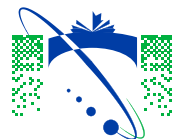




Administration Recommended

2024
**OPERATING
BUDGET**



NORTH BAY
ONTARIO • CANADA

MESSAGE FROM THE CAO



Mayor Chirico and Members of Council, Residents and Stakeholders,

I am pleased to share the Administration Recommended budget for your review and consideration. In preparing both the operating and capital budgets, we have been cognizant of balancing the challenges posed by inflation with the need to effectively deliver core municipal services and for capital reinvestment in our assets.

The proposed budget maintains municipal service levels and makes strategic investments in infrastructure projects, and community initiatives that support economic growth and enhance overall community well-being. It also provides continued support to our service partners, constituting approximately 45 percent of the total tax levy.

We've remained focused on responsible financial management and have incorporated a greater emphasis on zero-based budgeting to ensure that each dollar contributes meaningfully to services and projects that are aligned with Council's priorities and those of our community. We have also integrated outcomes of the Long-Term Financial Planning review into our budget preparation process.

While our operational review is ongoing, we have also earmarked funds in the budget to allow Council the flexibility to act on forthcoming recommendations.

I would like to thank our staff, Council members, and community partners for their contributions in shaping this preliminary budget. Your collaboration has been instrumental.

As we progress through the approval stages, your input is crucial. I encourage each of you to review the budget, share your thoughts, and actively participate in shaping the future of North Bay. Your continued support is greatly appreciated.

Thank you.





Mayor Peter Chirico

North Bay City Council consists of a Mayor and 10 Councillors, who are elected at large every four years. The current Council was elected on Nov. 15, 2022 and will serve until Nov. 14, 2026. Led by Mayor Chirico, Council is the decision-making body for the City of North Bay, providing direction to City Staff regarding the level of services delivered by the municipality.



Deputy Mayor Maggie Horsfield
Chair of General Government Committee



Councillor Justine Mallah
Chair of Community Services Committee



Councillor Lana Mitchell
Chair of Infrastructure and Operations Committee



Councillor Chris Mayne
Vice-Chair of Infrastructure and Operations Committee



Councillor Mark King
Vice-Chair of Community Services Committee



Councillor Sara Inch
Vice-Chair of General Government Committee



Councillor Tanya Vrebosch



Councillor Gary Gardiner



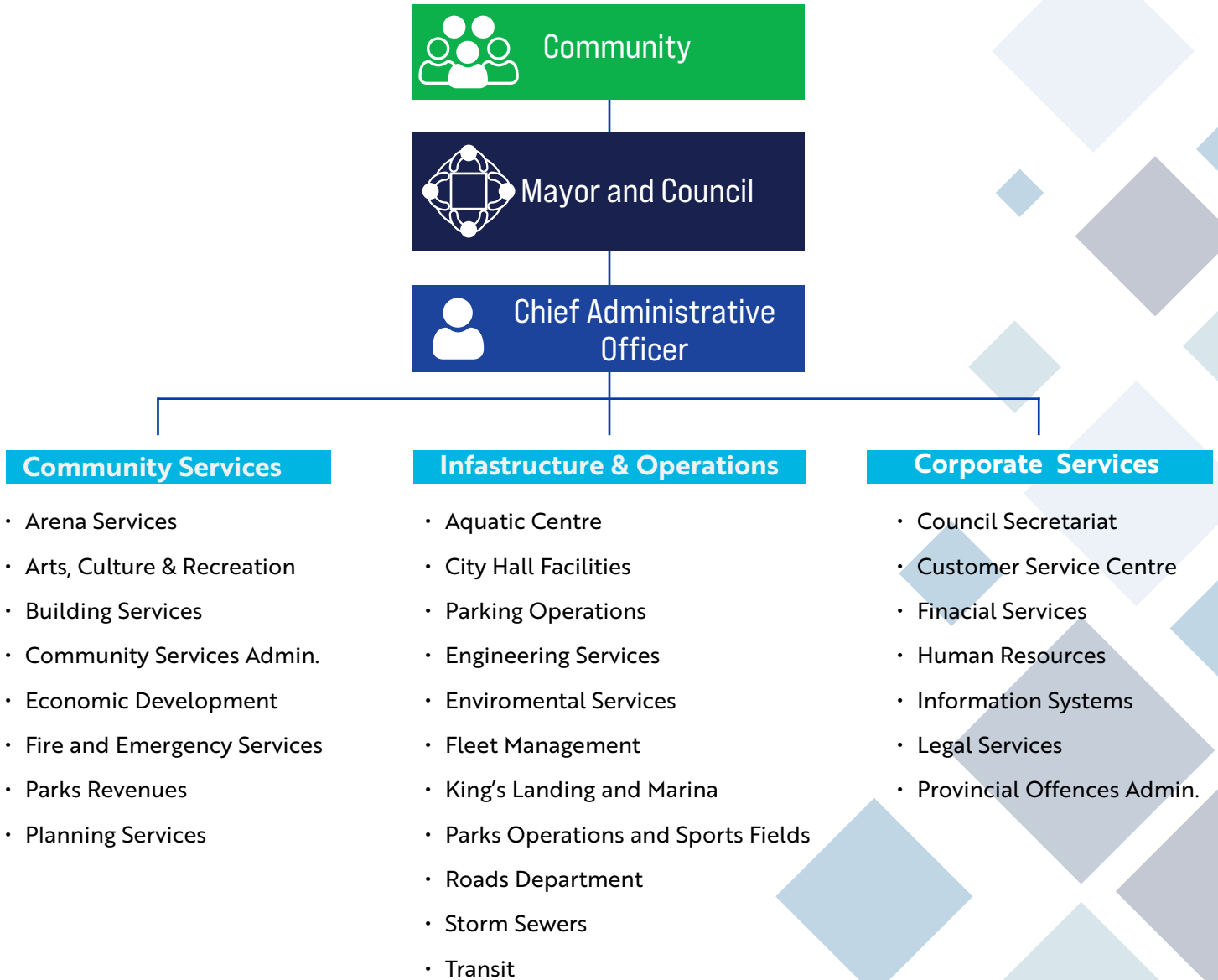
Councillor Jamie Lowery



Councillor Mac Bain

ORGANIZATIONAL OVERVIEW

In response to community needs, City Council sets the direction for the City of North Bay. The Chief Administrative Officer is responsible for executing Council’s decisions and overseeing the administration. The Senior Management Team is tasked with ensuring the effective management of three key City business units: Corporate Services, Community Services, and Infrastructure and Operations. Each business unit encompasses multiple departments.



ONTARIO

NORTH BAY

46.3091° N, 79.4608° W

AT A GLANCE

Land area 315.53 km²

Airport Code: YYB

The Birthplace of Ringette

Population*

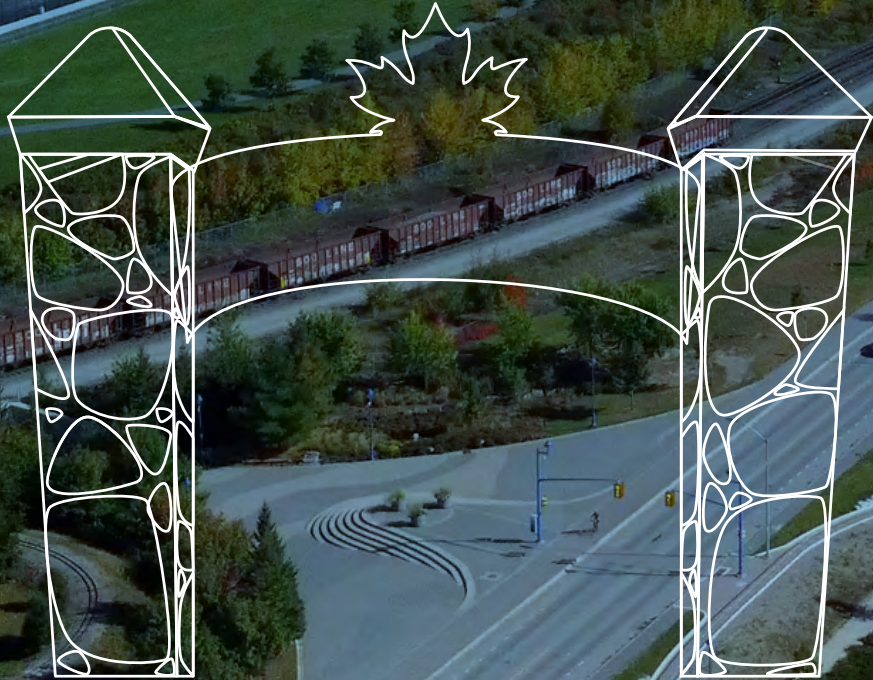
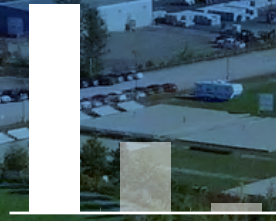
15 to 64 years*

65 years and over*

52,662

33,630

11,430



Median age*
44



Average cost of a home**
\$401,168



Achieved high school diploma or equivalency certificate*
83%



Average commute
15 minutes



*Statistics Canada, Census 2021

**North Bay and Area REALTORS Association, December 2023

The city's strategic plan and other guiding documents serve as foundational roadmaps that steer the decision-making process. Collectively, these documents create a structured framework that informs and influences decisions across the organization.



OUR VISION

North Bay will be economically prosperous for all residents, by ensuring that we are a vibrant, integrated, and balanced community rooted in the natural beauty of Ontario's near north.

OUR VALUES

● Integrity & Trust

We shall understand and live by the spirit and the laws of our community creating an environment built on trust. We are open, honest and accountable.

● Community Focused

We endeavour to understand the needs of the community and strive to meet or exceed expectations. We are proud of what we do.

● Respect

We value input, treat all people with dignity and provide a diverse, engaged and inclusive community and work environment.

● Excellence

We relentlessly pursue outstanding and sustainable results and strive for continuous improvement.

● Stewardship

We protect the environment, promote a healthy, safe and vibrant community, work safely and manage risks.

OUR STRATEGIC PRIORITIES



Natural, North & Near

Our North Bay admires, values and respects the natural environment as the heart of the community and recognizes the unique features that make the city a better place to live, work, play and learn.



Economic Prosperity

Our North Bay is open for business and creates a diverse range of employment opportunities for all residents.



Affordable Balanced Growth

Our North Bay is a city where we make strategic and efficient decisions, ensuring a strong municipality that allows us to keep our residents and attract new people to our community.



Spirited Safe Community

Our North Bay is a city where we encourage the health of our residents and a dynamic and innovative community experience for locals and visitors.



Responsible & Responsive Government

Our North Bay is a city where we manage the municipality in an efficient, effective, and sustainable manner, and engage in two-way communication with our residents.



YOUR CITY SERVICES



In 2023, the City put your tax dollars to work through a diverse range of programs and services ranging from transit and waste collection to arena access, permitting and licensing. These services have a direct impact on the lives of North Bay residents and contribute to the quality of life for residents and the overall well-being of the community.

811 lane
km of
roadway
maintained.

150 km
of sidewalks
maintained.

3,000+
by-law enforcement
complaints received.

2,341
fire and emergency
service calls.

25
terabytes of data
provided through
public wi-fi systems at
the three arenas.

167
property standards
complaints resolved.

3,810
construction inspections
conducted.

3,596+
metric tonnes of materials
diverted from the landfill,
including Blue Box
recyclables, scrap metal,
electronics and household
hazardous waste.

189
filming days,
14 productions,
17 locations,
\$30 million+
economic spin-off.

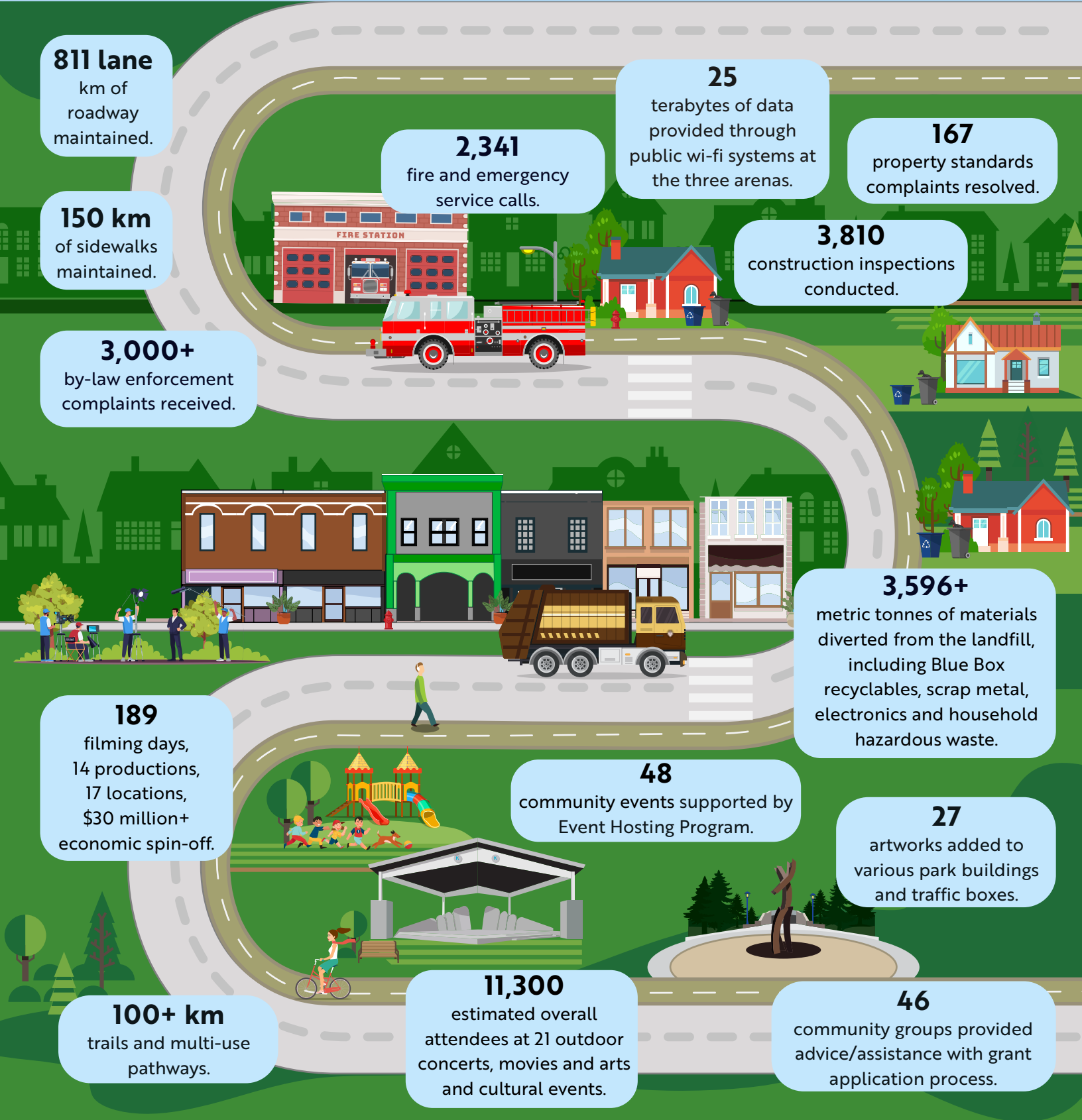
48
community events supported by
Event Hosting Program.

27
artworks added to
various park buildings
and traffic boxes.

100+ km
trails and multi-use
pathways.

11,300
estimated overall
attendees at 21 outdoor
concerts, movies and arts
and cultural events.

46
community groups provided
advice/assistance with grant
application process.





2.7 million+
kilowatt hours of
electricity generated
from landfill gas.

81%
of development applications
met Planning Act timeframes.

72
Council and Committee
meetings.



337
permits issued by
engineering, including
municipal consent, road
closures and oversized
loads.

320
transit stops and
shelters.

1.1 million
km travelled
by city buses.

26
buses and para
buses.

1.1 million
transit passenger
trips provided.

463
building permits
issued with \$100
million total
construction value.



1,507
burn permits issued.

1,125
marriage and death
certificates issued.

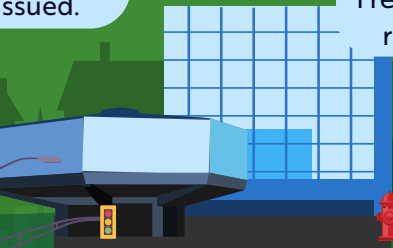
80
Freedom of Information
requests processed.



544
licences issued, including,
business, lottery, and
residential rental housing,

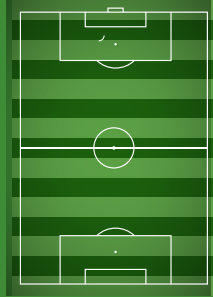
26,912
customer service calls
handled.

113,666
hours of ice rentals
and field and park
hours booked.



116
parks, green
spaces, beaches
and access points.

1,060
estimated attendees at
14 youth and senior
program workshops
and sessions.



787
vehicles, components
and attachments
maintained by fleet.



2023 HIGHLIGHTS

Community Safety & Well-Being



Implemented Peer Outreach Security Team (P.O.S.T.) pilot in the Downtown/Waterfront and Cassells Street areas.



Established Community Safety and Well Being Plan Ad Hoc Committee.



Collaborated with North Bay Police Service to adopt 529 Garage mobile app and website bike registry system.



Collaborated with the District of Nipissing Social Services Administration Board to secure a warming centre location for the 2023/2024 winter season.

Housing



Developed and implementing Housing Action Plan and Strategy.



Application made for \$18 million to CMHC's Housing Accelerator Fund.



167 total new dwelling units approved for construction in 2023. 100 million total construction value.



On track to meet our 10-year provincial housing target of 1,000 new units by 2031.

Communication



21,000 fans and followers on Facebook, Instagram, Twitter and LinkedIn combined.



1,700 posts across all networks.



3.5 million post impressions and 3.1 million post reach across all networks.



125 official news releases and public service announcements issued in 2023.

Technology



Implemented a new and upgraded system for livestreaming Council meetings, providing viewers an improved audio and video experience.



Initiated Enterprise Resource Planning (ERP) project to modernize how the City does business by upgrading its systems and integrating the management of its main business processes.



Implemented new building and planning software that will allow online applications and payments starting this spring.

Green Initiatives



Added an electric ice resurfer and two hybrid SUVs to the City's vehicle fleet, along with the approval of three hybrid buses to be added over the next three years.



A record low amount of curbside residential waste was transported to Merrick Landfill, totalling 11,676 metric tonnes.



Implemented Waste Diversion Outreach Program, which involved 44 classroom visits, aimed at educating elementary school students about the 6R's (Rethink, Refuse, Reduce, Reuse, Repair and Recycle).

Community Partnerships



Worked with Clean, Green, Beautiful to achieve a five-bloom rating from Communities in Bloom.



Partnered with 14 different community organizations to deliver various initiatives throughout the year focusing on youth, seniors and public art.



Partnered with Canadore College's School of Environmental Studies for a second consecutive year, to conduct an audit on household waste collected curb side by the city.

Making Over Main Street

In 2023, the City initiated the first major renovation of Main Street in nearly four decades. The initial phase, focusing on Blocks 5 and 4 from Sherbrooke to Wyld streets, concluded in late fall. The project is set to resume in spring 2024, commencing with the revitalization of a segment of Ferguson Street, stretching from Main Street to Oak Street, followed by Blocks 3, 2 and 1, spanning from Ferguson to Cassells streets.



Improvements include road resurfacing and the installation of new sidewalks featuring concrete accents, new furnishings, lighting, and trees.

Road Safety Strategy

Significant progress was made in 2023 to develop a strategy to enhance the safety of North Bay's streets and sidewalks for drivers, pedestrians, and cyclists. Work has included review and analysis of collision data, as well as public engagement with an online survey garnering 1,342 valid responses, complemented by an open house and stakeholder consultations involving key groups such as local police, emergency services and public health. The strategy will be finalized and presented to Council later this year.



Kiwanis All Wheel Park

Construction of a new plaza-style skate park and pump track located on the lakeside of Municipal Parking Lot 10 nearby the Peter Reid Transit Terminal, is scheduled to begin in spring 2024. The design of the facility, which will be integrated with the existing multi-use courts, is nearing completion. Public engagement has been a key component of the design phase and has included two design workshops and two online surveys in 2023, gathering more than 300 responses each. The Kiwanis Club of Nipissing is a significant contributor, committing \$100,000 to the project.



Rotary Playground

An inclusive playground, integrated with the Family of Rotary Splash Pad near the North Bay Museum, is scheduled to open in spring 2024. The nautical-themed playground will feature two free-standing play structures—a logging boat and lighthouse—complemented by a sensory play center, seating areas, lighting, and landscaping. Equipment installation was completed in late fall 2023, with an accessible rubber safety surface to be poured ahead of the official spring 2024 opening. The Rotary Clubs of North Bay and North Bay-Nipissing are providing the project a significant contribution of \$110,000.



Organizational Review



Launched in the summer of 2023, an operational review across all departments is in its final stages, aiming to identify areas of improvement and enhance the efficient use of public funds. The anticipated final report from KPMG is expected in early April. KPMG will present a set of recommendations encompassing performance management frameworks, organizational structure, communications, customer service, and digitization. The review process involved interviews, documentation reviews, and desktop research, providing insights into benchmarking and operating efficiencies. The upcoming recommendations are expected to guide enhancements across various aspects of the organization.

Enterprise Resource Planning (ERP)



The City is currently engaged in an Enterprise Resource Planning (ERP) system project aimed at modernizing its business operations. This initiative involves the implementation of a new software platform designed to seamlessly integrate municipal functions of Human Resources, Information Systems and Financial Services, including accounting, billing, and payroll. The adoption of this advanced system is expected to enhance efficiency and coordination, streamlining the management of the City's operations and financial resources. Work began in 2023 and is expected to continue throughout 2024.

Community & Recreation Centre



A previously proposed trident design for a new Community and Recreation Centre has been set aside and a Progressive Design Build Request for Proposals (RFP) for project has been issued.

This new facility to be located at the Steve Omischl Sports Field Complex on Lakeshore Drive would replace the aging West Ferris Arena, ensuring current recreational services and programs are maintained within an upgraded and modernized setting. It would also include an additional ice pad to augment the existing inventory.

Lamorie Bridge Rehabilitation



This project involved rehabilitation of the bridge deck and included patchwork and crack injections to the deck, waterproofing and paving, replacing expansion joint elastomeric strip seals, and replacing the steel railing system. The rehabilitation is expected to extend the service life of the bridge by 15-20 years.

City of North Bay - 2024 Operating Budget Index

		Pages	
	From	-	To
Administration Recommended 2024 Operating Budget	15		
Annual General Levy Summary	16		
Community Services	17		
Business Unit Summary	18		
Business Unit Overview	19		
Arena Services	20	-	24
Arts, Culture & Recreation Services	25	-	28
Building	29	-	31
Community Services Administration	32	-	33
Economic Development	34	-	35
Fire and Emergency Services	36	-	40
Parks Revenues	41	-	42
Planning Services	43	-	45
Corporate Services	46		
Business Unit Summary	47		
Business Unit Overview	48		
Council Secretariat	49	-	51
Customer Service Centre	52	-	54
Financial Services	55	-	58
Human Resources	59	-	61
Information Systems	62	-	65
Legal Services	66	-	68
Provincial Offences Administration	69	-	72
General Government	73		
Business Unit Summary	74		
Business Unit Overview	75	-	76
Financial Expenses	77	-	79
General Revenues	80	-	82
Mayor and Council	83	-	85
Office of the CAO	86	-	87
Infrastructure & Operations	88		
Business Unit Summary	89		
Business Unit Overview	90	-	91

	From	-	To
Aquatic Centre	92	-	93
City Hall Facilities	94	-	96
Engineering Services	97	-	100
Environmental Services	101	-	107
Fleet Management	108	-	111
King's Landing	112	-	114
Marina	115	-	117
Parking Operations	118	-	120
Parks Operations and Sports Field Complex	121	-	125
Roads Department	126	-	130
Storm Sewers	131	-	133
Transit	134	-	137
Works Department Administration	138	-	140
Service Partners	141		
Business Unit Summary	142		
Business Unit Overview	143		
Invest North Bay Development Corporation	144	-	145
Service Partners	146	-	147
Service Level Changes	148		
Service Level Overview	149		
Community Services – Beach Program (Lifeguard)	150		
Community Services – North Bay Century Celebrations 2025	151		
Community Services – Community Outreach & POST Program	152	-	153
Community Services – Pickleball Court Fees	154		
Community Services – Third Party Compliance Software – Short-Term Rentals	155	-	156
Corporate Services – Customer Services Clerk (Part-Time Relief)	157		
Corporate Services – Human Resources – Intern	158		
Infrastructure & Operations – Recycling at City Facilities & Public Spaces	159	-	161
Infrastructure & Operations – Implementation of Repairs to Private Entrance Culverts	162	-	164
Infrastructure & Operations – Transit – Fare Increase	165	-	166
In Camera Service Level Change	167		
In Camera Service Level Change	168		



2024
**OPERATING
BUDGET**

**ADMINISTRATION
RECOMMENDED**



Annual General Levy Summary

Budget Year: 2024

YTD End Date: December 2023

Execution Date: February 21, 2024

	2022 Actuals	2023 Actuals YTD *	2023 Budget	2024 Council Review	Variance Increase/ (Decrease)	Change %
Community Services						
ARENA SERVICES	2,291,098	2,369,681	2,517,313	2,484,095	(33,218)	-1.32%
ARTS, CULTURE & RECREATION	936,999	1,048,238	1,313,099	1,361,106	48,007	3.66%
BUILDING	98,335	112,590	108,392	111,465	3,073	2.84%
COMMUNITY SERVICES ADMIN	423,854	612,414	644,253	658,070	13,817	2.14%
ECONOMIC DEVELOPMENT	874,381	885,452	883,140	906,844	23,704	2.68%
FIRE DEPARTMENT	14,135,294	14,064,591	14,249,590	14,636,357	386,767	2.71%
PARKS REVENUES	(171,201)	(213,715)	(209,654)	(214,454)	(4,800)	-2.29%
PLANNING DEPARTMENT	519,654	516,094	508,236	557,952	49,716	9.78%
Total Community Services:	19,108,414	19,395,345	20,014,369	20,501,435	487,066	2.43%
Corporate Services						
COUNCIL SECRETARIAT	364,043	372,126	390,016	399,771	9,755	2.50%
CUSTOMER SERVICE CENTRE	321,731	264,705	328,701	337,276	8,575	2.61%
FINANCIAL SERVICES	1,521,245	1,445,084	1,580,240	1,607,847	27,607	1.75%
HUMAN RESOURCES	1,082,859	1,251,273	1,252,298	1,312,871	60,573	4.84%
INFORMATION SYSTEMS	1,396,451	1,527,971	1,822,633	1,732,977	(89,656)	-4.92%
LEGAL DEPARTMENT - GENERAL	437,351	434,953	506,327	522,222	15,895	3.14%
LEGAL DEPARTMENT - POA	103,102	(94,283)	43,424	7,309	(36,115)	-83.17%
Total Corporate Services:	5,226,782	5,201,829	5,923,639	5,920,273	(3,366)	-0.06%
General Government Activities						
FINANCIAL EXPENSES	21,208,950	18,667,656	20,441,235	21,859,997	1,418,762	6.94%
GENERAL REVENUES	(112,994,067)	(119,040,532)	(11,996,004)	(12,180,795)	(184,791)	-1.54%
MAYOR & COUNCIL	442,246	528,560	567,953	610,998	43,045	7.58%
OFFICE OF THE CAO	503,928	562,569	481,450	506,699	25,249	5.24%
Total General Government Activities:	(90,838,943)	(99,281,747)	9,494,634	10,796,899	1,302,265	13.72%
Infrastructure and Operations						
AQUATIC CENTRE	294,084	305,552	278,656	286,953	8,297	2.98%
CITY HALL FACILITIES	970,372	943,654	832,197	882,873	50,676	6.09%
ENGINEERING SERVICES	925,443	1,146,613	946,543	942,282	(4,261)	-0.45%
ENVIRONMENTAL SERVICES	1,032,121	1,655,002	1,001,328	1,149,700	148,372	14.82%
FLEET MANAGEMENT	0	0	0	0	0	0.00%
KINGS LANDING	6,970	4,848	2,252	4,972	2,720	120.78%
MARINA	0	0	0	0	0	0.00%
PARKING OPERATIONS	33,865	(57,610)	6,080	(113,107)	(119,187)	-1,960.31%
PARKS - OPERATIONS	3,931,652	4,201,357	4,169,028	4,459,389	290,361	6.96%
ROADS DEPARTMENT	8,711,475	9,072,192	9,334,714	9,668,286	333,572	3.57%
STORM SEWERS	706,092	691,851	611,651	617,532	5,881	0.96%
TRANSIT	4,713,758	4,570,260	4,933,772	4,981,808	48,036	0.97%
WORKS DEPT ADMINISTRATION	745,066	751,806	747,043	666,810	(80,233)	-10.74%
Total Infrastructure and Operations:	22,070,898	23,285,525	22,863,264	23,547,498	684,234	2.99%
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	25,000	10,000	10,000	10,000	0	0.00%
SERVICE PARTNERS	44,407,848	47,471,064	47,459,292	50,023,300	2,564,008	5.40%
Total Service Partners:	44,432,848	47,481,064	47,469,292	50,033,300	2,564,008	5.40%
Levy Grand Total:	(1)	(3,917,984)	105,765,198	110,799,405	5,034,207	4.76%

* Actuals subject to year-end adjustments and accrual

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



2024
**OPERATING
BUDGET**

**COMMUNITY
SERVICES**



Business Unit Summary

Budget Year: 2024

YTD End Date: December 2023

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
Community Services						
ARENA SERVICES	2,291,098	2,369,681	2,517,313	2,484,095	(33,218)	-1.32%
ARTS, CULTURE & RECREATION	936,999	1,048,238	1,313,099	1,361,106	48,007	3.66%
BUILDING	98,335	112,590	108,392	111,465	3,073	2.84%
COMMUNITY SERVICES ADMIN	423,854	612,414	644,253	658,070	13,817	2.14%
ECONOMIC DEVELOPMENT	874,381	885,452	883,140	906,844	23,704	2.68%
FIRE DEPARTMENT	14,135,294	14,064,591	14,249,590	14,636,357	386,767	2.71%
PARKS REVENUES	(171,201)	(213,715)	(209,654)	(214,454)	(4,800)	-2.29%
PLANNING DEPARTMENT	519,654	516,094	508,236	557,952	49,716	9.78%
Total:	19,108,414	19,395,345	20,014,369	20,501,435	487,066	2.43%
Grand Total:	19,108,414	19,395,345	20,014,369	20,501,435	487,066	2.43%

Business Unit Overview - 2024 Budget

Community Services

Business Unit Pressures:

The 2024 budget includes the cost to deliver existing service levels to taxpayers. A significant portion of the overall net increase of \$487,066 or 2.43% over 2023 is a result of changes in contractual obligations, phase-in of annualized positions, and increased statutory costs such as WSIB rate charges. Highlights to note are as follows:

- **Personnel Costs - \$589,872** - Personnel costs include 2024 phase-in of annualized positions and anticipated contractual salary & benefits increases, totalling \$589,872. Approved Union Contracts are in effect until December 31, 2024, as well as the approved Non-Union Salary By-law. The Fire Collective Agreement was finalized in 2020 for fiscal years 2021 to 2025. Student wages have been adjusted to the new Provincial Minimum Wage rate. Project/capital wage costs are presented in this budget and are offset with revenues transferred from the Capital budget (line #0460) or various grants.
- **Arena Revenues - Ice Rentals - (\$167,000)** - The pandemic caused significant decreases in facility rentals resulting in reductions to user fee revenues. The enclosed budget assumes that 2024 will realize a recovery of Arena revenues.
- **Building - Zero Cost Center - \$0** - Over the past few years, the City has experienced record-breaking construction values. Under the Building Code Act, the department must be self sustaining and is budgeted accordingly as a zero-cost center. Annual budgets are based on an average year. All realized surpluses or deficits are transferred to/from the Building Services Reserve Fund at year-end.

Service Level Changes (SLC):

- ACRS – Beach Program (Lifeguards)
- ACRS – North Bay Century Celebrations 2025
- Community Services Admin – Community Outreach & POST Program – One-Year Extension
- Parks Revenue – Pickleball Court Fees
- Planning – Third Party Compliance Software – Short-Term Rentals

Activity Summary Overview - 2024 Budget

Arena Services

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, 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:

2022-2023 Season

- 1) Battalion Season – 35 games
- 2) Men's Lakers - 14 games
- 3) Women's Lakers- 14 games
- 4) Bar – Battalion
- 5) Concessions – Battalion
- 6) Box Office – Battalion

2023-2024 Season

- 1) Battalion Season - 35 games
- 2) Men's Lakers - 14 games
- 3) Women's Lakers- 14 games
- 4) Bar - Battalion
- 5) Concessions – Battalion
- 6) Box Office – Battalion

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 North Bay Minor Hockey Association, West Ferris Ringette Association, and Girls Hockey.

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.

Arena Positions – Memorial Gardens, Pete Palangio, West Ferris

Full Time Staff	2023 FTE	2024 FTE
Manager, Sports & Events ***	0.80	0.65
Admin Assistant	2.00	2.00
Supervisor, Arenas	2.00	2.00
Arena Maintenance Person	13.00	13.00
AV Technician *	1.00	1.00
Arena Maintenance Person, PT	1.60	1.60
Admin Assistant, PT	0.26	0.26
Rink Attendant	3.68	3.68
Office Worker	0.66	0.66
Skate Patrol	0.14	0.14
Event Staff Coordinator	0.09	0.09
Event Staff **	0.81	0.81
Timekeeper	0.08	0.08
P.A. Technician	0.08	0.08
Zamboni Driver, PT	0.08	0.08
Total Arena Staff	26.28	26.13

Note: * Utilized by the City's IS Department when needed. Partially funded by the Capital Budget and third parties such as the Battalion.

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

*** Reallocation to Arts, Culture, & Recreation Services to reflect time associated with department.

For more information go to:

<https://www.northbay.ca/our-community/sports-facilities/arenas/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	961,232	1,008,398	1,178,468	1,189,502	11,034	0.94%
1002 TEMPORARY SALARIES	232,104	298,873	287,285	301,288	14,003	4.87%
1003 SHIFT PREMIUM	15,645	17,627	15,377	15,377	0	0.00%
1101 OVERTIME FULLTIME	70,671	60,107	40,147	40,147	0	0.00%
1102 OVERTIME PART TIME	2,826	2,154	0	0	0	0.00%
1201 VACATION other	2,342	0	0	0	0	0.00%
1202 VACATION	48,323	79,869	11,764	12,052	288	2.45%
1203 COMPASSIONATE LEAVE	2,372	535	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	40,253	38,103	1,000	1,000	0	0.00%
1207 SICK LEAVE	42,709	47,082	0	0	0	0.00%
1299 OTHER LABOUR COSTS	80	0	0	0	0	0.00%
1301 WSIB LEAVE	0	(11,271)	0	0	0	0.00%
1401 TRAINING & SAFETY	5,131	1,712	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	377,231	409,884	418,300	428,759	10,459	2.50%
1802 FRINGE BENEFITS-PARTTIME	36,455	51,484	59,414	66,515	7,101	11.95%
PERSONNEL TOTAL	1,837,374	2,004,557	2,011,755	2,054,640	42,885	2.13%
GOODS & SERVICES						
2099 MISC. MATERIALS	0	21	0	0	0	0.00%
2401 GAS FUEL	1,085	1,289	1,039	1,320	281	27.05%
2601 OFFICE SUPPLIES	3,075	3,817	5,500	5,500	0	0.00%
2615 JANITORIAL SUPPLIES	17,555	21,236	35,110	35,110	0	0.00%
2650 CLOTHING / UNIFORM	5,952	9,572	9,250	9,350	100	1.08%
2655 SAFETY SUPPLIES	0	0	331	331	0	0.00%
2660 SAFETY BOOT ALLOWANCE	2,592	1,849	4,015	4,015	0	0.00%
2701 HYDRO	479,824	482,392	500,551	491,121	(9,430)	-1.88%
2705 NATURAL GAS	590,250	658,874	562,317	574,465	12,148	2.16%
2715 WATER	65,865	77,821	67,822	80,259	12,437	18.34%
2720 MUNICIPAL TAXES	676	692	703	703	0	0.00%
2999 MISCELLANEOUS SUPPLIES	1,088	1,013	0	0	0	0.00%
3001 POSTAGE	4	88	250	250	0	0.00%
3005 COURIER & DELIVERY	7	0	0	0	0	0.00%
3010 TELEPHONE	16,196	16,064	16,900	16,900	0	0.00%
3035 MILEAGE	1,526	863	5,200	4,800	(400)	-7.69%
3045 CONFERENCES & SEMINARS	0	0	4,000	4,000	0	0.00%
3055 MEETING COSTS	468	348	500	500	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	883	1,158	2,200	2,200	0	0.00%
3070 TRAINING	3,151	2,545	11,750	11,750	0	0.00%
3080 ADVERTISING & PROMOTION	6,068	728	7,000	7,000	0	0.00%
3099 MISC ADMIN EXPENSES	3,913	5,938	1,200	5,200	4,000	333.33%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3305 BUILDING MAINTENANCE	75,735	98,000	97,000	99,000	2,000	2.06%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	46,306	58,227	57,045	57,245	200	0.35%
3315 VEHICLE MAINTENANCE	56,342	51,622	38,000	40,000	2,000	5.26%
3317 ICE PLANT MAINTENANCE	24,894	50,796	45,000	50,000	5,000	11.11%
3399 MISC MAINTENANCE FEES	0	1,380	0	1,200	1,200	100.00%
3401 STREET GARBAGE CONTRACT	5,055	6,452	16,200	13,000	(3,200)	-19.75%
3445 SNOW REMOVAL CONTRACT	71,645	91,072	116,000	99,000	(17,000)	-14.66%
3460 BRINKS COURIER	1,907	1,879	2,000	2,000	0	0.00%
3499 MISC CONTRACTS	40,157	45,519	21,500	29,564	8,064	37.51%
3601 INSURANCE PREMIUMS	119,129	152,235	134,551	176,148	41,597	30.92%
GOODS & SERVICES TOTAL	1,641,348	1,843,490	1,762,934	1,821,931	58,997	3.35%
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	266,385	266,385	266,385	266,385	0	0.00%
4020 DEBENTURE INTEREST	81,376	75,849	75,961	70,376	(5,585)	-7.35%
4101 BANK CHARGES	11,531	12,358	8,100	12,500	4,400	54.32%
4110 CASH OVER / SHORT	0	0	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	359,292	354,592	350,446	349,261	(1,185)	-0.34%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	25,803	12,765	55,000	55,000	0	0.00%
5115 TRANSFER TO RESERVE FUND	240,490	363,762	266,000	266,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	266,293	376,527	321,000	321,000	0	0.00%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	84,471	91,373	91,373	113,362	21,989	24.07%
INTERNAL TRANSFERS TOTAL	84,471	91,373	91,373	113,362	21,989	24.07%
EXPENSE TOTAL	4,188,778	4,670,539	4,537,508	4,660,194	122,686	2.70%
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	25,000	25,000	25,000	25,000	0	0.00%
0470 TSF FROM RESERVE FUND	250,000	250,000	250,000	250,000	0	0.00%
0472 REIMB - CUPE BENEFITS	1,740	2,109	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	5,690	6,270	0	0	0	0.00%
0479 REIMBURSEMENTS	51,229	71,052	61,397	67,998	6,601	10.75%
0480 SUNDRY REVENUE	13,975	4,514	7,500	7,500	0	0.00%
0484 TICKET SURCHARGE	240,490	363,762	266,000	266,000	0	0.00%
0890 ATM REVENUE	3,514	4,023	3,500	3,800	300	8.57%
0919 VENDING MACHINE SALES	2,081	3,732	2,200	2,300	100	4.55%
0931 PUBLIC SKATING	6,347	11,926	7,700	10,500	2,800	36.36%
0932 ARENA BUILDING RENTALS	41,776	58,482	23,900	44,500	20,600	86.19%
0933 ARENA ICE RENTALS	1,151,834	1,397,873	1,233,000	1,400,000	167,000	13.54%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *ARENA SERVICES*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
0939 ARENA MISC. REVENUES	104,003	102,115	140,000	98,500	(41,500)	-29.64%
REVENUE TOTAL	1,897,679	2,300,858	2,020,197	2,176,098	155,901	7.72%
GRAND TOTAL:	2,291,099	2,369,681	2,517,311	2,484,096	(33,215)	-1.32%

Activity Summary Overview – 2024 Budget

Arts, Culture & Recreation Services

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

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.

The department works closely with the Public Arts Advisory Committee to develop a Public Art Policy for the City as a means of enhancing and 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. Collaborate 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 ACRS 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, Rib Fest, Culture Days, Bay Block Party, etc.).

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

ACRS 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, Movies in the Park, and Cultural events during the year.

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 73 parks and 2 buildings. Revenues collected for bookings are shown in the Parks Revenue section. The ACRS 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 ACRS staff on a cost recovery basis. Some of these programs are contingent on the receipt of grant funding.

The ACRS Department also provides supervision/staffing for the City's 10 outdoor rinks and trails.

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 Shabogesic Beach.

Arts, Culture, & Recreation Services Positions

	2023 FTE	2024 FTE
Manager, Sports & Events **	0.00	0.15
Community Development Coordinator	1.00	1.00
Community Events Facilitator	1.00	1.00
Administrative Assistant	1.44	1.44
Culture and Recreation Programmer	1.00	1.00
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
Totals	10.24	10.39

Note: * Programs funded wholly or partially through other funding sources.

** Reallocation from Arenas to reflect time associated with department.

For more information go to:

<https://www.northbay.ca/city-government/departments/arts-culture-recreation/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *ARTS, CULTURE & RECREATION*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	227,900	273,724	275,906	302,966	27,060	9.81%
1002 TEMPORARY SALARIES	88,888	92,658	201,296	214,471	13,175	6.55%
1101 OVERTIME FULLTIME	2,570	2,428	0	3,000	3,000	100.00%
1102 OVERTIME PART TIME	1,288	877	0	0	0	0.00%
1202 VACATION	7,180	8,585	8,498	8,579	81	0.95%
1203 COMPASSIONATE LEAVE	475	0	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	2,644	3,151	0	0	0	0.00%
1401 TRAINING & SAFETY	0	221	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	82,541	96,337	101,139	107,096	5,957	5.89%
1802 FRINGE BENEFITS-PARTTIME	17,893	17,815	31,454	35,244	3,790	12.05%
PERSONNEL TOTAL	431,379	495,796	618,293	671,356	53,063	8.58%
GOODS & SERVICES						
2401 GAS FUEL	91	288	204	280	76	37.25%
2525 FOOD PURCHASES	0	261	0	0	0	0.00%
2601 OFFICE SUPPLIES	14,316	2,205	6,500	6,500	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	0	613	0	0	0	0.00%
2645 RECREATIONAL SUPPLIES	15,768	9,283	17,000	16,100	(900)	-5.29%
2699 MISC GENERAL SUPPLIES	45,007	36,646	52,547	58,250	5,703	10.85%
2999 MISCELLANEOUS SUPPLIES	697	0	1,000	100	(900)	-90.00%
3001 POSTAGE	658	725	2,500	2,500	0	0.00%
3010 TELEPHONE	5,179	4,359	6,000	5,700	(300)	-5.00%
3014 TELECOMMUNICATIONS	153	0	200	200	0	0.00%
3035 MILEAGE	117	576	3,000	3,000	0	0.00%
3045 CONFERENCES & SEMINARS	0	1,976	3,000	3,000	0	0.00%
3050 RECEPTIONS	616	0	0	0	0	0.00%
3055 MEETING COSTS	546	885	1,400	1,400	0	0.00%
3056 PERMITS	0	123	0	123	123	100.00%
3060 MEALS	0	87	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,172	153	3,700	3,000	(700)	-18.92%
3070 TRAINING	190	0	3,500	3,500	0	0.00%
3080 ADVERTISING & PROMOTION	12,044	20,956	44,900	51,894	6,994	15.58%
3085 OUTSIDE PRINTING	0	0	28,000	0	(28,000)	-100.00%
3099 MISC ADMIN EXPENSES	2,334	0	4,000	3,000	(1,000)	-25.00%
3130 CONSULTANT FEES	0	79	0	0	0	0.00%
3205 VEHICLE LEASE/RENTAL	2,728	0	3,800	3,800	0	0.00%
3229 PORTABLE TOILETS	295	1,608	0	1,608	1,608	100.00%
3492 EVENT CONTRIBUTIONS	0	0	10,000	10,000	0	0.00%
3499 MISC CONTRACTS	113,365	0	0	0	0	0.00%
3601 INSURANCE PREMIUMS	11,291	8,910	15,000	15,000	0	0.00%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Community Services

Division(s): ARTS, CULTURE & RECREATION

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3930 COMMUNITY PROGRAMS	124,883	190,832	248,000	253,000	5,000	2.02%
3999 MISC SERVICES & RENTS	17,743	38,685	8,600	9,683	1,083	12.59%
GOODS & SERVICES TOTAL	370,193	319,250	462,851	451,638	(11,213)	-2.42%
FINANCIAL EXPENSES						
4101 BANK CHARGES	0	0	0	0	0	0.00%
4110 CASH OVER / SHORT	0	0	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	0	0	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	700	1,000	1,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	700	1,000	1,000	0	0.00%
SERVICE PARTNERS						
6066 HUMANE SOCIETY	377,265	381,037	381,037	384,848	3,811	1.00%
6099 TRANSFER TO AGENCIES-MISC	0	0	15,000	15,000	0	0.00%
SERVICE PARTNERS TOTAL	377,265	381,037	396,037	399,848	3,811	0.96%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	0	1,894	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	0	1,894	0	0	0	0.00%
EXPENSE TOTAL	1,178,837	1,198,677	1,478,181	1,523,842	45,661	3.09%
REVENUE						
0435 SPONSORSHIP	48,942	27,231	9,700	9,700	0	0.00%
0470 TSF FROM RESERVE FUND	0	20,000	35,000	35,000	0	0.00%
0479 REIMBURSEMENTS	1,046	819	0	0	0	0.00%
0480 SUNDRY REVENUE	17,000	17,500	0	0	0	0.00%
0506 MINISTRY OF HEALTH	15,262	19,799	81,781	86,336	4,555	5.57%
0599 MISC. PROVINCIAL GRANTS	8,687	11,313	0	0	0	0.00%
0620 CANADA DAY GRANT	10,000	10,000	6,700	6,700	0	0.00%
0621 SUMMER STUD PROG GRANT	9,623	0	0	0	0	0.00%
0820 REGISTRATION FEES	58,234	0	3,800	3,800	0	0.00%
0940 PARK VENDOR REVENUE	235	3,161	4,100	3,200	(900)	-21.95%
0950 CONCESSION FEES / VENDOR	0	615	0	0	0	0.00%
0953 MIDWAY	46,674	40,000	0	18,000	18,000	100.00%
0974 CO-OP ADVERTISING	0	0	24,000	0	(24,000)	-100.00%
0999 TRADE SHOW EXHIBITORS	26,135	0	0	0	0	0.00%
REVENUE TOTAL	241,838	150,438	165,081	162,736	(2,345)	-1.42%
GRAND TOTAL:	936,999	1,048,239	1,313,100	1,361,106	48,006	3.66%

Activity Summary Overview - 2024 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, Vacant Building By-law, Short-Term Rental By-law and the Property Standards Committee.

Building Positions

	2023 FTE	2024 FTE
Manager, Planning & Building Services *	0.40	0.30
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	1.00	1.00
Administrative Assistant - Building	1.00	1.00
Junior Plan Examiner	1.00	1.00
Totals	9.40	9.30

Note: * Reallocation from Building to Planning.

For more information go to:

<https://www.northbay.ca/city-government/departments/building-services/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *BUILDING*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	491,098	699,105	703,970	746,961	42,991	6.11%
1002 TEMPORARY SALARIES	78,164	21,215	0	0	0	0.00%
1101 OVERTIME FULLTIME	8,477	8,244	5,000	5,000	0	0.00%
1201 VACATION other	0	179	0	0	0	0.00%
1202 VACATION	(2,737)	(7,465)	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	0	426	0	0	0	0.00%
1299 OTHER LABOUR COSTS	50	0	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	170,992	246,960	233,849	258,896	25,047	10.71%
1802 FRINGE BENEFITS-PARTTIME	19,879	6,249	0	0	0	0.00%
PERSONNEL TOTAL	765,923	974,913	942,819	1,010,857	68,038	7.22%
GOODS & SERVICES						
2401 GAS FUEL	0	105	7,000	7,000	0	0.00%
2601 OFFICE SUPPLIES	3,581	3,682	2,700	3,500	800	29.63%
2650 CLOTHING / UNIFORM	1,841	1,759	2,625	2,625	0	0.00%
2655 SAFETY SUPPLIES	296	0	100	50	(50)	-50.00%
2660 SAFETY BOOT ALLOWANCE	1,472	899	1,880	1,880	0	0.00%
3001 POSTAGE	1,547	1,967	1,300	1,300	0	0.00%
3010 TELEPHONE	3,364	3,640	4,150	4,050	(100)	-2.41%
3014 TELECOMMUNICATIONS	450	431	450	450	0	0.00%
3035 MILEAGE	9,460	14,208	9,200	9,800	600	6.52%
3045 CONFERENCES & SEMINARS	5,404	9,076	9,500	9,500	0	0.00%
3060 MEALS	0	81	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,537	4,368	4,300	4,500	200	4.65%
3070 TRAINING	281	134	500	500	0	0.00%
3080 ADVERTISING & PROMOTION	0	1,165	0	1,200	1,200	100.00%
3130 CONSULTANT FEES	1,120	0	0	0	0	0.00%
3145 REGISTRY OFFICE FEES	45	0	100	100	0	0.00%
3340 SOFTWARE MAINTENANCE	0	0	2,120	26,330	24,210	1,141.98%
3499 MISC CONTRACTS	10,727	39,055	5,000	5,000	0	0.00%
GOODS & SERVICES TOTAL	44,125	80,570	50,925	77,785	26,860	52.74%
FINANCIAL EXPENSES						
4101 BANK CHARGES	863	1,115	800	17,500	16,700	2,087.50%
4110 CASH OVER / SHORT	0	0	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	863	1,115	800	17,500	16,700	2,087.50%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	1,955	1,500	2,000	500	33.33%
5115 TRANSFER TO RESERVE FUND	1,218,005	0	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,218,005	1,955	1,500	2,000	500	33.33%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *BUILDING*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	0	3,156	15,154	15,038	(116)	-0.77%
7010 ADMINISTRATION & OVERHEAD	280,000	280,000	280,000	280,000	0	0.00%
INTERNAL TRANSFERS TOTAL	280,000	283,156	295,154	295,038	(116)	-0.04%
EXPENSE TOTAL	2,308,916	1,341,709	1,291,198	1,403,180	111,982	8.67%
REVENUE						
0408 SHORT TERM RENTAL LICENSE	0	7,200	18,000	18,000	0	0.00%
0409 RES RENTAL HOUSING LICENSE	3,240	780	3,000	0	(3,000)	-100.00%
0411 BUILDING PERMIT FEES	2,166,320	787,857	800,000	800,000	0	0.00%
0413 PROPERTY STANDARDS	0	1,150	0	0	0	0.00%
0427 VACANT BUILDINGS BY-LAW	3,800	2,000	3,000	3,000	0	0.00%
0464 SHORT TERM RENTAL APPEAL	0	460	0	0	0	0.00%
0470 TSF FROM RESERVE FUND	0	377,961	330,807	439,716	108,909	32.92%
0479 REIMBURSEMENTS	10,821	31,322	0	3,000	3,000	100.00%
0850 ADMIN FEES	0	96	0	0	0	0.00%
0851 INQUIRY FEES	26,400	20,295	28,000	28,000	0	0.00%
REVENUE TOTAL	2,210,581	1,229,121	1,182,807	1,291,716	108,909	9.21%
GRAND TOTAL:	98,335	112,588	108,391	111,464	3,073	2.84%

Activity Summary Overview – 2024 Budget

Community Services Administration

Community Services plays an integral role in the lives of those who work, live, and play in the City of North Bay. Creating and facilitating indoor and outdoor sport and recreation facilities, facilitating, and promoting events, and delivering planning and building services are key objectives of Community Services.

The Director of Community Services provides overall leadership and direction for the department and ensures departmental alignment with the City’s strategies, priorities, budgets, and policies.

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

Community Safety and Well-Being Planning is undertaken within Community Services in collaboration with community sectoral partners in mental health, addictions, and homelessness.

New funding opportunities through grants offered by senior levels of governments and organizations is facilitated for the City by Community Services.

Community Services 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
- Economic Prosperity
- Affordable Balanced Growth
- Responsible & Responsive Government
- Spirited Safe Community

Community Services Administration Positions

	2023 FTE	2024 FTE
Director, Community Services	1.00	1.00
Grant Facilitator	1.00	1.00
Community Safety and Well-Being Planner	1.00	1.00
Totals	3.00	3.00

For more information go to:

<https://www.northbay.ca/our-community/community-safety-and-well-being/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *COMMUNITY SERVICES ADMIN*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	291,716	356,460	355,193	362,769	7,576	2.13%
1202 VACATION	(1,908)	9,905	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	87,872	109,543	109,947	114,035	4,088	3.72%
PERSONNEL TOTAL	377,680	475,908	465,140	476,804	11,664	2.51%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	529	393	2,000	2,000	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	162	42	200	1,700	1,500	750.00%
2699 MISC GENERAL SUPPLIES	1,223	30	2,000	2,000	0	0.00%
3010 TELEPHONE	1,534	1,791	1,500	2,100	600	40.00%
3030 TRAVEL	0	1,641	6,500	6,500	0	0.00%
3035 MILEAGE	0	0	2,500	2,500	0	0.00%
3045 CONFERENCES & SEMINARS	1,379	560	3,000	3,500	500	16.67%
3055 MEETING COSTS	0	634	5,000	4,000	(1,000)	-20.00%
3060 MEALS	0	669	2,000	1,000	(1,000)	-50.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	570	1,444	2,000	1,580	(420)	-21.00%
3070 TRAINING	653	260	12,000	10,500	(1,500)	-12.50%
3085 OUTSIDE PRINTING	0	85	0	0	0	0.00%
3099 MISC ADMIN EXPENSES	50	0	4,000	3,000	(1,000)	-25.00%
3130 CONSULTANT FEES	7,980	0	0	0	0	0.00%
3402 OPERATING CONTRACT	65,975	137,975	137,975	142,114	4,139	3.00%
3455 SECURITY SERVICES	0	12,325	12,000	12,000	0	0.00%
3486 OUTREACH	0	88,529	0	0	0	0.00%
3492 EVENT CONTRIBUTIONS	640	0	0	0	0	0.00%
3499 MISC CONTRACTS	22,877	22,175	25,000	25,000	0	0.00%
3930 COMMUNITY PROGRAMS	0	5,046	20,000	20,000	0	0.00%
GOODS & SERVICES TOTAL	103,572	273,599	237,675	239,494	1,819	0.77%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	509	0	0	1,000	1,000	100.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	509	0	0	1,000	1,000	100.00%
EXPENSE TOTAL	481,761	749,507	702,815	717,298	14,483	2.06%
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	32,708	33,362	33,362	34,029	667	2.00%
0470 TSF FROM RESERVE FUND	0	78,529	0	0	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	25,200	25,200	25,200	25,200	0	0.00%
REVENUE TOTAL	57,908	137,091	58,562	59,229	667	1.14%
GRAND TOTAL:	423,853	612,416	644,253	658,069	13,816	2.14%

Activity Summary Overview – 2024 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:

- Investment attraction, development facilitation, and investment aftercare;
- Business retention and expansion;
- Government liaison to support business and help facilitate innovation and growth, market development, export, and trade opportunities;
- Municipal marketing, promotion, and community familiarization;
- Municipal industrial land sale marketing and facilitation;
- Sector specific capacity development initiatives;
- Film & TV production attraction, support, and municipal permit administration;
- Supporting workforce development, capacity, resiliency, job creation and skills building, including immigration and talent attraction;
- Support for small business and entrepreneurs (Small Business Enterprise Centre) and;
- Community development, capacity, and marketing partnership projects.

Economic Development Positions

	2023 FTE	2024 FTE
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
Totals	6.00	6.00

For more information visit:

<https://www.investinnorthbay.ca/>

<https://northbay.ca/city-government/departments/economic-development/>

<https://filming.northbay.ca/>

<https://moveup.northbay.ca/>

<https://northbayimmigration.ca/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Community Services

Division(s): ECONOMIC DEVELOPMENT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	517,628	508,247	513,940	533,303	19,363	3.77%
1202 VACATION	(772)	11,851	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	164,875	170,812	172,000	176,342	4,342	2.52%
PERSONNEL TOTAL	681,731	690,910	685,940	709,645	23,705	3.46%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	3,641	4,667	4,000	4,000	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	168	0	200	200	0	0.00%
2660 SAFETY BOOT ALLOWANCE	173	326	0	0	0	0.00%
2682 PROMOTIONAL SUPPLIES	3,129	4,396	4,000	4,000	0	0.00%
3001 POSTAGE	46	6	200	0	(200)	-100.00%
3010 TELEPHONE	3,284	3,967	5,000	5,000	0	0.00%
3014 TELECOMMUNICATIONS	2,045	7,313	1,000	2,000	1,000	100.00%
3030 TRAVEL	14,200	16,218	15,000	15,000	0	0.00%
3035 MILEAGE	1,239	1,403	2,500	2,000	(500)	-20.00%
3045 CONFERENCES & SEMINARS	4,460	2,198	4,000	4,000	0	0.00%
3050 RECEPTIONS	3,929	4,802	4,500	5,000	500	11.11%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,299	3,032	3,800	3,500	(300)	-7.89%
3070 TRAINING	5,955	2,567	5,000	4,500	(500)	-10.00%
3080 ADVERTISING & PROMOTION	110,190	93,556	171,500	148,000	(23,500)	-13.70%
GOODS & SERVICES TOTAL	155,758	144,451	220,700	197,200	(23,500)	-10.65%
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	23,254	0	0	0	0	0.00%
5125 TRANSFER TO OTHER CAPITAL	14,617	76,134	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	37,871	76,134	0	0	0	0.00%
EXPENSE TOTAL	875,360	911,495	906,640	906,845	205	0.02%
REVENUE						
0470 TSF FROM RESERVE FUND	0	23,500	23,500	0	(23,500)	-100.00%
0479 REIMBURSEMENTS	280	412	0	0	0	0.00%
0480 SUNDRY REVENUE	700	2,131	0	0	0	0.00%
REVENUE TOTAL	980	26,043	23,500	0	(23,500)	-100.00%
GRAND TOTAL:	874,380	885,452	883,140	906,845	23,705	2.68%

Activity Summary Overview – 2024 Budget

Fire and Emergency Services

North Bay Fire and Emergency Services (NBFES) provides an “all hazards” protection to over 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.

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, and confined space emergencies (limited).

Emergency Response

Total Responses 2021	1960
Total Responses 2022	2035 4% increase
Total Responses 2023	2343 15% increase

2021 Estimated Dollar Loss: \$3,581,919

2022 Estimated Dollar Loss: \$2,703,405

2023 Estimated Dollar Loss: \$5,094,800

	2021	2022	2023
➤ Fire Responses			
▪ Outdoor, structure, vehicle	82	107	73
▪ Outdoor burning	116	139	288
▪ Explosion/overpressure	2	1	1
▪ Pre-Fire Conditions	89	107	105
➤ Alarm Investigations			
▪ Automatic Alarm System	392	336	428
▪ Carbon Monoxide	84	73	77
➤ Medical Emergencies	608	682	666
➤ Rescue	212	258	274
➤ Public hazard	95	68	86
➤ Other Responses	226	264	343
➤ Mutual Aid	0	4	2

Fire Prevention

2023

➤ Inspections	
▪ Closed	240
▪ Open	52
➤ Fire Safety Plan Reviews	55
➤ Fire Investigations	17

Fire and Emergency Services Positions

	2023 FTE	2024 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*	13.00	12.00
Firefighter*	57.00	56.00
Captain Fire Prevention Division	1.00	1.00
Fire Prevention Officer / Public Educator	2.00	2.00
Administration Clerk	1.47	1.47
Totals	81.47	79.47

Note: * FTEs were increased temporarily to allow for efficient hiring of new recruits during a time of increased retirements.

For more information go to:

<https://www.northbay.ca/city-government/departments/north-bay-fire-and-emergency-services/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,657,497	8,598,269	8,881,392	8,972,367	90,975	1.02%
1002 TEMPORARY SALARIES	2,648	12,292	11,848	24,120	12,272	103.58%
1101 OVERTIME FULLTIME	242,919	243,402	243,400	216,000	(27,400)	-11.26%
1202 VACATION	219,264	202,850	72,948	68,965	(3,983)	-5.46%
1203 COMPASSIONATE LEAVE	51,641	41,534	50,000	50,000	0	0.00%
1204 STATUTORY HOLIDAYS	272,269	282,137	260,000	282,300	22,300	8.58%
1207 SICK LEAVE	480,055	211,624	54,000	54,000	0	0.00%
1208 LIEU DAYS	397,561	343,983	306,867	408,700	101,833	33.18%
1299 OTHER LABOUR COSTS	11,104	36,299	2,000	7,400	5,400	270.00%
1301 WSIB LEAVE	(320,521)	(217,476)	0	0	0	0.00%
1401 TRAINING & SAFETY	99,777	134,768	65,000	111,000	46,000	70.77%
1407 ACTING RANK PAY	107,050	99,383	77,773	101,600	23,827	30.64%
1415 FIRE ON CALL PAYOUT	8,201	5,069	5,559	5,750	191	3.44%
1801 FRINGE BENEFITS-FULLTIME	2,707,394	2,781,207	2,933,977	3,004,065	70,088	2.39%
1802 FRINGE BENEFITS-PARTTIME	471	4,317	2,653	7,772	5,119	192.95%
PERSONNEL TOTAL	12,937,330	12,779,658	12,967,417	13,314,039	346,622	2.67%
GOODS & SERVICES						
2401 GAS FUEL	11,181	10,930	11,543	11,680	137	1.19%
2405 DIESEL FUEL	53,888	53,911	57,618	57,380	(238)	-0.41%
2601 OFFICE SUPPLIES	5,092	7,544	7,500	7,500	0	0.00%
2615 JANITORIAL SUPPLIES	8,979	9,330	10,000	10,000	0	0.00%
2640 TRAINING SUPPLIES	4,642	9,025	7,500	8,500	1,000	13.33%
2650 CLOTHING / UNIFORM	19,640	32,378	30,000	30,000	0	0.00%
2655 SAFETY SUPPLIES	972	2,030	10,000	10,000	0	0.00%
2660 SAFETY BOOT ALLOWANCE	3,732	6,308	2,500	3,000	500	20.00%
2701 HYDRO	38,929	44,538	39,028	43,853	4,825	12.36%
2705 NATURAL GAS	39,051	33,563	42,686	40,058	(2,628)	-6.16%
2715 WATER	12,298	11,449	12,664	11,994	(670)	-5.29%
2901 FIREFIGHTING SUPPLIES	63,601	53,153	68,000	68,000	0	0.00%
2903 FIRE FOAM	9,652	4,831	5,000	5,000	0	0.00%
2905 FIRE INVESTIGATION SUPPLI	2,731	1,865	3,500	3,000	(500)	-14.29%
2930 LONG SERVICE PINS/AWARDS	295	1,063	1,000	1,000	0	0.00%
3001 POSTAGE	306	110	300	300	0	0.00%
3003 LICENSING FEES	7,450	7,957	16,100	16,748	648	4.02%
3005 COURIER & DELIVERY	222	751	500	500	0	0.00%
3010 TELEPHONE	8,117	8,877	7,500	8,250	750	10.00%
3014 TELECOMMUNICATIONS	1,050	1,230	1,050	1,200	150	14.29%
3030 TRAVEL	3,804	15,393	11,000	14,000	3,000	27.27%
3035 MILEAGE	748	1,277	1,200	1,200	0	0.00%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3045 CONFERENCES & SEMINARS	2,231	5,693	15,500	14,000	(1,500)	-9.68%
3055 MEETING COSTS	0	0	2,000	2,000	0	0.00%
3060 MEALS	821	4,223	3,750	4,650	900	24.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,168	2,575	3,250	3,300	50	1.54%
3070 TRAINING	53,058	30,329	72,000	56,000	(16,000)	-22.22%
3080 ADVERTISING & PROMOTION	17,384	15,980	18,000	19,500	1,500	8.33%
3085 OUTSIDE PRINTING	1,962	2,353	1,000	2,000	1,000	100.00%
3130 CONSULTANT FEES	0	0	0	15,000	15,000	100.00%
3150 MEDICAL FEES	1,253	10,443	2,000	5,000	3,000	150.00%
3203 WASTE BIN RENTALS	431	0	700	0	(700)	-100.00%
3301 RADIO MAINTENANCE	16,696	18,077	24,000	24,000	0	0.00%
3305 BUILDING MAINTENANCE	43,572	54,243	55,000	56,000	1,000	1.82%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	18,341	20,069	26,000	26,000	0	0.00%
3340 SOFTWARE MAINTENANCE	0	0	10,000	10,000	0	0.00%
3350 DRY CLEANING/LAUNDERING	2,145	2,214	2,200	2,200	0	0.00%
3496 POLICE - 3RD PARTY PYMTS	175,000	175,000	175,000	219,750	44,750	25.57%
3499 MISC CONTRACTS	17,798	24,239	25,000	25,000	0	0.00%
3601 INSURANCE PREMIUMS	25,809	33,305	29,475	38,518	9,043	30.68%
3999 MISC SERVICES & RENTS	0	0	500	500	0	0.00%
GOODS & SERVICES TOTAL	676,049	716,256	811,564	876,581	65,017	8.01%
FINANCIAL EXPENSES						
4101 BANK CHARGES	951	880	900	900	0	0.00%
FINANCIAL EXPENSES TOTAL	951	880	900	900	0	0.00%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	28,277	27,642	65,000	65,000	0	0.00%
5015 OFFICE FURNITURE & EQUIP	1,506	502	1,000	1,000	0	0.00%
5115 TRANSFER TO RESERVE FUND	63,800	91,860	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	93,583	120,004	66,000	66,000	0	0.00%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	751,231	747,346	747,347	738,678	(8,669)	-1.16%
INTERNAL TRANSFERS TOTAL	751,231	747,346	747,347	738,678	(8,669)	-1.16%
EXPENSE TOTAL	14,459,144	14,364,144	14,593,228	14,996,198	402,970	2.76%
REVENUE						
0409 RES RENTAL HOUSING LICENSE	3,240	780	2,500	1,000	(1,500)	-60.00%
0476 REIMBURSEMENT-CUPE WAGES	3,525	3,760	0	0	0	0.00%
0479 REIMBURSEMENTS	3,498	12,758	1,000	2,000	1,000	100.00%
0497 CONTRACTED REVENUE	42,151	38,447	42,000	43,700	1,700	4.05%
0599 MISC. PROVINCIAL GRANTS	137,792	68,310	150,000	165,000	15,000	10.00%
0863 FIRE PERMITS/INSPECTIONS	17,189	13,646	16,400	16,400	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *FIRE DEPARTMENT*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
0864 FIRE EMERGENCY RESPONSE	57,080	104,331	73,000	73,000	0	0.00%
0865 FIRE BURNING PERMITS	43,136	40,099	42,000	42,000	0	0.00%
0866 FIRE PREVENTION/EDUCATION	0	1,185	500	500	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	16,240	16,240	16,240	16,240	0	0.00%
REVENUE TOTAL	323,851	299,556	343,640	359,840	16,200	4.71%
GRAND TOTAL:	14,135,293	14,064,588	14,249,588	14,636,358	386,770	2.71%

Activity Summary Overview – 2024 Budget

Parks Revenues

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

Parks

The City has 73 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 26 sports fields including soccer fields, baseball fields and a football field which are available for community and sport organization use from May through September each year.

Buildings

The City has 2 buildings that are available for rental.

For more information to go:

<https://www.northbay.ca/our-community/sports-facilities/arenas/meeting-room-auditorium-rentals/>

<https://www.northbay.ca/our-community/sports-facilities/athletic-fields/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *PARKS REVENUES*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
FINANCIAL EXPENSES						
4101 BANK CHARGES	1,722	1,435	1,580	1,580	0	0.00%
FINANCIAL EXPENSES TOTAL	1,722	1,435	1,580	1,580	0	0.00%
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	43,389	51,132	45,000	45,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	43,389	51,132	45,000	45,000	0	0.00%
EXPENSE TOTAL	45,111	52,567	46,580	46,580	0	0.00%
REVENUE						
0414 PARKS PERMITS	9,430	10,681	6,500	10,000	3,500	53.85%
0480 SUNDRY REVENUE	0	3,121	0	3,121	3,121	100.00%
0484 TICKET SURCHARGE	43,389	51,132	45,000	45,000	0	0.00%
0842 FACILITY RENTALS	163,554	180,086	167,000	175,000	8,000	4.79%
0849 OTHER PROPERTY RENTALS	0	3,263	1,734	3,913	2,179	125.66%
0919 VENDING MACHINE SALES	(60)	0	0	0	0	0.00%
0940 PARK VENDOR REVENUE	0	18,000	30,000	18,000	(12,000)	-40.00%
0975 SIGN ADVERTISING	0	0	6,000	6,000	0	0.00%
REVENUE TOTAL	216,313	266,283	256,234	261,034	4,800	1.87%
GRAND TOTAL:	(171,202)	(213,716)	(209,654)	(214,454)	(4,800)	-2.29%

Activity Summary Overview – 2024 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).

Planning Services Positions

	2023 FTE	2024 FTE
Manager of Planning & Building Services *	0.60	0.70
Senior Planner - Current Operations	1.00	1.00
Policy and Business Development Planner	1.00	1.00
Special Projects Development Planner	1.00	1.00
Zoning Administrator	1.00	1.00
Administrative Assistant - Planning	1.00	1.00
Totals	5.60	5.70

Note: * Reallocation from Building to Planning.

For more information go to:

<https://www.northbay.ca/city-government/departments/planning-services/>

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/committee-of-adjustment/>

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/municipal-heritage-committee/>

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/municipal-accessibility-advisory-committee/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Community Services

Division(s): PLANNING DEPARTMENT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	492,164	504,122	504,260	531,953	27,693	5.49%
1101 OVERTIME FULLTIME	444	0	0	0	0	0.00%
1202 VACATION	4,916	3,459	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	160,735	170,563	166,016	182,218	16,202	9.76%
PERSONNEL TOTAL	658,259	678,144	670,276	714,171	43,895	6.55%
GOODS & SERVICES						
2036 SIGNS	751	117	900	900	0	0.00%
2601 OFFICE SUPPLIES	2,436	3,353	3,000	3,000	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	293	405	500	600	100	20.00%
2699 MISC GENERAL SUPPLIES	579	1,869	2,500	2,500	0	0.00%
3001 POSTAGE	4,616	3,635	5,500	6,000	500	9.09%
3010 TELEPHONE	1,653	724	1,500	1,700	200	13.33%
3030 TRAVEL	0	384	1,000	1,000	0	0.00%
3035 MILEAGE	74	532	1,000	1,000	0	0.00%
3045 CONFERENCES & SEMINARS	4,973	2,881	5,000	5,000	0	0.00%
3060 MEALS	64	399	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,487	3,798	3,700	4,200	500	13.51%
3070 TRAINING	0	134	0	0	0	0.00%
3080 ADVERTISING & PROMOTION	0	529	900	800	(100)	-11.11%
3130 CONSULTANT FEES	583	0	3,000	2,000	(1,000)	-33.33%
3145 REGISTRY OFFICE FEES	1,954	2,174	3,000	3,000	0	0.00%
3930 COMMUNITY PROGRAMS	172,250	410,533	250,000	400,000	150,000	60.00%
GOODS & SERVICES TOTAL	193,713	431,467	281,500	431,700	150,200	53.36%
FINANCIAL EXPENSES						
4101 BANK CHARGES	0	0	0	2,620	2,620	100.00%
FINANCIAL EXPENSES TOTAL	0	0	0	2,620	2,620	100.00%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	2,225	1,871	2,000	2,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,225	1,871	2,000	2,000	0	0.00%
EXPENSE TOTAL	854,197	1,111,482	953,776	1,150,491	196,715	20.62%
REVENUE						
0409 RES RENTAL HOUSING LICENSE	3,240	780	3,000	0	(3,000)	-100.00%
0419 PRIVATE APPROACH PERMITS	17,482	27,447	35,000	35,000	0	0.00%
0470 TSF FROM RESERVE FUND	179,750	418,033	257,500	407,500	150,000	58.25%
0472 REIMB - CUPE BENEFITS	1,918	1,331	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	4,341	3,318	0	0	0	0.00%
0480 SUNDRY REVENUE	200	0	0	0	0	0.00%
0812 RADIO COMM TOWER REVENUE	0	3,616	0	0	0	0.00%
0851 INQUIRY FEES	82,507	86,170	99,000	99,000	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Community Services*

Division(s): *PLANNING DEPARTMENT*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
0869 OTHER ADMINISTRATION FEES	60	0	0	0	0	0.00%
0976 SIGNAGE LEASING	23,184	30,372	30,000	30,000	0	0.00%
0977 LANE CLOSINGS	2,820	2,820	2,000	2,000	0	0.00%
0994 DEEMING BY-LAWS	0	960	0	0	0	0.00%
0995 DONATIONS / GRANTS	0	1,500	0	0	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	19,040	19,040	19,040	19,040	0	0.00%
REVENUE TOTAL	334,542	595,387	445,540	592,540	147,000	32.99%
GRAND TOTAL:	519,655	516,095	508,236	557,951	49,715	9.78%



2024
**OPERATING
BUDGET**

**CORPORATE
SERVICES**



Business Unit Summary

Budget Year: 2024

YTD End Date: December 2023

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
Corporate Services						
COUNCIL SECRETARIAT	364,043	372,126	390,016	399,771	9,755	2.50%
CUSTOMER SERVICE CENTRE	321,731	264,705	328,701	337,276	8,575	2.61%
FINANCIAL SERVICES	1,521,245	1,445,084	1,580,240	1,607,847	27,607	1.75%
HUMAN RESOURCES	1,082,859	1,251,273	1,252,298	1,312,871	60,573	4.84%
INFORMATION SYSTEMS	1,396,451	1,527,971	1,822,633	1,732,977	(89,656)	-4.92%
LEGAL DEPARTMENT - GENERAL	437,351	434,953	506,327	522,222	15,895	3.14%
LEGAL DEPARTMENT - POA	103,102	(94,283)	43,424	7,309	(36,115)	-83.17%
Total:	5,226,782	5,201,829	5,923,639	5,920,273	(3,366)	-0.06%
Grand Total:	5,226,782	5,201,829	5,923,639	5,920,273	(3,366)	-0.06%

Business Unit Overview - 2024 Budget

Corporate Services

Business Unit Pressures:

The 2024 budget includes the cost to deliver existing services to taxpayers. A portion of the overall net decrease of (\$3,366) or (0.06%) is a result of increased revenues; partially offset with changes in contractual obligations, increased statutory costs such as WSIB rate charges, as well as increased software maintenance costs. Highlights to note are as follows:

- **Personnel Costs - \$296,221** - Personnel costs include 2024 phase-in of annualized positions and anticipated contractual salary and benefits increases. Approved Union Contracts are in effect until December 31, 2024, as well as the approved Non-Union Salary By-law. Student wages have been adjusted to the new Provincial Minimum Wage rate. Capital wage costs are presented in this budget and are offset with revenues transferred from the Capital Budget. Capital wage costs do not directly place pressure on Operating Budget requirements. See offset line #0460 – note 2024 Capital Transfer change of (\$109,398).
- **Software - \$137,500** - At the time of establishing the 2024 budget, software costs are estimated to increase upon renewal of required agreements. The cost pressure stems from moving away from perpetual licenses and adopting a yearly subscription-based model.
- **Information System Revenues – (\$232,362)** - At the time of establishing the 2024 budget, IS revenues are estimated to increase. New contracts are being finalized with various partners, to better reflect cost recovery of associated support and services.

Service Level Changes (SLC):

- Customer Services - Customer Services Clerk (Part Time Relief)
- Human Resources - Intern

Activity Summary Overview – 2024 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.

Council Secretariat Positions

	2023 FTE	2024 FTE
City Clerk	1.00	1.00
Deputy Clerk	1.00	1.00
Administrative Assistant*	2.00	2.00
Totals	4.00	4.00

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

Elections

Responsible for Municipal Elections (Council and four 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 in October 2026.

For more information go to:

<https://www.northbay.ca/city-government/departments/office-of-the-city-clerk/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	337,556	343,407	343,870	354,999	11,129	3.24%
1002 TEMPORARY SALARIES	21,455	(90)	0	0	0	0.00%
1101 OVERTIME FULLTIME	7,568	169	2,500	2,500	0	0.00%
1102 OVERTIME PART TIME	1,395	0	0	0	0	0.00%
1202 VACATION	39,490	5,391	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	112,838	116,640	112,205	121,921	9,716	8.66%
PERSONNEL TOTAL	520,302	465,517	458,575	479,420	20,845	4.55%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	35,082	2,844	4,000	4,000	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	700	776	800	1,200	400	50.00%
2665 MARRIAGE LICENSES	14,400	14,400	14,400	14,400	0	0.00%
3001 POSTAGE	40,454	1,935	2,500	2,000	(500)	-20.00%
3005 COURIER & DELIVERY	0	15	0	0	0	0.00%
3035 MILEAGE	297	0	250	250	0	0.00%
3045 CONFERENCES & SEMINARS	6,289	1,671	5,400	6,000	600	11.11%
3060 MEALS	2,746	0	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	824	871	900	1,200	300	33.33%
3080 ADVERTISING & PROMOTION	7,346	0	2,000	1,500	(500)	-25.00%
3099 MISC ADMIN EXPENSES	4,928	0	0	0	0	0.00%
3207 EQUIPMENT LEASE	108,481	3,358	3,000	3,000	0	0.00%
3310 OFFICE EQUIPMENT MAINTEN	204	204	350	350	0	0.00%
GOODS & SERVICES TOTAL	221,751	26,074	33,600	33,900	300	0.89%
FINANCIAL EXPENSES						
4101 BANK CHARGES	865	745	800	865	65	8.13%
4110 CASH OVER / SHORT	(3)	(10)	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	862	735	800	865	65	8.13%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	0	500	500	0	0.00%
5115 TRANSFER TO RESERVE FUND	40,000	60,000	60,000	60,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	40,000	60,000	60,500	60,500	0	0.00%
EXPENSE TOTAL	782,915	552,326	553,475	574,685	21,210	3.83%
REVENUE						
0403 MARRIAGE LICENSE	42,315	46,190	37,500	45,000	7,500	20.00%
0418 BURIAL PERMITS	13,180	16,540	12,000	13,000	1,000	8.33%
0470 TSF FROM RESERVE FUND	249,578	0	0	0	0	0.00%
0479 REIMBURSEMENTS	1,791	0	0	0	0	0.00%
0480 SUNDRY REVENUE	545	350	0	0	0	0.00%
0825 NOISE BY-LAW EXEMPTIONS	255	0	0	0	0	0.00%
0850 ADMIN FEES	3,846	7,160	4,000	5,000	1,000	25.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): COUNCIL SECRETARIAT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	107,360	109,959	109,959	111,914	1,955	1.78%
REVENUE TOTAL	418,870	180,199	163,459	174,914	11,455	7.01%
GRAND TOTAL:	364,045	372,127	390,016	399,771	9,755	2.50%

Activity Summary Overview – 2024 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 put customer needs first when presenting solutions and providing support. This customer-centered 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.

Citizen-Centered Services Provided

				
<p>Information</p> <p>We answer customer questions effectively and resolve concerns with empathy and care.</p> <p>At the counter, by phone, by email and by mail.</p>	<p>Municipal Parking Lots</p> <p>We process and manage parking rental locations in the downtown area.</p> <p>Municipal Parking Tickets</p> <p>We process ticket payments and escalate parking enforcement processes.</p>	<p>Licensing Business (By-Law 2012-225)</p> <p>Residential Rental Housing (By-Law 2012-55)</p> <p>Lottery (Alcohol and Gaming Commission of Ontario)</p> <p>Short-Term Rental (By-Law 2022-77)</p>	<p>General Services</p> <p>Recreational and Non-Recreational Burn Permits</p> <p>Dog/Cat Tags</p> <p>City Transit Passes</p> <p>Bag Tags and Recycling Bins</p> <p>Special Event Registrations</p> <p>City Forms</p>	<p>Payments</p> <p>Water and Wastewater Bills</p> <p>Property Tax Bills</p> <p>Accounts Receivable Invoices</p> <p>Municipal Accommodation Tax</p>

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, Lottery Licensing and Short-Term Rental Licensing within the CSC demonstrates our continued commitment to improve and expand the way we deliver Citizen-Centred Services.

Customer Service Centre Positions

	2023 FTE	2024 FTE
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
Totals	7.00	7.00

For more information go to:

<https://www.northbay.ca/city-government/departments/customer-service-centre/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): CUSTOMER SERVICE CENTRE

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	408,396	410,217	435,113	442,744	7,631	1.75%
1002 TEMPORARY SALARIES	0	1,789	0	0	0	0.00%
1101 OVERTIME FULLTIME	2,807	701	0	600	600	100.00%
1201 VACATION other	0	307	0	0	0	0.00%
1202 VACATION	4,020	1,501	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	0	213	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	146,447	147,783	160,442	161,245	803	0.50%
PERSONNEL TOTAL	561,670	562,511	595,555	604,589	9,034	1.52%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	3,217	4,420	3,200	4,000	800	25.00%
2607 POSTAGE MACHINE SUPPLIES	6,173	6,343	6,000	6,500	500	8.33%
3001 POSTAGE	641	454	600	600	0	0.00%
3005 COURIER & DELIVERY	6,119	416	6,250	6,250	0	0.00%
3035 MILEAGE	0	594	0	0	0	0.00%
3045 CONFERENCES & SEMINARS	1,289	598	1,500	1,500	0	0.00%
3070 TRAINING	3,208	1,402	4,000	4,000	0	0.00%
3080 ADVERTISING & PROMOTION	127	0	800	800	0	0.00%
3310 OFFICE EQUIPMENT MAINTEN	2,301	2,494	2,500	2,500	0	0.00%
3460 BRINKS COURIER	7,562	7,216	7,500	7,500	0	0.00%
GOODS & SERVICES TOTAL	30,637	23,937	32,350	33,650	1,300	4.02%
FINANCIAL EXPENSES						
4101 BANK CHARGES	10,010	7,895	10,500	10,000	(500)	-4.76%
4110 CASH OVER / SHORT	(3)	(20)	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	10,007	7,875	10,500	10,000	(500)	-4.76%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	2,298	5,137	1,500	1,500	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,298	5,137	1,500	1,500	0	0.00%
EXPENSE TOTAL	604,612	599,460	639,905	649,739	9,834	1.54%
REVENUE						
0401 BUSINESS LICENSE	21,220	26,555	25,000	25,000	0	0.00%
0404 LOTTERY LICENSE	183,157	224,316	200,000	200,000	0	0.00%
0409 RES RENTAL HOUSING LICENSE	3,240	780	3,000	0	(3,000)	-100.00%
0480 SUNDRY REVENUE	0	0	100	100	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	75,265	83,105	83,105	87,363	4,258	5.12%
REVENUE TOTAL	282,882	334,756	311,205	312,463	1,258	0.40%
GRAND TOTAL:	321,730	264,704	328,700	337,276	8,576	2.61%

Activity Summary Overview – 2024 Budget

Financial Services

Municipal financial management involves supporting and managing a range of interrelated components including, but not limited to; planning and budgeting, revenue and expenditure management, procurement, asset management, accounting functions, extensive reporting requirements, as well as service partners and corporate-wide departmental support.

The Financial Services department strives to provide timely, responsive, efficient and innovative financial services to all customers (both internal and external) in compliance with various City policies, risk management, and 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.
- Provides support to the following Service Partners and Local Boards:
 - North Bay Police Services Board
 - North Bay Public Library Board
 - North Bay Jack Garland Airport
 - Invest North Bay Development Corporation (inbay)
 - North Bay Hydro Holdings Limited
 - North Bay-Mattawa Conservation Authority

- The Business Centre (tbc)
- Board of Management of the Downtown Improvement Area (DIA)

Financial Services Positions

	2023 FTE	2024 FTE
Chief Financial Officer	1.00	1.00
Director of Financial Services	1.00	1.00
Manager of Tax and Water	1.00	1.00
Manager of Financial Services	1.00	1.00
Manager of Purchasing	1.00	1.00
Tax & Water Specialist	1.00	1.00
Financial Reporting Specialist *	4.00	4.00
Operating Budget Analyst	1.00	1.00
Capital Budget 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
Totals	24.00	24.00

Note: * Funded partially and/or entirely from the Capital Budget.

For more information go to:

<https://www.northbay.ca/city-government/departments/financial-services/>

<https://www.northbay.ca/city-government/budget-and-finance/municipal-budgets/>

<https://www.northbay.ca/city-government/budget-and-finance/financial-reporting/>

<https://www.northbay.ca/services-payments/property-taxes/>

<https://www.northbay.ca/city-government/budget-and-finance/asset-management/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,628,776	1,639,998	1,731,453	1,768,235	36,782	2.12%
1011 SALARIES CAPITAL/Special Projects	0	0	147,773	150,371	2,598	1.76%
1101 OVERTIME FULLTIME	6,564	3,323	10,000	7,000	(3,000)	-30.00%
1201 VACATION other	0	2,002	0	0	0	0.00%
1202 VACATION	4,404	28,221	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	0	213	0	0	0	0.00%
1299 OTHER LABOUR COSTS	0	120	140	140	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	545,493	569,323	651,669	675,320	23,651	3.63%
PERSONNEL TOTAL	2,185,237	2,243,200	2,541,035	2,601,066	60,031	2.36%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	17,115	16,201	17,000	17,000	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	2,041	172	2,000	2,000	0	0.00%
3001 POSTAGE	44,604	42,929	43,500	43,500	0	0.00%
3005 COURIER & DELIVERY	90	0	100	100	0	0.00%
3010 TELEPHONE	2,242	2,371	2,800	2,800	0	0.00%
3030 TRAVEL	547	607	1,900	2,000	100	5.26%
3035 MILEAGE	0	563	500	500	0	0.00%
3045 CONFERENCES & SEMINARS	2,010	6,904	10,500	10,000	(500)	-4.76%
3055 MEETING COSTS	558	235	500	500	0	0.00%
3060 MEALS	811	439	1,000	1,000	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	9,563	9,680	13,000	13,000	0	0.00%
3070 TRAINING	7,076	5,130	12,000	12,500	500	4.17%
3080 ADVERTISING & PROMOTION	288	0	0	0	0	0.00%
3101 AUDIT & ACCOUNTING FEES	62,128	63,240	61,768	64,300	2,532	4.10%
3130 CONSULTANT FEES	30,121	0	9,500	9,500	0	0.00%
3170 LEGAL SEARCHES	22	126	0	0	0	0.00%
3199 MISC PROFESSIONAL FEES	2,210	2,188	500	500	0	0.00%
3310 OFFICE EQUIPMENT MAINTEN	0	0	200	200	0	0.00%
3340 SOFTWARE MAINTENANCE	1,832	916	1,000	1,000	0	0.00%
GOODS & SERVICES TOTAL	183,258	151,701	177,768	180,400	2,632	1.48%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	2,140	1,229	3,000	3,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,140	1,229	3,000	3,000	0	0.00%
EXPENSE TOTAL	2,370,635	2,396,130	2,721,803	2,784,466	62,663	2.30%
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	33,890	94,326	295,241	301,669	6,428	2.18%
0472 REIMB - CUPE BENEFITS	0	176	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	0	426	0	0	0	0.00%
0850 ADMIN FEES	18,140	18,503	18,503	18,873	370	2.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): FINANCIAL SERVICES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
0853 TAX CERTIFICATE FEES	48,169	36,090	46,000	46,000	0	0.00%
0854 TAX REGISTRATION FEES	0	146	0	0	0	0.00%
0856 RETURN ITEM CHARGE	14,085	16,864	15,000	15,000	0	0.00%
0860 ACCOUNT ADJ./METER READS	1,470	362	600	600	0	0.00%
0861 OFFICIAL RECEIPTS	574	330	1,000	600	(400)	-40.00%
0862 WATER TO TAX TRANSFER	88,203	103,880	85,000	88,000	3,000	3.53%
0868 SEWER PUMPOUT FEES	110	110	385	385	0	0.00%
0883 ADMIN FEES LIBRARY	13,188	13,452	13,452	13,721	269	2.00%
0886 ADMIN FEES POLICE	91,665	93,498	93,498	95,368	1,870	2.00%
7910 INTERNAL OVERHEAD REVENUE	539,893	572,883	572,883	596,404	23,521	4.11%
REVENUE TOTAL	849,387	951,046	1,141,562	1,176,620	35,058	3.07%
GRAND TOTAL:	1,521,248	1,445,084	1,580,241	1,607,846	27,605	1.75%

Activity Summary Overview – 2024 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
- Health and Safety
- Employee Wellness
- Disability Claims Management / WSIB Administration
- Attendance Management
- Employee Records
- Employee Family Assistance Program (EFAP)
- Service Partner Support Consulting Services
 - North Bay Police Services
 - North Bay Public Library
 - North Bay Jack Garland Airport
 - North Bay Mattawa Conservation Authority

Human Resources Positions

	2023 FTE	2024 FTE
Director of Human Resources	1.00	1.00
Human Resources Advisor	1.00	1.00
Health and Safety 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
Totals	7.00	7.00

For more information go to:

<https://www.northbay.ca/city-government/departments/human-resources/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	816,579	992,886	685,861	711,659	25,798	3.76%
1202 VACATION	9,620	16,598	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	457,942	527,686	508,245	545,524	37,279	7.33%
PERSONNEL TOTAL	1,284,141	1,537,170	1,194,106	1,257,183	63,077	5.28%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,727	2,279	2,100	2,100	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	2,101	999	400	1,300	900	225.00%
2640 TRAINING SUPPLIES	9	2,854	0	0	0	0.00%
2655 SAFETY SUPPLIES	1,173	2,853	2,500	2,500	0	0.00%
2672 EVENTS	9,341	9,549	19,400	15,900	(3,500)	-18.04%
2682 PROMOTIONAL SUPPLIES	4,805	2,578	6,500	6,500	0	0.00%
2930 LONG SERVICE PINS/AWARDS	5,101	3,202	10,000	10,000	0	0.00%
3001 POSTAGE	1,749	332	500	500	0	0.00%
3010 TELEPHONE	1,874	914	1,500	1,500	0	0.00%
3028 RECRUITMENT	0	1,014	1,000	1,000	0	0.00%
3035 MILEAGE	0	405	0	200	200	100.00%
3045 CONFERENCES & SEMINARS	4,965	6,167	8,500	8,500	0	0.00%
3060 MEALS	346	2,817	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	5,259	6,278	3,500	7,000	3,500	100.00%
3070 TRAINING	35,910	24,436	62,900	62,900	0	0.00%
3080 ADVERTISING & PROMOTION	14,639	7,834	15,000	15,000	0	0.00%
3110 ARBITRATION FEES	105,155	81,577	75,000	75,000	0	0.00%
3130 CONSULTANT FEES	18,216	0	25,000	25,000	0	0.00%
3150 MEDICAL FEES	60	0	0	0	0	0.00%
3199 MISC PROFESSIONAL FEES	10,500	54,126	50,000	50,000	0	0.00%
3475 EFAP	11,481	17,469	17,500	18,220	720	4.11%
GOODS & SERVICES TOTAL	235,411	227,683	301,300	303,120	1,820	0.60%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	0	304	1,000	1,000	0	0.00%
5115 TRANSFER TO RESERVE FUND	120,000	120,000	120,000	120,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	120,000	120,304	121,000	121,000	0	0.00%
EXPENSE TOTAL	1,639,552	1,885,157	1,616,406	1,681,303	64,897	4.01%
REVENUE						
0416 PAYROLL CONTRIBUTIONS	4,328	4,523	5,500	6,000	500	9.09%
0470 TSF FROM RESERVE FUND	222,697	307,408	33,150	13,250	(19,900)	-60.03%
0479 REIMBURSEMENTS	50	0	0	0	0	0.00%
0883 ADMIN FEES LIBRARY	1,476	1,506	1,506	1,536	30	1.99%
0886 ADMIN FEES POLICE	3,439	3,507	3,508	3,578	70	2.00%
0901 TICKET SALES	0	0	3,500	0	(3,500)	-100.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): HUMAN RESOURCES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	324,702	316,943	316,943	344,069	27,126	8.56%
REVENUE TOTAL	556,692	633,887	364,107	368,433	4,326	1.19%
GRAND TOTAL:	1,082,860	1,251,270	1,252,299	1,312,870	60,571	4.84%

Activity Summary Overview – 2024 Budget

Information Systems

The Information Systems department (I.S.) coordinates and collaborates with City departments and other organizations to continuously improve and expand electronic access to City services and information to citizens, businesses, and staff. 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 also manages the transition to Cloud Based applications to ensure appropriate and consistent use of Cloud Based technology throughout the City.

Collectively, I.S. is responsible for the development and implementation of corporate computer and communications policy, procedures, and standards to support technology, improve business processes and to protect the assets of the Corporation.

The I.S. Department is divided into four specializations – service and support, network infrastructure and security, geographical information systems (GIS), and application development.

1. The **Service and Support** area provides in person and remote support to all the end users from every department and third-party organizations. They also install and test new software, roll out new computers, and decommission old ones, ensuring they are securely erased and recycled properly.
2. The **Network Infrastructure and Security** area is responsible for ensuring all backend hardware and software systems function properly and are secured against malicious attacks. They ensure both wired and wireless connectivity to all City owned buildings and third-party organizations is working satisfactorily, improving communications and security for everyone.
3. **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.
4. **Application Development and Program Support** provides support for in-house and commercial applications. The Business Analyst works closely with city departments and third-party organizations, bridging the gap between I.S. and the business activities using data analytics to assess processes, determine requirements and deliver data-driven recommendations and reports. They translate these requirements into application design specifications that the developers use to build and update applications used throughout the organization. The applications supported range from landfill scales to financial systems to infrastructure management programs and include direct support, contact with third party vendors and maintaining connectivity between applications for data sharing.

Some of the applications I.S. supports include:

- Corporate Financial Applications
 - General Ledger
 - Accounts Payable/Receivable
 - Budgeting
 - Building, Planning, and Permitting
 - Purchasing/Inventory
 - Tax and Water Billing
 - Payroll
- Asset Management
- Parking Management
- External Websites & Internal Intranet
- Customer Relationship Management
- Event Scheduling and Ticketing
- Transit Scheduling
- Telephony Software
- Email
- CAD
- Mobile Device Software
- POA Court Recording
- Vehicle Telemetry Software

The I.S. Department implements and maintains secured, inter-site network connectivity to over 110 network locations including 26 transit buses, 3,000 devices, and 1,350 users connected by fiber optics as well as wireless technology, a corporate IP Telephony system that spans all City sites as well as the Service Partners and Local Boards that I.S. provides support and consulting services for, including:

- City Hall
- Parking Office
- Memorial Gardens
- Pete Palangio Arena
- West Ferris Arena
- Water Treatment Plant
- Wastewater Treatment Plant
- Merrick Landfill
- Hazardous Waste Depot/Septage
- Fire Station 1
- Fire Station 2
- Fire Station 3
- Marina
- Lee Park
- Public Works
- Transit Terminal
- North Bay Mattawa Conservation Authority
- DNSSAB West Nipissing
- DNSSAB Mattawa
- Cassellholme and Castle Arms
- North Bay Battalion
- North Bay Jack Garland Airport
- North Bay Police Service
- North Bay Public Library

Information Systems Positions

	2023 FTE	2024 FTE
Director of Information Systems	1.00	1.00
Manager, Information Technology	1.00	1.00
Database Specialist	2.00	2.00
Business Analyst	1.00	1.00
Network Specialist	2.00	2.00
Desk Top Publisher/Clerk	1.00	1.00
Technical/Help Desk Support	2.00	2.00
GIS Coordinator	1.00	1.00
GIS Specialist	2.00	2.00
Manager, ERP*	0.00	0.75
AV Technician **	0.00	0.00
Totals	13.00	13.75

Note: * The ERP Manager position is annualized for 2024 and fully funded from the capital fund.

** AV Technician is fully budgeted through the Arena's budget; however, the position is utilized by the City's IS Department when needed. The position is partially funded by the Capital Budget and third parties such as the Battalion.

For more information go to:

<https://www.northbay.ca/city-government/departments/information-systems/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	960,284	1,033,337	1,058,220	1,054,149	(4,071)	-0.38%
1002 TEMPORARY SALARIES	0	59,078	95,127	96,805	1,678	1.76%
1011 SALARIES CAPITAL/Special Projects	0	0	55,260	135,956	80,696	146.03%
1101 OVERTIME FULLTIME	0	695	0	0	0	0.00%
1201 VACATION other	304	0	0	0	0	0.00%
1202 VACATION	702	12,528	0	11,052	11,052	100.00%
1204 STATUTORY HOLIDAYS	240	0	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	309,211	338,647	393,215	394,396	1,181	0.30%
1802 FRINGE BENEFITS-PARTTIME	0	14,011	7,500	14,736	7,236	96.48%
PERSONNEL TOTAL	1,270,741	1,458,296	1,609,322	1,707,094	97,772	6.08%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	14,860	18,146	12,000	16,000	4,000	33.33%
2630 SUBSCRIPTIONS/PERIODICALS	0	23	0	0	0	0.00%
2699 MISC GENERAL SUPPLIES	2,583	6,283	2,500	5,500	3,000	120.00%
3001 POSTAGE	25	79	0	300	300	100.00%
3005 COURIER & DELIVERY	9	0	0	0	0	0.00%
3010 TELEPHONE	99,732	101,900	109,650	105,000	(4,650)	-4.24%
3014 TELECOMMUNICATIONS	350	1,688	350	2,000	1,650	471.43%
3020 COMPUTER COMMUNICATIONS/Audio/Video	8,981	8,737	7,500	7,750	250	3.33%
3035 MILEAGE	1,467	1,964	2,500	2,750	250	10.00%
3045 CONFERENCES & SEMINARS	15,482	11,635	17,500	17,500	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,729	1,739	2,000	4,500	2,500	125.00%
3070 TRAINING	0	20,166	10,000	10,000	0	0.00%
3080 ADVERTISING & PROMOTION	200	1,739	0	0	0	0.00%
3130 CONSULTANT FEES	0	76,320	85,000	75,000	(10,000)	-11.76%
3210 OFFICE EQUIPMENT LEASE	58,719	62,910	60,000	65,000	5,000	8.33%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	4,846	4,622	3,500	6,500	3,000	85.71%
3340 SOFTWARE MAINTENANCE	474,757	671,532	562,500	700,000	137,500	24.44%
3412 INTERNET FEES	25,603	108,438	170,000	180,000	10,000	5.88%
3430 MAINTENANCE CONTRACT	77,863	41,140	80,000	80,000	0	0.00%
3601 INSURANCE PREMIUMS	193,251	6,041	2,878	3,000	122	4.24%
GOODS & SERVICES TOTAL	981,457	1,145,102	1,127,878	1,280,800	152,922	13.56%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	9,908	1,491	2,500	2,750	250	10.00%
5030 COMPUTER H/WARE & S/WARE	0	2,471	0	0	0	0.00%
5033 SOFTWARE UPGRADING	0	199	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	9,908	4,161	2,500	2,750	250	10.00%
EXPENSE TOTAL	2,262,106	2,607,559	2,739,700	2,990,644	250,944	9.16%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): INFORMATION SYSTEMS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	73,087	176,057	102,970	140.89%
0882 ADMIN FEES CASSELLHOLME	19,044	108,723	24,000	100,000	76,000	316.67%
0883 ADMIN FEES LIBRARY	55,794	56,910	56,910	58,048	1,138	2.00%
0884 ADMIN FEES CA	4,088	7,500	4,088	8,500	4,412	107.93%
0885 ADMIN FEES DNSSAB	246,675	351,584	200,000	350,000	150,000	75.00%
0886 ADMIN FEES POLICE	12,347	12,594	12,594	12,846	252	2.00%
0887 ADMIN FEES BATTALION	12,047	12,894	17,000	17,500	500	2.94%
0888 ADMIN FEES - AIRPORT	2,927	2,985	2,985	3,045	60	2.01%
7910 INTERNAL OVERHEAD REVENUE	512,733	526,403	526,403	531,671	5,268	1.00%
REVENUE TOTAL	865,655	1,079,593	917,067	1,257,667	340,600	37.14%
GRAND TOTAL:	1,396,451	1,527,966	1,822,633	1,732,977	(89,656)	-4.92%

Activity Summary Overview – 2024 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 provides 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

By-Law Enforcement

Provides for enforcement of all City By-Laws (except Property Standards, Vacant Building and Short-Term Rental By-Laws) 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.

Securiguard Services Ltd. 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 September 2023.

The By-Law Enforcement Coordinator directs all enforcement of parking by-laws within the City. The Coordinator is the main liaison contact with Securiguard Services Ltd. 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, all complaints with regards to parking tickets issued by Securiguard Services Ltd. 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.

Legal Services Positions

	2023 FTE	2024 FTE
City Solicitor	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
Totals	4.00	4.00

For more information go to:

<https://www.northbay.ca/city-government/departments/legal-services/>

<https://www.northbay.ca/city-government/by-laws/by-law-enforcement/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

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

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	340,832	398,960	399,057	410,098	11,041	2.77%
1202 VACATION	(237)	5,575	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	105,653	129,083	129,176	134,632	5,456	4.22%
PERSONNEL TOTAL	446,248	533,618	528,233	544,730	16,497	3.12%
GOODS & SERVICES						
2401 GAS FUEL	7,037	7,535	7,745	7,890	145	1.87%
2601 OFFICE SUPPLIES	3,757	9,192	6,200	6,400	200	3.23%
2630 SUBSCRIPTIONS/PERIODICALS	16,176	12,971	16,000	16,000	0	0.00%
2650 CLOTHING / UNIFORM	1,654	525	700	700	0	0.00%
3001 POSTAGE	6,272	8,692	7,300	8,000	700	9.59%
3005 COURIER & DELIVERY	39	25	50	50	0	0.00%
3010 TELEPHONE	3,148	3,147	2,500	3,150	650	26.00%
3030 TRAVEL	115	2,173	1,000	1,500	500	50.00%
3035 MILEAGE	0	1,731	100	1,000	900	900.00%
3045 CONFERENCES & SEMINARS	2,835	1,610	3,000	2,500	(500)	-16.67%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,284	2,649	3,220	3,260	40	1.24%
3080 ADVERTISING & PROMOTION	4,554	6,296	2,400	6,900	4,500	187.50%
3105 LEGAL FEES	2,000	0	0	0	0	0.00%
3145 REGISTRY OFFICE FEES	30,132	43,609	35,000	30,000	(5,000)	-14.29%
3170 LEGAL SEARCHES	923	880	1,500	1,500	0	0.00%
3199 MISC PROFESSIONAL FEES	175	1,360	0	1,000	1,000	100.00%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	724	41	500	500	0	0.00%
3310 OFFICE EQUIPMENT MAINTEN	0	0	400	400	0	0.00%
3450 COMMISSIONAIRES	123,235	121,462	130,000	148,000	18,000	13.85%
3499 MISC CONTRACTS	16,374	8,294	0	0	0	0.00%
3602 RISK MANAGEMENT	367,380	367,380	367,380	367,380	0	0.00%
GOODS & SERVICES TOTAL	589,814	599,572	584,995	606,130	21,135	3.61%
FINANCIAL EXPENSES						
4101 BANK CHARGES	6,818	8,338	6,200	8,000	1,800	29.03%
FINANCIAL EXPENSES TOTAL	6,818	8,338	6,200	8,000	1,800	29.03%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	1,154	0	1,000	1,000	0	0.00%
5015 OFFICE FURNITURE & EQUIP	1,092	666	1,000	1,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,246	666	2,000	2,000	0	0.00%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	15,153	15,153	15,153	15,038	(115)	-0.76%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

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

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
7050 FLEET CHARGEBACK CHARGES	1,626	0	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	16,779	15,153	15,153	15,038	(115)	-0.76%
EXPENSE TOTAL	1,061,905	1,157,347	1,136,581	1,175,898	39,317	3.46%
REVENUE						
0409 RES RENTAL HOUSING LICENSE	3,240	780	3,500	0	(3,500)	-100.00%
0419 PRIVATE APPROACH PERMITS	307	1,090	1,500	1,500	0	0.00%
0420 COURT FINES	62,872	80,087	85,000	85,000	0	0.00%
0421 PARKING FINES	208,628	260,192	220,000	250,000	30,000	13.64%
0470 TSF FROM RESERVE FUND	40,000	40,000	40,000	40,000	0	0.00%
0479 REIMBURSEMENTS	25,833	16,764	1,000	1,000	0	0.00%
0487 SURCHARGE	2,773	1,219	2,000	3,000	1,000	50.00%
0854 TAX REGISTRATION FEES	79,543	133,408	88,400	88,400	0	0.00%
0883 ADMIN FEES LIBRARY	783	799	799	799	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	200,574	188,055	188,055	183,978	(4,077)	-2.17%
REVENUE TOTAL	624,553	722,394	630,254	653,677	23,423	3.72%
GRAND TOTAL:	437,352	434,953	506,327	522,221	15,894	3.14%

Activity Summary Overview – 2024 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 and 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.

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 Ministry of Natural Resources.
- The decline in moving violation tickets filed began in 2011/2012 and has continued to drop each year, particularly between 2020/2021 with the COVID-19 pandemic, but have steadily been increasing to pre-pandemic levels over the last few years.
- Continued backlog of court cases due to the pandemic.
- Collection of court-imposed fines remains a continuing challenge across Ontario municipalities.
- Third-party collection agency supports revenue collection.
- A new operating lease agreement with the City to be finalized.
- Provincial Offences and Court Administration Centre for:
 - City of North Bay
 - Town of Powassan
 - Town of Mattawa
 - Town of Trout Creek
 - Township of Bonfield
 - Township of Himsworth South
 - Township of Calvin
 - Township of Nipissing
 - Township of Chisholm
 - Township of North Himsworth
 - Township of East Ferris
 - Municipality of French River
 - Township of Mattawan
 - Municipality of Markstay-Warren
 - Township of Papineau-Cameron
 - Municipality of St. Charles
 - Municipality of Temagami
 - Nipissing Band No. 10
 - Municipality of West Nipissing

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 = 8,840
 2022 = 9,182
 2023 = 10,664

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 = \$ 737,744
 2021 = \$1,044,151
 2022 = \$ 911,913
 2023 = \$1,147,340

POA Positions

	2023 FTE	2024 FTE
Assistant City Solicitor	1.00	1.00
POA Manager	1.00	1.00
POA Admin Clerk/Court Clerk Monitor	3.00	3.00
Legal Assistant	1.00	1.00
Totals	6.00	6.00

For more information go to:

<https://www.northbay.ca/city-government/departments/legal-services/>

<https://www.northbay.ca/services-payments/court-services/provincial-offences-infractions-provinciales/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	482,169	438,119	456,410	480,635	24,225	5.31%
1101 OVERTIME FULLTIME	1,149	680	0	0	0	0.00%
1202 VACATION	(26,380)	(15,083)	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	161,094	153,405	161,564	166,304	4,740	2.93%
PERSONNEL TOTAL	618,032	577,121	617,974	646,939	28,965	4.69%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	2,682	1,612	3,000	2,500	(500)	-16.67%
2630 SUBSCRIPTIONS/PERIODICALS	7,297	5,363	5,750	5,750	0	0.00%
2636 POA FORM SUPPLIES	7,110	0	6,000	6,000	0	0.00%
3001 POSTAGE	1,313	741	1,500	1,500	0	0.00%
3005 COURIER & DELIVERY	0	9	0	0	0	0.00%
3010 TELEPHONE	1,474	587	1,500	1,500	0	0.00%
3020 COMPUTER COMMUNICATIONS/Audio/Video	1,582	1,459	2,000	2,000	0	0.00%
3030 TRAVEL	0	653	1,000	1,000	0	0.00%
3035 MILEAGE	0	606	500	800	300	60.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,208	2,530	2,500	3,000	500	20.00%
3070 TRAINING	1,220	1,241	1,200	1,500	300	25.00%
3099 MISC ADMIN EXPENSES	0	5	75	100	25	33.33%
3157 COURT REPORTER	1,292	743	1,500	1,500	0	0.00%
3160 WITNESS FEES	24	0	500	250	(250)	-50.00%
3161 PART III PROSECUTIONS	127,003	110,723	115,000	115,000	0	0.00%
3163 PART TIME PROSECUTER	143	4,316	3,000	3,000	0	0.00%
3168 COLLECTION AGENCY FEES	33,099	33,548	30,000	30,000	0	0.00%
3170 LEGAL SEARCHES	0	163	0	0	0	0.00%
3199 MISC PROFESSIONAL FEES	2,069	4,112	2,000	5,000	3,000	150.00%
3215 PROPERTY & BUILDING LEASE	0	611	1,000	1,000	0	0.00%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,362	1,423	2,500	2,000	(500)	-20.00%
3499 MISC CONTRACTS	5,535	4,914	6,000	6,000	0	0.00%
3601 INSURANCE PREMIUMS	3,013	3,564	3,620	3,620	0	0.00%
3940 POA SHARED REVENUE	(42,020)	0	(35,528)	(5,980)	29,548	83.17%
3942 POA ICON CHARGES	17,905	20,795	17,500	18,000	500	2.86%
GOODS & SERVICES TOTAL	176,311	199,718	172,117	205,040	32,923	19.13%
FINANCIAL EXPENSES						
4101 BANK CHARGES	20,860	23,089	18,500	21,200	2,700	14.59%
4110 CASH OVER / SHORT	(45)	61	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	20,815	23,150	18,500	21,200	2,700	14.59%
INTERNAL TRANSFERS						
7010 ADMINISTRATION & OVERHEAD	63,563	64,833	64,833	66,130	1,297	2.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Corporate Services

Division(s): LEGAL DEPARTMENT - POA

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
7020 INTERNAL TRANSFERS TO OTHER DEPARTMENTS	100,000	100,000	100,000	100,000	0	0.00%
INTERNAL TRANSFERS TOTAL	163,563	164,833	164,833	166,130	1,297	0.79%
EXPENSE TOTAL	978,721	964,822	973,424	1,039,309	65,885	6.77%
REVENUE						
0420 COURT FINES	680,746	808,559	715,000	810,000	95,000	13.29%
0423 DEVOLVED COURT FINES	22,863	462	0	0	0	0.00%
0425 FINES - COLLECTION AGENCY	222,092	250,085	215,000	222,000	7,000	3.26%
0462 POA YE RECEIVABLES	(50,080)	0	0	0	0	0.00%
REVENUE TOTAL	875,621	1,059,106	930,000	1,032,000	102,000	10.97%
GRAND TOTAL:	103,100	(94,284)	43,424	7,309	(36,115)	-83.17%



2024
**OPERATING
BUDGET**

**GENERAL
GOVERNMENT**



Business Unit Summary

Budget Year: 2024

YTD End Date: December 2023

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
General Government Activities						
FINANCIAL EXPENSES	21,208,950	18,667,656	20,441,235	21,859,997	1,418,762	6.94%
GENERAL REVENUES	(112,994,067)	(119,040,532)	(11,996,004)	(12,180,795)	(184,791)	-1.54%
MAYOR & COUNCIL	442,246	528,560	567,953	610,998	43,045	7.58%
OFFICE OF THE CAO	503,928	562,569	481,450	506,699	25,249	5.24%
Total:	(90,838,943)	(99,281,747)	9,494,634	10,796,899	1,302,265	13.72%
Grand Total:	(90,838,943)	(99,281,747)	9,494,634	10,796,899	1,302,265	13.72%

Business Unit Overview - 2024 Budget

General Government

Business Unit Pressures:

The 2024 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 of \$1,302,265 or 13.72% over 2023 are as follows:

- **Principal & Interest and Capital Levy - \$1,057,652** - 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 increase of 1% is included in the Administration Recommended Budget. As in prior years, the budget does not include an inflationary adjustment in the calculation of the Capital Levy.
- **Hardship Grant Program - \$0** - This program was established for the 2021 Budget and is funded from the Tax Rate Stabilization Reserve. An agreement with LIPI was entered into for administration of the program in which funds are to be distributed to residents experiencing tax arrears arising from lost income during the pandemic. Originally, the program was set up at \$300,000; however, there was little uptake in the program, and it was reduced to \$100,000 for the 2023 budget year. The presented 2024 budget has no allocation for this programming.
- **Growth Community Improvement Plan (GCIP) Transfer to Reserves - \$100,000** - 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 and that new applications can continue to be received in 2024.
- **Transfer from Reserves - \$793,801** – Council authorized the use of reserve funds to support the 2023 Operating Budget in the amount of \$1,990,628. It is recommended that the use of reserve funds within the Operating Budget be phased out over a 5-year period. Accordingly, the transfer from reserves has been reduced to \$1,600,000 in 2024.
- **OMPF – (\$41,800)** - The Ontario Municipal Partnership Fund (OMPF) is the Province's main unconditional transfer payment to municipalities. The enclosed 2024 Budget includes the City's allocation of \$10,198,200 which represents an increase of \$41,800 from the 2023 OMPF allocation.
- **Net Investment Revenues - (\$150,000)** - Additional investment and bank interest revenues are presented in this budget in the amount of \$150,000. A portion of the interest earned is directly related to reserve dollars and the applicable offsetting transfer is budgeted (see line #4005).

While interest rates have remained at historically high levels over the past few years, it is expected that rates will start to decline in 2024. The budget has been set based on historical trends and average cash balances. Any surpluses experienced during periods of higher interest rates, will be transferred to the Tax Stabilization Reserve to fund the recommended 5-year reserve phase out plan.

- **Supplemental Revenues - (\$75,000)** - A supplementary tax bill is issued by the City for additions, improvements, or adjustments made to a property with the revised property assessment finalized after the annual tax assessment roll is determined by MPAC. Over the past several years, there has been an increase in supplemental taxes realized and the budget is set on historical trends as well as projected activities.
- **Municipal Accommodation Tax (MAT) – (Net \$0)** - The City's MAT generates revenues to promote tourism in North Bay and leverage capital investment and development. As per the MAT Policy, net revenues collected are transferred as follows: 60% to Tourism North Bay and 40% to City Reserves. MAT revenues have a net zero impact on the City's Operating Budget. Council has authority to approve funding from the City reserves to associated capital projects as needed. The overall MAT budget has been adjusted to be more in-line with historical and projected future activities.

Service Level Changes (SLC):

- Office of the CAO – In Camera

Activity Summary Overview – 2024 Budget

Financial Expenses

Long-Term Financing

Long-term debt 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, 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 accounts budget for the annual 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.

An Assessment and Real Estate Specialist position administers the City’s Assessment Base Management Program, as well as other assessment related City programs. 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 four target areas within the plan are: Housing, Industrial, Downtown, and Waterfront Target Areas. Each area within the plan has defined incentives which require funding.

Positions

	2023 FTE	2024 FTE
Assessment & Real Estate Specialist	1.00	1.00
Totals	1.00	1.00

For more information go to:

<https://www.northbay.ca/services-payments/building-development/growth-community-improvement-plan/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	95,023	322,959	327,327	101,564	(225,763)	-68.97%
1202 VACATION	641	17,189	17,502	0	(17,502)	-100.00%
1801 FRINGE BENEFITS-FULLTIME	(298,989)	74,464	91,603	34,302	(57,301)	-62.55%
PERSONNEL TOTAL	(203,325)	414,612	436,432	135,866	(300,566)	-68.87%
GOODS & SERVICES						
2630 SUBSCRIPTIONS/PERIODICALS	1,372	594	0	0	0	0.00%
3030 TRAVEL	0	0	1,000	1,000	0	0.00%
3055 MEETING COSTS	142	0	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	304	304	500	500	0	0.00%
3070 TRAINING	110	882	2,000	2,000	0	0.00%
3080 ADVERTISING & PROMOTION	1,185	0	0	0	0	0.00%
3105 LEGAL FEES	7,626	10,436	5,000	5,000	0	0.00%
3130 CONSULTANT FEES	9,291	16,689	16,500	16,500	0	0.00%
3199 MISC PROFESSIONAL FEES	0	2,798	0	0	0	0.00%
3499 MISC CONTRACTS	25,345	10,952	27,400	27,400	0	0.00%
3930 COMMUNITY PROGRAMS	6,888	6,716	11,000	11,000	0	0.00%
GOODS & SERVICES TOTAL	52,263	49,371	63,400	63,400	0	0.00%
FINANCIAL EXPENSES						
4005 INTEREST EARNED ON RESERVES	1,548,010	3,494,262	600,000	600,000	0	0.00%
4015 DEBENTURE PRINCIPAL	5,956,714	5,849,122	5,849,122	4,849,122	(1,000,000)	-17.10%
4020 DEBENTURE INTEREST	635,179	691,534	700,187	566,301	(133,886)	-19.12%
4101 BANK CHARGES	1,641	1,714	3,100	2,000	(1,100)	-35.48%
4110 CASH OVER / SHORT	0	(1)	0	0	0	0.00%
4125 PENNY PHASE OUT	0	0	0	0	0	0.00%
4201 COURT OF REVISION (442)	390,102	56,128	60,000	60,000	0	0.00%
4202 ANA WRITEOFFS	(316)	0	10,000	10,000	0	0.00%
4204 P.R.A.N.	26,508	11,556	30,000	30,000	0	0.00%
4205 ARB/OMB/COURT DECISIONS	322,576	290,820	620,000	620,000	0	0.00%
4206 MINUTES OF SETTLEMENT	66,699	84,092	80,000	80,000	0	0.00%
4210 UNCOLLECTIBLE TAXES - 495	27,979	130,474	25,000	25,000	0	0.00%
4222 PROPERTY TAX REDUCTIONS	642,399	662,204	668,095	682,070	13,975	2.09%
4235 GEN ACCOUNT WRITE-OFF	104,540	94,510	135,000	35,000	(100,000)	-74.07%
4250 CIP/TIFF INCENTIVES	185,582	200,068	130,350	130,350	0	0.00%
4252 VACANCY REBATES	(1,168)	0	0	0	0	0.00%
4253 CHARITY REBATES	59,047	77,893	70,000	70,000	0	0.00%
4254 PILS	33,305	(43,472)	0	0	0	0.00%
4320 INVENTORY SHORT/(OVER)	6,736	10,329	0	0	0	0.00%
4399 MISC ADJUSTMENTS	6,956	0	0	0	0	0.00%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): General Government Activities

Division(s): FINANCIAL EXPENSES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
4401 CONTINGENCY	40,733	103,593	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	10,053,222	11,714,826	8,980,854	7,759,843	(1,221,011)	-13.60%
CAPITAL/RESERVE TRANSACTIONS						
5033 SOFTWARE UPGRADING	2,725	0	0	0	0	0.00%
5101 CAPITAL LEVY	15,159,793	16,120,567	16,121,349	18,312,887	2,191,538	13.59%
5115 TRANSFER TO RESERVE FUND	11,768,390	12,113,886	320,000	420,000	100,000	31.25%
5150 AGREEMENTS	75,424	25,000	90,000	90,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	27,006,332	28,259,453	16,531,349	18,822,887	2,291,538	13.86%
EXPENSE TOTAL	36,908,492	40,438,262	26,012,035	26,781,996	769,961	2.96%
REVENUE						
0430 PENALTIES/CURRENT TAXES	994,964	1,159,162	650,000	650,000	0	0.00%
0433 PENALTIES A/R	908	40,708	10,000	5,000	(5,000)	-50.00%
0437 DIVIDENDS	1,033,015	1,749,726	900,000	900,000	0	0.00%
0440 INTEREST/CURRENT BANK	2,389,680	5,909,720	800,000	900,000	100,000	12.50%
0441 INTEREST ON INVESTMENTS	682,547	1,014,044	750,000	800,000	50,000	6.67%
0445 OTHER INTEREST	27,617	0	0	0	0	0.00%
0470 TSF FROM RESERVE FUND	71,199	250,049	2,460,801	1,667,000	(793,801)	-32.26%
0471 PINWOOD SS REIMBURSEMENT	0	10,462	0	0	0	0.00%
0480 SUNDRY REVENUE	22	21,000	0	0	0	0.00%
0508 MIN OF TRANSPORTATION	0	1,500,000	0	0	0	0.00%
0512 PROVINCIAL GAS TAX	906,919	914,298	0	0	0	0.00%
0517 SAFE RESTART	0	(157,436)	0	0	0	0.00%
0539 ONT COMMUNITY INFR OCIF	5,518,653	5,593,744	0	0	0	0.00%
0544 NORTHERN ONT RES (NORDS)	800,000	373,646	0	0	0	0.00%
0599 MISC. PROVINCIAL GRANTS	0	(20,713)	0	0	0	0.00%
0608 CANADA COMMUNITY - BUILDING FUND (FEDERAL GAS TAX)	3,270,023	3,412,198	0	0	0	0.00%
0995 DONATIONS / GRANTS	3,995	0	0	0	0	0.00%
REVENUE TOTAL	15,699,542	21,770,608	5,570,801	4,922,000	(648,801)	-11.65%
GRAND TOTAL:	21,208,950	18,667,654	20,441,234	21,859,996	1,418,762	6.94%

Activity Summary Overview – 2024 Budget

General Revenues

OMPF

The Ontario Municipal Partnership Fund (OMPF) is the Province's unconditional grant payment to municipalities.

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 (tax levy) needs as part of their annual budget process and Total Weighted Average Assessment.

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 tourism assets 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.

For more information to go:

<https://www.northbay.ca/services-payments/property-taxes/>

<https://www.northbay.ca/city-government/budget-and-finance/municipal-accommodation-tax/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
GOODS & SERVICES						
2701 HYDRO	0	240	0	0	0	0.00%
2720 MUNICIPAL TAXES	2,623	0	2,641	0	(2,641)	-100.00%
GOODS & SERVICES TOTAL	2,623	240	2,641	0	(2,641)	-100.00%
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	2,842,917	1,466,264	306,396	329,313	22,917	7.48%
5150 AGREEMENTS	626,109	593,122	459,594	493,969	34,375	7.48%
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,469,026	2,059,386	765,990	823,282	57,292	7.48%
INTERNAL TRANSFERS						
7010 ADMINISTRATION & OVERHEAD	107,316	124,010	124,010	126,718	2,708	2.18%
INTERNAL TRANSFERS TOTAL	107,316	124,010	124,010	126,718	2,708	2.18%
EXPENSE TOTAL	3,578,965	2,183,636	892,641	950,000	57,359	6.43%
REVENUE						
0105 TAXATION	97,508,334	102,095,663	0	0	0	0.00%
0110 SUPPLEMENTARY TAXES	1,382,581	1,136,415	500,000	575,000	75,000	15.00%
0111 SUPPLEMENTARY TAXES-PILS	0	113,272	0	0	0	0.00%
0140 MUNICIPAL ACCOMMODATION TAX	1,150,831	1,200,476	890,000	950,000	60,000	6.74%
0185 EDUCATION TAXES RETAINED	48,910	57,737	50,866	59,469	8,603	16.91%
0201 FEDERAL PROPERTIES	836,494	862,283	0	0	0	0.00%
0211 C B C	2,381	2,455	0	0	0	0.00%
0231 GOVERNMENT SERVICES	1,741,572	1,758,129	0	0	0	0.00%
0250 NORTH BAY GENERAL HOSPITA	30,300	30,300	30,300	30,300	0	0.00%
0252 NORTH BAY JAIL	7,500	7,500	7,500	7,500	0	0.00%
0253 NIPSSING UNIVERSITY	295,350	283,950	295,350	283,950	(11,400)	-3.86%
0254 CANADORE COLLEGE	191,475	216,675	191,475	216,675	25,200	13.16%
0260 MMAH-EFECTO DE ONDAS	1,251	1,290	0	0	0	0.00%
0272 LIQUOR CONTROL BOARD	73,786	76,061	0	0	0	0.00%
0274 ONTARIO NORTHLAND	583,593	601,585	0	0	0	0.00%
0280 NORTH BAY HYDRO	25,551	27,816	0	0	0	0.00%
0281 CITY OF NORTH BAY	322,631	335,726	0	0	0	0.00%
0282 TOWNSHIP OF NORTH HIMSWOR	4,052	4,177	0	0	0	0.00%
0283 LINEAR PROPERTY ACREAGE	23,949	23,772	23,949	28,047	4,098	17.11%
0285 EDUCATION TAXES RETAINED - PIL	321,585	357,754	334,448	368,487	34,039	10.18%
0305 UNCONDITIONAL GRANTS	10,353,400	10,156,400	10,156,400	10,198,200	41,800	0.41%
0463 GAMING/CASINO REVENUES	1,265,364	1,466,264	0	0	0	0.00%
0477 LAND LEASE	4,800	4,800	4,800	4,800	0	0.00%
0480 SUNDRY REVENUE	4,673	7,941	6,000	6,000	0	0.00%
0841 PROPERTY RENTALS	314,630	317,688	319,518	324,329	4,811	1.51%
0869 OTHER ADMINISTRATION FEES	15,000	15,000	15,000	15,000	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): General Government Activities

Division(s): GENERAL REVENUES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	63,039	63,039	63,039	63,039	0	0.00%
REVENUE TOTAL	116,573,032	121,224,168	12,888,645	13,130,796	242,151	1.88%
GRAND TOTAL:	(112,994,067)	(119,040,532)	(11,996,004)	(12,180,796)	(184,792)	-1.54%

Activity Summary Overview – 2024 Budget

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.

Municipal Elections are held every 4 years on the fourth Monday in October. The next municipal election will take place on Monday, October 26, 2026.

Mayor and Council Positions

	2023 Elected Officials	2024 Elected Officials
Mayor	1.00	1.00
City Councillor	10.00	10.00
Totals	11.00	11.00

Integrity Commissioner

On May 30th, 2017, multiple legislative amendments were passed through Bill 68. Part of the amendments focused on accountability and transparency and included 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.

For more information go to:

<https://www.northbay.ca/city-government/mayor-council/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): General Government Activities

Division(s): COUNCIL

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	294,576	307,850	314,608	324,361	9,753	3.10%
1802 FRINGE BENEFITS-PARTTIME	16,461	20,634	21,133	21,847	714	3.38%
PERSONNEL TOTAL	311,037	328,484	335,741	346,208	10,467	3.12%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	556	109	250	250	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	0	8	0	0	0	0.00%
2699 MISC GENERAL SUPPLIES	1,026	1,137	2,500	2,500	0	0.00%
3035 MILEAGE	0	1,117	750	1,200	450	60.00%
3040 ACCOMODATIONS	0	752	0	0	0	0.00%
3045 CONFERENCES & SEMINARS	10,580	10,291	25,000	25,000	0	0.00%
3060 MEALS	970	3,097	4,000	4,500	500	12.50%
3601 INSURANCE PREMIUMS	554	1,897	310	1,152	842	271.61%
3970 CORPORATE INITIATIVES	14	0	0	0	0	0.00%
GOODS & SERVICES TOTAL	13,700	18,408	32,810	34,602	1,792	5.46%
EXPENSE TOTAL	324,737	346,892	368,551	380,810	12,259	3.33%
GRAND TOTAL:	324,737	346,892	368,551	380,810	12,259	3.33%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): General Government Activities

Division(s): MAYOR

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1002 TEMPORARY SALARIES	73,996	79,028	79,028	81,477	2,449	3.10%
1499 OTHER EMP ALLOWANCES	0	0	0	9,000	9,000	100.00%
1802 FRINGE BENEFITS-PARTTIME	12,723	12,581	12,525	13,212	687	5.49%
PERSONNEL TOTAL	86,719	91,609	91,553	103,689	12,136	13.26%
GOODS & SERVICES						
2520 SOUVENIR SUPPLIES	133	406	300	1,000	700	233.33%
2601 OFFICE SUPPLIES	1,397	1,261	1,500	2,500	1,000	66.67%
2699 MISC GENERAL SUPPLIES	964	1,168	1,000	1,200	200	20.00%
3001 POSTAGE	273	216	500	500	0	0.00%
3010 TELEPHONE	1,501	599	1,500	1,500	0	0.00%
3030 TRAVEL	0	0	0	2,000	2,000	100.00%
3035 MILEAGE	576	2,736	1,250	2,000	750	60.00%
3045 CONFERENCES & SEMINARS	9,726	6,516	10,000	10,000	0	0.00%
3050 RECEPTIONS	989	939	2,000	5,000	3,000	150.00%
3055 MEETING COSTS	0	182	0	0	0	0.00%
3060 MEALS	1,028	3,484	3,000	4,000	1,000	33.33%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	0	50	1,000	1,000	0	0.00%
3105 LEGAL FEES	10,461	65,267	75,000	75,000	0	0.00%
3601 INSURANCE PREMIUMS	122	0	0	0	0	0.00%
3930 COMMUNITY PROGRAMS	228	2,376	5,000	10,000	5,000	100.00%
3970 CORPORATE INITIATIVES	2,723	4,111	5,000	10,000	5,000	100.00%
GOODS & SERVICES TOTAL	30,121	89,311	107,050	125,700	18,650	17.42%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	901	901	1,000	1,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	901	901	1,000	1,000	0	0.00%
EXPENSE TOTAL	117,741	181,821	199,603	230,389	30,786	15.42%
REVENUE						
0480 SUNDRY REVENUE	231	154	200	200	0	0.00%
REVENUE TOTAL	231	154	200	200	0	0.00%
GRAND TOTAL:	117,510	181,667	199,403	230,189	30,786	15.44%

Activity Summary Overview – 2024 Budget

Office of the CAO

The Office of the CAO is responsible for the administration, coordination and direction of all affairs of the Corporation in accordance with the policies and direction established by the Mayor and Council. In addition, the office includes 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 recommendations 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 with the operations of the Office of the Chief Administrative Officer including total compensation, training, travel, office supplies and other administration costs.

Office of the CAO Positions

	2023 FTE	2024 FTE
CAO	1.00	1.00
Executive Assistant	1.00	1.00
Communications and Strategic Development Officer	1.00	1.00
Marketing Intern	0.42	0.58
Totals	3.42	3.58

For more information go to:

<https://www.northbay.ca/city-government/departments/office-of-the-chief-administrative-officer/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

General Government Activities

Division(s):

OFFICE OF THE CAO

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	398,706	372,870	383,095	420,373	37,278	9.73%
1002 TEMPORARY SALARIES	15,649	37,124	19,779	18,552	(1,227)	-6.20%
1101 OVERTIME FULLTIME	0	396	0	0	0	0.00%
1202 VACATION	8,210	82,405	791	742	(49)	-6.19%
1801 FRINGE BENEFITS-FULLTIME	111,756	105,253	115,938	122,769	6,831	5.89%
1802 FRINGE BENEFITS-PARTTIME	2,179	9,215	1,892	2,179	287	15.17%
PERSONNEL TOTAL	536,500	607,263	521,495	564,615	43,120	8.27%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	4,259	5,139	4,000	5,000	1,000	25.00%
2630 SUBSCRIPTIONS/PERIODICALS	0	73	100	100	0	0.00%
2699 MISC GENERAL SUPPLIES	366	183	400	400	0	0.00%
3010 TELEPHONE	1,992	1,172	2,300	2,400	100	4.35%
3030 TRAVEL	1,631	0	2,000	2,000	0	0.00%
3035 MILEAGE	296	792	800	800	0	0.00%
3045 CONFERENCES & SEMINARS	1,331	3,883	1,500	1,500	0	0.00%
3060 MEALS	2,362	1,009	1,000	1,000	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	32,535	32,997	32,535	32,997	462	1.42%
3070 TRAINING	0	421	2,000	2,000	0	0.00%
3080 ADVERTISING & PROMOTION	1,119	5,356	8,303	8,303	0	0.00%
3130 CONSULTANT FEES	0	0	2,500	2,500	0	0.00%
GOODS & SERVICES TOTAL	45,891	51,025	57,438	59,000	1,562	2.72%
EXPENSE TOTAL	582,391	658,288	578,933	623,615	44,682	7.72%
REVENUE						
0482 LAND SALE/RENTAL	1,405	1,405	2,474	1,405	(1,069)	-43.21%
0515 NOHFC	15,481	19,519	20,216	0	(20,216)	-100.00%
7910 INTERNAL OVERHEAD REVENUE	61,578	74,794	74,794	115,512	40,718	54.44%
REVENUE TOTAL	78,464	95,718	97,484	116,917	19,433	19.93%
GRAND TOTAL:	503,927	562,570	481,449	506,698	25,249	5.24%



2024

**OPERATING
BUDGET**

**INFRASTRUCTURE
AND OPERATIONS**



Business Unit Summary

Budget Year: 2024

YTD End Date: December 2023

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
Infrastructure and Operations						
AQUATIC CENTRE	294,084	305,552	278,656	286,953	8,297	2.98%
CITY HALL FACILITIES	970,372	943,654	832,197	882,873	50,676	6.09%
ENGINEERING SERVICES	925,443	1,146,613	946,543	942,282	(4,261)	-0.45%
ENVIRONMENTAL SERVICES	1,032,121	1,655,002	1,001,328	1,149,700	148,372	14.82%
FLEET MANAGEMENT	0	0	0	0	0	0.00%
KINGS LANDING	6,970	4,848	2,252	4,972	2,720	120.78%
MARINA	0	0	0	0	0	0.00%
PARKING OPERATIONS	33,865	(57,610)	6,080	(113,107)	(119,187)	-1,960.31%
PARKS - OPERATIONS	3,931,652	4,201,357	4,169,028	4,459,389	290,361	6.96%
ROADS DEPARTMENT	8,711,475	9,072,192	9,334,714	9,668,286	333,572	3.57%
STORM SEWERS	706,092	691,851	611,651	617,532	5,881	0.96%
TRANSIT	4,713,758	4,570,260	4,933,772	4,981,808	48,036	0.97%
WORKS DEPT ADMINISTRATION	745,066	751,806	747,043	666,810	(80,233)	-10.74%
Total:	22,070,898	23,285,525	22,863,264	23,547,498	684,234	2.99%
Grand Total:	22,070,898	23,285,525	22,863,264	23,547,498	684,234	2.99%

Business Unit Overview - 2024 Budget

Infrastructure and Operations (IO)

Business Unit Pressures:

The 2024 budget includes the cost to deliver existing service levels to taxpayers. Significant changes in the 2024 budget are a result of contractual personnel obligations, phase-in of annualized positions, increased statutory costs such as WSIB rate charges, and increases within contractual agreements. The overall net increase of \$684,234 or 2.99% can be highlighted as follows:

- **Personnel Costs - \$549,398** – Pressures include phase-in of annualized positions and anticipated contractual salary and benefits increases. Approved City Union Contracts are in effect until December 31, 2024, as well as the approved Non-Union Salary By-law. Student wages have been adjusted to the new Provincial Minimum Wage rate. Project/Capital wage costs are presented in this budget and are offset with revenues transferred from the Capital Budget. Capital wage costs do not directly place pressure on Operating Budget requirements. See offset line #0460.
- **Fuel – (\$119,613)** - The fuel budget was set based on expected usage at an estimated weighted average rate of \$1.57 per litre (12-month average), plus the carbon tax increase in April 2024, and the Ontario Fuel Tax reestablishment by June 2024, totaling \$0.0529 per litre. The estimated overall weighted average fuel rate totals \$1.62 per litre (2023 - \$1.78).
- **Winter Control - \$160,410** - Consistent with past practice the winter control budget is based on the historical 7-year average. The budget increase is related to personnel costs and anticipated service level requirements. All year-end surpluses or deficits are recommended to go to or from reserves. Currently, the balance in the Winter Control Reserve is \$207,562.
- **Transit Revenues – (\$343,000)** - Transit revenues have significantly rebounded in 2023 and it is anticipated that revenues will increase by \$343,000 in 2024.
- **Parking Revenues – (\$151,000)** - Parking revenues have significantly rebounded in 2023 and it is anticipated that revenues will increase by \$151,000 in 2024.
- **Transfer to Reserves - \$231,723** - The change in Transfer to Reserves primarily relates to the Fleet department. A transfer to reserves is annually budgeted within the Fleet department for future Fleet Capital purchases.
- **Transfer from Reserves – \$453,025** - Overall the use of reserves has decreased in 2024. In order to support Transit Recovery to pre-pandemic levels, reserve funding was included in the 2023 budget to offset transit revenue pressures. This reserve transfer has been phased out for the 2024 budget.
- **Sale of Recyclables - \$145,000** - The City has seen significant price decreases for the sale of recyclable goods in 2023. The average price per tonne received in 2022 was \$269.28, while in 2023 it was only \$159.66. Collection has also reduced slightly due to contract changes. It is assumed that market rates for recyclables will remain at current levels and collection will stabilize. The 2024 budget has been decreased by (\$25,000) to reflect anticipated recyclable revenues. In addition, the budget has been adjusted for an expected decrease (\$120,000) in Stewardship Agreement revenues (Provincial formula driven agreement). The net impact is a decrease in revenues by (\$145,000).

- **Zero-Cost Centers - \$0** - There are departments within the City that are deemed to be self-sustaining due to either legislation, City policies, or operational best practices. For IO these include the Marina and Fleet departments.

Fleet operates on a full cost recovery life cycle management approach. Using performance metrics, the system is set up to optimize operations and adequately sustain Fleet inventory for future years. An allocation of Gas Tax dollars (\$500,000) is also utilized to cover a portion of transit capital costs.

City's practice has been to operate the Marina as a zero-cost center by utilizing surplus years to offset deficit years in order to minimize any impact to the general taxpayer.

Service Level Changes (SLC):

- Environmental Services – Recycling at City Facilities & Public Spaces
- Roads – Implementation of Repairs to Private Entrances Culverts
- Transit – Fare Increase
- Engineering – In Camera

Activity Summary Overview - 2024 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 asset management plan
- Health & Safety

Aquatic Centre Positions

	2023 FTE	2024 FTE
Supervisor, Facilities & Parking	0.10	0.10
Totals	0.10	0.10

For more information go to:

<https://www.northbay.ca/our-community/recreational-activities/swimming-splash-pad/pools/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): AQUATIC CENTRE

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	8,722	8,923	8,922	9,081	159	1.78%
1202 VACATION	207	457	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	2,896	3,046	3,043	3,161	118	3.88%
PERSONNEL TOTAL	11,825	12,426	11,965	12,242	277	2.32%
GOODS & SERVICES						
2625 BUILDING MAINT SUPPLIES	3,007	8,640	9,100	9,500	400	4.40%
2701 HYDRO	112,226	112,533	114,946	118,454	3,508	3.05%
2705 NATURAL GAS	26,146	26,983	39,241	27,255	(11,986)	-30.54%
2715 WATER	28,810	38,658	29,666	33,486	3,820	12.88%
3305 BUILDING MAINTENANCE	8,460	7,459	9,355	9,500	145	1.55%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	14,568	23,250	12,607	20,000	7,393	58.64%
3380 PROPERTY DAMAGES - VANDALISM	0	13,531	0	0	0	0.00%
3430 MAINTENANCE CONTRACT	48,688	60,236	33,600	50,000	16,400	48.81%
3445 SNOW REMOVAL CONTRACT	10,619	23,410	37,000	25,000	(12,000)	-32.43%
3601 INSURANCE PREMIUMS	27,236	29,332	30,776	31,516	740	2.40%
GOODS & SERVICES TOTAL	279,760	344,032	316,291	324,711	8,420	2.66%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	4,370	5,000	7,000	2,000	40.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	0	4,370	5,000	7,000	2,000	40.00%
EXPENSE TOTAL	291,585	360,828	333,256	343,953	10,697	3.21%
REVENUE						
0841 PROPERTY RENTALS	(2,500)	55,276	54,600	57,000	2,400	4.40%
REVENUE TOTAL	(2,500)	55,276	54,600	57,000	2,400	4.40%
GRAND TOTAL:	294,085	305,552	278,656	286,953	8,297	2.98%

Activity Summary Overview - 2024 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 and 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 and Safety

City Hall Facilities Positions

	2023 FTE	2024 FTE
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	1.00	1.00
Totals	4.85	4.85

Note: * Partially funded from capital budget.

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

CITY HALL FACILITIES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	366,236	410,861	293,176	290,971	(2,205)	-0.75%
1003 SHIFT PREMIUM	4,049	3,050	5,811	6,000	189	3.25%
1011 SALARIES CAPITAL/Special Projects	0	0	96,984	93,282	(3,702)	-3.82%
1101 OVERTIME FULLTIME	4,951	5,484	4,000	6,000	2,000	50.00%
1202 VACATION	12,045	(57,976)	0	0	0	0.00%
1203 COMPASSIONATE LEAVE	0	681	0	0	0	0.00%
1299 OTHER LABOUR COSTS	0	0	0	150	150	100.00%
1801 FRINGE BENEFITS-FULLTIME	126,399	125,288	105,974	108,217	2,243	2.12%
PERSONNEL TOTAL	513,680	487,388	505,945	504,620	(1,325)	-0.26%
GOODS & SERVICES						
2601 OFFICE SUPPLIES	1,094	1,149	1,000	1,000	0	0.00%
2615 JANITORIAL SUPPLIES	12,255	7,881	12,500	12,500	0	0.00%
2650 CLOTHING / UNIFORM	1,434	1,262	1,820	1,820	0	0.00%
2660 SAFETY BOOT ALLOWANCE	537	833	1,175	1,175	0	0.00%
2701 HYDRO	201,632	213,990	213,385	207,719	(5,666)	-2.66%
2705 NATURAL GAS	35,602	38,438	38,100	44,328	6,228	16.35%
2715 WATER	9,609	11,365	9,895	11,904	2,009	20.30%
3001 POSTAGE	0	19	0	0	0	0.00%
3010 TELEPHONE	2,486	3,260	2,000	2,000	0	0.00%
3035 MILEAGE	310	293	750	750	0	0.00%
3060 MEALS	81	0	0	0	0	0.00%
3070 TRAINING	877	3,255	4,175	4,175	0	0.00%
3305 BUILDING MAINTENANCE	76,650	66,618	45,000	55,000	10,000	22.22%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	54,776	60,065	54,000	60,000	6,000	11.11%
3380 PROPERTY DAMAGES - VANDALISM	9,172	606	0	0	0	0.00%
3450 COMMISSIONAIRES	39,650	52,674	42,935	54,000	11,065	25.77%
3480 CLEANING CONTRACT	55,830	45,927	46,000	46,000	0	0.00%
3601 INSURANCE PREMIUMS	65,775	79,484	74,240	89,977	15,737	21.20%
GOODS & SERVICES TOTAL	567,770	587,119	546,975	592,348	45,373	8.30%
CAPITAL/RESERVE TRANSACTIONS						
5005 BUILDINGS	35,352	17,163	30,000	30,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	35,352	17,163	30,000	30,000	0	0.00%
EXPENSE TOTAL	1,116,802	1,091,670	1,082,920	1,126,968	44,048	4.07%
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	96,984	93,282	(3,702)	-3.82%
0474 REFUNDS	3,837	4,196	4,000	4,200	200	5.00%
0969 RECOVERY OF UTILITY COSTS	61,705	61,917	62,497	64,372	1,875	3.00%
0970 REC OF MAINTENANCE COSTS	8,648	9,662	15,000	10,000	(5,000)	-33.33%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): CITY HALL FACILITIES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
7910 INTERNAL OVERHEAD REVENUE	72,241	72,241	72,241	72,241	0	0.00%
REVENUE TOTAL	146,431	148,016	250,722	244,095	(6,627)	-2.64%
GRAND TOTAL:	970,371	943,654	832,198	882,873	50,675	6.09%

Activity Summary Overview - 2024 Budget

Engineering Services

The major activities of the Engineering Department include project management for design and construction of municipal infrastructure (roads, streetscaping, watermains, 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 asset data and the Asset Management Plan; Bridge and Culvert Management Program; Infrastructure Needs Assessment; and Pavement Management Program.

Capital Works

Activities for municipal infrastructure projects (roads, streetscaping, watermains, 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.

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 impacts.

Traffic

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

Engineering Services Positions

	2023 FTE	2024 FTE
City Engineer ♦	0.50	0.30
Senior Capital Program Engineer *,***	1.00	1.00
Senior Project Manager *,***	1.00	1.00
Manager, Special Projects ****	1.00	1.00
Infrastructure Engineer **,***	1.00	1.00
Municipal Engineer *,***	1.00	1.00
Municipal Engineer – Contract *,***	1.00	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 *,***	2.00	2.00
Engineering Intern – Contract *****	1.00	1.00
Administrative Assistant, EESW	1.00	1.00
Totals	18.50	18.30

- 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 secondment for the Community Center Capital Project.
 - ***** One-year contract which is partially funded by NOHFC.
 - ♦ FTE change due to an internal departmental reorganization.

For more information go to:

<https://www.northbay.ca/city-government/departments/engineering-services/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

ENGINEERING SERVICES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	643,549	854,359	606,186	566,364	(39,822)	-6.57%
1002 TEMPORARY SALARIES	80,513	80,860	86,913	93,524	6,611	7.61%
1011 SALARIES CAPITAL/Special Projects	0	0	874,183	887,539	13,356	1.53%
1101 OVERTIME FULLTIME	3,127	52,412	5,000	5,000	0	0.00%
1201 VACATION other	0	567	0	0	0	0.00%
1202 VACATION	40,982	(60,171)	5,535	7,384	1,849	33.41%
1203 COMPASSIONATE LEAVE	1,024	1,201	0	0	0	0.00%
1401 TRAINING & SAFETY	475	0	0	0	0	0.00%
1499 OTHER EMP ALLOWANCES	121	180	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	229,396	305,853	486,218	500,963	14,745	3.03%
1802 FRINGE BENEFITS-PARTTIME	13,413	17,804	13,373	6,866	(6,507)	-48.66%
PERSONNEL TOTAL	1,012,600	1,253,065	2,077,408	2,067,640	(9,768)	-0.47%
GOODS & SERVICES						
2401 GAS FUEL	10,578	12,079	11,226	12,130	904	8.05%
2601 OFFICE SUPPLIES	2,452	4,901	2,000	3,250	1,250	62.50%
2610 DRAFTING SUPPLIES	0	3,534	1,000	1,400	400	40.00%
2612 SURVEY SUPPLIES	17,795	14,466	16,500	16,500	0	0.00%
2650 CLOTHING / UNIFORM	3,381	3,278	3,500	3,500	0	0.00%
2655 SAFETY SUPPLIES	243	128	500	500	0	0.00%
2660 SAFETY BOOT ALLOWANCE	1,307	1,371	1,500	1,500	0	0.00%
3001 POSTAGE	0	5	0	0	0	0.00%
3005 COURIER & DELIVERY	129	10	100	100	0	0.00%
3010 TELEPHONE	3,006	11,103	2,285	13,500	11,215	490.81%
3014 TELECOMMUNICATIONS	215	866	215	850	635	295.35%
3030 TRAVEL	1,831	972	0	0	0	0.00%
3035 MILEAGE	3,600	4,378	2,500	4,000	1,500	60.00%
3040 ACCOMODATIONS	0	132	0	0	0	0.00%
3045 CONFERENCES & SEMINARS	268	2,855	750	750	0	0.00%
3055 MEETING COSTS	974	600	500	500	0	0.00%
3060 MEALS	0	158	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,706	4,546	3,315	6,065	2,750	82.96%
3070 TRAINING	17,248	15,016	23,000	23,000	0	0.00%
3099 MISC ADMIN EXPENSES	0	50	0	0	0	0.00%
3133 TRAFFIC COUNTS	1,738	1,423	2,000	2,000	0	0.00%
3150 MEDICAL FEES	0	91	0	0	0	0.00%
3199 MISC PROFESSIONAL FEES	308	0	0	0	0	0.00%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	1,548	1,465	1,000	1,500	500	50.00%
3425 CONSTRUCTION CONTRACT	0	341	0	0	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

ENGINEERING SERVICES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3489 CONTRACT/OUTSIDE SERVICES	0	14,677	0	0	0	0.00%
GOODS & SERVICES TOTAL	69,327	98,445	71,891	91,045	19,154	26.64%
FINANCIAL EXPENSES						
4110 CASH OVER / SHORT	0	42	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	0	42	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	28,945	0	10,000	0	(10,000)	-100.00%
5015 OFFICE FURNITURE & EQUIP	4,950	0	2,500	2,500	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	33,895	0	12,500	2,500	(10,000)	-80.00%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	52,765	49,862	52,794	56,327	3,533	6.69%
7050 FLEET CHARGEBACK CHARGES	262	0	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	53,027	49,862	52,794	56,327	3,533	6.69%
EXPENSE TOTAL	1,168,849	1,401,414	2,214,593	2,217,512	2,919	0.13%
REVENUE						
0419 PRIVATE APPROACH PERMITS	4,045	2,250	4,000	4,000	0	0.00%
0460 TRANSFER FRM CAPITAL FUND	0	0	998,541	995,937	(2,604)	-0.26%
0472 REIMB - CUPE BENEFITS	1,762	810	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	3,786	2,057	0	0	0	0.00%
0515 NOHFC	0	0	26,250	29,000	2,750	10.48%
0827 OVERSIZED LOAD PERMITS	850	2,880	2,000	2,000	0	0.00%
0835 ROAD CLOSURE PERMITS	6,750	8,065	5,250	8,000	2,750	52.38%
0850 ADMIN FEES	110	61	0	0	0	0.00%
0855 SERVICE CONTRACTS	7,913	17,383	10,000	12,000	2,000	20.00%
0895 MUNICIPAL CONSENTS	32,470	32,535	32,500	32,500	0	0.00%
0965 TRAFFIC COUNT FEES	0	0	750	750	0	0.00%
0980 SUBDIVISION REVIEW	15,000	15,000	15,000	15,000	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	170,720	173,760	173,760	176,042	2,282	1.31%
REVENUE TOTAL	243,406	254,801	1,268,051	1,275,229	7,178	0.57%
GRAND TOTAL:	925,443	1,146,613	946,542	942,283	(4,259)	-0.45%

Activity Summary Overview – 2024 Budget

Environmental Services

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.

Garbage Collection

Solid waste collection is contracted to Miller Waste Systems. The contract commenced July 1, 2010. It was amended and extended to 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 approximately 4,500 households are served through the multi-residential collection service.

Blue Box Program

The 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 Recycling Facility and the lease is scheduled to end June 30, 2025.

Waste diversion is a Ministry of the Environment, Conservation and Parks (MECP) requirement of operating the City's landfill site and is subsidized through Provincial Stewardship Programs. The program cost is currently 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 close to 50%.

The MECP has released legislation in regard to a new producer pay program called Extended Producer Responsibility (EPR). This will involve a transition away from the current blue box system in which producers of recyclable materials share recycling costs with the municipality. The new system will see the Province take complete control of the blue box recycling with producers being responsible for the entirety of the cost of the program. The new provincial program will standardize recycling across Ontario. The City of North Bay has been notified by the Province that we will be transitioning in 2025. There are several unknowns in regard to how EPR will affect the City of North Bay; however, staff will continue working with the Province and the current service provider over the next 2 years to develop a framework for the transition.

Household Hazardous Waste (HHWD) and Waste Diversion Depot

Maintaining a Household Hazardous Waste Program is a requirement of the Certificate of Approval to operate a Landfill.

The City of North Bay has been providing a Household Hazardous Waste Depot (HHWD) to residents of North Bay and surrounding participating municipalities since 1998. The site is open year-round and accepts hazardous products that residents accumulate in their home. The HHWD is also the site for residential free leaf and yard waste drop off, free electronics drop off area as well as scrap metal drop off. Since the facility opened in 1998 the City of North Bay has been inviting surrounding small municipalities to participate in the use of the North Bay Depot at the rate of \$2/household. Effective January 1, 2024, the fee for surrounding Municipalities to participate in the use of the North Bay HHWD will increase from \$2/household to \$4/household and the updated fee has been reflected in the budget.

Waste Diversion Strategy

The City of North Bay has a waste diversion strategy which seeks to identify and implement strategies to expand participation in recycling/waste reduction initiatives which ultimately increase waste diversion from the City of North Bay Landfill. Environmental services staff manage the implementation of these strategies with regular consultation from Council and the Waste Resources Liaisons Committee (WRLC).

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. In 2021 Council approved City staff's proposal to bring the entire operation of the landfill in-house. On January 1, 2022 City staff took over the operation of the landfill which includes controlling access to the site, operating the tipping face, maintaining the road network, weigh scale, leachate treatment, landfill gas collection and environmental sampling.

As of December 31, 2023, the Merrick Landfill site is 29 years old and has 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 2023, tipping fees increased from \$102 to \$105/tonne. Tipping fees are recommended to be increased from \$105 to \$110/tonne effective April 1, 2024 (Approved by Council January 2024). This increase has been reflected in the tipping fee revenue line item.

Leachate Treatment

The Leachate Treatment Facility, which is a requirement of the Ministry of the Environment Certificate of Approval, was commissioned in 2018. The Facility treats leachate from the lined Merrick Landfill waste cells 5-8 and discharges the treated effluent into an infiltration basin.

Marsh Drive Landfill

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

Environmental Services Positions

	2023 FTE	2024 FTE
Senior Engineer	0.33	0.33
Director PW and Parks	0.00	0.20
Roads, Traffic and Landfill Manager	0.10	0.10
Landfill Supervisor	1.00	1.00
Landfill Operations Coordinator	1.00	1.00
Environmental Control Officer	1.00	1.00
Hazardous Waste Attendant	2.00	2.00
Organic Depot - Student	0.30	0.30
Landfill Attendant - Full-time	4.00	4.00
Landfill Attendant - Part-time*	0.55	0.76
Heavy Equipment Operator - Full-time	4.00	4.00
Heavy Equipment Operator - Part-time*	0.00	0.00
Landfill Operator - Leachate Plant	1.00	1.00
Totals	15.28	15.69

Note: * Part-time positions reflect estimated hours required to meet legislative requirements.

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

<https://www.northbay.ca/services-payments/garbage-recycling/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Infrastructure and Operations*

Division(s): *ENVIRONMENTAL SERVICES*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	771,577	869,978	972,237	1,035,686	63,449	6.53%
1002 TEMPORARY SALARIES	72,519	72,971	62,146	65,790	3,644	5.86%
1003 SHIFT PREMIUM	8	10	0	520	520	100.00%
1004 OTHER/STANDBY	886	0	0	0	0	0.00%
1010 MODIFIED/ACCOMMODATED	200	0	0	0	0	0.00%
1101 OVERTIME FULLTIME	69,104	74,143	38,500	39,500	1,000	2.60%
1102 OVERTIME PART TIME	1,564	3,501	1,000	1,000	0	0.00%
1202 VACATION	56,470	56,481	1,686	2,232	546	32.38%
1203 COMPASSIONATE LEAVE	280	852	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	23,784	19,513	0	0	0	0.00%
1207 SICK LEAVE	21,241	20,001	0	0	0	0.00%
1299 OTHER LABOUR COSTS	15,025	0	0	0	0	0.00%
1301 WSIB LEAVE	0	(202)	0	0	0	0.00%
1401 TRAINING & SAFETY	8,252	9,218	0	0	0	0.00%
1499 OTHER EMP ALLOWANCES	60	40	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	312,514	356,889	346,832	380,447	33,615	9.69%
1802 FRINGE BENEFITS-PARTTIME	17,744	15,611	11,183	17,482	6,299	56.33%
PERSONNEL TOTAL	1,371,228	1,499,006	1,433,584	1,542,657	109,073	7.61%
GOODS & SERVICES						
2001 SAND	1,260	1,284	5,000	2,500	(2,500)	-50.00%
2002 SALT	772	1,012	2,600	1,500	(1,100)	-42.31%
2006 ASPHALT - COLD MIX	286	0	0	0	0	0.00%
2020 SEWER/WATER PIPE & PARTS	8,528	183	0	0	0	0.00%
2022 CULVERTS	54	46	0	0	0	0.00%
2030 GRAVEL	198	402	0	0	0	0.00%
2036 SIGNS	1,402	0	0	0	0	0.00%
2055 CHEMICALS	35,725	45,867	55,000	45,000	(10,000)	-18.18%
2099 MISC. MATERIALS	695	2,294	2,000	2,000	0	0.00%
2401 GAS FUEL	10,568	18,853	13,815	14,040	225	1.63%
2405 DIESEL FUEL	1,709	0	0	0	0	0.00%
2407 COLOURED/DYED DIESEL	106,797	104,758	136,737	124,150	(12,587)	-9.21%
2435 TOOLS	0	165	0	0	0	0.00%
2601 OFFICE SUPPLIES	5,718	3,035	1,200	2,500	1,300	108.33%
2650 CLOTHING / UNIFORM	6,744	8,908	12,095	12,000	(95)	-0.79%
2655 SAFETY SUPPLIES	8,808	9,142	9,500	9,500	0	0.00%
2660 SAFETY BOOT ALLOWANCE	2,319	2,988	5,283	5,283	0	0.00%
2699 MISC GENERAL SUPPLIES	21,706	18,838	23,500	23,500	0	0.00%
2701 HYDRO	143,428	132,314	141,964	135,165	(6,799)	-4.79%
2715 WATER	499	1,994	2,000	2,000	0	0.00%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
2720 MUNICIPAL TAXES	1,177	2,317	3,500	2,500	(1,000)	-28.57%
2945 LANDFILL FILTERS	519	320	1,500	750	(750)	-50.00%
2950 BLUE BOX / COMPOSTERS	26,464	19,233	18,500	18,500	0	0.00%
2975 LAB TESTING	0	211	0	0	0	0.00%
2977 LABORATORY CONSUMABLES	7,097	11,020	3,000	10,000	7,000	233.33%
2980 INSTRUMENTATION	3,794	0	3,000	3,000	0	0.00%
2985 LAB EQUIPMENT	0	71	0	0	0	0.00%
3001 POSTAGE	0	97	0	0	0	0.00%
3005 COURIER & DELIVERY	0	493	0	0	0	0.00%
3010 TELEPHONE	8,480	8,497	10,360	8,500	(1,860)	-17.95%
3014 TELECOMMUNICATIONS	1,040	1,872	1,040	2,050	1,010	97.12%
3030 TRAVEL	0	895	0	0	0	0.00%
3035 MILEAGE	2,314	1,497	2,500	2,500	0	0.00%
3055 MEETING COSTS	439	891	380	380	0	0.00%
3060 MEALS	52	0	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,883	3,249	1,300	2,300	1,000	76.92%
3070 TRAINING	9,422	10,563	13,500	14,500	1,000	7.41%
3080 ADVERTISING & PROMOTION	31,588	30,624	29,750	29,250	(500)	-1.68%
3115 ENGINEERING FEES	0	9,730	0	0	0	0.00%
3130 CONSULTANT FEES	4,956	0	0	0	0	0.00%
3155 MONITORING REPORTS	34,170	36,469	44,000	44,000	0	0.00%
3170 LEGAL SEARCHES	45	0	0	0	0	0.00%
3199 MISC PROFESSIONAL FEES	13,619	0	0	0	0	0.00%
3202 ORGANIC CONTAINERS	46,855	42,163	45,000	45,000	0	0.00%
3203 WASTE BIN RENTALS	67,692	55,988	49,600	49,600	0	0.00%
3204 METAL CONTAINERS	142	0	400	400	0	0.00%
3215 PROPERTY & BUILDING LEASE	101,578	103,079	104,625	103,079	(1,546)	-1.48%
3299 MISC LEASES & RENTS	38,624	67,343	47,800	47,800	0	0.00%
3301 RADIO MAINTENANCE	3,867	4,086	4,500	4,500	0	0.00%
3305 BUILDING MAINTENANCE	2,355	16,188	2,000	2,000	0	0.00%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	28,619	59,298	27,000	27,000	0	0.00%
3312 ROADS MAINTENANCE	10,219	10,725	12,000	12,000	0	0.00%
3380 PROPERTY DAMAGES - VANDALISM	4,008	5,280	0	0	0	0.00%
3399 MISC MAINTENANCE FEES	3,218	9,050	5,745	5,745	0	0.00%
3401 STREET GARBAGE CONTRACT	1,017,423	1,048,318	1,024,000	1,075,000	51,000	4.98%
3403 MULTI-RES GARBAGE	225,169	230,961	228,021	236,500	8,479	3.72%
3405 RECYCLING COLLECTION	997,489	908,693	950,000	900,000	(50,000)	-5.26%
3409 HAZARDOUS WASTE DISPOSAL	77,326	154,916	215,000	170,000	(45,000)	-20.93%
3414 WATER SUPPLY SAMPLING	5,000	0	5,000	5,000	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

ENVIRONMENTAL SERVICES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3416 SEPTIC SYS. SAMPLING	9,238	1,286	9,000	9,000	0	0.00%
3418 WATER ANALYSIS	65,049	57,199	67,500	65,500	(2,000)	-2.96%
3422 WOOD CHIP/TUB GRINDING	57,853	49,440	62,000	60,000	(2,000)	-3.23%
3425 CONSTRUCTION CONTRACT	23,131	3,362	15,000	15,000	0	0.00%
3489 CONTRACT/OUTSIDE SERVICES	0	1,530	0	0	0	0.00%
3601 INSURANCE PREMIUMS	42,540	46,012	48,782	49,188	406	0.83%
3975 MATTRESS RECYCLING	113,430	116,322	100,000	114,000	14,000	14.00%
3980 CLEAN GREEN BEAUTIFUL	10,000	50,000	50,000	50,000	0	0.00%
3999 MISC SERVICES & RENTS	22,448	37,995	20,000	20,000	0	0.00%
GOODS & SERVICES TOTAL	3,477,548	3,569,366	3,635,997	3,583,680	(52,317)	-1.44%
FINANCIAL EXPENSES						
4101 BANK CHARGES	7,186	8,406	7,600	7,600	0	0.00%
4110 CASH OVER / SHORT	32	9	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	7,218	8,415	7,600	7,600	0	0.00%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	0	14,698	0	0	0	0.00%
5115 TRANSFER TO RESERVE FUND	440,368	397,348	397,631	397,370	(261)	-0.07%
CAPITAL/RESERVE TRANSACTIONS TOTAL	440,368	412,046	397,631	397,370	(261)	-0.07%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	299,840	323,357	320,951	367,019	46,068	14.35%
7050 FLEET CHARGEBACK CHARGES	0	1,283	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	299,840	324,640	320,951	367,019	46,068	14.35%
EXPENSE TOTAL	5,596,202	5,813,473	5,795,763	5,898,326	102,563	1.77%
REVENUE						
0417 SALE OF CARDBOARD	21,871	21,431	25,000	25,000	0	0.00%
0424 BLUE BOX ADVERTISING	1,600	400	3,000	3,000	0	0.00%
0446 SALE OF ELECTRONICS	26,390	23,327	25,000	25,000	0	0.00%
0452 SALE OF RECYCLED GOODS	687,950	315,066	525,000	500,000	(25,000)	-4.76%
0453 SALE OF BLUE BOXES	10,913	14,590	15,000	15,000	0	0.00%
0456 SALE OF SCRAP METALS	102,803	129,253	78,000	107,000	29,000	37.18%
0457 SALE OF ORGANIC TOPSOIL	7,678	8,476	1,500	9,000	7,500	500.00%
0459 OTHER SALES	40,013	27,855	31,500	35,000	3,500	11.11%
0470 TSF FROM RESERVE FUND	30,000	30,000	30,000	30,000	0	0.00%
0473 METHANE SALES	100,607	104,619	125,000	125,000	0	0.00%
0478 AGREEMENT REVENUE	384,600	250,720	515,000	395,000	(120,000)	-23.30%
0496 AUTO STEWARDSHIP REVENUE	6,323	6,392	5,000	6,000	1,000	20.00%
0701 LANDFILL USE FEES	267,887	283,153	269,300	307,488	38,188	14.18%
0817 TIPPING FEES	2,785,512	2,815,540	3,041,136	3,041,136	0	0.00%
0850 ADMIN FEES	300	100	0	0	0	0.00%
0891 SEPTIC SYSTEM MONITORING	4,650	3,750	5,000	5,000	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): ENVIRONMENTAL SERVICES

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
0996 HHW DISPOSAL FEES	0	70	0	0	0	0.00%
0997 MATTRESS RECYCLING	84,984	123,734	100,000	120,000	20,000	20.00%
REVENUE TOTAL	4,564,081	4,158,476	4,794,436	4,748,624	(45,812)	-0.96%
GRAND TOTAL:	1,032,121	1,654,997	1,001,327	1,149,702	148,375	14.82%

Activity Summary Overview – 2024 Budget

Fleet Management

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

An independent review of the City’s fleet operations was conducted in 2014 and the City moved ahead with implementation of a number of directives identified in that review. In 2018, the City implemented a new Fleet Management Information System (FMIS) that streamlines the workflow, enhances the reporting and management of the fleet. 2019 was the first complete year using the new system which also coincided with Central Stores operations moving under Fleet Management. In 2022, Fleet assisted the Landfill and purchased new equipment for Landfill operations which is now maintained by Fleet.

Life Cycle Management

Fleet is mandated to operate with a full cost recovery life cycle management approach. Lifecycle management refers to everything from the cost of buying the vehicle, the on-going operational costs such as insurance and maintenance, as well as the value of the vehicle once obsolete. This approach focuses on the cost and performance management of the entire fleet pool. 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 repairs
- 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

The Fleet Department is a zero-cost center. Annually the Fleet Department determines the operational requirements to operate the department and in turn charges all City departments with fleet requirements ‘Vehicle Usage’ rates within their respective budgets.

Fleet Management Positions

	2023 FTE	2024 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	3.00	3.00
Technician/Apprentice	13.50	13.50
Labourer	5.00	5.00
Warranty & Central Stores Analyst	1.00	1.00
Summer Student	0.60	0.60
Totals	29.10	29.10

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

<https://www.northbay.ca/city-government/budget-and-finance/asset-management/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Infrastructure and Operations*

Division(s): *FLEET MANAGEMENT*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,303,727	1,349,247	1,910,024	1,927,423	17,399	0.91%
1002 TEMPORARY SALARIES	21,942	26,289	19,344	20,654	1,310	6.77%
1003 SHIFT PREMIUM	15,597	16,010	17,450	17,450	0	0.00%
1010 MODIFIED/ACCOMMODATED	29,362	38,264	0	0	0	0.00%
1101 OVERTIME FULLTIME	149,973	137,988	76,000	76,000	0	0.00%
1102 OVERTIME PART TIME	20	0	0	0	0	0.00%
1202 VACATION	106,801	100,917	774	826	52	6.72%
1203 COMPASSIONATE LEAVE	2,823	1,823	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	52,335	47,083	0	0	0	0.00%
1207 SICK LEAVE	108,478	105,706	0	0	0	0.00%
1301 WSIB LEAVE	(20,937)	(10,631)	0	0	0	0.00%
1401 TRAINING & SAFETY	9,029	56,958	0	0	0	0.00%
1499 OTHER EMP ALLOWANCES	7,581	9,676	9,000	9,000	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	577,375	643,565	677,721	704,234	26,513	3.91%
1802 FRINGE BENEFITS-PARTTIME	3,439	5,301	2,829	3,197	368	13.01%
PERSONNEL TOTAL	2,367,545	2,528,196	2,713,142	2,758,784	45,642	1.68%
GOODS & SERVICES						
2099 MISC. MATERIALS	195	1,782	0	0	0	0.00%
2401 GAS FUEL	9,873	7,189	11,014	7,820	(3,194)	-29.00%
2405 DIESEL FUEL	1,219	1,105	825	2,320	1,495	181.21%
2407 COLOURED/DYED DIESEL	4,476	4,232	6,629	4,570	(2,059)	-31.06%
2415 LUBRICANTS	18,878	24,781	20,000	20,000	0	0.00%
2425 REPAIR PARTS	1,211,844	1,219,027	1,140,000	1,200,000	60,000	5.26%
2426 CHARGEBACK FLEET PARTS	6,862	12,254	20,000	20,000	0	0.00%
2430 MECHANIC SHOP SUPPLIES	89,994	94,319	90,000	90,000	0	0.00%
2435 TOOLS	73,122	80,273	65,000	65,000	0	0.00%
2450 LICENSES	93,416	88,862	95,000	95,000	0	0.00%
2475 DEPT CONSUMABLE CHARGES	118,632	127,294	65,000	65,000	0	0.00%
2494 RETURN ORDER COST	(524)	133	300	300	0	0.00%
2499 MISC FLEET SUPPLIES	1,745	4,402	0	0	0	0.00%
2601 OFFICE SUPPLIES	0	4,053	0	3,000	3,000	100.00%
2630 SUBSCRIPTIONS/PERIODICALS	84	0	0	0	0	0.00%
2650 CLOTHING / UNIFORM	11,049	10,135	12,500	12,500	0	0.00%
2655 SAFETY SUPPLIES	22,755	21,293	25,000	25,000	0	0.00%
2660 SAFETY BOOT ALLOWANCE	3,335	6,970	3,750	3,750	0	0.00%
3005 COURIER & DELIVERY	104	0	0	0	0	0.00%
3006 FREIGHT & SHIPPING	38,077	43,284	35,000	35,000	0	0.00%
3010 TELEPHONE	3,506	2,770	2,600	2,600	0	0.00%
3030 TRAVEL	4,233	5,546	1,700	3,000	1,300	76.47%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): FLEET MANAGEMENT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3035 MILEAGE	2,781	4,341	2,100	2,500	400	19.05%
3045 CONFERENCES & SEMINARS	4,683	2,030	1,500	2,000	500	33.33%
3055 MEETING COSTS	2,077	3,134	0	2,000	2,000	100.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	685	484	1,500	1,500	0	0.00%
3070 TRAINING	14,266	20,778	10,000	25,000	15,000	150.00%
3170 LEGAL SEARCHES	297	210	100	250	150	150.00%
3199 MISC PROFESSIONAL FEES	10,163	27,234	3,200	9,000	5,800	181.25%
3205 VEHICLE LEASE/RENTAL	5,895	37,949	6,000	10,000	4,000	66.67%
3305 BUILDING MAINTENANCE	1,679	550	0	0	0	0.00%
3316 OUTSIDE FLEET REPAIRS	655,104	880,899	330,000	400,000	70,000	21.21%
3322 CHARGEBACK FLEET REPAIRS	15,211	9,326	15,000	15,000	0	0.00%
3340 SOFTWARE MAINTENANCE	30,030	33,193	23,000	26,000	3,000	13.04%
3350 DRY CLEANING/LAUNDERING	13,103	16,409	20,000	15,000	(5,000)	-25.00%
3385 FUEL SYSTEM MAINTENANCE	16,061	10,018	0	0	0	0.00%
3399 MISC MAINTENANCE FEES	0	2,970	0	3,000	3,000	100.00%
3430 MAINTENANCE CONTRACT	25,891	14,081	35,000	35,000	0	0.00%
3601 INSURANCE PREMIUMS	234,858	251,717	256,022	274,304	18,282	7.14%
3999 MISC SERVICES & RENTS	48,811	51,558	50,000	50,000	0	0.00%
GOODS & SERVICES TOTAL	2,794,470	3,126,585	2,347,740	2,525,414	177,674	7.57%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	12,903	52,116	40,000	40,000	0	0.00%
5015 OFFICE FURNITURE & EQUIP	1,699	407	0	0	0	0.00%
5115 TRANSFER TO RESERVE FUND	2,966,514	2,303,932	2,672,822	2,908,427	235,605	8.81%
5125 TRANSFER TO OTHER CAPITAL	0	11,227	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	2,981,116	2,367,682	2,712,822	2,948,427	235,605	8.68%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	35,196	32,736	35,196	37,551	2,355	6.69%
INTERNAL TRANSFERS TOTAL	35,196	32,736	35,196	37,551	2,355	6.69%
EXPENSE TOTAL	8,178,327	8,055,199	7,808,900	8,270,176	461,276	5.91%
REVENUE						
0450 DISPOSAL OF EQUIPMENT	129,727	279,762	90,000	120,000	30,000	33.33%
0456 SALE OF SCRAP METALS	4,644	16,328	3,000	3,000	0	0.00%
0470 TSF FROM RESERVE FUND	16,061	10,013	0	0	0	0.00%
0472 REIMB - CUPE BENEFITS	1,377	265	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	1,824	671	0	0	0	0.00%
0480 SUNDRY REVENUE	5,653	4,724	6,000	6,000	0	0.00%
0481 INSURANCE REVENUE	0	51,023	0	0	0	0.00%
0493 FUEL SURCHARGE	111,511	108,918	75,000	110,000	35,000	46.67%
0494 WARRANTY REVENUE	5,817	2,043	3,500	3,500	0	0.00%
0893 OUTSIDE FIRE DEPT REVENUE	989	2,399	2,000	3,000	1,000	50.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): FLEET MANAGEMENT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
7901 FLEET USAGE	7,698,972	7,378,769	7,420,304	7,810,798	390,494	5.26%
7902 FLEET CHARGEBACK REVENUE	30,653	32,458	35,000	35,000	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	119,880	124,096	124,096	128,878	4,782	3.85%
7935 BUS WASH OPERATIONS	51,220	43,729	50,000	50,000	0	0.00%
REVENUE TOTAL	8,178,328	8,055,198	7,808,900	8,270,176	461,276	5.91%
GRAND TOTAL:	(1)	1	0	0	0	0.00%

Activity Summary Overview – 2024 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 the rehabilitation and redevelopment of King's Landing.

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. Council 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) and 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 has 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.

For more information go to:

<https://www.northbay.ca/our-community/downtown-waterfront-master-plan/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): KINGS LANDING

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
GOODS & SERVICES						
2099 MISC. MATERIALS	8,270	5,368	4,000	5,000	1,000	25.00%
2701 HYDRO	5,095	5,577	4,259	5,786	1,527	35.85%
2715 WATER	2,648	2,664	2,726	2,792	66	2.42%
2720 MUNICIPAL TAXES	2,619	2,744	2,724	2,826	102	3.74%
3601 INSURANCE PREMIUMS	3,980	4,274	4,419	4,624	205	4.64%
GOODS & SERVICES TOTAL	22,612	20,627	18,128	21,028	2,900	16.00%
EXPENSE TOTAL	22,612	20,627	18,128	21,028	2,900	16.00%
REVENUE						
0841 PROPERTY RENTALS	15,641	15,778	15,876	16,056	180	1.13%
REVENUE TOTAL	15,641	15,778	15,876	16,056	180	1.13%
GRAND TOTAL:	6,971	4,849	2,252	4,972	2,720	120.78%

Activity Summary Overview – 2024 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
- Sale of ice, worms, fuel, merchandise
- Kayak rack rentals
- Pump out of boat septage
- Dock, building and grounds maintenance
- Boat launch sales
- Fuel tank maintenance and operation
- Provision of overnight security

Marina Positions-

	2023 FTE	2024 FTE
Facilities Coordinator	0.30	0.30
Assistant Marina Coordinator *	0.39	0.42
Marina Attendant *	1.40	1.58
Totals	2.09	2.30

Note: * Seasonal FTEs reflect anticipated hours to meet operational, safety and legislated requirements. Service levels have remained the same and the change is to better reflect historical actuals.

Notes:

Future direction by Council regarding 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 operates as a zero-cost center and does not currently impact the tax levy. Any shortfall in revenues is offset by a transfer from the Waterfront Purposes Reserve.

For more information go to:

<https://www.northbay.ca/our-community/marina/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): MARINA

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	23,197	23,553	23,554	23,970	416	1.77%
1002 TEMPORARY SALARIES	57,435	65,416	59,033	69,791	10,758	18.22%
1102 OVERTIME PART TIME	833	698	0	900	900	100.00%
1202 VACATION	2,603	2,754	2,361	2,792	431	18.25%
1204 STATUTORY HOLIDAYS	1,053	1,464	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	5,534	7,008	8,335	8,666	331	3.97%
1802 FRINGE BENEFITS-PARTTIME	8,486	10,335	8,642	12,047	3,405	39.40%
PERSONNEL TOTAL	99,141	111,228	101,925	118,166	16,241	15.93%
GOODS & SERVICES						
2401 GAS FUEL	80,304	91,815	80,000	91,820	11,820	14.78%
2501 CONCESSION SUPPLIES	3,629	4,140	3,500	4,000	500	14.29%
2535 MARINA PRODUCTS	0	82	500	500	0	0.00%
2601 OFFICE SUPPLIES	272	359	1,000	600	(400)	-40.00%
2625 BUILDING MAINT SUPPLIES	15,264	15,631	12,000	14,000	2,000	16.67%
2650 CLOTHING / UNIFORM	600	455	850	600	(250)	-29.41%
2670 OTHER TAGS & LICENSES	513	534	800	800	0	0.00%
2701 HYDRO	2,157	2,337	2,112	2,366	254	12.03%
2705 NATURAL GAS	342	339	465	350	(115)	-24.73%
2715 WATER	12,028	10,992	12,386	11,529	(857)	-6.92%
3001 POSTAGE	20	35	30	30	0	0.00%
3010 TELEPHONE	1,797	2,623	1,800	1,800	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	799	909	900	950	50	5.56%
3080 ADVERTISING & PROMOTION	357	390	500	500	0	0.00%
3215 PROPERTY & BUILDING LEASE	31,823	33,381	33,000	34,400	1,400	4.24%
3455 SECURITY SERVICES	22,905	31,745	24,000	28,000	4,000	16.67%
3491 WEED HARVESTING	0	0	2,000	2,000	0	0.00%
3499 MISC CONTRACTS	2,742	0	0	0	0	0.00%
3601 INSURANCE PREMIUMS	3,197	3,332	3,500	3,578	78	2.23%
GOODS & SERVICES TOTAL	178,749	199,099	179,343	197,823	18,480	10.30%
FINANCIAL EXPENSES						
4101 BANK CHARGES	3,864	4,005	3,800	4,100	300	7.89%
4110 CASH OVER / SHORT	(3)	1	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	3,861	4,006	3,800	4,100	300	7.89%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	17,031	7,726	8,000	10,000	2,000	25.00%
5115 TRANSFER TO RESERVE FUND	0	0	3,621	0	(3,621)	-100.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	17,031	7,726	11,621	10,000	(1,621)	-13.95%
EXPENSE TOTAL	298,782	322,059	296,689	330,089	33,400	11.26%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): MARINA

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
REVENUE						
0470 TSF FROM RESERVE FUND	4,886	8,136	0	2,419	2,419	100.00%
0621 SUMMER STUD PROG GRANT	2,100	0	0	0	0	0.00%
0823 LAUNCH RAMP FEES	10,871	11,613	10,500	12,000	1,500	14.29%
0840 BOAT HOUSE RENTALS	0	0	0	0	0	0.00%
0841 PROPERTY RENTALS	2,700	5,519	5,400	5,519	119	2.20%
0844 SLIP RENTALS	148,243	155,291	149,000	160,000	11,000	7.38%
0908 CONCESSION SALES	6,328	6,504	6,000	6,500	500	8.33%
0909 FUEL SALES	94,786	104,327	95,000	110,000	15,000	15.79%
0910 MARINA PRODUCT SALES	0	111	500	500	0	0.00%
0911 MARINA SERVICES	28,839	30,340	30,000	33,000	3,000	10.00%
0919 VENDING MACHINE SALES	5	218	250	150	(100)	-40.00%
0922 REPLACEMENT KEY CHARGE	20	0	40	0	(40)	-100.00%
REVENUE TOTAL	298,778	322,059	296,690	330,088	33,398	11.26%
GRAND TOTAL:	4	0	(1)	1	2	200.00%

Activity Summary Overview – 2024 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

Parking Operations Positions

	2023 FTE	2024 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
Totals	3.56	3.56

For more information go to:

<https://www.northbay.ca/services-payments/parking/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): PARKING OPERATIONS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	209,682	211,696	231,503	231,483	(20)	-0.01%
1002 TEMPORARY SALARIES	9,240	11,119	9,994	10,671	677	6.77%
1003 SHIFT PREMIUM	1,029	1,006	1,000	1,000	0	0.00%
1101 OVERTIME FULLTIME	5,473	4,753	6,500	6,500	0	0.00%
1202 VACATION	8,813	4,587	400	427	27	6.75%
1203 COMPASSIONATE LEAVE	1,280	2,435	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	2,010	1,747	700	700	0	0.00%
1207 SICK LEAVE	1,840	2,639	0	0	0	0.00%
1299 OTHER LABOUR COSTS	0	40	0	0	0	0.00%
1401 TRAINING & SAFETY	80	197	500	500	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	80,420	82,671	83,826	85,925	2,099	2.50%
1802 FRINGE BENEFITS-PARTTIME	1,371	1,495	1,462	1,652	190	13.00%
PERSONNEL TOTAL	321,238	324,385	335,885	338,858	2,973	0.89%
GOODS & SERVICES						
2001 SAND	0	304	0	0	0	0.00%
2002 SALT	4	270	0	0	0	0.00%
2036 SIGNS	520	767	2,200	2,000	(200)	-9.09%
2099 MISC. MATERIALS	48	0	0	0	0	0.00%
2401 GAS FUEL	4,835	3,728	5,525	5,500	(25)	-0.45%
2407 COLOURED/DYED DIESEL	161	254	303	60	(243)	-80.20%
2435 TOOLS	1,811	1,319	1,200	1,200	0	0.00%
2601 OFFICE SUPPLIES	7,614	6,728	8,600	8,600	0	0.00%
2650 CLOTHING / UNIFORM	1,141	1,192	1,400	1,400	0	0.00%
2660 SAFETY BOOT ALLOWANCE	468	414	1,175	1,175	0	0.00%
2701 HYDRO	14,286	16,568	13,972	16,679	2,707	19.37%
2720 MUNICIPAL TAXES	115,136	120,939	119,741	124,567	4,826	4.03%
3001 POSTAGE	282	320	500	500	0	0.00%
3010 TELEPHONE	1,928	2,078	2,000	2,000	0	0.00%
3035 MILEAGE	311	0	700	700	0	0.00%
3045 CONFERENCES & SEMINARS	2,412	485	2,700	2,700	0	0.00%
3055 MEETING COSTS	127	0	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	530	585	1,700	1,700	0	0.00%
3070 TRAINING	1,729	791	1,750	1,750	0	0.00%
3080 ADVERTISING & PROMOTION	4,190	7,073	10,000	10,000	0	0.00%
3299 MISC LEASES & RENTS	125,085	128,889	125,559	133,098	7,539	6.00%
3307 EQUIPMENT MAINTENANCE/CONTRACTS	64,337	62,006	58,680	60,000	1,320	2.25%
3315 VEHICLE MAINTENANCE	30	125	0	0	0	0.00%
3320 PARKING EQUIPMENT MAINTENANCE	12,477	10,030	11,500	11,500	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): PARKING OPERATIONS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3330 GROUNDS MAINTENANCE	40,256	37,788	30,600	35,600	5,000	16.34%
3380 PROPERTY DAMAGES - VANDALISM	0	9,195	0	0	0	0.00%
3445 SNOW REMOVAL CONTRACT	67,329	63,101	85,000	75,000	(10,000)	-11.76%
3601 INSURANCE PREMIUMS	10,805	11,601	12,280	12,412	132	1.07%
GOODS & SERVICES TOTAL	477,852	486,550	497,085	508,141	11,056	2.22%
FINANCIAL EXPENSES						
4101 BANK CHARGES	12,579	17,919	11,000	19,000	8,000	72.73%
FINANCIAL EXPENSES TOTAL	12,579	17,919	11,000	19,000	8,000	72.73%
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	962	3,728	1,100	1,100	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	962	3,728	1,100	1,100	0	0.00%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	54,929	40,855	43,260	53,654	10,394	24.03%
7050 FLEET CHARGEBACK CHARGES	0	635	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	54,929	41,490	43,260	53,654	10,394	24.03%
EXPENSE TOTAL	867,560	874,072	888,330	920,753	32,423	3.65%
REVENUE						
0815 PARKING METER REVENUE	354,473	427,989	366,097	440,400	74,303	20.30%
0841 PROPERTY RENTALS	479,222	503,695	516,153	593,460	77,307	14.98%
REVENUE TOTAL	833,695	931,684	882,250	1,033,860	151,610	17.18%
GRAND TOTAL:	33,865	(57,612)	6,080	(113,107)	(119,187)	-1,960.31%

Activity Summary Overview - 2024 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 30 parks buildings, 4 picnic shelters and other park amenities including 12 ball fields, 14 sports fields, 3 tennis courts, 8 pickleball courts, 3 multi-use courts, 2 basketball courts, 24 playgrounds, 11 outdoor rinks, 1 splash pad, 1 skateboard park, 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 | 73 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, rototillers
- lawnmowers, line trimmers, snow blowers, leaf blowers, chain saws

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

Parks Operations and Sports Field Complex Positions

Parks Operations	2023 FTE	2024 FTE
Administrative Staff		
Director, Public Works & Parks *	0.00	0.20
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
Parks Full Time Staff		
Central City Coordinator	0.50	0.50
Chargehand 1	2.00	2.00
Parks Maintenance Operator	2.00	2.00
Horticultural Operator	1.00	1.00
Turf Operator	2.00	2.00
Utility Tractor Operator	8.00	8.00
Light Equipment Maintenance Person	1.00	1.00
Backhoe Operator	1.00	1.00
Parks Summer Staff		
Chargehand 1	0.58	0.58
Chargehand 2	0.54	0.54
Parks Maintenance Operator	0.54	0.54
Turf Operator	1.16	1.16
Utility Tractor Operator	7.14	7.14
Heavy Equipment Operator	0.50	0.50
Licensed Mechanic	0.50	0.50
Summer Student	2.80	2.80
Total Parks Operations Staff	35.59	35.79

Note: * FTE change due to an internal departmental reorganization.

For more information go to:

<https://www.northbay.ca/our-community/sports-facilities/athletic-fields/>

<https://www.northbay.ca/our-community/parks-playgrounds-trails/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): PARKS - OPERATIONS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,256,359	1,332,400	1,803,727	1,850,285	46,558	2.58%
1002 TEMPORARY SALARIES	86,347	119,404	98,308	104,584	6,276	6.38%
1003 SHIFT PREMIUM	4,992	4,613	7,665	6,700	(965)	-12.59%
1004 OTHER/STANDBY	0	403	0	0	0	0.00%
1010 MODIFIED/ACCOMMODATED	23,601	24,172	0	0	0	0.00%
1011 SALARIES CAPITAL/Special Projects	0	0	241,358	248,813	7,455	3.09%
1101 OVERTIME FULLTIME	29,235	35,649	27,886	31,000	3,114	11.17%
1202 VACATION	147,743	171,007	4,069	4,183	114	2.80%
1203 COMPASSIONATE LEAVE	3,458	6,773	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	78,243	65,187	0	0	0	0.00%
1207 SICK LEAVE	100,470	103,527	0	0	0	0.00%
1299 OTHER LABOUR COSTS	0	117	0	0	0	0.00%
1301 WSIB LEAVE	(580)	(19,283)	0	0	0	0.00%
1401 TRAINING & SAFETY	7,466	17,485	0	0	0	0.00%
1499 OTHER EMP ALLOWANCES	25,000	0	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	611,955	664,772	756,580	796,967	40,387	5.34%
1802 FRINGE BENEFITS-PARTTIME	11,891	21,597	15,017	16,836	1,819	12.11%
PERSONNEL TOTAL	2,386,180	2,547,823	2,954,610	3,059,368	104,758	3.55%
GOODS & SERVICES						
2001 SAND	1,016	3,186	3,500	3,500	0	0.00%
2002 SALT	1,636	2,399	4,500	2,700	(1,800)	-40.00%
2006 ASPHALT - COLD MIX	0	371	0	0	0	0.00%
2030 GRAVEL	5,398	595	4,500	4,500	0	0.00%
2036 SIGNS	5,525	7,156	8,600	8,600	0	0.00%
2042 LUMBER	6,827	14,326	6,000	6,000	0	0.00%
2044 PAINT	8,733	9,698	9,500	10,000	500	5.26%
2060 TOP SOIL	6,898	11,238	16,500	11,000	(5,500)	-33.33%
2064 SOD	0	41	0	0	0	0.00%
2070 PLANTS/TREES/SHRUBS	24,183	20,310	16,500	23,000	6,500	39.39%
2099 MISC. MATERIALS	59,021	56,112	61,650	61,050	(600)	-0.97%
2401 GAS FUEL	32,631	48,592	34,637	47,890	13,253	38.26%
2405 DIESEL FUEL	25,953	10,739	28,702	12,850	(15,852)	-55.23%
2407 COLOURED/DYED DIESEL	54,527	52,916	53,876	57,060	3,184	5.91%
2410 PROPANE	2,811	2,593	2,000	2,200	200	10.00%
2435 TOOLS	9,693	5,862	7,000	8,000	1,000	14.29%
2601 OFFICE SUPPLIES	2,029	4,710	3,500	3,500	0	0.00%
2615 JANITORIAL SUPPLIES	18,534	23,879	17,000	22,500	5,500	32.35%
2645 RECREATIONAL SUPPLIES	8,026	11,046	10,259	10,259	0	0.00%
2650 CLOTHING / UNIFORM	10,244	10,935	10,200	11,000	800	7.84%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Infrastructure and Operations*

Division(s): *PARKS - OPERATIONS*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
2655 SAFETY SUPPLIES	6,223	8,142	7,900	7,900	0	0.00%
2660 SAFETY BOOT ALLOWANCE	5,271	5,852	7,000	7,000	0	0.00%
2701 HYDRO	140,618	142,658	136,197	141,549	5,352	3.93%
2705 NATURAL GAS	29,823	27,036	36,585	31,400	(5,185)	-14.17%
2715 WATER	167,947	179,232	172,936	187,900	14,964	8.65%
2999 MISCELLANEOUS SUPPLIES	0	31	0	0	0	0.00%
3001 POSTAGE	0	15	0	0	0	0.00%
3005 COURIER & DELIVERY	357	0	500	500	0	0.00%
3010 TELEPHONE	12,936	13,375	14,940	14,940	0	0.00%
3014 TELECOMMUNICATIONS	7,960	4,899	7,960	7,960	0	0.00%
3020 COMPUTER COMMUNICATIONS/Audio/Video	0	0	600	600	0	0.00%
3035 MILEAGE	1,250	1,171	2,000	2,000	0	0.00%
3045 CONFERENCES & SEMINARS	0	708	2,000	2,000	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	2,614	615	850	850	0	0.00%
3070 TRAINING	12,092	14,584	15,000	15,000	0	0.00%
3099 MISC ADMIN EXPENSES	1,591	181	0	0	0	0.00%
3145 REGISTRY OFFICE FEES	23	0	0	0	0	0.00%
3203 WASTE BIN RENTALS	2,048	2,112	2,000	2,000	0	0.00%
3205 VEHICLE LEASE/RENTAL	820	1,556	0	0	0	0.00%
3215 PROPERTY & BUILDING LEASE	11,808	11,808	11,800	12,000	200	1.69%
3229 PORTABLE TOILETS	15,978	15,701	16,000	18,200	2,200	13.75%
3301 RADIO MAINTENANCE	1,877	2,582	2,000	2,200	200	10.00%
3305 BUILDING MAINTENANCE	20,106	23,620	16,600	20,500	3,900	23.49%
3318 ELECTRICAL MAINTENANCE	4,400	10,301	6,000	6,500	500	8.33%
3319 PLUMBING MAINTENANCE	10,196	6,769	7,200	7,200	0	0.00%
3330 GROUNDS MAINTENANCE	99,750	0	0	0	0	0.00%
3380 PROPERTY DAMAGES - VANDALISM	16,644	54,904	9,900	40,300	30,400	307.07%
3399 MISC MAINTENANCE FEES	0	2,035	0	0	0	0.00%
3401 STREET GARBAGE CONTRACT	11,091	14,758	12,000	12,500	500	4.17%
3425 CONSTRUCTION CONTRACT	0	220	0	0	0	0.00%
3426 PATCHING	0	3,373	0	0	0	0.00%
3430 MAINTENANCE CONTRACT	0	0	500	500	0	0.00%
3435 TREE SERVICE CONTRACT	27,628	30,277	30,000	31,000	1,000	3.33%
3441 IRRIGATION SYSTEM CONTRAC	9,604	17,416	11,400	12,500	1,100	9.65%
3499 MISC CONTRACTS	15,683	32,212	17,000	17,000	0	0.00%
3601 INSURANCE PREMIUMS	50,574	60,746	56,726	68,773	12,047	21.24%
3999 MISC SERVICES & RENTS	78,220	97,530	97,530	97,530	0	0.00%
GOODS & SERVICES TOTAL	1,048,817	1,083,123	999,548	1,073,911	74,363	7.44%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): PARKS - OPERATIONS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	31,669	29,976	33,900	33,900	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	31,669	29,976	33,900	33,900	0	0.00%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	571,712	595,518	621,363	758,453	137,090	22.06%
7050 FLEET CHARGEBACK CHARGES	1,611	2,033	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	573,323	597,551	621,363	758,453	137,090	22.06%
EXPENSE TOTAL	4,039,989	4,258,473	4,609,421	4,925,632	316,211	6.86%
REVENUE						
0456 SALE OF SCRAP METALS	1,470	1,599	0	0	0	0.00%
0460 TRANSFER FRM CAPITAL FUND	0	0	394,027	419,113	25,086	6.37%
0472 REIMB - CUPE BENEFITS	246	1,048	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	454	2,580	0	0	0	0.00%
0479 REIMBURSEMENTS	0	5,517	0	0	0	0.00%
0480 SUNDRY REVENUE	53,043	0	0	0	0	0.00%
0621 SUMMER STUD PROG GRANT	6,300	0	0	0	0	0.00%
0849 OTHER PROPERTY RENTALS	1,881	0	0	0	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	44,942	46,369	46,369	47,131	762	1.64%
REVENUE TOTAL	108,336	57,113	440,396	466,244	25,848	5.87%
GRAND TOTAL:	3,931,653	4,201,360	4,169,025	4,459,388	290,363	6.96%

Activity Summary Overview – 2024 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, stabilizing and reshaping of ditches, bridge maintenance, maintenance and repair of roadway culverts, the replacement and repair of concrete curbs and asphalt gutters. Work is carried out mutually by staff and contractors.

Roadway Maintenance

Roadway maintenance includes the maintenance of the road surface in compliance with the Provincial Minimum Maintenance Standards (<https://www.ontario.ca/laws/regulation/020239>) excluding drainage. It includes asphalt roadways, sidewalks, gravel roadways, shouldering, sweeping/cleaning and boulevard maintenance. Work is carried out by staff and contractors managed by staff. 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 over 800 lane 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 Provincial Minimum Maintenance Standards; does not include winter maintenance or costs for new sidewalks. There are approximately 150 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 Provincial Minimum Maintenance Standards. The locations include residential (3,554), collector (1,051), arterial (786) and Airport Terminal lights (31).

Traffic

Traffic activities are planned through both the Provincial Minimum Maintenance Standards and emergency response situations. With regards to the Provincial Minimum Maintenance Standards, work includes pavement markings, traffic control, signal maintenance and improvements, regulatory/warning sign retro-reflectivity survey, maintenance and replacement, street name sign maintenance and repair, railway crossing and guide rail maintenance. With regards to emergency work, the Traffic Department responds to emergencies (i.e. fires or MVC) and control the scene by installing temporary signage and road closures signs.

Winter Control

This activity accounts for winter maintenance in the form of snow plowing, 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 to maintain compliance with the Provincial Minimum Maintenance Standards. The Roads Department documents all winter control activities and reviews industry standard 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 Director of Public Works and Parks, the Roads, Traffic and Landfill Operations Manager and three Roads Supervisors.

Roads Department Positions

	2023 FTE	2024 FTE
Director, Public Works and Parks *	0.00	0.60
Manager	0.90	0.90
Supervisor	3.00	3.00
Chargehand	5.00	5.00
Heavy Equipment Operator (1- 6/6 Winter Control) **	2.00	3.50
Grader/Utility Loader **	2.00	1.00
Loader **	1.00	0.50
Truck Driver/Tandem	16.43	16.43
UTL (7 - 6/6 UTL Winter Control)	4.43	4.43
Signal Technician	2.60	2.60
Sign and Marking Technician	2.57	2.57
Cement Finisher/Carpenter	1.50	1.50
PT Plow Operator ***	0.51	0.70
PT UTL Operator ***	0.30	0.45
Totals	42.24	43.18

- Note:** * FTE change due to an internal departmental reorganization.
 ** Change in FTEs due to combining/ changing job description to increase operational versatility.
 *** Occasional seasonal workers FTEs reflects anticipated hours to meet legislated requirements.

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

<https://www.northbay.ca/services-payments/streets-sidewalks>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): ROADS DEPARTMENT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,823,152	1,972,300	2,611,747	2,784,660	172,913	6.62%
1002 TEMPORARY SALARIES	35,554	73,660	60,000	66,315	6,315	10.53%
1003 SHIFT PREMIUM	8,358	9,244	8,600	8,600	0	0.00%
1004 OTHER/STANDBY	36,483	37,513	33,200	34,200	1,000	3.01%
1010 MODIFIED/ACCOMMODATED	(3,566)	0	0	0	0	0.00%
1011 SALARIES CAPITAL/Special Projects	0	0	0	0	0	0.00%
1101 OVERTIME FULLTIME	228,092	180,974	237,000	229,000	(8,000)	-3.38%
1102 OVERTIME PART TIME	4,261	5,171	5,000	5,000	0	0.00%
1202 VACATION	182,385	165,745	0	2,653	2,653	100.00%
1203 COMPASSIONATE LEAVE	11,147	4,491	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	115,367	99,237	0	0	0	0.00%
1207 SICK LEAVE	190,910	144,600	0	0	0	0.00%
1210 GREIVANCE SETTLEMENT	111	1,743	0	0	0	0.00%
1301 WSIB LEAVE	(33,087)	(12,030)	0	0	0	0.00%
1401 TRAINING & SAFETY	45,795	38,353	0	0	0	0.00%
1499 OTHER EMP ALLOWANCES	421	726	0	500	500	100.00%
1801 FRINGE BENEFITS-FULLTIME	931,045	999,866	969,524	1,033,130	63,606	6.56%
1802 FRINGE BENEFITS-PARTTIME	8,350	20,834	19,800	20,922	1,122	5.67%
PERSONNEL TOTAL	3,584,778	3,742,427	3,944,871	4,184,980	240,109	6.09%
GOODS & SERVICES						
2001 SAND	126,822	138,944	130,000	138,000	8,000	6.15%
2002 SALT	446,709	201,042	440,100	414,729	(25,371)	-5.76%
2003 BRINE	9,235	12,313	20,000	20,000	0	0.00%
2006 ASPHALT - COLD MIX	35,193	50,490	40,000	43,000	3,000	7.50%
2010 TRAFFIC SUPPLIES	84,975	69,769	67,700	67,700	0	0.00%
2022 CULVERTS	40,071	57,036	40,000	40,000	0	0.00%
2030 GRAVEL	14,982	37,645	35,000	35,000	0	0.00%
2034 CONCRETE	20,327	19,100	22,000	22,000	0	0.00%
2036 SIGNS	25,222	25,625	24,000	25,000	1,000	4.17%
2099 MISC. MATERIALS	351	238	0	0	0	0.00%
2401 GAS FUEL	32,114	35,731	32,673	37,910	5,237	16.03%
2405 DIESEL FUEL	309,713	345,700	341,781	344,340	2,559	0.75%
2407 COLOURED/DYED DIESEL	156,613	143,052	170,240	159,220	(11,020)	-6.47%
2435 TOOLS	10,877	10,240	12,500	12,500	0	0.00%
2601 OFFICE SUPPLIES	18	4	0	0	0	0.00%
2650 CLOTHING / UNIFORM	16,719	15,807	19,000	19,000	0	0.00%
2655 SAFETY SUPPLIES	19,868	28,180	25,000	25,000	0	0.00%
2660 SAFETY BOOT ALLOWANCE	9,248	7,722	10,000	10,000	0	0.00%
2701 HYDRO	310,721	449,301	451,827	436,255	(15,572)	-3.45%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): ROADS DEPARTMENT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3005 COURIER & DELIVERY	424	1,035	0	0	0	0.00%
3007 ONTARIO 1 CALL CENTER	861	0	1,000	1,000	0	0.00%
3010 TELEPHONE	7,773	11,311	9,680	10,100	420	4.34%
3014 TELECOMMUNICATIONS	320	79	320	320	0	0.00%
3030 TRAVEL	0	1,320	0	0	0	0.00%
3035 MILEAGE	3,182	3,517	3,500	3,500	0	0.00%
3055 MEETING COSTS	2,016	754	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	949	1,280	3,000	3,000	0	0.00%
3070 TRAINING	60,128	35,336	43,000	43,000	0	0.00%
3080 ADVERTISING & PROMOTION	32	0	0	0	0	0.00%
3099 MISC ADMIN EXPENSES	41	0	0	0	0	0.00%
3170 LEGAL SEARCHES	375	272	250	250	0	0.00%
3172 ELECTRICIAN	61	0	0	0	0	0.00%
3205 VEHICLE LEASE/RENTAL	164,453	201,954	202,000	202,000	0	0.00%
3380 PROPERTY DAMAGES - VANDALISM	0	1,526	0	0	0	0.00%
3425 CONSTRUCTION CONTRACT	430,874	503,429	394,100	394,000	(100)	-0.03%
3426 PATCHING	292,627	469,898	359,944	360,000	56	0.02%
3427 HYDROSEEDING	93,983	46,466	56,100	55,500	(600)	-1.07%
3428 CONCRETE RESTORATION	6,809	2,659	15,500	15,000	(500)	-3.23%
3435 TREE SERVICE CONTRACT	0	37,139	0	22,000	22,000	100.00%
3499 MISC CONTRACTS	22,877	22,175	25,000	25,000	0	0.00%
3601 INSURANCE PREMIUMS	21,561	24,978	24,224	27,838	3,614	14.92%
GOODS & SERVICES TOTAL	2,779,124	3,013,067	3,019,439	3,012,162	(7,277)	-0.24%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	3,648	1,678	0	0	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	3,648	1,678	0	0	0	0.00%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,498,221	2,465,719	2,518,903	2,632,145	113,242	4.50%
7050 FLEET CHARGEBACK CHARGES	7,277	6,513	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	2,505,498	2,472,232	2,518,903	2,632,145	113,242	4.50%
EXPENSE TOTAL	8,873,048	9,229,404	9,483,213	9,829,287	346,074	3.65%
REVENUE						
0419 PRIVATE APPROACH PERMITS	5,850	7,200	0	7,000	7,000	100.00%
0456 SALE OF SCRAP METALS	3,399	2,228	6,000	6,000	0	0.00%
0459 OTHER SALES	1,585	1,713	4,000	2,000	(2,000)	-50.00%
0472 REIMB - CUPE BENEFITS	207	0	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	377	0	0	0	0	0.00%
0479 REIMBURSEMENTS	7,446	2,102	0	0	0	0.00%
0621 SUMMER STUD PROG GRANT	0	2,000	0	0	0	0.00%
0835 ROAD CLOSURE PERMITS	2,131	565	4,500	3,000	(1,500)	-33.33%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Infrastructure and Operations*

Division(s): *ROADS DEPARTMENT*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
0871 STREET WORK PERMITS	12,400	14,240	12,000	14,000	2,000	16.67%
0872 ENTRANCE CULVERT & CURBS	19,156	11,828	22,000	20,000	(2,000)	-9.09%
0899 OTHER SERVICE CHARGES	109,023	115,336	100,000	109,000	9,000	9.00%
REVENUE TOTAL	161,574	157,212	148,500	161,000	12,500	8.42%
GRAND TOTAL:	8,711,474	9,072,192	9,334,713	9,668,287	333,574	3.57%

Activity Summary Overview – 2024 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

4.00 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:

Storm Sewers Positions

	2023 FTE	2024 FTE
Director, Public Works and Parks **	0.05	0.00
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*	0.60	0.60
Operator 1*	1.90	1.90
Loader Backhoe Excavator	0.05	0.05
Certified Sewer Cleaner/Flusher	0.30	0.30
Truck Driver	0.10	0.10
Heavy Equipment Operator*	0.30	0.30
Sewer & Water Clerk	0.10	0.10
Field Tech I – PW*	0.10	0.10
Totals	4.05	4.00

Note: * (2) Supervisors, (1) Chargehand, (1) Heavy Equipment Operator, (3) Operator 1 and (1) Field Tech are funded from capital budget.

** FTE change due to an internal departmental reorganization.

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Infrastructure and Operations*

Division(s): *STORM SEWERS*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	231,382	254,009	223,666	218,718	(4,948)	-2.21%
1002 TEMPORARY SALARIES	5,313	4,968	0	0	0	0.00%
1003 SHIFT PREMIUM	271	379	479	479	0	0.00%
1004 OTHER/STANDBY	5,550	5,918	6,394	6,505	111	1.74%
1011 SALARIES CAPITAL/Special Projects	0	0	56,443	58,139	1,696	3.00%
1101 OVERTIME FULLTIME	15,494	14,336	13,000	13,227	227	1.75%
1202 VACATION	18,363	18,581	0	0	0	0.00%
1203 COMPASSIONATE LEAVE	341	148	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	10,425	8,444	0	0	0	0.00%
1207 SICK LEAVE	10,219	7,633	0	0	0	0.00%
1210 GREIVANCE SETTLEMENT	0	4,000	0	0	0	0.00%
1301 WSIB LEAVE	(114)	(83)	0	0	0	0.00%
1401 TRAINING & SAFETY	5,174	6,333	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	79,599	85,301	100,611	101,231	620	0.62%
PERSONNEL TOTAL	382,017	409,967	400,593	398,299	(2,294)	-0.57%
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	4,647	431	3,842	3,957	115	2.99%
2008 CEMENT	1,122	0	500	500	0	0.00%
2010 TRAFFIC SUPPLIES	120	452	0	0	0	0.00%
2020 SEWER/WATER PIPE & PARTS	44,160	55,057	38,036	39,937	1,901	5.00%
2030 GRAVEL	3,397	3,051	11,690	11,960	270	2.31%
2099 MISC. MATERIALS	23	195	0	0	0	0.00%
2401 GAS FUEL	6,026	6,470	6,463	6,520	57	0.88%
2405 DIESEL FUEL	15,259	12,468	16,607	13,630	(2,977)	-17.93%
2407 COLOURED/DYED DIESEL	6,262	3,314	6,702	3,960	(2,742)	-40.91%
2435 TOOLS	1,493	58	3,508	3,508	0	0.00%
2650 CLOTHING / UNIFORM	1,360	1,332	1,683	1,683	0	0.00%
2655 SAFETY SUPPLIES	2,086	1,905	3,665	3,665	0	0.00%
2660 SAFETY BOOT ALLOWANCE	619	309	1,197	1,197	0	0.00%
3005 COURIER & DELIVERY	5	0	0	0	0	0.00%
3007 ONTARIO 1 CALL CENTER	843	458	0	0	0	0.00%
3010 TELEPHONE	1,039	996	1,584	1,584	0	0.00%
3014 TELECOMMUNICATIONS	84	48	0	0	0	0.00%
3030 TRAVEL	229	0	0	0	0	0.00%
3045 CONFERENCES & SEMINARS	388	0	0	0	0	0.00%
3055 MEETING COSTS	194	23	0	0	0	0.00%
3060 MEALS	92	0	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	384	262	0	0	0	0.00%
3070 TRAINING	4,812	1,939	4,000	4,000	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

STORM SEWERS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3205 VEHICLE LEASE/RENTAL	7,011	3,237	750	750	0	0.00%
3305 BUILDING MAINTENANCE	0	41	0	0	0	0.00%
3350 DRY CLEANING/LAUNDERING	233	151	0	0	0	0.00%
3380 PROPERTY DAMAGES - VANDALISM	0	834	0	0	0	0.00%
3425 CONSTRUCTION CONTRACT	12,612	6,367	7,000	7,000	0	0.00%
3426 PATCHING	126,551	100,020	89,610	92,298	2,688	3.00%
3427 HYDROSEEDING	6,610	2,343	6,979	7,188	209	2.99%
3428 CONCRETE RESTORATION	4,070	3,873	5,304	5,463	159	3.00%
GOODS & SERVICES TOTAL	251,731	205,634	209,120	208,800	(320)	-0.15%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	79,246	81,495	83,592	95,397	11,805	14.12%
INTERNAL TRANSFERS TOTAL	79,246	81,495	83,592	95,397	11,805	14.12%
EXPENSE TOTAL	712,994	697,096	693,305	702,496	9,191	1.33%
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	0	0	76,654	79,964	3,310	4.32%
0875 STORM SEWER CONNECTIONS	6,143	3,500	5,000	5,000	0	0.00%
0899 OTHER SERVICE CHARGES	758	1,743	0	0	0	0.00%
REVENUE TOTAL	6,901	5,243	81,654	84,964	3,310	4.05%
GRAND TOTAL:	706,093	691,853	611,651	617,532	5,881	0.96%

Activity Summary Overview – 2024 Budget

Transit

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

In 2023, Transit continued to operate a hybrid operation of fixed and dynamic routing adjusting the service hours, frequency, and routing to match the current demand. Through to the end of 2023, Transit is projected to travel 1.1 million kilometers and provide approximately 1.1 million rides.

It is planned to continue into 2024, operational reviews that include updating or adjusting routing if required. Transit has projected it will provide 1.2 million rides in 2024.

Plant & Premises

Transit operations includes providing 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.

Para Bus

Para Bus operations provides for a safe and efficient method of accessible transportation for people with (physical) disabilities in North Bay, maintains the specialized services as legislated, and operates a public information and dispatch office.

Crossing Guards

The Transit Department provides for Crossing Guards at 15 crossing locations within the City to allow safe crossing for children up to grade 8.

Transit Positions

	2023 FTE	2024 FTE
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
Totals	39.61	39.61

Note: * Budget reflects staffing levels of 22 Transit Operators. The two vacant positions will not be filled until demand increases to 2019 levels as the system recovers from the impact of COVID-19.

For more information go to:

<https://www.northbay.ca/services-payments/north-bay-transit/>

<https://www.northbay.ca/city-government/departments/transit/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Infrastructure and Operations*

Division(s): *TRANSIT*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,667,418	1,831,473	2,139,646	2,179,634	39,988	1.87%
1002 TEMPORARY SALARIES	88,015	93,626	91,400	97,592	6,192	6.77%
1003 SHIFT PREMIUM	43,393	46,741	40,900	44,900	4,000	9.78%
1010 MODIFIED/ACCOMMODATED	46,357	46,888	0	0	0	0.00%
1101 OVERTIME FULLTIME	183,912	234,515	86,361	86,361	0	0.00%
1110 OVERTIME MODIFIED/ACCOMMODATED	3,421	3,071	0	0	0	0.00%
1201 VACATION other	0	113	0	0	0	0.00%
1202 VACATION	157,151	162,283	166,607	169,684	3,077	1.85%
1203 COMPASSIONATE LEAVE	3,300	5,723	0	0	0	0.00%
1204 STATUTORY HOLIDAYS	89,098	68,797	61,253	63,995	2,742	4.48%
1207 SICK LEAVE	189,974	123,981	63,004	64,074	1,070	1.70%
1299 OTHER LABOUR COSTS	139,007	156,976	177,000	177,000	0	0.00%
1401 TRAINING & SAFETY	2,468	21,594	16,000	21,000	5,000	31.25%
1801 FRINGE BENEFITS-FULLTIME	814,776	878,971	961,570	996,893	35,323	3.67%
1802 FRINGE BENEFITS-PARTTIME	10,798	16,081	13,368	20,544	7,176	53.68%
PERSONNEL TOTAL	3,439,088	3,690,833	3,817,109	3,921,677	104,568	2.74%
GOODS & SERVICES						
2099 MISC. MATERIALS	1,471	2,781	2,700	4,500	1,800	66.67%
2401 GAS FUEL	1,793	1,813	1,732	1,840	108	6.24%
2405 DIESEL FUEL	920,742	959,208	1,148,566	1,040,810	(107,756)	-9.38%
2499 MISC FLEET SUPPLIES	5,993	5,209	4,500	4,500	0	0.00%
2601 OFFICE SUPPLIES	2,709	2,977	2,650	2,850	200	7.55%
2650 CLOTHING / UNIFORM	15,494	3,625	34,650	34,650	0	0.00%
2655 SAFETY SUPPLIES	105	0	500	500	0	0.00%
2660 SAFETY BOOT ALLOWANCE	6,169	5,480	8,165	8,930	765	9.37%
2699 MISC GENERAL SUPPLIES	1,501	1,663	1,400	1,500	100	7.14%
2701 HYDRO	14,843	12,681	15,918	14,397	(1,521)	-9.56%
2705 NATURAL GAS	6,649	9,367	7,153	9,735	2,582	36.10%
2715 WATER	19,966	24,181	20,560	25,334	4,774	23.22%
2720 MUNICIPAL TAXES	42,618	44,785	44,323	46,129	1,806	4.07%
2935 FARE HANDLING SUPPLIES	4,369	11,609	6,000	13,000	7,000	116.67%
3001 POSTAGE	239	313	400	400	0	0.00%
3010 TELEPHONE	8,392	9,095	7,800	9,600	1,800	23.08%
3014 TELECOMMUNICATIONS	13,415	13,794	14,450	15,650	1,200	8.30%
3035 MILEAGE	0	425	300	600	300	100.00%
3045 CONFERENCES & SEMINARS	1,711	2,154	3,000	3,000	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICA TIONS	7,786	8,098	8,954	10,300	1,346	15.03%
3070 TRAINING	75	671	5,250	5,250	0	0.00%

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): TRANSIT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3080 ADVERTISING & PROMOTION	528	749	4,000	4,000	0	0.00%
3305 BUILDING MAINTENANCE	11,537	14,566	12,500	16,000	3,500	28.00%
3315 VEHICLE MAINTENANCE	107,934	110,414	85,000	110,000	25,000	29.41%
3340 SOFTWARE MAINTENANCE	54,682	48,762	92,017	92,017	0	0.00%
3380 PROPERTY DAMAGES - VANDALISM	0	4,256	0	0	0	0.00%
3402 OPERATING CONTRACT	462,153	540,218	588,503	588,917	414	0.07%
3425 CONSTRUCTION CONTRACT	254	707	0	0	0	0.00%
3450 COMMISSIONAIRES	19,583	21,586	0	0	0	0.00%
3460 BRINKS COURIER	398	1,443	500	500	0	0.00%
3476 TAXI CONTRACTS	15,184	31,303	45,750	45,750	0	0.00%
3480 CLEANING CONTRACT	54,908	32,407	48,730	50,350	1,620	3.32%
3601 INSURANCE PREMIUMS	18,287	23,415	20,594	27,144	6,550	31.81%
GOODS & SERVICES TOTAL	1,821,488	1,949,755	2,236,565	2,188,153	(48,412)	-2.16%
FINANCIAL EXPENSES						
4101 BANK CHARGES	3,002	5,272	3,000	5,500	2,500	83.33%
4110 CASH OVER / SHORT	10	0	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	3,012	5,272	3,000	5,500	2,500	83.33%
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	2,412,446	2,074,866	2,074,561	1,988,935	(85,626)	-4.13%
7010 ADMINISTRATION & OVERHEAD	79,302	82,002	82,002	83,570	1,568	1.91%
7015 BUILDING MAINTENANCE OPER	37,442	38,869	38,869	39,631	762	1.96%
7035 WASH BAY MAINTENANCE	51,220	43,729	50,000	50,000	0	0.00%
7050 FLEET CHARGEBACK CHARGES	4,235	9,855	0	0	0	0.00%
INTERNAL TRANSFERS TOTAL	2,584,645	2,249,321	2,245,432	2,162,136	(83,296)	-3.71%
EXPENSE TOTAL	7,848,233	7,895,181	8,302,106	8,277,466	(24,640)	-0.30%
REVENUE						
0470 TSF FROM RESERVE FUND	997,767	490,000	945,444	490,000	(455,444)	-48.17%
0472 REIMB - CUPE BENEFITS	595	1,130	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	1,315	2,807	0	0	0	0.00%
0479 REIMBURSEMENTS	19,295	21,579	0	0	0	0.00%
0480 SUNDRY REVENUE	147	230	140	140	0	0.00%
0508 MIN OF TRANSPORTATION	200,909	0	0	0	0	0.00%
0801 CASH FARES	287,431	427,600	359,500	428,500	69,000	19.19%
0802 ADULT PASSES	195,074	261,075	235,500	262,000	26,500	11.25%
0803 STUDENT PASSES	42,171	75,815	46,000	76,000	30,000	65.22%
0804 REDUCED PASSES	170,345	195,838	207,500	196,000	(11,500)	-5.54%
0805 DAY PASSES	3,406	4,230	4,000	4,250	250	6.25%
0806 MULTIPLE FARE CARDS	279,391	353,871	295,000	354,000	59,000	20.00%
0807 CONTRACTED SERVICES	842,298	1,387,656	1,177,750	1,378,460	200,710	17.04%
0808 TRANSIT CHARTERS	12,958	3,516	8,000	4,500	(3,500)	-43.75%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Infrastructure and Operations

Division(s): TRANSIT

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
0810 SINGLE TRIP PASS	48,054	60,196	53,487	60,200	6,713	12.55%
0819 TRANSIT PASS PHOTO	6,200	9,800	6,612	9,800	3,188	48.22%
0890 ATM REVENUE	494	677	500	700	200	40.00%
0919 VENDING MACHINE SALES	333	2,108	2,400	1,815	(585)	-24.38%
0975 SIGN ADVERTISING	26,292	26,792	26,500	29,292	2,792	10.54%
REVENUE TOTAL	3,134,475	3,324,920	3,368,333	3,295,657	(72,676)	-2.16%
GRAND TOTAL:	4,713,758	4,570,261	4,933,773	4,981,809	48,036	0.97%

Activity Summary Overview – 2024 Budget

Works Department 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.

Works Department Administration Positions

	2023 FTE	2024 FTE
City Engineer *	0.00	0.20
Director, Public Works & Parks *	0.50	0.00
Administrative Supervisor Public Works	0.50	0.50
Administrative Assistant Public Works and Services	1.00	1.00
Signal Technician	0.40	0.40
Dispatcher	2.00	2.00
Part-time Dispatcher	0.56	0.56
Totals	4.96	4.66

Note: * FTE change due to an internal departmental reorganization.

For more information go to:

<https://www.northbay.ca/city-government/departments/public-works-environmental-services-and-parks/>

Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

WORKS DEPT ADMINISTRATION

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	317,765	340,816	348,598	298,463	(50,135)	-14.38%
1002 TEMPORARY SALARIES	35,478	45,900	34,511	34,806	295	0.85%
1003 SHIFT PREMIUM	3,010	2,737	2,950	2,950	0	0.00%
1004 OTHER/STANDBY	794	564	0	0	0	0.00%
1010 MODIFIED/ACCOMMODATED	113	0	0	0	0	0.00%
1101 OVERTIME FULLTIME	10,479	9,938	7,748	9,000	1,252	16.16%
1102 OVERTIME PART TIME	906	394	0	0	0	0.00%
1201 VACATION other	0	121	0	0	0	0.00%
1202 VACATION	5,444	18,262	1,360	1,384	24	1.76%
1204 STATUTORY HOLIDAYS	3,650	3,785	0	0	0	0.00%
1207 SICK LEAVE	847	927	0	0	0	0.00%
1301 WSIB LEAVE	(323)	0	0	0	0	0.00%
1401 TRAINING & SAFETY	982	2,154	0	0	0	0.00%
1499 OTHER EMP ALLOWANCES	46	150	0	0	0	0.00%
1801 FRINGE BENEFITS-FULLTIME	108,220	115,385	114,783	102,071	(12,712)	-11.07%
1802 FRINGE BENEFITS-PARTTIME	10,121	13,705	7,798	8,218	420	5.39%
PERSONNEL TOTAL	497,532	554,838	517,748	456,892	(60,856)	-11.75%
GOODS & SERVICES						
2099 MISC. MATERIALS	7	219	0	0	0	0.00%
2601 OFFICE SUPPLIES	15,898	16,481	14,000	14,000	0	0.00%
2615 JANITORIAL SUPPLIES	2,846	3,386	3,000	3,000	0	0.00%
2630 SUBSCRIPTIONS/PERIODICALS	143	0	100	0	(100)	-100.00%
2655 SAFETY SUPPLIES	0	193	0	0	0	0.00%
2701 HYDRO	81,482	81,251	84,546	77,642	(6,904)	-8.17%
2705 NATURAL GAS	49,838	42,340	65,928	51,564	(14,364)	-21.79%
2715 WATER	17,229	10,239	12,592	10,703	(1,889)	-15.00%
3001 POSTAGE	975	442	950	950	0	0.00%
3005 COURIER & DELIVERY	1,663	434	2,000	2,000	0	0.00%
3010 TELEPHONE	45,851	41,301	41,400	41,400	0	0.00%
3014 TELECOMMUNICATIONS	1,200	404	1,200	600	(600)	-50.00%
3015 FAX	766	1,035	670	950	280	41.79%
3030 TRAVEL	611	1,757	1,000	1,000	0	0.00%
3035 MILEAGE	2,342	3,251	4,000	3,500	(500)	-12.50%
3045 CONFERENCES & SEMINARS	608	1,925	2,000	2,000	0	0.00%
3055 MEETING COSTS	67	273	500	500	0	0.00%
3060 MEALS	0	68	0	0	0	0.00%
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	3,270	2,044	2,500	2,500	0	0.00%
3070 TRAINING	0	0	2,000	0	(2,000)	-100.00%
3099 MISC ADMIN EXPENSES	0	2,050	0	0	0	0.00%



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s):

Infrastructure and Operations

Division(s):

WORKS DEPT ADMINISTRATION

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
3301 RADIO MAINTENANCE	8,232	4,598	7,500	7,500	0	0.00%
3305 BUILDING MAINTENANCE	140,524	131,805	137,500	137,500	0	0.00%
3401 STREET GARBAGE CONTRACT	5,410	5,852	5,000	5,500	500	10.00%
3425 CONSTRUCTION CONTRACT	50	0	500	0	(500)	-100.00%
3430 MAINTENANCE CONTRACT	1,735	7,431	2,500	14,246	11,746	469.84%
3480 CLEANING CONTRACT	63,324	39,469	38,892	37,860	(1,032)	-2.65%
GOODS & SERVICES TOTAL	444,071	398,248	430,278	414,915	(15,363)	-3.57%
FINANCIAL EXPENSES						
4101 BANK CHARGES	798	818	900	900	0	0.00%
4110 CASH OVER / SHORT	0	100	0	0	0	0.00%
FINANCIAL EXPENSES TOTAL	798	918	900	900	0	0.00%
CAPITAL/RESERVE TRANSACTIONS						
5015 OFFICE FURNITURE & EQUIP	1,084	1,339	2,000	2,000	0	0.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	1,084	1,339	2,000	2,000	0	0.00%
EXPENSE TOTAL	943,485	955,343	950,926	874,707	(76,219)	-8.02%
REVENUE						
0460 TRANSFER FRM CAPITAL FUND	39,163	39,946	39,946	40,745	799	2.00%
0472 REIMB - CUPE BENEFITS	189	(117)	0	0	0	0.00%
0476 REIMBURSEMENT-CUPE WAGES	460	(230)	0	0	0	0.00%
7910 INTERNAL OVERHEAD REVENUE	158,608	163,938	163,938	167,152	3,214	1.96%
REVENUE TOTAL	198,420	203,537	203,884	207,897	4,013	1.97%
GRAND TOTAL:	745,065	751,806	747,042	666,810	(80,232)	-10.74%



2024

OPERATING BUDGET

SERVICE PARTNERS



Business Unit Summary

Budget Year: 2024

YTD End Date: December 2023

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
Service Partners						
INVEST NORTH BAY DEVELOPMENT CORPORATION	25,000	10,000	10,000	10,000	0	0.00%
SERVICE PARTNERS	44,407,848	47,471,064	47,459,292	50,023,300	2,564,008	5.40%
Total:	44,432,848	47,481,064	47,469,292	50,033,300	2,564,008	5.40%
Grand Total:	44,432,848	47,481,064	47,469,292	50,033,300	2,564,008	5.40%

Business Unit Overview - 2024 Budget

Service Partners

Business Unit Pressures:

The 2024 budget includes the cost to deliver existing service levels to taxpayers. In general, there are no significant changes in routine operating activities. Items contributing to the overall net increase required of \$2,564,008 or 5.4% over 2023 are as follows:

- **North Bay Police Services – \$1,552,151** - The 2024 budget includes changes to negotiated contracts as well as benefit rate increases. This budget includes a transfer from Cannabis Reserves in the amount of \$193,500 to support programming and revisions to the court security and prisoner transportation agreement. Budget approved by Board.
- **DNSSAB – \$373,857** – Budget Letter on file. Budget approved by Board.
- **North Bay Public Library – \$149,884** - The 2024 budget includes changes to negotiated contracts and benefit rate increases, as well as use of reserve dollars to offset the current cost pressures. Budget approved by Board.
- **North Bay-Mattawa Conservation Authority - \$582,381** – Due to a realignment in Conservation Authority operational and capital budgets, (Conservation Authority Act), certain budgeted costs have shifted between operating and capital budget submissions. Savings have been realized in the City’s capital budget.

Service Level Changes (SLC):

- None presented.

Activity Summary Overview – 2024 Budget

Invest North Bay Development Corporation

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

The organization inbay 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 by way of the means required by legislation.



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): *Service Partners*

Division(s): *INVEST NORTH BAY DEVELOPMENT CORPORATION,
SERVICE PARTNERS*

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
SERVICE PARTNERS						
6075 INVEST NORTH BAY	25,000	10,000	10,000	10,000	0	0.00%
SERVICE PARTNERS TOTAL	25,000	10,000	10,000	10,000	0	0.00%
EXPENSE TOTAL	25,000	10,000	10,000	10,000	0	0.00%
GRAND TOTAL:	25,000	10,000	10,000	10,000	0	0.00%

Activity Summary Overview – 2024 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.

For more information go to:

<https://www.northbay.ca/city-government/mayor-council/agencies-boards-committees/>



Executive Report

Budget Year: 2024; YTD End Date: December 2023

Department(s): Service Partners

Division(s): INVEST NORTH BAY DEVELOPMENT CORPORATION,
SERVICE PARTNERS

	2022 Actuals	2023 Actuals YTD	2023 Budget	2024 Council Review	Variance	Variance %
CAPITAL/RESERVE TRANSACTIONS						
5115 TRANSFER TO RESERVE FUND	221,501	208,723	208,723	0	(208,723)	-100.00%
CAPITAL/RESERVE TRANSACTIONS TOTAL	221,501	208,723	208,723	0	(208,723)	-100.00%
SERVICE PARTNERS						
6051 NORTH BAY POLICE SERVICES	22,514,897	24,941,513	25,135,014	26,687,165	1,552,151	6.18%
6055 DNSSAB	13,194,757	13,713,389	13,713,389	14,087,246	373,857	2.73%
6058 DISTRICT HEALTH UNIT	1,625,987	1,638,765	1,638,765	1,687,970	49,205	3.00%
6059 CASSELLHOLME	2,651,074	2,649,694	2,649,694	2,647,699	(1,995)	-0.08%
6065 PUBLIC LIBRARY	2,609,418	2,609,418	2,609,418	2,759,302	149,884	5.74%
6067 CONSERVATION AUTHORITY	437,518	541,428	520,000	1,102,381	582,381	112.00%
6068 CAPITOL CENTRE	511,430	540,292	540,292	599,724	59,432	11.00%
6070 GOLDEN AGE CLUB	19,655	10,000	19,655	19,655	0	0.00%
6080 ONT.PROPERTY ASSESSMENT	621,612	617,842	617,842	625,658	7,816	1.27%
6083 DIA	137,464	133,716	0	0	0	0.00%
SERVICE PARTNERS TOTAL	44,323,812	47,396,057	47,444,069	50,216,800	2,772,731	5.84%
EXPENSE TOTAL	44,545,313	47,604,780	47,652,792	50,216,800	2,564,008	5.38%
REVENUE						
0105 TAXATION	137,464	133,716	0	0	0	0.00%
0470 TSF FROM RESERVE FUND	0	0	193,500	193,500	0	0.00%
REVENUE TOTAL	137,464	133,716	193,500	193,500	0	0.00%
GRAND TOTAL:	44,407,849	47,471,064	47,459,292	50,023,300	2,564,008	5.40%



2024
**OPERATING
BUDGET**

**SERVICE LEVEL
CHANGES**

Overview - 2024 Budget
Service Level Changes

The 2024 Administrative Recommended budget presented includes an overall net levy increase of \$5,034,207 or 4.76%. Proposed Service Level Changes for the budget year are as follows:

2024 Administrative Recommended Budget	\$ 5,034,207	4.76%
ACRS – Beach Program (Lifeguards)	19,758	
ACRS – North Bay Century Celebrations 2025	-	
Community Services Admin – Community Outreach & POST Program – One-Year Extension	-	
Parks Revenue – Pickleball Court Fees	(3,840)	
Planning – Third Party Compliance Software – Short-Term Rentals	10,000	
Customer Services – Customer Services Clerk (Part Time Relief)	19,094	
Human Resources – Intern	34,915	
Environmental Services – Recycling at City Facilities & Public Spaces	51,615	
Roads – Implementation of Repairs to Private Entrances Culverts	60,000	
Transit – Fare Increase	(55,351)	
Office of the CAO – In Camera	47,672	
Engineering – In Camera	7,129	
2024 Administrative Recommended Budget with SLCs	\$ 5,225,199	4.94%

Service Level Reduction / Increase 2024

Description/Title: Beach Program (Lifeguards)

Service Enhancement Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Community Services

Department: ACRS **Costing Center #:** 5803

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

Since the pandemic, lifeguard recruitment throughout Ontario and Canada has been very challenging. The City has not been able to open all three beaches because of lack of available lifeguards. By increasing the beach lifeguard service schedule from July - August to June - August, we will create a longer season of supervised beaches as well as potentially attract more staff. Currently, lifeguarding staff are at a province wide low and by offering longer service time as stated, we will make the city lifeguarding positions more attractive employment.

Link to Strategic Plan:

- **Spirited Safe Community**
 - Develop and provide recreational and community center services geared to meeting the broad spectrum of needs in the community.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$19,758
(Revenue)	
Net Cost (Savings)	\$19,758

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
	.55

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Recommendation</u>
Year / Expense	
Year / (Revenue)	
Net Cost (Savings)	

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: North Bay Century Celebrations 2025

Service Enhancement Reduction: Enhancement

Public: X

In Camera:

Service Area/Business Unit: Community Services

Department: Events and Recreation

Costing Center #: 5820

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

Detail:

This Service Level Change is recommended in order to plan and execute the 100th anniversary events to celebrate North Bay in the year 2025. The request includes a contract staff member for 15 months to plan and coordinate the administration and logistics for organizing these activities. An NOHFC grant was secured to offset expenses for staff wages for 2024. Report to Council CSBU 2023-076 was passed by Council approving the membership of North Bay’s Community Centennial Celebration Committee. These funds will be used by the committee and staff to plan and execute the 100th anniversary events.

An overview of the types of activities and events that are being considered in the initial brainstorming sessions include 2025 event hosting program increase for community events, enhancement to annual municipal events (i.e. Canada Day, Santa Claus parade, Families First), new 2025 events (TBD by the committee), Homecoming week celebrations/concert, and a Legacy project.

Staff will investigate and apply for grants that fit with the program to offset the budget as well as work with the committee members to generate sponsorship opportunities around the events.

The estimated budget expenses are \$915,000 for 2024 & 2025, with associated revenue from the Tax Rate Stabilization Reserve.

Link to Strategic Plan:

- **Natural, North & Near**
 - Celebrate North Bay’s proud history and heritage.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$228,750
(Revenue)	\$(228,750)
Net Cost (Savings)	\$0

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
	1.00

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Recommendation</u>
Year / Expense 2025	\$457,500
Year / (Revenue) unknown	(\$457,500)
Net Cost (Savings) estimated	\$0

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: Community Outreach & POST Program – One Year Extension

Service Enhancement Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Community Services

Department: Community Safety & Well-Being **Costing Center #:** 5211

Budget Impacted: Municipal Levy __ Building Permit__ Reserve X Other __ Water __ Sewer __

Detail:

City Council approved funding of up to \$150,000 for the Peer Outreach and Security Team (POST) pilot in Report to Council CSBU-2023-053, dated July 6th, 2023, to complement and enhance existing outreach services (CMHA'S HCAP), to add after hours and weekends in the DIA and Waterfront locations, and expand to include the business district on Cassells in August.

In its 7 months of operation, POST members provided a consistent combination of social support and lower tier enforcement support. Connecting with up to 35 individuals daily, POST provided supports and referrals, de-escalated and addressed multiple incidents of anti-social behavior, and provided emergency medical assistance on several occasions. Following the dissolution of HCAP in November, POST remained as the only full-time outreach team in the city.

In addition to the positive public comments throughout the pilot, a DIA Outreach Survey was conducted December 2023. Participants, (N=43), expressed gratitude and praise for the program that generated visibility and support for business owners, patrons, and the vulnerable. Although a slim majority (54.68%) felt comfortable in the DIA between 7am-9pm, 53.66% of respondents indicated POST changed their level of comfort in a positive way. When asked if POST should continue, 85.71% responded in favor, and 14.29% remained neutral.

The original pilot drew to a close on January 31st, but thanks to top-up funding provided by the Federal Reaching Home Grant, outreach will continue through to April 30th, 2024.

City Staff have met with DNSSAB to explore any interest in DNSSAB involvement with providing funding for POST. These conversations, geared towards a DNSSAB funding solution are continuing.

On January 25th, the DIA Board also expressed their strong interest in having POST continue, adding the previously City committed funds of \$12,000 towards DIA Security costs (3455), could be applied to a continuance of POST.

With the current absence of external partners available to secure the necessary funding to continue POST, and the demonstrated need for the program, Community Services is seeking a Service Level Increase in 2024 of \$100,000 to provide POST in the Downtown Waterfront Area from May 1st to September 30th, as well as the redeployment of the security detail at the volleyball courts, splashpad, museum, and Waterfront. Funding recommended from the Tax Rate Stabilization Reserve, with efforts focused on external partners forming agreements to fund the on-going initiative.

Link to Strategic Plan:

- **Spirited Safe Community**
 - Work with community stakeholders to enhance safety and integration throughout the city.
-

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense – Contracted Services	\$100,000
(Revenue) Discussions on-going	(\$100,000)
Net Cost (Savings)	\$0

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>

<u>Future Years Budget Impact</u> <i>(only required for phased-in Service Level changes)</i>	<u>Recommendation</u>
Year / Expense	
Year / (Revenue)	
Net Cost (Savings)	

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: Pickleball Court Fees

Service Enhancement Reduction: Enhancement

Public: X

In Camera:

Service Area/Business Unit: Community Services

Department: Parks Revenue **Costing Center #:** 5887

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

A user fee review has been completed for the pickleball courts in Bourke Park. It is recommended that a rental fee be applied for all organized bookings for league or community play. A fee of \$9.00/ 3-hour block (\$4 operating and \$5 CRF) for 2 courts is recommended.

Link to Strategic Plan:

- **Affordable Balanced Growth**
 - Maintain infrastructure across the city in a good state of repair.
 - Consider all aspects of decisions to fund new infrastructure.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense – CRF Transfer to Reserves	\$4,800
(Revenue)	(\$8,640)
Net Cost (Savings)	(\$3,840)

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
N/A	

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Recommendation</u>
Year / Expense	
Year / Revenue	
Net Cost (Savings)	

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: Third Party Compliance Software – Short-Term Rentals (STR)

Service Enhancement Reduction: Enhancement

Public: X

In Camera:

Service Area/Business Unit: Community Services

Department: Planning & Building Services

Costing Center #: 5201

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

City of North Bay STR Program

The City's Short-Term Rental (STR) By-law and licensing program has been in effect since early 2023. Since the implementation of the program, the City has taken a voluntary compliance/complaint-based approach. Between March and November of 2023, the City saw a total of 16 STR licence applications. Of these, 9 were approved (56%), 4 were pending (25%) and 3 were withdrawn (19%). As of December 5th, 2023, there are a total of 9 STR licences throughout the City.

STR Market/Listings in North Bay

While the number of STR listings fluctuates throughout the year (listings are generally higher during summer months). According to Airdna¹, there were 121 total² available listings in December 2023. During this same period, there were 202 active³ listings. If we consider 'total' and 'active' listings, approximately 7.4% and 4.5% are licensed with the City of North Bay, respectively.

Third Party Compliance Software

There are several third party STR compliance software providers on the market. These providers offer services which assist staff in effectively implementing STR regulations. Many local governments in Ontario, Canada and North America utilize third party compliance software providers to help maintain compliance with STR regulations.

Federal Funding

Through the 2023 Fall Economic Statement, the federal government introduced new tax measures and announced that it proposes \$50 million over three years, starting in 2024-25, to support municipal enforcement of restrictions on short-term rentals. This will support municipalities with strict regulatory regimes that are having a significant and measurable impact in returning short-term rentals back to the long-term housing market. Details on the funding are not yet available. Should the funding support compliance software, funding applications will be submitted to offset any enforcement costs.

Link to Strategic Plan:

- **Affordable Balanced Growth**
 - Facilitate the development of housing options to service the entire community, with consideration to socio-economic characteristics of the community.
-

¹ Airdna is a STR market aggregator which only includes listings from Airbnb and VRBO (Airbnb and VRBO make up the vast majority of all STR listings).

² 'Total' means units that are listed in a period. This consists of all active listings and listings that have never been booked or available.

³ 'Active' means the number of listings viewable with at least one prior booked night.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$10,000
(Revenue) unknown	(\$0)
Net Cost (Savings)	\$10,000

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
N/A	

<u>Future Years Budget Impact</u> <i>(only required for phased-in Service Level changes)</i>	<u>Recommendation</u>
Year / Expense	
Year / (Revenue)	
Net Cost (Savings)	

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: Customer Service Centre Clerk (Part-Time/Relief)

Service Enhancement Reduction: Service Enhancement

Public: X **In Camera:** ____

Service Area/Business Unit: Corporate Services

Department: Customer Service **Costing Center #:** 1701

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

Detail:

The Customer Service Centre (CSC) provides a key link between area citizens and municipal services. The CSC is a fast-paced environment operating Monday to Friday between 8:30 am and 4:30 pm with a team of 5 frontline clerks and one lottery licensing clerk. Clerks are responsible for answering the City’s main phone line, responding to emails, providing information to area citizens and visitors, processing payments, processing license and permit applications, selling parking passes, managing ticket enforcement processes, sorting daily mail, and handling all outgoing mail. The CSC does not close for lunch, but always remains open during City Hall’s scheduled hours of operation to provide service to area citizens.

The request for a part-time/relief CSC Clerk is to assist with maintaining service levels during staffing shortages caused by unplanned absences, delays in filling vacant positions and vacations. The intention is to hire a part-time/relief CSC Clerk that would be available when needed to aid in maintaining service levels. The benefit of adding a part-time/relief clerk will also assist with increasing office efficiencies by already having a trained worker available to call on during staffing shortages. Furthermore, adding this position will support workload management optimizing and aiding task success.

Link to Strategic Plan:

- **Responsible and Responsive Government**
 - Strive to be the employer of choice for highly qualified employees and maintain positive labour/ employee relations.
 - Promote quality customer service as a practice.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$19,094
(Revenue)	(\$0)
Net Cost (Savings)	\$19,094

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
N/A	.25

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Recommendation</u>
Year / Expense	
Year / Revenue	
Net Cost (Savings)	

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: Human Resources – Intern

Service Enhancement Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Corporate Services

Department: Human Resources

Costing Center #: 1501

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

Detail:

This service level enhancement will allow the department to continue with service delivery while undertaking research, preparing for the Collective Bargaining process, supporting implementation of the ERP system, and enhancing our Health and Safety and Claims Management Program.

Human Resources regularly seeks grants to offset cost; however, a grant has not been approved at this time.

Link to Strategic Plan:

- **Economic Prosperity**
 - Engage Canadore College and Nipissing University with local employers in developing skilled labour and development opportunities.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense \$52,373 @ 8 months	\$34,915
(Revenue) Potential Grant Revenues	
Net Cost (Savings)	\$34,915

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
	1.0

<u>Future Years Budget Impact:</u> <i>(only required for phased-in Service Level changes)</i>	<u>Recommendation</u>
Year / Expense	
Year / Revenue	
Net Cost (Savings)	

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: Recycling at City Facilities & Public Spaces

Service Enhancement or Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure and Operations

Department: Environmental Services

Costing Center #: 4328

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

Detail:

Background and Current Service Level

The City of North Bay has a waste diversion strategy which seeks to identify and implement strategies to expand participation in recycling/waste reduction initiatives which ultimately increase waste diversion from the City of North Bay Landfill. Environmental services staff manage the implementation of these strategies with regular consultation from Council and the Waste Resources Liaisons Committee (WRLC).

The WRLC passed a motion in August of 2023 recommending a ban on Blue Box material from the Merrick Landfill. In addition to the WRLC motion, Council brought a motion forward which directed staff to conduct a comprehensive investigation into the implementation of public recycling program (including necessary bins etc.) in areas where public garbage collection is available, particularly in parks, downtown areas, community waterfronts, all City facilities, and arenas, and that it be brought forward to the 2024 budget process as a service level change.

The City of North Bay currently does not provide public recycling programs in parks, downtown areas, community waterfronts or arenas.

Also, of noted importance, is the fact that the MECP has released legislation in regard to a new producer pay program called Extended Producer Responsibility (EPR). This will involve a transition away from the current blue box system in which producers of recyclable materials share recycling costs with the municipality. The new system will see the province take complete control of the blue box recycling with producers being responsible for the entirety of the cost of the program. The new provincial program will standardize recycling across Ontario. The City of North Bay has been notified by the province that we will be transitioning in 2025. EPR includes blue box collection curbside for residential and multi-residential users, schools, and parks. EPR does not include blue box collection for commercial users or public spaces (non-park locations).

Service Level Enhancement

The Environmental Services department worked with the respective City department managers on the implementation of blue box material recycling at City Facilities (Arenas, City Hall, Public Works, Transit) and City Parks and outdoor spaces. City staff also consulted with the City's waste management contractor to determine transportation costs and also consulted with key stakeholders including the Downtown Improvement Area (DIA).

City Parks and Waterfront

Recycling of blue box material in City parks and waterfront are to be included in the EPR implementation beginning January 2025. This means the producers will pay the capital and operating costs for recycling at these locations as of 2025. It is therefore not recommended to include costs associated with implementation at City Parks and waterfront in the 2024 budget.

DIA

This service level change is proposing 62 recycling receptacles in the DIA. The receptacles are similar to the current black waste containers in the DIA however will, of course, be blue in colour. Each receptacle has an estimated cost of \$1,305. Therefore, total capital cost to purchase the receptacles is \$80,910.

Operating costs associated with this service level change are approximately \$5,000 per year for additional clear garbage bags.

Total capital costs: \$80,910 Total Operating Costs: \$5,000

Arenas

The City of North Bay currently provides waste collection at the 3 local arenas (Pete Palangio, Memorial Gardens, West Ferris). The service level change proposes that 77 new recycling containers be purchased to collect blue box materials at the 3 arenas. Cost per container is \$52.95 which provides a total capital cost for recycling containers of \$4,077.15.

It is estimated that 2 blue box material pick ups per week will be required which will cost \$74,772.68 annually.

The service level change also includes additional part-time rink attendant time at an estimated annual cost of \$9,057.60. No additional FTEs are proposed for the arenas.

Total capital costs: \$4,077.15 Total Operating Costs: \$83,830.28

City Hall and Parking

This service level change is proposing 7 recycling receptacles at City parking facilities at a capital cost of \$9,135. Operating costs include clear bags along with City part-time staff to deliver the materials to the recycling depot. Total operating costs are \$14,400 annually.

Total capital costs: \$9,135 Total Operating Costs: \$14,400

Communication

It is critical that this service level change has a clear communication strategy. The strategy will be geared towards changing behaviours, promoting the proper use of the blue bins and preventing contamination. This service level change includes a \$10,000 capital budget for social marketing materials. The City's Environmental Services department will work with the Communications Officer to ensure the message to the public is clear and concise.

It is expected that the annual volume of waste to the Merrick Landfill site will be decreased with this additional diversion, which will increase the life expectancy of the landfill. This is a significant long term cost savings, but the actual amounts are difficult to calculate and have not been included in the analysis.

Based on timing of budget approval, notification period and implementation, actual operating costs expected in 2024 would be approximately 50% of annualized numbers.

Link to Strategic Plan:

- **Natural North and Near**
 - Protect, promote, and enhance the environment in all aspects of the city’s operations and plans.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$51,615
(Revenue)	
Net Cost (Savings)	\$51,615

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
N/A	

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Recommendation</u>
Year / Expense	\$51,615
Year / Revenue	\$0
Net Cost (Savings)	\$51,615

Capital Requirements (if applicable): \$104,122

Note any Capital costs would be funded through the completed Capital reserve.

Service Level Reduction / Increase 2024

Description/Title: Implementation of Repairs to Private Entrance Culverts

Service Enhancement Reduction: Enhancement

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure and Operations

Department: Public Works – Roads **Costing Center #:** Roadway Maintenance

Budget Impacted: Municipal Levy Building Permit__ Reserve__ Other__ Water__ Sewer__

Detail:

During the 2015 budget negotiations, Council voted in favor to remove maintenance and replacement of existing entrance culverts from the municipal operating budget as a cost saving measure. CNB By-Law 2017-72 was developed to support this initiative and to layout the framework of this change which included the responsibilities for the landowners.

Although there is language within City Private Approach By-Law 2017-72 to ensure owners repair entrance culverts, there is risk with this approach as unmaintained entrance culverts or non-functional entrance culverts can negatively affect neighboring properties and possibly impact stormwater management.

Proposed

The following is a multi-option service level enhancement proposal to either restore the previous practice where the CNB would be responsible to repair/replace or maintain entrance culverts with the intent to ensure prudent stormwater management or to modify the current practice reducing the cost to the owner. Regardless of the decision, requests for cosmetic or aesthetic reasons would continue to be paid for by the landowner.

Option A

The cost is based on a 3-year average (2012, 2013 and 2014) was \$241,000 for entrance work. The City looked after all aspects of this work. Of this \$241,000, the 3-year average for labor was \$66,200. As a result, 1 FTE during the summer months (0.57 FTE) and 1 student (0.3 FTE) was removed from the operating budget. The remaining expenses would be consumed by materials (pipe, couplers, aggregate etc.), heavy equipment, tools, trucking and restoration costs (asphalt or interlocking brick repairs, hydroseed etc.). The same 3-year average inflated to reflect today's dollar value would equal \$307,499. Of this total, the labor cost would be approximately \$59,151 (based on a total of 0.87 FTE). The remaining cost is for the expenses (materials and equipment) totaling \$236,009.

This enhancement option is to restore the previous service level which would be the City taking over all maintenance and replacement responsibility. With regards to labor, should this option be approved, the intent is to evaluate the implementation of this enhancement with current labor resources throughout the 2024 season and revisit if necessary, during the next budget deliberations.

If approved, the existing Private Approach By-Law 2017-72 would need to be updated accordingly.

Link to Strategic Plan:

- **Affordable Balanced Growth**
 - Maintain infrastructure across the city in a good state of repair.
 - Provide smart, cost-effective services and programs to residents and businesses.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$236,009
(Revenue)	
Net Cost (Savings)	\$236,009

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Recommendation</u>
Year / Expense	
Year / Revenue	
Net Cost (Savings)	

Capital Requirements (if applicable):
Option B

Currently, if a landowner hires the City to complete the entrance culvert work, section 3.15 (a), (b) and (c) of [By-law 2017-72](#) states (a) the homeowner will be responsible for the first \$2,000 of the replacement cost and (b) the City will be responsible for the balance of the costs and (c) resurfacing will be to City standards (gravel), should the homeowner wish to upgrade the resurfacing, the owner will be solely responsible for the costs of the upgrading.

This enhancement option is to continue with existing practices but adjust the maximum fee in section 3.15 of the By-law to \$1,000 and the balance would be absorbed by the City. Part (c) will remain the same where the owner would be solely responsible for restoration.

The following cost is based on a combined 3-year average (2021, 2022 and 2023) of entrance culverts that were installed by the City through Service Contracts and also entrance culverts that were installed by owners or contractors who took permits to repair or replace the culverts. There were 91 in total over the 3 years and as a result, the 3-year average is roughly 30 per year. With this option, the homeowner would still be responsible for completing all restoration.

Link to Strategic Plan:

- **Affordable Balanced Growth**
 - Maintain infrastructure across the city in a good state of repair.
 - Consider all aspects of decisions to fund new infrastructure.
 - Provide smart, cost-effective services and programs to residents and businesses.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$90,000
(Revenue)	(\$30,000)
Net Cost (Savings)	\$60,000

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>

<u>Future Years Budget Impact</u> <small>(only required for phased-in Service Level changes)</small>	<u>Recommendation</u>
Year / Expense	
Year / Revenue	
Net Cost (Savings)	

Capital Requirements (if applicable):

Recommendation:

That Council proceed with phased approach. Starting with Option B in 2024. Also, that this service be revisited during Budget deliberations in 2025.

Service Level Reduction / Increase 2024

Description/Title: Transit Fare Increase

Service Enhancement or Reduction: Service Reduction

Public: X **In Camera:**

Service Area/Business Unit: Infrastructure & Operations

Department: Transit **Costing Center #:** 5501

Budget Impacted: Municipal Levy Building Permit Reserve Other Water Sewer

Detail:

The last Transit fare increase occurred in 2015. Since 2015, transit has experienced increases in vehicle operating costs, fuel costs and material costs. Current cash fares fall below provincial averages for 2022.

2022 Ontario Average Fares*

Fare Category	Fare
Cash	\$3.75
Adult Monthly	\$96.82
Student Monthly	\$74.09
Senior Monthly	\$61.51

**(Canadian Urban Transit Association 2022 Operating Data)*

Proposed Increase of Transit Fare and Pass Fees

Fare Category	Current Fare	Proposed Fare
Cash	\$3.00	\$3.25
Multiple Fare Card (10-Trip)	\$27.00	\$29.25
Adult Monthly	\$86.00	\$93.00
Student Monthly	\$71.00	\$77.00
Reduced Monthly	\$61.00	\$66.00
Day Pass	\$8.00	\$9.00
Single Trip Card	\$3.00	\$3.25

Estimated Revenue Increase Based on 2024 Projections

Proposed implementation date of July 1, 2024

Fare Category	Projected Annual Increase	Annualized for a July 1, 2024 Start
Cash	\$31,833	\$15,917
Multiple Fare	\$29,500	\$14,750
Monthly Passes	\$43,815	\$21,908
Day Passes	\$531	\$267
Single Trip Card	\$5,017	\$2,509
TOTAL	\$110,696	\$55,351

Link to Strategic Plan:

- **Spirited Safe Community**
 - Facilitate and assist the community in having access to the broad spectrum of services.

Current Year Budget Impact:	Recommendation
Expense	
(Revenue) - Effective July 2024	(\$55,351)
Net Cost (Savings)	(\$55,351)

Full Time Equivalent (FTE) Impact:	Recommendation

Future Years Budget Impact	Recommendation
<i>(only required for phased-in Service Level changes)</i>	
Year / Expense	
Year / Revenue - Full Year	(\$55,345)
Net Cost (Savings)	(\$55,345)

Capital Requirements (if applicable):

Service Level Reduction / Increase 2024

Description/Title: Identifiable Position

Service Enhancement Reduction: Enhancement

Public: **In Camera:** X

Service Area/Business Unit: Infrastructure & Operations

Department: **Costing Center #:**

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

Detail:

In-Camera

Link to Strategic Plan:

- **Affordable Balanced Growth**
 - Maintain infrastructure across the city in a good state of repair.
 - Provide, smart, cost-effective services and programs to residents and businesses.

<u>Current Year Budget Impact:</u>	<u>Recommendation</u>
Expense	\$7,129
(Revenue)	
Net Cost (Savings)	\$7,129

<u>Full Time Equivalent (FTE) Impact:</u>	<u>Recommendation</u>
	1.0

<u>Future Years Budget Impact</u>	<u>Recommendation</u>
<small>(only required for phased-in Service Level changes)</small>	
Year / Expense	
Year / Revenue	
Net Cost (Savings)	

Capital Requirements (if applicable):