



Memorandum

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

TO: Members of Council
FROM: Mr. G. Stover, Acting City Clerk
DATE: Thursday, August 23, 2018
SUBJECT: **Additional Information**
Committee of the Whole – August 27, 2018

COMMITTEE OF THE WHOLE

ADDITIONAL INFORMATION

1. Memorandum from Ms. K. Power, Deputy City Clerk and Ms. L. McEachern, Director – Planning Services dated August 23, 2018 containing a recommendation relative to the Waterfront BIA Boundary Expansion.
2. Memorandum from Councillor A. Ruberto dated August 23, 2018 containing an amendment to the recommendation with respect to Housing in the City and memorandum from Councillor A. Ruberto dated August 10, 2018 relative to the above noted.
3. Memorandum from Ms. K. Lewis, Director – Corporate Strategic Services dated August 23, 2018 containing a recommendation relative to Report No. R 91/2018 (City Manager's Office – Corporate Strategic Services) Public Engagement Framework.

CITY COUNCIL

ADDITIONAL INFORMATION

1. August 13, 2018 City Council Minutes
2. August 13, 2018 Committee of the Whole Minutes

Memorandum

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

TO: Gordon Stover, Acting City Clerk

FROM: Krista Power, Deputy City Clerk
Leslie McEachern, Director – Planning

DATE: August 23, 2018

SUBJECT: Recommendation – Waterfront BIA Boundary Expansion
August 27, 2018 – Committee of the Whole Meeting

The Waterfront District Business Improvement Area (BIA) will be appearing before Committee of the Whole on Monday, August 27, 2018 to discuss their interest in expanding the boundaries of the BIA to include the property owned and operated by Gateway Casino. The boundary expansion process is administered through the City Clerk's office in accordance with Section 210 of the *Municipal Act* (excerpt provided below) and includes a notice, comment period, and if no sufficient objection is received, a by-law to expand the boundary can be passed by the Municipal Council.

210 (1) Before passing a by-law under subsection 204 (1), clause 208 (2) (b), subsection 208 (3) or section 209, notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located,

**(a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and
(b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area. 2001, c. 25, s. 210 (1).**

With Council's support for the proposed boundary expansion, a notice seeking comment will be sent to all current BIA members, as well as the affected property owner in the expanded area. New and potential members may object within 60 days of the notice. Unless a sufficient number of objections are received (one third of the total number of properties), a by-law expanding the boundary will then be presented to Council for adoption.

Once the Casino property is included within the BIA it will be assessed a BIA levy in addition to its property taxes. It is anticipated that the process will be complete by the end of the year so that the Casino will be part of the BIA levy starting in January 2019.

Administration has assisted the Waterfront BIA with this development of this proposal and is ensuring that all applicable legislation is adhered to throughout this process. As a result of this work the following recommendation is provided for consideration:

With respect to the request for boundary expansion by the Waterfront Business Improvement Area, we recommend that Administration complete the work associated with providing notice to applicable property owners in order to complete the requirements of the notice period as required by Section 210 of the Municipal Act;

AND THAT Administration report back with information on any objections received to this expansion along with a proposed by-law if applicable on or before November 19, 2018;

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



Memorandum

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

TO: Krista Power, Deputy City Clerk

FROM: Councillor A. Ruberto

DATE: August 23, 2018

SUBJECT: Amendment and Update – Housing in the City of Thunder Bay
August 27, 2018 – Committee of the Whole Meeting

The following amendment is provided relative to the motion submitted regarding application for funding to the Ontario Trillium Foundation and the presentation scheduled for the August 27, 2018 Committee of the Whole meeting.

The deadline date provided for in my earlier memo was incorrect so a corrected date is provided. As such I am requesting consideration for the following amendment:

That the date of August 13, 2018 Committee of the Whole Meeting be replaced with August 27, 2018 Committee of the Whole Meeting;

AND THAT the amount of \$20,000 be replaced with the amount of \$7,000;

AND THAT the date Administration report back on the status of the project be changed from August 27, 2018 to September 17, 2018;

Memorandum

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

TO: Krista Power, Deputy City Clerk

FROM: Councillor A. Ruberto

DATE: August 10, 2018

SUBJECT: Presentation & Motion – Housing in the City of Thunder Bay
August 13, 2018 – Committee of the Whole Meeting

It is my request that a presentation be added to the agenda as new business at Committee of the Whole on August 13, 2018 in response to housing and homelessness in Thunder Bay.

I have been working with stakeholders regarding initiatives undertaken by other municipalities that are targeted to decrease homelessness and provide for a housing strategy that assists vulnerable people. There is a funding program that may assist in providing assistance to do more work relative to the development of a new project related to addressing issues of homelessness in our community. The Trillium Foundation is providing for funding of \$5000-\$75,000 in Seed Grants for new ideas and approaches to attaining results for priority outcomes such as addressing housing for those in need. The deadline for the granting process begins on August 29, 2018.

I would like to provide a presentation on this topic and provide a motion for discussion and feedback from Council and Administration.

Following the presentation, I am proposing the following motion for Council's consideration relative to this matter.

With Respect to the housing presentation provided at the August 13, 2018 Committee of the Whole Meeting, we recommend that City Council direct administration to complete the initial work on the proposal for funding from the Ontario Trillium Foundation;

AND THAT if additional funds are required for support staff on this matter, that funding not to exceed \$20,000 be committed from the stabilization reserve fund;

AND THAT Administration report back on the status of the project grant at the August 27, 2018 meeting;

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

Attach: OTF Investment Stream: Seed Grants

OTF INVESTMENT STREAM: SEED GRANTS

OVERVIEW



OTF provides Seed funding to develop new ideas and different approaches to achieving results. Projects must align with an OTF Priority Outcome and broadly align with a Grant Result.

The purpose of OTF Seed funding is to:

- Come up with new or better ways of doing things (more efficiently or effectively), leading to greater impact
- Develop an evidence base, through the testing or piloting of new or unproven approaches
- Allow an organization to learn as a result of testing ideas or concepts that have not been tried before
- Respond to emerging issues in a community
- Experiment with innovative approaches without knowing what the results might be
- Explore the feasibility of ideas or things that are new or unproven

Types of projects funded

All projects need to be focused on seeding new ideas or approaches that will drive at achieving greater impact in their community by:

- Researching a new concept, idea or approach
- Developing, launching or testing a new idea, approach or event; Piloting a new program or running a demonstration project
- Conducting a feasibility study
- Convening around an emerging issue

Amount and term

Amount range: \$5,000 to \$75,000

Duration: Up to 1 year

Hold back: 10% of the funding will be held back, to be paid upon satisfactory review of the final report

Seed projects must align with one of the following Seed-specific Grant Results associated with an Action Area:



GRANT RESULTS

- Trained and certified coaches, officials and volunteers
- Programs are safe, inclusive, fair and age- and ability-appropriate
- Ontarians participate in an active lifestyle



GRANT RESULTS

- People have a say shaping the services and programs that matter to them
- People who are marginalized take on leadership roles in their communities
- Diverse groups work together to improve community life
- People who are isolated have connections in their community



GRANT RESULTS

- People participate in ecosystem, conservation and restoration efforts
- Conservation and restoration efforts are better planned and more sustainable
- People connect with the environment and understand their impact on it
- People and resource users take deliberate actions to benefit the environment
- Mechanisms are developed to promote responsible resource stewardship



GRANT RESULTS

- Skills and knowledge are transferred to the next generation of artistic leaders
- Access to arts-based learning opportunities and compelling artistic, cultural and heritage experiences
- People are engaged in community-based arts creation
- Preservation and animation of cultural heritage



GRANT RESULTS

- Parents, caregivers and adult allies have the skills to support children and youth who are facing barriers
- Children and youth who are facing barriers develop strong emotional and social skills
- Youth facing barriers volunteer and are in leadership roles
- Youth are involved in creating solutions for challenges facing their communities



GRANT RESULTS

- People who are economically vulnerable have access to community services that enhance financial stability
- People who are economically vulnerable are able to meet their basic needs
- People have the skills and knowledge to achieve greater financial independence
- People become and stay employed
- People become entrepreneurs

TYPES OF COSTS FUNDED

All costs funded by OTF must be eligible and necessary to carry out the described project.

Direct Project Costs

- Direct personnel costs: Salaries, mandatory employment-related costs and employee benefits of new or maintained staff positions funded specifically to carry out the project

Direct non-personnel costs

- Purchased services (from contractors or subject experts) specifically related to the delivery of the program/service
- Workshop, meetings, convening costs incurred relating to the delivery of the program/service
- Supplies and materials purchased to use in the delivery of the program/service
- Travel costs incurred by employees, volunteers and participants that are directly related to the project
- Evaluation costs: Up to a maximum of 10% of the total OTF Budget Request can be used for planning and executing an evaluation of your grant project. This amount is only for the evaluation of your grant project
- Other costs: Other costs directly related to the delivery of the program/service but not captured in the categories provided

Overhead and Administration

OTF will support overhead and administrative costs directly associated with the funded project **to a maximum of 15% of the total OTF Budget Request**. These do not include the direct costs to run or deliver a project, including the staff associated with the program. These are eligible expenses that are part of separate budget categories.

Overhead and administration costs can include a portion of regular operational expenses that can be attributed specifically to the funded project.

Please refer to the [Overhead and Administrative Costs Policy](#) for further details.

Types of costs and projects not funded

- Requests to fund a previously/currently offered program or project
- Requests that do not clearly align with an OTF Priority Outcome and a Seed-specific Grant Result
- Renovations, repairs, new buildings
- Activities completed or costs incurred prior to the approval of the OTF grant application
- Taxes, such as GST and HST, for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates
- Contingency costs

SEED GRANT APPLICATION

Grant applicants will be required to:

- Identify an OTF Priority Outcome and one Seed-specific Grant Result. Learn more about the Priority Outcomes, Grant Results and Metrics associated with all Action Areas
- Clearly describe what idea, challenge or opportunity they will be exploring in relation to an OTF Priority Outcome and a Seed-specific Grant Result
- Describe the community need that will be addressed through the project
- Describe the activities required to complete the project
- Provide pictures/diagrams to support the request
- Describe what they are hoping to learn from the project
- Complete a Financial Workbook outlining the request budget

View the Seed grant application questions and applicant advice, as well as the Financial Workbook Instructions.

Assessment Criteria

Seed grant applications will be assessed on three criteria: Strategy, Process and People.

Strategy

- The project must align with an OTF Priority Outcome and a Seed-specific Grant Result
- The idea, challenge or opportunity being explored is well understood
- The type, level, and urgency of the community need is described
- The way the project will impact the community is clear (e.g. breadth and depth)
- There is a link between the community need, how the project will address it and achieve the Grant Result

Process

- The application must show a reasonable timeline and describe links between the project activities and the project objective

People

- The expected learnings for the organization, community or sector are clear and demonstrate alignment with the Grant Result
- The application indicates how the learnings will be used and the next steps

Documentation Requirements

Applicants are not required to submit the following items with their application, however, these documents must be in place and available by the application deadline. OTF may request them at any time including during the assessment process or once the grant is approved.

Quotes

When you are requesting OTF funds for goods and/or services individually valued above \$10,000, OTF asks your organization to show that it sought the best value for money. The amount requested must be reasonable and supported by competitive bids. OTF requires two or more written quotes for purchases of individual goods and/or services valued above \$10,000.

Multiple sub-contracts with the same organization/supplier on the same project will be considered as a cumulative total. This means if the total of these goods and/or services exceeds \$10,000, competitive bids of two or more written quotes are required.

Applicants may be requested to provide copies of quotes at any time after the application is submitted.

Collaborative Agreement

Collaborative applicants must have a formal agreement in place when the application is submitted. The agreement must detail the purpose and nature of the collaborative, and must be signed by all members making a collaborative application for OTF funding. For more information, please read the [Collaborative Applicants Policy](#).

Reporting on your grant

OTF asks for a final report that provides the following information:

- Whether the project achieved the chosen Grant Result
- The costs incurred were in accordance with approved budget
- What was learned from the results of the project and what will be done with the learnings
- Next steps
- Compliance with the terms and conditions of the Grant Contract and full (100%) expenditure of project costs. Please note that 10% of the grant will be held back, to be paid upon satisfactory review of the final report. Please refer to the [Payment Release for Grantees Policy](#).

Learning

Upon request, the grantee will provide OTF access to relevant documentation of products that resulted from the project for purposes of OTF analysis and aggregation of information.

Learnings from completed Seed projects will help build the OTF knowledge base and allow applicants, other organizations, staff and volunteers to learn from these projects. In some cases, successful Seed projects that produce meaningful evidence with proven results could potentially be used by a grant recipient to subsequently apply for a Grow or Capital Grant for funding for a large, implementation-oriented project.

DEFINITIONS AND RESOURCES

Concept: A concept is an abstract idea, a general notion.

Emerging issue: An emerging issue is one that is newly created or noticed and growing in strength or popularity; becoming known or established.

Feasibility study: A feasibility study is a study aimed to objectively and rationally uncover the strengths and weaknesses of an existing process or proposed undertaking including opportunities and threats, resources needed to carry through, and ultimately the prospects for success.

New: For OTF purposes, this includes things that are new for an organization, a community or a sector; piloting a new program or approach; undertaking research that has not been previously undertaken by that organization, community or sector, etc.

Project: A project is an initiative proposed by an OTF applicant for funding. For OTF purposes, a project or initiative has a defined beginning and ending and a specific objective. The term 'project' is frequently used in the OTF online application and may sometimes be used interchangeably with the term 'initiative'.

Unproven: For OTF purposes, "unproven" means that there isn't an existing evidence base to demonstrate that this idea, approach or program does or does not work. The Seed stream is the place for organizations to try out or test a *new approach*, to prove, or create evidence, that the approach works or even that it doesn't, allowing the organization to learn from its efforts.

Related Documents

[POL-INV-01 Eligibility Policy](#)

[POL-INV-06 Overhead and Administration Costs Policy](#)

[POL-INV-09 Recognition Policy](#)

[POL-INV-10 Payment Release for Grantees Policy](#)

[POL-INV-11 Reallocation of Grant Funds Policy](#)

[POL-INV-13 Grant Rescind and Recovery Policy](#)

MEMORANDUM

TO: John Hannam, City Clerk

FROM: Karen Lewis, Director – Corporate Strategic Services

DATE: August 23, 2018

RE: Public Engagement Framework –R 91/2018 (City Manager’s Office - Corporate Strategic Services) , Committee of the Whole, August 27, 2018

Further to the above-noted, which was presented as a First Report on July 23, attached is Feedback on Draft Public Engagement Framework received during the public review period that concluded on August 20, 2018.

We recommend the following amended resolution for consideration:

With respect to Report No. R 91/2018 (City Manager’s Office – Corporate Strategic Services), we recommend City Council approve the Public Engagement Framework (Attachment A) for the City of Thunder Bay including amendments outlined in memorandum of August 23, 2018 from Ms. K. Lewis;

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

The revised Public Engagement Framework will be promoted through the City’s communication channels including the website at thunderbay.ca/getinvolved, the *MyTBay* citizen newsletter and Facebook.

Feedback on Draft Public Engagement Framework

Collected: July 23 – August 20, 2018

Councillor Feedback 1 – The District and Region

The Framework should include how to communicate and engage with the region if major plans or initiatives could affect them as well.

- Councillor, Feedback at Committee of the Whole on July 23, 2018

Response 1:

(Framework page 3)

- Under the “Toolkit for Public Engagement and Communication”, a subheading will be added titled “The District and Region”.

This section will include:

“Consider if major plans or initiatives may impact the district and region outside of Thunder Bay. If this is a possibility, the Office of the City Clerk can provide guidance to assist you in reaching out to these areas.”

Councillor Feedback 2 – Complaint Mechanism

The City needs a complaints mechanism. Should this be incorporated into this Framework, or as a separate item?

- Councillor, Feedback at Committee of the Whole on July 23, 2018

Response 2:

This suggestion will be referred to Administration and the Community Communications Committee for consideration as a separate project.

Councillor Feedback 3 – Timing

The Framework should include information about the timing of engagement sessions to ensure there is enough time for the public comments to make it into the Report for Council.

- Councillor, Feedback at Committee of the Whole on July 23, 2018

Response 3:

(Framework page 3)

- Under the “Toolkit for Public Engagement and Communication”, the last paragraph addresses timing. To easily reference the information in this section, we will add subheadings to divide-up the information on this page. Subheadings will include:
 - Purpose of Toolkit and Resources
 - Consultations with Indigenous Peoples and Organizations
 - Choosing Suitable Engagement Techniques
 - Timing
 - Accessibility
 - The District and Region
 - Transparency
 - Follow-up: How We Report Back
- Under the subheading of “Timing” the section will be modified to read as follows: “Where possible it is best to start planning engagement several months in advance. Time must be built in to the process for:
 - advance notice of the engagement opportunity
 - time for the engagement to be held (i.e. several open houses, multiple weeks for an online survey, etc.)
 - time to evaluate the findings
 - time to include the details of the engagement, the findings, and the resulting impact to the recommendations in a final report
 - time to share the final report back to participants

Residents have told us it is important to tell them early when there are engagement opportunities. They need to plan around their busy lives, and want more than one way in which to participate.

At a minimum, 14 days notice should be provided for in-person events. Where public engagement processes are legislated, the City will meet or exceed the notice dictated by the legislation.

See the *Connect Thunder Bay* Report for more on what residents told us about the best ways to engage with them and what they are interested in knowing more about.”

Submission 4 – Transparency of the Process / By-law Changes

Definitely a good start. I've had a chance to read it over and there is something I believe that is missing. Nowhere in the document is there mention of transparency. On page 1, under "Our Framework" there should be a 4th point.

"Transparent - Take active steps to ensure that consultation details are made available to council and the public as part of the final report/recommendation to council (Dates & attendance numbers for open houses or public meetings, Names of Businesses, Organizations and individuals that are consulted 1on1 or in small focus groups). All while ensuring representation from groups, demographics, wards, etc of those being impacted by the proposed changes."

Also, under the "When does the Framework Apply" section, there does not seem to be anything referencing changes to Bylaws.

- Citizen

Response 4:

Transparency

(Framework page 1 and page 3)

- In the opening paragraph "Purpose of the Framework" it states:
"The knowledge, energy and ideas of citizens can improve governance and decision making by giving policy makers information to support the common good and to meet expectations of transparency and action."
- Under "Our Framework", the bolded addition will be made to point 3.
"3. Responsive – Be effective, keeping in mind diverse needs, backgrounds and interests, and **be transparent in reflecting back details of the process** and how stakeholder views affect outcomes."
- Under "Toolkit for Public Engagement and Communication" we will add a new subheading for Transparency which states:
"When the goal is to consult or collaborate, include details of the public engagement and the citizen input received in the final Report. Ensure you share this Report back to the involved citizens so they can see their input taken into consideration. On the City website, post the Report in the applicable location and ensure a link is available to the Report under the website's "Get Involved, Past Engagements" section."

- Transparency, including taking active steps to ensure that consultation details are made available as part of the final report, will be included as part of Public Engagement Training delivered to City staff. The training will also include the importance of engaging a wide range of individuals (demographics, wards, etc.) whom are impacted by the proposed change.
- To respect privacy, we do not recommend sharing personal details of the specific individual participants involved in the engagement session.

By-law Changes

(Framework page 2)

- The “When does the Framework Apply” section references “... an impact of an action, decision or potential change in the community.” Changes to by-laws fall under this description.
- Also under “When does the Framework Apply”, the second bullet will be edited to include changes to by-laws.
 - *Service planning or change* – the development, improvement, elimination or reduction of a municipal service **or by-law** that could have an impact on the whole municipality.

Submission 5 – Public Initiated Engagement

I have reviewed the framework. I believe the framework is missing an important element.

That is, I believe that there should be a mechanism for members of the public to require the city to begin an engagement process.

One option would be for a member of the public to collect a threshold number of signatures on a subject of interest that would then require the city to hold a public meeting in a venue other than city hall.

As it is now with the current language of the framework, it appears that the city and council have the sole authority to initiate engagement. I believe the public should have an opportunity to initiate an engagement process as well.

- Citizen

Response 5:

- Mechanisms exist now through Council's deputation and petition processes. Information on how to speak before Council are found in the Get Involved section of the website (www.thunderbay.ca/getinvolved). Petitions become part of a public agenda and invite discussion and engagement at the applicable meeting. These meetings are held at City Hall.

Submission 6 – Collaboration / Stakeholders / How We Report Back

Good afternoon,

Thank you for sharing the public engagement framework draft in response to my request. I am glad that Councillor Ch'ng mentioned the draft framework to me as I was not aware of it.

I'm pleased to provide input on behalf of the Chamber and have outlined according to page number for your consideration:

Page 2: When does the framework apply?

The Collaborate goal expectations seem somewhat vague and do not appear to fully reflect the intent of the IAP2 spectrum goals of "involve" and "collaborate". The IAP2 language is much stronger with "concerns being reflected in the alternatives" and "incorporation of advice and recommendations". We would like to see similar language included in the City's "collaborate" expectations.

Page 4: Community Impact Matrix

There seems to be a shortage of consideration of stakeholder groups such as organizations (ie: business, labour) in the impact matrix. It would be helpful to adjust the language to include "stakeholders" in addition to the current "neighbourhood or specific address (es)".

Page 7: Collaborate/Shape Your City

The current "techniques" list could also include workshop or stakeholder roundtable options in addition to formal working groups.

For additional consideration:

The framework does not currently address the next steps and how the engagement results are being communicated back to engaged individuals or groups. Are participants at open houses, roundtables, workshops notified of the changes made or when the issue is coming to Council for discussion?

It is our hope that participants in "collaborate" type engagement activities will be informed and consulted on any changes before they go to Council to make sure that administration is properly reflecting the concerns raised or explaining why changes have not been implemented following the engagement activity.

I hope this feedback is helpful. I'd be happy to discuss with you if needed.

- President of the Thunder Bay Chamber of Commerce

Response 6:

Collaborate

(Framework page 2 & page 7)

- In the chart, the “Collaborate – What can you expect” description will be modified to read:
“Discuss and provide input. Incorporate advice and recommendations into the development of ideas and alternatives. Find out how your input makes a difference.”

- In this chart, the “Collaborate – Examples” will have the addition of “Stakeholder Roundtable”.

- Under the “Sample Public Engagement and Communication Techniques – Collaborate/Shape Your City” we will add:

22. Workshop – a period of discussion or practical work on a particular subject in which a representative group of people share their knowledge and experience. The information gathered can then be used to help inform a direction or recommendation.

23. Stakeholder Roundtable – Representative stakeholder participants agree on a specific topic to discuss. Each person is given equal right to participate and share their input, as illustrated by the idea of a circular layout referred to in the term round table. The information gathered can then be used to help inform a direction or recommendation.

- The Public Engagement staff training around “Collaboration” will include the importance of informing and consulting the collaboration partners before any changes are presented to City Council. This is to ensure administration is accurately reflecting the collaboration outcome, and/or explaining why specific ideas are not being implemented.

Stakeholders

(Framework page 4)

- In the Community Impact Matrix, the two lower quadrants will have their opening sentences modified to include stakeholders as follows:
“Routine, and regular issues and project updates, affecting neighbourhoods, specific address(es), **and stakeholder groups.**”

“High impact issues affecting neighbourhoods, specific addresses, or **stakeholder groups.**”

How We Report Back

(Framework page 3)

- Under the “Toolkit for Public Engagement and Communication”, a new subheading will be added titled “Follow-up: How We Report Back”. This will include:

“It is very important to report back to those who have been engaged when the goal has been to Consult or Collaborate. The resulting report or action, including the summary of the engagement and how it has impacted the direction should be made available to those involved. There are multiple ways to achieve this. Examples include:

 - direct communication to stakeholder participants where contact information is available (i.e. participants in a focus group session)
 - sharing with the general public through social media
 - posting to the City website and providing a link under the “Get Involved – Past Engagements” section of the website

Submission 7 – Service Change / Sessions Descriptions / Empower / Accessibility / Varied Engagement Opportunities / Consultation with Indigenous Peoples / Timing

I've had a look at the draft Public Engagement Framework and offer the following comments for your consideration – please feel free to give me a call if you would like to discuss any of my suggestions.

On page 2 - Service planning or change is described as the development or improvement of a municipal service – what about the elimination or reduction of a service? Do we not engage then?

The chart on page 2 provides examples of Collaboration including workshop and design session, but these are not described on page 7. Suggest that consistent wording is used. Either include charrette in the chart or include a description of workshop and design session on page 7

On page 6 include a description of Neighbourhood Meeting – its mentioned in the matrix, but what it is exactly is not clear.

I appreciate that we are guided by the IAP2 Spectrum shown in Appendix A, but the comment under Empower that suggests that final decision-making is in the hands of the public is misleading in my opinion. City Council is the final decision maker and they make their decision after weighing public comment, cost, administrative advice, etc. Do we really want to place final decision making in the hands of the public? I don't think so. Particularly from a land use planning and development perspective, those engaged in the public process are often not representative of the community as a whole.

Having a framework that is **accessible** does not stand out in the document. It speaks to being inclusive but not accessible. I'd encourage you to think about addressing accessibility clearly in the document.

Engaging at a variety of times, days of the week, locations throughout the city is important, but not addressed in the document.

In addition to reminding us that Thunder Bay is built on the traditional territory of FWFN it might be a good idea to note that in Canada we have a "Duty to Consult" with Indigenous Peoples. I suggest that the Framework make reference to our duty specifically so that those using it as a tool are made aware that Indigenous consultation is not a choice but a duty.

It may also be worth noting that where public engagement processes are legislated under the Planning Act, Municipal Act, Environmental Assessment Act, etc. the City will follow the procedures dictated by the legislation.

- Director, Planning Services Division, City of Thunder Bay

Response 7:

Service Change

(Framework page 2)

- Under “When does the Framework Apply”, the second bullet will be edited to include elimination or reduction of a municipal service:
 - *Service planning or change* – the development, improvement, **elimination or reduction of a municipal service** or by-law that could have an impact on the whole municipality.

Session Descriptions

(Framework page 2, page 6 and page 7)

- In the chart, under “Collaborate – Examples”, the description will be modified to read “Design Session/Charette”
- Under the “Sample Public Engagement and Communication Techniques – Collaborate/Shape Your City” we have added a description for Workshop, and will modify the wording for “Charette” to instead read “Design Session/Charette”
- Under the “Sample Public Engagement and Communication Techniques – Consult/Have Your Say” we will add the following (numbered list will be modified to reflect this additional item)

19. Neighbourhood Meeting - an assembly of people from specific small geographic area of the City which may be impacted by the action, decision or potential change in their neighbourhood. The meeting is typically held within or close to that specific neighbourhood.

Empower

(Framework page 2)

- An asterisk will be added after the reference to the “IAP2 Spectrum of Public Participation [Appendix A]”. The following reference will be added to the bottom of the page.

*The levels of public impact (as guided by the IAP2 Spectrum) most frequently used by the City are Inform, Involve and Collaborate. The Empower level is not often used because City Council, as elected officials, make the final decision on the public’s behalf. Empowerment is used in specific instances such as when City Council provides funding to a community organization to support their efforts to further a strategy or project. Examples include community funding under the Thunder Bay Food Strategy or the Poverty Reduction Strategy.

Accessibility

(Framework page 3)

- Under the “Toolkit for Public Engagement and Communication”, we will add a subheading for “Accessibility”. This will include:
“Accessibility must be considered with all engagement opportunities. This includes using the Planning for Accessible Meetings Checklist, ensuring all reports and materials posted online are created for accessibility, and a contact for accessible accommodation is included on all notices of public meetings.” The Municipal Accessibility Specialist is a corporate resource available when planning City engagement opportunities.

Varied Engagement Opportunities

- The Public Engagement staff training will review the important of offering varied engagement opportunities.

Consultation with Indigenous Peoples

(Framework page 3)

- In the Toolkit for Public Engagement, a subheading will be added above the relevant paragraph for “Consultation with Indigenous Peoples”. Additional content will be added which states:
“In Canada we have a duty to consult with Indigenous Peoples. Fort William First Nation has outlined their expectations when consulting with them on City projects and developments. The document "The Importance of the Duty to Consult & Accommodate" produced by Fort William First Nation should be referenced for guidance.”

Timing

(Framework page 3)

- In the Toolkit for Public Engagement, under the subheading of “Timing” the description will include the following information:
“At a minimum, 14 days notice should be provided for in-person events. Where public engagement processes are legislated, the City will meet or exceed notice dictated by the legislation. “

Administrative 8 – Planning

Clarify planning approach depending on level of engagement. The Public Engagement Planning template will be developed by Corporate Communications.

Response:

- In the Toolkit for Public Engagement, under the new subheading Purpose of Toolkit and Resources, following the first paragraph add:
“Where the goal of an engagement is to ‘inform’, a Communication Plan is appropriate. Where the goal is to Consult or Collaborate, a Community Engagement Plan can be helpful by leading planners through questions to identify key stakeholders and to select appropriate techniques and methods.”



MEETING: City Council

DATE: Monday, August 13, 2018

Reference No. CC - 26/49

OPEN SESSION in the S.H. Blake Memorial Auditorium at 9:35 p.m.

City Council

Chair: Mayor K. Hobbs

PRESENT:

Mayor K. Hobbs
Councillor I. Angus
Councillor S. Ch'ng
Councillor T. Giertuga
Councillor L. Hebert
Councillor R. Johnson
Councillor B. McKinnon
Councillor P. Pugh
Councillor F. Pullia
Councillor A. Ruberto
Councillor L. Rydholm
Councillor J. Virdiramo

OFFICIALS:

Ms. K. Power, Deputy City Clerk
Mr. N. Gale, Acting City Manager
Mr. S. Tim, Deputy City Solicitor
Ms. D. Paris, Acting General Manager – Corporate
Services & Long Term Care
Ms. K. Marshall, General Manager – Infrastructure &
Operations
Ms. K. Robertson, General Manager – Community
Services
Mr. R. Smith, General Manager – Development &
Emergency Services
Ms. K. Lewis, Director – Corporate Strategic
Services
Ms. K. Dixon, Director – Engineering & Operations
Ms. Desiree Hodgins, Committee Coordinator

OPENING CEREMONIES

One Minute of Silence

DISCLOSURES OF INTEREST

Aside from those disclosures already recorded in the previous minutes as presented here, no additional disclosures of interest were announced.

CONFIRMATION OF AGENDA

Confirmation of Agenda - August 13, 2018 - City Council

MOVED BY: Councillor Paul Pugh
SECONDED BY: Councillor Larry Hebert

With respect to the August 13, 2018 City Council meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

MINUTES OF PREVIOUS MEETINGS

City Council Minutes

The Minutes of the following Meetings of the Thunder Bay City Council, to be confirmed:

1. The Thunder Bay City Council (Public Meeting) held on July 30, 2018;
2. The Thunder Bay City Council held on July 30, 2018.

MOVED BY: Councillor Aldo Ruberto
SECONDED BY: Councillor Shelby Ch'ng

THAT the Minutes of the following Meetings of the Thunder Bay City Council, be confirmed:

1. The Thunder Bay City Council (Public Meeting) held on July 30, 2018;
2. The Thunder Bay City Council meeting held on July 30, 2018.

CARRIED

REPORTS OF COMMITTEES

Committee of the Whole Minutes

The Minutes of the following Committee of the Whole meeting, to be adopted:

1. July 30, 2018 Committee of the Whole.

City Council - Meeting Date 08/13/2018

MOVED BY: Councillor Rebecca Johnson
SECONDED BY: Councillor Brian McKinnon

THAT the Minutes of the following Committee of the Whole meeting, be adopted:

1. July 30, 2018 Committee of the Whole.

CARRIED

Ward Meeting Minutes

The Minutes of the following Ward Meeting to be received:

1. Meeting No. 5 of the Neebing Ward held on June 26, 2018.

MOVED BY: Councillor Linda Rydholm
SECONDED BY: Councillor Shelby Ch'ng

THAT the Minutes of the following Ward Meeting be received:

1. Meeting No. 5 of the Neebing Ward held on June 26, 2018.

CARRIED

Ratifying Resolutions

Contract 6, 2017 - Crescent Avenue Reconstruction and Empress Avenue Storm Relief [Phase 1]

Report No. R 106/2018 (Infrastructure and Operations - Engineering & Operations) recommending an increase in the value of Contract 6, 2017 - Crescent Avenue Reconstruction and Empress Avenue Storm Relief.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Trevor Giertuga
SECONDED BY: Councillor Paul Pugh

With respect to Report No. R 106/2018 [Infrastructure and Operations – Engineering & Operations], we recommend that an increase in the value of Contract 6, 2017 – Crescent Avenue Reconstruction and Empress Storm Relief [Phase 1] awarded to Makkinga Contracting and Equipment Rentals be authorized in the amount of \$85,930.88 [inclusive of HST] bringing the total contract value to \$2,774,200.88 [inclusive of HST];

AND THAT the Mayor and City Clerk be authorized to sign all documentation related to these matters;

AND THAT any necessary bylaws be presented to City Council for ratification.

CARRIED

Re-Construction of CP4 Natural Turf Soccer Field in Chapples Park - Request for Proposals Award

Report No. R 116/2018 (Infrastructure & Operations – Parks & Open Spaces Section) relative to the above noted was distributed separately on Friday, August 10, 2018.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Aldo Ruberto
SECONDED BY: Councillor Shelby Ch'ng

With respect to Corporate Report No. R 116/2018 (Infrastructure & Operations – Parks & Open Spaces Section), we recommend that RFP 28/2018, for the Re-Construction of CP4 Natural Turf Soccer Field in Chapples Park be awarded to NMP Golf Construction, up to the amount of \$1,171,551.17 (inclusive of all taxes) as per their Proposal dated July 26, 2018 and revised August 7, 2018;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to this project;

AND THAT the General Manager –Infrastructure & Operations report any circumstances to City Council should significant variations in contract values occur;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to these matters;

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

CARRIED

Transit Fuel Farm Replacement – Tender Award

Report No. R 110/2018 (Community Services – Asset Management), recommending that Project No. 18-124, for the Transit Fuel Farm Replacement be awarded to LTL Environmental Inc., up to the amount of \$1,419,989.44 (inclusive of all taxes and a contingency allowance).

City Council - Meeting Date 08/13/2018

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Trevor Giertuga

SECONDED BY: Councillor Joe Virdiramo

With respect to Corporate Report No. R 110/2018 (Community Services – Asset Management), we recommend that Project No. 18-124, for the Transit Fuel Farm Replacement be awarded to LTL Environmental Inc., up to the amount of \$1,419,989.44 (inclusive of all taxes and a contingency allowance);

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to this project;

AND THAT the General Manager – Community Services report any circumstances to City Council should significant variations in contract values occur as the work proceeds;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to these matters;

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

CARRIED

Transfer of Tourism Thunder Bay to CEDC

Report No. R 107/2018 (City Manager's Office - Corporate Strategic Services) recommending the transfer of management responsibilities over Tourism Thunder Bay from the City of Thunder Bay to the Thunder Bay Community Economic Development Commission.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Brian McKinnon

SECONDED BY: Councillor Linda Rydholm

With respect to Report No. R 107/2018 (City Manager's Office - Corporate Strategic Services), we recommend that City Council authorize the transfer of management responsibilities over Tourism Thunder Bay and its brand from the City of Thunder Bay to the Thunder Bay Community Economic Development Commission;

AND THAT the transfer be effective as of the close of business on August 31, 2018;

City Council - Meeting Date 08/13/2018

AND THAT the transfer include the 2018 annual operating budget and expenses to date of Tourism Thunder Bay;

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

CARRIED

Municipal Accommodation Tax (MAT) - Implementation

Report No. R 108/2018 (City Manager's Office – Corporate Strategic Services) presenting the Implementation Plan for Municipal Accommodation Tax and recommending that a new reserve fund, "Municipal Accommodation Tax", be created.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Frank Pullia
SECONDED BY: Councillor Larry Hebert

With respect to Report No. R 108/2018 (City Manager's Office – Corporate Strategic Services) the Implementation Plan for the Municipal Accommodation Tax as outlined in this Report is received for information;

AND THAT a new reserve fund "Municipal Accommodation Tax" be created to receive 50% of net revenues to provide funding to finance City infrastructure projects that promote tourism and that benefit residents and visitors;

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

CARRIED

Municipal Accommodation Tax (MAT) - Designated Entity

Report No. R 109/2018 (City Manager's Office – Corporate Strategic Services) recommending that the Thunder Bay Community Economic Development Commission be designated the entity to receive the Municipal Accommodation Tax revenue portion for tourism promotion.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Aldo Ruberto
SECONDED BY: Councillor Rebecca Johnson

With respect to Report No. R 109/2018 (City Manager's Office – Corporate Strategic Services) we recommend approval of the designation of Thunder Bay Community Economic Development Commission (CEDC) as the entity to receive 50% of net revenues from the Municipal Accommodation Tax collected by the City;

AND THAT the City Manager, or designate, will develop agreements including all necessary documents ancillary thereto, with CEDC respecting reasonable financial accountability matters in order to ensure the amount paid to the CEDC is used for the exclusive purpose of promoting tourism, and the agreement may provide for other matters, all in a form satisfactory to Legal Services;

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

CARRIED

Communication Protocol with Thunder Bay Police Services Board

Memorandum from Mr. J. Hannam, City Clerk, dated August 10, 2018, relative to Communication Protocol with Thunder Bay Police Services Board was distributed separately on Friday, August 10, 2018.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Joe Virdiramo
SECONDED BY: Councillor Iain Angus

THAT with respect to the Communication Protocol (formerly titled the Protocol for the Sharing of Information) Between the Thunder Bay Police Services Board and the Corporation of the City of Thunder Bay, we recommend the Protocol be amended as follows:

- a) Article 2 be amended to read: Upon invitation the Chief of Police will assign Officer(s) to attend scheduled Ward and Town-hall meetings to make presentations on, and respond to questions, regarding community safety issues.
- b) Article 2 be further amended to add: That the Chief of Police be invited twice each calendar year to attend a meeting of City Council, sitting as Committee of the Whole, to make presentations on Policing in the community.
- c) Article 2 be further amended to add: That members of the Thunder Bay Police Service be invited, from time to time, to make presentations to City Council, sitting as Committee of the Whole, on policing activities in the public interest.

City Council - Meeting Date 08/13/2018

All in accordance with Section 32(1) of Regulation 3/99 to the Police Services Act RSO, 1990.

AND THAT this recommendation be submitted to City Council for its consideration;

AND THAT the Chair and Secretary be authorized to execute the amended Protocol;

AND THAT any necessary by-laws be presented to the Board for ratification.

CARRIED

Multi-Use Trail Bridge at Nakina Drive Award

Report No. R 119/2018 (Infrastructure and Operations - Engineering & Operations) recommending that remaining construction work for the multi-use trail bridge at Nakina Drive be awarded to LH North Ltd. was distributed separately on Friday, August 10, 2018.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Shelby Ch'ng

SECONDED BY: Councillor Frank Pullia

With respect to Report No. R 119/2018 (Infrastructure & Operations – Engineering), we recommend that remaining construction work for the multi-use trail bridge at Nakina Drive be awarded to LH North Ltd., through the joint tender with Confederation College for the City's portion of the work in the amount of \$628,562.50 (inclusive of HST); it being noted that the amount shown is based on estimated quantities; final payment for this Contract will be based on measured quantities for the complete work;

AND THAT the consultant responsible for the design, JML Engineering Ltd. be retained for Contract Administration and Inspection services in the amount of \$39,550.00 (inclusive of HST);

AND THAT Appropriation No. 22 be approved;

AND THAT the General Manager of Infrastructure and Operations report any circumstances to City Council should significant variation in the Contract quantities occur;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to this matter;

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

CARRIED

Opposition to the Cancellation of the Basic Income Supplement Program

Memorandum from Councillor A. Ruberto, dated August 3, 2018, requesting a motion in opposition to the Cancellation of the Basic Income Supplement Program was distributed separately on Tuesday, August 7, 2018.

The Deputy City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Aldo Ruberto

SECONDED BY: Councillor Iain Angus

With Respect to the cancellation of the Basic Income Pilot Program by the Ontario Government, we recommend that City Council demonstrate their commitment to this program by voicing our opposition to this decision;

AND THAT in addition, City Council expresses its opposition to the 50% reduction from 3% to 1.5% in the income support to be paid to Ontario Works Clients and those on Ontario Disability Support Programs;

AND THAT in addition, the Mayor be authorized to sign the joint letter from the Mayors of Brantford, Hamilton and Lindsay as provided;

AND THAT our opposition be demonstrated by providing notice to Members of Provincial Parliament Michael Gravelle and Judith Monteith Farrell, the Premier of Ontario - Doug Ford, Minister of Social Services - Lisa McLeod, AMO, NOMA, FCM, the Poverty Reduction Strategy and to the Lakehead Social Planning Council;

AND THAT the Intergovernmental Affairs Committee advocate in opposition of this decision and ensure that this matter is on their list of priorities when meeting with other levels of government to advocate for support for those living in poverty in our community who require assistance and support;

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

CARRIED

BY-LAWS

BL 75/2018 - Advance Voting Locations, Dates and Hours - 2018 Municipal and School Board Election

A By-law to establish Advance Voting Locations, Dates and Hours for the 2018 Municipal and School Board Election - Monday, October 22, 2018, for information.

City Council - Meeting Date 08/13/2018

BL 74/2018 - Municipal Accommodation Tax

A By-law to establish a Municipal Accommodation Tax

By-law Resolution

By-law Resolution - August 13, 2018

MOVED BY: Councillor Larry Hebert

SECONDED BY: Councillor Joe Virdiramo

THAT the following By-law(s) be introduced, read, dealt with individually, engrossed, signed by the Mayor and Clerk, sealed and numbered:

1. A By-law to establish a Municipal Accommodation Tax.

By-law Number: BL 74/2018

CARRIED

CONFIRMING BY-LAW

BL 78/2018 - Confirming By-law - August 13, 2018

A By-law to confirm the proceedings of a meeting of Council, this 13th day of August, 2018.

Confirming By-law Resolution - August 13, 2018 - City Council

MOVED BY: Councillor Trevor Giertuga

SECONDED BY: Councillor Brian McKinnon

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Mayor and Clerk, sealed and numbered:

1. A By-law to confirm the proceedings of a meeting of Council, this 13th day of August, 2018

By-law Number: BL 78/2018

CARRIED

ADJOURNMENT

The meeting adjourned at 9:41 p.m.

Mayor

Deputy City Clerk



MEETING: Committee of the Whole

DATE: Monday, August 13, 2018

Reference No. COW - 39/49

OPEN SESSION Committee of the Whole - Special Session at 5:31 p.m.

Committee of the Whole - Special Session
Chair: Councillor F. Pullia

PRESENT:

Mayor K. Hobbs
Councillor I. Angus
Councillor S. Ch'ng
Councillor T. Giertuga
Councillor R. Johnson
Councillor B. McKinnon
Councillor P. Pugh
Councillor F. Pullia
Councillor A. Ruberto
Councillor J. Virdiramo

OFFICIALS:

Ms. K. Power, Deputy City Clerk
Mr. N. Gale, City Manager
Mr. S. Tim, Deputy City Solicitor
Ms. L. Taylor, Articling Student

DISCLOSURES OF INTEREST

REPORTS OF MUNICIPAL OFFICERS

Resolution to Amend the Purpose of Closed Session

Confidential memorandum from Ms. K. Power, Deputy City Clerk, dated August 9, 2018 relative to amending the purpose of the Committee of the Whole - Closed Session meeting on August 13, 2018 was distributed separately on Friday, August 10, 2018 to members of Council and EMT only.

MOVED BY: Councillor Paul Pugh

SECONDED BY: Councillor Rebecca Johnson

Committee of the Whole - Meeting Date 08/13/2018

THAT the purpose of the Committee of the Whole - Closed Session meeting on August 13, 2018 at 5:30 p.m. be amended by adding the receipt of information relative to advice that is subject to Solicitor- Client Privilege; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees; labour relations and employee negotiations.

CARRIED

CLOSED SESSION in the McNaughton Room at 5:33 p.m.

Committee of the Whole - Closed Session

Chair: Councillor F. Pullia

PRESENT:

Mayor K. Hobbs
Councillor I. Angus
Councillor S. Ch'ng
Councillor T. Giertuga
Councillor L. Hebert
Councillor R. Johnson
Councillor B. McKinnon
Councillor P. Pugh
Councillor F. Pullia
Councillor A. Ruberto
Councillor L. Rydholm
Councillor J. Virdiramo

OFFICIALS:

Ms. K. Power, Deputy City Clerk
Mr. N. Gale, City Manager
Mr. S. Tim, Deputy City Solicitor
Ms. L. Taylor, Articling Student

DISCLOSURES OF INTEREST

REPORTS OF MUNICIPAL OFFICERS

Labour Relations Matter - Employee Benefits

Ms. M. Panizza, Director – Human Resources & Corporate Safety entered the meeting room.

Ms. M. Panizza provided a verbal update relative to the above noted and responded to questions.

Mr. N. Gale, City Manager responded to questions.

Committee of the Whole - Meeting Date 08/13/2018

Mr. S. Tim, Deputy City Solicitor responded to questions.

It was the consensus of Committee that Administration proceed as directed.

Labour Relations Matter

It was the consensus of Committee to defer the above noted to a future meeting.

OPEN SESSION in S.H. Blake Memorial Auditorium at 6:33 p.m.

Committee of the Whole - Operations Session

Chair: Councillor J. Virdiramo

PRESENT:

Mayor K. Hobbs
Councillor I. Angus
Councillor S. Ch'ng
Councillor T. Giertuga
Councillor L. Hebert
Councillor R. Johnson
Councillor B. McKinnon
Councillor P. Pugh
Councillor F. Pullia
Councillor A. Ruberto
Councillor L. Rydholm
Councillor J. Virdiramo

OFFICIALS:

Ms. K. Power, Deputy City Clerk
Mr. N. Gale, City Manager
Mr. S. Tim, Deputy City Solicitor
Ms. D. Paris, Acting General Manager – Corporate
Services & Long Term Care
Ms. K. Marshall, General Manager – Infrastructure &
Operations
Ms. K. Robertson, General Manager – Community
Services
Mr. M. Smith, General Manager – Development &
Emergency Services
Ms. K. Lewis, Director - Corporate Strategic
Services
Ms. K. Dixon, Director - Engineering & Operations
Mr. C. Halvorsen, Manager - Parks & Open Spaces
Section
Mr. R. Furioso, Supervisor – Construction Services
Mr. P. Pepe, Manager – Tourism
Mr. J. Cameron, Tourism Development Officer
Ms. D. Hodgins, Committee Coordinator

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - August 13, 2018 - Committee of the Whole

MOVED BY: Councillor Larry Hebert
SECONDED BY: Councillor Shelby Ch'ng

With respect to the August 13, 2018 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

PRESENTATIONS

2017 Report to the Community

At the July 30, 2018 Committee of the Whole, 2017 Report to the Community was withdrawn from the agenda to be presented on August 13, 2018.

Memorandum from Ms. K. Lewis, Director - Corporate Strategic Services, dated July 16, 2018, requesting the opportunity to provide a presentation relative to the above noted.

2017 Report to the Community, for information, was distributed separately on Monday, July 23, 2018.

Mr. N. Gale, City Manager, together with members of the Executive Management Team, provided a PowerPoint presentation relative to the 2017 Report to the Community and responded to questions.

New Business – Housing in the City of Thunder Bay

Memorandum from Councillor A. Ruberto, dated August 10, 2018, requesting the opportunity to provide a presentation relative to Housing in the City of Thunder Bay was distributed separately on Friday, August 10, 2018.

The Deputy Clerk advised that the above noted item was withdrawn from the agenda and will be presented at the August 27, 2018 meeting of Committee of the Whole.

DEPUTATIONS

Motion relative to Deputation Request - ThunderCon

Memorandum received from Councillor S. Ch'ng, dated August 8, 2018, requesting a motion to allow representatives from ThunderCon to speak and be heard was distributed separately on Friday, August 10, 2018.

MOVED BY: Councillor Shelby Ch'ng
SECONDED BY: Councillor Larry Hebert

With Respect to hearing a deputation from ThunderCon, we recommend that City Council waive Section 5.08 (c.2) of the Procedural By-law to allow for a deputation notwithstanding the subject matter being subject to an existing funding program – Community, Youth and Cultural Funding Program;

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

CARRIED

ThunderCon 2018

Correspondence received from Mr. R. Kilgour, dated July 26, 2018 requesting the opportunity to provide a deputation relative to the above noted.

Mr. R. Kilgour, Mr. H. Nowak and Ms. H. Dickson appeared before Committee and responded to questions.

REPORTS OF MUNICIPAL OFFICERS

Contract 6, 2017 - Crescent Avenue Reconstruction and Empress Avenue Storm Relief [Phase 1]

Report No. R 106/2018 (Infrastructure and Operations - Engineering & Operations) recommending an increase in the value of Contract 6, 2017 - Crescent Avenue Reconstruction and Empress Avenue Storm Relief.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Iain Angus
SECONDED BY: Mayor Keith Hobbs

With respect to Report No. R 106/2018 [Infrastructure and Operations – Engineering & Operations], we recommend that an increase in the value of Contract 6, 2017 – Crescent Avenue Reconstruction and Empress Storm Relief [Phase 1] awarded to Makkinga Contracting and Equipment Rentals be authorized in the amount of \$85,930.88 [inclusive of HST] bringing the total contract value to \$2,774,200.88 [inclusive of HST];

Committee of the Whole - Meeting Date 08/13/2018

AND THAT the Mayor and City Clerk be authorized to sign all documentation related to these matters;

AND THAT any necessary bylaws be presented to City Council for ratification.

CARRIED

Re-Construction of CP4 Natural Turf Soccer Field in Chapples Park – Request for Proposals Award

Report No. R 116/2018 (Infrastructure & Operations – Parks & Open Spaces Section), recommending that RFP 28/2018, for the Re-Construction of CP4 Natural Turf Soccer Field in Chapples Park be awarded to NMP Golf Construction was distributed separately on Friday, August 10, 2018.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Shelby Ch'ng

SECONDED BY: Councillor Aldo Ruberto

With respect to Corporate Report No. R 116/2018 (Infrastructure & Operations – Parks & Open Spaces Section), we recommend that RFP 28/2018, for the Re-Construction of CP4 Natural Turf Soccer Field in Chapples Park be awarded to NMP Golf Construction, up to the amount of \$1,171,551.17 (inclusive of all taxes) as per their Proposal dated July 26, 2018 and revised August 7, 2018;

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to this project;

AND THAT the General Manager –Infrastructure & Operations report any circumstances to City Council should significant variations in contract values occur;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to these matters;

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

CARRIED

Pedestrian Crossover Evaluation

Report No. R 11/2018 outlining the impacts of the pedestrian crossover pilot at Algoma Street and Cornwall Avenue and the public education efforts undertaken, for information.

Committee of the Whole - Meeting Date 08/13/2018

OPEN SESSION in the S.H. Blake Memorial Auditorium

Committee of the Whole - Community Services Session

Chair: Councillor I. Angus

REPORTS OF COMMITTEES

Sister Cities Advisory Committee

Minutes of Meeting No. 3-2018 of the Sister Cities Advisory Committee held on March 14, 2018, for information.

REPORTS OF MUNICIPAL OFFICERS

Transit Fuel Farm Replacement – Tender Award

Report No. R 110/2018 (Community Services – Asset Management), recommending that Project No. 18-124, for the Transit Fuel Farm Replacement be awarded to LTL Environmental Inc., up to the amount of \$1,419,989.44 (inclusive of all taxes and a contingency allowance).

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Paul Pugh
SECONDED BY: Councillor Trevor Giertuga

With respect to Corporate Report No. R 110/2018 (Community Services – Asset Management), we recommend that Project No. 18-124, for the Transit Fuel Farm Replacement be awarded to LTL Environmental Inc., up to the amount of \$1,419,989.44 (inclusive of all taxes and a contingency allowance);

AND THAT the Manager – Supply Management be authorized to issue any purchase orders related to this project;

AND THAT the General Manager – Community Services report any circumstances to City Council should significant variations in contract values occur as the work proceeds;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to these matters;

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

CARRIED

Transfer of Tourism Thunder Bay to CEDC

Report No. R 107/2018 (City Manager's Office - Corporate Strategic Services) recommending the transfer of management responsibilities over Tourism Thunder Bay from the City of Thunder Bay to the Thunder Bay Community Economic Development Commission.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Brian McKinnon

SECONDED BY: Councillor Rebecca Johnson

With respect to Report No. R 107/2018 (City Manager's Office - Corporate Strategic Services), we recommend that City Council authorize the transfer of management responsibilities over Tourism Thunder Bay and its brand from the City of Thunder Bay to the Thunder Bay Community Economic Development Commission;

AND THAT the transfer be effective as of the close of business on August 31, 2018;

AND THAT the transfer include the 2018 annual operating budget and expenses to date of Tourism Thunder Bay;

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

CARRIED

Municipal Accommodation Tax (MAT) - Implementation

Report No. R 108/2018 (City Manager's Office – Corporate Strategic Services) presenting the Implementation Plan for Municipal Accommodation Tax and recommending that a new reserve fund, "Municipal Accommodation Tax", be created.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Frank Pullia

SECONDED BY: Councillor Larry Hebert

With respect to Report No. R 108/2018 (City Manager's Office – Corporate Strategic Services) the Implementation Plan for the Municipal Accommodation Tax as outlined in this Report is received for information;

Committee of the Whole - Meeting Date 08/13/2018

AND THAT a new reserve fund “Municipal Accommodation Tax” be created to receive 50% of net revenues to provide funding to finance City infrastructure projects that promote tourism and that benefit residents and visitors;

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

CARRIED

Municipal Accommodation Tax (MAT) - Designated Entity

Report No. R 109/2018 (City Manager’s Office – Corporate Strategic Services) recommending that the Thunder Bay Community Economic Development Commission be designated the entity to receive the Municipal Accommodation Tax revenue portion for tourism promotion.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Shelby Ch'ng
SECONDED BY: Councillor Brian McKinnon

With respect to Report No. R 109/2018 (City Manager’s Office – Corporate Strategic Services) we recommend approval of the designation of Thunder Bay Community Economic Development Commission (CEDC) as the entity to receive 50% of net revenues from the Municipal Accommodation Tax collected by the City;

AND THAT the City Manager, or designate, will develop agreements including all necessary documents ancillary thereto, with CEDC respecting reasonable financial accountability matters in order to ensure the amount paid to the CEDC is used for the exclusive purpose of promoting tourism, and the agreement may provide for other matters, all in a form satisfactory to Legal Services;

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

CARRIED

PETITIONS AND COMMUNICATIONS

Suspension of broadcast of weekly COW/City Council meetings

Memorandum from Mr. J. Hannam, City Clerk dated August 1, 2018 relative to suspension of broadcast of weekly Committee of the Whole/City Council meetings.

NEW BUSINESS

Multi-Use Trail Bridge at Nakina Drive Award

Report No. R 119/2018 (Infrastructure and Operations - Engineering & Operations) recommending that remaining construction work for the multi-use trail bridge at Nakina Drive be awarded to LH North Ltd. was distributed separately on Friday, August 10, 2018.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Shelby Ch'ng
SECONDED BY: Councillor Larry Hebert

With respect to Report No. R 119/2018 (Infrastructure & Operations – Engineering), we recommend that remaining construction work for the multi-use trail bridge at Nakina Drive be awarded to LH North Ltd., through the joint tender with Confederation College for the City's portion of the work in the amount of \$628,562.50 (inclusive of HST); it being noted that the amount shown is based on estimated quantities; final payment for this Contract will be based on measured quantities for the complete work;

AND THAT the consultant responsible for the design, JML Engineering Ltd. be retained for Contract Administration and Inspection services in the amount of \$39,550.00 (inclusive of HST);

AND THAT Appropriation No. 22 be approved;

AND THAT the General Manager of Infrastructure and Operations report any circumstances to City Council should significant variation in the Contract quantities occur;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to this matter;

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

CARRIED

Opposition to the Cancellation of the Basic Income Supplement Program

Memorandum from Councillor A. Ruberto, dated August 3, 2018, requesting a motion in opposition to the Cancellation of the Basic Income Supplement Program was distributed separately on Tuesday, August 7, 2018.

MOVED BY: Councillor Aldo Ruberto
SECONDED BY: Mayor Keith Hobbs

With Respect to the cancellation of the Basic Income Pilot Program by the Ontario Government, we recommend that City Council demonstrate their commitment to this program by voicing our opposition to this decision;

AND THAT our opposition be demonstrated by providing notice to Members of Provincial Parliament Michael Gravelle and Judith Monteith Farrell, the Premier of Ontario - Doug Ford, Minister of Social Services - Lisa McLeod, AMO, NOMA, FCM, the Poverty Reduction Strategy and to the Lakehead Social Planning Council;

AND THAT the Intergovernmental Affairs Committee advocate in opposition of this decision and ensure that this matter is on their list of priorities when meeting with other levels of government to advocate for support for those living in poverty in our community who require assistance and support;

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

Amending Resolution 1 - Opposition to the Cancellation of the Basic Income Supplement Program

MOVED BY: Mayor Keith Hobbs
SECONDED BY: Councillor Paul Pugh

With respect to the memorandum from Councillor A. Ruberto, dated August 3, 2018 we recommend that the following be added after the first paragraph:

“AND THAT in addition, City Council expresses its opposition to the 50% reduction from 3% to 1.5% in the income support to be paid to Ontario Works Clients and those on Ontario Disability Support Programs;”

CARRIED

Amending Resolution 2 - Opposition to the Cancellation of the Basic Income Supplement Program

MOVED BY: Mayor Keith Hobbs
SECONDED BY: Councillor Aldo Ruberto

With respect to the memorandum from Councillor A. Ruberto, dated August 3, 2018 we recommend that the following be added after the second paragraph:

“AND THAT in addition, the Mayor be authorized to sign the joint letter from the Mayors of Brantford, Hamilton and Lindsay, as provided;”

CARRIED

Amended Resolution - Opposition to the Cancellation of the Basic Income Supplement Program

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Aldo Ruberto
SECONDED BY: Mayor Keith Hobbs

With Respect to the cancellation of the Basic Income Pilot Program by the Ontario Government, we recommend that City Council demonstrate their commitment to this program by voicing our opposition to this decision;

AND THAT in addition, City Council expresses its opposition to the 50% reduction from 3% to 1.5% in the income support to be paid to Ontario Works Clients and those on Ontario Disability Support Programs;

AND THAT in addition, the Mayor be authorized to sign the joint letter from the Mayors of Brantford, Hamilton and Lindsay, as provided;

AND THAT our opposition be demonstrated by providing notice to Members of Provincial Parliament Michael Gravelle and Judith Monteith Farrell, the Premier of Ontario - Doug Ford, Minister of Social Services - Lisa McLeod, AMO, NOMA, FCM, the Poverty Reduction Strategy and to the Lakehead Social Planning Council;

AND THAT the Intergovernmental Affairs Committee advocate in opposition of this decision and ensure that this matter is on their list of priorities when meeting with other levels of government to advocate for support for those living in poverty in our community who require assistance and support;

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

CARRIED

Communication Protocol with Thunder Bay Police Services Board

Memorandum from Mr. J. Hannam, City Clerk, dated August 10, 2018, relative to Communication Protocol with Thunder Bay Police Services Board was distributed separately on Friday, August 10, 2018.

Committee of the Whole - Meeting Date 08/13/2018

The Deputy City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

MOVED BY: Councillor Brian McKinnon

SECONDED BY: Councillor Joe Virdiramo

THAT with respect to the Communication Protocol (formerly titled the Protocol for the Sharing of Information) Between the Thunder Bay Police Services Board and the Corporation of the City of Thunder Bay, we recommend the Protocol be amended as follows:

- a) Article 2 be amended to read: Upon invitation the Chief of Police will assign Officer(s) to attend scheduled Ward and Town-hall meetings to make presentations on, and respond to questions, regarding community safety issues.
- b) Article 2 be further amended to add: That the Chief of Police be invited twice each calendar year to attend a meeting of City Council, sitting as Committee of the Whole, to make presentations on Policing in the community.
- c) Article 2 be further amended to add: That members of the Thunder Bay Police Service be invited, from time to time, to make presentations to City Council, sitting as Committee of the Whole, on policing activities in the public interest.

All in accordance with Section 32(1) of Regulation 3/99 to the Police Services Act RSO, 1990.

AND THAT this recommendation be submitted to City Council for its consideration;

AND THAT the Chair and Secretary be authorized to execute the amended Protocol;

AND THAT any necessary by-laws be presented to the Board for ratification.

CARRIED

Establishment of Closed Session - August 27, 2018

Confidential memorandum from Mr. G. Stover, Acting City Clerk, dated August 9, 2018 relative to establishment a Committee of the Whole - Closed Session meeting on August 27, 2018, was distributed separately on Friday, August 10, 2018 to members of Council and EMT only.

MOVED BY: Councillor Rebecca Johnson

SECONDED BY: Councillor Frank Pullia

Committee of the Whole - Meeting Date 08/13/2018

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, August 27, 2018 at 5:00 p.m. in order to receive information relative to personal matters about an identifiable individual, including municipal or local board employees; and the security of the property of the municipality or local board.

CARRIED

ADJOURNMENT

The meeting adjourned at 9:30 p.m.