

# TOWN OF FORT FRANCES

## Community Services Executive Committee

### AGENDA - January 16, 2017 10:30 AM

#### MEETING - Memorial Sports Centre - '52 Canadians Meeting Room

	Page
1. <b><u>CALL TO ORDER (Session # 040)</u></b>	
2. <b><u>APPROVAL OF AGENDA (Call for non-agenda items)</u></b>	
3. <b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>	
4. <b><u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u></b>	
4.1 Community Services Executive Committee - January 3, 2017	2 - 3
5. <b><u>ITEMS REFERRED FROM COUNCIL</u></b>	
- NIL	
6. <b><u>NEW BUSINESS</u></b>	
6.1 Handivan Tender #16-CS-16 Results	4 - 10
6.2 2017 Community Services Budget Summary	11 - 14
7. <b><u>NON-AGENDA ITEMS</u></b>	
8. <b><u>IN-CAMERA</u></b>	
9. <b><u>INFORMATION</u></b>	
9.1 Next Meeting - February 6, 2017	
10. <b><u>CLOSING</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 039

January 3, 2017

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on January 3, 2017 from 10:30 a.m. to 8:50 a.m.

PRESENT: Wendy Brunetta - Chairperson, John Albanese - Councillor, Doug Kitowski - Councillor, Roy Avis - Mayor, Doug Brown - CAO, Jason Kabel - Manager of Community Services

#### **1 CALL TO ORDER (Session # 039)**

W. Brunetta called the meeting to order at 10:31 a.m.

#### **2 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**

- NIL

#### **3 APPROVAL OF PREVIOUS COMMITTEE MINUTES**

3.1 Community Services Executive Committee - December 5, 2016

- Approved as circulated.

#### **4 ITEMS REFERRED FROM COUNCIL**

4.1 Dial-a-ride - The Community Services Division will proceed with a request for proposals (RFP) process to be completed before the end of March (end of existing letter of understanding with current provider).

#### **5 NEW BUSINESS**

5.1 2016-2017 Dedicated Gas Tax Funds For Public Transportation Program - The Committee recommended to authorize full execution of the Letter of Agreement with the Ministry of Transportation and endorse a supporting municipal by-law for submission to the MTO by January 31, 2017.

#### **6 IN-CAMERA**

- NIL

#### **7 NON-AGENDA ITEMS**

- 7.1 Handivan Tender Results - A summary of the tender submissions was brought to the committee without a recommendation for a preliminary look at the submissions, a selection report is forthcoming.

## **8 INFORMATION**

- 8.1 Next meeting - January 16, 2017
- 8.2 Community Services Budget Summary will be reviewed at the January 16th meeting.

## **9 CLOSING**

---

W. Brunetta, Executive Committee Chair

---

J. Kabel, Manager of Community Services



## REPORT

**TO:** Community Services Executive Committee  
**FROM:** Jason Kabel, Manager of Community Services  
**DATE:** January 12, 2017  
**RE:** **Handivan Tender # 16-CS-16**

---

The Community Services Division undertook a call to tender (#16-CS-16) on Wednesday, November 16, 2016 for the purchase of ONE (1) HANDIVAN MINI BUS AND ONE (1) ADDITIONAL HANDIVAN MINI BUS (As a provisional item contingent upon grant funding approval and approval from Town Council). The tender was advertised locally in the Fort Frances Times and provincially on the Transit Procurement Initiative (TPI) listings with a closing date of Tuesday, December 6, 2016 at 2:00pm CST.

There were 5 submissions for the tender call with 2 of the 5 submissions meeting the minimum specifications as shown on the attached spreadsheet.

### **Recommendation**

The Community Services Division recommends to award the Handivan Tender #16-CS-16 to Crestline Coach Limited for \$99,188.75 (tax included).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel", is written over the name "Jason Kabel".

Jason Kabel

**Handivan Tender Results**  
**Tender No. 16-CS-16**

**The FRS Group Inc**  
**(Move Mobility)**

Winnipeg, MB

**Star Bus Sales Inc**

Edmonton, AB

**Overland Custom**  
**Coach Inc**

Thorndale, ON

**Crestline Coach**  
**Limited**

Saskatoon, SK

**Bearcom Mgmt The**  
**Bus Centre**

Acheson, AB

<b>i.Handi-Van Price</b>	\$ 95,197.44	\$ 78,100.00	\$ 88,000.00	\$ 85,006.85	\$ 77,715.25
Tax (HST, GST or other)	\$ 12,375.67	\$ 4,686.00	\$ 10,485.56	\$ 7,966.90	\$ 3,885.76
Cost before options	\$ 107,573.11	\$ 82,786.00	\$ 98,485.56	\$ 92,973.75	\$ 81,601.01
Vehicle Type	2016 Ford E-450 6.8L Gas	2016 Ford E-450 6.8L Gas	Chevy G-4500 6.0L Gas	2016 Ford E-450 6.8L Gas	2017 Chevy 3500 6.0L Gas
<b>ii. Optional Extra Features/Equipment</b>					
Upgrade Suspension for better ride	Included	\$ 1,425.00	\$ 10,500.00	\$ 1,406.00	\$ 450.00
Blue tooth for hands free phone	\$ 435.00	\$ 715.00	\$ 390.00	\$ 518.00	\$ 350.00
Back up camera	\$ 652.00	\$ 625.00	\$ 600.00	\$ 675.00	\$ 550.00
Webasto heater (gas fired)	\$ 1,758.00	\$ 2,625.00	\$ 4,500.00	\$ 2,846.00	Missing
Extra support for lift	\$ 925.00	n/a	Included	Included	Included
Winter front radiator cover	Included	\$ 250.00	\$ 150.00	\$ 55.00	Included
Options total	\$ 3,770.00	\$ 5,640.00	\$ 16,140.00	\$ 5,500.00	\$ 1,350.00
Tax on options	\$ 490.10	\$ 282.00	\$ 2,098.20	\$ 715.00	\$ 175.50
<b>TOTAL</b>	<b>\$ 111,833.21</b>	<b>\$ 88,708.00</b>	<b>\$ 116,723.76</b>	<b>\$ 99,188.75</b>	<b>\$ 83,126.51</b>
<b>iii. Provisional Item</b>					
Handi-Van - 2nd bus	\$ 95,197.44	\$ 78,100.00	\$ 87,060.00	\$ 84,982.00	\$ 77,715.25
<b>MEETS OVERALL MINIMUM REQUIREMENTS</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>

\* Option - 2014 Terra  
Transit Bus off short  
term lease in Dryden ~  
\$30,000 (May 2017)

BIDDER TO STATE "YES" OR STATE DEVIATION

**5.0 SPECIFICATIONS**

Spec. Ref. (A) & (H)					
GVWR: approx. 14,200 lbs., state	YES	14,500 LBS	YES 14,200 LBS	14,500 LBS	12,300 LBS
Wheelbase: approx. 176" state	158"	158"	YES 177"	158"	159"
Overall Length: approx. 285" state	278"	278"	YES 297"	278"	272"
Overall Width: 96" state	YES	96"	100.5"	96"	YES
Overall Height: 114" state	YES	116"	115"	115"	YES
Engine: V8 gas, approx. 342 HP state all details	V10 305 BPH	V-10; 305HP	6.0 LVORTEC GAS	V10 305 BPH	GM 6.0L V8
Transmission: 6-speed automatic, Heavy-Duty electronically controlled with overdrive and internal transmission oil cooler	YES	SEE SPEC SHEET	YES	YES	YES
Rear axle ratio 4.10, state	4.56 LIMITED SLIP	4.56	4.1	4.56	3.73

**Handivan Tender Results****Tender No. 16-CS-16****The FRS Group Inc  
(Move Mobility)****Star Bus Sales Inc****Overland Custom  
Coach Inc****Crestline Coach  
Limited****Bearcom Mgmt The  
Bus Centre**

Canadian Chasse	YES	YES	YES	YES	YES
Dual Wheel	YES	YES	YES	YES	YES
Valve Stem Extender Inner Dual Rear Wheel; pair	YES	YES	YES	YES	YES
Stainless Steel Wheel Liners	YES	YES	YES	YES	YES
Tires: front & rear state	LT255/75Rx16E	LT225/75Rx16E BSW	LT225/75R16	YES	LT225/75R 16E ALL S
Spare rim and full size tire with carrier specify location	YES UNDER REAR	YES	SEE SPEC	YES	YES
Heavy Duty Alternator : approx. 280 amps, state Amperage	YES 225 AMPS	HD 225 AMP	OEM 220 AMP	YES	220 AMP
Block heater with cord through grill	YES	YES	YES	YES	YES
Coolant: antifreeze to -35C	COOLANT	YES	YES	YES	YES
Battery – Heavy Duty: approx. 770 cold-cranking amps, state	YES	750 CCA	2 BATTERIES 270, 260	YES	YES
Additional battery – allows 2nd battery to be used when vehicle is not running without affecting ability to start vehicle, state	YES	YES	YES	YES	YES
Tilt Steering and cruise control	YES	YES	YES	YES	YES
Brakes: power with ABS	YES	YES	YES	YES	YES
Suspension (heavy duty) – state	YES MORRYDE	FORD OEM	YES MORRYDE	YES	YES
Traction control with stability control	NO	LIMITED SLIP DIF	SEE SPEC	YES	NO
Chrome front bumper and Grille	YES	YES	YES	YES	YES
Headlights state	YES	FORD OEM	HALOGEN	YES	YES
Mud flaps: front and rear	YES	YES	YES	YES	YES
Mirrors: Interior rear-view and dual power exterior (heated)	YES	YES	YES HEATED UP LOW	YES	YES
Windshield wipers: intermittent	YES	YES	YES	YES	YES
Reverse warning system (back up alarm)	YES	YES	YES	YES	YES
Exhaust re-routed away from Wheelchair Entrance – entrance located back portion on passenger side of vehicle	YES	YES	YES	YES	YES
Fuel Tank capacity state	YES	205L	215.7 L	208L	YES
Key Equipment – set of 3 keys or 3 keys if ignition & entry key is the same all programmed (if required)	YES	YES	YES	YES	NO 2 ONLY
Dash Air conditioning state BTU	YES	FORD OEM	YES	15K BTU	YES
Audio System AM/FM/CD with minimum of 4 speakers state	YES SEE SPEC	YES; JENSEN	YES	YES	YES
Exterior Paint – White	YES	YES	YES	YES	YES
Exterior stripe – preferably none state	YES SEE SPEC	YES	NO	YES	YES

**Handivan Tender Results**  
**Tender No. 16-CS-16**

**The FRS Group Inc**  
**(Move Mobility)**

**Star Bus Sales Inc**

**Overland Custom**  
**Coach Inc**

**Crestline Coach**  
**Limited**

**Bearcom Mgmt The**  
**Bus Centre**

Full undercoat/rustproof Cab and Chasse state	YES SEE SPEC	DEGACOAT 310	YES	YES	YES
Drivers Running Board to be slip resistant heavy duty material (e.g. metal) state	YES ALLOY	ALLUMINUM	YES	YES	YES
Seating Arrangement – driver only high back bucket include head restraint, 4 Position Lumbar, Mesh Pocket, power base, darker grey (e.g. charcoal) very good quality cloth covered and darker grey cloth trim – provide fabric details, delete passenger seat, air bag, seat and safety belt	YES SEE SPEC	YES	YES	YES	YES
Air bag(s) for driver state # of air bags	YES SEE SPEC	1-FRONT AIRBAG	YES	STANDARD FRONT 1	YES
Front and Rear Tow Hooks	YES	YES	REAR ONLY	REAR LOW ONLY	NO REAR ONLY
Engine to frame ground strap	YES	YES	YES	YES	YES
Rear bumper step	YES	YES	YES	YES	YES
Body, Soft-Mount donut and bolt (for mounting Upfit body to chassis)	YES	YES-PUCKS	YES	YES	YES
Exterior Body composition wall skin and skirts (fiberglass or metal etc.) state	YES SEE SPEC	ALUMINUM	YES	YES	YES
Full undercoat/rustproof Body state	YES SEE SPEC	DEGACOAT 310	YES	YES	YES
Interior– side wall: Grey carpet/ Rear wall: Grey carpet/ Ceiling: Grey automotive fabric state	YES SEE SPEC	YES GREY FABRIC	YES	YES	YES
Driver Area: Grey padded vinyl	YES	YES	YES	YES	NO
All safety equipment installed	YES	YES	YES	YES	YES
Interior lights in two rows either side of centre	YES	YES	YES	YES	YES
Raised floor (step in passenger compartment)	YE	YES	YES	YES	YES
Canadian decal package	YES	YES	YES	YES	YES
Heaters – Hot Water Heater – mounted to seat frame state BTU	YES SEE SPEC	YES 65K	YES 65,000 BTU	YES UNDER SEAT	YES 63,00 BTU
Heater – Tower Hot Water Heater state BTU	YES SEE SPEC	YES 60K	YES 60,000 BTU	2x65K	NO
Heater Booster Pump, Heaters on separate switches	YES SEE SPEC	YES, YES	YES	YES	YES
Insulate Heater Hoses	YES SEE SPEC	YES	YES	YES	YES
Electric circulating pump for heaters with manual shut off valves	YES SEE SPEC	YES (BOOSTER PUMP)	YES	YES	YES
Locate switch panel on engine cover-not overhead	YES SEE SPEC	YES	YES	YES	NO
Air Conditioner – mounted on top state	YES SEE SPEC	YES 30K	YES	YES	YES

**Handivan Tender Results****Tender No. 16-CS-16****The FRS Group Inc  
(Move Mobility)****Star Bus Sales Inc****Overland Custom  
Coach Inc****Crestline Coach  
Limited****Bearcom Mgmt The  
Bus Centre**

Wiring Schematic <b>**AS BUILT**</b> on electrical panel door	YES	YES	YES	YES	YES
Incandescent rear centre mount brake light	YES	YES LED	YES LED	YES LED	YES LED
LED entry door exterior light	YES	YES	YES	YES	YES
Mid-ship turn/marker lights	YES	YES	YES	YES	YES
Armoured marker lights	YES	YES	YES	YES	YES
Independent red brake and amber turn signal lights	YES	YES	YES	YES	YES
Door activated interior lights	YES	YES	YES	YES	NO
Exterior Passenger entrance door key – three (3)	YES	YES	YES	YES	NO 2 INCLUDED
Passenger Door – Electric/Manual Operated state with size	YES SEE SPEC	YES 36"	YES ELECTRIC 36"	YES 30"	YES ELECTRIC 31.5
Rear Emergency exit Door with window	YES	YES	YES	YES	YES
Door Ajar Buzzer Package on Rear Door	YES SEE SPEC	YES	YES	YES	YES
Double Wheelchair Doors with windows, interior light, leaf spring, LED Exterior lighting	YES SEE SPEC	YES	YES	YES	YES
Wheelchair Lift Extensive details on lift required – MUST BE 1,000 LB. CAPACITY	YES SEE SPEC	YES, SEE SPEC	YES	YES	YES 1,000
Lift to be located on back portion of passenger side	YES SEE SPEC	YES	YES	YES	YES
Lift platform size state	YES SEE SPEC	34x54"	34 X 54	34 x 54"	YES
Lift fast idle with 430 interlock	YES SEE SPEC	403 INTERLOCK	YES	YES TWO	YES
Q Straint Wheelchair securement Kits – four (4) max retctr. Tie down, comb. Lap/Shldr, SldNClk; four (4) Q-Straint belt storage pouch, installed; one (1) Q-Straint Belt Cutter	No. 3 standard see optional floor plan for 4th	YES	YES 4 MAX SERIES	YES	YES 3 INCLUDED
Priority Seating Sign <b>**required for ADA compliance**</b>	NO	YES	YES	YES	YES
Wheelchair Decal (International Symbol of Accessibility) four (4)	YES	YES	YES	YES	YES
10 lb. Fire Extinguisher with Bracket	YES	YES	YES	YES	YES
Ontario Standard First Aid Kit	YES	YES	YES	YES	YES
Emergency Triangle Kit	YES	YES	YES	YES	YES
Interior Convex Mirror (approx. 6"x9") state	YES SEE SPEC	YES 6x9"	YES 7 X 10"	YES	YES
Decal "Please Watch Your Step"	YES SEE SPEC	YES	YES	YES	YES
1 ¼" grab rail parallel to entrance steps (both sides)	YES SEE SPEC	YES	YES	YES	YES
Padding on Stanchion – Yellow – Per 40" Max Length Each	YES SEE SPEC	YES	YES	YES	YES



**Handivan Tender Results****Tender No. 16-CS-16****The FRS Group Inc  
(Move Mobility)****Star Bus Sales Inc****Overland Custom  
Coach Inc****Crestline Coach  
Limited****Bearcom Mgmt The  
Bus Centre**

Overhead storage in front cap	YES SEE SPEC	YES	YES	YES	YES
Modesty Panel behind Driver	YES SEE SPEC	YES	YES	YES	YES
SEATING PASSENGER – state #	YES SEE SPEC	6	12 OPTION TO ADD	12 MAX	YES
FOLDAWAY SEAT – foldaway seat, single, double - state	YES SEE SPEC	AVAILABLE OPTION	YES 2 DOUBLES	2 DOUBLE FOLDAWAY	NO
FOLDAWAY SEAT – wheel well - state	YES SEE SPEC	AVAILABLE OPTION	NO WHELL WELL	NO WHEEL WELL	NO
PASSENGER SEAT – provide fabric details	YES SEE SPEC	LEVEL 4 CHOOSE	LEVEL 4	LEVEL 4 REPEL FABRIC	YES
SEAT BELTS, retractable, state #	YES SEE SPEC	YES 6	YES 12	12 UNDERSEAT RE	YES 6
Seat belt, Retractable Kit, state #	YES SEE SPEC	NO	YES 12	4 WHEEL CHAIR	YES 6
Anti-Vandal Grab Handle, Black each – state #	YES SEE SPEC	6, YELLOW	YES 12	12 TOP MOUNTED	YES 6
Raised Floor – ¾” plywood with good quality transit type flooring with yellow step nosing, no carpets– provide details	YES SEE SPEC	YES	YES SEE SPEC	YES SEE SPEC	YES
Large Tinted Passenger Windows with one window on each side being emergency exit – state	YES SEE SPEC	YES	YES SEE SPEC	YES	YES
Drawing with detailed layout of vehicle, including measurements, to be included with Bid.	YES	YES	YES	YES	YES

**The above specifications shall be considered as minimum, the bidder is responsible to ensure this vehicle complies with ALL Canadian/Ontario regulations for the use as Handi-Van transportation system, including but not limited to Canadian Safety Standard Code D409.**

**Warranty**

Warranty repairs will take place at the following location (state) :	N/A	N/A	GM FORT FRANCES	FORD FORT FRANCES	N/A
Basic vehicle state	YES SEE SPEC	SEE ATTACHED	BASIC 3 YEAR	OEM CHASSIS 3 YR	3 YR 60,000 KM
Powertrain coverage state	YES SEE SPEC	SEE ATTACHED	5 YEAR OR 160,000	OEM 5 YR	5 YEAR 160,000 KM
Corrosion rust-through (cab & chasse) state	YES SEE SPEC	SEE ATTACHED	6 YEAR OR 160,000	5 YR UNLIMITED	3 YEAR 60,000 KM
Body (Coach) state	YES SEE SPEC	SEE ATTACHED	6YR/3YR SEE SPEC	1 YEAR	1 YR 12,000 MILES
Corrosion rust-through (Body/Coach) state	YES SEE SPEC	SEE ATTACHED	3 YR OR 58,000	5 YR STRUCTURAL	5 YR 100,000 MILES
Wheelchair Lift state	YES SEE SPEC	SEE ATTACHED	SEE SPEC	SEE ATTACHED WARR	1 YR UNLIMITED
Warranty – All warranty information shall be detailed and include all exclusions. The successful bidder shall provide all published warranty information upon delivery of the equipment. Bidder shall state all warranty information.	YES SEE SPEC	YES	SEE WARRANTY	COMPLY, SEE ATTACH	N/A

**Handivan Tender Results**  
**Tender No. 16-CS-16**

**The FRS Group Inc**  
**(Move Mobility)**

**Star Bus Sales Inc**

**Overland Custom**  
**Coach Inc**

**Crestline Coach**  
**Limited**

**Bearcom Mgmt The**  
**Bus Centre**

**DELIVERY**

Delivery Point: The complete unit shall be serviced, ready for operation and delivered F.O.B. with the freight prepaid, including invoice to	YES	YES	YES	YES	YES
Delivery Time: Within sixteen (16) calendar weeks from the date of award. Equipment shall be delivered between 10:00 a.m. and 4:00 p.m. on Business Days.	YES	75-90 DAYS (12 WKS)	17-21WEEKS	YES FR. DATE OF APPR	YES
Delivery Contact: The Contractor shall contact the Manager a minimum of three (3) Business Days prior to delivery of the equipment.	YES	YES	YES	YES	YES
P.D.I. – A pre-delivery inspection shall be performed by the Contractor on the equipment. Proof upon inspection including completed check list.	YES	YES	YES	YES WITH ON SAFETY	YES

**MANUALS**

Manuals supplied under this Contract. The manuals shall cover the complete equipment including all components thereof, written, plus CD manuals is preferred where available	YES	YES	YES	YES	YES
Operator's manuals shall be supplied with the units when delivered.	YES	YES	YES	YES	YES

Dealer markings or transfers are not to be supplied on these vehicles.	YES	YES	YES	YES	YES
--	-----	-----	-----	-----	-----

**TRAINING**

Bidder shall provide training session for bus operators for specific vehicle & equipment operation and safety features.	YES	YES	YES	YES	YES
Bidder shall provide training session with Town mechanics for general maintenance & repair procedures.	YES	MANUALS INCL.	YES	YES	YES

## REPORT

**TO:** Community Services Executive Committee

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** December 21, 2016

**RE:** **First Draft of 2017 Community Services Operating Budget**

---

### Preamble

Attached is a summary of the 2017 Community Services budget. Some overarching thoughts to consider prior to budget inspection:

- The Community Services Division is comprised of 11 primary cost centres
  1. Sister Kennedy Centre
  2. Children's Complex (Daycare Centre)
  3. Handi-van & Dial-a-ride
  4. Townshend Theatre
  5. Recreation Facilities
  6. Recreation Programs
  7. Community Services
  8. Sunny Cove Camp
  9. FF Public Library & Technology Centre
  10. FF Museum
  11. Sorting Gap Marina
- Items for all cost centre consideration incorporated into the budget
  - 3% increase in labour costs
  - 1.5% increase in user fees
  - 1.5% increase in water & sewer rates
  - 2.4% increase in insurance costs
  - Natural Gas - slight decrease from 2016 from 14.9 cents/m3 to 12.9 cents/m3 but 3.3 cents/m3 for cap and trade imposed Jan. 2017 – Almost cost neutral (from LAS)
  - Electrical – Slight overall decrease in the short term for many CS facilities
  - Electrical – Arena – 9.5% increase (720 Scott – G1), 13% increase (740 Scott-G3)
  - 0% increase in diesel and gasoline costs
- Budget Items presented at Council Meeting
  - Boundary Waters Dragon Boat Festival – keep equipment at Marina - \$1,000
  - Fort Frances Lakers – practice ice rate
  - \$7,500 Fun In The Sun Committee Request for fireworks

**Summary**

Each cost centre in the budget summary has notes that help explain the cause or rationale for the variance from the 2017 forecasted figure to the 2016 forecast. Each cost centre has unique nuances and characteristics to consider when budgeting. Please feel free to contact me anytime for questions that you may have with the attached draft of the 2017 CS Budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', written over the printed name.

Jason Kabel

CS Division 2017 Operating Budget Summary										3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2017 -2016 Variance	% Variance	Draft 1 updated DEC 2016 REMARKS
Account #	2013 OPERATING FORECAST	2013 ACTUAL	2014 ACTUAL	2015 OPERATING FORECAST	2015 ACTUAL	2016 FORECAST	2016 ACTUAL to 30-SEP-16							
<i>Sister Betty Kennedy Centre</i>														
REVENUE:	G-622-0330	(50,200)	(\$52,828.21)	(\$53,284.66)	(\$50,080.00)	(\$54,205.99)	(\$50,600.00)	(\$53,102.10)	(\$53,439.62)	(\$57,600.00)	(\$7,000.00)			
EXPENDITURES:														
Administration	G-622-1101	52,000	\$50,084.68	\$51,816.17	\$51,100.00	\$53,491.35	\$56,600.00	\$39,202.24	\$51,797.40	\$62,400.00	\$5,800.00			
Building & Grounds	G-622-6220	28,000	\$31,477.10	\$28,451.71	\$30,392.00	\$31,950.43	\$28,600.00	\$31,023.12	\$30,626.41	\$42,898.00	\$14,298.00			
Total Revenue		(50,200)	(\$52,828.21)	(\$53,284.66)	(\$50,080.00)	(\$54,205.99)	(\$50,600.00)	(\$53,102.10)	(\$53,439.62)	(\$57,600.00)	(\$7,000.00)	13.8%		The tendering of janitorial increased costs by over \$2400/yr.
Total Expenditures		80,000	\$81,561.78	\$80,267.88	\$81,492.00	\$85,441.78	\$85,200.00	\$70,225.36	\$82,423.81	\$105,298.00	\$20,098.00	23.6%		The increase of a paid manager \$1,000/ month from \$320.
Total Sister Betty Kennedy Centre		29,800	\$28,733.57	\$26,983.22	\$31,412.00	\$31,235.79	\$34,600.00	\$17,123.26	\$28,984.19	\$47,698.00	\$13,098.00	37.9%		
<i>Day Care Total (3 cost centres)</i>														
REVENUE:	G-641-0430		(\$1,033,200.47)	(\$1,272,532.13)	(\$1,374,808.00)	(\$1,297,012.28)	(\$1,370,537.00)	(\$985,662.37)	(\$1,200,914.96)	(\$1,428,004.67)	(\$40,130.45)			
EXPENDITURES:														
Administration	G-641-1101		\$985,909.54	\$1,189,157.06	\$1,282,224.00	\$1,177,351.89	\$1,279,413.00	\$954,080.79	\$1,117,472.83	\$1,359,518.13	\$87,791.52			Still a good story for the Town budget, employing over 20 people, providing an essential service to many families for less than \$55,000/yr.
Buildings & Grounds	G-641-6410		\$83,053.26	\$83,375.07	\$92,584.00	\$86,762.42	\$98,670.00	\$53,371.46	\$84,396.92	\$90,325.37	(\$748.50)			Budgeting to predict enrollment & DSSAB funding is always a moving target, conservative with the revenue for 2017.
Total Revenue			(\$1,033,200.47)	(\$1,272,532.13)	(\$1,374,808.00)	(\$1,297,012.28)	(\$1,370,537.00)	(\$985,662.37)	(\$1,200,914.96)	(\$1,428,004.67)	(\$40,130.45)	2.9%		
Total Expenditures			\$1,068,962.80	\$1,272,532.13	\$1,374,808.00	\$1,264,114.31	\$1,378,083.00	\$1,007,452.25	\$1,201,869.75	\$1,449,843.50	\$87,043.02	6.3%		
Day Care Total			\$35,762.33	\$0.00	\$0.00	(\$32,897.97)	\$7,546.00	\$21,789.88	\$954.79	\$21,838.83	\$46,912.57	621.7%		
<i>Handi-Van Transit Services:</i>														
REVENUE:	G-653-0430	(113,000)	(\$103,466.41)	(\$108,394.64)	(\$110,000.00)	(\$98,469.03)	(\$97,200.00)	(\$41,279.51)	(\$103,443.36)	(\$100,000.00)	(\$2,800.00)			
EXPENDITURES:														
Administration	G-653-1101	192,200	\$174,380.81	\$175,205.98	\$175,700.00	\$163,812.64	\$158,150.00	\$142,433.15	\$171,133.14	\$175,150.00	\$17,000.00			
Vehicles - Licensed	G-653-2910	21,344	\$22,365.89	\$30,200.16	\$24,957.00	\$31,705.21	\$29,352.00	\$19,503.71	\$28,090.42	\$27,992.00	(\$1,360.00)			
Total Revenue		(113,000)	(\$103,466.41)	(\$108,394.64)	(\$110,000.00)	(\$98,469.03)	(\$97,200.00)	(\$41,279.51)	(\$103,443.36)	(\$100,000.00)	(\$2,800.00)	2.9%		Saw costs go up in 2016 with increased ridership with Handivan & Dial-a-ride. Dial-a-ride benefitted greatly with a new driver.
Total Expenditures		213,544	\$196,746.70	\$205,406.14	\$200,657.00	\$195,517.85	\$187,502.00	\$161,936.86	\$199,223.56	\$203,142.00	\$15,640.00	8.3%		
Total Handi Transit Services		100,544	\$93,280.29	\$97,011.50	\$90,657.00	\$97,048.82	\$90,302.00	\$120,657.35	\$95,780.20	\$103,142.00	\$12,840.00	14.2%		
<i>Townshend Theatre</i>														
REVENUE	G-713-0330	(15,250)	(\$14,284.56)	(\$16,302.62)	(\$15,000.00)	(\$20,770.68)	(\$15,500.00)	(\$10,636.89)	(\$17,119.29)	(\$15,500.00)	\$0.00			
EXPENDITURES														
Buildings & Grounds	G-713-1240	15,250	\$14,081.73	\$10,962.12	\$15,000.00	\$14,243.97	\$15,500.00	\$2,184.65	\$13,095.94	\$15,500.00	\$0.00			
Total Revenue		(15,250)	(\$14,284.56)	(\$16,302.62)	(\$15,000.00)	(\$20,770.68)	(\$15,500.00)	(\$10,636.89)	(\$17,119.29)	(\$15,500.00)	\$0.00	0.0%		Budgeted to run cost neutral. Seat surcharge (\$1.50) contributed to capital reserves for future capital considerations.
Total Expenditures		15,250	\$14,081.73	\$10,962.12	\$15,000.00	\$14,243.97	\$15,500.00	\$2,184.65	\$13,095.94	\$15,500.00	\$0.00	0.0%		
Total Townsend Theatre		0	(\$202.83)	(\$5,340.50)	\$0.00	(\$6,526.71)	\$0.00	(\$8,452.24)	(\$4,023.35)	\$0.00	\$0.00	0.0%		
<i>Recreation Facilities</i>														
REVENUE: HST	G-722-0330	(369,706)	(\$389,053.60)	(\$369,168.78)	(\$339,800.00)	(\$398,500.13)	(\$350,000.00)	(\$238,077.00)	(\$385,574.17)	(\$368,240.00)	(\$18,240.00)			
No HST	G-722-0430	(14,700)	(\$12,485.66)	(\$10,302.20)	(\$9,000.00)	(\$10,066.20)	(\$7,500.00)	(\$6,914.85)	(\$10,951.35)	(\$7,700.00)	(\$200.00)			
EXPENDITURES														
Administration	G-722-1101	437,830	\$435,302.51	\$443,114.84	\$446,820.00	\$456,983.37	\$475,765.00	\$333,000.91	\$445,133.57	\$440,883.39	(\$34,881.61)			
Buildings & Grounds	G-722-1240	460,350	\$477,485.70	\$445,400.17	\$476,846.00	\$507,387.24	\$491,211.00	\$323,343.20	\$476,757.70	\$524,841.97	\$33,630.97			Despite a 3% increase in staffing & soaring electrical prices, it looks good for rec facilities that includes East End Hall, 3 outdoor rinks, and sports fields. A bit less conservative with revenue & expenses has resulted in very modest decrease to the budget.
Vehicles - Licensed	G-722-2910	14,443	\$17,440.19	\$16,459.79	\$17,670.00	\$18,744.58	\$18,330.00	\$10,449.83	\$17,548.19	\$18,190.00	(\$140.00)			
Total Revenue		(384,406)	(\$401,539.26)	(\$379,470.98)	(\$348,800.00)	(\$408,566.33)	(\$357,500.00)	(\$244,991.85)	(\$396,525.52)	(\$375,940.00)	(\$18,440.00)	5.2%		
Total Expenditures		912,623	\$930,228.40	\$904,974.80	\$941,336.00	\$983,115.19	\$985,306.00	\$666,793.94	\$939,439.46	\$983,915.36	(\$1,390.64)	-0.1%		
Total Recreation Facilities		528,217	\$528,689.14	\$525,503.82	\$592,536.00	\$574,548.86	\$627,806.00	\$421,802.09	\$542,913.94	\$607,975.36	(\$19,830.64)	-3.2%		
<i>Recreation Programs</i>														
REVENUE:														
Operational Revenue - HST	G-725-0330	(182,000)	(\$228,161.96)	(\$209,940.82)	(\$191,500.00)	(\$218,297.45)	(\$203,500.00)	(\$140,548.28)	(\$218,800.08)	(\$205,000.00)	(\$1,500.00)			
Operational Revenue - No HST	G-725-0430	(100,600)	(\$92,546.74)	(\$103,157.66)	(\$92,800.00)	(\$95,771.49)	(\$86,400.00)	(\$86,899.58)	(\$97,158.63)	(\$92,000.00)	(\$5,600.00)			
Grants:	G-725-0430	(6,200)	(\$5,920.00)	(\$9,669.00)	(\$8,000.00)	(\$11,012.00)	(\$8,000.00)	(\$400.00)	(\$8,867.00)	\$0.00	\$8,000.00			
Expenditures:														
Administration	G-725-1000	392,200	\$380,433.48	\$379,358.49	\$409,753.00	\$405,483.31	\$408,979.00	\$293,082.75	\$388,425.09	\$435,691.35	\$26,712.35			Increase to staffing costs.
Total Revenue		(289,200)	(\$326,664.70)	(\$322,767.48)	(\$292,300.00)	(\$325,080.94)	(\$297,900.00)	(\$227,847.86)	(\$324,837.71)	(\$297,000.00)	\$900.00	-0.3%		Ministry of Northern Development & Mines and
Total Expenditures		392,200	\$380,433.48	\$379,358.49	\$409,753.00	\$405,483.31	\$408,979.00	\$293,082.75	\$388,425.09	\$435,691.35	\$26,712.35	6.5%		Federal student programs that were cancelled
Total Recreation Programs		103,000	\$53,768.78	\$56,591.01	\$117,453.00	\$80,402.37	\$111,079.00	\$65,234.89	\$63,587.39	\$138,691.35	\$27,612.35	24.9%		(\$8,000 revenue budgeted in 2016, none for 2017).

CS Division 2017 Operating Budget Summary									3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2017 -2016 Variance	% Variance	Draft 1 updated DEC 2016 REMARKS
Account #	2013 OPERATING FORECAST	2013 ACTUAL	2014 ACTUAL	2015 OPERATING FORECAST	2015 ACTUAL	2016 FORECAST	2016 ACTUAL to 30-SEP-16						
Community Services													
REVENUE	G-732-0430	(15,000)	(\$15,000.00)	(\$15,000.00)	(\$20,000.00)	(\$20,075.00)	(\$20,000.00)	(\$5,000.00)	(\$16,691.67)	\$0.00	\$20,000.00		
EXPENDITURES:											\$0.00		
Administration	G-732-1101	148,906	\$122,400.83	\$126,451.96	\$126,648.00	\$132,193.85	\$150,023.00	\$100,754.78	\$127,015.55	\$131,581.75	(\$18,441.25)		
Vehicles - Licensed	G-732-2910	260	\$0.00	\$2,114.76	\$1,995.00	\$1,986.36	\$2,660.00	\$0.00	\$1,367.04	\$2,660.00	\$0.00		
Total Revenue		(15,000)	(\$15,000.00)	(\$15,000.00)	(\$20,000.00)	(\$20,075.00)	(\$20,000.00)	(\$5,000.00)	(\$16,691.67)	\$0.00	\$20,000.00	-100.0%	\$20k decrease in revenue is as a result of implementing new financial software in.
Total Expenditures		149,166	\$122,400.83	\$128,566.72	\$128,643.00	\$134,180.21	\$152,683.00	\$100,754.78	\$128,382.59	\$131,581.75	(\$21,101.25)	-13.8%	This is to employ Jason & Melissa and office expenses.
Total Community Services		134,166	\$107,400.83	\$113,566.72	\$108,643.00	\$114,105.21	\$132,683.00	\$95,754.78	\$111,690.92	\$131,581.75	(\$1,101.25)	-0.8%	
Sunny Cove Camp													
Operational Revenue	G-740-0330	(46,000)	(\$40,492.89)	(\$39,584.31)	(\$37,000.00)	(\$43,877.33)	(\$39,000.00)	(\$63,364.41)	(\$41,318.18)	(\$41,800.00)	(\$2,800.00)		
Administration Expenditures	G-740-1101	19,550	\$21,807.13	\$22,289.91	\$20,255.00	\$1,704.45	\$1,665.00	\$7,966.96	\$15,267.16	\$27,852.37	\$26,187.37		
Buildings & Yard	G-740-1240	26,450	\$30,575.54	\$32,767.52	\$32,292.00	\$50,319.46	\$51,662.00	\$45,673.71	\$37,887.51	\$33,352.70	(\$18,309.30)		
Total Revenue		(46,000)	(\$40,492.89)	(\$39,584.31)	(\$37,000.00)	(\$43,877.33)	(\$39,000.00)	(\$63,364.41)	(\$41,318.18)	(\$41,800.00)	(\$2,800.00)	7.2%	This includes moving from the contract position to 1
Total Expenditures		46,000	\$52,382.67	\$55,057.43	\$52,547.00	\$52,023.91	\$53,327.00	\$53,640.67	\$53,154.67	\$61,205.07	\$7,878.07	14.8%	F/T & 1 P/T position of 1 day/week to better service
Total Sunny Cove Camp		0	\$11,889.78	\$15,473.12	\$15,547.00	\$8,146.58	\$14,327.00	(\$9,723.74)	\$11,836.49	\$19,405.07	\$5,078.07	35.4%	the camp.
Public Library													
REVENUE	G-781-0330	(73,540)	(\$111,542.94)	(\$130,269.56)	(\$87,540.00)	(\$138,723.96)	(\$97,359.00)	(\$79,442.17)	(\$126,845.49)	(\$98,543.39)	(\$1,184.39)		
EXPENDITURES											\$0.00		
Administration	G-781-1101	421,600	\$442,169.76	\$457,025.80	\$456,850.00	\$490,400.35	\$466,550.00	\$337,555.76	\$463,198.64	\$461,215.91	(\$5,334.09)		
Buildings & Grounds	G-781-1240	57,100	\$62,942.64	\$62,783.13	\$63,665.00	\$59,919.64	\$65,000.00	\$50,397.09	\$61,881.80	\$64,767.00	(\$233.00)		
Library Services	G-781-1320	65,000	\$69,015.31	\$81,659.63	\$53,000.00	\$74,378.97	\$59,000.00	\$53,378.11	\$75,017.97	\$65,750.00	\$6,750.00		
Total Revenue		(73,540)	(\$111,542.94)	(\$130,269.56)	(\$87,540.00)	(\$138,723.96)	(\$97,359.00)	(\$79,442.17)	(\$126,845.49)	(\$98,543.39)	(\$1,184.39)	1.2%	
Total Expenditures		543,700	\$574,127.71	\$601,468.56	\$573,515.00	\$624,698.96	\$590,550.00	\$441,330.96	\$600,098.41	\$591,732.91	\$1,182.91	0.2%	
Total Library		470,160	\$462,584.77	\$471,199.00	\$485,975.00	\$485,975.00	\$493,191.00	\$361,888.79	\$473,252.92	\$493,189.52	(\$1.48)	0.0%	0% increase submitted by the Library Board for 2017.
Museum													
REVENUE	G-791-0330	(68,515)	(\$71,309.57)	(\$46,969.80)	(\$45,938.00)	(\$39,630.07)	(\$36,125.00)	(\$50,143.51)	(\$52,636.48)	(\$73,196.00)	(\$37,071.00)		
EXPENDITURES											\$0.00		
Administration	G-791-1101	159,955	\$154,566.93	\$131,887.68	\$158,124.00	\$145,634.48	\$148,557.00	\$133,535.76	\$144,029.70	\$196,130.70	\$47,573.70		
Buildings & Grounds	G-791-1240	30,150	\$30,958.23	\$34,573.60	\$34,263.00	\$30,841.18	\$34,378.00	\$23,984.25	\$32,124.34	\$34,092.00	(\$286.00)		
Total Revenue		(68,515)	(\$71,309.57)	(\$46,969.80)	(\$45,938.00)	(\$39,630.07)	(\$36,125.00)	(\$50,143.51)	(\$52,636.48)	(\$73,196.00)	(\$37,071.00)	102.6%	Revenue jump Includes intership grant that wasn't budgeted for in 2016.
Total Expenditures		190,105	\$185,525.16	\$166,461.28	\$192,387.00	\$176,475.66	\$182,935.00	\$157,520.01	\$176,154.03	\$230,222.70	\$47,287.70	25.8%	Includes staffing cost to keep the intern as an assistant for the last 3 months of the year (after intership is completed in Oct.)
Total Museum		121,590	\$114,215.59	\$119,491.48	\$146,449.00	\$136,845.59	\$146,810.00	\$107,376.50	\$123,517.55	\$157,026.70	\$10,216.70	7.0%	
Waterfront Development (Sorting Gap Marina)													
REVENUE	G-817-0330	(89,000)	(\$79,182.56)	(\$71,229.67)	(\$72,500.00)	(\$84,427.54)	(\$78,800.00)	(\$88,687.66)	(\$78,279.92)	(\$82,500.00)	(\$3,700.00)		
EXPENDITURES											\$0.00		
Administration	G-817-1101	98,340	\$93,912.63	\$87,413.66	\$89,720.00	\$88,423.07	\$87,670.00	\$80,048.99	\$89,916.45	\$79,167.00	(\$8,503.00)		
Buildings & Grounds	G-817-1240	44,210	\$37,249.17	\$34,671.09	\$38,492.00	\$37,154.52	\$38,869.00	\$33,127.09	\$36,358.26	\$41,120.00	\$2,251.00		
Total Revenue		(89,000)	(\$79,182.56)	(\$71,229.67)	(\$72,500.00)	(\$84,427.54)	(\$78,800.00)	(\$88,687.66)	(\$78,279.92)	(\$82,500.00)	(\$3,700.00)	4.7%	Revenues for Confectionary, Gas Sales, and Dock Slip rentals were up in 2016.
Total Expenses		142,550	\$131,161.80	\$122,084.75	\$128,212.00	\$125,577.59	\$126,539.00	\$113,176.08	\$126,274.71	\$120,287.00	(\$6,252.00)	-4.9%	Cut back on hours for the last 5 weeks of the summer (opening at noon opposed to 8am).
Total Waterfront Development		53,550	\$51,979.24	\$50,855.08	\$55,712.00	\$41,150.05	\$47,739.00	\$24,488.42	\$47,994.79	\$37,787.00	(\$9,952.00)	-20.8%	
Total C S Revenue													
		(2,119,351)	(\$2,249,511.57)	(\$2,455,805.85)	(\$2,453,966.00)	(\$2,530,839.15)	(\$2,460,521.00)	(\$1,901,800.33)	(\$2,412,052.19)	(\$2,589,484.06)	(\$128,963.06)	5.2%	
Total C S Expenditures													
		3,726,823	\$3,737,613.06	\$3,927,140.30	\$4,098,350.00	\$4,060,872.74	\$4,166,604.00	\$3,104,892.01	\$3,908,542.03	\$4,357,731.23	\$191,127.23	4.6%	Considering 3% increase to staffing (about \$87,500 overall) & huge increase to electrical at arena, the buget has only a modest overall increase.
TOTAL COMMUNITY SERVICES													
		1,607,472	\$1,488,101.49	\$1,471,334.45	\$1,644,384.00	\$1,530,033.59	\$1,706,083.00	\$1,203,091.68	\$1,496,489.84	\$1,768,247.17	\$62,164.17	3.6%	