

# Memorandum

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

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**TO:** Members of Council  
**FROM:** Mr. J. Hannam, City Clerk  
**DATE:** Wednesday, January 23, 2019  
**SUBJECT: Additional Information – Committee of the Whole – Special Session (2019 Capital and Operating Budget Meetings)**

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## ADDITIONAL INFORMATION

1. Memorandum from Mr. G. Broere, Director - Asset Management dated January 21, 2019 relative to Victoriaville Capital requirements.
2. Memorandum from Councillor S. Ch'ng dated January 21, 2019 containing a motion relative to Victoria BIA.
3. Memorandum from Mr. G. Broere, Director - Asset Management dated January 22, 2019 relative to Community Auditorium Capital expenditures.
4. Memorandum from Ms. K. Dixon, Director - Engineering & Operations dated January 23, 2019 relative to 2019 Capital Victoria/Ford roundabout.
5. Memorandum from Ms. K. Lewis, Director - Corporate Strategic Services dated January 23, 2019 relative to consolidation of CEDC offices.

## Memorandum

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**TO:** Mayor Mauro and Members of City Council  
**FROM:** Gerry Broere, Director Asset Management  
**DATE:** Jan 21<sup>st</sup>, 2019  
**SUBJECT:** Council Request for Information – Victoriaville Capital Requirements

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During the January 15, 2019 budget meeting, Council requested the value of Capital work completed at Victoriaville over the past 10 years and what amount should have been reinvested in this facility.

Industry best practice suggest 1% of the construction cost of a facility be set aside or budgeted for eventual capital renewal. In the absence of the original construction value of the facility (1979) Administration has used the earliest available insured value of \$7.0M. In this instance \$2.73M or \$70,000 annually would have been expected to be set aside or expended on capital renewal.

A capital funding analysis completed in 2013 concluded that the annual requirement had grown to \$175,000, and did not include for a \$1.47M backlog of deferred capital.

The past ten years has seen \$620,400 in capital expenditures at the facility.

Sincerely,



Gerry Broere

cc EMT  
John Hannam – City Clerk

## **Memorandum**

*Office of the City Clerk*  
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**TO:** Members of Council  
**FROM:** Councillor S. Ch'ng  
**DATE:** Monday, January 21, 2019  
**SUBJECT:** Victoria Avenue BIA – Holding Payment  
Committee of the Whole – January 23, 2019

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City Council is currently involved in the process of completing the work to confirm the 2019 Operating and Capital Budget. The Victoria Avenue Business Improvement Area (BIA) is currently in transition relative to the participation of active and appointed board members. Council and the public are aware that letters were sent to property owners in the fall of 2018 requesting property owners to submit nominations for board positions in the Victoria Avenue BIA. Applications have been received and the Office of the City Clerk is currently working to coordinate a meeting of the membership to appoint a fully functioning board within the active membership.

Due to the fact that the Victoria Avenue BIA is currently without a functioning executive, it is my request that the City of Thunder Bay hold the payment allocated in the 2019 budget for the Victoria Avenue BIA (\$60,000) until the executive is in place and fully functional. Once the executive is in place, they will set a budget and formally request funds from the City. The \$60,000 in the 2019 budget assumes a request for funding that is equal to the 2018 budget.

As such, the following motion is provided for your consideration at the January 23, 2019 Committee of the Whole Meeting.

With respect to the budget allocation proposed of \$60,000 in the 2019 Operating Budget for the Victoria Avenue Business Improvement Area (BIA), we recommend that the funds be held in abeyance until such time as the Victoria Avenue BIA is in compliance with a fully functional executive to provide for the appropriate approvals associated with the overall levy for the BIA;

AND THAT if a budget is not received from the Victoria Avenue BIA on or before April 15, 2019 the funds be reallocated to the Stabilization Reserve Fund and the Office of the City Clerk investigate whether dissolution of the Victoria Avenue BIA is necessary;

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

## Memorandum

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**TO:** Mayor Mauro and Members of City Council  
**FROM:** Gerry Broere, Director Asset Management  
**DATE:** Jan 22<sup>st</sup>, 2019  
**SUBJECT:** Council Request for Information – Community Auditorium Capital Expenditures

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During the January 17, 2019 budget meeting, Council requested the value of Capital work budgeted through the Asset Management Division for the Community Auditorium over the past 5 years.

Starting in 2012 the Asset Management Division designed and undertook a multi-year renewal program at the Community Auditorium. The program focused on roofing and the heating, ventilation and air conditioning components that had reached the end of their useful life.

Through years 2012-2018, the work above resulted in total expenses of \$2,192,000.

The current Asset Management tactical capital window 2019-2021 has no funds budgeted for work at the Community Auditorium.

Sincerely,



Gerry Broere

cc EMT  
John Hannam – City Clerk

## Memorandum

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**TO:** Members of Council

**FROM:** Kayla Dixon, P. Eng., MBA  
Director of Engineering & Operations

**DATE:** January 23, 2019

**SUBJECT:** 2019 Capital Victoria/Ford Roundabout Item

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This memorandum is to address questions concerning the proposed roundabout at the Victoria Avenue/Ford Street intersection included in the 2019 Capital Budget.

Engineering will be completing a traffic study to determine the requirements for traffic control on Victoria Avenue and will report results and a recommendation to Council for approval prior to tendering this work.

### *What is being proposed?*

- A single lane roundabout capable of accommodating all vehicles, including buses and large trucks. Pedestrians and cyclists will be accommodated through shared use paths and refuge areas. Pedestrian crossover signals are proposed on the west side of the intersection for anyone travelling north-south across Victoria Avenue.
- The traffic signals at Lillie Street will be removed.
- Lillie Street will be converted to a one-way northbound street from Victoria Avenue to Walnut Street. Additional traffic studies in 2019 will confirm any other required changes to traffic flow.

### *Why is this roundabout being proposed?*

The section of Victoria Avenue from Lillie Street to Edward Street requires rehabilitation. During the preliminary design it was determined that the traffic signals at the intersection of Lillie Street were not warranted based on traffic volumes. Transit still needs easy left turn access onto Victoria Avenue though for the bus route to Hogarth Riverview Manor. Additionally there are plans to expand the Ford Street multi-use trail, which will require a safe crossing of Victoria Avenue. The Ford Street and Lillie Street intersections are too close together to have signalized traffic controls at both of them. A roundabout at Ford Street resolves these issues. Transit can use the roundabout to easily turn left onto Victoria Avenue; therefore we can eliminate the capital upgrade and maintenance costs of the Lillie Street signals. A pedestrian crossover at the roundabout will provide a safe crossing for multi-use trail users as well as pedestrians on Victoria Avenue.

***What are the benefits of installing a roundabout at Ford Street compared to leaving traffic signals at Lillie Street?***

- Lower infrastructure lifecycle costs
- Roundabouts are the safest type of at grade intersection for motorists as all vehicles are travelling in the same direction, reducing criticality of accidents
- Lower vehicle fuel consumption, emissions and noise through more uniform speeds with less idling/starting and stopping
- This will be a single lane roundabout that will provide an easier introduction to drivers before installing the proposed roundabout at the Edward Street/Redwood Avenue intersection

***Confirming warrant for traffic control***

As indicated above, one of the reasons for constructing this roundabout is to ensure Transit and other vehicles can turn left onto Victoria Avenue without significant delay. In order to confirm traffic gaps on Victoria Avenue and delays, it is proposed to initiate the removal of the signals at Lillie Street and have Transit pilot their routes for a month without the assistance of the signalized intersection. Signal removal is recommended in phases, starting with public notification, installation of information signage, installation of new traffic control, and then covering traffic signal heads for a minimum of 90 days before removing heads and poles. During the pilot while the traffic signal heads are covered, Engineering and Transit will monitor the intersection for delays, safety and queuing concerns. If at any time during the monitoring it is determined that the signals are required, the signals can be reactivated. Based on the monitoring results, a recommendation will be brought to Council if the roundabout is warranted. The two outcomes would be:

1. Traffic delays are significant, especially for the left turn movement onto Victoria Avenue, therefore the installation of a roundabout is required, move forward with proposed project.
2. Traffic delays do not impact traffic significantly, traffic signals at Lillie Street are removed, roundabout not constructed, and pedestrian crossover at Ford Street constructed when multi-use trail is extended.

***Budget implications***

If the roundabout is not required at Victoria Avenue/Ford Street, there are road rehabilitation projects that Engineering would propose to advance rather than cutting the project and funds. The Boulevard Dam rehabilitation project has consumed a considerable amount of the available tax capital funds this year, resulting in other infrastructure, like pavement, not being funded appropriately to meet our Asset Management Plan. I trust this answers your questions and clarifies the phasing of the proposed work.

Sincerely,

KD

cc: John S. Hannam – City Clerk  
Norm Gale – City Manager  
Kerri Marshall – General Manager – Infrastructure & Operations

## MEMORANDUM

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**TO:** Members of Council

**FROM:** Karen Lewis, Director – Corporate Strategic Services

**DATE:** January 23, 2019

**RE:** Consolidation of CEDC Offices

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Further to report R107/2018, City Council approved by resolution the transfer of Tourism Thunder Bay to the Thunder Bay Community Economic Development Commission, effective as of the close of business on August 31, 2018.

In the months leading up to the transfer, the CEO of the CEDC identified that, in the interests of effective and efficient operation, he would be seeking opportunities to consolidate the CEDC offices (2<sup>nd</sup> Floor, Whalen Building) with Tourism (7<sup>th</sup> Floor, Whalen Building). On June 27, 2018, the CEDC Board of Directors passed a resolution supporting consolidation of the offices into one space to manage the entire operation and funded by the City. During budget preparation there was no affordable option for this consolidation. Since the time of the transfer an opportunity has emerged for consolidation on the 7<sup>th</sup> floor and the estimated cost of construction is \$120,000, which is much reduced from the original estimate due to an innovative approach by the CEO to use one of the existing suites of offices.

This project will support effective operation and management of staff.

Administration is recommending that \$120,000 be added to the 2019 Capital Budget and that the Source of Financing be the Stabilization Reserve Fund with no net impact to the 2019 Tax Levy.

Copy to: John Hannam, City Clerk  
Norm Gale, City Manager  
Doug Murray, CEO, CEDC  
EMT