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CITY MANAGER'S OFFICE

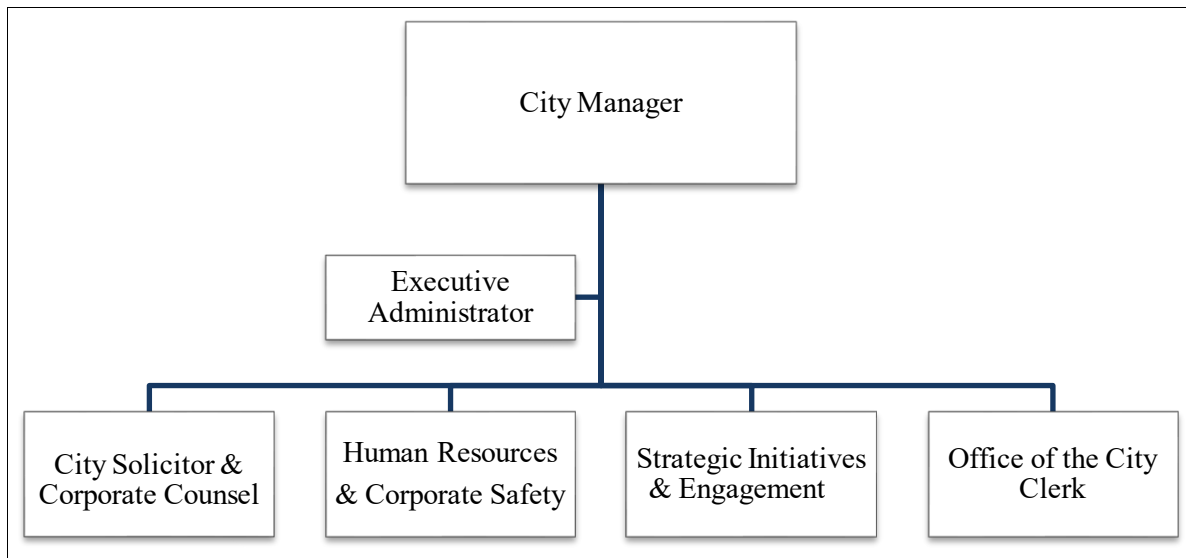
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CITY MANAGER'S OFFICE BUDGET OVERVIEW



Services

City Solicitor & Corporate Counsel – provides legal representation and risk management services to The City of Thunder Bay, its Council, administration, staff, and related boards and agencies on matters relating to the City's business and operations.

Human Resources & Corporate Safety – supports city operations and compliance with statutory requirements through the provision of services, programs, policies/procedures and systems related to compensation, benefits and payroll, safety, employee and labour relations, talent acquisition and development, health services and wellness.

Strategic Initiatives & Engagement – develops and implements strategies and plans consistent with the corporate vision, corporate identity, and the role of municipal government. The Division provides in-house strategic consultation and services to internal clients in the areas of Corporate Communication & Community Engagement, Indigenous Relations, Community Safety & Well-Being, Drug Strategy, and Climate Change Initiatives. Under the leadership of the City Manager, the Division works with City Council and Senior Management to develop, publish and track the Corporate Strategic Plan, the Indigenous Relations & Inclusion Strategy, the Community Safety & Well-Being Plan and the Net-Zero Strategy.

Office of the City Clerk – maintains the administrative, as well as the legislative requirements necessary for a City Council and a municipal corporation to function. Oversight for advisory committees of Council and support to Municipal Services Boards is a function of this office. The Office of the City Clerk is authorized by the Province of Ontario to issue lottery licenses, marriage licenses, perform civil marriages and manage all municipal elections. Implementation of the multi-year Accessibility Plan is also work completed by this Division.

City Manager's Office Budget Summary

	Proposed 2024 (in \$000s)	2023 (in \$000s)	\$ Change (in \$000s)	% Change
Operating				
Gross	\$10,588.8	\$10,322.2	\$266.6	2.6%
Net	\$10,602.2	\$10,271.6	\$330.6	3.2%
Capital				
Gross	\$3,701.5	\$834.0	\$2,867.5	77.5%
Net	\$3,701.5	\$334.0	\$3,367.5	91%

Staffing Complement	Proposed 2024 FTE	2023 FTE	Change	% Change
Full Time Equivalents	77.1	76.2	0.9	1.2%
Part Time Equivalents	0.8	0.7	0.1	12.5%

Opportunities, Issues and Strategic Initiatives

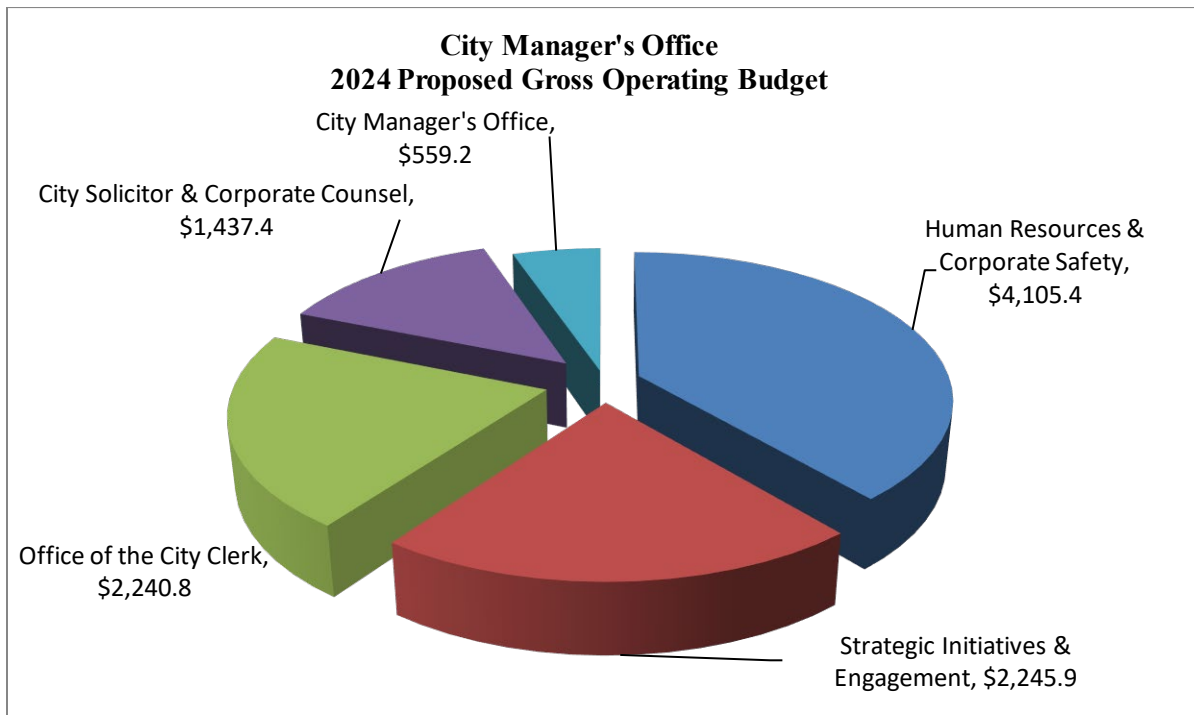
- The new 2023 – 2027 Strategic Plan for the City of Thunder Bay will be established in 2023. Development of the Plan is driven by City Council and incorporates input from internal and external stakeholders. Regular activity updates will be provided to Council.
- Implementation continues on the recommendations directed to the City from the Seven Youth Inquest and Indigenous Relations will provide an annual report to City Council.
- The Indigenous Relations section will continue to implement the Indigenous Relations & Inclusion Strategy, including fulfilling the City's Anti-Racism & Inclusion Accord.
- The Corporate Communications & Community Engagement section continues to provide consultation and expertise to engage the public in two-way dialogue on services, programs and initiatives. The Get Involved online tool enables the Corporation to deepen its application of the Public Engagement Framework.
- The Community Strategies section will continue to implement the Community Safety & Well-Being Plan, the Thunder Bay Drug Strategy, and the Net-Zero Strategy.
- Implementation of the multi-year Accessibility Plan will be finalized for 2019-2024.
- The 2024-2029 multi-year Accessibility Plan will be presented for approval in Q2 2024.
- The Office of the City Clerk is leading a corporate-wide policy review.
- The Office of the City Clerk will continue work on the Council Composition and ward Boundary Review in 2024.
- Grant Thornton Program and Services Review
 - Human Resources & Corporate Safety will continue to build out capacity of the Corporate Safety section to demonstrate the City's safety performance and support the City's commitment to develop, implement, maintain and continually improve a documented Safety Management System (SMS).

- Human Resources & Corporate Safety will continue implementation of the recommendations outlined in the Recruitment Process Improvement Project, designed to modernize and streamline the recruitment process.
- Work continues in Human Resources & Corporate Safety to implement a strategic Human Resources Plan that sets direction for how the City's employees fit in with the overall values and corporate objectives of service delivery.

Operating Budget Highlights

Proposed 2024 Gross Operating Budget

The Department proposes a 2024 Gross Operating Budget of **\$10.5 million** (2023 - \$10.3 million), broken down by Division as follows:



2024 Net Budget Compared to 2023

Overall, the Department proposes a Net Budget increase of **\$333.9 thousand**, or **3.6%**, primarily due to:

Category	Proposed 2024 Budget	2023 Budget	\$ Net Budget Impact (in \$000s)	% Increase (Decrease)	Explanation
Gross Expenses	\$10,588.8	\$10,322.2	\$266.6	2.5%	
Revenues	(\$686.2)	(\$681.4)	(\$4.8)	0.7%	Increase in user fees
Interfunctional Transfers and Transfers to Own	\$699.6	\$630.8	\$68.8	9.9%	The prior year transfers include a transfer from the Election Reserve Fund
Total Net Budget	\$10,602.2	\$10,271.6	\$330.6	3.1%	

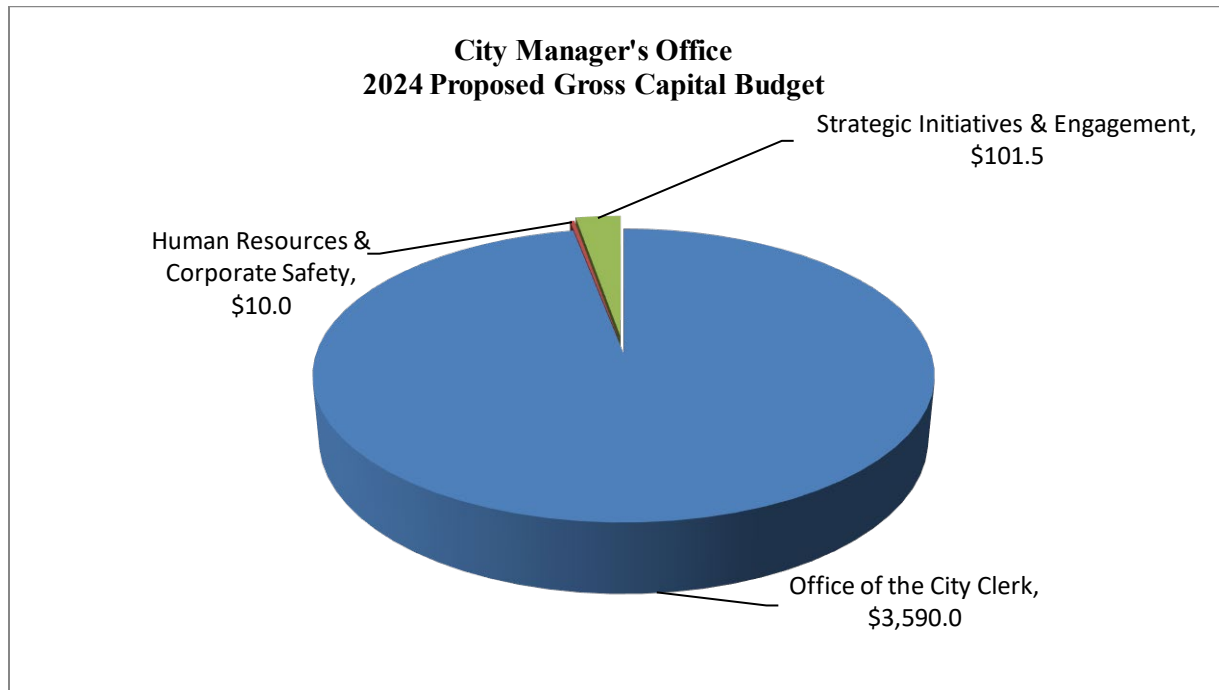
Proposed 2024 Capital Budget Highlights

The Department proposes a **\$3,701.5 million gross** (2023 - \$ thousand) and **\$3,701.5 million net** (2023 – \$334.0 thousand) capital budget.

The 2024 proposed Capital Budget includes the following key projects:

- Addition to the Harry Kirk Archives and Records building;
- Funding for the Multi-Year Anti-Racism Systemic Review of the Corporation;
- Ongoing work related to the multi year Accessibility Plan to improve accessibility in municipal facilities;
- Funding for the Truth & Reconciliation Community Reflection Space at Hillcrest Park

The Departmental proposed 2024 Gross Capital Budget of **\$3,701.5 million** is broken down by Division as follows:



City of Thunder Bay
BUDGET RECAP (\$000'S)

City Manager's Office

2024 BUDGET

	2023 FT FTE	2023 PT FTE	2024 FT FTE	2024 PT FTE	2023 Approved Budget	2023 Estimated Actuals	2024 Base	2024 Base vs 2023 % Increase	One Time	User Fee Increase	Reduction	Expansion	2024 Requested Budget	2024 vs 2023 \$ Change	2024 vs 2023 % Change
FINANCIAL RESOURCES															
City Manager's Office															
Personnel Services	76.2	0.7	77.1	0.8	8,862.1	8,368.8	8,986.2	1.4%	38.4				9,024.6	162.5	1.8%
Purchased Services					225.6	227.8	247.8	9.8%			(4.0)		243.8	18.2	8.1%
Rents & Financial Expense					270.2	279.0	205.2	(24.1%)				14.4	219.6	(50.6)	(18.7%)
Materials					964.3	881.7	992.8	3.0%	100.0		(12.0)	20.0	1,100.8	136.5	14.2%
Gross Expenditures	76.2	0.7	77.1	0.8	10,322.2	9,757.3	10,432.0	1.1%	138.4		(16.0)	34.4	10,588.8	266.6	2.6%
Provincial Grants					(124.9)	(118.7)	(126.2)	1.0%					(126.2)	(1.3)	1.0%
Federal Grants						(5.5)									
User Fees & Service Charges					(308.3)	(372.5)	(296.7)	(3.8%)		(0.5)			(297.2)	11.1	(3.6%)
Licences, Permits					(241.4)	(250.0)	(251.4)	4.1%		(4.6)			(256.0)	(14.6)	6.0%
Donations					(6.8)	(4.5)	(6.8)						(6.8)		
Other Revenues															
Revenues					(681.4)	(751.2)	(681.1)			(5.1)			(686.2)	(4.8)	0.7%
Subtotal	76.2	0.7	77.1	0.8	9,640.8	9,006.1	9,750.9	1.1%	138.4	(5.1)	(16.0)	34.4	9,902.6	261.8	2.7%
Interfunctional Transfers					659.6	548.8	699.6	6.1%					699.6	40.0	6.1%
Transfers to Own Funds					(28.8)			(100.0%)						28.8	(100.0%)
Net Cost (Income)	76.2	0.7	77.1	0.8	10,271.6	9,554.9	10,450.5	1.7%	138.4	(5.1)	(16.0)	34.4	10,602.2	330.6	3.2%

City of Thunder Bay
BUDGET RECAP (\$000'S)

City Manager's Office

2024 BUDGET

FINANCIAL RESOURCES	2023 FT FTE	2023 PT FTE	2024 FT FTE	2024 PT FTE	2023 Approved Budget	2023 Estimated Actuals	2024 Base	2024 Base vs 2023 % Increase	One Time	User Fee Increase	Reduction	Expansion	2024 Requested Budget	2024 vs 2023 \$ Change	2024 vs 2023 % Change
City Manager's Office															
Personnel Services	2.5		2.5		488.1	488.1	500.8	2.6%					500.8	12.7	2.6%
Purchased Services															0.0%
Materials					58.4	54.1	58.4						58.4		0.0%
Gross Expenditures	2.5		2.5		546.5	542.2	559.2	2.3%					559.2	12.7	2.3%
Revenues															0.0%
Subtotal	2.5		2.5		546.5	542.2	559.2	2.3%					559.2	12.7	2.3%
Interfunctional Transfers					73.8	63.1	94.5	28.0%					94.5	20.7	28.0%
Net Cost (Income)	2.5		2.5		620.3	605.3	653.7	5.4%					653.7	33.4	5.4%

City of Thunder Bay
BUDGET RECAP (\$000'S)

Office of the City Clerk

2024 BUDGET

FINANCIAL RESOURCES	2023 FT FTE	2023 PT FTE	2024 FT FTE	2024 PT FTE	2023 Approved Budget	2023 Estimated Actuals	2024 Base	2024 Base vs 2023 % Increase	One Time	User Fee Increase	Reduction	Expansion	2024 Requested Budget	2024 vs 2023 \$ Change	2024 vs 2023 % Change
City Manager's Office															
Personnel Services	18.3	0.7	18.5	0.8	1,924.1	1,755.8	1,933.8	0.5%					1,933.8	9.7	0.5%
Purchased Services					69.6	64.8	74.7	7.3%			(4.0)		70.7	1.1	1.6%
Rents & Financial Expense					41.5	44.4	41.5					14.4	55.9	14.4	34.7%
Materials					193.0	158.4	192.4	(0.3%)			(12.0)		180.4	(12.6)	(6.5%)
Gross Expenditures	18.3	0.7	18.5	0.8	2,228.2	2,023.4	2,242.4	0.6%			(16.0)	14.4	2,240.8	12.6	0.6%
Provincial Grants					(6.2)		(6.2)						(6.2)		
Federal Grants						(5.5)									
User Fees & Service Charges					(75.8)	(67.6)	(81.7)	7.8%		(0.5)			(82.2)	(6.4)	8.4%
Licences, Permits					(241.4)	(250.0)	(251.4)	4.1%		(4.6)			(256.0)	(14.6)	6.0%
Donations					(1.8)		(1.8)						(1.8)		
Revenues					(325.2)	(323.1)	(341.1)	4.9%		(5.1)			(346.2)	(21.0)	6.5%
Subtotal	18.3	0.7	18.5	0.8	1,903.0	1,700.3	1,901.3	(0.1%)		(5.1)	(16.0)	14.4	1,894.6	(8.4)	(0.4%)
Interfunctional Transfers					318.8	234.4	331.3	3.9%					331.3	12.5	3.9%
Net Cost (Income)	18.3	0.7	18.5	0.8	2,221.8	1,934.7	2,232.6	0.5%		(5.1)	(16.0)	14.4	2,225.9	4.1	0.2%

Office of the City Clerk

EXPANSION

OFFICE OF THE CITY CLERK

The introduction of closed captioning through the agenda management system in 2023 will result in an annual licensing increase of \$14,400 beginning in 2024.

USER FEES

MARRIAGE LICENCE FEES

Increase the cost of a marriage licence from \$150 to \$158. Gross and net revenue increase is \$4,600.

CEREMONY FEES

Increase the cost of a civil marriage ceremony provided by the City's contracted officiants from \$300 to \$330 with no net budget impact.

ARCHIVES

A re-structure of the user fee schedule has been completed. Net increase \$500.

REDUCTIONS

ACCESSIBILITY ADVISORY COMMITTEE

The Committee is resolved to provide their annual open house in a more economical way. Net reduction \$4,000.

OFFICIAL RECOGNITION COMMITTEE

Through resolution of Council (Report 196-2023), the annual volunteer recognition event has been eliminated. Net reduction \$12,000.

REDEPLOYMENT

Redeployment of 0.3 FTEs (0.2 full-time & 0.1 part-time) required during the municipal election back to the Office of the City Clerk.

Office of the City Clerk

	Net Change	Net Change	One Time	One Time	Reduction	Reduction	User Fees	User Fees	Expansions	Expansions
	FT FTE	PT FTE	Gross	Net	Gross	Net	Gross	Net	Gross	Net
Total Office of the City Clerk	0.2	0.1			(16.0)	(16.0)		(5.1)	14.4	14.4

City of Thunder Bay
BUDGET RECAP (\$000'S)

Strategic Initiatives & Engagement

2024 BUDGET

	2023 FT FTE	2023 PT FTE	2024 FT FTE	2024 PT FTE	2023 Approved Budget	2023 Estimated Actuals	2024 Base	2024 Base vs 2023 % Increase	One Time	User Fee Increase	Reduction	Expansion	2024 Requested Budget	2024 vs 2023 \$ Change	2024 vs 2023 % Change
FINANCIAL RESOURCES															
City Manager's Office															
Personnel Services	12.5		14.5		1,398.6	1,296.4	1,634.6	16.9%					1,634.6	236.0	16.9%
Purchased Services					55.0	46.4	56.5	2.7%					56.5	1.5	2.7%
Rents & Financial Expense					145.0	143.7	80.0	(44.8%)					80.0	(65.0)	(44.8%)
Materials					404.1	372.5	454.8	12.5%				20.0	474.8	70.7	17.5%
Gross Expenditures	12.5		14.5		2,002.7	1,859.0	2,225.9	11.1%				20.0	2,245.9	243.2	12.1%
Provincial Grants					(118.7)	(118.7)	(120.0)	1.1%					(120.0)	(1.3)	1.1%
User Fees & Service Charges					(72.5)	(99.9)	(55.0)	(24.1%)					(55.0)	17.5	(24.1%)
Donations					(5.0)	(4.5)	(5.0)						(5.0)		
Other Revenues															
Revenues					(196.2)	(223.1)	(180.0)	(8.3%)					(180.0)	16.2	(8.3%)
Subtotal	12.5		14.5		1,806.5	1,635.9	2,045.9	13.3%				20.0	2,065.9	259.4	14.4%
Interfunctional Transfers					50.9	44.8	47.2	(7.3%)					47.2	(3.7)	(7.3%)
Net Cost (Income)	12.5		14.5		1,857.4	1,680.7	2,093.1	12.7%				20.0	2,113.1	255.7	13.8%

Strategic Initiatives & Engagement

REDEPLOYMENT

Additional 2.0 FTEs due to 2023 Corporate Reorganization. The Communications Officer moved from Development & Emergency Services to the City Manager's Office - Strategic Initiatives & Engagement and the Sustainability Coordinator moved from Infrastructure, Development & Operations (Engineering) to the City Manager's Office (Climate Change Initiatives).

CLIMATE CHANGE INITIATIVES

As a result of the 2023 Corporate Reorganization, the budget was moved from Infrastructure, Development & Operations (Engineering) to the City Manager's Office (Climate Change Initiatives).

EXPANSION

INITIATIVES

Corporate Report 157-2023 authorized a \$20,000 expansion in operating to support a human rights-based approach to unsheltered homelessness. Parks & Open Spaces has also included an operating expansion due to increased contracted maintenance and grounds maintenance costs related to impact of encampments.

	Net Change	Net Change	One Time	One Time	Reduction	Reduction	User Fees	User Fees	Expansions	Expansions
	FT FTE	PT FTE	Gross	Net	Gross	Net	Gross	Net	Gross	Net
Total Strategic Initiatives & Engagement	2.0								20.0	20.0

City of Thunder Bay
BUDGET RECAP (\$000'S)

City Solicitor & Corporate Counsel

2024 BUDGET

	2023 FT FTE	2023 PT FTE	2024 FT FTE	2024 PT FTE	2023 Approved Budget	2023 Estimated Actuals	2024 Base	2024 Base vs 2023 % Increase	One Time	User Fee Increase	Reduction	Expansion	2024 Requested Budget	2024 vs 2023 \$ Change	2024 vs 2023 % Change
FINANCIAL RESOURCES															
City Manager's Office															
Personnel Services	9.5		8.9		1,297.0	1,197.8	1,277.0	(1.5%)					1,277.0	(20.0)	(1.5%)
Purchased Services															0.0%
Rents & Financial Expense					17.5	16.7	17.5						17.5		0.0%
Materials					141.6	140.9	142.9	0.9%					142.9	1.3	0.9%
Gross Expenditures	9.5		8.9		1,456.1	1,355.4	1,437.4	(1.3%)					1,437.4	(18.7)	(1.3%)
User Fees & Service Charges					(120.0)	(163.6)	(120.0)						(120.0)		
Other Revenues															
Revenues					(120.0)	(163.6)	(120.0)						(120.0)		0.0%
Subtotal	9.5		8.9		1,336.1	1,191.8	1,317.4	(1.4%)					1,317.4	(18.7)	(1.4%)
Interfunctional Transfers					33.1	29.2	38.1	15.1%					38.1	5.0	15.1%
Net Cost (Income)	9.5		8.9		1,369.2	1,221.0	1,355.5	(1.0%)					1,355.5	(13.7)	(1.0%)

City Solicitor & Corporate Counsel

ONE TIME

Removal of a prior year one-time temporary contract solicitor resulting in a decrease of 0.6 FTEs.

	Net Change	Net Change	One Time	One Time	Reduction	Reduction	User Fees	User Fees	Expansions	Expansions
	FT FTE	PT FTE	Gross	Net	Gross	Net	Gross	Net	Gross	Net
Total City Solicitor & Corporate Counsel	(0.6)									

City of Thunder Bay
BUDGET RECAP (\$000'S)

Human Resources & Corporate Safety

2024 BUDGET

	2023 FT FTE	2023 PT FTE	2024 FT FTE	2024 PT FTE	2023 Approved Budget	2023 Estimated Actuals	2024 Base	2024 Base vs 2023 % Increase	One Time	User Fee Increase	Reduction	Expansion	2024 Requested Budget	2024 vs 2023 \$ Change	2024 vs 2023 % Change
FINANCIAL RESOURCES															
City Manager's Office															
Personnel Services	33.2		32.7		3,728.9	3,604.0	3,639.8	(2.4%)	38.4				3,678.2	(50.7)	(1.4%)
Purchased Services					101.0	116.6	116.6	15.4%					116.6	15.6	15.4%
Rents & Financial Expense					66.2	74.3	66.2						66.2		0.0%
Materials					162.5	146.4	144.4	(11.1%)	100.0				244.4	81.9	50.4%
Gross Expenditures	33.2		32.7		4,058.6	3,941.3	3,967.0	(2.3%)	138.4				4,105.4	46.8	1.2%
User Fees & Service Charges					(40.0)	(40.0)	(40.0)						(40.0)		
Revenues					(40.0)	(40.0)	(40.0)						(40.0)		0.0%
Subtotal	33.2		32.7		4,018.6	3,901.3	3,927.0	(2.3%)	138.4				4,065.4	46.8	1.2%
Interfunctional Transfers					183.0	177.3	188.2	2.8%					188.2	5.2	2.8%
Transfers to Own Funds															
Net Cost (Income)	33.2		32.7		4,201.6	4,078.6	4,115.2	(2.1%)	138.4				4,253.6	52.0	1.2%

Human Resources & Corporate Safety

ONE TIME

HR ANALYST II (1.0 FTE)

Continuation of the prior year's one-time position as it spans two years. The position will support implementation of capital projects including UKG scheduling software and the SAP upgrade. Cost will be partially recovered from CIT capital. Gross budget impact of \$93,390.

HR ANALYST I (0.4 FTE)

This position will support implementation of capital projects including UKG scheduling software and the SAP upgrade. Full cost recovery from CIT capital. Gross budget impact of \$38,313 with no net budget impact.

EMPLOYEE SAFETY TASK FORCE

One-time funding will support the Employee Safety Task Force committee to pilot incident response and navigation supports at City Hall and develop and distribute a public information campaign about the appropriate use of 9-1-1. Gross and net budget impact of \$100,000.

FTE DECREASES

Temporary HR Administrative Assistant

Removal of 0.4 FTEs as per R196_2023.

Project Coordinator - Talent Acquisition

Removal of prior year one-time position resulting in a 0.5 FTE decrease.

Human Resources & Corporate Safety

	Net Change	Net Change	One Time	One Time	Reduction	Reduction	User Fees	User Fees	Expansions	Expansions
	FT FTE	PT FTE	Gross	Net	Gross	Net	Gross	Net	Gross	Net
Total Human Resources & Corporate Safety	(0.5)		138.4	138.4						

SCHEDULE A - CITY MANAGER'S OFFICE					
Division	User Fee Description	2023 Approved User Fee (\$)	2024 Proposed User Fee (\$)	Change (\$)	Change (%)
Archives	Fire Insurance Map set:				
	Each	25.00	50.00	25.00	100.00%
	Student – Each	15.00	25.00	10.00	66.67%
	Photocopies and PDFs:				
	Per page	0.50	1.00	0.50	100.00%
	Student – Per page	0.25	0.50	0.25	100.00%
	Scanning set-up - Over 100 pages or undigitized image		10.00 + cost of document	10.00 + cost of document	100.00%
	Audio/Video File				
	Each		20.00	20.00	100.00%
	Student - Each		10.00	10.00	100.00%
	Digital Image File:				
	Each	2.00	5.00	3.00	150.00%
	Student – 5 Free Images THEN each Image	2.00	5.00	3.00	150.00%
	Use of an image in a published article or book:				
	Each	10.00	20.00	10.00	100.00%
	Out-sourced copies or digitization	20.00 plus costs invoiced by outside supplier	20.00 + cost recovery	-	0.00%
	Transfer medium - USB, etc.		cost recovery	cost recovery	100.00%
	Shipping		15% admin + cost recovery	15% admin + cost recovery	100.00%
	Search of city records - 1 hour free, THEN		40/hour	40/hour	100.00%
	Requests (and other services) under Municipal Freedom of Information and Protection of Privacy Act	In accordance with legislation and regulations	In accordance with legislation and regulations	-	0.00%
City Solicitor & Corporate Counsel	Hourly charge for Legal Services staff: (when reimbursable to the City)				
	Solicitor	200.00	200.00	-	0.00%
	Law Clerk	65.00	65.00	-	0.00%
	Registration of Subdivisions/Condominiums:	3,605.00	3,605.00	-	0.00%
	Plus deposit for:	1,000.00	1,000.00	-	0.00%
	(a) disbursements				
	(b) outside counsel fees, if required				
	Any unused balance to be returned.				
	Registrations	536.00	574.00	38.00	7.09%
	Applicants for any planning approvals that may result in appeals to the Ontario Land Tribunal are responsible to pay the City's legal costs in defending the relevant by-law, decision or other approval.	Deposit of 4,120.00	Deposit of 4,408.00	288.00	6.99%
	Applicants for Committee of Adjustment approvals that may result in appeals to the Ontario Land Tribunal are responsible to pay the City's legal costs in defending the relevant by-law decision or other approval.	Deposit of 2,060.00	Deposit of 2,358.00	298.00	14.47%

SCHEDULE A - CITY MANAGER'S OFFICE

Division	User Fee Description	2023 Approved User Fee (\$)	2024 Proposed User Fee (\$)	Change (\$)	Change (%)
Office of the City Clerk	Promotional Souvenirs:				
	Lapel Pin:				
	Organizations visiting other Cities (max. 50 pins)	No Charge	No Charge	-	0.00%
	Others	2.00	2.00	-	0.00%
	City Sticker	0.23	0.23	-	0.00%
	Pewter Commemorative Coin:				
	Members of Council	13.45	13.45	-	0.00%
	Other purchaser	18.00	18.00	-	0.00%
	Sale of Marriage License	150.00	158.00	8.00	5.33%
	Civil Marriage Ceremony	300.00	330.00	30.00	10.00%
	Search of City Records:				
	First 5 years	10.00	10.00	-	0.00%
	Each additional year thereafter	15.00	15.00	-	0.00%
	Copies of Meetings of Committee of the Whole or City Council	10.00	10.00	-	0.00%
	Burial Permit Forms to Funeral Directors	No Charge	No Charge	-	0.00%
	Agendas:				
	Corporate Pick-up Subscription	250.00	250.00	-	100.00%
	Other Pick-up Subscription	200.00	200.00	-	100.00%
	Mail-out Subscription	350.00	350.00	-	100.00%
	Photocopies (per page)	0.50	0.50	-	0.00%
	Requests (and other services) under <i>Municipal Freedom of Information and Protection of Privacy Act</i>	In accordance with legislation and regulations	In accordance with legislation and regulations	-	0.00%
	Certification of City Records	5.00 (+ copying cost)	5.00 (+ copying cost)	-	0.00%
	Oath of Affidavit by Commissioner of Oaths	20.00	20.00	-	0.00%
	Pension Forms, Student Loans and Grants, Applications for Social Services and Documents required in support of these services	No Charge	No Charge	-	0.00%
	Still Birth Registration	No Charge	No Charge	-	0.00%
	Voters' List (Paper):				
	Full set of 7 Wards	120.00	120.00	-	0.00%
	Each individual Ward	20.00	20.00	-	0.00%
	Voters' List (Digital):				
	Full set of 7 Wards	50.00	50.00	-	0.00%
	Each individual Ward	15.00	15.00	-	0.00%
	Candidate's Guide	2.00	2.00	-	0.00%
	Official Results	5.00	5.00	-	0.00%
	Photocopies (per page)	0.50	0.50	-	0.00%
	Ward Maps:				
	Hard Copy	20.00	30.00	10.00	50.00%
	Digital Copy	50.00	50.00	-	0.00%
	Nomination Filing Fee:				
	Office of the Mayor	200.00	200 (in accordance with the Municipal Elections Act)	-	0.00%
	Office of City Councillor	100.00	100 (in accordance with the Municipal Elections Act)	-	0.00%
	Office of School Board Trustee	100.00	100 (in accordance with the Municipal Elections Act)	-	0.00%

SCHEDULE A - CITY MANAGER’S OFFICE					
Division	User Fee Description	2023 Approved User Fee (\$)	2024 Proposed User Fee (\$)	Change (\$)	Change (%)
Lottery Licensing	Raffle Lottery	Three (3%) percent of the total value of prizes to be awarded	Three (3%) percent of the total value of prizes to be awarded	-	0.00%
	Bazaar Lottery	Three (3%) percent of the total value of prizes to be awarded AND \$10. per wheel	Three (3%) percent of the total value of prizes to be awarded AND \$10. per wheel	-	0.00%
	Break Open Ticket Lottery	Three (3%) percent of prizes per unit	Three (3%) percent of prizes per unit	-	0.00%
	Non-Pooling Halls and Media Bingo	Three (3%) percent of the total value of prizes to be awarded	Three (3%) percent of the total value of prizes to be awarded	-	0.00%

CITY OF THUNDER BAY
CAPITAL DEPARTMENTAL SUMMARY 2024 - 2026
Gross and Tax Funded by Division (\$000'S)

	Pages	2024 Gross Expense	2024 Net From Tax	2025 Gross Expense	2025 Net From Tax	2026 Gross Expense	2026 Net From Tax
City Manager's Office							
Office of the City Clerk	2-22 to 2-25	3,590.0	3,590.0	200.0	200.0	200.0	200.0
Strategic Initiatives & Engagement	2-26 to 2-27	101.5	101.5	0.0	0.0	0.0	0.0
Human Resources & Corporate Safety	2-28 to 2-29	10.0	10.0	0.0	0.0	0.0	0.0
Total City Manager's Office		3,701.5	3,701.5	200.0	200.0	200.0	200.0

CITY OF THUNDER BAY
CAPITAL DIVISIONAL SUMMARY 2024 - 2026
Gross and Tax Funded by Category (\$000's)

	Pages	2024 Gross Expense	2024 Net From Tax	2025 Gross Expense	2025 Net From Tax	2026 Gross Expense	2026 Net From Tax
Office of the City Clerk							
Office of the City Clerk							
Legislative Compliance - AODA	2-23	200.0	200.0	200.0	200.0	200.0	200.0
Office Furniture Replacement	2-24	40.0	40.0	0.0	0.0	0.0	0.0
Archives							
Addition to the Harry Kirk Archives and Records Centre Building	2-25	3,350.0	3,350.0	0.0	0.0	0.0	0.0
Total Office of the City Clerk		3,590.0	3,590.0	200.0	200.0	200.0	200.0

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Legislative Compliance - AODA	Project ID : CMO-CLK-0003-CL
Department :	CMO City Manager's Office	Parent ID : CMO-CLK-0003-CL
Division :	Office of the City Clerk	Requested Year : 2024
Divisional Category :	Office of the City Clerk	Completion Year : On Going
Project Classification :	Legislated	

PROJECT DETAILS

Project Description and Justification

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that municipalities follow standards for people with disabilities to participate fully in their community and to provide for their involvement in the identification, removal and prevention of barriers. This project is used to assist in addressing barriers identified in providing City facilities and services to all members of our community. In addition to departmental budgets for accessibility in major projects, this budget will assist with renovations to washrooms, purchase of support equipment, accessible wayfinding, installation of automatic door openers, ramps, and visual fire alarms all of which are recommended solutions to meeting Accessibility Standards as required under the AODA. In 2021, Council approved the 2019-2024 multi year plan which will guide accessibility projects through to 2024. A new multi-year accessibility plan will be presented in 2024 for Council's approval.

Consequences of Not Funding

Complaints to the Human Rights Commission and the Ministry for Seniors and Accessibility which could result in fines and/or orders to implement requirements under the AODA. In addition, compliance audits will be conducted by the Accessibility Directorate of Ontario which can also result in fines if the municipality is found not to be in compliance. Citizens of our community that require accommodation to access services would not be able to attend municipal facilities, services and programs if the buildings are not maintained and services are not provided in a manner that is accessible.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	200,000	200,000	200,000	600,000
Financing				
Tax - Capital Out of Revenue	200,000	200,000	200,000	600,000
Financing Total	200,000	200,000	200,000	600,000

OPERATING EXPANSION

No Operating Impact

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Office Furniture Replacement	
Department :	CMO City Manager's Office	Project ID : CMO-CLK-0014-CL
Division :	Office of the City Clerk	Parent ID : CMO-CLK-0014-CL
Divisional Category :	Office of the City Clerk	Requested Year : 2024
Project Classification :	Cyclical Asset Replacement	Completion Year : 2024

PROJECT DETAILS

Project Description and Justification

The office furniture in the Office of the City Clerk has reached its end of life and needs replacing. It is estimated that the office furniture is more than 30 years old. The ability to acquire matching parts and pieces has diminished. Through the pandemic, expensive, customized pieces were required to ensure that cubicle configurations met the applicable COVID guidelines.

The new workstations will be designed to align with the Corporate Space Planning Guidelines.

Consequences of Not Funding

The ability to alter and change workstations has diminished due to lack of matching parts and pieces. Customized solutions to incorporate ergonomic solutions, health & safety guidelines, and respond to staff wellness initiatives have become costly and not feasible.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	40,000			40,000
Financing				
Tax - Capital Out of Revenue	40,000			40,000
Financing Total	40,000			40,000

OPERATING EXPANSION

No Operating Impact

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Addition to the Harry Kirk Archives and Records Centre Building		
Department :	CMO City Manager's Office	Project ID :	CMO-CLK-0006-AR
Division :	Office of the City Clerk	Parent ID :	CMO-CLK-0006-AR
Divisional Category :	Archives	Requested Year :	2024
Project Classification :	New Projects	Completion Year :	2025

PROJECT DETAILS

Project Description and Justification

The vaults for storing permanent archival records in the Harry Kirk Archives and Records Centre Building will be at full capacity by 2024. A 4200 square foot addition to the building will be built. This addition will hold approximately 40 – 45 years of archival accessions. The City's archival holdings consist of approximately 17.6 million pages documenting the corporate municipal history of the City and its predecessors. Approximately 400 boxes are added each year. These records are used by administration, businesses, historians, and other members of the public. The records have significant legal value – for example they provided evidence with respect to the James Street Swing Bridge.

In 2023, Council approved funding to begin the design work associated with the expansion.

Consequences of Not Funding

The City will not be able to preserve its corporate history beyond 2024. Permanent archival records require specialized environmental and security systems. The Harry Kirk Archives and Records Centre is the only facility in Thunder Bay outfitted to provide this protection. The loss of this corporate history will have a significant impact on the cultural heritage of the community and the ability to defend legal positions.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	3,350,000			3,350,000
Financing				
Tax - Capital Out of Revenue	3,350,000			3,350,000
Financing Total	3,350,000			3,350,000

OPERATING EXPANSION

	2024	2025	2026	Total
Materials		19,110		19,110
Net Cost (Income)		19,110		19,110

CITY OF THUNDER BAY
CAPITAL DIVISIONAL SUMMARY 2024 - 2026
Gross and Tax Funded by Category (\$000's)

	Pages	2024	2024	2025	2025	2026	2026
		Gross	Net	Gross	Net	Gross	Net
		Expense	From Tax	Expense	From Tax	Expense	From Tax
Strategic Initiatives & Engagement							
Indigenous Relations & Inclusion							
Truth & Reconciliation Community Reflection Space	2-27	101.5	101.5	0.0	0.0	0.0	0.0
Total Strategic Initiatives & Engagement		101.5	101.5	0.0	0.0	0.0	0.0

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	Truth & Reconciliation Community Reflection Space	
Department :	CMO City Manager's Office	Project ID : CMO-CSS-0012-IR
Division :	Strategic Initiatives & Engagement	Parent ID : CMO-CSS-0012-IR
Divisional Category :	Indigenous Relations & Inclusion	Requested Year : 2024
Project Classification :	New Projects	Completion Year : 2024

PROJECT DETAILS

Project Description and Justification

The project objective is to create a contemplative and reflective space for Residential School Survivors and Allies to remember and commemorate those lost in the Residential School System. This is an important reconciliation project and action to support Calls to Action #79-#83 from the Truth and Reconciliation Recommendations.

Consequences of Not Funding

Would not meet the recommendations from the Truth and Reconciliation Commission Calls to Action.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	101,500			101,500
Financing				
Tax - Capital Out of Revenue	101,500			101,500
Financing Total	101,500			101,500

OPERATING EXPANSION

	2024	2025	2026	Total
Materials	2,500			2,500
Net Cost (Income)	2,500			2,500

CITY OF THUNDER BAY
CAPITAL DIVISIONAL SUMMARY 2024 - 2026
Gross and Tax Funded by Category (\$000's)

	Pages	2024	2024	2025	2025	2026	2026
		Gross	Net	Gross	Net	Gross	Net
		Expense	From Tax	Expense	From Tax	Expense	From Tax
Human Resources & Corporate Safety							
Human Resources & Corporate Safety							
iCIMS Offer Management Tool	2-29	10.0	10.0	0.0	0.0	0.0	0.0
Total Human Resources & Corporate Safety		10.0	10.0	0.0	0.0	0.0	0.0

CITY OF THUNDER BAY
Capital Project Detail Sheet
2024 - 2026 Capital Budget Forecast

Project Name :	iCIMS Offer Management Tool	
Department :	CMO City Manager's Office	Project ID : CMO-HRS-0009-HR
Division :	Human Resources & Corporate Safety	Parent ID : CMO-HRS-0009-HR
Divisional Category :	Human Resources & Corporate Safety	Requested Year : 2024
Project Classification :	New Projects	Completion Year : 2024

PROJECT DETAILS

Project Description and Justification

This project is to enhance our iCIMS platform and features, which is recommendation #10 made by McPhearson & Associates. iCIMS is the platform used by Human resources to attract, engage, hire and advance talent. This platform is used by the Talent Acquisition Team and hiring managers throughout CTB.

This enhancement would make offers directly through iCIMS to ensure efficiencies and streamline the hiring process.

Consequences of Not Funding

Without this enhancement, the job offer process will remain the same and will not provide any efficiencies to the process. With this feature, it will increase the efficiency of the process and manpower productivity.

PROJECT BUDGET

	2024	2025	2026	Total
Expenditures	10,000			10,000
Financing				
Tax - Capital Out of Revenue	10,000			10,000
Financing Total	10,000			10,000

OPERATING EXPANSION

No Operating Impact

CITY OF THUNDER BAY
CAPITAL FORECAST DEPARTMENTAL SUMMARY BY DIVISION
Gross Expense (\$000's)

	Pages	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
		Gross	Gross	Gross	Gross	Gross	Gross	Gross	Gross	Gross	Gross
		Expense	Expense	Expense	Expense	Expense	Expense	Expense	Expense	Expense	Expense
City Manager's Office											
Office of the City Clerk	2-31	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0
Total City Manager's Office		200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0

**CITY OF THUNDER BAY
CAPITAL FORECAST DIVISIONAL SUMMARY
Gross Expense (\$000's)**

	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
	Gross	Gross	Gross	Gross	Gross	Gross	Gross	Gross	Gross	Gross
	Expense	Expense	Expense	Expense	Expense	Expense	Expense	Expense	Expense	Expense
Office of the City Clerk										
Office of the City Clerk										
Legislative Compliance - AODA	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0
Total Office of the City Clerk	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0	200.0