200)	-13.33 %
3027 INTERVIEW EXPENSES	0	18	1,000	1,000	0	0.00 %
3028 RECRUITMENT	0	29,791	0	0	0	0.00 %
3035 MILEAGE	121	138	500	300	(200)	-40.00 %
3045 CONFERENCE & SEMINARS	4,994	5,378	7,500	7,500	0	0.00 %
3055 MEETING COSTS	0	79	0	0	0	0.00 %
3065 MEMBERSHIPS	2,206	2,494	2,125	2,650	525	24.71 %
3070 TRAINING COURSES - OUTSID	23,386	35,973	49,900	49,900	0	0.00 %
3071 TRAINING	0	0	183	0	(183)	-100.00 %
3075 TRAINING COURSES - IN HOU	6,557	0	0	10,000	10,000	100.00 %
3080 ADVERTISING & PROMOTION	4,332	6,629	7,500	7,500	0	0.00 %
3099 MISC ADMIN EXPENSES	15,292	0	0	0	0	0.00 %
3110 ARBITRATION FEES	123,821	51,537	51,000	51,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	1,412	1,000	1,000	0	0.00 %
3475 EFAP	27,765	30,078	26,458	26,458	0	0.00 %
GOODS & SERVICES TOTAL	225,904	184,993	179,621	189,413	9,792	5.45 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	120,000	120,000	121,000	121,000	0	0.00 %
EXPENSE TOTAL	1,248,863	1,371,572	1,193,403	1,224,457	31,054	2.60 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
REVENUE						
0416 PAYROLL CONTRIBUTIONS	6,956	6,777	6,615	6,615	0	0.00 %
0470 TSF FROM RESERVE FUND	78,940	239,080	51,400	51,400	0	0.00 %
0883 ADMIN FEES LIBRARY	1,273	1,311	1,311	1,336	25	1.91 %
0886 ADMIN FEES POLICE	2,702	2,775	2,775	2,664	(111)	-4.00 %
0901 TICKET SALES	2,820	2,280	4,250	2,600	(1,650)	-38.82 %
0956 SOCIAL TICKETS	2,883	377	0	0	0	0.00 %
0995 DONATIONS / GRANTS	115	0	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	38,692	102,414	102,413	195,099	92,686	90.50 %
REVENUE TOTAL	134,381	355,014	168,764	259,714	90,950	53.89 %
GRAND TOTAL:	1,114,482	1,016,558	1,024,639	964,743	(59,896)	-5.85 %

Activity Summary Overview – 2017 Budget

Information Systems

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

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

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

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

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

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

Some of the applications are:

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

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

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

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

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

Positions:

	2016 FTE	2017 FTE
Director of Information Systems	1.00	1.00
Manager Current Operations	1.00	1.00
Database Specialists	4.00	4.00
Network Specialists	2.00	2.00
Desk Top Publisher/Clerk	1.00	1.00
Technical/Help Desk Support	2.00	2.00
GIS Specialists	2.00	2.00
Totals	13.00	13.00



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	942,209	964,677	991,164	1,016,999	25,835	2.61 %
1002 TEMPORARY SALARIES	0	34,721	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	63,381	64,501	1,120	1.77 %
1101 OVERTIME FULLTIME	0	2,569	3,000	3,000	0	0.00 %
1102 OVERTIME PART TIME	0	269	0	0	0	0.00 %
1202 VACATION	7,080	(3,531)	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	1,531	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	273,640	287,907	307,286	321,327	14,041	4.57 %
1802 FRINGE BENEFITS-PARTTIME	0	4,110	0	0	0	0.00 %
PERSONNEL TOTAL	1,222,929	1,292,253	1,364,831	1,405,827	40,996	3.00 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	13,634	17,401	17,000	17,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	76	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	5,705	6,134	6,500	6,500	0	0.00 %
3001 POSTAGE	30	4	0	0	0	0.00 %
3005 COURIER & DELIVERY	12	6	0	0	0	0.00 %
3010 TELEPHONE	109,199	110,849	100,000	105,000	5,000	5.00 %
3020 COMPUTER COMMUNICATIONS	6,835	5,268	7,500	7,500	0	0.00 %
3035 MILEAGE	1,629	2,066	3,500	3,500	0	0.00 %
3045 CONFERENCE & SEMINARS	7,358	11,949	17,500	17,500	0	0.00 %
3065 MEMBERSHIPS	981	1,241	1,800	1,800	0	0.00 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3075 TRAINING COURSES - IN HOU	0	0	0	92	92	100.00 %
3210 OFFICE EQUIPMENT LEASE	67,866	58,314	60,000	65,000	5,000	8.33 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,646	1,359	2,000	2,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	282,911	297,365	307,000	315,000	8,000	2.61 %
3412 INTERNET FEES	17,616	17,818	20,000	40,000	20,000	100.00 %
3430 MAINTENANCE CONTRACT	33,022	39,135	40,000	45,000	5,000	12.50 %
GOODS & SERVICES TOTAL	548,520	568,909	582,892	625,892	43,000	7.38 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	1,000	0	0.00 %
EXPENSE TOTAL	1,771,449	1,861,162	1,948,723	2,032,719	83,996	4.31 %
REVENUE						
0428 ADVERTISING REVENUE	0	1,470	2,000	2,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	63,381	64,486	1,105	1.74 %
0472 REIMB - CUPE BENEFITS	0	41	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	187	0	0	0	0.00 %
0479 REIMBURSEMENTS	415	0	0	0	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0480 SUNDRY REVENUE	(1,000)	0	0	0	0	0.00 %
0515 NOHFC	0	5,993	0	0	0	0.00 %
0850 ADMIN FEES	17,480	0	0	0	0	0.00 %
0880 ADMIN FEES NB HYDRO	99,241	104,062	100,682	102,387	1,705	1.69 %
0882 ADMIN FEES CASSELLHOLME	21,507	32,173	25,000	20,000	(5,000)	-20.00 %
0883 ADMIN FEES LIBRARY	49,975	49,543	49,543	50,484	941	1.90 %
0884 ADMIN FEES CA	3,662	8,043	4,000	4,000	0	0.00 %
0885 ADMIN FEES DNSSAB	219,354	205,862	183,432	140,000	(43,432)	-23.68 %
0886 ADMIN FEES POLICE	5,118	5,258	5,258	9,564	4,306	81.89 %
0887 ADMIN FEES BATTALION	11,960	8,809	8,000	8,000	0	0.00 %
0888 ADMIN FEES - AIRPORT	0	4,499	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	135,434	197,977	197,977	279,777	81,800	41.32 %
REVENUE TOTAL	563,146	623,917	639,273	680,698	41,425	6.48 %
GRAND TOTAL:	1,208,303	1,237,245	1,309,450	1,352,021	42,571	3.25 %

Activity Summary Overview – 2017 Budget

Legal Services

City Solicitor

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

Service Partners through Administrative Agreements include:

- North Bay Public Library Board
- Cassellholme East Nipissing Home for the Aged
- North Bay Police Services Board
- District of Nipissing Social Services Administration Board
- North Bay Parry Sound District Health Unit
- Nipissing Housing Authority
- North Bay Mattawa Conservation Authority

By-Law Enforcement & Canadian Corp. of Commissionaires

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

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

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

Positions:

	2016 FTE	2017 FTE
City Solicitor	1.00	1.00
Law Clerk	1.00	1.00
By-Law Enforcement Officer	1.00	1.00
Totals	3.00	3.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - BY-LAW ENFORCEMENT, LEGAL DEPARTMENT - GENERAL

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	295,481	301,403	300,250	304,754	4,504	1.50 %
1002 TEMPORARY SALARIES	19,830	0	15,470	0	(15,470)	-100.00 %
1101 OVERTIME FULLTIME	606	0	0	0	0	0.00 %
1202 VACATION	2,653	6,177	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	805	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	81,902	83,751	83,807	85,937	2,130	2.54 %
1802 FRINGE BENEFITS-PARTTIME	2,579	0	0	0	0	0.00 %
PERSONNEL TOTAL	403,856	391,331	399,527	390,691	(8,836)	-2.21 %
GOODS & SERVICES						
2401 GAS	3,131	3,853	3,500	3,500	0	0.00 %
2425 REPAIR PARTS	3,803	948	2,000	2,000	0	0.00 %
2495 SHOP LABOUR	2,405	1,019	892	2,500	1,608	180.27 %
2601 OFFICE SUPPLIES	5,196	10,438	5,700	5,700	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	15,316	16,456	11,000	11,000	0	0.00 %
2650 CLOTHING / UNIFORM	15	844	700	700	0	0.00 %
2655 SAFETY SUPPLIES	60	0	0	0	0	0.00 %
3001 POSTAGE	5,886	4,585	6,800	6,800	0	0.00 %
3005 COURIER & DELIVERY	39	4	50	50	0	0.00 %
3010 TELEPHONE	3,081	2,996	4,200	4,200	0	0.00 %
3030 TRAVEL	0	0	500	500	0	0.00 %
3035 MILEAGE	939	1,361	600	600	0	0.00 %
3045 CONFERENCE & SEMINARS	2,883	4,936	4,600	4,600	0	0.00 %
3065 MEMBERSHIPS	2,408	2,731	3,200	3,200	0	0.00 %
3071 TRAINING	0	0	92	92	0	0.00 %
3080 ADVERTISING & PROMOTION	561	547	400	400	0	0.00 %
3105 LEGAL FEES	0	717	11,500	11,500	0	0.00 %
3145 REGISTRY OFFICE FEES	25,722	43,356	20,000	40,000	20,000	100.00 %
3199 MISC PROFESSIONAL FEES	1,543	0	3,000	3,000	0	0.00 %
3250 LAND LEASE	18,689	0	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	0	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	163	0	400	400	0	0.00 %
3315 VEHICLE MAINTENANCE	5,878	2,344	4,500	4,500	0	0.00 %
3450 COMMISSIONAIRES	118,350	105,055	119,340	120,830	1,490	1.25 %
3499 MISC CONTRACTS	1,233	426	0	0	0	0.00 %
3602 RISK MANAGEMENT	0	370,303	370,303	367,380	(2,923)	-0.79 %
GOODS & SERVICES TOTAL	217,301	572,919	573,777	593,952	20,175	3.52 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	(30)	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	(30)	0	0	0	0	0.00 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - BY-LAW ENFORCEMENT, LEGAL DEPARTMENT - GENERAL

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	3,652	509	1,000	1,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	972	594	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,624	1,103	2,000	2,000	0	0.00 %
EXPENSE TOTAL	625,751	965,353	975,304	986,643	11,339	1.16 %
REVENUE						
0409 OTHER LICENCE FEES	4,360	2,340	5,000	5,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	1,644	3,990	20,000	5,000	(15,000)	-75.00 %
0420 COURT FINES	91,240	96,142	76,000	76,000	0	0.00 %
0421 PARKING FINES	294,416	297,002	230,000	235,000	5,000	2.17 %
0439 OTHER PENALTY	0	250	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	50,900	40,000	40,000	40,000	0	0.00 %
0477 LAND LEASE	18,502	(15,173)	0	0	0	0.00 %
0479 REIMBURSEMENTS	2,213	5,194	0	0	0	0.00 %
0480 SUNDRY REVENUE	1	0	0	0	0	0.00 %
0487 SURCHARGE	497	(51)	0	0	0	0.00 %
0515 NOHFC	20,999	0	0	0	0	0.00 %
0850 ADMIN FEES	8,667	5,358	3,500	3,500	0	0.00 %
0854 TAX REGISTRATION FEES	42,278	97,003	35,000	45,000	10,000	28.57 %
0883 ADMIN FEES LIBRARY	676	696	696	709	13	1.87 %
0884 ADMIN FEES CA	0	1,500	0	0	0	0.00 %
0885 ADMIN FEES DNSSAB	6,887	7,094	7,095	7,308	213	3.00 %
0886 ADMIN FEES POLICE	7,059	7,252	7,252	6,978	(274)	-3.78 %
0896 FEES - DNSSAB MORTGAGES	10,180	16,967	0	13,000	13,000	100.00 %
7910 INTERNAL OVERHEAD REVENUE	40,800	117,710	117,711	114,048	(3,663)	-3.11 %
REVENUE TOTAL	601,319	683,274	542,254	551,543	9,289	1.71 %
GRAND TOTAL:	24,432	282,079	433,050	435,100	2,050	0.47 %

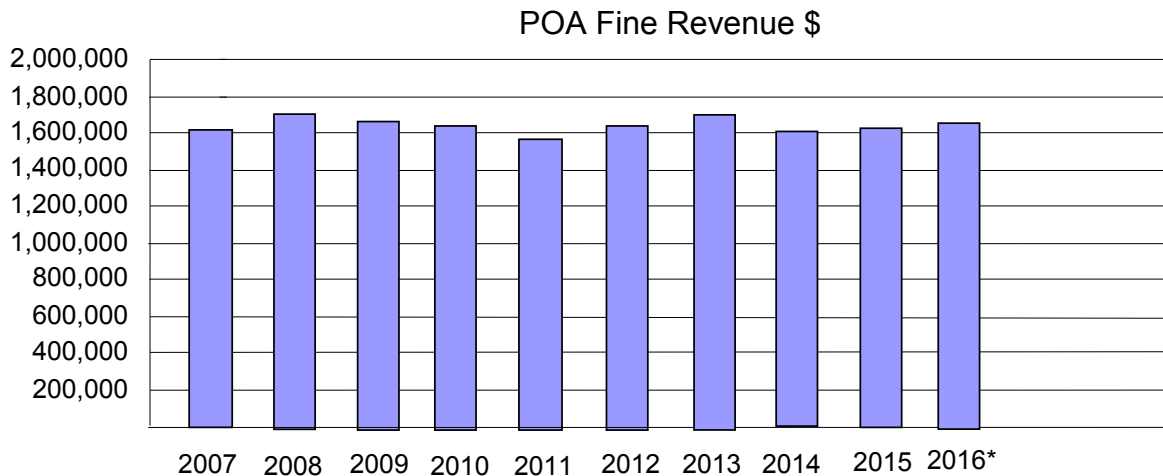
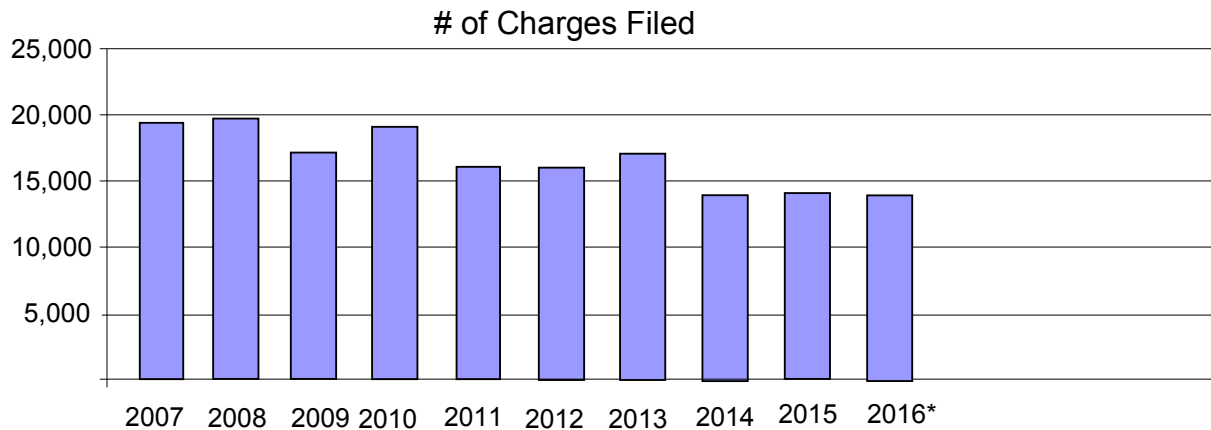
Activity Summary Overview – 2017 Budget

POA

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

Positions:

	2016 FTE	2017 FTE
City Prosecutor	1.00	1.00
POA Manager	1.00	1.00
POA Clerk	2.00	2.00
POA Collections Clerk	1.00	1.00
Legal Assistant	1.00	1.00
Court Clerk Monitor	1.00	1.00
Totals	7.00	7.00



*Estimated

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	471,157	472,803	471,433	478,504	7,071	1.50 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	8,508	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	466	271	0	0	0	0.00 %
1202 VACATION	989	(5,797)	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	146,113	143,816	143,925	147,973	4,048	2.81 %
PERSONNEL TOTAL	627,233	611,093	615,358	626,477	11,119	1.81 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	6,469	5,175	5,500	5,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	3,391	3,777	3,900	3,900	0	0.00 %
2636 POA FORM SUPPLIES	1,855	5,780	5,000	5,000	0	0.00 %
3001 POSTAGE	4,408	4,456	4,200	4,200	0	0.00 %
3010 TELEPHONE	1,385	1,237	1,200	1,250	50	4.17 %
3025 PHOTOCOPY EXPENSES	0	0	4,000	2,000	(2,000)	-50.00 %
3030 TRAVEL	1,530	1,576	3,000	3,000	0	0.00 %
3035 MILEAGE	659	621	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS	3,616	3,169	3,200	3,270	70	2.19 %
3070 TRAINING COURSES - OUTSID	859	3,400	3,000	3,500	500	16.67 %
3071 TRAINING	0	0	92	0	(92)	-100.00 %
3075 TRAINING COURSES - IN HOU	114	0	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	193	157	100	100	0	0.00 %
3157 COURT REPORTER	337	761	500	500	0	0.00 %
3159 COURT HOUSE SECURITY	69,943	39,759	67,000	38,300	(28,700)	-42.84 %
3160 WITNESS FEES	5,333	3,541	4,500	4,500	0	0.00 %
3161 PART III PROSECUTIONS	129,282	185,182	199,500	180,000	(19,500)	-9.77 %
3163 PART TIME PROSECUTER	33,248	30,286	23,000	23,000	0	0.00 %
3168 COLLECTION AGENCY FEES	38,008	31,344	37,500	30,500	(7,000)	-18.67 %
3170 LEGAL SEARCHES	547	1,016	1,000	1,000	0	0.00 %
3199 MISC PROFESSIONAL FEES	6,732	6,011	5,000	5,000	0	0.00 %
3215 PROPERTY & BUILDING LEASE	2,239	1,832	2,700	2,700	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	4,007	4,007	4,450	4,100	(350)	-7.87 %
3450 COMMISSIONAIRES	2,912	3,126	3,600	3,400	(200)	-5.56 %
3499 MISC CONTRACTS	6,493	6,617	6,500	6,500	0	0.00 %
3601 INSURANCE PREMIUMS	1,848	1,890	2,033	1,966	(67)	-3.30 %
3940 POA SHARED REVENUE	141,392	149,641	148,343	165,866	17,523	11.81 %
3942 POA ICON CHARGES	27,961	24,863	30,000	27,000	(3,000)	-10.00 %
GOODS & SERVICES TOTAL	494,761	519,224	569,818	527,052	(42,766)	-7.51 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	21,547	20,648	19,000	19,000	0	0.00 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
4110 CASH OVER / SHORT	(6)	(15)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	21,541	20,633	19,000	19,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,113	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,113	0	1,000	1,000	0	0.00 %
INTERNAL TRANSFERS						
7010 ADMINISTRATON & OVERHEAD	276,431	283,518	283,518	293,747	10,229	3.61 %
EXPENSE TOTAL	1,421,079	1,434,468	1,488,694	1,467,276	(21,418)	-1.44 %
REVENUE						
0420 COURT FINES	1,231,695	1,316,805	1,355,000	1,375,000	20,000	1.48 %
0423 DEVOLVED COURT FINES	54,759	36,741	0	0	0	0.00 %
0425 FINES - COLLECTION AGENCY	320,831	269,741	315,000	295,000	(20,000)	-6.35 %
0462 POA YE RECEIVABLES	0	117,721	0	0	0	0.00 %
REVENUE TOTAL	1,607,285	1,741,008	1,670,000	1,670,000	0	0.00 %
GRAND TOTAL:	(186,206)	(306,540)	(181,306)	(202,724)	(21,418)	-11.81 %



ENGINEERING SERVICES

2017 OPERATING BUDGET



Business Unit Summary

Budget Year: 2017

YTD End Date: December 2016

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	583,743	598,954	754,751	836,104	81,353	10.78 %
ENVIRONMENTAL SERVICES	632,406	465,113	750,351	863,725	113,374	15.11 %
FLEET MANAGEMENT	(413,046)	0	(64,702)	0	64,702	-100.00 %
ROADS DEPARTMENT	6,986,082	7,120,513	7,344,243	7,355,790	11,547	0.16 %
STORM SEWERS	560,375	691,184	627,119	633,476	6,357	1.01 %
WORKS DEPT ADMINISTRATION	583,096	597,700	640,484	798,343	157,859	24.65 %
Total:	8,932,656	9,473,464	10,052,246	10,487,438	435,192	4.33 %
Grand Total:	8,932,656	9,473,464	10,052,246	10,487,438	435,192	4.33 %

Activity Summary Overview - 2017 Budget

Engineering Services

Positions:

	2016 FTE	2017 FTE
Managing Director, EESW	0.30	0.30
Senior Capital Program Engineer ^A	1.00	1.00
Capital Works Engineer ^A	1.00	1.00
Infrastructure Engineer ^B	1.00	1.00
Development Engineer ^A	1.00	1.00
Supervisor, Construction Services ^A	1.00	0.00
Field Tech I ^{A,B}	5.00	5.00
Field Tech II ^A	2.00	2.00
Supervisor, Engineering Services ^A	1.00	1.00
Engineering Technician I & II ^A	2.00	2.00
Administrative Assistant, EESW	0.50	0.50
Engineering Students	0.60	0.60
Totals	16.40	15.40

***Note**

- A \$325,000 funded from capital projects (capital project time is tracked by each position and charged to applicable projects throughout the year)
- B Infrastructure Engineer and one Field Tech I funded entirely from capital projects (funded from 7010 – Administration & Overhead, charged to Project 2699GG)

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

Summary Information

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

Infrastructure

The Engineering Department conducts studies and analyzes the performance of the City's infrastructure networks to ensure that the provision of road, water and wastewater services are safe and reliable. This is accomplished through the following programs: Asset Management including updates to the State of the Infrastructure Reports and Asset Management Plan; Bridge and Culvert Management Program; Infrastructure Needs Assessment; and Pavement Management Program.

Capital Works

For municipal infrastructure projects (road, streetscaping, watermain, sanitary and storm sewers, culverts, and bridges), activities include management of pre-engineering activities (survey, geotechnical, etc.), preparation of Environmental Assessments, preliminary and detailed designs, and provision of project management, contract administration, and inspection services for the construction of approved capital projects. The Engineering Department also provides planning, design, cost estimating, and advisory services to other City departments with regard to their capital works.

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

Construction Services

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

In-house Engineering Services

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

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

Development

Engineering is one of the City Departments that assists the Planning Department with reviews of new developments. Engineering will review and provide recommendations related to the storm water management plan, traffic control, grading, erosion and sedimentation control, and water and sewer servicing. The various types of activities include review and advice with regard to: Subdivision Development (Draft Plan Approvals, Subdivision Plans, Subdivision Pre-servicing Agreements, Subdivision Agreements and Subdivision Inspection). Other development activities include: Site Plan Control Agreement Applications, Major Property Development, General Property Development, Committee of Adjustment Applications, Minor Variance Applications and Consent Applications.

Traffic

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

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Engineering, Environmental Services & Works

Division(s): ENGINEERING SERVICES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	693,664	604,455	695,158	610,223	(84,935)	-12.22 %
1002 TEMPORARY SALARIES	21,884	24,811	16,848	16,848	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	498,011	500,606	2,595	0.52 %
1101 OVERTIME FULLTIME	10,480	15,971	6,000	6,000	0	0.00 %
1202 VACATION	11,064	26,471	674	674	0	0.00 %
1204 STATUTORY HOLIDAYS	400	442	0	500	500	100.00 %
1207 SICK LEAVE	50	50	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	13	0	0	0	0	0.00 %
1301 WSIB LEAVE	(378)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	1,218	764	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	186,355	186,343	353,366	330,257	(23,109)	-6.54 %
1802 FRINGE BENEFITS-PARTTIME	2,697	2,879	485	514	29	5.98 %
PERSONNEL TOTAL	927,447	862,186	1,570,542	1,465,622	(104,920)	-6.68 %
GOODS & SERVICES						
2099 MISC. MATERIALS	314	0	500	0	(500)	-100.00 %
2601 OFFICE SUPPLIES	109	131	1,000	750	(250)	-25.00 %
2610 DRAFTING SUPPLIES	5,718	6,600	5,000	5,000	0	0.00 %
2612 SURVEY SUPPLIES	11,969	11,169	8,800	18,000	9,200	104.55 %
2650 CLOTHING / UNIFORM	2,742	2,404	3,000	3,000	0	0.00 %
2655 SAFETY SUPPLIES	1,024	1,114	1,500	1,500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,131	1,647	1,000	1,000	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	409	0	0	0	0	0.00 %
3001 POSTAGE	88	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	1,658	1,612	1,500	1,200	(300)	-20.00 %
3010 TELEPHONE	0	70	0	0	0	0.00 %
3035 MILEAGE	745	1,385	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	0	1,033	0	2,000	2,000	100.00 %
3055 MEETING COSTS	834	862	0	750	750	100.00 %
3065 MEMBERSHIPS	3,673	1,638	2,000	2,000	0	0.00 %
3070 TRAINING COURSES - OUTSID	10,805	18,867	19,000	19,000	0	0.00 %
3071 TRAINING	0	0	549	0	(549)	-100.00 %
3075 TRAINING COURSES - IN HOU	2,045	1,050	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	0	0	500	0	(500)	-100.00 %
3150 MEDICAL FEES	0	46	0	0	0	0.00 %
GOODS & SERVICES TOTAL	43,264	49,628	45,349	55,200	9,851	21.72 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

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

Division(s): *ENGINEERING SERVICES*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	734	738	1,000	2,000	1,000	100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	734	738	1,000	2,000	1,000	100.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	68,283	58,308	54,500	56,135	1,635	3.00 %
EXPENSE TOTAL	1,039,728	970,860	1,671,391	1,578,957	(92,434)	-5.53 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	547,335	551,229	3,894	0.71 %
0472 REIMB - CUPE BENEFITS	0	80	0	0	0	0.00 %
0827 OVERSIZED LOAD PERMITS	1,130	1,575	1,000	1,000	0	0.00 %
0835 SPECIAL EVENT FEES	3,000	2,997	3,000	3,000	0	0.00 %
0850 ADMIN FEES	0	233	0	0	0	0.00 %
0855 SERVICE CHARGES	12,823	11,930	10,000	10,000	0	0.00 %
0895 ENG APPLICATION FEES	32,715	25,032	20,000	20,000	0	0.00 %
0972 TENDER DEPOSITS	70	75	0	0	0	0.00 %
0980 SUBDIVISION INSPECTION FE	23,985	24,578	24,000	4,000	(20,000)	-83.33 %
0981 MOE CERTIFICATES	2,200	1,100	7,000	2,000	(5,000)	-71.43 %
7910 INTERNAL OVERHEAD REVENUE	380,059	304,305	304,305	151,624	(152,681)	-50.17 %
REVENUE TOTAL	455,982	371,905	916,640	742,853	(173,787)	-18.96 %
GRAND TOTAL:	583,746	598,955	754,751	836,104	81,353	10.78 %

Activity Summary Overview – 2017 Budget

Environmental Services

Summary Information

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

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

Positions:

	2016 FTE	2017 FTE
Managing Director	0.10	0.10
Senior Engineer	0.50	0.50
Landfill Operations Coordinator	1.00	1.00
Waste Management Coordinator	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Students	0.60	0.60
Landfill Attendant	2.20	2.00
Landfill Operator	0.00	1.00
Weigh Scale Attendants	1.20	1.00
Totals	8.60	9.20

Garbage Collection

Solid waste collection is contracted to Miller Waste Systems for 10 years with provisions for extension. Contract commenced July 1, 2010. All residents of North Bay receive waste collection; an estimated 19,000 households will receive curbside pick-up in 2017 and approx. 4,500 households are served through the multi-residential collection service. The annual curbside household rate in 2016 was \$41.22 and will be adjusted for 2017 using CPI and fuel inflation/deflation clauses.

Blue Box Program

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

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

Household Hazardous Waste (HHW) Depot

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

Stewardship Ontario Funding continues to evolve. The province introduced a bill that establishes the regime for waste diversion in Ontario. Stewardship Ontario is not in agreement with the bill and the Stewards and Province continually review / negotiate responsibilities and costs. There is an expectation that there will be some sort of funding; however, there is always a risk that funding may not be available. The 2016 Stewardship Ontario provided funding over 60% and the proposed 2017 Budget assumes that the funding from Stewardship Ontario at this level once again.

Merrick

A new landfill operations contract began January 1, 2016 which will extend to 2020. The cost of landfill operations for 2016 is projected to be less than anticipated due to reduced garbage tonnage received at the landfill and increased diversion. A conservative 5% increase over projected 2016 actuals was assumed for the 2017 budget. Landfill site's management, weigh scales and recycling facilities are maintained and operated by City staff. As of January 1, 2017 the site will be 22.5 years old and have an estimated remaining life of 19.5 years based on audited FIS Report.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2016 tipping fees increased from \$87 to \$90 / tonne and staff is proposing another increase to \$93 / tonne effective January 1, 2017.

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

Leachate Treatment

The Leachate Treatment Facility, which is a requirement of the Ministry of the Environment Certificate of Approval, started construction May 2016 and it is anticipated that it will be operational early 2017. Estimated cost associated with annual operation of the facility is projected at \$250,000 and are included in the 2017 budget. These costs can partially be offset by increasing tipping fees.

Marsh

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

Organic Depot

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

Executive Report

Budget Year: 2017; YTD End Date: December 2016

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

Division(s): *ENVIRONMENTAL SERVICES*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	440,863	479,299	499,562	561,273	61,711	12.35 %
1002 TEMPORARY SALARIES	48,603	21,641	36,616	16,848	(19,768)	-53.99 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	3,401	232	0	0	0	0.00 %
1101 OVERTIME FULLTIME	20,368	34,186	16,500	16,500	0	0.00 %
1102 OVERTIME PART TIME	1,248	0	0	0	0	0.00 %
1202 VACATION	32,007	31,984	674	674	0	0.00 %
1203 COMPASSIONATE LEAVE	1,857	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	14,119	10,298	3,341	0	(3,341)	-100.00 %
1207 SICK LEAVE	8,540	4,768	0	0	0	0.00 %
1401 TRAINING & SAFETY	464	392	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	152,834	162,430	157,789	177,659	19,870	12.59 %
1802 FRINGE BENEFITS-PARTTIME	9,405	1,894	4,192	514	(3,678)	-87.74 %
PERSONNEL TOTAL	733,709	747,124	718,674	773,468	54,794	7.62 %
GOODS & SERVICES						
2055 MATERIALS	0	0	0	75,000	75,000	100.00 %
2099 MISC. MATERIALS	1,491	2,045	0	2,000	2,000	100.00 %
2405 DIESEL FUEL	0	0	0	500	500	100.00 %
2435 TOOLS	0	0	0	1,000	1,000	100.00 %
2601 OFFICE SUPPLIES	137	20	80	80	0	0.00 %
2650 CLOTHING / UNIFORM	3,391	3,560	3,492	3,492	0	0.00 %
2655 SAFETY SUPPLIES	2,816	1,686	3,155	3,155	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,582	1,176	825	825	0	0.00 %
2699 MISC GENERAL SUPPLIES	17,294	17,407	18,950	23,950	5,000	26.39 %
2701 HYDRO	56,240	59,005	64,550	116,791	52,241	80.93 %
2720 MUNICIPAL TAXES	1,016	2,146	1,996	2,189	193	9.67 %
2945 LANDFILL FILTERS	1,729	999	3,000	2,000	(1,000)	-33.33 %
2950 BLUE BOX / COMPOSTERS	6,945	9,782	8,000	8,000	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	0	142	0	0	0	0.00 %
3010 TELEPHONE	4,245	4,262	4,700	4,700	0	0.00 %
3035 MILEAGE	12,497	13,560	14,200	14,200	0	0.00 %
3045 CONFERENCE & SEMINARS	131	127	0	0	0	0.00 %
3055 MEETING COSTS	309	276	200	200	0	0.00 %
3070 TRAINING COURSES - OUTSID	1,600	2,783	1,000	2,000	1,000	100.00 %
3071 TRAINING	0	0	549	0	(549)	-100.00 %
3075 TRAINING COURSES - IN HOU	407	492	275	2,275	2,000	727.27 %
3080 ADVERTISING & PROMOTION	27,019	29,261	29,850	29,350	(500)	-1.68 %
3155 MONITORING REPORTS	57,557	45,460	82,100	74,000	(8,100)	-9.87 %
3202 ORGANIC CONTAINERS	36,369	30,549	18,500	25,000	6,500	35.14 %
3203 WASTE BIN RENTALS	31,561	42,181	26,000	30,000	4,000	15.38 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s):

Engineering, Environmental Services & Works

Division(s):

ENVIRONMENTAL SERVICES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3204 METAL CONTAINERS	784	427	840	840	0	0.00 %
3207 EQUIPMENT LEASE	70	0	500	0	(500)	-100.00 %
3215 PROPERTY & BUILDING LEASE	96,841	97,162	95,481	95,481	0	0.00 %
3301 RADIO MAINTENANCE	0	0	0	250	250	100.00 %
3305 BUILDING MAINTENANCE	2,660	1,533	2,000	2,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	27,087	25,210	27,000	27,000	0	0.00 %
3312 ROADS MAINTENANCE	9,158	6,116	9,000	9,000	0	0.00 %
3399 MISC MAINTENANCE FEES	2,432	7,219	5,490	5,490	0	0.00 %
3401 STREET GARBAGE CONTRACT	827,748	809,890	846,200	865,063	18,863	2.23 %
3403 MULTI-RES GARBAGE	194,870	192,931	219,940	224,779	4,839	2.20 %
3405 RECYCLING COLLECTION	679,230	644,022	750,000	725,000	(25,000)	-3.33 %
3409 HAZARDOUS WASTE DISPOSAL	98,525	71,861	87,000	80,000	(7,000)	-8.05 %
3413 LANDFILL MAINT CONTRACT	893,954	1,109,703	1,151,515	1,060,000	(91,515)	-7.95 %
3417 PEST CONTROL	772	0	1,000	1,000	0	0.00 %
3418 WATER ANALYSIS	40,790	38,069	48,380	44,650	(3,730)	-7.71 %
3421 AIRBORNE CONTAMINATES	0	0	4,000	0	(4,000)	-100.00 %
3422 WOOD CHIP/TUB GRINDING	74,343	95,456	40,000	100,000	60,000	150.00 %
3423 CFC REMOVAL	0	0	5,000	0	(5,000)	-100.00 %
3425 CONSTRUCTION CONTRACT	0	0	0	15,000	15,000	100.00 %
3455 SECURITY SERVICES	2,035	0	0	1,000	1,000	100.00 %
3601 INSURANCE PREMIUMS	29,847	32,175	32,125	33,094	969	3.02 %
3975 MATTRESS RECYCLING	0	0	0	95,000	95,000	100.00 %
3999 MISC SERVICES & RENTS	20,859	24,205	20,000	20,000	0	0.00 %
GOODS & SERVICES TOTAL	3,266,341	3,422,898	3,626,893	3,825,354	198,461	5.47 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	27	61	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	27	61	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	141,450	182,707	189,700	141,450	(48,250)	-25.43 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	141,450	182,707	189,700	141,450	(48,250)	-25.43 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	7,681	9,595	14,337	14,767	430	3.00 %
EXPENSE TOTAL	4,149,208	4,362,385	4,549,604	4,755,039	205,435	4.52 %
REVENUE						
0417 SALE OF CARDBOARD	23,951	27,552	40,000	25,000	(15,000)	-37.50 %
0424 BLUE BOX ADVERTISING	4,100	3,000	0	0	0	0.00 %
0446 SALE OF ELECTRONICS	59,033	41,747	54,000	54,000	0	0.00 %
0452 SALE OF RECYCLED GOODS	359,653	390,659	397,000	400,000	3,000	0.76 %
0453 SALE OF BLUE BOXES	5,972	7,191	8,000	8,000	0	0.00 %
0455 SALE OF COMPOSTERS	0	85	0	0	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

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

Division(s): *ENVIRONMENTAL SERVICES*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
0456 SALE OF SCRAP METALS	26,368	36,509	34,000	30,000	(4,000)	-11.76 %
0457 SALE OF ORGANIC TOPSOIL	2,248	1,991	1,600	2,000	400	25.00 %
0459 OTHER SALES	1,248	3,715	300	500	200	66.67 %
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	374	0	0	0	0	0.00 %
0473 METHANE SALES	200,000	200,000	200,000	200,000	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,638	0	0	0	0	0.00 %
0478 AGREEMENT REVENUE	381,546	582,089	487,500	487,000	(500)	-0.10 %
0479 REIMBURSEMENTS	131	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	8,845	0	0	0	0	0.00 %
0486 ORGANIC GRASS CHARGE	30	0	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	0	245	0	0	0	0.00 %
0701 LANDFILL USE FEES	190,416	207,012	191,101	205,815	14,714	7.70 %
0817 TIPPING FEES	2,218,324	2,362,399	2,350,000	2,350,000	0	0.00 %
0818 TIRE REVENUE - OTS	756	228	2,500	750	(1,750)	-70.00 %
0850 ADMIN FEES	215	905	0	0	0	0.00 %
0891 SEPTIC SYSTEM MONITORING	1,950	1,950	3,250	3,250	0	0.00 %
0997 MATTRESS RECYCLING	0	0	0	95,000	95,000	100.00 %
REVENUE TOTAL	3,516,798	3,897,277	3,799,251	3,891,315	92,064	2.42 %
GRAND TOTAL:	632,410	465,108	750,353	863,724	113,371	15.11 %

Activity Summary Overview – 2017 Budget

Fleet Management

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

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

Positions:

	2016 FTE	2017 FTE
Manager	1.00	1.00
Supervisor	1.00	1.00
Chargehand	3.00	4.00
Clerk Steno	1.00	1.00
Mechanics	14.00	14.00
Labourers	5.00	5.00
Apprentice Mechanic	2.00	0.00
Summer Students	0.60	0.60
Totals	27.60	26.60

Summary Information:

- Much of repair and maintenance work completed by the fleet department is conducted in house and parts are charged to the parts repair account.
- The parts repairs account also includes the cost of contracting out repairs to local establishments. Fleet also has negotiated a formal working relationship with the Airport Authority. City garage has undertaken the full repair and servicing of the Fire Department vehicles from the Airport Authority in exchange they will perform all servicing and maintenance of City's light vehicles.
- We are looking at the cost and service level currently provided by outside agencies to determine if this work would better be completed in house.

Fuel costs projected in the 2017 Operating Budget is based on both historical usage and consumption of approximately 610,000 litres at estimated average costs plus a Cap and Trade Adjustment of 4.4 cents:

	2016 Budget	3-Yr Avg for 2017 Budget
Clear Diesel	\$1.048	\$1.02
Dyed Diesel	\$0.897	\$0.879
Regular Gasoline	\$1.057	\$1.047

Executive Report

Budget Year: 2017; YTD End Date: December 2016

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

Division(s): *FLEET MANAGEMENT*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,097,009	1,165,072	1,637,640	1,580,467	(57,173)	-3.49 %
1002 TEMPORARY SALARIES	14,922	11,521	14,040	14,227	187	1.33 %
1003 SHIFT PREMIUM	13,740	16,359	19,479	19,869	390	2.00 %
1004 OTHER/STANDBY	809	1,651	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	33,147	11,807	0	0	0	0.00 %
1101 OVERTIME FULLTIME	92,677	118,664	76,000	76,000	0	0.00 %
1102 OVERTIME PART TIME	34	0	0	0	0	0.00 %
1202 VACATION	106,287	124,277	562	569	7	1.25 %
1203 COMPASSIONATE LEAVE	2,763	4,149	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	56,860	49,013	0	0	0	0.00 %
1207 SICK LEAVE	78,187	47,610	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	15	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	8,742	22,744	5,000	5,000	0	0.00 %
1499 OTHER EMP ALLOWANCES	9,153	8,367	11,400	9,000	(2,400)	-21.05 %
1801 FRINGE BENEFITS-FULLTIME	454,499	457,091	526,264	516,157	(10,107)	-1.92 %
1802 FRINGE BENEFITS-PARTTIME	7,165	10,319	404	434	30	7.43 %
PERSONNEL TOTAL	1,976,009	2,048,644	2,290,789	2,221,723	(69,066)	-3.01 %
GOODS & SERVICES						
2099 MISC. MATERIALS	106	8	0	0	0	0.00 %
2401 GAS	469,643	58,062	69,778	60,557	(9,221)	-13.21 %
2405 DIESEL FUEL	45,197	292,015	418,667	363,345	(55,322)	-13.21 %
2407 COLOURED/DYED DIESEL	14,462	107,219	209,334	181,672	(27,662)	-13.21 %
2415 LUBRICANTS	18,734	20,732	19,000	19,000	0	0.00 %
2420 TIRES	3,251	55,428	30,000	20,000	(10,000)	-33.33 %
2425 REPAIR PARTS	1,063,097	895,320	852,564	852,564	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	55,592	67,021	70,000	56,000	(14,000)	-20.00 %
2435 TOOLS	7,854	15,491	12,800	17,800	5,000	39.06 %
2450 LICENSES	75,930	85,989	80,940	85,940	5,000	6.18 %
2494 RETURN ORDER COST	(227)	5,110	0	0	0	0.00 %
2495 SHOP LABOUR	(5,008)	(2,660)	0	0	0	0.00 %
2499 MISC FLEET SUPPLIES	12,645	8,763	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	31	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	19,543	21,063	21,000	21,420	420	2.00 %
2655 SAFETY SUPPLIES	17,264	15,717	11,000	13,000	2,000	18.18 %
2660 SAFETY BOOT ALLOWANCE	3,458	3,120	4,500	4,500	0	0.00 %
3005 COURIER & DELIVERY	0	35	0	0	0	0.00 %
3030 TRAVEL	2,248	988	3,000	3,000	0	0.00 %
3035 MILEAGE	36	2,012	0	2,500	2,500	100.00 %
3045 CONFERENCE & SEMINARS	0	700	0	1,500	1,500	100.00 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Engineering, Environmental Services & Works

Division(s): FLEET MANAGEMENT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3065 MEMBERSHIPS	1,877	1,343	2,000	2,000	0	0.00 %
3070 TRAINING COURSES - OUTSID	0	4,136	4,000	4,000	0	0.00 %
3071 TRAINING	0	0	549	0	(549)	-100.00 %
3075 TRAINING COURSES - IN HOU	0	0	0	549	549	100.00 %
3105 LEGAL FEES	0	107	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	11,448	9,230	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	115	0	0	0	0	0.00 %
3315 VEHICLE MAINTENANCE	0	0	700	0	(700)	-100.00 %
3350 DRY CLEANING/LAUNDERING	7,184	9,044	5,400	7,200	1,800	33.33 %
3430 MAINTENANCE CONTRACT	3,078	3,611	0	3,000	3,000	100.00 %
3601 INSURANCE PREMIUMS	144,769	136,732	147,814	143,437	(4,377)	-2.96 %
3999 MISC SERVICES & RENTS	1,112	0	0	0	0	0.00 %
GOODS & SERVICES TOTAL	1,973,408	1,816,367	1,963,046	1,862,984	(100,062)	-5.10 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	0	1,500	0	(1,500)	-100.00 %
5115 TRANSFER TO RESERVE FUND	0	412,614	0	329,336	329,336	100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	412,614	1,500	329,336	327,836	21,855.73 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	24,086	21,803	37,538	38,664	1,126	3.00 %
EXPENSE TOTAL	3,973,503	4,299,428	4,292,873	4,452,707	159,834	3.72 %
REVENUE						
0450 DISPOSAL OF EQUIPMENT	(1,801)	68,472	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	1,923	1,983	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	165	279	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	419	827	0	0	0	0.00 %
0480 SUNDRY REVENUE	5,301	4,332	1,000	3,500	2,500	250.00 %
0481 INSURANCE REVENUE	94,269	0	0	0	0	0.00 %
0493 FUEL SURCHARGE	72,828	64,173	89,000	60,000	(29,000)	-32.58 %
0509 MIN OF NORTH DEVEL & MINE	1,260	0	0	0	0	0.00 %
0532 YES PROGRAM	2,020	0	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	1,000	0	0	0	0	0.00 %
0893 OUTSIDE FIRE DEPT REVENUE	0	1,321	0	0	0	0.00 %
0899 OTHER SERVICE CHARGES	0	0	0	0	0	0.00 %
0998 TIRE REBATE	0	826	0	0	0	0.00 %
7901 FLEET USAGE	4,074,371	4,157,219	4,267,575	4,389,207	121,632	2.85 %
7910 INTERNAL OVERHEAD REVENUE	134,792	0	0	0	0	0.00 %
REVENUE TOTAL	4,386,547	4,299,432	4,357,575	4,452,707	95,132	2.18 %
GRAND TOTAL:	(413,044)	(4)	(64,702)	0	64,702	-100.00 %

Activity Summary Overview – 2017 Budget

Roads

Ditching & Drainage

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

Roadway Maintenance

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

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

Service Contracts

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

Sidewalks

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

Street Lighting

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

Traffic

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

Winter Control

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

Winter control activities are planned and executed such that the City operates within the Province's Minimum Maintenance Standards. The Roads Department is currently documenting all of the winter control activities and reviewing our current practices to further improve cost effectiveness.

As a baseline comparative, below is a 7 year average analysis for winter control:

WINTER CONTROL – 2017, 7-Year Estimate

Year	Total Costs	Inflated by 1.5% per year
2010	\$2,308,203	\$2,561,747
2011	\$2,403,898	\$2,628,526
2012	\$2,473,688	\$2,664,865
2013	\$3,191,254	\$3,387,081
2014	\$3,078,155	\$3,218,760
2015	\$2,159,851	\$2,225,132
2016*	\$2,572,185	\$2,610,768
	Total	\$19,296,829
	Average 7-Year	\$2,756,697

*Estimated with year-end projections.

The 2017 budget for winter control is \$2,794,448.

Supervision Roads

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

Positions:

Total Roads Department Positions	2016 FTE	2017 FTE
Backhoe (1- 6/6 Winter Control)	2.00	2.00
Grader	2.00	2.00
Truck Driver/Tandem	17.00	16.00
Loader	1.00	1.00
Chargehand	6.00	6.00
UTL (4-6/6 UTL Winter Control)	3.00	3.00
Road Laborer	1.00	1.00
Traffic Laborer	2.00	2.00
Cement Finisher	1.00	1.00
Carpenter	0.50	0.50
Supervisor	3.00	3.00
Signal Tech	1.60	1.60
Students	1.50	1.50
Manager	1.00	1.00
Totals	42.60	41.60

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Engineering, Environmental Services & Works

Division(s): ROADS DEPARTMENT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,639,272	1,618,054	2,357,057	2,320,805	(36,252)	-1.54 %
1002 TEMPORARY SALARIES	74,091	62,026	92,983	80,468	(12,515)	-13.46 %
1003 SHIFT PREMIUM	6,315	7,396	6,016	6,233	217	3.61 %
1004 OTHER/STANDBY	29,833	30,179	31,429	32,250	821	2.61 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	339	12,731	0	0	0	0.00 %
1101 OVERTIME FULLTIME	172,484	214,793	289,937	262,000	(27,937)	-9.64 %
1102 OVERTIME PART TIME	793	499	0	0	0	0.00 %
1202 VACATION	173,659	171,158	1,405	1,423	18	1.28 %
1203 COMPASSIONATE LEAVE	2,786	4,553	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	91,625	93,800	0	0	0	0.00 %
1207 SICK LEAVE	78,769	124,499	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	231	100	0	0	0	0.00 %
1301 WSIB LEAVE	(1,316)	(22,851)	0	0	0	0.00 %
1401 TRAINING & SAFETY	13,662	31,918	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	502	285	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	621,755	684,728	742,915	735,174	(7,741)	-1.04 %
1802 FRINGE BENEFITS-PARTTIME	15,362	8,154	15,052	16,051	999	6.64 %
PERSONNEL TOTAL	2,920,162	3,042,022	3,536,794	3,454,404	(82,390)	-2.33 %
GOODS & SERVICES						
2001 SAND	135,083	140,892	183,650	183,650	0	0.00 %
2002 SALT	211,891	154,360	215,033	215,033	0	0.00 %
2003 BRINE	19,680	43,965	60,000	60,000	0	0.00 %
2004 ASPHALT - HOT MIX	916	0	0	0	0	0.00 %
2005 GRINDINGS	556	0	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	48,303	24,641	54,348	40,100	(14,248)	-26.22 %
2008 CEMENT	467	0	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	29,015	30,823	27,500	28,250	750	2.73 %
2020 SEWER/WATER PIPE & PARTS	0	0	0	23,000	23,000	100.00 %
2030 GRAVEL	34,510	25,485	29,770	29,500	(270)	-0.91 %
2036 SIGNS	4,221	15,307	7,000	7,200	200	2.86 %
2050 CALCIUM	1,220	0	0	0	0	0.00 %
2099 MISC. MATERIALS	112,253	97,928	130,868	61,450	(69,418)	-53.04 %
2435 TOOLS	12,895	7,548	8,800	8,800	0	0.00 %
2499 MISC FLEET SUPPLIES	0	309	0	0	0	0.00 %
2601 OFFICE SUPPLIES	60	262	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	14,211	13,759	19,000	19,760	760	4.00 %
2655 SAFETY SUPPLIES	22,385	20,961	22,000	22,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,924	8,140	12,375	8,890	(3,485)	-28.16 %
2701 HYDRO	772,512	837,097	828,817	854,612	25,795	3.11 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Engineering, Environmental Services & Works

Division(s): ROADS DEPARTMENT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3035 MILEAGE	1,586	1,289	5,100	4,500	(600)	-11.76 %
3070 TRAINING COURSES - OUTSID	21,334	26,908	11,000	21,000	10,000	90.91 %
3071 TRAINING	0	863	2,471	0	(2,471)	-100.00 %
3075 TRAINING COURSES - IN HOU	0	832	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	0	223	0	0	0	0.00 %
3105 LEGAL FEES	0	52	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	102,134	146,310	177,226	160,600	(16,626)	-9.38 %
3299 MISC LEASES & RENTS	892	78	0	0	0	0.00 %
3305 BUILDING MAINTENANCE	333	0	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	263,641	405,607	241,200	274,000	32,800	13.60 %
3426 PATCHING	317,579	313,867	242,600	265,900	23,300	9.60 %
3427 HYDROSEEDING	15,051	8,848	0	20,000	20,000	100.00 %
3499 MISC CONTRACTS	17,615	21,541	20,000	20,600	600	3.00 %
3601 INSURANCE PREMIUMS	93,360	96,526	100,227	97,698	(2,529)	-2.52 %
GOODS & SERVICES TOTAL	2,258,627	2,444,421	2,398,985	2,426,543	27,558	1.15 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	548,614	176,160	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	548,614	176,160	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	1,460,767	1,557,782	1,545,965	1,592,344	46,379	3.00 %
EXPENSE TOTAL	7,188,170	7,220,385	7,481,744	7,473,291	(8,453)	-0.11 %
REVENUE						
0456 SALE OF SCRAP METALS	3,328	1,112	0	0	0	0.00 %
0459 OTHER SALES	26,256	(14,303)	44,000	44,000	0	0.00 %
0472 REIMB - CUPE BENEFITS	140	62	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	476	283	0	0	0	0.00 %
0509 MIN OF NORTH DEVEL & MINE	3,147	0	0	0	0	0.00 %
0532 YES PROGRAM	4,811	0	0	0	0	0.00 %
0835 SPECIAL EVENT FEES	1,373	3,697	0	0	0	0.00 %
0855 SERVICE CHARGES	0	1,730	0	0	0	0.00 %
0871 STREET WORK PERMITS	4,775	4,580	3,500	3,500	0	0.00 %
0872 ENTRANCE CULVERT & CURBS	129,831	72,241	60,000	40,000	(20,000)	-33.33 %
0899 OTHER SERVICE CHARGES	27,949	30,469	30,000	30,000	0	0.00 %
REVENUE TOTAL	202,086	99,871	137,500	117,500	(20,000)	-14.55 %
GRAND TOTAL:	6,986,084	7,120,514	7,344,244	7,355,791	11,547	0.16 %

Activity Summary Overview – 2017 Budget

Storm Sewer

Maintenance

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

Connections

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

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

Restorations

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

Hydrants

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

Allocated Employees

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

Positions:

Positions	2016 FTE	2017 FTE
Director of Public Works	0.05	0.05
Operations Manager, Water & Sewer	0.10	0.10
Operations Supervisor, Water & Sewer	0.40	0.40
Public Works Yard Loader	0.05	0.05
Chargehands	0.70	0.70
Operator 1	1.30	1.30
Backhoe Operator	0.10	0.10
Certified Sewer Cleaner/Flusher	0.30	0.30
Truck Driver	0.40	0.40
Excavator	0.20	0.20
Operator in Training	0.70	0.70
Sewer & Water clerk	0.10	0.10
Totals	4.40	4.40

Executive Report

Budget Year: 2017; YTD End Date: December 2016

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

Division(s): *STORM SEWERS*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	201,446	270,041	222,345	226,693	4,348	1.96 %
1002 TEMPORARY SALARIES	383	9,462	0	0	0	0.00 %
1003 SHIFT PREMIUM	326	430	341	0	(341)	-100.00 %
1004 OTHER/STANDBY	1,917	1,801	6,618	7,498	880	13.30 %
1010 MODIFIED/ACCOMMODATIONS/OTHE R	102	421	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	47,542	48,691	1,149	2.42 %
1101 OVERTIME FULLTIME	8,503	7,159	10,230	10,230	0	0.00 %
1202 VACATION	323	980	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	38	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	264	222	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	66,694	86,502	83,934	87,068	3,134	3.73 %
PERSONNEL TOTAL	279,996	377,018	371,010	380,180	9,170	2.47 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	6,456	1,115	6,635	5,000	(1,635)	-24.64 %
2008 CEMENT	4,566	4,379	3,200	4,500	1,300	40.63 %
2020 SEWER/WATER PIPE & PARTS	25,738	36,928	29,740	30,000	260	0.87 %
2030 GRAVEL	8,214	6,388	16,480	11,350	(5,130)	-31.13 %
2099 MISC. MATERIALS	26,859	11,538	2,000	600	(1,400)	-70.00 %
2435 TOOLS	861	1,349	3,508	3,508	0	0.00 %
2601 OFFICE SUPPLIES	79	1,187	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	1,430	1,363	1,740	1,816	76	4.37 %
2655 SAFETY SUPPLIES	2,042	2,640	3,490	3,665	175	5.01 %
2660 SAFETY BOOT ALLOWANCE	176	276	913	1,000	87	9.53 %
2715 WATER	0	649	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	213	0	0	0	0	0.00 %
3010 TELEPHONE	854	1,199	1,440	1,584	144	10.00 %
3035 MILEAGE	114	96	780	100	(680)	-87.18 %
3065 MEMBERSHIPS	192	339	0	0	0	0.00 %
3070 TRAINING COURSES - OUTSID	0	71	0	0	0	0.00 %
3075 TRAINING COURSES - IN HOU	1,823	1,817	4,000	4,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	0	366	0	(366)	-100.00 %
3102 CONSULTANT FEES IS	0	0	3,382	3,081	(301)	-8.90 %
3205 VEHICLE LEASE/RENTAL	506	0	1,000	1,000	0	0.00 %
3305 BUILDING MAINTENANCE	0	32	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	65	72	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	4,941	9,859	5,150	5,150	0	0.00 %
3426 PATCHING	64,841	80,746	68,000	69,360	1,360	2.00 %
3427 HYDROSEEDING	889	2,385	6,450	6,579	129	2.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

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

Division(s): *STORM SEWERS*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3428 CONCRETE RESTORATION	332	0	0	0	0	0.00 %
GOODS & SERVICES TOTAL	151,191	164,428	158,274	152,293	(5,981)	-3.78 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	134,085	162,864	160,339	165,150	4,811	3.00 %
EXPENSE TOTAL	565,272	704,310	689,623	697,623	8,000	1.16 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	62,503	64,147	1,644	2.63 %
0479 REIMBURSEMENTS	0	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	0	0	0	0	0.00 %
0875 STORM SEWER CONNECTIONS	623	6,566	0	0	0	0.00 %
0899 OTHER SERVICE CHARGES	4,274	6,561	0	0	0	0.00 %
REVENUE TOTAL	4,897	13,127	62,503	64,147	1,644	2.63 %
GRAND TOTAL:	560,375	691,183	627,120	633,476	6,356	1.01 %

Activity Summary Overview – 2017 Budget

Works Department Administration

Works Administration

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

Positions:

	2016 FTE	2017 FTE
Managing Director	0.20	0.20
Director of Public Works	0.50	0.50
Dispatcher	3.00	3.00
Public Works Administrative Coordinator	0.00	1.00
Engineering Clerk	0.50	0.50
Part-time Dispatchers	0.56	0.56
Signal Technician	0.40	0.40
Totals	5.16	6.16

Executive Report

Budget Year: 2017; YTD End Date: December 2016

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

Division(s): *WORKS DEPT ADMINISTRATION*

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	298,070	316,283	317,822	379,085	61,263	19.28 %
1002 TEMPORARY SALARIES	53,294	42,381	31,170	31,638	468	1.50 %
1003 SHIFT PREMIUM	4,662	4,846	4,345	4,432	87	2.00 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	33,549	15	0	0	0	0.00 %
1101 OVERTIME FULLTIME	8,774	8,967	5,758	5,758	0	0.00 %
1102 OVERTIME PART TIME	284	0	0	0	0	0.00 %
1202 VACATION	2,700	6,525	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	3,403	2,100	0	0	0	0.00 %
1301 WSIB LEAVE	(3,019)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	371	225	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	105	20	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	103,267	91,807	102,619	113,626	11,007	10.73 %
1802 FRINGE BENEFITS-PARTTIME	11,694	10,487	9,974	10,124	150	1.50 %
PERSONNEL TOTAL	517,154	483,656	471,688	544,663	72,975	15.47 %
GOODS & SERVICES						
2010 TRAFFIC SUPPLIES	0	82	0	0	0	0.00 %
2099 MISC. MATERIALS	5,276	5,879	6,250	4,750	(1,500)	-24.00 %
2499 MISC FLEET SUPPLIES	0	1,933	0	0	0	0.00 %
2601 OFFICE SUPPLIES	8,674	16,773	16,500	16,500	0	0.00 %
2615 JANITORIAL SUPPLIES	426	818	0	0	0	0.00 %
2625 BUILDING MAINT SUPPLIES	0	(17)	0	0	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	155	84	500	200	(300)	-60.00 %
2655 SAFETY SUPPLIES	1,945	0	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	78	1,708	0	0	0	0.00 %
2701 HYDRO	90,704	110,060	104,247	111,713	7,466	7.16 %
2705 NATURAL GAS	69,404	50,293	79,389	60,262	(19,127)	-24.09 %
2715 WATER	1,748	11,765	16,758	17,666	908	5.42 %
3001 POSTAGE	1,760	1,870	2,100	1,000	(1,100)	-52.38 %
3005 COURIER & DELIVERY	0	302	400	1,900	1,500	375.00 %
3010 TELEPHONE	40,328	38,230	36,135	36,135	0	0.00 %
3015 FAX	575	691	670	670	0	0.00 %
3030 TRAVEL	740	2,672	4,000	4,000	0	0.00 %
3035 MILEAGE	7,763	3,007	7,291	7,000	(291)	-3.99 %
3045 CONFERENCE & SEMINARS	252	793	5,000	5,000	0	0.00 %
3055 MEETING COSTS	0	209	0	0	0	0.00 %
3065 MEMBERSHIPS	3,741	4,948	7,400	5,000	(2,400)	-32.43 %
3070 TRAINING COURSES - OUTSID	712	989	8,500	8,500	0	0.00 %
3075 TRAINING COURSES - IN HOU	3,175	2,764	3,000	3,000	0	0.00 %
3080 ADVERTISING & PROMOTION	682	254	3,000	1,200	(1,800)	-60.00 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s):

Engineering, Environmental Services & Works

Division(s):

WORKS DEPT ADMINISTRATION

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3130 CONSULTANT FEES	512	0	0	0	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	336	0	6,000	6,000	0	0.00 %
3301 RADIO MAINTENANCE	6,074	8,368	12,500	12,500	0	0.00 %
3305 BUILDING MAINTENANCE	142,210	115,476	130,000	130,000	0	0.00 %
3399 MISC MAINTENANCE FEES	264	0	0	0	0	0.00 %
3401 STREET GARBAGE CONTRACT	5,464	4,463	4,200	4,200	0	0.00 %
3425 CONSTRUCTION CONTRACT	351	19,355	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	40,805	42,114	39,300	39,300	0	0.00 %
GOODS & SERVICES TOTAL	434,154	445,883	493,140	476,496	(16,644)	-3.38 %
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	60	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	60	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	1,073	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	1,073	2,000	2,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	20,015	3,971	8,526	8,782	256	3.00 %
EXPENSE TOTAL	971,383	934,583	975,354	1,031,941	56,587	5.80 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	34,093	34,775	34,775	35,471	696	2.00 %
0472 REIMB - CUPE BENEFITS	40	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	105	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	0	2,013	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	354,054	300,095	300,095	198,126	(101,969)	-33.98 %
REVENUE TOTAL	388,292	336,883	334,870	233,597	(101,273)	-30.24 %
GRAND TOTAL:	583,091	597,700	640,484	798,344	157,860	24.65 %



FIRE SERVICES

2017 OPERATING BUDGET



Business Unit Summary

Budget Year: 2017

YTD End Date: December 2016

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
Fire Department						
FIRE DEPARTMENT	11,858,016	12,466,684	12,651,962	12,762,934	110,972	0.88 %
Total:	11,858,016	12,466,684	12,651,962	12,762,934	110,972	0.88 %
Grand Total:	11,858,016	12,466,684	12,651,962	12,762,934	110,972	0.88 %

Activity Summary Overview – 2017 Budget

Fire and Emergency Services

North Bay Fire and Emergency Services (NBFES) provides an “all hazards” protection to 54,000 permanent residents and a full and part-time workforce in an area covering 314.9 sq. km. In addition, commuters, tourists and visitors use the City’s roadways, amenities and businesses on a daily basis.

NBFES responds to various types of calls for service including, but not limited to, structure fires, car fires, motor vehicle collisions, medical emergencies, for the purposes of preventing loss of life and injury of citizens and visitors to the city, as well as reducing the loss of property due to fires and natural disasters. In 2015 we responded to 1523 request for service. It is important to note the firefighters take on the additional responsibility and training of technical rescue thereby permitting NBFES to respond to hazardous materials calls, ice rescue, high angle and confined space emergencies (limited). The Training Division supports the Fire Suppression division by delivering high quality programs aimed at firefighter and officer knowledge and skill development. The Chief Training Officer is also responsible for analyzing and researching emerging trends/challenges, new standards and new equipment that may impact service delivery.

Activities Done To Provide This Service	How much did we do?
Fire Related Emergency Calls	177
Perceived Emergencies	94
Non Fire Calls including false alarms	252
Medical Calls	376
Carbon Monoxide Calls	177
Public Hazards	83
Motor Vehicle Collisions	213
Other Rescue	17
Other Responses	134
Total:	1523
Training Hours	15856 hours

The Fire Prevention and Public Education Division of Fire and Emergency Services educates the public about emergencies, fire regulations, home inspections and the Alarmed for Life campaign regarding smoke alarms and carbon monoxide detection. Systematic, thorough fire inspections and re-inspections and code enforcement are the backbone of effective fire prevention work and a major factor in reducing the loss of life and property.

Activities Done to Provide This Service	How much did we do?
Total Inspections	580
Total Investigations	15
Total Fire Safety Plans	50
Total Vulnerable Occupancies	23
Total Burning Permits	266

The management team of the Fire Chief, and the two Deputy Chiefs, ensure the day to day operations and maintain a high level of service, while keeping in mind the costs associated with running an emergency service. The fire management team has the added legislative responsibility for emergency management of the City of North Bay. In the spring of 2016 we began an initiative to receive feedback from the customers that we serve. Customers were questioned on the timeliness of the response, competence and professionalism of the crew, respect and compassion of the crew and the overall service. I am proud to report that 84% of customers that took the survey gave us a perfect 10!

2016 Notable Achievements:

- Satisfaction Survey – 97.5% satisfaction rating
- Enhanced Training Programs- Haz-Mat, Rail Cars, PTSD, promotions, etc.
- Training Hours – 21,000+, up 32%
- Overtime Hours – decrease of 57% from the 8 year average
- Positive shift in morale and labour relations

Our goal is to shape a fire safe community, and in recognition of our responsibilities, NBFES is shifting the paradigm of the delivery of fire protection services from one that focusses on emergency response to one that focusses on the prevention of fires; more specifically we are transitioning from a reactive model to a proactive model. That being said, there are many challenges to the delivery of fire services. Canadian and U.S. studies along with Provincial fire statistics, indicate flashover is now occurring as quickly as three (3) to four (4) minutes because of the materials used in modern furnishings. The consequences of the rapid growth of modern fires and the associated smoke and toxic gasses have caused a different burden to fire suppression crews causing us to re-evaluate tactics. The Provincial government has amended the Fire Protection and Prevention Act 1997 (FPPA), Ontario Fire Code and other pieces of legislation; increasing the number of areas of responsibility for municipal fire services. To name a few, we are required to review and approve Risk Plans for propane facilities and conduct annual inspections and fire drills at all vulnerable occupancies. In addition, the disclosure and evidence requirements of the judicial system has increased substantially over the last number of years; thus requiring inspectors to spend more time ensuring all legislated obligations are fulfilled.

Positions:	2016 FTE	2017 FTE
Chief	1.00	1.00
Deputy Chief	2.00	2.00
Platoon Chiefs	4.00	4.00
Division Chief (Training)	1.00	1.00
Captains	12.00	12.00
Firefighters	56.00	56.00
Captain Fire Prevention Division	1.00	1.00
Fire prevention Officer/ Public Educator	2.00	2.00
Clerk/Steno	2.00	1.00
Totals	81.00	80.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,155,602	8,834,961	8,429,743	8,570,644	140,901	1.67 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	110,283	230,333	101,055	75,000	(26,055)	-25.78 %
1101 OVERTIME FULLTIME	131,880	138,795	132,000	132,000	0	0.00 %
1202 VACATION	84,367	32,425	22,000	22,000	0	0.00 %
1203 COMPASSIONATE LEAVE	42,904	21,984	40,000	40,000	0	0.00 %
1204 STATUTORY HOLIDAYS	243,642	245,415	310,000	310,000	0	0.00 %
1207 SICK LEAVE	162,483	104,949	185,000	100,000	(85,000)	-45.95 %
1208 LIEU DAYS	227,227	231,207	272,000	272,000	0	0.00 %
1299 OTHER LABOUR COSTS	1,524	1,321	0	7,000	7,000	100.00 %
1301 WSIB LEAVE	(70,472)	(215,024)	(60,000)	(60,000)	0	0.00 %
1407 ACTING RANK PAY	57,886	64,350	55,000	58,000	3,000	5.45 %
1415 FIRE ON CALL PAYOUT	2,194	2,326	2,600	3,000	400	15.38 %
1801 FRINGE BENEFITS-FULLTIME	2,243,891	2,279,498	2,412,745	2,468,811	56,066	2.32 %
PERSONNEL TOTAL	11,393,411	11,972,540	11,902,143	11,998,455	96,312	0.81 %
GOODS & SERVICES						
2401 GAS	31,526	13,058	3,000	0	(3,000)	-100.00 %
2405 DIESEL FUEL	3,768	21,678	42,337	39,232	(3,105)	-7.33 %
2407 COLOURED/DYED DIESEL	0	320	0	0	0	0.00 %
2415 LUBRICANTS	1,547	1,254	1,000	1,000	0	0.00 %
2420 TIRES	0	2,778	4,000	4,000	0	0.00 %
2425 REPAIR PARTS	56,471	76,655	56,000	56,000	0	0.00 %
2450 LICENSES	0	0	500	0	(500)	-100.00 %
2495 SHOP LABOUR	113,775	129,464	96,051	98,933	2,882	3.00 %
2498 FLEET SYSTEM DEFAULT	1,032	(4,751)	2,480	2,480	0	0.00 %
2499 MISC FLEET SUPPLIES	1,518	574	500	1,000	500	100.00 %
2601 OFFICE SUPPLIES	13,491	6,373	12,000	12,000	0	0.00 %
2615 JANITORIAL SUPPLIES	8,018	8,362	10,000	10,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	686	400	400	0	0.00 %
2640 TRAINING SUPPLIES	0	759	0	5,000	5,000	100.00 %
2650 CLOTHING / UNIFORM	23,896	25,976	38,000	38,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	3,264	0	5,000	5,000	0	0.00 %
2701 HYDRO	51,894	62,704	57,111	62,218	5,107	8.94 %
2705 NATURAL GAS	24,606	18,348	30,060	17,125	(12,935)	-43.03 %
2715 WATER	5,244	15,560	15,030	15,161	131	0.87 %
2901 FIREFIGHTING SUPPLIES	61,315	56,116	57,000	65,000	8,000	14.04 %
2903 FIRE FOAM	0	0	7,000	7,000	0	0.00 %
2905 FIRE INVESTIGATION SUPPLI	3,596	5,718	3,500	3,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	0	204	800	800	0	0.00 %
3001 POSTAGE	368	324	500	500	0	0.00 %



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Fire Department

Division(s): FIRE DEPARTMENT

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
3005 COURIER & DELIVERY	94	31	500	500	0	0.00 %
3010 TELEPHONE	11,662	12,039	15,000	13,500	(1,500)	-10.00 %
3035 MILEAGE	396	1,000	900	900	0	0.00 %
3045 CONFERENCE & SEMINARS	7,917	7,110	11,500	11,500	0	0.00 %
3060 MEALS	312	899	1,250	1,250	0	0.00 %
3065 MEMBERSHIPS	3,844	1,989	2,100	2,100	0	0.00 %
3070 TRAINING COURSES - OUTSID	25,156	27,213	28,000	28,000	0	0.00 %
3075 TRAINING COURSES - IN HOU	22,602	13,078	48,000	48,000	0	0.00 %
3080 ADVERTISING & PROMOTION	17,105	19,754	17,500	18,000	500	2.86 %
3085 OUTSIDE PRINTING	80	1,487	3,000	3,000	0	0.00 %
3150 MEDICAL FEES	154	3,097	2,500	2,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	0	3,455	0	0	0	0.00 %
3301 RADIO MAINTENANCE	25,835	26,289	29,000	29,000	0	0.00 %
3305 BUILDING MAINTENANCE	35,531	52,110	57,000	57,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	8,460	8,578	21,000	21,000	0	0.00 %
3315 VEHICLE MAINTENANCE	11,516	10,324	75,000	75,000	0	0.00 %
3350 DRY CLEANING/LAUNDERING	1,864	1,311	2,500	2,500	0	0.00 %
3499 MISC CONTRACTS	223	6,358	1,000	21,500	20,500	2,050.00 %
3601 INSURANCE PREMIUMS	75,749	73,640	78,445	76,553	(1,892)	-2.41 %
GOODS & SERVICES TOTAL	653,829	711,922	836,464	856,152	19,688	2.35 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	6,488	23	15,000	15,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	18,728	17,324	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	25,216	17,347	15,000	15,000	0	0.00 %
EXPENSE TOTAL	12,072,456	12,701,809	12,753,607	12,869,607	116,000	0.91 %
REVENUE						
0409 OTHER LICENCE FEES	4,360	2,340	2,500	2,500	0	0.00 %
0479 REIMBURSEMENTS	0	1,200	0	0	0	0.00 %
0494 WARRANTY REVENUE	0	236	0	0	0	0.00 %
0497 CONTRACTED REVENUE	104,263	75,503	0	0	0	0.00 %
0857 FIRE SERVICE CHARGES	0	(2,560)	12,355	12,355	0	0.00 %
0863 FIRE PERMITS/INSPECTIONS	10,757	16,445	12,000	12,000	0	0.00 %
0864 FIRE EMERGENCY RESPONSE	58,540	94,564	40,000	40,000	0	0.00 %
0865 FIRE BURNING PERMITS	13,649	29,171	12,000	20,000	8,000	66.67 %
0866 FIRE PREVENTION/EDUCATION	10,294	3,434	8,000	5,000	(3,000)	-37.50 %
7910 INTERNAL OVERHEAD REVENUE	12,572	14,790	14,790	14,819	29	0.20 %
REVENUE TOTAL	214,435	235,123	101,645	106,674	5,029	4.95 %
GRAND TOTAL:	11,858,021	12,466,686	12,651,962	12,762,933	110,971	0.88 %



GENERAL GOVERNMENT

2017 OPERATING BUDGET



Business Unit Summary

Budget Year: 2017

YTD End Date: December 2016

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
General Government Activities						
FINANCIAL EXPENSES	15,626,032	16,983,117	15,416,104	16,079,476	663,372	4.30 %
GENERAL REVENUES	(87,975,636)	(91,451,627)	(91,616,858)	(93,725,938)	(2,109,080)	-2.30 %
MAYOR & COUNCIL	311,593	378,937	412,343	430,223	17,880	4.34 %
OFFICE OF THE CAO	227,378	704,053	596,995	355,551	(241,444)	-40.44 %
Total:	(71,810,633)	(73,385,520)	(75,191,416)	(76,860,688)	(1,669,272)	-2.22 %
Grand Total:	(71,810,633)	(73,385,520)	(75,191,416)	(76,860,688)	(1,669,272)	-2.22 %

Activity Summary Overview – 2017 Budget

Financial Expenses

Long-Term Financing

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

Write-offs & Contingencies

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

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

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

Positions:

	2016 FTE	2017 FTE
Jr. Assessment & Real Estate Specialist	1.0	1.0
Totals	1.0	1.0

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	71,485	76,915	77,007	81,129	4,122	5.35 %
1202 VACATION	1,765	928	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	21,868	671,188	23,373	24,687	1,314	5.62 %
PERSONNEL TOTAL	95,118	749,031	100,380	105,816	5,436	5.42 %
GOODS & SERVICES						
3005 COURIER & DELIVERY	15,459	16,489	0	0	0	0.00 %
3035 MILEAGE	0	42	0	0	0	0.00 %
3055 MEETING COSTS	0	538	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	0	162	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	321	0	0	0	0	0.00 %
3105 LEGAL FEES	4,182	0	0	0	0	0.00 %
3130 CONSULTANT FEES	0	53,575	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	175,000	3,825	0	252,212	252,212	100.00 %
3499 MISC CONTRACTS	25,249	22,133	27,400	27,400	0	0.00 %
GOODS & SERVICES TOTAL	220,211	96,764	27,400	279,612	252,212	920.48 %
FINANCIAL EXPENSES						
4005 INTERNAL INTEREST CHARGES	277,416	158,185	195,000	200,000	5,000	2.56 %
4010 OTHER INTEREST	498,484	0	0	0	0	0.00 %
4015 DEBENTURE PRINCIPAL	6,825,071	7,092,817	7,570,887	7,538,575	(32,312)	-0.43 %
4020 DEBENTURE INTEREST	1,238,226	1,203,460	1,467,047	1,321,676	(145,371)	-9.91 %
4101 BANK CHARGES	46,424	55,794	42,500	42,500	0	0.00 %
4110 CASH OVER / SHORT	54	83	0	0	0	0.00 %
4201 COURT OF REVISION (442)	83,478	50,430	120,000	120,000	0	0.00 %
4202 ANA WRITEOFFS	89,292	2,335	10,000	10,000	0	0.00 %
4204 P.R.A.N.	21,428	102,316	20,000	20,000	0	0.00 %
4205 ARB/OMB/COURT DECISIONS	280,522	517,879	120,000	120,000	0	0.00 %
4206 MINUTES OF SETTLEMENT	42,387	18,418	80,000	80,000	0	0.00 %
4210 UNCOLLECTIBLE TAXES - 495	15,184	16,207	5,000	5,000	0	0.00 %
4222 PROPERTY TAX REDUCTIONS	351,545	318,410	286,562	336,562	50,000	17.45 %
4235 GEN ACCOUNT WRITE-OFF	0	703,350	35,000	35,000	0	0.00 %
4250 CIP/TIFF INCENTIVES	119,726	74,722	85,000	85,000	0	0.00 %
4252 VACANCY REBATES	112,191	176,099	85,000	120,000	35,000	41.18 %
4253 CHARITY REBATES	80,590	72,377	85,000	85,000	0	0.00 %
4254 PILS	29,086	15,902	0	0	0	0.00 %
4320 INVENTORY SHORT/(OVER)	14,410	38,648	0	0	0	0.00 %
4401 CONTINGENCY	0	29,218	211,502	211,502	0	0.00 %
4402 SPECIAL CONTINGENCY	338,422	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	10,463,936	10,646,650	10,418,498	10,330,815	(87,683)	-0.84 %

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5101 CAPITAL LEVY	7,632,899	7,439,121	7,439,121	8,021,475	582,354	7.83 %
5115 TRANSFER TO RESERVE FUND	5,413,756	6,866,995	0	0	0	0.00 %
5125 TRANSFER TO OTHER CAPITAL	(5,787)	4,000,000	0	0	0	0.00 %
5150 AGREEMENTS	326,516	9,694,733	0	175,000	175,000	100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	13,367,384	28,000,849	7,439,121	8,196,475	757,354	10.18 %
EXPENSE TOTAL	24,146,649	39,493,294	17,985,399	18,912,718	927,319	5.16 %
REVENUE						
0430 PENALTIES/CURRENT TAXES	774,905	694,132	650,000	650,000	0	0.00 %
0433 PENALTIES A/R	(2,621)	(1,890)	15,000	15,000	0	0.00 %
0437 DIVIDENDS	764,460	630,725	625,000	725,000	100,000	16.00 %
0440 INTEREST/CURRENT BANK	394,759	404,939	400,000	400,000	0	0.00 %
0441 INTEREST ON INVESTMENTS	404,770	404,274	350,000	350,000	0	0.00 %
0445 OTHER INTEREST	286,871	291,452	239,295	221,030	(18,265)	-7.63 %
0460 TRANSFER FRM CAPITAL FUND	0	70,000	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	1,135,000	13,634,733	115,000	347,212	232,212	201.92 %
0471 PINEWOOD SS REIMBURSEMENT	(5,787)	0	0	0	0	0.00 %
0473 METHANE SALES	125,633	92,887	175,000	125,000	(50,000)	-28.57 %
0508 MIN OF TRANSPORTATION	0	1,458,864	0	0	0	0.00 %
0512 PROVINCIAL GAS TAX	930,098	962,181	0	0	0	0.00 %
0539 ONT COMMUNITY INFR OCIF	605,557	605,557	0	0	0	0.00 %
0608 FEDERAL GAS TAX	3,106,974	3,262,323	0	0	0	0.00 %
REVENUE TOTAL	8,520,619	22,510,177	2,569,295	2,833,242	263,947	10.27 %
GRAND TOTAL:	15,626,030	16,983,117	15,416,104	16,079,476	663,372	4.30 %

Activity Summary Overview – 2017 Budget

General Revenues

OMPF

The Ontario Municipal Partnership Fund (OMPF) is the Province's unconditional grant payment to municipalities. It is anticipated that the funding envelope in 2017 will remain stable at \$505 million as announced in 2016 Provincial Budget.

Municipal Taxation

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

Payments-In-Lieu

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

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

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

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

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
GOODS & SERVICES						
2720 MUNICIPAL TAXES	2,074	2,324	1,862	2,465	603	32.38 %
GOODS & SERVICES TOTAL	2,074	2,324	1,862	2,465	603	32.38 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	1,646,558	868,929	812,983	0	(812,983)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,646,558	868,929	812,983	0	(812,983)	-100.00 %
EXPENSE TOTAL	1,648,632	871,253	814,845	2,465	(812,380)	-99.70 %
REVENUE						
0105 TAXATION	76,380,967	78,032,303	80,934,295	83,087,642	2,153,347	2.66 %
0110 SUPPLEMENTARY TAXES	569,935	1,399,281	500,000	500,000	0	0.00 %
0111 SUPPLEMENTARY TAXES-PILS	22,484	0	0	0	0	0.00 %
0185 EDUCATION TAXES RETAINED	63,465	69,343	70,000	70,000	0	0.00 %
0201 FEDERAL PROPERTIES	847,831	823,998	0	0	0	0.00 %
0211 C B C	1,861	1,890	0	0	0	0.00 %
0231 GOVERNMENT SERVICES	1,292,196	1,246,284	0	0	0	0.00 %
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00 %
0252 NORTH BAY JAIL	8,250	8,250	8,250	8,250	0	0.00 %
0253 NIPSSING UNIVERSITY	248,250	238,875	253,350	238,875	(14,475)	-5.71 %
0254 CANADORE COLLEGE	181,350	173,475	183,375	173,475	(9,900)	-5.40 %
0260 MMAH-EFECTO DE ONDAS	681	3,852	0	0	0	0.00 %
0272 LIQUOR CONTROL BOARD	54,132	54,772	0	0	0	0.00 %
0274 ONTARIO NORTHLAND	496,296	489,507	0	0	0	0.00 %
0275 PIL - ONTERA (BELL CANADA)	6,234	12,712	0	0	0	0.00 %
0281 CITY OF NORTH BAY	253,944	254,941	0	0	0	0.00 %
0282 TOWNSHIP OF NORTH HIMSWOR	3,972	4,939	0	0	0	0.00 %
0283 LINEAR PROPERTY ACREAGE	18,890	18,890	18,890	18,890	0	0.00 %
0285 EDUCATION TAXES RETAINED - PIL	435,006	436,426	430,000	435,000	5,000	1.16 %
0305 UNCONDITIONAL GRANTS	7,357,700	7,307,700	7,307,700	7,615,100	307,400	4.21 %
0436 INTEREST-HYDRO NOTE	975,580	814,543	812,983	0	(812,983)	-100.00 %
0470 TSF FROM RESERVE FUND	0	444,857	1,490,000	1,151,964	(338,036)	-22.69 %
0474 REFUNDS	0	54,386	0	0	0	0.00 %
0480 SUNDRY REVENUE	9,542	11,837	15,000	15,000	0	0.00 %
0841 PROPERTY RENTALS	296,207	303,591	291,633	296,207	4,574	1.57 %
0869 OTHER ADMINISTRATION FEES	0	15,000	15,000	15,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	69,197	70,927	70,927	72,700	1,773	2.50 %
REVENUE TOTAL	89,624,270	92,322,879	92,431,703	93,728,403	1,296,700	1.40 %
GRAND TOTAL:	(87,975,638)	(91,451,626)	(91,616,858)	(93,725,938)	(2,109,080)	-2.30 %

Activity Summary Overview – 2017 Budget

Mayor and Council Administration

Mayor and Council

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

Positions:	2016 Elected Officials	2017 Elected Officials
Mayor	1.00	1.00
City Councilors	10.00	10.00
Totals	11.00	11.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): General Government Activities

Division(s): MAYOR & COUNCIL

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	243,795	290,920	305,332	303,750	(1,582)	-0.52 %
1802 FRINGE BENEFITS-PARTTIME	14,189	16,476	22,647	42,698	20,051	88.54 %
PERSONNEL TOTAL	257,984	307,396	327,979	346,448	18,469	5.63 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,504	1,322	2,000	2,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	58	0	300	300	0	0.00 %
2699 MISC GENERAL SUPPLIES	2,084	1,455	5,500	5,500	0	0.00 %
3001 POSTAGE	459	328	500	500	0	0.00 %
3010 TELEPHONE	1,187	1,064	1,500	1,500	0	0.00 %
3030 TRAVEL	3,940	5,260	12,000	12,000	0	0.00 %
3035 MILEAGE	1,519	1,582	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	9,713	20,239	15,000	15,000	0	0.00 %
3050 RECEPTIONS	1,246	3,798	4,000	4,000	0	0.00 %
3060 MEALS	541	4,543	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS	25,636	26,523	27,000	27,000	0	0.00 %
3601 INSURANCE PREMIUMS	4,921	4,420	5,064	4,474	(590)	-11.65 %
3930 COMMUNITY PROGRAMS	801	803	2,000	2,000	0	0.00 %
3970 CORPORATE INITIATIVES	0	0	2,000	2,000	0	0.00 %
GOODS & SERVICES TOTAL	53,609	71,337	83,364	82,774	(590)	-0.71 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	204	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	204	1,000	1,000	0	0.00 %
EXPENSE TOTAL	311,593	378,937	412,343	430,222	17,879	4.34 %
GRAND TOTAL:	311,593	378,937	412,343	430,222	17,879	4.34 %

Activity Summary Overview – 2017 Budget

Office of the CAO

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

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

Positions:

	2016 FTE	2017 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant	0.96	0.96
Totals	2.96	2.96

Communications and Strategic Development

In 2016, the position of Communications and Strategic Development Officer was successfully recruited.

This position:

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

Positions:

	2016 FTE	2017 FTE
Communications and Strategic Development Officer	0.00	1.00

Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s):

General Government Activities

Division(s):

OFFICE OF THE CAO

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	325,500	394,565	411,770	421,031	9,261	2.25 %
1010 MODIFIED/ACCOMMODATIONS/OTHER	0	9,352	0	0	0	0.00 %
1202 VACATION	10,018	(62,291)	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	155	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	87,112	108,756	122,533	116,815	(5,718)	-4.67 %
PERSONNEL TOTAL	422,630	450,537	534,303	537,846	3,543	0.66 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	416	518	500	6,000	5,500	1,100.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	49	100	750	650	650.00 %
2682 PROMOTIONAL SUPPLIES	0	0	0	10,000	10,000	100.00 %
2699 MISC GENERAL SUPPLIES	74	313	200	200	0	0.00 %
3001 POSTAGE	220	46	200	250	50	25.00 %
3005 COURIER & DELIVERY	11	0	0	0	0	0.00 %
3010 TELEPHONE	697	1,147	1,000	1,700	700	70.00 %
3030 TRAVEL	537	933	3,200	3,200	0	0.00 %
3035 MILEAGE	320	137	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	1,005	1,287	2,000	3,500	1,500	75.00 %
3060 MEALS	1,062	1,313	1,500	1,500	0	0.00 %
3065 MEMBERSHIPS	373	509	500	1,500	1,000	200.00 %
3071 TRAINING	0	0	92	92	0	0.00 %
3080 ADVERTISING & PROMOTION	803	189	550	550	0	0.00 %
3130 CONSULTANT FEES	1,018	0	3,500	3,500	0	0.00 %
3400 CONTRACTS	(130,111)	0	(200,000)	(200,000)	0	0.00 %
3601 INSURANCE PREMIUMS	(69,889)	0	0	0	0	0.00 %
3970 CORPORATE INITIATIVES	0	0	0	20,350	20,350	100.00 %
GOODS & SERVICES TOTAL	(193,464)	6,441	(185,658)	(145,908)	39,750	21.41 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	0	1,000	1,000	100.00 %
5115 TRANSFER TO RESERVE FUND	0	250,000	250,000	0	(250,000)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	250,000	250,000	1,000	(249,000)	-99.60 %
EXPENSE TOTAL	229,166	706,978	598,645	392,938	(205,707)	-34.36 %
REVENUE						
0480 SUNDRY REVENUE	680	0	0	0	0	0.00 %
0482 SALE OF LAND	1,108	1,275	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	0	1,650	1,650	37,386	35,736	2,165.82 %
REVENUE TOTAL	1,788	2,925	1,650	37,386	35,736	2,165.82 %
GRAND TOTAL:	227,378	704,053	596,995	355,552	(241,443)	-40.44 %



SERVICE PARTNERS

2017 OPERATING BUDGET



Business Unit Summary

Budget Year: 2017

YTD End Date: December 2016

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	140,000	0	0.00 %
SERVICE PARTNERS	36,256,291	36,859,112	36,950,909	37,902,982	952,073	2.58 %
Total:	36,396,291	36,999,112	37,090,909	38,042,982	952,073	2.57 %
Grand Total:	36,396,291	36,999,112	37,090,909	38,042,982	952,073	2.57 %

Activity Summary Overview – 2017 Budget

Service Partners

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

An estimated 2% increase has been included for those Service Partners, where 2017 Operating Budgets have yet to be received. There is risk that realized numbers may vary.



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Service Partners

Division(s): SERVICE PARTNERS

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
SERVICE PARTNERS						
6051 NORTH BAY POLICE FORCE	17,023,838	17,354,902	17,354,902	17,986,598	631,696	3.64 %
6055 DSSAB	11,277,659	11,427,000	11,503,212	11,733,276	230,064	2.00 %
6058 DISTRICT HEALTH UNIT	1,609,603	1,641,799	1,641,795	1,641,795	0	0.00 %
6059 CASSELLHOLME	2,521,255	2,534,468	2,530,254	2,530,254	0	0.00 %
6065 PUBLIC LIBRARY	2,138,920	2,198,657	2,198,657	2,253,662	55,005	2.50 %
6066 HUMANE SOCIETY	351,900	355,400	358,938	358,954	16	0.00 %
6067 CONSERVATION AUTHORITY	330,800	337,175	337,416	334,782	(2,634)	-0.78 %
6068 CAPITOL CENTRE	341,406	348,235	348,234	372,610	24,376	7.00 %
6070 GOLDEN AGE CLUB	18,432	19,155	22,173	22,616	443	2.00 %
6080 ONT.PROPERTY ASSESSMENT	642,478	642,321	655,328	668,435	13,107	2.00 %
6083 DIA	120,065	123,838	0	0	0	0.00 %
SERVICE PARTNERS TOTAL	36,376,356	36,982,950	36,950,909	37,902,982	952,073	2.58 %
EXPENSE TOTAL	36,376,356	36,982,950	36,950,909	37,902,982	952,073	2.58 %
REVENUE						
0105 TAXATION	120,065	123,838	0	0	0	0.00 %
REVENUE TOTAL	120,065	123,838	0	0	0	0.00 %
GRAND TOTAL:	36,256,291	36,859,112	36,950,909	37,902,982	952,073	2.58 %

Activity Summary Overview – 2017 Budget

Invest North Bay Development Corporation

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

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

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

Invest North Bay DC has recently undertaken and is funding a community wide strategic analysis and opportunity identification project. Upon completion of the project it will work towards implementation of the recommendations of the initiative as well as funding other potential initiatives that could present over the course of 2017 to further the DC's and City's Economic Development objectives.

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



Executive Report

Budget Year: 2017; YTD End Date: December 2016

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION

	2015 Actuals	2016 Actuals YTD	2016 Budget	2017 Approved	Variance	Variance %
GOODS & SERVICES						
3010 TELEPHONE	0	64	0	0	0	0.00 %
3030 TRAVEL	6,000	14,744	0	0	0	0.00 %
3050 RECEPTIONS	2,661	2,906	0	0	0	0.00 %
3060 MEALS	90	0	0	0	0	0.00 %
3070 TRAINING COURSES - OUTSID	5,037	0	0	0	0	0.00 %
3080 ADVERTISING & PROMOTION	4,887	867	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	2,068	0	0	0	0	0.00 %
3145 REGISTRY OFFICE FEES	322	0	0	0	0	0.00 %
3400 CONTRACTS	0	372	0	0	0	0.00 %
GOODS & SERVICES TOTAL	21,065	18,953	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	118,935	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	118,935	0	0	0	0	0.00 %
SERVICE PARTNERS						
6075 INVEST NORTH BAY	0	239,982	140,000	140,000	0	0.00 %
SERVICE PARTNERS TOTAL	0	239,982	140,000	140,000	0	0.00 %
EXPENSE TOTAL	140,000	258,935	140,000	140,000	0	0.00 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	118,935	0	0	0	0.00 %
REVENUE TOTAL	0	118,935	0	0	0	0.00 %
GRAND TOTAL:	140,000	140,000	140,000	140,000	0	0.00 %