

**2022 OPERATING BUDGET (GENERAL FUND)**

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# Costing Center Budget Summary

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Costing Center: CITY MANAGER

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** CITY MANAGER  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 6270  
**Manager:** Ron Bowles

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## Description:

This cost center is for the operation of the City Manager's Office including salaries and administrative expenses for the City Manager and Executive Assistant.

## Comments:

The City Manager is responsible for carrying out Council's vision and mandate for their elected term. The City Manager oversees all City departments and works closely with Mayor and City Council on matters of importance to the citizens of Brandon. The City Manager is accountable to Council for the actions and outcomes of all City departments.

Within the 2022 budget, the Executive Assistant's salary has been allocated 50/50 between the City Manager costing center and the Council costing center to reflect administrative support provided to the City Manager and Mayor. Previously there were two administrative support positions, but with the retirement of the Mayor's Executive Assistant, in late 2020, the decision was made to consolidate the responsibilities into one position. Also, the professional development budget has been restored to reflect a post-Covid environment and the needs of the department.

## Outlook:

With the new City Manager in place, new corporate initiatives are expected.

# Costing Center Budget Summary

Costing Center: CITY MANAGER

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	0	12,560	4,800	4,800
Benefits Total	0	12,560	4,800	4,800
Contract Services				
52015 CONTRACTS	0	15,000	0	0
52069 PRINTING COSTS	850	349	850	850
Contract Services Total	850	15,349	850	850
Equipment Purchases				
54410 EQUIPMENT PURCHASES	275	275	675	300
Equipment Purchases Total	275	275	675	300
Grants and Contributions				
55167 PUBLIC RELATIONS	700	321	700	700
Grants and Contributions Total	700	321	700	700
Materials and Supplies				
54099 PARTS AND MATERIALS	1,500	2,629	1,500	1,500
Materials and Supplies Total	1,500	2,629	1,500	1,500
Other				
51141 PROFESSIONAL DEVELOPMENT	1,235	1,902	10,668	14,085
59048 LUNCHEONS	1,600	1,600	1,700	1,700
59059 MEMBERSHIP	1,050	1,783	2,275	2,275
59098 SUBSCRIPTIONS	250	250	250	250
59138 BUSINESS TRAVEL	2,440	580	1,020	1,020
Other Total	6,575	6,115	15,913	19,330
Salaries and Wages				
51083 REGULAR SALARIES	327,970	246,970	276,642	279,465
51084 OVERTIME SALARIES	500	500	500	500
Salaries and Wages Total	328,470	247,470	277,142	279,965
Utilities				
53130 TELEPHONE	810	2,160	906	906
Utilities Total	810	2,160	906	906
<b>Total Expenditures</b>	<b>339,180</b>	<b>286,879</b>	<b>302,486</b>	<b>308,351</b>
<b>Net Total</b>	<b>(339,180)</b>	<b>(286,879)</b>	<b>(302,486)</b>	<b>(308,351)</b>
<b>Percentage Change</b>			<b>(10.82%)</b>	

# Costing Center Budget Summary

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Costing Center: ECONOMIC DEVELOPMENT

<b>Division:</b> RESOURCE CONSERVATION & INDUSTRIAL DEVELOPMENT	<b>Budget Year:</b> 2022
<b>Department:</b> ECONOMIC DEVELOPMENT	<b>Accounting Reference:</b> 0202
<b>Stage:</b> Approved	<b>Manager:</b> Sandy Trudel

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## Description:

This cost center captures costs associated with the Economic Development Department (EDB) which includes 3 full time staff and one part time staff member working on the Rural and Northern Immigration Pilot. The Department is responsible for the Economic Development Portfolio which includes marketing the City, Immigration related matters, the Tourism portfolio which includes funding partnerships with Brandon Riverbank Inc. for the delivery of Tourism Services and Brandon First for the attraction and retention of group tourism, and is actively involved in Downtown Revitalization efforts. The Department also administers the Event Hosting Incentive Program (Accommodation Tax grant program).

## Comments:

The Economic Development Brandon (EDB) office has two primary goals: to grow the local economy and to grow the population. To achieve these goals the EDB office proactively works with existing businesses to assist with growth and strives to attract new industry and businesses to Brandon. The office markets the community as a business and relocation destination, acts as a business advocate and liaison, is active in finding workforce solutions, collects and shares Brandon statistics, insights, community and lifestyle information. The Department is highly involved in efforts to drive downtown revitalization and in proactively advocating for infrastructure investments to facilitate economic growth.

Brandon was selected as one of 11 Canadian cities to participate in the Federal "Rural and Northern Immigration Pilot" (RNIP). The Brandon RNIP was developed and is administrated by the Economic Development Department. The 3 year pilot launched in late 2019.

As set forth in Prosperity by Design, the Department's work will focus on the proactive implementation of identified action items aligned with the five priority sectors and six strategic directions. The Economic Development Strategic Plan will be updated in 2022.

The special projects budget provides the Economic Development office the financial means to proactively pursue and respond to emerging economic development opportunities and community priorities related to the local labour market. It also funds the implementation of the recommendations contained within the Economic Development Strategy, and enables the City of Brandon to participate in the Conference Board of Canada's Mid Cities Report, a mid city comparative and forecast of GDP growth for the current and upcoming year. The Westman HR conference and Soybean crushing facility investment attraction project appear in this cost centre, however both projects are flow through with equal offsetting revenue budgeted. Thus there is no net impact on the EDB budget for these two initiatives.

## Outlook:

# Costing Center Budget Summary

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*Costing Center: ECONOMIC DEVELOPMENT*

The attraction of skilled labour and new industry to Brandon remains extremely competitive. Existing businesses continue to be challenged with rising hydro costs, a weak Canadian dollar, global uncertainty and ever-changing national and international business environments, not to mention the COVID pandemic. Working to enhance Brandon's overall business competitiveness, investment readiness and enhancing Brandon's business climate remain a priority for the Department.

# Costing Center Budget Summary

Costing Center: ECONOMIC DEVELOPMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
44500 FEDERAL GOV'T	0	0	15,000	0
Conditional Government Transfers Total	0	0	15,000	0
Other Income				
42988 MISCELLANEOUS REVENUE	14,000	1,350	69,500	14,500
Other Income Total	14,000	1,350	69,500	14,500
<b>Total Revenues</b>	<b>14,000</b>	<b>1,350</b>	<b>84,500</b>	<b>14,500</b>
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	61	61	66	67
52057 SPEC PROG CONTRACTS	0	11,595	0	0
52059 SPEC PROG PRINTING	0	71	0	0
52061 SPEC PROG FACILITATOR EXPENSE	0	350	0	0
52069 PRINTING COSTS	12,486	2,933	8,300	7,900
Contract Services Total	12,547	15,010	8,366	7,967
Equipment Purchases				
54410 EQUIPMENT PURCHASES	500	562	0	0
Equipment Purchases Total	500	562	0	0
Materials and Supplies				
54022 SPEC PROG PARTS & MATERIALS	0	147	0	0
54099 PARTS AND MATERIALS	2,300	1,738	2,500	2,500
54323 INSURANCE DEDUCTIBLE	2,500	2,500	0	0
Materials and Supplies Total	4,800	4,385	2,500	2,500
Other				
51141 PROFESSIONAL DEVELOPMENT	7,300	75	7,700	7,700
59003 ADVERTISING	18,500	12,468	18,525	18,525
59048 LUNCHEONS	600	310	920	920
59059 MEMBERSHIP	1,285	636	1,320	1,295
59098 SUBSCRIPTIONS	4,165	4,117	4,164	4,164
59138 BUSINESS TRAVEL	3,000	500	5,000	8,000
59241 SPECIAL PROGRAMS	62,400	60,571	103,900	52,400
59427 SIGNAGE	1,000	7,000	76,000	1,000
59428 PHOTO LIBRARY	4,000	0	4,000	4,000
Other Total	102,250	85,677	221,529	98,004
Reserve Appropriation				
58515 SIGNAGE RESERVE B/L	20,000	20,000	0	10,000
Reserve Appropriation Total	20,000	20,000	0	10,000
Salaries and Wages				
51083 REGULAR SALARIES	318,581	324,231	321,460	310,960
Salaries and Wages Total	318,581	324,231	321,460	310,960
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	(17,500)	(35,000)	0
Transfers to/from Internal Accounts Total	0	(17,500)	(35,000)	0



# Costing Center Budget Summary

Costing Center: ECONOMIC DEVELOPMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Utilities				
53130 TELEPHONE	1,395	1,320	990	935
Utilities Total	1,395	1,320	990	935
<b>Total Expenditures</b>	<b>460,073</b>	<b>433,685</b>	<b>519,845</b>	<b>430,366</b>
<b>Net Total</b>	<b>(446,073)</b>	<b>(432,335)</b>	<b>(435,345)</b>	<b>(415,866)</b>
<b>Percentage Change</b>			<b>(2.40%)</b>	

# Costing Center Budget Summary

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Costing Center: *TOURISM INITIATIVES*

<b>Division:</b> RESOURCE CONSERVATION & INDUSTRIAL DEVELOPMENT	<b>Budget Year:</b> 2022
<b>Department:</b> ECONOMIC DEVELOPMENT	<b>Accounting Reference:</b> 2453
<b>Stage:</b> Approved	<b>Manager:</b> Sandy Trudel

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## Description:

This account provides funding for the delivery of Tourism Services, core funding for Brandon Riverbank Inc., core funding for Brandon First, and capital funding to advance implementation of the "Back to the River Master Plan". The Accommodation Tax grant program flows through this cost centre as well.

## Comments:

Through a multi-year service delivery contract, Brandon Riverbank Inc. is responsible for the delivery of tourism services for the City of Brandon. This includes operation of the Riverbank Discovery Centre, delivery of Tourism Services focused on servicing the needs of visitors to Brandon, as well as developing tourism marketing partnerships and initiatives.

Brandon Riverbank Inc. is also responsible for advancing the vision established for the Riverbank Corridor and ensuring the upkeep of the popular destination, which includes many capital projects. The organization employs a full time executive director, a tourism manager, an office administrator, a facility coordinator, part time tourism hosts and interpretative coordinators.

This cost centre also provides core funding for Brandon Riverbank Inc. in recognition of their efforts to develop the river corridor, operate the tourism function on behalf of the City of Brandon and to maintain the grounds in immediate proximity to the Riverbank Discovery Centre. To support implementation of the Back to the River Master Plan, the cost center includes ongoing capital funding provided on a dollar for dollar matching arrangement to a maximum set forth in the annually approved budget. In 2022, the recommended capital budget is \$250,000. Brandon Riverbank Inc. uses municipally approved funds to leverage financial contributions from other levels of government, the private sector and residents.

Through a multi-year service delivery contract, Brandon First is responsible for the proactive attraction of events to Brandon. The organization typically employs an Executive Director, a Development Coordinator and two sales coordinators. At the current time, the Executive Director position is vacant. The City of Brandon provides core funding to Brandon First through its operating budget. The City also provides enhanced funding for event attraction made possible from Accommodation Tax funding based on a 2 to 1 funding arrangement. For every dollar Brandon First raises annually through memberships, the City of Brandon provides two dollars to a maximum of \$100,000 from the Accommodation Tax Reserve.

## Outlook:

# Costing Center Budget Summary

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*Costing Center: TOURISM INITIATIVES*

The Riverbank Discovery Centre is an aging facility that continues to face increased operational maintenance costs. This operational reality combined with continued momentum implementing the Back to the River master plan; lead us to anticipate increased upward pressure on this cost centre. The COVID pandemic has also negatively impacted rental and souvenir sales revenue for the organization.

The COVID 19 pandemic has generated a great deal of uncertainty as to the event sector outlook. The sector is slowly rebounding, however it may be several years until the sector returns to pre-COVID pandemic activity levels.

# Costing Center Budget Summary

Costing Center: TOURISM INITIATIVES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55429 ACCOMMODATION GRANT	344,420	344,420	309,919	273,375
55518 RIVERBANK INC	691,586	481,586	704,171	717,115
55519 BRANDON FIRST	158,647	151,981	159,820	160,016
Grants and Contributions Total	1,194,653	977,987	1,173,910	1,150,506
Reserve Appropriation				
58529 ACCOMMODATION TAX B/L 7016	193,131	193,131	0	0
Reserve Appropriation Total	193,131	193,131	0	0
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(637,551)	(630,885)	(409,919)	(373,375)
Transfers to/from Internal Accounts Total	(637,551)	(630,885)	(409,919)	(373,375)
<b>Total Expenditures</b>	<b>750,233</b>	<b>540,233</b>	<b>763,991</b>	<b>777,131</b>
<b>Net Total</b>	<b>(750,233)</b>	<b>(540,233)</b>	<b>(763,991)</b>	<b>(777,131)</b>
<b>Percentage Change</b>			<b>1.83%</b>	

# Costing Center Budget Summary

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Costing Center: ACCOUNTING

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** FINANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0030  
**Manager:** Val Rochelle

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## Description:

This cost center includes revenues and expenses related to the administration and operations of the Finance Department and costs related to the financial function for the organization. This includes staffing costs, general office costs, vacancy allowance, and the cost of auditing services.

## Comments:

Finance is a professional services department responsible for procurement, accounts payable, accounts receivable, utility billing, property taxes, penalty appeals. Higher level functions include corporate finance, performance measurement, analysis, budgeting, year end, and ensuring that the City is in compliance with many forms of legislation, accounting standards, and the City's own By-laws.

Municipal procurement and finance are specialized functions, and investment in staff training and development is critical to the success of the department. As well, there are many roles where specialized training is a job requirement and/or required to maintain professional designations.

The Finance department also supports the Utility and as such allocates a portion of salaries and administrative overhead costs such as parts and materials, and training and development to the Utility Administration cost center.

A corporate vacancy allowance (not including Police) is budgeted within this cost center. This cost offset recognizes that the City will experience vacancies and salary savings within 2022, but records the budget value in one central account as the specific costing centers that will be affected are unknown at the budgeting stage.

Within 2022, as required by accounting standards, there will be an actuarial performed to report on pension and non-vested sick time employee liabilities.

Audit costs are also included within this costing center, the services included within this contract are: Consolidated Financial Statements, Compensation Disclosure Report and the Federal Gas Tax Report.

## Outlook:

The Finance department will continue to work towards maintaining and improving quality standards, providing more convenient and efficient customer service, for both internal and external customers by effectively leveraging technology and focusing on processes.

# Costing Center Budget Summary

Costing Center: ACCOUNTING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42365 COMMISSION REVENUES	360	360	360	360
42999 REVENUE	53,300	53,300	53,300	53,300
46117 INTEREST ON OVERDUE ACCOUNTS	30,000	25,000	25,000	25,000
Other Income Total	83,660	78,660	78,660	78,660
User Fees and Sales of Goods				
42299 ACCOUNT CONFIRMATIONS	60,000	80,000	70,000	70,000
User Fees and Sales of Goods Total	60,000	80,000	70,000	70,000
<b>Total Revenues</b>	<b>143,660</b>	<b>158,660</b>	<b>148,660</b>	<b>148,660</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	8,581	8,044	8,880	9,012
52020 PROFESSIONAL FEES	500	2,018	8,069	500
52069 PRINTING COSTS	4,200	3,966	4,575	4,075
52089 COMMISSION	11,500	8,500	8,500	8,500
52264 AUDITING FEES	26,178	11,857	21,935	22,470
52387 BANK PROCESSING FEES	4,000	4,750	4,000	4,000
Contract Services Total	54,959	39,135	55,959	48,557
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,281	12,459	7,056	2,628
Equipment Purchases Total	4,281	12,459	7,056	2,628
Materials and Supplies				
54099 PARTS AND MATERIALS	11,714	14,214	12,755	12,755
Materials and Supplies Total	11,714	14,214	12,755	12,755
Other				
51141 PROFESSIONAL DEVELOPMENT	9,702	6,390	12,156	7,300
59003 ADVERTISING	3,432	3,032	3,060	3,060
59044 INTEREST EXPENSE	0	500	0	0
59048 LUNCHEONS	300	300	300	300
59059 MEMBERSHIP	5,408	4,496	4,744	4,744
59098 SUBSCRIPTIONS	608	563	1,226	1,226
59138 BUSINESS TRAVEL	400	400	400	400
59500 BAD DEBT EXPENSE	0	30,940	0	0
Other Total	19,849	46,620	21,886	17,030
Salaries and Wages				
51016 SALARY VACANCY ALLOWANCE	(1,000,000)	0	(1,400,000)	(1,400,000)
51083 REGULAR SALARIES	1,060,583	1,002,704	1,079,568	1,092,464
51084 OVERTIME SALARIES	8,232	6,232	6,819	6,886
Salaries and Wages Total	68,815	1,008,936	(313,613)	(300,650)
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(1,685,000)	(1,685,000)	(670,634)	0
Transfers to/from Internal Accounts Total	(1,685,000)	(1,685,000)	(670,634)	0

# Costing Center Budget Summary

Costing Center: ACCOUNTING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Utilities				
53130 TELEPHONE	1,109	1,109	1,575	1,126
Utilities Total	1,109	1,109	1,575	1,126
<b>Total Expenditures</b>	<b>(1,524,273)</b>	<b>(562,527)</b>	<b>(885,016)</b>	<b>(218,554)</b>
<b>Net Total</b>	<b>1,667,933</b>	<b>721,187</b>	<b>1,033,676</b>	<b>367,214</b>
<b>Percentage Change</b>			<b>(38.03%)</b>	

# Costing Center Budget Summary

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Costing Center: CENTENNIAL AUDITORIUM

**Division:** RECREATION &  
CULTURAL SERVICES

**Budget Year:** 2022

**Department:** FINANCE - Cultural  
Services

**Accounting Reference:** 0320

**Stage:** Approved

**Manager:** Val Rochelle

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## Description:

This cost center covers the City's 50% share of the estimated operating deficit for the Western Manitoba Centennial Auditorium. The Province is responsible for the other 50% in accordance with the May 1973 agreement.

## Comments:

A Memorandum of Agreement is in place which establishes grant contribution values for operational/infrastructure improvements and reserve appropriation amounts. An annual appropriation to the Centennial Auditorium Reserve is budgeted to support capital improvements at the auditorium.

## Outlook:



# Costing Center Budget Summary

Costing Center: CENTENNIAL AUDITORIUM

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55024 OTHER GRANTS	181,907	156,907	187,090	187,599
Grants and Contributions Total	181,907	156,907	187,090	187,599
Reserve Appropriation				
58524 CENTENNIAL AUDITORIUM B/L 4647	25,000	25,000	0	25,000
Reserve Appropriation Total	25,000	25,000	0	25,000
<b>Total Expenditures</b>	<b>206,907</b>	<b>181,907</b>	<b>187,090</b>	<b>212,599</b>
<b>Net Total</b>	<b>(206,907)</b>	<b>(181,907)</b>	<b>(187,090)</b>	<b>(212,599)</b>
<b>Percentage Change</b>			<b>(9.58%)</b>	

# Costing Center Budget Summary

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Costing Center: FIRST NATION URBAN DEVELOPMENT AREA

**Division:** GENERAL  
GOVERNMENT  
SERVICES

**Budget Year:** 2022

**Department:** FINANCE

**Accounting Reference:** 2444

**Stage:** Approved

**Manager:** Val Rochelle

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## Description:

This cost center reflects the funds raised by first nation urban development area general service charges.

## Comments:

On June 24, 2019 Privy Council Number 2019-0933 designated land within the City of Brandon as First Nations lands to be known as Gambler First Nation Indian Reserve 63B in Manitoba. As such this designated land is excluded from the Assessment Roll as land designated as a First Nations Reserve does not form part of a municipality.

In early 2018 Gambler First Nation and the City of Brandon entered into a Municipal Development and Service Agreement. As per this agreement Gambler First Nation will now pay an annual general service charge in lieu of property taxes in consideration of the City providing the general services.

## Outlook:

# Costing Center Budget Summary

Costing Center: FIRST NATION URBAN DEVELOPMENT AREA

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
41499    GENERAL SERVICE CHARGE	10,167	10,167	10,472	10,786
Other Income Total	10,167	10,167	10,472	10,786
<b>Total Revenues</b>	<b>10,167</b>	<b>10,167</b>	<b>10,472</b>	<b>10,786</b>
<b>Net Total</b>	<b>10,167</b>	<b>10,167</b>	<b>10,472</b>	<b>10,786</b>
<b>Percentage Change</b>			<b>3.00%</b>	

# Costing Center Budget Summary

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Costing Center: GRANTS-LONG TERM AGREEMENTS

**Division:** GENERAL  
GOVERNMENT  
SERVICES

**Budget Year:** 2022

**Department:** FINANCE

**Accounting Reference:** 2410

**Stage:** Approved

**Manager:** Val Rochelle

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## Description:

This cost center includes multi-year agreements entered into by Council that include capital or operating support or property tax payment programs.

## Comments:

Current grants include the tax agreement for the ACC Culinary Arts Building, Green House and Trades Centre located at the North Hill campus. This tax credit started in 2007 with the passing of By-Law No. 6893. It is for a duration of 25 years, ending in 2031 or a maximum of \$20,290,000.

## Outlook:

# Costing Center Budget Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55302    ASSINIBOINE COMMUNITY COLLEGE	252,160	248,547	253,524	258,595
Grants and Contributions Total	252,160	248,547	253,524	258,595
<b>Total Expenditures</b>	<b>252,160</b>	<b>248,547</b>	<b>253,524</b>	<b>258,595</b>
<b>Net Total</b>	<b>(252,160)</b>	<b>(248,547)</b>	<b>(253,524)</b>	<b>(258,595)</b>
<b>Percentage Change</b>			<b>0.54%</b>	

# Costing Center Budget Summary

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Costing Center: KEYSTONE CENTRE GRANT

**Division:** RECREATION &  
CULTURAL SERVICES

**Budget Year:** 2022

**Department:** FINANCE - Cultural  
Services

**Accounting Reference:** 2455

**Stage:** Approved

**Manager:** Val Rochelle

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## Description:

This cost center reflects the City's commitment to contribute funds to the Keystone Centre.

## Comments:

The budget includes funding as follows:

- 1) \$375,000 for operating costs.
- 2) An annual grant in an amount equal to the municipal taxes collected from Canad Inns - Brandon Ltd. in respect of the operations on the Keystone Centre lands.
- 3) Annual debenture principal and interest payments for the City's contribution to:
  - a) Capital improvements – Expires in 2022
  - b) Memorial Cup upgrades – Expires in 2023
  - c) Roof repairs – Expires in 2026

The 2022 budget includes additional funds for the Keystone, added by Council during budget deliberations.

## Outlook:

# Costing Center Budget Summary

Costing Center: KEYSTONE CENTRE GRANT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	674,153	674,153	700,852	602,377
57439 DEBENTURE INTEREST	109,305	109,305	82,244	53,563
Debenture Debt Servicing Costs Total	783,458	783,458	783,096	655,940
Grants and Contributions				
55024 OTHER GRANTS	875,000	875,000	875,000	375,000
55442 TAX CREDITS	123,418	121,650	124,086	126,568
Grants and Contributions Total	998,418	996,650	999,086	501,568
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(500,000)	(500,000)	(500,000)	0
Transfers to/from Internal Accounts Total	(500,000)	(500,000)	(500,000)	0
<b>Total Expenditures</b>	<b>1,281,876</b>	<b>1,280,108</b>	<b>1,282,182</b>	<b>1,157,508</b>
<b>Net Total</b>	<b>(1,281,876)</b>	<b>(1,280,108)</b>	<b>(1,282,182)</b>	<b>(1,157,508)</b>
<b>Percentage Change</b>			<b>0.02%</b>	

# Costing Center Budget Summary

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Costing Center: RESIDENT ASSISTANCE

**Division:** PUBLIC HEALTH AND  
WELFARE SERVICES  
**Department:** FINANCE - Welfare  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1442  
**Manager:** Val Rochelle

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## Description:

This cost center covers the City's annual contribution under the one-tier system of income assistance.

## Comments:

The one-tier system began in 2004/2005. At that time the Province calculated the City's contribution to the system. The contribution has remained static ever since.

## Outlook:

There has been no correspondence on this issue since its inception. It is expected that if the contribution amounts are to change in the future there will be some negotiation on the issue.



# Costing Center Budget Summary

Costing Center: RESIDENT ASSISTANCE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52211    WELFARE	267,032	267,032	267,032	267,032
Contract Services Total	267,032	267,032	267,032	267,032
<b>Total Expenditures</b>	<b>267,032</b>	<b>267,032</b>	<b>267,032</b>	<b>267,032</b>
<b>Net Total</b>	<b>(267,032)</b>	<b>(267,032)</b>	<b>(267,032)</b>	<b>(267,032)</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

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Costing Center: TAX REVENUES

**Division:** GENERAL  
GOVERNMENT  
SERVICES - Taxes and  
Debt

**Budget Year:** 2022

**Department:** FINANCE - Fiscal

**Accounting Reference:** 2443

**Stage:** Approved

**Manager:** Val Rochelle

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## Description:

This cost center reflects the funds raised by the municipal portion of the mill rate levy on Real and Personal Property as well as local improvement frontage levies.

## Comments:

The expense portion of this cost center includes:

Tax credits related to the Renaissance District Tax Credit program – 7 active properties.

Tax credits related to the Heritage Tax Credit program - 1 active property and 2 pending completion of renovations and submission of final documentation.

Compensation to the RM of Cornwallis for lost property tax revenue due to the 2018 annexation. Final year is 2023.

Discounts for prepayment of property taxes.

## Outlook:

# Costing Center Budget Summary

Costing Center: TAX REVENUES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Property Taxes				
41420 REAL PROPERTY TAXES	42,144,066	42,144,066	43,455,183	49,337,970
41433 PERSONAL PROPERTY - RP	28,166	28,166	28,735	30,198
41440 BUSINESS	112,640	112,640	100,181	100,181
41450 REAL PROPERTY SUPP TAXES	1,500,000	982,002	1,000,000	1,000,000
41480 ARREARS TAX PENALTY	310,599	251,077	257,000	257,000
41484 CURRENT YEAR TAX PENALTY	269,325	261,325	267,000	267,000
48430 PERSONAL PROPERTY - GIL	183,322	183,322	187,029	196,549
48500 TAX REVENUES FEDERAL GOVT	348,465	348,465	356,458	372,594
48510 TAX REVENUES PROVINCIAL GOVT	1,815,607	1,815,607	1,849,368	1,941,316
59486 TAX WRITE OFFS	0	(246,915)	0	0
Property Taxes Total	46,712,190	45,879,755	47,500,955	53,502,808
<b>Total Revenues</b>	<b>46,712,190</b>	<b>45,879,755</b>	<b>47,500,955</b>	<b>53,502,808</b>
<b>Expenditures</b>				
Grants and Contributions				
55442 TAX CREDITS	105,847	102,248	106,182	100,005
55450 RM OF CORNWALLIS	467	467	311	156
Grants and Contributions Total	106,314	102,715	106,493	100,161
Other				
59216 DISCOUNT	99,727	78,181	80,000	81,600
Other Total	99,727	78,181	80,000	81,600
Reserve Appropriation				
58548 TAX RESERVE	54,070	54,070	33,483	0
Reserve Appropriation Total	54,070	54,070	33,483	0
<b>Total Expenditures</b>	<b>260,111</b>	<b>234,966</b>	<b>219,976</b>	<b>181,761</b>
<b>Net Total</b>	<b>46,452,079</b>	<b>45,644,789</b>	<b>47,280,979</b>	<b>53,321,047</b>
<b>Percentage Change</b>			<b>1.78%</b>	

# Costing Center Budget Summary

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Costing Center: UNCONDITIONAL GRANT REVENUES

**Division:** GENERAL  
GOVERNMENT  
SERVICES

**Budget Year:** 2022

**Department:** FINANCE

**Accounting Reference:** 2447

**Stage:** Approved

**Manager:** Val Rochelle

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## Description:

This cost center reflects the Municipal Operating grant received from the Provincial Government.

## Comments:

This funding has been relatively static for the past couple of years and there has been no indication that future amounts will change. The proposed 2022 budget and forecast for 2023 are equal to the amount received in 2021.

## Outlook:

# Costing Center Budget Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Unconditional Government Transfers				
43540    PROV'L MUNICIPAL OPERATING	8,893,226	8,893,226	8,893,226	8,893,226
Unconditional Government Transfers Total	8,893,226	8,893,226	8,893,226	8,893,226
<b>Total Revenues</b>	<b>8,893,226</b>	<b>8,893,226</b>	<b>8,893,226</b>	<b>8,893,226</b>
<b>Net Total</b>	<b>8,893,226</b>	<b>8,893,226</b>	<b>8,893,226</b>	<b>8,893,226</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

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Costing Center: *AMBULANCE SERVICE*

**Division:** PROTECTIVE  
SERVICES  
**Department:** FIRE & AMBULANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0114  
**Manager:** Scott McDonald

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## Description:

This cost center reflects the revenues and expenses related to providing emergency medical services (EMS). The main components of this account are the wage related costs allocated from the Fire Services account and necessary costs such as training, medical supplies, equipment, etc.

All staff in the fire/ambulance operations division provide medical response and fire suppression. All staff are licensed Technician Paramedics, and approximately half are certified to practice at the Intermediate Care Paramedic Level. These staff can provide more advanced care including administration of medications and other advanced procedures.

Inter-facility transfers from Brandon to other centers such as Winnipeg, Winkler and Yorkton is a major service Brandon Fire & Emergency Services (BFES) provides.

## Comments:

The Provincial Government covers the difference between the ambulance rates set out in the City's annual fee schedule and the ambulance rates set by the Province. Overtime costs will increase due to an increase in long distance ambulance transfers and wait times. Professional development will see a decrease due to Shared Health's commitment to cover certification and recertification costs.

## Outlook:

Shared Health Services continues to review EMS operations province wide. Shared Health Services is looking to introduce several changes that will have a direct impact on operations. Some of the areas under review are Inter-facility Transfers, introduction of electronic Personal Care Reports, and the possibility of direct billing. These are all currently in the planning stages and timelines have been impacted while the Province deals with the COVID-19 pandemic response. Brandon Fire & Emergency Services (BFES) is part of the planning stage and will be able to closely monitor the situation to know the impact. These changes will be monitored to determine the impact on the BFES department financially and operationally.

# Costing Center Budget Summary

Costing Center: AMBULANCE SERVICE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43580 PROV. AMBULANCE--BRANDON	1,422,762	1,422,762	1,422,762	1,422,762
Conditional Government Transfers Total	1,422,762	1,422,762	1,422,762	1,422,762
Other Income				
42999 REVENUE	5,000	500	5,000	5,000
49145 DONATIONS	4,000	4,000	4,000	4,000
Other Income Total	9,000	4,500	9,000	9,000
User Fees and Sales of Goods				
42188 AMBULANCE FEES - LONG DISTANCE	780,000	890,000	844,450	844,450
42191 AMBULANCE FEES - LOCAL	1,852,500	1,957,500	1,904,050	1,904,050
User Fees and Sales of Goods Total	2,632,500	2,847,500	2,748,500	2,748,500
<b>Total Revenues</b>	<b>4,064,262</b>	<b>4,274,762</b>	<b>4,180,262</b>	<b>4,180,262</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	6,078	3,443	3,822	4,242
52043 EXTERNAL LAUNDRY	3,000	2,000	2,000	2,000
Contract Services Total	9,078	5,443	5,822	6,242
Equipment Purchases				
54410 EQUIPMENT PURCHASES	17,000	11,000	17,000	13,500
Equipment Purchases Total	17,000	11,000	17,000	13,500
Materials and Supplies				
54099 PARTS AND MATERIALS	7,000	5,000	7,000	7,000
54120 MEDICAL SUPPLIES	48,500	48,500	48,500	48,500
54253 PHARMACEUTICALS	8,500	12,500	10,000	10,000
Materials and Supplies Total	64,000	66,000	65,500	65,500
Other				
51141 PROFESSIONAL DEVELOPMENT	27,198	1,053	15,398	15,398
59049 MEAL PERDIEMS	13,000	13,000	13,000	13,000
59393 FLEET AMBULANCES	1,500	1,500	1,500	1,500
Other Total	41,698	15,553	29,898	29,898
Salaries and Wages				
51083 REGULAR SALARIES	140,518	139,952	141,604	141,604
51084 OVERTIME SALARIES	270,000	360,000	155,000	310,000
51997 FIRE/AMB ALLOCATION	4,323,904	4,323,904	4,573,542	4,469,278
Salaries and Wages Total	4,734,422	4,823,856	4,870,146	4,920,882
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	214	1,000	1,000
59997 TRANSFER FR RESERVES	(65,000)	(65,000)	(65,450)	0
Transfers to/from Internal Accounts Total	(65,000)	(64,786)	(64,450)	1,000

# Costing Center Budget Summary

Costing Center: *AMBULANCE SERVICE*

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Utilities				
53130 TELEPHONE	288	144	0	0
Utilities Total	288	144	0	0
<b>Total Expenditures</b>	<b>4,801,486</b>	<b>4,857,210</b>	<b>4,923,916</b>	<b>5,037,022</b>
<b>Net Total</b>	<b>(737,224)</b>	<b>(582,448)</b>	<b>(743,654)</b>	<b>(856,760)</b>
<b>Percentage Change</b>			<b>0.87%</b>	



# Costing Center Budget Summary

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Costing Center: FIRE SERVICE

**Division:** PROTECTIVE  
SERVICES  
**Department:** FIRE & AMBULANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0092  
**Manager:** Scott McDonald

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## Description:

This cost center covers the costs associated with providing fire protection services to the City of Brandon. It includes salaries for all staff excluding the EMS Training Officer. Other costs include the fire prevention division, fire training, rescue teams, Fire Hall 1 and Fire Hall 2 maintenance, overtime, equipment, succession management, professional development, water and hydrant use, training supplies, uniforms and other materials.

The revenue in this account is a combination of government grants, MPI and fire protection revenues received from the RM's of Cornwallis, Elton and Oakland.

## Comments:

Revenues have increased as a result of projected rural response rate increases and increased rural inspections. 2022 will see the entire costs associated with radio airtime removed due to the Province's commitment to cover these ongoing airtime costs.

## Outlook:

The current Firefighters'/Paramedics' Association Collective Agreement expires December 31, 2021. Negotiations will commence prior to the end of 2021.

# Costing Center Budget Summary

Costing Center: FIRE SERVICE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	332,300	651,891	332,300	332,300
Conditional Government Transfers Total	332,300	651,891	332,300	332,300
Other Income				
42999 REVENUE	190,636	205,636	210,875	196,234
49145 DONATIONS	6,000	5,900	5,000	5,000
49291 FIRE EQUIPMENT SALES	0	19,150	0	0
Other Income Total	196,636	230,686	215,875	201,234
User Fees and Sales of Goods				
42142 MERCHANDISE SALES	1,800	1,000	1,800	1,800
42287 FIRE/RESCUE INSURANCE COVERAGE	150,000	100,000	150,000	150,000
42322 TRAINING REVENUE	2,500	1,050	2,800	2,800
User Fees and Sales of Goods Total	154,300	102,050	154,600	154,600
<b>Total Revenues</b>	<b>683,236</b>	<b>984,627</b>	<b>702,775</b>	<b>688,134</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	32,000	32,000	32,000	32,000
51123 PROTECTIVE CLOTHING	39,000	39,000	38,000	38,000
51285 MEDICALS	1,100	1,100	1,500	1,500
Benefits Total	72,100	72,100	71,500	71,500
Contract Services				
52015 CONTRACTS	18,337	18,896	0	0
52019 CONSULTING FEES	2,750	2,750	2,750	2,750
52028 GENERAL INSURANCE	1,101	1,101	1,170	1,194
52035 ACCIDENT INSURANCE	2,500	2,106	2,400	2,400
52292 SOFTWARE LICENSES & MTNCE	0	0	19,987	20,986
Contract Services Total	24,688	24,853	26,307	27,330
Equipment Purchases				
54410 EQUIPMENT PURCHASES	25,000	20,000	25,000	25,000
Equipment Purchases Total	25,000	20,000	25,000	25,000
Grants and Contributions				
55167 PUBLIC RELATIONS	5,000	1,000	3,000	3,000
Grants and Contributions Total	5,000	1,000	3,000	3,000
Materials and Supplies				
54099 PARTS AND MATERIALS	22,000	13,000	22,000	22,000
54118 OFFICE SUPPLIES	10,000	7,000	10,000	10,000
Materials and Supplies Total	32,000	20,000	32,000	32,000
Other				
51141 PROFESSIONAL DEVELOPMENT	50,829	14,014	62,733	66,233
59048 LUNCHEONS	1,500	1,500	1,500	1,500
59059 MEMBERSHIP	3,173	2,870	3,069	3,069
59098 SUBSCRIPTIONS	2,988	1,945	2,082	2,082
59156 PUBLIC EDUCATION	2,000	2,400	2,000	2,000
59241 SPECIAL PROGRAMS	4,000	4,900	4,000	4,000

# Costing Center Budget Summary

Costing Center: FIRE SERVICE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
59248 DISPOSAL SITE CHARGE	0	16	0	0
Other Total	64,490	27,645	75,384	78,884
Reserve Appropriation				
58518 FIRE EQUIPMENT B/L 3708	0	338,741	0	0
Reserve Appropriation Total	0	338,741	0	0
Salaries and Wages				
51083 REGULAR SALARIES	8,473,253	8,300,550	8,972,528	8,764,002
51084 OVERTIME SALARIES	220,000	210,000	220,000	220,000
51090 SHIFT DIFFERENTIAL	60,000	60,000	60,000	60,000
51227 SPECIAL OT PAYMENTS	114,555	114,555	114,555	114,555
51352 TRAINING OVERTIME	36,000	36,000	36,000	36,000
51997 FIRE/AMB ALLOCATION	(4,323,904)	(4,323,904)	(4,573,542)	(4,469,278)
Salaries and Wages Total	4,579,904	4,397,201	4,829,541	4,725,279
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	500	500	500	500
Transfers to/from Internal Accounts Total	500	500	500	500
Utilities				
53130 TELEPHONE	12,956	12,956	13,812	13,812
53150 WATER	256,800	256,800	259,000	259,000
53295 RADIO COSTS	11,288	5,454	0	0
Utilities Total	281,044	275,210	272,812	272,812
<b>Total Expenditures</b>	<b>5,084,726</b>	<b>5,177,250</b>	<b>5,336,045</b>	<b>5,236,305</b>
<b>Net Total</b>	<b>(4,401,490)</b>	<b>(4,192,623)</b>	<b>(4,633,270)</b>	<b>(4,548,171)</b>
<b>Percentage Change</b>			<b>5.27%</b>	

# Costing Center Budget Summary

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Costing Center: FIRE VEHICLES

**Division:** PROTECTIVE  
SERVICES  
**Department:** FIRE & AMBULANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0106  
**Manager:** Scott McDonald

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## Description:

This cost center includes the cost of renting all fire vehicles from Fleet Services. Fleet rental rates include the operational costs as well as an allocation to the Fire Vehicles Reserve for the equipment's future replacement.

Ambulances are provided by Manitoba Health.

## Comments:

## Outlook:

# Costing Center Budget Summary

Costing Center: FIRE VEHICLES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Materials and Supplies				
54103 GASOLINE (VEHICLE)	14,000	11,000	14,000	14,000
54104 DIESEL (VEHICLE)	18,000	20,000	18,000	18,000
54125 DIESEL EXHAUST FLUID	100	100	100	100
Materials and Supplies Total	32,100	31,100	32,100	32,100
Other				
59080 FLEET EQUIP MAINTENANCE	134,550	134,550	166,500	166,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	175,799	175,799	37,061	200,947
Other Total	310,349	310,349	203,561	367,447
<b>Total Expenditures</b>	<b>342,449</b>	<b>341,449</b>	<b>235,661</b>	<b>399,547</b>
<b>Net Total</b>	<b>(342,449)</b>	<b>(341,449)</b>	<b>(235,661)</b>	<b>(399,547)</b>
<b>Percentage Change</b>			<b>(31.18%)</b>	

# Costing Center Budget Summary

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Costing Center: HEALTH & SAFETY

**Division:** GENERAL  
GOVERNMENT  
SERVICES

**Budget Year:** 2022

**Department:** HUMAN RESOURCES

**Accounting Reference:** 1402

**Stage:** Approved

**Manager:** Linda Poole

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## Description:

This cost center encompasses costs related to Safety and Health initiatives throughout the corporation and the City of Brandon.

## Comments:

The Occupational Safety and Health Section of Human Resources is responsible for a number of corporate initiatives as well as specialized services. Corporate initiatives include those under the safety campaign of Mission Zero and the wellness campaign of Creating Healthier Employees. The section also provides specialized services including incident investigation, training, industrial hygiene sampling, asbestos sampling, and ergonomic assessments. The services coordinated or provided by the section are required under the Manitoba Workplace Safety and Health Act and Regulation or industry best practices.

## Outlook:

In 2022, the Health & Safety section will be focusing on employee training, specifically education aimed to reduce soft tissue injuries. This in turn should assist in lowering our WCB rates, and ensure a healthier workforce. This training will be provided in-house by our Health and Safety Educators.

# Costing Center Budget Summary

Costing Center: HEALTH & SAFETY

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51071 EMPLOYEE WELLNESS PROGRAMS	3,000	3,000	1,500	1,500
51389 HEARING TESTS	7,000	4,000	8,000	8,000
<b>Benefits Total</b>	<b>10,000</b>	<b>7,000</b>	<b>9,500</b>	<b>9,500</b>
Contract Services				
52019 CONSULTING FEES	5,500	5,000	5,500	5,500
52297 CPR/FIRST AID TRAINING	6,500	3,500	8,000	8,000
<b>Contract Services Total</b>	<b>12,000</b>	<b>8,500</b>	<b>13,500</b>	<b>13,500</b>
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	179	0	0
<b>Equipment Purchases Total</b>	<b>0</b>	<b>179</b>	<b>0</b>	<b>0</b>
Materials and Supplies				
54099 PARTS AND MATERIALS	6,200	1,700	8,200	5,700
<b>Materials and Supplies Total</b>	<b>6,200</b>	<b>1,700</b>	<b>8,200</b>	<b>5,700</b>
Other				
51141 PROFESSIONAL DEVELOPMENT	2,500	800	2,500	3,500
51182 SAFETY INITIATIVES	6,000	4,000	6,000	6,000
59059 MEMBERSHIP	765	765	1,000	1,265
59098 SUBSCRIPTIONS	850	845	1,350	1,350
59138 BUSINESS TRAVEL	1,440	1,440	1,440	1,440
<b>Other Total</b>	<b>11,555</b>	<b>7,850</b>	<b>12,290</b>	<b>13,555</b>
Salaries and Wages				
51083 REGULAR SALARIES	236,306	215,806	247,534	249,011
51084 OVERTIME SALARIES	0	67	0	0
<b>Salaries and Wages Total</b>	<b>236,306</b>	<b>215,873</b>	<b>247,534</b>	<b>249,011</b>
Utilities				
53130 TELEPHONE	1,335	3,905	2,090	1,390
<b>Utilities Total</b>	<b>1,335</b>	<b>3,905</b>	<b>2,090</b>	<b>1,390</b>
<b>Total Expenditures</b>	<b>277,396</b>	<b>245,007</b>	<b>293,114</b>	<b>292,656</b>
<b>Net Total</b>	<b>(277,396)</b>	<b>(245,007)</b>	<b>(293,114)</b>	<b>(292,656)</b>
<b>Percentage Change</b>			<b>5.67%</b>	

# Costing Center Budget Summary

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Costing Center: HUMAN RESOURCES

<b>Division:</b> GENERAL GOVERNMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> HUMAN RESOURCES	<b>Accounting Reference:</b> 1401
<b>Stage:</b> Approved	<b>Manager:</b> Linda Poole

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## Description:

This cost center captures costs related to the operations of the Human Resources Department, including staffing, general office, recruitment, labour relations, payroll, compensation & benefits, pension plans, and training & development.

## Comments:

Staffing and recruitment within the organization continues to be very active and challenging as a result of a steady rate of retirements, resignations, and a shortage of skilled labor. We are experiencing a sustained increase in the number of applications being received for advertised positions, and an increase in mandatory skills / certifications required for those positions.

External legal services will continue to be required for arbitrations and unusual labour related situations.

The corporate commitment to human resources continues to ensure that initiatives in staff development and corporate initiatives are carried through. These include strategic initiatives such as Human Resource Planning, Vacancy Management, Representative Workforce, Attendance Support, Employee Engagement and an active Return to Work program, each being driven or monitored by department staff in line with our culture of Serving & Building Community and in support of City Council's Strategic direction. We also continue to work to meet legislative requirements in regards to Accessibility. We are continuing our LinkedIn Learning initiative for 2021, as it has proven to be a cost-effective method of offering ongoing training to supervisory staff.

The 2022 budget includes funds for Truth & Reconciliation training, added by Council during budget deliberations.

## Outlook:

On the labour front:

ATU (Transit) Collective Agreement expires on December 31, 2021. Collective Bargaining will commence in the fall of 2021, with the City proposing a 3-year contract which would expire on December 31, 2024.

Brandon Police Association Collective Agreement expires December 31, 2022.

A new CUPE Collective Agreement has been negotiated, which expires on December 31, 2023.

E911/Police Operator - Dispatcher Division Collective Agreement expires December 31, 2021.

Firefighters'/Paramedics' Association Collective Agreement expires December 31, 2021. Proposals have been exchanged with the Union with negotiations for both contracts scheduled to begin in December.



# Costing Center Budget Summary

Costing Center: HUMAN RESOURCES

		2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>					
<b>Benefits</b>					
51002	EMPLOYEE APPRECIATION	12,000	12,000	12,000	12,000
51122	BOOT ALLOWANCE	122	122	122	0
51174	RETIREMENTS	3,000	1,493	3,000	3,000
51176	LONG SERVICE RECOGNITION	3,000	3,000	4,000	3,000
51285	MEDICALS	3,500	1,500	2,500	3,000
51294	MEDICALS-RECRUITMENT/STAFFING	6,000	6,000	6,000	6,000
51423	PENSION PLAN PRE MEBP	10,000	27,305	30,000	30,000
51709	SEVERANCE PAYMENT EXPENSE	75,000	75,000	75,000	65,000
51710	RETIREMENT BENEFITS	0	0	239,000	239,000
<b>Benefits Total</b>		<b>112,622</b>	<b>126,420</b>	<b>371,622</b>	<b>361,000</b>
<b>Contract Services</b>					
52069	PRINTING COSTS	1,500	1,500	1,500	1,000
52239	TESTING-RECRUITMENT/STAFFING	17,000	17,000	17,000	15,000
59242	SALARY SURVEYS	0	0	5,000	5,000
<b>Contract Services Total</b>		<b>18,500</b>	<b>18,500</b>	<b>23,500</b>	<b>21,000</b>
<b>Equipment Purchases</b>					
54410	EQUIPMENT PURCHASES	3,500	3,500	3,000	3,500
<b>Equipment Purchases Total</b>		<b>3,500</b>	<b>3,500</b>	<b>3,000</b>	<b>3,500</b>
<b>Materials and Supplies</b>					
54099	PARTS AND MATERIALS	4,000	7,500	4,000	5,000
<b>Materials and Supplies Total</b>		<b>4,000</b>	<b>7,500</b>	<b>4,000</b>	<b>5,000</b>
<b>Other</b>					
51141	PROFESSIONAL DEVELOPMENT	27,000	9,660	22,800	24,000
51145	CORP TRAINING & DEVELOPMENT	16,000	15,732	36,000	47,000
51179	COMPASSIONATE GIFTS	750	600	600	500
59007	ADVERTISING-RECRUIT/STAFFING	11,000	4,000	9,000	10,000
59023	SYMPOSIUMS	1,000	0	1,000	1,000
59048	LUNCHEONS	1,000	1,000	1,000	1,000
59059	MEMBERSHIP	2,500	2,632	2,500	2,500
59098	SUBSCRIPTIONS	4,450	4,450	4,450	4,450
59138	BUSINESS TRAVEL	1,000	44	1,000	600
59603	LABOUR RELATIONS-CUPE	75,000	75,000	50,000	50,000
59604	LABOUR RELATIONS-E911	5,000	5,000	5,000	5,000
59605	LABOUR RELATIONS-FIRE	20,000	35,000	10,000	10,000
59606	LABOUR RELATIONS-OOS	5,000	7,014	5,000	5,000
59607	LABOUR RELATIONS-POLICE	5,000	4,000	5,000	5,000
59608	LABOUR RELATIONS-TRANSIT	5,000	0	5,000	5,000
<b>Other Total</b>		<b>179,700</b>	<b>164,132</b>	<b>158,350</b>	<b>171,050</b>
<b>Salaries and Wages</b>					
51083	REGULAR SALARIES	992,883	927,973	1,005,020	1,016,087
51084	OVERTIME SALARIES	2,000	500	1,000	1,000
<b>Salaries and Wages Total</b>		<b>994,883</b>	<b>928,473</b>	<b>1,006,020</b>	<b>1,017,087</b>

# Costing Center Budget Summary

Costing Center: HUMAN RESOURCES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(75,000)	(75,000)	(75,000)	(65,000)
Transfers to/from Internal Accounts Total	(75,000)	(75,000)	(75,000)	(65,000)
Utilities				
53130 TELEPHONE	4,044	4,194	4,040	4,040
Utilities Total	4,044	4,194	4,040	4,040
<b>Total Expenditures</b>	<b>1,242,249</b>	<b>1,177,719</b>	<b>1,495,532</b>	<b>1,517,677</b>
<b>Net Total</b>	<b>(1,242,249)</b>	<b>(1,177,719)</b>	<b>(1,495,532)</b>	<b>(1,517,677)</b>
<b>Percentage Change</b>			<b>20.39%</b>	

# Costing Center Budget Summary

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Costing Center: ABORIGINAL RELATIONS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2088  
**Manager:** Heather Ewasuik

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## Description:

This costing center covers the costs associated with delivery of programs and services in partnership with the Brandon Urban Aboriginal Peoples' Council.

The following strategic priorities have been identified by BUAPC:

- Employment and Training
- Youth
- Community Development and Cultural Awareness
- Education
- Economic Development
- Housing
- Partnerships and Collaborations

Funding is required to develop programming to address those initiatives and to recognize National Indigenous Peoples Day and the National Day for Truth and Reconciliation.

## Comments:

The current coalition funding agreement with the Federal Department of Indian Affairs and Northern Development for the delivery of urban programming and services for Indigenous Peoples, including the funding of the Aboriginal Relations Coordinator position, expires on March 31, 2022. A new 10 year funding agreement with Indigenous Services Canada is pending.

## Outlook:

A commitment from the City of Brandon is necessary to deliver the programs and initiatives required to address issues of concern to urban Indigenous people.

# Costing Center Budget Summary

Costing Center: ABORIGINAL RELATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
44500 FEDERAL GOV'T	99,375	94,424	93,750	93,750
Conditional Government Transfers Total	99,375	94,424	93,750	93,750
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	4,000	0	0
Income from Enterprises Total	0	4,000	0	0
<b>Total Revenues</b>	<b>99,375</b>	<b>98,424</b>	<b>93,750</b>	<b>93,750</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	6,000	10,500	5,000	5,000
52069 PRINTING COSTS	400	400	650	650
Contract Services Total	6,400	10,900	5,650	5,650
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	1,623	0	0
Equipment Purchases Total	0	1,623	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	5,500	1,500	3,500	3,500
Materials and Supplies Total	5,500	1,500	3,500	3,500
Other				
51141 PROFESSIONAL DEVELOPMENT	4,380	0	5,700	3,700
59003 ADVERTISING	650	1,300	772	756
59048 LUNCHEONS	500	500	500	500
59059 MEMBERSHIP	700	216	725	725
59138 BUSINESS TRAVEL	780	980	1,000	1,200
59241 SPECIAL PROGRAMS	9,505	22,605	27,500	7,500
Other Total	16,515	25,601	36,197	14,381
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	500	2,400	500	500
51083 REGULAR SALARIES	67,960	55,900	65,899	67,215
51084 OVERTIME SALARIES	2,000	0	1,500	2,000
Salaries and Wages Total	70,460	58,300	67,899	69,715
Utilities				
53130 TELEPHONE	500	500	504	504
Utilities Total	500	500	504	504
<b>Total Expenditures</b>	<b>99,375</b>	<b>98,424</b>	<b>113,750</b>	<b>93,750</b>
<b>Net Total</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>	<b>0</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# Costing Center Budget Summary

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Costing Center: CLERKS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2090  
**Manager:** Heather Ewasuik

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## Description:

This cost center is for the costs associated with the City Clerk's section of Legislative Services.

Clerk's Operations provides the advisory and administrative support required by the legislative and administrative functions of City Council and its various standing or special committees. It is also responsible for the preparation of by-laws and policies in consultation with the various City Departments and as required by Provincial legislation. The major portion of the expenditures assigned to this cost centre is for staff salaries and related benefits.

## Comments:

Revenue is obtained from the sale of marriage licenses and wedding ceremonies performed, the set-up and rental of the Civic Administration Building, and the recouping of administration and security costs from outside agencies and organizations who utilize the building on weekends or after hours. Fees are also charged for the certification of documents.

## Outlook:

# Costing Center Budget Summary

Costing Center: CLERKS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999 REVENUE	18,876	19,245	18,040	18,235
Other Income Total	18,876	19,245	18,040	18,235
<b>Total Revenues</b>	<b>18,876</b>	<b>19,245</b>	<b>18,040</b>	<b>18,235</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	260	0	270	270
52069 PRINTING COSTS	1,200	935	1,200	600
52759 SECURITY	126	0	132	135
Contract Services Total	1,586	935	1,602	1,005
Equipment Purchases				
54410 EQUIPMENT PURCHASES	500	350	140	0
Equipment Purchases Total	500	350	140	0
Materials and Supplies				
54099 PARTS AND MATERIALS	11,990	12,750	10,997	11,197
Materials and Supplies Total	11,990	12,750	10,997	11,197
Other				
51141 PROFESSIONAL DEVELOPMENT	8,325	4,914	9,433	11,500
59048 LUNCHEONS	365	265	285	285
59059 MEMBERSHIP	1,905	2,193	1,705	1,515
59098 SUBSCRIPTIONS	315	142	145	150
59138 BUSINESS TRAVEL	520	247	520	520
Other Total	11,430	7,761	12,088	13,970
Reserve Appropriation				
58506 OFFICE EQUIPMENT B/L 3656	3,000	3,000	3,000	3,000
Reserve Appropriation Total	3,000	3,000	3,000	3,000
Salaries and Wages				
51083 REGULAR SALARIES	377,704	355,551	372,032	375,289
51084 OVERTIME SALARIES	5,000	9,000	6,500	6,500
Salaries and Wages Total	382,704	364,551	378,532	381,789
Utilities				
53130 TELEPHONE	1,118	1,018	1,118	1,127
Utilities Total	1,118	1,018	1,118	1,127
<b>Total Expenditures</b>	<b>412,328</b>	<b>390,365</b>	<b>407,477</b>	<b>412,088</b>
<b>Net Total</b>	<b>(393,452)</b>	<b>(371,120)</b>	<b>(389,437)</b>	<b>(393,853)</b>
<b>Percentage Change</b>			<b>(1.02%)</b>	

# Costing Center Budget Summary

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Costing Center: COMMUNITY GRANTS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2436  
**Manager:** Heather Ewasuik

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## Description:

This cost center reflects the grants paid by the City to various organizations and/or service groups as recommended by the Grants Review Committee or pursuant to a decision of City Council. Grants that are approved by Council during the year, outside of the annual budget, are recorded in this account.

It also includes the per capita grant paid to the Regional Library Board as per the agreement and rent subsidy grants to the Regional Library Board and the Art Gallery of SW Manitoba.

## Comments:

Organizations requesting grants through the Grants Review Committee must meet the following criteria:

- 1) Be a nonprofit organization;
- 2) Clearly demonstrate that the organization is fulfilling a need in the community which is in line with the City's mandate to provide social support and recreational, cultural, and youth services;
- 3) Include fund-raising efforts as an important part of the organizations financial efforts;
- 4) Clearly demonstrate a financial need for the funds requested; and
- 5) Not apply any approved funding towards the following ineligible expenses:
  - a. Major building capital (i.e. construction, redevelopment or purchasing property)
  - b. Insurance
  - c. Taxes

The Grants Review Committee meets in the fall of each year to review applications and provide a recommendation to City Council on the grants to be provided in the following year. Recommendations are formulated on the basis of perceived need for the proposed program, breadth of impact in the community, and financial need of the organization. Other factors considered are the applicant's financial resources and availability of funding from Federal or Provincial levels of government.

A grant has been included for the Nature Conservancy of Canada for the Lady's Slipper Project which was originally approved in 2021, but not expended.

## Outlook:

The current 5-year lease agreement with the Art Gallery will expire in 2024 and includes a 2% increase annually. The lease with the Regional Library has been extended on a month to month basis, pending an evaluation of library operations at this site.

# Costing Center Budget Summary

Costing Center: COMMUNITY GRANTS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Grants and Contributions				
55024 OTHER GRANTS	112,000	62,000	70,000	20,000
55405 COMMUNITY CENTRE ASSISTANCE	110,000	110,000	60,000	60,000
55449 CULTURAL/PERFORMANCE GRANTS	30,850	18,573	21,800	49,800
55451 SERVICE ORGANIZATIONS GRANTS	141,490	137,990	191,500	135,200
55458 REGIONAL LIBRARY	692,501	692,501	799,991	818,779
55464 MUSEUMS	75,000	75,000	100,000	35,000
55477 ART GALLERY OF SW MANITOBA	240,518	240,518	245,328	250,235
Grants and Contributions Total	1,402,359	1,336,582	1,488,619	1,369,014
<b>Total Expenditures</b>	<b>1,402,359</b>	<b>1,336,582</b>	<b>1,488,619</b>	<b>1,369,014</b>
<b>Net Total</b>	<b>(1,402,359)</b>	<b>(1,336,582)</b>	<b>(1,488,619)</b>	<b>(1,369,014)</b>
<b>Percentage Change</b>			<b>6.15%</b>	



# Costing Center Budget Summary

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Costing Center: COUNCIL

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2431  
**Manager:** Heather Ewasuik

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## Description:

This costing center provides for the remuneration, indemnity, and expenses of the Mayor and City Council as provided for in By-law No. 7220, under the authority of The Municipal Act, and other expenses incurred by and for elected officials in the performance of their civic duties.

Funds are required for the administrative support services for City Council and its various standing or special committee or boards, including the Planning Commission.

## Comments:

Council expenses and indemnities are increased annually by a percentage equal to the increase in the Consumer Price Index (CPI) for Manitoba which has been calculated at 2.0% for 2022 and estimated at 2% for 2023.

This account includes the City's membership in the Federation of Canadian Municipalities, Association of Manitoba Municipalities, Brandon Chamber of Commerce, and the Manitoba Good Roads Association.

The promotion and goodwill of the City of Brandon through sponsorship, gifts, promotions, special luncheons, etc. is also included.

Within the 2022 budget, the City Manager's Executive Assistant's salary has been allocated 50/50 between the City Manager costing center and the Council costing center to reflect administrative support provided to the City Manager and Mayor. Previously there were two administrative support positions, but with the retirement of the Mayor's Executive Assistant, in late 2020, the decision was made to consolidate the responsibilities into one position.

## Outlook:

Changes to the electoral ward system will be in effect for the General Municipal Election in October, 2022. Adjustments to Council indemnities will take effect following the 2022 election.

# Costing Center Budget Summary

Costing Center: COUNCIL

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
<b>Benefits</b>				
51010 MISC EMPLOYEE ALLOWANCE	4,500	4,500	4,500	4,500
51159 MAX COUNCIL PER DIEM	6,987	550	4,085	7,262
51187 RRSP CONTRIBUTION	6,471	6,471	6,600	6,732
<b>Benefits Total</b>	<b>17,958</b>	<b>11,521</b>	<b>15,185</b>	<b>18,494</b>
<b>Contract Services</b>				
52028 GENERAL INSURANCE	659	659	694	708
52759 SECURITY	2,507	120	2,518	2,594
<b>Contract Services Total</b>	<b>3,166</b>	<b>779</b>	<b>3,212</b>	<b>3,302</b>
<b>Grants and Contributions</b>				
55167 PUBLIC RELATIONS	8,250	4,750	17,000	5,000
55462 ECKHARDT-GRAMATTE	1,000	1,000	1,000	1,000
<b>Grants and Contributions Total</b>	<b>9,250</b>	<b>5,750</b>	<b>18,000</b>	<b>6,000</b>
<b>Materials and Supplies</b>				
54099 PARTS AND MATERIALS	3,504	1,674	4,655	3,758
<b>Materials and Supplies Total</b>	<b>3,504</b>	<b>1,674</b>	<b>4,655</b>	<b>3,758</b>
<b>Other</b>				
51141 PROFESSIONAL DEVELOPMENT	5,071	5,150	11,347	16,633
59003 ADVERTISING	3,050	3,000	3,135	3,150
59048 LUNCHEONS	7,500	3,500	4,500	6,500
59098 SUBSCRIPTIONS	715	0	715	715
59138 BUSINESS TRAVEL	1,000	260	1,040	1,040
59158 MAX COUNCIL EXPENSES	4,162	1,162	4,220	4,305
59164 FED OF CANADIAN MUNICIPALITIES	10,151	10,155	10,507	10,875
59183 GOOD ROADS MEMBERSHIP	200	200	200	200
59195 AGE FRIENDLY COMMITTEE	0	0	8,000	0
59196 ASSOCIATION OF MB MUNICIPALITIES	4,450	4,450	4,450	4,539
59197 BDN CHAMBER OF COMMERCE	1,324	1,298	1,324	1,350
59198 POVERTY COMMITTEE	10,000	10,000	10,000	0
59241 SPECIAL PROGRAMS	15,850	0	15,000	0
59901 COUNCIL RETREATS	300	0	4,000	0
<b>Other Total</b>	<b>63,773</b>	<b>39,175</b>	<b>78,438</b>	<b>49,307</b>
<b>Salaries and Wages</b>				
51026 INDEMNITY & HONORARIUM	14,180	6,050	12,350	12,310
51083 REGULAR SALARIES	339,554	317,951	372,696	393,810
51084 OVERTIME SALARIES	500	0	500	500
<b>Salaries and Wages Total</b>	<b>354,234</b>	<b>324,001</b>	<b>385,546</b>	<b>406,620</b>
<b>Transfers to/from Internal Accounts</b>				
59997 TRANSFER FR RESERVES	(12,000)	0	0	0
<b>Transfers to/from Internal Accounts Total</b>	<b>(12,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Costing Center Budget Summary

Costing Center: COUNCIL

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Utilities				
53130 TELEPHONE	615	1,937	614	619
Utilities Total	615	1,937	614	619
<b>Total Expenditures</b>	<b>440,500</b>	<b>384,837</b>	<b>505,650</b>	<b>488,100</b>
<b>Net Total</b>	<b>(440,500)</b>	<b>(384,837)</b>	<b>(505,650)</b>	<b>(488,100)</b>
<b>Percentage Change</b>			<b>14.79%</b>	

# Costing Center Budget Summary

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Costing Center: *ELECTION COSTS*

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2456  
**Manager:** Heather Ewasuik

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## Description:

This cost center reflects the costs associated with the Municipal Council and School Board general elections which occur every four years.

## Comments:

The next general civic election will be held in October of 2022. Funding will come from the Election Reserve and include provisions for advertising, printing of ballots, building rental, election staff and leasing electronic vote counting machines.

A 5% increase over the actual costs for the 2018 General Election is estimated for 2022.

As well, \$15,000 in additional funding has been included for Voter Engagement Initiatives to encourage voter turnout.

## Outlook:

The General Election will be held in conjunction with the Brandon School Board Election, whereby a portion of the costs of holding the election (30%) will be recovered from the Brandon School Division.

# Costing Center Budget Summary

Costing Center: ELECTION COSTS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42521 ELECTION RECOVERIES	0	0	41,439	0
Other Income Total	0	0	41,439	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>41,439</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	778	43,705	0
52069 PRINTING COSTS	0	159	5,900	0
52079 BUILDING RENTAL	0	1,315	2,875	0
52759 SECURITY	0	858	2,330	0
Contract Services Total	0	3,110	54,810	0
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	2,625	0
Materials and Supplies Total	0	0	2,625	0
Other				
51141 PROFESSIONAL DEVELOPMENT	0	0	575	0
59003 ADVERTISING	0	1,046	3,375	0
59138 BUSINESS TRAVEL	0	0	225	0
59241 SPECIAL PROGRAMS	0	0	15,000	0
Other Total	0	1,046	19,175	0
Reserve Appropriation				
58543 ELECTIONS B/L 5760	15,000	15,000	0	15,000
Reserve Appropriation Total	15,000	15,000	0	15,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	0	2,830	31,545	0
51083 REGULAR SALARIES	0	3,618	29,530	0
51084 OVERTIME SALARIES	0	70	0	0
Salaries and Wages Total	0	6,518	61,075	0
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	(10,674)	(96,691)	0
Transfers to/from Internal Accounts Total	0	(10,674)	(96,691)	0
Utilities				
53130 TELEPHONE	0	0	445	0
Utilities Total	0	0	445	0
<b>Total Expenditures</b>	<b>15,000</b>	<b>15,000</b>	<b>41,439</b>	<b>15,000</b>
<b>Net Total</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>0</b>	<b>(15,000)</b>
<b>Percentage Change</b>			<b>(100.00%)</b>	

# Costing Center Budget Summary

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Costing Center: LEGAL SERVICES

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2087  
**Manager:** Heather Ewasuik

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## Description:

This cost centre is to cover the legal expenses for the City-at-large, excluding labour relations. The Legal Services section of Legislative Services provides a full range of legal and legislative administrative support to the corporation through the preparation and management of by-laws, agreements, other legal documents and ensuring compliance with relevant laws. The Manager of Legal Services acts as In-House Counsel and manages all related contract services for the City, reviewing all legal documents including by-laws to ensure necessary provisions are included and statutory obligations are met and complied with.

## Comments:

The Manager of Legal Services (who is a member of the Law Society of Manitoba) represents the City in non-litigious matters such as real estate acquisitions and disposals, subdivisions and site plan agreements and provides verbal and written advice/opinions across all departments of the City corporation and may choose to represent the city in litigious matters. External legal services are under contract to provide verbal and written advice and opinions on diverse legal matters to the City if necessary.

Claims/lawsuits made against the City with regards to provision of services by the City as envisaged under The Municipal Act, are referred by the Legal Services Manager to Risk Management, who then forward the matters to the City's insurers, who assumes the cost of such litigations if any.

## Outlook:

The Manager of Legal Services acts as In-House Counsel which will further reduce the need for outside legal advice and representation.

# Costing Center Budget Summary

Costing Center: LEGAL SERVICES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999 REVENUE	800	6,800	6,000	6,000
Other Income Total	800	6,800	6,000	6,000
<b>Total Revenues</b>	<b>800</b>	<b>6,800</b>	<b>6,000</b>	<b>6,000</b>
<b>Expenditures</b>				
Contract Services				
52072 LEGAL FEES	60,000	19,000	40,000	40,000
Contract Services Total	60,000	19,000	40,000	40,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	140	0
Equipment Purchases Total	0	0	140	0
Materials and Supplies				
54099 PARTS AND MATERIALS	700	1,000	725	740
Materials and Supplies Total	700	1,000	725	740
Other				
51141 PROFESSIONAL DEVELOPMENT	5,425	2,924	4,880	3,000
59048 LUNCHEONS	140	80	70	70
59059 MEMBERSHIP	2,300	2,700	3,025	3,400
59098 SUBSCRIPTIONS	0	158	0	0
Other Total	7,865	5,862	7,975	6,470
Salaries and Wages				
51083 REGULAR SALARIES	170,649	170,649	177,739	177,739
Salaries and Wages Total	170,649	170,649	177,739	177,739
Utilities				
53130 TELEPHONE	432	1,350	613	622
Utilities Total	432	1,350	613	622
<b>Total Expenditures</b>	<b>239,646</b>	<b>197,861</b>	<b>227,192</b>	<b>225,571</b>
<b>Net Total</b>	<b>(238,846)</b>	<b>(191,061)</b>	<b>(221,192)</b>	<b>(219,571)</b>
<b>Percentage Change</b>			<b>(7.39%)</b>	

# Costing Center Budget Summary

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Costing Center: LICENSING

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2452  
**Manager:** Heather Ewasuik

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## Description:

This cost center is comprised of various types of licenses (business, taxi vehicle, animal, food truck, craft and trade show), permits (moving, taxi driver, special event, vending machines on City property), and mobile homes fees in-lieu of property tax. Expenses include labour related costs for the By-law Compliance Clerk and general administrative expenses.

## Comments:

The Mobile Home By-law requires payment of fees based on the mobile unit's size, age and if accessory buildings exist. As mobile units age, the fees decrease. Park owners report unit inventory which are audited by the City's By-law Compliance Clerk. Mobile home fees increase annually by a percentage as determined by the Consumer Price Index (CPI) Winnipeg, set at 0.6% for 2022 and estimated at 2.0% for 2023.

Home-based business licenses are intended to be relative to the difference between residential property tax rates and commercial property tax rates for the home office space.

## Outlook:

COVID-19 had a significant impact on revenues collected for transient and home businesses, food trucks, and trade shows. As the economy rebounds from the pandemic, it is anticipated that Licensing revenues will return to previous levels.



# Costing Center Budget Summary

Costing Center: LICENSING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
45999 REVENUE	7,314	2,100	4,164	6,564
Other Income Total	7,314	2,100	4,164	6,564
Permits, Licenses and Fines				
45672 AUTO LIVERY	28,860	28,500	28,945	28,945
45679 MOVING PERMITS	50,000	70,000	0	0
45682 HOME DEALER	97,073	93,341	93,428	93,428
45686 RESTAURANT	8,140	6,600	6,600	6,600
45690 TRANSIENT BUSINESS	107,050	92,415	91,310	91,310
45694 VENDING MACHINE	100	250	250	250
45696 DERELICT VEHICLE	150	300	150	150
45700 ANIMAL LICENSES	13,302	11,502	11,985	11,985
45710 MOBILE HOME	1,015,545	1,022,289	1,032,876	1,053,392
45715 TRADE SHOW	2,100	120	2,100	2,100
Permits, Licenses and Fines Total	1,322,319	1,325,316	1,267,644	1,288,160
<b>Total Revenues</b>	<b>1,329,633</b>	<b>1,327,416</b>	<b>1,271,808</b>	<b>1,294,724</b>
<b>Expenditures</b>				
Contract Services				
52069 PRINTING COSTS	1,743	1,436	1,370	1,410
Contract Services Total	1,743	1,436	1,370	1,410
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	235	140	0
Equipment Purchases Total	0	235	140	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	650	750	790
Materials and Supplies Total	1,000	650	750	790
Other				
51141 PROFESSIONAL DEVELOPMENT	350	0	350	350
Other Total	350	0	350	350
Salaries and Wages				
51083 REGULAR SALARIES	59,363	44,884	61,263	62,873
51084 OVERTIME SALARIES	150	0	150	150
Salaries and Wages Total	59,513	44,884	61,413	63,023
Utilities				
53130 TELEPHONE	171	59	55	55
Utilities Total	171	59	55	55
<b>Total Expenditures</b>	<b>62,777</b>	<b>47,264</b>	<b>64,078</b>	<b>65,628</b>
<b>Net Total</b>	<b>1,266,856</b>	<b>1,280,152</b>	<b>1,207,730</b>	<b>1,229,096</b>
<b>Percentage Change</b>			<b>(4.67%)</b>	

# Costing Center Budget Summary

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Costing Center: PROPERTY ASSESSMENT

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0037  
**Manager:** Heather Ewasuik

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## Description:

This costing center includes the costs levied by the Province of Manitoba for providing assessment services to the City of Brandon. Provisions are also included for the consideration of assessment appeals through the Board of Revision.

## Comments:

Application filing fees for assessment appeals are consistent with those charged by The Municipal Board. Assessment Appeal filing fees are non-refundable (including withdrawals) except in the case where an appeal is successful, or an owner-assessor agreement is reached.

Costs incurred by the Board of Revision include remuneration of board members as determined by By-law No. 7004, legislated advertising costs and general expenses incurred in conducting the appeal process.

Property reassessments take place every two years. As 2023 is a re-assessment year, it is anticipated that the number of applications for revisions received in 2022 and the related costs to conduct the Board hearings will increase over 2021.

## Outlook:

The reference date for the next reassessment was moved by the Province of Manitoba to support property owners impacted by COVID-19. For 2023 reassessment, the reference date will be April 1, 2021. This will allow real estate market trends to be more accurately reflected in property assessments for taxation purposes. This change is aligned with best practices across Canada with minimal impacts on how Manitobans receive assessed values to their properties.

The next assessment period will begin in 2023, and the regular two-year cycle would continue from that point forward.

# Costing Center Budget Summary

Costing Center: PROPERTY ASSESSMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999    REVENUE	2,000	100	3,500	1,750
Other Income Total	2,000	100	3,500	1,750
<b>Total Revenues</b>	<b>2,000</b>	<b>100</b>	<b>3,500</b>	<b>1,750</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	733,700	732,957	733,520	733,520
52421    BOARD OF REVISION	3,870	1,825	5,230	2,850
Contract Services Total	737,570	734,782	738,750	736,370
<b>Total Expenditures</b>	<b>737,570</b>	<b>734,782</b>	<b>738,750</b>	<b>736,370</b>
<b>Net Total</b>	<b>(735,570)</b>	<b>(734,682)</b>	<b>(735,250)</b>	<b>(734,620)</b>
<b>Percentage Change</b>			<b>(0.04%)</b>	

# Costing Center Budget Summary

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Costing Center: RECORDS SERVICES

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** LEGISLATIVE  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0011  
**Manager:** Heather Ewasuik

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## Description:

This costing center covers the operating costs for the Active and Inactive Records Center which includes the administration of the corporate electronic and archival records, and access and privacy provisions in accordance with legislative requirements.

## Comments:

Funding has been included for upgrading skills and knowledge of staff members and for costs incurred in relation to Access and Privacy legislation. Postage requirements, the corporate shredding program and mail pick-up/delivery for the City-at-large are also budgeted in this costing center.

Canada Post will be implementing an increase to domestic Lettermail items for 2022 (TBA).

## Outlook:

A further increase in postage rates is anticipated in 2023.

# Costing Center Budget Summary

Costing Center: RECORDS SERVICES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52081 EXTERNAL EQUIPMENT RENTAL	2,420	1,450	1,972	2,070
52252 DELIVERY - IN CITY	17,205	16,305	17,205	17,205
Contract Services Total	19,625	17,755	19,177	19,275
Materials and Supplies				
54068 POSTAGE	50,865	50,865	49,977	52,845
54099 PARTS AND MATERIALS	1,510	2,010	875	905
Materials and Supplies Total	52,375	52,875	50,852	53,750
Other				
51141 PROFESSIONAL DEVELOPMENT	3,050	1,150	6,592	4,950
59059 MEMBERSHIP	1,085	670	1,288	1,315
59098 SUBSCRIPTIONS	0	183	185	185
Other Total	4,135	2,003	8,065	6,450
Salaries and Wages				
51083 REGULAR SALARIES	239,518	227,396	246,786	246,786
Salaries and Wages Total	239,518	227,396	246,786	246,786
Utilities				
53130 TELEPHONE	171	171	165	165
Utilities Total	171	171	165	165
<b>Total Expenditures</b>	<b>315,824</b>	<b>300,200</b>	<b>325,045</b>	<b>326,426</b>
<b>Net Total</b>	<b>(315,824)</b>	<b>(300,200)</b>	<b>(325,045)</b>	<b>(326,426)</b>
<b>Percentage Change</b>			<b>2.92%</b>	

# Costing Center Budget Summary

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Costing Center: POLICE SERVICE

**Division:** PROTECTIVE  
SERVICES  
**Department:** POLICE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0074  
**Manager:** Wayne Balcaen

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## Description:

This cost center captures the revenues and expenses associated with the administration and operation of the Brandon Police Service. BPS consists of 94 sworn members and 42 civilian members serving the community through 4 distinct areas: Executive Management Team, Support Services Division, Patrol Division, and Crime Division.

## Comments:

Considerations for the 2022 Budget include:

- New funding for a secondment agreement with the Manitoba Criminal Intelligence Centre (MCIC). This agreement was entered into in 2021 to have a member seconded to MCIC. With the savings generated by this additional funding, a Downtown Beat police officer and a Clerical Support Assistant were hired in 2021.
- Removal of the one-time Provincial assistance of \$157,000 for the new detention responsibilities borne by BPS
- Costs of administering detention services at the BPS station. These costs include guard services, additional cleaning of the cells, supplies for cells, and the supervisory requirements of a Sergeant position.
- Costs associated with the Collective Agreement signed with the Brandon Police Association that runs through the end of 2022. In addition to the regular annual and incremental increases, several clauses resulted in financial ramifications.
- Funds required for heightened level of sanitization throughout the Service and fleet as well as increased need for Personal Protective Equipment resulting from the ongoing COVID-19 pandemic.
- Allotted funds for psychological evaluations of each sworn member on a 3-year rotational basis. This initiative provides a proactive approach to ensuring our employees mental health and wellbeing.

## Outlook:

# Costing Center Budget Summary

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*Costing Center: POLICE SERVICE*

The policing landscape is always changing, creating new challenges, and presenting new opportunities to capitalize on. Looking towards 2022 and beyond, BPS expects to take on several challenges. One of the largest projects will be the ongoing build of a permanent detention facility, attached to the Brandon Police Service. This plan will enhance the Service's ability to house detainees with the proper officer and detainee safety requirements in place. In the coming year, we will determine what types of resources will be required to operate this facility. This is the result of the Province's decision to end direct lock up at Brandon Correctional Centre (BCC), forcing the Police Service to procure a temporary cell structure until the permanent facility is complete and a contract for guarding services.

In 2021, BPS secured funds to hire a Community Liaison Constable. As part of the Community Support Section, this position is dedicated to the Downtown area to proactively address the causes of crime in the area, build community partnerships and enhance the Service's ability to address the cultural diversity of the area. In 2022, this position will be integral to our Downtown Strategy, joined by the other members of the Community Policing Unit, Bike Patrol, and the Patrol Division.

The presence of illicit drugs and substances will continue to challenge BPS in 2021. It is a common conception that these items drive the property crimes in the City. In 2021, property crimes are up 3.25%. A new initiative aimed at increasing the clearance rate of these crimes is the SNAP (Safer Neighbourhoods and Policing) initiative that will allow citizens and businesses to register their video surveillance systems with BPS to assist Police in solving crimes in their area. The illicit drugs and substances in Brandon have also led to some significant seizures in 2021 including a seizure of four kilograms of cocaine and \$120,000 in cash; a seizure of 920,000 illegal cigarettes and 53 pounds of cannabis, and a seizure of \$2.2 million believed to be the proceeds of crime.

In addition, BPS will continue to face challenges such as the cost of transporting detainees to Winnipeg for remand, increasingly higher public scrutiny, multiplying demands and changing priorities from different areas of the community, as well as the mental health and wellbeing of our members and First Responders at large.

Calls for service were 34,442 in 2020, a decrease of 13.5% from 39,831 in 2019 attributable to restrictions during COVID-19. The 5-year average of calls for service is 38,040. In 2021, BPS expects to break the 39,000 mark for calls for service. Authorized complement has increased by 6 sworn members and 4 civilian employees from 2017 to 2021, thanks to the City's investment in the fight against the crystal meth and exploited youth in 2018, secondment agreements, and the federal/provincial investment in combating guns & gangs in 2020.

# Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510	PROVINCIAL GOV'T	1,190,000	1,190,000	1,190,000
43660	PROVINCIAL OTHER	260,750	1,854,955	345,500
44500	FEDERAL GOV'T	310,000	490,000	400,000
Conditional Government Transfers Total		1,760,750	3,534,955	1,935,500
Other Income				
42999	REVENUE	4,000	13,250	4,000
Other Income Total		4,000	13,250	4,000
Permits, Licenses and Fines				
45701	TRAFFIC TICKETS	325,000	282,000	325,000
45702	PARKING TICKETS	197,410	116,000	200,000
45731	COMPLIANCE TICKETS	17,500	12,000	15,000
Permits, Licenses and Fines Total		539,910	410,000	540,000
User Fees and Sales of Goods				
42195	ROOM RENTALS	55,245	55,245	56,900
42315	SPECIAL DUTY	9,740	11,215	8,215
42374	SEARCH FEES	244,000	222,000	260,500
42375	TRAINING FEES RECOVERED	32,750	20,950	33,760
45269	ANIMAL BOARDING FEES	8,000	6,000	8,000
User Fees and Sales of Goods Total		349,735	315,410	367,215
<b>Total Revenues</b>		<b>2,654,395</b>	<b>4,273,615</b>	<b>2,846,715</b>
<b>Expenditures</b>				
Benefits				
51100	UNIFORMS	62,710	68,395	61,710
51122	BOOT ALLOWANCE	15,465	15,620	15,620
51146	CLOTHING ALLOWANCE	29,500	27,070	29,500
51285	MEDICALS	1,700	1,700	1,700
51345	PERFORM BASED EMP RECOGNITION	1,500	1,000	1,000
Benefits Total		110,875	113,785	109,530
Capital Contribution				
10300	CAPITAL PROJECTS	0	202,200	0
Capital Contribution Total		0	202,200	0
Contract Services				
52015	CONTRACTS	626,795	580,900	675,335
52020	PROFESSIONAL FEES	7,300	5,795	20,300
52028	GENERAL INSURANCE	2,161	2,161	2,280
52029	LIABILITY INSURANCE	2,000	3,870	4,100
52035	ACCIDENT INSURANCE	3,000	3,000	3,000
52054	MAINT OF EQUIP EXT	5,000	8,020	5,000
52069	PRINTING COSTS	5,000	5,000	5,000
52072	LEGAL FEES	35,000	20,750	35,000
52220	COMPETITION PROFESSIONAL FEES	15,500	5,300	8,500
52387	BANK PROCESSING FEES	2,400	3,330	2,400
Contract Services Total		704,156	638,126	760,915



# Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Equipment Purchases</b>				
54410 EQUIPMENT PURCHASES	99,500	130,025	15,055	18,215
54412 FUNDED EQUIPMENT	0	201,505	0	0
<b>Equipment Purchases Total</b>	<b>99,500</b>	<b>331,530</b>	<b>15,055</b>	<b>18,215</b>
<b>Grants and Contributions</b>				
55024 OTHER GRANTS	7,000	7,000	7,000	7,000
55167 PUBLIC RELATIONS	16,190	11,955	16,090	16,090
<b>Grants and Contributions Total</b>	<b>23,190</b>	<b>18,955</b>	<b>23,090</b>	<b>23,090</b>
<b>Materials and Supplies</b>				
54062 LIABILITY CLAIMS	750	750	750	750
54099 PARTS AND MATERIALS	59,370	62,125	58,705	59,995
54101 AMMUNITION / FIRE ARMS	55,000	55,000	49,500	55,000
54199 SPECIAL OP - PARTS & MATERIALS	23,344	50,414	3,500	3,500
54299 COMPETITION-PARTS & MATERIALS	500	500	500	500
54337 PARTS & MAT - INVESTIGATIONS	27,000	30,130	28,215	27,015
54338 PARTS & MAT - IDENT	21,100	19,230	25,345	21,015
54339 PARTS & MAT - CELLS	24,000	17,890	19,425	19,425
54358 PARTS & MAT - OPERATIONS	16,635	19,060	15,065	15,065
54359 PARTS & MAT - TRU	11,000	11,000	14,500	12,500
54360 PARTS & MAT - NEGOTIATORS	300	300	300	300
54361 PARTS & MAT - ACO	2,800	2,800	2,000	2,000
54363 PARTS & MAT - PSD	10,600	10,100	10,350	10,350
54383 PARTS & MAT - COURT SERVICES	7,000	7,655	7,000	7,000
<b>Materials and Supplies Total</b>	<b>259,399</b>	<b>286,954</b>	<b>235,155</b>	<b>234,415</b>
<b>Other</b>				
51141 PROFESSIONAL DEVELOPMENT	163,750	90,260	163,750	163,750
59003 ADVERTISING	2,500	2,500	2,500	2,500
59006 POLICE BOARD	11,500	6,500	11,650	11,650
59045 LIBRARY	1,800	1,800	2,075	2,075
59048 LUNCHEONS	3,000	1,500	2,500	2,500
59059 MEMBERSHIP	6,820	6,645	7,060	7,060
59098 SUBSCRIPTIONS	450	450	530	530
59137 SPECIAL OP - BUSINESS TRAVEL	1,500	5,695	1,500	1,500
59138 BUSINESS TRAVEL	17,000	16,130	44,250	44,250
59241 SPECIAL PROGRAMS	3,700	0	3,700	3,700
<b>Other Total</b>	<b>212,020</b>	<b>131,480</b>	<b>239,515</b>	<b>239,515</b>
<b>Reserve Appropriation</b>				
58500 POLICE EQUIPMENT B/L 4442	98,000	255,000	264,000	299,000
<b>Reserve Appropriation Total</b>	<b>98,000</b>	<b>255,000</b>	<b>264,000</b>	<b>299,000</b>
<b>Salaries and Wages</b>				
51016 SALARY VACANCY ALLOWANCE	(337,500)	0	(325,000)	(250,000)
51083 REGULAR SALARIES	14,714,086	14,492,941	15,570,119	15,766,721
51084 OVERTIME SALARIES	525,000	495,000	534,000	545,000
51090 SHIFT DIFFERENTIAL	55,000	65,000	65,000	65,000
51094 FUNDED OVERTIME	212,500	308,575	284,000	284,000
51095 SPECIAL DUTY OVERTIME	9,740	7,915	8,055	8,215
51183 SPECIAL OP - SALARIES	219,088	219,088	0	0

# Costing Center Budget Summary

Costing Center: POLICE SERVICE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
51185 SPECIAL OP - OVERTIME	45,000	980,935	45,000	45,000
Salaries and Wages Total	15,442,914	16,569,454	16,181,174	16,463,936
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	6,000	6,695	6,000	6,000
Transfers to/from Internal Accounts Total	6,000	6,695	6,000	6,000
Utilities				
53130 TELEPHONE	11,067	11,067	10,710	10,710
53295 RADIO COSTS	22,000	21,300	0	0
53445 CELLULAR TELEPHONE	37,630	37,145	37,705	37,705
Utilities Total	70,697	69,512	48,415	48,415
<b>Total Expenditures</b>	<b>17,026,751</b>	<b>18,623,691</b>	<b>17,882,848</b>	<b>18,215,126</b>
<b>Net Total</b>	<b>(14,372,356)</b>	<b>(14,350,076)</b>	<b>(15,036,133)</b>	<b>(15,360,656)</b>
<b>Percentage Change</b>			<b>4.62%</b>	

# Costing Center Budget Summary

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Costing Center: POLICE VEHICLES

**Division:** PROTECTIVE  
SERVICES

**Budget Year:** 2022

**Department:** POLICE

**Accounting Reference:** 0073

**Stage:** Approved

**Manager:** Wayne Balcaen

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## Description:

This cost center captures the revenues and expenses associated with the Brandon Police Service Fleet. The BPS Fleet consists of marked and unmarked Police Cruisers, By-Law units, civilian vehicles and an Amoured Rescue Vehicle.

## Comments:

Considerations for the 2022 Budget include:

- Extending replacement cycle of certain units to improve value gleaned from lower mileage units.
- Expanding fleet economically by keeping replaced unit due to be sold off with only costs of insurance and maintenance incurred while losing out on minimal resale value.
- Outsourcing of Police Cruiser upfitting, performed at a lower cost and resulting in less downtime for units

## Outlook:

The growth of the Police Service will dictate the need for growth of the BPS Fleet. Measures are being taken to economically expand the fleet, however the BPS Capital Plan includes the addition of new units planned for 2022 and 2023.

# Costing Center Budget Summary

Costing Center: POLICE VEHICLES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
44500    FEDERAL GOV'T	5,000	0	0	0
Conditional Government Transfers Total	5,000	0	0	0
Other Income				
42999    REVENUE	7,800	7,230	7,235	7,235
Other Income Total	7,800	7,230	7,235	7,235
<b>Total Revenues</b>	<b>12,800</b>	<b>7,230</b>	<b>7,235</b>	<b>7,235</b>
<b>Expenditures</b>				
Contract Services				
52307    LEASED VEHICLES	77,700	76,630	77,700	77,700
Contract Services Total	77,700	76,630	77,700	77,700
Materials and Supplies				
54103    GASOLINE (VEHICLE)	190,000	202,000	190,000	190,000
54104    DIESEL (VEHICLE)	800	800	800	800
54323    INSURANCE DEDUCTIBLE	4,000	4,000	4,000	4,000
Materials and Supplies Total	194,800	206,800	194,800	194,800
Other				
59080    FLEET EQUIP MAINTENANCE	258,550	259,050	283,900	283,900
59318    WASHING VEHICLES	20,000	10,020	10,000	10,000
59993    EQUIPMENT CAPITAL CONTRIBUTION	338,574	338,574	315,637	370,451
Other Total	617,124	607,644	609,537	664,351
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	0	1,055	0	0
Transfers to/from Internal Accounts Total	0	1,055	0	0
<b>Total Expenditures</b>	<b>889,624</b>	<b>892,129</b>	<b>882,037</b>	<b>936,851</b>
<b>Net Total</b>	<b>(876,824)</b>	<b>(884,899)</b>	<b>(874,802)</b>	<b>(929,616)</b>
<b>Percentage Change</b>			<b>(0.23%)</b>	

# Costing Center Budget Summary

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Costing Center: BUSINESS & INFRASTRUCTURE PLANNING

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUSINESS &  
INFRASTRUCTURE  
PLANNING  
**Stage:** Approved

**Budget Year:** 2022

**Accounting Reference:** 0120

**Manager:** Dean Hammond

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## Description:

This cost center captures the administrative costs for the General Manager of Corporate Services.

## Comments:

## Outlook:

# Costing Center Budget Summary

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*Costing Center: BUSINESS & INFRASTRUCTURE PLANNING*

No Data Available

# Costing Center Budget Summary

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Costing Center: E 911 COMMUNICATIONS

**Division:** PROTECTIVE  
SERVICES  
**Department:** COMMUNICATIONS  
(911)  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1911  
**Manager:** Robert Stewart

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## Description:

This account covers the operating costs and associated revenues of the Brandon Public Safety Answering Point (PSAP).

## Comments:

The City of Brandon began offering E911 services to Municipalities in September of 1996. The Emergency Communications department is located on the second floor of #1 Fire Hall. In the event that the primary site is unusable, the centre has a backup site located in the basement of the A.R. McDiarmid Building at 638 Princess Avenue.

The E911 Centre provides call-taking and dispatching services to approximately 495,000 Provincial residents, in 120 Municipalities, outside of the City of Winnipeg. Services are also provided to 1 National Park, 12 Provincial Parks, 8 First Nations, and 220 Fire Departments.

Revenues are collected through a per capita fee for Municipal E911 clients. Services are also contracted with other agencies such as Provincial and National parks, the Office of the Fire Commissioner (OFC), and the Emergency Measures Organization (EMO). Fees are subject to change each year, with notice sent to each client in October.

Public Safety Answering Points (PSAP's) are governed by regulations administered by the Emergency Measures Organization (EMO), on behalf of the Minister. Licenses are issued through that body, and must be renewed every 5 years. The City of Brandon licenses were last renewed in 2020.

Fair-market rents for the Emergency Communication Centre facilities are included as an operational expense of the department. Rental revenues for such are recognized in the Property Administration costing center. The goal is to pass all relevant costs on to the purchasers of 911 and dispatch services such that the citizens of Brandon do not end up subsidizing these services.

Digital radio system equipment and services used on the Public Safety Communications System (PSCS) are provided at no cost through the province to Manitoba PSAPs.

## Outlook:

The Province is content with the current service model (communities subscribing to 911 service through contracts with a third party). They are reviewing ways to encourage smaller communities not already subscribed to take on 911 service, with an eye toward Northern populations.

E911/Police Operator - Dispatcher Division Collective Agreement expires December 31, 2021.

# Costing Center Budget Summary

Costing Center: E 911 COMMUNICATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42990 RECEIPTS	10,000	10,000	10,000	10,000
42999 REVENUE	2,399,498	2,399,498	2,468,628	2,539,254
Other Income Total	2,409,498	2,409,498	2,478,628	2,549,254
User Fees and Sales of Goods				
42286 FIRE COMM/MEMO DISPATCH FEE	8,230	8,230	8,231	8,411
User Fees and Sales of Goods Total	8,230	8,230	8,231	8,411
<b>Total Revenues</b>	<b>2,417,728</b>	<b>2,417,728</b>	<b>2,486,858</b>	<b>2,557,665</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	147,208	120,708	96,041	98,922
52079 BUILDING RENTAL	21,929	21,929	21,929	21,929
52232 E911 CHARGES	224,751	224,751	231,592	238,539
52292 SOFTWARE LICENSES & MTNCE	1,225	1,225	2,054	2,054
Contract Services Total	395,113	368,613	351,616	361,444
Equipment Purchases				
54410 EQUIPMENT PURCHASES	39,050	30,050	6,863	7,000
Equipment Purchases Total	39,050	30,050	6,863	7,000
Materials and Supplies				
54099 PARTS AND MATERIALS	8,250	8,250	5,250	7,500
Materials and Supplies Total	8,250	8,250	5,250	7,500
Other				
51141 PROFESSIONAL DEVELOPMENT	22,565	14,540	23,888	28,080
59048 LUNCHEONS	680	680	550	605
59059 MEMBERSHIP	2,970	2,970	2,970	2,970
59138 BUSINESS TRAVEL	2,800	800	2,000	2,000
59156 PUBLIC EDUCATION	3,000	3,000	2,000	2,500
Other Total	32,015	21,990	31,408	36,155
Reserve Appropriation				
58513 E-911 EQUIPMENT B/L 6563	0	0	0	70,000
Reserve Appropriation Total	0	0	0	70,000
Salaries and Wages				
51017 TRAINING PAY	3,750	3,750	3,000	3,000
51083 REGULAR SALARIES	1,662,018	1,523,792	1,719,200	1,761,941
51084 OVERTIME SALARIES	80,000	120,000	90,000	90,000
51090 SHIFT DIFFERENTIAL	17,710	17,710	18,241	18,789
51227 SPECIAL OT PAYMENTS	21,938	21,938	23,066	23,758
Salaries and Wages Total	1,785,416	1,687,190	1,853,507	1,897,488
Utilities				
53130 TELEPHONE	8,982	8,982	7,117	7,141



# Costing Center Budget Summary

Costing Center: E 911 COMMUNICATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
53295 RADIO COSTS	1,824	924	0	0
Utilities Total	10,806	9,906	7,117	7,141
<b>Total Expenditures</b>	<b>2,270,650</b>	<b>2,125,999</b>	<b>2,255,760</b>	<b>2,386,728</b>
<b>Net Total</b>	<b>147,078</b>	<b>291,729</b>	<b>231,098</b>	<b>170,937</b>
<b>Percentage Change</b>			<b>57.13%</b>	

# Costing Center Budget Summary

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Costing Center: POLICE DISPATCH

**Division:** PROTECTIVE  
SERVICES  
**Department:** COMMUNICATIONS  
(911)  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1912  
**Manager:** Robert Stewart

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## Description:

This cost center is for the operating costs, and associated revenues, for the Police Dispatching Centre.

## Comments:

The Emergency Communications department, located on the second floor of #1 Fire Hall, provides full dispatching services to Brandon Police Service. The center also provides partial dispatching services to Altona, Winkler, Morden, Rivers, and Ste. Anne, as well as Manitoba First Nations Police Service (MFNPS). Dispatching services are also provided to the Enforcement Branch of Environmental & Climate Change Canada's Manitoba personnel.

Fair-market rents for the Emergency Communication Centre facilities are included as an operational expense of the department. Rental revenues for such are recognized in the Property Administration costing center. The goal is to pass all relevant costs on to the purchasers of 911 and dispatch services such that the citizens of Brandon do not end up subsidizing these services.

## Outlook:

As resources allow, the department will seek other dispatching opportunities which would compliment the range of services currently provided.

E911/Police Operator - Dispatcher Division Collective Agreement expires December 31, 2021.

# Costing Center Budget Summary

Costing Center: POLICE DISPATCH

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42288    POLICE DISPATCH FEES	519,552	488,991	560,495	576,796
User Fees and Sales of Goods Total	519,552	488,991	560,495	576,796
<b>Total Revenues</b>	<b>519,552</b>	<b>488,991</b>	<b>560,495</b>	<b>576,796</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	32,510	31,010	15,541	16,007
52079    BUILDING RENTAL	16,000	16,000	16,000	16,000
52292    SOFTWARE LICENSES & MTNCE	725	725	613	613
Contract Services Total	49,235	47,735	32,154	32,620
Equipment Purchases				
54410    EQUIPMENT PURCHASES	6,050	3,050	2,288	3,000
Equipment Purchases Total	6,050	3,050	2,288	3,000
Materials and Supplies				
54099    PARTS AND MATERIALS	2,750	2,750	1,750	2,500
Materials and Supplies Total	2,750	2,750	1,750	2,500
Other				
51141    PROFESSIONAL DEVELOPMENT	8,355	5,680	7,963	9,360
59138    BUSINESS TRAVEL	1,200	200	400	400
Other Total	9,555	5,880	8,363	9,760
Salaries and Wages				
51017    TRAINING PAY	3,750	3,750	3,000	3,000
51083    REGULAR SALARIES	1,659,768	1,521,542	1,716,950	1,759,691
51084    OVERTIME SALARIES	80,000	115,000	90,000	90,000
51090    SHIFT DIFFERENTIAL	17,710	17,710	18,241	18,789
51227    SPECIAL OT PAYMENTS	21,937	21,937	23,066	23,758
Salaries and Wages Total	1,783,165	1,679,939	1,851,257	1,895,238
Utilities				
53130    TELEPHONE	2,345	2,345	2,585	2,585
53295    RADIO COSTS	1,824	924	0	0
Utilities Total	4,169	3,269	2,585	2,585
<b>Total Expenditures</b>	<b>1,854,924</b>	<b>1,742,623</b>	<b>1,898,395</b>	<b>1,945,703</b>
<b>Net Total</b>	<b>(1,335,372)</b>	<b>(1,253,632)</b>	<b>(1,337,900)</b>	<b>(1,368,908)</b>
<b>Percentage Change</b>			<b>0.19%</b>	

# Costing Center Budget Summary

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Costing Center: AFFORDABLE HOUSING

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> COMMUNITY WELLNESS	<b>Accounting Reference:</b> 2490
<b>Stage:</b> Approved	<b>Manager:</b> Dean Hammond

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## Description:

This cost center centralizes the tracking of affordable housing grants that the City of Brandon provides as part of the overall strategy to increase the availability of affordable housing in Brandon.

## Comments:

All approved affordable housing tax-offsetting grants will appear under tax credits with appropriate descriptions and all capital grants will appear under capital grants with appropriate descriptions.

The following property tax offsetting grants are included in this budget:

- Western Manitoba Seniors Housing Co-op (WMSHC) at 620 McDiarmid Drive and 2105 Brandon Avenue.
- Community Health and Housing Association Westman Region Inc. (formerly known as CMHA Western MB Region) at 1202 Rosser Avenue, 22 - 11th Street and 19 - 13th Street.
- Youth For Christ projects at 139 - 5th Street, 705 Lorne Avenue and 701 Rosser Avenue.
- 10034391 Manitoba Ltd. projects at 2605 Rosser Avenue, 618 - 12th Street and 847 - 1th Street.
- 5853452 MB Ltd project at 338 Louise Avenue.

The following capital grants are also included in this budget:

- \$18,000 - Final milestone grant payment to 5853452 Manitoba Ltd for the 338 Louise Avenue project. Total approved grant is \$180,000.
- \$1,404,000 – Milestone grant payments to 7571861 Manitoba Ltd for the 415 - 25th Street project. Total approved grant is \$1,560,000.
- \$891,000 – Milestone grant payments to 5853452 Manitoba Ltd for 660 7th Street and 725 Van Horne Avenue. Total approved grant is \$990,000.
- \$612,000 – Milestone grant payments to Vionell Holdings Partnership for 20 27th Street North, 802 11th Street and 354 8th Street. Total approved grant is \$680,000.

## Outlook:

Demand for affordable housing in Brandon remains high and the Affordable Housing Reserve balance is low. Private developers continue to express interest in developing affordable housing if the required incentives are available. With the new City of Brandon Community Housing and Wellness Coordinator position in place, over time, we project increased activity related to affordable housing capital and tax offsetting grants.

# Costing Center Budget Summary

Costing Center: AFFORDABLE HOUSING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	0	3,715,650	412,850
Conditional Government Transfers Total	0	0	3,715,650	412,850
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>3,715,650</b>	<b>412,850</b>
<b>Expenditures</b>				
Grants and Contributions				
55442 TAX CREDITS	88,620	66,975	122,273	105,397
55499 CAPITAL GRANTS	230,400	212,400	3,733,650	412,850
Grants and Contributions Total	319,020	279,375	3,855,923	518,247
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(230,400)	(212,400)	(18,000)	0
Transfers to/from Internal Accounts Total	(230,400)	(212,400)	(18,000)	0
<b>Total Expenditures</b>	<b>88,620</b>	<b>66,975</b>	<b>3,837,923</b>	<b>518,247</b>
<b>Net Total</b>	<b>(88,620)</b>	<b>(66,975)</b>	<b>(122,273)</b>	<b>(105,397)</b>
<b>Percentage Change</b>			<b>37.97%</b>	

# Costing Center Budget Summary

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Costing Center: HOUSING & WELLNESS

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> COMMUNITY WELLNESS	<b>Accounting Reference:</b> 2489
<b>Stage:</b> Approved	<b>Manager:</b> Dean Hammond

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## Description:

This cost center provides funding to support the Brandon Neighbourhood Renewal Corporation's (BNRC) core operations, an annual allocation to the Affordable Housing Reserve and the costs associated with the Community Housing and Wellness Coordinator position.

## Comments:

The City's annual financial contribution to the BNRC includes \$46,000 for core funding which is augmented through in-kind contributions of payroll services. The affordable housing reserve is used to provide incentives and/or cover costs associated with initiatives that facilitate the development of affordable housing units in Brandon.

## Outlook:

Brandon continues to experience a low rental vacancy rate, shrinking supply of affordable rental and owned housing, increasing numbers of low to moderate income households, and rising prices of available housing stock. A slight softening in the Brandon rental market has generated increased interest from private developers to consider the development of affordable housing. Based on these factors and the creating of a new Community Housing and Wellness Coordinator, we anticipate continued upward pressure on this cost center.

# Costing Center Budget Summary

Costing Center: HOUSING & WELLNESS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015	77,000	50,483	46,000	46,000
52019	0	0	13,000	0
52069	0	32	0	50
Contract Services Total	77,000	50,515	59,000	46,050
Equipment Purchases				
54410	0	4,236	0	0
Equipment Purchases Total	0	4,236	0	0
Materials and Supplies				
54099	0	0	100	200
Materials and Supplies Total	0	0	100	200
Other				
51141	0	175	1,500	1,500
59059	0	175	925	950
59138	0	200	500	750
59241	0	1,300	3,000	3,000
Other Total	0	1,850	5,925	6,200
Reserve Appropriation				
58505	105,800	105,800	0	200,000
Reserve Appropriation Total	105,800	105,800	0	200,000
Salaries and Wages				
51083	0	31,000	80,523	84,301
51084	0	172	200	500
Salaries and Wages Total	0	31,172	80,723	84,801
Transfers to/from Internal Accounts				
59997	0	0	(13,000)	0
Transfers to/from Internal Accounts Total	0	0	(13,000)	0
Utilities				
53130	0	1,006	506	506
Utilities Total	0	1,006	506	506
<b>Total Expenditures</b>	<b>182,800</b>	<b>194,579</b>	<b>133,254</b>	<b>337,757</b>
<b>Net Total</b>	<b>(182,800)</b>	<b>(194,579)</b>	<b>(133,254)</b>	<b>(337,757)</b>
<b>Percentage Change</b>			<b>(27.10%)</b>	

# Costing Center Budget Summary

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Costing Center: URBAN RENEWAL

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> COMMUNITY WELLNESS	<b>Accounting Reference:</b> 2492
<b>Stage:</b> Approved	<b>Manager:</b> Dean Hammond

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## Description:

This cost center provides core funding for the Brandon Downtown Development Corporation (BDDC) to enable them to implement initiatives that contribute to the revitalization of Downtown Brandon, as per their established mandate.

## Comments:

The City of Brandon's funding for the BDDC has always been considered core organizational funding that enables the organization to fulfill their mandate of revitalizing downtown Brandon. The core funding also enables the organization to leverage investments from other parties such as other levels of Government and the private sector.

Recognizing the downtown is a unique area of the City requiring geographic specific levels of service delivery, additional funds have been budgeted in 2022 to enhance Municipal service delivery in the downtown. The additional funds budgeted for enhanced Municipal service delivery in the downtown are viewed as critical in supporting ongoing downtown revitalization efforts and proactively dealing with the increased challenges the downtown area is currently facing.

The budget for private security in the downtown was transferred this year from the Parks cost center to the Urban Renewal Cost Centre to allow downtown municipal investments to be captured in one cost center.

The 2022 budget includes additional funds for downtown services, the downtown Ambassador program and downtown wellness & safety added by Council during budget deliberations.

## Outlook:

BDDC's investments in the downtown continue to generate positive economic returns, despite the funds available to the organization being modest. Efforts continue to secure a guaranteed funding relationship between BDDC and the Province of Manitoba. In the meantime, the organization continues to apply to the Province of Manitoba for funding assistance on a project by project basis when the opportunity presents itself. Enhanced Municipal service delivery in the downtown is anticipated to be a long-term requirement if we wish to achieve the established downtown vision. There has been positive progress made in efforts to revitalize Downtown Brandon, however, there remains much to do. Government funding is essential to continuing the positive momentum.



# Costing Center Budget Summary

Costing Center: URBAN RENEWAL

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	300,000	300,000	530,785	530,785
Contract Services Total	300,000	300,000	530,785	530,785
<b>Total Expenditures</b>	<b>300,000</b>	<b>300,000</b>	<b>530,785</b>	<b>530,785</b>
<b>Net Total</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(530,785)</b>	<b>(530,785)</b>
<b>Percentage Change</b>			<b>76.93%</b>	

# Costing Center Budget Summary

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Costing Center: ENVIRONMENTAL INITIATIVES

<b>Division:</b> GENERAL GOVERNMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> ENVIRONMENTAL INITIATIVES	<b>Accounting Reference:</b> 0143
<b>Stage:</b> Approved	<b>Manager:</b> Dean Hammond

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## Description:

This cost center funds Environmental Initiatives in order to help address issues such as climate change, environmental stewardship in energy, waste, water, and land, and strategies related to reducing greenhouse gas emissions at both a community and corporate level.

## Comments:

Environmental Initiatives is a section of the Operational Services Division which reports to the General Manager of Operations. The operating budget is used to support the Environmental Strategic Plan as adopted by City Council in 2007 and further adopted in June of 2013. Included are funds for the Environmental Strategic Plan to be updated, Bee City, Environment Committee, stormwater education, rain garden program, Earth Day, reducing greenhouse gas emissions and the 4R Waste Ambassador Program.

The update to the Environmental Strategic Plan is contingent on a proposed grant through the Federation of Canadian Municipalities. If unsuccessful, the project will be delayed until 2023.

The 2022 budget includes a casual position to assist with the 4R Waste Ambassador Program, Eco Day, waste diversion, the Brandon Environment Committee and other public outreach activities related to environmental initiatives.

## Outlook:

The area of Environmental Initiatives will only continue to expand and take on new roles and initiatives as society becomes more aware of changes to help protect our environment. The City of Brandon is recognized for being a leader with new environmental initiatives and will continue to be environmental stewards for the citizens of Brandon. As this section continues to grow and provide a vital component to the quality of life in the City of Brandon, additional resources and support will be required to sustain this section.

# Costing Center Budget Summary

Costing Center: ENVIRONMENTAL INITIATIVES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	61,000	17,200	165,000	15,000
Income from Enterprises Total	61,000	17,200	165,000	15,000
<b>Total Revenues</b>	<b>61,000</b>	<b>17,200</b>	<b>165,000</b>	<b>15,000</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	53,000	701	3,000	3,000
52019 CONSULTING FEES	0	0	165,000	0
Contract Services Total	53,000	701	168,000	3,000
Materials and Supplies				
54099 PARTS AND MATERIALS	13,000	14,200	13,000	13,400
Materials and Supplies Total	13,000	14,200	13,000	13,400
Other				
51141 PROFESSIONAL DEVELOPMENT	4,800	1,875	829	10,000
59003 ADVERTISING	11,000	11,000	15,000	15,000
59048 LUNCHEONS	750	250	500	500
59059 MEMBERSHIP	0	129	130	130
59098 SUBSCRIPTIONS	0	0	1,006	1,006
59138 BUSINESS TRAVEL	1,000	750	1,000	1,000
59156 PUBLIC EDUCATION	10,000	8,000	5,000	5,000
59241 SPECIAL PROGRAMS	40,000	40,000	15,000	15,000
Other Total	67,550	62,004	38,465	47,636
Salaries and Wages				
51083 REGULAR SALARIES	117,192	116,547	112,095	113,807
51084 OVERTIME SALARIES	3,500	2,500	3,500	3,500
51090 SHIFT DIFFERENTIAL	50	25	10	10
Salaries and Wages Total	120,742	119,072	115,605	117,317
Utilities				
53130 TELEPHONE	501	501	499	499
Utilities Total	501	501	499	499
<b>Total Expenditures</b>	<b>254,793</b>	<b>196,478</b>	<b>335,569</b>	<b>181,852</b>
<b>Net Total</b>	<b>(193,793)</b>	<b>(179,278)</b>	<b>(170,569)</b>	<b>(166,852)</b>
<b>Percentage Change</b>			<b>(11.98%)</b>	

# Costing Center Budget Summary

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Costing Center: CORPORATE COMMUNICATIONS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** INFORMATION  
TECHNOLOGY  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2089  
**Manager:** Todd Burton

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## Description:

This cost center is to cover the salary and general operating expenses for the Corporate Communications section of the Innovation, Technology, and Communications department.

## Comments:

Corporate Communications is responsible for the planning, development, implementation & coordination of internal and external communication and public relations strategies and activities for the City of Brandon.

## Outlook:

Corporate Communications will continue to work with the corporation to develop and deliver strategic messages for the City, including news releases and promotional publications, newsletters, budget communications, and social media marketing.

# Costing Center Budget Summary

Costing Center: CORPORATE COMMUNICATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52069 PRINTING COSTS	100	100	100	100
Contract Services Total	100	100	100	100
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	700	0
Equipment Purchases Total	0	0	700	0
Materials and Supplies				
54099 PARTS AND MATERIALS	200	150	0	0
Materials and Supplies Total	200	150	0	0
Other				
51141 PROFESSIONAL DEVELOPMENT	3,655	1,455	3,680	3,900
59003 ADVERTISING	1,000	1,000	1,000	1,050
59048 LUNCHEONS	200	40	200	200
59059 MEMBERSHIP	355	210	355	355
59098 SUBSCRIPTIONS	150	150	150	150
Other Total	5,360	2,855	5,385	5,655
Salaries and Wages				
51083 REGULAR SALARIES	89,754	89,214	96,568	96,568
51084 OVERTIME SALARIES	1,440	1,980	1,600	1,600
Salaries and Wages Total	91,194	91,194	98,168	98,168
Utilities				
53130 TELEPHONE	502	552	1,200	500
Utilities Total	502	552	1,200	500
<b>Total Expenditures</b>	<b>97,356</b>	<b>94,851</b>	<b>105,553</b>	<b>104,423</b>
<b>Net Total</b>	<b>(97,356)</b>	<b>(94,851)</b>	<b>(105,553)</b>	<b>(104,423)</b>
<b>Percentage Change</b>			<b>8.42%</b>	

# Costing Center Budget Summary

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Costing Center: INFORMATION TECHNOLOGY

<b>Division:</b> GENERAL GOVERNMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> INFORMATION TECHNOLOGY	<b>Accounting Reference:</b> 0031
<b>Stage:</b> Approved	<b>Manager:</b> Todd Burton

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## Description:

This cost center captures the administrative and operational costs associated with the Information Technology section of the Innovation, Technology, and Communications Department.

## Comments:

The I. T. Section of the Innovation, Technology, and Communications Department looks after all software packages for the city, which include:

Diamond - Enterprise Resource Planning (ERP) system  
Avanti - Human Resources and Payroll system  
CityWorks for asset management  
City View for permitting  
ESRI (Environmental Systems Research Institute) for mapping  
Fusion for facility bookings  
and numerous other applications.

The section performs custom development of highly specialized applications and interfaces, as well as looking after 25+ corporate websites and a social media presence. Over 400 desktop computers and laptops are maintained on a complex Cisco based network of fibre optic cable and wireless links, as well as over 100 servers, and approximately 300 VOIP (voice over internet phone) phones.

Support is provided to all City departments including Police, Fire, and Provincial 911.

The section strives to maintain a current IT infrastructure that can be effectively leveraged to assist the city in providing cost effective services. Technology is critical in ensuring the needs of the citizens of Brandon are met.

With the increasing number of cyber-attacks focused on municipalities and public sector organizations, we continually strengthen our security infrastructure and frameworks used to protect the organization.

The rapid increased requirement for remote working as well as video conferencing becoming the norm rather than the exception, the corporation has seen a large charge in the work requirements of computer equipment. This is resulting in an increased requirement for laptops and tablets which are more expensive than desktop computers and this is driving up the cost of computer equipment purchases.

## Outlook:

The I. T. section will continue to focus on keeping technology infrastructure current and on exploring areas that will give our clients more value.

We will monitor the industry to see what trends are emerging and how they can be leveraged for the city. Specific areas include security, online citizen services, and technology for flexible working needs.

# Costing Center Budget Summary

Costing Center: INFORMATION TECHNOLOGY

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42988 MISCELLANEOUS REVENUE	1,000	1,000	1,000	1,000
Other Income Total	1,000	1,000	1,000	1,000
<b>Total Revenues</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	0	122	0	0
Benefits Total	0	122	0	0
Contract Services				
52019 CONSULTING FEES	30,000	20,000	30,000	31,000
52028 GENERAL INSURANCE	133	133	143	145
52029 LIABILITY INSURANCE	1,156	1,156	5,256	5,361
52054 MAINT OF EQUIP EXT	25,000	23,127	25,000	25,500
52292 SOFTWARE LICENSES & MTNCE	811,698	811,698	818,930	854,431
52305 CONTRACTED COMPUTER MAINT.	251,735	251,735	265,850	257,000
Contract Services Total	1,119,722	1,107,849	1,145,178	1,173,437
Equipment Purchases				
54410 EQUIPMENT PURCHASES	165,850	164,850	219,380	224,000
54411 NETWORK EQUIPMENT	50,600	50,851	50,600	51,600
Equipment Purchases Total	216,450	215,701	269,980	275,600
Materials and Supplies				
54103 GASOLINE (VEHICLE)	800	800	800	800
54118 OFFICE SUPPLIES	4,600	7,100	4,600	4,600
Materials and Supplies Total	5,400	7,900	5,400	5,400
Other				
51141 PROFESSIONAL DEVELOPMENT	31,000	3,800	30,000	42,000
59048 LUNCHEONS	500	300	500	500
59059 MEMBERSHIP	750	750	750	750
59080 FLEET EQUIP MAINTENANCE	3,000	3,000	4,500	4,500
59138 BUSINESS TRAVEL	2,000	500	2,000	2,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,208	2,208	1,991	2,317
Other Total	39,458	10,558	39,741	52,067
Reserve Appropriation				
58539 TECHNOLOGY RESERVE B/L 7162	300,000	300,000	0	350,000
Reserve Appropriation Total	300,000	300,000	0	350,000
Salaries and Wages				
51083 REGULAR SALARIES	1,276,501	1,194,357	1,312,935	1,334,974
51084 OVERTIME SALARIES	30,000	30,000	30,000	30,000
Salaries and Wages Total	1,306,501	1,224,357	1,342,935	1,364,974
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(16,045)	(16,045)	(21,000)	(21,000)
Transfers to/from Internal Accounts Total	(16,045)	(16,045)	(21,000)	(21,000)
Utilities				
53130 TELEPHONE	8,656	10,856	8,618	8,800

# Costing Center Budget Summary

Costing Center: INFORMATION TECHNOLOGY

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
59134 DATA COMMUNICATIONS	16,544	16,544	15,975	16,775
Utilities Total	25,200	27,400	24,593	25,575
<b>Total Expenditures</b>	<b>2,996,685</b>	<b>2,877,841</b>	<b>2,806,828</b>	<b>3,226,054</b>
<b>Net Total</b>	<b>(2,995,685)</b>	<b>(2,876,841)</b>	<b>(2,805,828)</b>	<b>(3,225,054)</b>
<b>Percentage Change</b>			<b>(6.34%)</b>	



# Costing Center Budget Summary

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Costing Center: ACCESSIBILITY

**Division:** PROTECTIVE  
SERVICES  
**Department:** RISK & EMERGENCY  
MGMT  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2473  
**Manager:** Dean Hammond

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## Description:

This cost center captures administrative expenses relating to the City's accessibility plan.

## Comments:

The Accessibility for Manitobans Act, enacted by the Province of Manitoba in 2013 requires the Province, Municipalities, and various agencies to have in place an accessibility plan. The City's plan was developed in 2016 and is reviewed with a view to meeting legal and moral obligations. No revisions have been required to date. This ongoing program will incur administrative expenses for things such as training, advertising, and translation services.

The Accessibility Working Groups continue to consult and work with user groups and city employees to further incorporate accessibility within the City's culture. The City's orientation process now includes an accessibility training component.

For 2022, no expenses have been formally budgeted. Because operating expenditures related to accessibility are minor in nature and difficult to predict for budget purposes, the City will instead accommodate these as they happen.

## Outlook:

According to the Act, the City can expect additional standards to be added every two years. These will include accessible information and communication, accessible built environment and accessible transportation. There will also be capital expenses as various improvements are made to the built environment.

The Accessibility Program will continue to embrace accessibility and address legislated requirements related to these issues.

# Costing Center Budget Summary

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*Costing Center: ACCESSIBILITY*

No Data Available

# Costing Center Budget Summary

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Costing Center: EMERGENCY MANAGEMENT

**Division:** PROTECTIVE  
SERVICES  
**Department:** RISK & EMERGENCY  
MGMT  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2472  
**Manager:** Dean Hammond

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## Description:

This cost center captures the administrative costs for Emergency Management.

## Comments:

The Emergency Manager facilitates, develops, and manages two interrelated networks. One network is internal and operates within the City organization and is structured around the Brandon Emergency Plan to ensure preparedness for emergency response. The second operates as a partnership with various businesses and agencies within the community and is most commonly known as the Brandon Emergency Support Team (BEST). This partnership provides resources for public information, supports response activities and is a knowledge resource for planning. Industry memberships in BEST support the costs associated with conducting a full scale emergency exercise as well as emergency preparedness promotional activities and materials. The Brandon Emergency Alerting Program (BEAP) continues to monitor development within the city and is prepared to expand the number of siren stations (currently 11) to accommodate growth. BEAP also continues to enhance overall community awareness and acceptance of this emergency notification system and now includes Twitter notifications as part of the system.

## Outlook:

It is expected that growth in the Emergency Management Program will continue at a slow but steady pace as many aspects of the program mature. Community based exercises and other programs will continue. The City's emergency siren alerting system will require an additional 2 to 4 siren stations over the next several years as well as a refurbishment program for the existing sirens. Timing of new siren installations is dependent on future growth of the city.

# Costing Center Budget Summary

Costing Center: EMERGENCY MANAGEMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	32,945	81,255	14,033	0
Income from Enterprises Total	32,945	81,255	14,033	0
Other Income				
42999 REVENUE	45,000	33,635	45,000	45,000
Other Income Total	45,000	33,635	45,000	45,000
<b>Total Revenues</b>	<b>77,945</b>	<b>114,890</b>	<b>59,033</b>	<b>45,000</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	122	0	0	0
Benefits Total	122	0	0	0
Capital Contribution				
10300 CAPITAL PROJECTS	57,000	57,000	0	42,000
Capital Contribution Total	57,000	57,000	0	42,000
Contract Services				
52028 GENERAL INSURANCE	200	200	212	216
Contract Services Total	200	200	212	216
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	3,500	1,000	1,000
54103 GASOLINE (VEHICLE)	1,134	1,134	1,125	1,200
Materials and Supplies Total	2,134	4,634	2,125	2,200
Other				
51141 PROFESSIONAL DEVELOPMENT	5,500	1,500	8,000	2,000
59048 LUNCHEONS	500	250	500	500
59059 MEMBERSHIP	230	0	230	230
59080 FLEET EQUIP MAINTENANCE	3,500	3,500	4,500	4,500
59138 BUSINESS TRAVEL	2,290	400	2,290	2,290
59156 PUBLIC EDUCATION	35,000	24,000	35,000	35,000
59256 EMERGENCY ALERT SYSTEM	3,500	2,432	29,150	3,500
59911 EMERGENCY RESPONSE	0	135,700	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,888	2,888	2,628	3,058
Other Total	53,408	170,670	82,298	51,078
Salaries and Wages				
51083 REGULAR SALARIES	113,380	125,135	114,664	115,551
51084 OVERTIME SALARIES	0	3,327	0	0
Salaries and Wages Total	113,380	128,462	114,664	115,551
Utilities				
53046 POWER	1,045	1,045	1,075	1,100
53130 TELEPHONE	502	502	500	500
Utilities Total	1,547	1,547	1,575	1,600
<b>Total Expenditures</b>	<b>227,791</b>	<b>362,513</b>	<b>200,874</b>	<b>212,644</b>
<b>Net Total</b>	<b>(149,846)</b>	<b>(247,623)</b>	<b>(141,841)</b>	<b>(167,644)</b>
<b>Percentage Change</b>			<b>(5.34%)</b>	

# Costing Center Budget Summary

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Costing Center: *INSURANCE EXPENSES*

**Division:** PROTECTIVE  
SERVICES  
**Department:** RISK & EMERGENCY  
MGMT  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0060  
**Manager:** Dean Hammond

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## Description:

This cost center includes the insurance premiums for the City's buildings, contents, and/or machinery assets, as well as the premiums for City and third-party liability insurance.

## Comments:

Specific insurance costs are allocated to operating departments and the Utility Fund wherever possible. Insurance for third-party partner organizations (covered under the City's policy), are billed for their respective insurance premiums. Any insurance costs which cannot otherwise be allocated to a user department or third party will remain in this cost center.

## Outlook:

Insurance premiums for both property damages and liabilities have been very volatile over the last few years. Insurers continue to be reluctant to take on municipal insurance due to the high risks associated with weather-related (and climate change) claims.

The Association of Manitoba Municipalities (AMM) has recently provided rate subsidization rebates in order to stabilize the impacts of increasing insurance costs, however these cannot be relied upon from year to year.

# Costing Center Budget Summary

Costing Center: INSURANCE EXPENSES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	165,841	181,294	179,477	183,067
52029 LIABILITY INSURANCE	236,758	308,519	290,955	296,774
52030 FIDELITY INSURANCE	7,234	5,464	5,459	5,568
52035 ACCIDENT INSURANCE	600	1,139	645	658
Contract Services Total	410,433	496,416	476,536	486,067
Other				
52155 REBATES OR SURCHARGES	(80,000)	(264,383)	(120,000)	(100,000)
Other Total	(80,000)	(264,383)	(120,000)	(100,000)
Transfers to/from Internal Accounts				
52997 PREMIUM RECOVERIES	(239,116)	(276,972)	(280,549)	(286,160)
Transfers to/from Internal Accounts Total	(239,116)	(276,972)	(280,549)	(286,160)
<b>Total Expenditures</b>	<b>91,317</b>	<b>(44,939)</b>	<b>75,987</b>	<b>99,907</b>
<b>Net Total</b>	<b>(91,317)</b>	<b>44,939</b>	<b>(75,987)</b>	<b>(99,907)</b>
<b>Percentage Change</b>			<b>(16.79%)</b>	

# Costing Center Budget Summary

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Costing Center: RISK MANAGEMENT

**Division:** PROTECTIVE  
SERVICES  
**Department:** RISK & EMERGENCY  
MGMT  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2471  
**Manager:** Dean Hammond

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## Description:

This cost center captures the administrative costs for the Risk Management department.

## Comments:

Risk Management administers the City's insurance program. This includes oversight of the City's insurance portfolio as well as claims management. Risk Management will continue to raise the profile of risk management so that it will be a component of all City activities. This will encompass increased inspections; capturing and utilizing data to understand and compare risk situations; making recommendations to user departments on how to reduce risk exposure for the City and its citizens; and providing training to employees.

## Outlook:

Risk Management will continue to use training and education to enhance the City's organizational risk management processes. Public education and awareness will continue to further expose residents to a better understanding of their risk management responsibilities.

# Costing Center Budget Summary

Costing Center: RISK MANAGEMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	40	0	0	0
Benefits Total	40	0	0	0
Contract Services				
52069 PRINTING COSTS	0	0	1,000	1,000
Contract Services Total	0	0	1,000	1,000
Materials and Supplies				
54099 PARTS AND MATERIALS	750	375	750	750
54323 INSURANCE DEDUCTIBLE	0	5,000	0	0
Materials and Supplies Total	750	5,375	750	750
Other				
51141 PROFESSIONAL DEVELOPMENT	3,000	2,175	5,400	3,900
59003 ADVERTISING	4,000	2,300	0	0
59048 LUNCHEONS	500	0	500	500
59059 MEMBERSHIP	85	0	85	85
59138 BUSINESS TRAVEL	1,300	0	550	550
Other Total	8,885	4,475	6,535	5,035
Salaries and Wages				
51083 REGULAR SALARIES	103,586	89,586	105,305	106,675
Salaries and Wages Total	103,586	89,586	105,305	106,675
Utilities				
53130 TELEPHONE	934	2,602	1,000	1,000
Utilities Total	934	2,602	1,000	1,000
<b>Total Expenditures</b>	<b>114,195</b>	<b>102,038</b>	<b>114,590</b>	<b>114,460</b>
<b>Net Total</b>	<b>(114,195)</b>	<b>(102,038)</b>	<b>(114,590)</b>	<b>(114,460)</b>
<b>Percentage Change</b>			<b>0.35%</b>	



# Costing Center Budget Summary

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Costing Center: ENGINEERING SERVICES

**Division:** TRANSPORTATION  
SERVICES  
**Department:** ENGINEERING  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0132  
**Manager:** Mark Allard

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## Description:

This cost center captures the costs associated with the Engineering section of Development Services. The appropriation of funds to reserves are recorded in this cost center and revenues recorded are generated from driveway, footing and crossing permits as well as Development Charges.

## Comments:

DC Revenue projections are down for 2022. Definitions for Professional Development, Contracts, Consulting Fees and Software Licensing & Maintenance and Library have changed from previous years. An overall increase of \$15,000 in these categories is recognized from 2021 to 2022. The need for a Movement Study has been deferred to 2023, however funds are proposed for the final development of Municipal Servicing Standards and a review Standard Construction Specifications.

Starting in 2023 this cost center includes debt servicing principal and interest costs for the 34th Street Extension project, which will be a ten (10) year debenture expiring in 2032.

The 2022 budget includes funds for a back lane security lighting program, added by Council during budget deliberations.

## Outlook:

The exemption period for DC charges is complete. Engineering is now undertaking a DC rate review required under By-Law every three years. Rates are anticipated to increase substantially.

# Costing Center Budget Summary

Costing Center: ENGINEERING SERVICES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510	PROVINCIAL GOV'T	246,000	246,000	246,000
44500	FEDERAL GOV'T	2,748,945	5,378,371	2,868,465
Conditional Government Transfers Total		2,994,945	5,624,371	3,114,465
Income from Enterprises				
49391	CAPITAL RES CONTRIBUTION	0	122,665	0
49392	PARKS RES CONTRIBUTION	0	11,804	0
49395	DC TRANSPORT NTRWK RES CONTRIBUTI	296,736	151,000	789,045
49396	DC DRAINAGE NTRWK RES CONTRIBUTI	42,056	20,000	492,685
Income from Enterprises Total		338,792	305,469	1,281,730
Other Income				
42988	MISCELLANEOUS REVENUE	0	12,028	0
Other Income Total		0	12,028	0
Permits, Licenses and Fines				
45001	DRIVEWAY APPROACH PERMIT	11,500	14,358	10,478
45002	CROSSING PERMITS	13,000	15,696	13,858
45251	LOT GRADING PERMITS	13,500	17,137	14,527
45679	MOVING PERMITS	0	0	80,000
Permits, Licenses and Fines Total		38,000	47,191	118,863
User Fees and Sales of Goods				
45004	LAND DEVELOPMENT REVIEW	310	5,656	2,655
45367	DEVELOPMENT AGREEMENTS	6,000	11,000	6,000
User Fees and Sales of Goods Total		6,310	16,656	8,655
<b>Total Revenues</b>		<b>3,378,047</b>	<b>6,005,715</b>	<b>4,404,193</b>
<b>Expenditures</b>				
Benefits				
51122	BOOT ALLOWANCE	1,045	1,240	1,318
51123	PROTECTIVE CLOTHING	1,000	1,000	400
Benefits Total		2,045	2,240	1,718
Contract Services				
52015	CONTRACTS	154,118	132,538	29,643
52019	CONSULTING FEES	195,000	49,200	268,000
52028	GENERAL INSURANCE	767	767	803
52069	PRINTING COSTS	10,000	6,000	10,000
52292	SOFTWARE LICENSES & MTNCE	0	0	155,675
Contract Services Total		359,885	188,505	464,121
Debenture Debt Servicing Costs				
57438	DEBENTURE PRINCIPAL	0	0	261,692
57439	DEBENTURE INTEREST	0	0	90,000
Debenture Debt Servicing Costs Total		0	0	351,692
Equipment Purchases				
54410	EQUIPMENT PURCHASES	4,000	6,174	9,600
59036	SAFETY EQUIPMENT	0	144	0
Equipment Purchases Total		4,000	6,318	9,600

# Costing Center Budget Summary

Costing Center: ENGINEERING SERVICES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Materials and Supplies</b>				
54099 PARTS AND MATERIALS	25,000	25,000	24,500	25,000
54103 GASOLINE (VEHICLE)	20,000	20,000	16,200	16,650
54118 OFFICE SUPPLIES	9,000	9,000	9,000	9,000
<b>Materials and Supplies Total</b>	<b>54,000</b>	<b>54,000</b>	<b>49,700</b>	<b>50,650</b>
<b>Other</b>				
51141 PROFESSIONAL DEVELOPMENT	22,610	12,610	33,060	45,000
59045 LIBRARY	0	0	1,605	1,045
59048 LUNCHEONS	1,400	1,926	500	500
59059 MEMBERSHIP	9,030	8,090	8,531	8,530
59080 FLEET EQUIP MAINTENANCE	27,500	27,500	36,250	31,250
59098 SUBSCRIPTIONS	4,400	3,700	3,850	3,850
59138 BUSINESS TRAVEL	1,000	600	500	500
59241 SPECIAL PROGRAMS	100,000	61,424	75,000	50,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	25,290	25,290	22,929	30,268
<b>Other Total</b>	<b>191,230</b>	<b>141,140</b>	<b>182,225</b>	<b>170,943</b>
<b>Reserve Appropriation</b>				
58520 CAPITAL DEVELOPMENT B/L 4976	0	133,713	0	35,000
58522 STORM SEWERS B/L 3835	550,000	550,000	763,602	1,100,000
58537 PARKS RESERVE B/L	0	11,804	0	0
58559 GENERAL GAS TAX RESERVE B/L	2,748,945	5,378,371	2,748,945	2,868,465
58562 DC TRANSPORT NETWORK B/L 7182	296,736	151,000	789,045	790,207
58565 DC DRAINAGE NETWORK B/L 7185	42,056	20,000	492,685	493,410
<b>Reserve Appropriation Total</b>	<b>3,637,737</b>	<b>6,244,888</b>	<b>4,794,277</b>	<b>5,287,082</b>
<b>Salaries and Wages</b>				
51083 REGULAR SALARIES	1,343,097	1,290,433	1,378,772	1,336,969
51084 OVERTIME SALARIES	4,000	5,000	4,000	4,000
<b>Salaries and Wages Total</b>	<b>1,347,097</b>	<b>1,295,433</b>	<b>1,382,772</b>	<b>1,340,969</b>
<b>Transfers to/from Internal Accounts</b>				
59001 SHOP RATE CHARGES	0	534	0	0
59997 TRANSFER FR RESERVES	(285,000)	(71,424)	(564,277)	(462,175)
<b>Transfers to/from Internal Accounts Total</b>	<b>(285,000)</b>	<b>(70,890)</b>	<b>(564,277)</b>	<b>(462,175)</b>
<b>Utilities</b>				
53130 TELEPHONE	14,092	14,092	15,962	15,962
<b>Utilities Total</b>	<b>14,092</b>	<b>14,092</b>	<b>15,962</b>	<b>15,962</b>
<b>Total Expenditures</b>	<b>5,325,086</b>	<b>7,875,726</b>	<b>6,687,790</b>	<b>7,253,939</b>
<b>Net Total</b>	<b>(1,947,039)</b>	<b>(1,870,011)</b>	<b>(2,283,597)</b>	<b>(2,730,020)</b>
<b>Percentage Change</b>			<b>17.29%</b>	

# Costing Center Budget Summary

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Costing Center: GENERAL RECONSTRUCTION PROJECTS

**Division:** TRANSPORTATION  
SERVICES  
**Department:** ENGINEERING  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 3957  
**Manager:** Mark Allard

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## Description:

This costing center provides the funds for reconstruction work done on streets and roads on a larger scale work where complete blocks are rebuilt. Improvements to the existing infrastructure functionality is the overall goal, including the underground components where applicable.

## Comments:

Programming is prioritized with the use of asset management data and with other Gas Tax funded projects contained in the Capital Plan.

## Outlook:

The continuation of the Gas Tax Revenue in the future will continue to fund the reconstruction of roads.

# Costing Center Budget Summary

Costing Center: GENERAL RECONSTRUCTION PROJECTS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Capital Contribution				
10300 CAPITAL PROJECTS	1,375,000	1,375,000	1,571,000	1,910,000
Capital Contribution Total	1,375,000	1,375,000	1,571,000	1,910,000
Salaries and Wages				
51084 OVERTIME SALARIES	10,000	17,500	20,000	20,000
Salaries and Wages Total	10,000	17,500	20,000	20,000
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(1,060,000)	(1,060,000)	(1,266,000)	(1,605,000)
Transfers to/from Internal Accounts Total	(1,060,000)	(1,060,000)	(1,266,000)	(1,605,000)
<b>Total Expenditures</b>	<b>325,000</b>	<b>332,500</b>	<b>325,000</b>	<b>325,000</b>
<b>Net Total</b>	<b>(325,000)</b>	<b>(332,500)</b>	<b>(325,000)</b>	<b>(325,000)</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

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Costing Center: SIDEWALK & CURB PROJECTS

**Division:** TRANSPORTATION  
SERVICES  
**Department:** ENGINEERING  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2482  
**Manager:** Mark Allard

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## Description:

This costing center provides the funds for sidewalk installations and improving accessibility with sidewalk ramp replacements, as well as repairing existing curbs and sidewalks in conjunction with the street resurfacing program.

## Comments:

Programming is prioritized with the use of asset management data and with other Gas Tax funded projects contained in the Capital Plan.  
An additional \$100,000 has been reallocated to this account from the Operations street maintenance account, as the work has typically been delivered under contract by Engineering.

## Outlook:

The continuation of the Gas Tax Revenue in the future will continue to fund the construction of sidewalks.

# Costing Center Budget Summary

Costing Center: SIDEWALK & CURB PROJECTS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	375,000	375,000	475,000	400,000
Contract Services Total	375,000	375,000	475,000	400,000
Salaries and Wages				
51084    OVERTIME SALARIES	5,000	9,000	10,000	10,000
Salaries and Wages Total	5,000	9,000	10,000	10,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(230,000)	(230,000)	(335,000)	(260,000)
Transfers to/from Internal Accounts Total	(230,000)	(230,000)	(335,000)	(260,000)
<b>Total Expenditures</b>	<b>150,000</b>	<b>154,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Net Total</b>	<b>(150,000)</b>	<b>(154,000)</b>	<b>(150,000)</b>	<b>(150,000)</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

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Costing Center: STREET PRESERVATION

**Division:** TRANSPORTATION  
SERVICES  
**Department:** ENGINEERING  
SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2481  
**Manager:** Mark Allard

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## Description:

This costing center allows for preservation of existing streets that fall into the Fair and Good conditions states. Preservation treatments options include Mill and Fill (50mm), Microsurfacing, Seal Coat or Rout and Seal. This cost center has been renamed from Street Resurfacing to Street Preservation.

## Comments:

This budget recognizes the limit of what can be done in a season by a contractor in Brandon. Programming is prioritized with the use of asset management data and with other Gas Tax funded projects contained in the Capital Plan.

## Outlook:

An initial \$900,000 is allocated from General Tax Revenue with supplements allocated from Gas Tax. The continuation of the Gas Tax Revenue in the future will continue to fund street resurfacing projects.



# Costing Center Budget Summary

Costing Center: STREET PRESERVATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	2,200,000	2,200,000	2,395,000	1,730,000
Contract Services Total	2,200,000	2,200,000	2,395,000	1,730,000
Salaries and Wages				
51084    OVERTIME SALARIES	20,000	23,500	25,000	25,000
Salaries and Wages Total	20,000	23,500	25,000	25,000
Transfers to/from Internal Accounts				
59997    TRANSFER FR RESERVES	(1,320,000)	(1,320,000)	(1,520,000)	(855,000)
Transfers to/from Internal Accounts Total	(1,320,000)	(1,320,000)	(1,520,000)	(855,000)
<b>Total Expenditures</b>	<b>900,000</b>	<b>903,500</b>	<b>900,000</b>	<b>900,000</b>
<b>Net Total</b>	<b>(900,000)</b>	<b>(903,500)</b>	<b>(900,000)</b>	<b>(900,000)</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

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Costing Center: BUILDING SAFETY

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> PLANNING	<b>Accounting Reference:</b> 0270
<b>Stage:</b> Approved	<b>Manager:</b> Ryan Nickel

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## Description:

This costing center includes the revenues generated by building permits, plumbing permits, and other permits issued under the authority of the Building By-law. Expenditures to support the functions of the Building Safety department include salaries, inspector vehicles, training & development and administrative costs.

## Comments:

Budgeted building permit revenues (\$839,065), which make up the majority of revenue in the costing center, are based on a 6 year average. However, the building cycle is a challenge to predict and requires heavy reliance on historical data. Lower interest rates are expected to drive residential development in 2022. Training and Development is more cost effective as a result of on-line learning opportunities and a new certification process.

## Outlook:

Focus for 2022 will include improving customer service, ensuring consistency, reducing permit review time, and permit completion. Building Safety staff will continue updating regulations and procedures to ensure consistency of service delivery, update the Methane Gas Policy to increase flexibility for property owners, and administer the Sump Pump and Backwater Valve Program. Building Safety staff will also assist other City sections on specific projects and policy/by-law updates including, building condition assessments, completion deposits, and updating the wastewater and lot grading bylaws.

# Costing Center Budget Summary

Costing Center: BUILDING SAFETY

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Permits, Licenses and Fines				
45514 BUILDING PERMITS	826,661	819,661	839,065	840,734
45515 PLUMBING PERMITS	83,214	115,188	85,031	87,000
45516 OCCUPANCY PERMITS	5,307	5,307	5,206	4,865
45532 VACANT/DERELICT BLDG PERMITS	6,500	0	4,000	4,000
45538 ORDER ISSUANCE FEES	4,000	0	2,000	2,000
Permits, Licenses and Fines Total	925,682	940,156	935,302	938,599
User Fees and Sales of Goods				
42535 INSPECTIONS & MILEAGE FEES	0	364	0	0
User Fees and Sales of Goods Total	0	364	0	0
<b>Total Revenues</b>	<b>925,682</b>	<b>940,520</b>	<b>935,302</b>	<b>938,599</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	950	952	950	1,072
51123 PROTECTIVE CLOTHING	400	400	400	400
Benefits Total	1,350	1,352	1,350	1,472
Contract Services				
52015 CONTRACTS	3,000	2,850	2,114	2,146
52020 PROFESSIONAL FEES	500	377	500	500
52057 SPEC PROG CONTRACTS	5,000	0	3,000	3,000
52069 PRINTING COSTS	1,000	213	250	250
52292 SOFTWARE LICENSES & MTNCE	0	56,103	20,000	0
52387 BANK PROCESSING FEES	18,514	35,001	50,000	50,000
Contract Services Total	28,014	94,544	75,864	55,896
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	1,000	1,000
59036 SAFETY EQUIPMENT	100	100	50	50
Equipment Purchases Total	100	100	1,050	1,050
Materials and Supplies				
54099 PARTS AND MATERIALS	3,500	400	2,000	2,000
54103 GASOLINE (VEHICLE)	3,500	2,500	3,500	3,500
54118 OFFICE SUPPLIES	1,500	750	1,200	1,200
Materials and Supplies Total	8,500	3,650	6,700	6,700
Other				
51141 PROFESSIONAL DEVELOPMENT	10,100	6,464	11,376	11,400
59003 ADVERTISING	500	0	500	500
59048 LUNCHEONS	100	20	100	100
59059 MEMBERSHIP	900	675	1,200	900
59080 FLEET EQUIP MAINTENANCE	18,000	15,000	22,500	22,500
59138 BUSINESS TRAVEL	100	0	100	100
59993 EQUIPMENT CAPITAL CONTRIBUTION	10,686	10,686	9,852	11,462
Other Total	40,386	32,845	45,628	46,962
Salaries and Wages				
51083 REGULAR SALARIES	982,443	942,359	990,541	1,076,682

# Costing Center Budget Summary

Costing Center: BUILDING SAFETY

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
51084 OVERTIME SALARIES	2,500	3,500	1,500	1,500
Salaries and Wages Total	984,943	945,859	992,041	1,078,182
Utilities				
53130 TELEPHONE	7,070	4,370	5,450	5,450
Utilities Total	7,070	4,370	5,450	5,450
<b>Total Expenditures</b>	<b>1,070,363</b>	<b>1,082,720</b>	<b>1,128,083</b>	<b>1,195,712</b>
<b>Net Total</b>	<b>(144,681)</b>	<b>(142,200)</b>	<b>(192,781)</b>	<b>(257,113)</b>
<b>Percentage Change</b>			<b>33.25%</b>	

# Costing Center Budget Summary

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Costing Center: HERITAGE ADMINISTRATION

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> PLANNING	<b>Accounting Reference:</b> 2557
<b>Stage:</b> Approved	<b>Manager:</b> Ryan Nickel

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## Description:

This cost center is utilized to capture costs associated with heritage initiatives and heritage conservation, including Municipal Heritage Tax Credits as per By-Law No. 6740, Doors Open and the Plaques program.

## Comments:

The City of Brandon has made a commitment to the development of heritage initiatives and policies for heritage conservation in the community through the endorsement of the Heritage Resources Management Plan, which is implemented by the Brandon Municipal Heritage Advisory Committee (MHAC). Staff serve as a resource to the committee to complete heritage assessments, process heritage permits, promote heritage incentives, and process municipal heritage designations. The budget includes funding for a 16-week summer student to administer and deliver the Doors Open Brandon Heritage Tour.

## Outlook:

The focus of 2022 will be to promote heritage incentive by-law, encourage new heritage designations, and explore heritage conservation districts.

# Costing Center Budget Summary

Costing Center: HERITAGE ADMINISTRATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast	
<b>Revenues</b>					
Conditional Government Transfers					
43660	PROVINCIAL OTHER	2,000	1,460	17,800	1,400
44565	FEDERAL OTHER	4,800	5,800	4,800	4,800
Conditional Government Transfers Total		6,800	7,260	22,600	6,200
Income from Enterprises					
49388	ORGANIZATIONS/FOUNDATIONS	1,500	0	500	500
Income from Enterprises Total		1,500	0	500	500
<b>Total Revenues</b>		<b>8,300</b>	<b>7,260</b>	<b>23,100</b>	<b>6,700</b>
<b>Expenditures</b>					
Contract Services					
52020	PROFESSIONAL FEES	150	0	100	100
52057	SPEC PROG CONTRACTS	1,350	3,095	1,350	1,350
52059	SPEC PROG PRINTING	1,650	0	1,650	1,650
52069	PRINTING COSTS	30	0	30	30
52292	SOFTWARE LICENSES & MTNCE	0	0	212	212
Contract Services Total		3,180	3,095	3,342	3,342
Materials and Supplies					
54022	SPEC PROG PARTS & MATERIALS	450	222	450	450
54099	PARTS AND MATERIALS	200	946	100	100
Materials and Supplies Total		650	1,168	550	550
Other					
59003	ADVERTISING	1,000	0	1,000	1,000
59025	SPEC PROG ADVERTISING	2,320	2,585	2,320	2,320
59027	SPEC PROG LUNCHEONS	700	0	700	700
59059	MEMBERSHIP	115	115	115	115
59157	REGIONAL HERITAGE INITIATIVE	1,672	1,672	1,000	1,000
Other Total		5,807	4,372	5,135	5,135
Reserve Appropriation					
58536	MUNICIPAL BLDG MAINT B/L 4368	0	0	16,400	0
Reserve Appropriation Total		0	0	16,400	0
Salaries and Wages					
51083	REGULAR SALARIES	10,982	11,469	12,488	12,488
51084	OVERTIME SALARIES	300	0	300	300
Salaries and Wages Total		11,282	11,469	12,788	12,788
Utilities					
53130	TELEPHONE	200	160	200	200
Utilities Total		200	160	200	200
<b>Total Expenditures</b>		<b>21,119</b>	<b>20,264</b>	<b>38,415</b>	<b>22,015</b>
<b>Net Total</b>		<b>(12,819)</b>	<b>(13,004)</b>	<b>(15,315)</b>	<b>(15,315)</b>
<b>Percentage Change</b>				<b>19.47%</b>	

# Costing Center Budget Summary

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Costing Center: PLANNING AND DEVELOPMENT

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> PLANNING	<b>Accounting Reference:</b> 0273
<b>Stage:</b> Approved	<b>Manager:</b> Ryan Nickel

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## Description:

This costing center highlights revenue generated by land use applications including development permits, conditional uses, variances, subdivisions, rezoning, and development plan amendment applications. Expenses associated with this cost center include salaries, benefits, and administrative costs. Also included in the expenses are the costs associated with planning projects and initiatives including plan implementation and public engagement.

## Comments:

Consulting funding for the City Plan will be funded through the Planning Reserve (created with funds resulting from the dissolution of the BAPD). The Chief Planner functions will continue being completed by the Director of Planning and Buildings in 2022.

## Outlook:

Planning leads and implements current and long range planning functions that facilitate and manage growth and change in the community. Planning is committed to continuous process improvement that includes on-line applications systems, efficient processes, and integrating planning and engineering functions. Engaging our customers and the community (through the Special Program Contracts line) is important in building trust and receiving feedback on how to manage and facilitate growth and change in the community.

Planning initiatives for 2022 will focus on preparing a City Plan to replace to former BAPD Development Plan, updating parking/driveway standards, and implementing the Industrial, Assiniboine gardens, and Downtown Plans.

# Costing Center Budget Summary

Costing Center: PLANNING AND DEVELOPMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	24,150	22,575	0	0
Conditional Government Transfers Total	24,150	22,575	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	2,000	3,564	3,040	3,040
Other Income Total	2,000	3,564	3,040	3,040
Permits, Licenses and Fines				
42514 TEMPORARY SIGN FEES	2,160	270	0	0
42518 VARIANCE	9,700	9,700	10,322	10,292
42519 CONDITIONAL USE APPLICATIONS	11,200	8,776	10,927	10,604
42533 SUBDIVISION APPLICATIONS	4,280	4,280	4,320	4,363
42534 SUBDIVISION LOT FEE	15,000	22,200	20,400	20,400
42540 SECONDARY PLAN AMENDMENTS	2,020	4,040	2,040	2,060
42546 DEVELOPMENT PERMITS	48,630	37,224	42,478	42,902
45538 ORDER ISSUANCE FEES	1,000	0	1,000	1,000
Permits, Licenses and Fines Total	93,990	86,490	91,487	91,621
User Fees and Sales of Goods				
42517 ZONING BYLAW AMENDMENTS	18,180	24,210	21,420	21,634
42536 DEVELOPMENT PLAN AMENDMENTS	0	0	5,100	0
42537 ZONING MEMORANDUMS	6,700	7,200	6,992	7,212
User Fees and Sales of Goods Total	24,880	31,410	33,512	28,846
<b>Total Revenues</b>	<b>145,020</b>	<b>144,039</b>	<b>128,039</b>	<b>123,507</b>
<b>Expenditures</b>				
Contract Services				
52019 CONSULTING FEES	324,300	66,300	217,105	50,000
52020 PROFESSIONAL FEES	500	559	500	500
52057 SPEC PROG CONTRACTS	10,000	300	10,000	10,000
52069 PRINTING COSTS	500	605	700	700
52292 SOFTWARE LICENSES & MTNCE	0	29,236	0	0
Contract Services Total	335,300	97,000	228,305	61,200
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,500	3,016	700	700
Equipment Purchases Total	1,500	3,016	700	700
Materials and Supplies				
54099 PARTS AND MATERIALS	1,200	200	500	500
54118 OFFICE SUPPLIES	1,200	700	1,200	1,200
Materials and Supplies Total	2,400	900	1,700	1,700
Other				
51141 PROFESSIONAL DEVELOPMENT	7,873	6,046	15,266	16,266
59003 ADVERTISING	1,000	4,201	2,000	2,000
59048 LUNCHEONS	1,000	348	500	500
59059 MEMBERSHIP	2,746	3,042	2,754	2,754
59138 BUSINESS TRAVEL	100	0	100	100
59283 APPLICATION FEES	11,000	7,070	13,260	13,393
Other Total	23,719	20,707	33,880	35,013



# Costing Center Budget Summary

Costing Center: PLANNING AND DEVELOPMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Salaries and Wages				
51083 REGULAR SALARIES	578,233	540,570	666,187	823,488
51084 OVERTIME SALARIES	3,500	2,500	3,500	3,500
51185 SPECIAL OP - OVERTIME	0	382	0	0
Salaries and Wages Total	581,733	543,452	669,687	826,988
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	(265,150)	(15,150)	(250,000)	0
Transfers to/from Internal Accounts Total	(265,150)	(15,150)	(250,000)	0
Utilities				
53130 TELEPHONE	1,077	1,077	1,055	1,055
Utilities Total	1,077	1,077	1,055	1,055
<b>Total Expenditures</b>	<b>680,579</b>	<b>651,002</b>	<b>685,327</b>	<b>926,656</b>
<b>Net Total</b>	<b>(535,559)</b>	<b>(506,963)</b>	<b>(557,288)</b>	<b>(803,149)</b>
<b>Percentage Change</b>			<b>4.06%</b>	

# Costing Center Budget Summary

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Costing Center: PARKING LOTS

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> DEVELOPMENT SERVICES - Property	<b>Accounting Reference:</b> 1056
<b>Stage:</b> Approved	<b>Manager:</b> Ryan Nickel

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## Description:

This cost center reflects the revenues and expenses relating to City owned parking lots in the downtown area.

## Comments:

The City has 113 parking stalls available for monthly rental including 52 stalls that are under contracts (Library, YFC, Prairie Oasis and BSD) and the 641 Rosser Ave lot which is metered. Parking lot maintenance funds proposed for 2022 include improvements to 1201 Pacific Avenue parking lot not completed in 2021 and lighting of 641 Rosser Ave lot for public and library staff safety.

## Outlook:

Continue operating and maintaining parking lots that are fully rented. Evaluate options for underutilized parking lots at 1201 Pacific Avenue and 329 10th Street. Explore interim parking arrangements at 149 10th Street. Improve 1201 Pacific parking lot (paint and repair fencing), install lighting at 641 Rosser Ave for public and library staff safety, and complete surfacing and other repairs at 149 10th Street.

# Costing Center Budget Summary

Costing Center: PARKING LOTS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42242 7TH ST-000 BLK-METERED	1,500	1,500	2,000	1,500
42687 PARKING STALLS	49,500	45,200	41,580	41,580
User Fees and Sales of Goods Total	51,000	46,700	43,580	43,080
<b>Total Revenues</b>	<b>51,000</b>	<b>46,700</b>	<b>43,580</b>	<b>43,080</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	11,895	9,595	28,955	9,402
Contract Services Total	11,895	9,595	28,955	9,402
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	1,000	10,000	3,000
Materials and Supplies Total	3,000	1,000	10,000	3,000
Utilities				
53046 POWER	1,530	1,530	1,770	2,010
Utilities Total	1,530	1,530	1,770	2,010
<b>Total Expenditures</b>	<b>16,425</b>	<b>12,125</b>	<b>40,725</b>	<b>14,412</b>
<b>Net Total</b>	<b>34,575</b>	<b>34,575</b>	<b>2,855</b>	<b>28,668</b>
<b>Percentage Change</b>			<b>(91.74%)</b>	

# Costing Center Budget Summary

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Costing Center: PROPERTY ADMINISTRATION

<b>Division:</b> REGIONAL PLANNING & DEVELOPMENT SERVICES	<b>Budget Year:</b> 2022
<b>Department:</b> DEVELOPMENT SERVICES - Property	<b>Accounting Reference:</b> 0272
<b>Stage:</b> Approved	<b>Manager:</b> Ryan Nickel

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## Description:

This cost center captures the administrative costs associated with the acquisition, management, leasing, and disposal of municipal properties. Expenses include general administrative costs, survey fees, appraisal fees, and land acquisition reserve appropriations. Revenues include leases of lands, encroachment agreements, and the sale of Municipally owned properties.

## Comments:

The reserve appropriation to the Municipal Building Reserve is equal to 50% of the proceeds from the lease of 2005 McGregor Avenue and \$30,415 annually from the lease improvement recovery payment for 638 Princess Avenue from the Brandon School Division.

The reserve appropriation to the ARM Building Reserve is equal to 50% of the lease payments received from the Brandon School Division.

Consulting fees include \$18,000 to cover appraisals, and environmental monitoring for 901 Princess Avenue.

An appropriation to the Land Acquisition Reserve (\$200,000 from operating and \$20,000 from lane/street sales) is requested to support a 10 year land acquisition plan for civic infrastructure projects including 18th/Braecrest Ave intersection, SE Drainage, and affordable housing land assembly.

## Outlook:

An expanded real estate focus to more proactively sell, purchase and assemble land to meet Council priorities, including economic growth and infrastructure expansion.

# Costing Center Budget Summary

Costing Center: PROPERTY ADMINISTRATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42988 MISCELLANEOUS REVENUE	1,000	1,061	1,000	1,000
49380 LEASE IMPROVEMENT RECOVERIES	30,415	30,415	30,415	533,156
Other Income Total	31,415	31,476	31,415	534,156
Permits, Licenses and Fines				
42728 ENCROACHMENTS	20,500	20,500	20,500	20,500
Permits, Licenses and Fines Total	20,500	20,500	20,500	20,500
User Fees and Sales of Goods				
42468 ART GALLERY OF SW MANITOBA	240,518	240,518	245,328	250,235
42704 638 PRINCESS AVE	88,000	88,000	88,000	88,000
42732 100 BLACK STREET	4,275	1,710	1,710	1,710
42733 WESTMAN COMMUNICATIONS GROUP	565	8,277	8,277	8,277
42734 MASTERFEEDS RENTAL	876	876	876	876
42737 COMMUNICATIONS CENTRE	37,929	37,929	37,929	37,929
42738 1700 & 1710 PARK AVE	15,698	16,793	16,793	16,793
42739 LAGOON PROPERTY	4,550	4,550	4,550	4,550
42742 REGIONAL LIBRARY	252,770	252,770	252,770	260,613
42744 WESTBRAN	36,339	35,802	37,066	37,807
42746 CELL TOWER RENTAL	5,547	5,752	5,963	5,963
42749 1820 PACIFIC AVE LEASE	0	0	2,404	2,500
49166 LANE/STREET CLOSURES	20,000	20,000	20,000	20,000
49371 LAND SALES	0	480,313	0	0
User Fees and Sales of Goods Total	707,067	1,193,290	721,666	735,253
<b>Total Revenues</b>	<b>758,982</b>	<b>1,245,266</b>	<b>773,581</b>	<b>1,289,909</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	950	950	950	950
52019 CONSULTING FEES	10,000	22,000	18,000	18,000
52028 GENERAL INSURANCE	8,776	8,776	9,509	9,699
52069 PRINTING COSTS	0	90	0	0
Contract Services Total	19,726	31,816	28,459	28,649
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	621	0	0
Equipment Purchases Total	0	621	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	300	200	300	300
Materials and Supplies Total	300	200	300	300
Other				
51141 PROFESSIONAL DEVELOPMENT	2,000	1,405	2,032	2,032
59003 ADVERTISING	1,500	3,480	1,500	1,500
59048 LUNCHEONS	100	0	100	100
59059 MEMBERSHIP	625	625	650	600
59128 PROPERTY TAXES	70,466	61,378	61,700	61,820
59206 SURVEY FEES	15,000	19,985	20,000	20,000

# Costing Center Budget Summary

Costing Center: PROPERTY ADMINISTRATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
59283 APPLICATION FEES	3,940	2,135	3,979	4,019
Other Total	93,631	89,008	89,961	90,071
Reserve Appropriation				
58504 MUNICIPAL BUILDING B/L 3653	48,584	48,584	48,948	49,318
58521 CIVIC LAND ACQ B/L 5765	95,000	575,313	0	220,000
58547 ARM BULDING RESERVE B/L 7215	44,000	44,000	0	44,000
Reserve Appropriation Total	187,584	667,897	48,948	313,318
Salaries and Wages				
51083 REGULAR SALARIES	211,229	206,184	212,645	212,923
51084 OVERTIME SALARIES	500	300	500	500
Salaries and Wages Total	211,729	206,484	213,145	213,423
Transfers to/from Internal Accounts				
59997 TRANSFER FR RESERVES	0	(12,000)	0	0
Transfers to/from Internal Accounts Total	0	(12,000)	0	0
Utilities				
53130 TELEPHONE	559	559	555	555
Utilities Total	559	559	555	555
<b>Total Expenditures</b>	<b>513,529</b>	<b>984,585</b>	<b>381,368</b>	<b>646,316</b>
<b>Net Total</b>	<b>245,453</b>	<b>260,681</b>	<b>392,213</b>	<b>643,593</b>
<b>Percentage Change</b>			<b>59.79%</b>	

# Costing Center Budget Summary

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Costing Center: BRANDON MUNICIPAL AIRPORT

**Division:** TRANSPORTATION  
SERVICES - Airport  
**Department:** AIRPORT  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1725  
**Manager:** Carla Richardson

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## Description:

This account reflects the costs and revenues associated with airside and groundside operations of the Brandon Municipal Airport including requirements associated with meeting Transport Canada certification standards and supporting passenger air service. The Brandon Municipal Airport is heavily regulated by Civil Aviation Regulations and is audited annually by Transport Canada to ensure proper policies and procedures are being followed in order to maintain the airport certification for aerodromes.

## Comments:

The Brandon Municipal Airport serves and builds community by providing and maintaining the infrastructure required to support and encourage air industry activity to the Westman area, including passenger air service, civil aviation, air training and the services that support these activities. By maintaining and improving this Civic asset, citizens and visitors to the Westman area enjoy the option to travel by air with WestJet.

For those who do not utilize the air service directly, a number of ancillary benefits are realized as well. These include increased business activity spurred by commercial air activity, availability of air ambulance services and increased economic activity related to noncommercial aviation activity.

## Outlook:

As a result of COVID-19, the aviation industry has seen a dramatic decrease in passenger traffic. This has had a substantial impact on airports small and large, all over the world. It is predicted by summer of 2022, scheduled air service will return to pre-COVID levels. As a result, it is extremely difficult to estimate revenues generated from landing, terminal and airport improvement fees, numbers that historically, have been relatively predictable. In addition, despite the reduced revenues, the Airport is still required to maintain all regulatory and operational requirements as set by Transport Canada. As a result of these requirements, many of the expense lines must be budgeted to provide the necessary security and snow management functions.

# Costing Center Budget Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
44500 FEDERAL GOV'T	0	381,188	452,750	0
Conditional Government Transfers Total	0	381,188	452,750	0
Other Income				
42365 COMMISSION REVENUES	5,750	4,601	9,948	6,300
42988 MISCELLANEOUS REVENUE	2,170	4,100	3,000	3,000
49368 SALE PROCEEDS - EQUIPMENT	0	2,022	0	0
Other Income Total	7,920	10,723	12,948	9,300
User Fees and Sales of Goods				
42194 BUILDING RENTALS	29,888	20,520	51,688	51,688
42304 LANDINGS-OTHER	22,800	22,800	22,800	23,484
42314 SNOW REMOVAL FEES	8,689	8,689	8,687	8,687
42317 LAND-INDUSTRIAL	46,374	44,666	46,374	48,293
42321 LAND-AGRICULTURAL	13,429	13,763	13,763	13,763
42342 MUSEUM USER FEE	1,500	0	1,500	1,500
42469 LANDINGS-AIRLINE	23,088	30,701	69,308	78,772
42470 AIRPORT IMPROVEMENT FEE	66,768	77,216	254,120	328,585
42472 TERMINAL FEES	23,400	34,000	70,130	78,769
42473 FUEL CONCESSION REVENUE	5,194	5,194	5,350	5,510
42506 SCRAP METAL SALES	0	619	0	0
User Fees and Sales of Goods Total	241,130	258,168	543,720	639,051
<b>Total Revenues</b>	<b>249,050</b>	<b>650,079</b>	<b>1,009,418</b>	<b>648,351</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	609	609	670	731
51123 PROTECTIVE CLOTHING	2,500	2,500	1,000	2,500
51124 TOOL ALLOWANCE	415	415	415	360
51285 MEDICALS	215	60	195	195
Benefits Total	3,739	3,584	2,280	3,786
Contract Services				
52015 CONTRACTS	94,354	40,067	113,088	120,941
52028 GENERAL INSURANCE	1,307	1,307	1,381	1,409
52029 LIABILITY INSURANCE	16,221	16,221	16,221	16,221
52032 VEHICLE INSURANCE	9,822	11,207	11,203	11,231
52054 MAINT OF EQUIP EXT	2,500	2,500	2,500	2,500
52081 EXTERNAL EQUIPMENT RENTAL	0	524	0	0
Contract Services Total	124,204	71,826	144,393	152,302
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	6,729	1,000	1,000
Equipment Purchases Total	1,000	6,729	1,000	1,000
Materials and Supplies				
54052 MAINT OF BUILD EXT	8,000	8,000	0	0
54099 PARTS AND MATERIALS	23,500	23,500	23,500	23,500
54102 PETROLEUM PRODUCTS	2,500	3,500	4,000	4,500
54103 GASOLINE (VEHICLE)	5,000	5,000	5,000	5,000



# Costing Center Budget Summary

Costing Center: BRANDON MUNICIPAL AIRPORT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
54104 DIESEL (VEHICLE)	30,600	25,600	25,000	30,000
54106 FUEL-TRAINING	3,000	0	3,600	3,600
54107 CHEMICALS	20,000	5,000	15,000	20,000
54118 OFFICE SUPPLIES	500	500	500	500
54125 DIESEL EXHAUST FLUID	375	375	375	375
<b>Materials and Supplies Total</b>	<b>93,475</b>	<b>71,475</b>	<b>76,975</b>	<b>87,475</b>
<b>Other</b>				
51141 PROFESSIONAL DEVELOPMENT	7,210	4,210	11,900	11,700
59003 ADVERTISING	2,164	1,156	2,164	2,164
59048 LUNCHEONS	200	200	300	300
59050 MAINTENANCE OF GROUNDS	0	0	6,000	6,000
59059 MEMBERSHIP	1,200	1,200	1,200	1,200
59080 FLEET EQUIP MAINTENANCE	6,500	6,500	10,500	10,500
59248 DISPOSAL SITE CHARGE	0	150	0	0
59339 EQUIPMENT MAINTENANCE	30,000	30,000	30,000	30,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	17,979	17,979	16,783	19,526
<b>Other Total</b>	<b>65,253</b>	<b>61,395</b>	<b>78,847</b>	<b>81,390</b>
<b>Reserve Appropriation</b>				
58507 BDN MUNICIPAL AIRPORT B/L 6353	40,000	42,022	0	70,000
58535 AIRPORT IMPROVEMENT B/L 7161	62,094	452,999	689,082	305,584
<b>Reserve Appropriation Total</b>	<b>102,094</b>	<b>495,021</b>	<b>689,082</b>	<b>375,584</b>
<b>Salaries and Wages</b>				
51083 REGULAR SALARIES	564,480	505,965	572,915	654,640
51084 OVERTIME SALARIES	15,000	15,000	15,000	16,000
51090 SHIFT DIFFERENTIAL	1,300	1,300	2,700	2,700
<b>Salaries and Wages Total</b>	<b>580,780</b>	<b>522,265</b>	<b>590,615</b>	<b>673,340</b>
<b>Transfers to/from Internal Accounts</b>				
59001 SHOP RATE CHARGES	4,100	1,425	4,100	4,100
<b>Transfers to/from Internal Accounts Total</b>	<b>4,100</b>	<b>1,425</b>	<b>4,100</b>	<b>4,100</b>
<b>Utilities</b>				
53056 TELEMATICS	0	0	672	672
53130 TELEPHONE	4,504	4,504	4,213	4,245
53295 RADIO COSTS	1,322	3,199	776	776
<b>Utilities Total</b>	<b>5,826</b>	<b>7,703</b>	<b>5,661</b>	<b>5,693</b>
<b>Total Expenditures</b>	<b>980,471</b>	<b>1,241,423</b>	<b>1,592,953</b>	<b>1,384,669</b>
<b>Net Total</b>	<b>(731,421)</b>	<b>(591,344)</b>	<b>(583,535)</b>	<b>(736,318)</b>
<b>Percentage Change</b>			<b>(20.22%)</b>	

# Costing Center Budget Summary

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Costing Center: 208 22ND ST N

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0805  
**Manager:** Pam Richardson

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## Description:

This is a 2400 sq. ft. single storey wood frame structure built on grade, located at 208 22nd Street North.

## Comments:

The City entered into an agreement with the Rugby Club for the use of the facility January 1, 2021, and are responsible for the monthly connection costs each month.

## Outlook:

# Costing Center Budget Summary

Costing Center: 208 22ND ST N

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52028    GENERAL INSURANCE	205	205	224	228
Contract Services Total	205	205	224	228
Utilities				
53046    POWER	1,300	191	180	185
Utilities Total	1,300	191	180	185
<b>Total Expenditures</b>	<b>1,505</b>	<b>396</b>	<b>404</b>	<b>413</b>
<b>Net Total</b>	<b>(1,505)</b>	<b>(396)</b>	<b>(404)</b>	<b>(413)</b>
<b>Percentage Change</b>			<b>(73.16%)</b>	

# Costing Center Budget Summary

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Costing Center: AIRPORT BUILDINGS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0804  
**Manager:** Pam Richardson

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## Description:

This cost center captures the maintenance and utility costs associated with the buildings at the Brandon Municipal Airport including the main terminal building, the maintenance garage/fire hall, sweeper shed, sand shed and Field Electrical Centre (FEC). Construction of a new maintenance garage of approximately 10,000 sq. feet was completed in 2020. The building consists of steel framing with insulated pre-fab panels for the roof and walls. It has a single gas boiler for the in floor heat as well as 2 roof mounted gas furnaces in the garage side and 1 gas heater and central Air conditioning for the office area which is approximately 2,000 sq. feet.

## Comments:

The main terminal building was originally constructed in 1970 and recently underwent a rehabilitation and expansion to meet the needs of commercial air service at the airport. Completed in 2017, the terminal building is 1371 m2 (14757 sq ft). The maintenance garage was built pre 1959 and renovated in 1981/92 and is 409 m2 (4400 sq feet). The sweeper shed was built in 1982 and is 167 m2 (1800 sq ft) and the sand shed was built in 1986 and is 133 m2 (1430 sq ft.). The field electrical centre (FEC) was constructed in 1988/89 and is 84 m2 (900 sq ft)

The terminal building is used to support commercial air service and is occupied by commercial air carrier staff, a rental car agency, passenger screening staff, ground servicing crew and the airport manager. The maintenance garage is used to store and maintain airport vehicles and heavy equipment; it is occupied by the airport chargehand and the equipment operators. The sweeper shed is used to store the tandem, runway sweeper and de-ice truck. The sand shed is used to store sand and chemical for runway maintenance. The field electrical centre houses all of the electrical equipment for the airfield lighting system and the backup generator for airport emergency power.

This cost center also includes debt servicing principal and interest costs for the Terminal Redevelopment Project, which is a seventeen (17) year debenture expiring in 2034.

## Outlook:

# Costing Center Budget Summary

Costing Center: AIRPORT BUILDINGS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	36,260	39,247	51,132	47,176
52028 GENERAL INSURANCE	8,383	8,383	9,078	9,259
Contract Services Total	44,643	47,630	60,210	56,435
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	233,085	233,085	242,991	253,318
57439 DEBENTURE INTEREST	184,341	184,341	174,434	164,107
Debenture Debt Servicing Costs Total	417,425	417,425	417,425	417,425
Materials and Supplies				
54099 PARTS AND MATERIALS	5,000	2,889	3,000	3,000
Materials and Supplies Total	5,000	2,889	3,000	3,000
Utilities				
53025 HEAT	27,000	20,000	21,495	26,266
53046 POWER	46,100	36,750	41,000	42,025
53150 WATER	8,000	7,700	7,995	8,195
Utilities Total	81,100	64,450	70,490	76,486
<b>Total Expenditures</b>	<b>548,168</b>	<b>532,394</b>	<b>551,125</b>	<b>553,347</b>
<b>Net Total</b>	<b>(548,168)</b>	<b>(532,394)</b>	<b>(551,125)</b>	<b>(553,347)</b>
<b>Percentage Change</b>			<b>0.54%</b>	

# Costing Center Budget Summary

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Costing Center: BLDG & STRUCT SUPERVISION

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 5605  
**Manager:** Pam Richardson

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## Description:

This cost center is for the administrative costs of the Building and Traffic Section of the Operations Division.

## Comments:

In 2022, the Department will continue their focus on creating inspection and preventative maintenance schedules for all buildings. Monitoring the work that is being done, assigning expected completion dates and managing the work load will allow the department to ensure time is available to focus on preventative maintenance.

## Outlook:

# Costing Center Budget Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,147	1,099	1,147	1,147
51123 PROTECTIVE CLOTHING	1,000	1,600	1,400	1,400
51285 MEDICALS	140	50	140	140
Benefits Total	2,287	2,749	2,687	2,687
Contract Services				
52015 CONTRACTS	1,020	870	1,020	1,020
52028 GENERAL INSURANCE	9	9	10	10
Contract Services Total	1,029	879	1,030	1,030
Equipment Purchases				
54410 EQUIPMENT PURCHASES	9,100	1,731	26,746	0
Equipment Purchases Total	9,100	1,731	26,746	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,500	3,000	1,500	1,500
54103 GASOLINE (VEHICLE)	8,500	7,700	8,500	9,500
54104 DIESEL (VEHICLE)	4,800	4,975	4,800	5,500
54125 DIESEL EXHAUST FLUID	30	30	30	40
Materials and Supplies Total	14,830	15,705	14,830	16,540
Other				
51141 PROFESSIONAL DEVELOPMENT	0	0	500	500
59080 FLEET EQUIP MAINTENANCE	29,500	29,500	36,600	36,600
59248 DISPOSAL SITE CHARGE	0	354	200	200
59993 EQUIPMENT CAPITAL CONTRIBUTION	26,879	26,879	23,418	27,246
Other Total	56,379	56,733	60,718	64,546
Salaries and Wages				
51083 REGULAR SALARIES	770,723	715,211	789,675	796,556
51084 OVERTIME SALARIES	12,000	13,500	12,000	12,000
51090 SHIFT DIFFERENTIAL	0	2	0	0
Salaries and Wages Total	782,723	728,713	801,675	808,556
Utilities				
53130 TELEPHONE	1,575	2,676	2,029	1,817
53295 RADIO COSTS	63	61	588	588
Utilities Total	1,638	2,737	2,617	2,405
<b>Total Expenditures</b>	<b>867,986</b>	<b>809,247</b>	<b>910,302</b>	<b>895,764</b>
<b>Net Total</b>	<b>(867,986)</b>	<b>(809,247)</b>	<b>(910,302)</b>	<b>(895,764)</b>
<b>Percentage Change</b>			<b>4.88%</b>	

# Costing Center Budget Summary

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Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0047  
**Manager:** Pam Richardson

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## Description:

This account covers costs related to the operation and maintenance of the Civic Administration Building located at 410 - 9th Street.

## Comments:

Departments located in this building include - The City Manager, Mayor, and City Clerk offices, Human Resources, Finance, Economic Development and Information Technology.

Funds have been added to increase onsite security at City Hall.

## Outlook:

In 2020 a building condition assessment was conducted on the Civic Administration building. Based on the assessment received, it was reported that the building is in good overall condition and systems tested are performing adequately as intended, based upon the age of the building.

The key finding for the building notes that the existing roof membrane is performing poorly and has been the cause of the ongoing leaks within the building. This item has been included in the 2022 capital plan for repair as suggested.

Additional repairs have been scheduled for the building in the 10 year capital plan based upon other recommendations from the assessment. It was noted that a number of systems in the building have or will be reaching the end of their normal service life in the next year or two. It has been decided that these repairs will be handled once the system fails, or begins to fail, rather than incurring expenses for replacement before they are completely necessary. Inspections and minor repairs of these systems will continue on a regular basis in order to identify or mitigate a full replacement if possible.



# Costing Center Budget Summary

Costing Center: CIVIC ADMIN BUILDING - 410 9th STREET

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	95,817	130,230	111,158	121,033
52028 GENERAL INSURANCE	6,330	6,330	6,851	6,988
Contract Services Total	102,147	136,560	118,009	128,021
Materials and Supplies				
54099 PARTS AND MATERIALS	9,000	17,000	15,000	15,000
54323 INSURANCE DEDUCTIBLE	0	1,000	0	0
Materials and Supplies Total	9,000	18,000	15,000	15,000
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	50,000	50,000	0	50,000
Reserve Appropriation Total	50,000	50,000	0	50,000
Utilities				
53025 HEAT	29,500	28,250	30,200	36,900
53046 POWER	77,900	73,800	78,500	80,465
53150 WATER	6,700	7,599	6,765	6,934
Utilities Total	114,100	109,649	115,465	124,299
<b>Total Expenditures</b>	<b>275,247</b>	<b>314,209</b>	<b>248,474</b>	<b>317,320</b>
<b>Net Total</b>	<b>(275,247)</b>	<b>(314,209)</b>	<b>(248,474)</b>	<b>(317,320)</b>
<b>Percentage Change</b>			<b>(9.73%)</b>	

# Costing Center Budget Summary

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Costing Center: CIVIC COMPLEX (A. R. MCDIARMID BUILDING)

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0802  
**Manager:** Pam Richardson

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## Description:

This cost center covers costs related to the operations and maintenance of the civic complex located at 638 Princess Avenue.

## Comments:

This building was constructed in 1966 and renovated in 2014 to meet the operating needs of the City. The main floor is approximately 60,000 sq. feet and is occupied by Development Services (Engineering, Planning & Building Safety, Property), Risk & Emergency Management, Recreation Hub East and a Youth Center. The lower level has a backup site for 911 Services and storage.

The City has a 10 year agreement to lease space in the basement to the Brandon School Division, which expires June 30, 2027.

This cost center includes the debt servicing principal and interest costs for the building retrofit, which is a ten (10) year debenture expiring in 2026.

## Outlook:

In 2021 a building condition assessment was conducted on the A.R McDiarmid building. Based upon the assessment that was received, it was reported that the building is in good overall condition and systems tested are performing adequately as intended.

Key findings for the building included that significant upgrades to the lower level of the facility would be required prior to leasing the space. In addition, roof repairs were identified for the building and were recommended to take place as soon as possible to prevent further damage. These items have been included in the 2022 capital plan for repair as suggested.

Additional repairs have been scheduled for the building in the 10 year capital plan based upon other recommendations from the assessment. It was noted that a number of systems in the building have or will be reaching the end of their normal service life in the next year or two. It has been decided that these repairs will be handled once the system fails, or begins to fail, rather than incurring expenses for replacement before they are completely necessary. Inspections and minor repairs of these systems will continue on a regular basis in order to identify or mitigate a full replacement if possible.

# Costing Center Budget Summary

Costing Center: CIVIC COMPLEX (A. R. MCDIARMID BUILDING)

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	70,413	83,958	63,848	67,112
52028 GENERAL INSURANCE	4,481	4,481	4,874	4,971
Contract Services Total	74,894	88,439	68,722	72,083
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	176,305	176,305	181,594	477,897
57439 DEBENTURE INTEREST	34,212	34,212	28,923	235,361
Debenture Debt Servicing Costs Total	210,517	210,517	210,517	713,258
Materials and Supplies				
54099 PARTS AND MATERIALS	8,000	7,457	8,000	8,000
Materials and Supplies Total	8,000	7,457	8,000	8,000
Utilities				
53046 POWER	71,750	72,000	74,569	76,433
53130 TELEPHONE	350	339	340	340
53150 WATER	1,800	2,468	2,460	2,522
Utilities Total	73,900	74,807	77,369	79,295
<b>Total Expenditures</b>	<b>367,311</b>	<b>381,220</b>	<b>364,608</b>	<b>872,636</b>
<b>Net Total</b>	<b>(367,311)</b>	<b>(381,220)</b>	<b>(364,608)</b>	<b>(872,636)</b>
<b>Percentage Change</b>			<b>(0.74%)</b>	

# Costing Center Budget Summary

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Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE EAST

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0136  
**Manager:** Pam Richardson

---

## Description:

This account covers the operating and maintenance costs of the building at 900 Richmond Avenue East and the salt shed/sand storage building. The internal recovery is funded through the garage and is reflected in the rates charged by the garage. This building was constructed in 1987.

## Comments:

In 2021 a building condition assessment was conducted on the Civic Services building. Based upon the assessment that was received, it was reported that the building is in good overall condition and systems tested are performing adequately as intended.

The key finding for the building notes that portions of the metal roof and skylights are performing poorly and has been the cause of the ongoing leaks within the building over the past year or two. Work to repair the roof, in conjunction with the replacement of existing evestroughs on the north side of the building will rectify these issues. These items have been included in the 2022 capital plan for repair as suggested.

Additional repairs have been scheduled for the building in the 10 year capital plan based upon other recommendations from the assessment. It was noted that a number of systems in the building have or will be reaching the end of their normal service life in the next year or two. It has been decided that these repairs will be handled once the system fails, or begins to fail, rather than incurring expenses for replacement before they are completely necessary. Inspections and minor repairs of these systems will continue on a regular basis in order to identify or mitigate a full replacement if possible.

## Outlook:

# Costing Center Budget Summary

Costing Center: CIVIC SERVICES COMPLEX - 900 RICHMOND AVENUE EAST

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	22,226	24,385	28,964	18,680
52028 GENERAL INSURANCE	8,095	8,095	8,741	8,916
Contract Services Total	30,321	32,480	37,705	27,596
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	7,929	0	0
Equipment Purchases Total	0	7,929	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	11,500	15,397	26,000	15,000
Materials and Supplies Total	11,500	15,397	26,000	15,000
Reserve Appropriation				
58533 CIVIC SERVICES COMPLEX B/L5655	75,000	75,000	15,000	25,000
Reserve Appropriation Total	75,000	75,000	15,000	25,000
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(217,524)	(217,524)	(182,795)	(174,280)
Transfers to/from Internal Accounts Total	(217,524)	(217,524)	(182,795)	(174,280)
Utilities				
53025 HEAT	26,138	25,638	31,000	31,775
53046 POWER	60,475	59,475	61,987	63,537
53130 TELEPHONE	340	339	340	340
53150 WATER	13,750	10,500	10,763	11,032
Utilities Total	100,703	95,952	104,090	106,684
<b>Total Expenditures</b>	<b>0</b>	<b>9,234</b>	<b>0</b>	<b>0</b>
<b>Net Total</b>	<b>0</b>	<b>(9,234)</b>	<b>0</b>	<b>0</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

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Costing Center: DALY HOUSE MUSEUM

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 4062  
**Manager:** Pam Richardson

---

## Description:

This account covers maintenance to the Daly House Museum per the agreement with the Museum. The museum has approximately 2,180 square feet per floor with two and a half floors.

## Comments:

## Outlook:

Due to the age of the building there are a variety of repairs that are required from broken windows, stress fractures and wall repairs, which are mainly due to the building shifting over time. Due to the Heritage status of the building, investigations are ongoing to source appropriate funding.

# Costing Center Budget Summary

Costing Center: DALY HOUSE MUSEUM

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	16	817	15	826
52028 GENERAL INSURANCE	328	328	359	366
Contract Services Total	344	1,145	374	1,192
Materials and Supplies				
54099 PARTS AND MATERIALS	500	269	250	250
Materials and Supplies Total	500	269	250	250
<b>Total Expenditures</b>	<b>844</b>	<b>1,414</b>	<b>624</b>	<b>1,442</b>
<b>Net Total</b>	<b>(844)</b>	<b>(1,414)</b>	<b>(624)</b>	<b>(1,442)</b>
<b>Percentage Change</b>			<b>(26.07%)</b>	

# Costing Center Budget Summary

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Costing Center: FIRE STATION - 13TH STREET

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0812  
**Manager:** Pam Richardson

---

## Description:

This cost center covers maintenance for Fire Station #2 located at 13th Street & Queens Avenue.

## Comments:

#2 Fire Hall is a single storey block wall constructed building with a flat tar and gravel roof. It was built in the early to mid 1980's and houses an equipment storage bay as well as living area. There is also a second storage garage behind the main building. The building underwent roof repairs in the Fall of 2021.

A building condition assessment is scheduled to be completed in 2022.

## Outlook:



# Costing Center Budget Summary

Costing Center: FIRE STATION - 13TH STREET

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	1,806	9,077	1,290	1,290
52028 GENERAL INSURANCE	830	830	904	922
Contract Services Total	2,636	9,907	2,194	2,212
Materials and Supplies				
54099 PARTS AND MATERIALS	3,000	768	1,000	1,000
Materials and Supplies Total	3,000	768	1,000	1,000
Utilities				
53025 HEAT	6,253	7,253	6,667	8,145
53046 POWER	8,200	7,500	7,688	7,880
53150 WATER	1,200	900	923	946
Utilities Total	15,653	15,653	15,278	16,971
<b>Total Expenditures</b>	<b>21,289</b>	<b>26,328</b>	<b>18,472</b>	<b>20,183</b>
<b>Net Total</b>	<b>(21,289)</b>	<b>(26,328)</b>	<b>(18,472)</b>	<b>(20,183)</b>
<b>Percentage Change</b>			<b>(13.23%)</b>	

# Costing Center Budget Summary

---

Costing Center: FIRE STATION - 19TH STREET NORTH

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0806  
**Manager:** Pam Richardson

---

## Description:

This cost center covers maintenance costs for #1 Fire Hall located at 120 19th Street North. #1 Fire Hall opened in 2010.

## Comments:

This cost center includes the debt servicing principal and interest costs which is a nineteen (19) year debenture expiring in 2030.

A building condition assessment and energy audit is scheduled to be completed in 2022.

## Outlook:

# Costing Center Budget Summary

Costing Center: FIRE STATION - 19TH STREET NORTH

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	15,892	25,638	15,222	15,744
52028 GENERAL INSURANCE	7,471	7,471	8,150	8,313
Contract Services Total	23,363	33,109	23,372	24,057
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	502,181	502,181	526,888	552,811
57439 DEBENTURE INTEREST	309,608	309,608	284,900	258,978
Debenture Debt Servicing Costs Total	811,789	811,789	811,788	811,789
Materials and Supplies				
54099 PARTS AND MATERIALS	6,000	8,094	6,000	6,000
Materials and Supplies Total	6,000	8,094	6,000	6,000
Utilities				
53025 HEAT	62,525	62,225	61,235	74,825
53150 WATER	4,100	4,600	4,200	4,300
Utilities Total	66,625	66,825	65,435	79,125
<b>Total Expenditures</b>	<b>907,777</b>	<b>919,817</b>	<b>906,595</b>	<b>920,971</b>
<b>Net Total</b>	<b>(907,777)</b>	<b>(919,817)</b>	<b>(906,595)</b>	<b>(920,971)</b>
<b>Percentage Change</b>			<b>(0.13%)</b>	

# Costing Center Budget Summary

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Costing Center: LANDFILL BUILDINGS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0807  
**Manager:** Pam Richardson

---

## Description:

This cost center captures the maintenance and utility costs associated with the buildings at the Eastview Landfill Site, including the Materials Recovery Facility (MRF), Household Hazardous Waste (HHW) building, and the scale building.

Prior to 2021 the costs associated with these buildings were included in the landfill operations cost center.

## Comments:

The Material Recovery Facility (MRF), was constructed in 2003, and is 35,000 sq. ft. The Household Hazardous Waste (HHW) building is 2,000 sq. ft. and the scale building is approx. 500 sq. ft.

In 2019 the Household Hazardous Waste (HHW) building and the main scale house were renovated. Both scale decks were also reconstructed, with the inbound scale completed in 2019 and the outbound scale completed in 2020. The replacement of the scales at the Eastview Landfill ensure the accuracy of the billing for customers and reduce opportunities for weigh errors and revenue loss.

In 2020 a building condition assessment was conducted on the Sanitation building. Based upon the assessment that was received, it was reported that the building is in good overall condition and systems tested are performing adequately as intended. As the building is only 17 years old, major repairs were not identified or recommended for the short term.

The key finding for the building identified that due to the frequent use of the overhead doors located in the Material Recycling Facility (MRF), it was suggested that complete replacements of the doors occur within the next 5 years. These items have not been included in the capital plan at this time. Inspections and minor repairs of these systems will continue on a regular basis in order to identify or mitigate a full replacement if possible.

## Outlook:

Replacement of Loading Dock Cushions will be completed in 2022 and roof repairs to the building are needed.

# Costing Center Budget Summary

Costing Center: LANDFILL BUILDINGS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	24,437	25,916	23,429	18,853
52028 GENERAL INSURANCE	3,080	3,080	3,349	3,416
Contract Services Total	27,517	28,996	26,778	22,269
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	23,570	5,000	0
Equipment Purchases Total	0	23,570	5,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	2,500	5,009	2,500	2,500
Materials and Supplies Total	2,500	5,009	2,500	2,500
Utilities				
53025 HEAT	6,500	7,500	7,885	9,635
53046 POWER	62,000	56,500	57,000	58,425
53150 WATER	950	1,100	1,100	1,100
Utilities Total	69,450	65,100	65,985	69,160
<b>Total Expenditures</b>	<b>99,467</b>	<b>122,675</b>	<b>100,263</b>	<b>93,929</b>
<b>Net Total</b>	<b>(99,467)</b>	<b>(122,675)</b>	<b>(100,263)</b>	<b>(93,929)</b>
<b>Percentage Change</b>			<b>0.80%</b>	

# Costing Center Budget Summary

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Costing Center: LIBRARY/ARTS BUILDING

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0808  
**Manager:** Pam Richardson

---

## Description:

This account covers maintenance of the Library/Arts building at 716 Rosser Avenue.

## Comments:

This building is a wood structure with a flat tar and gravel roof, 2 storeys and lower level. The building was fully renovated in 2003 and houses the Art Gallery on the second level and the Regional Library on the main floor and lower level.

In 2018 a building condition assessment was conducted on the Library Arts building. Based upon the assessment that was received, it was reported that the building is in good overall condition and systems tested are performing adequately as intended given that the age of the building is approximately 85 years old.

During 2021 it was identified by staff that roof repairs were required, during regular maintenance of the roof top units. As per a roof assessment provided, roof repairs are recommended to prevent any further damage to the building. This item has been included in the 2022 capital plan for repair as suggested.

In 2023, numerous capital repairs have been planned in order to align with the possible renovation of the building space.

In future years additional repairs have been scheduled for the building based upon other recommendations from the assessment. It was noted that a number of systems in the building have or will be reaching the end of their normal service life in the next year or two. It has been decided that these repairs will be handled once the system fails, or begins to fail, rather than incurring expenses for replacement before they are completely necessary. Inspections and minor repairs of these systems will continue on a regular basis in order to identify or mitigate a full replacement if possible.

## Outlook:

# Costing Center Budget Summary

Costing Center: LIBRARY/ARTS BUILDING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	37,308	45,511	39,144	37,614
52028 GENERAL INSURANCE	4,469	4,469	4,873	4,970
Contract Services Total	41,777	49,980	44,017	42,584
Materials and Supplies				
54099 PARTS AND MATERIALS	5,000	5,357	5,000	5,000
54323 INSURANCE DEDUCTIBLE	0	2,500	0	0
Materials and Supplies Total	5,000	7,857	5,000	5,000
Reserve Appropriation				
58526 LIBRARY/ARTS MAINT B/L 5259	150,000	150,000	15,000	50,000
Reserve Appropriation Total	150,000	150,000	15,000	50,000
Utilities				
53025 HEAT	13,325	10,125	12,580	15,375
53046 POWER	59,450	58,450	59,911	61,409
53130 TELEPHONE	1,849	1,849	1,849	1,849
53150 WATER	1,700	1,415	1,604	1,644
Utilities Total	76,324	71,839	75,944	80,277
<b>Total Expenditures</b>	<b>273,101</b>	<b>279,676</b>	<b>139,961</b>	<b>177,861</b>
<b>Net Total</b>	<b>(273,101)</b>	<b>(279,676)</b>	<b>(139,961)</b>	<b>(177,861)</b>
<b>Percentage Change</b>			<b>(48.75%)</b>	

# Costing Center Budget Summary

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Costing Center: PARKS BUILDINGS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0152  
**Manager:** Pam Richardson

---

## Description:

This cost center captures the operating costs of the parks complex at 2020 McGregor Avenue. The building houses a garage area, administrative offices, and several green houses.

## Comments:

The parks complex was constructed in 1990.

In 2021 a building condition assessment was conducted on the Parks Complex. Based upon the assessment that was received, it was reported that the building is in good overall condition and systems tested are performing adequately as intended.

The key finding for the building notes that the office-shop roof interface experiences leaking during heavy rain events. Based upon quotes received in the Fall of 2021, the work to repair this is small and therefore has been included within the operating budget for the building.

## Outlook:



# Costing Center Budget Summary

Costing Center: PARKS BUILDINGS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Capital Contribution				
10300 CAPITAL PROJECTS	0	0	0	40,000
Capital Contribution Total	0	0	0	40,000
Contract Services				
52015 CONTRACTS	11,379	14,087	17,328	12,335
52028 GENERAL INSURANCE	3,989	3,989	4,299	4,385
Contract Services Total	15,368	18,076	21,627	16,720
Materials and Supplies				
54099 PARTS AND MATERIALS	2,000	6,997	3,000	3,000
Materials and Supplies Total	2,000	6,997	3,000	3,000
Utilities				
53025 HEAT	15,145	19,145	18,179	22,215
53150 WATER	8,000	5,700	6,355	6,514
Utilities Total	23,145	24,845	24,534	28,729
<b>Total Expenditures</b>	<b>40,513</b>	<b>49,918</b>	<b>49,161</b>	<b>88,449</b>
<b>Net Total</b>	<b>(40,513)</b>	<b>(49,918)</b>	<b>(49,161)</b>	<b>(88,449)</b>
<b>Percentage Change</b>			<b>21.35%</b>	

# Costing Center Budget Summary

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Costing Center: POLICE STATION - VICTORIA AVE

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0085  
**Manager:** Pam Richardson

---

## Description:

This cost center is for the operating and maintenance costs for the Police Station at 1020 Victoria Avenue.

## Comments:

This cost center includes the debt servicing principal and interest costs for the construction of this facility, which is an eighteen (18) year debenture expiring in 2030.

A building condition assessment and energy audit is scheduled to be completed in 2022.

## Outlook:

# Costing Center Budget Summary

Costing Center: POLICE STATION - VICTORIA AVE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	77,378	88,039	79,092	80,513
52028 GENERAL INSURANCE	7,467	7,467	8,265	8,430
Contract Services Total	84,845	95,506	87,357	88,943
Debenture Debt Servicing Costs				
57438 DEBENTURE PRINCIPAL	688,092	688,092	719,056	751,414
57439 DEBENTURE INTEREST	380,494	380,494	349,530	317,172
Debenture Debt Servicing Costs Total	1,068,586	1,068,586	1,068,586	1,068,586
Materials and Supplies				
54099 PARTS AND MATERIALS	15,000	14,307	14,700	14,700
Materials and Supplies Total	15,000	14,307	14,700	14,700
Utilities				
53046 POWER	85,075	98,575	98,000	100,450
53150 WATER	2,200	2,200	2,255	2,311
Utilities Total	87,275	100,775	100,255	102,761
<b>Total Expenditures</b>	<b>1,255,706</b>	<b>1,279,174</b>	<b>1,270,898</b>	<b>1,274,990</b>
<b>Net Total</b>	<b>(1,255,706)</b>	<b>(1,279,174)</b>	<b>(1,270,898)</b>	<b>(1,274,990)</b>
<b>Percentage Change</b>			<b>1.21%</b>	

# Costing Center Budget Summary

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Costing Center: STORAGE GARAGE

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0139  
**Manager:** Pam Richardson

---

## Description:

This cost center is for the operation and maintenance of the storage garage located at 900 Richmond Avenue East. The building is used to house equipment owned by Fleet Services, as well as for the Meter Repair Shop. An internal recovery is funded through the garage and the utility. Work stations and a computer training area are located in the upper level of the building.

## Comments:

This building is approximately 15,000 square feet (250 x 60).

## Outlook:

# Costing Center Budget Summary

Costing Center: STORAGE GARAGE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	800	2,172	600	600
Contract Services Total	800	2,172	600	600
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	8,700	0
Equipment Purchases Total	0	0	8,700	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	622	400	400
Materials and Supplies Total	1,000	622	400	400
Transfers to/from Internal Accounts				
59334 INTERNAL CHARGES	(11,815)	(11,815)	(22,918)	(14,545)
Transfers to/from Internal Accounts Total	(11,815)	(11,815)	(22,918)	(14,545)
Utilities				
53025 HEAT	8,815	10,515	12,500	12,810
53150 WATER	1,200	700	718	735
Utilities Total	10,015	11,215	13,218	13,545
<b>Total Expenditures</b>	<b>0</b>	<b>2,194</b>	<b>0</b>	<b>0</b>
<b>Net Total</b>	<b>0</b>	<b>(2,194)</b>	<b>0</b>	<b>0</b>
<b>Percentage Change</b>			<b>0.00%</b>	

# Costing Center Budget Summary

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Costing Center: STREET LIGHTS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0183  
**Manager:** Pam Richardson

---

## Description:

This cost center is for the costs associated with the maintenance and power consumption of the street lighting systems. This also includes new developments.

## Comments:

Manitoba Hydro looks after lamp replacements and upgrades to the street lights.

## Outlook:

As the City continues to expand budget increases will be required in relation to physical expansion.

# Costing Center Budget Summary

Costing Center: STREET LIGHTS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	10,000	10,428	0	0
Contract Services Total	10,000	10,428	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	11,500	10,000	0	0
Materials and Supplies Total	11,500	10,000	0	0
Utilities				
53046    POWER	940,986	949,486	978,000	1,002,450
Utilities Total	940,986	949,486	978,000	1,002,450
<b>Total Expenditures</b>	<b>962,486</b>	<b>969,914</b>	<b>978,000</b>	<b>1,002,450</b>
<b>Net Total</b>	<b>(962,486)</b>	<b>(969,914)</b>	<b>(978,000)</b>	<b>(1,002,450)</b>
<b>Percentage Change</b>			1.61%	

# Costing Center Budget Summary

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Costing Center: TEST LAB BUILDING

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0801  
**Manager:** Pam Richardson

---

## Description:

This cost center is for the operation and maintenance of the Test Laboratory structure located at the Civic Services Complex.

## Comments:

The test lab is used by the Engineering Department for testing of soils, asphalt and concrete. It is a single storey wood frame structure, approximately 2,000 square feet, with a stucco finish and asphalt shingled roof. The construction date of this building is unknown.

## Outlook:



# Costing Center Budget Summary

Costing Center: TEST LAB BUILDING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	538	535	535	535
Contract Services Total	538	535	535	535
Materials and Supplies				
54099    PARTS AND MATERIALS	150	0	75	75
Materials and Supplies Total	150	0	75	75
Utilities				
53025    HEAT	881	806	758	926
53150    WATER	180	214	319	225
Utilities Total	1,061	1,020	1,077	1,151
<b>Total Expenditures</b>	<b>1,749</b>	<b>1,555</b>	<b>1,687</b>	<b>1,761</b>
<b>Net Total</b>	<b>(1,749)</b>	<b>(1,555)</b>	<b>(1,687)</b>	<b>(1,761)</b>
<b>Percentage Change</b>			<b>(3.54%)</b>	

# Costing Center Budget Summary

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Costing Center: TRAFFIC SIGNALS

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0190  
**Manager:** Pam Richardson

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## Description:

This cost center is for the maintenance and upgrading of all traffic signals within the jurisdiction and traffic signs throughout the City.

## Comments:

There are maintenance agreements with the 2 railways which have crossings within City boundaries.

With the effects of the weather and salt on the City's aging light standards, pole replacement is required on a regular basis and the replacement program is for 12 poles per year.

Also included in this cost center is the costs for supply and installation of signs for 3rd parties and the associated cost recoveries.

## Outlook:

# Costing Center Budget Summary

Costing Center: TRAFFIC SIGNALS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42994 RECOVERIES OTHER	2,200	1,853	2,200	2,500
Other Income Total	2,200	1,853	2,200	2,500
<b>Total Revenues</b>	<b>2,200</b>	<b>1,853</b>	<b>2,200</b>	<b>2,500</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	39,843	40,944	39,950	39,950
Contract Services Total	39,843	40,944	39,950	39,950
Materials and Supplies				
54099 PARTS AND MATERIALS	51,292	10,925	41,500	52,360
Materials and Supplies Total	51,292	10,925	41,500	52,360
<b>Total Expenditures</b>	<b>91,135</b>	<b>51,869</b>	<b>81,450</b>	<b>92,310</b>
<b>Net Total</b>	<b>(88,935)</b>	<b>(50,016)</b>	<b>(79,250)</b>	<b>(89,810)</b>
<b>Percentage Change</b>			<b>(10.89%)</b>	

# Costing Center Budget Summary

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Costing Center: TRANSIT COMFORT STATION

**Division:** GENERAL  
GOVERNMENT  
SERVICES  
**Department:** BUILDING  
MAINTENANCE  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0507  
**Manager:** Pam Richardson

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## Description:

This cost center is for the operating and maintenance costs of the downtown Transit Comfort Station located at 21 - 8th Street.

## Comments:

The transit comfort station was renovated in 2020. In addition to the bus drivers using the building for their rest breaks, bus passengers are able to purchase bus passes and reload rider cards at this location.

## Outlook:

# Costing Center Budget Summary

Costing Center: TRANSIT COMFORT STATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	5,782	6,048	6,168	6,229
Contract Services Total	5,782	6,048	6,168	6,229
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	1,950	2,000	2,000
Materials and Supplies Total	1,000	1,950	2,000	2,000
Utilities				
53046 POWER	3,505	3,155	3,593	3,682
53150 WATER	1,000	700	718	735
Utilities Total	4,505	3,855	4,311	4,417
<b>Total Expenditures</b>	<b>11,287</b>	<b>11,853</b>	<b>12,479</b>	<b>12,646</b>
<b>Net Total</b>	<b>(11,287)</b>	<b>(11,853)</b>	<b>(12,479)</b>	<b>(12,646)</b>
<b>Percentage Change</b>			<b>10.56%</b>	

# Costing Center Budget Summary

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Costing Center: FIRE DEPT VEHICLES

**Division:** TRANSPORTATION  
SERVICES  
**Department:** FLEET SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 4066  
**Manager:** Carla Richardson

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## Description:

The Fire Department Vehicles cost center covers the maintenance and repairs of all vehicles and equipment owned by the City for use by the Fire Department. The maintenance charges are then allocated to the Fire operating budget.

## Comments:

There are seventeen vehicles and equipment contained within this cost center providing a number of different functions. This cost center includes firefighting equipment such as tankers, pumpers, rescue units as well as support vehicles.

A software system is used to track preventative maintenance schedules, repairs and warranty information. This ensures that all vehicles and equipment are well maintained so that they perform when required, and retain maximum residual value upon replacement.

Encompassed in this cost center are funds transferred to the Fire Vehicles Reserve. Capital contributions are allocated to the Fire Departments' operating budget in order to ensure sufficient funds are in the reserve when the asset needs to be replaced. A robust asset management program guiding the long term capital plan for 17 pieces of Fire related equipment is utilized. It is a systematic process that ensures the right equipment is procured at the most prudent time.

When determining the replacement plan for each asset, a number of factors are taken into consideration including the initial purchase price, inflation, condition assessment, residual value and how the asset is being utilized. Factoring all of these components in a scientific, mathematical format produces a consistent and defensible lifecycle schedule and annual capital contribution amount (calculated on an asset by asset basis).

Fleet Services works collaboratively with the Fire Department to ensure the right equipment is procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. Fleet Services is committed to being a reliable partner so Brandon Fire and Emergency Services can continue to effectively provide service to the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

## Outlook:

# Costing Center Budget Summary

Costing Center: FIRE DEPT VEHICLES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
49431    FIRE VEHICLE SALES	0	0	0	138,339
User Fees and Sales of Goods Total	0	0	0	138,339
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>138,339</b>
<b>Expenditures</b>				
Contract Services				
52032    VEHICLE INSURANCE	48,115	51,725	52,282	52,282
Contract Services Total	48,115	51,725	52,282	52,282
Materials and Supplies				
54099    PARTS AND MATERIALS	29,435	67,435	53,000	53,000
54157    TIRES	6,000	6,000	5,000	5,000
Materials and Supplies Total	35,435	73,435	58,000	58,000
Other				
59080    FLEET EQUIP MAINTENANCE	(134,550)	(134,550)	(166,500)	(166,500)
59993    EQUIPMENT CAPITAL CONTRIBUTION	(175,799)	(175,799)	(37,061)	(200,947)
Other Total	(310,349)	(310,349)	(203,561)	(367,447)
Reserve Appropriation				
58554    FIRE VEHICLES B/L	175,799	175,799	37,061	339,286
Reserve Appropriation Total	175,799	175,799	37,061	339,286
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	51,000	51,000	55,000	55,000
Transfers to/from Internal Accounts Total	51,000	51,000	55,000	55,000
<b>Total Expenditures</b>	<b>0</b>	<b>41,610</b>	<b>(1,218)</b>	<b>137,121</b>
<b>Net Total</b>	<b>0</b>	<b>(41,610)</b>	<b>1,218</b>	<b>1,218</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# Costing Center Budget Summary

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Costing Center: FLEET EQUIPMENT

**Division:** TRANSPORTATION  
SERVICES  
**Department:** FLEET SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0700  
**Manager:** Carla Richardson

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## Description:

The Fleet Equipment cost center covers the maintenance and repairs of City owned vehicles and equipment (excluding Police, Fire and Transit). The maintenance charges are then allocated to the respective operating departments.

## Comments:

As the largest equipment cost center, Fleet Equipment encompasses almost 205 pieces of light and heavy duty, off road and specialty vehicles that the City owns.

A software system is used to track preventative maintenance schedules, repairs and warranty information. This ensures that all vehicles and equipment are well maintained so that they perform when required, and retain maximum residual value upon replacement.

Encompassed in this cost center are funds transferred to the Machinery and Equipment Reserve. Capital contributions are allocated to the user departments' operating budget in order to ensure sufficient funds are in the reserve when the asset needs to be replaced. A robust asset management program guiding the long term capital plan for almost 205 pieces of fleet equipment is utilized. It is a systematic process that ensures the right equipment is procured at the most prudent time.

When determining the replacement plan for each asset, a number of factors are taken into consideration including the initial purchase price, inflation, condition assessment, residual value and how the asset is being utilized. Factoring all of these components in a scientific, mathematical format produces a consistent and defensible lifecycle schedule and annual capital contribution amount (calculated on an asset by asset basis).

Fleet Services works collaboratively with all departments to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. Fleet Services is committed to being a reliable support system for other city departments so they can effectively provide their services to the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

## Outlook:



# Costing Center Budget Summary

Costing Center: FLEET EQUIPMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
49224    GARAGE EQUIPMENT SALES	963,748	813,717	717,716	351,611
User Fees and Sales of Goods Total	963,748	813,717	717,716	351,611
<b>Total Revenues</b>	<b>963,748</b>	<b>813,717</b>	<b>717,716</b>	<b>351,611</b>
<b>Expenditures</b>				
Contract Services				
52032    VEHICLE INSURANCE	229,817	212,632	212,003	212,003
Contract Services Total	229,817	212,632	212,003	212,003
Materials and Supplies				
54099    PARTS AND MATERIALS	456,995	600,295	500,471	494,092
54157    TIRES	80,000	90,000	95,000	95,000
54209    PREVENTATIVE MAINTENANCE	71,988	71,969	61,244	35,040
Materials and Supplies Total	608,983	762,264	656,715	624,132
Other				
59080    FLEET EQUIP MAINTENANCE	(1,498,800)	(1,495,300)	(1,599,800)	(1,567,520)
59993    EQUIPMENT CAPITAL CONTRIBUTION	(1,983,503)	(1,983,503)	(1,905,985)	(2,194,086)
Other Total	(3,482,303)	(3,478,803)	(3,505,785)	(3,761,606)
Reserve Appropriation				
58508    EQUIPMENT REPLACEMENT B/L 3675	2,947,251	2,797,220	2,623,701	2,545,697
Reserve Appropriation Total	2,947,251	2,797,220	2,623,701	2,545,697
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	660,000	675,000	721,629	721,932
Transfers to/from Internal Accounts Total	660,000	675,000	721,629	721,932
<b>Total Expenditures</b>	<b>963,748</b>	<b>968,313</b>	<b>708,263</b>	<b>342,158</b>
<b>Net Total</b>	<b>0</b>	<b>(154,596)</b>	<b>9,453</b>	<b>9,453</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# Costing Center Budget Summary

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Costing Center: GARAGE SERVICES

**Division:** TRANSPORTATION  
SERVICES  
**Department:** FLEET SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0135  
**Manager:** Carla Richardson

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## Description:

This cost center captures the operating costs associated with the functions of the City Garage as they relate to maintaining and repairing vehicles and equipment owned by the City of Brandon. There is an offsetting recovery through a shop rate which is charged to the various fleet accounts as work is performed.

## Comments:

An electronic software system is used, which tracks preventive maintenance schedules, repairs and warranty information. This helps to ensure that all equipment is well maintained to ensure they perform well when required, as well as to retain maximum residual value upon replacement.

Fleet Services works collaboratively with all departments to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. We are committed to being a reliable support system for other city departments so they can effectively provide their services to the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

## Outlook:

# Costing Center Budget Summary

Costing Center: GARAGE SERVICES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42994 RECOVERIES OTHER	3,640	6,490	3,100	4,000
Other Income Total	3,640	6,490	3,100	4,000
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	2,300	3,529	2,175	2,175
42520 OIL & FILTER RECOVERIES	2,472	772	1,600	1,600
User Fees and Sales of Goods Total	4,772	4,301	3,775	3,775
<b>Total Revenues</b>	<b>8,412</b>	<b>10,791</b>	<b>6,875</b>	<b>7,775</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	1,572	1,572	1,693	1,693
51123 PROTECTIVE CLOTHING	5,500	5,500	5,500	5,500
51124 TOOL ALLOWANCE	4,320	4,320	4,320	4,320
51285 MEDICALS	550	550	650	675
Benefits Total	11,942	11,942	12,163	12,188
Contract Services				
52015 CONTRACTS	6,750	7,863	8,356	8,607
52028 GENERAL INSURANCE	547	547	576	587
52029 LIABILITY INSURANCE	1,320	1,320	1,350	1,400
52032 VEHICLE INSURANCE	530	489	530	530
52054 MAINT OF EQUIP EXT	26,471	26,471	32,033	32,033
52069 PRINTING COSTS	200	200	200	200
Contract Services Total	35,818	36,890	43,045	43,357
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,000	10,600	5,200	10,000
Equipment Purchases Total	4,000	10,600	5,200	10,000
Materials and Supplies				
54095 SHOP SUPPLIES	28,000	31,000	27,069	27,081
54103 GASOLINE (VEHICLE)	1,400	1,250	940	940
54104 DIESEL (VEHICLE)	1,400	1,750	1,565	1,565
54266 TOOLS	8,240	8,240	8,500	8,500
Materials and Supplies Total	39,040	42,240	38,074	38,086
Other				
51141 PROFESSIONAL DEVELOPMENT	6,500	4,500	12,500	12,500
59003 ADVERTISING	500	500	500	500
59048 LUNCHEONS	0	220	500	500
59059 MEMBERSHIP	1,385	1,385	1,385	1,385
59080 FLEET EQUIP MAINTENANCE	16,500	16,500	21,000	21,000
59098 SUBSCRIPTIONS	11,292	10,417	11,715	11,715
59993 EQUIPMENT CAPITAL CONTRIBUTION	16,100	16,100	14,544	16,922
Other Total	52,277	49,622	62,144	64,522
Reserve Appropriation				
58508 EQUIPMENT REPLACEMENT B/L 3675	1,500	1,500	2,000	2,000
Reserve Appropriation Total	1,500	1,500	2,000	2,000

# Costing Center Budget Summary

Costing Center: GARAGE SERVICES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Salaries and Wages				
51083 REGULAR SALARIES	1,220,737	1,058,555	1,294,757	1,310,417
51084 OVERTIME SALARIES	30,500	30,500	30,400	30,400
51090 SHIFT DIFFERENTIAL	4,970	4,970	4,600	4,600
Salaries and Wages Total	1,256,207	1,094,025	1,329,757	1,345,417
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	(1,625,589)	(1,489,589)	(1,692,129)	(1,696,532)
59334 INTERNAL CHARGES	227,401	227,401	201,954	186,440
Transfers to/from Internal Accounts Total	(1,398,188)	(1,262,188)	(1,490,175)	(1,510,092)
Utilities				
53130 TELEPHONE	2,136	2,136	2,012	2,020
53295 RADIO COSTS	289	289	276	276
Utilities Total	2,425	2,425	2,288	2,296
<b>Total Expenditures</b>	<b>5,020</b>	<b>(12,945)</b>	<b>4,498</b>	<b>7,775</b>
<b>Net Total</b>	<b>3,392</b>	<b>23,736</b>	<b>2,377</b>	<b>0</b>
<b>Percentage Change</b>			<b>(29.92%)</b>	

# Costing Center Budget Summary

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Costing Center: POLICE DEPT VEHICLES

**Division:** TRANSPORTATION  
SERVICES  
**Department:** FLEET SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0084  
**Manager:** Carla Richardson

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## Description:

The Police Department Vehicles cost center covers the maintenance and repairs of all vehicles and equipment owned by the City for use by the Police Department. The maintenance charges are then allocated to the Police Department.

## Comments:

The Police Department has a number of different vehicle types providing different functions within the community. This cost center includes marked and unmarked patrol and traffic, undercover and community program vehicles.

A software system is used to track preventative maintenance schedules, repairs and warranty information. This ensures that all vehicles and equipment are well maintained so that they perform when required and retain maximum residual value upon replacement.

Encompassed in this cost center are funds transferred to the Police Vehicle Reserve. Capital contributions are allocated to the Police Departments' operating budget in order to ensure sufficient funds are in the reserve when the asset needs to be replaced. A robust asset management program guiding the long term capital plan for over 36 Police assets is utilized. It is a systematic process that ensures the right equipment is procured at the most prudent time.

When determining the replacement plan for each asset, a number of factors are taken into consideration including the initial purchase price, inflation, condition assessment, residual value and how the asset is being utilized. Factoring all of these components in a scientific, mathematical format produces a consistent and defensible lifecycle schedule and annual capital contribution amount (calculated on an asset by asset basis).

Fleet Services works collaboratively with the Police department to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. Fleet Services is committed to being a reliable partner for the Brandon Police Service so they can continue to serve and protect the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

## Outlook:

# Costing Center Budget Summary

Costing Center: POLICE DEPT VEHICLES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
49452    POLICE VEHICLE SALES	19,784	3,454	42,216	4,000
User Fees and Sales of Goods Total	19,784	3,454	42,216	4,000
<b>Total Revenues</b>	<b>19,784</b>	<b>3,454</b>	<b>42,216</b>	<b>4,000</b>
<b>Expenditures</b>				
Contract Services				
52032    VEHICLE INSURANCE	78,302	80,402	81,152	81,152
Contract Services Total	78,302	80,402	81,152	81,152
Materials and Supplies				
54099    PARTS AND MATERIALS	59,098	65,098	61,500	61,500
54157    TIRES	30,000	30,000	30,000	30,000
Materials and Supplies Total	89,098	95,098	91,500	91,500
Other				
59080    FLEET EQUIP MAINTENANCE	(258,550)	(259,050)	(283,900)	(283,900)
59993    EQUIPMENT CAPITAL CONTRIBUTION	(338,574)	(338,574)	(315,637)	(370,451)
Other Total	(597,124)	(597,624)	(599,537)	(654,351)
Reserve Appropriation				
58549    POLICE VEHICLES B/L	358,358	342,028	357,853	374,451
Reserve Appropriation Total	358,358	342,028	357,853	374,451
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	91,150	110,650	108,000	108,000
Transfers to/from Internal Accounts Total	91,150	110,650	108,000	108,000
<b>Total Expenditures</b>	<b>19,784</b>	<b>30,554</b>	<b>38,968</b>	<b>752</b>
<b>Net Total</b>	<b>0</b>	<b>(27,100)</b>	<b>3,248</b>	<b>3,248</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# Costing Center Budget Summary

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Costing Center: SCHOOL DIVISION EQUIPMENT

**Division:** TRANSPORTATION  
SERVICES  
**Department:** FLEET SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0689  
**Manager:** Carla Richardson

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## Description:

This cost center captures the net revenue generated by providing diesel fuel and DEF to the Brandon School Division.

## Comments:

Fleet Services works collaboratively with the Brandon School Division to provide fueling services for their fleet of buses, and is committed to being a reliable partner for the School Division by keeping the administrative charges for this service as low as possible. By doing this we can continue to Build and Serve our community together.

## Outlook:

This cost center continues to decrease as the School Division transitions their fleet over to propane-fueled buses.

# Costing Center Budget Summary

Costing Center: SCHOOL DIVISION EQUIPMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999 REVENUE	142,762	122,917	128,230	128,230
Other Income Total	142,762	122,917	128,230	128,230
<b>Total Revenues</b>	<b>142,762</b>	<b>122,917</b>	<b>128,230</b>	<b>128,230</b>
<b>Expenditures</b>				
Materials and Supplies				
54104 DIESEL (VEHICLE)	135,864	116,964	122,000	122,000
54125 DIESEL EXHAUST FLUID	124	124	124	124
Materials and Supplies Total	135,988	117,088	122,124	122,124
<b>Total Expenditures</b>	<b>135,988</b>	<b>117,088</b>	<b>122,124</b>	<b>122,124</b>
<b>Net Total</b>	<b>6,774</b>	<b>5,829</b>	<b>6,106</b>	<b>6,106</b>
<b>Percentage Change</b>			<b>(9.86%)</b>	



# Costing Center Budget Summary

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Costing Center: STORES

**Division:** TRANSPORTATION  
SERVICES

**Budget Year:** 2022

**Department:** FLEET SERVICES

**Accounting Reference:** 0016

**Stage:** Approved

**Manager:** Carla Richardson

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## Description:

The Stores cost center covers the administrative cost of the stores operations. Stores functions include ordering, receiving, storage and issuing of parts and materials used throughout the city. The stores personnel are responsible for maintaining systematic records of inventory items through the financial software system.

## Comments:

The Stores section works collaboratively with city departments to ensure the right materials are stocked in a timely, efficient and effective manner. Recent improvements to this area include increased number of purchasing agreements, online order system to ensure departments are receiving the necessary products at the lowest cost.

## Outlook:

# Costing Center Budget Summary

Costing Center: STORES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
49224 GARAGE EQUIPMENT SALES	0	1,594	0	0
User Fees and Sales of Goods Total	0	1,594	0	0
<b>Total Revenues</b>	<b>0</b>	<b>1,594</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	244	482	244	244
51123 PROTECTIVE CLOTHING	175	175	150	150
51285 MEDICALS	0	40	0	0
Benefits Total	419	697	394	394
Contract Services				
52069 PRINTING COSTS	250	2,290	700	700
52252 DELIVERY - IN CITY	11,600	8,600	10,200	10,200
Contract Services Total	11,850	10,890	10,900	10,900
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	1,427	3,000	3,000
Equipment Purchases Total	0	1,427	3,000	3,000
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	800	800	800
Materials and Supplies Total	1,000	800	800	800
Other				
59048 LUNCHEONS	0	100	100	100
59080 FLEET EQUIP MAINTENANCE	1,000	1,000	1,000	1,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	3,564	3,564	3,215	4,854
Other Total	4,564	4,664	4,315	5,954
Salaries and Wages				
51083 REGULAR SALARIES	121,136	129,107	120,935	123,407
51084 OVERTIME SALARIES	1,000	0	500	500
Salaries and Wages Total	122,136	129,107	121,435	123,907
Utilities				
53130 TELEPHONE	982	982	726	726
Utilities Total	982	982	726	726
<b>Total Expenditures</b>	<b>140,951</b>	<b>148,567</b>	<b>141,569</b>	<b>145,680</b>
<b>Net Total</b>	<b>(140,951)</b>	<b>(146,973)</b>	<b>(141,569)</b>	<b>(145,680)</b>
<b>Percentage Change</b>			<b>0.44%</b>	

# Costing Center Budget Summary

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Costing Center: TRANSIT EQUIPMENT

**Division:** TRANSPORTATION  
SERVICES  
**Department:** FLEET SERVICES  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 3963  
**Manager:** Carla Richardson

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## Description:

The Transit Equipment cost center covers the maintenance and repairs of all vehicles and equipment owned by the City for use by Transit. The maintenance charges are then allocated to the Transit operating budgets.

## Comments:

The Transit fleet is made up of a total of 22 buses providing paratransit (door to door) and conventional (scheduled) services. There are five specialized paratransit buses, four of them were purchased in 2017 and the spare unit is a 2013. There are 17 buses in the conventional fleet providing scheduled service, 11 are 40 foot and 7 buses are 35 foot. The next buses needing replacement are the eleven 2010 units which are scheduled to start being replaced in 2024 and completed by 2028.

A software system is used, which tracks preventative maintenance schedules, repairs and warranty information. This ensures that all equipment is well maintained so that they may perform when required and to retain maximum residual value upon replacement.

Encompassed in this cost center are funds transferred to the Transit Equipment Reserve. Capital contributions are allocated to the Transit Departments' operating budget to help fund the reserve so the funds are available when an asset needs to be replaced.

When determining the replacement plan for each asset, a number of factors are taken into consideration including the initial purchase price, inflation, condition assessment, residual value and how the asset is being utilized. Factoring all of these components in a scientific, mathematical format produces a consistent and defensible lifecycle schedule and annual capital contribution amount (calculated on an asset by asset basis).

Fleet Services works collaboratively with Brandon Transit to ensure the right vehicles and equipment are procured at the most prudent time as well as maintained and repaired in a timely, effective and efficient manner. Fleet Services is committed to being a reliable partner so public transportation continues to be effectively provided to the citizens of Brandon. By doing this we can continue to Build and Serve our community together.

## Outlook:

# Costing Center Budget Summary

Costing Center: TRANSIT EQUIPMENT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
44500    FEDERAL GOV'T	466,601	912,915	466,601	486,888
Conditional Government Transfers Total	466,601	912,915	466,601	486,888
Other Income				
49263    TRANSIT EQUIPMENT SALES	0	0	107,092	0
Other Income Total	0	0	107,092	0
<b>Total Revenues</b>	<b>466,601</b>	<b>912,915</b>	<b>573,693</b>	<b>486,888</b>
<b>Expenditures</b>				
Contract Services				
52032    VEHICLE INSURANCE	50,700	47,138	46,911	46,911
Contract Services Total	50,700	47,138	46,911	46,911
Materials and Supplies				
54099    PARTS AND MATERIALS	414,300	344,300	350,000	350,000
54157    TIRES	40,000	40,000	33,000	33,000
Materials and Supplies Total	454,300	384,300	383,000	383,000
Other				
59080    FLEET EQUIP MAINTENANCE	(1,205,000)	(1,205,000)	(1,121,500)	(1,121,500)
59993    EQUIPMENT CAPITAL CONTRIBUTION	(491,044)	(491,044)	(416,044)	(506,821)
Other Total	(1,696,044)	(1,696,044)	(1,537,544)	(1,628,321)
Reserve Appropriation				
58510    TRANSIT EQUIPMENT B/L 3654	491,044	491,044	523,136	506,821
58558    TRANSIT GAS TAX RESERVE B/L	466,601	912,915	466,601	486,888
Reserve Appropriation Total	957,645	1,403,959	989,737	993,709
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	700,000	564,000	690,000	690,000
Transfers to/from Internal Accounts Total	700,000	564,000	690,000	690,000
<b>Total Expenditures</b>	<b>466,601</b>	<b>703,353</b>	<b>572,104</b>	<b>485,299</b>
<b>Net Total</b>	<b>0</b>	<b>209,562</b>	<b>1,589</b>	<b>1,589</b>
<b>Percentage Change</b>			<b>100.00%</b>	

# Costing Center Budget Summary

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Costing Center: OPERATIONS ADMINISTRATION

**Division:** TRANSPORTATION  
SERVICES  
**Department:** OPERATIONS ADMIN  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0142  
**Manager:** Patrick Pulak

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## Description:

This cost center includes the administrative costs associated with the Operational Services Division including incidental costs relating to the front office.

## Comments:

The Operational Services Division is under the direction of the General Manager of Operations, who reports directly to the City Manager. Operational Services consists of three (3) Department Heads which includes Transportation Services, Public Works, and Parks and Recreation Services. Director positions are all structured to reflect true cohesive Departments within the Operations Division.

The Operations Analyst is part of this costing center and is responsible for identifying procedural, technical and operational inefficiencies using data collection, analysis, and summarization. This position is also responsible for budget related support and analysis when required. The Operations Analyst prepares and delivers reports of findings to assist in the implementation of process updates and development throughout the Operational Services Division. This position involves regular communication with senior to mid-level management to support value added change management and process development.

The Infrastructure Asset Management Coordinator is also part of this cost center and is responsible for the development, maintenance and enhancement of the Operational Services Division Asset Management Program. This Asset Management system provides the City of Brandon with a standardized and consistent approach to tracking and associated costs related to assets. The CityWorks Asset Management system is growing steadily and is quickly beginning to help identify areas of concerns for infrastructure and allowing for maintenance or replacement in effective cost efficient manners in all areas of Operations.

## Outlook:

Emphasis will be placed on operating standards for each Departments responsibility to ensure financial responsibilities are maintained. Financial controls are enhanced by the Finance Supervisor for Operations, and Infrastructure is becoming categorized for levels of service with further development of the Asset Management program.

Training will be required in all areas to ensure a high level of knowledge is acquired for administrative staff and the success of these initiatives.

# Costing Center Budget Summary

Costing Center: OPERATIONS ADMINISTRATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	1,020	920	850	850
Contract Services Total	1,020	920	850	850
Equipment Purchases				
54410 EQUIPMENT PURCHASES	9,800	9,800	5,200	1,500
Equipment Purchases Total	9,800	9,800	5,200	1,500
Materials and Supplies				
54099 PARTS AND MATERIALS	5,300	6,500	6,500	6,500
54103 GASOLINE (VEHICLE)	650	1,075	1,500	1,500
Materials and Supplies Total	5,950	7,575	8,000	8,000
Other				
51141 PROFESSIONAL DEVELOPMENT	450	450	0	2,200
59048 LUNCHEONS	1,000	550	500	500
59080 FLEET EQUIP MAINTENANCE	3,500	3,500	4,500	4,500
59138 BUSINESS TRAVEL	1,000	364	1,000	1,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,518	2,518	2,292	2,667
Other Total	8,468	7,382	8,292	10,867
Salaries and Wages				
51083 REGULAR SALARIES	571,932	571,779	577,720	581,942
51084 OVERTIME SALARIES	500	250	500	500
Salaries and Wages Total	572,432	572,029	578,220	582,442
Utilities				
53130 TELEPHONE	2,457	2,268	1,997	1,997
53295 RADIO COSTS	126	122	118	118
Utilities Total	2,583	2,390	2,115	2,115
<b>Total Expenditures</b>	<b>600,253</b>	<b>600,096</b>	<b>602,677</b>	<b>605,774</b>
<b>Net Total</b>	<b>(600,253)</b>	<b>(600,096)</b>	<b>(602,677)</b>	<b>(605,774)</b>
<b>Percentage Change</b>			<b>0.40%</b>	

# Costing Center Budget Summary

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Costing Center: OPERATIONS BY-LAW GEN

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION  
**Department:** SANITATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1797  
**Manager:** Pam Richardson

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## Description:

This cost center covers the costs related to the Public Works Educator position. The costs are shared on a 50/50 basis between General Fund and Utility Fund.

## Comments:

The role of the Public Works Educator is to assist the Public Works departments with public education and compliance of the By-laws relating to the various operations. Due to a vacancy in this position in the summer of 2021, the new employee will spend 2022 focusing on all areas of Sanitation in an effort to reduce contamination and bin placement. Grease inspections within commercial establishments will also incur later during the year, with the hopes to educate and bring awareness to the desire to reduce the number of backups that occur within the sewer system each year.

## Outlook:

# Costing Center Budget Summary

Costing Center: OPERATIONS BY-LAW GEN

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	61	61	61	61
Benefits Total	61	61	61	61
Materials and Supplies				
54099 PARTS AND MATERIALS	100	144	100	100
54103 GASOLINE (VEHICLE)	2,140	1,476	2,500	2,500
Materials and Supplies Total	2,240	1,620	2,600	2,600
Other				
59080 FLEET EQUIP MAINTENANCE	1,500	1,500	2,250	2,250
59993 EQUIPMENT CAPITAL CONTRIBUTION	1,457	1,457	1,327	1,544
Other Total	2,957	2,957	3,577	3,794
Salaries and Wages				
51083 REGULAR SALARIES	29,038	16,164	27,806	29,305
Salaries and Wages Total	29,038	16,164	27,806	29,305
Utilities				
53130 TELEPHONE	196	198	192	192
53295 RADIO COSTS	31	31	29	29
Utilities Total	227	229	221	221
<b>Total Expenditures</b>	<b>34,523</b>	<b>21,031</b>	<b>34,265</b>	<b>35,980</b>
<b>Net Total</b>	<b>(34,523)</b>	<b>(21,031)</b>	<b>(34,265)</b>	<b>(35,980)</b>
<b>Percentage Change</b>			<b>(0.75%)</b>	



# Costing Center Budget Summary

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Costing Center: STORM SEWERS

**Division:** TRANSPORTATION  
SERVICES

**Budget Year:** 2022

**Department:** PARKING

**Accounting Reference:** 1792

**Stage:** Approved

**Manager:** Pam Richardson

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## Description:

This cost center provides funds for maintenance of infrastructure related to surface water that drains from the streets through catch basins and into the storm sewer system to the river.

## Comments:

This cost center can see drastic cost swings depending on the spring freeze/thaw cycles, and the amounts of rainfall that the City experiences.

## Outlook:

# Costing Center Budget Summary

Costing Center: STORM SEWERS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	118	118	118	118
Benefits Total	118	118	118	118
Materials and Supplies				
54099 PARTS AND MATERIALS	10,000	12,000	13,000	15,000
Materials and Supplies Total	10,000	12,000	13,000	15,000
Other				
59967 RESTORATION	2,000	0	2,000	5,000
Other Total	2,000	0	2,000	5,000
Salaries and Wages				
51083 REGULAR SALARIES	68,284	61,427	69,224	69,436
Salaries and Wages Total	68,284	61,427	69,224	69,436
<b>Total Expenditures</b>	<b>80,402</b>	<b>73,545</b>	<b>84,342</b>	<b>89,554</b>
<b>Net Total</b>	<b>(80,402)</b>	<b>(73,545)</b>	<b>(84,342)</b>	<b>(89,554)</b>
<b>Percentage Change</b>			<b>4.90%</b>	

# Costing Center Budget Summary

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Costing Center: SURFACE DRAINAGE

**Division:** TRANSPORTATION  
SERVICES  
**Department:** PARKING  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1791  
**Manager:** Pam Richardson

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## Description:

This cost center captures the costs associated with the regular cleaning of and improvements to the water run off ditch system. This system is utilized in cases where storm sewers do not exist.

## Comments:

Storm sewer assessments and cleaning, by an outside contractor, are planned to occur every 2 years to ensure the City's storm system is clean of debris and build up.

The 2022 budget includes funds to dredge the ditch along Willowdale Cres from Whiteshell Way to 26th Street, added by Council during budget deliberations.

## Outlook:

# Costing Center Budget Summary

Costing Center: SURFACE DRAINAGE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	118	118	219	219
Benefits Total	118	118	219	219
Contract Services				
52015 CONTRACTS	210,000	243,451	125,000	25,000
Contract Services Total	210,000	243,451	125,000	25,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	10,000	0
Equipment Purchases Total	0	0	10,000	0
Materials and Supplies				
54099 PARTS AND MATERIALS	15,000	14,944	15,000	15,000
54104 DIESEL (VEHICLE)	11,500	17,750	20,500	20,500
54125 DIESEL EXHAUST FLUID	100	200	200	200
54129 DIESEL (OPERATING)	17,000	17,000	18,000	18,000
Materials and Supplies Total	43,600	49,894	53,700	53,700
Other				
59080 FLEET EQUIP MAINTENANCE	18,000	18,000	46,000	46,000
59967 RESTORATION	1,200	1,200	1,000	1,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	50,849	50,849	49,048	57,066
Other Total	70,049	70,049	96,048	104,066
Salaries and Wages				
51083 REGULAR SALARIES	95,601	90,057	108,397	110,186
Salaries and Wages Total	95,601	90,057	108,397	110,186
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	7,500	7,500	7,500	7,500
59997 TRANSFER FR RESERVES	(200,000)	(240,000)	(100,000)	0
Transfers to/from Internal Accounts Total	(192,500)	(232,500)	(92,500)	7,500
<b>Total Expenditures</b>	<b>226,868</b>	<b>221,069</b>	<b>300,865</b>	<b>300,671</b>
<b>Net Total</b>	<b>(226,868)</b>	<b>(221,069)</b>	<b>(300,865)</b>	<b>(300,671)</b>
<b>Percentage Change</b>			<b>32.62%</b>	

# Costing Center Budget Summary

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Costing Center: ANDREWS FIELD OPERATIONS

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** PARKS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1494  
**Manager:** Perry Roque

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## Description:

This costing center captures the costs for the Andrews Field baseball diamond and building located at Hilton Avenue & 19th Street North, as well as the Sumner baseball diamond directly west.

## Comments:

Andrews Field was built in 1987 and is a premiere baseball diamond in Canada. A second diamond was added in 2013. The clubhouse building was built in 1990. This facility is operated under a management agreement with the Andrews Field Group, which provides all field maintenance, operates the canteen and manages all bookings of the facility. The current agreement expires April 30, 2024.

City water, from a hydrant, is being used to irrigate the field at this facility as the cost to install an irrigation pumping system from the river is cost prohibitive.

## Outlook:

A building assessment, completed in 2021, has provided the City with a list of items to be upgraded or renovated in future years. With these larger repair projects, the reserve appropriation amount has increased so the necessary repairs and upgrades can be completed over the next 10 years. Items included are repairs to team rooms, changes rooms and washrooms, roof repairs, replace stucco cladding, bleacher guardrails and mechanical upgrades. In addition, having the Wheat City Whiskey Jacks operating at the facility, significant upgrades have been identified for safety, playability and fan enjoyment. These include upgrades to the field, lighting and scoreboard, modifications to the buildings, smaller hand tools, and materials required for the day-to-day operation. These projects will be completed in partnership with Andrews Field Group.

# Costing Center Budget Summary

Costing Center: ANDREWS FIELD OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	24,908	24,908	25,124	25,549
52028 GENERAL INSURANCE	1,150	1,150	1,209	1,233
Contract Services Total	26,058	26,058	26,333	26,782
Materials and Supplies				
54099 PARTS AND MATERIALS	12,500	6,900	12,500	12,500
Materials and Supplies Total	12,500	6,900	12,500	12,500
Reserve Appropriation				
58540 ANDREWS FIELD RESERVE B/L	25,000	25,000	20,000	65,000
Reserve Appropriation Total	25,000	25,000	20,000	65,000
Utilities				
53150 WATER	20,000	24,769	20,000	20,000
Utilities Total	20,000	24,769	20,000	20,000
<b>Total Expenditures</b>	<b>83,558</b>	<b>82,727</b>	<b>78,833</b>	<b>124,282</b>
<b>Net Total</b>	<b>(83,558)</b>	<b>(82,727)</b>	<b>(78,833)</b>	<b>(124,282)</b>
<b>Percentage Change</b>			<b>(5.65%)</b>	

# Costing Center Budget Summary

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Costing Center: CEMETERY OPERATIONS

**Division:** PUBLIC HEALTH AND  
WELFARE SERVICES  
**Department:** PARKS - Cemetery  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0231  
**Manager:** Perry Roque

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## Description:

This costing center covers the maintenance and operation of the Brandon Municipal Cemetery.

## Comments:

The rates in the fee schedule are comparable to other municipal cemeteries throughout the province. Annually, 20% of revenues is appropriated to the Perpetual Care Reserve per By-law No. 6562.

## Outlook:

# Costing Center Budget Summary

Costing Center: CEMETERY OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999 REVENUE	0	345	0	0
Other Income Total	0	345	0	0
User Fees and Sales of Goods				
42060 ADMIN FEE REVENUE	380	381	500	550
42327 CEMETERY PLOT SALES	70,000	102,000	92,000	96,000
42328 CEMETERY INTERMENT FEES	110,000	102,000	100,000	100,000
42329 CEMETERY FOUNDATION FEES	20,000	20,000	20,000	20,000
42330 CEMETERY COLUMBARIUM SALES	150,000	179,000	172,000	177,000
User Fees and Sales of Goods Total	350,380	403,381	384,500	393,550
<b>Total Revenues</b>	<b>350,380</b>	<b>403,726</b>	<b>384,500</b>	<b>393,550</b>
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	503	593	475	475
51123 PROTECTIVE CLOTHING	1,000	1,000	1,000	1,000
Benefits Total	1,503	1,593	1,475	1,475
Contract Services				
52015 CONTRACTS	21,016	19,661	20,052	20,052
52028 GENERAL INSURANCE	287	287	310	317
52387 BANK PROCESSING FEES	720	720	730	730
54226 INSCRIPTIONS	14,000	20,000	18,000	18,000
Contract Services Total	36,023	40,668	39,092	39,099
Equipment Purchases				
54410 EQUIPMENT PURCHASES	3,000	6,093	2,200	2,200
Equipment Purchases Total	3,000	6,093	2,200	2,200
Materials and Supplies				
54099 PARTS AND MATERIALS	25,000	13,907	27,000	20,000
54104 DIESEL (VEHICLE)	0	6	0	0
54128 GASOLINE (OPERATING)	6,500	5,500	6,500	6,500
54129 DIESEL (OPERATING)	2,500	2,494	2,500	2,500
Materials and Supplies Total	34,000	21,907	36,000	29,000
Other				
51141 PROFESSIONAL DEVELOPMENT	0	150	0	0
59003 ADVERTISING	3,000	1,571	3,000	3,000
59059 MEMBERSHIP	242	242	242	242
59080 FLEET EQUIP MAINTENANCE	16,000	16,000	17,750	17,750
59248 DISPOSAL SITE CHARGE	100	439	100	100
59993 EQUIPMENT CAPITAL CONTRIBUTION	23,739	23,739	21,408	24,907
Other Total	43,081	42,141	42,500	45,999
Reserve Appropriation				
58519 PERPETUAL CARE B/L 6562	70,000	80,600	76,800	78,600
Reserve Appropriation Total	70,000	80,600	76,800	78,600
Salaries and Wages				
51083 REGULAR SALARIES	299,544	282,972	293,133	296,561



# Costing Center Budget Summary

Costing Center: CEMETERY OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
51084 OVERTIME SALARIES	5,000	4,000	5,000	5,000
Salaries and Wages Total	304,544	286,972	298,133	301,561
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	700	0	500	500
59997 TRANSFER FR RESERVES	(165,000)	(165,000)	(383,000)	(118,000)
Transfers to/from Internal Accounts Total	(164,300)	(165,000)	(382,500)	(117,500)
Utilities				
53046 POWER	11,000	8,000	9,000	9,225
53130 TELEPHONE	1,281	1,546	1,279	1,279
53150 WATER	3,000	3,500	3,000	3,000
Utilities Total	15,281	13,046	13,279	13,504
<b>Total Expenditures</b>	<b>343,132</b>	<b>328,020</b>	<b>126,979</b>	<b>393,938</b>
<b>Net Total</b>	<b>7,248</b>	<b>75,706</b>	<b>257,521</b>	<b>(388)</b>
<b>Percentage Change</b>			<b>3,452.99%</b>	

# Costing Center Budget Summary

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Costing Center: JOINT USE OF SCHOOLS

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** COMMUNITY  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0308  
**Manager:** Perry Roque

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## Description:

This costing center captures the revenues and expenses for the booking of the Brandon School Division facilities, including the schools and the grounds for meetings and recreation activities. As per the Joint Use of Schools Agreement, the City's contribution to new play structures and field maintenance is matched by the Brandon School Division.

## Comments:

The City of Brandon has a joint use facilities agreement with Brandon School Division for community user groups, and receives a 10% administrative fee for managing the booking of these facilities.

Through this initiative the school division provides their facilities and the City provides booking support and the use of the Sportsplex for learn to swim programs. This program not only supports recreational activities but also provides classrooms for 4H clubs, camera clubs, neighborhood meetings and special events.

The City meets annually with the Brandon School Division to review the joint use agreement to ensure community needs are being met. As of September 2015 BSD has designated nine (9) gym facilities which are at no charge to the public. These include: New Era, Betty Gibson, Linden Lanes, Riverheights, J. R. Reid, George Fitton, Kirkcaldy Heights, Green Acres and King George.

## Outlook:

# Costing Center Budget Summary

Costing Center: JOINT USE OF SCHOOLS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999    REVENUE	79,200	0	79,200	79,200
Other Income Total	79,200	0	79,200	79,200
<b>Total Revenues</b>	<b>79,200</b>	<b>0</b>	<b>79,200</b>	<b>79,200</b>
<b>Expenditures</b>				
Contract Services				
52079    BUILDING RENTAL	72,000	0	72,000	72,000
Contract Services Total	72,000	0	72,000	72,000
Equipment Purchases				
54410    EQUIPMENT PURCHASES	50,000	50,000	50,000	50,000
Equipment Purchases Total	50,000	50,000	50,000	50,000
Other				
59450    SCHOOL FACILITIES MAINTENANCE	30,000	30,000	0	30,000
Other Total	30,000	30,000	0	30,000
<b>Total Expenditures</b>	<b>152,000</b>	<b>80,000</b>	<b>122,000</b>	<b>152,000</b>
<b>Net Total</b>	<b>(72,800)</b>	<b>(80,000)</b>	<b>(42,800)</b>	<b>(72,800)</b>
<b>Percentage Change</b>			<b>(41.21%)</b>	

# Costing Center Budget Summary

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Costing Center: MOSQUITO MITIGATION

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** PARKS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0123  
**Manager:** Perry Roque

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## Description:

This costing center captures the cost of managing the mosquito abatement program which is a partnership with the City of Brandon and Province of Manitoba.

## Comments:

The Advisory Committee uses the Adulticiding Factor Analysis Guidelines (AFA) when making recommendations to fog the City. Mosquito spraying will only be conducted when the AFA category falls into and remains in the high category (15 – 18). All adult mosquito control is conducted according to the Pesticide Use Permit issued to the City of Brandon by Manitoba Conservation.

The City has a management agreement with Manitoba Health that provides the opportunity to recover costs associated with West Nile Disease and controlling the vector (mosquito species that can transmit the disease). The recovery is based on 75% of all costs associated with the control of West Nile Disease in the City.

The City has partnered with the Province to provide mosquito control spraying for municipalities in the Westman region if there is a West Nile Disease order issued by Manitoba Health. All costs associated with this service are recoverable.

## Outlook:

# Costing Center Budget Summary

Costing Center: MOSQUITO MITIGATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510    PROVINCIAL GOV'T	45,000	68,646	60,000	60,000
Conditional Government Transfers Total	45,000	68,646	60,000	60,000
<b>Total Revenues</b>	<b>45,000</b>	<b>68,646</b>	<b>60,000</b>	<b>60,000</b>
<b>Expenditures</b>				
Benefits				
51122    BOOT ALLOWANCE	135	160	134	134
Benefits Total	135	160	134	134
Contract Services				
52015    CONTRACTS	0	2,274	0	0
52081    EXTERNAL EQUIPMENT RENTAL	0	9,298	0	0
Contract Services Total	0	11,572	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	4,000	2,993	2,000	2,000
54103    GASOLINE (VEHICLE)	3,250	7,750	3,300	3,300
Materials and Supplies Total	7,250	10,743	5,300	5,300
Other				
59003    ADVERTISING	0	176	0	0
59080    FLEET EQUIP MAINTENANCE	10,500	10,500	13,500	10,500
59145    MOSQUITO SPRAYING	0	7,630	0	0
59639    VECTOR CONTROL	3,500	1,792	3,500	3,500
59993    EQUIPMENT CAPITAL CONTRIBUTION	10,500	10,500	7,736	9,000
Other Total	24,500	30,598	24,736	23,000
Salaries and Wages				
51083    REGULAR SALARIES	53,226	48,447	53,538	53,954
51084    OVERTIME SALARIES	0	7,157	0	0
51090    SHIFT DIFFERENTIAL	0	80	0	0
Salaries and Wages Total	53,226	55,684	53,538	53,954
<b>Total Expenditures</b>	<b>85,111</b>	<b>108,757</b>	<b>83,708</b>	<b>82,388</b>
<b>Net Total</b>	<b>(40,111)</b>	<b>(40,111)</b>	<b>(23,708)</b>	<b>(22,388)</b>
<b>Percentage Change</b>			<b>(40.89%)</b>	

# Costing Center Budget Summary

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Costing Center: PARKS OPERATIONS

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** PARKS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0151  
**Manager:** Perry Roque

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## Description:

This costing center covers maintenance and administrative costs for the Greenspace Maintenance and Forestry & Horticulture Sections of Parks & Recreation Services. Revenues from the Dutch Elm Disease program with the Province, Provincial Green Team Grants and the Tree and Bench Program are also captured in this costing center.

## Comments:

Parks consists of a wide range of staff that maintain and upgrade City parks, playgrounds, recreation facilities and greenspaces. Activities within the Forestry & Horticulture section include tree maintenance and pruning, tree planting, tree stumping, greenhouse activities, flower planting and maintenance and landscaping. For the Greenspace Maintenance section, annual duties include grass mowing and clean up, maintenance, start up and shutdown of all spray parks, pool, park washroom facilities and recreation facilities. In addition, staff are certified in playground inspections and can determine if play structures are safe and the upgrades required to make those facilities safe for all users. The costs to operate the skating oval have been consolidated into this costing center for 2022, costs include parts & materials, propane, security and rental expenses.

For 2022, Parks staff are looking to plant 250 trees, removal of 1,000 Dutch Elm diseased trees as well as repair and replace pieces of playground equipment and protective surfacing based on the yearly inspection reports of each facility. Also planned is the replacement of 2 new ride on mowers.

The 2022 budget includes funds for solar lighting on pathways, added by Council during budget deliberations.

## Outlook:

# Costing Center Budget Summary

Costing Center: PARKS OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510	PROVINCIAL GOV'T	5,284	12,259	12,259
43625	PROVINCE - DISEASED TREES	109,156	109,156	166,571
Conditional Government Transfers Total		114,440	121,415	178,830
Income from Enterprises				
49388	ORGANIZATIONS/FOUNDATIONS	8,750	19,743	16,000
Income from Enterprises Total		8,750	19,743	16,000
Other Income				
42999	REVENUE	0	420	0
49368	SALE PROCEEDS - EQUIPMENT	0	7,364	0
Other Income Total		0	7,784	0
User Fees and Sales of Goods				
42506	SCRAP METAL SALES	0	155	0
User Fees and Sales of Goods Total		0	155	0
<b>Total Revenues</b>		<b>123,190</b>	<b>149,097</b>	<b>194,830</b>
<b>Expenditures</b>				
Benefits				
51122	BOOT ALLOWANCE	2,901	3,601	3,398
51123	PROTECTIVE CLOTHING	15,000	15,000	15,000
51210	LICENSES	2,500	1,625	2,500
51285	MEDICALS	400	325	360
Benefits Total		20,801	20,551	21,311
Capital Contribution				
10300	CAPITAL PROJECTS	31,500	27,792	0
Capital Contribution Total		31,500	27,792	0
Contract Services				
52015	CONTRACTS	209,030	211,230	112,580
52028	GENERAL INSURANCE	3,968	3,968	4,229
52032	VEHICLE INSURANCE	1,500	1,099	1,100
52081	EXTERNAL EQUIPMENT RENTAL	18,250	20,646	1,750
52212	WORK ORDER CONTRACTS	45,000	45,000	45,000
Contract Services Total		277,748	281,943	164,659
Debenture Debt Servicing Costs				
57438	DEBENTURE PRINCIPAL	0	0	0
57439	DEBENTURE INTEREST	0	0	0
Debenture Debt Servicing Costs Total		0	0	0
Equipment Purchases				
54410	EQUIPMENT PURCHASES	51,500	7,606	13,000
Equipment Purchases Total		51,500	7,606	13,000
Materials and Supplies				
54062	LIABILITY CLAIMS	0	11,874	0
54099	PARTS AND MATERIALS	240,000	195,000	254,594
54103	GASOLINE (VEHICLE)	20,000	30,000	30,000
54104	DIESEL (VEHICLE)	25,000	25,000	25,000

# Costing Center Budget Summary

Costing Center: PARKS OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
54107 CHEMICALS	500	886	250	250
54118 OFFICE SUPPLIES	6,100	8,000	6,200	6,200
54125 DIESEL EXHAUST FLUID	200	97	200	225
54128 GASOLINE (OPERATING)	23,000	20,500	21,000	21,000
54129 DIESEL (OPERATING)	26,000	16,000	20,000	20,000
54228 PROPANE	0	0	2,500	2,500
54257 WORK ORDER PARTS & MATERIALS	3,500	3,500	3,000	3,000
54323 INSURANCE DEDUCTIBLE	0	1,000	0	0
<b>Materials and Supplies Total</b>	<b>344,300</b>	<b>311,857</b>	<b>362,744</b>	<b>368,269</b>
<b>Other</b>				
51141 PROFESSIONAL DEVELOPMENT	11,339	2,478	1,675	10,124
59003 ADVERTISING	600	1,100	650	650
59048 LUNCHEONS	500	502	0	0
59059 MEMBERSHIP	75	0	75	75
59080 FLEET EQUIP MAINTENANCE	163,000	163,000	184,400	172,120
59138 BUSINESS TRAVEL	800	800	800	800
59248 DISPOSAL SITE CHARGE	60,000	60,000	65,000	65,000
59501 GREEN SPACE MAINTENANCE	60,000	55,000	70,000	70,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	200,451	200,451	229,007	264,946
<b>Other Total</b>	<b>496,765</b>	<b>483,331</b>	<b>551,607</b>	<b>583,715</b>
<b>Reserve Appropriation</b>				
58537 PARKS RESERVE B/L	85,000	92,364	0	600,000
<b>Reserve Appropriation Total</b>	<b>85,000</b>	<b>92,364</b>	<b>0</b>	<b>600,000</b>
<b>Salaries and Wages</b>				
51083 REGULAR SALARIES	1,670,882	1,808,727	1,847,992	1,886,918
51084 OVERTIME SALARIES	27,000	24,000	20,000	20,000
51090 SHIFT DIFFERENTIAL	700	2,791	1,500	1,500
<b>Salaries and Wages Total</b>	<b>1,698,582</b>	<b>1,835,518</b>	<b>1,869,492</b>	<b>1,908,418</b>
<b>Transfers to/from Internal Accounts</b>				
59001 SHOP RATE CHARGES	4,000	4,000	3,000	3,000
59997 TRANSFER FR RESERVES	(85,000)	(85,000)	0	0
<b>Transfers to/from Internal Accounts Total</b>	<b>(81,000)</b>	<b>(81,000)</b>	<b>3,000</b>	<b>3,000</b>
<b>Utilities</b>				
53046 POWER	21,000	21,000	24,150	24,150
53130 TELEPHONE	6,669	7,724	6,887	6,887
53150 WATER	15,000	17,200	15,000	15,000
53295 RADIO COSTS	1,512	1,512	1,410	1,410
<b>Utilities Total</b>	<b>44,181</b>	<b>47,436</b>	<b>47,447</b>	<b>47,447</b>
<b>Total Expenditures</b>	<b>2,969,377</b>	<b>3,027,398</b>	<b>3,033,208</b>	<b>4,697,001</b>
<b>Net Total</b>	<b>(2,846,187)</b>	<b>(2,878,301)</b>	<b>(2,838,378)</b>	<b>(4,502,171)</b>
<b>Percentage Change</b>			<b>(0.27%)</b>	



# Costing Center Budget Summary

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Costing Center: REC CENTRE

**Division:** RECREATION &  
CULTURAL SERVICES -  
Golf Course

**Budget Year:** 2022

**Department:** GOLF COURSE

**Accounting Reference:** 0284

**Stage:** Approved

**Manager:** Perry Roque

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## Description:

This costing center captures the operations of the Rec Centre, which consists of an 18 hole golf course, tennis courts, walking paths, maintenance shop, cart storage shed and clubhouse.

## Comments:

The Rec Centre facility operates under a management agreement with Golf Brandon Inc. which provides management duties in relation to the operation of the golf course, pro shop, and course maintenance, as well as food and beverage services.

The agreement is for a five (5) year term, expiring at the end of 2024, with the option to extend for an additional term of five (5) years upon mutual agreement.

## Outlook:

# Costing Center Budget Summary

Costing Center: REC CENTRE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999 REVENUE	28,500	43,823	34,500	34,500
Other Income Total	28,500	43,823	34,500	34,500
User Fees and Sales of Goods				
42152 EQUIPMENT RENTAL REVENUE	30,000	30,000	30,000	30,000
User Fees and Sales of Goods Total	30,000	30,000	30,000	30,000
<b>Total Revenues</b>	<b>58,500</b>	<b>73,823</b>	<b>64,500</b>	<b>64,500</b>
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	0	729	250	250
52028 GENERAL INSURANCE	0	0	0	0
Contract Services Total	0	729	250	250
Reserve Appropriation				
58542 RECREATION CENTRE B/L 4750	155,000	155,000	55,000	80,000
Reserve Appropriation Total	155,000	155,000	55,000	80,000
Utilities				
53046 POWER	14,000	11,000	9,000	9,500
Utilities Total	14,000	11,000	9,000	9,500
<b>Total Expenditures</b>	<b>169,000</b>	<b>166,729</b>	<b>64,250</b>	<b>89,750</b>
<b>Net Total</b>	<b>(110,500)</b>	<b>(92,906)</b>	<b>250</b>	<b>(25,250)</b>
<b>Percentage Change</b>			<b>(100.23%)</b>	

# Costing Center Budget Summary

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Costing Center: SKATING OVAL

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** PARKS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2478  
**Manager:** Perry Roque

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## Description:

This costing center has been consolidated with the Parks Operations costing center beginning in the 2022 budget year.

## Comments:

## Outlook:

# Costing Center Budget Summary

Costing Center: SKATING OVAL

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	3,300	1,650	0	0
Contract Services Total	3,300	1,650	0	0
Materials and Supplies				
54099    PARTS AND MATERIALS	3,000	1,500	0	0
54228    PROPANE	2,500	1,500	0	0
Materials and Supplies Total	5,500	3,000	0	0
Utilities				
53046    POWER	2,150	2,150	0	0
Utilities Total	2,150	2,150	0	0
<b>Total Expenditures</b>	<b>10,950</b>	<b>6,800</b>	<b>0</b>	<b>0</b>
<b>Net Total</b>	<b>(10,950)</b>	<b>(6,800)</b>	<b>0</b>	<b>0</b>
<b>Percentage Change</b>			<b>(100.00%)</b>	

# Costing Center Budget Summary

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Costing Center: CITY WIDE INITIATIVES

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1413  
**Manager:** Perry Roque

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## Description:

This costing center captures expenses and revenues related to the delivery of programs and events. Expenses and revenues are project coded to specific programs and events using program based budgeting practices. Salaries account for the majority of expenses, while grants account for the majority of revenues.

## Comments:

Programs and events are designed to be delivered at no cost to residents, and serve a wide demographic.

Programs and events fall into 1 of 4 categories:

- Youth & Seniors
- Arts & Culture
- Community Support
- Community Centers

Programs and events of note include:

- The Brandon Youth Centre
- Youth Activity Centres (YAC)
- Brandon in Bloom
- Music in the Parks

## Outlook:

The Brandon Youth Centre has been operating since 2015, due to the high traffic nature of the facility new equipment and furniture is required. These purchases will be made in both 2022 and 2023 budget.

This year will see a return to in-person programming and events for Music in the Parks and Brandon in Bloom.

As part of the Recreation and Community Facilities Master Plan mandate to increase awareness of recreation opportunities in the community, an activity guide with all Recreation programs and events is created in-house by ITC services. This guide will be printed and distributed in 2022 with future advertisement revenue opportunities.

# Costing Center Budget Summary

Costing Center: CITY WIDE INITIATIVES

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	28,000	51,360	5,000	6,000
Conditional Government Transfers Total	28,000	51,360	5,000	6,000
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	46,000	11,527	46,000	46,000
Income from Enterprises Total	46,000	11,527	46,000	46,000
Other Income				
42999 REVENUE	14,450	6,202	17,450	18,700
Other Income Total	14,450	6,202	17,450	18,700
<b>Total Revenues</b>	<b>88,450</b>	<b>69,089</b>	<b>68,450</b>	<b>70,700</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	2,600	1,386	2,150	850
Benefits Total	2,600	1,386	2,150	850
Contract Services				
52015 CONTRACTS	70,250	35,589	49,580	56,505
52020 PROFESSIONAL FEES	1,230	0	1,440	576
52069 PRINTING COSTS	2,450	150	3,100	3,100
52079 BUILDING RENTAL	7,590	0	7,090	7,500
52081 EXTERNAL EQUIPMENT RENTAL	15,000	75	4,000	4,000
Contract Services Total	96,520	35,814	65,210	71,681
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,000	955	15,750	12,000
Equipment Purchases Total	1,000	955	15,750	12,000
Grants and Contributions				
55024 OTHER GRANTS	0	(57)	0	0
Grants and Contributions Total	0	(57)	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	33,350	38,035	31,800	31,800
54149 SUPPLIES	7,000	5,950	7,000	7,000
Materials and Supplies Total	40,350	43,985	38,800	38,800
Other				
51141 PROFESSIONAL DEVELOPMENT	2,200	250	2,500	2,300
59003 ADVERTISING	11,050	8,791	6,950	6,950
59048 LUNCHEONS	2,575	2,247	3,250	10,250
59059 MEMBERSHIP	340	260	300	300
59098 SUBSCRIPTIONS	1,115	0	446	446
59138 BUSINESS TRAVEL	700	610	600	600
59142 REGISTRATION FEES	475	445	475	475
59241 SPECIAL PROGRAMS	26,000	8,000	26,000	26,000
59427 SIGNAGE	1,450	1,767	0	0
Other Total	45,905	22,370	40,521	47,321
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	400	85	400	400

# Costing Center Budget Summary

Costing Center: CITY WIDE INITIATIVES

		2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
51083	REGULAR SALARIES	338,061	93,454	267,494	297,505
51084	OVERTIME SALARIES	5,250	7,446	3,600	3,600
51090	SHIFT DIFFERENTIAL	2,050	1,450	2,050	2,050
Salaries and Wages Total		345,761	102,435	273,544	303,555
Utilities					
53130	TELEPHONE	948	693	948	948
53150	WATER	1,000	750	1,330	1,330
Utilities Total		1,948	1,443	2,278	2,278
<b>Total Expenditures</b>		<b>534,084</b>	<b>208,331</b>	<b>438,253</b>	<b>476,485</b>
<b>Net Total</b>		<b>(445,634)</b>	<b>(139,242)</b>	<b>(369,803)</b>	<b>(405,785)</b>
<b>Percentage Change</b>				<b>(17.02%)</b>	

# Costing Center Budget Summary

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Costing Center: *OUTDOOR POOLS*

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0371  
**Manager:** Perry Roque

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## Description:

This costing center includes revenues and expenses related to the operation and maintenance of Kinsmen Pool, Kin Spray Park, Rideau Spray Park, Stanley Spray Park, Valleyview Spray Park and Westridge Spray Park.

## Comments:

The pool and spray parks operate throughout the months of June, July and August.

The pool generates revenue through drop-in and rental fees. The spray parks do not have a fee for general public use.

Both the pool and spray parks are required to operate in accordance with the Swimming Pool and Other Water Recreational Facilities Regulation.

## Outlook:

As per regulations the Kinsmen Pool, Rideau Spray Park and Westridge Spray Park all require active supervision.

Kin Spray Park, Stanley Spray Park and Valleyview Spray Park can be operated with no active supervision. The salaries approved in 2021 budget included no active supervision for these parks, however due to Covid-19 restrictions, 2022 will be the first year where it will be possible to run them under this model.

A new diving board will be purchased in 2022 to replace the diving board damaged in 2021.



# Costing Center Budget Summary

Costing Center: OUTDOOR POOLS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999 REVENUE	20,037	26,442	26,250	26,775
Other Income Total	20,037	26,442	26,250	26,775
<b>Total Revenues</b>	<b>20,037</b>	<b>26,442</b>	<b>26,250</b>	<b>26,775</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	1,040	1,028	950	950
51146 CLOTHING ALLOWANCE	112	126	110	110
Benefits Total	1,152	1,154	1,060	1,060
Contract Services				
52015 CONTRACTS	2,150	2,291	1,800	1,800
52020 PROFESSIONAL FEES	246	0	576	576
52028 GENERAL INSURANCE	173	173	189	192
Contract Services Total	2,569	2,464	2,565	2,568
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,200	8,801	5,050	1,950
Equipment Purchases Total	10,200	8,801	5,050	1,950
Materials and Supplies				
54099 PARTS AND MATERIALS	19,650	24,059	20,350	20,250
54107 CHEMICALS	14,000	10,596	14,000	14,000
Materials and Supplies Total	33,650	34,655	34,350	34,250
Other				
51141 PROFESSIONAL DEVELOPMENT	182	343	250	250
59138 BUSINESS TRAVEL	636	495	500	500
59427 SIGNAGE	400	0	400	400
Other Total	1,218	838	1,150	1,150
Salaries and Wages				
51083 REGULAR SALARIES	114,701	120,725	132,101	134,203
51084 OVERTIME SALARIES	500	778	400	400
51090 SHIFT DIFFERENTIAL	1,512	2,231	1,512	1,512
Salaries and Wages Total	116,713	123,734	134,013	136,115
Utilities				
53025 HEAT	3,500	2,000	2,515	3,075
53046 POWER	5,800	6,800	5,900	6,000
53130 TELEPHONE	434	292	297	297
53150 WATER	98,000	98,972	95,000	95,000
Utilities Total	107,734	108,064	103,712	104,372
<b>Total Expenditures</b>	<b>273,236</b>	<b>279,710</b>	<b>281,899</b>	<b>281,465</b>
<b>Net Total</b>	<b>(253,199)</b>	<b>(253,268)</b>	<b>(255,649)</b>	<b>(254,690)</b>
<b>Percentage Change</b>			<b>0.97%</b>	

# Costing Center Budget Summary

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Costing Center: RECREATION

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1414  
**Manager:** Perry Roque

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## Description:

This costing center includes the expenses related to administration of Recreation Services. Expenses include salaries, professional development, and costs associated with one fleet vehicle used by all Recreation Services for staff business travel.

## Comments:

The Recreation and Community Facilities Master Plan is driven by staff within this account.

Strategic directions include:

- Investing in the renewal of municipal recreation facilities and plan for future growth
- Enhance municipal operational practices in the delivery of recreation services, strengthen partnerships with recreation providers in the community
- Improve public participation in recreation programs and services

## Outlook:

Areas of focus in 2022 include improving customer service, policies and procedures including phase two of the Pricing and Affordability Policy, and increasing recreation opportunities within the community.

New recreation scheduling and booking software will be implemented in 2022 and is anticipated to improve customer experience and increase efficiencies.

# Costing Center Budget Summary

Costing Center: RECREATION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015	CONTRACTS	450	0	0
52032	VEHICLE INSURANCE	54	54	54
52069	PRINTING COSTS	3,928	2,428	3,398
Contract Services Total		4,432	2,482	3,452
Equipment Purchases				
54410	EQUIPMENT PURCHASES	5,000	5,215	0
Equipment Purchases Total		5,000	5,215	0
Materials and Supplies				
54099	PARTS AND MATERIALS	2,000	1,000	2,000
54103	GASOLINE (VEHICLE)	1,000	642	1,000
54118	OFFICE SUPPLIES	917	617	917
Materials and Supplies Total		3,917	2,259	3,917
Other				
51141	PROFESSIONAL DEVELOPMENT	6,957	4,504	3,427
59048	LUNCHEONS	615	615	405
59059	MEMBERSHIP	1,715	725	1,150
59080	FLEET EQUIP MAINTENANCE	3,500	3,000	4,600
59098	SUBSCRIPTIONS	215	485	380
59138	BUSINESS TRAVEL	1,000	1,325	1,800
59993	EQUIPMENT CAPITAL CONTRIBUTION	2,830	2,830	2,552
Other Total		16,832	13,484	14,314
Salaries and Wages				
51083	REGULAR SALARIES	252,558	227,954	264,972
51084	OVERTIME SALARIES	1,500	3,661	2,000
51090	SHIFT DIFFERENTIAL	0	31	0
Salaries and Wages Total		254,058	231,646	266,972
Utilities				
53130	TELEPHONE	2,005	2,077	1,552
Utilities Total		2,005	2,077	1,552
<b>Total Expenditures</b>		<b>286,244</b>	<b>257,163</b>	<b>290,207</b>
<b>Net Total</b>		<b>(286,244)</b>	<b>(257,163)</b>	<b>(290,207)</b>
<b>Percentage Change</b>			<b>1.38%</b>	

# Costing Center Budget Summary

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Costing Center: RECREATION HUB EAST

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1415  
**Manager:** Perry Roque

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## Description:

This cost center includes the revenues and expenses related to recreation programs and events within the geographical east hub. Staff within this cost center are also assigned to support and plan City Wide Initiative program and events including the Brandon Youth Centre and Youth Activity Centres.

## Comments:

Recreation programs within the hub model are open to the entire community. Based on a fee recovery model, which considers community benefit versus individual benefit, programs within the hub model carry associated registration fees for users.

Programs offered fall into the following categories:

- Arts & Culture
- Leisure & Education
- Sport & Fitness

## Outlook:

Staffing levels that were reduced due to Covid-19 in 2021 will return to normal levels in 2022.

2022 benchmarks for growth include the delivery of 28 programs over the course of 4 sessions.

Staff continue to work with facilities, organizations and members of the public to assess gaps in recreation programming. These assessments avoid duplication of services and help to develop new program offerings.

# Costing Center Budget Summary

Costing Center: RECREATION HUB EAST

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510    PROVINCIAL GOV'T	0	6,440	0	0
Conditional Government Transfers Total	0	6,440	0	0
Other Income				
42999    REVENUE	48,023	13,276	25,280	27,800
Other Income Total	48,023	13,276	25,280	27,800
<b>Total Revenues</b>	<b>48,023</b>	<b>19,716</b>	<b>25,280</b>	<b>27,800</b>
<b>Expenditures</b>				
Benefits				
51100    UNIFORMS	390	0	400	400
Benefits Total	390	0	400	400
Contract Services				
52015    CONTRACTS	5,600	3,540	4,150	4,150
52020    PROFESSIONAL FEES	246	0	288	288
52069    PRINTING COSTS	1,000	0	0	0
52079    BUILDING RENTAL	4,975	0	2,175	2,175
Contract Services Total	11,821	3,540	6,613	6,613
Equipment Purchases				
54410    EQUIPMENT PURCHASES	1,605	0	2,070	0
Equipment Purchases Total	1,605	0	2,070	0
Materials and Supplies				
54099    PARTS AND MATERIALS	7,708	12,033	6,575	6,757
Materials and Supplies Total	7,708	12,033	6,575	6,757
Other				
51141    PROFESSIONAL DEVELOPMENT	697	0	3,334	1,710
59003    ADVERTISING	1,000	750	1,000	1,000
59048    LUNCHEONS	250	0	250	250
59138    BUSINESS TRAVEL	500	500	600	600
Other Total	2,447	1,250	5,184	3,560
Salaries and Wages				
51083    REGULAR SALARIES	96,773	99,153	206,167	206,167
51084    OVERTIME SALARIES	600	981	800	800
51090    SHIFT DIFFERENTIAL	188	88	200	200
Salaries and Wages Total	97,561	100,222	207,167	207,167
Utilities				
53130    TELEPHONE	1,004	557	1,887	1,144
Utilities Total	1,004	557	1,887	1,144
<b>Total Expenditures</b>	<b>122,536</b>	<b>117,602</b>	<b>229,896</b>	<b>225,641</b>
<b>Net Total</b>	<b>(74,513)</b>	<b>(97,886)</b>	<b>(204,616)</b>	<b>(197,841)</b>
<b>Percentage Change</b>			<b>174.60%</b>	

# Costing Center Budget Summary

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Costing Center: RECREATION HUB NORTH

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1416  
**Manager:** Perry Roque

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## Description:

This cost centre includes the revenues and expenses related to recreation programs and events within the geographical North hub. Staff within this cost centre are also assigned to support Brandon's Community Sportsplex specific programs and events.

## Comments:

Recreation programs within the hub model are open to the entire community. Based on a fee recovery model, which considers community benefit versus individual benefit, programs within the hub model carry associated registration fees for users.

Programs offered fall into the following categories:

- Arts & Culture
- Leisure & Education
- Sport & Fitness

## Outlook:

Staffing levels that were reduced due to Covid-19 in 2021 will return to normal levels in 2022.

2022 benchmarks for growth include the delivery of 28 programs over the course of 4 sessions.

The creation of the "Winter Hub" outdoor winter play park at the Sportsplex will be implemented in 2022.

Staff continue to work with facilities, organizations and members of the public to assess gaps in recreation programming. These assessments avoid duplication of services and help to develop new program offerings.

# Costing Center Budget Summary

Costing Center: RECREATION HUB NORTH

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42999    REVENUE	74,953	39,426	68,930	75,800
Other Income Total	74,953	39,426	68,930	75,800
<b>Total Revenues</b>	<b>74,953</b>	<b>39,426</b>	<b>68,930</b>	<b>75,800</b>
<b>Expenditures</b>				
Benefits				
51100    UNIFORMS	390	0	500	500
Benefits Total	390	0	500	500
Contract Services				
52015    CONTRACTS	5,600	1,300	4,150	4,150
52020    PROFESSIONAL FEES	369	0	360	360
52069    PRINTING COSTS	1,000	0	0	0
52079    BUILDING RENTAL	4,975	0	2,350	2,350
Contract Services Total	11,944	1,300	6,860	6,860
Materials and Supplies				
54099    PARTS AND MATERIALS	8,900	3,630	13,450	13,450
Materials and Supplies Total	8,900	3,630	13,450	13,450
Other				
51141    PROFESSIONAL DEVELOPMENT	1,322	0	1,413	1,710
59003    ADVERTISING	1,000	750	1,000	1,000
59048    LUNCHEONS	300	50	300	300
59138    BUSINESS TRAVEL	500	90	600	600
Other Total	3,122	890	3,313	3,610
Salaries and Wages				
51083    REGULAR SALARIES	130,378	108,742	179,836	179,836
51084    OVERTIME SALARIES	600	1,389	800	800
51090    SHIFT DIFFERENTIAL	188	138	250	250
Salaries and Wages Total	131,166	110,269	180,886	180,886
Utilities				
53130    TELEPHONE	1,525	1,625	1,777	1,034
Utilities Total	1,525	1,625	1,777	1,034
<b>Total Expenditures</b>	<b>157,047</b>	<b>117,714</b>	<b>206,786</b>	<b>206,340</b>
<b>Net Total</b>	<b>(82,094)</b>	<b>(78,288)</b>	<b>(137,856)</b>	<b>(130,540)</b>
<b>Percentage Change</b>			<b>67.92%</b>	

# Costing Center Budget Summary

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Costing Center: RECREATION HUB WEST

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1417  
**Manager:** Perry Roque

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## Description:

This cost center includes the revenues and expenses related to recreation programs and events within the geographical west hub. Staff within this cost center are also assigned to support and plan City Wide Initiative program and events including Music in the Parks, Brandon in Bloom, and more.

## Comments:

Recreation programs within the hub model are open to the entire community. Based on a fee recovery model, which considers community benefit versus individual benefit, programs within the hub model carry associated registration fees for users.

Programs offered fall into the following categories:

- Arts & Culture
- Leisure & Education
- Sport & Fitness

## Outlook:

Staffing levels that were reduced due to Covid-19 in 2021 will return to normal levels in 2022.

2022 benchmarks for growth include the delivery of 28 programs over the course of 4 sessions.

Staff continue to work with facilities, organizations and members of the public to assess gaps in recreation programming. These assessments avoid duplication of services and help to develop new program offerings.



# Costing Center Budget Summary

Costing Center: RECREATION HUB WEST

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	5,012	0	0
Conditional Government Transfers Total	0	5,012	0	0
Income from Enterprises				
49388 ORGANIZATIONS/FOUNDATIONS	0	3,113	418	0
Income from Enterprises Total	0	3,113	418	0
Other Income				
42999 REVENUE	26,600	3,750	25,280	27,800
Other Income Total	26,600	3,750	25,280	27,800
<b>Total Revenues</b>	<b>26,600</b>	<b>11,875</b>	<b>25,698</b>	<b>27,800</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	390	0	180	180
Benefits Total	390	0	180	180
Contract Services				
52015 CONTRACTS	5,600	2,840	4,150	4,150
52020 PROFESSIONAL FEES	246	0	216	216
52069 PRINTING COSTS	1,000	0	0	0
52079 BUILDING RENTAL	6,275	580	4,225	4,225
Contract Services Total	13,121	3,420	8,591	8,591
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	0	250	0
Equipment Purchases Total	0	0	250	0
Materials and Supplies				
54099 PARTS AND MATERIALS	3,708	4,070	6,575	6,575
Materials and Supplies Total	3,708	4,070	6,575	6,575
Other				
51141 PROFESSIONAL DEVELOPMENT	2,552	195	2,413	1,710
59003 ADVERTISING	1,000	1,000	1,000	1,000
59048 LUNCHEONS	200	0	200	200
59138 BUSINESS TRAVEL	650	175	600	600
Other Total	4,402	1,370	4,213	3,510
Salaries and Wages				
51083 REGULAR SALARIES	178,219	177,225	199,770	201,781
51084 OVERTIME SALARIES	1,000	1,000	800	800
51090 SHIFT DIFFERENTIAL	188	188	250	250
Salaries and Wages Total	179,407	178,413	200,820	202,831
Utilities				
53130 TELEPHONE	1,004	895	1,974	1,974
Utilities Total	1,004	895	1,974	1,974
<b>Total Expenditures</b>	<b>202,032</b>	<b>188,168</b>	<b>222,603</b>	<b>223,661</b>
<b>Net Total</b>	<b>(175,432)</b>	<b>(176,293)</b>	<b>(196,905)</b>	<b>(195,861)</b>
<b>Percentage Change</b>			<b>12.24%</b>	

# Costing Center Budget Summary

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Costing Center: SPORTSPLEX ARENA

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 2426  
**Manager:** Heather Reimer

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## Description:

This costing center captures revenues and expenses for the operation and maintenance of the Sportsplex Arena. Revenues are generated from sport rentals, public skating and programs such as Learn to Skate.

## Comments:

A scheduled arena shut down will take place in 2022. These scheduled shut downs take place during the non-peak months of May and June, and allow for maintenance of ammonia compressors, boards, netting, etc.

The ice allocation policy was implemented in 2021, and a review and update is scheduled for 2022. This review will assess efficiency in utilization rates of the ice surface.

The utilities and full time staff that support the arena are costed to the Sportsplex General Facility cost center.

## Outlook:

A new, privately run ice surface will open in Fall 2021/Winter 2022. This will create movement in user groups, and allow for increased public programming as well as make room for those who are currently unable to secure ice time as requested.

The ice plant has surpassed its life expectancy, and the design of a new ice plant is scheduled for 2023. In 2022 research on alternatives to ammonia ice plants, and associated grants will be completed.

# Costing Center Budget Summary

Costing Center: SPORTSPLEX ARENA

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast	
<b>Revenues</b>					
User Fees and Sales of Goods					
42113	PROGRAMS REVENUE	32,232	11,593	32,760	33,415
42193	SPORT RENTAL	428,739	293,208	481,829	484,947
42195	ROOM RENTALS	5,596	4,827	5,728	5,860
42196	PUBLIC SKATING	25,540	35,299	29,256	29,455
42197	SCHOOL PASSES	500	250	500	500
User Fees and Sales of Goods Total		492,607	345,177	550,073	554,177
<b>Total Revenues</b>		<b>492,607</b>	<b>345,177</b>	<b>550,073</b>	<b>554,177</b>
<b>Expenditures</b>					
Benefits					
51100	UNIFORMS	0	0	350	350
Benefits Total		0	0	350	350
Contract Services					
52020	PROFESSIONAL FEES	246	0	288	288
52028	GENERAL INSURANCE	459	459	484	493
52054	MAINT OF EQUIP EXT	5,500	8,235	7,000	12,000
52081	EXTERNAL EQUIPMENT RENTAL	1,000	0	1,500	1,000
52282	BLADE SHARPENING	2,756	2,338	3,328	3,328
Contract Services Total		9,961	11,032	12,600	17,109
Materials and Supplies					
54099	PARTS AND MATERIALS	13,076	7,534	13,076	13,076
54228	PROPANE	6,750	4,145	6,750	6,950
Materials and Supplies Total		19,826	11,679	19,826	20,026
Other					
54124	PROGRAM EXPENSES	728	548	1,300	1,300
Other Total		728	548	1,300	1,300
Salaries and Wages					
51083	REGULAR SALARIES	11,061	3,011	9,793	9,878
51090	SHIFT DIFFERENTIAL	61	20	64	64
Salaries and Wages Total		11,122	3,031	9,857	9,942
<b>Total Expenditures</b>		<b>41,637</b>	<b>26,290</b>	<b>43,933</b>	<b>48,727</b>
<b>Net Total</b>		<b>450,970</b>	<b>318,887</b>	<b>506,140</b>	<b>505,450</b>
<b>Percentage Change</b>				<b>12.23%</b>	

# Costing Center Budget Summary

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Costing Center: SPORTSPLEX GENERAL FACILITY

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0292  
**Manager:** Heather Reimer

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## Description:

This costing center captures revenues and expenses associated with the operation and maintenance of the Sportsplex facility. Revenues include room rentals, racquetball court rentals, outdoor track rentals, merchandise sales and commission revenues. Expenses include salaries, utilities and maintenance related costs.

## Comments:

This cost center supports the operations of all areas within the Sportsplex including the arena and pool, utilities and salaries are large expenses that are not cost shared to these accounts.

Utilities, including heat, power and water are expected to rise considerably in 2022.

The building and ice plant assessments undertaken in 2021 helped to create a maintenance and capital plan for 2022 and into the future.

## Outlook:

Improved customer service and maintenance planning are goals for 2022. A newly implemented recreation software system, staff training, standardized maintenance forms, and service provider contracts will be used to reach these goals.

# Costing Center Budget Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42365 COMMISSION REVENUES	5,264	282	5,588	4,880
Other Income Total	5,264	282	5,588	4,880
User Fees and Sales of Goods				
42060 ADMIN FEE REVENUE	1,200	757	1,200	1,200
42142 MERCHANDISE SALES	2,500	150	2,500	2,500
42153 COURT FEE REVENUE	7,255	6,587	7,200	7,200
42169 LOCKER REVENUE	7,128	595	7,800	7,800
42172 TRACK REVENUE	5,577	4,305	8,543	8,628
42195 ROOM RENTALS	22,473	11,748	24,148	24,389
42390 ADVERTISING REVENUE	13,000	750	5,875	6,125
42412 MEMBERSHIP REVENUES	20,000	1,500	20,000	20,000
User Fees and Sales of Goods Total	79,133	26,392	77,266	77,842
<b>Total Revenues</b>	<b>84,397</b>	<b>26,674</b>	<b>82,854</b>	<b>82,722</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	0	0	3,668	3,668
51122 BOOT ALLOWANCE	930	930	908	908
51123 PROTECTIVE CLOTHING	1,820	1,820	2,220	1,580
51285 MEDICALS	40	40	40	40
Benefits Total	2,790	2,790	6,836	6,196
Contract Services				
52015 CONTRACTS	8,913	8,193	7,838	7,854
52020 PROFESSIONAL FEES	2,470	1,766	2,470	2,470
52028 GENERAL INSURANCE	10,530	10,530	11,357	11,584
52043 EXTERNAL LAUNDRY	852	1,263	936	936
52054 MAINT OF EQUIP EXT	48,000	36,475	40,000	48,000
52081 EXTERNAL EQUIPMENT RENTAL	2,000	1,091	2,000	2,000
Contract Services Total	72,765	59,318	64,601	72,844
Equipment Purchases				
54410 EQUIPMENT PURCHASES	7,136	9,715	7,500	1,000
59036 SAFETY EQUIPMENT	409	331	409	209
Equipment Purchases Total	7,545	10,046	7,909	1,209
Materials and Supplies				
54099 PARTS AND MATERIALS	32,000	24,000	25,000	30,000
54103 GASOLINE (VEHICLE)	600	699	600	600
54118 OFFICE SUPPLIES	7,710	5,710	7,710	7,710
54266 TOOLS	2,600	2,000	1,700	1,500
54274 EQUIPMENT PARTS	8,000	2,500	4,000	6,000
54275 JANITORIAL SUPPLIES	11,000	6,500	10,000	10,000
54397 INVENTORY PURCHASES	1,200	1,200	1,200	1,200
Materials and Supplies Total	63,110	42,609	50,210	57,010
Other				
51141 PROFESSIONAL DEVELOPMENT	2,653	170	2,784	2,784
59048 LUNCHEONS	250	250	400	400

# Costing Center Budget Summary

Costing Center: SPORTSPLEX GENERAL FACILITY

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
59138 BUSINESS TRAVEL	750	600	750	750
59354 PROGRAM ADVERTISING	9,600	3,000	9,500	9,500
Other Total	13,253	4,020	13,434	13,434
Reserve Appropriation				
58512 SPORTSPLEX MAINTENANCE B/L5066	500,000	500,000	500,000	500,000
Reserve Appropriation Total	500,000	500,000	500,000	500,000
Salaries and Wages				
51083 REGULAR SALARIES	703,555	613,385	745,418	746,449
51084 OVERTIME SALARIES	18,000	15,800	14,000	18,000
51090 SHIFT DIFFERENTIAL	2,750	5,550	8,500	8,500
Salaries and Wages Total	724,305	634,735	767,918	772,949
Utilities				
53025 HEAT	62,983	40,629	72,670	90,455
53046 POWER	160,407	113,061	182,047	187,326
53130 TELEPHONE	2,867	3,073	2,212	2,212
53150 WATER	35,777	38,035	42,151	47,155
Utilities Total	262,034	194,798	299,080	327,148
<b>Total Expenditures</b>	<b>1,645,802</b>	<b>1,448,316</b>	<b>1,709,988</b>	<b>1,750,791</b>
<b>Net Total</b>	<b>(1,561,405)</b>	<b>(1,421,642)</b>	<b>(1,627,134)</b>	<b>(1,668,069)</b>
<b>Percentage Change</b>			<b>4.21%</b>	

# Costing Center Budget Summary

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Costing Center: SPORTSPLEX POOL

**Division:** RECREATION &  
CULTURAL SERVICES  
**Department:** RECREATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0296  
**Manager:** Heather Reimer

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## Description:

This costing center includes revenues and expenses related to the operation and maintenance of the Sportsplex Pool. Revenues are generated through the delivery of Red Cross swim lessons, public programs and pool rentals. Expenses include salaries, maintenance and program expenses.

## Comments:

The pool is required to operate in accordance with the Swimming Pool and Other Water Recreational Facilities Regulation. Programs are also required to operate within the Canadian Red Cross Program Standards.

The Sportsplex pool was closed for the bulk of 2020 and 2021 due to a combination of Covid-19 related restrictions and deficiency related repairs. A return to normal levels of programming is expected for 2022.

The utilities and full time staff that support the pool are costed to the Sportsplex General Facility cost center. The Aquatic Programmer is the only full time staff member within this cost center, they also support the operations of the outdoor pools in the summer months.

## Outlook:

The aquatic staff continue to work towards improving quality of programming and customer service through the utilization of resources provided by the Canadian Red Cross, as well as internal resources.

# Costing Center Budget Summary

Costing Center: SPORTSPLEX POOL

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast	
<b>Revenues</b>					
User Fees and Sales of Goods					
42113	PROGRAMS REVENUE	44,307	7,108	80,163	80,963
42168	LANE RENTAL	439	63	565	570
42175	PUBLIC SWIM REVENUE	50,633	4,952	125,085	126,335
42176	SWIM PASS REVENUE	11,131	1,992	18,077	18,257
42178	FULL POOL RENTAL	17,431	1,839	50,895	51,403
42181	HALF POOL RENTAL	12,652	1,129	22,474	22,698
42183	QUARTER POOL - RENTAL	1,781	171	3,931	3,970
42184	LIFEGUARD CHARGES	12,312	1,351	36,043	36,403
42185	SWIM LESSONS	144,893	0	200,423	202,427
42384	WATERSLIDE	400	0	0	0
User Fees and Sales of Goods Total		295,979	18,605	537,656	543,026
<b>Total Revenues</b>		<b>295,979</b>	<b>18,605</b>	<b>537,656</b>	<b>543,026</b>
<b>Expenditures</b>					
Benefits					
51100	UNIFORMS	800	1,002	1,000	500
51146	CLOTHING ALLOWANCE	648	224	1,040	1,040
Benefits Total		1,448	1,226	2,040	1,540
Contract Services					
52054	MAINT OF EQUIP EXT	3,000	3,000	2,000	2,000
52387	BANK PROCESSING FEES	9,123	9,123	15,000	15,000
Contract Services Total		12,123	12,123	17,000	17,000
Equipment Purchases					
54410	EQUIPMENT PURCHASES	439	2,653	0	420
Equipment Purchases Total		439	2,653	0	420
Materials and Supplies					
54099	PARTS AND MATERIALS	2,500	500	4,500	5,500
54107	CHEMICALS	5,250	2,000	7,000	7,124
54109	CHLORINE	4,700	1,250	6,275	6,400
Materials and Supplies Total		12,450	3,750	17,775	19,024
Other					
51141	PROFESSIONAL DEVELOPMENT	1,857	717	6,519	4,117
54124	PROGRAM EXPENSES	7,040	6,665	14,086	13,039
59059	MEMBERSHIP	150	150	150	150
Other Total		9,047	7,532	20,755	17,306
Salaries and Wages					
51083	REGULAR SALARIES	251,430	61,204	390,825	405,566
51084	OVERTIME SALARIES	800	350	1,200	1,200
51090	SHIFT DIFFERENTIAL	4,000	750	4,500	4,500
Salaries and Wages Total		256,230	62,304	396,525	411,266



# Costing Center Budget Summary

Costing Center: SPORTSPLEX POOL

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
Utilities				
53130 TELEPHONE	0	0	445	445
Utilities Total	0	0	445	445
<b>Total Expenditures</b>	<b>291,737</b>	<b>89,588</b>	<b>454,540</b>	<b>467,001</b>
<b>Net Total</b>	<b>4,242</b>	<b>(70,983)</b>	<b>83,116</b>	<b>76,025</b>
<b>Percentage Change</b>			<b>1,859.36%</b>	

# Costing Center Budget Summary

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Costing Center: COMPOSTING OPERATIONS

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION  
**Department:** SANITATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1021  
**Manager:** Pam Richardson

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## Description:

This cost center captures composting operations taking place at Eastview Landfill as well as collection of residential carts and depots.

## Comments:

In early October of 2021 the Solid Waste Section was provided the new Manitoba Compost Support Payment (MCSP) guidelines to help guide future operations of the composting program. The guidelines included the eligibility criteria for program participation, sampling and reporting requirements. The guidelines for the support payment has remained unchanged at the current threshold of \$10/tonne for facilities processing 2,500 tonnes or more on an annual basis which is where the City's operation falls within.

## Outlook:

Manitoba Sustainable Development has advised that changes will be made to the Compost Support Payment Program however details of these changes have not been finalized or shared with municipalities at the time of budget preparation for 2022.

In the fall of 2019, a 5-year compost strategy was developed to provide a plan to increase and heighten the awareness of the compost program, increased efficiency in operations, and begin a pilot program for commercial organics in the community. Due to COVID 19 in 2020, this plan was stalled but began again in 2021. This strategy will focus on the expansion of the program, diversion of organics from the waste stream, and solutions for end-use of material, including the sale of the final product to new markets.

In addition, a dedicated compost operator will work on compost management focusing on quality assurance and best practices to ensure Grade A compost is achieved.

In the second half of 2021, we implemented the Solid Waste Education and Efficiency Program (S.W.E.E.P.) which focuses on educating residents on the do's and don'ts of the composting operation to create a more efficient collection system overall.

# Costing Center Budget Summary

Costing Center: COMPOSTING OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	70,000	70,000	70,000	70,000
Conditional Government Transfers Total	70,000	70,000	70,000	70,000
Other Income				
42990 RECEIPTS	3,000	2,700	3,000	3,000
42991 INTERNAL MUNICIPAL FEES	(3,000)	(2,700)	(3,000)	(3,000)
42999 REVENUE	2,408	4,040	4,500	4,500
Other Income Total	2,408	4,040	4,500	4,500
<b>Total Revenues</b>	<b>72,408</b>	<b>74,040</b>	<b>74,500</b>	<b>74,500</b>
<b>Expenditures</b>				
Contract Services				
52049 LABORATORY TESTING	4,328	4,328	4,242	4,242
Contract Services Total	4,328	4,328	4,242	4,242
Equipment Purchases				
54410 EQUIPMENT PURCHASES	10,000	5,874	0	0
Equipment Purchases Total	10,000	5,874	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	750	300	750	750
54104 DIESEL (VEHICLE)	21,000	25,250	28,000	28,000
54125 DIESEL EXHAUST FLUID	700	880	500	500
Materials and Supplies Total	22,450	26,430	29,250	29,250
Other				
51141 PROFESSIONAL DEVELOPMENT	11,563	2,500	2,025	10,025
59003 ADVERTISING	6,500	6,500	8,500	9,500
59059 MEMBERSHIP	3,860	690	690	1,390
59080 FLEET EQUIP MAINTENANCE	135,000	135,000	117,167	114,833
59248 DISPOSAL SITE CHARGE	3,000	2,700	3,000	3,000
59250 RECOVERY RESIDENTIAL	(3,000)	(2,700)	(3,000)	(3,000)
59993 EQUIPMENT CAPITAL CONTRIBUTION	130,158	130,158	126,631	149,360
Other Total	287,081	274,848	255,013	285,109
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	944	0	0
Transfers to/from Internal Accounts Total	0	944	0	0
Utilities				
53130 TELEPHONE	0	0	128	128
Utilities Total	0	0	128	128
<b>Total Expenditures</b>	<b>323,859</b>	<b>312,424</b>	<b>288,633</b>	<b>318,729</b>
<b>Net Total</b>	<b>(251,451)</b>	<b>(238,384)</b>	<b>(214,133)</b>	<b>(244,229)</b>
<b>Percentage Change</b>			<b>(14.84%)</b>	

# Costing Center Budget Summary

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Costing Center: LANDFILL SITE OPERATIONS

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION  
**Department:** SANITATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0204  
**Manager:** Pam Richardson

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## Description:

This cost center captures the operations of the Eastview Landfill Site.

## Comments:

The landfill operates under a Class 1 Licence. The Licence has regulations that the department must adhere to and has added additional requirements such as strict deadlines and expectations on environmental areas such as groundwater monitoring, GPS mapping, and tagging of materials brought to the site, as well as certification of operators, supervisors, and managers.

In 2021 the Solid Waste Education & Efficiency Program (SWEEP) was created in collaboration with Environmental Initiatives and the Information Technology and Communication department. This effort has created more targeted and focused advertising aimed at achieving the goals of the program which is to create more awareness of the many programs offered at the landfill such as; eco-centre, E-waste, HHW Depot, wood and tree waste to name a few of the programs aimed at diverting materials from the active tipping face.

The long term goal of these programs is to ensure that the Sanitation section effectively and efficiently manages these hazardous materials and ensures they are not compromising the local environment and extending the life of the landfill. Based on the most recent Closure/Post Closure Plan the landfill is expected to be in operation until 2052.

In the most recent Closure/Post Closure plan KGS Group recommended charging \$6.29 per tonne based on average annual tonnage of 35,000 tonnes between now and the anticipated closure date of 2052. An increase of one dollar, to \$5.00 per tonne has been incorporated in the budget.

## Outlook:

The Sanitation department will continue to pay a Provincial tax, the Waste Reduction and Recycling Support (WRARS) levy, of \$10 per tonne for the refuse collection coming across the scale and being placed at the tipping face of the active cell. The Province then disburses 80% of the provincial fund annually based on the City's proportionate share of captured recycling as reported to Multi-Material Stewardship Manitoba (MMSM). With this fee structure in place, the Sanitation department will continue its efforts to promote recycling initiatives and activities.

# Costing Center Budget Summary

Costing Center: LANDFILL SITE OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42990 RECEIPTS	2,476,400	2,843,785	2,786,400	2,730,400
42991 INTERNAL MUNICIPAL FEES	(984,000)	(1,041,850)	(1,040,800)	(1,041,900)
42999 REVENUE	19,925	22,600	20,450	20,450
44992 ECO CENTRE RECOVERIES	6,000	5,126	6,000	6,000
Other Income Total	1,518,325	1,829,661	1,772,050	1,714,950
User Fees and Sales of Goods				
42506 SCRAP METAL SALES	70,074	82,000	80,000	80,000
42557 HHW RECOVERY	4,500	2,500	5,500	4,500
42558 E-WASTE SALES	15,000	15,500	16,000	16,000
42901 HOUSEHOLD REFUSE FEES	1,030	1,030	1,030	1,030
42903 FREON HANDLING FEE	14,750	20,000	16,500	16,500
42921 TIRE DISPOSAL FEES	4,500	11,000	10,000	10,000
42986 ENVIRONMENTAL SURCHARGE	268,000	346,503	299,000	299,000
42987 POST/CLOSURE LEVY	107,200	138,201	149,500	149,500
User Fees and Sales of Goods Total	485,054	616,734	577,530	576,530
<b>Total Revenues</b>	<b>2,003,379</b>	<b>2,446,395</b>	<b>2,349,580</b>	<b>2,291,480</b>
<b>Expenditures</b>				
Benefits				
51100 UNIFORMS	1,500	500	500	500
51122 BOOT ALLOWANCE	1,977	1,957	1,876	1,876
51123 PROTECTIVE CLOTHING	1,200	750	1,000	1,000
51285 MEDICALS	210	240	210	210
Benefits Total	4,887	3,447	3,586	3,586
Contract Services				
52015 CONTRACTS	324,632	235,464	331,960	320,822
52028 GENERAL INSURANCE	6,986	6,986	7,372	7,519
52292 SOFTWARE LICENSES & MTNCE	0	1,926	3,200	3,200
52387 BANK PROCESSING FEES	1,200	1,900	1,500	1,500
52902 FREON DISPOSAL	50,000	150,000	75,000	50,000
Contract Services Total	382,818	396,276	419,032	383,041
Equipment Purchases				
54410 EQUIPMENT PURCHASES	11,000	8,540	0	3,000
Equipment Purchases Total	11,000	8,540	0	3,000
Materials and Supplies				
54057 ECO CENTRE PARTS & MATERIALS	300	418	300	300
54099 PARTS AND MATERIALS	28,000	26,000	27,000	33,000
54103 GASOLINE (VEHICLE)	3,350	4,200	4,500	4,500
54104 DIESEL (VEHICLE)	90,000	93,200	100,000	100,000
54118 OFFICE SUPPLIES	2,000	1,300	1,500	1,500
54125 DIESEL EXHAUST FLUID	2,000	6,400	5,000	5,000
Materials and Supplies Total	125,650	131,518	138,300	144,300
Other				
51141 PROFESSIONAL DEVELOPMENT	12,714	3,134	7,874	22,243
59003 ADVERTISING	7,500	7,500	12,500	22,500

# Costing Center Budget Summary

Costing Center: LANDFILL SITE OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
59047 ECO CENTRE ADVERTISING	2,000	2,000	2,000	2,000
59048 LUNCHEONS	0	93	0	0
59059 MEMBERSHIP	981	867	981	981
59066 ENVIRONMENTAL LEVY	268,000	346,503	299,000	299,000
59067 LEACHATE TREATMENT	12,000	30,500	31,000	31,000
59080 FLEET EQUIP MAINTENANCE	87,500	87,500	109,667	108,667
59248 DISPOSAL SITE CHARGE	(85,100)	(85,100)	(94,400)	(95,500)
59250 RECOVERY RESIDENTIAL	(898,900)	(956,750)	(946,400)	(946,400)
59339 EQUIPMENT MAINTENANCE	2,500	14,200	10,000	10,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	246,849	246,849	217,746	266,889
Other Total	(343,956)	(302,704)	(350,033)	(278,621)
Reserve Appropriation				
58525 LANDFILL CLOSURE/POST CLOSURE B/L 7	107,200	138,201	149,500	149,500
58544 DISPOSAL SITE B/L 4528	0	0	235,000	500,000
Reserve Appropriation Total	107,200	138,201	384,500	649,500
Salaries and Wages				
51083 REGULAR SALARIES	1,114,733	966,058	1,144,328	1,162,446
51084 OVERTIME SALARIES	14,040	21,500	14,040	14,000
51090 SHIFT DIFFERENTIAL	2,000	2,900	2,000	2,000
Salaries and Wages Total	1,130,773	990,458	1,160,368	1,178,446
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	4,000	3,810	5,000	5,000
Transfers to/from Internal Accounts Total	4,000	3,810	5,000	5,000
Utilities				
53130 TELEPHONE	3,919	4,095	4,149	4,149
53295 RADIO COSTS	1,512	1,467	1,410	1,410
Utilities Total	5,431	5,562	5,559	5,559
<b>Total Expenditures</b>	<b>1,427,803</b>	<b>1,375,108</b>	<b>1,766,312</b>	<b>2,093,812</b>
<b>Net Total</b>	<b>575,576</b>	<b>1,071,287</b>	<b>583,268</b>	<b>197,668</b>
<b>Percentage Change</b>			<b>1.34%</b>	

# Costing Center Budget Summary

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Costing Center: RECYCLING OPERATIONS

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION  
**Department:** SANITATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1023  
**Manager:** Pam Richardson

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## Description:

This cost center covers the costs of operating and maintaining the recycling depots located throughout the City and at the Eastview Landfill Site, as well as the operations of the Materials Recovery Facility (MRF). In addition, costs related to residential collection are recorded here. Revenues recorded in this cost center include the Provincial Recycling Rebate, the MMSM (Multi-Material Stewardship Manitoba) grant, proceeds from the sale of cardboard and shredded paper and commercial material fees charged at the gate upon entrance.

## Comments:

On a 4 day schedule, collection trucks are picking up 5 hours of recycling and 5 hours of residential refuse. Transportation covers the cost of shipping and marketing the baled or loose recyclable materials.

This cost centre includes the debt servicing principal and interest costs relating to the MRF which expires in 2023.

## Outlook:

Crown Shred is the current receiver of all recyclable material and is set to expire in December 2022 which could impact shipping rates going forward.

In 2021, Multi-Material Stewardship Manitoba held consultations with municipalities, First Nations, and steward organizations on changes that are being discussed across the country related to Extended Producer Responsibility organizations. The result of these discussions should be known before the end of 2021 and the potential impact on future Recycling Operation budgets will be more clear at that time. At this time residential recycling programs are funded at a rate of 80% and it is the plan to move to a model similar to Multi-Material British Columbia where programs are financed 100% by industry. Implementation of these changes will likely not start until at least 2023.

These potential changes could impact the future operation of the Material Recovery Facility and collection of recyclables within the City.

# Costing Center Budget Summary

Costing Center: RECYCLING OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast	
<b>Revenues</b>					
Conditional Government Transfers					
43510	PROVINCIAL GOV'T	355,000	355,000	350,000	350,000
43641	PROV-RECYCLING	841,252	841,252	837,238	837,238
Conditional Government Transfers Total		1,196,252	1,196,252	1,187,238	1,187,238
Other Income					
42991	INTERNAL MUNICIPAL FEES	(272,175)	(263,175)	(272,175)	(272,175)
42999	REVENUE	1,200	1,200	1,200	1,200
Other Income Total		(270,975)	(261,975)	(270,975)	(270,975)
User Fees and Sales of Goods					
42505	RECYCLED MATERIAL SALES	107,373	369,532	270,112	170,112
42511	COMMERCIAL MATERIALS FEE	554,050	577,785	558,145	558,145
User Fees and Sales of Goods Total		661,423	947,317	828,257	728,257
<b>Total Revenues</b>		<b>1,586,700</b>	<b>1,881,594</b>	<b>1,744,520</b>	<b>1,644,520</b>
<b>Expenditures</b>					
Benefits					
51122	BOOT ALLOWANCE	877	967	862	862
51123	PROTECTIVE CLOTHING	4,000	2,900	3,000	3,000
Benefits Total		4,877	3,867	3,862	3,862
Contract Services					
52015	CONTRACTS	4,000	7,373	4,000	4,000
52081	EXTERNAL EQUIPMENT RENTAL	0	2,697	0	0
Contract Services Total		4,000	10,070	4,000	4,000
Debenture Debt Servicing Costs					
57438	DEBENTURE PRINCIPAL	162,765	162,765	170,313	178,828
57439	DEBENTURE INTEREST	27,427	27,427	19,696	11,350
Debenture Debt Servicing Costs Total		190,192	190,192	190,009	190,178
Equipment Purchases					
54410	EQUIPMENT PURCHASES	0	40	0	0
59036	SAFETY EQUIPMENT	575	275	350	350
Equipment Purchases Total		575	315	350	350
Materials and Supplies					
54099	PARTS AND MATERIALS	31,985	29,485	30,183	34,442
54104	DIESEL (VEHICLE)	68,000	80,500	82,500	82,500
54118	OFFICE SUPPLIES	500	470	500	500
54125	DIESEL EXHAUST FLUID	2,500	2,400	2,200	2,200
54228	PROPANE	4,000	2,800	3,000	3,000
54323	INSURANCE DEDUCTIBLE	0	2,500	0	0
Materials and Supplies Total		106,985	118,155	118,383	122,642
Other					
51141	PROFESSIONAL DEVELOPMENT	2,037	0	1,837	2,287
52144	TRANSPORTATION	439,430	453,596	440,530	440,530
59003	ADVERTISING	7,000	7,000	14,000	15,000
59048	LUNCHEONS	0	471	0	0
59059	MEMBERSHIP	400	400	400	400
59080	FLEET EQUIP MAINTENANCE	139,500	139,500	115,333	113,000



# Costing Center Budget Summary

Costing Center: RECYCLING OPERATIONS

		2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
59248	DISPOSAL SITE CHARGE	272,175	263,175	272,175	272,175
59250	RECOVERY RESIDENTIAL	(272,175)	(263,175)	(272,175)	(272,175)
59339	EQUIPMENT MAINTENANCE	1,500	19,335	10,000	10,000
59993	EQUIPMENT CAPITAL CONTRIBUTION	133,818	133,818	130,970	153,922
Other Total		723,685	754,120	713,071	735,139
Salaries and Wages					
51083	REGULAR SALARIES	468,611	452,753	459,571	460,743
51084	OVERTIME SALARIES	5,000	13,500	6,500	6,500
51090	SHIFT DIFFERENTIAL	1,000	1,350	1,100	1,100
Salaries and Wages Total		474,611	467,603	467,171	468,343
Transfers to/from Internal Accounts					
59001	SHOP RATE CHARGES	2,500	0	750	750
Transfers to/from Internal Accounts Total		2,500	0	750	750
<b>Total Expenditures</b>		<b>1,507,425</b>	<b>1,544,322</b>	<b>1,497,596</b>	<b>1,525,264</b>
<b>Net Total</b>		<b>79,275</b>	<b>337,272</b>	<b>246,924</b>	<b>119,256</b>
<b>Percentage Change</b>				<b>211.48%</b>	

# Costing Center Budget Summary

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Costing Center: REFUSE COLLECTION

**Division:** ENVIRONMENTAL  
HEALTH SERVICES -  
SANITATION  
**Department:** SANITATION  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 0166  
**Manager:** Pam Richardson

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## Description:

This cost center captures operations associated with the refuse collection program for residential dwellings, as well as the maintenance of approximately 180 litter bins in the downtown area, along walkways and at the dog parks located throughout the City.

## Comments:

Revenue recorded in the account consists of fees for refuse collection from commercial properties and the sale of collection bins for new developments.

## Outlook:

In 2021, the Sanitation Section was looking at ways to create better awareness of the issues faced with operating an efficient collection program. An education and awareness program was kicked off in August of 2021 to try and garner efficiencies within the system without the need to make drastic changes for residents. We hope to start seeing the benefits of these efforts in 2022 where residents will only place carts out when needing to be dumped, retrieve carts from back lanes after collections take place, proper cart placement, using the correct cart, etc.

# Costing Center Budget Summary

Costing Center: REFUSE COLLECTION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42507 COMMERCIAL COLLECTION FEES	31,715	28,650	30,888	30,888
42510 REFUSE BIN SALES	31,800	36,000	34,230	34,230
User Fees and Sales of Goods Total	63,515	64,650	65,118	65,118
<b>Total Revenues</b>	<b>63,515</b>	<b>64,650</b>	<b>65,118</b>	<b>65,118</b>
<b>Expenditures</b>				
Materials and Supplies				
54062 LIABILITY CLAIMS	0	1,051	0	0
54099 PARTS AND MATERIALS	1,700	3,150	3,000	3,000
54103 GASOLINE (VEHICLE)	3,250	4,000	4,000	4,000
54104 DIESEL (VEHICLE)	50,095	54,595	57,000	57,000
54125 DIESEL EXHAUST FLUID	2,000	2,300	1,500	1,500
Materials and Supplies Total	57,045	65,096	65,500	65,500
Other				
59003 ADVERTISING	5,000	5,000	12,000	11,000
59080 FLEET EQUIP MAINTENANCE	118,500	118,500	92,833	90,500
59248 DISPOSAL SITE CHARGE	898,900	956,750	946,400	946,400
59993 EQUIPMENT CAPITAL CONTRIBUTION	116,539	116,539	114,620	132,870
Other Total	1,138,939	1,196,789	1,165,853	1,180,770
Reserve Appropriation				
58544 DISPOSAL SITE B/L 4528	31,800	36,000	34,230	34,230
Reserve Appropriation Total	31,800	36,000	34,230	34,230
<b>Total Expenditures</b>	<b>1,227,784</b>	<b>1,297,885</b>	<b>1,265,583</b>	<b>1,280,500</b>
<b>Net Total</b>	<b>(1,164,269)</b>	<b>(1,233,235)</b>	<b>(1,200,465)</b>	<b>(1,215,382)</b>
<b>Percentage Change</b>			<b>3.11%</b>	

# Costing Center Budget Summary

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Costing Center: *PARKING METERS*

**Division:** TRANSPORTATION  
SERVICES

**Budget Year:** 2022

**Department:** PARKING

**Accounting Reference:** 1793

**Stage:** Approved

**Manager:** Pam Richardson

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## Description:

This cost center captures the material costs associated with the maintenance of City parking meters and the associated revenues.

## Comments:

The City currently has 668 parking meters, with 614 located in the downtown area and 54 in the vicinity of the hospital. Parking meter receipts are still expected to be lower than previous years as restrictions continue to be unpredictable due to COVID -19.

## Outlook:

# Costing Center Budget Summary

Costing Center: PARKING METERS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
Other Income				
42990 RECEIPTS	180,000	140,000	156,000	200,000
42999 REVENUE	315	315	3,000	3,000
Other Income Total	180,315	140,315	159,000	203,000
<b>Total Revenues</b>	<b>180,315</b>	<b>140,315</b>	<b>159,000</b>	<b>203,000</b>
<b>Expenditures</b>				
Materials and Supplies				
54099 PARTS AND MATERIALS	5,639	2,390	1,800	4,000
54103 GASOLINE (VEHICLE)	1,500	2,060	2,000	2,000
Materials and Supplies Total	7,139	4,450	3,800	6,000
Other				
59080 FLEET EQUIP MAINTENANCE	3,000	3,000	4,500	4,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	2,831	2,831	2,553	2,970
Other Total	5,831	5,831	7,053	7,470
<b>Total Expenditures</b>	<b>12,970</b>	<b>10,281</b>	<b>10,853</b>	<b>13,470</b>
<b>Net Total</b>	<b>167,345</b>	<b>130,034</b>	<b>148,147</b>	<b>189,530</b>
<b>Percentage Change</b>			<b>(11.47%)</b>	

# Costing Center Budget Summary

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Costing Center: SIDEWALK MAINTENANCE

**Division:** TRANSPORTATION  
SERVICES  
**Department:** STREETS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 9796  
**Manager:** Pam Richardson

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## Description:

This cost center captures the maintenance and upgrade costs for city sidewalks, curbs and approaches.

## Comments:

Maintenance is specific to replacing deteriorated sidewalks, damaged or deteriorating curbs, and grinding trip hazards.

## Outlook:

# Costing Center Budget Summary

Costing Center: SIDEWALK MAINTENANCE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52015 CONTRACTS	100,000	100,000	0	0
52032 VEHICLE INSURANCE	185	198	198	198
Contract Services Total	100,185	100,198	198	198
Equipment Purchases				
54410 EQUIPMENT PURCHASES	2,500	2,474	0	0
Equipment Purchases Total	2,500	2,474	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	65,000	45,033	56,290	57,725
54103 GASOLINE (VEHICLE)	7,000	8,794	12,000	12,000
54104 DIESEL (VEHICLE)	5,000	7,772	10,000	10,000
54125 DIESEL EXHAUST FLUID	100	31	80	80
Materials and Supplies Total	77,100	61,630	78,370	79,805
Other				
59080 FLEET EQUIP MAINTENANCE	34,500	34,500	44,000	43,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	33,671	33,671	61,999	80,779
Other Total	68,171	68,171	105,999	123,779
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	351	0	0
Transfers to/from Internal Accounts Total	0	351	0	0
<b>Total Expenditures</b>	<b>247,956</b>	<b>232,824</b>	<b>184,567</b>	<b>203,782</b>
<b>Net Total</b>	<b>(247,956)</b>	<b>(232,824)</b>	<b>(184,567)</b>	<b>(203,782)</b>
<b>Percentage Change</b>			<b>(25.57%)</b>	

# Costing Center Budget Summary

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Costing Center: SNOW REMOVAL & SANDING

**Division:** TRANSPORTATION  
SERVICES  
**Department:** STREETS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1055  
**Manager:** Pam Richardson

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## Description:

This cost center covers costs associated with sanding, plowing and removal of snow from City streets, lanes and walkways, as well as maintaining approximately 1,481 feet of snow fencing.

## Comments:

Funds have been allocated for external equipment rental to hire outside parties for snow removal if required after significant snow falls.

## Outlook:

As the City grows staff and equipment needs will increase in order to maintain the level of service expected by residents.



# Costing Center Budget Summary

Costing Center: SNOW REMOVAL & SANDING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	88	88	93	95
52081 EXTERNAL EQUIPMENT RENTAL	36,768	40,443	146,224	46,224
Contract Services Total	36,856	40,531	146,317	46,319
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	814	0	0
Equipment Purchases Total	0	814	0	0
Materials and Supplies				
54062 LIABILITY CLAIMS	0	15,401	0	0
54099 PARTS AND MATERIALS	45,000	29,754	30,000	35,000
54104 DIESEL (VEHICLE)	82,500	82,500	75,000	75,000
54125 DIESEL EXHAUST FLUID	700	700	550	550
54396 SALT	31,800	31,800	31,500	32,571
54439 WINTER SAND MIX	26,225	24,970	34,620	34,620
Materials and Supplies Total	186,225	185,125	171,670	177,741
Other				
59080 FLEET EQUIP MAINTENANCE	122,835	122,835	133,583	133,583
59993 EQUIPMENT CAPITAL CONTRIBUTION	155,540	155,540	152,067	171,564
Other Total	278,375	278,375	285,650	305,147
Salaries and Wages				
51084 OVERTIME SALARIES	25,000	25,000	20,000	25,000
Salaries and Wages Total	25,000	25,000	20,000	25,000
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	35,000	35,000	30,000	30,000
59997 TRANSFER FR RESERVES	0	0	(100,000)	0
Transfers to/from Internal Accounts Total	35,000	35,000	(70,000)	30,000
<b>Total Expenditures</b>	<b>561,456</b>	<b>564,845</b>	<b>553,637</b>	<b>584,207</b>
<b>Net Total</b>	<b>(561,456)</b>	<b>(564,845)</b>	<b>(553,637)</b>	<b>(584,207)</b>
<b>Percentage Change</b>			<b>(1.39%)</b>	

# Costing Center Budget Summary

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Costing Center: STREET & WALKWAY MAINTENANCE

**Division:** TRANSPORTATION  
SERVICES  
**Department:** STREETS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1052  
**Manager:** Pam Richardson

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## Description:

This cost center covers costs associated with surface repair and maintenance on City streets, lanes including gravel boundary roads and walkways.

## Comments:

In the summer of 2022 Streets will continue to track maintenance work conducted in back lanes, to provide information to the Engineering department in developing a back lane maintenance strategy. This information will be tracked and monitored in the CityWorks program, which is the asset management and work order system that Public Works utilizes.

In 2019 IMS (Infrastructure Management Services) completed a pavement and sidewalk condition assessment, through the Engineering department. In 2021 Streets and Roads began conducting a crack fill rehabilitation pilot project on various asphalt walking paths throughout the City, this maintenance will continue into 2022 and be evaluated to see if further efforts will continue.

## Outlook:

# Costing Center Budget Summary

Costing Center: STREET & WALKWAY MAINTENANCE

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Contract Services				
52028 GENERAL INSURANCE	67	67	75	76
52032 VEHICLE INSURANCE	25	32	25	25
52081 EXTERNAL EQUIPMENT RENTAL	0	236	400	400
Contract Services Total	92	335	500	501
Materials and Supplies				
54062 LIABILITY CLAIMS	0	3,352	0	0
54099 PARTS AND MATERIALS	74,500	78,393	42,360	42,360
54103 GASOLINE (VEHICLE)	900	565	700	700
54104 DIESEL (VEHICLE)	74,000	50,000	60,000	60,000
54125 DIESEL EXHAUST FLUID	200	400	350	350
54323 INSURANCE DEDUCTIBLE	0	1,000	0	0
54395 CALCIUM CHLORIDE	91,400	43,830	91,400	67,367
54879 ASPHALT	45,000	60,000	60,465	60,465
54880 GRAVEL	30,120	14,085	31,470	31,470
Materials and Supplies Total	316,120	251,625	286,745	262,712
Other				
59080 FLEET EQUIP MAINTENANCE	213,832	213,832	201,683	201,683
59241 SPECIAL PROGRAMS	200,000	50,000	0	0
59993 EQUIPMENT CAPITAL CONTRIBUTION	253,404	253,404	250,369	296,961
Other Total	667,236	517,236	452,053	498,644
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	3,000	4,862	5,000	5,000
Transfers to/from Internal Accounts Total	3,000	4,862	5,000	5,000
Utilities				
53150 WATER	550	569	250	250
Utilities Total	550	569	250	250
<b>Total Expenditures</b>	<b>986,998</b>	<b>774,627</b>	<b>744,547</b>	<b>767,107</b>
<b>Net Total</b>	<b>(986,998)</b>	<b>(774,627)</b>	<b>(744,547)</b>	<b>(767,107)</b>
<b>Percentage Change</b>			<b>(24.56%)</b>	

# Costing Center Budget Summary

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Costing Center: STREET SWEEPING

**Division:** TRANSPORTATION  
SERVICES  
**Department:** STREETS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1054  
**Manager:** Pam Richardson

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## Description:

This cost center reflects all costs associated with cleaning City streets. The main expense occurs during spring cleanup when all streets and paved lanes are swept free of accumulations of winter sand and debris.

## Comments:

Includes the rental of 2 additional sweepers, for 2 months, for the spring season to increase service delivery and reduce the time required to complete the spring cleaning of the streets.

## Outlook:

As each new development is built within the City the sweeping program must keep up with the needs of the communities we serve.

# Costing Center Budget Summary

Costing Center: STREET SWEEPING

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42508    SWEEPING SERVICES	75,000	83,462	84,479	84,479
User Fees and Sales of Goods Total	75,000	83,462	84,479	84,479
<b>Total Revenues</b>	<b>75,000</b>	<b>83,462</b>	<b>84,479</b>	<b>84,479</b>
<b>Expenditures</b>				
Contract Services				
52081    EXTERNAL EQUIPMENT RENTAL	60,000	59,920	62,916	67,635
Contract Services Total	60,000	59,920	62,916	67,635
Materials and Supplies				
54099    PARTS AND MATERIALS	30,000	30,000	30,000	30,000
54103    GASOLINE (VEHICLE)	100	31	70	70
54104    DIESEL (VEHICLE)	11,700	14,700	14,000	14,000
Materials and Supplies Total	41,800	44,731	44,070	44,070
Other				
59080    FLEET EQUIP MAINTENANCE	63,333	63,333	64,333	64,333
59993    EQUIPMENT CAPITAL CONTRIBUTION	56,783	56,783	51,208	59,579
Other Total	120,116	120,116	115,542	123,913
Transfers to/from Internal Accounts				
59001    SHOP RATE CHARGES	24,000	20,080	24,000	24,000
Transfers to/from Internal Accounts Total	24,000	20,080	24,000	24,000
Utilities				
53150    WATER	1,500	230	1,000	1,000
Utilities Total	1,500	230	1,000	1,000
<b>Total Expenditures</b>	<b>247,416</b>	<b>245,077</b>	<b>247,528</b>	<b>260,618</b>
<b>Net Total</b>	<b>(172,416)</b>	<b>(161,615)</b>	<b>(163,049)</b>	<b>(176,139)</b>
<b>Percentage Change</b>			<b>(5.43%)</b>	

# Costing Center Budget Summary

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Costing Center: *STREETS SUPERVISION*

**Division:** TRANSPORTATION  
SERVICES  
**Department:** STREETS  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 1051  
**Manager:** Pam Richardson

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## Description:

This cost center covers the costs related to the administration of the Streets section of Public Works. All salaries associated with the Streets section come out of this account.

## Comments:

## Outlook:

As the City continues to grow more demands are placed on current staff to meet all the needs within the City.

# Costing Center Budget Summary

Costing Center: STREETS SUPERVISION

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Expenditures</b>				
Benefits				
51122 BOOT ALLOWANCE	2,746	2,487	2,797	2,797
51123 PROTECTIVE CLOTHING	2,650	3,150	2,500	2,500
51285 MEDICALS	280	417	280	280
Benefits Total	5,676	6,054	5,577	5,577
Contract Services				
52015 CONTRACTS	2,040	3,255	480	480
52028 GENERAL INSURANCE	258	258	212	216
Contract Services Total	2,298	3,513	692	696
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	921	10,000	0
59036 SAFETY EQUIPMENT	0	10	90	90
Equipment Purchases Total	0	931	10,090	90
Materials and Supplies				
54099 PARTS AND MATERIALS	5,000	3,824	4,000	4,000
54103 GASOLINE (VEHICLE)	5,300	6,235	5,300	5,300
54104 DIESEL (VEHICLE)	0	250	160	160
54125 DIESEL EXHAUST FLUID	0	450	0	0
Materials and Supplies Total	10,300	10,759	9,460	9,460
Other				
51141 PROFESSIONAL DEVELOPMENT	1,000	703	0	9,000
59059 MEMBERSHIP	371	32	462	462
59080 FLEET EQUIP MAINTENANCE	6,500	6,500	12,100	12,100
59248 DISPOSAL SITE CHARGE	4,000	13,000	9,500	9,500
59993 EQUIPMENT CAPITAL CONTRIBUTION	5,474	5,474	5,664	6,590
Other Total	17,345	25,709	27,726	37,652
Salaries and Wages				
51083 REGULAR SALARIES	1,458,132	1,268,971	1,472,067	1,492,693
51084 OVERTIME SALARIES	15,000	15,000	10,000	10,000
51090 SHIFT DIFFERENTIAL	3,000	3,000	2,000	2,000
Salaries and Wages Total	1,476,132	1,286,971	1,484,067	1,504,693
Utilities				
53130 TELEPHONE	1,650	1,590	2,034	2,099
53295 RADIO COSTS	2,142	2,078	1,998	1,998
Utilities Total	3,792	3,668	4,032	4,097
<b>Total Expenditures</b>	<b>1,515,543</b>	<b>1,337,605</b>	<b>1,541,643</b>	<b>1,562,265</b>
<b>Net Total</b>	<b>(1,515,543)</b>	<b>(1,337,605)</b>	<b>(1,541,643)</b>	<b>(1,562,265)</b>
<b>Percentage Change</b>			<b>1.72%</b>	

# Costing Center Budget Summary

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Costing Center: ACCESS TRANSIT

**Division:** TRANSPORTATION  
SERVICES - Transit  
**Department:** TRANSIT / ACCESS-  
TRANSIT  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 3212  
**Manager:** Carla Richardson

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## Description:

This costing center has been consolidated with the Transit Operations costing center beginning in the 2022 budget year.

## Comments:

## Outlook:



# Costing Center Budget Summary

Costing Center: ACCESS TRANSIT

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
<b>Revenues</b>				
User Fees and Sales of Goods				
42331    TICKETS	45,000	45,000	0	0
User Fees and Sales of Goods Total	45,000	45,000	0	0
<b>Total Revenues</b>	<b>45,000</b>	<b>45,000</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services				
52015    CONTRACTS	30,157	27,227	0	0
Contract Services Total	30,157	27,227	0	0
Materials and Supplies				
54103    GASOLINE (VEHICLE)	35,855	39,755	0	0
54104    DIESEL (VEHICLE)	1,065	165	0	0
54125    DIESEL EXHAUST FLUID	5	0	0	0
Materials and Supplies Total	36,925	39,920	0	0
Other				
59080    FLEET EQUIP MAINTENANCE	115,000	115,000	0	0
59993    EQUIPMENT CAPITAL CONTRIBUTION	120,982	120,982	0	0
Other Total	235,982	235,982	0	0
<b>Total Expenditures</b>	<b>303,064</b>	<b>303,129</b>	<b>0</b>	<b>0</b>
<b>Net Total</b>	<b>(258,064)</b>	<b>(258,129)</b>	<b>0</b>	<b>0</b>
<b>Percentage Change</b>			<b>(100.00%)</b>	

# Costing Center Budget Summary

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Costing Center: TRANSIT OPERATIONS

**Division:** TRANSPORTATION  
SERVICES - Transit  
**Department:** TRANSIT / ACCESS-  
TRANSIT  
**Stage:** Approved

**Budget Year:** 2022  
**Accounting Reference:** 3202  
**Manager:** Carla Richardson

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## Description:

This cost center captures the revenues and expenses associated with providing all public transportation services within city limits. This includes scheduled fixed route, charter and door to door specialized service. Services are offered seven days per week, with reduced hours on Sundays and Statutory holidays. Sales outlets and information kiosk personnel provide customer relations and smart media programming for all transportation services. The city owned and operated kiosk is located at the main bus terminal on 8th Street between Rosser and Pacific Avenues. Administration, driver support and customer service is also provided by Access Transit and conventional dispatch offices.

## Comments:

Brandon Transit supports the community by providing an inexpensive, safe and reliable transportation option. This includes specialized door to door service for persons whose mobility challenges prevent them from utilizing the fixed route system. Access Transit riders will continue to complete an application process, satisfy a number of eligibility criteria and receive system approval before utilizing this service. Public transit provides an alternative to a personal vehicle for some, and also provides a link to work, shopping, medical appointments, school and leisure activities. Successful partnerships are in place with Maple Leaf, Brandon University and Assiniboine Community College to access the transit network.

Fixed route and specialized door to door were previously two different cost centers, which have been merged into one beginning with the 2022 budget year.

## Outlook:

In early 2020, the Manitoba Advisory Council (including provincial representation) submitted a detailed report to the Minister of Families containing a number of recommendations for the development of an accessibility transportation standard for Manitoba. In review of these recommendations, although Access Transit is already aligned with a number of them, fare consistency with the conventional system was not. The fee schedule for 2022 has been developed to ensure consistency between the conventional and specialized systems. As well, a primary focus continues to be on improving accessibility for all riders. This includes capital projects such as renovating bus stops and improving bus stop signage.

In addition, as a result of the continued escalating operating expenses, transit properties all over the world are exploring creative ways to deliver public transportation options to residents. Brandon Transit recently began a one year pilot project with Blaise Transit and Rogers Communication for the delivery of an ON Demand system. The ON Demand system provides another public transportation option utilizing virtual stops, requested pick up and drop off times and algorithms designed to maximize efficiency, reduce fuel usage and improve the customer experience.

# Costing Center Budget Summary

Costing Center: TRANSIT OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast	
<b>Revenues</b>					
Unconditional Government Transfers					
43644	PROVINCIAL OPERATING GRANT	2,034,488	2,034,488	2,034,488	2,034,488
Unconditional Government Transfers Total		2,034,488	2,034,488	2,034,488	2,034,488
User Fees and Sales of Goods					
42332	BUS MEDIA SALES	365,000	400,000	461,200	475,550
42335	BUS PASS AGREEMENTS	121,345	121,345	131,757	139,107
42404	BUS CHARTER REVENUES	85,942	126,126	94,908	61,980
42405	BUS ADVERTISING	59,500	59,500	57,578	58,000
42406	BUS SHELTER ADVERTISING	35,472	17,539	17,472	17,472
42407	BUS BENCH ADVERTISING	81,900	91,505	94,800	85,500
42467	ROUTE REVENUE	235,000	220,000	250,500	258,250
42491	SCHOOL PATROL PASSES	2,500	2,500	2,500	2,500
User Fees and Sales of Goods Total		986,659	1,038,515	1,110,715	1,098,359
<b>Total Revenues</b>		<b>3,021,147</b>	<b>3,073,003</b>	<b>3,145,203</b>	<b>3,132,847</b>
<b>Expenditures</b>					
Benefits					
51100	UNIFORMS	29,104	23,704	28,995	33,500
51122	BOOT ALLOWANCE	551	726	450	450
51123	PROTECTIVE CLOTHING	0	0	1,500	1,700
51210	LICENSES	880	780	830	850
51285	MEDICALS	1,000	750	730	880
Benefits Total		31,535	25,960	32,505	37,380
Contract Services					
52015	CONTRACTS	118,074	94,214	102,056	189,185
52028	GENERAL INSURANCE	387	387	419	427
52029	LIABILITY INSURANCE	6,537	6,537	8,075	8,236
52069	PRINTING COSTS	9,660	6,500	26,100	29,400
52081	EXTERNAL EQUIPMENT RENTAL	10,000	16,297	10,200	10,500
52089	COMMISSION	7,550	5,600	7,250	7,950
Contract Services Total		152,209	129,536	154,100	245,698
Equipment Purchases					
54410	EQUIPMENT PURCHASES	10,720	4,000	12,765	13,133
Equipment Purchases Total		10,720	4,000	12,765	13,133
Materials and Supplies					
54062	LIABILITY CLAIMS	0	357	0	0
54099	PARTS AND MATERIALS	26,000	24,000	23,000	23,400
54103	GASOLINE (VEHICLE)	4,890	3,890	33,291	34,451
54104	DIESEL (VEHICLE)	483,550	508,550	546,199	560,000
54125	DIESEL EXHAUST FLUID	2,500	2,194	2,000	2,100
54323	INSURANCE DEDUCTIBLE	4,000	4,000	4,000	4,000
Materials and Supplies Total		520,940	542,991	608,490	623,951
Other					
51141	PROFESSIONAL DEVELOPMENT	9,150	40	8,500	13,700
59003	ADVERTISING	25,000	25,000	14,000	18,500
59048	LUNCHEONS	200	222	500	500

# Costing Center Budget Summary

Costing Center: TRANSIT OPERATIONS

	2021 Approved Budget	2021 Revised Budget	2022 Current Budget	2023 Forecast
59059 MEMBERSHIP	6,485	6,705	7,504	7,850
59080 FLEET EQUIP MAINTENANCE	1,100,000	1,100,000	1,135,000	1,134,000
59993 EQUIPMENT CAPITAL CONTRIBUTION	378,203	378,203	422,829	514,715
Other Total	1,519,038	1,510,170	1,588,333	1,689,265
Reserve Appropriation				
58510 TRANSIT EQUIPMENT B/L 3654	0	0	10,000	15,000
Reserve Appropriation Total	0	0	10,000	15,000
Salaries and Wages				
51083 REGULAR SALARIES	2,945,876	2,919,477	2,958,232	2,907,699
51084 OVERTIME SALARIES	60,000	88,750	60,000	65,000
51090 SHIFT DIFFERENTIAL	24,462	21,462	24,462	25,500
51121 TRANSIT REPORTING PAY	36,396	35,396	36,760	37,500
51125 TRAVEL TIME PAY	49,643	46,643	50,139	51,700
51291 REST BREAK REMUNERATION	45,707	45,707	39,053	42,451
Salaries and Wages Total	3,162,084	3,157,435	3,168,646	3,129,850
Transfers to/from Internal Accounts				
59001 SHOP RATE CHARGES	0	3,327	0	0
59997 TRANSFER FR RESERVES	(10,000)	(10,000)	(37,721)	0
Transfers to/from Internal Accounts Total	(10,000)	(6,673)	(37,721)	0
Utilities				
53130 TELEPHONE	7,020	7,020	8,625	9,235
53295 RADIO COSTS	2,140	2,084	2,013	2,028
Utilities Total	9,160	9,104	10,638	11,263
<b>Total Expenditures</b>	<b>5,395,686</b>	<b>5,372,523</b>	<b>5,547,755</b>	<b>5,765,540</b>
<b>Net Total</b>	<b>(2,374,539)</b>	<b>(2,299,520)</b>	<b>(2,402,552)</b>	<b>(2,632,693)</b>
<b>Percentage Change</b>			<b>1.18%</b>	