



# **CITY OF NORTH BAY**

**2022**

**ADMINISTRATION**

**RECOMMENDED**

**OPERATING BUDGET**

# CITY OF NORTH BAY 2022 OPERATING BUDGET INDEX

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# Annual General Levy Summary

**Budget Year: 2022**

**YTD End Date: December 2021**

**Execution Date: November 17, 2021**

	2020 Actuals	2021 Actuals YTD *	2021 Budget	2022 Council Review	Variance Increase/ (Decrease)	Change %
<b>Community Services</b>						
ARENA SERVICES	1,766,058	1,778,520	1,862,005	2,155,478	293,473	15.76%
BUILDING	65,311	(105,134)	104,178	110,376	6,198	5.95%
COMMUNITY DEVELOPMENT & GROWTH	263,479	214,820	197,031	283,155	86,124	43.71%
ECONOMIC DEVELOPMENT	691,168	646,290	878,271	882,397	4,126	0.47%
FIRE DEPARTMENT	13,224,443	11,416,390	13,158,094	14,023,891	865,797	6.58%
PARKS REVENUES	(206,694)	(95,395)	(206,400)	(206,400)	0	0.00%
PLANNING DEPARTMENT	367,588	312,091	433,024	461,114	28,090	6.49%
REC, LEISURE, & CULTURAL SERVICES	952,611	895,553	1,185,669	1,111,115	(74,554)	-6.29%
<b>Total Community Services:</b>	<b>17,123,964</b>	<b>15,063,135</b>	<b>17,611,872</b>	<b>18,821,126</b>	<b>1,209,254</b>	<b>6.87%</b>
<b>Corporate Services</b>						
COUNCIL SECRETARIAT	377,438	326,012	360,307	409,103	48,796	13.54%
CUSTOMER SERVICE CENTRE	251,915	340,900	281,638	317,756	36,118	12.82%
FINANCIAL SERVICES	1,516,398	1,205,408	1,540,231	1,627,753	87,522	5.68%
HUMAN RESOURCES	916,044	729,558	1,138,753	1,190,561	51,808	4.55%
INFORMATION SYSTEMS	1,084,522	1,202,454	1,763,918	1,904,649	140,731	7.98%
LEGAL DEPARTMENT - GENERAL	536,970	468,681	490,112	519,498	29,386	6.00%
LEGAL DEPARTMENT - POA	152,115	(42,184)	43,527	6,649	(36,878)	-84.72%
<b>Total Corporate Services:</b>	<b>4,835,402</b>	<b>4,230,829</b>	<b>5,618,486</b>	<b>5,975,969</b>	<b>357,483</b>	<b>6.36%</b>
<b>General Government Activities</b>						
FINANCIAL EXPENSES	19,368,281	22,938,058	20,678,712	22,228,431	1,549,719	7.49%
GENERAL REVENUES	(104,825,470)	(110,146,915)	(12,568,361)	(12,545,395)	22,966	0.18%
MAYOR & COUNCIL	442,891	379,048	632,240	562,281	(69,959)	-11.07%
OFFICE OF THE CAO	462,299	410,318	471,298	500,917	29,619	6.28%
<b>Total General Government Activities:</b>	<b>(84,551,999)</b>	<b>(86,419,491)</b>	<b>9,213,889</b>	<b>10,746,234</b>	<b>1,532,345</b>	<b>16.63%</b>
<b>Infrastructure and Operations</b>						
AQUATIC CENTRE	277,391	173,775	349,190	358,645	9,455	2.71%
CITY HALL FACILITIES	795,097	793,288	623,868	799,457	175,589	28.15%
ENGINEERING SERVICES	654,149	697,394	981,024	961,828	(19,196)	-1.96%
ENVIRONMENTAL SERVICES	1,423,102	306,923	819,570	931,064	111,494	13.60%
FLEET MANAGEMENT	0	501,620	0	0	0	0.00%
KINGS LANDING	(4,512)	678	3,713	1,138	(2,575)	-69.35%
MARINA	0	(31,580)	0	0	0	0.00%
PARKING OPERATIONS	1,661	22,348	29,552	(107,874)	(137,426)	-465.03%
PARKS - OPERATIONS	3,462,278	3,443,630	4,025,591	4,140,134	114,543	2.85%
ROADS DEPARTMENT	8,727,335	6,966,845	8,936,637	9,271,839	335,202	3.75%
STORM SEWERS	633,414	521,319	594,035	583,970	(10,065)	-1.69%
TRANSIT	4,400,608	3,706,633	4,371,635	4,486,368	114,733	2.62%
WORKS DEPT ADMINISTRATION	781,000	564,793	782,756	765,161	(17,595)	-2.25%
<b>Total Infrastructure and Operations:</b>	<b>21,151,523</b>	<b>17,667,666</b>	<b>21,517,571</b>	<b>22,191,730</b>	<b>674,159</b>	<b>3.13%</b>
<b>Service Partners</b>						
INVEST NORTH BAY	140,000	140,000	140,000	50,000	(90,000)	-64.29%
SERVICE PARTNERS	41,301,111	41,125,417	42,859,866	44,892,469	2,032,603	4.74%
<b>Total Service Partners:</b>	<b>41,441,111</b>	<b>41,265,417</b>	<b>42,999,866</b>	<b>44,942,469</b>	<b>1,942,603</b>	<b>4.52%</b>
<b>Levy Grand Total:</b>	<b>1</b>	<b>(8,192,444)</b>	<b>96,961,684</b>	<b>102,677,528</b>	<b>5,715,844</b>	<b>5.89%</b>



# Annual General Levy Summary

**Budget Year: 2022**

**YTD End Date: December 2021**

**Execution Date: November 17, 2021**

## Service Level Changes

CS SLC Community Safety & Well-Being Planner	122,220		
CS SLC Creative Industries	45,000		
CS SLC Planning Summer Student	9,660		
CORP SLC HR Student	9,660		
IO Mattress Drop off - One Day Event	4,000		
IO SLC Parking Garage Security	42,350		
IO Trees for Nipissing	1,500		
	<b>234,390</b>	<b>5,950,234</b>	<b>6.14%</b>

## Growth

(358,139)		
<b>(358,139)</b>	<b>5,592,095</b>	<b>5.77%</b>

\* Actuals subject to year-end adjustments and accrual. Actuals may vary due to time of printing.

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



# **COMMUNITY SERVICES**

## **2022 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2022

YTD End Date: November 2021

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>Community Services</b>						
ARENA SERVICES	1,766,058	1,777,984	1,862,005	2,155,478	293,473	15.76%
BUILDING	65,311	(105,902)	104,178	110,376	6,198	5.95%
COMMUNITY DEVELOPMENT & GROWTH	263,479	214,820	197,031	283,155	86,124	43.71%
ECONOMIC DEVELOPMENT	691,168	646,219	878,271	882,397	4,126	0.47%
FIRE DEPARTMENT	13,224,443	11,414,712	13,158,094	14,023,891	865,797	6.58%
PARKS REVENUES	(206,694)	(95,395)	(206,400)	(206,400)	0	0.00%
PLANNING DEPARTMENT	367,588	311,181	433,024	461,114	28,090	6.49%
REC, LEISURE, & CULTURAL SERVICES	952,611	915,586	1,185,669	1,111,115	(74,554)	-6.29%
<b>Total:</b>	<b>17,123,964</b>	<b>15,079,205</b>	<b>17,611,872</b>	<b>18,821,126</b>	<b>1,209,254</b>	<b>6.87%</b>
<b>Grand Total:</b>	<b>17,123,964</b>	<b>15,079,205</b>	<b>17,611,872</b>	<b>18,821,126</b>	<b>1,209,254</b>	<b>6.87%</b>



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## Business Unit Overview - 2022 Budget

### Community Services

#### **2022 Business Unit Pressures:**

The proposed budget includes the cost to deliver existing service levels to taxpayers. Departments included in this business unit, such as Arenas and Parks Revenues, remain focused on returning services to pre-pandemic levels. A significant portion of the overall net increase of \$1,209,254 or 6.87% over 2021 is a result of changes in contractual obligations that have transpired during 2021. There has also been some shifts in resources between departments in an effort to streamline and improve the efficiency of the services delivered. Highlights to note are as follows:

- **Fire Contract** – A new collective agreement was finalized during 2020 for fiscal years 2021 to 2025. The agreement stipulates the annual wage adjustments, retention pay (often referred to as 3-6-9 or progression through the ranks) that is impacted by years of service and parity to final negotiated Police agreements. These negotiated items are contributing to the increase in regular salaries of 7.93%.
- **Amended and Restated Arena Lease, License and Loan Agreement with the North Bay Battalion Hockey Club Ltd.** – During 2021, the City entered into a new agreement with the North Bay Battalion. The changes resulting from the new agreement have been reflected in the 2022 Operating Budget.
- **Arena & Parks Revenues** – The pandemic has caused significant decreases in facility rentals resulting in reductions to user fee revenues. The enclosed budget assumes the first half of 2022 will continue to experience reduced revenues while pre-pandemic levels are expected to return during the second half of 2022. Consistent with best practices, reserves in the amount of \$225,151 are being used to offset the impact of reduced revenues as they are short term in nature.
- **Grant Facilitator** – During 2021, a restructuring within Recreation, Leisure & Cultural Services has generated capacity to fund a full-time Grant Facilitator position within Community Development & Growth. The process of grant identification and application completion was historically consolidated with other job duties within Economic Development. The restructuring has provided the opportunity to fund a dedicated resource to focus on maximizing grant funding while also allowing the Economic Development Department to focus on facilitating private sector grants and growth.

#### **Service Level Changes (SLC):**

- Community Safety and Well-Being Planner
- Creative Industries
- Planning Summer Student

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## Activity Summary Overview - 2022 Budget

### Arena Services

Positions – Memorial Gardens, Pete Palangio, West Ferris:

<b>Full Time Staff</b>	<b>2021 FTE</b>	<b>2022 FTE</b>
Manager, Sports & Events	0.80	0.80
Admin Assistant	2.00	2.00
Supervisor, Arenas	2.00	2.00
Arena Maintenance Person	13.00	13.00
Information Systems Tech - Contract*	1.00	1.00
<b>Total Full Time</b>	<b>18.80</b>	<b>18.80</b>
<b>Part Time Staff</b>		
Arena Maintenance Person, PT	1.60	1.60
Admin Assistant, PT	0.26	0.26
Rink Attendant	4.55	3.69
Office Worker	0.88	0.88
Skate Patrol	0.14	0.14
Event Staff Coordinator	0.09	0.09
Event Staff**	0.81	0.81
Timekeeper	0.08	0.08
P.A. Technician	0.08	0.08
Zamboni Driver, PT	0.08	0.08
<b>Total Part Time</b>	<b>8.57</b>	<b>7.71</b>
<b>Total Arena Staff</b>	<b>27.37</b>	<b>26.51</b>

**Note:**

\* Partially funded by the Capital Budget and third parties such as the Battalion

\*\* Partially funded by third parties such as the Battalion

### **Memorial Gardens**

This budget provides for the operations, maintenance and administration of the community facility. In addition, it provides for the cost of operating and running various major indoor city sports, ice rentals, events, concerts and attractions. Management of lease agreements with various organizations such as Battalion OHL Hockey, Men's Lakers Hockey, Women's Lakers Hockey and the Figure Skating Club.

### **Revenue Generating Activities and Contracts:**

#### **2020-2021 Season**

- 1) Battalion
  - 2) Bar – Battalion
  - 3) Concessions – Battalion
  - 4) Box Office – Battalion
- Battalion and Men's/Women's Lakers  
Seasons cancelled due to COVID-19

#### **2021-2022 Season**

- 1) Battalion Season - 35 games
- 2) Men's Lakers - 28 games
- 3) Women's Lakers - 28 games
- 4) Bar - Battalion
- 5) Concessions - Battalion
- 6) Box Office - Battalion

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**Pete Palangio**

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

**West Ferris**

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

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

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): ARENA SERVICES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	899,831	761,951	1,086,631	1,122,732	36,101	3.32 %
1002 TEMPORARY SALARIES	161,756	104,827	277,748	286,844	9,096	3.27 %
1003 SHIFT PREMIUM	14,573	11,711	15,377	15,377	0	0.00 %
1101 OVERTIME FULLTIME	28,716	30,044	41,147	41,147	0	0.00 %
1102 OVERTIME PART TIME	0	2,606	0	0	0	0.00 %
1201 VACATION other	1,264	1,435	0	0	0	0.00 %
1202 VACATION	85,571	60,033	12,952	13,356	404	3.12 %
1203 COMPASSIONATE LEAVE	0	1,310	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	30,330	29,022	0	0	0	0.00 %
1207 SICK LEAVE	32,280	65,253	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	253	40	0	0	0	0.00 %
1301 WSIB LEAVE	(171)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	0	4,515	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	299,104	314,624	343,981	377,146	33,165	9.64 %
1802 FRINGE BENEFITS-PARTTIME	30,470	19,741	46,400	48,957	2,557	5.51 %
<b>PERSONNEL TOTAL</b>	<b>1,583,977</b>	<b>1,407,112</b>	<b>1,824,236</b>	<b>1,905,559</b>	<b>81,323</b>	<b>4.46 %</b>
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	220	562	715	764	49	6.85 %
2601 OFFICE SUPPLIES	3,146	1,556	5,500	5,500	0	0.00 %
2615 JANITORIAL SUPPLIES	14,028	4,295	35,110	35,110	0	0.00 %
2650 CLOTHING / UNIFORM	7,375	3,169	9,250	9,250	0	0.00 %
2655 SAFETY SUPPLIES	33	331	100	331	231	231.00 %
2660 SAFETY BOOT ALLOWANCE	2,143	1,492	3,570	4,015	445	12.46 %
2701 HYDRO	509,672	270,534	527,657	533,989	6,332	1.20 %
2705 NATURAL GAS	242,902	124,550	223,792	274,055	50,263	22.46 %
2715 WATER	46,467	32,162	66,540	69,240	2,700	4.06 %
2720 MUNICIPAL TAXES	3,783	3,757	3,935	3,935	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	230	754	0	0	0	0.00 %
3001 POSTAGE	120	7	600	600	0	0.00 %
3005 COURIER & DELIVERY	65	0	0	0	0	0.00 %
3010 TELEPHONE	13,110	11,000	16,900	16,900	0	0.00 %
3035 MILEAGE	3,247	1,662	5,200	5,200	0	0.00 %
3045 CONFERENCE & SEMINARS	0	0	4,000	4,000	0	0.00 %
3055 MEETING COSTS	120	0	500	500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,250	770	2,200	2,200	0	0.00 %
3070 TRAINING COURSES - OUT	0	5,165	11,250	11,250	0	0.00 %
3075 TRAINING COURSES- IN	0	0	2,500	2,500	0	0.00 %
3080 ADVERTISING & PROMOTION	7,755	0	7,000	7,000	0	0.00 %
3099 MISC ADMIN EXPENSES	10	120	1,200	1,200	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): ARENA SERVICES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3305 BUILDING MAINTENANCE	81,908	51,528	97,000	97,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	57,483	27,384	62,045	62,045	0	0.00 %
3315 VEHICLE MAINTENANCE	28,526	14,086	33,000	33,000	0	0.00 %
3317 ICE PLANT MAINTENANCE	37,471	21,807	47,000	47,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	8,334	2,878	16,200	16,200	0	0.00 %
3445 SNOW REMOVAL CONTRACT	86,754	43,338	122,000	116,000	(6,000)	-4.92 %
3460 BRINKS COURIER	1,263	716	2,000	2,000	0	0.00 %
3499 MISC CONTRACTS	5,908	0	12,500	12,500	0	0.00 %
3601 INSURANCE PREMIUMS	87,382	102,550	98,853	112,110	13,257	13.41 %
GOODS & SERVICES TOTAL	1,251,705	726,173	1,418,117	1,485,394	67,277	4.74 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	56,184	221,988	135,000	266,385	131,385	97.32 %
4020 DEBENTURE INTEREST	0	73,231	0	81,920	81,920	100.00 %
4101 BANK CHARGES	7,557	5,650	6,100	6,100	0	0.00 %
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	63,741	300,869	141,100	354,405	213,305	151.17 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	12,159	11,168	55,000	55,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	221,420	4,325	221,420	269,500	48,080	21.71 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	233,579	15,493	276,420	324,500	48,080	17.39 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	82,857	70,393	84,472	84,472	0	0.00 %
INTERNAL TRANSFERS TOTAL	82,857	70,393	84,472	84,472	0	0.00 %
EXPENSE TOTAL	3,215,859	2,520,040	3,744,345	4,154,330	409,985	10.95 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	25,000	0	25,000	25,000	0	0.00 %
0470 TSF FROM RESERVE FUND	56,184	295,219	468,300	428,651	(39,649)	-8.47 %
0472 REIMB - CUPE BENEFITS	698	449	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,357	1,566	0	0	0	0.00 %
0479 REIMBURSEMENTS	37,732	20,647	48,142	53,251	5,109	10.61 %
0480 SUNDRY REVENUE	5,234	924	7,500	7,500	0	0.00 %
0484 TICKET SURCHARGE	24,953	4,325	221,420	269,500	48,080	21.71 %
0490 CORPORATE BOX	(3,009)	0	31,790	0	(31,790)	-100.00 %
0890 ATM REVENUE	1,395	442	4,125	3,300	(825)	-20.00 %
0901 TICKET SALES	3,681	0	30,000	0	(30,000)	-100.00 %
0919 VENDING MACHINE SALES	2,279	650	4,000	2,500	(1,500)	-37.50 %
0931 PUBLIC SKATING	4,385	1,298	9,225	7,450	(1,775)	-19.24 %
0932 ARENA BUILDING RENTALS	14,001	4,055	32,950	23,700	(9,250)	-28.07 %
0933 ARENA ICE RENTALS	783,432	305,443	909,000	1,062,000	153,000	16.83 %
0939 ARENA MISC. REVENUES	37,890	110,463	62,500	116,000	53,500	85.60 %



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): ARENA SERVICES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0974 CO-OP ADVERTISING	3,550	0	6,190	0	(6,190)	-100.00 %
0975 SIGN ADVERTISING	6,296	0	22,199	0	(22,199)	-100.00 %
7940 SAFE RESTART FUNDING	443,740	0	0	0	0	0.00 %
REVENUE TOTAL	1,449,798	745,481	1,882,341	1,998,852	116,511	6.19 %
GRAND TOTAL:	1,766,061	1,774,559	1,862,004	2,155,478	293,474	15.76 %

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## Activity Summary Overview - 2022 Budget

### **Building**

Building Services forms part of the Planning and Building Services Department. Building Services facilitates development through the issuance of building permits and administers and enforces the Building Code Act by issuing permits, conducting building inspections, plumbing inspections and keeping records according to the related City of North Bay By-Laws.

In addition, Building Services also administers the Property Standards By-Law & the Property Standards Committee.

#### **Positions:**

	<b>2021 FTE</b>	<b>2022 FTE</b>
Manager, Planning & Building Services	0.40	0.40
Chief Building Official/Chief Plan Examiner	1.00	1.00
Plan Examiner	1.00	1.00
Building Inspector	4.00	4.00
Property Standards Officer - Contract	1.00	1.00
Administrative Assistant - Building	1.00	1.00
Junior Plan Examiner	1.00	1.00
<b>Totals</b>	<b>9.40</b>	<b>9.40</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): BUILDING

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	370,592	361,766	628,854	607,095	(21,759)	-3.46 %
1002 TEMPORARY SALARIES	46,585	52,411	0	81,290	81,290	100.00 %
1010 MODIFIED/ACCOMMODATED	59,943	8,153	0	0	0	0.00 %
1202 VACATION	16,354	1,505	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	299	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	40	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	127,917	127,431	204,317	197,212	(7,105)	-3.48 %
1802 FRINGE BENEFITS-PARTTIME	12,678	15,436	0	18,384	18,384	100.00 %
PERSONNEL TOTAL	634,109	567,001	833,171	903,981	70,810	8.50 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	3,183	926	3,400	2,500	(900)	-26.47 %
2650 CLOTHING / UNIFORM	1,270	1,229	3,116	2,425	(691)	-22.18 %
2655 SAFETY SUPPLIES	109	73	0	100	100	100.00 %
2660 SAFETY BOOT ALLOWANCE	708	405	1,720	1,410	(310)	-18.02 %
3001 POSTAGE	880	1,028	1,200	1,200	0	0.00 %
3010 TELEPHONE	3,698	3,298	6,530	4,600	(1,930)	-29.56 %
3035 MILEAGE	8,439	7,762	24,578	22,600	(1,978)	-8.05 %
3045 CONFERENCE & SEMINARS	6,052	133	12,858	9,500	(3,358)	-26.12 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,792	2,776	2,950	4,300	1,350	45.76 %
3075 TRAINING COURSES- IN	0	466	630	500	(130)	-20.63 %
3080 ADVERTISING & PROMOTION	0	0	170	0	(170)	-100.00 %
3145 REGISTRY OFFICE FEES	111	0	0	0	0	0.00 %
3499 MISC CONTRACTS	6,513	174,945	0	0	0	0.00 %
GOODS & SERVICES TOTAL	35,755	193,041	57,152	49,135	(8,017)	-14.03 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	857	714	800	800	0	0.00 %
FINANCIAL EXPENSES TOTAL	857	714	800	800	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	3,258	500	1,250	750	150.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	3,258	500	1,250	750	150.00 %
<b>INTERNAL TRANSFERS</b>						
7010 ADMINISTRATION & OVERHEAD	271,252	248,648	271,252	280,000	8,748	3.23 %
INTERNAL TRANSFERS TOTAL	271,252	248,648	271,252	280,000	8,748	3.23 %
EXPENSE TOTAL	941,973	1,012,662	1,162,875	1,235,166	72,291	6.22 %
<b>REVENUE</b>						
0409 OTHER LICENSE FEES	2,160	1,860	3,000	3,000	0	0.00 %
0411 BUILDING PERMIT FEES	548,083	886,689	775,000	800,000	25,000	3.23 %
0413 PROPERTY STANDARDS	0	0	600	0	(600)	-100.00 %
0470 TSF FROM RESERVE FUND	0	0	254,096	293,790	39,694	15.62 %





# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): BUILDING

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0479 REIMBURSEMENTS	6,427	180,526	0	0	0	0.00 %
0851 INQUIRY FEES	28,600	30,240	26,000	28,000	2,000	7.69 %
7940 SAFE RESTART FUNDING	291,389	0	0	0	0	0.00 %
REVENUE TOTAL	876,659	1,099,315	1,058,696	1,124,790	66,094	6.24 %
GRAND TOTAL:	65,314	(86,653)	104,179	110,376	6,197	5.95 %

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## Activity Summary Overview – 2022 Budget

### Community Development & Growth

Community Development and Growth plays an integral role in the lives of those who work, live, and play in the City of North Bay. Creating, maintaining and delivering indoor and outdoor leisure facilities, activities, and opportunities, as well as providing economic, planning and building services are key objectives of Community Development & Growth. In 2021, Community Safety & Well-Being Planning was initiated in collaboration with community sectoral partners in mental health, addictions and homelessness.

The Director of Community Development & Growth provides overall leadership and direction for the department and ensures departmental alignment with the City's strategies, priorities and policies while positioning for growth. The director also acts as Executive Director to the Invest North Bay Development Corporation (INBDC). In this role, the Executive Director provides support to the Board of Directors. The Operating Agreement between the City and INBDC expired in July 2021. This role continues, however, as there are efforts still necessary for the wrapping up of INBDC.

Community Development & Growth provides assistance to a variety of community partners through funding agreements, resource development and staff support.

The Community Development & Growth department provides Grant Accessing Program assistance for the funding opportunities through various organizations such as NOHFC and FedNOR.

Community Development & Growth considers the internal and external environment we operate within and our available resources to ensure we are aligned with the following corporate strategic priorities:

- Natural, North and Near
- Affordable Balanced Growth
- Spirited Safe Community
- Economic Prosperity
- Responsible & Responsive Government

#### Positions:

	2021 FTE	2022 FTE
Director, Community Development & Growth	1.00	1.00
Grant Facilitator*	0.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>2.00</b>

#### **Note:**

\* Increased personnel costs offset by personnel savings in Arts, Culture, Recreation and Leisure Services.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): COMMUNITY DEVELOPMENT & GROWTH

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	222,458	190,331	162,198	227,430	65,232	40.22 %
1202 VACATION	5,786	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	61,709	54,882	44,313	66,632	22,319	50.37 %
PERSONNEL TOTAL	289,953	245,213	206,511	294,062	87,551	42.40 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	702	(20)	1,000	1,000	0	0.00 %
3010 TELEPHONE	415	510	1,000	1,000	0	0.00 %
3030 TRAVEL	1,075	0	3,000	3,000	0	0.00 %
3035 MILEAGE	12	0	2,000	2,000	0	0.00 %
3045 CONFERENCE & SEMINARS	0	0	2,000	2,000	0	0.00 %
3060 MEALS	1,057	85	2,000	2,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	263	814	0	0	0	0.00 %
3070 TRAINING COURSES - OUT	0	0	2,000	2,000	0	0.00 %
3075 TRAINING COURSES- IN	0	0	5,000	5,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	0	4,000	4,000	0	0.00 %
3105 LEGAL FEES	7,073	0	0	0	0	0.00 %
3499 MISC CONTRACTS	22,358	22,663	25,000	25,000	0	0.00 %
GOODS & SERVICES TOTAL	32,955	24,052	47,000	47,000	0	0.00 %
EXPENSE TOTAL	322,908	269,265	253,511	341,062	87,551	34.54 %
<b>REVENUE</b>						
0460 TRANSFER FRM CAPITAL FUND	31,438	32,067	32,067	32,708	641	2.00 %
7910 INTERNAL OVERHEAD REVENUE	24,413	22,379	24,413	25,200	787	3.22 %
7940 SAFE RESTART FUNDING	3,579	0	0	0	0	0.00 %
REVENUE TOTAL	59,430	54,446	56,480	57,908	1,428	2.53 %
<b>GRAND TOTAL:</b>	<b>263,478</b>	<b>214,819</b>	<b>197,031</b>	<b>283,154</b>	<b>86,123</b>	<b>43.71 %</b>

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## Activity Summary Overview – 2022 Budget

### Economic Development

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

The department works with stakeholders on various community development initiatives such as workforce development and immigration, entrepreneurship and sector development, marketing and promotion.

Services include assisting existing businesses, prospective investors, and community partners with business and community development projects such as:

- Site searches and tours;
- Sale of municipally-owned industrial land;
- Public funding application assistance;
- Business retention and expansion assistance;
- Investment attraction and growth;
- Film/TV attraction and administration;
- Support for company export initiatives;
- Market analysis;
- Liaise with Provincial and Federal governments to support business and facilitate market development and trade opportunities.

#### Positions: \*

	<b>2021 FTE</b>	<b>2022 FTE</b>
Manager, Economic Development	1.00	1.00
Economic Development Officer (Business Retention & Expansion)	1.00	1.00
Economic Development Officer (Investment Attraction)	1.00	1.00
Economic Development Officer (Film & Television)	1.00	1.00
Economic Development Officer (Investment & Immigration)	1.00	1.00
Administrative Assistant	1.00	1.00
<b>Totals</b>	<b>6.00</b>	<b>6.00</b>

#### **Note:**

\* The Grant Facilitator duties were formerly included in the duties of an Economic Development Officer prior to 2022. Due to restructuring in 2021, a Grant Facilitator position has been created under Community Development & Growth.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): ECONOMIC DEVELOPMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	435,553	397,916	513,936	517,552	3,616	0.70 %
1002 TEMPORARY SALARIES	29,078	0	0	0	0	0.00 %
1202 VACATION	7,589	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	387	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	148,020	132,107	163,085	164,146	1,061	0.65 %
1802 FRINGE BENEFITS-PARTTIME	3,919	0	0	0	0	0.00 %
PERSONNEL TOTAL	624,546	530,023	677,021	681,698	4,677	0.69 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	4,770	1,260	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	132	153	0	200	200	100.00 %
2660 SAFETY BOOT ALLOWANCE	102	158	0	0	0	0.00 %
2682 PROMOTIONAL SUPPLIES	41	0	4,000	3,500	(500)	-12.50 %
3001 POSTAGE	263	15	250	200	(50)	-20.00 %
3010 TELEPHONE	5,995	2,581	5,000	5,000	0	0.00 %
3030 TRAVEL	6,008	285	12,000	12,000	0	0.00 %
3035 MILEAGE	276	314	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	3,137	2,365	4,000	4,000	0	0.00 %
3050 RECEPTIONS	1,223	829	4,500	4,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,533	3,736	3,500	3,800	300	8.57 %
3070 TRAINING COURSES - OUT	2,674	204	7,500	7,000	(500)	-6.67 %
3080 ADVERTISING & PROMOTION	56,797	94,337	154,000	154,000	0	0.00 %
3130 CONSULTANT FEES	1,221	0	0	0	0	0.00 %
GOODS & SERVICES TOTAL	86,172	106,237	201,250	200,700	(550)	-0.27 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	2,094	0	0	0	0	0.00 %
5125 TRANSFER TO OTHER CAPITAL	0	20,051	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,094	20,051	0	0	0	0.00 %
EXPENSE TOTAL	712,812	656,311	878,271	882,398	4,127	0.47 %
<b>REVENUE</b>						
0480 SUNDRY REVENUE	2,258	0	0	0	0	0.00 %
0699 MISC FEDERAL GRANTS	19,385	12,115	0	0	0	0.00 %
REVENUE TOTAL	21,643	12,115	0	0	0	0.00 %
<b>GRAND TOTAL:</b>	<b>691,169</b>	<b>644,196</b>	<b>878,271</b>	<b>882,398</b>	<b>4,127</b>	<b>0.47 %</b>

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## Activity Summary Overview – 2022 Budget

### Fire and Emergency Services

North Bay Fire and Emergency Services (NBFES) provides an “all hazards” protection to 52,000 permanent residents and a full-time and part-time workforce in an area covering 314.9 sq. km. The Fire Service protects commercial and residential buildings, infrastructure, the city’s reputation, economy and most importantly people. We accomplish this through the 3 lines of defence: Education, Code Enforcement and Emergency Response.

#### Positions:

	2021 FTE	2022 FTE
Chief	1.00	1.00
Deputy Chief	1.00	1.00
Platoon Chief	4.00	4.00
Division Chief (Training)	1.00	1.00
Captain	12.00	13.00
Firefighter	58.00	58.00
Captain Fire Prevention Division	1.00	1.00
Fire Prevention Officer / Public Educator	2.00	2.00
Administration Clerk	1.47	1.47
<b>Totals</b>	<b>81.47</b>	<b>82.47</b>

NBFES responds to various types of calls for service including, but not limited to, structure fires, car fires, motor vehicle collisions, medical emergencies, for the purposes of preventing loss of life and injury of citizens and visitors to the city, as well as reducing the loss of property due to fires and natural disasters. It is important to note the firefighters take on the additional responsibility and training of technical rescue thereby permitting NBFES to respond to hazardous materials calls, ice rescue, high angle and confined space emergencies (limited).

#### Emergency Response

Total Responses 2019 1707  
Total Responses 2020 1804 5% increase

- Fire Responses
  - Outdoor, structure, vehicle 87
  - Outdoor burning 111
  - Explosion/overpressure 4
  - Pre Fire Conditions 75
- Alarm Investigations
  - Automatic Alarm System 324
  - Carbon Monoxide 94
- Medical Emergencies 470
- Rescue 234
- Public hazard 71
- Other Responses 333
- Mutual Aid 1

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): FIRE DEPARTMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	8,545,358	7,490,655	8,285,970	8,943,384	657,414	7.93 %
1002 TEMPORARY SALARIES	0	0	18,171	11,675	(6,496)	-35.75 %
1010 MODIFIED/ACCOMMODATED	24,669	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	275,883	228,438	196,000	242,000	46,000	23.47 %
1202 VACATION	180,738	29,322	70,928	70,934	6	0.01 %
1203 COMPASSIONATE LEAVE	28,731	44,587	50,000	50,000	0	0.00 %
1204 STATUTORY HOLIDAYS	212,504	213,621	210,000	210,000	0	0.00 %
1207 SICK LEAVE	307,321	296,010	190,000	190,000	0	0.00 %
1208 LIEU DAYS	330,041	3,672	272,000	272,000	0	0.00 %
1299 OTHER LABOUR COSTS	15,000	120	10,000	2,000	(8,000)	-80.00 %
1301 WSIB LEAVE	(402,718)	(188,418)	(109,159)	(150,000)	(40,841)	-37.41 %
1401 TRAINING & SAFETY	1,293	4,218	40,000	40,000	0	0.00 %
1407 ACTING RANK PAY	82,348	58,376	76,000	76,000	0	0.00 %
1415 FIRE ON CALL PAYOUT	5,669	5,963	4,200	4,200	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,425,956	2,281,517	2,494,848	2,751,397	256,549	10.28 %
1802 FRINGE BENEFITS-PARTTIME	0	0	2,276	2,534	258	11.34 %
<b>PERSONNEL TOTAL</b>	<b>12,032,793</b>	<b>10,468,081</b>	<b>11,811,234</b>	<b>12,716,124</b>	<b>904,890</b>	<b>7.66 %</b>
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	7,866	5,057	11,626	8,000	(3,626)	-31.19 %
2405 DIESEL FUEL	24,371	27,545	30,506	35,419	4,913	16.11 %
2407 COLOURED/DYED DIESEL	0	42	0	0	0	0.00 %
2425 REPAIR PARTS	62	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	16,792	3,757	10,000	8,500	(1,500)	-15.00 %
2615 JANITORIAL SUPPLIES	9,995	7,104	10,000	10,000	0	0.00 %
2640 TRAINING SUPPLIES	10,449	5,821	7,500	7,500	0	0.00 %
2650 CLOTHING / UNIFORM	18,448	23,211	35,000	35,000	0	0.00 %
2655 SAFETY SUPPLIES	2,343	4,909	15,000	10,000	(5,000)	-33.33 %
2660 SAFETY BOOT ALLOWANCE	2,544	5,014	2,000	2,500	500	25.00 %
2699 MISC GENERAL SUPPLIES	0	2,701	0	0	0	0.00 %
2701 HYDRO	37,575	23,925	41,109	36,731	(4,378)	-10.65 %
2705 NATURAL GAS	22,352	15,894	25,999	24,565	(1,434)	-5.52 %
2715 WATER	11,247	9,339	12,788	11,733	(1,055)	-8.25 %
2901 FIREFIGHTING SUPPLIES	67,069	38,997	68,000	68,000	0	0.00 %
2903 FIRE FOAM	0	21,328	5,000	5,000	0	0.00 %
2905 FIRE INVESTIGATION SUPPLI	2,298	3,519	3,500	3,500	0	0.00 %
2930 LONG SERVICE PINS/AWARDS	0	122	800	800	0	0.00 %
3001 POSTAGE	801	1,342	500	500	0	0.00 %
3003 LICENSING FEES	0	0	9,000	9,000	0	0.00 %
3005 COURIER & DELIVERY	299	64	500	500	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): FIRE DEPARTMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3010 TELEPHONE	7,909	6,992	8,550	8,550	0	0.00 %
3030 TRAVEL	0	905	11,000	11,000	0	0.00 %
3035 MILEAGE	262	752	2,500	2,000	(500)	-20.00 %
3045 CONFERENCE & SEMINARS	1,980	25	15,500	15,500	0	0.00 %
3055 MEETING COSTS	0	0	2,500	2,000	(500)	-20.00 %
3060 MEALS	564	1,142	4,750	3,750	(1,000)	-21.05 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,921	2,190	3,250	3,250	0	0.00 %
3070 TRAINING COURSES - OUT	4,243	1,232	38,000	38,000	0	0.00 %
3075 TRAINING COURSES- IN	61,522	10,632	59,000	59,000	0	0.00 %
3080 ADVERTISING & PROMOTION	12,187	8,892	18,000	18,000	0	0.00 %
3085 OUTSIDE PRINTING	721	790	1,000	1,000	0	0.00 %
3150 MEDICAL FEES	1,350	2,060	2,500	2,000	(500)	-20.00 %
3203 WASTE BIN RENTALS	0	302	0	700	700	100.00 %
3301 RADIO MAINTENANCE	11,624	19,752	29,000	29,000	0	0.00 %
3305 BUILDING MAINTENANCE	30,564	21,600	60,000	55,000	(5,000)	-8.33 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	22,469	18,130	23,000	26,000	3,000	13.04 %
3340 SOFTWARE MAINTENANCE	0	0	10,000	10,000	0	0.00 %
3350 DRY CLEANING/LAUNDERING	464	1,801	2,500	2,000	(500)	-20.00 %
3496 POLICE - 3RD PARTY PYMTS	175,000	175,000	175,000	175,000	0	0.00 %
3499 MISC CONTRACTS	46,758	20,588	31,200	31,200	0	0.00 %
3601 INSURANCE PREMIUMS	20,572	21,478	20,382	23,637	3,255	15.97 %
3999 MISC SERVICES & RENTS	0	0	500	500	0	0.00 %
GOODS & SERVICES TOTAL	634,621	513,954	806,960	794,335	(12,625)	-1.56 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	880	755	900	900	0	0.00 %
4110 CASH OVER / SHORT	0	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	880	755	900	900	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	67,987	14,420	65,000	65,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	265	0	1,000	1,000	0	0.00 %
5115 TRANSFER TO RESERVE FUND	55,067	68,257	10,000	0	(10,000)	-100.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	123,319	82,677	76,000	66,000	(10,000)	-13.16 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	745,091	626,026	751,232	751,232	0	0.00 %
7050 FLEET CHARGEBACK CHARGES	989	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	746,080	626,026	751,232	751,232	0	0.00 %
EXPENSE TOTAL	13,537,693	11,691,493	13,446,326	14,328,591	882,265	6.56 %
REVENUE						
0409 OTHER LICENSE FEES	2,160	1,920	2,500	2,500	0	0.00 %





# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): FIRE DEPARTMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0479 REIMBURSEMENTS	4,852	1,000	0	1,000	1,000	100.00 %
0497 CONTRACTED REVENUE	37,793	9,818	24,000	24,960	960	4.00 %
0599 MISC. PROVINCIAL GRANTS	122,065	122,992	150,000	150,000	0	0.00 %
0863 FIRE PERMITS/INSPECTIONS	13,501	18,556	10,500	12,500	2,000	19.05 %
0864 FIRE EMERGENCY RESPONSE	86,920	63,130	52,000	60,000	8,000	15.38 %
0865 FIRE BURNING PERMITS	30,249	45,028	33,000	37,000	4,000	12.12 %
0866 FIRE PREVENTION/EDUCATION	(27)	(84)	500	500	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	15,733	14,422	15,733	16,240	507	3.22 %
REVENUE TOTAL	313,246	276,782	288,233	304,700	16,467	5.71 %
GRAND TOTAL:	13,224,447	11,414,711	13,158,093	14,023,891	865,798	6.58 %

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## **Activity Summary Overview – 2022 Budget**

### **Parks Revenues**

Includes revenues from the rental of City parks, sports fields and parks buildings.

#### **Parks**

The City has 72 park areas including playgrounds and picnic shelters that are available to the community for organized activities where a permit is required.

#### **Sports Fields**

The City has 20 sports fields including soccer fields, baseball fields and a football field which is available for community and sport organization use from May through September each year.

#### **Buildings**

The City has 38 parks buildings that are available for rental.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): PARKS REVENUES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
FINANCIAL EXPENSES						
4101 BANK CHARGES	906	1,040	1,200	1,200	0	0.00 %
FINANCIAL EXPENSES TOTAL	906	1,040	1,200	1,200	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	59,400	27,135	59,400	59,400	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	59,400	27,135	59,400	59,400	0	0.00 %
EXPENSE TOTAL	60,306	28,175	60,600	60,600	0	0.00 %
REVENUE						
0414 PARKS PERMITS	2,697	2,752	6,150	5,000	(1,150)	-18.70 %
0470 TSF FROM RESERVE FUND	0	0	46,100	26,500	(19,600)	-42.52 %
0484 TICKET SURCHARGE	8,532	27,135	59,400	59,400	0	0.00 %
0842 FACILITY RENTALS	34,591	93,623	149,250	170,000	20,750	13.90 %
0919 VENDING MACHINE SALES	0	60	100	100	0	0.00 %
0975 SIGN ADVERTISING	0	0	6,000	6,000	0	0.00 %
7940 SAFE RESTART FUNDING	221,181	0	0	0	0	0.00 %
REVENUE TOTAL	267,001	123,570	267,000	267,000	0	0.00 %
GRAND TOTAL:	(206,695)	(95,395)	(206,400)	(206,400)	0	0.00 %

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## Activity Summary Overview – 2022 Budget

### Planning Services

Planning Services forms part of the Planning and Building Services Department. The mission of Planning & Building Services is to support and guide growth and development of North Bay towards a vibrant, livable and resilient community.

Planning Services provides land use 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, special projects and By-Law administration and enforcement.

Planning also administers the Committee of Adjustment, Heritage Committee, Municipal Accessibility Committee as well as the City's growth community improvement plan (GCIP).

#### **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>2021 FTE</b>	<b>2022 FTE</b>
Manager of Planning & Building Services	0.60	0.60
Senior Planner - Current Operations	1.00	1.00
Zoning Administrator	1.00	1.00
Policy and Business Development Planner	1.00	1.00
Administrative Assistant - Planning	1.00	1.00
Special Projects Development Planner *	1.00	1.00
<b>Totals</b>	<b>5.60</b>	<b>5.60</b>

#### **Note:**

\* The position is funded partially through the capital budget and will be phased out of capital over a two year period. This is the second of a two year phase out.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	400,316	409,516	431,031	467,267	36,236	8.41 %
1002 TEMPORARY SALARIES	0	3,292	0	0	0	0.00 %
1004 OTHER/STANDBY	90	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	45,460	25,037	(20,423)	-44.93 %
1202 VACATION	6,801	136	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	0	104	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	117,038	133,512	144,458	154,688	10,230	7.08 %
1802 FRINGE BENEFITS-PARTTIME	0	473	0	0	0	0.00 %
PERSONNEL TOTAL	524,245	547,033	620,949	646,992	26,043	4.19 %
<b>GOODS &amp; SERVICES</b>						
2036 SIGNS	0	756	700	800	100	14.29 %
2601 OFFICE SUPPLIES	1,525	1,402	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	87	483	0	500	500	100.00 %
2699 MISC GENERAL SUPPLIES	478	0	2,500	2,500	0	0.00 %
3001 POSTAGE	3,911	4,106	5,000	5,000	0	0.00 %
3010 TELEPHONE	918	750	1,500	1,500	0	0.00 %
3030 TRAVEL	0	0	1,000	1,000	0	0.00 %
3035 MILEAGE	0	0	1,000	1,000	0	0.00 %
3045 CONFERENCE & SEMINARS	1,679	2,233	5,000	5,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,278	3,153	3,500	3,500	0	0.00 %
3080 ADVERTISING & PROMOTION	1,643	0	900	900	0	0.00 %
3130 CONSULTANT FEES	331	3,029	2,500	3,000	500	20.00 %
3145 REGISTRY OFFICE FEES	1,605	3,778	3,000	3,000	0	0.00 %
3930 COMMUNITY PROGRAMS	193,735	109,841	124,000	250,000	126,000	101.61 %
GOODS & SERVICES TOTAL	209,190	129,531	153,600	280,700	127,100	82.75 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	701	214	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	701	214	2,000	2,000	0	0.00 %
EXPENSE TOTAL	734,136	676,778	776,549	929,692	153,143	19.72 %
<b>REVENUE</b>						
0409 OTHER LICENSE FEES	2,160	1,860	3,000	3,000	0	0.00 %
0419 OTHER PERMIT/ENCROACHMENT	29,173	52,696	25,000	35,000	10,000	40.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	45,460	25,037	(20,423)	-44.93 %
0470 TSF FROM RESERVE FUND	201,235	117,341	144,500	257,500	113,000	78.20 %
0472 REIMB - CUPE BENEFITS	913	1,207	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,161	2,706	0	0	0	0.00 %
0480 SUNDRY REVENUE	515	400	0	0	0	0.00 %
0599 MISC. PROVINCIAL GRANTS	0	3,723	0	0	0	0.00 %
0812 RADIO COMM TOWER REVENUE	3,390	0	0	0	0	0.00 %



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0851 INQUIRY FEES	82,075	119,039	80,000	97,000	17,000	21.25 %
0869 OTHER ADMINISTRATION FEES	120	0	120	0	(120)	-100.00 %
0976 SIGNAGE LEASING	24,349	31,641	25,000	30,000	5,000	20.00 %
0977 LANE CLOSINGS	2,010	5,700	2,000	2,000	0	0.00 %
0994 DEEMING BY-LAWS	0	5,020	0	0	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	18,445	16,908	18,445	19,040	595	3.23 %
REVENUE TOTAL	366,546	358,241	343,525	468,577	125,052	36.40 %
GRAND TOTAL:	367,590	318,537	433,024	461,115	28,091	6.49 %

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## Activity Summary Overview – 2022 Budget

### Arts, Culture, Recreation & Leisure Services

To provide personnel and administration support for the Arts, Culture, Recreation and Leisure Services Department (ACRLS).

#### Positions:

	2021 FTE	2022 FTE
Manager Arts Culture Recreation & Leisure Services**	1.00	0.00
Community Development Coordinator	1.00	1.00
Community Events Facilitator	1.00	1.00
Administrative Assistant	1.44	1.44
Culture and Recreation Programmer	0.00	1.00
<b>Totals</b>	<b>4.44</b>	<b>4.44</b>

Recreation Program Positions	2021 FTE	2022 FTE
Youth Centre*	0.80	0.80
After School Program Supervisor *	0.84	0.84
After School Programmer*	1.14	1.14
Beach Director	0.27	0.27
Beach Staff	2.75	2.75
<b>Totals</b>	<b>5.80</b>	<b>5.80</b>

#### Note:

\* Programs funded wholly or partially through other funding sources

\*\* Personnel cost savings offset by personnel costs in Community Development and Growth

**Arts and Culture** - Work with Creative Industries and other Arts and Culture Sector organizations to enhance and support Arts and Culture initiatives within the City. Work towards implementing North Bay's Cultural Plan to facilitate cultural growth and awareness in the community. Initiatives include Culture Days and educational Cultural sessions and events.

Work closely with the Public Arts Advisory Committee to develop a Public Art Policy for the City as a means of enhancing & supporting the Arts and Culture Sector of the City.

**Trails and Active Transportation** - Work with other municipal department representatives and the Active Transportation Advisory Committee to implement the actions identified in the City's Active Transportation Master Plan. Initiatives include the development of trails, sidewalks, multiuse pathways, bike routes, safety education, mapping, etc. Increase awareness across departmental operations with respect to future developments of the City's Active Transportation Master Plan. Identify and prepare funding applications to support Active Transportation projects.

**Community Event Hosting Program** - Through the Community Event Hosting Program the ACRLS Department works in partnership with community groups and organizations as a means of supporting and growing local events and activities within the City. (i.e. Armed Forces Day, Bay Days, Rib Fest, Culture Days, Bay Block Party, etc.).

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The ACRLS Department also acts as a resource to community event organizers by providing advice regarding event planning.

**ACRLS Events** - Facilitated by municipal staff through a community based organizing committee. Budget amounts represent City of North Bay's contribution for events such as Canada Day, Santa Claus Parade and Families First. The Department also organizes Concerts in the Park during the summer months.

**Community Development** - Work with neighborhoods, organizations and groups to facilitate and support positive recreational programs and services.

Work with the community to engage neighborhoods for the purpose of park development/new equipment or plans such as the Active Transportation Master Plan, Parks Master Plan, Age Friendly Action Plan and the North Bay Cultural Plan.

Work closely and in partnership with local service groups and organizations (i.e. Rotary, YMCA, etc.) to develop joint recreational opportunities, facilities and services in the City.

Development and management of City Agreements with Rotary Clubs, Creative Industries, Dionne Quints Heritage Board, Heritage North Bay, YMCA of North Eastern Ontario, District School Boards, Golden Age Club and the North Bay and District Humane Society.

**Park Bookings/Vendors** - The administrative booking of 72 parks and 38 buildings. Revenues collected for bookings are shown in the Parks Revenue section. The ACRLS department includes revenues from bookings and agreements for park vendors and Midways.

**Recreation Programs** - Includes Youth Centres, After School Programs and beach swimming lessons. These programs are coordinated by ACRLS staff on a cost recovery basis. Some of these programs are contingent on the receipt of grant funding.

The ACRLS Department also provides supervision/staffing for the City's outdoor rinks.

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

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



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	334,041	296,249	336,955	268,849	(68,106)	-20.21 %
1002 TEMPORARY SALARIES	67,667	102,135	186,539	195,392	8,853	4.75 %
1202 VACATION	14,769	5,171	7,911	8,254	343	4.34 %
1204 STATUTORY HOLIDAYS	2,354	3,558	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	95,852	92,245	103,360	93,689	(9,671)	-9.36 %
1802 FRINGE BENEFITS-PARTTIME	11,804	18,024	25,273	29,437	4,164	16.48 %
PERSONNEL TOTAL	526,487	517,382	660,038	595,621	(64,417)	-9.76 %
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	0	0	191	204	13	6.81 %
2601 OFFICE SUPPLIES	3,714	457	6,500	6,500	0	0.00 %
2645 RECREATIONAL SUPPLIES	1,226	12,851	9,300	9,300	0	0.00 %
2699 MISC GENERAL SUPPLIES	4,679	1,575	14,447	14,447	0	0.00 %
3001 POSTAGE	563	460	2,500	2,500	0	0.00 %
3010 TELEPHONE	4,799	3,517	6,000	6,000	0	0.00 %
3030 TRAVEL	538	0	0	0	0	0.00 %
3035 MILEAGE	194	0	3,000	3,000	0	0.00 %
3045 CONFERENCE & SEMINARS	615	213	4,000	4,000	0	0.00 %
3055 MEETING COSTS	709	0	1,400	1,400	0	0.00 %
3056 PERMITS	0	0	200	0	(200)	-100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,780	204	3,700	3,700	0	0.00 %
3075 TRAINING COURSES- IN	0	0	4,500	4,500	0	0.00 %
3080 ADVERTISING & PROMOTION	6,874	5,794	42,900	39,400	(3,500)	-8.16 %
3085 OUTSIDE PRINTING	10,988	4,579	28,000	28,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	40	4,000	4,000	0	0.00 %
3205 VEHICLE LEASE/RENTAL	0	0	3,800	3,800	0	0.00 %
3229 PORTABLE TOILETS	0	0	900	0	(900)	-100.00 %
3492 EVENT CONTRIBUTIONS	0	2,000	10,000	10,000	0	0.00 %
3601 INSURANCE PREMIUMS	0	0	10,000	10,000	0	0.00 %
3930 COMMUNITY PROGRAMS	77,072	99,118	123,000	123,000	0	0.00 %
3999 MISC SERVICES & RENTS	594	7,396	4,100	1,100	(3,000)	-73.17 %
GOODS & SERVICES TOTAL	115,345	138,204	282,438	274,851	(7,587)	-2.69 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	1,000	0	0.00 %
<b>SERVICE PARTNERS</b>						
6066 HUMANE SOCIETY	369,831	311,274	373,529	377,264	3,735	1.00 %
SERVICE PARTNERS TOTAL	369,831	311,274	373,529	377,264	3,735	1.00 %
EXPENSE TOTAL	1,011,663	966,860	1,317,005	1,248,736	(68,269)	-5.18 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Community Services

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

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
REVENUE						
0435 SPONSORSHIP	0	4,500	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	0	20,000	20,000	100.00 %
0472 REIMB - CUPE BENEFITS	292	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	832	0	0	0	0	0.00 %
0506 MINISTRY OF HEALTH	45,996	52,604	72,736	79,022	6,286	8.64 %
0599 MISC. PROVINCIAL GRANTS	1,500	15,750	0	0	0	0.00 %
0620 CANADA DAY GRANT	0	8,000	6,700	6,700	0	0.00 %
0820 REGISTRATION FEES	0	0	3,800	3,800	0	0.00 %
0940 PARK VENDOR REVENUE	405	3,093	4,100	4,100	0	0.00 %
0953 MIDWAY	0	0	20,000	0	(20,000)	-100.00 %
0974 CO-OP ADVERTISING	10,027	0	24,000	24,000	0	0.00 %
REVENUE TOTAL	59,052	83,947	131,336	137,622	6,286	4.79 %
GRAND TOTAL:	952,611	882,913	1,185,669	1,111,114	(74,555)	-6.29 %



# **CORPORATE SERVICES**

## **2022 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2022

YTD End Date: November 2021

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>Corporate Services</b>						
COUNCIL SECRETARIAT	377,438	326,012	360,307	409,103	48,796	13.54 %
CUSTOMER SERVICE CENTRE	251,915	340,160	281,638	317,756	36,118	12.82 %
FINANCIAL SERVICES	1,516,398	1,220,469	1,540,231	1,627,753	87,522	5.68 %
HUMAN RESOURCES	916,044	730,632	1,138,753	1,190,561	51,808	4.55 %
INFORMATION SYSTEMS	1,084,522	1,189,073	1,763,918	1,904,649	140,731	7.98 %
LEGAL DEPARTMENT - GENERAL	536,970	468,426	490,112	519,498	29,386	6.00 %
LEGAL DEPARTMENT - POA	152,115	(21,276)	43,527	6,649	(36,878)	-84.72 %
<b>Total:</b>	<b>4,835,402</b>	<b>4,253,496</b>	<b>5,618,486</b>	<b>5,975,969</b>	<b>357,483</b>	<b>6.36 %</b>
<b>Grand Total:</b>	<b>4,835,402</b>	<b>4,253,496</b>	<b>5,618,486</b>	<b>5,975,969</b>	<b>357,483</b>	<b>6.36 %</b>

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## Business Unit Overview - 2022 Budget

### Corporate Services

#### **2022 Business Unit Pressures:**

The proposed budget includes the cost to deliver existing services to taxpayers. Departments included in this business unit, such as, Council Secretariat, Customer Service and Provincial Offenses Administration continue to recover from the pandemic. The other departments in this business unit generally have experienced limited impact to operations from the pandemic. A portion of the overall net increase of \$357,483 or 6.36% is a result of changes in contractual obligations and pandemic recovery. Highlights to note are as follows:

- **Personnel** – This business unit has the majority of administrative staff that are moving from 35 to 37.5 hours per week. The change in personnel costs reflect this.
- **POA** - POA revenues are not anticipated to fully rebound in 2022. While there are savings in expenses to offset the reduction in fine revenues and some temporary funding from reserves, there continues to be an overall increase in budget pressures.
- **2022 Election Costs** – Election expenses will be offset by the Election Reserve, which is funded annually by a transfer of \$65,000 to the Election Reserve Fund.

#### **Service Level Changes (SLC):**

- Human Resources – Summer Student

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## Activity Summary Overview – 2022 Budget

### Council Secretariat

#### **Clerk's Department**

The City Clerk's Office is responsible for Council Secretariat, Vital Statistics and Records 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:

	<b>2021 FTE</b>	<b>2022 FTE</b>
City Clerk	1.00	1.00
Deputy Clerk	1.00	1.00
Administrative Assistant*	2.00	2.00
<b>Totals</b>	<b>4.00</b>	<b>4.00</b>

#### **Note:**

\* The number of staff is increased during an Election year by one FTE for a six-month period. This position is funded from the Election Reserve.

#### **Elections**

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

The next election will be held October 24, 2022.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	324,486	293,493	331,463	348,561	17,098	5.16 %
1101 OVERTIME FULLTIME	388	507	2,500	2,500	0	0.00 %
1202 VACATION	13,437	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	93,070	92,418	104,282	107,752	3,470	3.33 %
PERSONNEL TOTAL	431,381	386,418	438,245	458,813	20,568	4.69 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	2,418	2,835	4,000	4,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	668	684	800	800	0	0.00 %
2665 MARRIAGE LICENSES	9,600	9,600	14,400	14,400	0	0.00 %
3001 POSTAGE	1,698	849	2,750	2,750	0	0.00 %
3035 MILEAGE	0	0	250	250	0	0.00 %
3045 CONFERENCE & SEMINARS	2,547	2,146	5,400	5,400	0	0.00 %
3060 MEALS	155	45	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	824	824	900	900	0	0.00 %
3080 ADVERTISING & PROMOTION	1,240	0	2,000	2,000	0	0.00 %
3099 MISC ADMIN EXPENSES	2,803	2,748	4,000	4,000	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	204	204	350	350	0	0.00 %
3499 MISC CONTRACTS	0	0	500	500	0	0.00 %
GOODS & SERVICES TOTAL	22,157	19,935	35,350	35,350	0	0.00 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	860	715	800	800	0	0.00 %
4110 CASH OVER / SHORT	(5)	(1)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	855	714	800	800	0	0.00 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	274	0	500	500	0	0.00 %
5115 TRANSFER TO RESERVE FUND	65,000	65,000	65,000	65,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	65,274	65,000	65,500	65,500	0	0.00 %
EXPENSE TOTAL	519,667	472,067	539,895	560,463	20,568	3.81 %
<b>REVENUE</b>						
0403 MARRIAGE LICENSE	34,720	29,140	30,000	30,000	0	0.00 %
0418 BURIAL PERMITS	12,060	10,460	12,000	10,000	(2,000)	-16.67 %
0470 TSF FROM RESERVE FUND	0	0	20,000	0	(20,000)	-100.00 %
0479 REIMBURSEMENTS	62	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	2	0	0	0	0	0.00 %
0850 ADMIN FEES	3,853	3,318	4,000	4,000	0	0.00 %
0977 LANE CLOSINGS	667	0	1,500	0	(1,500)	-100.00 %
7910 INTERNAL OVERHEAD REVENUE	74,755	102,747	112,088	107,360	(4,728)	-4.22 %



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
7940 SAFE RESTART FUNDING	16,111	0	0	0	0	0.00 %
REVENUE TOTAL	142,230	145,665	179,588	151,360	(28,228)	-15.72 %
GRAND TOTAL:	377,437	326,402	360,307	409,103	48,796	13.54 %



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## **Activity Summary Overview – 2022 Budget**

### **Customer Service Centre**

The Customer Service Centre (CSC) provides a “One Stop Experience” for residents, visitors and community partners that is conveniently located on the main floor of City Hall.

Customers pay for, inquire about, apply for and/or register for City licenses, programs and services. A team of dedicated Customer Service Clerks are cross trained to work in all communication channels of service – phone, mail, counter and e-mail platforms. CSC Clerks work to resolve most inquiries rather than spending time re-directing customers who accidentally arrive at the wrong counter or telephone extension. Excellent and efficient customer service is at the heart of all transactions completed in the CSC as the team promotes a positive, helpful and friendly environment to resolve customer concerns.

The CSC is a service focused culture where Clerks employ a customer-centric approach to their regular duties and work activities. CSC Clerks put customer needs first when presenting solutions and providing support. This customer-centric approach applies at the counter or behind the scenes processing paperwork or responding to customer service inquiries through phone calls, mail, email and in-person requests for most City services.

### **Objectives of the Customer Service Centre**

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

### **Overview of Customer Service Centre Services**

Accessing services is one of the most important ways that citizens interact with municipal government. Excellent customer service builds trust and demonstrates that the City is dedicated to serving citizens. The addition of licensing services and centralizing Business Licensing, Residential Rental Housing Licensing and Lottery Licensing within the CSC in 2020 demonstrates our continued commitment to improve the way we deliver Citizen-Centred Services.

### **Information Services**

- Customer Service Inquiries in person, by phone, mail, and email
- Processing all incoming & outgoing mail for the Corporation
- Assist citizens with completing City forms and locating City information

### **Parking Services**

- Processing of parking rental inquiries, applications and payments
- Processing of parking tickets, ticket enforcement administration, payments, and inquiries.

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### Licensing

- Business Licensing
- Residential Rental Housing Licensing including application commissioning
- Lottery Licensing
- Cat/Dog Tags
- Burn Permits (Residential Burn Permits and Non-Residential Burn Permits)

### Payments

- Water and Tax payments
- Accounts Receivable payments
- Municipal Accommodation Tax payments
- Building permit fees, Engineering and Public Works Service Contract fees
- Landfill tipping fees, Arena and Park rental fees, Fire inspection fees

### General Services

- Transit Passes
- Recycling bins, recycling calendars and garbage bag tags
- Special Event Registrations

### Positions:

	<b>2021 FTE</b>	<b>2022 FTE</b>
Customer Service Centre Supervisor	1.00	1.00
Customer Service Clerk	4.00	4.00
Customer Service Clerk - Licensing	1.00	1.00
Administrative Assistant - Licensing	1.00	1.00
<b>Totals</b>	<b>7.00</b>	<b>7.00</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	394,311	353,836	403,185	428,687	25,502	6.33 %
1101 OVERTIME FULLTIME	1,897	209	0	0	0	0.00 %
1202 VACATION	9,455	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	133,303	127,185	135,865	149,884	14,019	10.32 %
PERSONNEL TOTAL	538,966	481,230	539,050	578,571	39,521	7.33 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	2,999	2,574	3,000	3,000	0	0.00 %
2607 POSTAGE MACHINE SUPPLIES	7,385	5,218	6,000	6,000	0	0.00 %
3001 POSTAGE	508	460	500	500	0	0.00 %
3005 COURIER & DELIVERY	5,589	4,801	6,250	6,250	0	0.00 %
3045 CONFERENCE & SEMINARS	0	0	1,500	1,500	0	0.00 %
3075 TRAINING COURSES- IN	0	2,621	5,000	5,000	0	0.00 %
3080 ADVERTISING & PROMOTION	0	0	800	800	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	1,594	1,780	2,500	2,500	0	0.00 %
3460 BRINKS COURIER	5,654	5,692	7,500	7,500	0	0.00 %
GOODS & SERVICES TOTAL	23,729	23,146	33,050	33,050	0	0.00 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	7,772	9,304	7,000	8,000	1,000	14.29 %
4110 CASH OVER / SHORT	0	(2)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	7,772	9,302	7,000	8,000	1,000	14.29 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	1,442	1,340	1,500	1,500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,442	1,340	1,500	1,500	0	0.00 %
EXPENSE TOTAL	571,909	515,018	580,600	621,121	40,521	6.98 %
<b>REVENUE</b>						
0401 BUSINESS LICENSE	18,650	11,890	15,000	25,000	10,000	66.67 %
0404 LOTTERY LICENSE	91,908	94,333	120,000	180,000	60,000	50.00 %
0409 OTHER LICENSE FEES	2,160	1,860	3,000	3,000	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	90,000	20,000	(70,000)	-77.78 %
0480 SUNDRY REVENUE	0	0	100	100	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	89,659	64,957	70,862	75,265	4,403	6.21 %
7940 SAFE RESTART FUNDING	117,619	0	0	0	0	0.00 %
REVENUE TOTAL	319,996	173,040	298,962	303,365	4,403	1.47 %
<b>GRAND TOTAL:</b>	<b>251,913</b>	<b>341,978</b>	<b>281,638</b>	<b>317,756</b>	<b>36,118</b>	<b>12.82 %</b>

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## Activity Summary Overview – 2022 Budget

### Financial Services

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

Activities include the following:

- Ensure that only valid, properly authorized disbursements are processed on a timely basis taking all available discounts while providing for the development and monitoring of corporate Accounts Payable function.
- Ensure that authorized payrolls are processed in exact amounts in a timely fashion, in compliance with all corporate 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 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.
- Lead the organization in developing an Asset Management Plan and ensuring compliance with applicable legislation.
- Leadership role in Corporate Financial Planning.

#### Positions:

	2021 FTE	2022 FTE
Chief Financial Officer	1.00	1.00
Director of Financial Services	1.00	1.00
Manager of Revenues & Taxation	1.00	1.00
Manager of Financial Services	1.00	1.00
Manager of Purchasing	1.00	1.00
Supervisor of Revenues & Taxation	1.00	1.00
Financial Reporting Coordinator *	3.00	3.00
Analyst	1.00	1.00
Clerical Staff Tax and Admin.	4.00	4.00
Clerical Staff Accounting	4.00	4.00
Clerical Staff Payroll	3.00	3.00
Buyer	1.00	1.00
Manager, Asset Management Planning*	1.00	1.00
<b>Totals</b>	<b>23.00</b>	<b>23.00</b>

#### **Note:**

\* Funded partially and/or entirely from the Capital Budget

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,552,448	1,393,494	1,586,882	1,657,436	70,554	4.45 %
1011 SALARIES CAPITAL/Special Projects	0	0	196,214	199,490	3,276	1.67 %
1101 OVERTIME FULLTIME	17,300	9,483	10,000	10,000	0	0.00 %
1202 VACATION	44,574	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	110	0	140	140	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	472,407	460,063	568,540	605,192	36,652	6.45 %
PERSONNEL TOTAL	2,086,839	1,863,040	2,361,776	2,472,258	110,482	4.68 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	15,358	9,702	19,300	18,000	(1,300)	-6.74 %
2630 SUBSCRIPTIONS/PERIODICALS	1,407	756	500	1,000	500	100.00 %
2660 SAFETY BOOT ALLOWANCE	71	0	200	0	(200)	-100.00 %
2699 MISC GENERAL SUPPLIES	206	0	0	0	0	0.00 %
3001 POSTAGE	44,774	34,717	43,000	43,000	0	0.00 %
3005 COURIER & DELIVERY	28	23	300	100	(200)	-66.67 %
3010 TELEPHONE	2,896	2,758	2,200	2,800	600	27.27 %
3030 TRAVEL	0	15,061	3,900	3,900	0	0.00 %
3035 MILEAGE	0	0	500	500	0	0.00 %
3045 CONFERENCE & SEMINARS	2,169	4,577	7,000	9,000	2,000	28.57 %
3055 MEETING COSTS	420	427	0	0	0	0.00 %
3060 MEALS	230	0	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	12,040	11,349	11,600	11,970	370	3.19 %
3075 TRAINING COURSES- IN	371	0	12,000	12,000	0	0.00 %
3080 ADVERTISING & PROMOTION	0	251	0	0	0	0.00 %
3101 AUDIT & ACCOUNTING FEES	34,090	0	35,000	35,000	0	0.00 %
3130 CONSULTANT FEES	781	0	9,500	9,500	0	0.00 %
3199 MISC PROFESSIONAL FEES	2,188	4,271	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	200	200	0	0.00 %
3460 BRINKS COURIER	1,885	0	0	0	0	0.00 %
GOODS & SERVICES TOTAL	118,914	83,892	146,700	148,470	1,770	1.21 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	5,009	432	4,000	4,000	0	0.00 %
5034 COMPUTER HARDWARE	9,552	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	14,561	432	4,000	4,000	0	0.00 %
EXPENSE TOTAL	2,220,314	1,947,364	2,512,476	2,624,728	112,252	4.47 %
<b>REVENUE</b>						
0460 TRANSFER FRM CAPITAL FUND	32,574	33,225	285,229	295,241	10,012	3.51 %
0472 REIMB - CUPE BENEFITS	126	0	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	381	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	11	0	0	0	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0850 ADMIN FEES	17,435	17,784	17,784	18,140	356	2.00 %
0853 TAX CERTIFICATE FEES	35,236	40,646	37,500	38,500	1,000	2.67 %
0856 RETURN CHEQUE CHARGE	4,837	10,659	20,964	20,964	0	0.00 %
0860 ACCOUNT ADJ./METER READS	63	450	200	350	150	75.00 %
0861 OFFICIAL RECEIPTS	716	1,095	400	1,000	600	150.00 %
0862 WATER TO TAX TRANSFER	28,032	82,500	85,000	85,000	0	0.00 %
0868 SEWER PUMPOUT FEES	165	275	350	350	0	0.00 %
0883 ADMIN FEES LIBRARY	12,676	12,930	12,930	13,189	259	2.00 %
0886 ADMIN FEES POLICE	88,106	89,868	89,868	91,665	1,797	2.00 %
7910 INTERNAL OVERHEAD REVENUE	397,911	453,173	422,021	432,577	10,556	2.50 %
7940 SAFE RESTART FUNDING	85,646	0	0	0	0	0.00 %
REVENUE TOTAL	703,915	742,605	972,246	996,976	24,730	2.54 %
GRAND TOTAL:	1,516,399	1,204,759	1,540,230	1,627,752	87,522	5.68 %

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## Activity Summary Overview – 2022 Budget

### Human Resources

The Human Resources Department provides leadership and strategic direction on Human Resources objectives and practices that encourage and support a culture emphasizing employee engagement, quality and productivity, empowerment, goal attainment, safety and the recruitment, retention and ongoing development of an engaged 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 / Employee Retention
- Labour Relations
- Employee Relations
- Employee Engagement
- Training and Development
- Pension and Benefits
- Compensation
- Risk Management
- Employee Wellness
- Disability Claims Management / WSIB administration
- Attendance Management
- Employee Records
- Employee Family Assistance Program (EFAP)

#### Positions:

	2021 FTE	2022 FTE
Director of Human Resources	1.00	1.00
Employee Services Advisor	1.00	1.00
Risk Management Advisor	1.00	1.00
Human Resources Officer	2.00	2.00
Benefits & Pension Coordinator	1.00	1.00
Human Resources Assistant	1.00	1.00
<b>Totals</b>	<b>7.00</b>	<b>7.00</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	687,246	487,448	679,519	658,178	(21,341)	-3.14 %
1202 VACATION	6,642	30,593	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	369,011	353,085	430,386	478,499	48,113	11.18 %
PERSONNEL TOTAL	1,062,899	871,126	1,109,905	1,136,677	26,772	2.41 %
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	6,854	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	3,476	1,321	2,100	2,100	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	821	382	400	400	0	0.00 %
2640 TRAINING SUPPLIES	0	40	0	0	0	0.00 %
2655 SAFETY SUPPLIES	1,062	1,806	2,500	2,500	0	0.00 %
2672 EVENTS	7,471	12,204	10,000	10,500	500	5.00 %
2682 PROMOTIONAL SUPPLIES	4	0	6,500	6,500	0	0.00 %
2925 QUARTER CENTURY CLUB	1,331	0	500	550	50	10.00 %
2930 LONG SERVICE PINS/AWARDS	3,962	4,952	5,000	5,500	500	10.00 %
3001 POSTAGE	278	413	500	500	0	0.00 %
3005 COURIER & DELIVERY	0	59	0	0	0	0.00 %
3010 TELEPHONE	922	694	1,000	1,000	0	0.00 %
3027 INTERVIEW EXPENSES	0	0	1,000	1,000	0	0.00 %
3028 RECRUITMENT	6,439	3,984	0	0	0	0.00 %
3030 TRAVEL	20	0	0	0	0	0.00 %
3045 CONFERENCE & SEMINARS	1,001	681	7,500	8,500	1,000	13.33 %
3050 RECEPTIONS	90	0	0	0	0	0.00 %
3060 MEALS	970	136	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,498	2,309	2,500	3,500	1,000	40.00 %
3070 TRAINING COURSES - OUT	8,007	3,449	49,900	52,900	3,000	6.01 %
3075 TRAINING COURSES- IN	2,685	585	10,000	10,000	0	0.00 %
3080 ADVERTISING & PROMOTION	4,424	6,556	7,500	15,000	7,500	100.00 %
3085 OUTSIDE PRINTING	0	205	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	33	0	0	0	0	0.00 %
3103 HR FEES	55	855	0	0	0	0.00 %
3110 ARBITRATION FEES	65,572	16,069	75,000	75,000	0	0.00 %
3130 CONSULTANT FEES	0	0	20,000	25,000	5,000	25.00 %
3199 MISC PROFESSIONAL FEES	43,487	10,857	60,000	60,000	0	0.00 %
3475 EFAP	22,524	15,314	28,000	18,000	(10,000)	-35.71 %
GOODS & SERVICES TOTAL	184,986	82,871	289,900	298,450	8,550	2.95 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	1,566	1,000	1,000	0	0.00 %



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	120,000	121,566	121,000	121,000	0	0.00 %
EXPENSE TOTAL	1,367,885	1,075,563	1,520,805	1,556,127	35,322	2.32 %
REVENUE						
0416 PAYROLL CONTRIBUTIONS	5,911	4,444	6,000	5,500	(500)	-8.33 %
0470 TSF FROM RESERVE FUND	160,428	36,710	60,900	30,450	(30,450)	-50.00 %
0883 ADMIN FEES LIBRARY	1,491	17,453	1,447	1,476	29	2.00 %
0886 ADMIN FEES POLICE	3,305	3,371	3,371	3,439	68	2.02 %
7910 INTERNAL OVERHEAD REVENUE	280,708	284,472	310,333	324,702	14,369	4.63 %
REVENUE TOTAL	451,843	346,450	382,051	365,567	(16,484)	-4.31 %
GRAND TOTAL:	916,042	729,113	1,138,754	1,190,560	51,806	4.55 %

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## Activity Summary Overview – 2022 Budget

### Information Systems

The Information Systems (I.S.) department provides information, communications and technology services to support the City and Service Partners. Services include hardware and software configuration, installation and technical support, network design and implementation, geographic information systems (GIS), internet/intranet, information security, wireless and mobile technology and apps, and information and communication technology policy and support.

The I.S. department supports desktop, mobile and remote computing environments with physical and virtual servers in datacenter and remote environments. The I.S. department manages the transition to Cloud Based applications to ensure appropriate and consistent use of Cloud Based technology throughout the City.

I.S. supports networking, access and security at the desktop, server, remote-access and network infrastructure levels. In addition, 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, and GPS mapping support. GIS services are used regularly in City departments and on special projects such as the Official Plan, Zoning, 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, contact 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
  - Tax and Water Billing
  - Payroll
- Asset Management
- External web sites and internal intranet
- Customer Relationship Management
- Event Scheduling and Ticketing
- Transit Scheduling
- Telephony Software
- Email
- CAD
- Mobile device 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:

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

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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:

- City Hall
- Parking Office
- Memorial Gardens
- Pete Palangio Arena
- West Ferris Arena
- Water Treatment Plant
- Wastewater Treatment Plant
- Merrick Landfill
- 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
- North Bay Public Library

Positions:

	2021 FTE	2022 FTE
Director of Information Systems	1.00	1.00
Manager Current Operations	1.00	1.00
Database Specialist	4.00	4.00
Network Specialist	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
<b>Totals</b>	<b>13.00</b>	<b>13.00</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	854,823	776,865	1,072,513	1,030,682	(41,831)	-3.90 %
1002 TEMPORARY SALARIES	1,600	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	68,331	70,985	2,654	3.88 %
1201 VACATION other	0	575	0	0	0	0.00 %
1202 VACATION	11,545	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	229	473	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	254,243	255,571	357,939	347,977	(9,962)	-2.78 %
1802 FRINGE BENEFITS-PARTTIME	642	0	0	0	0	0.00 %
PERSONNEL TOTAL	1,123,082	1,033,484	1,498,783	1,449,644	(49,139)	-3.28 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	8,064	5,632	16,000	16,000	0	0.00 %
2699 MISC GENERAL SUPPLIES	167	2,275	6,500	6,500	0	0.00 %
3001 POSTAGE	5	0	0	0	0	0.00 %
3010 TELEPHONE	107,004	73,789	110,000	110,000	0	0.00 %
3020 COMPUTER COMMUNICATIONS/Audio/Video	6,705	7,773	7,500	7,500	0	0.00 %
3035 MILEAGE	376	1,127	2,500	2,500	0	0.00 %
3045 CONFERENCE & SEMINARS	9,068	5,355	17,500	17,500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	824	454	2,000	2,000	0	0.00 %
3210 OFFICE EQUIPMENT LEASE	47,942	38,993	60,000	60,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,108	2,139	2,500	2,500	0	0.00 %
3340 SOFTWARE MAINTENANCE	363,832	285,238	560,000	560,000	0	0.00 %
3412 INTERNET FEES	17,052	13,001	178,000	178,000	0	0.00 %
3430 MAINTENANCE CONTRACT	37,693	41,019	50,000	50,000	0	0.00 %
3601 INSURANCE PREMIUMS	38,340	226,488	41,790	341,447	299,657	717.05 %
GOODS & SERVICES TOTAL	639,180	703,283	1,054,290	1,353,947	299,657	28.42 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	390	461	1,000	1,000	0	0.00 %
5030 COMPUTER H/WARE & S/WARE	6,396	0	0	0	0	0.00 %
5033 SOFTWARE UPGRADING	2,470	0	0	0	0	0.00 %
5034 COMPUTER HARDWARE	303	0	0	0	0	0.00 %
5037 LAPTOPS	4,971	0	0	0	0	0.00 %
5044 SECURITY HARDWARE	7,634	0	0	0	0	0.00 %
5099 MISC CAPITAL EXPENDITURES	317	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	22,481	461	1,000	1,000	0	0.00 %
EXPENSE TOTAL	1,784,743	1,737,228	2,554,073	2,804,591	250,518	9.81 %
<b>REVENUE</b>						
0428 ADVERTISING REVENUE	457	0	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	68,331	71,054	2,723	3.99 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0880 ADMIN FEES NB HYDRO	(3)	0	0	0	0	0.00 %
0882 ADMIN FEES CASSELLHOLME	23,718	11,897	21,000	24,000	3,000	14.29 %
0883 ADMIN FEES LIBRARY	53,627	54,700	54,700	55,794	1,094	2.00 %
0884 ADMIN FEES CA	4,088	0	4,088	4,088	0	0.00 %
0885 ADMIN FEES DNSSAB	193,870	31,384	156,478	200,000	43,522	27.81 %
0886 ADMIN FEES POLICE	11,868	12,105	12,105	12,347	242	2.00 %
0887 ADMIN FEES BATTALION	17,415	0	10,000	17,000	7,000	70.00 %
0888 ADMIN FEES - AIRPORT	2,814	2,870	2,870	2,927	57	1.99 %
7910 INTERNAL OVERHEAD REVENUE	392,366	422,200	460,582	512,733	52,151	11.32 %
REVENUE TOTAL	700,220	535,156	790,154	899,943	109,789	13.89 %
GRAND TOTAL:	1,084,523	1,202,072	1,763,919	1,904,648	140,729	7.98 %

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## Activity Summary Overview – 2022 Budget

### Legal Services

#### **City Solicitor**

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

Legal Services provide support to the following Service Partners:

- North Bay Public Library Board
- North Bay Jack Garland Airport
- Invest North Bay Development Corporation
- North Bay Hydro Holdings Limited
- North Bay Mattawa Conservation Authority

#### **By-Law Enforcement**

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.

Neptune Security are contracted by the City to provide enforcement, primarily focused on parking by-laws, but also to conduct investigations for various other by-law infractions under the direction of the By-Law Enforcement Coordinator. The contract is for 5 years beginning August 2021.

The By-Law Enforcement Coordinator directs all enforcement of parking by-laws within the City. The Coordinator is the main liaison contact with Neptune Security which includes billing, time sheet reviews, officer selection and daily direction for up to 8 officers. 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 Neptune Security officers and all security firm agents, and provides support for the Prosecutor with regards to file reviewing and testifying for some North Bay Police Services' charges.

#### Positions:

	<b>2021 FTE</b>	<b>2022 FTE</b>
City Solicitor	1.00	1.00
Paralegal	1.00	1.00
Law Clerk	1.00	1.00
By-Law Enforcement Coordinator	1.00	1.00
By-Law Enforcement Officer	1.00	1.00
<b>Totals</b>	<b>5.00</b>	<b>5.00</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	386,064	288,482	452,373	449,312	(3,061)	-0.68 %
1202 VACATION	4,443	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	90,060	88,193	133,447	138,605	5,158	3.87 %
PERSONNEL TOTAL	480,567	376,675	585,820	587,917	2,097	0.36 %
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	3,360	3,865	4,042	4,485	443	10.96 %
2601 OFFICE SUPPLIES	7,247	6,331	5,700	5,700	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	19,072	13,203	16,000	16,000	0	0.00 %
2650 CLOTHING / UNIFORM	0	48	700	700	0	0.00 %
3001 POSTAGE	5,406	3,365	7,800	7,800	0	0.00 %
3005 COURIER & DELIVERY	83	53	50	50	0	0.00 %
3010 TELEPHONE	2,103	1,754	4,100	2,500	(1,600)	-39.02 %
3030 TRAVEL	2,562	0	1,000	1,500	500	50.00 %
3035 MILEAGE	0	0	100	100	0	0.00 %
3045 CONFERENCE & SEMINARS	1,331	100	4,600	3,000	(1,600)	-34.78 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	284	2,521	3,200	3,220	20	0.63 %
3080 ADVERTISING & PROMOTION	950	0	900	900	0	0.00 %
3145 REGISTRY OFFICE FEES	38,012	21,793	43,500	43,500	0	0.00 %
3170 LEGAL SEARCHES	838	1,297	0	1,500	1,500	100.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	410	676	500	500	0	0.00 %
3310 OFFICE EQUIPMENT MAINTEN	0	0	400	400	0	0.00 %
3450 COMMISSIONAIRES	130,598	80,153	127,694	136,300	8,606	6.74 %
3499 MISC CONTRACTS	5,826	2,691	0	0	0	0.00 %
3602 RISK MANAGEMENT	367,380	367,380	367,380	367,380	0	0.00 %
GOODS & SERVICES TOTAL	585,462	505,230	587,666	595,535	7,869	1.34 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	5,426	3,534	6,500	5,500	(1,000)	-15.38 %
FINANCIAL EXPENSES TOTAL	5,426	3,534	6,500	5,500	(1,000)	-15.38 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	0	0	1,000	1,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	0	0	500	500	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,500	1,500	0	0.00 %
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	15,153	12,627	15,153	15,153	0	0.00 %
INTERNAL TRANSFERS TOTAL	15,153	12,627	15,153	15,153	0	0.00 %
EXPENSE TOTAL	1,086,608	898,066	1,196,639	1,205,605	8,966	0.75 %
<b>REVENUE</b>						
0409 OTHER LICENSE FEES	2,160	1,980	2,000	2,000	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - GENERAL

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0419 OTHER PERMIT/ENCROACHMENT	2,628	1,156	1,500	1,500	0	0.00 %
0420 COURT FINES	57,748	55,906	85,000	85,000	0	0.00 %
0421 PARKING FINES	179,938	103,278	220,000	220,000	0	0.00 %
0470 TSF FROM RESERVE FUND	40,000	40,000	80,000	70,000	(10,000)	-12.50 %
0479 REIMBURSEMENTS	6,255	2,422	1,000	1,000	0	0.00 %
0487 SURCHARGE	1,339	880	0	0	0	0.00 %
0850 ADMIN FEES	351	0	500	250	(250)	-50.00 %
0854 TAX REGISTRATION FEES	74,746	29,318	105,000	105,000	0	0.00 %
0883 ADMIN FEES LIBRARY	753	768	768	783	15	1.95 %
0886 ADMIN FEES POLICE	8,658	8,831	8,831	0	(8,831)	-100.00 %
7910 INTERNAL OVERHEAD REVENUE	175,063	185,100	201,927	200,574	(1,353)	-0.67 %
REVENUE TOTAL	549,639	429,639	706,526	686,107	(20,419)	-2.89 %
GRAND TOTAL:	536,969	468,427	490,113	519,498	29,385	6.00 %



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## Activity Summary Overview – 2022 Budget

### Provincial Offences Administration

The City 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:

	2021 FTE	2022 FTE
City Prosecutor	1.00	1.00
POA Manager	1.00	1.00
POA Admin Clerk/Court Clerk Monitor	3.00	3.00
POA Collections Clerk	1.00	1.00
Legal Assistant	1.00	1.00
<b>Totals</b>	<b>7.00</b>	<b>7.00</b>

#### Statistics

##### **CHARGES FILED**

2013 = 16,680  
2014 = 14,161  
2015 = 14,339  
2016 = 12,750  
2017 = 12,016  
2018 = 11,092  
2019 = 10,769  
2020 = 7,242  
2021 = 9,300 (Estimate)

##### **POA FINE GROSS REVENUE**

2013 = \$1,718,857  
2014 = \$1,682,528  
2015 = \$1,573,974  
2016 = \$1,623,287  
2017 = \$1,404,049  
2018 = \$1,414,216  
2019 = \$1,245,584  
2020 = \$ 713,726  
2021 = \$ 973,553 (Estimate)

#### Overview

- Most common violations fall under the Highway Traffic Act, Liquor Licenses Act, Compulsory Automobile Insurance Act.
- Other violations include, but not limited to, offences enforced by the Ministry of Transportation, Ministry of the Environment and Department of Natural Resources.
- The decline in moving violation tickets filed began in 2011/2012 and has continued to drop each year.
- Collection of court imposed fines remains a continuing challenge across Ontario municipalities.
- A third party collection agency is supporting revenue collection.
- A new operating agreement with the City will be finalized in the coming months.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	418,467	386,724	507,398	536,306	28,908	5.70 %
1101 OVERTIME FULLTIME	0	676	0	0	0	0.00 %
1202 VACATION	5,103	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	80	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	148,484	128,530	165,005	178,467	13,462	8.16 %
PERSONNEL TOTAL	572,134	515,930	672,403	714,773	42,370	6.30 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	1,746	1,560	3,000	3,000	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	6,500	5,134	3,900	5,000	1,100	28.21 %
2636 POA FORM SUPPLIES	5,210	2,171	5,000	5,000	0	0.00 %
3001 POSTAGE	589	1,071	3,000	2,500	(500)	-16.67 %
3010 TELEPHONE	1,397	887	1,250	1,250	0	0.00 %
3020 COMPUTER COMMUNICATIONS/Audio/Video	0	5,183	0	6,000	6,000	100.00 %
3030 TRAVEL	0	0	1,000	1,000	0	0.00 %
3035 MILEAGE	179	0	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	1,021	2,104	3,200	3,000	(200)	-6.25 %
3070 TRAINING COURSES - OUT	331	44	2,000	2,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	0	100	75	(25)	-25.00 %
3157 COURT REPORTER	0	0	0	100	100	100.00 %
3160 WITNESS FEES	173	0	3,000	1,000	(2,000)	-66.67 %
3161 PART III PROSECUTIONS	40,012	60,610	154,000	116,685	(37,315)	-24.23 %
3163 PART TIME PROSECUTER	1,463	3,816	23,000	6,000	(17,000)	-73.91 %
3168 COLLECTION AGENCY FEES	31,489	34,635	35,000	35,000	0	0.00 %
3170 LEGAL SEARCHES	195	44	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,304	808	4,000	3,500	(500)	-12.50 %
3215 PROPERTY & BUILDING LEASE	407	0	1,800	0	(1,800)	-100.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,365	1,361	7,500	7,500	0	0.00 %
3450 COMMISSIONAIRES	696	0	3,400	0	(3,400)	-100.00 %
3499 MISC CONTRACTS	1,384	6,190	6,000	6,000	0	0.00 %
3601 INSURANCE PREMIUMS	1,674	1,728	1,674	1,728	54	3.23 %
3940 POA SHARED REVENUE	0	0	(28,597)	(5,440)	23,157	80.98 %
3942 POA ICON CHARGES	14,122	13,593	20,000	17,500	(2,500)	-12.50 %
GOODS & SERVICES TOTAL	111,257	140,939	254,227	219,398	(34,829)	-13.70 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	13,877	14,881	16,000	15,000	(1,000)	-6.25 %
4110 CASH OVER / SHORT	5	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	13,882	14,881	16,000	15,000	(1,000)	-6.25 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
INTERNAL TRANSFERS						
7010 ADMINISTRATION & OVERHEAD	61,096	57,125	62,318	63,563	1,245	2.00 %
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	107,471	92,166	259,665	100,000	(159,665)	-61.49 %
INTERNAL TRANSFERS TOTAL	168,567	149,291	321,983	163,563	(158,420)	-49.20 %
EXPENSE TOTAL	865,840	821,041	1,264,613	1,112,734	(151,879)	-12.01 %
REVENUE						
0420 COURT FINES	535,192	650,346	906,086	866,934	(39,152)	-4.32 %
0423 DEVOLVED COURT FINES	(6,231)	(3,148)	0	0	0	0.00 %
0425 FINES - COLLECTION AGENCY	208,783	199,549	315,000	200,000	(115,000)	-36.51 %
0462 POA YE RECEIVABLES	(152,116)	0	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	0	0	39,152	39,152	100.00 %
0708 POA PARTNERS SHARED COSTS	56,635	0	0	0	0	0.00 %
7940 SAFE RESTART FUNDING	71,463	0	0	0	0	0.00 %
REVENUE TOTAL	713,726	846,747	1,221,086	1,106,086	(115,000)	-9.42 %
GRAND TOTAL:	152,114	(25,706)	43,527	6,648	(36,879)	-84.73 %



# **GENERAL GOVERNMENT**

## **2022 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2022

YTD End Date: November 2021

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>General Government Activities</b>						
FINANCIAL EXPENSES	19,368,281	22,942,455	20,678,712	22,228,431	1,549,719	7.49 %
GENERAL REVENUES	(104,825,470)	(109,695,748)	(12,568,361)	(12,545,395)	22,966	0.18 %
MAYOR & COUNCIL	442,891	379,048	632,240	562,281	(69,959)	-11.07 %
OFFICE OF THE CAO	462,299	410,318	471,298	500,917	29,619	6.28 %
<b>Total:</b>	<b>(84,551,999)</b>	<b>(85,963,927)</b>	<b>9,213,889</b>	<b>10,746,234</b>	<b>1,532,345</b>	<b>16.63 %</b>
<b>Grand Total:</b>	<b>(84,551,999)</b>	<b>(85,963,927)</b>	<b>9,213,889</b>	<b>10,746,234</b>	<b>1,532,345</b>	<b>16.63 %</b>

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## Business Unit Overview - 2022 Budget

### General Government

#### **2022 Business Unit Pressures:**

The proposed budget includes the cost to deliver existing service levels to taxpayers. General Government encapsulates all corporate expenses that are not directly allocated to specific operating departments for the delivery of services. Items contributing to the overall net increase required of \$1,532,345 or 16.63% over 2021 are as follows:

- **Mayor's Plan Transfer from Reserves** – The annual budget has been phasing out the reserve transfer since the 2016 Mayor's Plan. This reserve has exceeded the original plan of four years as a result of annual operating savings experienced. The 2022 budget applies \$500,000 from this reserve with the continued intention that only the portion required to balance the year-end results will be transferred from the reserve and the unused portion will remain in the reserve to be applied towards future years' budgets in accordance with Council authorization.
- **Transfer from Reserves** – To finalize the 2021 Budget, there was a transfer from the Tax Rate Stabilization Reserve in the amount of \$375,000. This is being reduced to \$300,000 in 2022.
- **Hardship Grant Program** – This program was established for the 2021 Budget and was funded from the Tax Rate Stabilization Reserve. An agreement with LIPI was entered into for administration of the program in which funds were to be distributed to residents experiencing tax arrears arising from lost income during the pandemic. It is estimated that only about \$10,000 of the grant will be utilized in 2021. The program is recommended to be eliminated in 2022.
- **ARB and Minutes of Settlements** – The City has approximately 200 appeals outstanding annually. In an effort to manage risks and abide by the ARB rules and procedures the City's appeal strategy follows a set of criteria that maximizes resources by focusing on high municipal tax dollar risk, multiple base year appeals and properties of municipal interest. Over the last 5 years actual settlements have exceeded the budget estimate; therefore, the 2022 Budget contains an increase of \$500,000.
- **Growth Community Improvement Plan (GCIP) Transfer to Reserves** – The approval of the GCIP program was approved with a funding plan that required an annual increase in the reserve transfer by \$100,000. Given the success of the program this budget increase is required to ensure all approved applications are appropriately funded.
- **Principal & Interest and Capital Levy** - The capital levy is the annual funding contribution from the City's General Operating Budget that is used to finance projects within the City's General Capital Budget. In accordance with the City's Long-Term Capital Funding Policy the Capital Funding Allowance of 1% has been included in the Administration Recommended 2022 Budget and represents an increase of approximately \$969,000. As in prior years, this budget does not include a CPI

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adjustment as is recommended in the City's Policy. Upon finalization of the update to the City's Asset Management Plan (June 2022), a review of the Long-Term Capital Funding Policy will be completed and recommendations will be brought forward at that time.

Lastly, in accordance with the City's Long-Term Capital Funding Policy, the annual funding allowance for the General Capital Budget includes \$8.5 million in debt financing to support capital projects. Principal and interest payments are budgeted within the General Operating Budget.

- **OMPF** - The Ontario Municipal Partnership Fund (OMPF) is the Province's main unconditional transfer payment to municipalities. The enclosed 2022 Budget includes the City's allocation of \$10,353,400 which represents an increase of \$259,200 over the 2021 OMPF allocation.

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## Activity Summary Overview – 2022 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.

#### **Capital Levy (Pay go)**

The City's Long-Term Capital Funding Policy stipulates the amount of the capital levy to be included in the operating budget. The capital levy is funding collected from the tax levy to support capital infrastructure projects in the City's Capital Budget.

#### **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 an Assessment and Real Estate Specialist position 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.

#### **Growth Community Improvement Plan (GCIP)**

GCIP is a tool that allows a municipality to take actions to support improvements and redevelopment within a specifically defined Community Improvement Project Area. The three target areas within the plan are: The Housing Target Area, The Industrial Target Area, and The Downtown Target Area. Each area within the plan has defined incentives which require funding.

#### Positions:

	2021 FTE	2022 FTE
Assessment & Real Estate Specialist	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	85,649	82,625	86,432	95,085	8,653	10.01 %
1002 TEMPORARY SALARIES	103	42,946	0	0	0	0.00 %
1101 OVERTIME FULLTIME	0	1,235	0	0	0	0.00 %
1202 VACATION	3,154	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	0	(200,000)	(200,000)	0	0.00 %
1401 TRAINING & SAFETY	513	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	(43,234)	28,058	129,893	30,311	(99,582)	-76.66 %
1802 FRINGE BENEFITS-PARTTIME	0	5,276	0	0	0	0.00 %
PERSONNEL TOTAL	46,185	160,140	16,325	(74,604)	(90,929)	-556.99 %
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	0	1,899	0	0	0	0.00 %
2655 SAFETY SUPPLIES	20,948	5,299	0	0	0	0.00 %
3030 TRAVEL	0	0	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	269	500	500	0	0.00 %
3075 TRAINING COURSES- IN	499	400	2,000	2,000	0	0.00 %
3105 LEGAL FEES	1,343	0	5,000	5,000	0	0.00 %
3130 CONSULTANT FEES	0	0	0	15,000	15,000	100.00 %
3199 MISC PROFESSIONAL FEES	1,256	0	0	0	0	0.00 %
3305 BUILDING MAINTENANCE	1,987	0	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	3,568	0	0	0	0	0.00 %
3499 MISC CONTRACTS	17,027	9,204	27,400	27,400	0	0.00 %
3601 INSURANCE PREMIUMS	26,490	0	0	0	0	0.00 %
3710 MEMBERSHIPS	269	0	0	0	0	0.00 %
3930 COMMUNITY PROGRAMS	0	1,844	11,000	11,000	0	0.00 %
GOODS & SERVICES TOTAL	73,387	18,915	46,900	61,900	15,000	31.98 %
<b>FINANCIAL EXPENSES</b>						
4005 INTERNAL INTEREST CHARGES	507,183	316,120	200,000	200,000	0	0.00 %
4015 DEBENTURE PRINCIPAL	6,691,448	6,828,232	6,828,232	6,283,481	(544,751)	-7.98 %
4020 DEBENTURE INTEREST	761,132	721,170	852,002	719,374	(132,628)	-15.57 %
4101 BANK CHARGES	3,778	2,346	3,100	3,100	0	0.00 %
4110 CASH OVER / SHORT	(37)	(5)	0	0	0	0.00 %
4125 PENNY PHASE OUT	(1)	0	0	0	0	0.00 %
4201 COURT OF REVISION (442)	114,815	115,339	60,000	60,000	0	0.00 %
4202 ANA WRITEOFFS	5,779	33,270	10,000	10,000	0	0.00 %
4204 P.R.A.N.	25,961	98,014	20,000	20,000	0	0.00 %
4205 ARB/OMB/COURT DECISIONS	734,768	1,155,907	120,000	620,000	500,000	416.67 %
4206 MINUTES OF SETTLEMENT	76,387	98,398	80,000	80,000	0	0.00 %
4210 UNCOLLECTIBLE TAXES - 495	20,790	26,981	5,000	5,000	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
4222 PROPERTY TAX REDUCTIONS	602,617	620,080	583,384	644,738	61,354	10.52 %
4235 GEN ACCOUNT WRITE-OFF	(20,018)	100,000	335,000	35,000	(300,000)	-89.55 %
4250 CIP/TIFF INCENTIVES	140,549	115,106	85,000	95,000	10,000	11.76 %
4252 VACANCY REBATES	9,720	(11,582)	0	0	0	0.00 %
4253 CHARITY REBATES	53,094	69,107	85,000	85,000	0	0.00 %
4254 PILS	(16,857)	0	0	0	0	0.00 %
4320 INVENTORY SHORT/(OVER)	(51,976)	(6,610)	0	0	0	0.00 %
4401 CONTINGENCY	0	109	230,602	230,602	0	0.00 %
FINANCIAL EXPENSES TOTAL	9,659,132	10,281,982	9,497,320	9,091,295	(406,025)	-4.28 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	5,525	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	1,213	0	0	0	0	0.00 %
5101 CAPITAL LEVY	11,632,743	13,715,309	13,715,309	15,362,305	1,646,996	12.01 %
5115 TRANSFER TO RESERVE FUND	11,992,848	13,564,617	370,000	470,000	100,000	27.03 %
5150 AGREEMENTS	50,000	0	90,000	90,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	23,676,804	27,285,451	14,175,309	15,922,305	1,746,996	12.32 %
SERVICE PARTNERS						
6055 DSSAB	8,500	0	0	0	0	0.00 %
SERVICE PARTNERS TOTAL	8,500	0	0	0	0	0.00 %
INTERNAL TRANSFERS						
7040 SAFE RESTART FUNDING	2,978,900	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	2,978,900	0	0	0	0	0.00 %
EXPENSE TOTAL	36,442,908	37,746,488	23,735,854	25,000,896	1,265,042	5.33 %
REVENUE						
0430 PENALTIES/CURRENT TAXES	493,165	409,015	650,000	650,000	0	0.00 %
0433 PENALTIES A/R	1,282	7,963	15,000	10,000	(5,000)	-33.33 %
0437 DIVIDENDS	555,761	0	682,142	790,346	108,204	15.86 %
0440 INTEREST/CURRENT BANK	651,373	467,860	500,000	500,000	0	0.00 %
0441 INTEREST ON INVESTMENTS	912,339	156,740	430,000	430,000	0	0.00 %
0470 TSF FROM RESERVE FUND	2,993,900	490,000	730,000	392,119	(337,881)	-46.29 %
0471 PINWOOD SS REIMBURSEMENT	0	2,936	0	0	0	0.00 %
0473 METHANE SALES	0	0	50,000	0	(50,000)	-100.00 %
0479 REIMBURSEMENTS	6,732	69,240	0	0	0	0.00 %
0480 SUNDRY REVENUE	46,240	0	0	0	0	0.00 %
0508 MIN OF TRANSPORTATION	0	1,500,000	0	0	0	0.00 %
0512 PROVINCIAL GAS TAX	910,784	912,567	0	0	0	0.00 %
0517 SAFE RESTART	4,180,415	1,412,221	0	0	0	0.00 %
0518 COVID RECOVERY FUNDING	0	747,129	0	0	0	0.00 %
0539 ONT COMMUNITY INFR OCIF	2,632,581	2,193,817	0	0	0	0.00 %
0542 CANNABIS FUNDING	0	15,295	0	0	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0599 MISC. PROVINCIAL GRANTS	75,000	0	0	0	0	0.00 %
0608 CANADA COMMUNITY - BUILDING FUND (FEDERAL GAS TAX)	3,127,848	6,413,588	0	0	0	0.00 %
0919 VENDING MACHINE SALES	79	50	0	0	0	0.00 %
0995 DONATIONS / GRANTS	8,500	0	0	0	0	0.00 %
7940 SAFE RESTART FUNDING	478,625	0	0	0	0	0.00 %
REVENUE TOTAL	17,074,624	14,798,421	3,057,142	2,772,465	(284,677)	-9.31 %
GRAND TOTAL:	19,368,284	22,948,067	20,678,712	22,228,431	1,549,719	7.49 %

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## Activity Summary Overview – 2022 Budget

### General Revenues

#### **OMPF**

The Ontario Municipal Partnership Fund (OMPF) is the Province's unconditional grant payment to municipalities. It is anticipated that the funding envelope in 2022 will remain stable.

#### **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 (PIL) 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.

#### **Municipal Accommodation Tax**

On November 23, 2017, the Province of Ontario issued the Transient Accommodation Regulation 435/17, which came into force December 1, 2017 and provides the necessary provisions for municipalities across Ontario to implement a Municipal Accommodation Tax (MAT).

The implementation of a Municipal Accommodation Tax creates revenue to promote tourism in North Bay and leverage capital investment and development. A capital/infrastructure focus will enhance the City's ability to finance new projects and also serve to improve infrastructure sustainability and in doing so strengthen North Bay's ability to attract and offer major event opportunities as well as new business.

#### Positions:

	<b>2021 FTE</b>	<b>2022 FTE</b>
Financial Reports Coordinator – MAT	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	71,088	17,943	76,058	77,332	1,274	1.68 %
1101 OVERTIME FULLTIME	1,557	(26)	0	0	0	0.00 %
1202 VACATION	1,878	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	22,464	11,968	25,091	26,006	915	3.65 %
PERSONNEL TOTAL	96,987	29,885	101,149	103,338	2,189	2.16 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	112	0	500	500	0	0.00 %
2720 MUNICIPAL TAXES	2,476	2,540	2,575	2,641	66	2.56 %
3001 POSTAGE	282	0	500	500	0	0.00 %
3030 TRAVEL	0	0	600	600	0	0.00 %
3045 CONFERENCE & SEMINARS	0	0	650	650	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	997	0	1,050	1,050	0	0.00 %
3075 TRAINING COURSES- IN	0	0	1,000	1,000	0	0.00 %
GOODS & SERVICES TOTAL	3,867	2,540	6,875	6,941	66	0.96 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5115 TRANSFER TO RESERVE FUND	1,563,433	0	313,821	312,970	(851)	-0.27 %
5150 AGREEMENTS	322,205	98,800	470,731	469,454	(1,277)	-0.27 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,885,638	98,800	784,552	782,424	(2,128)	-0.27 %
<b>INTERNAL TRANSFERS</b>						
7010 ADMINISTRATION & OVERHEAD	0	66,320	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	0	66,320	0	0	0	0.00 %
EXPENSE TOTAL	1,986,492	197,545	892,576	892,703	127	0.01 %
<b>REVENUE</b>						
0105 TAXATION	90,449,128	93,509,725	0	0	0	0.00 %
0110 SUPPLEMENTARY TAXES	599,684	297,528	400,000	400,000	0	0.00 %
0111 SUPPLEMENTARY TAXES-PILS	0	33,693	0	0	0	0.00 %
0140 MUNICIPAL ACCOMMODATION TAX	635,385	553,097	890,000	890,000	0	0.00 %
0185 EDUCATION TAXES RETAINED	53,013	47,551	60,000	49,453	(10,547)	-17.58 %
0201 FEDERAL PROPERTIES	781,810	802,562	0	0	0	0.00 %
0211 C B C	2,234	2,299	0	0	0	0.00 %
0231 GOVERNMENT SERVICES	1,633,641	1,681,063	0	0	0	0.00 %
0250 NORTH BAY GENERAL HOSPITAL	30,300	30,300	30,300	30,300	0	0.00 %
0252 NORTH BAY JAIL	7,500	7,500	7,500	7,500	0	0.00 %
0253 NIPSSING UNIVERSITY	283,425	283,800	267,375	283,800	16,425	6.14 %
0254 CANADORE COLLEGE	182,175	172,875	182,125	172,875	(9,250)	-5.08 %
0260 MMAH-EFECTO DE ONDAS	1,174	1,208	0	0	0	0.00 %
0272 LIQUOR CONTROL BOARD	69,217	71,223	0	0	0	0.00 %
0274 ONTARIO NORTHLAND	549,764	566,882	0	0	0	0.00 %
0280 NORTH BAY HYDRO	23,969	24,663	0	0	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0281 CITY OF NORTH BAY	280,627	298,172	0	0	0	0.00 %
0282 TOWNSHIP OF NORTH HIMSWOR	3,801	3,911	0	0	0	0.00 %
0283 LINEAR PROPERTY ACREAGE	23,574	23,574	23,574	23,574	0	0.00 %
0285 EDUCATION TAXES RETAINED - PIL	348,316	315,661	390,000	328,287	(61,713)	-15.82 %
0305 UNCONDITIONAL GRANTS	10,207,800	10,094,200	10,094,200	10,353,400	259,200	2.57 %
0470 TSF FROM RESERVE FUND	225,723	699,745	699,745	500,000	(199,745)	-28.55 %
0477 LAND LEASE	4,800	4,800	0	0	0	0.00 %
0480 SUNDRY REVENUE	9,411	3,919	10,000	10,000	0	0.00 %
0841 PROPERTY RENTALS	312,199	56,085	310,870	310,870	0	0.00 %
0869 OTHER ADMINISTRATION FEES	15,000	15,000	15,000	15,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	78,290	73,560	80,247	63,039	(17,208)	-21.44 %
REVENUE TOTAL	106,811,960	109,674,596	13,460,936	13,438,098	(22,838)	-0.17 %
<b>GRAND TOTAL:</b>	<b>(104,825,468)</b>	<b>(109,477,051)</b>	<b>(12,568,360)</b>	<b>(12,545,395)</b>	<b>22,965</b>	<b>0.18 %</b>

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## Activity Summary Overview – 2022 Budget

### Mayor & Council

#### Mayor and Council

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

#### Positions:

	<b>2021 Elected Officials</b>	<b>2022 Elected Officials</b>
Mayor	1.00	1.00
City Councillor	10.00	10.00
<b>Totals</b>	<b>11.00</b>	<b>11.00</b>

#### Integrity Commissioner

On May 30th, 2017, multiple legislative amendments were passed through Bill 68. Part of the amendments focuses on accountability and transparency and includes the need for the public and municipal councillors to have access to an Integrity Commissioner, with broadened powers to investigate conflict of interest complaints and provide advice to councillors. The Integrity Commissioner services are included in legal fees within the Mayor's cost centre.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): COUNCIL

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	278,567	257,906	281,299	289,744	8,445	3.00 %
1802 FRINGE BENEFITS-PARTTIME	14,128	12,600	19,722	14,452	(5,270)	-26.72 %
PERSONNEL TOTAL	292,695	270,506	301,021	304,196	3,175	1.05 %
GOODS & SERVICES						
2601 OFFICE SUPPLIES	0	6	250	250	0	0.00 %
2699 MISC GENERAL SUPPLIES	972	362	2,000	2,500	500	25.00 %
3001 POSTAGE	33	16	0	0	0	0.00 %
3035 MILEAGE	0	0	1,250	1,250	0	0.00 %
3045 CONFERENCE & SEMINARS	9,732	1,018	45,000	45,000	0	0.00 %
3060 MEALS	153	0	4,000	4,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	25	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	2,077	1,113	1,257	1,152	(105)	-8.35 %
GOODS & SERVICES TOTAL	12,967	2,540	53,757	54,152	395	0.73 %
EXPENSE TOTAL	305,662	273,046	354,778	358,348	3,570	1.01 %
GRAND TOTAL:	305,662	273,046	354,778	358,348	3,570	1.01 %



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): MAYOR

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1002 TEMPORARY SALARIES	69,974	64,785	70,678	72,800	2,122	3.00 %
1801 FRINGE BENEFITS-FULLTIME	0	0	1,534	0	(1,534)	-100.00 %
1802 FRINGE BENEFITS-PARTTIME	10,070	9,820	10,200	11,082	882	8.65 %
PERSONNEL TOTAL	80,044	74,605	82,412	83,882	1,470	1.78 %
<b>GOODS &amp; SERVICES</b>						
2520 SOUVENIR SUPPLIES	0	0	300	300	0	0.00 %
2601 OFFICE SUPPLIES	860	243	1,500	1,500	0	0.00 %
2699 MISC GENERAL SUPPLIES	2,099	0	1,000	1,000	0	0.00 %
3001 POSTAGE	183	76	500	500	0	0.00 %
3010 TELEPHONE	805	1,240	1,500	1,500	0	0.00 %
3035 MILEAGE	380	142	1,250	1,250	0	0.00 %
3045 CONFERENCE & SEMINARS	3,964	226	10,000	10,000	0	0.00 %
3050 RECEPTIONS	493	234	4,000	4,000	0	0.00 %
3060 MEALS	644	779	3,000	3,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	0	1,000	1,000	0	0.00 %
3105 LEGAL FEES	45,487	17,404	150,000	75,000	(75,000)	-50.00 %
3130 CONSULTANT FEES	0	6,131	0	0	0	0.00 %
3930 COMMUNITY PROGRAMS	500	0	10,000	10,000	0	0.00 %
3970 CORPORATE INITIATIVES	1,770	4,668	10,000	10,000	0	0.00 %
GOODS & SERVICES TOTAL	57,185	31,143	194,050	119,050	(75,000)	-38.65 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5015 OFFICE FURNITURE & EQUIP	0	0	1,000	1,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	0	1,000	1,000	0	0.00 %
EXPENSE TOTAL	137,229	105,748	277,462	203,932	(73,530)	-26.50 %
<b>REVENUE</b>						
0480 SUNDRY REVENUE	0	154	0	0	0	0.00 %
REVENUE TOTAL	0	154	0	0	0	0.00 %
<b>GRAND TOTAL:</b>	<b>137,229</b>	<b>105,594</b>	<b>277,462</b>	<b>203,932</b>	<b>(73,530)</b>	<b>-26.50 %</b>

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## Activity Summary Overview – 2022 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. In addition the office comprises of the Communication and Strategic Development division.

The Communications and Strategic Development Officer supports the following:

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

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

#### Positions:

	2021 FTE	2022 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Communications and Strategic Development Officer	1.00	1.00
<b>Totals</b>	<b>3.00</b>	<b>3.00</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): General Government Activities

Division(s): OFFICE OF THE CAO

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	368,730	344,014	377,409	398,970	21,561	5.71 %
1202 VACATION	16,121	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	100,235	99,360	108,598	112,697	4,099	3.77 %
PERSONNEL TOTAL	485,086	443,374	486,007	511,667	25,660	5.28 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	2,169	2,024	1,500	1,500	0	0.00 %
2630 SUBSCRIPTIONS/PERIODICALS	0	0	100	100	0	0.00 %
2672 EVENTS	0	0	8,500	8,500	0	0.00 %
2699 MISC GENERAL SUPPLIES	98	366	400	400	0	0.00 %
3010 TELEPHONE	2,810	883	2,000	2,000	0	0.00 %
3030 TRAVEL	0	0	1,500	1,500	0	0.00 %
3035 MILEAGE	821	73	1,300	1,300	0	0.00 %
3045 CONFERENCE & SEMINARS	1,389	0	3,500	3,500	0	0.00 %
3060 MEALS	310	131	1,000	1,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	21,962	22,280	21,962	22,252	290	1.32 %
3075 TRAINING COURSES- IN	0	0	3,000	3,000	0	0.00 %
3080 ADVERTISING & PROMOTION	5,151	2,096	10,550	10,550	0	0.00 %
3130 CONSULTANT FEES	0	0	3,500	3,500	0	0.00 %
GOODS & SERVICES TOTAL	34,710	27,853	58,812	59,102	290	0.49 %
EXPENSE TOTAL	519,796	471,227	544,819	570,769	25,950	4.76 %
<b>REVENUE</b>						
0470 TSF FROM RESERVE FUND	0	0	5,400	2,700	(2,700)	-50.00 %
0482 LAND SALE/RENTAL	1,275	2,474	1,275	2,474	1,199	94.04 %
0901 TICKET SALES	0	0	3,100	3,100	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	56,223	58,434	63,746	61,578	(2,168)	-3.40 %
REVENUE TOTAL	57,498	60,908	73,521	69,852	(3,669)	-4.99 %
<b>GRAND TOTAL:</b>	<b>462,298</b>	<b>410,319</b>	<b>471,298</b>	<b>500,917</b>	<b>29,619</b>	<b>6.28 %</b>



# **INFRASTRUCTURE & OPERATIONS**

## **2022 OPERATING BUDGET**

# Business Unit Summary

Budget Year: 2022

YTD End Date: November 2021

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>Infrastructure and Operations</b>						
AQUATIC CENTRE	277,391	172,271	349,190	358,645	9,455	2.71 %
CITY HALL FACILITIES	795,097	789,821	623,868	799,457	175,589	28.15 %
ENGINEERING SERVICES	654,149	695,709	981,024	961,828	(19,196)	-1.96 %
ENVIRONMENTAL SERVICES	1,423,102	312,185	819,570	931,064	111,494	13.60 %
FLEET MANAGEMENT	0	495,919	0	0	0	0.00 %
KINGS LANDING	(4,512)	678	3,713	1,138	(2,575)	-69.35 %
MARINA	0	(15,778)	0	0	0	0.00 %
PARKING OPERATIONS	1,661	20,529	29,552	(107,874)	(137,426)	-465.03 %
PARKS - OPERATIONS	3,462,278	3,452,219	4,025,591	4,140,134	114,543	2.85 %
ROADS DEPARTMENT	8,727,335	6,969,033	8,936,637	9,271,839	335,202	3.75 %
STORM SEWERS	633,414	521,319	594,035	583,970	(10,065)	-1.69 %
TRANSIT	4,400,608	3,708,688	4,371,635	4,486,368	114,733	2.62 %
WORKS DEPT ADMINISTRATION	781,000	564,793	782,756	765,161	(17,595)	-2.25 %
<b>Total:</b>	<b>21,151,523</b>	<b>17,687,386</b>	<b>21,517,571</b>	<b>22,191,730</b>	<b>674,159</b>	<b>3.13 %</b>
<b>Grand Total:</b>	<b>21,151,523</b>	<b>17,687,386</b>	<b>21,517,571</b>	<b>22,191,730</b>	<b>674,159</b>	<b>3.13 %</b>

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## Business Unit Overview - 2022 Budget

### Infrastructure and Operations

#### 2022 Business Unit Pressures:

The proposed budget includes the cost to deliver existing service levels to taxpayers. Departments included in this business unit, such as Transit and Parking Operating, remain focused on returning services to pre-pandemic levels. Significant changes in the 2022 budget are as a result of changes in operations approved by City Council. The overall net increase of \$674,159 or 3.13% can be highlighted as follows:

- **Landfill Operations** –The City is taking over site operations at Merrick Landfill as of January 1, 2022. The enclosed budget includes the various line item budget increases such as fuel, vehicle usage, training, personnel, etc. The forecasted in-house annual operating costs are budgeted at \$1.1 million and provides for net annual savings of approximately \$180,000. These savings are recommended to be transferred to landfill reserves in order to reimburse the initial capital cost requirements.
- **Winter Control** – Consistent with past practice the winter control budget is based on the historical 7-year average. All year-end surpluses or deficits are recommended to go to or from reserves. Currently the balance in the Winter Control Reserve is nil.
- **Transit Revenue** – Transit revenues have been significantly impacted by COVID-19 and have not fully rebound to prior levels. The anticipated revenue shortfall has been offset with Safe Restart funding in the amount of \$934,667. While the City is optimistic that revenues will continue to recover, the future impact on operations from COVID-19 remains uncertain.

#### Service Level Changes (SLC):

- Mattress Drop off Day Event at Public Works
- Parking Garage Security
- Trees for Nipissing

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## Activity Summary Overview - 2022 Budget

### Aquatic Centre

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

- Aquatic Centre Capital & Operating budget development and implementation in coordination with the YMCA
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Participate on Energy Efficiency Action Committee
- Creation, implementation, and maintenance of an assets management plan
- Health & Safety

#### Positions:

	<b>2021 FTE</b>	<b>2022 FTE</b>
Supervisor, Facilities & Parking	0.10	0.10
<b>Totals</b>	<b>0.10</b>	<b>0.10</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): AQUATIC CENTRE

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	7,517	7,357	8,644	8,788	144	1.67 %
1202 VACATION	329	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	2,352	2,431	2,764	2,856	92	3.33 %
PERSONNEL TOTAL	10,198	9,788	11,408	11,644	236	2.07 %
GOODS & SERVICES						
2625 BUILDING MAINT SUPPLIES	3,901	1,326	9,100	9,100	0	0.00 %
2701 HYDRO	143,750	76,040	127,286	128,814	1,528	1.20 %
2705 NATURAL GAS	26,767	12,702	95,582	98,832	3,250	3.40 %
2715 WATER	20,856	12,277	33,286	34,711	1,425	4.28 %
3305 BUILDING MAINTENANCE	10,557	5,086	9,100	9,100	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	11,254	2,443	12,240	12,240	0	0.00 %
3430 MAINTENANCE CONTRACT	35,905	27,206	33,600	33,600	0	0.00 %
3601 INSURANCE PREMIUMS	16,308	23,419	22,588	25,604	3,016	13.35 %
GOODS & SERVICES TOTAL	269,298	160,499	342,782	352,001	9,219	2.69 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	6,366	1,984	5,000	5,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	6,366	1,984	5,000	5,000	0	0.00 %
EXPENSE TOTAL	285,862	172,271	359,190	368,645	9,455	2.63 %
REVENUE						
0841 PROPERTY RENTALS	0	0	10,000	10,000	0	0.00 %
7940 SAFE RESTART FUNDING	8,472	0	0	0	0	0.00 %
REVENUE TOTAL	8,472	0	10,000	10,000	0	0.00 %
GRAND TOTAL:	277,390	172,271	349,190	358,645	9,455	2.71 %



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## Activity Summary Overview - 2022 Budget

### City Hall Facilities

To operate and maintain City Hall facilities. Provide on-going development and rehabilitation of the building and its equipment with an emphasis on accessibility, energy efficiency and sustainability of the facility.

- Capital & Operating budget development and implementation
- Capital Project Management; planning, execution, risk management, closure, warranty follow-up
- Budget reporting and management
- Janitorial services
- Participate on Energy Efficiency Action Committee
- Health & Safety

#### Positions:

	<b>2021 FTE</b>	<b>2022 FTE</b>
Manager, Facilities*	0.75	0.75
Supervisor, Facilities & Parking	0.40	0.40
Facilities Coordinator*	0.70	0.70
Building Maintenance Person	2.00	2.00
Custodian	2.00	2.00
<b>Totals</b>	<b>5.85</b>	<b>5.85</b>

#### **Note:**

\* Partially funded from capital budget.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): CITY HALL FACILITIES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	298,232	365,667	306,028	305,630	(398)	-0.13 %
1002 TEMPORARY SALARIES	2,834	210	2,000	2,000	0	0.00 %
1003 SHIFT PREMIUM	4,104	4,223	5,300	5,811	511	9.64 %
1011 SALARIES CAPITAL/Special Projects	0	0	102,644	107,545	4,901	4.77 %
1101 OVERTIME FULLTIME	4,045	3,228	3,640	3,720	80	2.20 %
1202 VACATION	5,699	0	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	35	0	100	150	50	50.00 %
1801 FRINGE BENEFITS-FULLTIME	115,812	119,579	131,503	140,395	8,892	6.76 %
PERSONNEL TOTAL	430,761	492,907	551,215	565,251	14,036	2.55 %
<b>GOODS &amp; SERVICES</b>						
2601 OFFICE SUPPLIES	896	800	1,000	1,000	0	0.00 %
2615 JANITORIAL SUPPLIES	14,803	2,175	15,000	15,000	0	0.00 %
2650 CLOTHING / UNIFORM	1,603	1,844	1,816	1,820	4	0.22 %
2660 SAFETY BOOT ALLOWANCE	540	641	1,125	1,175	50	4.44 %
2701 HYDRO	215,096	130,978	221,661	213,385	(8,276)	-3.73 %
2705 NATURAL GAS	24,894	15,624	26,081	25,133	(948)	-3.63 %
2715 WATER	9,997	9,669	13,516	11,289	(2,227)	-16.48 %
3001 POSTAGE	53	13	75	75	0	0.00 %
3010 TELEPHONE	2,197	1,645	1,750	2,000	250	14.29 %
3035 MILEAGE	163	100	750	750	0	0.00 %
3071 TRAINING	0	0	1,175	1,175	0	0.00 %
3075 TRAINING COURSES- IN	2,040	0	3,000	3,000	0	0.00 %
3305 BUILDING MAINTENANCE	49,279	23,596	31,000	37,000	6,000	19.35 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	55,298	38,325	45,500	51,500	6,000	13.19 %
3399 MISC MAINTENANCE FEES	0	408	0	0	0	0.00 %
3450 COMMISSIONAIRES	41,715	28,151	52,100	42,400	(9,700)	-18.62 %
3480 CLEANING CONTRACT	40,386	40,333	41,500	41,500	0	0.00 %
3601 INSURANCE PREMIUMS	63,954	56,927	55,351	62,001	6,650	12.01 %
GOODS & SERVICES TOTAL	522,914	351,229	512,400	510,203	(2,197)	-0.43 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5005 BUILDINGS	28,022	7,314	27,000	27,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	28,022	7,314	27,000	27,000	0	0.00 %
EXPENSE TOTAL	981,697	851,450	1,090,615	1,102,454	11,839	1.09 %
<b>REVENUE</b>						
0460 TRANSFER FRM CAPITAL FUND	0	0	102,644	107,660	5,016	4.89 %
0470 TSF FROM RESERVE FUND	0	0	41,600	41,600	0	0.00 %
0474 REFUNDS	4,448	3,543	3,750	4,000	250	6.67 %
0481 INSURANCE REVENUE	3,153	0	0	0	0	0.00 %
0969 RECOVERY OF UTILITY COSTS	60,170	15,058	92,158	62,497	(29,661)	-32.18 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): CITY HALL FACILITIES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0970 REC OF MAINTENANCE COSTS	15,713	1,490	13,000	15,000	2,000	15.38 %
7910 INTERNAL OVERHEAD REVENUE	63,359	49,936	213,596	72,241	(141,355)	-66.18 %
7940 SAFE RESTART FUNDING	39,758	0	0	0	0	0.00 %
REVENUE TOTAL	186,601	70,027	466,748	302,998	(163,750)	-35.08 %
GRAND TOTAL:	795,096	781,423	623,867	799,456	175,589	28.15 %

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## Activity Summary Overview - 2022 Budget

### Engineering Services

#### Positions:

	2021 FTE	2022 FTE
City Engineer	0.50	0.50
Senior Capital Program Engineer *	1.00	1.00
Senior Project Manager *	1.00	1.00
Infrastructure Engineer **	1.00	1.00
Engineer in Training *	1.00	0.00
Municipal & Development Engineer*	0.00	1.00
Field Tech I ***	5.00	5.00
Field Tech II *	2.00	2.00
Chief Draftsperson *	1.00	1.00
Engineering Technician I & II *	3.00	2.00
Administrative Assistant, EESW*****	0.50	1.00
Engineering Student	0.30	0.30
Manager, Special Projects ****	1.00	1.00
<b>Totals</b>	<b>17.30</b>	<b>16.80</b>

#### Notes:

- \* Partially funded from capital budget.
- \*\* Infrastructure Engineer and one Field Tech I funded entirely from capital budget.
- \*\*\* Most of the activities and tasks of the various positions are directly related to Capital projects and are therefore recovered from the applicable projects. These activities include project management, surveying, design, contract administration, and inspection.
- \*\*\*\* 3-year contract for the Community Center Capital Project.
- \*\*\*\*\* Reallocation from Works Department.

### Summary Information

The major activities of the Engineering Department include project management for design and construction of municipal infrastructure (roads, streetscaping, watermain, sanitary and storm sewers, culverts, and bridges) including pre-engineering surveys for design, environmental assessments, preliminary and detailed design, as well as contract administration and inspection for construction projects. Other activities include asset management, traffic engineering, development review, long-term planning studies, utility approvals, and private property servicing requests (service contracts). The major categories of activities are Infrastructure, Capital Works, Engineering Technical Services, Development, and Traffic.

### Infrastructure

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

Activities for municipal infrastructure projects (roads, streetscaping, watermain, sanitary and storm sewers, culverts, and bridges), include:

- In-house survey
- Management of specialized consultants (geotechnical, etc.)
- In-house/consulted Environmental Assessments
- In-house/consulted preliminary and detailed designs
- Project management for design and construction
- Management of consulted engineering services
- In-house contract administration and inspection services for construction
- Collection of as-built construction information

The Engineering Department also provides planning, survey, design, cost estimating, and advisory services to other City departments with respect 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, Conservation, and Parks approvals for design and construction of watermain, sanitary sewers, and storm sewers.

## **Engineering Technical 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 from private property owners for water, sanitary, and storm connections (Service Contracts)
- Property status requests
- Utilities Municipal Consent processing (Hydro, Telecommunication, Gas, etc.)
- AutoCAD mapping services
- Traffic counts
- Maintenance of as-built construction information

## **Development**

Engineering assists the Planning Department with review of new developments including: Subdivision Development (Subdivision/Draft Plan Approvals, Pre-servicing Agreements, and Subdivision Agreements), Site Plan Control Agreement Applications, Major Property Development, General Property Development, Committee of Adjustment Applications, Minor Variance Applications, and Consent Applications. Engineering provides comments and recommendations related to the storm water management, water and sewer servicing, grading, erosion and sedimentation control, and traffic impact.

## **Traffic**

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

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *ENGINEERING SERVICES*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	540,077	601,729	706,542	674,048	(32,494)	-4.60 %
1002 TEMPORARY SALARIES	0	19,041	8,892	9,360	468	5.26 %
1003 SHIFT PREMIUM	10	0	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	687,964	724,348	36,384	5.29 %
1101 OVERTIME FULLTIME	18,555	(1,895)	3,000	5,000	2,000	66.67 %
1202 VACATION	33,272	8,785	356	374	18	5.06 %
1204 STATUTORY HOLIDAYS	506	968	650	670	20	3.08 %
1499 OTHER EMP ALLOWANCES	0	174	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	165,678	211,960	422,946	435,116	12,170	2.88 %
1802 FRINGE BENEFITS-PARTTIME	0	3,207	1,016	1,303	287	28.25 %
PERSONNEL TOTAL	758,098	843,969	1,831,366	1,850,219	18,853	1.03 %
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	8,574	9,712	9,243	10,711	1,468	15.88 %
2601 OFFICE SUPPLIES	1,959	1,952	1,000	2,000	1,000	100.00 %
2610 DRAFTING SUPPLIES	1,809	239	3,000	2,000	(1,000)	-33.33 %
2612 SURVEY SUPPLIES	68,145	14,202	15,450	15,450	0	0.00 %
2650 CLOTHING / UNIFORM	3,206	3,278	3,000	3,500	500	16.67 %
2655 SAFETY SUPPLIES	1,543	852	2,000	2,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	1,150	856	1,000	1,000	0	0.00 %
3005 COURIER & DELIVERY	12	5	750	500	(250)	-33.33 %
3010 TELEPHONE	2,482	2,215	1,800	2,500	700	38.89 %
3035 MILEAGE	3,917	2,135	2,500	3,000	500	20.00 %
3045 CONFERENCE & SEMINARS	(1,005)	648	1,200	1,200	0	0.00 %
3055 MEETING COSTS	1,151	283	750	750	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,834	2,379	5,565	5,565	0	0.00 %
3070 TRAINING COURSES - OUT	3,333	(808)	15,000	19,000	4,000	26.67 %
3075 TRAINING COURSES- IN	0	0	7,000	7,000	0	0.00 %
3133 TRAFFIC COUNTS	4,711	1,537	1,500	1,500	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	837	466	500	500	0	0.00 %
GOODS & SERVICES TOTAL	104,658	39,951	71,258	78,176	6,918	9.71 %
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	2,697	0	7,500	20,000	12,500	166.67 %
5015 OFFICE FURNITURE & EQUIP	2,261	2,297	2,000	2,500	500	25.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,958	2,297	9,500	22,500	13,000	136.84 %
<b>INTERNAL TRANSFERS</b>						
7001 VEH & EQUIPMENT USAGE FEE	52,061	41,796	52,795	52,794	(1)	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): ENGINEERING SERVICES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
7050 FLEET CHARGEBACK CHARGES	24,571	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	76,632	41,796	52,795	52,794	(1)	0.00 %
EXPENSE TOTAL	944,346	928,013	1,964,919	2,003,689	38,770	1.97 %
REVENUE						
0419 OTHER PERMIT/ENCROACHMENT	5,040	4,840	4,000	5,000	1,000	25.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	759,846	804,891	45,045	5.93 %
0470 TSF FROM RESERVE FUND	0	0	9,000	0	(9,000)	-100.00 %
0472 REIMB - CUPE BENEFITS	1,082	1,073	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	2,539	2,588	0	0	0	0.00 %
0481 INSURANCE REVENUE	54,525	0	0	0	0	0.00 %
0827 OVERSIZED LOAD PERMITS	2,325	2,700	1,750	2,500	750	42.86 %
0835 SPECIAL EVENT FEES	3,968	5,033	3,000	4,500	1,500	50.00 %
0850 ADMIN FEES	368	134	0	0	0	0.00 %
0855 SERVICE CHARGES	2,286	8,221	6,000	6,000	0	0.00 %
0895 ENG APPLICATION FEES	36,925	46,005	25,000	30,000	5,000	20.00 %
0965 TRAFFIC COUNT FEES	0	0	750	750	0	0.00 %
0980 SUBDIVISION INSPECTION FE	11,000	5,000	5,000	10,000	5,000	100.00 %
0981 MOE CERTIFICATES	7,500	6,895	5,000	7,500	2,500	50.00 %
7910 INTERNAL OVERHEAD REVENUE	162,636	150,836	164,548	170,720	6,172	3.75 %
REVENUE TOTAL	290,194	233,325	983,894	1,041,861	57,967	5.89 %
GRAND TOTAL:	654,152	694,688	981,025	961,828	(19,197)	-1.96 %

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## Activity Summary Overview – 2022 Budget

### Environmental Services

#### Summary Information

The Environmental Services' budget provides for the operation and maintenance of the engineered landfill sites, waste and recycling collection, household hazardous waste disposal, and environmental remediation and consulting services for contaminated lands owned by the City.

#### Positions:

	2021 FTE	2022 FTE
Senior Engineer	0.33	0.33
Roads, Traffic and Landfill Manager*	0.00	0.10
Landfill Supervisor*	0.00	1.00
Landfill Operations Coordinator	1.00	1.00
Waste Management Coordinator	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Student	0.60	0.60
Landfill Attendant*	3.55	4.55
Heavy Equipment Operator*	0.00	4.00
W&WWF Operator	1.00	1.00
<b>Totals</b>	<b>9.48</b>	<b>15.58</b>

#### Note:

\* Change in FTEs due to the City taking over the Merrick Landfill site operations effective January 1, 2022.

#### Garbage Collection

Solid waste collection is contracted to Miller Waste Systems. The contract commenced July 1, 2010. It was amended and extended July 1, 2020 with a new termination date of July 1, 2030. All residents of North Bay receive waste collection; an estimated 19,000 households will receive curbside pick-up and approx. 4,500 households are served through the multi-residential collection service.

#### Blue Box Program

Blue Box Program includes collection, processing, sales of goods and advertising. The Blue Box Program is included in the Garbage Collection contract with Miller Waste Systems. The City also leases the Facility and is currently negotiating an extension on the lease.

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.

On October 1, 2021, the Hazardous and Special Products (HSP) Regulation came into effect following the wind up of the Municipal Hazardous and Special Waste program operated by Stewardship Ontario on September 30, 2021. HSP producers are now individually accountable and



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financially responsible for requirements set out under the HSP Regulation. This legislation change requires the City to execute new agreements with producer responsibility organizations; however, does not have an impact on the 2022 Budget. The 2022 Budget assumes that the funding from HSP will be at the same level as previous funding from Stewardship Ontario.

### **Merrick Landfill**

The Merrick Landfill Site operates under the Ministry of Environment, Conservation and Parks (MECP) Provisional Certificate of Approval No A530116 which provides the disposal of domestic, commercial and non-hazardous solid industrial wastes within a 16.4 hectare area of a 360 hectare site. Since the landfill opened in July 1994 the site was operated by a combination of a contracted Site Operator retained by the City and City personnel. The Site Operator is responsible for compaction of waste, management and maintenance of daily and final covers, maintenance and repair of access roads and litter control. The City manages the site operator contract, controls access to the Site and operates the weigh scale, leachate treatment, landfill gas collection, ground water and surface water sampling.

In 2020, a broad committee of staff completed a detailed self-perform plan to determine if in-house operation of the Merrick landfill is in the City's best interest. The City's in-house proposal included the same scope of work that is included in the existing landfill operations contract. The forecasted 2022 in-house annual operating cost estimate was approximately \$1.1 million and was presented to Council in 2021.

Council approved the City's proposal and staff has put measures in place to ensure they are ready to take on the landfill operations starting January 1, 2022. The 2022 Budget presented in this package is the same as the budget which was presented to Council in March 2020.

As of December 31, 2021, the Merrick Landfill site will be 27 years old and have an estimated remaining life of 16 years based on the Engineer's report.

Tipping fees are collected on commercial/industrial waste deposited at the landfill site. In 2021, tipping fees increased from \$99 to \$102/tonne and will remain at this rate for 2022.

### **Leachate Treatment**

The Leachate Treatment Facility, which is a requirement of the Ministry of the Environment Certificate of Approval, was commissioned early 2018 and is now operational.

### **Marsh Drive Landfill**

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

### **Organic Depot**

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

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *ENVIRONMENTAL SERVICES*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	524,249	408,594	584,180	971,143	386,963	66.24 %
1002 TEMPORARY SALARIES	78,322	80,203	59,587	60,718	1,131	1.90 %
1003 SHIFT PREMIUM	10	115	0	0	0	0.00 %
1004 OTHER/STANDBY	1,511	2,923	0	0	0	0.00 %
1101 OVERTIME FULLTIME	16,561	19,352	15,000	31,000	16,000	106.67 %
1102 OVERTIME PART TIME	3,957	3,827	1,000	1,000	0	0.00 %
1202 VACATION	55,876	33,196	1,984	2,028	44	2.22 %
1203 COMPASSIONATE LEAVE	1,135	0	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	12,135	13,528	0	0	0	0.00 %
1207 SICK LEAVE	10,881	29,776	0	0	0	0.00 %
1401 TRAINING & SAFETY	1,230	826	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	515	440	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	188,916	178,287	193,530	334,678	141,148	72.93 %
1802 FRINGE BENEFITS-PARTTIME	18,845	20,723	7,722	11,693	3,971	51.42 %
PERSONNEL TOTAL	914,143	791,790	863,003	1,412,260	549,257	63.64 %
<b>GOODS &amp; SERVICES</b>						
2001 SAND	0	0	0	5,000	5,000	100.00 %
2002 SALT	0	0	0	2,600	2,600	100.00 %
2022 CULVERTS	761	0	0	0	0	0.00 %
2055 CHEMICALS	28,918	14,580	5,000	20,000	15,000	300.00 %
2099 MISC. MATERIALS	2,455	2,832	2,000	2,000	0	0.00 %
2401 GAS FUEL	2,268	1,994	2,315	13,815	11,500	496.76 %
2405 DIESEL FUEL	0	0	500	500	0	0.00 %
2407 COLOURED/DYED DIESEL	13	0	39	155,559	155,520	398,769.23 %
2435 TOOLS	39	0	0	0	0	0.00 %
2601 OFFICE SUPPLIES	2,950	2,599	1,280	1,280	0	0.00 %
2650 CLOTHING / UNIFORM	4,201	4,048	4,500	5,820	1,320	29.33 %
2655 SAFETY SUPPLIES	3,510	2,925	4,355	9,500	5,145	118.14 %
2660 SAFETY BOOT ALLOWANCE	1,473	1,563	498	3,126	2,628	527.71 %
2699 MISC GENERAL SUPPLIES	32,408	16,297	23,500	28,500	5,000	21.28 %
2701 HYDRO	118,051	82,297	116,288	109,899	(6,389)	-5.49 %
2715 WATER	0	0	2,000	2,000	0	0.00 %
2720 MUNICIPAL TAXES	2,279	3,456	7,748	3,500	(4,248)	-54.83 %
2945 LANDFILL FILTERS	935	1,563	1,500	1,500	0	0.00 %
2950 BLUE BOX / COMPOSTERS	6,879	10,150	8,000	8,000	0	0.00 %
2987 ELECTRICAL SUPPLIES	7,576	0	0	0	0	0.00 %
3010 TELEPHONE	5,068	5,362	8,000	9,000	1,000	12.50 %
3030 TRAVEL	510	0	0	0	0	0.00 %
3035 MILEAGE	6,717	6,307	12,500	22,500	10,000	80.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3055 MEETING COSTS	114	66	200	200	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	100	313	0	313	313	100.00 %
3070 TRAINING COURSES - OUT	5,191	994	3,500	8,500	5,000	142.86 %
3075 TRAINING COURSES- IN	291	5,232	275	275	0	0.00 %
3080 ADVERTISING & PROMOTION	30,324	16,924	29,850	29,850	0	0.00 %
3130 CONSULTANT FEES	0	1,832	0	0	0	0.00 %
3155 MONITORING REPORTS	33,932	1,877	44,000	44,000	0	0.00 %
3202 ORGANIC CONTAINERS	50,548	21,460	35,000	35,000	0	0.00 %
3203 WASTE BIN RENTALS	60,201	43,134	50,000	50,000	0	0.00 %
3215 PROPERTY & BUILDING LEASE	101,534	83,397	98,345	102,500	4,155	4.22 %
3299 MISC LEASES & RENTS	515	0	0	47,812	47,812	100.00 %
3301 RADIO MAINTENANCE	2,048	2,657	2,000	2,500	500	25.00 %
3305 BUILDING MAINTENANCE	2,110	1,098	2,000	2,000	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	28,652	20,619	27,000	27,000	0	0.00 %
3312 ROADS MAINTENANCE	9,815	9,753	10,000	12,000	2,000	20.00 %
3399 MISC MAINTENANCE FEES	16,804	9,227	5,745	5,745	0	0.00 %
3401 STREET GARBAGE CONTRACT	944,261	658,270	941,342	1,011,836	70,494	7.49 %
3403 MULTI-RES GARBAGE	218,764	149,891	218,641	225,206	6,565	3.00 %
3405 RECYCLING COLLECTION	764,307	582,654	900,000	927,000	27,000	3.00 %
3409 HAZARDOUS WASTE DISPOSAL	87,746	57,231	75,000	75,000	0	0.00 %
3413 LANDFILL MAINT CONTRACT	1,418,906	938,310	1,205,600	0	(1,205,600)	-100.00 %
3418 WATER ANALYSIS	60,846	71,311	80,350	80,350	0	0.00 %
3422 WOOD CHIP/TUB GRINDING	144,938	21,012	100,000	125,000	25,000	25.00 %
3425 CONSTRUCTION CONTRACT	880	371	15,000	15,000	0	0.00 %
3428 CONCRETE RESTORATION	0	617	0	0	0	0.00 %
3489 CONTRACT/OUTSIDE SERVICES	11,301	3,185	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	28,836	34,986	33,122	42,894	9,772	29.50 %
3975 MATTRESS RECYCLING	98,428	92,822	81,000	81,000	0	0.00 %
3980 CLEAN GREEN BEAUTIFUL	0	10,000	10,000	10,000	0	0.00 %
3999 MISC SERVICES & RENTS	26,099	19,861	20,000	20,000	0	0.00 %
<b>GOODS &amp; SERVICES TOTAL</b>	<b>4,374,502</b>	<b>3,015,077</b>	<b>4,187,993</b>	<b>3,385,080</b>	<b>(802,913)</b>	<b>-19.17 %</b>
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	6,892	6,820	7,600	7,600	0	0.00 %
4110 CASH OVER / SHORT	31	23	0	0	0	0.00 %
<b>FINANCIAL EXPENSES TOTAL</b>	<b>6,923</b>	<b>6,843</b>	<b>7,600</b>	<b>7,600</b>	<b>0</b>	<b>0.00 %</b>
<b>CAPITAL/RESERVE TRANSACTIONS</b>						
5010 MACHINERY & EQUIPMENT	0	444	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	276,883	0	224,000	392,867	168,867	75.39 %
<b>CAPITAL/RESERVE TRANSACTIONS TOTAL</b>	<b>276,883</b>	<b>444</b>	<b>224,000</b>	<b>392,867</b>	<b>168,867</b>	<b>75.39 %</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *ENVIRONMENTAL SERVICES*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	38,285	25,944	27,305	297,000	269,695	987.71 %
7050 FLEET CHARGEBACK CHARGES	1,534	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	39,819	25,944	27,305	297,000	269,695	987.71 %
EXPENSE TOTAL	5,612,270	3,840,098	5,309,901	5,494,807	184,906	3.48 %
REVENUE						
0417 SALE OF CARDBOARD	20,049	21,765	20,000	20,000	0	0.00 %
0424 BLUE BOX ADVERTISING	2,100	0	3,000	3,000	0	0.00 %
0446 SALE OF ELECTRONICS	28,684	19,072	30,000	30,000	0	0.00 %
0452 SALE OF RECYCLED GOODS	311,030	466,104	350,000	400,000	50,000	14.29 %
0453 SALE OF BLUE BOXES	7,759	7,591	8,000	8,000	0	0.00 %
0456 SALE OF SCRAP METALS	53,688	78,095	45,000	57,500	12,500	27.78 %
0457 SALE OF ORGANIC TOPSOIL	0	1,830	2,000	2,000	0	0.00 %
0459 OTHER SALES	3,172	10,234	21,142	24,142	3,000	14.19 %
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00 %
0473 METHANE SALES	142,532	104,755	200,000	150,000	(50,000)	-25.00 %
0478 AGREEMENT REVENUE	406,786	245,816	566,000	564,000	(2,000)	-0.35 %
0481 INSURANCE REVENUE	0	715	0	0	0	0.00 %
0496 AUTO STEWARDSHIP REVENUE	6,323	4,742	5,000	5,000	0	0.00 %
0701 LANDFILL USE FEES	265,739	210,056	258,102	258,102	0	0.00 %
0817 TIPPING FEES	2,833,452	2,559,210	2,870,087	2,930,000	59,913	2.09 %
0818 TIRE REVENUE - OTS	0	0	1,000	1,000	0	0.00 %
0850 ADMIN FEES	350	95	0	0	0	0.00 %
0997 MATTRESS RECYCLING	77,503	75,276	81,000	81,000	0	0.00 %
REVENUE TOTAL	4,189,167	3,835,356	4,490,331	4,563,744	73,413	1.63 %
<b>GRAND TOTAL:</b>	<b>1,423,103</b>	<b>4,742</b>	<b>819,570</b>	<b>931,063</b>	<b>111,493</b>	<b>13.60 %</b>

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## Activity Summary Overview – 2022 Budget

### Fleet Management

The Fleet Department represents vehicle costs for Wastewater, Water, Roads, Traffic, Survey, Parks, Arenas, Parking, Landfill, Fire and Transit Departments.

The independent review of our fleet operations was conducted in 2014 and we have moved ahead with implementation of a number of directives identified in that review. In 2018 we implemented a new Fleet Management Information System (FMIS) that streamlines our workflow, enhances our reporting and management of our fleet. 2019 was the first complete year using the new system.

#### Positions:

	2021 FTE	2022 FTE
Manager	1.00	1.00
Fleet Coordinator	1.00	1.00
Supervisor	1.00	1.00
Chargehand	2.00	2.00
Fleet Analyst	1.00	1.00
Parts Technician	2.00	3.00
Technician	15.50	14.50
Labourer	5.00	5.00
Summer Student	0.60	0.60
<b>Totals</b>	<b>29.10</b>	<b>29.10</b>

#### **Life Cycle Management:**

Fleet is mandated to operate with a full cost recovery life cycle management approach. This approach focuses on the cost and performance management of the fleet. Using performance metrics the system is set up to optimize Fleet operations. The approach includes:

- Vehicle and equipment age is set by mileage, time, hours used and anticipated usage
- Replacement intervals are set to maximize resale value and minimize excessive repair expense
- Performance tracking tools are used to assist in management of vehicles and equipment
- Adherence to regulatory compliance
- Driver safety training is provided to staff
- Competent equipment operators

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): FLEET MANAGEMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,305,759	1,205,874	1,830,572	1,874,329	43,757	2.39 %
1002 TEMPORARY SALARIES	7,448	11,905	17,784	18,720	936	5.26 %
1003 SHIFT PREMIUM	18,935	16,448	17,450	17,450	0	0.00 %
1010 MODIFIED/ACCOMMODATED	55,466	40,001	0	0	0	0.00 %
1101 OVERTIME FULLTIME	84,631	77,075	76,000	76,000	0	0.00 %
1202 VACATION	118,406	110,571	711	749	38	5.34 %
1203 COMPASSIONATE LEAVE	247	1,972	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	40,992	54,821	0	0	0	0.00 %
1207 SICK LEAVE	102,467	97,160	0	0	0	0.00 %
1301 WSIB LEAVE	(11,550)	0	0	0	0	0.00 %
1401 TRAINING & SAFETY	9,317	2,142	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	7,775	5,595	9,000	9,000	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	525,254	538,257	586,831	627,623	40,792	6.95 %
1802 FRINGE BENEFITS-PARTTIME	2,429	1,874	2,032	2,606	574	28.25 %
PERSONNEL TOTAL	2,267,576	2,163,695	2,540,380	2,626,477	86,097	3.39 %
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	165	0	0	0	0	0.00 %
2401 GAS FUEL	5,457	7,327	8,698	8,731	33	0.38 %
2405 DIESEL FUEL	3,820	493	2,697	1,688	(1,009)	-37.41 %
2407 COLOURED/DYED DIESEL	1,995	1,281	431	444	13	3.02 %
2425 REPAIR PARTS	1,033,574	862,208	1,100,000	1,112,189	12,189	1.11 %
2426 CHARGEBACK FLEET PARTS	31,042	24,364	20,000	20,000	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	82,625	97,442	68,000	75,000	7,000	10.29 %
2435 TOOLS	38,918	60,658	30,000	30,000	0	0.00 %
2450 LICENSES	88,637	85,404	90,000	90,000	0	0.00 %
2475 DEPT CONSUMABLE CHARGES	84,876	63,289	31,000	35,000	4,000	12.90 %
2494 RETURN ORDER COST	876	381	2,500	300	(2,200)	-88.00 %
2499 MISC FLEET SUPPLIES	1,970	1,967	0	0	0	0.00 %
2650 CLOTHING / UNIFORM	8,816	9,219	15,000	12,500	(2,500)	-16.67 %
2655 SAFETY SUPPLIES	26,829	12,365	22,000	20,000	(2,000)	-9.09 %
2660 SAFETY BOOT ALLOWANCE	4,036	2,552	3,750	3,750	0	0.00 %
3005 COURIER & DELIVERY	7	22	0	0	0	0.00 %
3006 FREIGHT & SHIPPING	43,900	30,304	42,000	35,000	(7,000)	-16.67 %
3010 TELEPHONE	3,600	2,719	2,400	2,400	0	0.00 %
3030 TRAVEL	250	298	1,700	1,700	0	0.00 %
3035 MILEAGE	2,243	1,572	2,100	2,100	0	0.00 %
3045 CONFERENCE & SEMINARS	134	318	1,500	1,500	0	0.00 %
3055 MEETING COSTS	765	728	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	275	1,611	1,500	1,500	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): FLEET MANAGEMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3070 TRAINING COURSES - OUT	12,025	1,944	10,000	10,000	0	0.00 %
3075 TRAINING COURSES- IN	9,751	7,118	0	0	0	0.00 %
3170 LEGAL SEARCHES	111	0	200	100	(100)	-50.00 %
3199 MISC PROFESSIONAL FEES	10,284	4,242	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	1,847	3,810	15,000	10,000	(5,000)	-33.33 %
3305 BUILDING MAINTENANCE	5,459	0	0	0	0	0.00 %
3316 OUTSIDE FLEET REPAIRS	467,750	302,514	300,000	330,000	30,000	10.00 %
3322 CHARGEBACK FLEET REPAIRS	34,754	1,063	15,000	15,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	24,575	36,331	21,000	22,000	1,000	4.76 %
3350 DRY CLEANING/LAUNDERING	22,720	14,223	20,000	20,000	0	0.00 %
3385 FUEL SYSTEM MAINTENANCE	22,762	12,095	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	0	187	0	53,811	53,811	100.00 %
3601 INSURANCE PREMIUMS	233,652	209,514	227,057	239,503	12,446	5.48 %
3999 MISC SERVICES & RENTS	51,269	42,490	46,045	46,045	0	0.00 %
GOODS & SERVICES TOTAL	2,361,769	1,902,053	2,099,578	2,200,261	100,683	4.80 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	54,354	16,733	40,000	40,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	2,793	652	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	3,260,012	2,800,000	2,955,197	3,124,070	168,873	5.71 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,317,159	2,817,385	2,995,197	3,164,070	168,873	5.64 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	33,350	32,581	35,196	35,196	0	0.00 %
7050 FLEET CHARGEBACK CHARGES	0	242	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	33,350	32,823	35,196	35,196	0	0.00 %
EXPENSE TOTAL	7,979,854	6,915,956	7,670,351	8,026,004	355,653	4.64 %
REVENUE						
0450 DISPOSAL OF EQUIPMENT	134,646	64,157	40,000	40,000	0	0.00 %
0456 SALE OF SCRAP METALS	2,246	3,900	3,000	3,000	0	0.00 %
0470 TSF FROM RESERVE FUND	22,762	0	0	0	0	0.00 %
0472 REIMB - CUPE BENEFITS	234	869	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	774	2,432	0	0	0	0.00 %
0480 SUNDRY REVENUE	6,136	0	6,500	6,300	(200)	-3.08 %
0481 INSURANCE REVENUE	1,069	0	0	0	0	0.00 %
0493 FUEL SURCHARGE	58,480	55,448	75,000	75,000	0	0.00 %
0494 WARRANTY REVENUE	6,985	5,061	3,500	3,500	0	0.00 %
0893 OUTSIDE FIRE DEPT REVENUE	9,071	1,753	4,500	4,500	0	0.00 %
0899 OTHER SERVICE CHARGES	0	9,669	0	0	0	0.00 %
7901 FLEET USAGE	7,502,536	6,171,542	7,374,954	7,688,826	313,872	4.26 %
7902 FLEET CHARGEBACK REVENUE	90,986	36,873	35,000	35,000	0	0.00 %
7910 INTERNAL OVERHEAD REVENUE	74,924	71,407	77,898	119,880	41,982	53.89 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *FLEET MANAGEMENT*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
7935 BUS WASH OPERATIONS	52,485	25,000	50,000	50,000	0	0.00 %
7940 SAFE RESTART FUNDING	16,520	0	0	0	0	0.00 %
REVENUE TOTAL	7,979,854	6,448,111	7,670,352	8,026,006	355,654	4.64 %
GRAND TOTAL:	0	467,845	(1)	(2)	(1)	-100.00 %



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## Activity Summary Overview – 2022 Budget

### King's Landing

To provide for general maintenance of the municipal dock (King's Landing). It includes the buildings and utilities to ensure their prescribed use.

In 2011, King's Landing underwent a structural integrity report which identified some significant structural recommendations for the next 10 years. At that time capital funding required to maintain the current operation of King's Landing was estimated at \$2.5 million. The immediate remediation recommended was completed to ensure continued safe use of the facility.

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 to Council in the spring of 2014.

In 2015, King's Landing underwent a structural integrity report to determine its operational load capacity and review potential repair requirements and opportunities including their costs. This report was received in the spring of 2016. The report identified several deficiencies that were addressed and load restrictions that were implemented. The report also provided high level estimates for the rehabilitation of segments of the wharf (estimates of potential options ranged from \$2.5 to \$3 million).

In 2016, an Environmental Assessment Study was initiated to identify long term options for rehabilitation or redevelopment of the wharf.

In 2017, options for the potential redevelopment of King's Landing were presented. Council directed staff to complete cost estimates for:

- (a) The rehabilitation of King's Landing, and
- (b) The redevelopment

In 2018, 60% detailed design with costing for comparative purposes of the Redevelopment versus Rehabilitation Options were undertaken. Comparative designs including costing, supporting background and a preferred alternative were presented to Council in July 2019 for Council's direction. In July 2019, Council:

1. Approved the Preferred Alternative for the phased replacement of the King's Landing Wharf with a naturalized spit and expansion of the pier on the south side of the marina as recommended by the Schedule C, Class Environmental Assessment (EA).
2. Directed Staff to complete the Schedule C, Class EA Report and table it for the 30 day review period.

The preferred alternative includes 4 phases:

- Phase 1: Major Rehabilitation of existing King's Landing
- Phase 2: Construct New South Pier / Commercial Area
- Phase 3: Construct Rock Fill Wavebreak
- Phase 4: Landscape / Naturalize Wavebreak

Construction would be scheduled depending on the availability of the necessary funding and direction of Council. In the meantime, continued maintenance of King's Landing has been budgeted.

In June 2020 the City received confirmation that MECP have no further input or objections to the Project and as such the Class EA for the project is complete. At the same time MOECC confirmed that no Part II Orders were received. Upon initiation of the future project MECP requested that North Bay District Office be consulted regarding this project where appropriate.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *KINGS LANDING*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
GOODS & SERVICES						
2099 MISC. MATERIALS	2,887	1,085	4,000	4,000	0	0.00 %
2701 HYDRO	2,934	2,671	6,409	3,501	(2,908)	-45.37 %
2715 WATER	2,439	1,991	3,104	2,808	(296)	-9.54 %
2720 MUNICIPAL TAXES	2,550	2,546	2,652	2,648	(4)	-0.15 %
3601 INSURANCE PREMIUMS	2,185	3,600	3,529	3,898	369	10.46 %
GOODS & SERVICES TOTAL	12,995	11,893	19,694	16,855	(2,839)	-14.42 %
EXPENSE TOTAL	12,995	11,893	19,694	16,855	(2,839)	-14.42 %
REVENUE						
0840 BOAT HOUSE RENTALS	2,207	481	681	481	(200)	-29.37 %
0841 PROPERTY RENTALS	15,276	10,736	15,300	15,236	(64)	-0.42 %
7940 SAFE RESTART FUNDING	24	0	0	0	0	0.00 %
REVENUE TOTAL	17,507	11,217	15,981	15,717	(264)	-1.65 %
GRAND TOTAL:	(4,512)	676	3,713	1,138	(2,575)	-69.35 %

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## Activity Summary Overview – 2022 Budget

### Marina

To provide personnel, goods and services to operate the North Bay Waterfront 220 boat slip Marina from May to October. This includes the waterfront boat launch, kayak storage, launch services and security services during the night.

Activities include:

- Slip bookings and renewals
- Kayak rack rentals
- Dock, building and grounds maintenance
- Fuel tank maintenance and operation
- Sale of ice, worms, fuel, merchandise
- Pump out of boat septage
- Boat launch sales
- Provision of overnight security

### Positions:

	2021 FTE	2022 FTE
Facilities Coordinator	0.30	0.30
Assistant Marina Coordinator	0.39	0.39
Marina Attendant	1.40	1.40
<b>Totals</b>	<b>2.09</b>	<b>2.09</b>

### **Notes:**

Operating budget includes an expense of \$24,000 for Marina security services.

Future direction by Council with regard to the Waterfront Tourism Commercial Attraction Feasibility Study, Downtown-Waterfront Master Plan, and the King's Landing Redevelopment or Rehabilitation could have an impact on Marina Operations in the future.

The Marina does not currently impact the tax levy. Any shortfall in revenues is offset by a transfer from the Waterfront Purposes Reserve.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): MARINA

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	55,082	19,400	22,817	23,200	383	1.68 %
1002 TEMPORARY SALARIES	15,258	51,520	54,896	57,170	2,274	4.14 %
1003 SHIFT PREMIUM	889	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	4,730	316	3,000	1,500	(1,500)	-50.00 %
1102 OVERTIME PART TIME	886	707	0	0	0	0.00 %
1202 VACATION	4,983	2,322	2,196	2,287	91	4.14 %
1204 STATUTORY HOLIDAYS	1,694	1,405	0	0	0	0.00 %
1207 SICK LEAVE	1,128	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	16,958	6,970	7,655	7,780	125	1.63 %
1802 FRINGE BENEFITS-PARTTIME	2,153	7,071	6,284	7,968	1,684	26.80 %
PERSONNEL TOTAL	103,761	89,711	96,848	99,905	3,057	3.16 %
<b>GOODS &amp; SERVICES</b>						
2401 GAS FUEL	54,176	79,884	65,000	78,550	13,550	20.85 %
2501 CONCESSION SUPPLIES	1,557	2,554	2,500	2,000	(500)	-20.00 %
2535 MARINA PRODUCTS	41	127	1,000	500	(500)	-50.00 %
2601 OFFICE SUPPLIES	1,054	295	1,000	1,000	0	0.00 %
2625 BUILDING MAINT SUPPLIES	6,415	8,516	6,500	8,450	1,950	30.00 %
2650 CLOTHING / UNIFORM	522	440	650	850	200	30.77 %
2670 OTHER TAGS & LICENSES	0	0	250	250	0	0.00 %
2701 HYDRO	1,775	1,200	2,025	1,786	(239)	-11.80 %
2705 NATURAL GAS	319	205	302	234	(68)	-22.52 %
2715 WATER	10,140	10,126	9,369	11,606	2,237	23.88 %
3001 POSTAGE	0	29	50	50	0	0.00 %
3010 TELEPHONE	1,820	1,465	1,800	1,900	100	5.56 %
3035 MILEAGE	0	0	250	250	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	699	1,409	700	900	200	28.57 %
3080 ADVERTISING & PROMOTION	530	408	500	500	0	0.00 %
3215 PROPERTY & BUILDING LEASE	23,929	28,988	21,400	29,700	8,300	38.79 %
3305 BUILDING MAINTENANCE	30	0	0	0	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	2,399	0	1,575	1,575	0	0.00 %
3455 SECURITY SERVICES	22,353	17,442	24,000	24,000	0	0.00 %
3491 WEED HARVESTING	0	0	2,000	2,000	0	0.00 %
3601 INSURANCE PREMIUMS	3,115	2,966	2,912	3,230	318	10.92 %
GOODS & SERVICES TOTAL	130,874	156,054	143,783	169,331	25,548	17.77 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	3,103	3,093	0	3,200	3,200	100.00 %
4110 CASH OVER / SHORT	(92)	(8)	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	3,011	3,085	0	3,200	3,200	100.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): MARINA

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	6,308	781	8,000	8,000	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	537	0	0	0	0	0.00 %
5115 TRANSFER TO RESERVE FUND	11	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	6,856	781	8,000	8,000	0	0.00 %
EXPENSE TOTAL	244,502	249,631	248,631	280,436	31,805	12.79 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	0	29,601	7,185	(22,416)	-75.73 %
0699 MISC FEDERAL GRANTS	7,242	0	0	0	0	0.00 %
0823 LAUNCH RAMP FEES	9,695	8,429	9,500	8,500	(1,000)	-10.53 %
0841 PROPERTY RENTALS	865	0	1,500	0	(1,500)	-100.00 %
0844 SLIP RENTALS	107,908	136,514	107,000	140,000	33,000	30.84 %
0908 CONCESSION SALES	3,807	3,817	5,000	4,000	(1,000)	-20.00 %
0909 FUEL SALES	70,468	93,777	72,250	88,000	15,750	21.80 %
0910 MARINA PRODUCT SALES	10	214	500	500	0	0.00 %
0911 MARINA SERVICES	22,580	29,368	23,000	32,000	9,000	39.13 %
0919 VENDING MACHINE SALES	24	25	250	250	0	0.00 %
0922 REPLACEMENT KEY CHARGE	0	40	30	0	(30)	-100.00 %
7940 SAFE RESTART FUNDING	21,903	0	0	0	0	0.00 %
REVENUE TOTAL	244,502	272,184	248,631	280,435	31,804	12.79 %
GRAND TOTAL:	0	(22,553)	0	1	1	100.00 %

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## Activity Summary Overview – 2022 Budget

### Parking Operations

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

- 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 and seasonal maintenance
- Coin collection and processing
- Parking meter maintenance
- Coordinator schedules work for both Parking and Parks staff in the Central City core

#### Positions:

	2021 FTE	2022 FTE
Manager, Facilities	0.25	0.25
Supervisor, Facilities & Parking	0.50	0.50
Central City Coordinator	0.50	0.50
Parking Meter Service Person	2.00	2.00
Summer Student	0.31	0.31
<b>Totals</b>	<b>3.56</b>	<b>3.56</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *PARKING OPERATIONS*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	248,655	187,256	226,082	228,073	1,991	0.88 %
1002 TEMPORARY SALARIES	0	0	9,188	9,672	484	5.27 %
1003 SHIFT PREMIUM	730	823	700	732	32	4.57 %
1101 OVERTIME FULLTIME	6,548	1,747	6,500	6,500	0	0.00 %
1202 VACATION	6,455	2,990	368	387	19	5.16 %
1204 STATUTORY HOLIDAYS	1,124	1,844	700	700	0	0.00 %
1207 SICK LEAVE	1,272	1,559	0	0	0	0.00 %
1401 TRAINING & SAFETY	0	0	500	500	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	78,765	69,040	74,428	78,127	3,699	4.97 %
1802 FRINGE BENEFITS-PARTTIME	12	0	1,050	1,347	297	28.29 %
PERSONNEL TOTAL	343,561	265,259	319,516	326,038	6,522	2.04 %
<b>GOODS &amp; SERVICES</b>						
2036 SIGNS	5,778	760	2,000	2,000	0	0.00 %
2401 GAS FUEL	2,243	2,563	3,385	3,221	(164)	-4.84 %
2407 COLOURED/DYED DIESEL	91	292	972	315	(657)	-67.59 %
2435 TOOLS	1,784	427	1,050	1,050	0	0.00 %
2601 OFFICE SUPPLIES	5,464	2,313	8,600	8,600	0	0.00 %
2650 CLOTHING / UNIFORM	1,018	805	1,335	1,365	30	2.25 %
2660 SAFETY BOOT ALLOWANCE	381	178	675	1,175	500	74.07 %
2701 HYDRO	16,092	8,893	19,372	14,614	(4,758)	-24.56 %
2720 MUNICIPAL TAXES	113,098	112,302	117,621	116,794	(827)	-0.70 %
3001 POSTAGE	344	421	500	500	0	0.00 %
3010 TELEPHONE	1,761	1,895	2,000	2,000	0	0.00 %
3035 MILEAGE	0	21	700	700	0	0.00 %
3045 CONFERENCE & SEMINARS	0	0	1,500	3,200	1,700	113.33 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	520	520	850	850	0	0.00 %
3070 TRAINING COURSES - OUT	220	0	1,500	1,500	0	0.00 %
3080 ADVERTISING & PROMOTION	9,189	0	10,000	10,000	0	0.00 %
3299 MISC LEASES & RENTS	116,246	94,569	106,090	106,090	0	0.00 %
3307 EQUIPMENT MAINTENANCE/CONTRACTS	57,591	40,467	54,000	54,000	0	0.00 %
3320 PARKING EQUIPMENT MAINTENANCE	4,729	1,423	10,870	10,900	30	0.28 %
3330 GROUNDS MAINTENANCE	30,094	19,012	30,600	30,600	0	0.00 %
3445 SNOW REMOVAL CONTRACT	64,931	32,042	101,500	85,000	(16,500)	-16.26 %
3601 INSURANCE PREMIUMS	5,368	9,295	9,233	10,015	782	8.47 %
GOODS & SERVICES TOTAL	436,942	328,198	484,353	464,489	(19,864)	-4.10 %
<b>FINANCIAL EXPENSES</b>						
4101 BANK CHARGES	5,939	5,131	8,900	6,500	(2,400)	-26.97 %
FINANCIAL EXPENSES TOTAL	5,939	5,131	8,900	6,500	(2,400)	-26.97 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): PARKING OPERATIONS

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	4,121	566	1,100	1,100	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,121	566	1,100	1,100	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	53,360	42,699	62,562	55,034	(7,528)	-12.03 %
7050 FLEET CHARGEBACK CHARGES	625	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	53,985	42,699	62,562	55,034	(7,528)	-12.03 %
EXPENSE TOTAL	844,548	641,853	876,431	853,161	(23,270)	-2.66 %
REVENUE						
0470 TSF FROM RESERVE FUND	0	0	37,078	46,978	9,900	26.70 %
0479 REIMBURSEMENTS	373	0	0	0	0	0.00 %
0815 PARKING METER REVENUE	273,967	189,702	307,200	441,657	134,457	43.77 %
0841 PROPERTY RENTALS	427,272	421,453	502,600	472,400	(30,200)	-6.01 %
7940 SAFE RESTART FUNDING	141,273	0	0	0	0	0.00 %
REVENUE TOTAL	842,885	611,155	846,878	961,035	114,157	13.48 %
<b>GRAND TOTAL:</b>	<b>1,663</b>	<b>30,698</b>	<b>29,553</b>	<b>(107,874)</b>	<b>(137,427)</b>	<b>-465.02 %</b>



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## Activity Summary Overview - 2022 Budget

### Parks Operations and Sports Field Complex

#### **Parks Administration**

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

#### **Building & Infrastructure**

To maintain the 38 parks buildings, 4 picnic shelters and other park amenities including 9 ball fields, 6 sports fields, 3 tennis courts, 22 playgrounds, 11 outdoor rinks, 1 splash pad, irrigation systems, fountain, pathways, roadways, parking lots, Kate Pace Way, nature trails, parks furnishings and docks.

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

#### **Central City Maintenance**

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

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

#### **Grounds Maintenance**

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

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

#### **Minor Equipment Maintenance**

To maintain Parks small vehicles and equipment including:

- utility vehicles, zero turn mowers, utility tractors
- turf equipment - over-seeder, aerators, top-dresser, mowers, sod cutter
- ball diamond groomer, beach groomer, roto-tillers
- lawnmowers, line trimmers, snow blowers, leaf blowers, chain saws

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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 grounds maintenance of Community Waterfront Park. In 2012, the Parks Department was successful in securing the maintenance contract which by mutual agreement has been extended and is still in effect.

In 2018, an agreement was finalized with Heritage North Bay to provide funding for the operation of the North Bay Museum.

## **Summer Capital Projects**

The budget for this cost center has a net total of zero dollars. It documents the 6 Summer Season positions assigned to the Parks Capital Projects. The significance of the Summer Capital Projects crew include:

- 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
- administrative efficiencies and savings due to the elimination of RFQs and invoicing
- the result is these projects are more cost effective

## **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 fields
- 1 natural turf sports field
- 3 ball diamonds
- Washroom/Change room

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

<b>Parks Operations</b>	<b>2021FTE</b>	<b>2022 FTE</b>
<b>Administrative Staff</b>		
Manager Parks	1.00	1.00
Manager Sports and Events	0.20	0.20
Supervisor Parks	2.00	2.00
Clerical	1.13	1.13
<b>Parks Full Time Staff</b>		
Central City Coordinator	0.50	0.50
Chargehand 1	2.00	2.00
Carpenter Class 1	1.00	1.00
Carpenter Class 2	1.00	0.00
Parks Maintenance Operator	0.00	1.00
Horticultural Operator	1.00	1.00
Turf Operator	1.42	2.00
Utility Tractor Operator	8.00	8.00
Light Equip Maintenance Person	1.00	1.00
Backhoe Operator	1.00	1.00
<b>Parks Summer Staff</b>		
Chargehand 1	0.58	0.58
Chargehand 2	0.54	0.54
Parks Maintenance Operator	0.54	0.54
Backhoe Operator	0.50	0.00
Turf Operator	1.74	1.16
Utility Tractor Operator	6.44	7.14
Heavy Equip Operator	0.00	0.50
Licensed Mechanic	0.50	0.50
<b>Summer Student</b>	3.71	3.41
<b>Outdoor Rink Attendant</b>	0.80	0.40
<b>Total Parks Operations Staff</b>	<b>36.60</b>	<b>36.60</b>

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *PARKS - OPERATIONS*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,277,776	1,176,435	1,710,906	1,783,021	72,115	4.22 %
1002 TEMPORARY SALARIES	5,404	45,036	141,458	126,785	(14,673)	-10.37 %
1003 SHIFT PREMIUM	6,297	6,497	7,115	7,665	550	7.73 %
1010 MODIFIED/ACCOMMODATED	42,768	22,673	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	253,608	242,526	(11,082)	-4.37 %
1101 OVERTIME FULLTIME	25,721	23,930	32,739	27,886	(4,853)	-14.82 %
1102 OVERTIME PART TIME	0	419	0	0	0	0.00 %
1202 VACATION	116,833	134,656	5,798	5,207	(591)	-10.19 %
1203 COMPASSIONATE LEAVE	2,531	3,507	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	41,831	63,336	0	0	0	0.00 %
1207 SICK LEAVE	80,015	116,225	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	60	0	0	0	0	0.00 %
1301 WSIB LEAVE	0	(1,259)	0	0	0	0.00 %
1401 TRAINING & SAFETY	0	4,887	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	10,000	0	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	490,703	557,367	666,288	707,794	41,506	6.23 %
1802 FRINGE BENEFITS-PARTTIME	1,063	10,263	16,879	18,357	1,478	8.76 %
<b>PERSONNEL TOTAL</b>	<b>2,101,002</b>	<b>2,163,972</b>	<b>2,834,791</b>	<b>2,919,241</b>	<b>84,450</b>	<b>2.98 %</b>
<b>GOODS &amp; SERVICES</b>						
2001 SAND	1,027	227	3,500	3,500	0	0.00 %
2002 SALT	1,404	134	4,500	4,500	0	0.00 %
2006 ASPHALT - COLD MIX	32	0	500	500	0	0.00 %
2030 GRAVEL	5,548	6,105	4,500	4,500	0	0.00 %
2036 SIGNS	13,804	7,610	8,600	8,600	0	0.00 %
2042 LUMBER	4,816	16,730	2,000	5,000	3,000	150.00 %
2044 PAINT	1,300	4,025	5,500	8,500	3,000	54.55 %
2060 TOP SOIL	9,954	19,055	11,500	17,500	6,000	52.17 %
2062 STONE DUST	312	0	0	0	0	0.00 %
2070 PLANTS/TREES/SHRUBS	12,875	11,963	15,000	15,000	0	0.00 %
2099 MISC. MATERIALS	59,104	60,117	84,150	74,150	(10,000)	-11.88 %
2401 GAS FUEL	19,814	23,309	23,290	25,297	2,007	8.62 %
2405 DIESEL FUEL	13,096	19,380	19,827	21,648	1,821	9.18 %
2407 COLOURED/DYED DIESEL	23,342	26,639	30,520	34,503	3,983	13.05 %
2410 PROPANE	1,765	1,682	1,000	2,000	1,000	100.00 %
2435 TOOLS	5,441	9,142	5,500	8,000	2,500	45.45 %
2601 OFFICE SUPPLIES	2,377	2,826	3,500	3,500	0	0.00 %
2615 JANITORIAL SUPPLIES	13,520	13,523	10,000	14,000	4,000	40.00 %
2645 RECREATIONAL SUPPLIES	3,169	13,213	10,000	10,259	259	2.59 %
2650 CLOTHING / UNIFORM	8,850	10,039	10,200	10,200	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): PARKS - OPERATIONS

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
2655 SAFETY SUPPLIES	8,993	6,022	11,900	11,900	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,624	3,090	7,800	7,800	0	0.00 %
2701 HYDRO	92,871	63,330	113,649	105,154	(8,495)	-7.47 %
2705 NATURAL GAS	20,284	13,317	26,377	25,039	(1,338)	-5.07 %
2710 HEATING OIL	2,781	773	6,636	6,636	0	0.00 %
2715 WATER	138,594	149,953	168,910	185,205	16,295	9.65 %
3001 POSTAGE	1	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	890	353	1,000	1,000	0	0.00 %
3010 TELEPHONE	15,675	18,551	15,900	16,900	1,000	6.29 %
3020 COMPUTER COMMUNICATIONS/Audio/Video	0	447	0	5,600	5,600	100.00 %
3035 MILEAGE	3,444	953	4,000	3,000	(1,000)	-25.00 %
3045 CONFERENCE & SEMINARS	1,555	0	2,000	2,000	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	881	534	850	850	0	0.00 %
3070 TRAINING COURSES - OUT	3,984	10,908	15,000	15,000	0	0.00 %
3071 TRAINING	0	16	0	0	0	0.00 %
3203 WASTE BIN RENTALS	771	1,398	500	1,000	500	100.00 %
3215 PROPERTY & BUILDING LEASE	11,808	9,840	13,905	13,905	0	0.00 %
3229 PORTABLE TOILETS	4,091	2,804	12,000	12,000	0	0.00 %
3301 RADIO MAINTENANCE	1,783	1,815	2,000	2,000	0	0.00 %
3305 BUILDING MAINTENANCE	15,072	11,552	16,100	17,600	1,500	9.32 %
3318 ELECTRICAL MAINTENANCE	2,195	3,284	12,000	6,000	(6,000)	-50.00 %
3319 PLUMBING MAINTENANCE	7,023	2,613	10,000	7,500	(2,500)	-25.00 %
3330 GROUNDS MAINTENANCE	99,500	93,191	100,000	100,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	10,580	8,844	12,000	12,000	0	0.00 %
3402 OPERATING CONTRACT	65,000	65,000	65,000	65,975	975	1.50 %
3426 PATCHING	0	567	0	0	0	0.00 %
3430 MAINTENANCE CONTRACT	0	390	5,500	2,000	(3,500)	-63.64 %
3435 TREE SERVICE CONTRACT	28,289	11,550	20,000	20,000	0	0.00 %
3441 IRRIGATION SYSTEM CONTRAC	16,799	4,751	20,000	20,000	0	0.00 %
3442 SEPTIC CONTRACT	0	0	2,000	0	(2,000)	-100.00 %
3499 MISC CONTRACTS	15,756	18,253	18,500	18,171	(329)	-1.78 %
3601 INSURANCE PREMIUMS	50,076	42,761	43,493	48,383	4,890	11.24 %
3999 MISC SERVICES & RENTS	75,915	77,046	77,064	78,220	1,156	1.50 %
GOODS & SERVICES TOTAL	901,785	869,625	1,057,671	1,081,995	24,324	2.30 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	14,452	19,303	33,900	33,900	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	14,452	19,303	33,900	33,900	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	528,461	473,390	571,853	592,452	20,599	3.60 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *PARKS - OPERATIONS*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
7050 FLEET CHARGEBACK CHARGES	14,358	0	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	542,819	473,390	571,853	592,452	20,599	3.60 %
EXPENSE TOTAL	3,560,058	3,526,290	4,498,215	4,627,588	129,373	2.88 %
REVENUE						
0414 PARKS PERMITS	52	0	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	1,269	1,871	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	368,897	382,872	13,975	3.79 %
0472 REIMB - CUPE BENEFITS	581	346	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,722	667	0	0	0	0.00 %
0480 SUNDRY REVENUE	48,665	51,457	58,000	58,000	0	0.00 %
0849 OTHER PROPERTY RENTALS	1,791	762	1,590	1,638	48	3.02 %
7910 INTERNAL OVERHEAD REVENUE	43,693	40,458	44,136	44,942	806	1.83 %
REVENUE TOTAL	97,773	95,561	472,623	487,452	14,829	3.14 %
<b>GRAND TOTAL:</b>	<b>3,462,285</b>	<b>3,430,729</b>	<b>4,025,592</b>	<b>4,140,136</b>	<b>114,544</b>	<b>2.85 %</b>

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## **Activity Summary Overview – 2022 Budget**

### **Roads Department**

#### **Ditching and Drainage**

This activity reflects the costs associated with the maintenance and repair of approximately 320 kms 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 in compliance with the Minimum Maintenance Standards, excluding sidewalks and drainage. It includes asphalt roadways, gravel roadways, shouldering, sweeping/cleaning and boulevard maintenance. Work is carried out mutually by staff and contractors. There is maintenance in the form of patching and surface treatment as well as improvements and street resurfacing under contract.

Total road systems are comprised of 811 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 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 in compliance with the Minimum Maintenance Standards; does not include winter maintenance or costs for new sidewalks. There are 145.5 kms of sidewalks which are comprised of both asphalt and concrete.

#### **Street Lighting**

This activity includes the power and maintenance for street lighting in compliance with the Minimum Maintenance Standards. The locations include residential (3,554), collector (1,051), arterial (786) and Airport Terminal lights (31

#### **Traffic**

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

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## Winter Control

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

Winter control activities are planned and executed such that the City operates within the Province's Maintenance Standards. The Roads Department documents all winter control activities and reviews practices to ensure efficiencies and cost effectiveness.

## Supervision of Roads and Traffic

All the activities listed above include both wages and vehicle costs for the Roads Department Manager and three Supervisors.

### Positions:

	<b>2021 FTE</b>	<b>2022 FTE</b>
Heavy Equipment Operator (1- 6/6 Winter Control)	2.00	2.00
Grader/ Utility Loader	2.00	2.00
Truck Driver/Tandem	17.00	17.00
Loader	1.00	1.00
Chargehand	6.00	6.00
UTL (5 - 6/6 UTL Winter Control)	3.00	3.00
Sign and Marking Technician	2.00	2.00
Cement Finisher	1.00	1.00
Carpenter	0.50	0.50
Supervisor	3.00	3.00
Signal Tech	1.60	1.60
Student	0.90	0.90
Manager*	1.00	0.90
<b>Totals</b>	<b>41.00</b>	<b>40.90</b>

### **Note:**

\* Change in FTEs due to reallocation to Merrick Landfill site operations.



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *ROADS DEPARTMENT*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,790,336	1,620,697	2,464,085	2,469,728	5,643	0.23 %
1002 TEMPORARY SALARIES	59,178	43,011	146,676	148,080	1,404	0.96 %
1003 SHIFT PREMIUM	10,704	5,400	9,000	9,000	0	0.00 %
1004 OTHER/STANDBY	30,917	28,012	36,000	36,200	200	0.56 %
1010 MODIFIED/ACCOMMODATED	82,590	87,730	0	0	0	0.00 %
1101 OVERTIME FULLTIME	215,367	164,300	232,000	244,000	12,000	5.17 %
1102 OVERTIME PART TIME	3,297	157	5,000	5,000	0	0.00 %
1202 VACATION	197,560	172,099	1,067	1,123	56	5.25 %
1203 COMPASSIONATE LEAVE	1,997	4,571	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	74,816	92,743	0	0	0	0.00 %
1207 SICK LEAVE	148,431	103,145	0	0	0	0.00 %
1210 GREIVANCE SETTLEMENT	3,052	0	0	0	0	0.00 %
1301 WSIB LEAVE	(17,258)	(35,069)	0	0	0	0.00 %
1401 TRAINING & SAFETY	21,612	18,415	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	410	310	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	811,996	803,019	819,461	872,131	52,670	6.43 %
1802 FRINGE BENEFITS-PARTTIME	16,812	8,656	27,138	27,999	861	3.17 %
<b>PERSONNEL TOTAL</b>	<b>3,451,817</b>	<b>3,117,196</b>	<b>3,740,427</b>	<b>3,813,261</b>	<b>72,834</b>	<b>1.95 %</b>
<b>GOODS &amp; SERVICES</b>						
2001 SAND	105,691	69,211	146,374	146,000	(374)	-0.26 %
2002 SALT	317,411	188,856	250,000	320,000	70,000	28.00 %
2003 BRINE	23,292	8,014	50,000	50,000	0	0.00 %
2006 ASPHALT - COLD MIX	47,783	15,746	40,000	40,000	0	0.00 %
2010 TRAFFIC SUPPLIES	58,718	58,158	64,500	81,900	17,400	26.98 %
2020 SEWER/WATER PIPE & PARTS	2,184	125	0	0	0	0.00 %
2022 CULVERTS	36,048	9,947	40,000	40,000	0	0.00 %
2030 GRAVEL	30,014	12,479	35,000	35,000	0	0.00 %
2034 CONCRETE	557	0	20,000	20,000	0	0.00 %
2036 SIGNS	11,808	23,192	12,630	18,100	5,470	43.31 %
2099 MISC. MATERIALS	14,200	23,273	0	0	0	0.00 %
2401 GAS FUEL	15,827	19,276	20,407	22,451	2,044	10.02 %
2405 DIESEL FUEL	185,879	141,340	211,159	252,099	40,940	19.39 %
2407 COLOURED/DYED DIESEL	60,930	65,470	77,002	97,506	20,504	26.63 %
2435 TOOLS	11,421	10,237	12,500	12,500	0	0.00 %
2650 CLOTHING / UNIFORM	16,048	16,285	19,000	19,000	0	0.00 %
2655 SAFETY SUPPLIES	29,907	25,214	25,000	25,000	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	9,338	5,053	12,600	12,600	0	0.00 %
2701 HYDRO	840,225	526,827	811,245	847,872	36,627	4.51 %
3005 COURIER & DELIVERY	5	524	0	0	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): ROADS DEPARTMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3010 TELEPHONE	12,205	8,398	10,000	10,000	0	0.00 %
3030 TRAVEL	0	16	0	0	0	0.00 %
3035 MILEAGE	2,101	1,453	3,500	3,500	0	0.00 %
3055 MEETING COSTS	1,249	224	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,109	1,982	1,700	2,500	800	47.06 %
3070 TRAINING COURSES - OUT	36,776	15,526	43,000	43,000	0	0.00 %
3075 TRAINING COURSES- IN	0	107	0	0	0	0.00 %
3099 MISC ADMIN EXPENSES	117	0	0	0	0	0.00 %
3116 CONSTRUCTION SERVICES	865	0	0	0	0	0.00 %
3170 LEGAL SEARCHES	718	229	0	250	250	100.00 %
3172 ELECTRICIAN	137	0	0	0	0	0.00 %
3205 VEHICLE LEASE/RENTAL	153,174	110,358	151,600	152,000	400	0.26 %
3305 BUILDING MAINTENANCE	2,239	0	0	0	0	0.00 %
3400 CONTRACTS	0	6,748	36,606	37,000	394	1.08 %
3425 CONSTRUCTION CONTRACT	317,836	225,637	325,000	362,100	37,100	11.42 %
3426 PATCHING	295,563	172,444	282,735	291,217	8,482	3.00 %
3427 HYDROSEEDING	118,873	55,657	22,500	50,500	28,000	124.44 %
3428 CONCRETE RESTORATION	8,215	11,798	15,500	15,500	0	0.00 %
3499 MISC CONTRACTS	23,028	22,663	23,000	25,000	2,000	8.70 %
3601 INSURANCE PREMIUMS	34,491	18,931	18,999	20,547	1,548	8.15 %
GOODS & SERVICES TOTAL	2,825,982	1,871,398	2,781,557	3,053,142	271,585	9.76 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	11,341	0	20,000	20,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	11,341	0	20,000	20,000	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,551,970	2,072,055	2,518,153	2,523,936	5,783	0.23 %
7050 FLEET CHARGEBACK CHARGES	22,669	22,397	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	2,574,639	2,094,452	2,518,153	2,523,936	5,783	0.23 %
EXPENSE TOTAL	8,863,779	7,083,046	9,060,137	9,410,339	350,202	3.87 %
REVENUE						
0419 OTHER PERMIT/ENCROACHMENT	4,840	3,520	0	0	0	0.00 %
0456 SALE OF SCRAP METALS	4,925	5,771	6,000	6,000	0	0.00 %
0459 OTHER SALES	2,049	1,111	4,000	4,000	0	0.00 %
0479 REIMBURSEMENTS	3,708	0	0	0	0	0.00 %
0835 SPECIAL EVENT FEES	2,402	619	4,500	4,500	0	0.00 %
0871 STREET WORK PERMITS	8,534	13,045	9,000	12,000	3,000	33.33 %
0872 ENTRANCE CULVERT & CURBS	21,510	20,251	20,000	22,000	2,000	10.00 %



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): ROADS DEPARTMENT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0899 OTHER SERVICE CHARGES	88,475	101,937	80,000	90,000	10,000	12.50 %
REVENUE TOTAL	136,443	146,254	123,500	138,500	15,000	12.15 %
GRAND TOTAL:	8,727,336	6,936,792	8,936,637	9,271,839	335,202	3.75 %

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## Activity Summary Overview – 2022 Budget

### Storm Sewers

#### **Maintenance**

Cleaning, maintenance and repair of approximately 226 km of storm sewers, 2,417 storm manholes and 4,877 catch basins.

#### **Connections**

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**

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

#### **Hydrants**

Repairs and maintenance of 1,458 fire hydrants and installation of new hydrants where required as well as provide winter access to all fire hydrants.

#### **Allocated Employees**

4.25 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>2021 FTE</b>	<b>2022 FTE</b>
Director of Public Works	0.05	0.05
Operations Manager, Water & Sewer	0.10	0.10
Administrative Supervisor, Public Works	0.05	0.05
Operations Supervisor, Water & Sewer*	0.40	0.40
Chargehand*	0.80	0.70
Operator 1*	1.40	1.80
Loader Backhoe Excavator	0.10	0.05
Certified Sewer Cleaner/Flusher	0.30	0.30
Truck Driver	0.20	0.10
Heavy Equipment Operator*	0.20	0.40
Sewer & Water Clerk	0.10	0.10
<b>Totals</b>	<b>4.25</b>	<b>4.05</b>

#### **Note:**

\* (1) Supervisor, (1) Chargehand, (1) Heavy Equipment Operator and (3) Operator 1 are funded from capital budget.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): STORM SEWERS

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	225,768	208,688	247,560	234,853	(12,707)	-5.13 %
1002 TEMPORARY SALARIES	195	15,233	0	0	0	0.00 %
1003 SHIFT PREMIUM	460	153	350	479	129	36.86 %
1004 OTHER/STANDBY	2,773	4,349	6,263	6,300	37	0.59 %
1010 MODIFIED/ACCOMMODATED	5,765	1,237	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	39,745	38,921	(824)	-2.07 %
1101 OVERTIME FULLTIME	10,891	10,919	10,538	10,601	63	0.60 %
1201 VACATION other	0	47	0	0	0	0.00 %
1202 VACATION	18,447	15,394	0	0	0	0.00 %
1203 COMPASSIONATE LEAVE	0	147	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	3,685	7,564	0	0	0	0.00 %
1207 SICK LEAVE	2,877	5,999	0	0	0	0.00 %
1401 TRAINING & SAFETY	704	743	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	33,006	76,162	93,946	93,743	(203)	-0.22 %
PERSONNEL TOTAL	304,571	346,635	398,402	384,897	(13,505)	-3.39 %
<b>GOODS &amp; SERVICES</b>						
2006 ASPHALT - COLD MIX	682	484	3,090	3,244	154	4.98 %
2008 CEMENT	638	0	2,500	1,000	(1,500)	-60.00 %
2010 TRAFFIC SUPPLIES	106	0	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	40,413	23,796	34,500	36,225	1,725	5.00 %
2030 GRAVEL	11,343	22	11,350	11,690	340	3.00 %
2099 MISC. MATERIALS	511	254	0	0	0	0.00 %
2401 GAS FUEL	2,146	2,978	2,985	2,796	(189)	-6.33 %
2405 DIESEL FUEL	8,598	8,284	11,003	10,355	(648)	-5.89 %
2407 COLOURED/DYED DIESEL	1,944	2,099	3,769	3,129	(640)	-16.98 %
2435 TOOLS	227	1,810	3,508	3,508	0	0.00 %
2650 CLOTHING / UNIFORM	1,357	1,373	1,669	1,683	14	0.84 %
2655 SAFETY SUPPLIES	24	490	3,665	3,665	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	727	332	1,083	1,155	72	6.65 %
3005 COURIER & DELIVERY	22	3	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	786	1,127	0	0	0	0.00 %
3010 TELEPHONE	1,410	736	1,584	1,584	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	450	283	0	0	0	0.00 %
3075 TRAINING COURSES- IN	1,418	1,559	4,000	4,000	0	0.00 %
3205 VEHICLE LEASE/RENTAL	1,933	481	1,000	750	(250)	-25.00 %
3305 BUILDING MAINTENANCE	56	0	0	0	0	0.00 %
3350 DRY CLEANING/LAUNDERING	202	194	0	0	0	0.00 %
3425 CONSTRUCTION CONTRACT	7,159	8,282	5,150	5,150	0	0.00 %
3426 PATCHING	166,578	60,184	70,400	72,500	2,100	2.98 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): STORM SEWERS

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3427 HYDROSEEDING	6,489	3,855	6,979	6,979	0	0.00 %
3428 CONCRETE RESTORATION	3,294	1,484	5,304	5,304	0	0.00 %
GOODS & SERVICES TOTAL	258,513	120,110	173,539	174,717	1,178	0.68 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	77,184	59,898	78,130	80,662	2,532	3.24 %
INTERNAL TRANSFERS TOTAL	77,184	59,898	78,130	80,662	2,532	3.24 %
EXPENSE TOTAL	640,268	526,643	650,071	640,276	(9,795)	-1.51 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	52,036	52,307	271	0.52 %
0875 STORM SEWER CONNECTIONS	6,854	4,850	4,000	4,000	0	0.00 %
0899 OTHER SERVICE CHARGES	0	983	0	0	0	0.00 %
REVENUE TOTAL	6,854	5,833	56,036	56,307	271	0.48 %
<b>GRAND TOTAL:</b>	<b>633,414</b>	<b>520,810</b>	<b>594,035</b>	<b>583,969</b>	<b>(10,066)</b>	<b>-1.69 %</b>

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## Activity Summary Overview – 2022 Budget

### Transit

The Transit Department delivers daily transit service. It includes scheduling; training; responding to public inquiries and providing transit dispatch; and accident investigation and reporting. Pre-pandemic the annual service was 64,000 operating hours, 1.3 million kilometers traveled and provided over 1.5 million rides

In 2021, Transit operated a hybrid operation of fixed and dynamic routing adjusting the service hours, frequency and routing to match current and forecasted demand. Through to the end of 2021, Transit is projected to operate 39,000 hours, traveling 745,000 kilometers and providing approximately 450,000 rides.

It is planned to continue to provide a hybrid operation through 2022 and make adjustments to match utilization and forecasted demand as required.

### **Plant & Premises**

Provide accessible transit shelter maintenance and installation, installation and maintenance of bus stop signs, janitorial services and grounds maintenance for the terminal and grounds area for public and operations use at the Oak Street Terminal.

### **Administration**

General administration for Transit and Para Bus service.

#### Positions:

	<b>2021 FTE</b>	<b>2022 FTE</b>
City Engineer	0.10	0.10
Transit Manager	1.00	1.00
Administrative Assistant	1.00	1.00
Transit Supervisor	2.00	2.00
Transit Planning Analyst	1.00	1.00
Transit Operator*	24.00	24.00
Transit Bus Wash Operator	2.36	2.36
Spare Board Operator	5.31	5.31
Crossing Guard	2.84	2.84
<b>Totals</b>	<b>39.61</b>	<b>39.61</b>

#### **Note:**

\* The budget reflects current staffing levels of 22 Transit Operators. The 2 vacant positions will not be filled until the revenues increase to 2019 levels as the transit system recovers from the impact of COVID-19.

### **Para Bus**

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

### **Crossing Guards**

Provide guards at 15 crossing locations within the City to allow safe crossing for children up to grade 8.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): TRANSIT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	1,927,120	1,460,965	2,067,756	2,099,630	31,874	1.54 %
1002 TEMPORARY SALARIES	57,724	51,179	84,029	88,452	4,423	5.26 %
1003 SHIFT PREMIUM	33,508	30,274	36,000	36,900	900	2.50 %
1010 MODIFIED/ACCOMMODATED	78,705	47,282	0	0	0	0.00 %
1101 OVERTIME FULLTIME	50,763	51,655	70,000	82,000	12,000	17.14 %
1110 OVERTIME MODIFIED/ACCOMMODATED	1,863	1,627	0	0	0	0.00 %
1202 VACATION	193,651	173,476	164,655	166,370	1,715	1.04 %
1203 COMPASSIONATE LEAVE	0	4,207	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	76,590	88,757	54,154	54,300	146	0.27 %
1207 SICK LEAVE	116,333	160,724	64,518	65,500	982	1.52 %
1299 OTHER LABOUR COSTS	143,235	122,271	175,800	177,000	1,200	0.68 %
1401 TRAINING & SAFETY	1,462	1,357	9,000	5,000	(4,000)	-44.44 %
1801 FRINGE BENEFITS-FULLTIME	827,927	747,790	925,004	907,542	(17,462)	-1.89 %
1802 FRINGE BENEFITS-PARTTIME	6,148	6,189	11,425	12,315	890	7.79 %
PERSONNEL TOTAL	3,515,029	2,947,753	3,662,341	3,695,009	32,668	0.89 %
<b>GOODS &amp; SERVICES</b>						
2099 MISC. MATERIALS	868	0	2,500	2,600	100	4.00 %
2401 GAS FUEL	833	819	1,003	924	(79)	-7.88 %
2405 DIESEL FUEL	460,482	390,165	546,416	587,579	41,163	7.53 %
2425 REPAIR PARTS	36,972	34,570	34,000	34,000	0	0.00 %
2499 MISC FLEET SUPPLIES	8,729	5,478	8,000	4,500	(3,500)	-43.75 %
2601 OFFICE SUPPLIES	2,510	2,068	2,550	2,650	100	3.92 %
2650 CLOTHING / UNIFORM	2,671	6,046	31,500	3,000	(28,500)	-90.48 %
2655 SAFETY SUPPLIES	286	102	500	500	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	5,448	3,013	7,740	9,870	2,130	27.52 %
2699 MISC GENERAL SUPPLIES	450	190	1,000	1,000	0	0.00 %
2701 HYDRO	16,983	10,415	16,041	16,261	220	1.37 %
2705 NATURAL GAS	4,834	2,987	5,551	4,754	(797)	-14.36 %
2715 WATER	22,267	17,288	24,730	21,721	(3,009)	-12.17 %
2720 MUNICIPAL TAXES	41,789	41,495	43,461	43,155	(306)	-0.70 %
2935 FARE HANDLING SUPPLIES	3,735	2,369	10,000	10,000	0	0.00 %
2999 MISCELLANEOUS SUPPLIES	24	0	0	0	0	0.00 %
3001 POSTAGE	337	150	400	400	0	0.00 %
3010 TELEPHONE	11,084	14,427	12,700	19,000	6,300	49.61 %
3035 MILEAGE	0	0	300	300	0	0.00 %
3045 CONFERENCE & SEMINARS	0	0	1,500	3,000	1,500	100.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	7,342	7,667	13,225	15,250	2,025	15.31 %
3070 TRAINING COURSES - OUT	0	1,120	1,500	5,000	3,500	233.33 %



# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): TRANSIT

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3075 TRAINING COURSES- IN	743	446	750	750	0	0.00 %
3080 ADVERTISING & PROMOTION	3,832	0	7,500	7,500	0	0.00 %
3305 BUILDING MAINTENANCE	17,175	6,297	17,500	17,500	0	0.00 %
3315 VEHICLE MAINTENANCE	61,330	43,603	51,000	51,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	15,599	26,471	30,442	87,635	57,193	187.88 %
3402 OPERATING CONTRACT	371,433	308,218	488,395	498,134	9,739	1.99 %
3460 BRINKS COURIER	526	201	1,000	1,000	0	0.00 %
3476 TAXI CONTRACTS	20,630	7,441	21,872	21,872	0	0.00 %
3480 CLEANING CONTRACT	54,903	44,417	57,600	57,600	0	0.00 %
3499 MISC CONTRACTS	0	253	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	14,099	15,848	15,265	17,331	2,066	13.53 %
GOODS & SERVICES TOTAL	1,187,914	993,564	1,455,941	1,545,786	89,845	6.17 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	1,981	1,687	5,000	3,000	(2,000)	-40.00 %
4110 CASH OVER / SHORT	68	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	2,049	1,687	5,000	3,000	(2,000)	-40.00 %
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	871	0	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	871	0	0	0	0	0.00 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,493,050	2,010,372	2,412,446	2,412,446	0	0.00 %
7010 ADMINISTRATION & OVERHEAD	113,139	106,378	116,049	79,302	(36,747)	-31.67 %
7015 BUILDING MAINTENANCE OPER	36,193	33,583	36,636	37,442	806	2.20 %
7035 WASH BAY MAINTENANCE	52,485	25,000	50,000	50,000	0	0.00 %
7050 FLEET CHARGEBACK CHARGES	18,838	3,850	0	0	0	0.00 %
INTERNAL TRANSFERS TOTAL	2,713,705	2,179,183	2,615,131	2,579,190	(35,941)	-1.37 %
EXPENSE TOTAL	7,419,568	6,122,187	7,738,413	7,822,985	84,572	1.09 %
REVENUE						
0470 TSF FROM RESERVE FUND	1,162,755	1,193,668	1,294,162	1,424,667	130,505	10.08 %
0472 REIMB - CUPE BENEFITS	383	112	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	1,013	218	0	0	0	0.00 %
0479 REIMBURSEMENTS	3,528	0	0	0	0	0.00 %
0480 SUNDRY REVENUE	190	107	200	200	0	0.00 %
0508 MIN OF TRANSPORTATION	37,477	0	0	0	0	0.00 %
0801 CASH FARES	373,761	258,344	518,496	428,970	(89,526)	-17.27 %
0802 ADULT PASSES	177,803	141,010	235,953	210,337	(25,616)	-10.86 %
0803 STUDENT PASSES	41,478	19,256	49,277	51,452	2,175	4.41 %
0804 REDUCED PASSES	164,982	139,674	211,848	181,835	(30,013)	-14.17 %
0805 DAY PASSES	5,365	3,618	6,963	6,825	(138)	-1.98 %
0806 MULTIPLE FARE CARDS	222,179	183,143	278,593	273,607	(4,986)	-1.79 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): *Infrastructure and Operations*

Division(s): *TRANSIT*

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
0807 CONTRACTED SERVICES	742,546	258,936	674,370	671,408	(2,962)	-0.44 %
0808 TRANSIT CHARTERS	1,206	49,379	2,000	5,000	3,000	150.00 %
0809 STUDENT TERM PASS	2,812	0	0	0	0	0.00 %
0810 SINGLE TRIP PASS	46,726	37,240	59,470	51,616	(7,854)	-13.21 %
0819 TRANSIT PASS PHOTO	6,919	4,620	7,446	4,000	(3,446)	-46.28 %
0890 ATM REVENUE	794	572	1,000	700	(300)	-30.00 %
0919 VENDING MACHINE SALES	2,046	1,490	2,000	1,000	(1,000)	-50.00 %
0975 SIGN ADVERTISING	25,000	27,025	25,000	25,000	0	0.00 %
REVENUE TOTAL	3,018,963	2,318,412	3,366,778	3,336,617	(30,161)	-0.90 %
GRAND TOTAL:	4,400,605	3,803,775	4,371,635	4,486,368	114,733	2.62 %

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## Activity Summary Overview – 2022 Budget

### Works Department Administration

#### Works Administration

Oversees 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>2021 FTE</b>	<b>2022 FTE</b>
Administrative Assistant Public Works and Services	0.00	1.00
Director of Public Works	0.50	0.50
Dispatcher	3.00	2.00
Administrative Supervisor Public Works	0.50	0.50
Administrative Assistant*	0.50	0.00
Part-time Dispatcher	0.56	0.56
Signal Technician	0.40	0.40
<b>Totals</b>	<b>5.46</b>	<b>4.96</b>

#### **Note:**

\* Change in FTEs due to reallocation to Engineering Department.

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): WORKS DEPT ADMINISTRATION

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>PERSONNEL</b>						
1001 REGULAR SALARIES	445,840	307,170	356,905	335,128	(21,777)	-6.10 %
1002 TEMPORARY SALARIES	26,212	45,279	34,813	34,511	(302)	-0.87 %
1003 SHIFT PREMIUM	4,401	3,802	4,782	4,782	0	0.00 %
1004 OTHER/STANDBY	1,788	368	0	0	0	0.00 %
1010 MODIFIED/ACCOMMODATED	6,697	0	0	0	0	0.00 %
1101 OVERTIME FULLTIME	15,602	3,812	7,626	7,748	122	1.60 %
1102 OVERTIME PART TIME	168	129	0	0	0	0.00 %
1202 VACATION	12,660	3,288	1,333	1,340	7	0.53 %
1204 STATUTORY HOLIDAYS	1,981	4,006	0	0	0	0.00 %
1207 SICK LEAVE	309	105	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	229	0	0	0	0.00 %
1401 TRAINING & SAFETY	150	686	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	0	85	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	118,635	98,914	108,098	106,202	(1,896)	-1.75 %
1802 FRINGE BENEFITS-PARTTIME	5,549	13,588	6,491	7,405	914	14.08 %
PERSONNEL TOTAL	639,992	481,461	520,048	497,116	(22,932)	-4.41 %
<b>GOODS &amp; SERVICES</b>						
2020 SEWER/WATER PIPE & PARTS	72	351	0	0	0	0.00 %
2099 MISC. MATERIALS	1,748	337	500	500	0	0.00 %
2601 OFFICE SUPPLIES	20,538	10,230	17,000	17,000	0	0.00 %
2615 JANITORIAL SUPPLIES	3,115	2,854	2,000	3,000	1,000	50.00 %
2630 SUBSCRIPTIONS/PERIODICALS	286	0	500	100	(400)	-80.00 %
2655 SAFETY SUPPLIES	98	0	0	0	0	0.00 %
2701 HYDRO	102,082	60,668	102,363	94,168	(8,195)	-8.01 %
2705 NATURAL GAS	56,823	38,022	81,700	65,928	(15,772)	-19.30 %
2715 WATER	10,576	9,093	11,209	11,251	42	0.37 %
3001 POSTAGE	617	993	500	750	250	50.00 %
3005 COURIER & DELIVERY	1,784	1,402	2,200	2,200	0	0.00 %
3010 TELEPHONE	31,590	37,738	35,600	37,500	1,900	5.34 %
3015 FAX	747	619	670	670	0	0.00 %
3030 TRAVEL	0	0	2,000	2,000	0	0.00 %
3035 MILEAGE	2,260	1,883	4,000	4,000	0	0.00 %
3045 CONFERENCE & SEMINARS	1,012	506	2,000	2,000	0	0.00 %
3055 MEETING COSTS	237	72	500	500	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,882	145	2,500	2,500	0	0.00 %
3070 TRAINING COURSES - OUT	0	0	2,000	2,000	0	0.00 %
3301 RADIO MAINTENANCE	7,245	4,281	8,250	7,500	(750)	-9.09 %
3305 BUILDING MAINTENANCE	116,658	50,624	135,000	135,000	0	0.00 %
3401 STREET GARBAGE CONTRACT	6,316	3,891	5,000	5,000	0	0.00 %

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Infrastructure and Operations

Division(s): WORKS DEPT ADMINISTRATION

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
3425 CONSTRUCTION CONTRACT	1,310	50	1,000	1,000	0	0.00 %
3430 MAINTENANCE CONTRACT	1,627	1,371	4,500	2,500	(2,000)	-44.44 %
3480 CLEANING CONTRACT	60,992	50,827	63,931	65,849	1,918	3.00 %
GOODS & SERVICES TOTAL	429,615	275,957	484,923	462,916	(22,007)	-4.54 %
FINANCIAL EXPENSES						
4101 BANK CHARGES	0	74	0	900	900	100.00 %
4110 CASH OVER / SHORT	100	0	0	0	0	0.00 %
FINANCIAL EXPENSES TOTAL	100	74	0	900	900	100.00 %
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,785	2,001	2,000	2,000	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,785	2,001	2,000	2,000	0	0.00 %
EXPENSE TOTAL	1,071,492	759,493	1,006,971	962,932	(44,039)	-4.37 %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	37,642	38,395	38,395	39,163	768	2.00 %
7910 INTERNAL OVERHEAD REVENUE	181,317	170,334	185,819	158,608	(27,211)	-14.64 %
7940 SAFE RESTART FUNDING	71,532	0	0	0	0	0.00 %
REVENUE TOTAL	290,491	208,729	224,214	197,771	(26,443)	-11.79 %
GRAND TOTAL:	781,001	550,764	782,757	765,161	(17,596)	-2.25 %



# **SERVICE PARTNERS**

## **2022 OPERATING BUDGET**



# Business Unit Summary

Budget Year: 2022

YTD End Date: November 2021

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
<b>Service Partners</b>						
INVEST NORTH BAY DEVELOPMENT CORPORATION	140,000	140,000	140,000	50,000	(90,000)	-64.29 %
SERVICE PARTNERS	41,301,111	41,125,417	42,859,866	44,892,469	2,032,603	4.74 %
<b>Total:</b>	<b>41,441,111</b>	<b>41,265,417</b>	<b>42,999,866</b>	<b>44,942,469</b>	<b>1,942,603</b>	<b>4.52 %</b>
<b>Grand Total:</b>	<b>41,441,111</b>	<b>41,265,417</b>	<b>42,999,866</b>	<b>44,942,469</b>	<b>1,942,603</b>	<b>4.52 %</b>

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## **Activity Summary Overview – 2022 Budget**

### **Invest North Bay Development Corporation**

The Operating Agreement between the City of North Bay and the Invest North Bay Development Corporation (INBDC) expired on July 29, 2021.

INBDC is a corporation without share capital under the Corporations Act in the Province of Ontario. The Corporation will wrap-up its operations and cease to be a corporation in accordance with legislation requirements.





# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
SERVICE PARTNERS						
6075 INVEST NORTH BAY	140,000	140,000	140,000	50,000	(90,000)	-64.29 %
SERVICE PARTNERS TOTAL	140,000	140,000	140,000	50,000	(90,000)	-64.29 %
EXPENSE TOTAL	140,000	140,000	140,000	50,000	(90,000)	-64.29 %
GRAND TOTAL:	140,000	140,000	140,000	50,000	(90,000)	-64.29 %

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## **Activity Summary Overview – 2022 Budget**

### **Service Partners**

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

# Executive Report

Budget Year: 2022; YTD End Date: November 2021

Department(s): Service Partners

Division(s): SERVICE PARTNERS

	2020 Actuals	2021 Actuals YTD	2021 Budget	2022 Council Review	Variance	Variance %
SERVICE PARTNERS						
6051 NORTH BAY POLICE SERVICES	20,710,675	21,552,458	21,489,220	22,835,188	1,345,968	6.26 %
6055 DNSSAB	12,484,679	11,653,362	12,820,073	13,256,864	436,791	3.41 %
6058 DISTRICT HEALTH UNIT	1,574,286	1,443,096	1,793,678	1,847,488	53,810	3.00 %
6059 CASSELLHOLME	2,669,931	2,510,343	2,714,203	2,731,250	17,047	0.63 %
6065 PUBLIC LIBRARY	2,509,647	2,493,433	2,493,433	2,639,418	145,985	5.85 %
6067 CONSERVATION AUTHORITY	421,733	426,350	425,950	434,877	8,927	2.10 %
6068 CAPITOL CENTRE	442,661	432,148	471,434	495,006	23,572	5.00 %
6069 YMCA	186,072	8,053	0	0	0	0.00 %
6070 GOLDEN AGE CLUB	19,155	0	19,538	19,538	0	0.00 %
6080 ONT.PROPERTY ASSESSMENT	632,337	626,574	632,337	632,840	503	0.08 %
6083 DIA	138,880	134,864	0	0	0	0.00 %
6090 JACK GARLAND AIRPORT	600,000	0	840,000	0	(840,000)	-100.00 %
SERVICE PARTNERS TOTAL	42,390,056	41,280,681	43,699,866	44,892,469	1,192,603	2.73 %
EXPENSE TOTAL	42,390,056	41,280,681	43,699,866	44,892,469	1,192,603	2.73 %
REVENUE						
0105 TAXATION	138,880	134,864	0	0	0	0.00 %
0470 TSF FROM RESERVE FUND	0	20,400	840,000	0	(840,000)	-100.00 %
7940 SAFE RESTART FUNDING	950,066	0	0	0	0	0.00 %
REVENUE TOTAL	1,088,946	155,264	840,000	0	(840,000)	-100.00 %
GRAND TOTAL:	41,301,110	41,125,417	42,859,866	44,892,469	2,032,603	4.74 %



# **2022**

# **SERVICE LEVEL CHANGES**

## Service Level Reduction / Increase 2022

**Description/Title:** Community Safety & Well-Being Planner

**Service Enhancement or Reduction:** Enhancement

**Public:** X **In Camera:**           

**Service Area/Business Unit:** Community Services

**Department:** Planning & Building Services

**Costing Center #:** 5001

**Budget Impacted:** Municipal Levy X Building Permit    Reserve    Other    Water    Sewer   

### Detail:

The City completed its Community Safety Well-Being Plan (CSWB) in June 2021. The Police Services Act requires that a municipality facilitate, monitor and report on the Plan's implementation. Recent correspondence from Ontario's Solicitor General states that:

"The development and completion of these plans demonstrates municipal leadership and commitment to proactively address crime and complex social issues facing your communities. Municipalities are best positioned to work with local partners to develop effective community strategies and programs and create sustainable communities that respond to local needs and conditions."

"Municipalities are also encouraged to continue to work with respective police service, local multi-sectoral partners, and community members on the development and implementation of local CSWB plans. Localized, community-driven collaboration remains key to the success of CSWB planning, given the focus on creating workable solutions that are grounded in and tailored to individual community needs and features."

The "Community Safety & Well Being in North Bay: A plan to foster a safe, healthy and inclusive community" has 4 Priority Areas being: 1. Service Area Network 2. Addictions 3. Homelessness 4. Mental Health. It has 15 Strategies and 57 action items and the corresponding implementation, monitoring and reporting efforts.

For a community the size of North Bay, it is necessary to have at least one designated staff person to ensure the day to day efforts to facilitate the CSWB Plan's implementation, monitoring and reporting are undertaken. The CSWB Executive has advised that this position maybe able to realize some revenue from surrounding communities who will require assistance in implementing their CSWB Plans. It is too early to confirm this as a potential revenue source at this time, but will be investigated and followed up on by staff to determine the feasibility of this potential revenue opportunity.

### Link to Strategic Plan: Spirited Safe Community

- Work with community stakeholders to enhance safety and integration throughout the City.
- Encourage openness and diversity in Community for all residents.

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$122,220		
(Revenue)			
Net Cost (Savings)	\$122,220		
<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	1.0		
<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense	\$0		
Year / Revenue			
Net Cost (Savings)			

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## Service Level Reduction / Increase 2022

**Description/Title:** Creative Industries

**Service Enhancement or Reduction:** Enhancement

**Public:** x **In Camera:**

**Service Area/Business Unit:** Community Development & Growth

**Department:** Arts Culture & Recreation

**Costing Center #:** 5829

**Budget Impacted:** Municipal Levy x Building Permit  Reserve  Other  Water  Sewer

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### Detail:

Other municipalities support their creative sector through dedicated staff and through micro-granting programs to support the arts at the grass roots level. Currently City Council supports Creative Industries (CI) with \$50,000/year which they have leveraged successfully by acquiring additional funding from other sources.

CI would like to take advantage of the opportunity to fundraise at the local level from private donors. The funds raised would then be used to fund a micro-granting program to support artists in the community. This initiative would further nourish and strengthen the local creative sector. A strong creative sector is an indicator of a community's quality of life and attractiveness.

For CI to fundraise from private donors they would be required to register as a charity and undertake all the operations and reporting duties associated with operating a non-profit charity. It is proposed that the City offer an initial \$20,000 to support a micro-granting program as it gets up and running, to be reviewed on an annual basis. Eligible applicants will be able to apply for funding that will be evaluated by a jury of peers to determine the level of support based on overall eligibility; merit, viability and impact to both applicant and community of North Bay.

The future of the micro-granting program is to have private donations increase the program envelope. This would be accomplished by Creative Industries moving forward with charity non-profit status in 2022. Charity status will allow Creative Industries to create an endowment fund to grow the program and issue tax receipts for community donations. Charity status and maintaining endowment records will require additional administrative resources to initiate, undertake, monitor and report. Therefore, Creative Industries has requested an additional \$25,000 to grow its administrative capacity to undertake the necessary work associated with a non-profit charity. The payback if successful is that Creative Industries will have the capacity to fund raise in the future, allowing it to grow its micro-granting program without relying on the tax base.

Administration is supportive of the ask and has attached the details of the micro-granting program as submitted by Creative Industries. A recommendation in the amount of \$25,000 is also included for Administrative support for the program. Should Council approve this service level change an agreement between Creative Industries and the Corporation of the City of North Bay would be entered into to support the micro-granting program as a community of interest partnership agreement that will lead to building the creative economy, engaging our residents and overall contribute to North Bay's growth and prosperity. Should CI not proceed or continue to operate as a non-profit charity, the \$25,000 funding allocated for this use would cease.

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### Link to Strategic Plan:

- Foster arts and culture as a key contributor to attracting talent and supporting creative businesses.
- Develop and engage in programs and activities to retain and attract youth to the City.

- Promote and encourage arts and culture as a cornerstone of a dynamic community.

<b><u>Current Year Budget Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b>Expense</b> – Community Programs 3930 Increase base funding from 50,000 to \$75,000	\$25,000		
Community Programs 3930 – Micro granting program	\$20,000		
<b>(Revenue)</b>			
<b>Net Cost (Savings)</b>	<b>\$45,000</b>		

<b><u>Full Time Equivalent (FTE) Impact:</u></b>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b><u>N/A</u></b>			

<b><u>Future Years Budget Impact</u></b> <small>(only required for phased-in Service Level changes)</small>	<b><u>Admin. Option</u></b>	<b><u>Admin. Accepted</u></b>	<b><u>Committee Recommended</u></b>
<b>Year / Expense</b>	\$0		
<b>Year / Revenue</b>			
<b>Net Cost (Savings)</b>			

**Capital Requirements (if applicable):**



 **205 Main Street E, North Bay ON P1B 1B2**  
 **hello@creativeindustriesnorth.ca**  
 **www.creativeindustriesnorth.ca**  
 **705-472-8480 ext. 234**

September 2021

## **CREATIVE SECTOR MICRO-GRANT**

### **THE ASK**

\$20,000 annual support to create a long-term sustainable creative sector micro-granting program for North Bay arts organizations and collectives. Creative Industries North Bay Inc. (C.I.) will administer the annual micro-grant at arms length to the City of North Bay to continue to foster and support ongoing creative sector growth.

A supported and thriving creative sector will lead to a more culturally diverse and sustainable arts community that will enrich our neighbourhoods, local businesses and the livability of our city while building the creative economy, engage our residents and overall contribute to North Bay's growth and prosperity.

### **WHY THIS IS IMPORTANT**

A strong creative sector is necessary to grow and build economic, wealthy and healthy communities. We can build a stronger vibrant creative class in North Bay with targeted support directly to our local creative sector. C.I. is positioned to develop, administer and maintain a creative sector micro-granting program with the support of \$20,000 from the Corporation City of North Bay. This program will provide North Bay a competitive advantage in comparison to neighboring cities for creatives and young professionals to live, work and grow. Additional sector support will also encourage current creative residents and youth to stay in North Bay, leading to more participation, engagement, community involvement, pride and ownership.

\*Fun Fact - Funding bodies such as Ontario Arts Council and Canada Council for the Arts along with other major funders prioritize northern applicants. The boundaries of what is deemed North is this north of the Muskokas, putting North Bay as the first major city that is categorized as 'North'.

The creative sector is notoriously underfunded and lives in monetary and capacity precarity. Challenges include: lack of diversified funding; lack of framework to build sustainability; lack of resources and sector capacity; lack of local and relative economic impact data, measurables, and ROI's. COVID-19 has brought to light the creative sectors ongoing precarity, adding additional threats putting local creatives, organizations, collectives and initiatives at-risk of full collapse. The negative ripple effect of COVID-19 will be difficult if not impossible to recover from without the development of financially sustainable and diversified funding for our creative sector.

### **CREATIVE SECTOR IMPACT**

Monetary support to our creative sector will greatly impact our local creative organizations, collectives and leaders as well as the broader public.



#### Creative Sector Impacts:

- Ability to leverage municipal dollars to secure provincial, federal funding;
- Additional funding to increase capacity, quality of programming, professionalism, community impact and relevance
- Diversify funding leading to greater sustainability
- Foster innovation, collaboration across a spectrum of artistic disciplines
- Ensure projects, programming and organizations foster inclusion, diversity and access within the arts
- Accessibility to relative economic impact data, measurables, and ROI's to use in fundraising, sponsorship and funding applications.
- Foster and emphasise partnership building with other sectors

#### THE PROCESS

Eligibility - In order to be eligible to apply for funding, applicants must be located in the City of North Bay and be one of the following: An incorporated non-profit organization OR a distinct and recognized creative sector collective and/or ad-hoc group. (Individual artists will not be eligible)

Application Process - All organizations / collectives and/or ad-hoc groups will need to complete an application to be considered for funding. This application will include: conflict of interest clause; applicant history/overview and past programming; questions regarding programming/funding request; detailed budget; timeline/work plan; support documentation; support letters.

Grant Amounts and Allocation - A jury of peers will determine funding based on overall eligibility; merit; viability and impact to both applicant and community of North Bay.

Selection Process - All applications will be reviewed using a peer assessment process that engages jurors who are representatives of the arts, arts professionals and arts practitioners in the City of North Bay. All applications will be evaluated based on an evaluation process and grading system.

Final Reporting - All grant recipients will submit a detailed Final Report that includes actual budget; applicant and community impact; relative qualitative and quantitative data. Creative Industries will collect and develop an annual report based on all funding allocations that will be shared with the City of North Bay and broader community.

#### THE LONG TERM GOAL

It is C.I.'s mission & responsibility to strengthen, support and grow North Bay's creative sector. We cannot deliver this mission if there is no sector left to support. It is our intent to develop innovative partnerships and a new framework of funding for our local creative sector. It is our goal to establish an endowment fund to grow the base \$20,000 without additional tax-payer investment.

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## Service Level Reduction / Increase Template 2022

**Description/Title:** Planning – Summer Student

**Service Enhancement or Reduction:** Enhancement

**Public:** X **In Camera:** \_\_\_\_\_

**Service Area/Business Unit:** Community Development & Growth

**Department:** Planning & Building Services

**Costing Center #:** 001-5003-474-1002 & 1802

**Budget Impacted:** Municipal Levy X Building Permit    Reserve    Other    Water    Sewer   

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### Detail:

During the annual presentation to Council the Chair of the Municipal Heritage Committee (MHC) expressed his desire for a Summer Student position within Planning Services to assist with the MHC Work Plan. Council requested that a Service Level Change be presented in order for this item to be discussed through the 2022 Operating Budget.

Summer Students have been instrumental in achieving the work plan of the MHC. The Planning Summer Student position was removed from Planning Services through the 2021 Budget process. Planning Services regularly seeks grants to offset this cost, however, the grant is not always successful therefore it is recommended that if approved, the full costs be budgeted for.

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### Link to Strategic Plan: Affordable Balanced Growth

- Celebrate North Bay's proud history and heritage.
  - Provide smart, cost effective services and programs to residents and businesses.
- 

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$9,660		
(Revenue)			
Net Cost (Savings)	\$9,660		

  

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	.31		

  

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase 2022

**Description/Title:** Human Resources – Summer Student

**Service Enhancement Reduction:** Enhancement

**Public:** X **In Camera:**           

**Service Area/Business Unit:** Corporate Services

**Department:** Human Resources

**Costing Center #:** 001-1501-451-1002/1802

**Budget Impacted:** Municipal Levy X Building Permit Reserve    Other    Water    Sewer   

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### Detail:

This service level enhancement will allow us to explore a potential partnership with a post-secondary institution, provide an opportunity to a student in a HR management program to gain valuable practical experience and enhance the capacity of the Department.

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### Link to Strategic Plan: Economic Prosperity

- Engage Canadore College and Nipissing University with local employers in developing skilled labour and development opportunities.
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<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$9,660		
(Revenue)			
Net Cost (Savings)	\$9,660		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
	.31		

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense	\$0		
Year / Revenue			
Net Cost (Savings)			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase Template 2022

**Description/Title:** One Day Event – Mattress Drop off at Public Works Yards

**Service Enhancement or Reduction:** Enhancement

**Public:** X **In Camera:**       

**Service Area/Business Unit:** Infrastructure and Operations

**Department:** Environmental Services

**Costing Center #:** 4315

**Budget Impacted:** Municipal Levy X Building Permit    Reserve    Other    Water        Sewer   

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### Detail:

The City of North Bay implemented mattress recycling in 2017 and has since recycled approximately 19,495 mattresses. The program has been successful however residents have expressed frustration with not having the ability to drop off their mattresses within city limits.

Currently mattresses are delivered to the Merrick Landfill Site; however this location is approximately 25km outside of City limits. This service level change would allow residents to drop off their mattresses at City of North Bay Public Works on Franklin Street which is centrally located. We are proposing that a one day event could be held which would allow residential users to drop off mattresses at Public Works. This is similar to a previous one day mattress recycling event which was held in 2018 and was successful.

Two tractor trailers would be set up at Public Works along with 3 employees loading mattresses and one employee for customer service and collection of payments. It is assumed this work would be done on overtime. The event would be for residential users only; no ICI mattresses would be accepted. Cost per mattress would continue to be \$17.

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### Link to Strategic Plan: Natural, North & Near

- Protect, promote and enhance the environment in all aspects of the city's operations and plans.

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<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$10,000		
(Revenue)	(\$6,000)		
Net Cost (Savings)	\$4,000		

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

**Capital Requirements (if applicable):**

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## Service Level Reduction / Increase 2022

**Description/Title:** Security Services for Parking Garage

**Service Enhancement or Reduction:** Enhancement

**Public:** X **In Camera:**     

**Service Area/Business Unit:** Infrastructure and Operations

**Department:** Parking

**Costing Center #:** 3801 – Parking Admin

**Budget Impacted:** Municipal Levy X Building Permit      Reserve      Other      Water      Sewer     

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### **Detail:**

The parking department proposes hiring full time security to patrol the parking garage from 10pm-6am, 7 days a week, 31 weeks a year. The 31 weeks is to cover the time when parking is unable to share security with the Marina.

The Parking Garage allows up to 150 vehicles to park in the downtown core and is used to promote Downtown living and as an incentive to keep Business's in the Downtown. In recent years, the parking garage has become a common hang out for unknown individuals. These individuals are leaving garbage, used needles, furniture, blood and human waste for City crews to clean up in the mornings. It has become a not uncommon occurrence to find unknown individuals using intravenous drugs and sleeping in the facility. City staff is tasked with moving individuals along who are using the facility as a shelter and have expressed safety concerns.

In order to address this urgent concern in the downtown, the parking department implemented a trial program to have security guards patrol the premise three (3) times every night from 10-6am. This resulted in noticeable improvements to the state of the garage in the mornings.

Cost sharing for this security will be explored with other downtown partners and departments with interests in the downtown.

### **Advantages:**

- Potential to increase the number of citizens that will shop downtown after work
- Potential to increase the number of citizens that would consider living downtown
- Reduce the operational burden on City staff related to hosing down and cleaning up the facility in the mornings

### **Disadvantages:**

- This will increase operational costs for parking that are unlikely to be offset by the increased revenue
- Unknown individuals will move their activities to other locations within the Downtown

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### **Link to Strategic Plan: Economic Prosperity**

- Engage the business community in identifying and developing economic opportunities.
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<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Expense	\$42,350		
(Revenue)			
Net Cost (Savings)	\$42,350		
<u>Full Time Equivalent (FTE) Impact:</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
N/A			
<u>Future Years Budget Impac</u>	<u>Admin. Option</u>	<u>Admin. Accepted</u>	<u>Committee Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

**Capital Requirements (if applicable): N/A**

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## Service Level Reduction / Increase 2022

Description/Title: Trees for Nipissing

Service Enhancement or Reduction: Enhancement

Public: X In Camera: \_\_\_\_\_

Service Area/Business Unit: Infrastructure and Operations

Department: Parks

Costing Center #: 001-3701-861-2070

Budget Impacted: Municipal Levy X Building Permit    Reserve    Other    Water    Sewer   

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### Detail:

In partnership with Trees for Nipissing, the City would provide an annual budget of \$1,500 to help subsidize the purchase of 100 trees. Trees for Nipissing would organize a 3-day event to sell the trees to residents at a discounted price on a first come first served basis. The goal being to increase tree canopy within the City.

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### Link to Strategic Plan: Spirited Safe Community

- Utilize resources and partnerships to beautify and enhance the appearance of the City.
- 

<u>Current Year Budget Impact:</u>	<u>Admin. Option</u>	<u>Admin.</u> <u>Accepted</u>	<u>Committee</u> <u>Recommended</u>
Expense	\$1,500		
(Revenue)			
Net Cost (Savings)	\$1,500		

<u>Full Time Equivalent (FTE)</u> <u>Impact:</u>	<u>Admin. Option</u>	<u>Admin.</u> <u>Accepted</u>	<u>Committee</u> <u>Recommended</u>
N/A			

<u>Future Years Budget Impact</u>	<u>Admin. Option</u>	<u>Admin.</u> <u>Accepted</u>	<u>Committee</u> <u>Recommended</u>
Year / Expense			
Year / Revenue			
Net Cost (Savings)			

Capital Requirements (if applicable):

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