MEETING: Committee of the Whole

DATE: Monday, February 04, 2019

OPEN SESSION in S.H. Blake Memorial Auditorium at 6:30 p.m.

Committee of the Whole - Operations Session
Chair: Councillor B. McKinnon

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - February 4, 2019 - Committee of the Whole

With respect to the February 4, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

PRESENTATIONS

Transit Route Optimization Plan Update

Memorandum from Mr. B. Loroff, Manager - Transit Services, dated January 25, 2019 requesting to provide a presentation along with members of Stantec Consulting relative to the above noted.

DEPUTATIONS

Thunder Bay North Harbour Working Group Project - Transport Canada

Letter from Ms. Tera Yochim Hope, Environmental Officer, Environment and Engineering, Ontario Region (PHE) - Transport Canada requesting to provide a presentation relative to the above noted.

REPORTS OF MUNICIPAL OFFICERS

Strategic Asset Management Policy

Report R 16/2019 (Infrastructure & Operations) recommending that the Strategic Asset Management Policy to be adopted.
Committee of the Whole – February 4, 2019

With respect to Report No. R16/2019 (Infrastructure and Operations), we recommend that the Strategic Asset Management Policy as appended to this Report be adopted;

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

Tangible Capital Asset Policy

Report No. R 19/2019 (Financial Services) relative to the above noted. (Distributed Separately)

McKellar Mall Interior Renovations- Contract Award

Report No. R 2/2019 (Community Services - Asset Management) relative to the above noted. (Distributed Separately)

OPEN SESSION in the S.H. Blake Memorial Auditorium

Committee of the Whole - Community Services Session
Chair: Councillor S. Ch'ng

REPORTS OF COMMITTEES

Thunder Bay District Health Unit - Board of Health Minutes

Minutes of Thunder Bay District Health Unit - Board of Health Meeting, held on November 21, 2018, for information.

Sister Cities Advisory Committee Minutes

Minutes of Meeting Nos. 05-2018 and 06-2018 of the Sister Cities Advisory Committee held on November 21, 2018 and December 13, 2018, respectively, for information.

REPORTS OF MUNICIPAL OFFICERS

Terms of Reference - Accessibility Advisory Committee

Report No. R20/2019 (City Manager's Office-Office of the City Clerk) recommending acceptance of the proposed revisions to the Terms of Reference for the Accessibility Advisory Committee.

With respect to Report No. R 20/2019 (City Manager’s Office – Office of the City Clerk), we recommend that the Terms of Reference for the Accessibility Advisory Committee, as appended to this Report, be adopted to replace the Terms of Reference presented in Report No. R 46/2015 (City Manager’s Office - Office of the City Clerk) to Committee of the Whole on April 27, 2015 and ratified by City Council on May 11, 2015;
AND THAT any necessary by-laws be presented to City Council for ratification.

Council Code of Conduct

Report No. R 21/2019 (City Manager’s Office - Office of the City Clerk) relative to the above noted. (Distributed Separately)

Appointment of Integrity Commissioner

Report No. R 22/2019 (City Solicitor - Legal Services) relative to the above noted. (Distributed Separately)

NEW BUSINESS

ADJOURNMENT
MEETING DATE 02/04/2019 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - February 4, 2019 - Committee of the Whole

RECOMMENDATION

With respect to the February 4, 2019 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.
MEETING DATE  02/04/2019 (mm/dd/yyyy)

SUBJECT  Transit Route Optimization Plan Update

SUMMARY

Memorandum from Mr. B. Loroff, Manager - Transit Services, dated January 25, 2019 requesting to provide a presentation along with members of Stantec Consulting relative to the above noted.

ATTACHMENTS

1 Memorandum from B. Loroff
Memorandum

TO: John S. Hannam  
     City Clerk

FROM: Brad Loroff, Manager – Transit Services

DATE: January 25, 2019

SUBJECT: Transit Route Optimization Plan Update – February 4, 2019 COW Meeting

We request the opportunity to provide a presentation to Members of Council in order to provide an update on the Transit Route Optimization Plan at the February 4, 2019 Committee of Whole meeting.

Graeme Masterton and Sasha Pejcic of Stantec Consulting Ltd. and myself will provide the presentation

Regards,

Brad Loroff  
Manager – Transit Services Division

cc Kelly Robertson, General Manager – Community Services
MEETING DATE 02/04/2019 (mm/dd/yyyy)

SUBJECT Thunder Bay North Harbour Working Group Project - Transport Canada

SUMMARY

Letter from Ms. Tera Yochim Hope, Environmental Officer, Environment and Engineering, Ontario Region (PHE) - Transport Canada requesting to provide a presentation relative to the above noted.

ATTACHMENTS

1 Letter from Ms. T. Yochim Hope requesting to appear
John Hannam  
City Clerk, City of Thunder Bay  
111 Syndicate Avenue South P.O. Box 800  
Thunder Bay, ON, P7E 6S4  
Email: JHannam@thunderbay.ca

Re: Request for Deputation to Thunder Bay City Council on Thunder Bay North Harbour

Dear Mr. Hamman,

Environment Canada and Climate Change (ECCC) and Transport Canada (TC), in collaboration with the Ontario Ministry of the Environment, Conservation and Parks (MECP) and the Thunder Bay Port Authority (TBPA), are requesting to make a deputation to Thunder Bay City Council on Monday, February 4, 2019.

The presentation will provide a brief history, as well as an update on the current status of the Thunder Bay North Harbour Sediment Management Options project.

Kerri Marshall (General Manager – Infrastructure & Operations) requested a presentation be made to City Council on this file.

In attendance will be:
- Roger Santiago (Head, Sediment Remediation Unit, ECCC)
- Tera Yochim Hope (A/Senior Environmental Officer, TC)
- Monique Mousseau (Regional Manager, Environment and Engineering, TC)
- Dawn Talarico (A/ Great Lakes Advisor, MECP)
- Guy Jarvis (Director of Engineering & Harbour Master, TBPA)

If you have any questions or concerns, please contact Roger Santiago (ECCC) at (416) 739-5876/roger.santiago@canada.ca or Tera Yochim Hope (TC) at (416) 952-0501/tera.yochimhope@tc.gc.ca.

Regards,

Tera Yochim Hope  
A/Senior Environmental Officer  
Transport Canada

Roger Santiago  
Head, Sediment Remediation Unit  
Environment and Climate Change Canada

cc: Dawn Talarico, MECP  
Guy Jarvis, TBPA
RECOMMENDATION

With respect to Report No. R16/2019 (Infrastructure and Operations), we recommend that the Strategic Asset Management Policy as appended to this Report be adopted;

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

LINK TO STRATEGIC PLAN

This report directly supports Goal #18 under the Governance pillar of the Corporate Strategic Plan: “Sustainable through enhanced infrastructure renewal.” The City of Thunder Bay aims to better direct infrastructure investments in a way that is socially, environmentally and economically sustainable in the long-term.

This report also supports Strategic Action 8.1 under the Environment pillar: “Plan for climate resilient infrastructure and services”.

EXECUTIVE SUMMARY

The purpose of this report is to seek approval of the new Strategy Asset Management Policy in compliance with Ontario Regulation 588/17. This Policy will provide leadership in and commitment to the development and implementation of the City’s asset management program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainable services now and in the future. This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices in asset management.
DISCUSSION

On January 1, 2018 Ontario Regulation 588/17 Asset Management Planning For Municipal Infrastructure came into effect under the Infrastructure for Jobs and Prosperity Act, 2015. The first requirement under this new regulation is to develop a Strategic Asset Management Policy by July 1, 2019. Grant funding was secured through the Federation of Canadian Municipalities (FCM) Climate and Asset Management Network to take the first steps in the multi-year process of developing an asset management program to meet the regulation.

The draft policy has been developed in collaboration with municipalities across Canada. Thunder Bay is one of 19 municipalities participating in the FCM Climate and Asset Management Network with a goal to manage the City’s assets more efficiently and sustainably. Policy development has been a key focus of this network and is one of the key deliverables under our funding agreement with FCM. Further, an internal working group was created to help further guide the development of the proposed Strategic Asset Management Policy for Thunder Bay. Representatives from across the Corporation with lead roles in asset management guided this work.

The proposed Strategic Asset Management Policy communicates the City’s commitment to developing and implementing a corporate wide asset management program in compliance with Ontario Regulation 588/17. The development and approval of this policy is the first step to achieve compliance. Following the adoption of this policy, work will continue to be carried out in three phases as identified below:

- Phase I would address core infrastructure assets (roads, bridges, water, wastewater and storm management systems) and require completion by July 1, 2021.
- Phase II would expand on Phase I by including all infrastructure assets by July 1, 2023.
- Phase III would require refinement of all asset data, levels of service and the development of a ten year financing strategy for the long term sustainability of the Plan by July 1, 2024. This will consider the City’s ability to afford proposed levels of service.

Community consultation is important in the development of the program. A detailed consultation approach will be developed upon approval of this policy to help engage the community in this process, to inform levels of service, and in the development of the overall asset management program.

The approval of this policy is an important step towards aligning and integrating the City’s strategic mission, vision and goals with its asset management program, and ensuring that critical municipal infrastructure assets and vital services are maintained and provided to the community in a consistent, reliable and sustainable manner.
LINK TO EARTHCARE SUSTAINABILITY PLAN

This report supports Goal #4 of the Climate Adaptation Strategy to “consider climate change impacts in the design, construction and maintenance of physical infrastructure while considering affordability and co-benefits”.

FINANCIAL IMPLICATION

There are no direct financial implications associated with this Report. However, there may be financial implications that arise from the implementation of the Asset Management Program. There is also a risk that if the policy is not approved by February 2019, we may not be eligible to claim FCM funding for the project.

CONCLUSION

It is concluded that City Council should approve and adopt the appended Strategic Asset Management Policy.

BACKGROUND

Corporate Report R180/2017 (Corporate Services & Long Term Care – Financial Services) outlined the proposed requirements for municipalities through Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure under The Infrastructure for Jobs and Prosperity Act, 2015.

On November 6, 2017 Council passed a resolution with Report R 139/2017 (Infrastructure & Operations) to approve the receipt and expenditure of funding through the FCM through Phase I of the Climate and Asset Management Network.

On June 5, 2017 Council passed a resolution recommending that the City of Thunder Bay participate in FCM’s Climate and Asset Management Network to develop an asset management policy, strategy and governance framework to align with the City’s Climate Adaptation Strategy and other social, economic and environmental sustainability goals.

Version 3 of the City’s Asset Management Plan was published in January 2017 with Report 3/2017 (Corporate Services & Long Term Care – Financial Services) and included all asset categories.
REFERENCE MATERIAL ATTACHED:

Attachment A – Draft Strategic Asset Management Policy
Attachment B – Ontario Regulation 588/17, Asset Management Planning For Municipal Infrastructure

PREPARED BY: AMY COOMES, SUSTAINABILITY COORDINATOR

<table>
<thead>
<tr>
<th>THIS REPORT SIGNED AND VERIFIED BY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NAME OF GENERAL MANAGER)</td>
<td>January 28, 2019</td>
</tr>
<tr>
<td>Kerri Marshall, General Manager – Infrastructure &amp; Operations</td>
<td></td>
</tr>
</tbody>
</table>
POLICY STATEMENT

The City of Thunder Bay is committed to developing and implementing a corporate wide Asset Management Program in compliance with Ontario Regulation 588/17 (O. Reg. 588/17), Asset Management Planning for Municipal Infrastructure, under the Infrastructure for Jobs and Prosperity Act, 2015. The program will promote informed infrastructure investment decisions based on sound asset management practices and will include social, environmental and economic considerations.

PURPOSE

The purpose of this policy is to provide leadership in and commitment to the development and implementation of the City’s asset management program. It is intended to guide the consistent use of Asset Management (AM) across the organization, to facilitate logical and evidence-based decision-making for the management of Municipal Infrastructure Assets and to support the delivery of sustainable community services now and in the future. This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets and to improved accountability and transparency to the community through the adoption of best practices in asset management.

BACKGROUND

The City is responsible for providing a range of services to the community including reliable transportation networks for the movement of people and goods, safe drinking water, environmentally safe collection and treatment of wastewater and stormwater, safe and functional public facilities, and recreation programs and opportunities, among many others. To deliver these services it owns and manages a diverse portfolio of municipal infrastructure assets that includes roads, sidewalks, bridges, culverts, watermains, treatment plants and pump stations, sanitary and storm sewer networks, facilities and parks, as well as an extensive inventory of equipment and fleet. As the social, economic and environmental well-being of the community depends on the reliable performance of these municipal infrastructure assets it is critical to implement a systematic, sustainable approach to their management. An asset management approach allows organizations to make informed decisions regarding the planning, building, operating, maintaining, renewing, replacing and disposing of municipal infrastructure assets through a wide range of Lifecycle Activities.

ALIGNMENT WITH THE MUNICIPALITY’S STRATEGIC DIRECTIONS

The Asset Management Program will be informed by several of the City’s planning documents including the City of Thunder Bay Official Plan; the Corporate Strategic Plan; the EarthCare Sustainability Plan; and the Climate Ready City: City of Thunder Bay Climate Adaptation Strategy, among others. These documents complement each other and provide direction on achieving long-term social, environmental, and economic sustainability that support the development of the City’s assets in accordance with citizen input.
PRINCIPLES

To guide Thunder Bay’s asset management program, the following statements have been developed in compliance with O. Reg. 588/17:

1. Implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
   i. Complete and accurate asset data
   ii. Condition assessment protocols
   iii. Risk and criticality models
   iv. Lifecycle management
   v. Financial strategy development
   vi. **Level Of Service** framework

2. Continue to develop and maintain an asset inventory of all municipal infrastructure assets.

3. Develop an Asset Management Plan that incorporates all municipal infrastructure assets that meet the Capitalization Thresholds outlined in the organization’s Tangible Capital Asset Policy, as summarized in Schedule A of this Strategic Asset Management Policy. With the exception of work-in-progress, all single and pooled municipal infrastructure assets that fall within one of these asset classes and meet the capitalization threshold will be incorporated in future asset management plans.

Future asset management plans may include any assets to which work is completed through approved capital projects, regardless of whether these assets meet existing capitalization thresholds.

After 2024, the plan will be updated at least every five years in accordance with O. Reg. 588/17 requirements to promote, document and communicate continuous improvement of the Asset Management Program.

4. Integrate the asset management program with long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal infrastructure of existing and new infrastructure, including considerations for climate mitigation and adaptation.

5. Continue to develop performance metrics to transparently communicate the current state of the asset management program to Council and the community.

6. Consider the social, economic, and environmental risks and vulnerabilities of municipal infrastructure assets including risks relating to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to construction, operations, levels of service and lifecycle management.

7. Align, annually through the capital budget process, asset management planning with financial plans prepared under the Safe Drinking Water Act, 2002, such as the City of Thunder Bay’s Drinking Water System Financial Plan, as well as any financial plans related to the Municipality’s other assets, as approved by Council.
8. Align all asset management planning with the Province of Ontario’s land-use planning framework, including any relevant policy statements issued under section 3(1) of the Planning Act; any provincial plans as defined in the Planning Act, and the City of Thunder Bay’s official plan.

9. Continue to coordinate asset management planning where infrastructure assets connect or are interrelated with neighbouring communities wherever viable and beneficial.

10. Provide opportunities for municipal residents and other interested parties to offer input into asset management planning.

11. Review and, if necessary, update this Strategic Asset Management Policy at least every five years.

12. The City shall consider where applicable the principles in as outlined in Section 3 of the Infrastructure for Jobs and Prosperity Act, 2015, when making decisions regarding asset management.

**ROLES AND RESPONSIBILITIES**

1. **Council**
   i. Approve AM policy and policy updates
   ii. Approve the AM plan and plan updates
   iii. Approve the human and financial resources required to support the elements of sustainable service delivery
   iv. Consider the impact of policy decisions and expansion to infrastructure on the City’s ability to maintain existing assets
   v. Consider the sustainability of growth and the Levels Of Service delivered to the community when making decisions

2. **Executive Lead (General Manager - Infrastructure and Operations)**
   i. Seek Council endorsement of the AM plan, policy, and any updates
   ii. Report to Council and the Executive Management Team on AM program and required planning resources

**REFERENCES**

1. As of the effective date of this policy the following regulatory documents apply:
      i. Section 3: Infrastructure Planning Principles
   b. Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure

2. Corporate Report No. R 16/2019

**DEFINITIONS**

Unless otherwise noted, the definitions provided in this document align with those outlined in Ontario Regulation 588/17 (O. Reg. 588/17), Asset Management Planning for Municipal Infrastructure, under the Infrastructure for Jobs and Prosperity Act, 2015.
1. **Asset Management (AM)** – the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset’s life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset (ISO 55000).

2. **Asset Management Program** – The people, processes, tools, and other resources involved in the delivery of asset management.

3. **Asset Management Plan** – documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization’s asset management objectives (ISO 55000). Under O. Reg. 588/17, by 2024 AM plans for all infrastructure assets will be required to include the current levels of service being provided; the current performance of each asset category; a summary of assets in each asset category, their replacement cost, average age, condition information, and condition assessment protocols; lifecycle activities required to maintain current levels of service; discussion of population and economic forecasts; and documentation of processes to make inventory and condition related background information available to the public.

4. **Capitalization Threshold** – the monetary value of a municipal infrastructure asset at or above which a municipality will capitalize the value of the asset and below which the municipality will expense the cost.

5. **Level Of Service** – parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability (ISO 55000).

6. **Lifecycle Activities** – activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.

7. **Municipal Infrastructure Asset** – an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board.
As per Appendix A of the Tangible Capital Asset Policy, the City has established asset categories and capitalization thresholds in accordance with Public Sector Accounting Board reporting guidelines. This includes single asset capitalization thresholds as outlined below:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Single Asset Capitalization Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$0</td>
</tr>
<tr>
<td>Land – Depreciable</td>
<td>$0</td>
</tr>
<tr>
<td>Land Improvements</td>
<td>$10,000</td>
</tr>
<tr>
<td>Buildings (minimum 100 ft²)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Machinery &amp; Equipment</td>
<td>$10,000</td>
</tr>
<tr>
<td>Vehicles</td>
<td>$10,000</td>
</tr>
<tr>
<td>Linear</td>
<td>$10,000</td>
</tr>
<tr>
<td>Work-In-Progress</td>
<td>Capitalize upon substantial completion of work, and/or when asset is placed into service</td>
</tr>
</tbody>
</table>

The City has also identified two exceptions to the rule that municipal infrastructure assets must meet the capitalization threshold in order for those assets to be capitalized in financial statements. These exceptions deal with large bulk purchases and cyclical capital projects, which will be captured as a pooled asset as follows:

<table>
<thead>
<tr>
<th>Exception</th>
<th>Exception Criteria</th>
<th>Pooled Asset Capitalization Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Bulk Purchase</td>
<td>Asset falls into the General Capital – Machinery and Equipment class.</td>
<td>Individual cost &gt;= $10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulk purchase &gt;= $50,000</td>
</tr>
<tr>
<td>Cyclical Capital Project</td>
<td>Asset falls into the General Capital – Machinery and Equipment class; project is identified as a capital project; project is a repetitive annual or cyclical project.</td>
<td>Individual cost &gt;= $10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project cost &gt;= $10,000</td>
</tr>
</tbody>
</table>
ONTARIO REGULATION 588/17
made under the
INFRASTRUCTURE FOR JOBS AND PROSPERITY ACT, 2015

Made: December 13, 2017
Filed: December 27, 2017
Published on e-Laws: December 27, 2017
Printed in The Ontario Gazette: January 13, 2018

ASSET MANAGEMENT PLANNING FOR MUNICIPAL INFRASTRUCTURE

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INTERPRETATION AND APPLICATION

1. Definitions

2. Application

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3. Strategic asset management policy

4. Update of asset management policy

ASSET MANAGEMENT PLANS

5. Asset management plans, current levels of service

6. Asset management plans, proposed levels of service

7. Update of asset management plans

8. Endorsement and approval required

9. Annual review of asset management planning progress

10. Public availability

Table 1
Water assets

Table 2
Wastewater assets

Table 3
Stormwater management assets

Table 4
Roads

Table 5
Bridges and culverts

COMMENCEMENT

11. Commencement

INTERPRETATION AND APPLICATION

Definitions

1. (1) In this Regulation,

“asset category” means a category of municipal infrastructure assets that is,

(a) an aggregate of assets described in each of clauses (a) to (e) of the definition of core municipal infrastructure asset, or

(b) composed of any other aggregate of municipal infrastructure assets that provide the same type of service; (“catégorie de biens”)

“core municipal infrastructure asset” means any municipal infrastructure asset that is a,

(a) water asset that relates to the collection, production, treatment, storage, supply or distribution of water,

(b) wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater,

(c) stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater,

(d) road, or

(e) bridge or culvert; (“bien d’infrastructure municipale essentiel”)

“ecological functions” has the same meaning as in Ontario Regulation 140/02 (Oak Ridges Moraine Conservation Plan) made under the Oak Ridges Moraine Conservation Act, 2001; (“fonctions écologiques”)

“green infrastructure asset” means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands,
stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs; (“bien d’infrastructure verte”)

“hydrological functions” has the same meaning as in Ontario Regulation 140/02; (“fonctions hydrologiques”)

“joint municipal water board” means a joint board established in accordance with a transfer order made under the Municipal Water and Sewage Transfer Act, 1997; (“conseil mixte de gestion municipale des eaux”)

“lifecycle activities” means activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities; (“activités relatives au cycle de vie”)

“municipal infrastructure asset” means an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board; (“bien d’infrastructure municipale”)

“municipality” has the same meaning as in the Municipal Act, 2001; (“municipalité”)

“operating costs” means the aggregate of costs, including energy costs, of operating a municipal infrastructure asset over its service life; (“frais d’exploitation”)

“service life” means the total period during which a municipal infrastructure asset is in use or is available to be used; (“durée de vie”)

“significant operating costs” means, where the operating costs with respect to all municipal infrastructure assets within an asset category are in excess of a threshold amount set by the municipality, the total amount of those operating costs. (“frais d’exploitation importants”)

(2) In Tables 1 and 2,

“connection-days” means the number of properties connected to a municipal system that are affected by a service issue, multiplied by the number of days on which those properties are affected by the service issue. (“jours-branchements”)

(3) In Table 4,

“arterial roads” means Class 1 and Class 2 highways as determined under the Table to section 1 of Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways) made under the Municipal Act, 2001; (“artères”)

“collector roads” means Class 3 and Class 4 highways as determined under the Table to section 1 of Ontario Regulation 239/02; (“routes collectrices”)

“lane-kilometre” means a kilometre-long segment of roadway that is a single lane in width; (“kilomètre de voie”)

“local roads” means Class 5 and Class 6 highways as determined under the Table to section 1 of Ontario Regulation 239/02. (“routes locales”)

(4) In Table 5,


“structural culvert” has the meaning set out for “culvert (structural)” in the Ontario Structure Inspection Manual. (“ponceau structurel”)

Application

2. For the purposes of section 6 of the Act, every municipality is prescribed as a broader public sector entity to which that section applies.

STRATEGIC ASSET MANAGEMENT POLICIES

Strategic asset management policy

3. (1) Every municipality shall prepare a strategic asset management policy that includes the following:

1. Any of the municipality’s goals, policies or plans that are supported by its asset management plan.
2. The process by which the asset management plan is to be considered in the development of the municipality’s budget or of any long-term financial plans of the municipality that take into account municipal infrastructure assets.
3. The municipality’s approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
4. The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.
5. The municipality’s commitment to consider, as part of its asset management planning,
   i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the
      municipality’s infrastructure assets, in respect of such matters as,
      A. operations, such as increased maintenance schedules,
      B. levels of service, and
      C. lifecycle management,
   ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
   iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
   iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets, and
   v. disaster planning and contingency funding.

6. A process to ensure that the municipality’s asset management planning is aligned with any of the following financial plans:
   i. Financial plans related to the municipality’s water assets including any financial plans prepared under the Safe
      Drinking Water Act, 2002.
   ii. Financial plans related to the municipality’s wastewater assets.

7. A process to ensure that the municipality’s asset management planning is aligned with Ontario’s land-use planning
   framework, including any relevant policy statements issued under subsection 3 (1) of the Planning Act, any provincial
   plans as defined in the Planning Act and the municipality’s official plan.

8. An explanation of the capitalization thresholds used to determine which assets are to be included in the municipality’s
   asset management plan and how the thresholds compare to those in the municipality’s tangible capital asset policy, if it
   has one.

9. The municipality’s commitment to coordinate planning for asset management, where municipal infrastructure assets
   connect or are interrelated with those of its upper-tier municipality, neighbouring municipalities or jointly-owned
   municipal bodies.

10. The persons responsible for the municipality’s asset management planning, including the executive lead.

11. An explanation of the municipal council’s involvement in the municipality’s asset management planning.

12. The municipality’s commitment to provide opportunities for municipal residents and other interested parties to provide
    input into the municipality’s asset management planning.

   (2) For the purposes of this section,

   “capitalization threshold” is the value of a municipal infrastructure asset at or above which a municipality will capitalize the
   value of it and below which it will expense the value of it. (“seuil de capitalisation”)

Update of asset management policy

4. Every municipality shall prepare its first strategic asset management policy by July 1, 2019 and shall review and, if
   necessary, update it at least every five years.

**ASSET MANAGEMENT PLANS**

**Asset management plans, current levels of service**

5. (1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by
    July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023.

   (2) A municipality’s asset management plan must include the following:

   1. For each asset category, the current levels of service being provided, determined in accordance with the following
      qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in
      which all information required under this section is included in the asset management plan:
      i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the
         technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.
      ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics
         established by the municipality.

   2. The current performance of each asset category, determined in accordance with the performance measures established
      by the municipality, such as those that would measure energy usage and operating efficiency, and based on data from
at most two calendar years prior to the year in which all information required under this section is included in the asset management plan.

3. For each asset category,
   i. a summary of the assets in the category,
   ii. the replacement cost of the assets in the category,
   iii. the average age of the assets in the category, determined by assessing the average age of the components of the assets,
   iv. the information available on the condition of the assets in the category, and
   v. a description of the municipality’s approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.

4. For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service as described in paragraph 1 for each of the 10 years following the year for which the current levels of service under paragraph 1 are determined and the costs of providing those activities based on an assessment of the following:
   i. The full lifecycle of the assets.
   ii. The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
   iii. The risks associated with the options referred to in subparagraph ii.
   iv. The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.

5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, the following:
   i. A description of assumptions regarding future changes in population or economic activity.
   ii. How the assumptions referred to in subparagraph i relate to the information required by paragraph 4.

6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census, the following:
   i. With respect to municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are set out in Schedule 3 or 7 to the 2017 Growth Plan, those forecasts.
   ii. With respect to lower-tier municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are not set out in Schedule 7 to the 2017 Growth Plan, the portion of the forecasts allocated to the lower-tier municipality in the official plan of the upper-tier municipality of which it is a part.
   iii. With respect to upper-tier municipalities or single-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the municipality that are set out in its official plan.
   iv. With respect to lower-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the lower-tier municipality that are set out in the official plan of the upper-tier municipality of which it is a part.
   v. If, with respect to any municipality referred to in subparagraph iii or iv, the population and employment forecasts for the municipality cannot be determined as set out in those subparagraphs, a description of assumptions regarding future changes in population or economic activity.
   vi. For each of the 10 years following the year for which the current levels of service under paragraph 1 are determined, the estimated capital expenditures and significant operating costs related to the lifecycle activities required to maintain the current levels of service in order to accommodate projected increases in demand caused by growth, including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets.

(3) Every asset management plan must indicate how all background information and reports upon which the information required by paragraph 3 of subsection (2) is based will be made available to the public.

(4) In this section,

“2017 Growth Plan” means the Growth Plan for the Greater Golden Horseshoe, 2017 that was approved under subsection 7 (6) of the Places to Grow Act, 2005 on May 16, 2017 and came into effect on July 1, 2017; (“Plan de croissance de 2017”)
“Greater Golden Horseshoe growth plan area” means the area designated by section 2 of Ontario Regulation 416/05 (Growth Plan Areas) made under the Places to Grow Act, 2005. (“zone de croissance planifiée de la région élargie du Golden Horseshoe”)

Asset management plans, proposed levels of service

6. (1) Subject to subsection (2), by July 1, 2024, every asset management plan prepared under section 5 must include the following additional information:

1. For each asset category, the levels of service that the municipality proposes to provide for each of the 10 years following the year in which all information required under section 5 and this section is included in the asset management plan, determined in accordance with the following qualitative descriptions and technical metrics:
   i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.
   ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.

2. An explanation of why the proposed levels of service under paragraph 1 are appropriate for the municipality, based on an assessment of the following:
   i. The options for the proposed levels of service and the risks associated with those options to the long term sustainability of the municipality.
   ii. How the proposed levels of service differ from the current levels of service set out under paragraph 1 of subsection 5 (2).
   iii. Whether the proposed levels of service are achievable.
   iv. The municipality’s ability to afford the proposed levels of service.

3. The proposed performance of each asset category for each year of the 10-year period referred to in paragraph 1, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency.

4. A lifecycle management and financial strategy that sets out the following information with respect to the assets in each asset category for the 10-year period referred to in paragraph 1:
   i. An identification of the lifecycle activities that would need to be undertaken to provide the proposed levels of service described in paragraph 1, based on an assessment of the following:
      A. The full lifecycle of the assets.
      B. The options for which lifecycle activities could potentially be undertaken to achieve the proposed levels of service.
      C. The risks associated with the options referred to in sub-subparagraph B.
      D. The lifecycle activities referred to in sub-subparagraph B that can be undertaken for the lowest cost to achieve the proposed levels of service.
   ii. An estimate of the annual costs for each of the 10 years of undertaking the lifecycle activities identified in subparagraph i, separated into capital expenditures and significant operating costs.
   iii. An identification of the annual funding projected to be available to undertake lifecycle activities and an explanation of the options examined by the municipality to maximize the funding projected to be available.
   iv. If, based on the funding projected to be available, the municipality identifies a funding shortfall for the lifecycle activities identified in subparagraph i,
      A. an identification of the lifecycle activities, whether set out in subparagraph i or otherwise, that the municipality will undertake, and
      B. if applicable, an explanation of how the municipality will manage the risks associated with not undertaking any of the lifecycle activities identified in subparagraph i.

5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, a discussion of how the assumptions regarding future changes in population and economic activity, set out in subparagraph 5 i of subsection 5 (2), informed the preparation of the lifecycle management and financial strategy referred to in paragraph 4 of this subsection.

6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census,
i. the estimated capital expenditures and significant operating costs to achieve the proposed levels of service as described in paragraph 1 in order to accommodate projected increases in demand caused by population and employment growth, as set out in the forecasts or assumptions referred to in paragraph 6 of subsection 5 (2), including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets,

ii. the funding projected to be available, by source, as a result of increased population and economic activity, and

iii. an overview of the risks associated with implementation of the asset management plan and any actions that would be proposed in response to those risks.

7. An explanation of any other key assumptions underlying the plan that have not previously been explained.

(2) With respect to an asset management plan prepared under section 5 on or before July 1, 2021, if the additional information required under this section is not included before July 1, 2023, the municipality shall, before including the additional information, update the current levels of service set out under paragraph 1 of subsection 5 (2) and the current performance measures set out under paragraph 2 of subsection 5 (2) based on data from the two most recent calendar years.

Update of asset management plans

7. (1) Every municipality shall review and update its asset management plan at least five years after the year in which the plan is completed under section 6 and at least every five years thereafter.

(2) The updated asset management plan must comply with the requirements set out under paragraphs 1, 2 and 3 and subparagraphs 5 i and 6 i, ii, iii, iv and v of subsection 5 (2), subsection 5 (3) and paragraphs 1 to 7 of subsection 6 (1).

Endorsement and approval required

8. Every asset management plan prepared under section 5 or 6, or updated under section 7, must be,

(a) endorsed by the executive lead of the municipality; and

(b) approved by a resolution passed by the municipal council.

Annual review of asset management planning progress

9. (1) Every municipal council shall conduct an annual review of its asset management progress on or before July 1 in each year, starting the year after the municipality’s asset management plan is completed under section 6.

(2) The annual review must address,

(a) the municipality’s progress in implementing its asset management plan;

(b) any factors impeding the municipality’s ability to implement its asset management plan; and

(c) a strategy to address the factors described in clause (b).

Public availability

10. Every municipality shall post its current strategic asset management policy and asset management plan on a website that is available to the public, and shall provide a copy of the policy and plan to any person who requests it.

TABLE 1
WATER ASSETS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service attribute</strong></td>
<td><strong>Community levels of service (qualitative descriptions)</strong></td>
<td><strong>Technical levels of service (technical metrics)</strong></td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>1. Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. 2. Description, which may include maps, of the user groups or areas of the municipality that have fire flow.</td>
<td>1. The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. 2. The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system.</td>
</tr>
<tr>
<td><strong>Reliability</strong></td>
<td>Description of boil water advisories and service interruptions.</td>
<td>1. Percentage of properties connected to the municipal water system. 2. Percentage of properties where fire flow is available.</td>
</tr>
</tbody>
</table>

TABLE 2
WASTEWATER ASSETS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scope</strong></td>
<td>1. Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. 2. Description, which may include maps, of the user groups or areas of the municipality that have fire flow.</td>
<td>1. The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. 2. The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system.</td>
</tr>
<tr>
<td>Service attribute</td>
<td>Community levels of service (qualitative descriptions)</td>
<td>Technical levels of service (technical metrics)</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Scope</td>
<td>Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.</td>
<td>Percentage of properties connected to the municipal wastewater system.</td>
</tr>
</tbody>
</table>
| Reliability       | 1. Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes.  
2. Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.  
3. Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes.  
4. Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described in paragraph 3.  
5. Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system. | 1. The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system.  
2. The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system.  
3. The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system. |

### TABLE 3
**STORMWATER MANAGEMENT ASSETS**

<table>
<thead>
<tr>
<th>Column 1 Service attribute</th>
<th>Column 2 Community levels of service (qualitative descriptions)</th>
<th>Column 3 Technical levels of service (technical metrics)</th>
</tr>
</thead>
</table>
| Scope                       | Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system. | 1. Percentage of properties in municipality resilient to a 100-year storm.  
2. Percentage of the municipal stormwater management system resilient to a 5-year storm. |

### TABLE 4
**ROADS**

<table>
<thead>
<tr>
<th>Column 1 Service attribute</th>
<th>Column 2 Community levels of service (qualitative descriptions)</th>
<th>Column 3 Technical levels of service (technical metrics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Description, which may include maps, of the road network in the municipality and its level of connectivity.</td>
<td>Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality.</td>
</tr>
</tbody>
</table>
| Quality                     | Description or images that illustrate the different levels of road class pavement condition. | 1. For paved roads in the municipality, the average pavement condition index value.  
2. For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor). |

### TABLE 5
**BRIDGES AND CULVERTS**

<table>
<thead>
<tr>
<th>Column 1 Service attribute</th>
<th>Column 2 Community levels of service (qualitative descriptions)</th>
<th>Column 3 Technical levels of service (technical metrics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).</td>
<td>Percentage of bridges in the municipality with loading or dimensional restrictions.</td>
</tr>
</tbody>
</table>
| Quality                     | 1. Description or images of the condition of bridges and how this would affect use of the bridges.  
2. Description or images of the condition of culverts and how this would affect use of the culverts. | 1. For bridges in the municipality, the average bridge condition index value.  
2. For structural culverts in the municipality, the average bridge condition index value. |

### COMMENCEMENT

11. This Regulation comes into force on the later of January 1, 2018 and the day it is filed.
INFRASTRUCTURE PLANNING PRINCIPLES

Principles

3 The Government, and every broader public sector entity, shall consider the following principles when making decisions respecting infrastructure:

1. Infrastructure planning and investment should take a long-term view, and decision-makers should take into account the needs of Ontarians by being mindful of, among other things, demographic and economic trends in Ontario.

2. Infrastructure planning and investment should take into account any applicable budgets or fiscal plans, such as fiscal plans released under the *Fiscal Transparency and Accountability Act, 2004* and budgets adopted under Part VII of the *Municipal Act, 2001* or Part VII of the *City of Toronto Act, 2006*.

3. Infrastructure priorities should be clearly identified in order to better inform investment decisions respecting infrastructure.

4. Infrastructure planning and investment should ensure the continued provision of core public services, such as health care and education.

5. Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.

6. Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

7. Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.

8. Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,

   i. investment decisions respecting infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and

   ii. information with implications for infrastructure planning should be shared between the Government and broader public sector entities, and should factor into investment decisions respecting infrastructure.

9. Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Government or
the broader public sector entity, as the case may be, the Government or broader public sector entity should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant. Examples of plans and strategies to which this paragraph may apply include,

i. policy statements issued under section 3 of the *Planning Act*, and provincial plans as defined by that Act,

ii. municipal water sustainability plans submitted under the *Water Opportunities Act, 2010,*

iii. the Lake Simcoe Protection Plan established under the *Lake Simcoe Protection Act, 2008,* and

iv. transportation plans adopted under the *Metrolinx Act, 2006.*

10. Infrastructure planning and investment should promote accessibility for persons with disabilities.

11. Infrastructure planning and investment should minimize the impact of infrastructure on the environment and respect and help maintain ecological and biological diversity, and infrastructure should be designed to be resilient to the effects of climate change.

12. Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.

13. Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities (including for apprentices, within the meaning of section 9), improvement of public space within the community, and any specific benefits identified by the community.

14. Any other principles that may be prescribed for the Government or the broader public sector entity, as the case may be.
MEETING DATE 02/04/2019 (mm/dd/yyyy)

SUBJECT Tangible Capital Asset Policy

SUMMARY

Report No. R 19/2019 (Financial Services) relative to the above noted. (Distributed Separately)
MEETING DATE  02/04/2019 (mm/dd/yyyy)

SUBJECT  McKellar Mall Interior Renovations- Contract Award

SUMMARY

Report No. R 2/2019 (Community Services - Asset Management) relative to the above noted. (Distributed Separately)
<table>
<thead>
<tr>
<th><strong>MEETING DATE</strong></th>
<th>02/04/2019 (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUBJECT</strong></td>
<td>Thunder Bay District Health Unit - Board of Health Minutes</td>
</tr>
</tbody>
</table>

**SUMMARY**

Minutes of Thunder Bay District Health Unit - Board of Health Meeting, held on November 21, 2018, for information.

**ATTACHMENTS**

1. Nov 21 2018 Minutes
CALL TO ORDER

The Chair called the meeting to order at 1:00 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The Chair welcomed all the guests in attendance.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.
3. **AGENDA APPROVAL**

   Resolution No. 102-2018

   MOVED BY: M. Harding
   SECONDED BY: A. Brigham

   THAT the Agenda for the Regular Board of Health Meeting to be held on November 21, 2018, 2018, be approved, as amended.

   CARRIED

4. **INFORMATION SESSION**

   There was no information session.

5. **MINUTES OF THE PREVIOUS MEETINGS**

   5.1 **Thunder Bay District Board of Health**

   The Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on October 17, 2018, to be approved.

   Resolution No.:103-2018

   MOVED BY: M. Harding
   SECONDED BY: K. Morley

   THAT the Minutes of the Thunder Bay District Board of Health Regular Session Meeting held on October 17, 2018, be approved as presented.

   CARRIED

   5.2 **Thunder Bay District Board of Health Executive Committee**

   The Minutes of the Thunder Bay District Board of Health Executive Committee Regular and Closed Session Meetings held on October 10, 2018, and October 17, 2018, were presented for information.

6. ** MATTERS ARISING FROM THE MINUTES**

   There were no matters arising from the previous minutes.
7. **CLOSED SESSION**

Resolution No.: 104a-2018

MOVED BY: J. Daiter  
SECONDED BY: A. Brigham

THAT the Board of Health move into closed session to receive information relative to labour relations and employee negotiations.

CARRIED

At 1:04 p.m. the Board of Health moved into closed session. The following individuals left the meeting room:

Ms. C. Bold, Manager of Finance  
Ms. S. Stevens, Executive Assistant  
All members of the media  
All members of the public

At 1:28 p.m., the Board of Health moved out of closed session to resume regular business. The following individuals returned to the meeting room:

Ms. C. Bold, Manager of Finance  
Ms. S. Stevens, Executive Assistant  
All members of the media  
All members of the public

8. **DECISIONS OF THE BOARD**

8.1 **2019 Mandatory Core (Cost-Shared) Budget Approval**

Report No. 55-2018 (Finance) relative to providing the Board of Health with the proposed 2019 Mandatory Core (Cost-Shared) Budget was presented. Dr. J. DeMille and Mr. L. Dyll provided additional information in a presentation and responded to questions.

The consensus of the Board was that all representatives should take every opportunity to advocate at the provincial level for equitable public health funding.

It was requested that a recorded vote be documented

Resolution No.: 105-2018

MOVED BY: A. Brigham  
SECONDED BY: J. Daiter
8. DECISIONS OF THE BOARD (Continued)

8.1 2019 Mandatory Core (Cost-Shared) Budget Approval

THAT with respect to Report No. 55-2018 (Finance) we recommend that the:

1. 2019 Mandatory Core (Cost-Shared) budget be approved at $12,844,304 including 118.42 net full time equivalent (FTE) positions, for submission to the Ministry of Health and Long-Term Care (MOHLTC);

2. Municipal Levy be set at $2,921,403;

3. Land Development Program budget be approved at $190,371 Revenues and Expenditures, with 2.0 FTEs;

4. 100% Infectious Disease Control Initiative budget be approved at $555,600 Revenues and Expenditures, with 5.0 FTEs, and submitted to the MOHLTC;

5. 100% Infection Prevention & Control Nurses budget be approved at $90,100 Revenues and Expenditures, with 1.0 FTE, and submitted to the MOHLTC;

6. 100% Social Determinants of Health Nurses Initiative budget be approved at $180,500 Revenues and Expenditures, with 2.0 FTEs and submitted to the MOHLTC;

7. 100% Needle Exchange Program Initiative budget be approved at $124,600 and submitted to the MOHLTC;

8. 100% Healthy Smiles Ontario (HSO) budget be approved at $475,600 Revenues and Expenditures, with 4.67 FTEs and submitted to the MOHLTC;

9. 100% Enhanced Food Safety (Haines Initiative) budget be approved at $47,900 and submitted to the MOHLTC;

10. 100% Enhanced Safe Water Initiative budget be approved at $15,500 and submitted to the MOHLTC;

11. 100% Chief Nursing Officer Initiative be approved at $121,500 Revenues and Expenditures, with 1.20 FTEs and submitted to the MOHLTC;

12. Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required; and
8. **DECISIONS OF THE BOARD** (Continued)

8.1 **2019 Mandatory Core (Cost-Shared) Budget Approval**

13. Director of Corporate Services and Manager of Finance be authorized to arrange appropriate financing for the funding of the Health Unit operations, if required.

Bishop, Alana  Yea  
Brigham, Andrew  Yea  
Daiter, Jay  Yea  
Fox, Terry  Nay  
Gale, Norm  Yea  
Harding, Maria  Yea  
Harvey, Richard  Nay  
MacMaster, Bob  Yea  
Major, Andy  Yea  
McPherson, James  Yea  
Morley, Karen  Yea  
Ruberto, Aldo  Yea  
Shott, Roger  Nay  
Smith, Don  Yea  
Virdiramo, Joe  Yea

12 yeas – 3 nays

CARRIED

8.2 **Reserve and Reserve Fund Strategy**

Report No. 54-2018 (Finance) relative to providing the annual review and recommendations regarding the Reserve and Reserve Fund Strategy.

Resolution No.:106-2018

MOVED BY:  M. Harding  
SECONDED BY:  K. Morley

THAT with respect to Report No. 54-2018 (Finance), we recommend that the Reserve Fund strategies and transfers be approved as presented;

AND THAT any year-end municipal surplus at December 31, 2018 be applied to replenish the $10,000 withdrawal from the Program Contingency Reserve Fund for the contribution to the Thunder Bay Drug Strategy Community Partnership;
8. DECISIONS OF THE BOARD (Continued)

8.2 Reserve and Reserve Fund Strategy (Continued)

AND THAT $13,500 from the Sick Pay Plan Allowance Reserve Fund be transferred to the Program Contingency Reserve Fund;

AND THAT the principal contribution limit for the Program Contingency Reserve be increased to $300,000;

AND THAT the Program Contingency Reserve Fund By-Law be amended to allow the Board flexibility to fund ongoing initiatives and/or operational budget deficits by resolution only;

AND THAT any municipal surplus to a maximum of the principle contribution limit of $300,000 be transferred to the Program Contingency Reserve Fund;

AND THAT any further remaining municipal surplus to a maximum of the principle contribution limit of $2,000,000 be transferred into the Capital Expenditure Reserve Fund;

AND THAT any year-end surplus or deficit from the Land Development Program be transferred into or withdrawn from the Land Development Reserve Fund, respectively;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any related administrative requirements for the Reserve & Reserve Fund Strategy.

CARRIED

8.3 2019 Annual Meeting

Report No. 56-2018 (MOH/CEO) relative to recommendations for the date of the 2019 Board of Health Annual General Meeting.

Resolution No.: 107-2018

MOVED BY: K. Morley
SECONDED BY: M. Harding

THAT with respect to Report No. 56-2018 (MOH/CEO) we recommend that the 2019 Annual Meeting of the
8. DECISIONS OF THE BOARD (Continued)

8.3 2019 Annual Meeting (Continued)

Board of Health be held on Wednesday, January 16, 2019 at 1:00 p.m.;

AND THAT the 2019 Board of Health Meeting Schedule be presented at the Annual Meeting for approval.

CARRIED

8.4 Ontario Nurses Association – Collective Agreement

At the Board of Health (Closed Session) meeting held earlier in the day, Report No. 58-2018 (Human Resources) relative to recommendations for approval of the tentative agreement with the Ontario Nurses Association was presented.

At that time, the Board of Health was advised that the resolution contained in the report would be presented to the regular session for consideration.

Resolution No.:   104c-2018

MOVED BY:       J. Daiter
SECONDED BY:   K. Morley

THAT with respect to Report No. 58-2018 (Human Resources) the Board of Health ratifies the changes tentatively agreed to by both parties on November 16, 2018 to the Ontario Nurses Association members’ collective agreement, effective January 1, 2017 to December 31, 2020.

CARRIED

9. COMMUNICATIONS FOR INFORMATION

9.1 Third Quarter Financial Statement

Report No. 57-2018 (Finance) relative providing the Board of Health with the Financial Statement and Variance Analysis for the Thunder Bay District Health Unit as of September 30, 2018, was presented for information.

9.2 Performance Review Update

Mr. J. Virdiramo, Chair, and Mr. J. Daiter, Vice Chair, provided a verbal report to the Board of Health with respect to the annual performance review of the Medical Officer of Health and Chief Executive Officer.
10. NEXT MEETING

The next Board of Health meeting will be held on Wednesday, January 16, 2019, at 1:00 p.m.

11. ADJOURNMENT

Resolution No. 108-2018

MOVED BY: A. Bishop
SECONDED BY: B. MacMaster

THAT the Regular Board of Health meeting held on November 21, 2018, be adjourned at 2:30 p.m.

CARRIED

_________________________________________  ___________________________
Chair, Board of Health                     Medical Officer of Health/Chief
                                           Executive Officer

_________________________________________
Recording Secretary
SUMMARY

Minutes of Meeting Nos. 05-2018 and 06-2018 of the Sister Cities Advisory Committee held on November 21, 2018 and December 13, 2018, respectively, for information.

ATTACHMENTS

1 05-2018 Minutes
2 06-2018 Minutes
The Chair welcomed Sister Cities Advisory Committee Members back after the absence of meetings due to the 2018 Municipal Election.

1.0 DISCLOSURES OF INTEREST

2.0 AGENDA APPROVAL

It was the consensus of the Committee to add the following as item of New Business.
- Committee meeting time

It was the consensus of the Committee to arrange the agenda as required.

MOVED BY: Mayor Keith Hobbs
SECONDED BY: Ms. Josie Virdiramo

With respect to the November 21, 2018 Sister Cities Advisory 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**

Minutes of Meeting No. 04-2018 of the Sister Cities Advisory Committee, held on June 20, 2018, to be confirmed.

MOVED BY: Mr. William Hryb  
SECONDED BY: Ms. Hiroko Bekki-Moller

THAT the Minutes of Meeting No. 04-2018 held on June 20, 2018, be confirmed.

CARRIED

4.0 **LIAISON UPDATES**

4.1 **DULUTH, MN**

Mr. William Hryb congratulated Councillor Brian McKinnon and Councillor Peng You on their success in the 2018 Municipal Election, and congratulated Mayor Keith Hobbs for the last 8 years of service as Mayor and offered him best wishes.

**122 Conversations Project – Anne Labovitz**

Mr. Robert Eady provided an update relative to the Anne Labovitz – 122 Conversations Project which is on display at the Tweed Museum in Duluth until January 6, 2019. It was noted that Mr. Robert Eady visited the exhibit in October and encourages Members to attend if possible.

Press Kit relative to the 122 Conversations Project from Mr. Robert Eady was circulated to Committee for information.

**Chef Exchange**

Mr. Matthew Villella provided an update relative to the Culinary Exchange. Dates have been confirmed for the Chef Exchange for 2019. On March 11, 2019 the event will be held in Duluth at the Lake Avenue Restaurant and Bar, and on April 8, 2019 the event will be held in Thunder Bay at the Red Lion Smokehouse.

The Culinary Exchange will expand to include breweries and potentially a gala type event.

Ms. Karen Lewis noted the benefit of branding the event as “The Sister Cities Culinary Exchange.” Mr. Matthew Villella will follow up with the Red Lion Smokehouse with respect to branding.
**Statue – Duluth**

Discussion was held relative to the potential to obtain any monies from the Municipal Accommodation Tax and the Clean, Green and Beautiful Emerging Project to help raise money for the outstanding Statue to be placed in Duluth from Thunder Bay.

Councillor Brian McKinnon noted that he would follow up with potential funding from the Thunder Bay Community Economic Development Commission.

Mr. John Hannam reminded the Committee that the statue would be in the $30,000 range.

**Duluth Denfeld High Schoolers Seeking Partners in Sister Cities**

Electronic correspondence from Mr. Matthew Villella, dated November 17, 2018 (Bill Mittlefehldt), relative to the above noted, for the Committee’s information.

Mr. Matthew Villella provided an overview and responded to questions relative to the above noted.

Discussion was held relative to potential involvement from the Earthcare Advisory Committee, Climate Adaptation, Great Lakes St. Lawrence Cities Initiative, etc.

4.2 **GIFU CITY, JAPAN**

Handout from Ms. Hiroko Bekki-Moller entitled “ECE Teachers Exchange Program 2018 with Lakehead Public Schools” was distributed separately on desks on November 21, 2018, for the Committee’s information.

Ms. Hiroko Bekki-Moller provided an overview and responded to questions relative to the above noted handout.

It was noted that the participating teachers would prefer the staff exchange to take place in November rather than June.

Mr. John Hannam thanked Ms. Hiroko Bekki-Moller for providing the above noted handout and for all her work and dedication associated with the exchange.

Mr. John Hannam noted that in speaking with representative from the Lakehead Public School Board that there is benefit in inviting the local participating teachers to an upcoming Committee meeting in the New Year to make a presentation about the exchange and provide feedback to Committee.

It was also noted that the Lakehead Public School Board was very pleased with the exchange and looks forward to participating again in 2019.
Ms. Hiroko Bekki-Moller noted that Mr. Shinoda will visit Thunder Bay in December as part of his annual vacation. Details will be forwarded to the Office of the City Clerk for follow up.

### 4.3 LITTLE CANADA, MN

Ms. Josie Virdiramo provided an update relative to attendance at Canadian Days in Little Canada. It was noted that Elaine Waring, Barb Fontaine, Janet Arinobu, and Mr. Ron Bourret from Thunder Bay also attended the event and provided help with the booth, parade, networking, and other activities. It was noted that the group will continue to attend the event and would like to participate with the Committee in activities.

Ms. Josie Virdiramo noted that rather than a float it would be helpful to have a golf cart at the event.

It was also noted that there is opportunity to add events onto the Canadian Days event to provide mutual benefit to both cities and that the Committee may wish to invite a delegation from Little Canada to visit Thunder Bay.

It was also noted that the Office of the City Clerk will provide a copy of Committee history report at the next meeting for the Committee’s information.

Discussion was held relative to Sister Cities film developed in Little Canada. It was noted that the Office of the City Clerk will follow up regarding the status/obtaining a copy of the film.

Mr. Peng You thanked Ms. Josie Virdiramo for representing the Committee at Canadian Days in Little Canada and for all of her hard work on the event.

### 4.4 SEINAJOKI, FINLAND

Mr. John Hannam provided information relative to summer visit of delegation from Seinajoki to Thunder Bay (2018). It was noted that the visit was very successful and included connections with Lakehead University and Seinajoki University which developed into a mutual agreement being signed.

It was noted that the Mayor of Seinajoki holds the duties of City Manager and is interested in staff exchanges with Thunder Bay.

It was noted that Mr. John Hannam will follow up regarding staff exchanges and report back to Committee as information becomes available. Potential for visit from Thunder Bay to Seinajoki in May/June 2019 for staff exchange.

It was also noted that work is being done with respect to connects between Thunder Bay and Seinajoki in the areas of the universities (new cases building) and forestry.
4.5  JIAOZUO, CHINA

Letter from Jiaozuo City People’s Government Foreign and Overseas Affairs Office, dated October 18, 2018, translated by Mr. Peng You, was provided to Committee on desks for information.

Mr. Peng You provided an overview and responded to questions relative to the above noted letter.

It was noted that letter will be responded to in conjunction with the New Years letter and will also include photos of the Tai Chi Statues.

Mr. Peng You noted that he will be in China December 27, 2018 to January 9, 2019 and will connect with representatives regarding Friendship High School, Symphony reps, etc. It was also noted that he will visit Beijing and meet with representatives.

Mr. Peng You provided information relative to the City of Harbin and specifically ice and snow festival which occurs annually.

5.0  FRIENDSHIP AGREEMENT - ENGLAND

Memorandum from Mr. John Hannam, City Clerk, dated November 18, 2018, relative to the Friendship Agreement between London Borough of Bromley (Orpington) and the City of Thunder Bay, and containing a motion, for the Committee’s consideration.

Mr. John Hannam provided an overview and responded to questions relative to the above noted.

Discussion was held relative to the above noted.

It was noted that a budget update will be provided to the Committee as soon as possible and that the Committee will work on their communication plan in the New Year.

MOVED BY: Mayor Keith Hobbs
SECONDED BY: Mr. Matthew Villella

With respect to entering into a Friendship Relationship with the London Borough of Bromley we recommend that City Council authorize the execution of such an agreement in accordance with the Sister City Policy;
AND THAT a delegation to the London Borough of Bromley be authorized, to include a member of the Sister City Committee, City Administration and such community partners as may wish to participate.

CARRIED

It was noted that the above noted motion would be presented to Committee of the Whole on December 17, 2018.

6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Fundraising

At the June 20, 2018 Committee meeting handout entitled “Thunder Bay Sister City – Fundraising Plan – Draft” presented at the March 14, 2018 Committee meeting was represented.

At that meeting it was noted that the Committee will review the plan and discuss at the November Committee meeting.

Thunder Bay Sister City – Fundraising Plan – Draft represented.

Deferred to the December 2018 Committee meeting.

7.0 NEW BUSINESS

7.1 Committee Meeting Time

It was noted that this item will be on the December Committee agenda.

8.0 NEXT MEETING

The next meeting is scheduled for Thursday, December 13, 2018.

Mayor Keith Hobbs thanked the Committee for their work and dedication and thanked staff from the Office of the City Clerk.

The Chair thanked the Committee for their work and thanked Mayor Keith Hobbs for his continued support of the Committee.

Mr. John Hannam thanked Ms. Josie Virdiramo for her dedication to Little Canada’s Canadian Days.
9.0  **ADJOURNMENT**

The meeting adjourned at 1:35 p.m.
Mr. John Hannam welcomed all those in attendance.

1.0 DISCLOSURES OF INTEREST

2.0 APPOINTMENT OF CHAIR AND VICE CHAIR

Mr. John Hannam administered nominations for Chair and Vice Chair of the Sister Cities Advisory Committee for the remainder of 2018 ad 2019.

MOVED BY: Mr. Robert Eady
SECONDED BY: Ms. Josie Virdiramo

THAT Mr. Matthew Villella be appointed Chair of the Sister Cities Advisory Committee for the City of Thunder Bay until November 30, 2019, or until such time as a replacement has been appointed.

CARRIED
MOVED BY: Mayor B. Mauro  
SECONDED BY: Mr. Andrew Ault  

THAT Mr. Andrew Garro be appointed Vice Chair of the Sister Cities Advisory Committee for the City of Thunder Bay until November 30, 2019, or until such time as a replacement has been appointed.  

CARRIED 

Mr. Matthew Villella assumed the Chair.  

3.0 AGENDA APPROVAL  

It was the consensus of the Committee to move item 10.0 to the beginning of the agenda.  

MOVED BY: Mr. Andrew Garro  
SECONDED BY: Ms. Carol Pollard  

With respect to the December 13, 2018 Sister Cities Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.  

CARRIED  

The Chair called for round table introductions.  

4.0 COMMITTEE MEETING TIME  

Mr. Matthew Villella and Mr. Andrew Garro provided information relative to the above noted.  

It was noted that the current second Wednesday at noon of each month has not been ideal in obtaining quorum and therefore Mr. Matthew Villella will send a Doodle Poll for Committee in order to reach a better date/time for Committee monthly meetings.  

5.0 COMMITTEE DOCUMENTS  

May I Help You Accessibility Guide.  

Confidentiality Statement  

Committee Contact Info sheet was distributed separately on desks on December 13, 2018.
Mr. John Hannam provided an overview and responded to questions relative to the above noted documents.

The Chair asked Committee to complete the documents and return to the Office of the City Clerk.

6.0 **MINUTES OF PREVIOUS MEETING**

Minutes of Meeting No. 05-2018 of the Sister Cities Advisory Committee, held on November 21, 2018, to be confirmed.

MOVED BY: Mr. Andrew Garro  
SECONDED BY: Mr. Robert Eady

THAT the Minutes of Meeting No. 05-2018 held on November 21, 2018, be confirmed.  
CARRIED

7.0 **LIAISON UPDATES**

7.1 **DULUTH, MN**

**122 Conversations Project – Anne Labovitz**

Mr. Robert Eady provided an update relative to the Anne Labovitz – 122 Conversations Project which is on display at the Tweed Museum in Duluth until January 6, 2019. It was noted that Mr. Robert Eady visited the exhibit in October and encourages Members to attend if possible.

**Visit to Duluth**

Councillor Peng You noted that he would be visiting Duluth December 22-24, 2018. He will inquire about tour bus visits, tai chi partnerships, university partnerships, symphony opportunities and artwork developments.

Mr. John Hannam provided an overview and responded to questions relative to the role of liaisons.

**Culinary Exchange – Sister Cities**

Mr. Matthew Villella noted that he continues to meet via Zoom technology with partnerships relative to the Culinary Exchange and provided an overview and responded to questions relative to the annual event.
Mr. Matthew Villella noted that he has been in contact with Councillor A. Foulds relative to Duluth High School Climate partnerships and connections.

Councillor Peng You emphasized the importance of branding relative to Committee and events.

7.2 GIFU CITY, JAPAN

Letter from Mayor of Gifu City, Masanao Shibahashi, to The Honorable Bill Mauro, dated November 12, 2018, for the Committee’s information.

Mr. John Hannam provided an overview and responded to questions relative to the above noted correspondence.

Ms. Hiroko Bekki-Moller provided information relative to upcoming visits over the holiday from Masa and Mr. Shinoda from Gifu to Thunder Bay.

Mr. John Hannam provided an overview and responded to questions relative to the Teachers Exchange Program. It was noted that the involved teachers will be invited to an upcoming meeting of the Committee to provide a presentation on the program and recent visits.

It was noted that Councillor Peng You will be liaison with Gifu City along with Ms. Hiroko Bekki-Moller.

7.3 LITTLE CANADA, MN

Ms. Josie Virdiramo and Mr. Matthew Villella suggested that Committee converse relative to ideas to expand the relationship with Little Canada.

It was noted that time will be set aside at an upcoming Committee meeting relative to the above noted.

7.4 SEINAJOKI, FINLAND

Mr. John Hannam provided a brief overview relative to summer visit of delegation from Seinajoki to Thunder Bay in 2018 and noted their continued interest in staff exchanges.

Mr. John Hannam noted that he is currently working with the City of Thunder Bay’s Executive Management Team relative to staff exchanges. It was noted that information will be prepared outlining areas of interest and shared with Seinajoki officials once complete.
Mr. John Hannam provided information relative to Committee budget noting that the annual budget is $25,000.

It was noted that Mr. Andrew Ault will also be liaison for Seinajoki along with Mr. Andrew Garro.

Ms. Hiroko Bekki-Moller left the meeting at 12:50 p.m.

7.5 JIAOZUO, CHINA

Councillor Peng You advised Committee of his upcoming visit to China during the holidays. It was noted that he will make connections relative to the university and tai chi academy.

It was noted that Councillor Peng You continues to be in discussions with Harbin, China and will visit during his travels, as well as visit Beijing and discuss winter Olympics.

Mr. John Hannam provided an overview and responded to questions relative to the Sister Cities Program and the difference between a Friendship City and a Sister City.

Discussion was held relative to relationship with Harbin, China.

MOVED BY: Mr. Andrew Garro
SECONDED BY: Mayor B. Mauro

THAT the Sister Cities Advisory Committee be authorized to explore a Friendship Agreement with the City of Harbin, China.

CARRIED

8.0 FRIENDSHIP AGREEMENT - ENGLAND

Mr. John Hannam provided an overview and responded to questions relative to the above noted. It was noted that the motion from November Committee meeting will be presented to Committee of the Whole on December 17, 2018 for their consideration relative to entering into a friendship agreement with London Borough of Bromley, England.

Mr. John Hannam noted that the local legion Branch #5 in Thunder Bay has been in connection with the Royal British legion and are excited to start their own relationship and partnership.
9.0 **FUNDRAISING**

Thunder Bay Sister City – Fundraising Plan – Draft represented.

This item was deferred to the February Committee agenda.

It was noted that Committee is encouraged to review the plan and ideas associated with fundraising in order to decide if this is an avenue Committee wishes to pursue.

10.0 **SISTER CITIES INTERNATIONAL CONFERENCE - UPDATE**

Mr. Matthew Villella and Mr. Andrew Garro provided an overview and responded to questions relative to 2018 Sister Cities International Conference with respect to session, networking, Canadian participation.

Discussion was held relative to membership fees and benefits.

MOVED BY: Mr. Andrew Garro  
SECONDED BY: Councillor Peng You

With respect to the Sister Cities Advisory Committee membership to Sister Cities International, we recommend that the membership for 2019 not be renewed;

AND THAT attendance at desired events on a case by case basis be paid as Non-Members.

CARRIED

11.0 **COMMITTEE BIOS**

Mr. Matthew Villella reminded Committee to send bios and photos to the Office of the City Clerk at their earliest convenience.

It was also noted that name tags and business cards will be arranged for Committee.

12.0 **NEXT MEETING**

To be determined based on Doodle Poll.

13.0 **ADJOURNMENT**

The meeting adjourned at 1:24 p.m.
RECOMMENDATION

With respect to Report No. R 20/2019 (City Manager’s Office – Office of the City Clerk), we recommend that the Terms of Reference for the Accessibility Advisory Committee, as appended to this Report, be adopted to replace the Terms of Reference presented in Report No. R 46/2015 (City Manager’s Office – Office of the City Clerk) to Committee of the Whole on April 27, 2015 and ratified by City Council on May 11, 2015;

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

EXECUTIVE SUMMARY

The Terms of Reference set out the key objectives of and the scope of work for the Accessibility Advisory Committee. At the December 13, 2018 meeting of the Accessibility Advisory Committee, the proposed revisions to the Terms of Reference were approved for presentation to Committee of the Whole.

The Accessibility Advisory Committee is recommending that the previous Terms of Reference, as set out in Report No. R 46/2015 (City Manager’s Office – Office of the City Clerk) ratified by City Council on May 11, 2015, be replaced by the AAC Terms of Reference dated December 14, 2018 attached to this report.

DISCUSSION

The Terms of Reference are to be reviewed by the Committee at the beginning of every year, at which time any changes will be approved by City Council.

The Accessibility Advisory Committee reviewed the Terms of Reference and has added new details to better reflect the role of position descriptions.
Detailed below are changes in italics:

Section 5 - Current Terms of Reference

- Chair/Vice Chair

The voting members of the Committee will elect a Chair and Vice Chair annually.

Section 5 - Proposed Changes to the Terms of Reference

- Chair, Vice Chair and Past Chair

The voting members of the Committee will elect a Chair and Vice Chair annually at the first committee meeting of the calendar year.

The role of the Chair is to ensure that the Committee functions properly, that there is full and respectful participation during meetings, that all relevant agenda items are discussed and that effective decisions are made and carried out. The Chair will also work with Administration to review agenda items, minutes, reports and memoranda as required.

The Chair will be the primary media contact for the committee. The Chair may appoint another member of the AAC to be the contact when necessary. It is expected that committee members will not represent the AAC to the public or media without prior approval by the Chair.

The Vice Chair will assume the role of the Chair when the Chair is unavailable to fulfill their duties, or when designated by the Chair to do so.

The Past Chair adds continuity to the AAC, especially during transition to the new Chair. The Past Chair assists the Chair as needed in carrying out the mission of the AAC by providing guidance and a historical perspective of the AAC’s activities.

FINANCIAL IMPLICATION

An annual budget of $18,700 allocated for the Accessibility Advisory Committee is included in the 2019 Proposed Operating Budget. Funds are used for the Annual Open House event (an event required by the AODA legislation) and for committee supplies including transportation and accommodation needs for current members.

BACKGROUND

On December 14, 2001, the Ontarians With Disabilities Act, 2001 (ODA, 2001) was passed by the Provincial Government. On September 30, 2002, a further proclamation was brought into law which added specific accessibility obligations for the government of Ontario, municipalities, and other scheduled organizations including public transit organizations, school boards, hospitals, colleges and universities. Under the legislation, municipalities with populations over 10,000 are required to establish municipal accessibility advisory committees, develop annual
accessibility plans and make them public.

By resolution of Council, an Accessibility Advisory Committee was established to advise City Council on the development and implementation of the annual Municipal Accessibility Plan in accordance with the *Ontarians With Disabilities Act, 2001* (Report No. 2002.334 - Community Recreation).

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA, 2005) continued the requirement for a Municipal Accessibility Advisory Committee. This Act includes a set of Standards, consolidated on July 1, 2016 as O. Reg. 191/11 “Integrated Accessibility Standards”. The Integrated Accessibility Standards combines accessibility standards in six areas: general requirements, information and communications, employment, transportation, design of public spaces, and customer service. It also includes requirements for compliance and enforcement. Legislative requirements for Accessibility Plans to implement the Standards were passed in the Regulation. The Design of Public Spaces Standard (Accessibility Standards for the Built Environment) (O. Reg. 413/12) was consolidated in Regulation 191/11 on January 1, 2013. The Accessibility Standards for Customer Service (O. Reg. 429/07) was consolidated in Regulation 191/11 on July 1, 2016. The Accessibility Directorate of Ontario monitors compliance with the Regulations. Failure to comply will result in fines.

In February 2013, the Accessibility Directorate of Ontario (the body overseeing compliance of the AODA) became a part of the Ministry of Economic Development, Trade and Employment. Prior to this date, the ADO was part of the Ministry of Community and Social Services. In 2018, the Ministry for Seniors and Accessibility became responsible for the AODA, 2001.

It is assumed that the legislative requirement under the AODA, 2005 and the ODA, 2001 for an Accessibility Advisory Committee continues.

**REFERENCE MATERIAL ATTACHED:**

Attachment A - AAC - Terms of Reference - FINAL - Ratified by City Council 2015-05-11
Attachment B - AAC Terms of Reference – Recommended by the AAC 14-Dec-2018

**PREPARED BY: Flo-Ann Track, Committee Coordinator**

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<tr>
<th>THIS REPORT SIGNED AND VERIFIED BY:</th>
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<td>(NAME OF GENERAL MANAGER)</td>
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<td>Norm Gale, City Manager</td>
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ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Name of Committee

The Committee shall be named the “Accessibility Advisory Committee”. The accepted acronym will be AAC.

2. Background and Assumptions

On December 14, 2001, the Ontarians With Disabilities Act, 2001 (ODA, 2001) was passed by the Provincial Government. On September 30, 2002, a further proclamation was brought into law which added specific accessibility obligations for the government of Ontario, municipalities, and other scheduled organizations including public transit organizations, school boards, hospitals, colleges and universities. Under the legislation, municipalities with populations over 10,000 are required to establish municipal accessibility advisory committees, develop annual accessibility plans and make them public.

By resolution of Council, an Accessibility Advisory Committee was established to advise City Council on the development and implementation of the annual Municipal Accessibility Plan in accordance with the Ontarians With Disabilities Act, 2001 (Report No. 2002.334 - Community Recreation).

The Accessibility for Ontarians with a Disability Act, 2005 (AODA, 2005) continued the requirement for a Municipal Accessibility Advisory Committee. This Act includes three Standards: the Accessibility Standard for Customer Service, the Integrated Accessibility Standards, and the Built Environment Standard. On July 27, 2007 the Accessibility Standard for Customer Service (Regulation 429/07) came into effect. On July 1, 2011 the Integrated Accessibility Standards (Regulation 191/11) came into force. The Integrated Accessibility Standards combines accessibility standards in three areas: information and communication, employment, and transportation. It also includes requirements for compliance and enforcement. Legislative requirements for Accessibility Plans to implement the Standards were passed in the Regulation. The Design of Public Spaces Standard (Accessibility Standards for the Built Environment) (O. Reg. 413/12) was consolidated in Regulation 191/11 on January 1, 2013. Access Ontario monitors compliance with the Regulations. Failure to comply will result in fines.

It is assumed that the legislative requirement under the AODA, 2005 and the ODA, 2001 for an Accessibility Advisory Committee continues.

3. Resources and Finances

An annual budget will be allocated for the Accessibility Advisory Committee.
4. Deliverables

The Committee’s deliverables are as follows:

1. To advise City Council on the development and implementation of Municipal Accessibility Plans
2. To advise City Council on the effectiveness of the Plan and the City’s progress in meeting legislative standards under the AODA, 2005 and ODA, 2001.
3. To advise City Council on issues related to people with disabilities within programs, services, and facilities provided by the City of Thunder Bay.
4. To inform and consult annually with the community about the Municipal Accessibility Plan.
5. To provide community leadership on issues related to people with disabilities as they relate to the City of Thunder Bay’s programs, services, and facilities.

5. Membership and Responsibility

Committee Composition

The Committee, referred to as the Accessibility Advisory Committee, will be comprised of up to 15 Community Members and 1 Councillor appointed by resolution of City Council.

Community membership will include persons with the following disabilities:

- Culturally Deaf (2 representatives; one is non-voting)
- Hard of hearing or deafened
- Mental Health
- Mobility
- Deaf Blind
- Developmental disability
- Visually impaired or blind
- Brain injured
- Senior with a disability
- Parent/guardian of a child/youth with a disability
- Caregiver to a person with a disability
- Learning Disability
- Speech impairment

If the AAC is unable to obtain a representative from the culturally deaf community, the AAC will meet with representatives of the Thunder Bay Centre for the Deaf on an annual basis, in order to provide them with updates on the Committee’s deliverables, and to receive feedback on the Municipal Accessibility Plan.

As well, community membership will include representation from:
Citizen at large
Service agency with mandate/ responsibility for persons with a disability
City Councillor

Ex-Officio Members

A staff member of the Office of the City Clerk will be the secretary to the Committee, and will provide administrative support, including coordinating the distribution of agendas and minutes, correspondence to and on behalf of members, booking of meeting rooms, accessibility supports (i.e. interpretation services) and coordinating transportation, if required.

The Municipal Accessibility Specialist will provide information to the Committee, support activities of the Committee, provide a liaison function on accessibility issues between all City Departments and the Committee, where required, and facilitate the review of the Municipal Accessibility Plans with the Committee.

Term of Office

Citizen members of the Accessibility Advisory Committee will be appointed to staggered four year terms to provide an overlap of terms and continuity of experience. Council representatives shall be appointed for their elected term or annually, at the discretion of City Council. A Committee member may have membership renewed twice, thereby not serving longer than a maximum of 12 consecutive years. A Committee member may serve more than 12 consecutive years should there be no other applicants for the position.

Chair/Vice Chair

The voting members of the Committee will elect a Chair and Vice Chair annually.

Attendance

Members are expected to attend all regularly scheduled meetings of the committee as is reasonably possible, advising the Chair in advance of any absence. Should a member fail to attend three consecutive meetings, the appointment to the Committee will be subject to review.

6. Governance

Objectives

The Committee will make recommendations to City Council on Municipal Accessibility Plans. The Committee will provide feedback to the City on all requirements under the Accessibility for Ontarians with Disabilities Act 2005 (AODA), and the Accessibility
Standards, including Site Plan Controls, new builds and renovations of facilities.

*Reporting Relationship to Council/Administration*

Updates, projects and initiatives will be reported back to City Council through Committee minutes. In addition, the Committee will present the Municipality Accessibility Plan, and such reports and information it deems appropriate, to Committee of the Whole, so as to inform Council and the community at large of the Committee’s activities.

*Voting Rights*

Voting on motions and questions before the Committee shall be in accordance with the procedural rules of City Council and Committees of Council (Procedural By-law No. 128-2012 - November 26, 2012).

*Quorum*

A quorum of half the voting members plus one voting member shall be required for carrying out the business of the Committee. All other members may participate in discussions and debates on matters before the Committee and provide information, advice and assistance to the Committee.

*Terms of Reference*

The Terms of Reference are to be reviewed by the Committee at the beginning of every year, at which time any changes will be approved by the City Council.

*Working Groups*

At times, working groups may be required to facilitate the work of the Committee. Participants on these working groups will be primarily members of the Committee; resource people from the community may be invited to participate.

7. **Timeline**

The Committee shall meet a minimum of 6 times per year. Working groups, established to meet the objectives of the Committee may meet more frequently, as required.

8. **Contact**

The Municipal Accessibility Specialist, Office of the City Clerk, will be the administrative resource for the Committee.

Correspondence and agenda materials are to be directed to the assigned Committee Coordinator in the Office of the City Clerk.
1. **Name of Committee**

   The Committee shall be named the “Accessibility Advisory Committee”. The accepted acronym will be AAC.

2. **Background and Assumptions**

   On December 14, 2001, the *Ontarians With Disabilities Act, 2001 (ODA, 2001)* was passed by the Provincial Government. On September 30, 2002, a further proclamation was brought into law which added specific accessibility obligations for the government of Ontario, municipalities, and other scheduled organizations including public transit organizations, school boards, hospitals, colleges and universities. Under the legislation, municipalities with populations over 10,000 are required to establish municipal accessibility advisory committees, develop annual accessibility plans and make them public.

   By resolution of Council, an Accessibility Advisory Committee was established to advise City Council on the development and implementation of the annual Municipal Accessibility Plan in accordance with the *Ontarians With Disabilities Act, 2001* (Report No. 2002.334 - Community Recreation).

   The Accessibility for Ontarians with Disabilities Act, 2005 (AODA, 2005) continued the requirement for a Municipal Accessibility Advisory Committee. This Act includes a set of Standards, consolidated on July 1, 2016 as O. Reg. 191/11 “Integrated Accessibility Standards”. The Integrated Accessibility Standards combines accessibility standards in six areas: general requirements, information and communications, employment, transportation, design of public spaces, and customer service. It also includes requirements for compliance and enforcement. Legislative requirements for Accessibility Plans to implement the Standards were passed in the Regulation. The Design of Public Spaces Standard (Accessibility Standards for the Built Environment) (O. Reg. 413/12) was consolidated in Regulation 191/11 on January 1, 2013. The Accessibility Standards for Customer Service (O. Reg. 429/07) was consolidated in Regulation 191/11 on July 1, 2016. The Accessibility Directorate of Ontario monitors compliance with the Regulations. Failure to comply will result in fines.

   In February 2013, the Accessibility Directorate of Ontario (the body overseeing compliance of the AODA) became a part of the Ministry of Economic Development, Trade and Employment. Prior to this date, the ADO was part of the Ministry of Community and Social Services. In 2018, the Ministry for Seniors and Accessibility became responsible for the AODA, 2001.
It is assumed that the legislative requirement under the AODA, 2005 and the ODA, 2001 for an Accessibility Advisory Committee continues.

3. **Resources and Finances**

An annual budget will be allocated for the Accessibility Advisory Committee.

4. **Deliverables**

The Committee’s deliverables are as follows:

1. To advise City Council on the development and implementation of Municipal Accessibility Plans
2. To advise City Council on the effectiveness of the Plan and the City’s progress in meeting legislative standards under the AODA, 2005 and ODA, 2001.
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5. **Membership and Responsibility**

*Committee Composition*

The Committee, referred to as the Accessibility Advisory Committee, will be comprised of up to 15 Community Members and 1 Councillor appointed by resolution of City Council.

Community membership will include persons with the following disabilities:

- Culturally Deaf (2 representatives; one is non-voting)
- Hard of hearing or late deafened
- Mental Health and Addiction
- Physical and Mobility disability
- Deaf Blind
- Developmental disability
- Visually impaired or blind
- Brain injured
- Senior with a disability
- Parent/guardian of a child/youth with a disability
- Caregiver to a person with a disability
- Learning Disability
- Speech impairment
As well, community membership will include representation from:

- Citizen at large
- Service agency with mandate/responsibility for persons with disabilities
- City Councillor

If the AAC is unable to obtain a representative from one or more of the above communities, the AAC will attempt to meet with community representatives of the vacant position(s) on an annual basis, in order to provide them with updates on the Committee’s deliverables, and to receive feedback on the Municipal Accessibility Plan.

Ex-Officio Members

A staff member of the Office of the City Clerk will be the secretary to the Committee, and will provide administrative support, including coordinating the distribution of agendas and minutes, correspondence to and on behalf of members, booking of meeting rooms, accessibility supports (i.e. interpretation services) and coordinating transportation, if required.

The Municipal Accessibility Specialist will provide information to the Committee, support activities of the Committee, provide a liaison function on accessibility issues between all City Departments and the Committee, where required, and facilitate the review of the Municipal Accessibility Plans with the Committee.

Term of Office

Citizen members of the Accessibility Advisory Committee will be appointed to staggered four year terms to provide an overlap of terms and continuity of experience. Council representatives shall be appointed for their elected term or annually, at the discretion of City Council. A Committee member may have membership renewed twice, thereby not serving longer than a maximum of 12 consecutive years. A Committee member may serve more than 12 consecutive years should there be no other applicants for the position.

Chair, Vice Chair and Immediate Past Chair

The voting members of the Committee will elect a Chair and Vice Chair annually at the first committee meeting of the calendar year.

The role of the Chair is to ensure that the Committee functions properly, that there is full and respectful participation during meetings, that all relevant agenda items are discussed and that effective decisions are made and carried out. The Chair will also work with Administration to review agenda items, minutes, reports and memoranda as required.

The Chair will be the primary media contact for the committee. The Chair may appoint another member of the AAC to be the contact when necessary. It is expected that committee
members will not represent the AAC to the public or media without prior approval by the Chair.

The Vice Chair will assume the role of the Chair when the Chair is unavailable to fulfill their duties, or when designated by the Chair to do so.

The Immediate Past Chair adds continuity to the AAC, especially during transition to the new Chair. The Immediate Past Chair assists the Chair as needed in carrying out the mission of the AAC by providing guidance and a historical perspective of the AAC’s activities.

**Attendance**

Members are expected to attend all regularly scheduled meetings of the committee as is reasonably possible, advising the Chair in advance of any absence. Should a member fail to attend three consecutive meetings, the appointment to the Committee will be subject to review.

### 6. Governance

**Objectives**

The Committee will make recommendations to City Council on Municipal Accessibility Plans. The Committee will provide feedback to the City on all requirements under the Accessibility for Ontarians with Disabilities Act 2005 (AODA), and the Accessibility Standards, including Site Plan Controls, new builds and renovations of facilities. The Committee will also provide input on best practices, including but not limited to the City of London Facilities Accessibility Design Standards.

**Reporting Relationship to Council/Administration**

Updates, projects and initiatives will be reported back to City Council through Committee minutes. In addition, the Committee will present the Municipal Accessibility Plan, and such reports and information it deems appropriate, to Committee of the Whole, so as to inform Council and the community at large of the Committee’s activities.

**Voting Rights**

Voting on motions and questions before the Committee shall be in accordance with the procedural rules of City Council and Committees of Council (Procedural By-law No. 128-2012 - November 26, 2012).

**Quorum**

A quorum of half the voting members plus one voting member shall be required for carrying out the business of the Committee. All other members may participate in discussions and
debates on matters before the Committee and provide information, advice and assistance to the Committee.

Terms of Reference

The Terms of Reference are to be reviewed by the Committee at the beginning of every year, at which time any changes will be approved by City Council.

Working Groups

At times, working groups may be required to facilitate the work of the Committee. Participants on these working groups will be primarily members of the Committee; resource people from the community may be invited to participate.

7. Timeline

The Committee shall meet a minimum of 8 times per year, including the annual Public Open House. Working groups, established to meet the objectives of the Committee may meet more frequently, as required.

8. Contact

The Municipal Accessibility Specialist, Office of the City Clerk, will be the administrative resource for the Committee.

Correspondence and agenda materials are to be directed to the assigned Committee Coordinator in the Office of the City Clerk.
MEETING DATE  02/04/2019 (mm/dd/yyyy)

SUBJECT  Council Code of Conduct

SUMMARY

Report No. R 21/2019 (City Manager's Office - Office of the City Clerk) relative to the above noted. (Distributed Separately)
MEETING DATE 02/04/2019 (mm/dd/yyyy)

SUBJECT Appointment of Integrity Commissioner

SUMMARY

Report No. R 22/2019 (City Solicitor - Legal Services) relative to the above noted. (Distributed Separately)