

Memorandum

Office of the City Clerk
Fax: 623-5468
Telephone: 625-2230

TO: Members of Council
FROM: Mr. J. Hannam, City Clerk
DATE: Thursday, December 20, 2018
SUBJECT: **Additional Information – Committee of the Whole – Special Sessions (2019 Capital and Budget Meetings)**

COMMITTEE OF THE WHOLE – SPECIAL SESSION

ADDITIONAL INFORMATION

1. Memorandum from Ms. E. Westover, Manager – Budgets & Long-Term Planning (Acting), dated December 20, 2018 attaching Section 1 – 2019 Budget Executive Summary; Section 2 – 2019 Tax Supported Operating and Capital Budget; and Section 3 – 2019 Rate Supported Operating & Capital Budget.
2. Memorandum from Ms. E. Westover, Manager – Budgets & Long-Term Planning (Acting), dated December 20, 2018 attaching the Detailed Agendas for Budget Review.
3. Memorandum from Ms. E. Westover, Manager – Budgets & Long-Term Planning (Acting), dated December 20, 2018 attaching the 2019 Budget Community Handbook.
4. Memorandum from Ms. E. Westover, Manager – Budgets & Long-Term Planning (Acting), dated December 20, 2018 relative to 2019 Reserves and Reserve Fund Balances.
5. Confidential Memorandum from Ms. E. Westover, Manager – Budgets & Long-Term Planning (Acting), dated December 20, 2018 relative to Wage Contingency in 2019 Proposed Tax Supported Budget. **(Distributed to Members of Council and EMT)**



Memorandum

Date: December 20, 2018
To: Members of City Council
From: Emma Westover, Manager - Budgets & Long Term Planning (Acting)
Subject: **2019 Budget Binder**

Enclosed, for your information is the 2019 budget binder, which includes the following:

- 2019 Budget Executive Summary (Section 1)
- 2019 Tax Supported Operating and Capital Budget (Section 2)
- 2019 Rate Supported Operating and Capital Budget (Section 3)

Please note that the budget books will not be available on the City's website until Wednesday January 3, 2019. As a result, these documents and the information contained within are to be kept confidential until that time.

Thank you,

cc:

Norm Gale City Manager
Executive Management Team
John Hannam, City Clerk



Memorandum

Date: December 20, 2018
To: Members of City Council
From: Emma Westover - Budgets and Long Term Planning (Acting)
Subject: **Detailed Agendas for Budget Review**

Enclosed are the following:

Detailed Agenda – January 15, 2019

Detailed Agenda – January 17, 2019

Detailed Agenda – January 23, 2019

Detailed Agenda – January 30, 2019

Thank you.

A handwritten signature in purple ink, appearing to read "Norm Gale", is written over a horizontal line.

cc:

Norm Gale, City Manager
Executive Management Team
John Hannam, City Clerk

City of Thunder Bay
Detailed Agenda - 2019 Tax & Rate Supported Operating & Capital Budgets Review
January 15, 2019 - Special Committee of the Whole Meeting, 5:30 p.m.

	Tax Supported Operating and Capital Budget Book (Section 2)	Page Reference
OUTSIDE BOARDS SECTION 2 – TAB 7		
Community Economic Development Commission	Overview Budget Recap Reserve Transfer (<i>See Budget Executive Summary Book – Section 1</i>)	7-31 7-32 10
Thunder Bay District Health Unit	Overview Budget Recap	7-9 7-10
The District of Thunder Bay Social Services Administration Board (DSSAB)	Budget Recap	7-1
Victoriaville Centre	Overview Budget Recap Capital Capital Forecast	7-57 7-58 7-59 to 7-62 7-63
Thunder Bay Police Services	Overview Budget Recap Capital Capital Forecast	7-11 to 7-15 7-16 to 7-17 7-18 to 7-29 7-30
Parking Authority	Overview Budget Recap User Fee Schedule Capital Capital Forecast	7-33 to 7-34 7-35 to 7-36 7-37 7-38 to 7-43 7-44

**City of Thunder Bay
Detailed Agenda - 2019 Tax & Rate Supported Operating & Capital Budgets Review
January 15, 2019 - Special Committee of the Whole Meeting, 5:30 p.m.**

	Tax Supported Operating and Capital Budget Book (Section 2)	Page Reference
DEVELOPMENT AND EMERGENCY SERVICES SECTION 2 – TAB 5	Overview Budget Recap	5-1 to 5-5 5-6
Operating	Support Services Building Services Licensing and Enforcement Planning Services Realty Services Superior North EMS Thunder Bay Fire Rescue User Fee Schedule	5-7 5-8 5-9 to 5-10 5-11 5-12 5-13 to 5-14 5-15 5-16 to 5-30
Capital	Capital Summary Support Services Planning Services Superior North EMS Thunder Bay Fire Rescue Capital Forecast	5-31 5-32 5-33 to 5-34 5-35 to 5-37 5-38 to 5-40 5-41 to 5-45
COMMUNITY SERVICES SECTION 2 – TAB 3	Overview Budget Recap	3-1 to 3-5 3-6
Operating	General Manager’s Office Central Support Asset Management Transit Services Recreation & Culture User Fee Schedule	3-7 3-8 to 3-9 3-10 to 3-11 3-12 to 3-13 3-14 to 3-16 3-17 to 3-37
Capital	Capital Summary General Manager’s Office Recreation & Culture Asset Management Transit Services Capital Forecast	3-38 3-39 to 3-40 3-41 to 3-46 3-47 to 3-56 3-57 to 3-59 3-60 to 3-63

City of Thunder Bay
Detailed Agenda - 2019 Tax & Rate Supported Operating & Capital Budgets Review
January 17, 2019 - Special Committee of the Whole Meeting, 5:30 p.m.

	Tax Supported Operating and Capital Budget Book (Section 2)	Page Reference
OUTSIDE BOARDS SECTION 2 – TAB 7		
Lakehead Regional Conservation Authority	Overview Budget Recap Capital Capital Forecast	7-2 to 7-3 7-4 7-5 to 7-7 7-8
Thunder Bay Community Auditorium	Overview Capital Capital Forecast	7-71 to 7-72 7-73 to 7-76 7-77
CORPORATE SERVICES & LONG TERM CARE SECTION 2 – TAB 4	Overview Budget Recap	4-1 to 4-4 4-5
Operating	General Manager’s Office Financial Services Revenue Corporate Information Technology Internal Audit/Continuous Improvement Long Term Care & Senior Services User Fees	4-6 4-7 4-8 to 4-9 4-10 4-11 4-12 to 4-13 4-14 to 4-15
Capital	Capital Summary Long Term Care & Senior Services Financial Services Revenue Corporate Information Technology Capital Forecast	4-16 4-17 to 4-26 4-27 to 4-29 4-30 to 4-31 4-32 to 4-33 4-34 to 4-38
GENERAL CORPORATE REVENUE AND EXPENDITURES SECTION 1	BUDGET EXECUTIVE SUMMARY BOOK (Section 1)	9-10, 13
	Tax Supported Operating and Capital Budget Book (Section 2)	

City of Thunder Bay
Detailed Agenda - 2019 Tax & Rate Supported Operating & Capital Budgets Review
January 17, 2019 - Special Committee of the Whole Meeting, 5:30 p.m.

MAYOR & COUNCIL & GENERAL SECTION 2 – TAB 1	Budget Recap	1-1
Operating Capital	Mayor’s Office City Council Capital Summary Clean, Green and Beautiful Capital Forecast	1-2 1-3 to 1-4 1-5 1-6 to 1-8 1-9 to 1-10
CITY MANAGER’S OFFICE SECTION 2 –TAB 2	Overview Budget Recap	2-1 to 2-5 2-6
Operating Capital	City Manager’s Office Office of the City Clerk Corporate Strategic Services City Solicitor & Corporate Counsel Human Resources User Fee Schedule Capital Summary City Manager’s Office Office of the City Clerk Corporate Strategic Services Human Resources & Corporate Safety Capital Forecast	2-7 2-8 to 2-9 2-10 to 2-11 2-12 to 2-13 2-14 to 2-15 2-16 to 2-18 2-19 2-20 to 2-22 2-23 to 2-26 2-27 to 2-30 2-31 to 2-33 2-34 to 2-37

City of Thunder Bay
Detailed Agenda - 2019 Tax & Rate Supported Operating & Capital Budgets Review
January 23, 2019 - Special Committee of the Whole Meeting, 5:30 p.m.

	Tax Supported Operating and Capital Budget Book (Section 2)	Page Reference
OUTSIDE BOARDS SECTION 2 – TAB 7		
Thunder Bay Pubic Library	Overview Budget Recap Capital Capital Forecast	7-45 to 7-47 7-48 to 7-49 7-50 to 7-55 7-56
Victoria Avenue BIA	Overview Budget Recap	7-64 to 7-65 7-66
Waterfront District BIA	Overview Budget Recap	7-67 to 7-69 7-70
INFRASTRUCTURE & OPERATIONS – TAX SUPPORTED SECTION 2 – TAB 6	Overview Budget Recap	6-1 to 6-5 6-6
Operating	Central Support Engineering Roads Parks Solid Waste – Tax Supported User Fees	6-7 to 6-8 6-9 6-10 to 6-11 6-12 to 6-13 6-14 to 6-15 6-16 to 6-26
Capital	Capital Summary Central Support Engineering Environment Parks Roads Capital Forecast	6-27 6-28 to 6-30 6-31 to 6-32 6-33 to 6-35 6-36 to 6-42 6-43 to 6-53 6-54 to 6-59
	Rate Supported Operating & Capital Budget Book (Section 3)	
INFRASTRUCTURE & OPERATIONS – RATE SUPPORTED SECTION 3	Overview Budget Recap Capital Summary	i to vii viii ix

City of Thunder Bay
Detailed Agenda - 2019 Tax & Rate Supported Operating & Capital Budgets Review
January 23, 2019 - Special Committee of the Whole Meeting, 5:30 p.m.

SOLID WASTE SECTION 3 – TAB 1	Operating Capital Capital Forecast	1-1 to 1-2 1-3 to 1-6 1-7 to 1-8
WASTEWATER SECTION 3 – TAB 2	Operating Capital Capital Forecast	2-1 to 2-2 2-3 to 2-11 2-12 to 2-13
WATERWORKS SECTION 3 – TAB 3	Operating Capital Capital Forecast	3-1 to 3-2 3-3 to 3-11 3-12 to 3-13
PRINCE ARTHUR’S LANDING – BOATER SERVICES SECTION 3 – TAB 4	Operating Capital Capital Forecast	4-1 to 4-2 4-3 to 4-5 4-6 to 4-7

City of Thunder Bay
Detailed Agenda - 2019 Tax & Rate Supported Operating & Capital Budgets Review
January 30, 2019 - Special Committee of the Whole Meeting, 5:30 p.m.

OVERALL BUDGET REVIEW AND DISCUSSION / OTHER COUNCIL AMENDMENTS

WRAP UP AND FINALIZATION



Memorandum

Date: December 20, 2018
To: Members of City Council
From: Emma Westover, Manager - Budgets & Long Term Planning (Acting)
Subject: **2019 Budget Community Handbook**

Attached is the 2019 Budget Community Handbook. It will be available on the City's website on Wednesday January 3, 2019 and paper copies will be available in the Office of the City Clerk as well as at Brodie and Waverly Library locations.

Since this information will not be available to the public until January 3, 2019, the document and the information contained within are to be kept confidential until that time.

Thank you.

A handwritten signature in purple ink, appearing to read "Emma Westover", with a long horizontal line extending to the right.

cc:

Norm Gale, City Manager
Executive Management Team
John Hannam, City Clerk



BUDGET 2019

Community Handbook



The Budget & You

City Council welcomes input from residents on the 2019 Budget:

Public Pre-Budget Deputation Meeting

Thursday, Jan. 10, 6:30 pm

Council Chambers

3rd Floor, City Hall

500 Donald Street E

Interested residents are welcome to attend. On January 10th individuals and groups who wish to speak will have up to 10 minutes each. There is no need to register in advance.

Important Budget Dates:

WHEN	WHAT	WHERE
Thursday, Jan. 3	View the Community Handbook and the 2019 Budget	At the Office of the City Clerk 1st Floor, , City Hall, Waverly or Brodie Library, or visit www.thunderbay.ca/budget
Tuesday, Jan. 8	Long Term Financial Overview, 6:30 pm	Council Chambers, City Hall
Thursday, Jan. 10	Public Pre-Budget Deputation Meeting, 6:30 pm	Council Chambers, City Hall
Tuesday, Jan. 15 Thursday, Jan. 17 Wednesday, Jan. 23 Wednesday, Jan. 30	City Council reviews the Rate-Supported and Tax-Supported Budget, 5:30 pm	Council Chambers, City Hall
Monday, Feb. 4	City Council ratifies the 2019 Budget subject to approval on Jan. 30, 6:30 pm	Council Chambers, City Hall

Meetings are broadcast live by Shaw TV Cable 10, Tbaytel, and videostreamed live and archived at www.thunderbay.ca/councillive

BUDGET 2019 - Community Handbook

The Budget is much more than dollars and cents. It directly impacts you through your services and it's a tool to realize the community's goals. Each time you call the Police, have your garbage collected, have your roads and sidewalks plowed, and attend the Library, you are witnessing your tax dollars at work.

The City regularly faces the challenge of determining the right balance of services to meet the needs of today and tomorrow. Each year, we take a serious look at the services we provide, how much they cost, and how they are paid for.

The City's mission is to provide a balance of services that improves our quality of life and supports our economy in a responsible manner.

What are the Components of the Net Tax Supported Budget?

In 2019, the tax-supported municipal budget is proposed to be \$359.2 million gross and \$247.9 million net. This includes services for public safety, public works maintenance, debt repayments and parks and recreation programming. For each \$1,000 of the net tax supported budget the following services are provided:

Public Safety (Police, Fire, Ambulance)	\$340.88
Public Works (ex. Roads, Transit, Waste Collection)	\$190.79
Parks, Recreation & Tourism	\$88.41
Administration (Includes City Council)	\$74.51
Contributions to Outside Boards & Agencies	\$73.74
Social Services (DSSAB)	\$67.98
General Corporate Expenses	\$60.89
Debt Charges (Capital Projects)	\$53.71
Long Term Care and Senior Services	\$18.92
Development Services (Planning & Building)	\$15.60
Legislated/Tax Rebate Programs	\$14.57
Total	\$1,000.00

What Your Water Bill Pays For

In addition to the services provided by the municipal property taxes, the City also operates the water and sewer systems to mandated provincial standards in keeping with the approved long term financial plan for drinking water. The plan balances a sustainable water system, affordable rates and a progressive water rate structure that benefits those who conserve. Your water and sewer services are paid for through the water bill.



How Your Water Bill is Calculated

There are two parts to the proposed water rates for residential customers:

1. Fixed cost of \$283.97 a year for single detached residential properties
2. "Volumetric" charge for water used of \$1.702/m³

For the average Thunder Bay household, the proposed 2019 water rate equals a \$18.40 increase, or 3.0%, over 2018 rates, with total costs for all water services averaging only \$1.71 a day.

Wastewater charges will equal 90 percent of the total water fixed cost and volumetric charge.

For the average Thunder Bay household, the combined water and wastewater increase as proposed equates to \$2.91 per month, or 3.0 percent.

What the City CAN do.

To set the annual budget, Council must balance the following:

- Services – Should some services be decreased or eliminated? Which ones? Should some new services be introduced?
- User fees – What user fees should be increased? Should new user fees be applied to other programs and services?
- Municipal tax levy – To what degree, if any, should the municipal tax levy be raised to fund the services Council and the community want to increase, add or maintain?

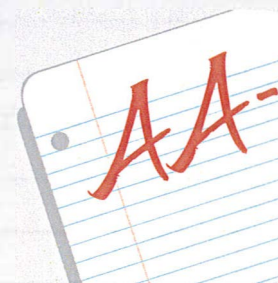
What you, the Citizens, CAN do.

Give your opinion. This input process gives you the opportunity to provide your views to Council.

The 2017 Citizen Survey Final Report is available at www.thunderbay.ca

Did you know?

In 2018, the City maintained its credit rating of AA Stable based on strong continued budgetary performance. The City's positive credit rating is important to you as a taxpayer. A strong credit rating makes it less expensive for a municipality to borrow money. That's ultimately passed on to you when a lower cost of debt shows up in the City's Operating Budget.





Memorandum

Date: December 20, 2018
To: Members of City Council
From: Emma Westover, Manager - Budgets and Long –Term Planning (Acting)
Subject: **2019 Reserves and Reserve Fund Balances**

Attached is the Estimated Uncommitted Reserve and Reserve Fund Balance as at December 31, 2018 and December 31, 2019. The listing also discloses the proposed 2019 Budgeted Contributions and Expenditures.

Thank you.

A handwritten signature in purple ink, appearing to read "Emma Westover", with a long horizontal flourish extending to the right.

cc:

Norm Gale, City Manager
Executive Management Team
John Hannam, City Clerk

**City of Thunder Bay
Reserves and Reserve Fund Balances**

	Estimated Uncommitted at December 31, 2018	Proposed Budgeted Contributions 2019	Proposed Budgeted Expenditures 2019	Estimated Uncommitted at December 31, 2019
TAX-SUPPORTED				
Operating				
Animal Control Donations	191,743	4,000	-	195,743
Business Improvement Areas (Simpson St)	17,651	-	-	17,651
Building Permit Reserve Fund	1,456,567	-	-	1,456,567
CEDC Project Reserve Fund	1,971	200,000	-	201,971
CIT Operating	640,704	-	-	640,704
Crime Prevention	26,061	-	-	26,061
Digital Parcel Mapping	155,892	-	-	155,892
Election Expense	616	135,000	4,800	130,816
Fifty-Five Plus Centre Endowment	1,587,878	-	-	1,587,878
Insurance	1,771,674	-	-	1,771,674
Legal fees	1,933,581	-	-	1,933,581
Post-Retirement Benefits	5,179,521	450,000	651,900	4,977,621
PRO Kids	822,411	70,000	182,900	709,511
Sick Pay Liability	2,302,752	-	236,100	2,066,652
Stabilization Reserve Fund	12,876,654	500,000	230,050	13,146,604
Tax Assessment Appeals	8,292,395	-	-	8,292,395
Winter Roads Maintenance	947,279	-	-	947,279
WSIB	2,361,967	250,000	-	2,611,967
Total Operating	40,567,317	1,609,000	1,305,750	40,870,567
Capital				
Arthur Street	89,671	-	-	89,671
Capital - General	711,240	-	-	711,240
Capital - Transit	1,490,231	-	-	1,490,231
CIT Capital	1,060,690	478,100	611,600	927,190
Corporate Energy Innovation	324,035	-	-	324,035
Dedicated Gas Tax (obligatory)	39,762	1,290,000	1,290,000	39,762
Federal Gas Tax (obligatory)	520,689	6,547,105	6,547,105	520,689
Clean, Green and Beautiful	77,195	250,000	250,000	77,195
Community Partnerships	1,920	100,000	-	101,920
Community Centres	34,905	-	-	34,905
EMS Facility	218,264	-	-	218,264
EMS Vehicle & Equipment	1,848,319	734,000	769,600	1,812,719
Fifty-Five Plus Centre Food Program	63,972	-	-	63,972
Fifty-Five Plus Southside Centre	133,551	-	-	133,551
Fire Training Centre	39,361	-	-	39,361
Fire Equipment Reserve Fund	75,000	100,000	-	175,000
Fort William Stadium	81,107	-	-	81,107
Fuel Farm	45,274	21,000	20,000	46,274
Golf Course	-	-	-	-
Hillcourt Estates Capital	670,782	-	-	670,782
McKellar Mall Capital Reserve Fund	55,000	-	-	55,000
MTO Transit Capital	136,362	-	-	136,362
Municipal Accommodation Tax Reserve Fund	350,000	1,000,000	-	1,350,000
Ontario Community Infrastructure Fund (OCIF)	6,506	-	-	6,506
Pioneer Ridge Structural Compliance	1,079,888	164,200	-	1,244,088
Recreation Master Plan	-	-	-	-
Recreation Trails Reserve Fund	24,135	39,500	39,000	24,635
Renew Thunder Bay	18,888,505	250,000	4,400,000	14,738,505
Sandy Beach	-	-	-	-
Subdivider's Contributions (obligatory)	121,009	-	-	121,009
TBayTel Dividend Reserve Fund	-	-	-	-
Tournament Centre Capital	249,502	25,000	-	274,502
Vested Property Rehabilitation	5,406,209	-	-	5,406,209
Victoriaville	45,059	5,000	-	50,059
Waterfront	76,182	25,000	-	101,182
Whalen Building	485,033	222,317	200,000	507,350
Total Capital	34,449,359	11,251,222	14,127,305	31,573,276
Total Reserve Funds	75,016,676	12,860,222	15,433,055	72,443,843
Reserves				
Equipment Replacement Reserve	19,845	-	-	19,845
Capital Carryforward Reserve	-	-	-	-
Working Capital	4,300,000	-	-	4,300,000
TOTAL TAX-SUPPORTED	79,336,521	12,860,222	15,433,055	76,763,688
RATE-SUPPORTED				
Landfill	534,100	396,800	930,900	-
Parking	108,153	-	53,000	55,153
Marina (Boater Services)	10,701	82,900	60,000	33,601
Sewer Rate (wastewater)	728,561	4,964,600	3,918,600	1,774,561
Waterworks	4,186,702	5,687,100	5,821,200	4,052,602
TOTAL RATE-SUPPORTED	5,568,217	11,131,400	10,783,700	5,915,917
TOTAL RESERVES AND RESERVE FUNDS	84,904,737	23,991,622	26,216,755	82,679,604