

Corporate Report

REPORT NUMBER 137-2023-Corporate Services & Long-Term Care-Financial Services

DATE

PREPARED

April 5, 2023

FILE

MEETING DATE

April 24, 2023

SUBJECT

2024 Proposed Budget Calendar

RECOMMENDATION

WITH RESPECT to Report 137-2023-Corporate Services & Long-Term Care-Financial Services, we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2024 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A – 2024 Budget Calendar;

AND THAT the 2024 Calendar of Meetings for Committee of the Whole and City Council be amended as outlined in this report;

AND THAT any necessary by-laws be presented to City Council for ratification.

EXECUTIVE SUMMARY

This Report identifies recommended timelines for the 2024 Budget Calendar, with the distribution of proposed Capital and Operating Budget documents to members of Council on January 15, 2024. Review of the 2024 Budget by Committee of the Whole would commence on January 30, 2024, with budget ratification scheduled for February 12, 2024.

To accommodate for the timing of the June report back to Council on 2024 budget savings, the Budget Direction report will be delayed by one month. As a result, the proposed timelines differ from the 2023 Budget Calendar in order to provide staff adequate time to prepare the proposed budget following Budget Direction. Despite the one month delay, ratification of the 2024 Budget will be only one week later than the prior year.

DISCUSSION

2024 Operating and Capital Budgets

The recommended timelines for the Council review process for the 2024 Budget are provided in Attachment A to this Report. Distribution of proposed Capital and Operating Budget documents to members of Council is scheduled for January 15, 2024.

The budget review process includes an Informal Question and Answer session with City Council scheduled for January 23, 2024, providing an opportunity for City Council to meet with Administration to discuss and answer questions about the proposed Capital and Operating Budgets. Additional sessions could be added to the schedule if desired by Council.

The Long Term Financial Overview begins the budget review cycle and is proposed for January 23, 2024. This overview provides information about the City's proposed budget and the economic and fiscal environment, including significant future challenges and opportunities facing the City of Thunder Bay.

The 2024 proposed Operating and Capital Budgets would be available on the City of Thunder Bay website on January 19, 2024. Copies of the Budget would also be available for viewing at City Hall.

The proposed budget calendar provides several opportunities to involve the community in the budget process. This includes a Public Pre-Budget consultation survey proposed to be launched in July 2023, a Public Pre-Budget deputation meeting on January 25, 2024 prior to the start of Council deliberations, and a Public Post-Budget deputation meeting on February 8, 2024 prior to budget ratification. In addition, between January 19 and February 8, community feedback on the proposed budget will be solicited both online in the Get Involved website and in paper through the Community Handbook.

Council review of the Budget is proposed for January 30, February 1, 5 and 7, 2024. In an effort to make the Council Budget Review process more focused and strategic, Administration is exploring alternatives to the current format of the agendas. In addition, Administration will look for ways to incorporate comparator data into the Proposed Budget Book. Consistent with prior years, Administration will be available to respond to questions related to the proposed Operating and Capital Budgets.

Based on the proposed schedule, budget ratification is scheduled on February 12, 2024. This is one week later than the prior year.

The 2024 Calendar of Meetings for Committee of the Whole and City Council was approved through report R 140/2022. The calendar will need to be amended to reflect the changes relating to the proposed budget calendar. The Committee of the Whole and City Council meetings scheduled for February 5 would be moved to February 12 and

the meetings scheduled for February 12 would be moved to February 26. The revised calendar is appended to this report as Attachment B.

FINANCIAL IMPLICATION

There are no financial implications resulting from the recommendation contained in this Report.

CONCLUSION

It is concluded that the proposed 2024 Budget Calendar, should be approved.

BACKGROUND

As required under Section 290(1) of the Municipal Act, 2001, Council is to adopt estimates of all sums required during the year for the purposes of the municipality, and as such, Administration annually presents a recommended Capital and Operating Budget package to Committee of the Whole for consideration. It is necessary to establish dates for Special Committee of the Whole meetings to consider the 2024 Operating and Capital Budgets.

REFERENCE MATERIAL ATTACHED

Attachment A – Proposed 2024 Budget Calendar

Attachment B – Revised 2024 Calendar of Meetings for Committee of the Whole and City Council

REPORT PREPARED BY

Jesse Langen, Manager – Budgets & Long-Term Planning, Financial Services

REPORT SIGNED AND VERIFIED BY

Emma Westover, General Manager Corporate Services & Long Term Care and City Treasurer (Acting)

04/13/2023