



MEETING: Committee of the Whole

DATE: Monday, January 21, 2019

Reference No. COW 10/2019

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

Committee of the Whole - Planning Session
Chair: Councillor Trevor Giertuga

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - January 21, 2018 - Committee of the Whole

With respect to the January 21, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

REPORTS OF COMMITTEES

Heritage Advisory Committee Minutes

Minutes of Meeting No. 10-2018 of the Heritage Advisory Committee held on November 22, 2018, for information.

REPORTS OF MUNICIPAL OFFICERS

Municipal & School Board Elections - Accessibility Review

Report No. R 4/2019 (City Manager's Office - Office of the City Clerk), providing an overview of the Accessibility Review of the 2018 Municipal & School Board Elections, for information.

PETITIONS AND COMMUNICATIONS

Lunar New Year Fireworks

Memorandum from Councillor S. Ch'ng dated January 9, 2019, requesting Council's consideration to amend By-law 45/1993 a by-law to regulate the sale and setting off of fireworks in the City of Thunder Bay and for requiring a permit for the holding of fireworks displays and for prescribing the conditions under which fireworks displays may be held under such permit to include Lunar New Year.

WITH respect to By-law 45-1993, being a by-law to regulate the sale and setting off of fireworks in the City of Thunder Bay and for requiring a permit for the holding of fireworks displays and for prescribing the conditions under which fireworks displays may be held under such permit, we recommend that City Council amend By-law 45-1993 to include the Lunar New Year as a permissible occasion;

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

NEW BUSINESS

ADJOURNMENT



MEETING DATE 01/21/2019 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - January 21, 2018 - Committee of the Whole

RECOMMENDATION

With respect to the January 21, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.



MEETING DATE 01/21/2019 (mm/dd/yyyy)

SUBJECT Heritage Advisory Committee Minutes

SUMMARY

Minutes of Meeting No. 10-2018 of the Heritage Advisory Committee held on November 22, 2018, for information.

ATTACHMENTS

1 HAC minutes Nov 22 2018

DATE: THURSDAY, NOVEMBER 22, 2018 MEETING NO. 10-2018

TIME: 5:01 P.M.

PLACE: MCNAUGHTON ROOM
CITY HALL – 3RD FLOOR
500 DONALD STREET EAST

CHAIR: Mr. A. Cotter

PRESENT:

Ms. J. Bonazzo
Ms. K. Costa
Mr. A. Cotter, Chair
Councillor L. Hebert
Ms. D. Pallen
Ms. H. Strobl
Ms. S. Walker
Mr. D. Yahn, Vice Chair

OFFICIALS:

Ms. L. Lavoie, Committee Coordinator

RESOURCE PERSONS:

Ms. L. Abthorpe, Heritage Researcher
Ms. P. Caland, Ministry of Tourism, Culture & Sport
Mr. G. Mason, Planner II
Ms. P. Mader, Arts & Cultural Development Coordinator

GUESTS:

Ms. C. Silen, Board Member – Cambrian Players

1.0 DISCLOSURES OF INTEREST

2.0 AGENDA APPROVAL

MOVED BY: Ms. D. Pallen
SECONDED BY: Councillor L. Hebert

With respect to the November 22, 2018 Heritage Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the Heritage Advisory Committee Meetings No. 8-2018 and No. 9-2018 held on August 16, 2018 and August 23, 2018, respectively, to be confirmed.

MOVED BY: Mr. D. Yahn
SECONDED BY: Councillor L. Hebert

THAT the Minutes of Meetings No. 8-2018 and No. 9-2018 held on August 16, 2018 and August 23, 2018 be confirmed.

CARRIED

4.0 PRESENTATIONS

4.1 Cambrian Players, 818 Spring Street

Ms. C. Silen, Board Member – Cambrian Players provided a PowerPoint presentation relative to renovations at the Cambrian Players building (former Polish Hall) at 818 Spring Street.

Plans for an interior stairwell from backstage to the basement, dated November 21, 2018 from Leonard Alfred Wood Architect Ltd. were circulated at the meeting.

Cambrian Players is the oldest theatre group in northern Ontario and is about to celebrate its 70th anniversary. The group is volunteer run and funded mainly by donations and ticket sales.

Cambrian Players recently purchased the former Polish Hall at 818 Spring Street, a designated heritage building. The green room behind the stage has no restroom so the group intends to build a stairwell from backstage to the basement for access to the restroom on the lower level. The group is considering two options, either an indoor stairwell or an enclosed outdoor stairwell.

The committee pointed out that the building was designated mainly due to its cultural significance, although some exterior features were noted in the designation by-law. The committee agreed that the plans as presented do not conflict with the significant heritage features of the building.

MOVED BY: Mr. D. Yahn
SECONDED BY: Ms. D. Pallen

THAT the Heritage Advisory Committee approves in principal the installation of an indoor or outdoor stairwell from backstage to the basement at 818 Spring Street, as presented by Ms. C. Silen, Board Member – Cambrian Players at the November 22, 2018 Committee meeting;

AND THAT a representative of Cambrian Players will return to a future Heritage Advisory Committee meeting with architectural renderings for approval before building permit is applied for;

AND THAT a copy of this resolution be forwarded to The City of Thunder Bay's Building Division, if required.

CARRIED

5.0 CITY OF THUNDER BAY ARTS & HERITAGE AWARDS

Ms. P. Mader, Arts & Cultural Development Coordinator provided information relative to the 2019 City of Thunder Bay Arts & Heritage Awards.

Document entitled 9th Annual Thunder Bay Arts & Heritage Awards – Information Sheet was distributed at the meeting.

Based on feedback the organizers received, the Award Gala was moved to a later date for 2019 and will take place at Magnus Theatre on Friday, April 5th. The nomination period was also moved to a later date, making the deadline February 15, 2019.

Ms. P. Mader encouraged the committee to provide nominations in several categories noting that heritage plays a role in all categories.

A subcommittee was appointed to determine nominees. The subcommittee will include Ms. S. Walker, Mr. D. Yahn, Ms. H. Strobl and Mr. A. Cotter. An update will be provided at the December 13, 2018 committee meeting.

6.0 DOORS OPEN 2018

Ms. L. Abthorpe, Heritage Researcher provided a PowerPoint presentation relative to 2018 Doors Open Thunder Bay.

Highlights of the presentation included:

- Various methods of event promotion (new logo, website, social media, promotional materials, advertising, articles, interviews, event guide)
- Media launch and resulting media coverage
- Photos from all participating 2018 sites
- Participation statistics
- Things to consider for 2020
- Total attendance was 3894 visits (significant increase from 2692 in 2016 and 2186 in 2014)
- Thunder Bay Masjid had the most visits with 630. Alexander Henry had the second most with 619 visits.

Ms. L. Abthorpe and Mr. A. Cotter will provide a presentation to Council at the January 28, 2019 Committee of the Whole relative to Doors Open 2018 as well as background on the Thunder Bay Heritage Advisory Committee

7.0 HERITAGE RESEARCHER UPDATE

This item was deferred to the December 2018 meeting.

8.0 HERITAGE ADVISORY COMMITTEE 4 YEAR STRATEGIC PLAN UPDATES

No updates were provided at this time.

9.0 NEW BUSINESS

10.0 NEXT MEETING DATE

The next meeting is scheduled for Thursday, December 13, 2018 at 5:00 p.m. in the McNaughton Room.

11.0 ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT NO.	R 4/2019
DATE PREPARED	01/04/2019	FILE NO.	
MEETING DATE	01/21/2019 (mm/dd/yyyy)		
SUBJECT	Municipal & School Board Elections - Accessibility Review		

RECOMMENDATION

This Report is for information only.

EXECUTIVE SUMMARY

This Report provides an overview of the measures taken in the preparation for, and execution of, the 2018 Municipal and School Board Elections for the City of Thunder Bay in order to meet the requirements of the Accessibility for Ontarians with Disabilities Act, 2005, the Municipal Elections Act, 1996, and the City of Thunder Bay's Accessibility Plan.

Administration consulted with the Municipal Accessibility Advisory Committee (AAC) to ensure that all reasonable steps possible were taken to ensure the Election was accessible for all voters and candidates.

This Report provides a detailed review of the 2018 Election through the accessibility lens, and fulfills the statutory requirement for reporting on accessible elections found in the *Municipal Elections Act, 1996*.

DISCUSSION

Preparations for the 2018 Municipal & School Board Elections included planning aimed at increasing accessibility to the electoral process for all voters and candidates. A guiding principle in these efforts was to make accommodations while attempting to provide all voters with a consistent, accessible voting opportunity.

New for the 2018 Municipal & School Board Elections were the options to eVote, using the internet and telephone. Eligible voters were able to vote online using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter. The opportunity to vote remotely by internet and telephone was available from

10:00 a.m. October 9, 2018 (when Advance Voting commenced) until 8:00 p.m. on October 22, 2018 (Election Day) when voting closed.

These options maximized the opportunity to gain access to the election process and provide the ability to vote from home, work and/or other convenient locations - particularly for persons with disabilities, seniors, families with small children, and voters who did not want to vote by paper ballot at the voting locations provided by the City.

Actions

Below are the actions taken regarding identification, removal and prevention of barriers that affect voters and candidates with disabilities:

1. **Tabulators:** The DS200 Poll Scanner & Tabulator was used for this election. For a greater level of transparency, the DS200 included a flip-up screen; once the ballot was scanned, fed through the tabulator and tabulated, a message to the elector would appear, thanking the elector for voting and advising them that their ballot had been counted.

For accessible voting, the AutoMARK Voter Assist Terminal was included in the equipment rental from our supplier (Election Systems & Software Canada [ES&S]). This machine helped voters with vision and mobility impairments mark and cast their paper ballots privately and independently. The AutoMARK included:

1. A touch screen and navigational keypad buttons to guide the elector to allow for an intuitive voting session;
2. Zoom and high-contrast display options on the touch screen;
3. Headphones for an audio ballot;
4. A Braille-embossed and printed text keypad;
5. A port for a sip-n-puff device and a two-position foot pedal.

Two staff members, the City's Municipal Accessibility Specialist, and the AAC Committee Coordinator, were trained to assist voters wishing to use the AutoMARK Voter Assist Terminal.

The AutoMARK was available at each voting location during Advance Voting. An AutoMARK Terminal was also available at the West Thunder Community Centre and the Thunder Bay 55 Plus Centre on Election Day, thereby being available in both the south and north areas of the City of Thunder Bay.

The terminal contained all of the election data required to produce a ballot. It did not tabulate a ballot or store results. Once the elector voted, a ballot would be produced and the elector would bring their ballot to the voting location's Automated Vote Tabulator Officer for processing.

Four (4) voters used the assistive voting devices in 2010, six (6) voters used the devices in 2014, and three (3) in 2018. The limitations of the devices remain primarily with the speed of voting – the AutoMARK and previous assistive devices continue to be slow methods of voting.

2. **Selection of Voting Locations:** 13 regular polling locations were used on Election Day. Due to the availability of internet and phone voting, the number of voting locations was reduced from 27 in 2014 to 13 in 2018.

All voting locations were evaluated for ease of access (into and throughout the building) for persons with visual and mobility challenges, proximity to arterial roads, transit routes, and adjacent parking. Of the 13 locations chosen, many, but not all, had automated door openers, ramps and/or curb cuts to allow for greater ease of travel in wheelchairs, motorized scooters and wheeled walkers. For those sites without automated door openers, election staff (Location Officers) were assigned to assist at the entrances where needed. At several locations, rest stops (with chairs or benches) identified with signage “Voter Rest Area” were provided if the length of travel inside the building was judged to be excessively long.

Externally, voters had access to adequate parking at most poll locations, but at some locations with a large number of day users (schools), there were complaints about insufficient parking.

3. **Access within Voting Locations:** Most locations worked well in terms of direct routes of travel with acceptable distances from entrance to the voting area. All voting locations had “accessible voting tables” set up to allow voters in wheelchairs or those using motorized and other wheeled devices to vote without a chair being in the way; these tables were located in closer proximity to ballot distribution, election staff (ease of access to assistance); and to the vote tabulator. Table heights were standard, providing consistency.

It was identified by several voters that there was insufficient parking available at Our Lady of Charity School in the McIntyre Ward. The use of this location again in the 2022 Municipal Election will be considered by Administration.

4. **Ballot Design:** A paper ballot and an audio ballot (the AutoMARK Terminal produced a printed ballot with marked selections) were used. In turn, the ballot print design for the 2018 Election followed the same principles that have been employed in past elections; black printing on white paper with no colour in the voting area, in order to provide for a high level of contrast.

Due to the number of candidates in the Councillor At Large race, a font size of 12 points was used in order to accommodate all names on a legal size of paper. Fonts without serifs were used.

5. **Additional Voting Option:** As in the past, the City of Thunder Bay maintained the option of the Proxy Vote, whereby those who cannot make it to a voting location during Advance Voting or Election Day (and want to vote by paper ballot or online) have the option to designate another voter to vote on their behalf. One elector, who was going to be out of the country before receiving a PIN, took advantage of the Proxy Vote option.

6. **Assistive Voting Devices:** As was provided in previous elections, voters with motor and visual impairments, who in the past required the assistance of a third party to mark their ballots, had the opportunity to vote independently by opting for an ‘audio ballot’ in combination with using assistive voting devices that were available during Advance Voting and at 2 locations on Election Day. The devices offered different interfaces with which the elector could mark their ballot.

At every in-person voting location, magnifiers were also available to assist voters with visual impairments to review and mark their ballots.

Pursuant to the City of Thunder Bay Accessible Customer Service Policy, people with disabilities were permitted to be accompanied by a support person at any voting location. A designated support person and/or “Friend of the Voter” was administered an oral oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

Individuals requiring service animals were permitted to be accompanied by a service animal at all voting locations.

7. **Staff Training:** The Election Officials at all in-person voting locations took oaths of secrecy and were able to assist voters with completing their ballots, if requests for assistance were made.
8. **Communications:** The 2018 Election Administration launched a fully accessible website to gain access to key election information and dates, check the Voter’s List, review candidate profiles, and seek employment opportunities for the Election.

In conjunction with the website, the communication plan also included a very aggressive social media campaign. Information on the Election was posted regularly on the City’s Facebook page and YouTube channel.

The marketing and promotion plan for the 2018 Election had a distinct and identifiable black and white theme. The contrast of black graphics against a white background was easy to read.

The 2018 Municipal Election Accessibility Plan was available on the Election website, and was provided to all candidates running in the 2018 Election to ensure that their election materials were fully accessible.

9. **Registration Forms:** All registration forms for candidates were posted on the City’s Election website in fully accessible and fillable forms.

Accessibility Committee Feedback

As in previous elections, Administration consulted with City Council’s Accessibility Advisory Committee (AAC).

The AAC observations of the 2018 Municipal & School Board Elections include:

1. The AAC has been clear that the best solution for those voters with disabilities who could not otherwise vote without assistance is the ability to eVote, using the internet or phone.
2. However, it was difficult to vote online if you did not use Google Chrome as your browser.
3. Use of the AutoMARK machine was a lengthy process, and people using the machine requested assistance.
4. Telephone voting worked well.
5. Some voters did not receive a Voter Information Letter.
6. Having the transit pass on the Voter Information Letter was beneficial. Transit advised that 377 transit passes were used for conventional transit, and 10 transit passes were used for Lift⁺.
7. The opportunity to vote online at the in-person polling locations was convenient and fast.
8. The Captcha challenge (“I am not a robot”) was difficult to use for individuals with visual impairments.
9. There was no accessible parking at the Coliseum, and a suggestion to utilize portable Handicap Parking markers was made for that location if used in 2022.

Considerations for next Election

1. **Voting Locations:** Site selection for voting locations will continue to be a challenge, as the use of schools in session on Election Day is not ideal.
2. **Staff Training:** Improvements to training of Election staff will again be examined to ensure staff is prepared for all situations.
3. **General:** Administration is satisfied that, overall, it has made improvements over past elections in working to provide a truly barrier-free election – particularly with the introduction of eVoting by internet and phone. Administration will continue to consult with the AAC, look to other municipalities for best practices and keep abreast of industry standards and any changes in legislation.

FINANCIAL IMPLICATION

There are no financial implications to this Report.

CONCLUSION

It is concluded that this Report should be received for information.

PREPARED BY: Linda Douglas, Election Coordinator

<p>THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)</p> <p>Norm Gale, City Manager</p>	<p>DATE:</p> <p>January 11, 2019</p>
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MEETING DATE 01/21/2019 (mm/dd/yyyy)

SUBJECT Lunar New Year Fireworks

SUMMARY

Memorandum from Councillor S. Ch'ng dated January 9, 2019, requesting Council's consideration to amend By-law 45/1993 a by-law to regulate the sale and setting off of fireworks in the City of Thunder Bay and for requiring a permit for the holding of fireworks displays and for prescribing the conditions under which fireworks displays may be held under such permit to include Lunar New Year.

RECOMMENDATION

“WITH respect to By-law 45-1993, being a by-law to regulate the sale and setting off of fireworks in the City of Thunder Bay and for requiring a permit for the holding of fireworks displays and for prescribing the conditions under which fireworks displays may be held under such permit, we recommend that City Council amend By-law 45-1993 to include the Lunar New Year as a permissible occasion

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

ATTACHMENTS

1 MEMO - COUNCILLOR S. CH'NG DATED JANUARY 9 2019

Memorandum

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

TO: Mayor B. Mauro
Councillor A. Aiello
Councillor M. Bentz
Councillor S. Ch'ng
Councillor A. Foulds
Councillor C. Fraser
Councillor T. Giertuga

Councillor B. Hamilton
Councillor R. Johnson
Councillor B. McKinnon
Councillor K. Oliver
Councillor A. Ruberto
Councillor P. You

FROM: Councillor S. Ch'ng

DATE: January 9, 2019

SUBJECT: Fireworks - Lunar New Year
January 21, 2019 - Committee of the Whole Meeting

Lunar New Year, also known as Chinese New Year, is based on the traditional Chinese calendar. The beginning of each new year has a long history celebrated with fireworks. Our by-law currently allows for fireworks to be set off on a number of holidays but the Lunar New Year is not included. We pride ourselves on diversity and welcome all cultures to openly celebrate.

Therefore, I would ask Council to approve the following motion to amend By-law 45/1993 to include the Lunar New Year to the list of holidays in our firework By-law.

“WITH respect to By-law 45-1993, being a by-law to regulate the sale and setting off of fireworks in the City of Thunder Bay and for requiring a permit for the holding of fireworks displays and for prescribing the conditions under which fireworks displays may be held under such permit, we recommend that City Council amend By-law 45-1993 to include the Lunar New Year as a permissible occasion

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