



MEETING: Committee of the Whole

DATE: Monday, August 27, 2018

Reference No. COW - 40/49

OPEN SESSION in S.H. Blake Memorial Auditorium immediately following City Council (Public Meeting)

Committee of the Whole - Planning Session

Chair: Councillor T. Giertuga

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - August 27, 2018 - Committee of the Whole

With respect to the August 27, 2018 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

DEPUTATIONS

Waterfront District BIA Boundary Expansion

Deputation request received from Mr. J. Comuzzi, Chair - Waterfront District BIA and Ms. K. Pratt, Coordinator - Waterfront District BIA relative to the above noted.

REPORTS OF MUNICIPAL OFFICERS

New Administrative Vehicle Purchase

Report No. R 115/2018 (Superior North EMS) recommending the purchase of an administrative vehicle for Superior North EMS for \$30,000.

With respect to Report No. 115/2018 (Superior North EMS), we recommend the purchase of an administrative vehicle for \$30,000;

AND THAT appropriation order No. 17 be approved;

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

Committee of the Whole - Meeting Date 08/27/2018

PETITIONS AND COMMUNICATIONS

Presentation Motion - Housing in the City of Thunder Bay

Memorandum from Councillor A. Ruberto. (Distributed Separately)

OPEN SESSION in the S.H. Blake Memorial Auditorium

Committee of the Whole - Administrative Services Session

Chair: Councillor F. Pullia

REPORTS OF COMMITTEES

Coordinating Committee

Minutes of Meetings No. 01-2016, No. 01-2017 and 01-2018 of the Coordinating Committee held on March 21, 2016, March 13, 2017 and April 16, 2018, respectively, for information.

Thunder Bay Police Services Board

Minutes of Meetings No. 16-2018 of the Thunder Bay Police Services Board held on May 22, 2018, for information.

REPORTS OF MUNICIPAL OFFICERS

Public Engagement Framework

At the July 23, 2018 Committee of the Whole meeting, Report No. R 91/2018 (Corporate Strategic Services) was presented as a First Report to allow Committee of the Whole and the general public time to consider the implications of the report before its recommendations are considered by Committee of the Whole on August 27, 2018.

Report No. R 91/2018 (Corporate Strategic Services) recommending approval of the Public Engagement Framework and providing the results of public input, re-presented.

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;

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

Committee of the Whole - Meeting Date 08/27/2018 '

NEW BUSINESS

ADJOURNMENT



MEETING DATE 08/27/2018 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - August 27, 2018 - Committee of the Whole

RECOMMENDATION

With respect to the August 27, 2018 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.



MEETING DATE 08/27/2018 (mm/dd/yyyy)

SUBJECT Waterfront District BIA Boundary Expansion

SUMMARY

Deputation request received from Mr. J. Comuzzi, Chair - Waterfront District BIA and Ms. K. Pratt, Coordinator - Waterfront District BIA relative to the above noted.

DEPARTMENT/ DIVISION	Development Emergency Services - Superior North EMS	REPORT NO.	R 115/2018
DATE PREPARED	07/30/2018	FILE NO.	
MEETING DATE	08/27/2018 (mm/dd/yyyy)		
SUBJECT	New SNEMS Administrative Vehicle Purchase		

RECOMMENDATION

With respect to Report No. 115/2018 (Superior North EMS), we recommend the purchase of an administrative vehicle for \$30,000;

AND THAT appropriation order No. 17 be approved;

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

EXECUTIVE SUMMARY

On July 3, 2018 The Superior North EMS Health, Wellness and Peer Support Coordinator person began his duties. A major component of these duties will be meeting and talking with paramedics throughout the service which will require travel out to our district stations on regular intervals, along with any acute responses that may arise.

While this vehicle will frequently be used by the person in this position, it is an addition to our administrative fleet and as such will be available for all administration to use when needed.

DISCUSSION

Based on the distances to our district stations, it is estimated that in order to meet the regular needs of these paramedics, the Coordinator will travel some 10,000 km's annually plus any unexpected or acute trips that may be required.

There is also travel within the boundaries of the city which need to be factored in. Estimating an average of 100 km's per week between administration staff and the Health, Wellness and Peer Support coordinator, another 5000 km's annually would be put on this vehicle.

Making a vehicle available to the Wellness Coordinator is expected to cost less than paying mileage. The estimated annual total of 15,000 km's surpasses the current break-even point for personal vehicle reimbursement of 12,342 km's typically applied through the corporation.

FINANCIAL IMPLICATION

Previously approved capital funds are available for the purchase of this vehicle. No additional funds are being sought.

The cost of the new vehicle amortized over its expected life together with the cost associated with its operation and maintenance is approximately \$5,500. The cost of paying millage for a similar amount of use would be approximately \$8,000.

CONCLUSION

It is concluded that Council should approve the purchase as outlined in Report No. R 115/2018

PREPARED BY: Andrew Dillon, Deputy Chief Professional Standards

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Mark J. Smith, GM Development Emergency Services	DATE: August 20, 2018
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DATE: July 30/2018

1000

X

APPROP NO.

EXPLANATIONS/REASONS:

New programs such as our Wellness Initiative require travel in the region and our current fleet of admin vehicles is not sufficient to handle the amount of travel expected.

EFFECT ON LEVEL OF SERVICE:

DECREASE	INCREASE	MAINTAINED
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DATE: April 17, 2018

RECOMMENDED/APPROVED

Linda Evans
CITY TREASURER

Mike Smith
CITY MANAGER

VERIFIED BY: *M. Gallagher*
 FINANCE: *M. Gallagher*
 Moira Gallagher, CPA, CMA
 Budget & Planning Accountant
 Corporate Services & Long Term Care Department

APPROVED NOT APPROVED

DATE: _____



MEETING DATE 08/27/2018 (mm/dd/yyyy)

SUBJECT Presentation Motion - Housing in the City of Thunder Bay

SUMMARY

Memorandum from Councillor A. Ruberto. (Distributed Separately)



MEETING DATE 08/27/2018 (mm/dd/yyyy)

SUBJECT Coordinating Committee

SUMMARY

Minutes of Meetings No. 01-2016, No. 01-2017 and 01-2018 of the Coordinating Committee held on March 21, 2016, March 13, 2017 and April 16, 2018, respectively, for information.

ATTACHMENTS

1. 01-2016 Minutes Coordinating Committee
2. 01-2017 Minutes Coordinating Committee
3. 01-2018 Minutes Coordinating Committee

DATE: MARCH 21, 2016**MEETING NO. 01-2016****TIME:** 4:00 PM**PLACE:** MCNAUGHTON ROOM**CHAIR:** MAYOR K. HOBBS**MEMBERS:**

Mayor K. Hobbs
Councillor S. Ch'ng, Vice Chair – Planning
Councillor F. Pullia, Chair – Administrative
Services Session
Councillor J. Virdiramo, Chair – Operations

OFFICIALS:

Mr. N. Gale, City Manager
Mr. J. Hannam, City Clerk
Ms. K. Power, Deputy City Clerk
Ms. N. Koltun, City Solicitor
Ms. A. Dawkins, Supervisor – Planning
Policy Development
Mr. G. Stover, Committee Coordinator

ABSENT:

Councillor I. Angus, Chair - Community
Services
Councillor T. Giertuga, Chair - Planning
Councillor L. Rydholm, Vice Chair –
Administrative Services
Councillor A. Foulds, Vice Chair – Community
Services
Councillor B. McKinnon, Vice Chair -
Operations

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: Councillor J. Virdiramo
SECONDED BY: Councillor F. Pullia

With respect to the March 21, 2016 Coordinating Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING

The Minutes of the Coordinating Committee Meeting No. 01-2015 held on June 16, 2015 to be confirmed.

MOVED BY: Councillor F. Pullia
SECONDED BY: Councillor J. Virdiramo

THAT the Minutes of Meeting No. 01-2015 of the Coordinating Committee held on June 16, 2015, be confirmed.

CARRIED

4.0 CONSIDERATION FOR CHANGES TO PLANNING PROCESS INCLUDING PUBLIC MEETING

Ms. A. Dawkins, Supervisor – Planning Policy Development provided information relative to the changes to the Planning Act proposed in Bill 73 as it will apply to City Council (Public Meetings). The new legislation is aimed at making Councils show how they considered the views of the public prior to making a decision. The public hearing portion of the process will be held at an earlier meeting, before the report recommendation is written to allow for Administration to include the comments from the public into the report. Many municipalities in the province are already using this new process.

5.0 COUNCIL REPRESENTATIVES ON MUNICIPAL ORGANIZATIONS

At the November 9, 2015 Inter-Governmental Affairs Committee meeting, discussion was held relative to council representatives on various municipal organizations such as the Federation of Canadian Municipalities (FCM), Municipal Property Assessment Corporation (MPAC), Association of Municipalities of Ontario (AMO), Northern Ontario Municipal Association (NOMA), etc. reporting back to the Committee on the on-going activities of the organizations.

At the time, it was recommended by the Committee that Administration present this item to the Coordinating Committee to discuss the process of council representatives reporting and/or presenting the ongoing initiatives of various municipal organizations to the Inter-Governmental Affairs Committee.

Discussion was held relative to the above noted and methods available for Councillors to report to the Inter-Governmental Affairs Committee including memorandums or email updates and the frequency on when updated should be provided.

Mr. J. Hannam, City Clerk will provide further information for a reporting process at a future meeting.

6.0 COUNCIL REQUESTS FOR ADMINISTRATION MEMORANDUMS VS REPORTS

Discussion was held relative to the difference between a memorandum and report, the frequency of Council requests, and what are the expectations.

Mr. N. Gale, City Manager advised the Committee that he will discuss the matter with EMT and report back to the Committee.

7.0 NEXT MEETING

Committee members will be advised of the next meeting date.

8.0 ADJOURNMENT

The meeting adjourned at 5:32 p.m.

DATE: MARCH 13, 2017**MEETING NO. 01-2017****TIME:** 2:00 PM**PLACE:** MCNAUGHTON ROOM**CHAIR:** MAYOR K. HOBBS**MEMBERS:**

Mayor K. Hobbs
Councillor I. Angus, Chair – Community Services
Councillor F. Pullia, Chair – Administrative Services Session
Councillor J. Virdiramo, Chair – Operations
Councillor S. Ch'ng, Vice Chair – Planning
Councillor B. McKinnon, Vice-Chair - Operations

OFFICIALS:

Mr. N. Gale, City Manager
Mr. J. Hannam, City Clerk
Ms. K. Power, Deputy City Clerk
Ms. D. Latta, Acting City Solicitor
Mr. G. Stover, Committee Coordinator

ABSENT:

Councillor T. Giertuga, Chair – Planning
Councillor A. Foulds, Vice Chair – Community Services
Councillor L. Rydholm, Vice Chair – Administrative Services

AGENDA**1.0 DISCLOSURES OF INTEREST**

None.

2.0 AGENDA APPROVAL

MOVED BY: Councillor I. Angus
SECONDED BY: Councillor F. Pullia

With respect to the March 13, 2017 Coordinating Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 THE ROLE OF THE CHAIR AND ENSURING COMMON PROCESS UNDERSTANDING

Mr. J. Hannam, City Clerk advised the Committee that Councillor F. Pullia has requested that the above noted item be discussed at the meeting.

Councillor F. Pullia provided an overview of the inconsistency and confusion regarding point of order, Council meeting discussions getting off track and how the Chair is supposed to control the meeting.

Discussion was held relative to the performance and need for consistency among the four session Chairs.

Councillor I. Angus suggested that a “cheat sheet”/summary of the procedural rules be created by the Clerk’s Office to have available to Members of Council at the meetings. Information on the sheet can include reference to the role of the Chair, rules of speaking, proper decorum, Point of Order/Point of Privilege and the number of questions allowed.

Discussion was held relative to the role of the Chair and Members of Council when speaking with the public and media. The Chair must speak to the collective “us” as opposed to his/her individual opinion.

4.0 DISCOURSE BETWEEN COUNCILLORS AND BETWEEN COUNCIL AND ADMINISTRATION

Mr. N. Gale, City Manager provided an overview of the lack of civility between councillors and councillors with administration in recent weeks. Councillors are able to challenge/question Administration but it must be done respectfully. The Chair should have a role to be able to say something about this.

Discussion was held relative to body language when questioning Administration and engage in arguments instead of debate is not appropriate between Councillors.

Discussion was held relative to the use of consultants as opposed to just using “in-house” expertise as it may not be available on specific issues.

5.0 CONTENT OF CLOSED SESSION MEETINGS

Mr. J. Hannam, City Clerk provided information relative to trying to limit the amount of Closed Session meetings. Discussion was held relative to attempting to reduce the number of meetings by using more confidential memorandums.

MOVED BY: Councillor I. Angus
SECONDED BY: Councillor F. Pullia

That we undertake a refining strategy to reduce the number of closed session meetings and the amount of time City Council spends in closed session.

CARRIED

6.0 APPOINTMENT OF ACTING MAYORS

At the October 29, 2012 Committee of the Whole meeting, a resolution was passed with respect to the Appointment of Acting Mayors, recommending that Administration investigates and recommends a fair process to be implemented by 2014.

At the October 31, 2016 Committee of the Whole meeting, a memorandum from Mr. J. Hannam, City Clerk was scheduled to be presented to Committee of the Whole but was withdrawn from the agenda indicating that it will be presented to the Coordinating Committee for further review and discussion.

Mr. J. Hannam, City Clerk and K. Power, Deputy City Clerk provided information relative to the above noted. Names of Councillors were drawn from a hat for the 2016-2018 portion of the current council.

It was consensus of Committee to revert back to the old mechanism. Ms. K. Power will provide a follow-up memorandum to Committee of the Whole.

7.0 NON-VOTING STUDENT COUNCILLOR

Mr. J. Hannam, City Clerk provided information relative to the Town of Marathon Student Councillor Policy, for information. The policy looks at ways to engage youth in the community.

8.0 NEXT MEETING

The next meeting will be scheduled for a later date.

9.0 ADJOURNMENT

The meeting adjourned at 3:30 p.m.

DATE: APRIL 16, 2018**MEETING NO. 01-2018****TIME:** 3:00 PM**PLACE:** MCNAUGHTON ROOM**CHAIR:** MAYOR K. HOBBS**MEMBERS:**

Mayor K. Hobbs
Councillor I. Angus, Chair – Community
Services
Councillor F. Pullia, Chair – Administrative
Services Session

OFFICIALS:

Mr. N. Gale, City Manager
Mr. J. Hannam, City Clerk
Ms. K. Power, Deputy City Clerk
Ms. J. Brooks, Committee Coordinator

ABSENT:

Councillor J. Virdiramo, Chair – Operations
Councillor T. Giertuga, Chair – Planning
Councillor L. Rydholm, Vice Chair –
Administrative Services
Councillor A. Foulds, Vice Chair – Community
Services
Councillor S. Ch'ng, Vice Chair – Planning
Councillor B. McKinnon, Vice-Chair -
Operations

AGENDA**1.0** **DISCLOSURES OF INTEREST**

None.

2.0 **AGENDA APPROVAL**

MOVED BY: Councillor F. Pullia
SECONDED BY: Councillor I. Angus

With respect to the April 16, 2018, Coordinating Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING

MOVED BY: Councillor I. Angus '
SECONDED BY: Councillor F. Pullia '

THAT the Minutes of Meetings No. 01-2017 of the Coordinating Committee, held on March 13, 2017 be confirmed.

CARRIED

4.0 PROCEDURAL BY-LAW

4.1 Rules – Condensed Version / Short Form

Ms. K. Power, Deputy City Clerk provided information relative to the above noted and provided a condensed version of the Rules created by Mr. G. Stover. Discussion followed with the following recommendations for the document:

- a) That it be double sided;
- b) Front page to have Limits on Speaking, Rules for Debate, Point of Order/Privilege, Motion to defer/refer; '
- c) Bright colour; and, '
- d) Laminated. '

4.2 Deputation Request Form – New Website

Ms. K. Power noted due to legislative changes the procedural by-law is under review. While Mr. J. Hannam and Mr. G. Stover have been working on updating the website they have come across the City of Vancouver website with some very user-friendly tabs for deputation requests. Although the Clerk's office provides a high quality service to persons at the counter requesting information on how to request a deputation, this format would provide a more user-friendly, simple way to complete the request for deputations by completing an online form. Ms. K. Power indicated she has had discussions with Communications and IT and believes that this would be easy to process. Because of these considered changes this would need to be added to the Procedural By-law. Ms. K. Power also suggested that a Kiosk in the Clerk's department could be provided and assistance would be available and would make deputation requests more accessible to citizens.

4.3 New Exceptions for Closed Session

Ms. K. Power noted that there are new exceptions for Closed Session Meetings that will need to be added to the Procedural By-law.

Discussion followed regarding reducing the amount time spent in closed session. Mr. J. Hannam noted that he has been targeting departments and explaining to them what did and did not have to go into closed session and that he is targeting June for completing an analysis of this process. Ms. K. Power indicated that Clerks has been working with other departments that do not usually bring closed session reports on how to proceed directly to open with a confidential memo. Councillor F. Pullia indicated that addressing surplus property in closed sessions is a concern for him and he suggested that bringing these matters into open session would provide a more competitive process.

Mr. J. Hannam noted that since 2007 the City has had only seven inquiries, four of which went forward to a formal report. The Closed Session Investigator advises us if there is a complaint and it is dealt with swiftly. Mr. J. Hannam suggested that we could be more descriptive in our titling of Closed Session matters so as to have more information provided in Open sessions without requiring questioning on the matter.

4.3 Electronic Participation at Meetings

Mr. J. Hannam provided information relative to the above noted, indicating that regarding advisory committees this would permit more participation in meetings. Mr. J. Hannam indicated that participants would not be permitted to vote and would not count towards quorum. Legislation now states that members of advisory committees can participate in meetings electronically. With City Council Meetings, this new practice would be more difficult to implement.. Mr. J. Hannam recommends an amendment to reflect permitting the participation on advisory committees through Skype, or alternative electronic means but not to permit electronic participation for Committee of the Whole and City Council at this time.

Mr. J. Hannam noted that access to the public is the concern. He also noted that he does not anticipate it providing a solution for public to have good audio and suggested a new system may have benefits. When there is the ability for electronic participation for Council, those participating via electronic means do not count for quorum for Council and therefore the assumption is that they cannot register a vote during meeting if they attend electronically.

Mr. Hannam commented that until the City has the technical ability for participation electronically, with the ability to broadcast without limits, we should not move to electronic participation at Committee of the Whole and City Council. He noted that there is value in attendance at meetings. Mr. J. Hannam intends to bring forward these changes for advisory committees.

Mr. J. Hannam noted that at this time most communities are only considering electronic participation for advisory committees.

Mayor K. Hobbs asked when electronic agendas would be in place. Mr. J. Hannam indicated that employees are now being trained and hopes to have the new Agenda.net program running efficiently in the near future.

It was the consensus of the committee members that proceeding ahead with electronic participation available as an option for Advisory Committees would be a good first step.

5.0 CONFLICT OF INTEREST REGISTRY

Ms. K. Power, Deputy City Clerk to provide and update relative to the above noting that there have been changes to the Conflict of Interest Act wherein council will be required to have a conflict of interest registry and written disclosure will be required by members as of March 1, 2019. Ms. K. Power indicated that she is working to create a PDF fillable form that members of council can complete. The conflict of interest registry will be recorded immediately and the onus will be on council to complete the form for each item they may have a conflict with. At this point there is no way to search for conflict of interest except through searching the minutes. With this format conflicts of interest will be easily accessible and searchable. In response to questions, Ms. K. Power indicated that the forms will not have any financial information, location of properties, or other personal information. In addition, it was noted that there is always the back-up for internet failure, via written conflict of interest provided to the Clerk.

6.0 TERMS OF REFERENCE

Mr. J. Hannam noted that the Terms of Reference (TOR) should be reviewed annually. Ms. Brooks will send out the TOR for members to review and provide suggestions to bring back to the next meeting.

Councillor F. Pullia suggested that the definition of a question should be reviewed as some chairs take liberties and this needs to be clear and consistent between chairs.

Ms. K. Power indicated that part of the role of Clerk/Deputy Clerk is to assist the chair, which includes directing the chair on equity.

Councillor F. Pullia requested that the Legal Department be advised to provide in simple language answers to questions to assist Council in having good conversations on issues.

Mr. N. Gale agreed that he would follow up with administration.

Discussion followed around the number of questions and follow-up questions if the answers provided do not directly answer the question. Ms. K. Power noted that all members should be familiar with the procedural by-law and if they feel they are being treated unfairly they should address it.

7.0 ACTING MAYOR SCHEDULE

Ms. K. Power noted that at present the Acting Mayor schedule is selected by having the Councillors provide their preferred months for Acting Mayor to the Deputy City Clerk. A schedule from the Councillors' preferences is then created.

It was consensus that there was no issue with the current procedure and therefore this item will be brought forward to Committee of the Whole to be removed from the outstanding item list.

8.0 NEW BUSINESS

None.

9.0 NEXT MEETING

The next meeting is scheduled for May 14, 2018, at 3:00 p.m. in the McNaughton Room.

Ms. K. Power noted items that will be brought to the next meeting will include but are not limited to:

- Procedural By-law '
- Terms of Reference '
- Sample of Conflict of Interest '
- Sample of Deputation Request from website '

10.0 ADJOURNMENT

The meeting was adjourned at 4:24 p.m.



MEETING DATE 08/27/2018 (mm/dd/yyyy)

SUBJECT Thunder Bay Police Services Board

SUMMARY

Minutes of Meetings No. 16-2018 of the Thunder Bay Police Services Board held on May 22, 2018, for information.

ATTACHMENTS

1. Police Services Board Minutes

&
MEETING: THE SIXTEENTH MEETING OF THE FORTY-NINTH THUNDER BAY
POLICE SERVICES BOARD

DATE: MAY 22, 2018

TIME: 8:30 A.M.

PLACE: MCNAUGHTON ROOM

CHAIR: MS. J. DOJACK

PRESENT:

Councillor J. Virdiramo
Ms. J. Dojack
Ms. C. Reitberger

OFFICIALS:

Mr. J. S. Hannam, Secretary - Thunder Bay Police Services Board
Ms. S. Hauth, Deputy Chief of Police
Mr. C. Adams, Executive Officer – Thunder Bay Police Service
Mrs. N. Korcheski, Assistant to the Secretary

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

It was the consensus of the Board to add June meeting and Taxi-By-law to the agenda under New Business.

MOVED BY: Councillor B. McKinnon
SECONDED BY: Councillor J. Virdiramo

With respect to the Sixteenth Regular Session Meeting of the Forty-Ninth Thunder Bay Police Services Board held on May 22, 2018, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

PRESENTATIONS

Acting Police Chief Sylvie Hauth and Ms. J. Dojack, Chair – Thunder Bay Police Services Board, presented a Certificate of Appreciation to Detective Constable Diane MacLaurin in recognition of her valuable contributions as a volunteer in our community.

During her time with the Thunder Bay Police Service, Detective Constable Diane MacLaurin has selflessly volunteered countless hours to share one of the most precious of resources – her time – to make a difference to those in need. Her generous gift of time has made an impact on the lives of so many through various charitable organizations in the City of Thunder Bay.

The following are a few of the many events and fundraising campaigns she has been involved with:

- 2011 Special Olympics Ontario Winter Games – Volunteer Committee;
- 2015 Can Am Police Fire Games – Guns Hoses Lounge as the Hospitality Chair;
- Christmas Critter's Campaign, which she organized after the passing of one of our Civilian Members, with whom she shared a love of pets;
- The Constable Joe Prevett Annual Run, in honour of a TBPS officer who died while on duty; '
- TBPS Rescue Dog Calendar; and '
- The Law Enforcement Torch Run Polar Plunge. '

Her dedication and commitment are commended.

Outline of OIPRD Complaint Process

A/Inspector N. Herman provided a PowerPoint presentation relative to the above noted.

A/Chief S. Hauth and A/Inspector N. Herman responded to questions relative to the above noted.

It was noted that information relative to costing over the last couple of years pertaining to the above noted will be provided to the Board for their information.

Discussion was held relative to session hosted by the Ministry with respect to the new correctional facility. It was noted that the Ministry will be contacted to provide a presentation to the Board at a later date.

CONFIRMATION OF MINUTES

The Minutes of the Thirteenth Regular Session Meeting of the Forty-Ninth Thunder Bay Police Services Board held on May 22, 2018, to be confirmed.

It was noted that the luncheon meeting with the Indigenous Executive Committee that was held following the April 26, 2018 Thunder Bay Police Services Board meetings will be noted in the April 26, 2018 Regular Session meeting minutes for information.

MOVED BY: Ms. C. Reitberger
SECONDED BY: Councillor J. Virdiramo

THAT the Minutes of the Thirteenth Regular Session Meetings of the Forty-Ninth Thunder Bay Police Services Board held on April 26, 2018, be confirmed.

CARRIED

REPORTS OF THE THUNDER BAY POLICE SERVICES

Quarterly Complaints Report

Report No. 13/18 (Police) relative to the above noted.

A/Inspector N. Herman provided an overview relative to the above noted, for the Board's information.

GENERAL

Grant applications - Update

A/Chief S. Hauth provided an update and responded to questions relative to the above noted.

It was noted that funding was received for the Community Policing Partnerships Program and Safer Communities – 1,000 Officers Partnership Program for a period of one (1) year commencing April 1, 2018 and expiring on March 31, 2019.

It was also noted that the application relative to the Proceeds of Crime with respect to youth engagement and in partnerships with Matawa Learning Centre was successful.

It was also noted that the grant application with respect to human trafficking and in partnership with Beendigen was not successful.

Community Policing Partnerships Program and Safer Communities – 1,000 Officers Partnership Program

Memorandum from Mr. J. S. Hannam, Secretary – Thunder Bay Police Services Board, dated May 4, 2018, and containing a resolution relative to the above noted.

MOVED: Councillor B. McKinnon
SECONDED BY: Councillor J. Virdiramo

THAT the Board Chair and Secretary along with the Mayor and City Clerk for The Corporation of the City of Thunder Bay be authorized to execute an Agreement between The Corporation of the City of Thunder Bay, The Thunder Bay Police Services Board and the Province of Ontario for the purpose of receiving funding under the terms of the Community Policing Partnerships Program and the Safer Communities – 1,000 Officers Partnership Program for a period of one (1) year commencing April 1, 2018 and expiring March 31, 2019.

CARRIED

2018 CAPG Annual Conference

Correspondence from Ms. K. Comeau, Executive Administrator – The Canadian Association of Police Governance, dated April 21, 2018, containing information relative to the upcoming 2018 CAPG Annual Conference, being held in Winnipeg, Manitoba on August 7-11, 2018.

Discussion was held relative to the above noted conference.

MOVED BY: Councillor B. McKinnon
SECONDED BY: Ms. C. Reitberger

With respect to the 2018 CAPG Annual Conference being held in Winnipeg, Manitoba on August 7-11, 2018, we recommend the following Board Members to attend:

1. Ms. C. Reitberger
2. Ms. J. Dojack

AND THAT all expenses be paid. '

CARRIED

NEW BUSINESS

June Meeting Date

Discussion was held relative to the June meeting date.

It was the consensus of the Board that the June 19, 2018 meeting of the Thunder Bay Police Services Board be rescheduled to June 26, 2018.

Taxi By-law

Councillor B. McKinnon advised the Board that the revised Taxi By-law has been presented to Committee of the Whole and was ratified by City Council.

It was noted that the By-law is now the responsibility of the City of Thunder Bay Licensing and Enforcement Division rather than the Thunder Bay Police Service.

CONFIRMING BY-LAW

MOVED BY: Ms. C. Reitberger '
SECONDED BY: Councillor B. McKinnon '

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police Services Board, sealed and numbered:

1. A By-law to confirm the proceedings of a Regular Session Meeting of The Corporation of the City of Thunder Bay, Thunder Bay Police Services Board, this 22nd day of May, 2018.

Explanation: To confirm the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Services Board at this meeting is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

BY-LAW NUMBER: PC15 - 2018

CARRIED

ADJOURNMENT

The meeting adjourned at 9:40 a.m.

Chair

Secretary

MEETING DATE 08/27/2018 (mm/dd/yyyy)

SUBJECT Public Engagement Framework

SUMMARY

At the July 23, 2018 Committee of the Whole meeting, Report No. R 91/2018 (Corporate Strategic Services) was presented as a First Report to allow Committee of the Whole and the general public time to consider the implications of the report before its recommendations are considered by Committee of the Whole on August 27, 2018.

Report No. R 91/2018 (Corporate Strategic Services) recommending approval of the Public Engagement Framework and providing the results of public input, re-presented.

RECOMMENDATION

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;

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

ATTACHMENTS

1. Report No R 91/2018



Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office - Corporate Strategic Services	REPORT NO.	R 91/2018
DATE PREPARED	07/06/2018	FILE NO.	
MEETING DATE	07/23/2018 (mm/dd/yyyy)		
SUBJECT	Public Engagement Framework – First Report		

RECOMMENDATION

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;

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

LINK TO STRATEGIC PLAN

The Becoming our Best 2015-2018 Corporate Strategic Plan includes Goal 19: Accountable with transparent and open decision making. Strategy 19.1 is to Engage Citizens with an action to “continue to engage citizens and complete the Public Engagement Framework.”

EXECUTIVE SUMMARY

The development of a Public Engagement Framework for the City of Thunder Bay is consistent with the 2015-2018 Becoming our Best Corporate Strategic Plan and the 2016-2018 Community Communications & Engagement Plan.

This Report proposes a Framework to guide Public Engagement that is consistent with the International Association of Public Participation (IAP2) Spectrum of Public Participation and shaped through input from citizens and stakeholders.

This Framework, building on a review of the City’s public engagement practices, is important because it meets Council’s commitment under the Governance pillar to be “accountable with transparent and open decision making” (Goal 19). This Report describes the benefits of engaging the public and provides a consistent Framework that fosters more citizen involvement in the decisions that affect them.

DISCUSSION

2016-2018 Community Communications & Engagement Plan

A key project of the approved 2016-2018 Community Communications & Engagement Plan was the development of a Public Engagement Framework. The Public Engagement Framework is also a priority for the City Manager.

This Framework, building on a review of the City's public engagement practices, is important because it meets Council's commitment under the Governance pillar to be accountable with transparent and open decision making (Goal 19).

The benefits to engaging the public in two-way dialogue are many including capturing input from citizens on their views and values regarding the services, programs and initiatives that affect them, fostering better citizen understanding of issues and decisions, increased trust between the public and municipal decision makers, and more engagement with diverse audiences.

The Community Communications Committee provided oversight on development of the Framework. The Framework, as it was developed, has already been used to inform engagements such as the new City of Thunder Bay Official Plan and the review of Community Centres.

Public Engagement Framework Principles

Following are the approved principles that will guide City of Thunder Bay engagements:

Inclusive

We will inform and involve those who are affected directly and indirectly.

Meaningful

We will further a clear policy purpose in the best interests of residents and municipal property taxpayers

Responsive

We will use effective communication, keeping in mind diverse needs, backgrounds and interests, and reflect back how stakeholder views affect outcomes.

Application of the Public Engagement Framework

The City of Thunder Bay's Public Engagement Framework draws on the International Association for Public Participation (IAP2) "Spectrum of Public Participation" (Appendix A to Framework - Attachment A). The Association is dedicated to advancing the practice of public participation. The "Spectrum" recognizes the increasing level of public impact from inform to consult to involve, collaborate and empower. At the outset of any engagement, the level is selected that best matches the public participation goal, and with each level comes a "promise to the public" which must be fulfilled.

The Framework was shaped by the citizen and stakeholder consultation summarized in the “Connect Thunder Bay” Citizen Engagement Report, September 2017 (Summary – Attachment B). The complete document is available from the website at thunderbay.ca/getinvolved. More than 250 people shared their views on the best way to engage citizens in the development of City programs, services, initiatives and policies.

In promotion and at engagement opportunities, the City will be clear, identifying the goal and what citizens can expect.

Goal	Examples	What can you expect?
Learn more	Open house Display Fact sheet Website MyTBay	Balanced, objective information
Have your say	Public meeting Survey Focus group	Give input. Find out how that your input makes a difference.
Shape your city	Workshop Design session	Provide direct input into development of ideas and alternatives

The Get Involved platform is included as part of the City’s new website, which was launched to the public on June 28, 2018. The platform displays consultation opportunities, project updates, and acts as a dedicated hub for ways to connect with the City. The area includes opportunities ranging from City award programs and volunteering, to committee and board openings and what is involved in speaking before Council. It will also include ways to connect with the CTB through social media and more.

Based on the above chart, a toolbox of materials including pullup banners and an advertisement template are being developed for Administration to use in promoting and welcoming citizens to engagement sessions. These materials will provide clear signposts on the goal and what participants can expect. As well, the Framework and these tools will be promoted through the City’s communication channels, MyTBay citizen newsletter, website and social media. Training with departments on the Public Engagement Framework will be undertaken in the fall of 2018.

CONSULTATION

Input on Engaging with Citizens

The Public Engagement Framework was shaped by the “Connect Thunder Bay” Citizen Engagement Report (Summary – Attachment B). The full “Connect Thunder Bay” report is available from the City’s new website, launched on June 28, 2018.

More than 250 people shared their views on the best way to engage citizens in the development of City programs, services, initiatives and policies.

Highlights of the input summarized in the “Connect Thunder Bay” Report suggest citizens want:

- easier access to information including reports
- more interaction and tools to help them do so
- an easy way to provide feedback and to know how their input is used
- communication by email or social media
- more information on how to join a committee

Public Review

The proposed Public Engagement Framework is available for public review on the City’s website (thunderbay.ca/getinvolved) and in hard copy at City Hall. A summary of input from the Public Review and any recommended changes will be provided to City Council in advance of discussion of the Report at the August 2018 Administrative Services meeting.

FINANCIAL IMPLICATION

There is no financial impact as a result of this Report. The tools and activities in this Report are funded through the approved 2018 Budget. Public engagement activities are funded by the initiating department as part of the project costs.

Both the Framework and specific engagement activities are promoted through the City’s existing communication channels (MyTBay citizen newsletter, website, social media) and traditional media.

CONCLUSION

It is concluded that the Public Engagement Framework as outlined in Attachment A should be approved.

BACKGROUND

Enhanced communications to inform and involve citizens has been a theme in four successive Strategic Plans (2004-2006, 2007-2010, 2011-2014 and 2015-2018).

The 2015-2018 Becoming our Best Corporate Strategic Plan places a deepening focus on citizen engagement. Strategic Action 19.1.1 is to continue to engage citizens and complete the Public Engagement Framework. This Strategic Action was developed in consultation with City Council’s Community Communications Committee as part of the 2016-2018 Community Communications & Engagement Plan, presented to Committee of the Whole on December 12, 2016.

Members of the Community Communications Committee include Councillor Shelby Ch'ng, Chair, Councillor Frank Pullia, Vice-Chair, and Councillors Iain Angus and Aldo Ruberto. Administration is represented on the Committee as resource members through the City Manager, Director - Corporate Strategic Services, the City Clerk and Supervisor – Corporate Communications.

On November 8, 2016, the Committee approved the Principles within the draft Framework for presentation to Committee of the Whole together with an approach to public participation that was approved and undertaken in spring 2017.

On January 16, 2017, Committee of the Whole approved the engagement principles as included in the Framework (Attachment A) and the approach to public participation in the development of the Framework.

On September 12, 2017 the Community Communications received the Connect Thunder Bay Citizen Engagement Report (Summary - Appendix B). The Report was discussed on October 10, 2017, and the insights gathered informed the development of the Public Engagement Framework.

On June 19, 2018, the Community Communications Committee approved the Public Engagement Framework for presentation to Committee of the Whole.

REFERENCE MATERIAL ATTACHED

Attachment A – City of Thunder Bay Public Engagement Framework
(Distributed Separately)

Attachment B – “Connect Thunder Bay” Citizen Engagement Report Summary
(Distributed Separately)

PREPARED BY: Ms. K. Lewis, Director – Corporate Strategic Services

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Norm Gale, City Manager	July 10, 2018