



**MEETING:** Committee of the Whole

**DATE:** Monday, October 01, 2018

*Reference No. COW - 44/49*

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

Committee of the Whole - Operations Session  
Chair: Councillor J. Virdiramo

**DISCLOSURES OF INTEREST**

**CONFIRMATION OF AGENDA**

Confirmation of Agenda - October 1, 2018 - Committee of the Whole

With respect to the October 1, 2018 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**PRESENTATIONS**

**14th Annual Random Acts of Poetry**

Letter from Ms. R. Terpstra, Development/Administrator, Definitely Superior Art Gallery, dated September 12, 2018, requesting the opportunity to provide a presentation relative to the above noted.

**REPORTS OF COMMITTEES**

**Parking Authority Board Minutes**

Minutes of Meetings No. 6-2018 and No. 7-2018 of the Parking Authority Board held on June 12, 2018 and July 12, 2018, respectively, for information.

**REPORTS OF MUNICIPAL OFFICERS**

**John Jumbo Park**

At the September 10, 2018 Committee of the Whole meeting a resolution was passed directing Administration to provide suggestions to address the noise and vehicle disturbances that are occurring at John Jumbo Park.

Committee of the Whole - Meeting Date 10/01/2018

Memorandum from Mr. C. Halvorsen, Manager - Parks & Open Spaces, 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 I. Angus

## **REPORTS OF COMMITTEES**

### **Accessibility Advisory Committee Minutes**

Minutes of Meeting No. 5-2018 of the Accessibility Advisory Committee held on June 14, 2018, for information.

### **The District of Thunder Bay Social Services Administration Board Minutes**

Minutes of Meetings No. 12/2018 and No. 13/2018 (Closed) of The District of Thunder Bay Social Services Administration Board held on June 28, 2018, for information.

## **REPORTS OF MUNICIPAL OFFICERS**

### **Expansion of Street Event Grant Eligibility**

Memorandum from Mr. P. Burke, Sports & Community Development Supervisor dated September 17, 2018 relative to the above noted, for information.

### **Grace Place**

At the September 17, 2018 Committee of the Whole meeting, representatives from Grace Place provided a deputation and requested \$50,000 of funding. A resolution was passed referring this matter to Administration to identify potential sources of funding.

Memorandum from Ms. L. Evans, General Manager - Corporate Services & Long-Term Care dated September 20, 2018 relative to the above noted, for information.

## **Calendar of Meetings for 2019 and 2020**

Report No. R 135/2018 (City Manager's Office - Office of the City Clerk) recommending that the proposed calendars of regularly scheduled meetings of Committee of the Whole and City Council in 2019 and 2020 be adopted, including Committee of the Whole - Special Session meetings, and City Council - Special Session meetings.

With respect to Report No. R 135/2018 (City Manager's Office - Office of the City Clerk), we recommend that the proposed calendars of regularly scheduled meetings of Committee of the Whole and City Council in 2019 and 2020, be adopted;

AND THAT City Council – Special Session meetings as listed on the 2019 calendar, be established for the Tbaytel Annual General meeting to be held on Monday, April 15, 2019, the Thunder Bay Hydro Corporation Annual General meeting to be held on Monday, May 13, 2019 and the Thunder Bay Community Economic Development Commission Annual General meeting to be held on Monday, June 17, 2019, commencing at 5:00 p.m.;

AND THAT a Committee of the Whole – Special Session meeting be established for the Official Recognition Committee's Annual Citizens of Exceptional Achievement Awards to be held on Tuesday, April 9, 2019 commencing at 6:30 p.m.;

AND THAT City Council – Special Session meetings as listed on the 2020 calendar, be established for the Tbaytel Annual General meeting to be held on Monday, April 20, 2020, the Thunder Bay Hydro Corporation Annual General meeting to be held on Monday, May 11, 2020, and the Thunder Bay Community Economic Development Commission Annual General meeting to be held on Monday, June 15 2020 commencing at 5:00 p.m.;

AND THAT a Committee of the Whole – Special Session meeting be established for the Official Recognition Committee's Annual Citizens of Exception Achievement Awards to be held on Tuesday, April 21, 2020 commencing at 6:30 p.m.;

AND THAT the schedule may be amended as needed by a motion of Committee of the Whole;

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

## **NEW BUSINESS**

## **ADJOURNMENT**

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***MEETING DATE***      10/01/2018 (mm/dd/yyyy)

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***SUBJECT***              Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - October 1, 2018 - Committee of the Whole

***RECOMMENDATION***

With respect to the October 1, 2018 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

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**MEETING DATE** 10/01/2018 (mm/dd/yyyy)

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**SUBJECT** 14th Annual Random Acts of Poetry

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***SUMMARY***

Letter from Ms. R. Terpstra, Development/Administrator, Definitely Superior Art Gallery, dated September 12, 2018, requesting the opportunity to provide a presentation relative to the above noted.

***ATTACHMENTS***

1. R Terpstra letter Sept 12 2018

September 12, 2018

John Hannam, City Clerk  
City Hall, City of Thunder Bay  
500 Donald Street, Thunder Bay, ON; P7C 5K4

Dear Mr. Hannam:

Definitely Superior Art Gallery would like to request permission to make a presentation before City Council at 6:30pm, for approx. 20 minutes on Monday, October 1st, 2018, specifically, a special performative presentation of "Random Acts of Poetry." The gallery is thankful that we were given this opportunity to present to Council in previous years, and hope to be provided the same opportunity once again this year.

This year, "Random Acts of Poetry Week" takes place city-wide from October 1st to 6th, 2018. The purpose of the 14<sup>th</sup> Annual "Random Acts of Poetry: Thunder Bay Performance Project" (or "RAP"), as presented by Definitely Superior Art Gallery, is to present a week-long series of spoken word and singer/songwriter performances, at up to 30 locations by 24+ artists throughout the City of Thunder Bay, in order to promote literacy, art and poetry ("creative literary"), in a refreshing way to the public in places where they live their everyday lives. Each day during "RAP Week" in Thunder Bay, a "poetry construction crew" of up to 5 local writers and singer/songwriters (24+ during the week), wearing their iconic bright-orange road construction coveralls, will go out to perform their original poetry, prose & songs for the public.

RAP is intended to inspire the public to think about the creativity and enjoyment inherent in literacy development by experiencing the RAP poets' original creative "word constructions." The idea is kindred in spirit to "random acts of kindness" ~ poetry is offered to the public in a spirit of kindness and generosity. The performances are also "random," in that the poets randomly select from their repertoires of original writing, in order to engage with audiences and "atmospheres" found at different public locations. There are random/unscheduled live poetry performances in public spaces (city parks, downtown areas etc.), and scheduled performances at various locations (schools, libraries, coffee shops etc.), including live radio performances broadcast to Thunder Bay, Northwestern Ontario, and internationally-via internet radio.

While it connects thematically with "Random Acts of Poetry" readings in Canada and worldwide, as an idea, it has been accomplished in its biggest, best and most creative/performative sense, by Random Acts of Poetry in Thunder Bay. In 2017, 1,450+ people saw RAP performances in our city, and with media-based live performances added in, a total of 13,000 people enjoyed RAP last year. It is probably the largest international poetry performance, something for Definitely Superior Art Gallery, City Council and our community of Thunder Bay to be proud of! Thank you for your time and consideration of our request.

Best regards,

Renée Terpstra, Development/Administrator, Definitely Superior Art Gallery  
(807) 344-3814 | reneedefsup@tbaytel.net | definitelysuperior.com

*Definitely Superior Art Gallery – Ontario Premier's Award for Excellence in the Arts: Laureate Winner-2013 & Finalist-2010/2011/2013 – Thunder Bay & Northwestern Ontario's non-profit/charitable Artist-Run Centre for the Multi-Disciplinary Contemporary Arts*

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**MEETING DATE**     10/01/2018 (mm/dd/yyyy)

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**SUBJECT**             Parking Authority Board Minutes

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***SUMMARY***

Minutes of Meetings No. 6-2018 and No. 7-2018 of the Parking Authority Board held on June 12, 2018 and July 12, 2018, respectively, for information.

***ATTACHMENTS***

1. Parking Authority June 12 minutes
2. Parking Authority July 12 minutes

## **Minutes of Meeting**

### **Parking Authority Board**

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**MEETING #:** 06  
**DATE:** June 12, 2018  
**TIME:** 10:00 AM  
**PLACE:** Community Services Boardroom  
**CHAIR:** Greg Hookham, Member

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**ATTENDEES:** Linda Rydholm, Member  
Frances Larizza, Member  
James Coady, Manager – Licensing & Enforcement  
Jonathan Paske, Supervisor – Parking Authority

**REGRETS:** Paul Pugh, Member  
Dave Richard, Waterfront BIA Representative  
Mark Smith, GM – Development & Emergency Services

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#### **1. Confirmation of Agenda**

Moved by Linda Rydholm, seconded by Frances Larizza.

“With respect to the June 12, 2018 Parking Authority Board meeting, it is recommended that the agenda as printed, including any additional information and new business, be confirmed.”

CARRIED

#### **2. Minutes of May 8, 2018 Meeting**

Moved by Linda Rydholm, seconded by Frances Larizza.

“That the minutes of the Parking Authority Board meeting held May 8, 2018 be approved.”

CARRIED

#### **3. Outstanding Items**

Members were advised that the process to introduce online payments is currently in progress.



The tender for the Waterfront parkade upgrades project is expected to be posted in early July. The Waterfront parkade condition survey is currently in progress.

KEM Construction was the successful bidder on the Victoriaville parkade rehabilitation project. There was a minor delay in the expected start date while the appropriate documentation was acquired and a PO could be issued.

**4. Financial Statement**

Members were provided with the auditor's report on the Parking Authority reserve fund at 2017 year-end indicating a balance of \$210,752. There were no concerns with the current financial statement.

**5. Canada Day**

Typically on Canada Day the Parking Authority opens the gates at the Waterfront parkade for free parking. Due to the large volume of vehicles downtown safety and traffic flow is a concern. Members decided the gates will be opened on July 1 for Canada Day.

**6. New Business**

The Board suggested monitoring the attendance to the 2018 Festival of India event for any parking concerns.

**7. Next Meeting**

The next meeting will be a lunch meeting on July 12, 2018 @ 12:00.

**8. Adjournment**

Moved by Linda Rydholm, seconded by Frances Larizza.

"That the June 12, 2018 Parking Authority Board meeting be adjourned."

CARRIED

Meeting adjourned at 10:30 AM.

# **Minutes of Meeting**

## **Parking Authority Board**

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**MEETING #:** 07  
**DATE:** July 12, 2018  
**TIME:** 12:00 PM  
**PLACE:** Community Services Boardroom  
**CHAIR:** Greg Hookham, Member

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**ATTENDEES:** Linda Rydholm, Member  
Frances Larizza, Member  
Paul Pugh, Member  
Mark Smith, GM – Development & Emergency Services  
James Coady, Manager – Licensing & Enforcement  
Jonathan Paske, Supervisor – Parking Authority

**REGRETS:** Dave Richard, Waterfront BIA Representative

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### **1. Confirmation of Agenda**

Moved by Paul Pugh, seconded by Greg Hookham.

“With respect to the July 12, 2018 Parking Authority Board meeting, it is recommended that the agenda as printed, including any additional information and new business, be confirmed.”

CARRIED

### **2. Minutes of June 12, 2018 Meeting**

Moved by Paul Pugh, seconded by Greg Hookham.

“That the minutes of the Parking Authority Board meeting held June 12, 2018 be approved.”

CARRIED

### **3. Outstanding Items**

Members were advised that the process to introduce online payments is currently in progress.

The tender for the Waterfront parkade upgrades project is expected to be awarded in the near future. The Waterfront parkade condition survey is currently in progress.

The Victoriaville parkade rehabilitation project is in progress. Once work got underway there were some additional repairs discovered to concrete in some areas that were not in the contract but not unexpected. The additional work should be covered by the contingency amount budgeted in the contract.

**4. Financial Statement**

There were no concerns with the current financial statement. It was requested to bring the amount Parking Authority's debt increased from 2016 to 2017 to the meeting.

**5. Soccer Field Enforcement**

Members were provided with two email complaints disagreeing with parking enforcement around soccer fields. The Board supports enforcing parking at soccer fields due to the safety concerns that illegal parking presents to visitors and residents in these areas.

**6. New Business**

The Board would like to acknowledge that this will be the final meeting that James Coady will be attending as he is retiring. Members would like to express their gratitude for the many years of service that Mr. Coady has provided the residents of Thunder Bay. Congratulations and wishing the best for the future.

**7. Next Meeting**

The next meeting will be held on September 11, 2018.

**8. Adjournment**

Moved by Linda Rydholm, seconded by Paul Pugh.

"That the July 12, 2018 Parking Authority Board meeting be adjourned."

CARRIED

Meeting adjourned at 12:25 PM.

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**MEETING DATE**      10/01/2018 (mm/dd/yyyy)

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**SUBJECT**              John Jumbo Park

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**SUMMARY**

At the September 10, 2018 Committee of the Whole meeting a resolution was passed directing Administration to provide suggestions to address the noise and vehicle disturbances that are occurring at John Jumbo Park.

Memorandum from Mr. C. Halvorsen, Manager - Parks & Open Spaces, relative to the above noted. (Distributed separately)

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***MEETING DATE***     10/01/2018 (mm/dd/yyyy)

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***SUBJECT***             Accessibility Advisory Committee Minutes

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***SUMMARY***

Minutes of Meeting No. 5-2018 of the Accessibility Advisory Committee held on June 14, 2018, for information.

***ATTACHMENTS***

1. AAC minutes June 14 2018

**DATE:** THURSDAY, JUNE 14, 2018**MEETING NO.:** 05-2018**TIME:** 1:30 P.M.**PLACE:** THUNDER BAY 55 PLUS CENTRE  
700 RIVER STREET, THUNDER BAY**CHAIR:** MS. T. SODERBERG

<b>MEMBERS:</b>	<b>SECTOR REPRESENTATIVE</b>	<b>OFFICIALS:</b>
Mr. K. Crites	- Mental Health	Mr. S. Garner, Municipal Accessibility Specialist
Mr. J.P. Gamache	- Mobility Disability	Ms. F. Track, Committee Coordinator
Ms. D. Hamilton	- Speech Impairment	
Councillor R. Johnson	- Council Representative	
Ms. T. Lennox	- Learning Disability	<b>GUESTS:</b>
Mr. M. Rubenick	- Senior with a Disability	Ms. L. MacPhail, Supervisor - Staffing, Development & Support Services
Mr. B. Spare	- Hard of Hearing/Late Deafened	Mr. T. Ormston
Ms. T. Soderberg	- Visually Impaired or Blind	
Mr. R. Wheeler	- Brain Injury	
Mr. T. Brownlee	- Caregiver to a Person with a Disability	
Ms. A. Antenucci	- Parent of a Child with a Disability	
Mr. J. Gobeil	- Citizen at Large	

## 1.0 WELCOME AND INTRODUCTIONS

Ms. T. Soderberg, Chair, called the meeting to order at 1:32 p.m.

New member, Ms. Anne Antenucci, was welcomed to the meeting. Ms. Antenucci was appointed to the AAC by City Council on May 7, 2018, representing a Parent of a Child with a Disability. Ms. Antenucci was appointed for the remainder of a 4-year term expiring on November 30, 2020.

New member, Mr. John Gobeil, was welcomed to the meeting. Mr. Gobeil was appointed to the AAC by City Council on May 7, 2018, representing a Citizen at Large.

Mr. Gobeil was appointed for the remainder of a 4-year term expiring on November 30, 2018.

## 2.0 COMMUNICATION PROCESS

Ms. T. Soderberg provided an overview of the communication process and procedures. Mr. K. Crites agreed to keep the Speakers List for the Chair.

## 3.0 AGENDA APPROVAL

MOVED BY: Mr. T. Brownlee  
SECONDED BY: Ms. T. Lennox

With respect to the June 14, 2018 meeting of the Accessibility Advisory Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

## 4.0 PRESENTATIONS

### Employment Equity

Ms. L. MacPhail, Supervisor –Staffing, Development & Support Services, City of Thunder Bay, provided a PowerPoint presentation relative to the above noted and a roundtable discussion followed.

Some of the items discussed were:

- Employment & Retention Plan
- Initiatives to increase the number of applications received
- Education and Corporate Training
- Job postings are shared with 50 agencies
- Reasonable accommodations available
- Qualified applicants are chosen to fill positions
- Hiring is a competitive process
- Applications and Resumes can be submitted online (accommodations can be made at the Human Resources office, located at 141 S. May Street)

The Chair thanked Ms. MacPhail for appearing before the AAC.

The meeting recessed for a coffee break at 2:35 P.M.

The meeting reconvened at 2:45 p.m.

## 5.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 04-2018 of the Accessibility Advisory Committee held on May 10, 2018, to be confirmed.

MOVED BY: Mr. B Spare  
SECONDED BY: Ms. D. Hamilton

THAT the Minutes of Meetings No. 04-2018 of the Accessibility Advisory Committee, held on May 10, 2018, be confirmed.

CARRIED

## 6.0 PROPOSED ELECTRONIC FARES FOR TRANSIT

Ms. T. Soderberg provided an update relative to a meeting with members of Thunder Bay Transit. Some key points were: City of Thunder Bay – Transit, considering a future electronic fare system; would not be a swipe system; pass could be within 10 cm of unit to access fare.

## 7.0 BUSINESS ARISING FROM PREVIOUS MINUTES

### 7.1 Taxi By-law

Mr. S. Garner – Municipal Accessibility Specialist provided an update relative to the above. The Taxi By-law was approved and passed in May 2018. Amendments can be made in the future if necessary.



## 7.2 Anti-Idling By-law Medical Exemption

Mr. T. Ormston made a presentation relative to the above. Mr. Ormston explained he will be making a deputation to the Committee of the Whole on June 18, 2018, to explain why certain medical conditions require an exemption to the proposed Anti-Idling By-law. Mr. Ormston asked for the support of the AAC.

It was the consensus of the Committee to put forth the following motion to be presented to the Committee of the Whole on June 25, 2018.

“With respect to the Anti-Idling By-law, we recommend that an amendment be made to accommodate persons with medical conditions requiring temperature control beyond the current limits within the By-law;

AND THAT a method to identify a vehicle of a person with a medical condition be provided upon successful application of medical exemption;

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

CARRIED

In the view of the members of the Accessibility Advisory Committee, an amendment to the Anti-Idling By-law requires immediate re-examination by Administration.

## 7.3 Website Renewal

Item deferred

## 7.4 Federal Accessibility Legislation

The Honorable Patty Hajdu, Minister of Workforce Development and Labour would like to attend a future meeting to provide an update on the Federal Accessibility Legislation Review. Her office has been in contact with administration and a follow up will be scheduled with the AAC after the Legislation has been tabled.

### 7.5 Traffic Review

Item deferred.

### 7.6 Water Meter Reader Pilot Project

Mr. S. Garner - Municipal Accessibility Specialist provided an update relative to the above and a discussion followed. Some of the key items discussed were: A single application has been received since the Resolution was passed in November 2017; the Committee has recommended that Administration look into how the Water Meter Pilot Project had been presented to the public and if more promotion should take place.

### 7.7 Enabling Accessibility Fund Application

Mr. S. Garner – Municipal Accessibility Specialist provided an update relative to the above. The motion presented to City Council by the AAC was ratified on April 30, 2018, relative to the Enabling Accessibility Fund application as submitted by the Community Services Division. Mr. Garner confirmed that an application was submitted for the Volunteer Pool Project, which includes the installation of a Hall Elevator and Accessible washrooms. The Community Services Division to provide an update to the AAC on the status of the application once funding has been determined.

## 8.0 2018 OPEN HOUSE

Mr. K. Crites, Planning Committee for the 2018 Open House provided an update relative to the above. 25 people were in attendance including those that signed the attendance sheet. Mr. Crites noted that Ms. L. Douglas, Election Coordinator – Office of the City Clerk, was in attendance and made a PowerPoint presentation entitled City of Thunder Bay, 2018 Municipal & School Board Elections. Ms. Douglas had voting equipment on display and provided an overview of the methods that are available to vote during this Election. A discussion relative to the Election followed. Mr. Crites also acknowledged that Ms. D. Earle, Supervisor-Transit Services, participated in this year's event. Ms. Earle had a display table set up and was available to provide attendees with information relating to Lift +, conventional transit and charter services.

## 9.0 AD HOC COMMITTEE FOR TERMS OF REFERENCE

Mr. S. Garner, Municipal Accessibility Specialist provided an overview of the meeting that was held on April 10, 2018, relative to the above. Mr. S. Garner provided “Draft Terms of Reference” for review (pages 14-17 of the Agenda). A discussion followed: It was the determination of the Committee that a review of the Municipal Act is required to determine representative structure within the Committee’s Terms of Reference

## 10.0 ROUNDTABLE OF ACCESSIBILITY ISSUES

Committee members reported on accessibility issues encountered or identified in the community.

- Ms. T. Soderberg identified that the colour being used by the City of Thunder Bay, with respect to tactile surfaces is inconsistent throughout the City and lacks contrast. The texture and colour of the tactile surfaces at the new Beer Store, located at Fort William Road is an acceptable colour and suggests a recommendation by this committee should be made to Engineering to look into the acquisition of the same. Mr. S. Garner to follow up with Engineering.
- Mr. T. Brownlee has contacted Canadian Pacific Railway regarding the condition of the pedestrian crosswalks into Marina Park at Pearl Street and Camelot Streets, and has been referred back to the City of Thunder Bay to address the issue with the same.

## 11.0 WORKING GROUP UPDATES

### 11.1 Built Environment

No updates provided.

### 11.2 Public Art Committee

Mr. R. Wheeler provided an update via email for information relative to the above. Some projects currently scheduled are: Tai Chi Statues, donated by Jiaozuo City, will be moved to the final location; Balloon Art will be permanently relocated to

an internal display area - location to be determined; Graphic wraps for the new stage at the waterfront will be installed in the next few weeks by the successful applicant, Jordon Danielsson, owner, Lost Art; Jordan Danielsson will also be designing an event T-Shirt for the Live on the Waterfront concert series; The national theme for Culture Days this year is OnBeat. Planning is in the preliminary stages and is scheduled for the last weekend in September 2018.

### 11.3 Walkability Committee

No update provided

### 12.0 NEW BUSINESS

No new business.

### 13.0 NEXT MEETING

The Accessibility Advisory Committee will meet on the 2<sup>nd</sup> Thursday of every month, except July, August and December, from 1:30 to 3:30 p.m., at the Thunder Bay 55 Plus Centre, 700 River Street, Thunder Bay, unless otherwise notified.

- Thursday, September 13, 2018
- Thursday, October 11, 2018
- Thursday, November 8, 2018

\*Please note that some of the above dates may be cancelled due to the 2018 Municipal Election. (The Office of the City Clerk may not be able to provide support for some of the above meeting dates.)

### 11.0 ADJOURNMENT

The meeting adjourned at 3:29 p.m.

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**MEETING DATE** 10/01/2018 (mm/dd/yyyy)

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**SUBJECT** The District of Thunder Bay Social Services Administration Board  
Minutes

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***SUMMARY***

Minutes of Meetings No. 12/2018 and No. 13/2018 (Closed) of The District of Thunder Bay Social Services Administration Board held on June 28, 2018, for information.

***ATTACHMENTS***

1. DSSAB minutes June 28 2018
2. DSSAB minutes (closed) June 28 2018



**MINUTES OF BOARD MEETING NO. 12/2018  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** June 28, 2018

**TIME OF MEETING:** 10:00 AM

**LOCATION OF MEETING:** 3rd Floor Boardroom  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Iain Angus  
Kim Brown (Via teleconference)  
Shelby Ch'ng  
Andrew Foulds (Via  
teleconference)  
Kevin Holland  
Robert (Bob) Katajamaki  
Lucy Kloosterhuis  
Wendy Landry  
Eric Pietsch  
Paul Pugh  
Aldo Ruberto  
Peter Ruel  
Joe Virdiramo

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Georgina Daniels, Acting Director-Client Services Division  
Keri Greaves, Acting Director-Corporate Services Division  
Ken Ranta, Director – Housing Services Division  
Glenda Flank, Recording Secretary  
Sarah Schoales, Administrative Assistant

**GUESTS:**

Barry Caland, Manager, Facilities  
Brook Latimer, Communication & Engagement Officer  
Aaron Park, Manager-Housing & Homelessness Programs

**REGRETS:**

Mark Figliomeni

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Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD MEETING**

**DISCLOSURES OF INTEREST**

None.

## PRESENTATION

### Ontario Municipal Social Services Association (OMSSA) – Local Municipal Champion Award

At the OMSSA Leadership Symposium held in Windsor, Ontario in May 2018, The District of Thunder Bay Social Services Administration Board (TBDSSAB) was awarded the OMSSA Local Municipal Champion Award for the High Needs Homeless Initiative team project.

William Bradica, CAO provided background information relative to the Award received, introduced and thanked the staff and management in attendance, for their dedication in the implementation of this initiative:

Kathie Miller, Maureen Scalzo & Sharon Johnston – Intake Worker  
Ashley Borek, Supervisor, Intake  
Stephanie Veneruzzo, Tenant Support Outreach Worker  
Rachel Boland, Caseworker  
Kathy McKay, Supervisor, Client Services  
Paula Marin & Jackie Livingston, Tenant Support Coordinator  
Jennifer Lible & Diane Atkinson, Manager, Client Services  
Georgina Daniels, Acting Director – Client Services Division  
Crystal Simeoni, Manager, Property Management  
Aaron Park, Manager, Housing and Homelessness Programs  
Ken Ranta, Director – Housing Services Division  
Kristyn Lovato-Day, Data & Research Analyst  
Saku Pinta, Senior Social Policy Analyst

Lucy Kloosterhuis, Chair congratulated the staff and management for their hard work and dedication to this initiative.

## NEW BUSINESS

None.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/65

Moved by: Joe Virdiramo  
Seconded by: Robert Katajamaki

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for June 28, 2018, we approve the agendas as amended;

AND THAT we approve any additional information and new business.

CARRIED

#### MINUTES OF PREVIOUS MEETINGS

##### Board Meetings

Minutes of Meeting No. 10/2018 (Regular Session) and 11/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 17, 2018, were presented for confirmation.

Resolution No. 18/66

Moved by: Joe Virdiramo  
Seconded by: Robert Katajamaki

THAT the Minutes of Meeting No. 10/2018 (Regular Session) and Meeting No. 11/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 17, 2018, respectively, be confirmed.

CARRIED

#### CLOSED SESSION MEETING

Administration recommends that the Board adjourns to a closed meeting relative to the receipt of information with respect to solicitor-client privilege regarding Legal File 001-2018, and Legal File 002-2018 and relative to security of the property of the Board regarding Paterson Court Parking Lot.

Resolution No. 18/77

Moved by: Kevin Holland  
Seconded by: Eric Pietsch

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to solicitor-client privilege regarding Legal File 001-2018 and Legal File 002-2018 and security of the property of the Board relative to Paterson Court Parking Lot.

CARRIED

At 10:34 a.m. the meeting reconvened in Regular Session with all Board Members and All members of Administration in attendance with the exception of Barry Caland, Manager, Facilities, Brook Latimer, Communication & Engagement Officer, and Aaron Park, Manager-Housing & Homelessness Programs.



## REPORTS OF ADMINISTRATION

### FIRST REPORT - Bertrand Court Highest and Best Use Study Results

At the February 23, 2017 Board Meeting, the Board approved Administration to issue an Expression of Interest for consulting services to determine the current market value of Bertrand Court and to identify the 'highest and best use' for the property. Housing Services Corporation was the successful proponent.

At 10:37 a.m. Iain Angus and Joe Virdiramo, Board Members left the meeting room.

Report No. 2018-38 (Housing Services Division) relative to providing the Board with the Draft Highest and Best Use Study – Bertrand Court Results, was presented for review and consideration.

Judy Lightbound, Chief Operating Officer, and Doreen Khatchadourian, P. Eng., Manager, Asset Management of Housing Services Corporation (HSC) attended to make a presentation relative to the Bertrand Court Highest and Best Use Study.

William Bradica, CAO introduced the representatives in attendance from Housing Services Corporation.

Ken Ranta, Director – Housing Services provided an introduction setting out the background for the Bertrand Court Study.

Judy Lightbound, Chief Operating Officer, and Doreen Khatchadourian, P.Eng., Manager, Asset Management from HSC presented the Bertrand Court Highest and Best Use Study, answered questions and provided further clarification.

At 11:00 a.m., Andrew Foulds, Board Member, in attendance via teleconference, left the meeting.

Ken Ranta, Director – Housing Services responded to questions.

William Bradica, CAO responded to questions and provided further information.

Lucy Kloosterhuis, Chair thanked the HSC representatives for their presentation.

At 11:17 a.m., Judy Lightbound and Doreen Khatchadourian left the meeting.

Resolution No. 18/67

Moved by: Robert Katajamaki  
Seconded by: Wendy Landry

THAT with respect to Report No. 2018-38, (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the receipt of the Draft Highest and Best Use Study – Bertrand Court Results;

AND THAT the Board direct Administration to prepare a report with recommended direction for the property to be presented at the October 2018 Board meeting.

CARRIED

At 11:18 a.m. Aldo Ruberto and Eric Pietsch, Board Members and Sarah Schoales, Administrative Assistant left the meeting room.

Alternative Energy Sources

Report No. 2018-39 (Housing Services Division) relative to providing the Board with information identifying alternative sources of heating in its multi-unit apartment buildings, was provided for information only.

At 11:19 a.m. Barry Caland, Manager, Facilities entered the meeting room.

Ken Ranta, Director – Housing Services provided an introduction.

Barry Caland, Manager, Facilities provided an overview.

At 11:24 a.m. Eric Pietsch, Board Member entered the meeting room.

Tenant Laundry Systems – Request for  
Expression of Interest

At the October 26, 2017 Board meeting, Administration presented information regarding having a third-party vendor supply and maintain laundry equipment in TBDSSAB owned properties and the Board requested that Administration bring back a final recommendation.

Report No. 2018-40 (Housing Services Division) was provided to the Board with further information and a recommendation regarding engaging a third-party for the provision of tenant laundry systems within specific TBDSSAB owned buildings, for consideration.

Ken Ranta, Director – Housing Services provided a brief overview.

Barry Caland, Manager, Facilities provided further information.

Resolution No. 18/68

Moved by: Shelby Ch'ng  
Seconded by: Kevin Holland

THAT with respect to Report No. 2018-40 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) authorize Administration to proceed with an Expression of Interest for the provision of third-party laundry equipment and service in specific TBDSSAB owned buildings in 2018;

AND THAT the Board authorizes the Chief Administrative Officer to execute any required Agreements with Service Deliverers.

CARRIED

At 11:28 a.m. Aaron Park, Manager, Housing and Homelessness Programs entered the meeting room and Barry Caland, Manager, Facilities, left the meeting room.

FIRST REPORT – Project in Difficulty –  
Thunder Bay Deaf Housing

Report No. 2018-41, (Housing Services Division) providing the Board with information and direction relative to the classification of Thunder Bay Deaf Housing Inc. as a Project In Difficulty, was presented for consideration.

Ken Ranta, Director – Housing Services provided an overview.

Resolution No. 18/69

Moved by: Kevin Holland  
Seconded by: Eric Pietsch

THAT with respect to Report No. 2018-41, (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the classification of Thunder Bay Deaf Housing Inc. as a Project in Difficulty (PID);

AND THAT the Board directs Administration to prepare a report with a remediation plan to be presented at the September 2018 Board meeting.

CARRIED

At 11:30 a.m. Aldo Ruberto, Board Member and Sarah Schoales, Administrative Assistant entered the meeting room.

**Portable Housing Benefit – Special  
Priority Policy**

Report No. 2018-42, (Housing Services Division) regarding the Portable Housing Benefit – Special Priority Policy (PHB-SPP) program, and requesting authorization for execution of the Transfer Payment Agreement, was presented for consideration.

Ken Ranta, Director – Housing Services provided an overview.

William Bradica, CAO provided further information.

**Resolution No. 18/70**

Moved by: Kevin Holland  
Seconded by: Eric Pietsch

THAT with respect to Report No. 2018-42 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board, authorize the Chair to execute a Transfer Payment Agreement with the Ministry of Housing and with the Ministry of Finance for the delivery of the Portable Housing Benefit – Special Priority Policy program;

AND THAT any necessary By-law be presented to the Board for consideration.

**CARRIED**

**National Housing Co-Investment Fund –  
Application Submission**

Report No. 2018-43 (Housing Services Division), was presented to the Board to provide information regarding the National Housing Co-Investment Fund, and to request authorization to submit an Application for the Program.

William Bradica, CAO provided a brief introduction.

Ken Ranta, Director – Housing Services provided an overview and responded to questions.

**Resolution No. 18/71**

Moved by: Eric Pietsch  
Seconded by: Kevin Holland

THAT with respect to Report No. 2018-43 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board, authorize the Chief Administrative Office to submit the National Housing Co-Investment Fund Application to Canada Mortgage and Housing Corporation by June 29, 2018;

AND THAT Administration provide the Board with a further report following review and response from Canada Mortgage and Housing Corporation.

CARRIED

Contract Award – Pest Control Services

Report No. 2018-44 (Corporate Services Division), was presented to the Board providing a recommendation to award the contract for provision of pest control services in The District of Thunder Bay Social Services Administration Board direct-owned properties, for consideration.

William Bradica, CAO, Keri Greaves, Acting Director – Corporate Services and Ken Ranta, Director – Housing Services responded to questions.

Resolution No. 18/72

Moved by: Shelby Ch'ng  
Seconded by: Peter Ruel

THAT with respect to Report No. 2018-44 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the contract for pest control services to be awarded to Toodaloo Pest and Wildlife Services;

AND THAT the Chief Administrative Officer and Director - Corporate Services Division be authorized to complete any administrative requirements for the award of the pest control services contract, as required.

CARRIED

Impact of Decrease in Federal Funding  
for Social Housing

Report No. 2018-45 (Corporate Services Division), relative to the decrease in Federal funding for Social Housing as mortgages mature and operating agreements expire, and the anticipated financial impact on TBDSSAB from 2019 to 2032, was presented for information only.

Keri Greaves, Acting Director – Corporate Services provided an overview and responded to questions.

William Bradica, CAO provided clarification and responded to questions.

### 2019 Budget Schedule

Report No. 2018-46 (Corporate Services Division), relative to providing the Board with the proposed 2019 Budget Schedule, was presented for consideration.

Resolution No. 18/73

Moved by: Shelby Ch'ng  
Seconded by: Peter Ruel

THAT with respect to Report No. 2018-46 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2019 Budget Schedule as presented.

CARRIED

### Working Group on Child Care Funding in Rural and Remote Communities

Report No. 2018-47 (Corporate Services Division), pertaining to the Working Group on Child Care Funding in Rural and Remote Communities, was presented to the Board for information only.

### Addiction Services Initiative Service Plan: 2018-2019

Report No. 2018-48 (Client Services Division), relative to providing the Board with the Addiction Services Initiative Service Plan: 2018-2019, was presented for review and consideration.

Resolution No. 18/74

Moved by: Shelby Ch'ng  
Seconded by: Robert Katajamaki

THAT with respect to Report No. 2018-48 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft TBDSSAB Addiction Services Initiative Service Plan: 2018-2019, as presented;

AND THAT we direct the Chief Administrative Officer to submit the approved TBDSSAB Addiction Services Initiative Service Plan: 2018-2019 to the Ministry of Community and Social Services in accordance with the prescribed process.

CARRIED

Cancellation of July Board Meeting

Memorandum from William Bradica, CAO dated June 12, 2018, recommending the cancellation of the July 19, 2018 Board Meeting, was presented for consideration.

William Bradica, CAO provided an explanation regarding the reason for cancelling the July Board Meeting.

Resolution No. 18/75

Moved by: Peter Ruel  
Seconded by: Paul Pugh

THAT with respect to the Memorandum dated June 12, 2018 from William Bradica, Chief Administrative Officer, we approve the cancellation of the July Board Meeting scheduled for Thursday, July 19, 2018;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

CARRIED

Signing Authority for Summer Months

A memorandum from William Bradica, CAO dated June 12, 2018, requesting interim arrangements for signing authority, was presented for consideration.

Resolution No. 18/76

Moved by: Paul Pugh  
Seconded by: Peter Ruel

THAT with respect to the recommendation of Administration relative to any urgent items that require signing authority for the months of July, August and the beginning of September, we authorize the Chief Administrative Officer and the Chair or Vice Chair to sign any required documents with respect to items included in the approved 2018 Budget that exceed \$350,000;

AND THAT we authorize the Board Chair and Vice-Chair to review and approve for signing, any items outside of the approved 2018 Budget that are time sensitive;

AND THAT a Report be presented to the Board at the September Board meeting outlining any such items for the Board's information.

CARRIED

Association of Municipalities of Ontario  
- Briefing Submission

Report No. 2018-49 (CAO's Office), providing a Briefing Package being recommended by Administration for submission at the Association of Municipalities of Ontario Conference, was presented under separate cover for review and consideration.

Resolution No. 18/76A

Moved by: Peter Ruel  
Seconded by: Paul Pugh

THAT with respect to Report No. 2018-49 (CAO's Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve of the 2018 Association of Municipalities of Ontario (AMO) Briefings Package, as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to submit deputation requests to the appropriate provincial Ministries;

AND THAT the CAO attend the 2018 AMO conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues;

Resolution No. 18/76(i) – Amendment

Moved by: Robert Katajamaki  
Seconded by: Eric Pietsch

THAT Resolution No 18/76A be amended by adding the following paragraph:

AND THAT the Briefing Package be circulated to all member municipalities, the Northern Ontario Service Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

CARRIED

Resolution No. 18/76A

Moved by: Peter Ruel  
Seconded by: Paul Pugh

THAT with respect to Report No. 2018-49 (CAO's Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve of the 2018 Association of Municipalities of Ontario (AMO) Briefings Package, as presented;



AND THAT we direct the Chief Administrative Officer (CAO) to submit deputation requests to the appropriate provincial Ministries;

AND THAT the CAO attend the 2018 AMO conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues;

AND THAT the Briefing Package be circulated to all member municipalities, the Northern Ontario Service Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

CARRIED

#### Paterson Court Parking Lot

Confidential Report No. 2018CS-50, (Housing Services Division) was presented in Closed Session, to provide information to the Board relative to the expiry of the lease on the Paterson Court parking lot, for consideration.

William Bradica, CAO provided a brief introduction.

#### Resolution No. 18/78

Moved by: Paul Pugh  
Seconded by: Aldo Ruberto

THAT with respect to Report No. 2018CS-50 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board direct Administration to proceed as directed in Closed Session.

CARRIED

#### CORRESPONDENCE

#### BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Tuesday, September 18, 2018 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 18/79

Moved by: Paul Pugh  
Seconded by: Aldo Ruberto

THAT the Board Meeting No. 12/2017 of The District of Thunder Bay Social Services Administration Board, held on June 28, 2018, be adjourned at 11:58 a.m.

CARRIED

  
Chair  
Chief Administrative Officer



**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 13/2018  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

**DATE OF MEETING:** June 28, 2018

**TIME OF MEETING:** 10:11 AM

**LOCATION OF MEETING:** 3rd Floor Boardroom  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Iain Angus  
Kim Brown (Via teleconference)  
Shelby Ch'ng  
Andrew Foulds (Via teleconference)  
Kevin Holland  
Robert (Bob) Katajamaki  
Lucy Kloosterhuis  
Wendy Landry  
Eric Pietsch  
Paul Pugh  
Aldo Ruberto  
Peter Ruel  
Joe Virdiramo

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Keri Greaves, Acting Director-Corporate Services Division  
Ken Ranta, Director – Housing Services Division  
Glenda Flank, Recording Secretary  
Sarah Schoales, Administrative Assistant

**GUESTS:**

**REGRETS:**

Mark Figliomeni

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Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda item; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda item. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD MEETING**

**DISCLOSURES OF INTEREST**

None.

## REPORTS OF ADMINISTRATION

### Investment in Affordable Housing Legal File #001-2018

Legal File #001-2018 was added as a new business item for Closed Session at the May 17, 2018 Board Meeting and a verbal update was provided at that time.

Ken Ranta, Director – Housing Services Division provided a further verbal update, for information only.

William Bradica, CAO responded to questions and provided further information.

Ken Ranta, Director - Housing Services Division responded to questions.

### Paterson Court Parking Lot

Report No. 2018CS-50, (Housing Services Division) relative to providing the Board with information regarding the expiry of the lease on the Paterson Court parking lot, and presenting options to maintain this property for tenant use in the future, was presented for consideration.

William Bradica, CAO provided a brief introduction and responded to questions.

Ken Ranta provided further information and responded to questions.

At 10:30 a.m. Keri Greaves, Acting Director – Corporate Services and Ken Ranta, Director – Housing Services left the meeting.

### Board Governance Legal File #002-2018

A verbal statement was made by Lucy Kloosterhuis, Board Chair relative to legal advice obtained regarding a Board Governance issue. The statement was made without further discussion.

ADJOURNMENT

Resolution No. 18/CS07

Moved by: Kevin Holland  
Seconded by: Eric Pietsch

THAT the Board (Closed Session) Meeting No. 13/2018 of The District of Thunder Bay Social Services Administration Board, held on June 28, 2018, be adjourned at 10:34 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED



Chair



Chief Administrative Officer

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**MEETING DATE** 10/01/2018 (mm/dd/yyyy)

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**SUBJECT** Expansion of Street Event Grant Eligibility

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**SUMMARY**

Memorandum from Mr. P. Burke, Sports & Community Development Supervisor dated September 17, 2018 relative to the above noted, for information.

**ATTACHMENTS**

1. P Burke memo dated Sept 17 2018

## **Memorandum**

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**TO:** Members of Council

**FROM:** Paul Burke, Sports & Community Development Supervisor

**DATE:** September 17, 2018

**SUBJECT:** Expansion of Street Event Grant Eligibility

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This memo is to inform Council that the Recreation & Culture Division intends to expand the eligibility criteria of the Street Event Grant Program to include annual parades as well as non-static events that encourage exercise and recreation.

The Street Event Grant was introduced in 2009 to assist not-for-profit organizations with the costs of hiring paid duty police officers required to close streets for sports events that draw visitors to Thunder Bay. The funding also assists these groups with the costs of informing the public of street closures. Events such as the Firefighters 10 Mile Road Race, the June Classic 5 km and 10 km Race, the Canada Day Roller Ski Race, the CIBC Run for the Cure and the Frostbite Run have recently benefited from this program. Potential new recipients of this funding include the Rotary Christmas Parade, the Thunder Pride Parade and Open Streets.

Additional funding is not required to make the proposed eligibility changes. The Street Event Grant Program has been undersubscribed in recent years due in part to the loss of the Thunder Bay Marathon-Miles with the Giant and the Thunder Bay Triathlon. In 2017 only \$7,024 of the \$15,000 annual program budget was allocated. It is anticipated that the additional applications from existing events can be accommodated within the existing funding envelope.

The 28<sup>th</sup> Annual Rotary Christmas Parade, set for November 17, 2018, is anticipated to be the first newly-eligible event to access funding under the expanded criteria. The Parade is organized jointly by Thunder Bay's three Rotary Clubs and serves as a kick-off to the holiday shopping season. The event draws in excess of 20,000 spectators from across the region. The parade will consist of 50 to 75 floats, bands, walking groups and animals.

The cost of paid duty police officers for this event rose to \$9,307.99 in 2017 from \$5,780.63 in 2016. The 2018 cost is expected to again be in excess of \$9,000. Organizers inform Administration that the Parade needs financial assistance with these costs in order to continue. Under the expanded criteria, this event would be eligible to receive a grant to cover up to 50% of the cost of paid duty police and up to 100% of the cost of informing the public of the street closure.

In addition to the Street Event Grant Program, the Recreation & Culture Division also administers the Event Development Grant Program. The Program currently funds special one-time or inaugural events only, and is currently primarily accessed by sports events. The Event Development Grant is currently under review. Annual community events that are currently

ineligible for this grant have identified needs for assistance with new and increasing costs of event hosting such as event development, marketing, equipment, services and security. The review of this program will take into consideration how these identified needs may or may not be addressed through the existing Community, Youth & Cultural Funding Program as well as funds that may be available as a result of the new Municipal Accommodation Tax. Any proposed changes to the Event Development Grant will be brought forward to City Council prior to the 2019 event season.

Paul Burke  
Sports & Community Development Supervisor

cc: Norm Gale – City Manager  
Kelly Robertson – General Manager - Community Services Department  
Donna Sippala – Director – Recreation & Culture  
Leah Prentice – Manager – Community & Cultural Development



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**MEETING DATE** 10/01/2018 (mm/dd/yyyy)

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**SUBJECT** Grace Place

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***SUMMARY***

At the September 17, 2018 Committee of the Whole meeting, representatives from Grace Place provided a deputation and requested \$50,000 of funding. A resolution was passed referring this matter to Administration to identify potential sources of funding.

Memorandum from Ms. L. Evans, General Manager - Corporate Services & Long-Term Care dated September 20, 2018 relative to the above noted, for information.

***ATTACHMENTS***

1. L Evans memo dated Sept 20 2018

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**TO:** Members of City Council

**FROM:** Linda Evans  
GM, Corporate Services & Long Term Care,  
Treasurer

**DATE:** September 20, 2018

**RE:** Grace Place

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This memorandum provides information as requested by Council resolution at the September 17, 2018 meeting with regards to the Grace Place deputation and the request for \$50,000. The resolution requested administration to identify potential sources of funding options for Council consideration.

City administration contacted the Thunder Bay District Social Service Board (TBDSSAB) administration and discussed this funding request. TBDSSAB is responsible for housing and homelessness prevention in the district of Thunder Bay. There is an existing relationship between TBDSSAB and Grace Place with TBDSSAB staff attending Grace Place on a weekly basis. It is therefore recommended that Grace Place representatives contact TBDSSAB administration to determine funding options. TBDSSAB is aware of the sense of urgency for the funding.

City Administration will advise Grace Place representatives of the City of Thunder Bay Community Youth and Culture Grant program which may provide a source of future financing.

<b>DEPARTMENT/ DIVISION</b>	City Manager's Office - Office of the City Clerk	<b>REPORT NO.</b>	R 135/2018
<b>DATE PREPARED</b>	09/19/2018	<b>FILE NO.</b>	
<b>MEETING DATE</b>	10/01/2018 (mm/dd/yyyy)		
<b>SUBJECT</b>	Calendar of Meetings for 2019 and 2020		

## **RECOMMENDATION**

With respect to Report No. R 135/2018 (City Manager's Office - Office of the City Clerk), we recommend that the proposed calendars of regularly scheduled meetings of Committee of the Whole and City Council in 2019 and 2020, be adopted;

AND THAT City Council – Special Session meetings as listed on the 2019 calendar, be established for the Tbaytel Annual General meeting to be held on Monday, April 15, 2019, the Thunder Bay Hydro Corporation Annual General meeting to be held on Monday, May 13, 2019 and the Thunder Bay Community Economic Development Commission Annual General meeting to be held on Monday, June 17, 2019, commencing at 5:00 p.m.;

AND THAT a Committee of the Whole – Special Session meeting be established for the Official Recognition Committee's Annual Citizens of Exceptional Achievement Awards to be held on Tuesday, April 9, 2019 commencing at 6:30 p.m.;

AND THAT City Council – Special Session meetings as listed on the 2020 calendar, be established for the Tbaytel Annual General meeting to be held on Monday, April 20, 2020, the Thunder Bay Hydro Corporation Annual General meeting to be held on Monday, May 11, 2020, and the Thunder Bay Community Economic Development Commission Annual General meeting to be held on Monday, June 15 2020 commencing at 5:00 p.m.;

AND THAT a Committee of the Whole – Special Session meeting be established for the Official Recognition Committee's Annual Citizens of Exception Achievement Awards to be held on Tuesday, April 21, 2020 commencing at 6:30 p.m.;

AND THAT the schedule may be amended as needed by a motion of Committee of the Whole;

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

## ***EXECUTIVE SUMMARY***

The purpose of this Report is to present for approval the calendars of regularly scheduled meetings of the Committee of the Whole and City Council for 2019 and 2020 and City Council – Special Session meetings for Annual General meetings of Tbaytel, Thunder Bay Community Economic Development Commission and Thunder Bay Hydro Corporation for 2019 and 2020, and Committee of the Whole – Special Session meetings for Official Recognition Committee’s Annual Citizens of Exceptional Achievement Awards for 2019 and 2020.

## ***DISCUSSION***

The proposed calendars for 2019 and 2020, Attachments ‘A’ and ‘B’ to this Report, attempt to maintain consistent timing of City Council meetings, and consistent ordering of the Committee of the Whole sessions.

The calendars provide a break on the week in which a statutory holiday falls on a Monday and summer schedules for July and August in each of 2019 and 2020.

In addition, meetings were not scheduled the third week of August 2019 and the third week of August 2020 to accommodate members of Council attending the Association of Municipalities of Ontario (AMO) Annual Conference. The AMO Conference is considered a valuable opportunity for both professional development for members of Council and direct discussion with various Provincial officials and elected representatives. Similar to participation at AMO, the Ontario Good Roads Association Conference (OGRA) also hosts members of municipal councils and members of senior administration. Achieving quorum for a meeting during that event has been a hardship in the last two years, so in 2019 and 2020, the meetings during the last week of February have not been scheduled for that reason.

The Association of Municipal Clerks and Treasurers annual conference is also held in the month of June and is an important development opportunity for staff in the Office of the City Clerk. In order to accommodate attendance at this learning opportunity, and ensure succession planning for legislative services, meetings are altered in the month of June in order to accommodate this event.

In 2004, the City of Thunder Bay Municipal Code was amended to indicate that the calendar of meetings will be set by resolution of Committee of the Whole.

With respect to closed session meetings of Committee of the Whole, the Municipal Code was amended to remove the provision of regularly scheduled closed session meetings. As a resolution must be passed to set the purpose of closed session meetings, as required under Section 239 of the Municipal Code, 2001, the date and time of a meeting are set at the same time; there is no need therefore to have closed session meetings set as a part of the annual calendars.

### ***FINANCIAL IMPLICATION***

There are no financial implications associated with this Report.

### ***CONCLUSION***

It is concluded that the proposed calendars of regularly scheduled meetings of the Committee of the Whole and City Council, the City Council – Special Session meetings for Annual General meetings of Tbaytel, Thunder Bay Community Economic Development Commission and Thunder Bay Hydro Corporation, and the Committee of the Whole – Special Session meetings for the Official Recognition Committee's Annual Citizens of Exceptional Achievement Awards, for 2019 and 2020 should be adopted.

### ***BACKGROUND***

In January of 2004, Council adopted a new calendar of meetings for the year, departing from the schedule as set out in the Municipal Code.

The calendar set out the regularly scheduled meetings of Committee of the Whole and City Council, identifying those weeks in which no Committee of the Whole or City Council meetings would be scheduled. In addition to the weeks in which a statutory holiday fell on a Monday, meetings were not scheduled during the week that the Association of Municipalities of Ontario (AMO) Annual Conference and the Association of Municipal Clerks and Treasurers (AMCTO) is held.

### ***REFERENCE MATERIAL ATTACHED***

Attachment 'A' – 2019 Committee of the Whole / City Council Meeting Calendar  
Attachment 'B' – 2020 Committee of the Whole / City Council Meeting Calendar

***PREPARED BY:***     **Krista Power, Deputy City Clerk**

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)  NORM GALE, CITY MANAGER	DATE:  September 21, 2018
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**2019**  
**COMMITTEE OF THE WHOLE/CITY COUNCIL MEETING CALENDAR**

Committee of the Whole Sessions:

O = Operations

CS = Community Services

PL = Planning

AD = Administrative Services

COW = Committee of the Whole - Special

PM = City Council (Public Meeting)

Council = City Council

CC = City Council – Special Session

JANUARY			FEBRUARY			MARCH		
Mon.	7	NO MEETING THIS WEEK	Mon.	4	O/CS	Mon.	4	O
Mon.	14	O & CS Council	Mon.	11	PM PL & AD Council	Mon.	11	CS Council
Mon.	21	PM PL	Mon.	18	Family Day NO MEETING THIS WEEK	Mon.	18	PM PL
Mon.	28	AD Council	Mon.	25	NO MEETING THIS WEEK	Mon.	25	AD Council

APRIL			MAY			JUNE		
Mon.	1	O	Mon.	6	O	Mon.	3	O/CS Council
Mon.	8	CS Council	Mon.	13	CC – Hydro AGM CS Council	Mon.	10	NO MEETING THIS WEEK
Tue	9	COW ORC	Mon.	20	Victoria Day NO MEETING THIS WEEK	Mon.	17	CC- CEDC-AGM PM PL
Mon.	15	CC Tbaytel – AGM PM PL	Mon.	27	PM PL & AD Council	Mon.	24	AD Council
Mon.	22	Easter NO MEETING THIS WEEK						
Mon.	29	AD Council						

**2019**  
**COMMITTEE OF THE WHOLE/CITY COUNCIL MEETING CALENDAR**

Committee of the Whole Sessions:

O = Operations

CS = Community Services

PL = Planning

AD = Administrative Services

COW = Committee of the Whole - Special

PM = City Council (Public Meeting)

Council = City Council

CC = City Council – Special Session

JULY			AUGUST			SEPTEMBER		
Mon.	1	Canada Day NO MEETING THIS WEEK	Mon.	5	Civic Holiday NO MEETING THIS WEEK	Mon.	2	Labour Day NO MEETING THIS WEEK
Mon.	8	NO MEETING THIS WEEK	Mon.	12	O & CS Council	Mon.	9	O
Mon.	15	NO MEETING THIS WEEK	Mon.	19	NO MEETING THIS WEEK	Mon.	16	CS Council
Mon.	22	O & CS Council	Mon.	26	PM PL & AD Council	Mon.	23	PM PL
Mon.	29	PM PL & AD Council				Mon.	30	AD Council

OCTOBER			NOVEMBER			DECEMBER		
Mon.	7	O & CS Council	Mon.	4	O & CS Council	Mon.	2	O & CS Council
Mon.	14	Thanksgiving NO MEETING THIS WEEK	Mon.	11	Remembrance Day NO MEETING THIS WEEK	Mon.	9	PM PL
Mon.	21	PM PL	Mon.	18	PM PL	Mon.	16	AD Council
Mon.	28	AD Council	Mon.	25	AD Council	Mon.	23	NO MEETING THIS WEEK

2020

# COMMITTEE OF THE WHOLE/CITY COUNCIL MEETING CALENDAR

Committee of the Whole Sessions:

O = Operations

CS = Community Services

PL = Planning

AD = Administrative Services

COW = Committee of the Whole - Special

PM = City Council (Public Meeting)

Council = City Council

CC = City Council – Special Session

JANUARY			FEBRUARY			MARCH		
Mon.	6	NO MEETING THIS WEEK	Mon.	3	O/CS	Mon.	2	O
Mon.	13	O & CS Council	Mon.	10	PM PL & AD Council	Mon.	9	CS Council
Mon.	20	PM PL	Mon.	17	Family Day NO MEETING THIS WEEK	Mon.	16	PM PL
Mon.	27	AD Council	Mon.	24	NO MEETING THIS WEEK	Mon.	23	AD Council
						Mon.	30	NO MEETING THIS WEEK

APRIL			MAY			JUNE		
Mon.	6	O/CS Council	Mon.	4	O	Mon.	1	O/CS Council
Mon.	13	Easter NO MEETING THIS WEEK	Mon.	11	CC – Hydro AGM CS Council	Mon.	8	NO MEETING THIS WEEK
Mon.	20	CC Tbaytel – AGM PM PL	Mon.	18	Victoria Day NO MEETING THIS WEEK	Mon.	15	CC- CEDC-AGM PM PL
Tues.	21	COW ORC	Mon.	25	PM PL & AD Council	Mon.	22	AD Council
Mon.	27	AD Council				Mon.	29	NO MEETING THIS WEEK



2020

# COMMITTEE OF THE WHOLE/CITY COUNCIL MEETING CALENDAR

Committee of the Whole Sessions:

O = Operations

CS = Community Services

PL = Planning

AD = Administrative Services

COW = Committee of the Whole - Special

PM = City Council (Public Meeting)

Council = City Council

CC = City Council – Special Session

JULY			AUGUST			SEPTEMBER		
Mon.	6	NO MEETING THIS WEEK	Mon.	3	Civic Holiday NO MEETING THIS WEEK	Mon.	7	Labour Day NO MEETING THIS WEEK
Mon.	13	NO MEETING THIS WEEK	Mon.	10	O & CS Council	Mon.	14	O & CS Council
Mon.	20	O & CS Council	Mon.	17	NO MEETING THIS WEEK	Mon.	21	PM PL
Mon.	27	PM PL & AD Council	Mon.	24	PM PL & AD Council	Mon.	28	AD Council
			Mon.	31	NO MEETING THIS WEEK			

OCTOBER			NOVEMBER			DECEMBER		
Mon.	5	O & CS Council	Mon.	2	O	Mon.	7	O & CS Council
Mon.	12	Thanksgiving NO MEETING THIS WEEK	Mon.	9	CS Council	Mon.	14	PM PL
Mon.	19	PM PL	Mon.	16	PM PL	Mon.	21	AD Council
Mon.	26	AD Council	Mon.	23	AD Council	Mon.	28	NO MEETING THIS WEEK
			Mon.	30	NO MEETING THIS WEEK			