



# **CITY OF NORTH BAY**

**2015**

**FINAL**

**OPERATING BUDGET**



**CITY OF NORTH BAY  
2015  
FINAL OPERATING BUDGET INDEX**

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## City of North Bay

### Report to Council

Report No: CORP 2015-01

Date: January 2, 2015

Originator: Laura Boissonneault

Subject: 2015 Administration Operating Budget

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#### **Recommendation:**

That the 2015 Administration Operating Budget be received and referred to the General Government Committee.

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#### **Background:**

During October and November 2014, the Business Unit Managing Directors and their management teams met with the Chief Administrative Officer, Chief Financial Officer, Director of Financial Services, and Manager of Financial Services to review their 2015 Preliminary Operating Budget submissions. Adjustments were made and the attached is a summary of the proposed Administration 2015 Operating Budget.

#### **Budget Development Guidelines:**

The 2015 Administration Operating Budget was prepared with the following guidelines:

**Service Levels:** The preliminary budget was prepared with Management's projections and lowest cost estimates to deliver existing services to the taxpayers. This may include alternative service levels that will assist to offset the general pressures of rising costs. The presented budget includes any applicable changes with details outlined within the summary entitled 'Notable Adjustments'.

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

- Annualized approved Council initiatives or partial items within the 2014 Operating Budget (examples include restructuring through attrition)
- Inclusion of contractual agreements (Landfill, waste collection, Para Bus, etc.)
- Legislated changes that came into effect (i.e. One-call costs, mandatory training, safety guideline changes, etc.)
- Expected future operational requirements and needs

**Change in Methodology:** The 2014 year continued with business process analyses and workflow reviews. Managers and Supervisors' knowledge of their business has been more closely united with financial budgets and actual expense projections. The exercises in 2013 and 2014 have led to the development of a 2015 budget with

new philosophies and estimates. A specific example would be the conversion of all aggregate materials into inventory items, thus allowing better management of the products and easier year-end estimations and budgeting.

**User Fees:** User fees and associated rate increases were tabled with details on December 8<sup>th</sup>, 2014. The associated scheduled Public Meeting that complies with the required minimum 21 day notice will be on January 26<sup>th</sup>, 2015. It is important to note that not all instances of user fee increases will result in increased revenues.

**Utility Costs:** Finance obtained rate estimates from North Bay Hydro and other utility experts. The projections take into consideration the prior year's actual and expected future trends. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve energy conservation. The enclosed budget assumes hydro and gas increases at 5% accordingly.

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

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

In 2015, the Province will provide a total of \$515 million in unconditional funding to 388 municipalities through the OMPF. Based on the Ministry's OMPF announcement, the City's allocation for 2015 will be \$7,357,000 representing a reduction of (\$570,800) from 2014.

**Local Agencies, Boards and Commissions:** An estimated 2% increase has been included for those Local Agencies, Boards and Commissions where 2015 operating budgets have yet to be received. There is risk that realized numbers may be higher.

**Long Term Capital Funding Policy:** The current policy results in a net budget increase of approximately \$400,404. Debt principal and interest will increase by \$640,050; however, the Capital Levy is decreasing by (\$239,646) to partially offset the impact. In accordance with the Long Term Capital Funding Policy, the annual levy increase as a result of the funding transfer to the Capital Budget should be approximately 1.3%. However, due to the introduction of the new Ontario Community Infrastructure Fund (OCIF) grant, the pressure on the levy has been reduced to 0.52% as the new grant has been applied directly against the funding that would otherwise come from the tax levy (refer to CORP 2015-02). In other words, the tax levy increase presented in the attached budget document would be 0.78% higher if this grant had not been introduced and applied to the tax levy funding for the Capital Budget.

Due to the City's 'Asset Management Plan' some operational pressures have been reduced. As seen in the 2013 Stantec update report, the infrastructure gap is slowly improving and the City is recognizing fewer emergency repairs. This budget increase relates to the City's commitment to infrastructure needs.

**Staff Complement:** Changes to staff complement are outlined in the 'Activity Summary Overview' and 'Notable Adjustments' documents. All staffing costs and

Full Time Equivalents (FTE) (including positions directly related to Capital) are reported in the operating salary, wages, and benefit costs, with any associated offsetting revenue from the Capital Budget being recorded accordingly.

**Fringe Benefits:** All 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.

**Insurance:** Insurance rates are estimated to increase by 10%. The City's insurance period is from May to April. Therefore, the first 4 months of 2015 is known and the 10% increase is then applied to the remaining 8 months. Based on our understanding of the insurance market, this estimate is optimistic with possible increases potentially being closer to 20%.

**Risks:**

As with any budget, there are risks associated with forecasting expenditures and revenues. A contingency account of \$125,000 is included in the operating budget to provide funding for one-time expenditures that were not known or expected at the time the operating budget was approved by Council. The establishment of an appropriate contingency budget is necessary in order to provide Administration with the ability to react to unforeseen events that may occur during the year without placing immediate financial pressure on the current budget or the City's reserve balances. A reasonable contingency account of ½ per cent of the gross operating budget, or approximately \$600,000, would likely be sufficient to fully 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 occur due to the variable nature of some budget items as well as those caused by uncontrollable events or activities. The balance in the associated reserves as at December 10th, 2014 is \$4,326,497 of which \$1,207,500 was earmarked in RTC #2014-108 to be utilized from the Operating Budget Contingency Reserve for the year-end projected deficit. The reserve breakdown is as follows:

- Tax Stabilization Reserve (99529R): \$3,118,997
- Operating Budget Contingency (99557R): \$1,207,500

\* Note the above balances are subject to year-end accruals and allocations due to the 2014 deficit.

The utilization of the 'Operating Budget Contingency Reserve' for the 2014 year-end deficit will require that the fund be replenished at the first opportunity, possibly by such items as significant one-time revenues and/or on-going approved nominal annual budget transfers, in order to return the reserve balance to the City's targeted level of 1% of the gross operating budget being approximately \$1.2 million.

The 'Tax Stabilization Reserve' balance of \$3,118,997 is currently within the City's targeted level of 3% to 5% of the gross operating budget or \$2.5 million to \$4.1 million.

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**Budget:**

The 2015 Administration Operating Budget, as presented, would require a budget increase of \$4,555,233 or 5.88%. The 5.88% increase is reduced to 5.65% once the assessment base real growth for 2014 has been applied to the required tax levy. The tax levy represents the total tax revenue required to cover operating costs less revenues received from non-tax sources. The associated Tax Rates and Ratios are not calculated within this budget as they will be determined at a later date as part of the Tax Policy and Rate process. It should be noted that the tax rates differ from the tax levy in that the tax rates factor in the phased-in market values from MPAC. As previously mentioned, the tax levy is the operating costs less non-tax revenues.

The current 5.88% overall levy increase is estimated as a result of the following:

- 0.33% increase in utilities,
- 0.52% increase related to Long Term Capital Funding Policy,
- 0.97% increase in insurance, fuel, materials, goods, services, tax adjustments, and financing,
- 1.00% increase in wages and benefits,
- 1.10% increase related Local Agencies, Boards & Commissions (ABC) budgets,
- 1.91% decrease in other revenues.

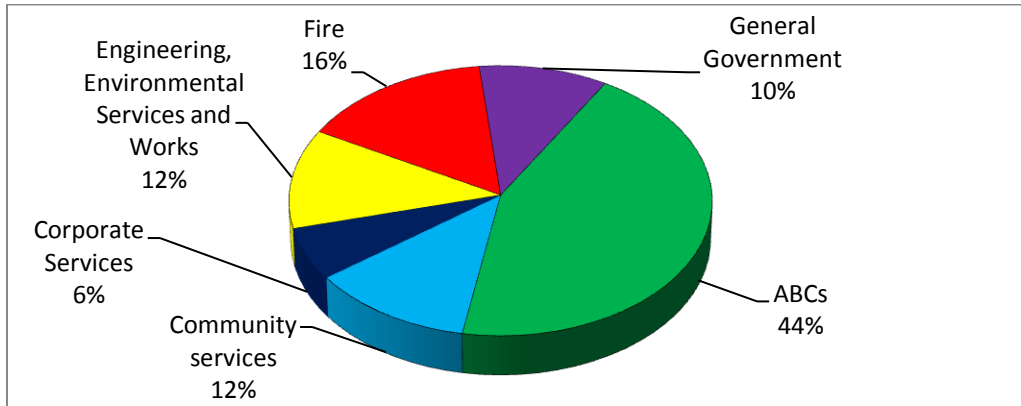
The major items contributing to this increase are as follows:

- **Business Units increasing by \$2,496,913 or 7.16%** from the 2014 Business Unit Budget, resulting from estimated: wage & benefit increases, \$838,000; higher utilities, \$247,000; higher insurance premiums, \$68,000; higher contracts, \$70,000; higher Lease/Rentals, \$71,000; higher vehicle maintenance, \$90,000; higher fuel, \$83,000; higher aggregates / materials, \$137,000; and reduced Other Revenues, \$849,000.
- **General Government Activities increasing by \$1,212,002 or 16.80%** from the 2014 General Government Budget, resulting from: reduction in the Ontario Municipal Partnership Funding, \$570,800; higher net Long Term Capital Policy costs, \$400,404; and higher tax grants, \$118,432.
- **Local Agencies, Boards, and Commissions increasing by \$846,318 or 2.39%** from the 2014 ABC Budget. A conservative estimate of 2% budget increase has been used for Local Agencies, Boards, and Commissions where 2015 budgets are yet to be received. There is risk that realized numbers maybe higher.

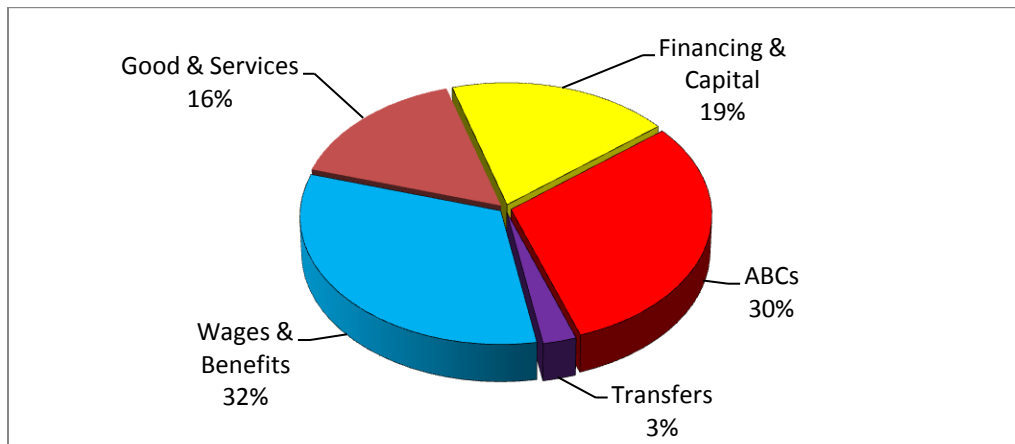
**Overview:**

Below is a graph demonstrating how the 'net tax levy' supported budget (\$82,041,720) is divided by business unit. Detailed summary of budget changes are provided in Schedules A.





Below is a graph demonstrating how the Gross Budget (\$118,915,420) is spent by cost type.



**Budget Monitoring:**

Individual departments are actively involved in the budget process and on-going year-end projections. Monthly internal budget variance reports are reviewed by departments and finance staff. Operations are carefully managed making adjustments where necessary. The minimum objective of staff is to have a balanced budget by year end.

**Future Estimations:**

Over the last few years, budgets have been challenged by economic events, changing revenue trends, and unavoidable operating costs. Recognizing these challenges, staff has taken on a multi-year vision. The City has moved towards a more synchronized planning and budgeting cycle with sustainability as a key aspect.

A detailed multi-year budget is not present in this document; however, departments are developing more comprehensive, multi-year strategic planning processes for both operating and capital needs. The concept of a multi-year vision, with an emphasis on finding long-term sustainable and affordable solutions to achieve a balanced budget, is being enhanced for 2015 and onward. The multi-year planning process will help deal with annual budget challenges and find long-term solutions to improve the fiscal position of the municipality.

Below is a summary of the City's forecasted demands for the 2016 to 2018 budget years based on current service levels. It outlines the City's expected future pressures from: OMPF reductions, inflation, growth, salary & wage contracts, 3<sup>rd</sup> party agreements / contracts, insurance, and utilities.

**City Wide 4 Year Projection**

**Projections**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Personnel	38,596,999	40,224,373	41,921,021	43,362,885
Goods & Services	18,710,858	19,291,516	19,897,154	20,529,280
Financial Expenses	10,540,249	10,837,736	11,144,110	11,459,640
Capital/Reserve Transactions	11,719,572	11,836,768	11,955,135	12,074,687
Local Agencies, Boards & Commissions	36,270,857	37,505,049	38,789,373	40,126,105
Internal Transfer	3,076,885	3,174,409	3,275,109	3,371,975
<b>Expense total</b>	<b>118,915,420</b>	<b>122,869,851</b>	<b>126,981,902</b>	<b>130,924,572</b>
Revenue	36,873,700	36,802,021	36,803,985	36,806,014
<b>Revenue Total</b>	<b>36,873,700</b>	<b>36,802,021</b>	<b>36,803,985</b>	<b>36,806,014</b>
<b>Net Total</b>	<b>(82,041,720)</b>	<b>(86,067,830)</b>	<b>(90,177,917)</b>	<b>(94,118,558)</b>
<b>Projected Levy Increase</b>	<b>5.88%</b>	<b>4.91%</b>	<b>4.78%</b>	<b>4.37%</b>

This multi-year projection is based on historical trends, current budget projections, and expected future increases based on the volatility of items (low/med/high). Various known percentage adjustments were used where possible to compute the budget increases such as contracted wages and approved agreement inflators.

**Recommendation:**

That the 2015 Administration Operating Budget be received and referred to the General Government Committee.

The Standing Committee is scheduled to meet between January 15<sup>th</sup> and January 23<sup>rd</sup>, 2015. The City Clerk will provide notice of the official Public Meeting for the Operating Budget, tentatively scheduled to be on February 9<sup>th</sup>, 2015 (date and time to be confirmed).

The final Operating Budget is tentatively scheduled to be adopted at the regular Council meeting on March 16<sup>th</sup>, 2015.

Respectfully submitted,

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

We concur in this report and recommendation.

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

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John Severino  
Managing Director (Interim)  
Community Services

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Lea Janisse  
Managing Director  
Corporate Services

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Grant Love  
Fire Chief

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Margaret Karpenko, CPA, CMA  
Chief Financial Officer/Treasurer

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Jerry Knox  
Chief Administrative Officer

Personnel designated for continuance: Manager of Financial Services

Attach.

- A. Levy Increase
- B. Community Services Net Levy Budget
- C. Corporate Services Net Levy Budget
- D. Engineering, Environmental Services & Works Net Levy Budget
- E. Fire Services Net Levy Budget

# Appendix A

## Levy Increase

Budget Year: 2015

Actual YTD End Date: December 17, 2014

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Finance Review	Variance	Variance %
<b>Community Services</b>						
Aquatic Centre	265,399	246,480	287,951	312,396	24,445	8.49%
Arena - Memorial Gardens	852,774	1,028,915	607,225	1,036,485	429,260	70.69%
Arena - Pete Palangio	162,821	186,897	108,175	173,251	65,076	60.16%
Arena - West Ferris	317,731	277,800	292,082	349,413	57,331	19.63%
Building	65,982	178,634	59,861	58,142	(1,719)	(2.87%)
Community Services Admin	185,821	131,406	195,516	187,910	(7,606)	(3.89%)
Economic Development	632,659	567,120	649,046	766,253	117,207	18.06%
Kings Landing	542	2,322	5,376	4,462	(914)	(17.00%)
Marina	0	0	0	0	0	0%
Parking Operations	(325,276)	(467,374)	(300,616)	(272,641)	27,974	9.31%
Parks - Operations	3,216,817	3,037,081	3,318,951	3,393,562	74,611	2.25%
Planning Department	317,449	367,421	385,255	398,429	13,174	3.42%
Rec, Leisure, & Cultural Services	639,538	662,077	683,586	612,936	(70,650)	(10.34%)
Transit	2,771,762	2,576,066	2,349,006	2,848,578	499,573	21.27%
<b>Total</b>	<b>9,104,019</b>	<b>8,794,845</b>	<b>8,641,414</b>	<b>9,869,176</b>	<b>1,227,762</b>	<b>14.21%</b>
<b>Corporate Services</b>						
Council Secretariat	849,364	834,049	785,207	818,907	33,700	4.29%
Customer Service Centre	177,153	341,162	372,248	383,792	11,544	3.10%
Financial Services	1,527,675	1,345,201	1,340,748	1,575,439	234,691	17.50%
Human Resources	1,096,116	1,113,197	1,092,855	1,079,181	(13,674)	(1.25%)
Information Systems	1,093,650	1,239,340	1,286,859	1,211,207	(75,652)	(5.88%)
Legal Department – General/By-Law	338,078	302,401	325,905	270,865	(55,040)	(16.89%)
Legal Department - POA	(268,112)	(713,427)	(278,807)	(220,388)	58,419	20.95%
<b>Total</b>	<b>4,813,924</b>	<b>4,461,923</b>	<b>4,925,015</b>	<b>5,119,003</b>	<b>193,988</b>	<b>3.94%</b>
<b>Engineering, Environmental Services &amp; Works</b>						
Engineering Services	313,658	504,675	398,659	675,385	276,726	69.41%
Environmental Services	378,859	1,269	336,632	405,455	68,823	20.44%
Fleet Management	(359,827)	(437,567)	(410,053)	(154,784)	255,269	62.25%
Roads Department	7,377,810	6,973,819	7,141,049	7,675,533	534,484	7.48%
Storm Sewers	614,203	625,512	614,286	620,098	5,812	0.95%
Works Department Administration	1,058,994	756,269	1,000,803	552,542	(448,261)	(44.79%)
<b>Total</b>	<b>9,383,697</b>	<b>8,423,977</b>	<b>9,081,376</b>	<b>9,774,229</b>	<b>692,853</b>	<b>7.63%</b>
<b>Fire Department</b>						
Fire Department	11,897,415	10,110,821	12,208,067	12,590,377	382,310	3.13%
<b>Total</b>	<b>11,897,415</b>	<b>10,110,821</b>	<b>12,208,067</b>	<b>12,590,377</b>	<b>382,310</b>	<b>3.13%</b>
<b>General Government Activities</b>						
Financial Expenses	15,616,062	17,536,335	16,368,636	16,962,993	594,357	3.63%
General Revenues	(86,547,996)	(87,274,771)	(9,923,590)	(9,315,834)	607,756	6.12%
Mayor & Council	307,632	308,816	352,110	356,253	4,143	1.18%
Office of the CAO	405,080	135,519	418,920	424,666	5,746	1.37%
<b>Total</b>	<b>(70,219,222)</b>	<b>(69,294,101)</b>	<b>7,216,076</b>	<b>8,428,078</b>	<b>1,212,002</b>	<b>16.80%</b>
<b>Local Agencies, Boards &amp; Commissions</b>						
Boards & Commissions	35,005,601	34,581,969	35,414,539	36,260,857	846,318	2.39%
<b>Total</b>	<b>35,005,601</b>	<b>34,581,969</b>	<b>35,414,539</b>	<b>36,260,857</b>	<b>846,318</b>	<b>2.39%</b>
<b>Grand Total</b>	<b>(14,566)</b>	<b>(2,920,566)</b>	<b>77,486,487</b>	<b>82,041,720</b>	<b>4,555,233</b>	<b>5.88%</b>

## General Government Committee Report 2015-5

Date: March 5, 2015

To The Council  
of The Corporation  
of The City of North Bay

Your Worship and Councillors:

The General Government Committee presents **Report No. 2015-5** and recommends:

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Final recommendations as a result of the 2015 Budget Process:

1. That the 2015 Operating Budget in the amount of \$84,602,312 (save and except the District of Nipissing Social Services Administration Board levy of \$11,277,659 and the Humane Society budget of \$351,900 and the North Bay Police budget of \$17,023,838) be approved.
2. That the 2015 Tax levy of \$79,345,632 as summarized on the attached Schedule A, be approved.
3. That budget adjustments summarized on the attached Schedule B, resulting in a net reduction in the tax levy from the Preliminary Operating Budget, totaling \$2,696,087, be included in the Operating Budget.
4. That the 2014 real growth in the assessment base be applied to reduce 2015 tax rates by an estimated further 0.23%, or \$175,520.
5. That the Chief Financial Officer be authorized to process all transfers to and from reserve funds included in the 2015 Operating Budget.
6. That the levies of all Agencies, Boards and Commissions totaling \$36,268,596 as summarized on the attached Schedule C, be included in the tax levy.
7. That the Chief Financial Officer be authorized to transfer \$7,632,899 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.

# City of North Bay

## Report to Council

Report No: CORP 2015-44

Date: March 17, 2015

Originator: Margaret Karpenko

Subject: Amendment to General Government Committee Report No. 2015-05

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### **Recommendation:**

That Council authorize an amendment to General Government Committee Report No. 2015-05 as follows:

In the first paragraph "1) the Operating Budget in the amount \$84,602,312.00..." changed to read "1) the Operating Budget in the amount \$87,767,722.00..."

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### **Background:**

General Government Committee Report No. 2015-05 was approved on March 16, 2015. The first part of the resolution made reference to the 2015 Operating Budget in the amount of \$84,602.312.00 when in fact it should have read \$87,767,722.00. This amendment is an administrative correction and therefore has no impact on the budget, final levy or the related schedules included with General Government Committee Report No. 2015-05.

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### **Recommendation:**

That Council authorize an amendment to General Government Committee Report No. 2015-05 as follows:

In the first paragraph "1) the Operating Budget in the amount \$84,602,312.00..." changed to read "1) the Operating Budget in the amount \$87,767,722.00..."

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Respectfully submitted,

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Margaret Karpenko, CPA, CMA  
Chief Financial Officer

I/we concur with this report and recommendations.

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Jerry Knox  
Chief Administrative Officer

## Schedule A Levy Increase

Division	Department	2014 Budget	2015 Budget	Variance	Variance %	
Community Services	Aquatic Centre	287,951	312,396	24,445	8.49%	
	Arena - Memorial Gardens	607,225	1,036,485	429,260	70.69%	
	Arena - Pete Palangio	108,175	173,251	65,076	60.16%	
	Arena - West Ferris	292,082	335,395	43,313	14.83%	
	Building	59,861	58,142	(1,719)	-2.87%	
	Community Services Admin	195,516	187,910	(7,606)	-3.89%	
	Economic Development	649,048	906,253	257,205	39.63%	
	Kings Landing	5,376	4,462	(914)	-17.00%	
	Marina	0	0	0	0.00%	
	Parking Operations	(300,616)	(272,641)	27,975	-9.31%	
	Parks - Operations	3,318,951	3,339,657	20,706	0.62%	
	Parks - Sports Field Complex	0	0	0	0.00%	
	Planning Department	385,255	396,679	11,424	2.97%	
	Rec, Leisure, and Cultural Services	683,586	612,936	(70,650)	-10.34%	
	Transit	2,349,006	2,727,578	378,572	16.12%	
	<b>Total</b>	<b>8,641,416</b>	<b>9,818,503</b>	<b>1,177,087</b>	<b>13.62%</b>	
Corporate Services	Council Secretariat	785,207	645,814	(139,393)	-17.75%	
	Customer Service Centre	372,248	445,965	73,717	19.80%	
	Financial Services	1,340,748	1,558,300	217,552	16.23%	
	Human Resources	1,092,855	1,078,781	(14,074)	-1.29%	
	Information Systems	1,286,859	1,334,396	47,537	3.69%	
	Legal Department - By-Law Enforcement	0	0	0	0.00%	
	Legal Department - General	325,905	478,245	152,340	46.74%	
	Legal Department - POA	(278,807)	(220,388)	58,419	-20.95%	
	<b>Total</b>	<b>4,925,015</b>	<b>5,321,113</b>	<b>396,098</b>	<b>8.04%</b>	
Engineering, Environmental Services & Works	Engineering Services	398,659	675,385	276,726	69.41%	
	Environmental Services	336,632	405,088	68,456	20.34%	
	Fleet Management	(410,053)	(154,784)	255,269	-62.25%	
	Roads Department	7,141,049	7,255,533	114,484	1.60%	
	Storm Sewers	614,286	620,034	5,748	0.94%	
	Works Department Administration	1,000,803	552,542	(448,261)	-44.79%	
		<b>Total</b>	<b>9,081,376</b>	<b>9,353,798</b>	<b>272,422</b>	<b>3.00%</b>
Fire Department	Fire Department	12,208,067	12,445,544	237,477	1.95%	
		<b>Total</b>	<b>12,208,067</b>	<b>12,445,544</b>	<b>237,477</b>	<b>1.95%</b>
General Government Activities	Financial Expenses	16,368,637	15,162,993	(1,205,644)	-7.37%	
	General Revenues	(9,923,590)	(9,605,834)	317,756	-3.20%	
	Mayor and Council	352,110	356,253	4,143	1.18%	
	Office of the CAO	418,920	224,666	(194,254)	-46.37%	
		<b>Total</b>	<b>7,216,077</b>	<b>6,138,078</b>	<b>(1,077,999)</b>	<b>-14.94%</b>
Local Agencies, Boards & Commissions	Boards and Commissions	35,414,539	36,268,596	854,057	2.41%	
		<b>Total</b>	<b>35,414,539</b>	<b>36,268,596</b>	<b>854,057</b>	<b>2.41%</b>
		<b>Total</b>	<b>77,486,490</b>	<b>79,345,632</b>	<b>1,859,142</b>	<b>2.40%</b>
	Real Growth			(175,520)	-0.23%	
	<b>Total</b>	<b>77,486,490</b>		<b>1,683,622</b>	<b>2.17%</b>	

## Schedule B Levy Increase - Changes Resulting from Budget Committee Meetings

Division/Department	Description	2014 Budget	2015 Budget	Variance	Var %
<b>Opening Numbers resulting from Tabled Administration Budget CORP 2015-01</b>					
Local Agencies, Boards & Commissions	MPAC	77,486,490	82,041,722	4,555,229	5.88%
Local Agencies, Boards & Commissions	Capitol Centre			(22,683)	
Local Agencies, Boards & Commissions	DSSAB			3,711	
Local Agencies, Boards & Commissions	District Health Unit			(7,528)	
Local Agencies, Boards & Commissions	North Bay Police Force			(15,718)	
Local Agencies, Boards & Commissions	Cassellholme			58,014	
Local Agencies, Boards & Commissions	Conservation Authority			(7,740)	
Corporate Services	Reorg - In Camera			(317)	
Community Services - Arenas	Delay WF (14,018)			(4,700)	
Community Services - Economic Development	EDD			(14,018)	
Community Services - Parks	naming at fields - coke report			140,000	
Community Services - Parks	Reduce Parks Maintenance (43,905)			(10,000)	
Community Services - Planning	Decrease Misc Supplies \$2699			(43,905)	
Community Services - Planning	Decrease Consultant Fees			(500)	
Community Services - Transit	Decrease routes Version 3			(1,250)	
Community Services - Transit	Taxi via future user fees (2,500)			(66,000)	
Community Services - Transit	Transit Fare Increase to \$3 (108,516)			(5,000)	
Engineering, Environmental Services & Works - Environmental	Eliminate x-mas tree pickup - 2016			(50,000)	
Engineering, Environmental Services & Works - Roads	Reduce Salt on non-Arterial Roads (160,000)			(160,000)	
Engineering, Environmental Services & Works - Roads	Reduce Snow Bank Removal (100,000)			(20,000)	
Engineering, Environmental Services & Works - Roads	Culvert (241,000)			(241,000)	
Fire Department	Estimated Arbitration adjustments & Omers			112,791	
Fire Department	Fire services adjustment			(250,624)	
Fire Department	Increased revenues Burning Permits			(7,000)	
General Government Activities - CAO	Set Savings Target for CAO			(200,000)	
General Government Activities - General Revs	Increase contingency - remove contingency			(125,000)	
General Government Activities - General Revs	Increase allowance for write-offs			25,000	
General Government Activities - General Revs	Decrease supplemental Revenues (100,000)			100,000	
General Government Activities - General Revs	Decrease Capital - PAYGO			(1,700,000)	
Corporate Services - Risk Management	Increase Insurance premiums \$57,380			57,380	
Corporate Services - Risk Management	Increase Insurance Deductibles \$200,000			150,000	
General Government Activities - General Revs	Tax Stabilization Reserve			(390,000)	
<b>Total Budget Adjustments</b>				<b>(2,696,087)</b>	
<b>Total</b>		<b>77,486,490</b>		<b>1,859,142</b>	<b>2.40%</b>
Real Growth				(175,520)	-0.23%
<b>Total</b>				<b>1,683,622</b>	<b>2.17%</b>





# **COMMUNITY SERVICES**

## **2015 OPERATING BUDGET**

# Business Unit Summary

Budget Year: 2015

YTD End Date: December 2014

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>Community Services</b>							
AQUATIC CENTRE	265,399	292,815	287,951	312,396	24,445	8.49 %	312,396
ARENA - MEMORIAL GARDENS	852,774	1,083,836	607,225	1,036,485	429,260	70.69 %	1,036,485
ARENA - PETE PALANGIO	162,821	214,770	108,175	173,251	65,076	60.16 %	173,251
ARENA - WEST FERRIS	317,731	307,542	292,082	335,395	43,313	14.83 %	335,395
BUILDING	65,982	52,128	59,861	58,142	(1,719)	-2.87 %	58,142
CITY HALL FACILITIES	561,800	496,117	512,496	536,101	23,605	4.61 %	536,101
COMMUNITY SERVICES ADMIN	185,821	150,925	195,516	187,910	(7,606)	-3.89 %	187,910
ECONOMIC DEVELOPMENT	632,659	635,464	649,046	906,253	257,207	39.63 %	906,253
KINGS LANDING	542	1,926	5,376	4,462	(914)	-17.00 %	4,462
MARINA	0	0	0	0	0	-5,220.39 %	0
PARKING OPERATIONS	(325,276)	(336,489)	(300,616)	(272,641)	27,974	9.31 %	(272,641)
PARKS - OPERATIONS	3,216,818	3,111,446	3,318,951	3,339,656	20,705	0.62 %	3,339,656
PLANNING DEPARTMENT	317,449	396,180	385,255	396,679	11,424	2.97 %	396,679
REC, LEISURE, & CULTURAL SERVICES	639,538	709,247	683,586	612,936	(70,650)	-10.34 %	612,936
TRANSIT	2,771,762	2,866,463	2,349,006	2,727,578	378,573	16.12 %	2,727,578
<b>Total:</b>	<b>9,665,819</b>	<b>9,982,370</b>	<b>9,153,912</b>	<b>10,354,603</b>	<b>1,200,691</b>	<b>13.12 %</b>	<b>10,354,603</b>
<b>Percent Increase:</b>							<b>13.12 %</b>

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## Activity Summary Overview - 2015 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 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:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Supervisor, Facilities & Parking	0.10	0.10
<b>Totals</b>	<b>0.10</b>	<b>0.10</b>

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
AQUATIC CENTRE

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	0	3,954	8,592	7,278	(1,314)	-15.29 %	7,278
1202 VACATION	0	523	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	0	1,172	2,531	2,217	(314)	-12.42 %	2,217
PERSONNEL TOTAL	0	5,649	11,123	9,495	(1,628)	-14.64 %	9,495
<b>GOODS &amp; SERVICES</b>							
2625 BUILDING MAINT SUPPLIES	9,893	4,874	10,000	10,000	0	0.00 %	10,000
2701 HYDRO	100,241	108,858	105,092	110,539	5,447	5.18 %	110,539
2705 NATURAL GAS	71,027	104,213	82,716	102,510	19,794	23.93 %	102,510
2715 WATER	22,543	20,505	21,150	21,524	374	1.77 %	21,524
3305 BUILDING MAINTENANCE	9,809	5,815	10,000	10,000	0	0.00 %	10,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	12,457	7,269	12,000	12,000	0	0.00 %	12,000
3430 MAINTENANCE CONTRACT	32,208	33,263	33,000	33,000	0	0.00 %	33,000
3601 INSURANCE PREMIUMS	7,441	7,870	7,870	8,328	458	5.82 %	8,328
GOODS & SERVICES TOTAL	265,620	292,667	281,828	307,901	26,073	9.25 %	307,901
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	9,780	4,499	5,000	5,000	0	0.00 %	5,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	9,780	4,499	5,000	5,000	0	0.00 %	5,000
EXPENSE TOTAL	275,399	302,815	297,951	322,396	24,445	8.20 %	322,396
<b>REVENUE</b>							
0841 PROPERTY RENTALS	10,000	10,000	10,000	10,000	0	0.00 %	10,000
REVENUE TOTAL	10,000	10,000	10,000	10,000	0	0.00 %	10,000
<b>GRAND TOTAL:</b>	<b>265,399</b>	<b>292,815</b>	<b>287,951</b>	<b>312,396</b>	<b>24,445</b>	<b>8.49 %</b>	<b>312,396</b>
<b>PERCENT INCREASE:</b>							<b>8.49 %</b>

## Activity Summary Overview -2015 Budget

### Arenas

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

##### Positions:

<b>Full Time Staff</b>	<b>2014 FTE</b>	<b>2015 FTE</b>
Director Parks, Recreation & Leisure Services	0.33	0.33
Manager, Facilities ***	1.00	0.60
Manager, Sports & Events ***	0.00	0.60
Supervisor, Facilities & Parking ***	0.20	0.10
Clerk Cashier	2.00	2.00
Supervisor, Arenas	1.75	1.75
Arena Maintenance Person	12.50	12.50
<b>Total Full Time</b>	<b>17.78</b>	<b>17.88</b>
<b>Part Time Staff</b>		
Arena Maintenance Person, PT **	0.00	1.60
Clerk Cashier, PT **	0.00	0.26
Rink Attendants	4.19	4.55
Office Workers	0.88	0.88
Skate Patrol	0.14	0.14
Event Staff Coordinator	0.08	0.09
Event Staff *	0.72	0.81
Timekeeper	0.07	0.08
P.A. Technician	0.09	0.08
Zamboni Driver, PT	0.08	0.08
<b>Total Part Time</b>	<b>6.25</b>	<b>8.57</b>
<b>Total Arena Staff</b>	<b>24.03</b>	<b>26.45</b>

\* 50% funding by Battalion

\*\* Base budget adjustment required as 2014 budgets are understated.

\*\*\* Changes are due to a 2014 re-organization

#### **Arenas, General**

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

#### **Memorial Gardens**

- To provide for facility maintenance and utility expenditures.
- To provide for the cost of operating and running various events & attractions.
- To provide for the management of the day to day operational and administrative duties.
- To manage the lease agreements for organizations: Battalion OHL Hockey, Men's Lakers Hockey, Women's Lakers Hockey, and Figure Skating Club.
- Major indoor city sports and event hosting facility.

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### **Ticket Surcharge Reserve (99571R)**

Balance January 1, 2014	\$526,666
Interest Earned Estimated	10,000
Operating Transfer Estimated	<u>200,000</u>
Balance December 31, 2014	\$736,666

#### **2013/2014 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

#### **2014/2015 Season**

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

### **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

### **Pete Palangio**

- To provide for the management of the day to day operational and administrative duties of a twin pad arena operating for 12 months of the year.
- Activities range from ice rentals, meeting room bookings and event related activity rentals.

### **Ticket Surcharge Reserve (99573R)**

Balance January 1, 2014	\$95,156
Interest Earned Estimated	2,000
Operating Transfer Estimated	<u>15,000</u>
Balance December 31, 2014	\$112,156

### **West Ferris**

- To provide for the management of the day to day operational and administrative duties of an arena, auditorium, and boardroom.
- Activities include ice rentals, auditorium and boardroom bookings
- To manage the lease agreements for organizations: West Ferris Minor Hockey, West Ferris Ringette Association, Girls Hockey, Youth Soccer and the North Bay Midget Trappers.

### **Ticket Surcharge Reserve (99572R)**

Balance January 1, 2014	\$31,860
Interest Earned Estimated	600
Operating Transfer Estimated	<u>3,800</u>
Balance December 31, 2014	\$36,260

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Budget Year: 2015; YTD End Date: December 2014

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

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	799,836	849,108	983,919	1,010,215	26,295	2.67 %	1,010,215
1002 TEMPORARY SALARIES	241,095	247,241	141,551	251,365	109,814	77.58 %	251,365
1003 SHIFT PREMIUM	15,011	17,495	11,081	13,994	2,913	26.29 %	13,994
1101 OVERTIME FULLTIME	47,100	38,987	21,160	34,494	13,334	63.02 %	34,494
1102 OVERTIME - PART TIME	2,369	4,342	0	0	0	0.00 %	0
1202 VACATION	58,725	99,708	5,512	5,911	399	7.23 %	5,911
1203 COMPASSIONATE LEAVE	0	1,427	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	54,754	36,334	0	0	0	0.00 %	0
1207 SICK LEAVE	33,601	17,065	0	0	0	0.00 %	0
1301 WSIB LEAVE	(618)	0	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	5,407	9,557	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	282,902	295,424	321,294	364,103	42,808	13.32 %	364,103
1802 FRINGE BENEFITS-PARTTIME	33,534	36,008	3,087	4,415	1,329	43.05 %	4,415
<b>PERSONNEL TOTAL</b>	<b>1,573,717</b>	<b>1,652,694</b>	<b>1,487,604</b>	<b>1,684,496</b>	<b>196,892</b>	<b>13.24 %</b>	<b>1,684,496</b>
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	2,443	50	0	0	0	0.00 %	0
2505 LIQUOR/BEER PURCHASES	1,957	0	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	3,814	7,371	5,500	5,500	0	0.00 %	5,500
2615 JANITORIAL SUPPLIES	26,116	20,439	37,200	34,710	(2,490)	-6.69 %	34,710
2625 BUILDING MAINT SUPPLIES	0	2,013	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	5,353	11,260	6,800	8,600	1,800	26.47 %	8,600
2655 SAFETY SUPPLIES	97	0	0	0	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	2,534	2,685	2,030	3,325	1,295	63.79 %	3,325
2699 MISC GENERAL SUPPLIES	522	0	0	0	0	0.00 %	0
2701 HYDRO	422,468	507,481	412,041	504,691	92,650	22.49 %	504,691
2705 NATURAL GAS	101,713	150,990	125,948	134,835	8,887	7.06 %	134,835
2715 WATER	12,098	12,387	15,966	12,454	(3,512)	-22.00 %	12,454
2720 MUNICIPAL TAXES	2,520	2,798	3,221	3,221	0	0.00 %	3,221
2999 MISCELLANEOUS SUPPLIES	1,968	0	0	0	0	0.00 %	0
3001 POSTAGE	362	35	600	600	0	0.00 %	600
3010 TELEPHONE	16,802	16,831	16,700	18,050	1,350	8.08 %	18,050
3035 MILEAGE	1,051	3,057	2,300	4,900	2,600	113.04 %	4,900
3045 CONFERENCE & SEMINARS	598	0	1,600	1,600	0	0.00 %	1,600
3070 TRAINING COURSES - OUTSID	0	360	0	5,950	5,950	100.00 %	5,950
3080 ADVERTISING & PROMOTION	450	131	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	19,242	1,266	1,200	1,200	0	0.00 %	1,200
3210 OFFICE EQUIPMENT LEASE	6,204	1,784	5,500	5,500	0	0.00 %	5,500
3305 BUILDING MAINTENANCE	78,519	101,518	74,500	90,000	15,500	20.81 %	90,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	76,053	93,077	35,500	53,705	18,205	51.28 %	53,705
3315 VEHICLE MAINTENANCE	75,071	70,623	44,200	52,625	8,425	19.06 %	52,625

Budget Year: 2015; YTD End Date: December 2014

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

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3317 ICE PLANT MAINTENANCE	24,645	42,681	36,700	34,500	(2,200)	-5.99 %	34,500
3399 MISC MAINTENANCE FEES	4,311	7,155	16,100	10,000	(6,100)	-37.89 %	10,000
3401 STREET GARBAGE CONTRACT	7,556	16,762	8,250	7,982	(268)	-3.25 %	7,982
3445 SNOW REMOVAL CONTRACT	50,714	93,763	58,900	90,500	31,600	53.65 %	90,500
3460 BRINKS COURIER	1,630	1,691	1,500	1,500	0	0.00 %	1,500
3470 PROMOTER'S SHARE	1,352	0	0	0	0	0.00 %	0
3499 MISC CONTRACTS	60,339	20,718	20,000	20,000	0	0.00 %	20,000
3601 INSURANCE PREMIUMS	92,248	114,408	107,891	119,543	11,652	10.80 %	119,543
GOODS & SERVICES TOTAL	1,100,750	1,303,334	1,040,147	1,225,491	185,344	17.82 %	1,225,491
<b>FINANCIAL EXPENSES</b>							
4015 DEBENTURE PRINCIPAL	0	321,399	0	0	0	0.00 %	0
4110 CASH OVER / SHORT	63	7	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	63	321,405	0	0	0	0.00 %	0
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	29,922	68,777	52,500	55,000	2,500	4.76 %	55,000
5115 TRANSFER TO RESERVE FUND	296,203	449,960	415,000	315,000	(100,000)	-24.10 %	315,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	326,125	518,736	467,500	370,000	(97,500)	-20.86 %	370,000
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	15,599	12,954	7,500	10,000	2,500	33.33 %	10,000
7010 ADMINISTRATON & OVERHEAD	14,420	14,420	14,420	15,141	721	5.00 %	15,141
EXPENSE TOTAL	3,030,673	3,823,543	3,017,171	3,305,128	287,957	9.54 %	3,305,128
<b>REVENUE</b>							
0415 VIDEO BOARD RENTAL	0	531	0	0	0	0.00 %	0
0459 OTHER SALES	0	1,466	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	0	321,399	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	158	848	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	1,133	3,144	0	0	0	0.00 %	0
0479 REIMBURSEMENTS	1,000	27,149	0	26,000	26,000	100.00 %	26,000
0480 SUNDRY REVENUE	10,927	15,222	13,460	10,000	(3,460)	-25.71 %	10,000
0484 TICKET SURCHARGE	296,203	449,960	415,000	315,000	(100,000)	-24.10 %	315,000
0490 CORPORATE BOX	22,996	39,999	24,000	34,000	10,000	41.67 %	34,000
0532 YES PROGRAM	1,294	0	0	0	0	0.00 %	0
0848 GAME FEES	68,103	35,261	59,600	27,000	(32,600)	-54.70 %	27,000
0901 TICKET SALES	32,461	88,621	54,400	50,000	(4,400)	-8.09 %	50,000
0904 BAR SALES	8,224	0	0	0	0	0.00 %	0
0908 CONCESSION SALES	4	0	0	0	0	0.00 %	0
0919 VENDING MACHINE SALES	7,741	4,942	8,200	4,700	(3,500)	-42.68 %	4,700
0931 PUBLIC SKATING	10,285	11,650	12,500	12,700	200	1.60 %	12,700
0932 ARENA BUILDING RENTALS	42,330	37,443	119,200	34,300	(84,900)	-71.22 %	34,300
0933 ARENA ICE RENTALS	1,086,814	1,081,761	1,138,808	1,157,486	18,678	1.64 %	1,157,486
0935 ARENA BOX OFFICE STAFF	837	1,083	0	0	0	0.00 %	0





# Executive Report

Budget Year: 2015; YTD End Date: December 2014

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

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0939 ARENA MISC. REVENUES	87,756	62,470	51,100	49,670	(1,430)	-2.80 %	49,670
0974 CO-OP ADVERTISING	4,662	19,511	34,000	10,000	(24,000)	-70.59 %	10,000
0975 SIGN ADVERTISING	0	514	65,000	14,000	(51,000)	-78.46 %	14,000
7910 INTERNAL OVERHEAD REVENUE	14,420	14,420	14,420	15,141	721	5.00 %	15,141
REVENUE TOTAL	1,697,348	2,217,395	2,009,688	1,759,997	(249,691)	-12.42 %	1,759,997
<b>GRAND TOTAL:</b>	<b>1,333,325</b>	<b>1,606,148</b>	<b>1,007,483</b>	<b>1,545,131</b>	<b>537,648</b>	<b>53.37 %</b>	<b>1,545,131</b>
<b>PERCENT INCREASE:</b>							<b>53.37 %</b>

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ARENA - MEMORIAL GARDENS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	363,389	409,104	471,972	498,933	26,961	5.71 %	498,933
1002 TEMPORARY SALARIES	95,829	127,166	59,543	117,710	58,167	97.69 %	117,710
1003 SHIFT PREMIUM	6,656	8,857	4,332	6,800	2,468	56.97 %	6,800
1101 OVERTIME FULLTIME	22,979	22,439	10,200	18,100	7,900	77.45 %	18,100
1102 OVERTIME - PART TIME	1,333	3,619	0	0	0	0.00 %	0
1202 VACATION	33,361	48,716	2,232	2,631	399	17.87 %	2,631
1203 COMPASSIONATE LEAVE	0	725	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	27,547	21,191	0	0	0	0.00 %	0
1207 SICK LEAVE	13,607	10,963	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	4,058	5,934	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	129,946	143,191	149,956	175,633	25,677	17.12 %	175,633
1802 FRINGE BENEFITS-PARTTIME	21,444	25,994	1,250	1,894	644	51.55 %	1,894
PERSONNEL TOTAL	720,147	827,899	699,484	821,701	122,217	17.47 %	821,701
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	2,443	45	0	0	0	0.00 %	0
2505 LIQUOR/BEER PURCHASES	1,957	0	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	1,979	6,296	3,500	3,500	0	0.00 %	3,500
2615 JANITORIAL SUPPLIES	10,947	6,826	20,000	20,000	0	0.00 %	20,000
2625 BUILDING MAINT SUPPLIES	0	2,013	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	4,472	8,844	4,800	5,800	1,000	20.83 %	5,800
2660 SAFETY BOOT ALLOWANCE	1,880	1,818	870	1,750	880	101.15 %	1,750
2699 MISC GENERAL SUPPLIES	522	0	0	0	0	0.00 %	0
2701 HYDRO	169,961	256,499	182,091	245,832	63,741	35.01 %	245,832
2705 NATURAL GAS	45,988	91,756	67,714	78,289	10,575	15.62 %	78,289
2715 WATER	6,556	6,676	10,156	6,923	(3,233)	-31.83 %	6,923
2999 MISCELLANEOUS SUPPLIES	1,968	0	0	0	0	0.00 %	0
3001 POSTAGE	362	35	600	600	0	0.00 %	600
3010 TELEPHONE	11,848	11,630	11,200	11,500	300	2.68 %	11,500
3035 MILEAGE	1,051	3,057	2,300	4,900	2,600	113.04 %	4,900
3045 CONFERENCE & SEMINARS	598	0	1,600	1,600	0	0.00 %	1,600
3070 TRAINING COURSES - OUTSID	0	360	0	5,950	5,950	100.00 %	5,950
3080 ADVERTISING & PROMOTION	450	131	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	19,242	1,266	1,200	1,200	0	0.00 %	1,200
3210 OFFICE EQUIPMENT LEASE	2,868	773	2,500	2,500	0	0.00 %	2,500
3305 BUILDING MAINTENANCE	31,735	53,409	35,000	45,000	10,000	28.57 %	45,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	26,714	51,728	18,000	20,000	2,000	11.11 %	20,000
3315 VEHICLE MAINTENANCE	33,580	28,741	13,700	22,500	8,800	64.23 %	22,500
3317 ICE PLANT MAINTENANCE	9,569	17,419	10,000	12,000	2,000	20.00 %	12,000
3399 MISC MAINTENANCE FEES	2,260	6,226	5,800	6,500	700	12.07 %	6,500
3401 STREET GARBAGE CONTRACT	901	12,482	2,550	2,600	50	1.96 %	2,600

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ARENA - MEMORIAL GARDENS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3445 SNOW REMOVAL CONTRACT	23,231	55,133	39,400	60,000	20,600	52.28 %	60,000
3460 BRINKS COURIER	1,630	1,691	1,500	1,500	0	0.00 %	1,500
3470 PROMOTER'S SHARE	1,352	0	0	0	0	0.00 %	0
3499 MISC CONTRACTS	60,339	20,718	20,000	20,000	0	0.00 %	20,000
3601 INSURANCE PREMIUMS	41,763	59,249	52,728	61,040	8,312	15.76 %	61,040
<b>GOODS &amp; SERVICES TOTAL</b>	<b>518,167</b>	<b>704,820</b>	<b>507,209</b>	<b>641,484</b>	<b>134,275</b>	<b>26.47 %</b>	<b>641,484</b>
<b>FINANCIAL EXPENSES</b>							
4015 DEBENTURE PRINCIPAL	0	321,399	0	0	0	0.00 %	0
4110 CASH OVER / SHORT	62	0	0	0	0	0.00 %	0
<b>FINANCIAL EXPENSES TOTAL</b>	<b>62</b>	<b>321,399</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	20,822	59,800	32,500	35,000	2,500	7.69 %	35,000
5115 TRANSFER TO RESERVE FUND	274,218	429,896	400,000	300,000	(100,000)	-25.00 %	300,000
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>295,040</b>	<b>489,695</b>	<b>432,500</b>	<b>335,000</b>	<b>(97,500)</b>	<b>-22.54 %</b>	<b>335,000</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	14,829	12,898	7,500	10,000	2,500	33.33 %	10,000
7010 ADMINISTRATON & OVERHEAD	7,828	7,828	7,828	8,219	391	4.99 %	8,219
<b>EXPENSE TOTAL</b>	<b>1,556,074</b>	<b>2,364,540</b>	<b>1,654,521</b>	<b>1,816,404</b>	<b>161,883</b>	<b>9.78 %</b>	<b>1,816,404</b>
<b>REVENUE</b>							
0415 VIDEO BOARD RENTAL	0	531	0	0	0	0.00 %	0
0459 OTHER SALES	0	1,466	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	0	321,399	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	158	738	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	1,133	2,371	0	0	0	0.00 %	0
0479 REIMBURSEMENTS	1,000	27,149	0	26,000	26,000	100.00 %	26,000
0480 SUNDRY REVENUE	7,619	15,009	13,460	10,000	(3,460)	-25.71 %	10,000
0484 TICKET SURCHARGE	274,218	429,896	400,000	300,000	(100,000)	-25.00 %	300,000
0490 CORPORATE BOX	22,996	39,999	24,000	34,000	10,000	41.67 %	34,000
0848 GAME FEES	68,103	35,261	59,600	27,000	(32,600)	-54.70 %	27,000
0901 TICKET SALES	32,461	88,621	54,400	50,000	(4,400)	-8.09 %	50,000
0904 BAR SALES	8,224	0	0	0	0	0.00 %	0
0919 VENDING MACHINE SALES	3,478	152	3,500	0	(3,500)	-100.00 %	0
0931 PUBLIC SKATING	5,180	6,770	8,500	8,700	200	2.35 %	8,700
0932 ARENA BUILDING RENTALS	11,612	10,879	96,000	8,000	(88,000)	-91.67 %	8,000
0933 ARENA ICE RENTALS	203,630	238,999	262,808	270,000	7,192	2.74 %	270,000
0935 ARENA BOX OFFICE STAFF	837	1,083	0	0	0	0.00 %	0
0939 ARENA MISC. REVENUES	50,160	32,526	18,200	14,000	(4,200)	-23.08 %	14,000
0974 CO-OP ADVERTISING	4,662	19,511	34,000	10,000	(24,000)	-70.59 %	10,000
0975 SIGN ADVERTISING	0	514	65,000	14,000	(51,000)	-78.46 %	14,000



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ARENA - MEMORIAL GARDENS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
7910 INTERNAL OVERHEAD REVENUE	7,828	7,828	7,828	8,219	391	4.99 %	8,219
REVENUE TOTAL	703,300	1,280,704	1,047,296	779,919	(267,377)	-25.53 %	779,919
<b>GRAND TOTAL:</b>	<b>852,774</b>	<b>1,083,836</b>	<b>607,225</b>	<b>1,036,485</b>	<b>429,260</b>	<b>70.69 %</b>	<b>1,036,485</b>
<b>PERCENT INCREASE:</b>							<b>70.69 %</b>

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ARENA - PETE PALANGIO

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	259,573	258,424	286,289	289,393	3,105	1.08 %	289,393
1002 TEMPORARY SALARIES	89,613	73,084	52,607	78,530	25,923	49.28 %	78,530
1003 SHIFT PREMIUM	5,038	4,851	3,808	4,500	692	18.17 %	4,500
1101 OVERTIME FULLTIME	12,951	8,516	5,600	8,900	3,300	58.93 %	8,900
1102 OVERTIME - PART TIME	595	499	0	0	0	0.00 %	0
1202 VACATION	6,631	23,019	2,104	2,094	(10)	-0.47 %	2,094
1204 STATUTORY HOLIDAYS	14,981	7,701	0	0	0	0.00 %	0
1207 SICK LEAVE	2,888	2,809	0	0	0	0.00 %	0
1301 WSIB LEAVE	(618)	0	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	960	2,453	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	79,819	79,314	95,538	105,805	10,267	10.75 %	105,805
1802 FRINGE BENEFITS-PARTTIME	8,364	7,898	1,178	1,508	330	27.96 %	1,508
PERSONNEL TOTAL	480,794	468,566	447,124	490,731	43,607	9.75 %	490,731
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	0	5	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	1,574	980	1,800	2,000	200	11.11 %	2,000
2615 JANITORIAL SUPPLIES	9,888	7,963	9,200	8,600	(600)	-6.52 %	8,600
2650 CLOTHING / UNIFORM	739	847	600	1,050	450	75.00 %	1,050
2660 SAFETY BOOT ALLOWANCE	516	438	580	700	120	20.69 %	700
2701 HYDRO	177,063	176,465	162,750	185,341	22,591	13.88 %	185,341
2705 NATURAL GAS	37,877	42,178	39,677	39,894	217	0.55 %	39,894
2715 WATER	3,155	3,252	3,335	3,332	(3)	-0.09 %	3,332
2720 MUNICIPAL TAXES	2,520	2,798	3,221	3,221	0	0.00 %	3,221
3010 TELEPHONE	3,933	4,098	4,200	5,400	1,200	28.57 %	5,400
3210 OFFICE EQUIPMENT LEASE	3,336	1,010	3,000	3,000	0	0.00 %	3,000
3305 BUILDING MAINTENANCE	23,686	29,404	25,000	27,000	2,000	8.00 %	27,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	36,950	32,533	10,000	25,850	15,850	158.50 %	25,850
3315 VEHICLE MAINTENANCE	29,917	26,389	20,000	20,000	0	0.00 %	20,000
3317 ICE PLANT MAINTENANCE	11,013	19,583	18,000	15,000	(3,000)	-16.67 %	15,000
3399 MISC MAINTENANCE FEES	1,278	642	5,700	1,500	(4,200)	-73.68 %	1,500
3401 STREET GARBAGE CONTRACT	5,032	3,271	3,200	3,200	0	0.00 %	3,200
3445 SNOW REMOVAL CONTRACT	8,276	12,397	7,500	10,300	2,800	37.33 %	10,300
3601 INSURANCE PREMIUMS	24,984	27,184	27,188	28,832	1,644	6.05 %	28,832
GOODS & SERVICES TOTAL	381,737	391,438	344,951	384,220	39,269	11.38 %	384,220
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	0	7	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	0	7	0	0	0	0.00 %	0
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	0	376	10,000	10,000	0	0.00 %	10,000

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ARENA - PETE PALANGIO

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
5115 TRANSFER TO RESERVE FUND	17,412	15,460	10,500	10,500	0	0.00 %	10,500
CAPITAL/RESERVE TRANSACTIONS TOTAL	17,412	15,836	20,500	20,500	0	0.00 %	20,500
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	715	0	0	0	0	0.00 %	0
7010 ADMINISTRATON & OVERHEAD	4,532	4,532	4,532	4,759	227	5.01 %	4,759
EXPENSE TOTAL	885,190	880,379	817,107	900,210	83,103	10.17 %	900,210
REVENUE							
0472 REIMB - CUPE BENEFITS	0	110	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	0	773	0	0	0	0.00 %	0
0484 TICKET SURCHARGE	17,412	15,460	10,500	10,500	0	0.00 %	10,500
0908 CONCESSION SALES	4	0	0	0	0	0.00 %	0
0919 VENDING MACHINE SALES	854	1,372	1,400	1,400	0	0.00 %	1,400
0931 PUBLIC SKATING	3,179	1,814	2,500	2,500	0	0.00 %	2,500
0932 ARENA BUILDING RENTALS	7,175	6,200	6,000	6,300	300	5.00 %	6,300
0933 ARENA ICE RENTALS	656,285	609,123	656,000	675,000	19,000	2.90 %	675,000
0939 ARENA MISC. REVENUES	32,928	26,223	28,000	26,500	(1,500)	-5.36 %	26,500
7910 INTERNAL OVERHEAD REVENUE	4,532	4,532	4,532	4,759	227	5.01 %	4,759
REVENUE TOTAL	722,369	665,609	708,932	726,959	18,027	2.54 %	726,959
<b>GRAND TOTAL:</b>	<b>162,821</b>	<b>214,770</b>	<b>108,175</b>	<b>173,251</b>	<b>65,076</b>	<b>60.16 %</b>	<b>173,251</b>
<b>PERCENT INCREASE:</b>							<b>60.16 %</b>

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ARENA - WEST FERRIS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	176,874	181,580	225,659	221,888	(3,771)	-1.67 %	221,888
1002 TEMPORARY SALARIES	55,653	46,991	29,401	55,124	25,724	87.49 %	55,124
1003 SHIFT PREMIUM	3,317	3,787	2,941	2,694	(247)	-8.40 %	2,694
1101 OVERTIME FULLTIME	11,171	8,032	5,360	7,494	2,134	39.81 %	7,494
1102 OVERTIME - PART TIME	441	224	0	0	0	0.00 %	0
1202 VACATION	18,734	27,973	1,176	1,186	10	0.81 %	1,186
1203 COMPASSIONATE LEAVE	0	702	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	12,226	7,441	0	0	0	0.00 %	0
1207 SICK LEAVE	17,106	3,292	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	389	1,171	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	73,137	72,920	75,800	82,665	6,865	9.06 %	82,665
1802 FRINGE BENEFITS-PARTTIME	3,726	2,116	659	1,013	355	53.89 %	1,013
PERSONNEL TOTAL	372,776	356,228	340,995	372,064	31,069	9.11 %	372,064
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	261	94	200	0	(200)	-100.00 %	0
2615 JANITORIAL SUPPLIES	5,281	5,650	8,000	6,110	(1,890)	-23.63 %	6,110
2650 CLOTHING / UNIFORM	142	1,569	1,400	1,750	350	25.00 %	1,750
2655 SAFETY SUPPLIES	97	0	0	0	0	0.00 %	0
2660 SAFETY BOOT ALLOWANCE	137	429	580	875	295	50.86 %	875
2701 HYDRO	75,445	74,517	67,200	73,518	6,318	9.40 %	73,518
2705 NATURAL GAS	17,848	17,057	18,557	16,652	(1,905)	-10.27 %	16,652
2715 WATER	2,386	2,459	2,475	2,199	(276)	-11.15 %	2,199
3010 TELEPHONE	1,021	1,103	1,300	1,150	(150)	-11.54 %	1,150
3305 BUILDING MAINTENANCE	23,098	18,706	14,500	18,000	3,500	24.14 %	18,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	12,390	8,816	7,500	7,855	355	4.73 %	7,855
3315 VEHICLE MAINTENANCE	11,574	15,493	10,500	10,125	(375)	-3.57 %	10,125
3317 ICE PLANT MAINTENANCE	4,062	5,680	8,700	7,500	(1,200)	-13.79 %	7,500
3399 MISC MAINTENANCE FEES	774	286	4,600	2,000	(2,600)	-56.52 %	2,000
3401 STREET GARBAGE CONTRACT	1,623	1,009	2,500	2,182	(318)	-12.72 %	2,182
3445 SNOW REMOVAL CONTRACT	19,207	26,234	12,000	20,200	8,200	68.33 %	20,200
3601 INSURANCE PREMIUMS	25,502	27,975	27,975	29,671	1,696	6.06 %	29,671
GOODS & SERVICES TOTAL	200,846	207,076	187,987	199,787	11,800	6.28 %	199,787
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	9,100	8,601	10,000	10,000	0	0.00 %	10,000
5115 TRANSFER TO RESERVE FUND	4,573	4,604	4,500	4,500	0	0.00 %	4,500
CAPITAL/RESERVE TRANSACTIONS TOTAL	13,673	13,205	14,500	14,500	0	0.00 %	14,500
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	55	55	0	0	0	0.00 %	0

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ARENA - WEST FERRIS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
7010 ADMINISTRATON & OVERHEAD	2,060	2,060	2,060	2,163	103	5.00 %	2,163
EXPENSE TOTAL	589,410	578,624	545,542	588,514	42,972	7.88 %	588,514
REVENUE							
0480 SUNDRY REVENUE	3,308	213	0	0	0	0.00 %	0
0484 TICKET SURCHARGE	4,573	4,604	4,500	4,500	0	0.00 %	4,500
0532 YES PROGRAM	1,294	0	0	0	0	0.00 %	0
0919 VENDING MACHINE SALES	3,410	3,417	3,300	3,300	0	0.00 %	3,300
0931 PUBLIC SKATING	1,925	3,066	1,500	1,500	0	0.00 %	1,500
0932 ARENA BUILDING RENTALS	23,542	20,363	17,200	20,000	2,800	16.28 %	20,000
0933 ARENA ICE RENTALS	226,899	233,639	220,000	212,486	(7,514)	-3.42 %	212,486
0939 ARENA MISC. REVENUES	4,668	3,720	4,900	9,170	4,270	87.14 %	9,170
7910 INTERNAL OVERHEAD REVENUE	2,060	2,060	2,060	2,163	103	5.00 %	2,163
REVENUE TOTAL	271,679	271,082	253,460	253,119	(341)	-0.13 %	253,119
<b>GRAND TOTAL:</b>	<b>317,731</b>	<b>307,542</b>	<b>292,082</b>	<b>335,395</b>	<b>43,313</b>	<b>14.83 %</b>	<b>335,395</b>
<b>PERCENT INCREASE:</b>							<b>14.83 %</b>



	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	247,440	216,148	211,588	216,380	4,792	2.26 %	216,380
1002 TEMPORARY SALARIES	21,887	1,596	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	7,159	5,173	5,614	5,614	0	0.00 %	5,614
1101 OVERTIME FULLTIME	3,639	3,746	3,500	3,500	0	0.00 %	3,500
1202 VACATION	2,926	(3,716)	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	14,395	1,527	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	60	0	100	100	0	0.00 %	100
1801 FRINGE BENEFITS-FULLTIME	88,659	77,604	69,292	69,560	268	0.39 %	69,560
1802 FRINGE BENEFITS-PARTTIME	4,937	548	0	0	0	0.00 %	0
<b>PERSONNEL TOTAL</b>	<b>391,102</b>	<b>302,626</b>	<b>290,094</b>	<b>295,154</b>	<b>5,060</b>	<b>1.74 %</b>	<b>295,154</b>
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	609	290	400	400	0	0.00 %	400
2615 JANITORIAL SUPPLIES	13,001	10,721	13,400	13,400	0	0.00 %	13,400
2650 CLOTHING / UNIFORM	1,619	1,579	1,275	1,305	30	2.35 %	1,305
2660 SAFETY BOOT ALLOWANCE	475	535	660	700	40	6.06 %	700
2701 HYDRO	176,059	171,061	166,425	182,620	16,195	9.73 %	182,620
2705 NATURAL GAS	24,971	25,547	34,020	26,285	(7,735)	-22.74 %	26,285
2715 WATER	8,559	7,939	8,284	8,243	(41)	-0.49 %	8,243
3010 TELEPHONE	1,897	1,707	1,200	2,000	800	66.67 %	2,000
3035 MILEAGE	676	833	900	900	0	0.00 %	900
3045 CONFERENCE & SEMINARS	2,160	102	0	0	0	0.00 %	0
3071 TRAINING	500	0	1,000	1,000	0	0.00 %	1,000
3305 BUILDING MAINTENANCE	15,378	14,085	30,000	30,000	0	0.00 %	30,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	29,731	49,665	52,500	55,000	2,500	4.76 %	55,000
3480 CLEANING CONTRACT	28,249	28,355	37,042	38,000	958	2.59 %	38,000
3601 INSURANCE PREMIUMS	106,516	115,986	115,986	123,667	7,681	6.62 %	123,667
<b>GOODS &amp; SERVICES TOTAL</b>	<b>410,400</b>	<b>428,405</b>	<b>463,092</b>	<b>483,520</b>	<b>20,428</b>	<b>4.41 %</b>	<b>483,520</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5005 BUILDINGS	20,557	21,382	25,000	25,000	0	0.00 %	25,000
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>20,557</b>	<b>21,382</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.00 %</b>	<b>25,000</b>
<b>EXPENSE TOTAL</b>	<b>822,059</b>	<b>752,413</b>	<b>778,186</b>	<b>803,674</b>	<b>25,488</b>	<b>3.28 %</b>	<b>803,674</b>
<b>REVENUE</b>							
0472 REIMB - CUPE BENEFITS	0	124	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	0	667	0	0	0	0.00 %	0
0969 RECOVERY OF UTILITY COSTS	70,116	70,116	73,500	73,500	0	0.00 %	73,500
0970 REC OF MAINTENANCE COSTS	13,404	13,078	15,000	12,000	(3,000)	-20.00 %	12,000



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
CITY HALL FACILITIES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
7910 INTERNAL OVERHEAD REVENUE	176,739	172,311	177,190	182,073	4,883	2.76 %	182,073
REVENUE TOTAL	260,259	256,296	265,690	267,573	1,883	0.71 %	267,573
<b>GRAND TOTAL:</b>	<b>561,800</b>	<b>496,117</b>	<b>512,496</b>	<b>536,101</b>	<b>23,605</b>	<b>4.61 %</b>	<b>536,101</b>
<b>PERCENT INCREASE:</b>							<b>4.61 %</b>

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## **Activity Summary Overview – 2015 Budget**

### **King's Landing**

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

2012 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.

Subsequent engineering and environmental studies are to be completed in 2015 before Council will choose to repair or relocate the City wharf.

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
KINGS LANDING

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	170	1,819	6,300	5,000	(1,300)	-20.63 %	5,000
2701 HYDRO	5,573	5,489	4,653	6,283	1,630	35.03 %	6,283
2715 WATER	432	358	508	364	(144)	-28.35 %	364
2720 MUNICIPAL TAXES	2,915	2,821	2,915	2,915	0	0.00 %	2,915
<b>GOODS &amp; SERVICES TOTAL</b>	<b>9,090</b>	<b>10,488</b>	<b>14,376</b>	<b>14,562</b>	<b>186</b>	<b>1.29 %</b>	<b>14,562</b>
<b>EXPENSE TOTAL</b>	<b>9,090</b>	<b>10,488</b>	<b>14,376</b>	<b>14,562</b>	<b>186</b>	<b>1.29 %</b>	<b>14,562</b>
<b>REVENUE</b>							
0840 BOAT HOUSE RENTALS	2,048	2,062	2,500	2,000	(500)	-20.00 %	2,000
0841 PROPERTY RENTALS	6,500	6,500	6,500	8,100	1,600	24.62 %	8,100
<b>REVENUE TOTAL</b>	<b>8,548</b>	<b>8,562</b>	<b>9,000</b>	<b>10,100</b>	<b>1,100</b>	<b>12.22 %</b>	<b>10,100</b>
<b>GRAND TOTAL:</b>	<b>542</b>	<b>1,926</b>	<b>5,376</b>	<b>4,462</b>	<b>(914)</b>	<b>-17.00 %</b>	<b>4,462</b>
<b>PERCENT INCREASE:</b>							<b>-17.00 %</b>

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## Activity Summary Overview – 2015 Budget

### Marina

To provide personnel, goods and services to operate the North Bay Waterfront 260 boat slip Marina from April 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:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Supervisor, Arenas	0.25	0.25
Assistant Marina Coordinator	0.38	0.42
Marina Attendants	1.90	1.85
<b>Totals</b>	<b>2.53</b>	<b>2.52</b>

**Note ...** Operating budget includes an expense of \$25,000 paid to the Corp. of Commissioners for Marina security services.

#### **Marina Reserves - 99502R**

Balance January 1, 2014	\$283,137
Interest Earned (Estimated)	\$4,400
Operating Transfer (Estimated)	<u>(\$10,800)</u>
Balance December 31, 2014 (Estimated)	\$276,737

Waterfront Tourism Commercial Attraction Feasibility Study regarding potential privatization of the Marina operations has been completed. Future direction of Marina is being considered.

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	15,764	17,334	17,357	18,685	1,329	7.66 %	18,685
1002 TEMPORARY SALARIES	51,975	50,071	51,792	54,206	2,414	4.66 %	54,206
1101 OVERTIME FULLTIME	532	518	0	0	0	0.00 %	0
1102 OVERTIME - PART TIME	710	542	0	0	0	0.00 %	0
1202 VACATION	2,032	2,863	2,072	2,168	97	4.66 %	2,168
1204 STATUTORY HOLIDAYS	2,963	2,156	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	4,360	4,638	10,184	10,321	137	1.35 %	10,321
1802 FRINGE BENEFITS-PARTTIME	5,718	5,314	1,160	1,561	401	34.56 %	1,561
PERSONNEL TOTAL	84,051	83,437	82,565	86,942	4,377	5.30 %	86,942
<b>GOODS &amp; SERVICES</b>							
2401 GAS	60,219	65,060	82,000	59,600	(22,400)	-27.32 %	59,600
2501 CONCESSION SUPPLIES	3,755	2,407	5,000	4,000	(1,000)	-20.00 %	4,000
2601 OFFICE SUPPLIES	1,123	1,715	3,000	2,500	(500)	-16.67 %	2,500
2625 BUILDING MAINT SUPPLIES	9,259	5,048	8,000	7,000	(1,000)	-12.50 %	7,000
2650 CLOTHING / UNIFORM	468	648	400	650	250	62.50 %	650
2701 HYDRO	2,309	2,274	2,264	2,326	62	2.74 %	2,326
2705 NATURAL GAS	267	464	454	514	60	13.24 %	514
2715 WATER	2,817	4,516	4,518	4,062	(456)	-10.09 %	4,062
3001 POSTAGE	77	65	0	80	80	100.00 %	80
3010 TELEPHONE	1,462	1,210	1,600	1,600	0	0.00 %	1,600
3035 MILEAGE	0	0	0	440	440	100.00 %	440
3065 MEMBERSHIPS	0	0	600	660	60	10.00 %	660
3080 ADVERTISING & PROMOTION	0	399	1,000	500	(500)	-50.00 %	500
3215 PROPERTY & BUILDING LEASE	25,485	23,341	26,000	26,000	0	0.00 %	26,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,318	0	0	0	0	0.00 %	0
3455 SECURITY SERVICES	20,224	20,447	27,000	21,650	(5,350)	-19.81 %	21,650
3491 WEED HARVESTING	8,525	8,525	10,000	8,600	(1,400)	-14.00 %	8,600
3601 INSURANCE PREMIUMS	4,064	4,485	4,485	4,760	275	6.13 %	4,760
GOODS & SERVICES TOTAL	142,372	140,604	176,321	144,942	(31,379)	-17.80 %	144,942
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	849	11	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	849	11	0	0	0	0.00 %	0
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	5,563	7,144	20,000	15,000	(5,000)	-25.00 %	15,000
5115 TRANSFER TO RESERVE FUND	0	0	4,565	0	(4,565)	-100.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	5,563	7,144	24,565	15,000	(9,565)	-38.94 %	15,000
EXPENSE TOTAL	232,835	231,196	283,450	246,884	(36,566)	-12.90 %	246,884
<b>REVENUE</b>							
0470 TSF FROM RESERVE FUND	8,309	8,923	0	3,754	3,754	100.00 %	3,754

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
MARINA

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0532 YES PROGRAM	6,359	4,738	0	0	0	0.00 %	0
0823 LAUNCH RAMP FEES	10,023	8,943	15,700	12,000	(3,700)	-23.57 %	12,000
0841 PROPERTY RENTALS	403	2,676	9,500	1,830	(7,670)	-80.74 %	1,830
0844 SLIP RENTALS	117,401	105,742	135,000	125,000	(10,000)	-7.41 %	125,000
0906 CONFECTIONERY SALES	1,931	1,576	2,400	0	(2,400)	-100.00 %	0
0908 CONCESSION SALES	5,616	3,906	5,700	7,200	1,500	26.32 %	7,200
0909 FUEL SALES	67,346	71,948	95,000	74,500	(20,500)	-21.58 %	74,500
0910 MARINA PRODUCT SALES	76	12	150	100	(50)	-33.33 %	100
0911 MARINA SERVICES	15,262	22,692	20,000	22,500	2,500	12.50 %	22,500
0922 REPLACEMENT KEY CHARGE	110	40	0	0	0	0.00 %	0
REVENUE TOTAL	232,835	231,196	283,450	246,884	(36,566)	-12.90 %	246,884
<b>GRAND TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-5,220.39 %</b>	<b>0</b>
<b>PERCENT INCREASE:</b>							<b>-5,220.39 %</b>

## Activity Summary Overview – 2015 Budget

### Parking

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

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

Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Manager, Facilities*	0	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
<b>Totals</b>	<b>3.52</b>	<b>3.62</b>

\*10% of Facility Manager's wages applied to Parking as per PRLS restructuring

\*\*Partially funded through YES Employment



	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	148,410	145,073	166,240	173,550	7,310	4.40 %	173,550
1002 TEMPORARY SALARIES	12,775	13,553	13,915	14,186	271	1.95 %	14,186
1003 SHIFT PREMIUM	221	178	200	200	0	0.00 %	200
1101 OVERTIME FULLTIME	3,437	1,849	3,170	3,170	0	0.00 %	3,170
1202 VACATION	3,026	6,417	557	567	11	1.95 %	567
1204 STATUTORY HOLIDAYS	7,699	2,101	0	0	0	0.00 %	0
1207 SICK LEAVE	639	3,802	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	0	1,086	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	52,080	50,757	52,853	54,579	1,726	3.27 %	54,579
1802 FRINGE BENEFITS-PARTTIME	1,501	1,661	1,722	1,759	37	2.14 %	1,759
PERSONNEL TOTAL	229,789	226,479	238,656	248,010	9,354	3.92 %	248,010
<b>GOODS &amp; SERVICES</b>							
2036 SIGNS	2,040	1,452	1,550	1,550	0	0.00 %	1,550
2435 TOOLS	1,125	902	1,030	1,030	0	0.00 %	1,030
2601 OFFICE SUPPLIES	7,373	5,097	7,900	8,100	200	2.53 %	8,100
2650 CLOTHING / UNIFORM	1,102	957	1,275	1,305	30	2.35 %	1,305
2660 SAFETY BOOT ALLOWANCE	534	372	660	875	215	32.58 %	875
2701 HYDRO	25,828	22,738	24,765	24,365	(400)	-1.62 %	24,365
2720 MUNICIPAL TAXES	91,516	91,478	118,500	118,500	0	0.00 %	118,500
2999 MISCELLANEOUS SUPPLIES	0	8	0	0	0	0.00 %	0
3001 POSTAGE	601	692	720	720	0	0.00 %	720
3010 TELEPHONE	1,530	1,796	1,680	1,668	(12)	-0.71 %	1,668
3035 MILEAGE	520	175	500	500	0	0.00 %	500
3045 CONFERENCE & SEMINARS	1,536	0	1,500	2,500	1,000	66.67 %	2,500
3065 MEMBERSHIPS	483	690	525	700	175	33.33 %	700
3070 TRAINING COURSES - OUTSID	1,048	1,984	1,000	1,000	0	0.00 %	1,000
3080 ADVERTISING & PROMOTION	9,651	9,002	10,000	12,000	2,000	20.00 %	12,000
3299 MISC LEASES & RENTS	53,513	70,421	59,073	59,073	0	0.00 %	59,073
3307 EQUIPMENT MAINTENANCE/CONTRACTS	44,660	46,303	46,465	49,477	3,012	6.48 %	49,477
3315 VEHICLE MAINTENANCE	7,188	6,159	9,000	9,000	0	0.00 %	9,000
3320 PARKING EQUIPMENT MAINTENANCE	9,446	10,673	10,150	10,000	(150)	-1.48 %	10,000
3330 GROUNDS MAINTENANCE	31,905	26,928	34,510	35,000	490	1.42 %	35,000
3445 SNOW REMOVAL CONTRACT	48,618	48,206	41,122	46,473	5,351	13.01 %	46,473
3450 COMMISSIONAIRES	41,043	42,448	44,077	36,077	(8,000)	-18.15 %	36,077
3601 INSURANCE PREMIUMS	71	68	68	72	4	5.88 %	72
GOODS & SERVICES TOTAL	381,331	388,551	416,070	419,985	3,915	0.94 %	419,985
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	20	24	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	20	24	0	0	0	0.00 %	0

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
PARKING OPERATIONS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	749	724	1,030	1,030	0	0.00 %	1,030
CAPITAL/RESERVE TRANSACTIONS TOTAL	749	724	1,030	1,030	0	0.00 %	1,030
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	111	0	1,000	1,000	0	0.00 %	1,000
EXPENSE TOTAL	612,000	615,777	656,756	670,025	13,269	2.02 %	670,025
REVENUE							
0479 REIMBURSEMENTS	1,075	0	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	1,960	0	0	0	0	0.00 %	0
0532 YES PROGRAM	0	2,456	0	0	0	0.00 %	0
0815 PARKING METER REVENUE	466,863	441,438	452,240	413,633	(38,607)	-8.54 %	413,633
0841 PROPERTY RENTALS	467,377	508,372	505,132	529,034	23,902	4.73 %	529,034
REVENUE TOTAL	937,276	952,267	957,372	942,667	(14,705)	-1.54 %	942,667
<b>GRAND TOTAL:</b>	<b>(325,276)</b>	<b>(336,489)</b>	<b>(300,616)</b>	<b>(272,641)</b>	<b>27,974</b>	<b>9.31 %</b>	<b>(272,641)</b>
<b>PERCENT INCREASE:</b>							<b>9.31 %</b>

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## Activity Summary Overview -2015 Budget

### Parks Operation and Sports Field Complex

#### **Parks Administration**

To provide for the administration, development, supervision and maintenance of 900 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 Paceway, 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 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 40,000
- 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, sweepers, leaf blowers, chain saws
- fabrication of various Parks furnishing & equipment including gates, bollards and benches

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## **Heritage North Bay**

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

In 2011, an agreement was finalized with Heritage North Bay to provide funding for the maintenance of Community Waterfront Park. In 2012, the Parks Department was successful in securing a 3 year maintenance contract to maintain the park.

## **Special Events**

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

The Summer in the Park event has had changes to programming on the Main Stage which require additional Parks resources.

## **Summer Capital Projects**

This cost centre's budget 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**

To maintain the Tourist Information Centre building and grounds and the Dionne Home in cooperation with the North Bay and District Chamber of Commerce.

## **Waterfront Maintenance**

To maintain the following waterfront areas:

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

## **Steve Omischl Sports Field Complex**

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

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

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

<b>Parks Operations</b>	<b>2014 FTE</b>	<b>2015 FTE</b>
<b>Administrative Staff</b>		
Director Parks & Operations	0.34	0.34
Manager Parks	1.00	1.00
Manager Facilities	0.00	0.30
Supervisor Parks 50% recovered Capital Budget	1.00	1.00
Supervisor Parks Summer	0.58	0.58
Supervisor Facilities and Parking	0.30	0.40
Clerical	1.00	1.13
<b>Parks Full Time Staff</b>		
Central City Coordinator	0.50	0.50
Carpenter Class 1	1.00	1.00
Carpenter Class 2	1.00	1.00
Chargehand Class 1	1.00	1.00
Chargehand Class 2	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	8.00	8.00
Truck Driver under 18000 GVW	1.00	1.00
<b>Parks Summer Staff</b>		
Utility Tractor Operator Parks/Roads 6&6	2.00	2.00
Backhoe Operator Parks/Roads 6&6	0.50	0.50
Arena Maintenance II	0.50	0.50
Chargehand Class 2	0.50	0.54
Carpenter Class 1	0.50	0.54
Utility Tractor Operator	1.08	0.54
Chargehand II 50% recovered Capital Budget	0.58	0.58
Utility Tractor Operators 50% Capital Budget	2.90	2.90
Summer Students	7.13	5.89
Outdoor Rink Attendants	1.40	1.00
<b>Total Parks Operations Staff</b>	<b>40.23</b>	<b>38.66</b>
<b>Sports Complex</b>		
Turf Operator	0.58	0.58
Utility Tractor Operator	1.08	1.08
Summer Students	0.93	0.93
<b>Total Sports Complex Staff</b>	<b>2.59</b>	<b>2.59</b>
<b>Grand Total</b>	<b>42.82</b>	<b>41.25</b>

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
PARKS - OPERATIONS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	1,275,255	1,284,167	1,593,339	1,653,443	60,104	3.77 %	1,653,443
1002 TEMPORARY SALARIES	228,602	206,694	219,316	149,241	(70,075)	-31.95 %	149,241
1003 SHIFT PREMIUM	3,936	3,782	0	3,700	3,700	100.00 %	3,700
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	223,193	255,700	32,507	14.56 %	255,700
1101 OVERTIME FULLTIME	27,913	47,609	24,663	26,367	1,704	6.91 %	26,367
1102 OVERTIME - PART TIME	173	565	0	0	0	0.00 %	0
1202 VACATION	113,400	123,132	8,461	7,139	(1,323)	-15.63 %	7,139
1203 COMPASSIONATE LEAVE	3,106	423	1,079	0	(1,079)	-100.00 %	0
1204 STATUTORY HOLIDAYS	69,292	54,867	0	0	0	0.00 %	0
1207 SICK LEAVE	38,733	47,343	0	0	0	0.00 %	0
1301 WSIB LEAVE	(122)	(124)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	7,591	18,060	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	477,675	457,055	579,384	564,454	(14,931)	-2.58 %	564,454
1802 FRINGE BENEFITS-PARTTIME	29,240	24,394	26,208	19,361	(6,847)	-26.13 %	19,361
PERSONNEL TOTAL	2,274,795	2,267,966	2,675,644	2,679,404	3,760	0.14 %	2,679,404
<b>GOODS &amp; SERVICES</b>							
2001 SAND	0	1,384	0	0	0	0.00 %	0
2002 SALT	4,551	1,128	5,000	5,000	0	0.00 %	5,000
2006 ASPHALT - COLD MIX	0	326	0	0	0	0.00 %	0
2030 GRAVEL	0	733	0	0	0	0.00 %	0
2036 SIGNS	7,328	8,794	8,600	8,600	0	0.00 %	8,600
2044 PAINT	0	5,004	0	0	0	0.00 %	0
2099 MISC. MATERIALS	188,864	185,078	188,400	175,690	(12,710)	-6.75 %	175,690
2401 GAS	0	10,964	0	10,000	10,000	100.00 %	10,000
2601 OFFICE SUPPLIES	3,059	4,694	3,500	3,500	0	0.00 %	3,500
2630 SUBSCRIPTIONS/PERIODICALS	50	0	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	9,904	10,195	10,840	10,980	140	1.29 %	10,980
2655 SAFETY SUPPLIES	9,260	9,783	10,900	10,900	0	0.00 %	10,900
2660 SAFETY BOOT ALLOWANCE	3,131	4,990	6,890	5,050	(1,840)	-26.71 %	5,050
2699 MISC GENERAL SUPPLIES	5,502	(8)	0	0	0	0.00 %	0
2701 HYDRO	136,224	136,358	127,728	137,733	10,005	7.83 %	137,733
2705 NATURAL GAS	27,514	27,258	28,204	27,092	(1,112)	-3.94 %	27,092
2710 HEATING OIL	4,313	7,573	5,733	6,020	287	5.01 %	6,020
2715 WATER	23,119	19,294	29,049	21,971	(7,078)	-24.37 %	21,971
2720 MUNICIPAL TAXES	11,380	12,824	13,250	13,250	0	0.00 %	13,250
3001 POSTAGE	59	60	0	0	0	0.00 %	0
3010 TELEPHONE	12,903	12,978	14,200	13,700	(500)	-3.52 %	13,700
3020 COMPUTER COMMUNICATIONS	1,478	1,628	1,400	1,400	0	0.00 %	1,400
3035 MILEAGE	4,789	3,471	7,000	4,600	(2,400)	-34.29 %	4,600
3045 CONFERENCE & SEMINARS	0	25	0	0	0	0.00 %	0

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3056 PERMITS	280	0	0	0	0	0.00 %	0
3065 MEMBERSHIPS	656	1,038	600	600	0	0.00 %	600
3070 TRAINING COURSES - OUTSID	19,133	12,946	10,400	14,900	4,500	43.27 %	14,900
3203 WASTE BIN RENTALS	359	530	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	0	2,779	0	0	0	0.00 %	0
3210 OFFICE EQUIPMENT LEASE	2,919	730	3,100	3,100	0	0.00 %	3,100
3215 PROPERTY & BUILDING LEASE	11,808	11,808	12,360	12,730	370	2.99 %	12,730
3301 RADIO MAINTENANCE	1,745	0	1,800	1,800	0	0.00 %	1,800
3305 BUILDING MAINTENANCE	519	7,841	2,100	2,100	0	0.00 %	2,100
3318 ELECTRICAL MAINTENANCE	9,649	8,703	13,000	13,000	0	0.00 %	13,000
3319 PLUMBING MAINTENANCE	9,927	22,031	8,000	10,000	2,000	25.00 %	10,000
3330 GROUNDS MAINTENANCE	100,000	88,751	100,000	100,000	0	0.00 %	100,000
3375 ARTIFICIAL TURF MAINT	0	0	0	0	0	0.00 %	0
3401 STREET GARBAGE CONTRACT	10,021	8,752	11,000	11,000	0	0.00 %	11,000
3425 CONSTRUCTION CONTRACT	2,611	130	2,500	2,500	0	0.00 %	2,500
3426 PATCHING	0	2,237	0	0	0	0.00 %	0
3435 TREE SERVICE CONTRACT	1,984	3,381	6,100	6,100	0	0.00 %	6,100
3441 IRRIGATION SYSTEM CONTRAC	13,389	11,424	10,900	10,900	0	0.00 %	10,900
3442 SEPTIC CONTRACT	14,280	12,242	20,000	18,000	(2,000)	-10.00 %	18,000
3480 CLEANING CONTRACT	8,844	122	7,800	7,800	0	0.00 %	7,800
3499 MISC CONTRACTS	21,310	14,024	6,000	7,000	1,000	16.67 %	7,000
3601 INSURANCE PREMIUMS	73,810	80,871	80,871	85,775	4,904	6.06 %	85,775
3999 MISC SERVICES & RENTS	65,696	66,680	66,680	66,680	0	0.00 %	66,680
<b>GOODS &amp; SERVICES TOTAL</b>	<b>822,369</b>	<b>821,555</b>	<b>823,905</b>	<b>829,471</b>	<b>5,566</b>	<b>0.68 %</b>	<b>829,471</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	38,048	32,416	33,900	33,900	0	0.00 %	33,900
5115 TRANSFER TO RESERVE FUND	42,556	55,828	69,000	59,400	(9,600)	-13.91 %	59,400
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>80,604</b>	<b>88,244</b>	<b>102,900</b>	<b>93,300</b>	<b>(9,600)</b>	<b>-9.33 %</b>	<b>93,300</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	394,603	331,925	383,211	383,211	0	0.00 %	383,211
<b>EXPENSE TOTAL</b>	<b>3,572,371</b>	<b>3,509,690</b>	<b>3,985,660</b>	<b>3,985,386</b>	<b>(274)</b>	<b>-0.01 %</b>	<b>3,985,386</b>
<b>REVENUE</b>							
0414 PARKS PERMITS	6,855	2,107	7,000	7,200	200	2.86 %	7,200
0456 SALE OF SCRAP METALS	4,566	5,154	0	0	0	0.00 %	0
0460 TRANSFER FRM CAPITAL FUND	0	0	280,517	287,658	7,141	2.55 %	287,658
0472 REIMB - CUPE BENEFITS	0	104	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	0	649	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	61,052	81,807	58,000	58,000	0	0.00 %	58,000
0484 TICKET SURCHARGE	42,556	55,828	69,000	59,400	(9,600)	-13.91 %	59,400
0509 MIN OF NORTH DEVEL & MINE	4,480	5,400	0	0	0	0.00 %	0
0532 YES PROGRAM	10,815	27,584	0	0	0	0.00 %	0



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
PARKS - OPERATIONS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0842 FACILITY RENTALS	193,693	190,921	213,500	194,000	(19,500)	-9.13 %	194,000
0847 OFFICE SPACE LEASE/RENT	2,475	0	0	0	0	0.00 %	0
0849 OTHER PROPERTY RENTALS	1,869	1,500	1,500	1,500	0	0.00 %	1,500
0975 SIGN ADVERTISING	0	0	10,000	10,000	0	0.00 %	10,000
7910 INTERNAL OVERHEAD REVENUE	27,191	27,192	27,192	27,972	780	2.87 %	27,972
REVENUE TOTAL	355,553	398,244	666,709	645,730	(20,979)	-3.15 %	645,730
<b>GRAND TOTAL:</b>	<b>3,216,818</b>	<b>3,111,446</b>	<b>3,318,951</b>	<b>3,339,656</b>	<b>20,705</b>	<b>0.62 %</b>	<b>3,339,656</b>
<b>PERCENT INCREASE:</b>							<b>0.62 %</b>



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## Activity Summary Overview – 2015 Budget

### Recreation & Leisure Services

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

#### Positions:

<b>Administration Positions</b>	<b>2014 FTE</b>	<b>2015 FTE</b>
Director of Parks/Recreation & Leisure	0.33	0.33
Manager Recreation & Leisure	0.00*	0.00
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	1.69	1.43
<b>Totals</b>	<b>4.42</b>	<b>4.16</b>

\* Due to a reorganization no FTE for the Manager of Recreation and Leisure is noted in 2014; however 75% of wages were realized from timing and retirement.

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 Day, Cultural Summit, Cultural Resource listing website, artsVest funding program.

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

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

**Downtown Improvement Area** - Director sits ex-officio on the DIA board.

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

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

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

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

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

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

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

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

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

**Registration Services** - The customer service centre on behalf of the recreation department provides registration services to local sports groups. A nominal fee of \$2.00 is charged per registration for this service. 2009 was the first year of this service and has been actively promoted to local sports groups. Approximately 550 registrations annually.

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

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

### 2014 Beach Program Statistics

Public Relations	Water Front	Cove	Olmsted	Total
Boats	29	401	305	735
Dock Incidents	8	736	434	1178
Dog on Beach/off leash	392	260	314	966
Inflatable Equipment	169	186	144	499
Outside Buoy-lines	501	278	139	918
Swim Wear	126	38	107	271
Water Wings	0	0	0	0
Bikes	266	324	221	811

Incident/Rescue	Waterfront	Cove	Olmsted	Total
Glass Cut	0	0	0	0
Scrape/Tear/Cut	7	7	2	16
Panicky Swimmer	0	1	1	2
Tired Swimmer	1	0	1	2
Missing Person	0	0	0	0
Bee Sting	5	0	1	6
Paddle Board Rescue	1	0	1	2
Heat Related	0	0	0	0
Weather Warning(Lightning)	6	24	4	34
Other	5 (itch)	7 (itch)	22 (itch)	34

Total Number of Swimmers per beach in 2014(including beach area and water combined):	Waterfront	Cove	Olmsted	Total
	29466	20060	17711	67237

\* Minimum of 20 EMS calls avoided-lifeguard assistance

Recreation Program Positions	2014 FTE	2015 FTE
Youth Centres (school year)	0.20	0.20
Youth Centres (summer)	0.34	0.34
After School Program Supervisor	0.84	0.84
After School Programmers	0.20	0.18
Summer in the Park Student	0.34	0.34
Recreation Programmer *	0.34	0.34
Beach Director	0.34	0.34
Beach Staff	2.43	2.43
<b>Totals</b>	<b>5.03</b>	<b>5.01</b>

\*staff transferred from Parks student compliment

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

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	292,199	392,501	291,765	252,053	(39,712)	-13.61 %	252,053
1002 TEMPORARY SALARIES	167,520	180,637	122,577	111,411	(11,167)	-9.11 %	111,411
1101 OVERTIME FULLTIME	9,966	4,076	0	0	0	0.00 %	0
1102 OVERTIME - PART TIME	833	0	0	0	0	0.00 %	0
1202 VACATION	25,709	(41,078)	314	314	0	0.00 %	314
1204 STATUTORY HOLIDAYS	19,385	5,715	0	0	0	0.00 %	0
1301 WSIB LEAVE	(131)	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	92,060	115,650	90,591	81,371	(9,219)	-10.18 %	81,371
1802 FRINGE BENEFITS-PARTTIME	21,055	24,317	20,176	11,726	(8,450)	-41.88 %	11,726
PERSONNEL TOTAL	628,597	681,818	525,423	456,875	(68,548)	-13.05 %	456,875
<b>GOODS &amp; SERVICES</b>							
2036 SIGNS	159	500	0	0	0	0.00 %	0
2099 MISC. MATERIALS	0	1,199	10,000	10,000	0	0.00 %	10,000
2401 GAS	418	521	600	600	0	0.00 %	600
2525 FOOD PURCHASES	82	546	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	44,097	24,680	7,300	7,300	0	0.00 %	7,300
2615 JANITORIAL SUPPLIES	324	644	0	0	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	203	0	0	0	0	0.00 %	0
2645 RECREATIONAL SUPPLIES	7,310	6,331	8,900	8,900	0	0.00 %	8,900
2682 PROMOTIONAL SUPPLIES	0	8,000	0	0	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	31,188	14,529	11,563	11,563	0	0.00 %	11,563
2999 MISCELLANEOUS SUPPLIES	0	1,024	0	0	0	0.00 %	0
3001 POSTAGE	4,284	5,091	4,000	4,000	0	0.00 %	4,000
3005 COURIER & DELIVERY	0	96	0	0	0	0.00 %	0
3010 TELEPHONE	4,303	5,149	3,900	4,250	350	8.97 %	4,250
3025 PHOTOCOPY EXPENSES	22	0	0	0	0	0.00 %	0
3035 MILEAGE	2,544	2,484	2,800	2,849	49	1.75 %	2,849
3045 CONFERENCE & SEMINARS	3,708	3,266	5,000	5,000	0	0.00 %	5,000
3055 MEETING COSTS	2,178	2,063	1,400	1,400	0	0.00 %	1,400
3056 PERMITS	400	4,564	0	0	0	0.00 %	0
3065 MEMBERSHIPS	3,662	3,632	3,700	3,700	0	0.00 %	3,700
3075 TRAINING COURSES - IN HOU	6,384	6,062	15,000	12,500	(2,500)	-16.67 %	12,500
3080 ADVERTISING & PROMOTION	34,097	49,796	25,100	25,100	0	0.00 %	25,100
3085 OUTSIDE PRINTING	26,373	25,277	28,000	28,000	0	0.00 %	28,000
3099 MISC ADMIN EXPENSES	21,044	58,462	5,000	5,000	0	0.00 %	5,000
3172 ELECTRICIAN	19,476	3,232	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	2,698	2,994	3,800	3,800	0	0.00 %	3,800
3207 EQUIPMENT LEASE	0	22,775	0	0	0	0.00 %	0
3228 SECURITY LIGHTING	56,662	0	0	0	0	0.00 %	0
3229 PORTABLE TOILETS	407	11,725	0	0	0	0.00 %	0

Budget Year: 2015; YTD End Date: December 2014

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

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3492 EVENT CONTRIBUTIONS	0	0	0	10,000	10,000	100.00 %	10,000
3499 MISC CONTRACTS	128,732	144,733	0	0	0	0.00 %	0
3930 COMMUNITY PROGRAMS	8,000	6,000	8,000	8,000	0	0.00 %	8,000
3961 HEALTH AND WELLNESS	29,390	0	0	0	0	0.00 %	0
3965 BALANCE CARRIED FORWARD	(8,785)	5,394	0	0	0	0.00 %	0
3999 MISC SERVICES & RENTS	338,116	289,606	600	600	0	0.00 %	600
<b>GOODS &amp; SERVICES TOTAL</b>	<b>767,475</b>	<b>710,378</b>	<b>144,663</b>	<b>152,562</b>	<b>7,899</b>	<b>5.46 %</b>	<b>152,562</b>
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	(3)	0	0	0	0	0.00 %	0
<b>FINANCIAL EXPENSES TOTAL</b>	<b>(3)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	0	4,515	0	0	0	0.00 %	0
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %	1,000
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>0</b>	<b>4,515</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00 %</b>	<b>1,000</b>
<b>INTERNAL TRANSFERS</b>							
7010 ADMINISTRATON & OVERHEAD	40,000	0	0	0	0	0.00 %	0
7020 INTERNAL TRASFERS TO OTHER DEPARTMENTS	0	0	10,000	10,000	0	0.00 %	10,000
7080 SUMMER IN THE PARK CONTRIBUTION	0	40,000	40,000	40,000	0	0.00 %	40,000
<b>EXPENSE TOTAL</b>	<b>1,436,069</b>	<b>1,436,710</b>	<b>721,086</b>	<b>660,437</b>	<b>(60,649)</b>	<b>-8.41 %</b>	<b>660,437</b>
<b>REVENUE</b>							
0435 SPONSORSHIP	57,325	65,753	3,000	3,001	1	0.03 %	3,001
0470 TSF FROM RESERVE FUND	54,736	96,045	0	0	0	0.00 %	0
0479 REIMBURSEMENTS	1,956	1,457	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	6,056	19,213	6,900	16,900	10,000	144.93 %	16,900
0506 MINISTRY OF HEALTH	92,545	74,355	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	2,934	3,275	0	0	0	0.00 %	0
0515 NOHFC	95,500	68,205	0	0	0	0.00 %	0
0532 YES PROGRAM	5,750	6,916	0	0	0	0.00 %	0
0599 MISC. PROVINCIAL GRANTS	15,626	18,801	0	0	0	0.00 %	0
0620 CANADA DAY GRANT	6,500	6,500	0	0	0	0.00 %	0
0820 REGISTRATION FEES	4,431	3,478	3,600	3,600	0	0.00 %	3,600
0903 SOUVENIR SALES	232	0	0	0	0	0.00 %	0
0917 WRISTBAND SALES	139,134	137,055	0	0	0	0.00 %	0
0940 PARK VENDOR REVENUE	0	989	0	0	0	0.00 %	0
0950 CONCESSION FEES / VENDOR	22,071	20,412	0	0	0	0.00 %	0
0953 CONKLIN SHOWS	66,041	48,043	0	0	0	0.00 %	0
0957 ATTRACTIONS	156,613	94,178	0	0	0	0.00 %	0
0974 CO-OP ADVERTISING	19,140	17,564	24,000	24,000	0	0.00 %	24,000
0995 DONATIONS / GRANTS	9,940	5,225	0	0	0	0.00 %	0



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

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

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
7999 OTHER INTERNAL REVENUES	40,000	40,000	0	0	0	0.00 %	0
REVENUE TOTAL	796,531	727,463	37,500	47,501	10,001	26.67 %	47,501
<b>GRAND TOTAL:</b>	<b>639,538</b>	<b>709,247</b>	<b>683,586</b>	<b>612,936</b>	<b>(70,650)</b>	<b>-10.34 %</b>	<b>612,936</b>
<b>PERCENT INCREASE:</b>							<b>-10.34 %</b>

## Activity Summary Overview- 2015 Budget

### Building

Facilitate development through the issuance of building permits.

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

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

#### Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Chief Building Official	1.00	1.00
Chief Plans Examiner	1.00	1.00
Building Inspectors	4.00	4.00
Clerk Stenographer	1.00	1.00
Junior Plan Examiner	1.00	1.00
<b>Totals</b>	<b>8.00</b>	<b>8.00</b>

#### **Building Code Reserve (99555R):**

The provisions of Bill 124 require that excess building permit fees be transferred to a reserve fund. Bill 124 also provides for an appropriate allocation of overhead costs from internal groups supporting building activities.

Balance, January 1, 2014	\$521,816
Interest Earned	8,000
Transfer to Operating (Estimated)	<u>(170,000)</u>
Balance, December 31, 2014 (Estimated)	\$359,816

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	466,640	395,959	497,942	489,054	(8,888)	-1.78 %	489,054
1202 VACATION	(1,784)	10,948	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	22,189	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	145,569	116,105	143,182	152,326	9,144	6.39 %	152,326
PERSONNEL TOTAL	632,614	523,012	641,125	641,381	256	0.04 %	641,381
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	2,769	1,758	2,700	2,200	(500)	-18.52 %	2,200
2650 CLOTHING / UNIFORM	1,495	1,554	960	1,100	140	14.58 %	1,100
2660 SAFETY BOOT ALLOWANCE	887	710	1,155	1,348	193	16.67 %	1,348
3001 POSTAGE	1,264	784	1,350	1,100	(250)	-18.52 %	1,100
3010 TELEPHONE	2,539	2,546	2,500	3,696	1,196	47.84 %	3,696
3035 MILEAGE	19,931	14,957	20,000	19,800	(200)	-1.00 %	19,800
3045 CONFERENCE & SEMINARS	9,764	5,640	6,000	5,940	(60)	-1.00 %	5,940
3065 MEMBERSHIPS	2,205	1,877	1,320	1,307	(13)	-1.00 %	1,307
3080 ADVERTISING & PROMOTION	886	493	900	880	(20)	-2.22 %	880
3210 OFFICE EQUIPMENT LEASE	0	(31)	0	0	0	0.00 %	0
GOODS & SERVICES TOTAL	41,738	30,288	36,885	37,370	485	1.32 %	37,370
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	(174)	(25)	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	(174)	(25)	0	0	0	0.00 %	0
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	285	150	600	594	(6)	-1.00 %	594
CAPITAL/RESERVE TRANSACTIONS TOTAL	285	150	600	594	(6)	-1.00 %	594
<b>INTERNAL TRANSFERS</b>							
7010 ADMINISTRATON & OVERHEAD	258,254	188,773	227,500	217,177	(10,323)	-4.54 %	217,177
EXPENSE TOTAL	932,717	742,199	906,110	896,522	(9,588)	-1.06 %	896,522
<b>REVENUE</b>							
0409 OTHER LICENCE FEES	4,620	2,700	0	0	0	0.00 %	0
0411 BUILDING PERMIT FEES	737,865	539,351	650,000	620,510	(29,490)	-4.54 %	620,510
0413 PROPERTY STANDARDS	394	500	6,600	3,600	(3,000)	-45.45 %	3,600
0470 TSF FROM RESERVE FUND	97,586	120,899	169,649	194,270	24,621	14.51 %	194,270
0851 INQUIRY FEES	26,270	26,620	20,000	20,000	0	0.00 %	20,000
REVENUE TOTAL	866,735	690,070	846,249	838,380	(7,869)	-0.93 %	838,380
<b>GRAND TOTAL:</b>	<b>65,982</b>	<b>52,128</b>	<b>59,861</b>	<b>58,142</b>	<b>(1,719)</b>	<b>-2.87 %</b>	<b>58,142</b>
<b>PERCENT INCREASE:</b>							<b>-2.87 %</b>



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## Activity Summary Overview – 2015 Budget

### Community Services Administration

#### **Managing Director**

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

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

The Community Services Department has established a Business Plan focusing on strategic goals as follows:

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

#### Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Managing Director of Community Services Business Unit	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
COMMUNITY SERVICES ADMIN

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	146,403	117,705	154,705	153,137	(1,568)	-1.01 %	153,137
1202 VACATION	8,077	7,027	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	7,748	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	38,170	30,778	39,197	34,222	(4,975)	-12.69 %	34,222
PERSONNEL TOTAL	200,398	155,510	193,902	187,359	(6,543)	-3.37 %	187,359
<b>GOODS &amp; SERVICES</b>							
3010 TELEPHONE	1,728	904	1,100	1,000	(100)	-9.09 %	1,000
3030 TRAVEL	760	0	2,000	1,500	(500)	-25.00 %	1,500
3070 TRAINING COURSES - OUTSID	2,839	711	3,000	2,500	(500)	-16.67 %	2,500
3075 TRAINING COURSES - IN HOU	2,661	10,599	15,000	15,000	0	0.00 %	15,000
3499 MISC CONTRACTS	27,435	27,774	28,560	28,500	(60)	-0.21 %	28,500
GOODS & SERVICES TOTAL	35,422	39,988	49,660	48,500	(1,160)	-2.34 %	48,500
EXPENSE TOTAL	235,820	195,498	243,562	235,859	(7,703)	-3.16 %	235,859
<b>REVENUE</b>							
0460 TRANSFER FRM CAPITAL FUND	26,841	27,646	27,646	28,475	829	3.00 %	28,475
7910 INTERNAL OVERHEAD REVENUE	23,158	16,927	20,400	19,474	(926)	-4.54 %	19,474
REVENUE TOTAL	49,999	44,573	48,046	47,949	(97)	-0.20 %	47,949
<b>GRAND TOTAL:</b>	<b>185,821</b>	<b>150,925</b>	<b>195,516</b>	<b>187,910</b>	<b>(7,606)</b>	<b>-3.89 %</b>	<b>187,910</b>
<b>PERCENT INCREASE:</b>							<b>-3.89 %</b>

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## Activity Summary Overview – 2015 Budget

### Economic Development

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

Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Manager Economic Development	1.00	1.00
Economic Development Officer	1.00	1.00
Economic Development Officer	1.00	1.00
* Economic Development Officer	0.00	1.00
Clerk Steno II	1.00	1.00
<b>Totals</b>	<b>4.00</b>	<b>5.00</b>

Note:

\* Position is funded by engineering re-organization. Some savings from the re-organization are realized in the water and sewer budget.

Line item transfers to reflect 2015 program with a decrease of \$10,000 for the Event Hosting Program that was transitioned to PRLS.

### **2015 Proposed Budget – Tourism**

Advertising & Promotion	\$33,500.00
Regional Tourism Organization (RTO13a)	\$8,500.00
Tourism Partnerships	<u>\$25,000.00</u>
<b>Total Advertising &amp; Promotion</b>	<b>\$67,000.00</b>

### **2015 Proposed Budget – Community Marketing**

The Business Centre	\$15,000.00
Health Care Retention / Recruitment	\$5,000.00
ONEDC	\$5,000.00
Immigration	\$5,000.00
Online Presence	\$10,000.00
ICT/Digital	\$5,000.00
Aerospace	\$19,000.00
Relocation Services	\$10,000.00
Downtown	<u>\$10,000.00</u>
<b>Total Advertising &amp; Promotion</b>	<b>\$84,000.00</b>

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	292,210	274,439	317,886	410,402	92,516	29.10 %	410,402
1002 TEMPORARY SALARIES	0	38,244	0	0	0	0.00 %	0
1202 VACATION	3,399	8,085	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	14,084	1,033	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	91,142	85,728	94,210	119,401	25,190	26.74 %	119,401
1802 FRINGE BENEFITS-PARTTIME	0	4,333	0	0	0	0.00 %	0
PERSONNEL TOTAL	400,834	411,863	412,096	529,803	117,707	28.56 %	529,803
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	4,371	5,012	4,000	4,000	0	0.00 %	4,000
2630 SUBSCRIPTIONS/PERIODICALS	500	84	500	750	250	50.00 %	750
2660 SAFETY BOOT ALLOWANCE	0	142	0	0	0	0.00 %	0
2682 PROMOTIONAL SUPPLIES	3,259	2,794	4,000	4,000	0	0.00 %	4,000
3001 POSTAGE	1,025	718	1,250	1,000	(250)	-20.00 %	1,000
3005 COURIER & DELIVERY	0	11	0	0	0	0.00 %	0
3010 TELEPHONE	3,926	3,485	4,800	7,300	2,500	52.08 %	7,300
3030 TRAVEL	16,842	19,255	16,500	20,500	4,000	24.24 %	20,500
3035 MILEAGE	2,398	1,914	3,000	4,000	1,000	33.33 %	4,000
3045 CONFERENCE & SEMINARS	1,591	1,651	3,000	4,000	1,000	33.33 %	4,000
3050 RECEPTIONS	4,450	3,873	2,500	3,000	500	20.00 %	3,000
3065 MEMBERSHIPS	5,428	2,999	4,500	5,000	500	11.11 %	5,000
3070 TRAINING COURSES - OUTSID	4,040	1,125	2,500	2,500	0	0.00 %	2,500
3080 ADVERTISING & PROMOTION	260,029	176,274	186,400	176,400	(10,000)	-5.36 %	176,400
3085 OUTSIDE PRINTING	585	266	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	18,102	0	0	0	0	0.00 %	0
3130 CONSULTANT FEES	4,070	4,070	4,000	4,000	0	0.00 %	4,000
3132 CONSULTANT EXPENSES	43,011	0	0	0	0	0.00 %	0
3400 CONTRACTS	0	0	0	140,000	140,000	100.00 %	140,000
3926 WEBSITE DEVELOPMENT	5,000	0	0	0	0	0.00 %	0
3965 BALANCE CARRIED FORWARD	45,024	0	0	0	0	0.00 %	0
GOODS & SERVICES TOTAL	423,651	223,672	236,950	376,450	139,500	58.87 %	376,450
EXPENSE TOTAL	824,485	635,536	649,046	906,253	257,207	39.63 %	906,253
<b>REVENUE</b>							
0472 REIMB - CUPE BENEFITS	0	20	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	0	51	0	0	0	0.00 %	0
0479 REIMBURSEMENTS	1,792	0	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	4,166	0	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	68,961	0	0	0	0	0.00 %	0
0599 MISC. PROVINCIAL GRANTS	14,850	0	0	0	0	0.00 %	0
0607 FEDNOR GRANT	25,596	0	0	0	0	0.00 %	0
0699 MISC FEDERAL GRANTS	9,376	0	0	0	0	0.00 %	0



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ECONOMIC DEVELOPMENT

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0706 PAN NORTHERN OIL SANDS	(1,203)	0	0	0	0	0.00 %	0
0960 CO-OP MARKETING	1,788	0	0	0	0	0.00 %	0
0995 DONATIONS / GRANTS	66,500	0	0	0	0	0.00 %	0
REVENUE TOTAL	191,826	71	0	0	0	0.00 %	0
<b>GRAND TOTAL:</b>	<b>632,659</b>	<b>635,464</b>	<b>649,046</b>	<b>906,253</b>	<b>257,207</b>	<b>39.63 %</b>	<b>906,253</b>
<b>PERCENT INCREASE:</b>							<b>39.63 %</b>

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## Activity Summary Overview – 2015 Budget

### Planning

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

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

In addition, the Planning Department provides Grant Accessing Program assistance for the funding opportunities through various organizations such as NOHFC 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:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Manager of Planning Services	1.00	1.00
Zoning and Bylaw Intern (Interim)	1.00	0.50
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
Summer Student	0.30	0.30
<b>Totals</b>	<b>6.30</b>	<b>5.80</b>

\*Note: To assist with the completion of the new Zoning By-law, Planning Services is requesting that the position remain for 2015 as 6 month contract to be funded out of the capital budget.

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	358,362	394,063	395,895	408,559	12,664	3.20 %	408,559
1002 TEMPORARY SALARIES	1,261	11,137	8,613	8,612	(1)	-0.01 %	8,612
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	0	22,595	22,595	100.00 %	22,595
1202 VACATION	(184)	(1,193)	345	344	0	-0.01 %	344
1204 STATUTORY HOLIDAYS	16,618	947	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	109,791	111,574	114,967	118,699	3,732	3.25 %	118,699
1802 FRINGE BENEFITS-PARTTIME	597	1,472	193	248	55	28.56 %	248
<b>PERSONNEL TOTAL</b>	<b>486,445</b>	<b>517,999</b>	<b>520,012</b>	<b>559,057</b>	<b>39,045</b>	<b>7.51 %</b>	<b>559,057</b>
<b>GOODS &amp; SERVICES</b>							
2036 SIGNS	637	0	700	700	0	0.00 %	700
2601 OFFICE SUPPLIES	2,017	1,163	3,100	3,100	0	0.00 %	3,100
2630 SUBSCRIPTIONS/PERIODICALS	165	49	200	200	0	0.00 %	200
2699 MISC GENERAL SUPPLIES	2,268	2,303	3,000	2,500	(500)	-16.67 %	2,500
3001 POSTAGE	6,344	4,375	6,900	5,800	(1,100)	-15.94 %	5,800
3010 TELEPHONE	669	682	1,000	1,000	0	0.00 %	1,000
3030 TRAVEL	1,927	1,035	2,000	2,000	0	0.00 %	2,000
3035 MILEAGE	1,024	681	1,700	1,500	(200)	-11.76 %	1,500
3045 CONFERENCE & SEMINARS	3,856	2,868	5,150	5,000	(150)	-2.91 %	5,000
3065 MEMBERSHIPS	2,712	3,217	3,200	3,200	0	0.00 %	3,200
3075 TRAINING COURSES - IN HOU	165	0	0	0	0	0.00 %	0
3080 ADVERTISING & PROMOTION	931	262	900	900	0	0.00 %	900
3130 CONSULTANT FEES	856	2,137	3,250	2,000	(1,250)	-38.46 %	2,000
3145 REGISTRY OFFICE FEES	3,154	4,109	3,000	3,000	0	0.00 %	3,000
3930 COMMUNITY PROGRAMS	58,077	43,184	0	0	0	0.00 %	0
<b>GOODS &amp; SERVICES TOTAL</b>	<b>84,802</b>	<b>66,065</b>	<b>34,100</b>	<b>30,900</b>	<b>(3,200)</b>	<b>-9.38 %</b>	<b>30,900</b>
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	0	(56)	0	0	0	0.00 %	0
<b>FINANCIAL EXPENSES TOTAL</b>	<b>0</b>	<b>(56)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	2,097	0	2,000	2,000	0	0.00 %	2,000
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>2,097</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00 %</b>	<b>2,000</b>
<b>EXPENSE TOTAL</b>	<b>573,344</b>	<b>584,008</b>	<b>556,112</b>	<b>591,957</b>	<b>35,845</b>	<b>6.45 %</b>	<b>591,957</b>
<b>REVENUE</b>							
0409 OTHER LICENCE FEES	4,620	3,600	6,000	3,000	(3,000)	-50.00 %	3,000
0419 OTHER PERMIT/ENCROACHMENT	38,463	26,728	20,000	25,000	5,000	25.00 %	25,000
0460 TRANSFER FRM CAPITAL FUND	0	10,000	0	25,270	25,270	100.00 %	25,270
0470 TSF FROM RESERVE FUND	58,077	7,500	7,500	7,500	0	0.00 %	7,500
0480 SUNDRY REVENUE	106	617	0	0	0	0.00 %	0
0812 RADIO COMM TOWER REVENUE	0	4,030	0	1,350	1,350	100.00 %	1,350



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
PLANNING DEPARTMENT

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0851 INQUIRY FEES	107,582	85,202	95,000	87,000	(8,000)	-8.42 %	87,000
0869 OTHER ADMINISTRATION FEES	90	360	300	300	0	0.00 %	300
0976 SIGNAGE LEASING	27,592	30,655	24,000	28,500	4,500	18.75 %	28,500
0977 LANE CLOSINGS	1,051	4,702	1,800	1,800	0	0.00 %	1,800
0994 DEEMING BY-LAWS	825	1,650	850	850	0	0.00 %	850
7910 INTERNAL OVERHEAD REVENUE	17,490	12,784	15,407	14,708	(699)	-4.54 %	14,708
REVENUE TOTAL	255,895	187,828	170,857	195,278	24,421	14.29 %	195,278
<b>GRAND TOTAL:</b>	<b>317,449</b>	<b>396,180</b>	<b>385,255</b>	<b>396,679</b>	<b>11,424</b>	<b>2.97 %</b>	<b>396,679</b>
<b>PERCENT INCREASE:</b>							<b>2.97 %</b>



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## Activity Summary Overview – 2015 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>	<b>2014 FTE</b>	<b>2015 FTE</b>
Transit Manager	1.00	1.00
Administrative Assistants	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Operators	29.0	28.0
Transit Bus Wash Operators	2.80	2.80
<b>Totals</b>	<b>35.80</b>	<b>34.80</b>
<b>Spare Board Operators</b>	<b>2.85</b>	<b>2.85</b>
<b>Crossing Guards</b>	<b>3.06</b>	<b>3.06</b>

\*The 15 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.

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	1,914,503	1,963,243	2,000,348	1,994,745	(5,602)	-0.28 %	1,994,745
1002 TEMPORARY SALARIES	89,256	80,096	88,779	92,826	4,046	4.56 %	92,826
1003 SHIFT PREMIUM	34,382	37,411	33,200	38,539	5,339	16.08 %	38,539
1101 OVERTIME FULLTIME	75,928	47,344	46,000	33,000	(13,000)	-28.26 %	33,000
1202 VACATION	172,238	172,191	170,351	173,823	3,472	2.04 %	173,823
1203 COMPASSIONATE LEAVE	4,427	2,964	5,000	4,000	(1,000)	-20.00 %	4,000
1204 STATUTORY HOLIDAYS	103,667	99,941	40,500	40,987	487	1.20 %	40,987
1207 SICK LEAVE	133,596	101,908	62,850	66,159	3,309	5.26 %	66,159
1299 OTHER LABOUR COSTS	157,074	163,618	153,000	160,000	7,000	4.58 %	160,000
1301 WSIB LEAVE	(238)	0	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	11,740	12,366	17,800	18,000	200	1.12 %	18,000
1410 DRY CLEANING ALLOWANCE	7,343	3,622	8,775	8,775	0	0.00 %	8,775
1801 FRINGE BENEFITS-FULLTIME	852,590	882,564	843,188	827,916	(15,273)	-1.81 %	827,916
1802 FRINGE BENEFITS-PARTTIME	7,119	6,147	8,267	10,707	2,441	29.52 %	10,707
<b>PERSONNEL TOTAL</b>	<b>3,563,625</b>	<b>3,573,416</b>	<b>3,478,058</b>	<b>3,469,477</b>	<b>(8,581)</b>	<b>-0.25 %</b>	<b>3,469,477</b>
<b>GOODS &amp; SERVICES</b>							
2030 GRAVEL	0	28	0	0	0	0.00 %	0
2099 MISC. MATERIALS	1,884	1,939	3,000	3,500	500	16.67 %	3,500
2401 GAS	878,053	856,706	820,040	840,000	19,960	2.43 %	840,000
2405 DIESEL FUEL	76,986	70,984	73,000	73,000	0	0.00 %	73,000
2415 LUBRICANTS	10,139	10,927	10,150	10,302	152	1.50 %	10,302
2420 TIRES	33,737	20,161	25,375	25,756	381	1.50 %	25,756
2425 REPAIR PARTS	415,117	533,061	436,000	453,953	17,953	4.12 %	453,953
2450 LICENSES	1,646	1,646	2,800	1,725	(1,075)	-38.39 %	1,725
2495 SHOP LABOUR	502,131	592,960	536,819	544,872	8,053	1.50 %	544,872
2499 MISC FLEET SUPPLIES	25,602	24,127	37,450	33,907	(3,543)	-9.46 %	33,907
2601 OFFICE SUPPLIES	2,146	2,522	2,400	2,400	0	0.00 %	2,400
2650 CLOTHING / UNIFORM	22,368	1,419	2,000	22,500	20,500	1,025.00 %	22,500
2655 SAFETY SUPPLIES	371	77	500	500	0	0.00 %	500
2660 SAFETY BOOT ALLOWANCE	4,030	5,285	7,425	7,875	450	6.06 %	7,875
2699 MISC GENERAL SUPPLIES	879	1,019	1,000	1,000	0	0.00 %	1,000
2701 HYDRO	17,139	19,988	16,870	19,783	2,913	17.27 %	19,783
2705 NATURAL GAS	4,461	6,566	4,410	5,886	1,476	33.47 %	5,886
2715 WATER	1,494	1,977	1,291	1,954	663	51.36 %	1,954
2720 MUNICIPAL TAXES	45,492	45,043	46,537	46,537	0	0.00 %	46,537
2935 FARE HANDLING SUPPLIES	19,337	23,983	18,500	19,500	1,000	5.41 %	19,500
3001 POSTAGE	257	332	500	300	(200)	-40.00 %	300
3003 LICENSING FEES	800	0	0	0	0	0.00 %	0
3010 TELEPHONE	6,727	6,416	7,000	7,000	0	0.00 %	7,000
3035 MILEAGE	3	0	300	300	0	0.00 %	300

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3045 CONFERENCE & SEMINARS	1,937	3,311	3,000	3,000	0	0.00 %	3,000
3055 MEETING COSTS	407	294	0	0	0	0.00 %	0
3065 MEMBERSHIPS	5,986	6,100	6,100	5,163	(937)	-15.36 %	5,163
3070 TRAINING COURSES - OUTSID	2,934	4,381	5,000	5,000	0	0.00 %	5,000
3080 ADVERTISING & PROMOTION	4,839	3,483	5,000	5,000	0	0.00 %	5,000
3201 RADIO LEASE	0	0	1,500	0	(1,500)	-100.00 %	0
3207 EQUIPMENT LEASE	0	0	500	500	0	0.00 %	500
3210 OFFICE EQUIPMENT LEASE	1,856	490	2,000	2,000	0	0.00 %	2,000
3305 BUILDING MAINTENANCE	13,626	15,731	16,000	16,500	500	3.13 %	16,500
3315 VEHICLE MAINTENANCE	25,406	25,570	26,000	26,000	0	0.00 %	26,000
3426 PATCHING	0	1,728	0	0	0	0.00 %	0
3460 BRINKS COURIER	1,902	1,612	4,000	2,000	(2,000)	-50.00 %	2,000
3476 TAXI CONTRACTS	5,723	4,670	4,000	4,000	0	0.00 %	4,000
3480 CLEANING CONTRACT	63,449	72,091	66,500	68,360	1,860	2.80 %	68,360
3485 PHARA CONTRACT	522,824	515,019	500,000	525,000	25,000	5.00 %	525,000
3499 MISC CONTRACTS	0	22,656	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	197,811	212,396	212,396	223,314	10,918	5.14 %	223,314
GOODS & SERVICES TOTAL	2,919,500	3,116,697	2,905,363	3,008,387	103,024	3.55 %	3,008,387
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	82	(40)	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	82	(40)	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	888	201	1,000	1,000	0	0.00 %	1,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	888	201	1,000	1,000	0	0.00 %	1,000
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	54,717	56,319	68,424	68,424	0	0.00 %	68,424
7010 ADMINISTRATON & OVERHEAD	95,790	95,790	95,790	139,021	43,231	45.13 %	139,021
7015 BUILDING MAINTENANCE OPER	27,191	27,192	27,192	27,972	780	2.87 %	27,972
EXPENSE TOTAL	6,661,794	6,869,576	6,575,828	6,714,281	138,454	2.11 %	6,714,281
REVENUE							
0405 TAXI LICENSE	0	0	0	5,000	5,000	100.00 %	5,000
0470 TSF FROM RESERVE FUND	510,000	510,000	510,000	510,000	0	0.00 %	510,000
0472 REIMB - CUPE BENEFITS	660	968	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	3,015	3,207	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	0	(100)	0	0	0	0.00 %	0
0481 INSURANCE REVENUE	27,740	53,676	20,000	20,000	0	0.00 %	20,000
0494 WARRANTY REVENUE	4,127	10,521	30,000	30,000	0	0.00 %	30,000
0801 CASH FARES	1,012,052	957,725	1,360,000	1,023,797	(336,203)	-24.72 %	1,023,797
0802 ADULT PASSES	390,708	367,678	360,000	353,029	(6,971)	-1.94 %	353,029
0803 STUDENT PASSES	78,817	96,022	120,000	106,762	(13,238)	-11.03 %	106,762
0804 REDUCED PASSES	259,993	266,117	240,000	246,297	6,297	2.62 %	246,297



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
TRANSIT

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0805 DAY PASSES	279	6,869	0	6,514	6,514	100.00 %	6,514
0806 MULTIPLE FARE CARDS	401,805	466,769	350,000	462,374	112,374	32.11 %	462,374
0807 CONTRACTED SERVICES	1,022,115	1,026,489	1,059,898	1,059,898	0	0.00 %	1,059,898
0808 TRANSIT CHARTERS	7,931	7,485	5,500	8,000	2,500	45.45 %	8,000
0809 STUDENT TERM PASS	50,225	37,106	40,000	41,675	1,675	4.19 %	41,675
0810 SINGLE TRIP PASS	41,250	46,889	35,000	46,888	11,888	33.97 %	46,888
0811 AGREEMENTS	10,175	12,969	14,924	12,969	(1,955)	-13.10 %	12,969
0819 TRANSIT PASS PHOTO	0	1,355	0	2,000	2,000	100.00 %	2,000
0890 ATM REVENUE	1,034	1,370	1,500	1,500	0	0.00 %	1,500
0975 SIGN ADVERTISING	68,105	130,000	80,000	50,000	(30,000)	-37.50 %	50,000
REVENUE TOTAL	3,890,032	4,003,113	4,226,822	3,986,703	(240,119)	-5.68 %	3,986,703
<b>GRAND TOTAL:</b>	<b>2,771,762</b>	<b>2,866,463</b>	<b>2,349,006</b>	<b>2,727,578</b>	<b>378,573</b>	<b>16.12 %</b>	<b>2,727,578</b>
<b>PERCENT INCREASE:</b>							<b>16.12 %</b>



# **CORPORATE SERVICES**

## **2015 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2015

YTD End Date: December 2014

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>Corporate Services</b>							
COUNCIL SECRETARIAT	287,563	244,651	272,711	109,713	(162,998)	-59.77 %	109,713
CUSTOMER SERVICE CENTRE	177,153	356,571	372,248	445,965	73,716	19.80 %	445,965
FINANCIAL SERVICES	1,527,675	1,429,421	1,340,748	1,558,300	217,552	16.23 %	1,558,300
HUMAN RESOURCES	1,096,116	877,590	1,092,855	1,078,781	(14,074)	-1.29 %	1,078,781
INFORMATION SYSTEMS	1,093,650	1,180,855	1,286,859	1,334,396	47,537	3.69 %	1,334,396
LEGAL DEPARTMENT - GENERAL	338,078	331,950	325,905	478,245	152,341	46.74 %	478,245
LEGAL DEPARTMENT - POA	(268,112)	(189,348)	(278,807)	(220,388)	58,419	20.95 %	(220,388)
<b>Total:</b>	<b>4,252,124</b>	<b>4,231,691</b>	<b>4,412,519</b>	<b>4,785,012</b>	<b>372,493</b>	<b>8.44 %</b>	<b>4,785,012</b>
<b>Percent Increase:</b>							<b>8.44 %</b>

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## Activity Summary Overview – 2015 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, Business Licensing, Vital Statistics and Records Services) and Maintenance Services.

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

#### Positions:

<u>Admin. Postions</u>	<b>2014 FTE</b>	<b>2015 FTE</b>
City Clerk	1.00	1.00
Deputy City Clerk	1.00	1.00
Administrative Staff	4.00	4.00
<b>Totals</b>	<b>6.00</b>	<b>6.00</b>

Note: The number of staff is increased during an Election year by one FTE for a six-month period. This position is paid for from the Election Account.

#### **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.

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

Balance, January 1, 2014	\$211,962
2014 Transfer to reserve (Estimated)	50,000
2014 Election Transfer (Estimated)	<u>(211,962)</u>
Balance, December 31, 2014 (Estimated)	\$50,000

#### **City Hall Maintenance**

Provide maintenance and janitorial services for City Hall.

#### Positions:

<u>Maintenance/Custodial Positions</u>	<b>2014 FTE</b>	<b>2015 FTE</b>
Maintenance Supervisor	1.00	1.00
Building Maintenance Person	1.00	1.00
Custodian	2.00	2.00
<b>Totals</b>	<b>4.00</b>	<b>4.00</b>

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	379,520	409,390	437,306	266,137	(171,169)	-39.14 %	266,137
1002 TEMPORARY SALARIES	11,281	30,020	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	7,311	12,035	2,000	2,000	0	0.00 %	2,000
1202 VACATION	1,159	7,470	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	18,826	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	121,762	126,291	131,229	74,781	(56,447)	-43.01 %	74,781
1802 FRINGE BENEFITS-PARTTIME	2,529	0	0	0	0	0.00 %	0
PERSONNEL TOTAL	542,388	585,206	570,535	342,918	(227,617)	-39.90 %	342,918
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	6,159	35,778	5,000	5,000	0	0.00 %	5,000
2630 SUBSCRIPTIONS/PERIODICALS	953	451	1,000	1,000	0	0.00 %	1,000
2665 MARRIAGE LICENSES	19,200	19,200	20,600	19,800	(800)	-3.88 %	19,800
3001 POSTAGE	9,933	32,335	4,000	4,100	100	2.50 %	4,100
3005 COURIER & DELIVERY	10,307	1,016	1,000	1,000	0	0.00 %	1,000
3035 MILEAGE	0	364	250	250	0	0.00 %	250
3045 CONFERENCE & SEMINARS	1,441	1,061	1,500	1,500	0	0.00 %	1,500
3060 MEALS	3,623	3,083	4,000	4,000	0	0.00 %	4,000
3065 MEMBERSHIPS	743	753	837	850	13	1.55 %	850
3080 ADVERTISING & PROMOTION	22,506	16,322	15,000	15,000	0	0.00 %	15,000
3099 MISC ADMIN EXPENSES	2,770	3,985	750	750	0	0.00 %	750
3207 EQUIPMENT LEASE	0	47,600	0	0	0	0.00 %	0
3310 OFFICE EQUIPMENT MAINTEN	0	27	300	350	50	16.67 %	350
3450 COMMISSIONAIRES	14,399	16,543	13,105	18,800	5,695	43.46 %	18,800
3499 MISC CONTRACTS	0	677	2,600	2,600	0	0.00 %	2,600
GOODS & SERVICES TOTAL	92,033	179,197	69,942	75,000	5,058	7.23 %	75,000
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	0	0	500	0	(500)	-100.00 %	0
5115 TRANSFER TO RESERVE FUND	50,000	50,000	50,000	50,000	0	0.00 %	50,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	50,000	50,000	50,500	50,000	(500)	-0.99 %	50,000
EXPENSE TOTAL	684,421	814,403	690,977	467,918	(223,059)	-32.28 %	467,918
<b>REVENUE</b>							
0401 BUSINESS LICENSE	31,012	33,053	30,000	30,000	0	0.00 %	30,000
0403 MARRIAGE LICENSE	50,105	50,170	53,000	53,000	0	0.00 %	53,000
0404 LOTTERY LICENSE	253,832	239,808	280,000	225,000	(55,000)	-19.64 %	225,000
0409 OTHER LICENCE FEES	4,620	2,700	6,000	3,000	(3,000)	-50.00 %	3,000
0418 BURIAL PERMITS	29,055	32,750	27,500	27,500	0	0.00 %	27,500
0470 TSF FROM RESERVE FUND	0	192,466	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	0	400	0	0	0	0.00 %	0
0850 ADMIN FEES	8,474	4,775	4,000	4,000	0	0.00 %	4,000
0977 LANE CLOSINGS	1,977	631	2,100	750	(1,350)	-64.29 %	750





# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
COUNCIL SECRETARIAT

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
7910 INTERNAL OVERHEAD REVENUE	17,784	12,999	15,666	14,955	(711)	-4.54 %	14,955
REVENUE TOTAL	396,858	569,752	418,266	358,205	(60,061)	-14.36 %	358,205
<b>GRAND TOTAL:</b>	<b>287,563</b>	<b>244,651</b>	<b>272,711</b>	<b>109,713</b>	<b>(162,998)</b>	<b>-59.77 %</b>	<b>109,713</b>
<b>PERCENT INCREASE:</b>							<b>-59.77 %</b>

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## Activity Summary Overview – 2015 Budget

### Customer Service

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

- Tax & Water payments
- Parking ticket payments
- Dog & cat licenses
- Sports registrations
- Bus passes
- Various applications
- General information

The objectives of the Centre are to:

- provide comprehensive and accurate responses that are timely and value the customer's time
- provide ease in obtaining desired services
- provide accessible customer service
- provide responses that optimize productivity and resources while reducing duplication
- provide a Centre that is customer oriented which provides a safe environment for staff and customers.

#### Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Customer Service Supervisor	0.50	0.50
Customer Service Clerk	5.00	5.00
<b>Totals</b>	<b>5.50</b>	<b>5.50</b>

#### Activities:

As of September 2014, the Centre had responded to approximately 42,000 requests for service in person and by phone recorded in Infor Public Sector, including:

<b>Service Type</b>	<b>Number of Responses</b>
Information only	30605
Parking Ticket Payments	4086
Water Payments	1825
Tax Payments	1787
Bus Passes	800
Pre-Authorized Tax & Water	398
Summer In the Park Wristbands	195
Dog & Cat Licenses	153
Registrations	63
Accounts Receivable	62
Other	2026

#### Averages:

<b>Period</b>	<b>Customer Service Centre</b>	<b>Per Staff</b>
Monthly	4,700	940
Daily	235	47

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
CUSTOMER SERVICE CENTRE

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	118,610	259,201	263,573	319,326	55,752	21.15 %	319,326
1101 OVERTIME FULLTIME	515	273	0	0	0	0.00 %	0
1202 VACATION	9,218	548	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	5,929	0	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	30	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	39,461	79,299	88,475	102,439	13,964	15.78 %	102,439
PERSONNEL TOTAL	173,762	339,321	352,048	421,765	69,716	19.80 %	421,765
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	1,357	696	1,000	1,000	0	0.00 %	1,000
2660 SAFETY BOOT ALLOWANCE	112	0	1,000	1,000	0	0.00 %	1,000
3001 POSTAGE	1,344	9	0	1,000	1,000	100.00 %	1,000
3005 COURIER & DELIVERY	0	8,092	6,500	8,200	1,700	26.15 %	8,200
3045 CONFERENCE & SEMINARS	361	851	2,500	2,000	(500)	-20.00 %	2,000
3075 TRAINING COURSES - IN HOU	138	0	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	78	0	0	0	0	0.00 %	0
3210 OFFICE EQUIPMENT LEASE	0	7,602	9,200	11,000	1,800	19.57 %	11,000
GOODS & SERVICES TOTAL	3,391	17,250	20,200	24,200	4,000	19.80 %	24,200
EXPENSE TOTAL	177,153	356,571	372,248	445,965	73,716	19.80 %	445,965
<b>GRAND TOTAL:</b>	<b>177,153</b>	<b>356,571</b>	<b>372,248</b>	<b>445,965</b>	<b>73,716</b>	<b>19.80 %</b>	<b>445,965</b>
<b>PERCENT INCREASE:</b>							<b>19.80 %</b>

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## **Activity Summary Overview – 2015 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:

- 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

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Positions:

<b>Financial Services Positions</b>	<b>2014 FTE</b>	<b>2015 FTE</b>
Chief Financial Officer	1.00	1.00
Director of Financial Services	0.00	1.00
Manager, Policies, Investments & Grants	1.00	0.00
Manager of Revenues & Taxation	1.00	1.00
Manager of Accounting & Budgets	1.00	0.00
Manager of Financial Services	0.00	1.00
Manager of Capital	0.00	1.00
Manager of Purchasing	1.00	1.00
Supervisor of Revenues & Taxation	0.50	0.50
Supervisor of Budgets & Financial Reporting	1.00	0.00
Financial Reporting Coordinator	2.00	2.00
Clerical Staff**	11.00	13.00
Stores	3.00	3.00
<b>Totals</b>	<b>22.50</b>	<b>24.50</b>

\*\*Note: two positions moved from public works. Net City FTE impact is zero.

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	1,479,458	1,471,844	1,381,394	1,556,881	175,487	12.70 %	1,556,881
1002 TEMPORARY SALARIES	3,650	0	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	38	0	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	54,642	59,532	4,890	8.95 %	59,532
1101 OVERTIME FULLTIME	6,548	4,937	5,000	6,000	1,000	20.00 %	6,000
1202 VACATION	20,482	(993)	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	71,404	592	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	0	10	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	10	0	200	200	0	0.00 %	200
1801 FRINGE BENEFITS-FULLTIME	463,915	444,074	426,193	477,026	50,832	11.93 %	477,026
1802 FRINGE BENEFITS-PARTTIME	271	0	0	0	0	0.00 %	0
PERSONNEL TOTAL	2,045,776	1,920,465	1,867,429	2,099,639	232,209	12.43 %	2,099,639
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	17,048	15,299	19,300	19,300	0	0.00 %	19,300
2630 SUBSCRIPTIONS/PERIODICALS	677	583	500	500	0	0.00 %	500
2650 CLOTHING / UNIFORM	1,121	971	700	700	0	0.00 %	700
2660 SAFETY BOOT ALLOWANCE	864	163	0	0	0	0.00 %	0
2699 MISC GENERAL SUPPLIES	95	160	0	0	0	0.00 %	0
3001 POSTAGE	38,879	43,773	32,960	38,000	5,040	15.29 %	38,000
3005 COURIER & DELIVERY	43	335	0	0	0	0.00 %	0
3010 TELEPHONE	1,703	2,170	1,000	2,000	1,000	100.00 %	2,000
3030 TRAVEL	2,729	1,732	2,000	2,000	0	0.00 %	2,000
3035 MILEAGE	299	244	300	300	0	0.00 %	300
3045 CONFERENCE & SEMINARS	5,529	5,544	4,900	5,000	100	2.04 %	5,000
3055 MEETING COSTS	0	237	0	0	0	0.00 %	0
3060 MEALS	600	601	0	0	0	0.00 %	0
3065 MEMBERSHIPS	7,185	8,010	9,707	10,100	393	4.05 %	10,100
3070 TRAINING COURSES - OUTSID	489	1,556	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	5,788	1,798	7,500	7,500	0	0.00 %	7,500
3080 ADVERTISING & PROMOTION	3,263	3,321	4,100	4,100	0	0.00 %	4,100
3101 AUDIT & ACCOUNTING FEES	31,891	32,552	32,000	32,000	0	0.00 %	32,000
3130 CONSULTANT FEES	0	35,586	0	0	0	0.00 %	0
3199 MISC PROFESSIONAL FEES	4,193	2,137	16,300	16,300	0	0.00 %	16,300
3310 OFFICE EQUIPMENT MAINTEN	0	88	200	200	0	0.00 %	200
3460 BRINKS COURIER	7,200	7,395	7,500	7,500	0	0.00 %	7,500
GOODS & SERVICES TOTAL	129,596	164,253	138,967	145,500	6,533	4.70 %	145,500

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
FINANCIAL SERVICES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	753	3,314	4,000	4,000	0	0.00 %	4,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	753	3,314	4,000	4,000	0	0.00 %	4,000
EXPENSE TOTAL	2,176,125	2,088,032	2,010,396	2,249,139	238,742	11.88 %	2,249,139
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	27,810	28,644	101,395	108,196	6,801	6.71 %	108,196
0470 TSF FROM RESERVE FUND	0	32,894	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	1,188	88	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	4,120	455	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	0	0	0	0	0	0.00 %	0
0850 ADMIN FEES	17,565	17,565	15,065	15,516	451	2.99 %	15,516
0853 TAX CERTIFICATE FEES	36,037	37,994	38,000	38,000	0	0.00 %	38,000
0854 TAX REGISTRATION FEES	0	728	0	0	0	0.00 %	0
0856 RETURN CHEQUE CHARGE	22,964	21,915	21,512	22,964	1,452	6.75 %	22,964
0860 STATUS REPORTS	7	14	100	100	0	0.00 %	100
0861 OFFICIAL RECEIPTS	388	4,580	600	600	0	0.00 %	600
0862 WATER TO TAX TRANSFER	141,652	157,226	134,750	134,750	0	0.00 %	134,750
0868 SEWER PUMPOUT FEES	296	152	500	500	0	0.00 %	500
0883 ADMIN FEES LIBRARY	10,670	11,037	11,037	11,368	331	3.00 %	11,368
0885 ADMIN FEES DNSSAB	27,053	27,864	27,902	28,739	837	3.00 %	28,739
0886 ADMIN FEES POLICE	44,399	59,939	59,939	63,436	3,497	5.83 %	63,436
0899 OTHER SERVICE CHARGES	13	0	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	314,287	257,515	258,848	266,670	7,822	3.02 %	266,670
REVENUE TOTAL	648,450	658,611	669,648	690,839	21,191	3.16 %	690,839
<b>GRAND TOTAL:</b>	<b>1,527,675</b>	<b>1,429,421</b>	<b>1,340,748</b>	<b>1,558,300</b>	<b>217,552</b>	<b>16.23 %</b>	<b>1,558,300</b>
<b>PERCENT INCREASE:</b>							<b>16.23 %</b>

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## Activity Summary Overview – 2015 Budget

### Human Resources

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

The Human Resources Department provides services related to:

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

#### Positions:

Human Resources Positions:	2014 FTE	2015 FTE
Director	1.00	1.00
Employee Services Advisor	1.00	1.00
Risk Management Advisor	1.00	1.00
Employment Coordinator	1.00	1.00
Benefits & Pension	1.00	1.00
Administrative Assistant	1.00	0.80
<b>Totals</b>	<b>6.00</b>	<b>5.80</b>

**Vested Sick Leave Reserve (99510R)** was established to fund vested sick leave liability for City employees. Transfers to or from this fund must be included in the approved estimates (i.e. Operating Budget) or be authorized by resolution. Ongoing funding source may come from: OMERS Pension surplus refunds; contributions from approved annual estimates; payments to employees at end of their employment with the City.

Opening balance, January 1, 2014	\$720,837
Budgeted transfer	120,000
Interest revenue earned (estimated)	11,500
Payments on termination (estimated)	<u>(191,730)</u>
Closing balance 2014 (estimated)	\$660,607



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**EFAP**

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

	<b>2014 Actuals</b> (To Date)	<b>2015 Budget</b>
EFAP Program based on 416 Employees	\$16,399	\$26,458
Offsetting Revenues from Union & Employees (25%)	(\$4,099)	(\$6,615)
Net Cost of Program	\$12,300	\$19,843

**Wellness Reserve (99560R)** was established to provide funds to develop wellness programs to improve employee health and welfare. Council Resolution #2003-301 dated September 1st, 2003 stated that 50% of any surplus funds generated through the City's Administrative Services Only (ASO) agreement with its group benefits program provider be transferred to this reserve to fund wellness programs geared to improving employee health and welfare.

**Wellness Reserve (99560R):**

Balance January 01, 2013	\$339,022
Interest Earned in 2013	\$7,200
Fund 2013 Wellness Program	<u>(\$34,400)</u>
Balance, December 31, 2013 (estimated)	\$311,822

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
HUMAN RESOURCES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	590,507	777,791	484,207	509,738	25,531	5.27 %	509,738
1101 OVERTIME FULLTIME	0	501	0	0	0	0.00 %	0
1202 VACATION	(260)	10,845	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	22,299	2,556	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	335,611	327,836	146,120	146,471	351	0.24 %	146,471
1805 FRINGE BENEFITS-PENSIONS	0	0	187,036	187,416	379	0.20 %	187,416
1898 RETIREMENT BENEFIT PAYOUT	3,325	2,289	0	0	0	0.00 %	0
PERSONNEL TOTAL	951,482	1,121,819	817,363	843,625	26,262	3.21 %	843,625
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	11,688	8,279	16,100	16,100	0	0.00 %	16,100
2630 SUBSCRIPTIONS/PERIODICALS	1,592	362	500	305	(195)	-39.00 %	305
2640 TRAINING SUPPLIES	10	0	0	0	0	0.00 %	0
2655 SAFETY SUPPLIES	142	2,648	2,500	2,500	0	0.00 %	2,500
2672 EVENTS	6,139	8,930	5,800	5,800	0	0.00 %	5,800
2925 QUARTER CENTURY CLUB	129	184	500	500	0	0.00 %	500
2930 LONG SERVICE PINS/AWARDS	7,825	6,690	5,000	5,000	0	0.00 %	5,000
3001 POSTAGE	614	410	900	900	0	0.00 %	900
3005 COURIER & DELIVERY	0	5	0	0	0	0.00 %	0
3010 TELEPHONE	1,646	1,373	2,000	2,000	0	0.00 %	2,000
3027 INTERVIEW EXPENSES	5	0	1,000	1,000	0	0.00 %	1,000
3035 MILEAGE	350	146	750	500	(250)	-33.33 %	500
3045 CONFERENCE & SEMINARS	4,452	2,804	7,500	7,500	0	0.00 %	7,500
3065 MEMBERSHIPS	2,056	1,946	2,250	2,125	(125)	-5.56 %	2,125
3070 TRAINING COURSES - OUTSID	33,439	29,749	49,900	49,900	0	0.00 %	49,900
3075 TRAINING COURSES - IN HOU	7,470	4,847	14,000	14,000	0	0.00 %	14,000
3080 ADVERTISING & PROMOTION	8,255	5,649	9,400	7,500	(1,900)	-20.21 %	7,500
3085 OUTSIDE PRINTING	0	0	900	0	(900)	-100.00 %	0
3099 MISC ADMIN EXPENSES	0	278	49,225	25,000	(24,225)	-49.21 %	25,000
3110 ARBITRATION FEES	125,453	78,980	51,000	51,000	0	0.00 %	51,000
3199 MISC PROFESSIONAL FEES	0	0	1,000	1,000	0	0.00 %	1,000
3475 EFAP	14,769	15,370	16,287	26,458	10,171	62.45 %	26,458
GOODS & SERVICES TOTAL	226,034	168,649	236,512	219,088	(17,424)	-7.37 %	219,088
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	4,244	406	1,000	1,000	0	0.00 %	1,000
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00 %	120,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	124,244	120,406	121,000	121,000	0	0.00 %	121,000
EXPENSE TOTAL	1,301,761	1,410,873	1,174,875	1,183,713	8,838	0.75 %	1,183,713
<b>REVENUE</b>							
0416 PAYROLL CONTRIBUTIONS	0	4,480	5,242	6,615	1,373	26.19 %	6,615
0470 TSF FROM RESERVE FUND	175,354	238,015	51,400	51,400	0	0.00 %	51,400

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
HUMAN RESOURCES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0480 SUNDRY REVENUE	300	267,622	0	0	0	0.00 %	0
0883 ADMIN FEES LIBRARY	1,273	1,273	1,273	1,273	0	0.00 %	1,273
0886 ADMIN FEES POLICE	0	2,553	2,553	2,702	149	5.84 %	2,702
0899 OTHER SERVICE CHARGES	85	0	0	0	0	0.00 %	0
0901 TICKET SALES	2,575	2,420	4,250	4,250	0	0.00 %	4,250
0956 SOCIAL TICKETS	1,945	2,564	0	0	0	0.00 %	0
0995 DONATIONS / GRANTS	4,472	0	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	19,641	14,357	17,302	38,692	21,390	123.63 %	38,692
REVENUE TOTAL	205,645	533,283	82,020	104,932	22,912	27.93 %	104,932
<b>GRAND TOTAL:</b>	<b>1,096,116</b>	<b>877,590</b>	<b>1,092,855</b>	<b>1,078,781</b>	<b>(14,074)</b>	<b>-1.29 %</b>	<b>1,078,781</b>
<b>PERCENT INCREASE:</b>							<b>-1.29 %</b>

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## Activity Summary Overview – 2015 Budget

### Information Systems

The Information Systems (I.S.) department provides information, communications and technology services (Schedule A) 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 3<sup>rd</sup> party vendors and maintaining connectivity between applications for data sharing.

Some of the applications are:

- Corporate Financial Applications
  - General Ledger
  - Accounts payable/receivable
  - Budgeting
  - Building and permitting
  - Purchasing/Inventory
  - Billing
- Asset Management
- 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:

	<b>2014 FTE</b>	<b>2015 FTE</b>
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 Specialist	2.00	2.00
Technician – Part Time	0.40	0.40
<b>Totals</b>	<b>13.40</b>	<b>13.40</b>

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	775,486	819,377	823,968	926,546	102,579	12.45 %	926,546
1002 TEMPORARY SALARIES	21,626	3,572	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	193,220	97,050	(96,170)	-49.77 %	97,050
1101 OVERTIME FULLTIME	4,861	0	3,000	3,000	0	0.00 %	3,000
1202 VACATION	9,033	4,745	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	38,272	84	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	236,209	237,524	300,925	290,484	(10,441)	-3.47 %	290,484
1802 FRINGE BENEFITS-PARTTIME	2,570	523	0	0	0	0.00 %	0
PERSONNEL TOTAL	1,088,056	1,065,826	1,321,113	1,317,080	(4,033)	-0.31 %	1,317,080
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	15,881	12,839	18,000	18,000	0	0.00 %	18,000
2699 MISC GENERAL SUPPLIES	8,376	5,954	6,500	6,500	0	0.00 %	6,500
3001 POSTAGE	33	4	0	0	0	0.00 %	0
3005 COURIER & DELIVERY	5	53	0	0	0	0.00 %	0
3010 TELEPHONE	98,480	118,689	120,000	120,000	0	0.00 %	120,000
3020 COMPUTER COMMUNICATIONS	7,063	4,813	7,500	7,500	0	0.00 %	7,500
3035 MILEAGE	2,417	1,976	4,000	4,000	0	0.00 %	4,000
3045 CONFERENCE & SEMINARS	13,059	7,151	17,500	17,500	0	0.00 %	17,500
3065 MEMBERSHIPS	1,593	872	1,800	1,800	0	0.00 %	1,800
3210 OFFICE EQUIPMENT LEASE	52,621	64,736	52,500	60,000	7,500	14.29 %	60,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	3,352	2,045	2,000	2,000	0	0.00 %	2,000
3340 SOFTWARE MAINTENANCE	224,529	265,945	282,000	292,000	10,000	3.55 %	292,000
3412 INTERNET FEES	18,499	15,108	20,000	20,000	0	0.00 %	20,000
3430 MAINTENANCE CONTRACT	37,903	18,241	40,000	40,000	0	0.00 %	40,000
GOODS & SERVICES TOTAL	483,811	518,427	571,800	589,300	17,500	3.06 %	589,300
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %	1,000
5030 COMPUTER H/WARE & S/WARE	(30,437)	0	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	(30,437)	0	1,000	1,000	0	0.00 %	1,000
EXPENSE TOTAL	1,541,431	1,584,253	1,893,913	1,907,380	13,467	0.71 %	1,907,380
<b>REVENUE</b>							
0460 TRANSFER FRM CAPITAL FUND	0	0	193,148	62,152	(130,996)	-67.82 %	62,152
0472 REIMB - CUPE BENEFITS	76	15	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	264	51	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	0	0	0	0	0	0.00 %	0
0850 ADMIN FEES	0	3,113	5,000	0	(5,000)	-100.00 %	0
0880 ADMIN FEES NB HYDRO	96,996	85,851	97,189	98,805	1,616	1.66 %	98,805
0882 ADMIN FEES CASSELLHOLME	39,192	20,691	35,000	30,000	(5,000)	-14.29 %	30,000
0883 ADMIN FEES LIBRARY	49,543	49,543	49,543	49,543	0	0.00 %	49,543



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
INFORMATION SYSTEMS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0884 ADMIN FEES CA	0	5,520	0	4,000	4,000	100.00 %	4,000
0885 ADMIN FEES DNSSAB	212,988	184,364	183,432	183,432	0	0.00 %	183,432
0886 ADMIN FEES POLICE	0	4,836	4,836	5,118	282	5.83 %	5,118
0887 ADMIN FEES BATTALION	4,556	17,130	0	4,500	4,500	100.00 %	4,500
7910 INTERNAL OVERHEAD REVENUE	44,165	32,283	38,906	135,434	96,528	248.11 %	135,434
REVENUE TOTAL	447,781	403,398	607,054	572,984	(34,070)	-5.61 %	572,984
<b>GRAND TOTAL:</b>	<b>1,093,650</b>	<b>1,180,855</b>	<b>1,286,859</b>	<b>1,334,396</b>	<b>47,537</b>	<b>3.69 %</b>	<b>1,334,396</b>
<b>PERCENT INCREASE:</b>							<b>3.69 %</b>

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## Activity Summary Overview – 2015 Budget

### Legal Services

#### City Solicitor

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

Local Agencies, Boards and Commissions through Administrative Agreements include:

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

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

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

Commissionaires-Ottawa are contracted by the City to provide enforcement, primarily focused on parking by-laws, but also to conduct investigations for various other by-law infractions under the direction of the By-Law Enforcement Coordinator. The contract is for 3 years starting August 2011 and has an option for 2 additional years.

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:

	2014 FTE	2015 FTE
City Solicitor	1.00	1.00
Law Clerk	1.00	1.00
By-Law Enforcement Officer	1.00	1.00
<b>Totals</b>	<b>3.00</b>	<b>3.00</b>

\*Note: Legal Services has articling student for which NOHFC funding has been received. This position is not reflected in the above chart.



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## Risk Management

Insurance Deductible Reserve (99503R) was established to stabilize the insurance deductible allowance included in the annual Operating Budget. Currently, this allowance is set at \$200,000. At the year-end, any of the \$200,000 allowance unused is transferred to the reserve fund or any overspent funds are transferred from the reserve fund. As at October 31, 2014 total insurance deductibles paid during the year amounted to \$176,185.

**Reserve Fund Balance:**

Balance, January 01, 2014	\$414,890
Interest Earned (Estimated)	6,500
Transfer from Revenue Fund (Estimated)	<u>0</u>
Balance, December 31, 2014 (Estimated)	\$421,390

Insurance deductibles have increased to \$50,000 per claim. There is growing risk, pressure and possibility that the deductible per claim may be increased unilaterally by the insurer or by the City voluntarily in an effort to mitigate premium increases.

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	318,384	285,995	284,470	294,350	9,880	3.47 %	294,350
1002 TEMPORARY SALARIES	15,867	9,670	30,940	15,470	(15,470)	-50.00 %	15,470
1201 VACATION PT 4%	1,699	0	0	0	0	0.00 %	0
1202 VACATION	(181)	103	1,238	619	(619)	-50.00 %	619
1204 STATUTORY HOLIDAYS	14,902	470	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	92,780	79,794	83,823	82,438	(1,385)	-1.65 %	82,438
1802 FRINGE BENEFITS-PARTTIME	2,004	1,067	693	446	(248)	-35.71 %	446
PERSONNEL TOTAL	445,454	377,099	401,164	393,323	(7,841)	-1.95 %	393,323
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	2,506	9,554	8,000	5,700	(2,300)	-28.75 %	5,700
2630 SUBSCRIPTIONS/PERIODICALS	11,997	13,566	11,000	11,000	0	0.00 %	11,000
2650 CLOTHING / UNIFORM	439	263	700	700	0	0.00 %	700
2655 SAFETY SUPPLIES	0	30	0	0	0	0.00 %	0
3001 POSTAGE	6,199	5,522	6,300	6,800	500	7.94 %	6,800
3005 COURIER & DELIVERY	0	55	0	0	0	0.00 %	0
3010 TELEPHONE	3,808	2,170	3,700	2,900	(800)	-21.62 %	2,900
3030 TRAVEL	0	0	500	500	0	0.00 %	500
3035 MILEAGE	0	108	600	600	0	0.00 %	600
3045 CONFERENCE & SEMINARS	2,286	1,426	4,600	4,600	0	0.00 %	4,600
3065 MEMBERSHIPS	4,901	2,561	3,200	3,200	0	0.00 %	3,200
3080 ADVERTISING & PROMOTION	1,335	865	1,000	400	(600)	-60.00 %	400
3105 LEGAL FEES	1,934	1,048	11,500	11,500	0	0.00 %	11,500
3130 CONSULTANT FEES	5,900	0	0	0	0	0.00 %	0
3145 REGISTRY OFFICE FEES	25,412	21,521	18,000	20,000	2,000	11.11 %	20,000
3168 COLLECTION AGENCY FEES	166	0	500	500	0	0.00 %	500
3199 MISC PROFESSIONAL FEES	2,713	125	3,000	3,000	0	0.00 %	3,000
3250 LAND LEASE	63,841	18,911	0	0	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	6	198	500	500	0	0.00 %	500
3310 OFFICE EQUIPMENT MAINTEN	127	400	400	400	0	0.00 %	400
3315 VEHICLE MAINTENANCE	11,236	15,237	12,500	12,500	0	0.00 %	12,500
3450 COMMISSIONAIRES	111,698	113,764	117,000	117,000	0	0.00 %	117,000
3499 MISC CONTRACTS	0	111	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	7,143	0	0	57,380	57,380	100.00 %	57,380
3605 ROADS DEDUCTIBLES - R03	28,681	49,397	50,000	50,000	0	0.00 %	50,000
3606 ROADS-3RD PARTY PAYMENTS	31,758	31,999	0	0	0	0.00 %	0
3610 SIDEWALKS DEDUCTBLS - S11	0	1,610	30,500	30,500	0	0.00 %	30,500
3611 SIDEWALKS-3RD PARTY PYMTS	187	0	0	0	0	0.00 %	0
3615 SEWERS DEDUCTIBLES - S07	12,200	19,780	40,000	40,000	0	0.00 %	40,000
3616 SEWERS-3RD PARTY PYMTS	13,820	61,692	0	0	0	0.00 %	0
3620 PARKS & REC DEDUCT. - P06	14,964	4,616	20,000	20,000	0	0.00 %	20,000

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
LEGAL DEPARTMENT - GENERAL

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3621 PARKS & REC-3RD PARTY PYM	11,259	6,502	0	0	0	0.00 %	0
3625 UTILITIES DEDUCTBLS - U01	0	0	2,500	2,500	0	0.00 %	2,500
3630 FLOODING DEDUCTIBLES	6,992	8,064	15,000	15,000	0	0.00 %	15,000
3631 FLOODING-3RD PARTY PYMTS	3,760	23,699	0	0	0	0.00 %	0
3635 PROPERTY LOSS DEDUCTIBLES	540	0	500	500	0	0.00 %	500
3636 PROPERTY LOSS-3RD PARTY PYMTS	6,122	3,486	0	0	0	0.00 %	0
3640 ERRORS & OMISSIONS DEDUCT	315	1,323	10,000	10,000	0	0.00 %	10,000
3641 ERRORS & OMISS-3RD PARTY	11,051	1,221	0	0	0	0.00 %	0
3645 PARKING DEPT DEDUCT.- P10	511	0	6,500	6,500	0	0.00 %	6,500
3646 PARKING-3RD PARTY PYMTS	195	0	0	0	0	0.00 %	0
3650 FIRE DEPT DEDUCT. - F03	770	740	5,000	5,000	0	0.00 %	5,000
3655 POLICE DEPT DEDUCTIBLES	1,321	1,143	10,000	10,000	0	0.00 %	10,000
3656 POLICE-3RD PARTY PYMTS	0	14,737	0	0	0	0.00 %	0
3660 TRANSIT CLAIMS	1,108	1,385	10,000	10,000	0	0.00 %	10,000
3661 TRANSIT-3RD PARTY PYMTS	8,589	1,627	0	0	0	0.00 %	0
3698 MISC 3RD PARTY PAYMENTS	10,129	36,241	0	0	0	0.00 %	0
3699 MISC DEDUCTIBLES	6,717	222,656	0	150,000	150,000	100.00 %	150,000
<b>GOODS &amp; SERVICES TOTAL</b>	<b>434,637</b>	<b>699,355</b>	<b>403,000</b>	<b>609,180</b>	<b>206,180</b>	<b>51.16 %</b>	<b>609,180</b>
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	(322)	(145)	0	0	0	0.00 %	0
<b>FINANCIAL EXPENSES TOTAL</b>	<b>(322)</b>	<b>(145)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	0	0	1,000	1,000	0	0.00 %	1,000
5015 OFFICE FURNITURE & EQUIP	501	640	1,000	1,000	0	0.00 %	1,000
5115 TRANSFER TO RESERVE FUND	31,938	0	0	0	0	0.00 %	0
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>32,439</b>	<b>640</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00 %</b>	<b>2,000</b>
<b>EXPENSE TOTAL</b>	<b>912,207</b>	<b>1,076,949</b>	<b>806,164</b>	<b>1,004,503</b>	<b>198,339</b>	<b>24.60 %</b>	<b>1,004,503</b>
<b>REVENUE</b>							
0409 OTHER LICENCE FEES	4,620	2,700	6,000	5,000	(1,000)	-16.67 %	5,000
0419 OTHER PERMIT/ENCROACHMENT	2,816	650	30,000	25,000	(5,000)	-16.67 %	25,000
0420 COURT FINES	78,938	69,889	76,000	76,000	0	0.00 %	76,000
0421 PARKING FINES	212,280	222,635	220,000	220,000	0	0.00 %	220,000
0439 OTHER PENALTY	250	750	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	50,900	334,096	50,900	50,900	0	0.00 %	50,900
0477 LAND LEASE	77,536	18,448	1,000	1,000	0	0.00 %	1,000
0479 REIMBURSEMENTS	0	74	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	0	4	0	0	0	0.00 %	0
0481 INSURANCE REVENUE	0	8,723	0	0	0	0.00 %	0
0515 NOHFC	18,598	6,346	27,500	18,333	(9,167)	-33.33 %	18,333
0850 ADMIN FEES	3,838	3,143	5,000	3,500	(1,500)	-30.00 %	3,500

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
LEGAL DEPARTMENT - GENERAL

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0854 TAX REGISTRATION FEES	55,742	32,937	25,000	35,000	10,000	40.00 %	35,000
0883 ADMIN FEES LIBRARY	637	656	656	676	20	3.00 %	676
0884 ADMIN FEES CA	1,000	0	0	0	0	0.00 %	0
0885 ADMIN FEES DNSSAB	15,167	10,182	6,687	6,888	201	3.00 %	6,888
0886 ADMIN FEES POLICE	22,751	6,670	6,670	7,059	389	5.83 %	7,059
0890 ATM REVENUE	1,950	0	0	0	0	0.00 %	0
0896 FEES - DNSSAB MORTGAGES	0	5,341	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	27,106	21,754	24,846	76,902	52,056	209.51 %	76,902
REVENUE TOTAL	574,130	744,999	480,259	526,257	45,998	9.58 %	526,257
<b>GRAND TOTAL:</b>	<b>338,078</b>	<b>331,950</b>	<b>325,905</b>	<b>478,245</b>	<b>152,341</b>	<b>46.74 %</b>	<b>478,245</b>
<b>PERCENT INCREASE:</b>							<b>46.74 %</b>

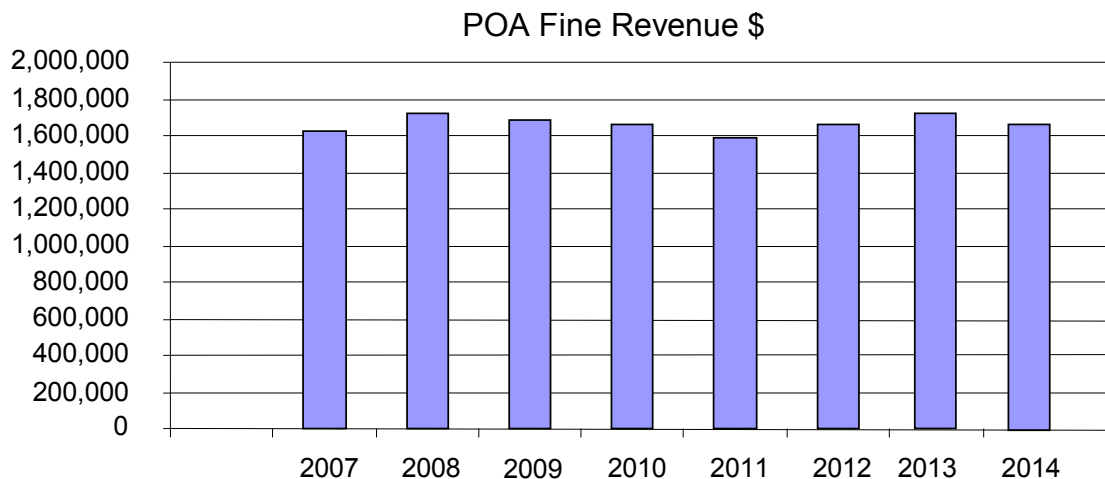
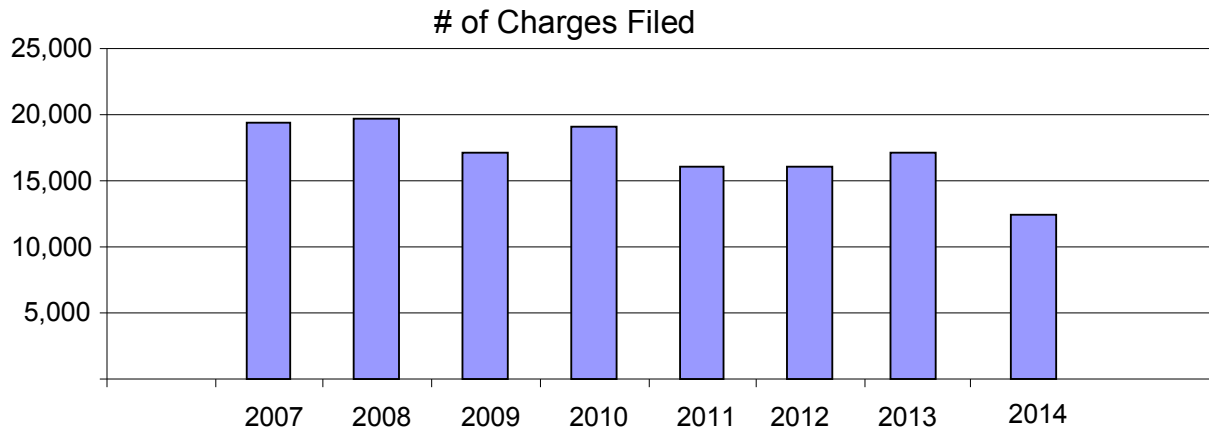
## Activity Summary Overview – 2015 Budget

### 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:

	<b>2014 FTE</b>	<b>2015 FTE</b>
City Prosecutor	1.00	1.00
POA Manager	1.00	1.00
POA Clerk	2.00	2.00
POA Collections Clerk	1.00	1.00
Legal Assistant	1.00	1.00
Court Clerk Monitor	1.00	1.00
<b>Totals</b>	<b>7.00</b>	<b>7.00</b>



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
LEGAL DEPARTMENT - POA

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	424,178	450,820	452,545	461,929	9,384	2.07 %	461,929
1002 TEMPORARY SALARIES	0	4,397	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	831	663	0	0	0	0.00 %	0
1202 VACATION	7,084	(1,501)	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	20,585	169	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	139,028	139,891	131,485	134,086	2,601	1.98 %	134,086
1802 FRINGE BENEFITS-PARTTIME	0	941	0	0	0	0.00 %	0
PERSONNEL TOTAL	591,706	595,380	584,029	596,014	11,985	2.05 %	596,014
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	6,042	4,021	5,500	5,500	0	0.00 %	5,500
2630 SUBSCRIPTIONS/PERIODICALS	5,142	4,591	3,900	3,900	0	0.00 %	3,900
2636 POA FORM SUPPLIES	9,010	7,898	7,000	7,000	0	0.00 %	7,000
3001 POSTAGE	4,493	4,026	4,200	4,200	0	0.00 %	4,200
3010 TELEPHONE	1,335	1,230	1,200	1,200	0	0.00 %	1,200
3025 PHOTOCOPY EXPENSES	4,000	4,000	4,000	4,000	0	0.00 %	4,000
3030 TRAVEL	2,009	1,827	3,500	3,500	0	0.00 %	3,500
3035 MILEAGE	1,168	871	1,000	1,000	0	0.00 %	1,000
3065 MEMBERSHIPS	2,724	3,879	3,100	3,200	100	3.23 %	3,200
3070 TRAINING COURSES - OUTSID	2,605	1,952	3,000	3,000	0	0.00 %	3,000
3075 TRAINING COURSES - IN HOU	176	0	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	91	2	100	100	0	0.00 %	100
3157 COURT REPORTER	1,187	1,119	500	500	0	0.00 %	500
3159 COURT HOUSE SECURITY	67,000	41,290	30,000	67,000	37,000	123.33 %	67,000
3160 WITNESS FEES	4,628	5,600	4,500	4,500	0	0.00 %	4,500
3161 PART III PROSECUTIONS	136,103	149,033	100,000	135,000	35,000	35.00 %	135,000
3163 PART TIME PROSECUTER	23,645	29,225	21,000	23,000	2,000	9.52 %	23,000
3168 COLLECTION AGENCY FEES	43,049	29,783	45,000	50,000	5,000	11.11 %	50,000
3170 LEGAL SEARCHES	417	1,393	1,000	1,000	0	0.00 %	1,000
3199 MISC PROFESSIONAL FEES	6,010	6,529	5,000	5,000	0	0.00 %	5,000
3215 PROPERTY & BUILDING LEASE	2,849	2,239	2,500	2,500	0	0.00 %	2,500
3307 EQUIPMENT MAINTENANCE/CONTRACTS	4,007	4,007	4,450	4,450	0	0.00 %	4,450
3450 COMMISSIONAIRES	3,361	2,931	3,600	3,600	0	0.00 %	3,600
3499 MISC CONTRACTS	6,765	6,516	6,500	6,500	0	0.00 %	6,500
3601 INSURANCE PREMIUMS	2,052	1,921	2,200	2,200	0	0.00 %	2,200
3940 POA SHARED REVENUE	213,057	192,501	228,114	180,317	(47,797)	-20.95 %	180,317
3942 POA ICON CHARGES	32,526	27,614	35,000	35,000	0	0.00 %	35,000
GOODS & SERVICES TOTAL	585,453	535,998	525,864	557,167	31,303	5.95 %	557,167
<b>FINANCIAL EXPENSES</b>							
4101 BANK CHARGES	19,892	19,784	19,000	19,000	0	0.00 %	19,000

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
LEGAL DEPARTMENT - POA

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
4110 CASH OVER / SHORT	7	70	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	19,898	19,854	19,000	19,000	0	0.00 %	19,000
CAPITAL/RESERVE TRANSACTIONS							
5015 OFFICE FURNITURE & EQUIP	0	853	1,000	1,000	0	0.00 %	1,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	853	1,000	1,000	0	0.00 %	1,000
INTERNAL TRANSFERS							
7010 ADMINISTRATON & OVERHEAD	253,689	261,300	261,300	276,431	15,131	5.79 %	276,431
EXPENSE TOTAL	1,450,747	1,413,385	1,391,193	1,449,612	58,419	4.20 %	1,449,612
REVENUE							
0420 COURT FINES	1,413,154	1,322,009	1,330,000	1,330,000	0	0.00 %	1,330,000
0423 DEVOLVED COURT FINES	18,000	70,943	0	0	0	0.00 %	0
0425 FINES - COLLECTION AGENCY	287,705	209,782	340,000	340,000	0	0.00 %	340,000
REVENUE TOTAL	1,718,858	1,602,733	1,670,000	1,670,000	0	0.00 %	1,670,000
<b>GRAND TOTAL:</b>	<b>(268,112)</b>	<b>(189,348)</b>	<b>(278,807)</b>	<b>(220,388)</b>	<b>58,419</b>	<b>20.95 %</b>	<b>(220,388)</b>
<b>PERCENT INCREASE:</b>							<b>20.95 %</b>



# **ENGINEERING AND ENVIRONMENTAL WORKS**

## **2015 OPERATING BUDGET**





# Business Unit Summary

Budget Year: 2015

YTD End Date: December 2014

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>Engineering, Environmental Services &amp; Works</b>							
ENGINEERING SERVICES	313,658	420,937	398,659	675,385	276,727	69.41 %	675,385
ENVIRONMENTAL SERVICES	378,859	270,339	336,632	405,088	68,456	20.34 %	405,088
FLEET MANAGEMENT	(359,827)	(423,988)	(410,053)	(154,784)	255,269	62.25 %	(154,784)
ROADS DEPARTMENT	7,377,810	7,535,553	7,141,050	7,255,534	114,484	1.60 %	7,255,534
STORM SEWERS	614,203	693,140	614,286	620,033	5,748	0.94 %	620,033
WORKS DEPT ADMINISTRATION	1,058,994	826,930	1,000,803	552,542	(448,261)	-44.79 %	552,542
<b>Total:</b>	<b>9,383,697</b>	<b>9,322,911</b>	<b>9,081,377</b>	<b>9,353,800</b>	<b>272,423</b>	<b>3.00 %</b>	<b>9,353,800</b>
<b>Percent Increase:</b>							<b>3.00 %</b>

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## Activity Summary Overview - 2015 Budget

### Engineering Services

#### Positions:

	2014 FTE	2015 FTE
Managing Director, EESW	0.00	0.30
Director, Engineering	1.00	0.00
Senior Capital Program Engineer <sup>A</sup>	0.00	1.00
Capital Works Engineer	1.00	1.00
Infrastructure Engineer <sup>B</sup>	1.00	1.00
Development Engineer	1.00	1.00
Supervisor, Construction Services	1.00	1.00
Field Tech I <sup>B,C</sup>	3.00	5.00
Field Tech II <sup>C</sup>	4.00	2.00
Supervisor, Engineering Services	1.00	1.00
Engineering Technician I & II	2.00	2.00
Administrative Assistant, EESW	0.00	0.50
Engineering Students	0.60	0.60
<b>Totals</b>	<b>15.6</b>	<b>16.4</b>

#### **\*Note**

- A Funded from capital projects (charged to applicable projects throughout the year)  
B Infrastructure Engineer and one Field Tech I funded directly from capital projects (charged to project 2699GG)  
C \$168,000 is charged to capital projects (charged to applicable projects throughout the year)

A, B, & C – 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, contract administration, surveying, design, and inspection.

### **Summary Information**

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

### **Infrastructure**

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

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

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## **Capital Works**

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 detailed designs, and provision of project management and inspection services for the construction of approved capital projects. The Engineering Department also provides planning, design, cost estimating, and advisory services to other City departments with regard to their capital works.

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

## **Construction Services**

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

## **In-house Engineering Services**

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

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

## **Development**

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

## **Traffic**

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

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ENGINEERING SERVICES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	552,210	592,987	839,167	876,862	37,695	4.49 %	876,862
1002 TEMPORARY SALARIES	23,450	22,329	16,848	16,848	0	0.00 %	16,848
1003 SHIFT PREMIUM	0	75	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	260,254	285,184	24,931	9.58 %	285,184
1101 OVERTIME FULLTIME	17,142	69,297	11,582	11,500	(82)	-0.71 %	11,500
1202 VACATION	(4,435)	3,649	674	674	0	0.00 %	674
1204 STATUTORY HOLIDAYS	40,397	2,501	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	0	113	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	0	343	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	190,141	249,236	333,514	343,343	9,828	2.95 %	343,343
1802 FRINGE BENEFITS-PARTTIME	2,745	2,610	377	485	108	28.57 %	485
PERSONNEL TOTAL	821,650	943,140	1,462,417	1,534,896	72,480	4.96 %	1,534,896
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	256	0	500	500	0	0.00 %	500
2601 OFFICE SUPPLIES	0	2,022	0	2,000	2,000	100.00 %	2,000
2610 DRAFTING SUPPLIES	9,427	3,834	10,000	6,000	(4,000)	-40.00 %	6,000
2612 SURVEY SUPPLIES	7,345	3,800	5,300	5,300	0	0.00 %	5,300
2650 CLOTHING / UNIFORM	2,055	2,331	2,975	2,975	0	0.00 %	2,975
2655 SAFETY SUPPLIES	1,961	1,134	1,900	1,900	0	0.00 %	1,900
2660 SAFETY BOOT ALLOWANCE	1,312	1,517	990	990	0	0.00 %	990
2999 MISCELLANEOUS SUPPLIES	233	1,351	0	0	0	0.00 %	0
3001 POSTAGE	93	39	0	0	0	0.00 %	0
3005 COURIER & DELIVERY	1,923	2,279	1,500	1,700	200	13.33 %	1,700
3035 MILEAGE	1,375	1,673	1,000	1,000	0	0.00 %	1,000
3065 MEMBERSHIPS	1,119	1,148	0	1,000	1,000	100.00 %	1,000
3070 TRAINING COURSES - OUTSID	15,248	14,128	15,000	15,000	0	0.00 %	15,000
3075 TRAINING COURSES - IN HOU	4,000	0	4,000	4,000	0	0.00 %	4,000
3080 ADVERTISING & PROMOTION	0	0	1,400	1,400	0	0.00 %	1,400
GOODS & SERVICES TOTAL	46,347	35,257	44,565	43,765	(800)	-1.80 %	43,765
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	1,726	0	2,000	2,000	0	0.00 %	2,000
5115 TRANSFER TO RESERVE FUND	85,993	0	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	87,718	0	2,000	2,000	0	0.00 %	2,000
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	58,318	66,914	54,500	54,500	0	0.00 %	54,500
EXPENSE TOTAL	1,014,033	1,045,310	1,563,482	1,635,161	71,680	4.58 %	1,635,161
<b>REVENUE</b>							
0460 TRANSFER FRM CAPITAL FUND	0	0	516,771	536,417	19,646	3.80 %	536,417
0474 REFUNDS	0	0	10,000	0	(10,000)	-100.00 %	0

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ENGINEERING SERVICES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0509 MIN OF NORTH DEVEL & MINE	2,196	2,240	0	0	0	0.00 %	0
0532 YES PROGRAM	1,224	0	0	0	0	0.00 %	0
0827 OVERSIZED LOAD PERMITS	0	150	0	0	0	0.00 %	0
0850 ADMIN FEES	200	0	20,000	0	(20,000)	-100.00 %	0
0855 SERVICE CHARGES	5,872	3,687	3,000	3,000	0	0.00 %	3,000
0895 ENG APPLICATION FEES	0	13,600	0	10,000	10,000	100.00 %	10,000
0972 TENDER DEPOSITS	0	0	8,500	0	(8,500)	-100.00 %	0
0980 SUBDIVISION INSPECTION FE	109,293	26,704	23,300	23,300	0	0.00 %	23,300
0981 MOE CERTIFICATES	7,194	8,800	5,400	7,000	1,600	29.63 %	7,000
7910 INTERNAL OVERHEAD REVENUE	574,397	569,192	577,852	380,059	(197,793)	-34.23 %	380,059
REVENUE TOTAL	700,375	624,373	1,164,823	959,776	(205,047)	-17.60 %	959,776
<b>GRAND TOTAL:</b>	<b>313,658</b>	<b>420,937</b>	<b>398,659</b>	<b>675,385</b>	<b>276,727</b>	<b>69.41 %</b>	<b>675,385</b>
<b>PERCENT INCREASE:</b>							<b>69.41 %</b>

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## Activity Summary Overview – 2015 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:

	2014 FTE	2015 FTE
Managing Director	0.00	0.10
Senior Engineer	0.00	0.50
Manager of Environmental Services	1.00	0.00
Landfill Operations Coordinator	1.00	1.00
Waste Management Coordinator	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Students	0.60	0.60
Landfill Attendant	2.20	2.20
Weigh Scale Attendants	1.20	1.20
<b>Totals</b>	<b>9.00</b>	<b>8.60</b>

#### 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 2015 and approx. 4,500 households are served through the multi-residential collection service. The annual curbside household rate in 2014 was \$41.91 and will be adjusted for 2015 using CPI and fuel inflation/deflation clauses.

#### Blue Box Program

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

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

#### Household Hazardous Waste (HHW) Depot

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

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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 2014 Stewardship Ontario provided funding at 60% and the proposed 2015 budget assumes that the funding from Stewardship Ontario will be 60% once again.

### **Merrick**

Landfill site operation is contracted to Bruman Construction Inc. A 5-year contract began on February 7, 2011. There are provisions for a 1 year extension. Landfill site's management, weigh scales and recycling facilities are maintained and operated by City staff. As of January 1, 2015 the site will be 20.5 years old and have an estimated remaining life of 18.5 years.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2014 tipping fees increased from \$81 to \$84 / tonne and the 2015 proposed budget assumes an increase to \$87 / tonne effective April 1, 2015, of which it is approved that \$6/tonne is transferred to reserve. The proposed budget also includes the addition of tipping fees on double axle residential trailers effective April 1, 2015.

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

It is anticipated that the Leachate Treatment Facility, which is a requirement of the Ministry of the Environmental Certificate of Approval, will be constructed in 2015 and operating in 2016. Costs associated with annual operation of the facility are not included in the 2015 budget however will be included in 2016 once the facility is operational. The estimated annual cost to operate the 390 m<sup>2</sup> facility is \$250,000 which must be absorbed by the 2016 budget. These costs can also be offset by increasing tipping fees or other means of revenue.

### **Marsh**

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

### **Organic Depot**

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

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	489,241	414,913	504,431	482,908	(21,523)	-4.27 %	482,908
1002 TEMPORARY SALARIES	30,709	35,172	35,701	36,159	458	1.28 %	36,159
1101 OVERTIME FULLTIME	23,843	26,312	11,237	12,037	800	7.12 %	12,037
1102 OVERTIME - PART TIME	934	1,428	0	0	0	0.00 %	0
1202 VACATION	16,545	32,511	674	674	0	0.00 %	674
1203 COMPASSIONATE LEAVE	1,019	1,133	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	22,116	13,564	0	3,341	3,341	100.00 %	3,341
1207 SICK LEAVE	1,991	12,953	0	0	0	0.00 %	0
1301 WSIB LEAVE	(170)	0	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	0	25	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	158,674	149,294	156,788	151,985	(4,803)	-3.06 %	151,985
1802 FRINGE BENEFITS-PARTTIME	5,464	6,429	3,877	4,090	213	5.49 %	4,090
<b>PERSONNEL TOTAL</b>	<b>750,366</b>	<b>693,732</b>	<b>712,707</b>	<b>691,193</b>	<b>(21,514)</b>	<b>-3.02 %</b>	<b>691,193</b>
<b>GOODS &amp; SERVICES</b>							
2030 GRAVEL	0	483	0	0	0	0.00 %	0
2099 MISC. MATERIALS	0	69	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	0	0	80	80	0	0.00 %	80
2650 CLOTHING / UNIFORM	3,161	3,331	2,175	3,479	1,304	59.95 %	3,479
2655 SAFETY SUPPLIES	2,153	5,152	3,155	3,155	0	0.00 %	3,155
2660 SAFETY BOOT ALLOWANCE	1,238	1,264	825	825	0	0.00 %	825
2699 MISC GENERAL SUPPLIES	13,911	18,189	18,950	18,950	0	0.00 %	18,950
2701 HYDRO	44,852	55,425	47,643	58,593	10,950	22.98 %	58,593
2945 LANDFILL FILTERS	3,702	1,979	3,000	3,000	0	0.00 %	3,000
2950 BLUE BOX / COMPOSTERS	5,973	5,266	5,000	5,000	0	0.00 %	5,000
3010 TELEPHONE	3,930	4,685	4,560	4,560	0	0.00 %	4,560
3035 MILEAGE	15,068	15,156	15,200	14,200	(1,000)	-6.58 %	14,200
3045 CONFERENCE & SEMINARS	1,002	0	0	0	0	0.00 %	0
3055 MEETING COSTS	521	75	200	200	0	0.00 %	200
3065 MEMBERSHIPS	529	812	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	5,230	3,269	1,000	1,000	0	0.00 %	1,000
3075 TRAINING COURSES - IN HOU	286	0	0	0	0	0.00 %	0
3080 ADVERTISING & PROMOTION	31,265	27,069	29,850	29,850	0	0.00 %	29,850
3155 MONITORING REPORTS	42,038	51,287	108,800	82,100	(26,700)	-24.54 %	82,100
3202 ORGANIC CONTAINERS	15,224	12,253	0	0	0	0.00 %	0
3203 WASTE BIN RENTALS	40,623	41,243	56,160	48,500	(7,660)	-13.64 %	48,500
3204 METAL CONTAINERS	784	1,250	840	840	0	0.00 %	840
3207 EQUIPMENT LEASE	2,302	0	5,000	500	(4,500)	-90.00 %	500
3215 PROPERTY & BUILDING LEASE	94,332	94,332	94,400	95,481	1,081	1.15 %	95,481
3305 BUILDING MAINTENANCE	1,930	2,498	2,000	2,000	0	0.00 %	2,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	12,186	21,613	27,000	27,000	0	0.00 %	27,000



Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ENVIRONMENTAL SERVICES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3312 ROADS MAINTENANCE	6,644	5,694	9,000	9,000	0	0.00 %	9,000
3399 MISC MAINTENANCE FEES	2,524	3,711	2,745	2,745	0	0.00 %	2,745
3401 STREET GARBAGE CONTRACT	812,424	825,561	807,005	831,601	24,596	3.05 %	831,601
3403 MULTI-RES GARBAGE	192,362	197,020	209,348	215,628	6,281	3.00 %	215,628
3405 RECYCLING COLLECTION	694,036	731,393	810,000	750,000	(60,000)	-7.41 %	750,000
3409 HAZARDOUS WASTE DISPOSAL	77,402	94,333	87,000	87,000	0	0.00 %	87,000
3413 LANDFILL MAINT CONTRACT	1,066,862	907,700	890,000	898,900	8,900	1.00 %	898,900
3417 PEST CONTROL	1,203	1,162	1,000	1,000	0	0.00 %	1,000
3418 WATER ANALYSIS	44,637	34,311	48,380	48,380	0	0.00 %	48,380
3421 AIRBORNE CONTAMINATES	0	6,004	4,000	4,000	0	0.00 %	4,000
3422 WOOD CHIP/TUB GRINDING	36,430	36,430	40,000	40,000	0	0.00 %	40,000
3423 CFC REMOVAL	3,940	8,100	5,000	5,000	0	0.00 %	5,000
3601 INSURANCE PREMIUMS	25,238	27,721	27,561	29,700	2,139	7.76 %	29,700
3968 ELECTRONICS DISPOSAL	0	0	1,300	0	(1,300)	-100.00 %	0
3999 MISC SERVICES & RENTS	24,671	21,604	20,000	20,000	0	0.00 %	20,000
<b>GOODS &amp; SERVICES TOTAL</b>	<b>3,330,615</b>	<b>3,267,439</b>	<b>3,388,177</b>	<b>3,342,267</b>	<b>(45,910)</b>	<b>-1.35 %</b>	<b>3,342,267</b>
<b>FINANCIAL EXPENSES</b>							
4110 CASH OVER / SHORT	(54)	(157)	0	0	0	0.00 %	0
4311 TIPPING FEE WAIVERS	0	0	1,500	0	(1,500)	-100.00 %	0
<b>FINANCIAL EXPENSES TOTAL</b>	<b>(54)</b>	<b>(157)</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>-100.00 %</b>	<b>0</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5115 TRANSFER TO RESERVE FUND	467,101	396,754	189,700	189,700	0	0.00 %	189,700
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>467,101</b>	<b>396,754</b>	<b>189,700</b>	<b>189,700</b>	<b>0</b>	<b>0.00 %</b>	<b>189,700</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	8,160	16,624	14,050	14,050	0	0.00 %	14,050
<b>EXPENSE TOTAL</b>	<b>4,556,187</b>	<b>4,374,392</b>	<b>4,306,134</b>	<b>4,237,210</b>	<b>(68,924)</b>	<b>-1.60 %</b>	<b>4,237,210</b>
<b>REVENUE</b>							
0446 SALE OF ELECTRONICS	60,318	45,015	54,000	54,000	0	0.00 %	54,000
0452 SALE OF RECYCLED GOODS	405,054	437,197	450,000	425,000	(25,000)	-5.56 %	425,000
0453 SALE OF BLUE BOXES	6,240	3,843	5,000	5,000	0	0.00 %	5,000
0454 MULTI-RES RECYCLE CARTS	350	70	0	0	0	0.00 %	0
0456 SALE OF SCRAP METALS	38,931	76,199	32,500	34,000	1,500	4.62 %	34,000
0457 SALE OF ORGANIC TOPSOIL	2,028	1,018	1,600	1,600	0	0.00 %	1,600
0459 OTHER SALES	5,388	2,457	300	300	0	0.00 %	300
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %	30,000
0472 REIMB - CUPE BENEFITS	127	554	0	0	0	0.00 %	0
0473 METHANE SALES	216,985	200,000	200,000	200,000	0	0.00 %	200,000
0476 REIMBURSEMENT-CUPE WAGES	442	2,833	0	0	0	0.00 %	0
0478 AGREEMENT REVENUE	398,256	561,554	356,000	356,000	0	0.00 %	356,000
0480 SUNDRY REVENUE	304,251	273,221	0	0	0	0.00 %	0
0486 ORGANIC GRASS CHARGE	25	0	0	0	0	0.00 %	0



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ENVIRONMENTAL SERVICES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0509 MIN OF NORTH DEVEL & MINE	0	2,060	0	0	0	0.00 %	0
0701 LANDFILL USE FEES	159,426	168,697	165,302	167,972	2,670	1.62 %	167,972
0817 TIPPING FEES	2,543,873	2,283,551	2,669,800	2,550,000	(119,800)	-4.49 %	2,550,000
0818 TIRE REVENUE - OTS	5,633	6,034	5,000	5,000	0	0.00 %	5,000
0891 SEPTIC SYSTEM MONITORING	0	9,750	0	3,250	3,250	100.00 %	3,250
REVENUE TOTAL	4,177,328	4,104,053	3,969,502	3,832,122	(137,380)	-3.46 %	3,832,122
<b>GRAND TOTAL:</b>	<b>378,859</b>	<b>270,339</b>	<b>336,632</b>	<b>405,088</b>	<b>68,456</b>	<b>20.34 %</b>	<b>405,088</b>
<b>PERCENT INCREASE:</b>							<b>20.34 %</b>

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## Account Activity Overview – 2015 Budget

### Fleet Management

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

In 2014, Mercury Associates Inc. conducted an in-depth fleet services program review. This review covered five broad areas – Utilization, Governance, Maintenance, Financial Management and Rates and Fleet Replacement Practices. The report concluded with fourteen recommendations as well as a prioritized implementation plan and schedule. The first tasks include: 1) Creating a fleet policy framework including Fleet Policy Manual, Driver's Handbook, Steering Committee Terms of Reference and a typical Service Level Agreement, and 2) Selecting and procuring a Fleet Management Information System. These tasks are underway and expected to be completed within the first quarter of 2015. The enclosed budget does not consider any accounting changes, efficiencies or effectiveness changes that may result from the implementation of the 14 recommendations.

#### Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Supervisor	1.00	1.00
Chargehand	3.00	3.00
Clerk Steno	1.00	1.00
Mechanics	15.0	15.0
Labourers	6.00	6.00
Apprentice Mechanic	2.00	2.00
Summer Students	0.60	0.60
Totals	28.6	28.6

#### **Summary Information:**

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

Fuel costs projected in the 2015 Operating Budget is based on a consumption of 594,470 litres at an average cost of:

- Clear Diesel = \$1.136/L
- Dyed Diesel = \$0.985/L
- Regular Gas = \$1.148/L

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	1,152,787	1,186,661	1,580,546	1,648,407	67,861	4.29 %	1,648,407
1002 TEMPORARY SALARIES	21,334	7,231	13,466	13,728	262	1.95 %	13,728
1003 SHIFT PREMIUM	18,282	17,363	18,985	19,479	494	2.60 %	19,479
1004 OTHER/STANDBY	109	0	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	108,983	92,358	46,300	81,100	34,800	75.16 %	81,100
1202 VACATION	109,560	120,538	539	549	10	1.95 %	549
1203 COMPASSIONATE LEAVE	3,220	4,696	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	73,233	63,382	0	0	0	0.00 %	0
1207 SICK LEAVE	105,354	63,170	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	27,511	23,468	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	19,216	13,117	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	9,498	8,942	10,800	11,400	600	5.56 %	11,400
1801 FRINGE BENEFITS-FULLTIME	490,052	483,400	502,937	513,428	10,491	2.09 %	513,428
1802 FRINGE BENEFITS-PARTTIME	15,737	4,994	302	395	94	31.07 %	395
<b>PERSONNEL TOTAL</b>	<b>2,154,876</b>	<b>2,089,318</b>	<b>2,173,874</b>	<b>2,288,486</b>	<b>114,612</b>	<b>5.27 %</b>	<b>2,288,486</b>
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	105	36	0	0	0	0.00 %	0
2401 GAS	803,619	712,273	665,819	741,597	75,778	11.38 %	741,597
2405 DIESEL FUEL	103	0	0	0	0	0.00 %	0
2415 LUBRICANTS	18,920	27,683	19,000	19,000	0	0.00 %	19,000
2420 TIRES	36,141	2,098	40,000	40,000	0	0.00 %	40,000
2425 REPAIR PARTS	943,782	944,674	806,000	852,564	46,564	5.78 %	852,564
2430 MECHANIC SHOP SUPPLIES	72,335	64,921	80,000	80,000	0	0.00 %	80,000
2435 TOOLS	10,168	12,209	12,500	12,500	0	0.00 %	12,500
2450 LICENSES	62,409	71,243	59,000	70,940	11,940	20.24 %	70,940
2494 RETURN ORDER COST	1,002	(1,573)	0	0	0	0.00 %	0
2495 SHOP LABOUR	(3,279)	(6,054)	0	0	0	0.00 %	0
2498 FLEET SYSTEM DEFAULT	(87,246)	(1,133)	0	0	0	0.00 %	0
2499 MISC FLEET SUPPLIES	2,299	10,260	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	21,907	21,350	20,000	20,210	210	1.05 %	20,210
2655 SAFETY SUPPLIES	8,155	11,529	11,000	11,000	0	0.00 %	11,000
2660 SAFETY BOOT ALLOWANCE	2,948	3,038	3,960	4,200	240	6.06 %	4,200
3005 COURIER & DELIVERY	977	0	0	0	0	0.00 %	0
3030 TRAVEL	1,726	1,490	3,000	3,000	0	0.00 %	3,000
3065 MEMBERSHIPS	569	2,363	0	0	0	0.00 %	0
3070 TRAINING COURSES - OUTSID	6,455	4,414	3,000	3,300	300	10.00 %	3,300
3105 LEGAL FEES	0	4,725	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	126	22,784	0	0	0	0.00 %	0
3307 EQUIPMENT MAINTENANCE/CONTRACTS	0	2,768	0	0	0	0.00 %	0
3315 VEHICLE MAINTENANCE	0	66	700	700	0	0.00 %	700

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
FLEET MANAGEMENT

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3350 DRY CLEANING/LAUNDERING	5,931	6,239	5,000	5,250	250	5.00 %	5,250
3430 MAINTENANCE CONTRACT	1,282	3,075	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	125,999	134,835	131,547	144,769	13,222	10.05 %	144,769
GOODS & SERVICES TOTAL	2,036,435	2,055,311	1,860,526	2,009,030	148,504	7.98 %	2,009,030
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	197	0	1,500	1,500	0	0.00 %	1,500
CAPITAL/RESERVE TRANSACTIONS TOTAL	197	0	1,500	1,500	0	0.00 %	1,500
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	47	33,560	60,000	45,000	(15,000)	-25.00 %	45,000
EXPENSE TOTAL	4,191,555	4,178,189	4,095,900	4,344,016	248,116	6.06 %	4,344,016
REVENUE							
0450 DISPOSAL OF EQUIPMENT	0	76,447	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	183	221	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	1,060	532	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	6,482	8,172	4,100	7,433	3,333	81.29 %	7,433
0481 INSURANCE REVENUE	60,280	72,360	0	0	0	0.00 %	0
0493 FUEL SURCHARGE	100,084	94,559	89,000	89,000	0	0.00 %	89,000
0532 YES PROGRAM	1,148	1,239	0	0	0	0.00 %	0
0899 OTHER SERVICE CHARGES	0	106	0	0	0	0.00 %	0
7901 FLEET USAGE	4,249,995	4,213,748	4,278,061	4,267,575	(10,486)	-0.25 %	4,267,575
7910 INTERNAL OVERHEAD REVENUE	132,150	134,792	134,792	134,792	0	0.00 %	134,792
REVENUE TOTAL	4,551,382	4,602,176	4,505,953	4,498,800	(7,153)	-0.16 %	4,498,800
<b>GRAND TOTAL:</b>	<b>(359,827)</b>	<b>(423,988)</b>	<b>(410,053)</b>	<b>(154,784)</b>	<b>255,269</b>	<b>62.25 %</b>	<b>(154,784)</b>
<b>PERCENT INCREASE:</b>							<b>62.25 %</b>

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## Activity Summary Overview – 2015 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 and cleaning, and boulevard maintenance. Work is carried out mutually by staff and contractors. There is maintenance in the form of patching and surface treatment as well as improvements and street resurfacing under contract.

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

#### **Service Contracts**

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

#### **Sidewalks**

This activity includes the maintenance and replacement of existing sidewalks; does not include winter maintenance or costs for new sidewalks. There are 113.4 km of sidewalks which are comprised of both asphalt and cement.

#### **Street Lighting**

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

#### **Traffic**

Traffic activity includes pavement marking, traffic control signal maintenance and improvements, traffic and street name signal maintenance and repair, railway crossing and guide rail maintenance. The activity also includes traffic counting, barricade and signage for street work.

#### **Winter Control**

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

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

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

Traditionally this budget was determined based on a 7 year average plus an inflation factor (assumes 2.5% inflation rate). Below is the analysis for 2015 Operating Budget.

#### Winter Maintenance Costs

Year	Budget	Actual Costs	Estimated 2015 (Current \$ Value)
2008	-	\$2,739,566	\$3,177,056
2009	-	\$2,476,551	\$2,801,991
2010	-	\$2,308,203	\$2,547,825
2011	\$2,224,200	\$2,403,898	\$2,588,736
2012	\$2,427,243	\$2,473,688	\$2,598,919
2013	\$2,443,593	\$3,191,254	\$3,271,035
2014	\$2,614,344	\$3,200,000 Est.	\$3,200,000
		Total	<b>\$20,185,561</b>
		<b>Average 7 Year</b>	<b>\$2,883,652</b>

#### Supervision Roads

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

#### Positions:

Total Roads Department Positions	2014 FTE	2015 FTE
Backhoe (1- 6/6 Winter Control)	2.50	2.50
Grader	2.00	2.00
Truck Driver/Tandem	15.30	15.30
Loader	1.00	1.00
Chargehand	6.50	6.50
UTL (4-6/6 UTL Winter Control)	4.00	4.00
Road Labourer	1.00	1.00
Traffic Labourer	3.00	3.00
Cement Finisher	0.40	0.40
Carpenter	0.40	0.40
Supervisor	3.00	3.00
Signal Tech	1.60	1.60
Students	1.80	1.80
Manager	1.00	1.00
<b>Totals</b>	<b>43.50</b>	<b>43.50</b>

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	1,700,035	1,528,690	2,190,494	2,283,124	92,630	4.23 %	2,283,124
1002 TEMPORARY SALARIES	94,328	97,340	64,261	65,047	786	1.22 %	65,047
1003 SHIFT PREMIUM	5,826	5,117	5,863	5,883	20	0.34 %	5,883
1004 OTHER/STANDBY	27,783	28,725	29,887	30,664	777	2.60 %	30,664
1010 MODIFIED DUTIES	0	1,250	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	288,920	375,712	308,416	326,355	17,939	5.82 %	326,355
1102 OVERTIME - PART TIME	1,949	3,220	1,728	2,197	469	27.14 %	2,197
1202 VACATION	167,983	164,377	1,616	1,647	31	1.95 %	1,647
1203 COMPASSIONATE LEAVE	4,666	3,110	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	113,035	90,511	0	0	0	0.00 %	0
1207 SICK LEAVE	125,295	87,512	0	0	0	0.00 %	0
1210 GREIVANCE SETTLEMENT	1,250	0	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	14,056	1,937	0	0	0	0.00 %	0
1301 WSIB LEAVE	14	(1,423)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	30,624	53,965	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	50	249	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	766,128	741,539	722,899	737,675	14,777	2.04 %	737,675
1802 FRINGE BENEFITS-PARTTIME	10,349	18,214	8,780	9,061	281	3.20 %	9,061
<b>PERSONNEL TOTAL</b>	<b>3,352,291</b>	<b>3,200,047</b>	<b>3,333,943</b>	<b>3,461,653</b>	<b>127,710</b>	<b>3.83 %</b>	<b>3,461,653</b>
<b>GOODS &amp; SERVICES</b>							
2001 SAND	86,875	60,393	0	100,000	100,000	100.00 %	100,000
2002 SALT	297,940	230,192	0	143,033	143,033	100.00 %	143,033
2003 BRINE	0	25,914	0	60,000	60,000	100.00 %	60,000
2005 GRINDINGS	0	7,111	0	0	0	0.00 %	0
2006 ASPHALT - COLD MIX	92,367	80,969	52,875	54,326	1,451	2.74 %	54,326
2010 TRAFFIC SUPPLIES	17,698	16,920	27,500	27,500	0	0.00 %	27,500
2030 GRAVEL	43,383	30,002	62,800	40,900	(21,900)	-34.87 %	40,900
2036 SIGNS	7,337	2,999	7,000	7,000	0	0.00 %	7,000
2099 MISC. MATERIALS	901,582	629,540	548,418	199,038	(349,380)	-63.71 %	199,038
2435 TOOLS	12,096	11,041	8,800	8,800	0	0.00 %	8,800
2601 OFFICE SUPPLIES	0	47	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	14,138	14,648	17,000	18,705	1,705	10.03 %	18,705
2655 SAFETY SUPPLIES	23,407	23,939	22,000	22,000	0	0.00 %	22,000
2660 SAFETY BOOT ALLOWANCE	4,028	8,501	5,500	7,525	2,025	36.82 %	7,525
2701 HYDRO	716,555	773,247	786,579	881,149	94,570	12.02 %	881,149
3035 MILEAGE	4,999	2,863	5,000	5,000	0	0.00 %	5,000
3070 TRAINING COURSES - OUTSID	14,556	1,220	11,000	11,000	0	0.00 %	11,000
3075 TRAINING COURSES - IN HOU	12,112	0	0	0	0	0.00 %	0
3099 MISC ADMIN EXPENSES	2,233	0	0	0	0	0.00 %	0
3130 CONSULTANT FEES	0	3,755	0	0	0	0.00 %	0



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
ROADS DEPARTMENT

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
3172 ELECTRICIAN	0	471	0	0	0	0.00 %	0
3205 VEHICLE LEASE/RENTAL	110,244	193,273	129,000	187,226	58,226	45.14 %	187,226
3299 MISC LEASES & RENTS	0	2,123	0	0	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	609,823	312,162	288,600	210,600	(78,000)	-27.03 %	210,600
3426 PATCHING	0	401,937	301,000	290,510	(10,490)	-3.49 %	290,510
3427 HYDROSEEDING	0	18,219	0	0	0	0.00 %	0
3601 INSURANCE PREMIUMS	74,816	86,482	82,403	93,252	10,849	13.17 %	93,252
GOODS & SERVICES TOTAL	3,046,188	2,937,967	2,355,475	2,367,564	12,089	0.51 %	2,367,564
FINANCIAL EXPENSES							
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00 %	0
INTERNAL TRANSFERS							
7001 VEH & EQUIPMENT USAGE FEE	1,633,547	1,526,205	1,603,907	1,581,598	(22,309)	-1.39 %	1,581,598
EXPENSE TOTAL	8,032,027	7,664,218	7,293,325	7,410,815	117,490	1.61 %	7,410,815
REVENUE							
0456 SALE OF SCRAP METALS	3,532	1,524	0	0	0	0.00 %	0
0459 OTHER SALES	24,699	9,661	62,905	64,431	1,526	2.43 %	64,431
0470 TSF FROM RESERVE FUND	520,000	0	0	0	0	0.00 %	0
0472 REIMB - CUPE BENEFITS	4,491	1,594	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	19,183	6,865	0	0	0	0.00 %	0
0509 MIN OF NORTH DEVEL & MINE	1,120	2,240	0	0	0	0.00 %	0
0532 YES PROGRAM	7,912	4,609	0	0	0	0.00 %	0
0850 ADMIN FEES	0	1,001	0	0	0	0.00 %	0
0855 SERVICE CHARGES	0	200	0	0	0	0.00 %	0
0871 STREET WORK PERMITS	2,220	4,720	2,000	2,000	0	0.00 %	2,000
0872 ENTRANCE CULVERT & CURBS	25,113	58,197	34,020	34,150	130	0.38 %	34,150
0899 OTHER SERVICE CHARGES	45,947	38,054	53,350	54,700	1,350	2.53 %	54,700
REVENUE TOTAL	654,217	128,665	152,275	155,281	3,006	1.97 %	155,281
<b>GRAND TOTAL:</b>	<b>7,377,810</b>	<b>7,535,553</b>	<b>7,141,050</b>	<b>7,255,534</b>	<b>114,484</b>	<b>1.60 %</b>	<b>7,255,534</b>
<b>PERCENT INCREASE:</b>							<b>1.60 %</b>

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## Activity Summary Overview – 2015 Budget

### Storm Sewer

Traditionally each staff member in this department was based on working 60% water, 35% sewer, and 5% storm and this was reflected in the budget allocations. Moving forward, the new allocations within the 2015 Budget are 50% water, 40% sewer and 10% storm. This change is a result of engaging the front line staff and strengthening the link between operations and financial reporting. The 2015 Budget will better reflect historical actuals.

#### **Maintenance**

Cleaning, maintenance and repair of approximately 227 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 installations of new hydrants where required. Maintenance, repairs of 1458 Fire Hydrants and winter control over access to fire hydrants.

#### **Allocated Employees**

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

##### Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Director of Public Works	0.00	0.05
Operations Manager, Water & Sewer	0.00	0.10
Operations Supervisor, Water & Sewer	0.00	0.40
Public Works Yard Loader	0.00	0.05
Chargehands	0.82	0.70
Operator 1	1.91	1.30
Backhoe Operator	0.32	0.10
Certified Sewer Cleaner/Flusher	0.26	0.30
Truck Driver	0.55	0.40
Excavator	0.27	0.20
Operator in Training	0.65	0.70
Sewer & Water clerk	0.00	0.10
<b>Totals</b>	<b>4.78</b>	<b>4.40</b>

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
STORM SEWERS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	170,740	227,281	263,599	217,373	(46,226)	-17.54 %	217,373
1002 TEMPORARY SALARIES	21,979	10,629	0	0	0	0.00 %	0
1003 SHIFT PREMIUM	270	299	0	0	0	0.00 %	0
1004 OTHER/STANDBY	0	450	0	0	0	0.00 %	0
1011 REGULAR SALARIES CAPITAL/Special Projects BUDGET	0	0	0	47,818	47,818	100.00 %	47,818
1101 OVERTIME FULLTIME	20,320	30,121	10,230	10,230	0	0.00 %	10,230
1102 OVERTIME - PART TIME	104	50	0	0	0	0.00 %	0
1202 VACATION	29,318	2,366	0	0	0	0.00 %	0
1207 SICK LEAVE	14,620	0	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	0	439	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	65,708	69,571	84,493	82,177	(2,315)	-2.74 %	82,177
1802 FRINGE BENEFITS-PARTTIME	0	187	0	0	0	0.00 %	0
<b>PERSONNEL TOTAL</b>	<b>323,060</b>	<b>341,393</b>	<b>358,322</b>	<b>357,598</b>	<b>(723)</b>	<b>-0.20 %</b>	<b>357,598</b>
<b>GOODS &amp; SERVICES</b>							
2006 ASPHALT - COLD MIX	3,705	2,999	6,635	6,635	0	0.00 %	6,635
2008 CEMENT	0	3,579	5,003	5,003	0	0.00 %	5,003
2020 SEWER/WATER PIPE & PARTS	0	1,290	0	0	0	0.00 %	0
2030 GRAVEL	10,592	9,953	13,700	13,700	0	0.00 %	13,700
2099 MISC. MATERIALS	63,955	60,019	49,400	49,400	0	0.00 %	49,400
2435 TOOLS	0	2,049	0	3,507	3,507	100.00 %	3,507
2601 OFFICE SUPPLIES	0	7	0	0	0	0.00 %	0
2650 CLOTHING / UNIFORM	0	627	0	1,740	1,740	100.00 %	1,740
2655 SAFETY SUPPLIES	0	790	0	3,490	3,490	100.00 %	3,490
2660 SAFETY BOOT ALLOWANCE	0	142	0	1,166	1,166	100.00 %	1,166
3010 TELEPHONE	0	253	0	725	725	100.00 %	725
3035 MILEAGE	0	52	0	780	780	100.00 %	780
3065 MEMBERSHIPS	0	161	0	0	0	0.00 %	0
3075 TRAINING COURSES - IN HOU	0	569	0	4,000	4,000	100.00 %	4,000
3099 MISC ADMIN EXPENSES	0	375	0	366	366	100.00 %	366
3102 CONSULTANT FEES IS	0	0	0	3,381	3,381	100.00 %	3,381
3205 VEHICLE LEASE/RENTAL	0	0	0	1,000	1,000	100.00 %	1,000
3350 DRY CLEANING/LAUNDERING	0	28	0	0	0	0.00 %	0
3425 CONSTRUCTION CONTRACT	60,341	11,789	5,150	5,150	0	0.00 %	5,150
3426 PATCHING	0	95,482	68,000	68,000	0	0.00 %	68,000
3427 HYDROSEEDING	0	280	7,000	7,000	0	0.00 %	7,000
<b>GOODS &amp; SERVICES TOTAL</b>	<b>138,593</b>	<b>190,444</b>	<b>154,888</b>	<b>175,043</b>	<b>20,155</b>	<b>13.01 %</b>	<b>175,043</b>
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	146,695	162,278	164,900	164,900	0	0.00 %	164,900
<b>EXPENSE TOTAL</b>	<b>608,348</b>	<b>694,114</b>	<b>678,110</b>	<b>697,541</b>	<b>19,432</b>	<b>2.87 %</b>	<b>697,541</b>



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
STORM SEWERS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
REVENUE							
0460 TRANSFER FRM CAPITAL FUND	0	0	0	62,508	62,508	100.00 %	62,508
0855 SERVICE CHARGES	3,528	0	38,824	0	(38,824)	-100.00 %	0
0875 STORM SEWER CONNECTIONS	(9,383)	835	25,000	15,000	(10,000)	-40.00 %	15,000
0899 OTHER SERVICE CHARGES	0	139	0	0	0	0.00 %	0
REVENUE TOTAL	(5,855)	974	63,824	77,508	13,684	21.44 %	77,508
<b>GRAND TOTAL:</b>	<b>614,203</b>	<b>693,140</b>	<b>614,286</b>	<b>620,033</b>	<b>5,748</b>	<b>0.94 %</b>	<b>620,033</b>
<b>PERCENT INCREASE:</b>							<b>0.94 %</b>

## Activity Summary Overview – 2015 Budget

### Works Department

#### **Works Administration**

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

#### Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Managing Director	1.00	0.60
Director of Public Works ***	1.00	0.50
Finance & Administration Manager	1.00	0.00
Clerk Timekeeper	2.00	0.00
Dispatcher	3.00	3.00
Public Works Administration Clerk	1.00	0.00
Engineering Clerk	1.00	1.00
Part-time Dispatchers	0.60	0.60
Electrician	0.40	0.40
<b>Totals</b>	<b>11</b>	<b>6.10</b>

\*\*\* Note - 50% charged to Water and Sanitary Sewer budget

Changes to FTE numbers are a result of several re-organizations.

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
WORKS DEPT ADMINISTRATION

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	733,633	603,797	700,612	310,495	(390,118)	-55.68 %	310,495
1002 TEMPORARY SALARIES	35,885	32,700	29,889	30,529	641	2.14 %	30,529
1003 SHIFT PREMIUM	4,054	4,273	4,150	4,260	110	2.65 %	4,260
1101 OVERTIME FULLTIME	8,274	13,549	5,500	5,645	145	2.64 %	5,645
1102 OVERTIME - PART TIME	0	404	0	0	0	0.00 %	0
1202 VACATION	8,980	(4,626)	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	33,244	4,449	0	0	0	0.00 %	0
1299 OTHER LABOUR COSTS	55	0	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	692	308	0	0	0	0.00 %	0
1499 OTHER EMP ALLOWANCES	30	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	206,820	160,797	220,919	97,887	(123,032)	-55.69 %	97,887
1802 FRINGE BENEFITS-PARTTIME	7,871	7,842	8,076	8,286	210	2.60 %	8,286
PERSONNEL TOTAL	1,039,539	823,493	969,146	457,102	(512,044)	-52.83 %	457,102
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	9,890	4,750	6,250	6,250	0	0.00 %	6,250
2601 OFFICE SUPPLIES	21,182	16,260	19,000	19,000	0	0.00 %	19,000
2615 JANITORIAL SUPPLIES	804	1,687	0	0	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	697	77	500	500	0	0.00 %	500
2655 SAFETY SUPPLIES	331	0	0	0	0	0.00 %	0
2701 HYDRO	98,283	94,135	105,473	102,086	(3,387)	-3.21 %	102,086
2705 NATURAL GAS	82,354	76,152	92,897	76,405	(16,492)	-17.75 %	76,405
3001 POSTAGE	1,299	4,405	2,100	2,100	0	0.00 %	2,100
3005 COURIER & DELIVERY	37	66	400	400	0	0.00 %	400
3010 TELEPHONE	33,910	35,894	36,135	36,135	0	0.00 %	36,135
3015 FAX	615	857	670	670	0	0.00 %	670
3030 TRAVEL	4,125	270	4,000	4,000	0	0.00 %	4,000
3035 MILEAGE	5,962	4,914	7,000	7,291	291	4.16 %	7,291
3045 CONFERENCE & SEMINARS	5,298	851	5,000	5,000	0	0.00 %	5,000
3065 MEMBERSHIPS	6,398	6,246	7,400	7,400	0	0.00 %	7,400
3070 TRAINING COURSES - OUTSID	1,655	18,130	8,500	8,500	0	0.00 %	8,500
3075 TRAINING COURSES - IN HOU	7,538	11,225	3,000	3,000	0	0.00 %	3,000
3080 ADVERTISING & PROMOTION	2,494	750	2,200	3,000	800	36.36 %	3,000
3130 CONSULTANT FEES	2,730	1,020	1,700	1,700	0	0.00 %	1,700
3210 OFFICE EQUIPMENT LEASE	5,837	1,459	6,000	6,000	0	0.00 %	6,000
3301 RADIO MAINTENANCE	11,882	7,509	12,500	12,500	0	0.00 %	12,500
3305 BUILDING MAINTENANCE	130,857	133,576	130,000	130,000	0	0.00 %	130,000
3401 STREET GARBAGE CONTRACT	3,862	4,482	4,200	4,200	0	0.00 %	4,200
3430 MAINTENANCE CONTRACT	37,982	40,970	39,300	39,300	0	0.00 %	39,300
GOODS & SERVICES TOTAL	476,020	465,686	494,225	475,437	(18,788)	-3.80 %	475,437

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
WORKS DEPT ADMINISTRATION

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5010 MACHINERY & EQUIPMENT	0	715	0	0	0	0.00 %	0
5015 OFFICE FURNITURE & EQUIP	1,291	766	2,000	2,000	0	0.00 %	2,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,291	1,481	2,000	2,000	0	0.00 %	2,000
<b>INTERNAL TRANSFERS</b>							
7001 VEH & EQUIPMENT USAGE FEE	5,624	6,903	6,150	6,150	0	0.00 %	6,150
EXPENSE TOTAL	1,522,474	1,297,563	1,471,521	940,689	(530,832)	-36.07 %	940,689
<b>REVENUE</b>							
0460 TRANSFER FRM CAPITAL FUND	32,136	33,100	33,100	34,093	993	3.00 %	34,093
0472 REIMB - CUPE BENEFITS	54	28	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	201	77	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	431,089	437,428	437,618	354,054	(83,564)	-19.10 %	354,054
REVENUE TOTAL	463,480	470,633	470,718	388,147	(82,571)	-17.54 %	388,147
<b>GRAND TOTAL:</b>	<b>1,058,994</b>	<b>826,930</b>	<b>1,000,803</b>	<b>552,542</b>	<b>(448,261)</b>	<b>-44.79 %</b>	<b>552,542</b>
<b>PERCENT INCREASE:</b>							<b>-44.79 %</b>



# **FIRE DEPARTMENT**

## **2015 OPERATING BUDGET**





# Business Unit Summary

Budget Year: 2015

YTD End Date: December 2014

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>Fire Department</b>							
FIRE DEPARTMENT	11,897,415	11,911,012	12,208,067	12,445,544	237,477	1.95 %	12,445,544
<b>Total:</b>	<b>11,897,415</b>	<b>11,911,012</b>	<b>12,208,067</b>	<b>12,445,544</b>	<b>237,477</b>	<b>1.95 %</b>	<b>12,445,544</b>
<b>Percent Increase:</b>							<b>1.95 %</b>

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# Activity Summary Overview – 2015 Budget

## Fire

### Fire Prevention and Protection Act

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

### Municipal Responsibilities

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

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

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

### Responsibility to Council

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

Minimum staffing for our current level of service is follows:

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

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

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

The options include:

- Not back filling (replacing with over-time) fire suppression positions, unless staffing is below the 16 minimum
- Temporarily moving staff from platoon to platoon to minimize foreseeable instances of below minimum staffing
- Not back filling administrative staff, fire prevention staff, or training staff, unless there is an urgent operational need
- Managing the Attendance Management Plan

### Fire

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

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

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

## **Administration**

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

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

Maintenance and upkeep of 4 fire stations:

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

## **Public Education and Prevention; Fire Safety Standards and Code Enforcement**

**Staffing FTE:** 0.1FC; 0.75DCA; 0.75CS; FPO; PEO, .25CS

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

## **Emergency Response**

**Staffing FTE:** 0.1FC; 0.80DCO; 4PC; 12 C; 60FF

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

## **Training**

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

- ice/water rescue
- snowmobile trail rescue
- hazardous material spill & leak containment
- vehicle extrication
- first response & tiered medical response
- airside crash fire rescue
- high angle, confined space rescue, automatic external defib, chemical, biological, radiological and nuclear rescue

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

## **Fleet**

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

Positions:

	<b>2014 FTE</b>	<b>2015 FTE</b>
Chief	1.0	1.0
Deputy Chief	2.0	2.0
Division Chiefs	6.0	6.0
Captains	12.0	12.0
Firefighters	60.0	60.0
Fire Prevention Inspector	2.0	2.0
PE/FPO	1.0	1.0
Clerk/Steno	2.0	2.0
<b>Totals</b>	<b>86.00</b>	<b>86.0</b>

### Explanation of Overtime Costs

**Overtime** – Includes the following categories of absence:

Overtime (YTD 2014)
\$184,697

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

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

(iv) overtime credits which have not been used and are standing to the Employees' account will be paid out with the last pay in December. An Employee may elect to transfer any portion or all such credits into the following year. It is understood, however, that once an employee has one hundred and twenty (120) credits standing in their account, the Employee shall be paid for any additional overtime as it is earned.

**MODIFIED DUTY:** Costs for replacing a person who is on modified duty due to an injury/illness and their being off bring the platoon below 16.

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

**ONTARIO FIRE COLLEGE:** Costs for replacing a person who is at a training session and their being off of their platoon brings the platoon below 16 - attendance is cancelled if overtime is going to be created, unless it is a required course for promotion.

**RETIREMENT:** Costs for replacing a person who retired and this brings the platoon below 16.

**19 MAN PLATOON:** Costs for replacing a person who has resigned and this brings the platoon below 16.

**LONG TERM DISABILITY:** Costs for replacing a person who is off on Long Term Disability and brings their platoon below 16.

**BEREAVEMENT:** Costs for replacing a person who is off on bereavement and this brings their platoon below 16. **9.04** An employee shall be granted leave-of-absence without loss of pay for the purpose of bereavement for family members as follows: Leave-of-absence for employee's spouse, child, father, mother, sister, brother, grandparent or grandchild shall not exceed four (4) days duration. Leave-of-absence for the employee's father-in-law, mother-in-law, sister-in-law, and brother-in-law shall not exceed three (3) days.

**WSIB:** Costs for replacing a person who is off on WSIB and this brings their platoon below 16.

**PARENTAL:** Costs for replacing a person who is off on Parental Leave and this brings their platoon below 16. **9.01(c)** Pregnancy/Parental Leave shall be granted to an employee as outlined in the Employment standards Act as amended from time to time. The employer agrees to top up the employee's wage to 75% of the Employee's current salary. This

top-up will be added to any income the employee receives from Employment Insurance while on pregnancy/parental leave. This top-up shall extend for 15 weeks in the case of Pregnancy Leave and 10 weeks in the case of Parental Leave.

## Sick

Sick (YTD 2014)
\$222,364

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

## Compassionate Leave

Compassionate (YTD 2014)
\$53.612

Costs for replacing a person who is off on Emergency (Compassionate) Leave and brings their platoon below 16. **9.05 Emergency Leave (as awarded in Arbitration) (referred to as Compassionate Leave)** An employee shall be granted up to three (3) days per year leave-of-absence for the purpose of personal or family emergencies with the permission of the Fire Chief or Deputy Fire Chief(s). Such leave shall not be unreasonable denied. Employees may choose paid or unpaid emergency leave and paid emergency leave shall be taken from the employees' sick leave bank. Emergency leave days taken shall be counted towards "emergency leave" pursuant to the Employment Standards Act of Ontario.

## Salary Implications – due to 3, 6, 9

Firefighters receive service pay as follows:

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

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

This cost projection assumes the following:

- Current complement
- 3% rate increase each year
- An additional 15.9% is added for OMERS (assumed 2013 rate throughout)
- An additional 1.95% is added for EHT (Employer Health Tax)

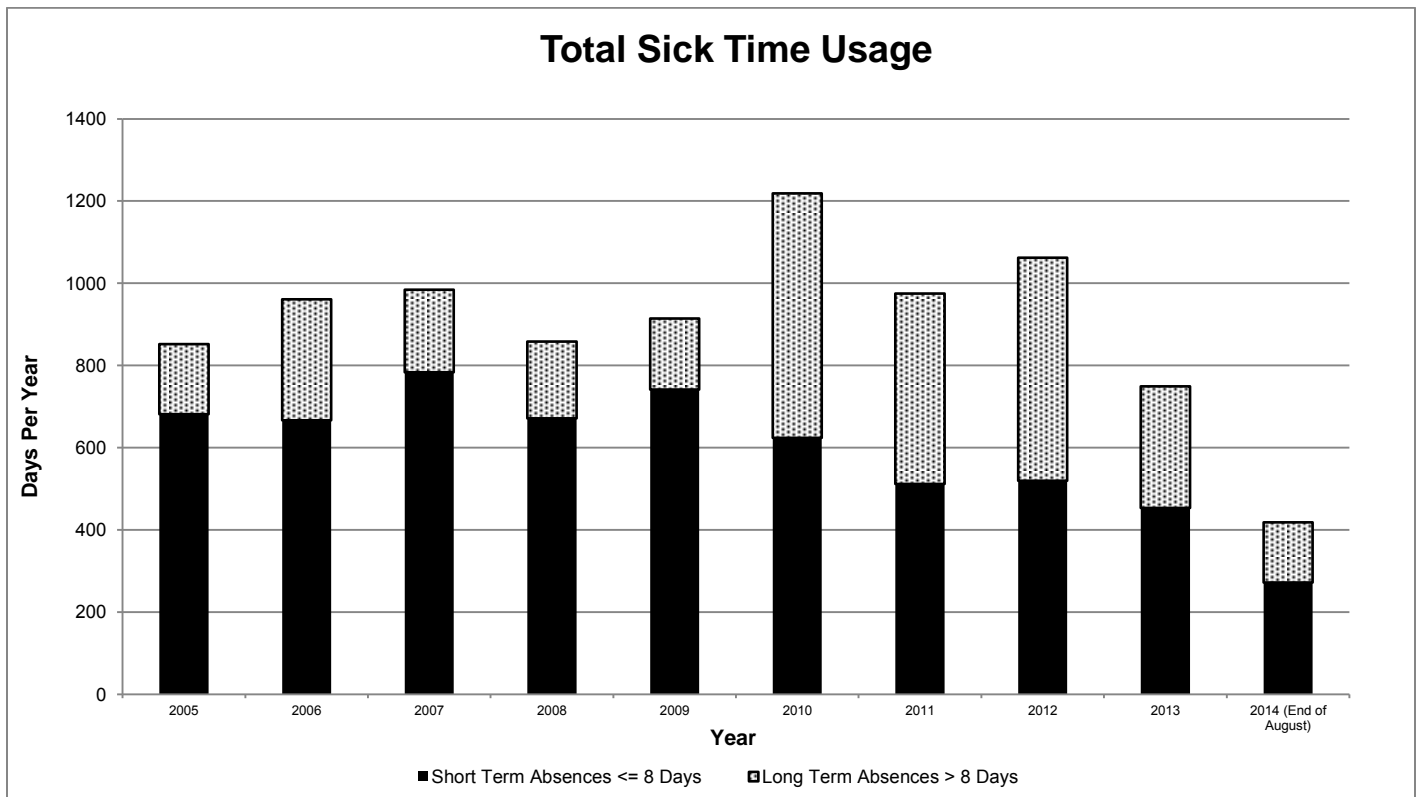
The cost to the Fire Department of the service pay is as follows;

- Year 2015, \$455,000 - \$386,100 salary; \$68,900 benefits
- Year 2016, \$486,000 - \$412,400 salary; \$73,600 benefits
- Year 2017, \$532,800 - \$452,100 salary; \$80,700 benefits

## Fire Department Attendance Management Program

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

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



Pre-Attendance Program (2005 – 2009)

Post-Attendance Program (2009 – 2014)

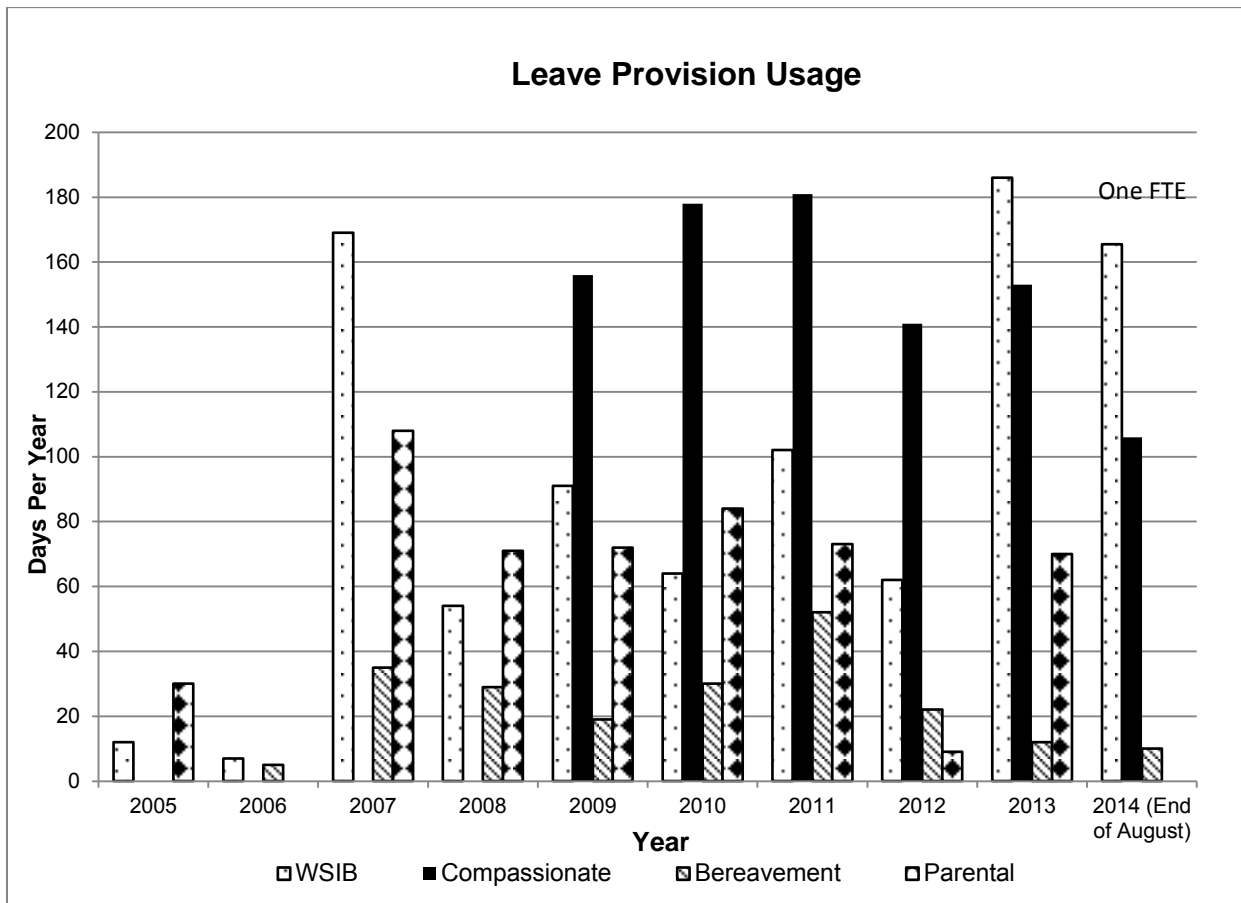
The graph shows there continues to be a reduction in sick time usage in the category of <= 8 days. In the period of 2010 to 2013 there have been a number of firefighters with significant medical conditions resulting in long term absences. Long term absences are defined as more than 2 consecutive duty periods or more than 8 days. The firefighters with restrictions but medically fit to return to modified duty were provided modified duties with specific projects that aided in the delivery of fire service to the community. The average days lost in the Pre-Attendance Program period was 709 days for short term absences whereas the average days lost in the Post-Attendance Program period is 527 resulting in an average reduction in short term absence of 182 days per year.

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

### Other Leave Provisions

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

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



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

## Fire Prevention and Public Education

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

1. The departmental main focus in 2014 has been the result of changes to the Ontario Fire Code requiring building retrofit, mandatory inspection and mandatory fire drills to Vulnerable Occupancies. This work will continue and will be an annual requirement of our department. Specific benchmarks have been set into legislation almost annually with a conclusion in 2025.
2. Continued development of operational policies that achieve a reduction in fire risk as well as reduced cost for business owner.
3. Continued development of Fire Safety Plans with business owners that lead to development of Pre-Incident Plans. The focus of this program has shifted to a maintenance level with Fire Safety Plans being reviewed as required.
4. Continued focus on fire prevention in high risk areas such as the downtown core. This project is now completed and the downtown has undergone significant retrofit increasing the safety of the downtown core.
5. Participation with RRHL inspections continues.
6. Development of inspection software with IT department to streamline inspection process. This program is on hold awaiting an alternative solution.

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## Training

### Positive Pressure Attack

In 2013 we constructed a burn building behind the Home Depot for Positive Pressure Attack Training (PPA). Positive Pressure Attack plays a very important role in our fire ground strategy

We have four personnel who have been trained as instructor in PPA which saves the department a considerable amount of money by training our own with our own. This training is ongoing and done on an annual basis.

The workplace of firefighters has been undergoing a dramatic transformation. Slowly, steadily over decades the materials used to build and furnish homes, commercial buildings, warehouses, high-rises and just about everything else have been changing. More and more mass has been shaved from structural materials. Plastics have replaced natural materials for furniture and decorating. As a result, buildings do not withstand fire for long and fires burn far hotter and faster than in the past producing far more deadly gases.

For decades, leaders in the fire service have been educating firefighters on early collapse hazards and poisonous products of combustion. Victims trapped in these buildings are at risk from burning synthetic materials that very quickly create lethal conditions.

The faster that heat and products of combustion can be removed from a burning building interior, the better for everyone. Ideally, ventilation started early and coordinated with fire attack provides the ultimate benefit for firefighters searching for victims and attacking the fire. It also helps unprotected victims survive until rescuers can find them. This is a difficult ideal to accomplish, so most firefighters have learned to work as well as we can in limited visibility until the interior eventually clears.

Positive Pressure Attack provides safe, effective ventilation that can be accomplished in time to benefit firefighters and victims. PPA works in new buildings and old, can be applied to a wide variety of situations, and does not require special staffing or expensive equipment.

### Aircraft Recue Fire Fighting

Aircraft Recue Fire Fighting (ARFF) is a very specialized part of our job which requires specialized training and facilities. For this reason we have brought in an instructor from Monroe community college in Rochester New York to present the theory portion of the course. Following the theory training we have sent 25 of our personnel to the Monroe community college for the practical phase. We will be sending 8 more personnel this fall. This forty hour specialized aircraft fire fighting course provides our firefighters the skills and knowledge required by **NFPA 1003 Airport Fire Fighter**.

The classroom presentations cover airport and aircraft familiarization, apparatus operation, airport infrastructures, chemistry of fire, foam systems, Incident Management System (IMS), aircraft familiarization and tactical considerations in fire suppression operations. The hands-on training consists of apparatus operation, rescue and evacuation techniques, application of firefighting foams and the safe use of firefighting tools and appliances during live fire scenarios.



Fire Chief  
CEMC  
Grant Love

Deputy Chief  
Fire Prevention & Administration  
ACEMC  
Michael Bechard

Deputy Chief  
Operations & Training  
ACEMC  
Mike Figliola

Fire Prevention  
Gwen Parks

Administration  
Kathy Faulkner

Mechanical  
Apparatus  
Tom O'Reilly

Fire Prevention Officer  
Joe Gardiner

Fire Prevention Officer  
Sherri Korn

Fire Prevention Officers  
Sherri Korn  
Randy Vezina

PI 1  
Platoon Chief  
Greg Kraft

PI 2  
Platoon Chief  
Mike Newman

PI 3  
Platoon Chief  
Mike Hives

PI 4  
Platoon Chief  
Al Stankus

Station 1  
Captain  
S. Mossington  
(9 firefighters)

Station 2  
Captain  
B. Emond  
(3 firefighters)

Station 3  
Captain  
P. Nowak  
(3 firefighters)

Station 1  
Captain  
T. Hargrave  
(9 firefighters)

Station 2  
Captain  
M. Jonescu  
(3 firefighters)

Station 3  
Captain  
B. Purtell  
(3 firefighters)

Station 1  
Captain  
A. Leadbetter  
(9 firefighters)

Station 2  
Captain  
B. Boutilier  
(3 firefighters)

Station 3  
Captain  
C. Massicotte  
(3 firefighters)

Station 1  
Captain  
C. Korhonen  
(9 firefighters)

Station 2  
Captain  
M. Souter  
(3 firefighters)

Station 3  
Captain  
R. Roy  
(3 firefighters)

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	8,080,117	8,245,223	8,282,645	8,373,875	91,230	1.10 %	8,373,875
1010 MODIFIED DUTIES	0	168,324	0	0	0	0.00 %	0
1101 OVERTIME FULLTIME	222,872	196,389	154,000	142,411	(11,589)	-7.53 %	142,411
1202 VACATION	21,303	11,455	20,800	21,424	624	3.00 %	21,424
1203 COMPASSIONATE LEAVE	51,600	59,473	57,096	37,329	(19,767)	-34.62 %	37,329
1204 STATUTORY HOLIDAYS	269,317	243,032	288,854	300,408	11,554	4.00 %	300,408
1207 SICK LEAVE	178,206	236,855	187,886	187,054	(832)	-0.44 %	187,054
1208 LIEU DAYS	231,982	205,370	253,760	263,910	10,150	4.00 %	263,910
1299 OTHER LABOUR COSTS	20,762	875	0	0	0	0.00 %	0
1301 WSIB LEAVE	(886)	(121,801)	0	0	0	0.00 %	0
1401 TRAINING & SAFETY	7,476	0	20,000	0	(20,000)	-100.00 %	0
1407 ACTING RANK PAY	41,180	38,985	63,860	66,414	2,554	4.00 %	66,414
1415 FIRE ON CALL PAYOUT	5,003	2,604	4,656	2,262	(2,394)	-51.42 %	2,262
1499 OTHER EMP ALLOWANCES	0	2,671	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	2,204,106	2,189,194	2,167,486	2,303,355	135,869	6.27 %	2,303,355
<b>PERSONNEL TOTAL</b>	<b>11,333,037</b>	<b>11,478,648</b>	<b>11,501,043</b>	<b>11,698,442</b>	<b>197,399</b>	<b>1.72 %</b>	<b>11,698,442</b>
<b>GOODS &amp; SERVICES</b>							
2401 GAS	51,844	46,787	50,530	50,000	(530)	-1.05 %	50,000
2405 DIESEL FUEL	3,909	1,525	5,000	5,000	0	0.00 %	5,000
2415 LUBRICANTS	979	964	0	1,000	1,000	100.00 %	1,000
2420 TIRES	3,404	866	4,000	4,000	0	0.00 %	4,000
2425 REPAIR PARTS	47,064	45,457	56,000	56,000	0	0.00 %	56,000
2450 LICENSES	0	0	500	500	0	0.00 %	500
2495 SHOP LABOUR	102,719	90,103	100,000	102,000	2,000	2.00 %	102,000
2498 FLEET SYSTEM DEFAULT	(9,829)	530	0	0	0	0.00 %	0
2499 MISC FLEET SUPPLIES	739	1,584	0	500	500	100.00 %	500
2601 OFFICE SUPPLIES	13,319	4,984	18,000	18,000	0	0.00 %	18,000
2615 JANITORIAL SUPPLIES	12,678	8,803	10,000	10,000	0	0.00 %	10,000
2620 DORMITORY SUPPLIES	851	2,358	0	0	0	0.00 %	0
2630 SUBSCRIPTIONS/PERIODICALS	388	268	400	400	0	0.00 %	400
2640 TRAINING SUPPLIES	27,896	5,133	23,000	0	(23,000)	-100.00 %	0
2650 CLOTHING / UNIFORM	30,628	29,593	38,000	38,000	0	0.00 %	38,000
2653 BUNKER GEAR	12,456	14,054	30,000	0	(30,000)	-100.00 %	0
2699 MISC GENERAL SUPPLIES	23,514	2,359	20,000	20,000	0	0.00 %	20,000
2701 HYDRO	46,767	51,309	41,715	49,659	7,944	19.04 %	49,659
2705 NATURAL GAS	28,191	27,554	27,961	27,490	(471)	-1.68 %	27,490
2715 WATER	5,198	5,984	5,431	6,076	645	11.88 %	6,076
2901 FIREFIGHTING SUPPLIES	22,390	22,194	27,000	57,000	30,000	111.11 %	57,000
2903 FIRE FOAM	7,906	0	7,000	7,000	0	0.00 %	7,000
2905 FIRE INVESTIGATION SUPPLI	7,945	2,158	5,000	3,500	(1,500)	-30.00 %	3,500

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
2930 LONG SERVICE PINS/AWARDS	121	573	800	800	0	0.00 %	800
3001 POSTAGE	847	480	1,000	500	(500)	-50.00 %	500
3005 COURIER & DELIVERY	65	196	0	500	500	100.00 %	500
3010 TELEPHONE	15,967	14,915	15,500	15,000	(500)	-3.23 %	15,000
3025 PHOTOCOPY EXPENSES	0	3,469	0	0	0	0.00 %	0
3035 MILEAGE	380	897	700	900	200	28.57 %	900
3045 CONFERENCE & SEMINARS	6,293	6,755	9,500	11,500	2,000	21.05 %	11,500
3060 MEALS	528	484	1,500	1,500	0	0.00 %	1,500
3065 MEMBERSHIPS	2,270	2,294	1,700	2,100	400	23.53 %	2,100
3070 TRAINING COURSES - OUTSID	35,990	8,954	28,000	28,000	0	0.00 %	28,000
3075 TRAINING COURSES - IN HOU	0	190	2,000	53,000	51,000	2,550.00 %	53,000
3080 ADVERTISING & PROMOTION	18,844	15,808	17,500	17,500	0	0.00 %	17,500
3085 OUTSIDE PRINTING	544	20	4,000	3,000	(1,000)	-25.00 %	3,000
3105 LEGAL FEES	0	6,500	0	0	0	0.00 %	0
3150 MEDICAL FEES	315	80	2,500	2,500	0	0.00 %	2,500
3205 VEHICLE LEASE/RENTAL	253	0	0	0	0	0.00 %	0
3210 OFFICE EQUIPMENT LEASE	0	3,968	0	0	0	0.00 %	0
3301 RADIO MAINTENANCE	17,086	21,792	27,000	27,000	0	0.00 %	27,000
3305 BUILDING MAINTENANCE	46,827	41,130	57,000	57,000	0	0.00 %	57,000
3307 EQUIPMENT MAINTENANCE/CONTRACTS	19,136	9,844	21,000	21,000	0	0.00 %	21,000
3315 VEHICLE MAINTENANCE	96,787	16,258	85,000	85,000	0	0.00 %	85,000
3350 DRY CLEANING/LAUNDERING	3,289	5,980	2,500	2,500	0	0.00 %	2,500
3499 MISC CONTRACTS	189	223	1,000	1,000	0	0.00 %	1,000
3601 INSURANCE PREMIUMS	64,925	70,851	69,456	75,749	6,293	9.06 %	75,749
GOODS & SERVICES TOTAL	771,611	596,227	817,193	862,174	44,981	5.50 %	862,174
CAPITAL/RESERVE TRANSACTIONS							
5010 MACHINERY & EQUIPMENT	22,770	16,746	25,000	25,000	0	0.00 %	25,000
5115 TRANSFER TO RESERVE FUND	0	18,275	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	22,770	35,021	25,000	25,000	0	0.00 %	25,000
EXPENSE TOTAL	12,127,419	12,109,896	12,343,236	12,585,616	242,380	1.96 %	12,585,616
REVENUE							
0409 OTHER LICENCE FEES	4,620	2,700	6,000	2,500	(3,500)	-58.33 %	2,500
0472 REIMB - CUPE BENEFITS	638	143	0	0	0	0.00 %	0
0476 REIMBURSEMENT-CUPE WAGES	2,892	338	0	0	0	0.00 %	0
0481 INSURANCE REVENUE	448	0	0	0	0	0.00 %	0
0497 CONTRACTED REVENUE	99,518	101,798	0	40,000	40,000	100.00 %	40,000
0599 MISC. PROVINCIAL GRANTS	15,730	0	0	0	0	0.00 %	0
0857 FIRE SERVICE CHARGES	737	98	0	0	0	0.00 %	0
0863 FIRE PERMITS/INSPECTIONS	11,475	17,990	15,000	17,000	2,000	13.33 %	17,000
0864 FIRE EMERGENCY RESPONSE	41,540	31,064	67,000	40,000	(27,000)	-40.30 %	40,000



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
FIRE DEPARTMENT

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
0865 FIRE BURNING PERMITS	18,035	15,510	14,000	8,000	(6,000)	-42.86 %	8,000
0866 FIRE PREVENTION/EDUCATION	19,423	18,235	20,000	20,000	0	0.00 %	20,000
0995 DONATIONS / GRANTS	0	82	0	0	0	0.00 %	0
7910 INTERNAL OVERHEAD REVENUE	14,949	10,927	13,169	12,572	(597)	-4.53 %	12,572
REVENUE TOTAL	230,004	198,884	135,169	140,072	4,903	3.63 %	140,072
<b>GRAND TOTAL:</b>	<b>11,897,415</b>	<b>11,911,012</b>	<b>12,208,067</b>	<b>12,445,544</b>	<b>237,477</b>	<b>1.95 %</b>	<b>12,445,544</b>
<b>PERCENT INCREASE:</b>							<b>1.95 %</b>



**GENERAL GOVERNMENT**

**2015 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2015

YTD End Date: December 2014

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>General Government Activities</b>							
FINANCIAL EXPENSES	15,616,062	16,658,610	16,368,636	15,162,993	(1,205,643)	-7.37 %	15,162,993
GENERAL REVENUES	(86,533,430)	(88,340,965)	(87,410,080)	(88,951,466)	(1,541,386)	-1.76 %	(88,951,466)
MAYOR & COUNCIL	307,632	307,990	352,110	356,253	4,142	1.18 %	356,253
OFFICE OF THE CAO	405,080	422,448	418,920	224,666	(194,254)	-46.37 %	224,666
<b>Total:</b>	<b>(70,204,656)</b>	<b>(70,951,917)</b>	<b>(70,270,414)</b>	<b>(73,207,554)</b>	<b>(2,937,140)</b>	<b>-4.18 %</b>	<b>(73,207,554)</b>
<b>Percent Increase:</b>							<b>-4.18 %</b>

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## Activity Summary Overview – 2015 Budget

### Financial Expenses

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

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

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

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

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

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

#### **POSITIONS:**

	<b>2014</b>	<b>2015</b>
	<b>FTE</b>	<b>FTE</b>
Jr. Assessment & Real Estate Specialist	1.0	1.0
<b>TOTALS</b>	<b>1.0</b>	<b>1.0</b>

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	58,324	66,236	66,926	71,575	4,649	6.95 %	71,575
1202 VACATION	479	1,206	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	2,824	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	19,665	20,796	21,028	21,901	873	4.15 %	21,901
PERSONNEL TOTAL	81,293	88,238	87,954	93,476	5,522	6.28 %	93,476
<b>GOODS &amp; SERVICES</b>							
3005 COURIER & DELIVERY	13,030	14,659	0	0	0	0.00 %	0
3065 MEMBERSHIPS	5,036	0	0	0	0	0.00 %	0
3105 LEGAL FEES	285	5,707	0	0	0	0.00 %	0
3499 MISC CONTRACTS	9,662	19,970	27,400	27,400	0	0.00 %	27,400
GOODS & SERVICES TOTAL	28,012	40,336	27,400	27,400	0	0.00 %	27,400
<b>FINANCIAL EXPENSES</b>							
4005 INTERNAL INTEREST CHARGES	105,018	271,666	50,000	100,000	50,000	100.00 %	100,000
4010 OTHER INTEREST	557,699	541,161	531,161	503,031	(28,130)	-5.30 %	503,031
4015 DEBENTURE PRINCIPAL	6,217,075	6,907,788	6,807,788	7,356,738	548,950	8.06 %	7,356,738
4020 DEBENTURE INTEREST	1,337,241	1,387,848	1,396,318	1,487,418	91,100	6.52 %	1,487,418
4101 BANK CHARGES	44,117	43,902	42,500	42,500	0	0.00 %	42,500
4110 CASH OVER / SHORT	(84)	(2)	0	0	0	0.00 %	0
4201 COURT OF REVISION (442)	87,509	157,815	120,000	120,000	0	0.00 %	120,000
4202 ANA WRITEOFFS	(213)	5,997	10,000	10,000	0	0.00 %	10,000
4204 P.R.A.N.	8,246	43,797	20,000	20,000	0	0.00 %	20,000
4205 ARB/OMB/COURT DECISIONS	415,330	460,531	120,000	120,000	0	0.00 %	120,000
4206 MINUTES OF SETTLEMENT	171,371	86,143	80,000	80,000	0	0.00 %	80,000
4210 UNCOLLECTIBLE TAXES - 495	12,780	8,065	5,000	5,000	0	0.00 %	5,000
4222 PROPERTY TAX REDUCTIONS	220,845	194,306	168,131	286,562	118,431	70.44 %	286,562
4235 GEN ACCOUNT WRITE-OFF	0	0	10,000	35,000	25,000	250.00 %	35,000
4250 CIP/TIFF INCENTIVES	71,504	133,479	85,000	85,000	0	0.00 %	85,000
4252 VACANCY REBATES	104,146	91,930	85,000	85,000	0	0.00 %	85,000
4253 CHARITY REBATES	77,622	81,560	85,000	85,000	0	0.00 %	85,000
4254 PILS	4,222	2,718	0	0	0	0.00 %	0
4320 INVENTORY SHORT/(OVER)	42,420	45,909	0	0	0	0.00 %	0
4399 MISC ADJUSTMENTS	0	1	0	0	0	0.00 %	0
4401 CONTINGENCY	47,370	10,176	125,000	0	(125,000)	-100.00 %	0
4402 SPECIAL CONTINGENCY	14,918	0	0	0	0	0.00 %	0
4410 POST EMPLOY & OTHER LIAB	0	0	0	0	0	0.00 %	0
FINANCIAL EXPENSES TOTAL	9,539,136	10,474,789	9,740,898	10,421,249	680,351	6.98 %	10,421,249
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5101 CAPITAL LEVY	9,450,930	9,572,545	9,572,545	7,632,899	(1,939,646)	-20.26 %	7,632,899
5115 TRANSFER TO RESERVE FUND	4,476,581	3,691,031	0	0	0	0.00 %	0
5125 TRANSFER TO OTHER CAPITAL	5,000	787	0	0	0	0.00 %	0



# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
FINANCIAL EXPENSES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
5150 AGREEMENTS	442,301	468,839	468,839	496,969	28,130	6.00 %	496,969
CAPITAL/RESERVE TRANSACTIONS TOTAL	14,374,812	13,733,201	10,041,384	8,129,868	(1,911,516)	-19.04 %	8,129,868
EXPENSE TOTAL	24,023,253	24,336,565	19,897,636	18,671,993	(1,225,643)	-6.16 %	18,671,993
REVENUE							
0430 PENALTIES/CURRENT TAXES	621,313	709,707	650,000	650,000	0	0.00 %	650,000
0433 PENALTIES A/R	15,572	31,269	8,000	8,000	0	0.00 %	8,000
0437 DIVIDENDS	698,549	809,127	525,000	525,000	0	0.00 %	525,000
0440 INTEREST/CURRENT BANK	345,730	410,051	300,000	350,000	50,000	16.67 %	350,000
0441 INTEREST ON INVESTMENTS	510,297	420,071	450,000	400,000	(50,000)	-11.11 %	400,000
0445 OTHER INTEREST	258,781	253,556	266,000	266,000	0	0.00 %	266,000
0450 DISPOSAL OF EQUIPMENT	0	12,356	0	0	0	0.00 %	0
0470 TSF FROM RESERVE FUND	1,473,918	1,169,305	1,155,000	1,135,000	(20,000)	-1.73 %	1,135,000
0471 PINEWOOD SS REIMBURSEMENT	5,000	787	0	0	0	0.00 %	0
0473 METHANE SALES	175,000	170,695	175,000	175,000	0	0.00 %	175,000
0512 PROVINCIAL GAS TAX	992,218	495,603	0	0	0	0.00 %	0
0608 FEDERAL GAS TAX	3,310,814	3,195,428	0	0	0	0.00 %	0
REVENUE TOTAL	8,407,191	7,677,955	3,529,000	3,509,000	(20,000)	-0.57 %	3,509,000
<b>GRAND TOTAL:</b>	<b>15,616,062</b>	<b>16,658,610</b>	<b>16,368,636</b>	<b>15,162,993</b>	<b>(1,205,643)</b>	<b>-7.37 %</b>	<b>15,162,993</b>
<b>PERCENT INCREASE:</b>							<b>-7.37 %</b>

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## Activity Summary Overview – 2015 Budget

### General Revenues

#### **OMPF**

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

Since this past Spring, the Province had several discussions with the Association of Municipalities of Ontario (AMO) on the review of the OMPF and has also received advice from many municipalities. The City of North Bay has a representative on this review panel.

#### **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.

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
GENERAL REVENUES

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>GOODS &amp; SERVICES</b>							
2720 MUNICIPAL TAXES	1,521	1,799	1,862	1,862	0	0.00 %	1,862
GOODS & SERVICES TOTAL	1,521	1,799	1,862	1,862	0	0.00 %	1,862
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5115 TRANSFER TO RESERVE FUND	1,830,858	990,024	975,580	975,580	0	0.00 %	975,580
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,830,858	990,024	975,580	975,580	0	0.00 %	975,580
EXPENSE TOTAL	1,832,379	991,823	977,442	977,442	0	0.00 %	977,442
<b>REVENUE</b>							
0105 TAXATION	72,453,509	74,486,770	77,486,490	79,345,632	1,859,142	2.40 %	79,345,632
0110 SUPPLEMENTARY TAXES	933,888	465,335	600,000	500,000	(100,000)	-16.67 %	500,000
0111 SUPPLEMENTARY TAXES-PILS	193,204	0	0	0	0	0.00 %	0
0185 EDUCATION TAXES RETAINED	503,854	499,568	490,000	490,000	0	0.00 %	490,000
0201 FEDERAL PROPERTIES	223,886	869,283	0	0	0	0.00 %	0
0211 C B C	1,790	1,819	0	0	0	0.00 %	0
0213 PUBLIC WORKS CANADA	677,227	0	0	0	0	0.00 %	0
0231 GOVERNMENT SERVICES	1,185,551	1,297,428	0	0	0	0.00 %	0
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00 %	30,300
0252 NORTH BAY JAIL	8,250	8,250	8,250	8,250	0	0.00 %	8,250
0253 NIPSSING UNIVERSITY	271,200	253,350	285,000	253,350	(31,650)	-11.11 %	253,350
0254 CANADORE COLLEGE	188,850	183,375	189,450	183,375	(6,075)	-3.21 %	183,375
0260 MMAH-EFECTO DE ONDAS	721	698	0	0	0	0.00 %	0
0272 LIQUOR CONTROL BOARD	52,504	53,125	0	0	0	0.00 %	0
0273 NIPISSING HOUSING AUTHORI	11,718	12,021	0	0	0	0.00 %	0
0274 ONTARIO NORTHLAND	517,242	508,440	0	0	0	0.00 %	0
0281 CITY OF NORTH BAY	251,238	253,659	0	0	0	0.00 %	0
0282 TOWNSHIP OF NORTH HIMSWOR	1,848	2,928	0	0	0	0.00 %	0
0283 LINEAR PROPERTY ACREAGE	18,890	18,890	18,890	18,890	0	0.00 %	18,890
0305 UNCONDITIONAL GRANTS	8,956,300	7,928,500	7,928,500	7,357,700	(570,800)	-7.20 %	7,357,700
0436 INTEREST-HYDRO NOTE	975,580	975,580	975,580	975,580	0	0.00 %	975,580
0470 TSF FROM RESERVE FUND	170,000	1,035,661	0	390,000	390,000	100.00 %	390,000
0474 REFUNDS	253,112	69,632	0	0	0	0.00 %	0
0480 SUNDRY REVENUE	133,120	18,126	15,000	15,000	0	0.00 %	15,000
0841 PROPERTY RENTALS	285,593	291,623	291,634	291,634	0	0.00 %	291,634
7910 INTERNAL OVERHEAD REVENUE	66,435	68,428	68,428	69,197	769	1.12 %	69,197
REVENUE TOTAL	88,365,809	89,332,788	88,387,522	89,928,908	1,541,386	1.74 %	89,928,908
<b>GRAND TOTAL:</b>	<b>(86,533,430)</b>	<b>(88,340,965)</b>	<b>(87,410,080)</b>	<b>(88,951,466)</b>	<b>(1,541,386)</b>	<b>-1.76 %</b>	<b>(88,951,466)</b>
<b>PERCENT INCREASE:</b>							<b>-1.76 %</b>

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## Activity Summary Overview – 2015 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 includes compensation, travel, training conferences, office supplies, reception and other administration costs associated with City Council.

<b>Positions:</b>	<b>2014 Elected Officials</b>	<b>2015 Elected Officials</b>
Mayor	1	1
City Councilors	10	10
<b>Totals</b>	<b>11</b>	<b>11</b>

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
MAYOR & COUNCIL

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1002 TEMPORARY SALARIES	234,601	237,764	252,394	253,625	1,231	0.49 %	253,625
1801 FRINGE BENEFITS-FULLTIME	0	0	0	0	0	100.00 %	0
1802 FRINGE BENEFITS-PARTTIME	13,865	13,957	17,057	19,407	2,349	13.77 %	19,407
PERSONNEL TOTAL	248,467	251,721	269,451	273,032	3,580	1.33 %	273,032
<b>GOODS &amp; SERVICES</b>							
2601 OFFICE SUPPLIES	1,153	816	2,000	2,000	0	0.00 %	2,000
2630 SUBSCRIPTIONS/PERIODICALS	215	0	300	300	0	0.00 %	300
2699 MISC GENERAL SUPPLIES	4,810	2,722	5,500	5,500	0	0.00 %	5,500
3001 POSTAGE	452	359	700	500	(200)	-28.57 %	500
3010 TELEPHONE	1,280	1,077	2,000	1,500	(500)	-25.00 %	1,500
3030 TRAVEL	3,782	1,352	12,000	12,000	0	0.00 %	12,000
3035 MILEAGE	1,691	2,045	2,500	2,500	0	0.00 %	2,500
3045 CONFERENCE & SEMINARS	14,859	13,135	15,000	15,000	0	0.00 %	15,000
3050 RECEPTIONS	1,086	3,145	4,000	4,000	0	0.00 %	4,000
3060 MEALS	406	86	5,000	4,000	(1,000)	-20.00 %	4,000
3065 MEMBERSHIPS	23,391	25,852	24,000	26,000	2,000	8.33 %	26,000
3601 INSURANCE PREMIUMS	4,422	4,727	4,659	4,921	262	5.62 %	4,921
3930 COMMUNITY PROGRAMS	1,516	954	2,000	2,000	0	0.00 %	2,000
3970 CORPORATE INITIATIVES	0	0	2,000	2,000	0	0.00 %	2,000
GOODS & SERVICES TOTAL	59,062	56,269	81,659	82,221	562	0.69 %	82,221
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5015 OFFICE FURNITURE & EQUIP	104	0	1,000	1,000	0	0.00 %	1,000
CAPITAL/RESERVE TRANSACTIONS TOTAL	104	0	1,000	1,000	0	0.00 %	1,000
EXPENSE TOTAL	307,632	307,990	352,110	356,253	4,142	1.18 %	356,253
<b>GRAND TOTAL:</b>	<b>307,632</b>	<b>307,990</b>	<b>352,110</b>	<b>356,253</b>	<b>4,142</b>	<b>1.18 %</b>	<b>356,253</b>
<b>PERCENT INCREASE:</b>							<b>1.18 %</b>

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## Activity Summary Overview – 2015 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:

	<b>2014 FTE</b>	<b>2015 FTE</b>
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant	0.96	0.96
<b>Totals</b>	<b>2.96</b>	<b>2.96</b>

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>PERSONNEL</b>							
1001 REGULAR SALARIES	293,224	318,179	316,782	325,260	8,478	2.68 %	325,260
1202 VACATION	9,288	12,038	0	0	0	0.00 %	0
1204 STATUTORY HOLIDAYS	14,206	0	0	0	0	0.00 %	0
1801 FRINGE BENEFITS-FULLTIME	82,382	84,381	86,988	85,156	(1,832)	-2.11 %	85,156
PERSONNEL TOTAL	399,100	414,598	403,770	410,416	6,646	1.65 %	410,416
<b>GOODS &amp; SERVICES</b>							
2099 MISC. MATERIALS	26,166	0	0	0	0	0.00 %	0
2601 OFFICE SUPPLIES	242	463	500	500	0	0.00 %	500
2630 SUBSCRIPTIONS/PERIODICALS	0	0	100	100	0	0.00 %	100
2699 MISC GENERAL SUPPLIES	191	26	200	200	0	0.00 %	200
3001 POSTAGE	61	95	100	100	0	0.00 %	100
3005 COURIER & DELIVERY	0	128	0	0	0	0.00 %	0
3010 TELEPHONE	758	720	1,200	1,000	(200)	-16.67 %	1,000
3030 TRAVEL	3,175	2,421	3,900	3,200	(700)	-17.95 %	3,200
3035 MILEAGE	281	518	1,000	1,000	0	0.00 %	1,000
3045 CONFERENCE & SEMINARS	386	712	2,000	2,000	0	0.00 %	2,000
3060 MEALS	1,628	1,296	1,500	1,500	0	0.00 %	1,500
3065 MEMBERSHIPS	366	366	500	500	0	0.00 %	500
3080 ADVERTISING & PROMOTION	2,133	0	650	650	0	0.00 %	650
3105 LEGAL FEES	9,820	0	0	0	0	0.00 %	0
3130 CONSULTANT FEES	0	2,361	3,500	3,500	0	0.00 %	3,500
3135 APPRAISALS & SURVEYS	26,094	0	0	0	0	0.00 %	0
3145 REGISTRY OFFICE FEES	99	0	0	0	0	0.00 %	0
3400 CONTRACTS	0	0	0	(200,000)	(200,000)	100.00 %	(200,000)
3499 MISC CONTRACTS	6,551	0	0	0	0	0.00 %	0
GOODS & SERVICES TOTAL	77,951	9,105	15,150	(185,750)	(200,900)	-1,326.07 %	(185,750)
<b>CAPITAL/RESERVE TRANSACTIONS</b>							
5115 TRANSFER TO RESERVE FUND	330,432	0	0	0	0	0.00 %	0
CAPITAL/RESERVE TRANSACTIONS TOTAL	330,432	0	0	0	0	0.00 %	0
EXPENSE TOTAL	807,483	423,703	418,920	224,666	(194,254)	-46.37 %	224,666
<b>REVENUE</b>							
0470 TSF FROM RESERVE FUND	58,617	0	0	0	0	-100.00 %	0
0480 SUNDRY REVENUE	1,788	147	0	0	0	0.00 %	0
0482 SALE OF LAND	341,998	1,108	0	0	0	0.00 %	0
REVENUE TOTAL	402,403	1,255	0	0	0	-100.00 %	0
<b>GRAND TOTAL:</b>	<b>405,080</b>	<b>422,448</b>	<b>418,920</b>	<b>224,666</b>	<b>(194,254)</b>	<b>-46.37 %</b>	<b>224,666</b>
<b>PERCENT INCREASE:</b>							<b>-46.37 %</b>



# **LOCAL BOARDS & COMMISSIONS**

## **2015 OPERATING BUDGET**





# Business Unit Summary

Budget Year: 2015

YTD End Date: December 2014

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
<b>Local Agencies, Boards &amp; Commissions</b>							
BOARDS & COMMISSIONS	35,005,601	35,503,933	35,414,539	36,268,596	854,057	2.41 %	36,268,596
<b>Total:</b>	<b>35,005,601</b>	<b>35,503,933</b>	<b>35,414,539</b>	<b>36,268,596</b>	<b>854,057</b>	<b>2.41 %</b>	<b>36,268,596</b>
<b>Percent Increase:</b>							<b>2.41 %</b>

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## **Activity Summary Overview – 2015 Budget**

### **Local Boards & Commissions**

Agencies, boards and commissions (ABCs), or other special purpose bodies, administer many essential services for the City. These groups include both elected and appointed representatives and vary from independent institutions (i.e. Library) to advisory boards and offices created for local or smaller projects (i.e. DIA).

An estimated 2% increase has been included for those Local Agencies, Boards and Commissions, where 2015 operating budgets have yet to be received. There is risk that realized numbers could be higher.

# Executive Report

Budget Year: 2015; YTD End Date: December 2014

Division(s):  
BOARDS & COMMISSIONS

	2013 Actuals	2014 Actuals YTD	2014 Budget	2015 Approved	Variance	Variance %	2015 Council Approved
LOCAL AGENCIES, BOARDS & COMMISSIONS							
6051 NORTH BAY POLICE FORCE	16,270,730	16,633,161	16,633,161	17,023,838	390,677	2.35 %	17,023,838
6055 DSSAB	11,065,754	11,063,576	10,973,909	11,277,659	303,750	2.77 %	11,277,659
6058 DISTRICT HEALTH UNIT	1,562,208	1,594,348	1,593,452	1,609,603	16,151	1.01 %	1,609,603
6059 CASSELLHOLME	2,451,457	2,488,229	2,488,229	2,530,254	42,025	1.69 %	2,530,254
6065 PUBLIC LIBRARY	2,027,167	2,067,518	2,067,518	2,138,920	71,402	3.45 %	2,138,920
6066 HUMANE SOCIETY	338,152	345,000	345,000	351,900	6,900	2.00 %	351,900
6067 CONSERVATION AUTHORITY	315,566	323,041	320,289	330,800	10,511	3.28 %	330,800
6068 CAPITOL CENTRE	314,267	323,696	323,695	341,406	17,711	5.47 %	341,406
6070 GOLDEN AGE CLUB	17,818	21,312	17,167	21,738	4,571	26.63 %	21,738
6080 ONT.PROPERTY ASSESSMENT	642,482	644,053	652,119	642,478	(9,641)	-1.48 %	642,478
6083 DIA	112,878	118,620	0	0	0	0.00 %	0
LOCAL AGENCIES, BOARDS & COMMISSIONS TOTAL	35,118,479	35,622,553	35,414,539	36,268,596	854,057	2.41 %	36,268,596
EXPENSE TOTAL	35,118,479	35,622,553	35,414,539	36,268,596	854,057	2.41 %	36,268,596
REVENUE							
0105 TAXATION	112,878	118,620	0	0	0	0.00 %	0
REVENUE TOTAL	112,878	118,620	0	0	0	0.00 %	0
<b>GRAND TOTAL:</b>	<b>35,005,601</b>	<b>35,503,933</b>	<b>35,414,539</b>	<b>36,268,596</b>	<b>854,057</b>	<b>2.41 %</b>	<b>36,268,596</b>
<b>PERCENT INCREASE:</b>							<b>2.41 %</b>