



Committee Agenda

**Committee Meeting of Council
February 11, 2013
at 7:00 p.m.**

MEETINGS

FOR THE WEEK OF
FEBRUARY 11TH, 2013

Monday, February 11, 2013

6:00 p.m.

Special Meeting of Council
5th Floor Boardroom, City Hall
re Personnel Matter

7:00 p.m.

Committee Meeting of Council
Council Chambers, 2nd Floor,
City Hall

Tuesday, February 12, 2013

7:00 p.m.

Special Committee Meeting
of Council, 2nd Floor
Council Chambers
re Public Presentations
regarding Operating Budget

ENGINEERING & WORKS COMMITTEE

Monday, February 11, 2013

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

EW-2010-03 Report from A. Korell/J. Houston dated March 26, 2010 re
Kate Pace Way west end bike route connection between
Memorial Drive and Gormanville Road (R05/2010/
KPWTR/WESTENDR).

GENERAL GOVERNMENT COMMITTEE

Monday, February 11, 2013

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

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

▶ **GG-2012-06 Report from Margaret Karpenko dated August 29, 2012 re 2013 Operating Budget Timelines and Process (F05/2012/OPEBU/GENERAL).**

▶ **GG-2012-10 Report from Laura Boissonneault / Margaret Karpenko dated November 21, 2012 re 2013 Administration Recommended Operating Budget (F05/2012/2013/OPEBU/GENERAL).**

GG-2013-03 Report from Christina Murphy dated January 7, 2013 re *Provincial Offences Act* – Conflict of Interest Policy (P16/2013/POA/COIPOLCY).

GG-2012-06

Draft Recommendation:

"That the report from Margaret Karpenko dated August 29, 2012 re 2013 Operating Budget Timelines and Process be noted and filed."

CITY OF NORTH BAY

Report to Council

Report No: CORP 2012-119

Date: August 29, 2012

Originator: Margaret Karpenko

Subject: 2013 Operating Budget Timelines and Process

RECOMMENDATION:

That the 2013 Operating Budget Timelines be received and referred to General Government Committee and;

That an Operating Budget Public Meeting for Input on the Operating Budget be set for September 24, 2012.

BACKGROUND:

The 2013 budget process has been reviewed and Administration has some recommendations that are intended to enhance communications. Appendix A, attached, is a detailed plan of the budget process.

The key highlights to the budget process are as follows:

- August 27th Council referred a report from the Chief Financial Officer to General Government Committee that provides a review of the Current Long Term Capital Policy
- As part of the budget process there is an opportunity for public input. Traditionally this public meeting was held close to the end of the budget process. The 2013 budget timeline is recommending an additional opportunity for public input at the beginning of the budget process. This will allow the public to present and provide creative solutions to find efficiencies or increase revenues for Council and Administration to consider as part of the budget enhancements and service delivery options.
- Water and Sewer rates are first to be completed in order to have rates established for the new year. The budget plan has established a combined standing committee review of the water and sewer budget.
- The Standing Committee of Council is currently planned for the week of December 3, 2012. Committee Chairs need to communicate the date and time of their respective meetings with the appropriate Managing Director.
- Previously, user fees had been approved subsequent to the budget process. In order to ensure the link between user fees and the budget, the user fee process will begin in January and all user fee changes will be approved prior to the finalization of the Operating Budget.

As in previous years, Administration will be working on their budget and during October 2012 the Business Unit **Managing Directors** and their management teams will meet with the **Chief Administrative Officer**, the **Chief Financial Officer** and the **Supervisor of Budgets and Financial Reporting** to review their 2013 Preliminary Operating Budget submissions.

2013 Budget Development Guidelines

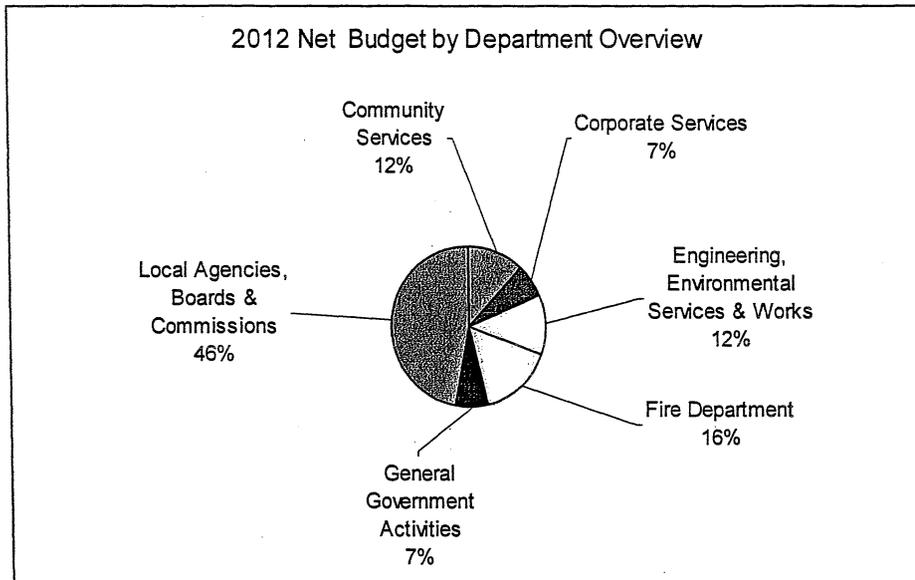
The 2013 Administration Recommended Operating Budget will be prepared with the following guidelines:

- **Service Levels:** The preliminary budget will be prepared with the assumption that all services and programs would generally remain at the 2012 levels.
- **Expenditures:** Represent management's best estimates to continue to provide the same programs and levels of service as approved in the 2012 Operating Budget. Management estimates would include:
 - Annualized approved Council initiatives or partial items within the 2012 Operating Budget
 - Inclusion of contractual agreements
 - Legislated changes that came into effect
- **User Fees:** User fees have been calculated in accordance with a study or prior approvals of Council. Any new user fees would be proposed as an enhancement and will follow the process outlined in the User Fee section of the timeline.
- **Utility Costs:** Finance will be obtaining 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, therefore, will take into consideration the benefit of energy efficiencies gained through capital investments or enhanced education programs to improve conservation.
- **Revenue Estimates:** These estimates are based on current trends, current rates, current approved rate increases and any known revenue reductions.
- **Local Agencies, Boards and Commissions:** An estimated percent increase will be included for those Local Agencies, Boards and Commissions where 2013 operating budgets have as yet not been received.

2013 Budget Pressures and Challenges

- General inflation costs are 1.3 % based on the Consumer Price index for the last twelve month period from June 2011 to July 2012.
- Salary and wages have been negotiated in good faith and will therefore add approximately \$700,000 in 2013 or .95% net levy increase
- Benefits are projected to increase approximately \$800,000 or 1% net levy increase. The largest influence for 2013 is relating to the last stage of the known OMERS contribution increases. This projected increase also includes increases in health benefits, short and long term disability premiums.
- As per the report tabled by the Chief Financial Officer on the Long Term Capital Funding Policy - \$1,059,0773 or 1.44% net levy increase.
- On March 27, 2012, the Minister of Finance presented the first budget of the Liberal Government since the election in the fall of 2011. This was a cost reduction budget, which incorporated some recommendations from the Drummond Report. As anticipated through the Provincial Municipal Fiscal and Service Delivery Review, the OMPF grant will be reduced from \$584 million in 2012 to \$500 million in 2016. This creates a high level of uncertainty to recipients of the OMPF; however, the government is committed to 'reviewing how the OMPF works and seeking advice from its municipal partners on how to more effectively meet their needs while remaining within the programs identified envelope. Assuming North Bay's share of the total funding envelope remains at the same levels, the reduced funding envelope may mean a reduction of up to \$300,000 or .44% net levy increase.
- Assessment growth will be available at the end of October.

Below is a graph demonstrating how the 2012 net tax levy supported budget is divided by business unit. The total net expenditure amount is \$73.7 million.

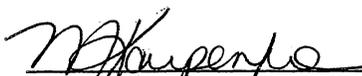


RECOMMENDED OPTION:

That the 2013 Operating Budget Timelines be received and referred to General Government Committee and;

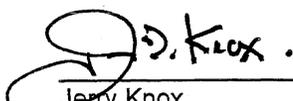
That an Operating Budget Public Meeting for Input on the Operating Budget be set for September 24, 2012.

Respectfully submitted,



Margaret Karpenko, C.M.A.
Chief Financial Officer

We concur in this report and recommendation



Jerry Knox
Chief Administrative Officer

Attached: Appendix A

**Preliminary 2013 Budget Timelines
Outline of all Administrative and Council Deadlines**

Long Term Capital Policy	Date	Time	Topic	Location
	Monday, August 27	7:00 p.m.	Council Meeting - CFO's Report on Long Term Capital Policy (NEW)	Council Chambers
	Monday September 10	6:00 p.m.	Committees Meeting CFO to discuss Long Term Capital Policy	
Public Presentation	Date	Time	Topic	Location
	<u>Tuesday</u> , September 4	7:00 p.m.	Council Meeting - CFO – 2012 Budget Timelines (NEW) to be received and referred to GG Committee	Council Chambers
	Monday, September 24	7:00 pm	Committees Meeting - Public Presentations re: Budget Process (NEW)	Council Chambers
Water Rates	Date	Time	Topic	Location
	Wednesday, September 26	TBA	CAO and CFO Review of Water Rates Budget	5th Floor Board Room
	Monday, October 15	7:00 pm	Council Meeting - Council receives and refers 2013 Water Rates and Budget to GG Committee	Council Chambers
	Week of October 22	TBA	Combined Standing Committee Briefings – General Government & Engineering and Works -Water rates review (NEW)	
	Monday, November 19	7:00 pm	Committees Meeting - 2013 Water Rates Public Meeting	Council Chambers
	Monday, November 26	7:00 pm	Council Meeting - Adoption of 2013 Water Rates By-Law	Council Chambers
Water Rates Continued	Date	Time	Topic	Location
	Monday, December 10	7:00 pm	Council Meeting - Water Rates By-law presented for 3 readings	Council Chambers

Capital Budget	Date	Time	Topic	Location
	Monday, October 29	7:00 pm	Council Meeting - Council refers draft 2013 Capital Budget to the General Government	Council Chambers
	Monday, November 5		Committees Meeting - Capital Budget Presentation	
	Monday, November 12	7:00 pm	Council Meeting - Capital Budget recommendations approved and Capital Budget adopted (GG Committee Report)	Council Chambers
Operating Budget	Date	Time	Topic	Location
	Monday, November 26	7:00 pm	Council Meeting - Council refers Draft 2013 Operating Budget, as recommended by Standing Committees, to the General Government Committee	Council Chambers
	Week of December 3rd	TBA	Standing Committee Briefings - Community Services - Individual Business Unit budget reviews	5th Floor Boardroom
	Week of December 3rd	TBA	Standing Committee Briefings - Engineering & Works - Individual Business Unit budget reviews	5th Floor Boardroom
	Week of December 3rd	TBA	Standing Committee Briefings - General Government - Individual Business Unit budget reviews	5th Floor Boardroom
Operating Budget Continued	Date	Time	Topic	Location
	Monday, February 4	7:00 PM	Council Meeting - Council receives Assessment Analysis and Tax Policy Review	Council Chambers
	Monday, February 11	7:00 PM	Committees Meeting - Staff presentations, Operating Budget -Tax policies	

Wednesday, February 20	5:30 PM	General Government [Budget] Committee - Agencies, Boards and Commissions	Council Chambers
Thursday, February 21	5:30 pm	General Government [Budget] Committee - Agencies, Boards and Commissions	Council Chambers
Monday, February 25	7:00 pm	Committees Meeting - Public presentations regarding Operating Budget - Operating Budget, staff presentations	Council Chambers
Monday, March 11	7:00 PM	Committees Meeting - Wrap-up Meeting	Council Chambers
Tuesday, April 2	7:00 pm	Council Meeting - ADOPTION OF OPERATING BUDGET	Council Chambers

User Fees	Date	Time	Topic	Location
	Monday, January 21	7:00 p.m.	Council Meeting - All staff reports re: 2013 user fees to be referred to Committee	Council Chambers
	Monday, February 25	7:00 pm	Committees Meeting - Public Meeting for User Fees - Public presentations regarding Operating Budget - Operating Budget, staff presentations	Council Chambers
	Monday, March 4	7:00 p.m.	Council Meeting - Council adopts recommendations re: User Fees	Council Chambers
	Monday, March 18	7:00 pm	Council Meeting - User Fee By-law presented to Council for 3 readings	Council Chambers

GG-2012-10

Draft Recommendation:

CITY OF NORTH BAY

Report to Council

Report No: CORP 2012-149

Date: November 21, 2012

Originator: Laura Boissonneault / Margaret Karpenko

Subject: 2013 Administration Recommended Operating Budget

RECOMMENDATION:

That the 2013 Administration Recommended Operating Budget be received and referred to the General Government Committee.

BACKGROUND:

During October 2012, the Business Unit **Managing Directors** and their management teams met with the **Chief Administrative Officer**, the **Chief Financial Officer** and the **Supervisor of Budgets and Financial Reporting** to review their 2013 Preliminary Operating Budget submissions.

Adjustments were made and the attached is a summary of the proposed **Administration Recommended 2013 Operating Budget**.

Budget Development Guidelines

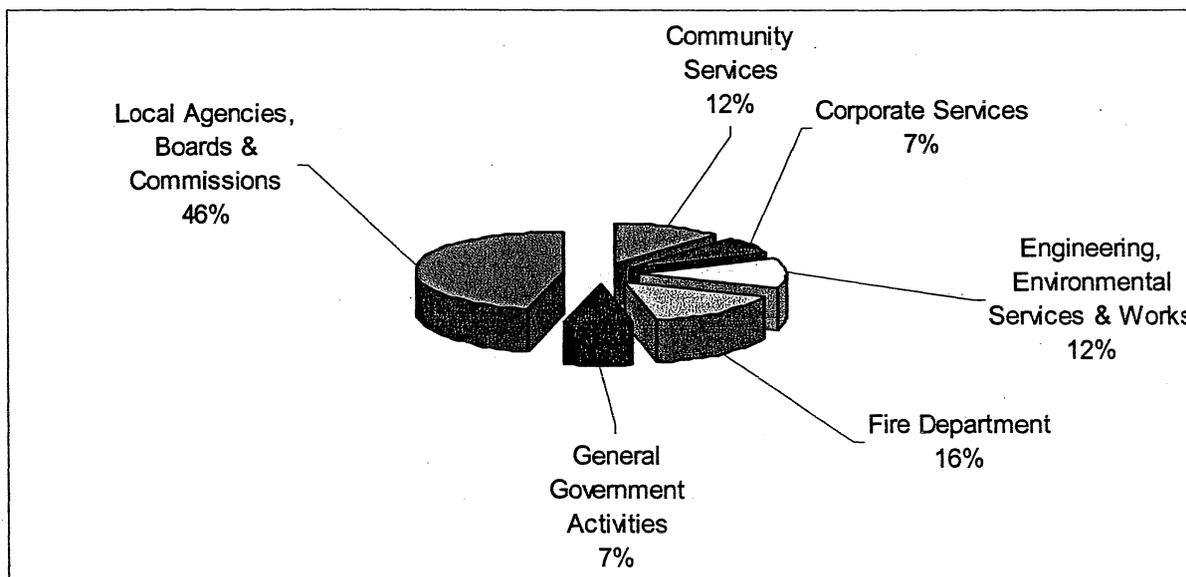
The 2013 Administration Recommended Operating Budget was prepared with the following guidelines:

- **Service Levels:** The preliminary budget was prepared with the assumption that all services and programs would generally remain at the 2012 levels.
- **Expenditures:** Represent management's best estimates to continue to provide the same programs and levels of service as approved in the 2012 Operating Budget. Management estimates include:
 - Annualized approved Council initiatives or partial items within the 2012 Operating Budget
 - Inclusion of contractual agreements
 - Known revenue reductions
 - Legislated changes that came into effect
- **Staff Complement:** Changes to staff complement would be presented through service levels changes; therefore, the base Administrative Recommended Operating Budget represents staffing levels as approved in the 2012 Operating Budget and includes any approved amendments made during 2012.
- **User Fees:** User fees have been calculated in accordance with a study or prior approvals of Council. Any new user fees would be proposed as an enhancement.

- **Fringe Benefits:** All staff benefit costs have been calculated by the Finance Department and are reflected within the department that the individual works.
- **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, therefore, take into consideration the benefit of energy efficiencies gained through capital investments or enhanced education programs to improve conservation.
- **Revenue Estimates:** These estimates are based on current trends, current rates and current approved rate increases.
- **Local Agencies, Boards and Commissions:** An estimated 2.5% increase has been included for those Local Agencies, Boards and Commissions where 2013 operating budgets have as yet been received.

As with any budget, there are risks associated with forecasting expenditures and revenues. Many municipal expenditures are non-discretionary; therefore, impacts from factors such as assessment appeals, fuel costs, permit revenues, etc. may significantly impact net municipal costs increasing the risk of future budget variances. The tabled budget contains a contingency account of \$50,000 that may somewhat mitigate the aforementioned risks.

Below is a graph demonstrating how the net tax levy supported budget is divided by business unit. The total net expenditure amount is \$76.2 million. Detailed summary of budget changes are provided in Schedules A – F.



The Administration Recommended Operating Budget, as presented, would require a tax levy increase of **\$2,407,356 or 3.26%**. The major items accounting for this increase are as follows:

- **Business Units increasing by \$1,409,858 or 4.13%** resulting from: estimated wage increases, \$1,083,000; increases to employee benefit plans, \$544,000; higher fuel and vehicle maintenance costs, \$154,000; higher street light electricity costs, \$148,000 and higher insurance premiums, \$68,000 **partially offset by** higher transit, sportsfields and parking operations revenues, (\$204,000); revenues generated from sale of methane gas, (\$200,000), higher fleet revenues, (\$144,000).

- To more accurately reflect the total City employee complement, a change in reporting was implemented for the 2013 Operating Budget. Total wage related costs for employees involved in capital project activities is included in the appropriate departmental operating budget with an offsetting internal revenue transfer from Capital funds. As a result of this reporting change, the increase in wage and benefit costs is partially offset by a transfer from the Capital Fund (\$136,000).
- **General Government Activities increasing by \$400,073 or 7.82%** resulting from: lower use of reserve funds, \$170,000; reduction in the Ontario Municipal Partnership Funding, \$120,500; and higher salary costs resulting from the hiring of the Junior Assessment and Real Estate Specialist, \$52,100. The Provincial budget presented earlier this year announced a reduction in the total funding envelope for OMPF. The announcement highlights that the funding envelope would be reduced from \$598 million in 2012 to \$575 million in 2013 and further, that over the next 4 years there will be an annual decline of approximately \$25 million per year. It was also communicated that the funding envelope would include all transition and reconciliation dollars. Based on this announcement, the City of North Bay had a potential for a \$300,000 reduction in OMPF.

On November 15, 2012 the 2013 OMPF allocations were released along with a different calculation called the 2013 Transition Year Stable Funding Allocation. The formula used is based on a percent of the 2012 allocation and then is scaled based on Municipal Fiscal Circumstances Index (MFCI) measures and weights. The approach guaranteed Northern Communities 95% of their 2012 allocation plus an adjustment based on the outcome of the MFCI measures. The MFCI measures are as follows:

- Primary Indicators – Weighted average assessment per household and Median household income
- Secondary Indicators – Unemployment Rates, Average Annual Change in Assessment (new construction), ratio of working aged to dependant population and percent of population above low-income threshold

Application of this approach resulted in the City of North Bay receiving its guaranteed 95% plus a bump up of 3.6% for the MFCI measures. Therefore, the City is receiving 98.6% of the 2012 allocation. The amount included in this budget represents the 2013 final allocation of \$8.4 million, a reduction of \$120,500.

- **Local Agencies, Boards and Commissions increasing by \$597,425 or 1.73%.** District of Nipissing Social Services Administration Board is projecting a 0% budget increase; North Bay / Parry Sound District Health Unit is projecting a 2% budget increase; an estimate of 2.50% budget increase has been used for all other Local Agencies, Boards and Commissions where 2013 budgets are yet to be received.

The projected assessment base real growth for 2012 is estimated at .33% which will effectively reduce the required tax levy increase down to 2.93%.

As per attached Schedule F the following will be the Committee Meetings of Council:

- Engineering, Environmental and Works – December 5th, 2012 at 4:00pm
- Community Services – December 6th, 2012 at noon
- General Government – December 7th, 2012 at 9:00am
- Fire Department – December 7th, 2012 at noon

RECOMMENDED OPTION:

That the 2013 Administration Recommended Operating Budget be received and referred to the General Government Committee.

The results of these Standing Committee Meetings will be reviewed with Council at the budget meeting scheduled for Monday, February 11th, 2013, at 7:00 p.m. in the City Council Chambers. A staff presentation will provide an overview of the 2013 **Committee Recommended** Operating Budget and will identify the major impacts, both positive and negative.

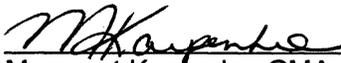
Attached is a copy of the **2013 Operating Budget Review Schedule** as approved by the Chair of the General Government Committee.

The final budget recommendations are scheduled to be considered at the regular General Government Committee Meeting on Monday, March 11th, 2013 and adopted at the regular Council Meeting on Tuesday, April 2nd, 2013.

Respectfully submitted,

COA 

Laura Boissonneault, CGA
Supervisor of Budgets & Financial Reporting



Margaret Karpenko, CMA
Chief Financial Officer/Treasurer

I concur in this report and recommendation.



Jerry Knox
Chief Administrative Officer

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

Attach.

- A. Net Tax Levy Supported Budget
- 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
- F. 2013 Operating Budget Review Schedule

Business Unit Summary

Budget Year: 2013

YTD End Date: November 20, 2012

	2011 Actuals	2012 Actuals YTD	2012 Budget	2013 Finance Review	Variance	Variance %
Community Services						
AQUATIC CENTRE	272,614	200,575	255,283	275,391	20,108	7.88%
ARENA - MEMORIAL GARDENS	619,660	607,687	709,522	700,082	(9,440)	-1.33%
ARENA - PETE PALANGIO	185,967	181,078	93,759	98,188	4,428	4.72%
ARENA - WEST FERRIS	249,697	212,009	269,509	278,126	8,617	3.20%
BUILDING	88,701	62,053	91,091	59,973	(31,118)	-34.16%
COMMUNITY SERVICES ADMIN	175,010	176,443	187,062	183,455	(3,607)	-1.93%
ECONOMIC DEVELOPMENT	582,458	261,026	623,030	633,337	10,307	1.65%
KINGS LANDING	(2,262)	307	6,300	5,131	(1,169)	-18.56%
MARINA	2	(53,708)	0	0	0	0.00%
PARKING OPERATIONS	(179,309)	(240,740)	(168,472)	(272,915)	(104,443)	-61.99%
PARKS - OPERATIONS	3,007,248	2,866,836	3,091,364	3,200,795	109,431	3.54%
PARKS - SPORTS FIELD COMPLEX	78,856	138,821	168,691	99,989	(68,703)	-40.73%
PLANNING DEPARTMENT	403,304	417,846	465,559	501,892	36,332	7.80%
REC, LEISURE, & CULTURAL SERVICES	601,126	427,769	641,820	658,264	16,444	2.56%
SKATEBOARD PARK	4,298	126	0	0	0	0.00%
TRANSIT	2,689,116	2,883,027	2,337,016	2,481,354	144,338	6.18%
Total:	8,776,485	8,141,155	8,771,535	8,903,060	131,525	1.50%
Percent Increase:						
Corporate Services						
COUNCIL SECRETARIAT	788,653	689,535	864,143	893,979	29,836	3.45%
FINANCIAL SERVICES	1,488,616	1,359,781	1,574,162	1,644,631	70,470	4.48%
HUMAN RESOURCES	1,135,266	897,524	1,181,926	1,137,009	(44,917)	-3.80%
INFORMATION SYSTEMS	1,120,784	1,207,211	1,262,576	1,309,544	46,968	3.72%
LEGAL DEPARTMENT - BY-LAW ENFORCEMENT	9,195	(61,845)	(18,495)	1,994	20,489	110.78%
LEGAL DEPARTMENT - GENERAL	460,749	323,486	344,350	367,343	22,993	6.68%
LEGAL DEPARTMENT - POA	(289,723)	(419,195)	(281,255)	(290,980)	(9,725)	-3.46%
Total:	4,713,540	3,996,498	4,927,407	5,063,521	136,115	2.76%
Percent Increase:						
Engineering, Environmental Services & Works						
ENGINEERING SERVICES	579,389	479,346	397,494	376,022	(21,472)	-5.40%
ENVIRONMENTAL SERVICES	383,342	(278,796)	364,299	368,143	3,843	1.05%
FLEET MANAGEMENT	(796,720)	(708,707)	(384,554)	(382,545)	2,009	0.52%
ROADS DEPARTMENT	7,211,522	6,672,572	6,880,400	7,300,056	419,656	6.10%
STORM SEWERS	660,521	539,691	567,065	615,256	48,191	8.50%
WORKS DEPT ADMINISTRATION	952,704	837,236	1,049,851	1,056,111	6,260	0.60%
Total:	8,990,758	7,541,342	8,874,555	9,333,042	458,487	5.17%
Percent Increase:						
Fire Department						
FIRE DEPARTMENT	11,044,068	9,251,075	11,501,843	12,185,574	683,731	5.94%
Total:	11,044,068	9,251,075	11,501,843	12,185,574	683,731	5.94%



Business Unit Summary

Budget Year: 2013

YTD End Date: November 20, 2012

	2011 Actuals	2012 Actuals YTD	2012 Budget	2013 Finance Review	Variance	Variance %
Percent Increase:						
General Government Activities						
FINANCIAL EXPENSES	14,462,012	(310,100)	15,329,200	15,407,057	77,857	0.51%
GENERAL REVENUES	(82,320,622)	(84,732,891)	(10,963,640)	(10,652,159)	311,481	2.84%
MAYOR & COUNCIL	292,055	283,992	349,546	350,124	579	0.17%
OFFICE OF THE CAO	378,154	395,655	404,028	414,184	10,156	2.51%
Total:	(67,188,401)	(84,363,344)	5,119,134	5,519,207	400,073	7.82%
Percent Increase:						
Local Agencies, Boards & Commissions						
BOARDS & COMMISSIONS	33,655,088	32,351,053	34,594,104	35,191,529	597,425	1.73%
Total:	33,655,088	32,351,053	34,594,104	35,191,529	597,425	1.73%
Percent Increase:						
Grand Total	(8,462)	(23,082,221)	73,788,577	76,195,933	2,407,356	3.26%
				Real Growth	(248,606)	
					2,158,750	2.93%

Community Services Net Levy Budget

2013 Administration Recommended Operating Budget

	2012 Budget	2013 Budget	Change	Percentage
REVENUE				
FEES/SERV CHGE/DONATIONS	(6,265,309)	(6,498,532)	-233,223	3.72 %
INTERNAL TRANSFERS (Rev)	(82,330)	(77,419)	4,911	(5.97 %)
OTHER REVENUE	(1,749,628)	(1,886,406)	-136,778	7.82 %
TOTAL REVENUE	(8,097,267)	(8,462,357)	(365,090)	4.51%
EXPENSE:				
PERSONNEL				
SALARY & WAGES	7,069,678	7,303,901	234,223	3.31 %
OVERTIME	87,186	99,893	12,707	14.57 %
OTHER WAGE COSTS	401,502	441,278	39,776	9.91 %
EMPLOYEE ALLOWANCES	26,881	26,575	-306	(1.14 %)
EMPLOYEE BENEFITS	2,268,002	2,364,713	96,711	4.26 %
	9,853,250	10,236,359	383,110	3.89%
GOODS & SERVICES				
ADMINISTRATION EXPENSES	504,900	508,895	3,995	0.79 %
CONTRACTS	942,041	886,711	-55,330	(5.87 %)
FLEET SUPPLIES	1,941,699	2,039,646	97,947	5.04 %
FOR SALE SUPPLIES	14,500	17,000	2,500	17.24 %
GENERAL SUPPLIES	197,866	198,630	764	0.39 %
INSURANCE EXPENSES	318,843	350,728	31,885	10.00 %
LEASES & RENTS	102,400	109,300	6,900	6.74 %
MAINTENANCE SERVICE FEES	496,300	496,800	500	0.10 %
MATERIALS	218,100	226,050	7,950	3.65 %
OTHER SERVICES & RENTS	72,383	74,296	1,913	2.64 %
OTHER SUPPLIES	20,000	21,500	1,500	7.50 %
PROFESSIONAL FEES	8,000	10,250	2,250	28.13 %
UTILITIES / TAXES	1,088,656	1,091,008	2,352	0.22 %
	5,925,688	6,030,814	105,126	1.77%
CAPITAL / RESERVE				
CAPITAL PURCHASES	89,567	124,930	35,363	39.48 %
CAPITAL FINANCING	92,497	88,529	-3,968	(4.29 %)
	182,064	213,459	31,395	17.24%
INTERNAL TRANSFERS (Exp)	907,800	884,784	-23,016	(2.54 %)
TOTAL EXPENSE	16,868,802	17,365,417	496,615	2.94%
NET TOTAL	8,771,535	8,903,060	131,525	1.50%

NOTES:

Community Services portion of the 2013 Administration Recommended Operating budget is higher by \$131,525 or 1.50%. The major items accounting for this variance are as follows:

- Higher wage costs, \$234,000
- Higher employee benefits costs, \$97,000
- Higher fuel and vehicle maintenance costs, \$114,000
- partially offset by:*
- Higher revenues in transit, sportsfields and parking operations, (\$204,000)
- Lower commissionaires costs, (\$42,000)

Corporate Services Net Levy Budget

2013 Administration Recommended Operating Budget

	2012 Budget	2013 Budget	Change	Percentage
REVENUE:				
FEDERAL GRANTS	(27,400)	0	27,400	(100.00 %)
FEES/SERV CHGE/DONATIONS	(749,800)	(804,314)	-54,514	7.29 %
OTHER REVENUE	(2,671,952)	(2,770,726)	-98,774	3.70 %
ONTARIO SPECIFIC GRANTS	0	(13,750)	-13,750	0.00%
INTERNAL TRANSFERS (Rev)	(620,569)	(582,617)	37,952	(6.12 %)
TOTAL REVENUE	(4,069,721)	(4,171,407)	(101,686)	2.50%
EXPENSE:				
PERSONNEL				
SALARY & WAGES	4,607,231	4,726,253	119,021	2.58 %
OVERTIME	11,000	14,000	3,000	27.27 %
OTHER WAGE COSTS	600	1,299	699	116.50 %
EMPLOYEE ALLOWANCES	200	200	0	0.00 %
EMPLOYEE BENEFITS	1,462,232	1,628,595	166,362	11.38 %
	6,081,264	6,370,346	289,082	4.75%
GOODS & SERVICES				
ADMINISTRATION EXPENSES	433,000	443,495	10,495	2.42 %
CONTRACTS	274,572	258,720	-15,852	(5.77 %)
GENERAL SUPPLIES	156,300	153,515	-2,785	(1.78 %)
INSURANCE EXPENSES	292,723	301,995	9,272	3.17 %
LEASES & RENTS	54,700	54,500	-200	(0.37 %)
MAINTENANCE SERVICE FEES	373,600	387,550	13,950	3.73 %
OTHER SERVICES & RENTS	270,113	273,074	2,961	1.10 %
OTHER SUPPLIES	8,500	5,500	-3,000	(35.29 %)
PROFESSIONAL FEES	366,200	312,850	-53,350	(14.57 %)
UTILITIES / TAXES	209,700	192,638	-17,062	(8.14 %)
	2,439,408	2,383,837	(55,571)	-2.28%
CAPITAL/RESERVE				
CAPITAL FINANCING	170,000	170,000	0	0.00 %
CAPITAL PURCHASES	43,156	40,056	-3,100	(7.18 %)
OTHER FINANCIAL COSTS	17,000	17,000	0	0.00 %
	230,156	227,056	(3,100)	-1.35%
INTERNAL TRANSFERS (Exp)	246,300	253,689	7,389	3.00 %
TOTAL EXPENSE	8,997,128	9,234,928	237,801	2.64%
NET TOTAL	4,927,407	5,063,521	136,115	2.76%

NOTES:

Corporate Services portion of the 2013 Administration Recommended Operating budget is higher by \$136,115 or 2.76%. The major items accounting for this variance are as follows:

- Higher wage costs, \$119,000
- Higher employee benefits costs, \$166,000
- partially offset by:*
- Higher transfer from Capital fund, (\$128,000) to partially offset higher wage and benefit costs
- Lower court house security costs, (\$50,000)

Engineering & Environmental Services Net Levy Budget

2013 Administration Recommended Operating Budget

	2012 Budget	2013 Budget	Change	Percentage
REVENUE:				
FEES/SERV CHGE/DONATIONS	(3,471,270)	(3,405,879)	65,391	(1.18 %)
INTERNAL TRANSFERS (Rev)	(5,222,590)	(5,345,593)	-123,003	2.36 %
OTHER MUNICIPAL	(154,487)	(160,302)	-5,815	3.76 %
OTHER REVENUE	(1,145,400)	(1,407,625)	-262,225	22.89 %
TOTAL REVENUE	(9,993,747)	(10,319,399)	(325,652)	3.26%
EXPENSE:				
PERSONNEL				
SALARY & WAGES	5,976,431	6,146,416	169,986	2.84 %
OVERTIME	397,965	418,305	20,340	5.11 %
OTHER WAGE COSTS	372,937	388,182	15,245	4.09 %
EMPLOYEE BENEFITS	1,857,392	2,003,834	146,442	7.88 %
	8,604,725	8,956,738	352,013	4.09%
GOODS & SERVICES				
ADMINISTRATION EXPENSES	164,380	179,250	14,870	9.05 %
CONTRACTS	3,619,700	3,766,230	146,530	4.05 %
FLEET SUPPLIES	1,699,600	1,745,100	45,500	2.68 %
GENERAL SUPPLIES	157,600	157,421	-179	(0.11 %)
INSURANCE EXPENSES	205,784	226,363	20,579	10.00 %
LEASES & RENTS	299,950	309,250	9,300	3.10 %
MAINTENANCE SERVICE FEES	223,300	222,400	-900	(0.40 %)
MATERIALS	836,913	836,652	-261	(0.03 %)
OTHER SERVICES & RENTS	22,000	21,800	-200	(0.91 %)
OTHER SUPPLIES	3,900	9,000	5,100	130.77 %
PROFESSIONAL FEES	107,920	109,700	1,780	1.65 %
UTILITIES / TAXES	907,800	1,055,710	147,910	16.29 %
WRITE OFFS	12,500	12,500	0	0.00 %
	8,261,347	8,651,376	390,029	4.72%
CAPITAL / RESERVE				
CAPITAL FINANCING	189,700	189,700	0	0.00 %
CAPITAL PURCHASES	11,120	11,120	0	0.00 %
	200,820	200,820	0	0.00%
INTERNAL TRANSFERS (Exp)	1,801,410	1,843,507	42,097	2.34 %
TOTAL EXPENSE	18,868,302	19,652,441	784,139	4.16%
NET TOTAL	8,874,555	9,333,042	458,487	5.17%

NOTES:

Engineering, Environmental Services and Works portion of the 2013 Administration Recommended Operating Budget is higher by \$458,487 or 5.17%. The major items accounting for this variance are as follows:

- Higher wage costs, \$170,000
- Higher employee benefits costs, \$146,000
- Higher street light electricity costs, \$148,000
- Higher landfill maintenance, garbage and recycling collection contract costs, \$139,000
- Higher fuel costs, \$40,000
- partially offset by:*
- Sale of methane gas at Merrick landfill, (\$200,000)
- Higher fleet revenues, (\$144,000).

Fire Services Net Levy Budget

2013 Administration Recommended Operating Budget

	2012 Budget	2013 Budget	Change	Percentage
REVENUE				
FEES/SERV CHGE/DONATIONS	(163,000)	(116,000)	47,000	(28.83 %)
INTERNAL TRANSFERS (Rev)	(15,421)	(13,169)	2,252	(14.60 %)
ONTARIO SPECIFIC GRANTS	(17,000)	0	17,000	(100.00 %)
OTHER REVENUE	(6,000)	(76,359)	(70,359)	1172.65 %
TOTAL REVENUE	(201,421)	(205,528)	(4,107)	2.04%
EXPENSE:				
PERSONNEL				
SALARY & WAGES	7,970,812	8,361,087	390,275	4.90 %
OVERTIME	60,000	100,000	40,000	66.67 %
OTHER WAGE COSTS	614,500	777,305	162,805	26.49 %
EMPLOYEE ALLOWANCES	60,000	66,520	6,520	10.87 %
EMPLOYEE BENEFITS	2,075,435	2,210,542	135,107	6.51 %
	10,780,747	11,515,454	734,707	6.81%
GOODS & SERVICES				
ADMINISTRATION EXPENSES	102,300	95,650	-6,650	(6.50 %)
CONTRACTS	1,000	1,000	0	0.00 %
FLEET SUPPLIES	195,500	199,880	4,380	2.24 %
GENERAL SUPPLIES	208,000	169,000	-39,000	(18.75 %)
INSURANCE EXPENSES	58,617	64,479	5,862	10.00 %
LEASES & RENTS	7,000	0	-7,000	(100.00 %)
MAINTENANCE SERVICE FEES	211,300	213,300	2,000	0.95 %
OTHER SUPPLIES	40,800	40,800	0	0.00 %
PROFESSIONAL FEES	2,500	2,500	0	0.00 %
UTILITIES / TAXES	70,500	64,039	-6,461	(9.16 %)
	897,517	850,648	(46,869)	-5.22%
CAPITAL / RESERVE				
CAPITAL PURCHASES	25,000	25,000	0	0.00 %
TOTAL EXPENSE	11,703,264	12,391,102	687,838	5.88%
NET TOTAL	11,501,843	12,185,574	683,731	5.94%

NOTES:

Fire Department portion of the 2013 Administration Recommended Operating budget is higher by \$683,731 or 5.94%. The major items accounting for this variance are as follows:

- Higher wage related costs, \$560,000
- Higher employee benefits costs, \$135,000

SCHEDULE "F"

OFFICE OF THE CITY CLERK MEMORANDUM

To: Mayor McDonald
Councillors

Date: November 21, 2012

From: Cathy Conrad
City Clerk

Subject: Business Units' Review of Operating Budgets

Set out below are the dates and times for the Business Units' Reviews of Operating Budgets:

Wednesday, December 5	4:00 pm	Engineering and Works – to review Business Unit's Operating Budget	5 th Floor Boardroom
Thursday, December 6	12:00 noon	Community Services – to review Business Unit's Operating Budget	5 th Floor Boardroom
Friday, December 7	9:00 am	General Government – to review Business Unit's Operating Budget	5 th Floor Boardroom
Friday, December 7	12:00 noon	Community Services – to review Fire & Emergency Services' Operating Budget	5 th Floor Boardroom

Cathy Conrad

Cathy Conrad
City Clerk

COMMUNITY SERVICES COMMITTEE

Monday, February 11, 2013

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

- CS-2001-35 Rezoning applications by Consolidated Homes Ltd. – Golf Club Road (D14/2001/CHLTD/GOLFCLUB).
- CS-2003-37 Condominium application by Rick Miller on behalf of New Era Homes Ltd. - McKeown Avenue (D07/2003/NEHL/ MCKEOWN).
- CS-2004-29 Rezoning and Plan of Subdivision applications by Rick Miller on behalf of Grand Sierra Investments Ltd. - Sage Road (D12/D14/2003/GSIL/SAGERD).
- CS-2011-04 Motion moved by Councillor Mayne on January 24, 2011 re Designated Off-Leash Dog Area (R00/2011/PARKS/DOGPARK).

ITEMS REFERRED BY COUNCIL FOR A REPORT

<u>DATE</u>	<u>ITEM</u>
March 29, 2005	Backflow Prevention Program survey of all industrial, commercial and institutional buildings (due September 2005) .
September 21, 2009	Review, update and consolidation of Noise By-Law (due June 30, 2010) .
March 8, 2010	Comprehensive Long-Term Financial Plan (due April 30, 2010) .
May 3, 2010	Track the net financial benefits created through increased assessment as a result of the Airport Industrial Community Improvement Plan sites being developed.
January 24, 2011	Comprehensive review of City owned Lake Nipissing accesses.
July 4, 2011	Comprehensive Status Report relating to BCIP (due July 2014) .
August 2, 2011	Review of smoking at City facilities and commercial establishment patios.
August 15, 2011	Effectiveness of the Residential Rental Housing By-Law (due May 2013) .
July 16, 2012	Review of water and sewage rates for the dispensing facility on Patton Road (due March 2013) .