



MEETING: Committee of the Whole

DATE: Monday, September 24, 2018

Reference No. COW - 41/49

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

Committee of the Whole - Administrative Services Session

Chair: Councillor F. Pullia

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - September 24, 2018 - Committee of the Whole

With respect to the September 24, 2018 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

REPORTS OF COMMITTEES

Crime Prevention Council

Minutes of Meeting No. 3-2018 of the Crime Prevention Council held on May 22, 2018, for information.

Inter-Governmental Affairs Committee

Minutes of Meetings No. 06-2018 and No. 07-2018 of the Inter-Governmental Affairs Committee held on June 18, 2018 and August 13, 2018, respectively, for information.

REPORTS OF MUNICIPAL OFFICERS

Community Partnership Funding

Report No. 114/2018 (Corporate Services - Long Term Care - Financial Services) seeks approval from City Council to provide funding of \$108,087 to Magnus Theatre towards Phase 3 of the Restoration Project which includes repairs and upgrades to the historically designated facility, The Dr. S. Penny Petrone Centre for the Performing Arts, located at 10 South Algoma Street. Approval is also sought for a provision of land by way of gift of a portion of 105 Junot

Avenue South at a value of \$220,000 to Ontario Aboriginal Housing Services for a youth transitional home being built for Indigenous youth who are homeless.

With respect to Report No. 114/2018 (Corporate Services Long Term Care – Financial Services) we recommend that City Council approve funding in the amount of \$108,087 for Magnus Theatre pursuant to an application submitted under the Community Partnership Policy;

AND THAT a provision of land by way of gift of a portion of the City owned land at 105 Junot Avenue South at a value of \$220,000 to Ontario Aboriginal Housing Services also be approved pursuant to an application submitted under the Community Partnership Policy;

AND THAT the provision of land to Ontario Aboriginal Housing Services be subject to securing the professional architect or engineering reports to support the Project as identified in the application;

AND THAT the funding to Ontario Aboriginal Housing Services be contingent on securing the balance of the required funding for the Project from the sources identified in the application;

AND THAT Realty Services report back to City Council to authorize the execution of the required agreement of purchase and sale with Ontario Aboriginal Housing Services;

AND THAT The City of Thunder Bay enter into formal partnership agreements with both Magnus Theatre and Ontario Aboriginal Housing Services in accordance with the requirements of the Community Partnership Policy;

AND THAT the Mayor and Clerk be authorized to execute the contracts in the form and content satisfactory to the City Solicitor and City Treasurer;

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

Request for Appropriation to DEV-FIR-180004-01-01: Rescue Vehicles

Report No. R 131/2018 (Development Emergency Services - Thunder Bay Fire Rescue) recommending to reallocate \$25,000.00 from the Fire Equipment Reserve Fund in order to make sufficient funds available for purchase of rescue vessels.

With respect to Report No. R131/2018 (Development and Emergency Services – Thunder Bay Fire Rescue), we recommend that City Council approve the reallocation of funds as outlined in this report, in order to make sufficient funds available for the purchase of rescue vessels;

AND THAT Appropriation Change Order No. 23 be approved;

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

Habitat for Humanity Thunder Bay

At the June 25, 2018 Committee of the Whole meeting, Habitat for Humanity provided a deputation, and a resolution was passed requesting that Administration report back, no later than September 30, 2018, on the potential opportunities for the City of Thunder Bay to work with Habitat for Humanity to acquire lands for the future builds.

Memorandum from Mr. J. DePeuter, Manager - Realty Services, dated September 10, 2018, providing information in response to the resolution relative to Habitat for Humanity Thunder Bay.

2017 Corporate Safety Report

Report No. R 125/2018 (City Manager's Office - Human Resources Corporate Safety) provides an overview of the activities and initiatives undertaken in 2017 by the Human Resources Corporate Safety Division and provides information to support a recommendation to amend Policy #06-01-15 (Occupational Health Safety Policy) to reflect the City of Thunder Bays commitment to both the physical and psychological safety of employees through the implementation of the National Standard of Canada for Psychological Health and Safety in the Workplace.

With respect to Report No. R 125/2018 (City Manager's Office - Human Resources Corporate Safety) we recommend that City Council approve the updated Occupational Health and Safety Policy attached as Appendix "A" and outlined in this Report, and that it replace the previous version found within the Corporate Policy Manual, being No. 06-01-15;

AND THAT City Council reaffirm its commitment to implementing, maintaining and continually improving an occupational health and safety program guided by the elements of Occupational Health and Safety Assessment Series (OHSAS) 18001;

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

Review of Committees of Council

Report No. 133/2018 (City Manager's Office - Office of the City Clerk) presents a review of the existing committees, boards and councils established by City Council, and makes recommendations with respect to their continuation in the 2018-2022 term of Council.

With respect to Report No. 133/2018 (City Manager's Office - Office of the City Clerk) we recommend that City Council approve the continuation, merger, and establishment of Advisory and Special Purpose Committees as outlined in the Report;

AND THAT Administration be directed to proceed with the recruitment of persons to fill the various committee seats on the committees, boards and council of the City of Thunder Bay;

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

PETITIONS AND COMMUNICATIONS

Healthy Canteen Project

Memorandum from Councillor F. Pullia, dated September 14, 2018, containing a motion relative to the Healthy Canteen Project.

With respect to the report on the Delaney fuel stop Canteen Project (the Project), presented by the Healthy Kids Community Challenge to Committee of the Whole on June 18, 2018, we recommend that City Council endorse the goals of the Project;

AND THAT Administration be directed to expand the Project to introduce more healthy food menu items to all City run canteens and concessions, utilizing the 4 year phased approach outlined in the Project's Executive Summary;

AND THAT Administration report annually on the outcomes of this initiative.

Establishment of Closed Session - December 4, 2018

Confidential memorandum from Ms. K. Power, Deputy City Clerk, dated September 7, 2018 relative to establishing a Committee of the Whole - Closed Session on Tuesday, December 4, 2018. (Distributed Separately to members of Council, EMT and Deputy City Solicitor only)

THAT a Committee of the Whole – Closed Session meeting be scheduled for Tuesday, December 4, 2018 at 4:30 p.m. in order to receive information relative to personal matters about an identifiable individual, including municipal or local board employees.

NEW BUSINESS

ADJOURNMENT

MEETING DATE 09/24/2018 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - September 24, 2018 - Committee of the Whole

RECOMMENDATION

With respect to the September 24, 2018 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

MEETING DATE 09/24/2018 (mm/dd/yyyy)

SUBJECT Crime Prevention Council

SUMMARY

Minutes of Meeting No. 3-2018 of the Crime Prevention Council held on May 22, 2018, for information.

ATTACHMENTS

1. CPC May 22 2018 Minutes

DATE: MAY 22, 2018**MEETING NO. 03-2018****TIME:** 4:00 P.M.**PLACE:** MCNAUGHTON ROOM, CITY HALL**CHAIR:** J. UPTON**PRESENT:**

I. Beaver, *Matawa First Nation*
A. Bellavance, *BISNO & Thunder Bay Housing & Homeless, Drug Strategy Committee*
P. Capon, *Matawa First Nation*
S. Magiskan, *Matawa*
D. Dika, *Thunder Bay Sexual Abuse Centre*
S. L. Fata, *Thunder Bay Counselling Centre*
C. Fraser, *Citizen Representative*
B. Prairie, *Métis Nation of Ontario*
Inspector D. West, *Thunder Bay Police Service*
B. Krysowaty, *Lakehead Social Planning Council*
J. Demille - Medical Officer of Health, *Thunder Bay District Health Unit*
K. Haynen, *John Howard Society*
A. Mauro, *Conseil scolaire de district catholique des Aurores boréales*
C. Petit, *Youth Representative*
G. Rusnak, *Dilico Anishinabek Family Care*
J. Upton, *Lakehead District School Board*
P. Vranesich, *Age Friendly Thunder Bay*
M. Maddock, *Northwest Community Mobilization Network*
K. Watson, *Coordinating Committee to End Women Abuse*
Mayor K. Hobbs, *City of Thunder Bay*

ABSENT:

B. Hamilton, *BIAs & Business Areas*
L. Bruins, *Citizen*
K. Banks, *Thunder Bay Parole Office (Correctional Service of Canada)*
C. Cheechoo, *Nishnawbe Aski Nation*
Chief P. Collins, *Fort William First Nation*
B. Cryderman, *William W. Creighton Youth Services*
Inspector P. Guerard, *Nishnawbe Aski Police Service*
C. Hardy, *Dilico Anishinabek Family Care*
M. Klassen, *Lakehead Social Planning Council*
Insp. S. Komar, Const. J. Tilbury, *Thunder Bay Police Service*
K. Kutok, *Thunder Bay District Crime Stoppers*
W. MacArthur, *Children's Aid Society of the District of Thunder Bay*
M. Pajunen, *Ontario Native Women's Association*
NS Regional Grand Chief P. Pelletier, *Ontario Union of Indians*
S. Peremesko, K. Kutok, *Thunder Bay District Crime Stoppers*
P. Robitaille, *Métis Nation of Ontario*
A. Sargent, *Thunder Bay Catholic District School Board*
D. Walker, *Children's Centre*
D. Sault, *Nishnawbe Aski Nation*
C. Legarde, *Thunder Bay Indigenous Friendship Centre*
M. Kozorys, *Elizabeth Fry Society*

OFFICIALS:

K. Lewis, *Director - Corporate Strategic Services*
L. Chevette, *Coordinator – Crime Prevention Council*
S. Legarde, *Respect Intern*
F. Track, *Committee Coordinator – Office of the City Clerk*

REGRETS:

D. Zweep, *Coordinating Committee to End Women Abuse*
Councillor S. Ch'ng
Deputy Grand Chief A. B. Achneepineskum,
Nishnawbe Aski Nation
A. Lemay, *Recreation & Cultural - Youth Services*
M. Jordan, *Shelter House*
L. Kallies, *Kairos Community Resource Centre*
C. Olsen, *Coordinator – Thunder Bay Drug Strategy*
C. Robinson, M. Dennhardt, *Thunder Bay Chamber of Commerce*

GUESTS :

S. Lee, *Lakehead Social Planning Council*
N. Hernandez-Basurto, Public Health Nurse –
Substance Use and Injury Prevention - Thunder Bay
District Health Unit, Chair of Drug Awareness
Committee
D. Gowanlock, Manager of Infectious Diseases,
Thunder Bay District Health Unit

1.0 WELCOME

The Chair, J. Upton, called the meeting to order at 4:00 p.m. The Communication Process was explained.

2.0 APPROVAL

With regard to the May 22, 2018 meeting of the Crime Prevention Council, it was the consensus of the members present that the agenda, including any additional information and new business, be confirmed.

It was the consensus of the CPC members present that the agenda, including any additional information and new business is confirmed.

3.0 PRESENTATIONS

The Chair introduced the first presenter of the evening, Ms. Nancy Hernandez-Basurto, Public Health Nurse – Substance Use and Injury Prevention - Thunder Bay District Health Unit, Chair of Drug Awareness Committee:

3.1 Legalization of Cannabis:

Ms. Hernandez-Basurto, provided a PowerPoint presentation entitled “Cannabis Legalization”. A discussion relative to the above followed. Some key points of the discussion were: legal possession limits, enforcement, accessibility, education, quality standards and cost.

3.2 ROUND TABLE OF INTRODUCTIONS

A round table of introductions followed.

The Chair introduced the second presenter of the evening, Ms. Diana Gowanlock, Manager of Infectious Diseases, Thunder Bay District Health Unit:

3.3 Tuberculosis in Thunder Bay:

Ms. Gowanlock, provided a PowerPoint presentation entitled “TB for Crime Prevention Council” to review the current tuberculosis outbreak in Thunder Bay. A discussion followed relative to the above. Some of the key points discussed were: how TB can be contracted, lack of health care providers offering treatment, length of treatment, challenges to service the affected population, testing, re-testing and working on partnerships with other agencies and health care provider’s to improve treatment and screening.

4.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 03-2018 of the Crime Prevention Council, held on March 28, 2018, were provided for information.

It was the consensus of the CPC members present that the Minutes of Meeting No. 03-2018 be confirmed.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

None

6.0 STANDING AGENDA ITEMS

6.1 SOUTH CORE PUBLIC SAFETY TASK FORCE

Karen Lewis, Director - Corporate Strategic Services, provided an update relative to the above noted. Some key items were: Thomas Walser and Brooke Raynsford are this season’s Community Safety Ambassadors. They will be working with the Thunder Bay Drug Strategy and the Crime Prevention Council to carry out ongoing clean-up activities in the South Core neighbourhood and other neighbourhoods: lighting is being installed in the alley behind Newfie’s Pub: the South Core Public Safety Clean-up took place on May 15 in partnership with John Howard Society, EcoSuperior and Step Up to Clean Up.

6.2 THUNDER BAY DRUG STRATEGY UPDATE

Item deferred.

6.3 NORTH WEST COMMUNITY MOBILIZATION NETWORK

Mariah Maddock, Coordinator - North West Community Mobilization Network, provided an update relative to the above noted. The Situation Table was the key initiative discussed. The statistics provided that 30 referrals have been received since September 2017 with 70% resulting in reduced level of risk.

6.4 POVERTY REDUCTION

Item deferred.

6.5 HOUSING AND HOMELESSNESS

Alice Bellavance, Co-Chair of the Housing and Homelessness Coalition, provided an update relative to the above. Some key items were: housing needs are being prioritized with 3 projects that are focused on persons with housing needs- Social Navigator, Alpha Court and the Managed Alcohol Program. There are currently 2 vacancies in the Managed Alcohol Program: the 10 Year Under 1 House Plan is in need of a refresh.

7.0 PROJECT UPDATES

7.1 MENTAL HEALTH CRISIS RESPONSE

Item deferred.

7.2 PROJECT SOUNDHECK

Debra Dika, Executive Director of Sexual Abuse Centre Thunder Bay provided an update relative to the above. Some key updates were: The 1st 2.5 hour training session for the City of Thunder Bay Event Organizers and Volunteers took place last week. Currently drafting letters offering training for Security Providers and their employees.

8.0 GRANT PROPOSAL SUBMISSION: SUPPORTING POLICE RESPONSE TO SEXUAL VIOLENCE AND HARASSMENT GRANT

Lee-Ann Chevrette, Coordinator - Crime Prevention Council provided an update relative to the above noted. Crime Prevention Council is working with Thunder Bay Police Service and other partners to submit a funding proposal to the Ministry of Community Safety and Correctional Services. Key elements of the proposal include trauma-informed training for police and service providers to improve their response to victims/survivors of sexual violence. Statistics show that 460,000 sexual assaults annually in Canada are reported-only .3% lead to conviction. The deadline for submission is May 31, 2018.

9.0 WORKING GROUP UPDATES

9.1 Strong Neighbourhoods,
Item deferred

9.2 Public Education,
Chantal Petit provided an update relative to her opportunity to engage with the participants of the 8th annual Jane's Walk.

9.3 Respect.
Stan Legarde, Respect Intern, provided update relative to his work, a few key items are: continuing to attend outreach and engagements – Everyone Matters Day, Dennis Franklin Cromarty Graduation, Jane's Walk. Respect Summit: partners are gathering May 29, 2018 and there are 40 people attending. There are 3 new Respect. partners. Training to new and existing staff is ongoing.

10.0 CRIME PREVENTION OFFICE UPDATE

Lee-Ann Chevrette, Coordinator - Crime Prevention Council, provided an update, (distributed with the agenda) relative to the activities of the Crime Prevention Office.

Ms. L. Chevrette added that Weed Out Hate Day will be celebrated on June 4, 2018. This will take place at the Roots to Harvest garden behind the Lakehead School Board office on Sills Street.

11.0 ROUNDTABLE OF UPDATES

Members provided updates on the activities of their respective organizations/agencies:

12.0 NEW BUSINESS

No new business.

13.0 NEXT MEETING

Meetings of the CPC are scheduled on the last Wednesday of every second month, from 4:00 - 6:30 p.m. in McNaughton Room, 3rd Floor of City Hall (unless otherwise notified*) as follows:

- Wednesday, June 27, 2018;
- Wednesday, November 28, 2018.

14.0 ADJOURNMENT

Chair, Mr. J. Upton adjourned the meeting at 6:03 p.m.

MEETING DATE 09/24/2018 (mm/dd/yyyy)

SUBJECT Inter-Governmental Affairs Committee

SUMMARY

Minutes of Meetings No. 06-2018 and No. 07-2018 of the Inter-Governmental Affairs Committee held on June 18, 2018 and August 13, 2018, respectively, for information.

ATTACHMENTS

1. IGAC June 18 minutes
2. IGAC Aug 13 minutes

DATE: MONDAY, JUNE 18, 2018

MEETING NO. 06-2018

TIME: 12:02 P.M.

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

CHAIR: COUNCILLOR J. VIRDIRAMO

PRESENT:

Councillor I. Angus
Councillor T. Giertuga
Councillor B. McKinnon
Councillor J. Virdiramo

OFFICIALS:

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

GUESTS:

Ms. C. Freitag, Director, Strategy and
Performance Management – Thunder Bay
Regional Health Sciences Centre
Councillor R. Johnson
Mr. D. Murray, CEO-CEDC

RESOURCE PERSON:

Mrs. A. Bahlheda, Policy Assistant

1.0 DISCLOSURES OF INTEREST

2.0 AGENDA APPROVAL

MOVED BY: Councillor I. Angus
SECONDED BY: Councillor B. McKinnon

With respect to the June 18, 2018 Inter-Governmental Affairs Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETINGS

The Minutes of Meeting No. 5-2018 held on May 28, 2018 of the Inter-Governmental Affairs Committee, to be confirmed.

MOVED BY: Councillor B. McKinnon
SECONDED BY: Councillor I. Angus

THAT the Minutes of Meeting No. 5-2018 held on May 28, 2018 of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

4.0 THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE

Ms. C. Freitag, Director, Strategy and Performance Management – Thunder Bay Regional Health Sciences Centre, provided an overview of issues at TBRHSC and responded to questions.

The main issue is overcapacity created by an increase in ALC (alternative level of care) patients. ALC patients are those who no longer require acute care at TBRHSC but are waiting for discharge to another facility. ALC patients include seniors, mental health and addictions patients and patients requiring complex chronic care.

Discussion regarding overcapacity and ALC patients included:

- Two factors contributing to overcapacity are ALC patients and increasing admissions
- Capacity needs to be built in the community
- Redundancies and gaps in care must be identified
- Some home communities of ALC patients do not have rehab available
- More isolation beds are in use due to contact infections
- Police and EMS spend a great deal of time in the ER
- Patients must be processed before Police can leave

There was discussion relative to patients with addictions in the ER. TBRHSC is looking to work with community partners and community services to find an innovative solution.

A Committee Member asked if northern hospitals are making a coordinated effort to lobby the government. Ms. C. Freitag explained that Thunder Bay's situation is unique. Other northern communities, such as North Bay and Sudbury, are closer to Toronto. TBRHSC is the only northern care facility that relies on air transport.

Ms. C. Freitag stated that the long term solution to overcapacity at TBRHSC is investment in primary and community based health care.

The Chair thanked Ms. C. Freitag for her presentation.

5.0 AMO 2018

Ms. A. Bahlleda, Policy Assistant provided an overview relative to preparations for the AMO 2018 Conference. The following issues will be brought to AMO:

1. BILL 148- FAIR WORKPLACES, BETTER JOBS ACT
2. COMMUNITY HUBS - Thunder Bay Public Library
3. EAST WEST TIE TRANSMISSION PROJECT (TENTATIVE)

4. FUNDING TO IMPLEMENT THE RECOMMENDATIONS FROM THE SEVEN YOUTH INQUEST
5. GOLF LINKS ROAD/JUNOT AVENUE EXPANSION
6. IMMIGRATION CHALLENGES AND RETENTION OF FOREIGN GRADUATES
7. LONG TERM CARE BEDS
8. ENERGY (TENTATIVE)
9. NEXT GENERATION 9-1-1
10. NON-URGENT INTER-FACILITY TRANSPORTATION SERVICES
11. NORTH HARBOUR MERCURY CONTAMINATION (THUNDER BAY)
12. SHELTER HOUSE
13. TAXATION – TAX POLICY - HEADS AND BEDS LEVY - PROVINCIAL OFFENCES
FINES - RAILWAY - RIGHT-OF-WAY
14. THUNDER BAY DISTRICT JAIL
15. SUPERVISED CONSUMPTION SITES

MOVED BY: Councillor B. McKinnon
SECONDED BY: Councillor I. Angus

With respect to the 2018 AMO Conference, being held August 19-22, 2018, we recommend that all expenses for this conference be paid for Mayor K. Hobbs, Councillor J. Virdiramo, Mr. N. Gale and Ms. A. Bahlleda;

AND THAT expenses for this conference also be paid for Councillor I. Angus if the issue of Energy will be addressed;

AND THAT these expenses be paid through the Inter-Governmental Affairs Committee budget.

CARRIED

6.0 PROVINCIAL ELECTION

Discussion was held relative to results of the Provincial election on June 7, 2018.

7.0 PREFERRED AUTONOMOUS VEHICLES TEST CORRIDOR

Correspondence from Mr. J. Tiernay, Executive Director – OGRA, dated April 24, 2018 including a document entitled MACAVO: Municipal Alliance for Connected and Autonomous Vehicles in Ontario.

No discussion was held as the above-noted does not apply to Thunder Bay.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 Ring of Fire Update

No updates were provided at this time.

8.2 Ministry of Community Safety and Correctional Services

The Chair provided an update relative to the above-noted.

8.3 Ontario's Long-Term Energy Plan – A Response by the City of Thunder Bay

No updates were provided at this time.

8.4 Common Voice Northwest

No updates were provided at this time.

9.0 CORRESPONDENCE

9.1 Joint Statement of Commitment to First Nation Youth and Families

Copy of letter from The Honourable Jane Philpott, Minister of Indigenous Services to Ms. Krista Power, Deputy City Clerk dated May 29, 2018, relative to the above-noted, for information.

10.0 NEW BUSINESS

10.1 Immigration

Mr. J. Hannam, City Clerk provided an update relative to the above-noted. The CEDC is working on advocacy for immigration. Joint advocacy with Thunder Bay Chamber of Commerce and Thunder Bay Multicultural Association will be pursued. Not only does Thunder Bay need immigration, but also the whole region.

11.0 NEXT MEETING

The next regular Inter-Governmental Affairs Committee meeting is scheduled for Monday, August 13, 2018 at 12:00 p.m. in the McNaughton Room, 3rd Floor, City Hall.

12.0 ADJOURNMENT

The meeting adjourned at 1:30 p.m.

DATE: MONDAY, AUGUST 13, 2018

MEETING NO. 07-2018

TIME: 12:03 P.M.

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

CHAIR: COUNCILLOR J. VIRDIRAMO

PRESENT:

Mayor K. Hobbs
Councillor B. McKinnon
Councillor J. Virdiramo

OFFICIALS:

Mr. N. Gale, City Manager
Ms. K. Power, Deputy City Clerk
Mr. G. Stover, Committee Coordinator

GUESTS:

Mr. G. Capasso, Chief Steward – Powers
Workers' Union
Dr. R. Crocker Ellacott, CEO – North
West LHIN
Councillor R. Johnson
Mr. D. Murray, CEO-CEDC

RESOURCE PERSON:

Mrs. A. Bahlleda, Policy Assistant

1.0 DISCLOSURES OF INTEREST

2.0 AGENDA APPROVAL

MOVED BY: Mayor K. Hobbs
SECONDED BY: Councillor B. McKinnon

With respect to the August 13, 2018 Inter-Governmental Affairs Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETINGS

The Minutes of Meeting No. 6-2018 held on June 18, 2018 of the Inter-Governmental Affairs Committee, to be confirmed.

MOVED BY: Councillor B. McKinnon
SECONDED BY: Mayor K. Hobbs

THAT the Minutes of Meeting No. 6-2018 held on June 18, 2018 of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

4.0 BIOMASS CLUSTER ECONOMY REPORT

Mr. G. Capasso, Chief Steward – Powers Workers’ Union appeared before Committee and provided a presentation relative to the above noted.

Copies of the handouts entitled “Biomass Lobbying Talking Points/Fact Sheet,” “Northwestern Ontario Biomass Development: Ensuring a Sustainable Future Through Partnerships” and “Growing Thunder Bay’s Biomass Cluster” were distributed for the Committee’s information.

An brief overview of the status of the Thunder Bay Generating Station including the biomass electrical generation process at the plant, the number of and types of employees, need for electricity with the building of the East West tie line, and the current state of the building and possible closure by Ontario Power Generation.

The Chair thanked Mr. G. Capasso for his presentation.

5.0 NORTH WEST LOCAL HEALTH INTEGRATION NETWORK (LHIN)

Dr. R. Crocker Ellacott, CEO – North West LHIN appeared before Committee and provided a presentation relative to the above noted.

North West LHIN is currently developing their 3 year Strategic Plan and reviewing areas such as mental health, addictions, primary and community care improvements as well as availability of funding.

Discussion was held relative to the community and organization engagement process that has started and includes consultations with all levels of government, health care and service providers in an effort to better understand the needs of Northwestern Ontario.

Dr. R. Crocker Ellacott advised the Committee that since the development of the 3 year plan has just started, she is open to returning to provide an overview of the plan once completed.

6.0 AMO 2018

Ms. A. Bahlleda, Policy Assistant provided an overview relative to preparations for the AMO 2018 Conference. As of August 13, 2018, the following issues will be brought to AMO:

- ALTERNATE LEVEL OF CARE
- BILL 148, THE FAIR WORKPLACES, BETTER JOBS ACT
- COMMUNITY HUBS
- GOLF LINKS/JUNOT AVENUE + Supplemental
- IMMIGRATION CHALLENGES
- MINING - ENERGY - INFRASTRUCTURE
- MULTI PURPOSE CORRECTIONAL FACILITY
- NEXT GENERATION 9-1-1

- NON-URGENT MEDICAL TRANSPORTATION
- NORTH HARBOUR MERCURY CONTAMINATION + Supplemental
- RECOMMENDATION 114 + Supplemental
- RECOMMENDATION 115
- RECOMMENDATION 116
- SHELTER HOUSE + Supplemental
- TAXATION HEADS AND BEDS LEVY
- TAXATION MUNICIPAL TAX POLICY DECISIONS
- TAXATION PROVINCIAL OFFENCES (POA) FINES
- TAXATION RAILWAY RIGHT OF WAY

Discussion also included minister meetings, the conference schedule as well as a post-AMO media conference.

7.0 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Ring of Fire Update

No updates were provided at this time.

7.2 Ministry of Community Safety and Correctional Services

No updates were provided at this time.

7.3 Ontario's Long-Term Energy Plan – A Response by the City of Thunder Bay

No updates were provided at this time.

7.4 Common Voice Northwest

No updates were provided at this time.

8.0 CORRESPONDENCE

8.1 Funding to Improve Wastewater and Stormwater Management in Thunder Bay

Copy of letter from The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities to Mayor Keith Hobbs dated June 6, 2018, relative to the above-noted, for information.

8.2 Congratulatory Letters following Provincial Election

Copy of letter from Mayor Keith Hobbs and Councillor Joe Virdiramo, Chair – Inter-Governmental Affairs Committee to Premier Elect Doug Ford dated June 11, 2018, relative to the above noted, for information.

Copy of letter from Mayor Keith Hobbs and Councillor Joe Virdiramo, Chair – Inter-Governmental Affairs Committee to Andrea Horwath, Leader, Official Opposition dated June 11, 2018, relative to the above noted, for information.

Copy of letter from Mayor Keith Hobbs and Councillor Joe Virdiramo, Chair – Inter-Governmental Affairs Committee to Michael Gravelle, MPP dated June 11, 2018, relative to the above noted, for information.

Copy of letter from Mayor Keith Hobbs and Councillor Joe Virdiramo, Chair – Inter-Governmental Affairs Committee to Judith Monteith-Farrell, MPP dated June 11, 2018, relative to the above noted, for information.

Copy of letter from Mayor Keith Hobbs and Councillor Joe Virdiramo, Chair – Inter-Governmental Affairs Committee to Greg Rickford, MPP dated June 11, 2018, relative to the above noted, for information.

Copy of letter from Mayor Keith Hobbs and Councillor Joe Virdiramo, Chair – Inter-Governmental Affairs Committee to Vic Fedeli, MPP dated June 11, 2018, relative to the above noted, for information.

8.3 National Pharmacare Program Resolution

Copy of letter from Strategic Policy Branch, Health Canada to John Hannam, City Clerk dated July 9, 2018, relative to the above-noted, for information.

Copy of letter from The Honourable Patty Hajdu, Minister of Employment, Workforce Development and Labour to John Hannam, City Clerk dated July 24, 2018, relative to the above-noted, for information.

8.4 Thunder Bay Art Gallery's Waterfront Relocation Project

Copy of letter from Mayor Keith Hobbs and Councillor Joe Virdiramo, Chair – Inter-Governmental Affairs Committee to The Honourable Melanie Joly, Minister of Canadian Heritage dated July 18, 2018, relative to the above-noted, for information.

8.5 Northern Ontario Heritage Fund Corporation - Funding of Film Industry

Copy of letter from Karen McIsaac, City Clerk – North Bay to The Honourable Doug Ford, Premier of Ontario dated July 18, 2018, relative to the above-noted, for information.

9.0 NEXT MEETING

The next regular Inter-Governmental Affairs Committee meeting is scheduled for Monday, September 10, 2018 at 12:00 p.m. in the McNaughton Room, 3rd Floor, City Hall.

10.0 ADJOURNMENT

The meeting adjourned at 1:12 p.m.

DEPARTMENT/ DIVISION	Corporate Services Long Term Care - Financial Services	REPORT NO.	R 114/2018
DATE PREPARED	07/30/2018	FILE NO.	
MEETING DATE	09/24/2018 (mm/dd/yyyy)		
SUBJECT	Community Partnership Funding		

RECOMMENDATION

With respect to Report No. 114/2018 (Corporate Services Long Term Care – Financial Services) we recommend that City Council approve funding in the amount of \$108,087 for Magnus Theatre pursuant to an application submitted under the Community Partnership Policy;

AND THAT a provision of land by way of gift of a portion of the City owned land at 105 Junot Avenue South at a value of \$220,000 to Ontario Aboriginal Housing Services also be approved pursuant to an application submitted under the Community Partnership Policy;

AND THAT the provision of land to Ontario Aboriginal Housing Services be subject to securing the professional architect or engineering reports to support the Project as identified in the application;

AND THAT the funding to Ontario Aboriginal Housing Services be contingent on securing the balance of the required funding for the Project from the sources identified in the application;

AND THAT Realty Services report back to City Council to authorize the execution of the required agreement of purchase and sale with Ontario Aboriginal Housing Services;

AND THAT The City of Thunder Bay enter into formal partnership agreements with both Magnus Theatre and Ontario Aboriginal Housing Services in accordance with the requirements of the Community Partnership Policy;

AND THAT the Mayor and Clerk be authorized to execute the contracts in the form and content satisfactory to the City Solicitor and City Treasurer;

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

LINK TO STRATEGIC PLAN

This report directly supports Goal #3 under the Lifestyle pillar of the City of Thunder Bay 2015 – 2018 Corporate Strategic Plan: “Proud of its diversity and unique culture”. The City of Thunder Bay aims to celebrate arts and heritage as a key contributor to quality of life.

This report also supports Goal #4 under the Lifestyle pillar: “Place to live with appropriate housing for all”. The City of Thunder Bay aims to explore opportunities for the municipality to facilitate more housing along the continuum.

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from City Council to provide funding of \$108,087 to Magnus Theatre towards Phase 3 of the Restoration Project which includes repairs and upgrades to the historically designated facility, The Dr. S. Penny Petrone Centre for the Performing Arts located at 10 South Algoma Street; and

To seek approval from City Council to provide a provision of land by way of gift of a portion of 105 Junot Avenue South at a value of \$220,000 to Ontario Aboriginal Housing Services for a youth transitional home being built for Indigenous youth who are homeless.

The deadline for submission of applications for funding under the Community Partnership Policy for the 2019 fiscal year was June 22, 2018.

DISCUSSION

Magnus Theatre submitted an application under the Community Partnership Policy to complete a renovation and retrofit project to the facility that is intended to ensure the structural and esthetic fitness of the Central School House.

Representatives from the Community Services – Asset Management Division, and Corporate Services – Long Term Care – Financial Services Division evaluated the application from Magnus Theatre in accordance with the Community Partnership Policy. Projected costs for Phase 3 of the renovation and retrofit project are estimated at \$216,173, of which the City is being asked to contribute \$108,087 (50%). The applicant will be using reserve funds to fund the remaining 50% of the upgrades and repairs for this project.

Ontario Aboriginal Housing Services also submitted an application under the Community Partnership Policy with respect to a proposed project to construct a complex which will include a minimum of 20 one-bedroom units with common space designed to provide housing for homeless youth in Thunder Bay. The Thunder Bay Indigenous Friendship Center (TBIFC) will manage and operate supportive programs within the complex that will be open and accessible to all residents of the City of Thunder Bay. The property location requested, a portion of 105 Junot Avenue South, is the proponent’s best fit for the supportive housing development as it is close to

amenities, bus routes and services that the program participants and tenants will be able to access. The proposed use, as submitted, would require a rezoning of the property which is a public process. Transfer of the lands would be conditional upon any required rezoning.

Representatives from the Development Emergency Services – Realty Services Division, and Corporate Services Long Term Care – Financial Services Division evaluated the application from Ontario Aboriginal Housing Services in accordance with the Community Partnership Policy. The projected cost of the project is \$3.61 million, of which the City is being asked to provide a provision of land by way of gift of a portion of 105 Junot Avenue South at a value of \$220,000 (6.1%). The applicant has applied to other levels of Government for this project. The applicant notified the City that consideration is being given to advancing a planned second phase with construction of an additional 20 units in 2019 in which case the applicant will work with Realty Services to purchase the balance of 105 Junot Avenue.

The Policy sets out objectives, principles, conditions for eligibility and criteria for assessment. Administration is satisfied that the Magnus Theatre and Ontario Aboriginal Housing Services applications qualify for funding under the Policy. A copy of the policy is included in Attachment A.

FINANCIAL IMPLICATION

Applications under the Community Partnership Policy are funded from the Community Partnership Reserve Fund.

Corporate Policy No. 09-04-20, Property Administration - Land Development Fund, provides that all monies from the sale or lease of City-owned property be deposited to the Land Development Fund. Accordingly \$220,000 representing the value of the gift of land to Ontario Aboriginal Housing Services will be transferred to the Land Development Fund from the Community Partnership Reserve Fund.

This Reserve Fund currently has an estimated uncommitted balance of \$330K which would leave \$2,000 uncommitted should this request be approved.

CONCLUSION

It is concluded that City Council should approve funding in the amount of \$108,087 to Magnus Theatre towards Phase 3 of the Magnus Theatre Restoration Project which includes repairs and upgrades to the historically designated facility, The Dr. S. Penny Petrone Centre for the Performing Arts located at 10 South Algoma Street.

It is also concluded that City Council should approve a provision of land by way of gift of a portion of 105 Junot Avenue South at a value of \$220,000 to Ontario Aboriginal Housing Services for a youth transitional home being built for Indigenous youth who are homeless.

BACKGROUND

Council approved the Community Partnership Policy and the creation of a Community Partnership Reserve Fund in March, 2005.

In July 2008, City Council approved Corporate Report 2008.129 (Accounting Budgets) in which the Community Partnership Policy was amended to allow for an annual application process.

The deadline for submission of applications under the Community Partnership Policy was June 22, 2018 for the 2019 fiscal year.

REFERENCE MATERIAL ATTACHED

Attachment A – Community Partnership Policy

PREPARED BY: Kelly Andrew - Accountant

THIS REPORT SIGNED AND VERIFIED BY: LINDA EVANS, GENERAL MANAGER CORPORATE SERVICES LONG TERM CARE AND CITY TREASURER	DATE: September 13, 2018
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Corporate Policy

Policy No. 05-06-02**Effective Date:****07/03/2005****SECTION:**

FINANCE & ACCOUNTING

DEPARTMENT/DIVISION

FINANCE / ACCOUNTING

SUBJECT:**COMMUNITY PARTNERSHIP****POLICY STATEMENT:**

It is the policy of the City of Thunder Bay to have a framework to govern the establishment of partnerships for major capital projects between community groups and the City of Thunder Bay.

PURPOSE:

To provide direction with respect to the development of community partnerships for major capital projects between community groups and the City of Thunder Bay.

APPLICATION

The policy applies to all partnerships between community groups and the City of Thunder Bay for major capital projects. Major capital projects are projects of an unusual or extraordinary nature, with a total projected capital cost of at least \$100,000.

OBJECTIVES

The development of community partnerships for capital projects should include one of the following objectives:

1. The development of capital projects that respond to priority needs as identified through the City's capital planning process.
2. The support of community initiatives for the development and improvement of facilities which serve the City of Thunder Bay.
3. The development of cost-effective capital projects which minimize the City's contributions and leverage funding from other sources.

PRINCIPLES

Partnerships entered into by the City should support the following principles:

1. The goals of the Community Group and the City of Thunder Bay should be aligned with the City's New Foundation, a Living Strategic Plan and should be in the public interest.
2. All facilities developed under such partnerships must be open and accessible to all residents of the City of Thunder Bay.

3. Partnerships should be considered in the planning process for all major capital projects.
4. All partnership funding arrangements are subject to the availability of funding.
5. Capital partnerships will only be considered where they can be supported by a business plan that indicates that the completed project is sustainable over the long term.

ELIGIBILITY

The following conditions for eligibility apply:

1. The community group must be a duly constituted non-profit community organization, in good public standing. The group must demonstrate that it has the human resources and expertise to carry out the proposed project in partnership with the City.
2. Proposals may relate to an asset that is owned by the City, built on City owned land, is a Municipal Capital Facility or to an asset that is operated by a community partner who delivers service on behalf of the City.
3. Proposals must be major capital projects for new facilities, major renovations, expansions or redevelopment. The facility must be within the City of Thunder Bay. (Note that proposals for operating funds would be covered under other City programs, such as FARG).
4. Proposals must not duplicate existing facilities at the same site or within the same service area.
5. A detailed business plan must be submitted with the proposal. The total projected cost of the project must be determined by a professional architect or professional engineer (independent from the Community Group) and provided in writing to the City. The City reserves the right to require an additional review of the cost estimate, either by an independent consultant or by the City Engineering Department. The impact on the City's contribution to future operating costs must be included in the plan

CRITERIA FOR ASSESSMENT

At a minimum, the following criteria will be considered in assessing the desirability of entering into a proposed community partnership with an eligible community group for an eligible capital project:

1. The extent to which the proposal provides the opportunity for increased community participation.
2. The extent to which the proposal leverages the amount of funding contributed through other sources.
3. The existence of other potential partners and their involvement and contributions to the project.
4. An assessment of the status of the planning and funding for the project, including the prospect and timing of additional funding support from other agencies.
5. The appropriateness of the scale of the proposed project and the financial or other input being requested from the City.
6. The equity and fairness of proceeding with the project in regards to the distribution of expenditures within the City.

7. The track record of the community group, demonstrating an ability to undertake and complete the project.
8. The extent of community support for the project and the degree to which there will be positive benefits to the community.

CITY CONTRIBUTION

The City contribution towards capital projects for City-owned assets will be a maximum of 50% of the eligible capital cost of the project. For projects involving community owned assets, the maximum contribution will be 25% of the eligible capital cost of the project.

The contribution from the City may be provided in one or more of the following ways:

1. A cash grant payment
2. Provision of land by way of gift or long-term lease
3. Services provided in kind
4. Waiver of municipal fees (if eligible within existing policies)

Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any City funds, such as evidence of approval of the application for funding from other sources.

The business plan for each proposed partnership will be analyzed and evaluated by the staff in the relevant Department (e.g. if the proposed partnership project involves City parkland, then the staff in Community Services - Parks division would be responsible for this analysis). The results of this analysis, together with recommendations, will be reviewed by the Finance Department. All Corporate policies and regulations must be followed.

ELIGIBLE CAPITAL COSTS

The following costs are eligible for cost-sharing under a community partnership:

1. Concept and design costs
2. Construction costs
3. Site development costs
4. Fixed equipment

The following costs are not eligible:

1. Financing costs
2. Fund raising costs
3. Non fixed furniture and equipment costs
4. Computers and IT costs
5. Ongoing repairs, maintenance or renovations in the normal course of operations.

SUBMISSION OF PROPOSALS

Council will establish a Reserve Fund for Future Community Partnership Opportunities, which will be funded as part of the annual budget.

Interested parties will contact the Finance Department and a copy of the Community Partnerships Policy will be provided to them. Requests will be evaluated in accordance with this Policy. Each application must include an estimate of the total project costs, an estimate of on-going operating costs and proposed funding sources. The proposal must define the program elements, target users and timelines for the completion of the project.

Administration will bring forward a report to Council with recommendations with respect to requests under this Policy. Council will decide whether or not to accept Administration's recommendations for the City to enter into specific community partnerships.

ACCOUNTABILITY AND MONITORING

In order to protect the City from unplanned liabilities and/or costs, a formal partnership agreement must be entered into by the City and the Community Group. The City Solicitor will review and approve the partnership agreement. Administration will monitor the terms of the agreement. The partnership agreement will address, at a minimum, the following points:

1. Clauses stating the intentions of each party, shared objectives and outcomes and detailed description of the capital project.
2. The governance structure and the appropriate level of City involvement. Generally, it is desirable to have a representative from City Administration attend all Board meetings of the Community Group for the duration of the Project.
3. Conditions that allow the City to appoint a project manager or to appoint a project development advisor to the governing body for the duration of the project.
4. City approval for the various stages of the project development, including final design and cost estimate, construction tender, tender acceptance, and variations to contract.
5. A requirement that the Partnership abide by the City's purchasing policies, and all applicable Federal, Provincial and/or Municipal Statutes, Regulations and By-laws for all work on the Project.
6. Clauses to specify the responsibility for appropriate public liability and property damage insurance.
7. The manner in which funding payments are to be provided, including an appropriate review and approval process.
8. The financial controls and financial management procedures to be put into place for the duration of the project.
9. Conditions for safeguarding the City's investment in the capital project should the community group cease to operate or exist during the life of the project.
10. Agreed upon timelines for completion of the capital project.
11. For community owned facilities, clarification that the City assumes no liability for ongoing operational or maintenance funding, unless already being provided by the City.
12. Dispute resolution process.

FINANCIAL REPORTING AND CONTROL

As indicated in the previous section, the legal agreement will specifically address the financial controls and financial management of the Project. All reports, monitoring and projections referred to in this section on Financial Reporting and Control are the responsibility of the General Manager of the City Department in which the project resides. These reports must also be provided to the General Manager - Finance for review to ensure that all financial policies and procedures are being followed.

For additional clarification, there are certain key points that are necessary for adequate financial reporting and control:

1. The original business plan must provide precise estimates for all aspects of work to be performed, to allow for appropriate monitoring of the progress of the project. It should include cash flow projections by month for all anticipated expenditures and revenues. All estimates should be supported by appropriate documentation and submitted in writing by a professional architect or professional engineer.
2. The original business plan must be monitored by Administration on a monthly basis to ensure that the plan is still appropriate. Any changes to the plan must be approved by Administration prior to implementation. The financial impact of these changes must be clearly identified and a revised plan submitted.
3. A financial report must be prepared and/or reviewed monthly by Administration to compare budgeted expenditures and revenues to actual. Any variances should be clearly explained, together with a plan to bring the project back into line with an appropriate timetable, given the variance. For example, this may involve changes in the scope of the work to be carried out.
4. Monthly cash flow projections must be prepared for the project to ensure that funds are available as needed to perform the work.
5. If the City agrees to provide administrative support for the Project, all transactions related to the Project must be processed through the City's accounting system, with the exception of direct payments to employees of the Community Group. Where payments are required to such employees, the City will make payment to the Community Group and it will be the responsibility of the Community Group to make those payments to employees.
6. If the Community Group handles the accounting and administration of the Project, payments would be made to reimburse for eligible expenditures upon appropriate evidence of payment.
7. Whether the accounting for the Project is handled by the City or the Community Group, full accrual accounting should be used to ensure that all expenditures are captured appropriately. In addition, all commitments should be tracked and reported on a monthly basis. Commitments and expenditures should be reconciled monthly to the original business plan and contracts.
8. City Administration must appoint a project manager to oversee the Project. Monthly reporting should be provided as to the progress of the capital works pursuant to site visits, review of purchase orders and other documentation. An assessment of the progress in relation to the original plan should be included in the monthly reporting, together with recommendations for revisions, where problems are indicated.

DISPUTE RESOLUTION

It is desirable to resolve disputes so as to avoid the judicial process. The actual process for resolving disputes should be outlined in the Partnership Agreement.

As such, wherever possible, the General Manager of the relevant City Department and the Community Organization's representative for the Project should work to resolve any dispute. If such efforts are unsuccessful, the Chair of the Board of the Community Organization and the CAO of the City of Thunder Bay will make every attempt to negotiate a reasonable settlement

within the original cost estimates of the Project. If a reasonable settlement cannot be made within the original cost estimate, and a potential settlement requires additional City funds, the proposed settlement must be approved by Council. In all cases, the General Manager and CAO should consult with the City Solicitor prior to any proposal to resolve the dispute.

COMMUNICATION

Communication requirements must be taken into account when developing, negotiating, or implementing community partner arrangements. When informing the public or publishing information about community partnerships, the contributions of all participants must be fairly acknowledged and recognized. See the Corporation's Communications Policy (Policy No. 07-01-07). Departments and partners must use the City of Thunder Bay corporate logo when identifying the City's participation in a community partner initiative, as required under the Corporation's Visual Identity Program. Departments must ensure that the partners involved acknowledge the Corporation's contribution in their own communications with the public.

REFERENCE:

Corporate Report No.2005.016 (Accounting)

Approved By:

Date:

Replacing/Amending:

**Originating Finance
Department:**

Contact: Manager, Accounting

**Departmental N/A
Procedures Manual:**

Affected Departments: Finance

DEPARTMENT/ DIVISION	Development Emergency Services - Thunder Bay Fire Rescue	REPORT NO.	R 131/2018
DATE PREPARED	09/05/2018	FILE NO.	
MEETING DATE	09/24/2018 (mm/dd/yyyy)		
SUBJECT	Request for Appropriation to DEV-FIR-180004-01-01: Rescue Vehicles		

RECOMMENDATION

With respect to Report No. R131/2018 (Development and Emergency Services – Thunder Bay Fire Rescue), we recommend that City Council approve the reallocation of funds as outlined in this report, in order to make sufficient funds available for the purchase of rescue vessels;

AND THAT Appropriation Change Order No. 23 be approved;

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

EXECUTIVE SUMMARY

The purpose of this report is to provide a recommendation to reallocate \$25,000.00 from the Fire Equipment Reserve Fund in order to make sufficient funds available for purchase of rescue vessels.

DISCUSSION

As per the approved 2018 Capital budget, \$220,000 was allocated for the replacement of Rescue Vessels; 2 inland and 1 large water. Original estimations and research did not account for 10% tariffs as of July 1, 2018 applied to vessels, products and components in this field. A transfer of \$25,000.00 from the Fire Equipment Reserve Fund will cover these increases.

FINANCIAL IMPLICATION

There is no net cost to the City of Thunder Bay as a result of the reallocation of funds outlined in Appropriation Change Order No. 23.

CONCLUSION

It is concluded that City Council should approve the reallocation of funds as per Appropriation Change Order No. 23.

BACKGROUND

The Fire Equipment Reserve Fund was created to utilize revenues specifically collected from Fire Marque, as per Corporate Report R84/2017, to offset capital purchases related to Fire Rescue equipment replacement.

PREPARED BY: *David Paxton, Deputy Fire Chief*

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Mark J. Smith MA.MCIP.RPP. GM Development Emergency Services Department	DATE: September 13, 2018
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EXPLANATIONS/REASONS:


Increased tariffs resulted in the project being over-budget.


EFFECT ON LEVEL OF SERVICE:



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

DATE: Sept 10, 2018

RECOMMENDED/APPROVED


CITY TREASURER


CITY MANAGER

PREPARED BY: Dave Paxton REVIEWED BY:  Mark Smith, GM of Development & Emergency Services	VERIFIED BY FINANCE:  Moira Gallagher, CPA/CMA Budget & Planning Accountant Corporate Services & Long Term Care Department	COMMITTEE OF THE WHOLE APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> DATE: _____
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MEETING DATE 09/24/2018 (mm/dd/yyyy)

SUBJECT Habitat for Humanity Thunder Bay

SUMMARY

At the June 25, 2018 Committee of the Whole meeting, Habitat for Humanity provided a deputation, and a resolution was passed requesting that Administration report back, no later than September 30, 2018, on the potential opportunities for the City of Thunder Bay to work with Habitat for Humanity to acquire lands for the future builds.

Memorandum from Mr. J. DePeuter, Manager - Realty Services, dated September 10, 2018, providing information in response to the resolution relative to Habitat for Humanity Thunder Bay.

ATTACHMENTS

1. J DePeuter Sept 10 2018 Memo

MEMORANDUM

REALTY SERVICES DIVISION
Victoriaville Civic Centre, 2nd Floor
111 Syndicate Avenue South
Thunder Bay, ON P7C 5K4
Tel: (807) 625-3199 Fax: (807) 625-2977

TO: Members of City Council

FILE NO.: 18 804275

FROM: Joel DePeuter, Manager
Realty Services Division

DATE: September 10, 2018

RE: Habitat for Humanity Thunder Bay

This memorandum provides information as requested by Council resolution at its June 25, 2018 meeting with regards to the Habitat for Humanity Thunder Bay (Habitat for Humanity) deputation requesting that the City of Thunder Bay work with Habitat for Humanity to acquire lands for future housing builds.

Administration responds as follows to the directions included within the resolution:

a) Administration report back on the potential opportunities for the City of Thunder Bay to work with Habitat for Humanity to acquire lands for the future builds.

Administration has met with staff from Habitat for Humanity to review a number of surplus City lands that may be appropriate for future Habitat for Humanity builds. This review included larger properties that may be appropriate for multi-phase or multi-year builds.

Administration also reviewed with Habitat for Humanity the City's policies that may have application for future Habitat for Humanity builds. The policies reviewed were as follows:

- Policy No. 09-04-65 – Corporate Land-Related Financial Assistance, allows that non-profit organizations may purchase or lease City-owned lands at a discount of 25% of appraised land value, but not to exceed \$25,000.
- Policy No. 05-06-02 – Community Partnership, allows that the City may partner with community groups for major capital projects. Major capital projects are projects of an unusual or extraordinary nature, with a total project capital cost of at least \$100,000. The City contribution towards capital projects for community owned assets will be a maximum of 25% of the eligible capital costs for the project. Contributions may be in the form of cash or land contributions.

Habitat for Humanity is reviewing the properties and policies discussed and is invited to reconvene with Administration.

DEPARTMENT/ DIVISION	City Manager's Office - Human Resources Corporate Safety	REPORT NO.	R 125/2018
DATE PREPARED	17/08/2018	FILE NO.	
MEETING DATE	24/09/2018 (mm/dd/yyyy)		
SUBJECT	2017 Corporate Safety Report		

RECOMMENDATION

With respect to Report No. R 125/2018 (City Manager's Office - Human Resources Corporate Safety) we recommend that City Council approve the updated Occupational Health and Safety Policy attached as Appendix "A" and outlined in this Report, and that it replace the previous version found within the Corporate Policy Manual, being No. 06-01-15;

AND THAT City Council reaffirm its commitment to implementing, maintaining and continually improving an occupational health and safety program guided by the elements of Occupational Health and Safety Assessment Series (OHSAS) 18001;

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

EXECUTIVE SUMMARY

This Report provides an overview of the activities and initiatives undertaken in 2017 by the Human Resources Corporate Safety Division and provides information to support a recommendation to amend Policy #06-01-15 (Occupational Health Safety Policy) to reflect the City of Thunder Bay's commitment to both the physical and psychological safety of employees through the implementation of the National Standard of Canada for Psychological Health and Safety in the Workplace.

The Corporate Safety Section is mandated to establish a safety program, act as a resource and provide oversight of the safety program for all City departments, excluding the Thunder Bay Police Service and the outside boards and agencies of the Corporation of the City of Thunder Bay.

DISCUSSION

Safety Management System (SMS)

In November 2017 Corporate Safety presented a plan to the Executive Management Team (EMT) outlining the steps for implementation of a revised SMS. The plan includes a phased in

approach based on the corporation's highest hazards and risks. Highest hazards and risks will be identified, assessed, documented and addressed through the appropriate controls. The documented assessments will be reviewed and updated at regular intervals.

A SMS manual to guide the overall system is in development. The SMS manual will utilize high level guidance documents to cover the significant elements found within the 18001 Standard.

- Health and Safety Resources, Roles and Responsibility
- Control of Documents
- Training Awareness and Competence
- Health and Safety Communication
- Emergency Preparedness and Response
- Hazard Analysis
- Legal and Other Requirements
- Management Review
- Internal Audit and Area Inspection

Specific procedures and work instructions will then flow from these documents where required.

Occupational Health and Safety (OH S) Policy

The Occupational Health and Safety Policy is a dynamic document that should reflect the current priorities of the Corporation related to the safety and health of employees. In 2016 the Corporation initiated the implementation of the National Standard of Canada for Psychological Health and Safety in the Workplace and has been working diligently to implement that standard through training of staff and a bench mark survey. In 2018 it is proposed that the City incorporate its commitment to the Psychological Health and Safety in the Workplace Standard in the Occupational Health and Safety Policy. The amended policy is provided in the Appendix.

Legislative and Standards Update

In December 2017, Bill 177 which tripled corporate fines for violations under the Occupational Health and Safety Act was passed in the Ontario Legislature. Previously the maximum fine was \$500,000 per charge under the Act and is now \$1,500,000.00 per charge. Individual fines tripled under this same bill from \$25,000 to \$100,000 maximum per charge. This bill also increased the limitation period for the province to bring forward prosecution for offenses from of the alleged contraventions a year from the date in which an *Inspector becomes aware* of the alleged contravention.

As of January 2018 Bill 127 amended section 13 of the Workplace Safety and Insurance Act (WSIA) to include mental stress as a compensable injury for any worker who experiences stress from a traumatic event or prolonged exposure (chronic mental stress) that is deemed to be work related. This change not only covers first responders, as previously covered under the presumptive legislation, but all workers in Ontario. The WSIA presumptive legislation was implemented in April 2016 under Bill 163 - Supporting Ontario's First Responders Act (Posttraumatic Stress Disorder). As a result, if a first responder or other designated worker covered by the legislation is diagnosed with Posttraumatic Stress Disorder (PTSD) by a psychiatrist or psychologist and makes a claim for benefits, the Workplace Safety and Insurance

Board (WSIB) must presume the condition is work-related, unless the contrary is shown. Under the most recent amendment, through Bill 127, a worker claiming WSIB benefits must demonstrate that the mental stress arose out of their course of employment unless they are a first responder.

Amendments have also been made to Regulation 860 – WHMIS. WHMIS has adopted international standards for the classification of hazardous chemicals, Safety Data Sheets, and labels. The international standards are part of the Globally Harmonized System for the Classification and Labeling of Chemicals (GHS). The transition began in February 2015 and will conclude in December 2018. Corporate Safety introduced the WHMIS 2015 updated information orientation program and as of February 2018 removed all reference to the old WHMIS information on the Health and Safety database and in the Safety Talk.

Training

Corporate Safety continues to arrange training for supervisors, employees and Joint Health and Safety Committee members (JHSC). Operational training, such as Ontario Traffic Manual – Book 7 or chainsaw awareness, is coordinated between departments and divisions. Maximization of class sizes and the utilization of existing corporate space and resources for training allows the Corporation to train workers to achieve legislative compliance in a cost effective manner. In October 2017, Total Safety Culture training was offered specifically for JHSC members and Health and Safety Representatives. The purpose of the training was to reinforce the personal motivation of why employees should work safe and it was a departure from the technical safety training offered to this group in the past. The EMT also participated in a condensed version of this training in November 2017.

Ministry of Labour (MOL)

Corporate Safety continues to maintain a close and cooperative relationship with the local office of the MOL.

MOL Visits and Orders

	2012	2013	2014	2015	2016	2017
Total Visits	20	34	5	10	27	15
Visits with Orders Issued	13	18	0	3	8	1
Number of Orders Issued	19	66	0	7	22	1

Of the MOL Visits:

- One was a visit to a City work site as a result of an anonymous complaint where it was reported that City workers were not wearing Personal Protection Equipment (PPE) and the caller was concerned with the worksite. No orders were issued to the City at this visit.
- One was related to a meeting with the MOL to confirm the dissolution of the Superior North EMS Multi-Workplace Joint Health and Safety Committee.
- One was related to an MOL Blitz inspection at Traffic Control and Street Lighting for Slips, Trips and Falls.

- One was a visit as a result of filing a Notice of Diving Operations at Bare Point Water Treatment Plant.
- Five were to discuss noise induced hearing loss claims submitted to the Workplace Safety and Insurance Board.
- Five were associated with reported critical injuries to both workers and non-workers at various City facilities.

The one order issued in 2017 was the result of a worker being observed working on a roadway by the Ministry of Labour without hi-viz clothing as required. The order was complied with immediately as the employee, when approached, put on their hi-viz vest.

Statistics for 2017

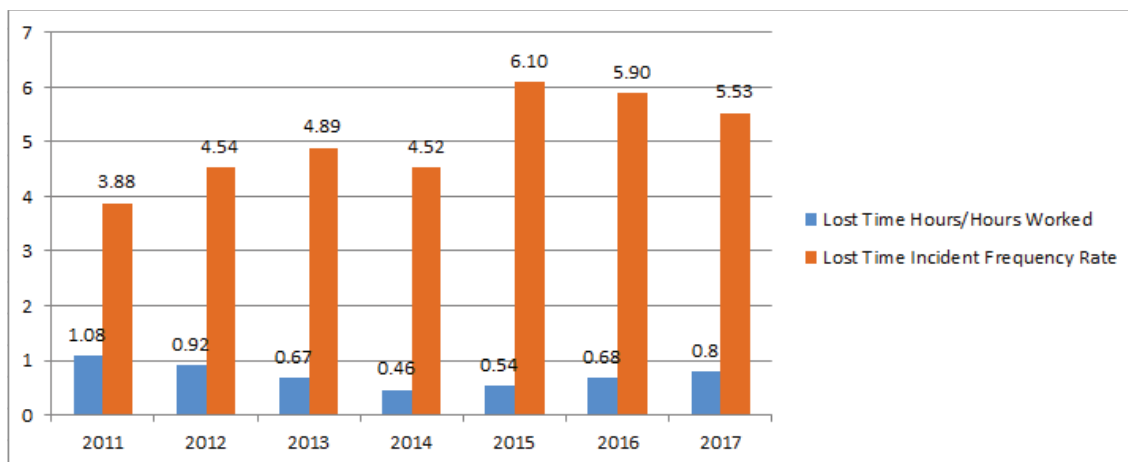
Lost time hours and lost time incident frequency rate are for trending purposes only.

Lost Time Hours (LTH)

The first is a graph (blue bar) of the number of Lost Time Hours (LTH) expressed as a percentage of the number of hours worked within the Corporation. These figures are produced for the Corporation as a whole.

Lost Time Incident Frequency Rate (LTIF)

The second (orange bar) is the Lost Time Incident Frequency Rate (LTIF) which is the number of lost time incidents per 100 employees.



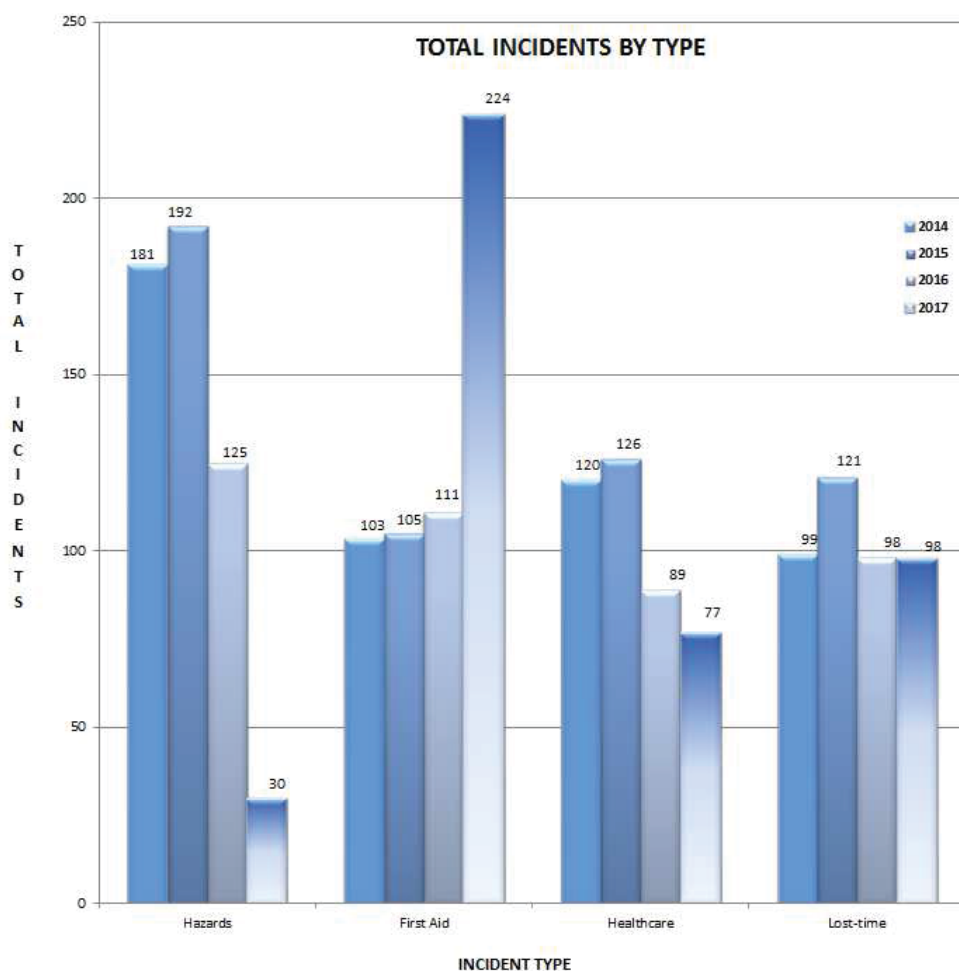
Critical Injuries

A critical injury is reportable to the Ministry of Labour and is defined under the OHSA as:

- an injury that places life in jeopardy
- produces unconsciousness
- a substantial loss of blood
- fracture of a leg or arm,
- amputation of a leg, arm, hand or foot
- burns to a major portion of the body
- loss of sight in an eye

The City reported a total of eight (8) critical injuries in 2017; six (6) were injuries or incidents involving employees, and two (2) were members of the public. Five (5) of the eight (8) critical injuries were due to a loss of consciousness where a hazard in the workplace could not be linked to the injury. In cases where the City is unsure if an injury is a critical injury or not, it will be reported and the Ministry of Labour will make the final determination.

Year	# of Critical Injuries
2014	1
2015	9
2016	6
2017	8



The 2017 Incident Totals have been calculated and are correct as of March 31st 2018 and only include WSIB approved Healthcare and Lost-time claims. From year to year these numbers may fluctuate as WSIB claims are approved, denied or appealed.

TOTALS OF INCIDENTS

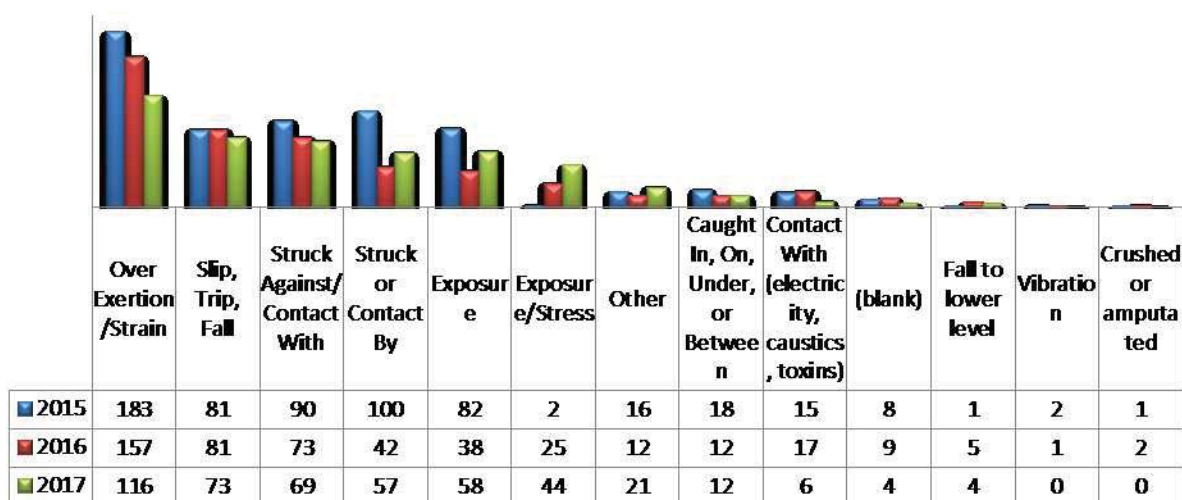
	2013	2014	2015	2016	2017
Hazards	180	188	193	126	30
First Aid	113	96	104	110	224
Healthcare	124	120	126	90	77
Lost-Time	109	99	121	98	98

NOTE: The above incidents do not include Recurrent Claims, Denied Claims, Police O/S Boards.

The reduction in hazards and increase in the number of first aid incidents in 2017 is mainly due to an administrative change for the recording of incidents.

Definitions:

- Hazards are identified as incidents where there is the potential for injury.
- Reports of First Aid are any incidents that result in injury.
- A bump to the head where no remedial action is taken to a scratch or cut where a bandage is applied constitutes a First Aid incident.
- A Health Care claim is any incident that requires medical intervention or consultation and may range from an employee seeking Health Care for a strained muscle to a more serious incident involving medical intervention.
- Lost time injuries are those that cause an employee to lose time from work excluding the day of the injury.
- NOTE: Claims that begin as First Aid become a Health Care or Lost Time claim. Similarly a Health Care claim can often become a Lost Time claim.

Incident Totals by Type and Year

The top three incident types for 2017 remained consistent with previous years: 1. Over Exertion/Strain; 2. Slip, Trip Fall; and 3. Struck Against/Contact With.

In Municipal settings these types of injury statistics are common. In 2018/2019 the Ministry of Labour has introduced a Municipal sector focus on ergonomics, specifically in “public works”. During this municipal initiative there will be an expectation that municipalities work closely with the Public Service Health and Safety Association (PSHSA) to review their ergonomics program.

Over Exertion/Strain is the cause of the most injuries in Infrastructure and Operations (INOPS) Department and will be the focus of the MOL public works ergonomics initiative. The section within INOPS that has a high number of Over Exertion/Strain injuries is Waste and Recycle Division as the repetitive nature of picking up irregularly weighted objects and emptying them causes many shoulder, back and neck injuries. To offset the repetition, crews switch off on a regular basis from driving to picking up so that there is recovery time. Effort has been made to educate the public about weight requirements as well as a focus on proper lifting techniques for staff.

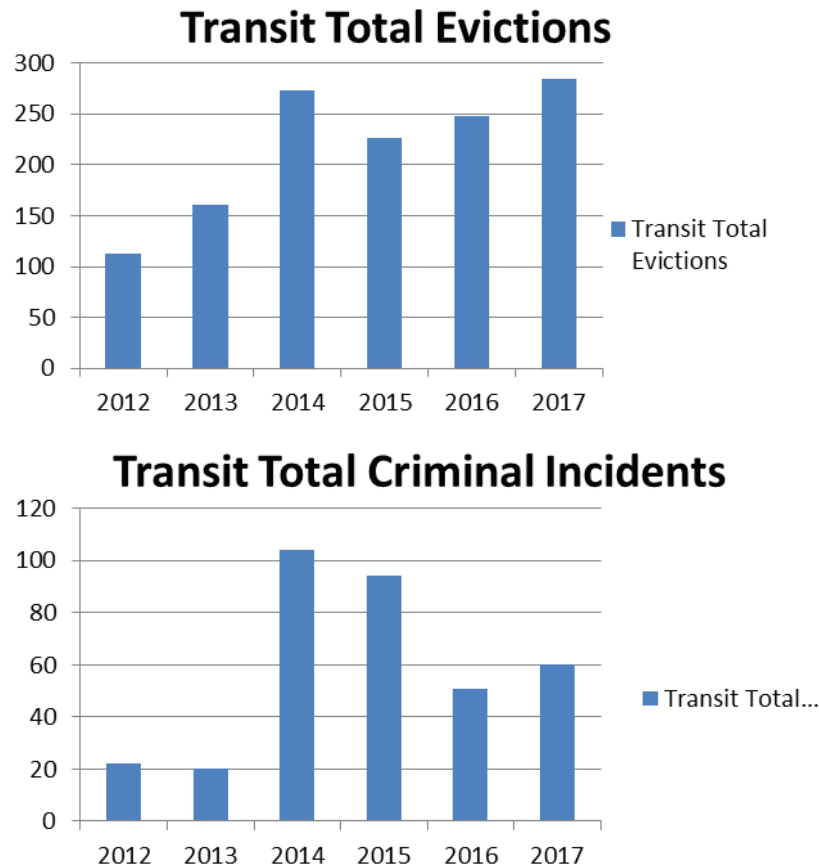
Workplace Violence

Twenty three (23) incidents of violence were report to Corporate Safety in 2017. Nineteen of the incidents were investigated by Corporate Safety while the other four (4) were addressed by Apex through the use of trespass notices issued at City Hall. Thunder Bay Transit and Pioneer Ridge Long Term Care both have their own method of collecting violence statistics outside of the City of Thunder Bay process.

Since 2012 Transit Services has tracked statistics for assaults and crimes against employees. Transit Operators and Controller Supervisors have been grabbed, punched, had objects thrown at them or become targets of threats and verbal abuse. In 2017 there was an average of 60 criminal incidents against staff, six (6) of which were physical assaults. The remaining number, for the most part, involved exposure to some type threatening behaviour and verbal abuse.

Results for 2018 have already surpassed the number of incidents recorded in 2017, indicating an upward trend. To date in 2018, five (5) of the seven (7) physical assaults recorded have involved dealing with an intoxicated/impaired individual. There has also been a significant increase in the number of public intoxication/impairment related incidents that staff deals with regularly, rising from an average of 14 per month in 2013 to more than 30 per month reported for the first half of 2018.

In light of the growing trend of crimes, assaults and challenging situations that transit staff is exposed to while performing their regular duties, Transit management will provide enhanced employee education and training. This enhanced training will increase the threat mitigation skillset of front line employees and also provide instruction on responding professionally to difficult and unpredictable conflicts while ensuring the safety of themselves and their passengers.



As of January 2018 Superior North EMS has also begun tracking incidents of violence experienced by paramedics from patients, regardless of whether or not an injury is sustained. In 2017 there were eleven (11) incidents of violence that resulted in a paramedic being injured. Injuries were a result of striking, kicking, scratching and spitting.

Pioneer Ridge also records incidents of resident aggression towards workers. Violence directed towards health care workers is often a result of residents with mental health or dementia conditions and workers managing unpredictable behaviours while providing care. In 2017 there were nineteen (19) resident aggression incidents that resulted in injury to employees. Of the nineteen (19), seventeen (17) incidents involved direct care providers while two (2) involved housekeeping staff.

Management Review

Management review is required as part of a Safety Management System. The annual review is undertaken by top management to determine the effectiveness and adequacy of the system while assessing opportunities for improvement and setting objectives.

A management review of the Safety Program is held annually at an EMT meeting. At the most recent EMT management review meeting held on June 14, 2018, EMT approved the following recommendations:

- The Occupational Health and Safety Policy #06-01-15 to be updated to reference the National Standard on Psychologically Safety in the Workplace.

- The Hazard Identification and Risk Assessment documents to be updated to include the Workplace Violence Hazard Assessment to streamline processes.
- Workplace Violence Procedure be reviewed and updated to remove the additional requirement for a Workplace Violence Hazard Assessment.
- All Departments aim to achieve 100% compliance for the review and submission of hazard assessments and Safety Talks.
- Updated SMS plan to be provided to EMT in Q3.

FINANCIAL IMPLICATION

There are no financial implications associated with the approval of this report.

CONCLUSION

It is concluded that City Council should approve the amended Occupational Health, Safety and Wellness Policy as outlined in and appended to this Report.

It is further concluded that Corporate Policy No. 06-01-15 should be deleted and replaced with the draft policy identified at Appendix A to this Report.

BACKGROUND

Each year the Corporate Safety Division will bring a report to Council outlining the status of the safety program in the previous year and making recommendations for the ensuing year.

REFERENCE MATERIAL ATTACHED

Appendix A – Proposed Occupational Health, Safety Wellness Policy

PREPARED BY: Kerri Bernardi, Manager, Corporate Safety

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: September 11, 2018
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Appendix A

Proposed Occupational Health, Safety Wellness Policy

POLICY STATEMENT:

Employees of the City of Thunder Bay provide a wide range of services to the City that improve our quality of life, protect us, and support our economy. From parks and recreation, to transportation, to emergency and protective services, to clean water and waste management and a myriad of others, we are working to live up to our reputation of *Superior by Nature*.

We value the well-being of our employees and are committed to creating a safe and healthy workplace. This commitment supports our corporate values through the integration of leadership, organizational culture, safety and personal health practices. We will use our knowledge and experience to continuously improve our behaviours and processes to ensure health, safety and wellness excellence in our work. No objective is more important than the health and safety of our employees and the people we serve.

We are committed to:

- Meeting all applicable legislative and regulatory requirements;
- Developing, implementing and maintaining a documented Occupational Health and Safety Management system guided by the OHSAS 18001 standard;
- Continuing to improve the safety management system by setting appropriate objectives, monitoring performance and reviewing the management system on an annual basis;
- Communicating the policy and procedures to everyone working under the control of the City, with the intent that they are made aware of their individual occupational health and safety obligations;
- Developing, implementing and maintaining programs that prevent occupational injury and illness and promote employee health and well-being;
- Supporting a workplace culture where healthy lifestyle practices are encouraged;
- Implementing leading practices in the promotion of employee health and wellness, including implementing the National Standard for Psychological Health and Safety in the Workplace.

Every person working for or on behalf of the City of Thunder Bay shares a responsibility towards achieving these commitments.

PURPOSE:

To comply with the legislative requirements of the Occupational Health and Safety Act, applicable regulations, and a Safety Management System guided by the OHSAS 18001 standard. Also, to recognize the importance of employee health and wellness and to work collaboratively to support actions linked to creating a healthy workplace.

REFERENCE:

Corporate Report No. R 125/2018 (City Manager's Office - Human Resources and Corporate Safety)

Existing Occupational Health and Safety Procedure

POLICY STATEMENT:

Employees of the City of Thunder Bay provide a wide range of services to the City that improve our quality of life, protect us, and support our economy. From parks and recreation, to transportation, to emergency and protective services, to clean water and waste management and a myriad of others, we are working to live up to our reputation of *Superior by Nature*.

Responsible delivery of service includes constant attention to safety. We will use our knowledge and experience to continuously improve our behaviours and processes to ensure safety excellence in our work. No objective is more important than the safety and well-being of our employees and the people we serve.

We are committed to:

- meeting all applicable legislative and regulatory requirements;
- developing, implementing and maintaining a documented Occupational Health and Safety Management system guided by the OHSAS 18001 standard;
- continually improving the safety management system by setting appropriate objectives, monitoring performance and reviewing the management system on an annual basis;
- communicating the policy and procedures to everyone working under the control of the City, with the intent that they are made aware of their individual occupational health and safety obligations; and
- developing, implementing and maintaining programs that prevent injury and ill health and promote employee wellness.

Every person working for or on behalf of the City of Thunder Bay shares a responsibility towards achieving these commitments.

PURPOSE:

To comply with the legislative requirements of the Occupational Health and Safety Act, applicable regulations, and a Safety Management System guided by the OHSAS 18001 standard.

REFERENCE:

Corporate Report No. R 118/2017 (City Manager's Office - Human Resources and Corporate Safety)

DEPARTMENT/ DIVISION	City Manager's Office - Office of the City Clerk	REPORT NO.	R 133/2018
DATE PREPARED	09/11/2018	FILE NO.	
MEETING DATE	09/24/2018 (mm/dd/yyyy)		
SUBJECT	Review of Committees of Council		

RECOMMENDATION

With respect to Report No. 133/2018 (City Manager's Office - Office of the City Clerk) we recommend that City Council approve the continuation, merger, and establishment of Advisory and Special Purpose Committees as outlined in the Report;

AND THAT Administration be directed to proceed with the recruitment of persons to fill the various committee seats on the committees, boards and council of the City of Thunder Bay;

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

EXECUTIVE SUMMARY

This Report presents a review of the existing committees, boards and councils established by City Council, and makes recommendations with respect to their continuation in the 2018-2022 term of Council.

At this time Administration recommends that all existing committees continue in the new term of Council, with the exception of the merger of two committees – Tbaytel Board Recruitment Committee and the Thunder Bay Hydro Board Recruitment Committee. It is also recommended that a Special Purpose Committee be established, to support the planning and implementation of the City of Thunder Bay 50th Anniversary events, activities and programs.

It is further recommended that the recruitment for upcoming and existing vacancies proceed.

DISCUSSION

Committees of Council, regardless of their genesis or purpose, form an integral part of the overall governance for the City of Thunder Bay. City Council relies upon the advice of its committees, and the exercising of statutory authority where that exists, to assist and support it in governing the delivery of services to the community. At any point in time these committees will address matters such as Intergovernmental relations, property community standards, and the compliance with a range of legislative requirements. Many committees draw upon professional expertise to provide their advice to City Council.

In short the role of advisory and special purpose committees is a vital one.

That said it is prudent to periodically review existing committees to ensure that they continue to be relevant to the community, and support City Council with its priorities. Corporate Policy No. 03-03-08 (RE-EVALUATION OF COMMITTEES OF CITY COUNCIL) requires that prior to the end of a term of Council that a review of existing committees be undertaken, and direction for their continuation be sought from City Council.

A list, with some commentary, of the current committees of Council is appended as Attachment A to this Report.

Changes for 2018-2022

Administration will recommend that a new Special Purpose Committee be established to support the planning and implementation of activities, programs and events in celebration of the City of Thunder Bay's 50th Anniversary. January 1, 2020 will mark 50 years since the amalgamation of the former cities of Fort William and Port Arthur with Neebing and McIntyre Townships resulted in what is now the City of Thunder Bay. For the past year an Administrative group, titled the Memorable Moments Working Group has been meeting and beginning to gather materials in support of the 50th Anniversary; that Group is made up of various members of City Administration and one member of Council together with representatives of a number of community organizations. At this time Administration recommends this group be identified as the 50th Anniversary Steering Committee, whose role will be to work with other Advisory Committees of Council, City Administration, community organizations and institutions to plan and implement 50th Anniversary celebrations for the City and community. In accordance with City Council's Procedural By-law the Steering Committee will draft Terms of Reference for the approval of Committee of the Whole.

Two of the existing Committees of Council with similar roles are the TBaytel Board Recruitment Committee and the Thunder Bay Hydro Board Recruitment Committee. Both committees are comprised of members of City Council and Administration and are charged with recruiting and recommending to City Council candidates for appointment to their respective Boards. Administration recommends that these committees be merged into one, titled the Directors Recruitment Committee, in order to achieve some small efficiencies in the administration of the recruitment processes.

FINANCIAL IMPLICATION

Submissions will be made to the Capital Operating Budgets in support of the City of Thunder Bay 50th Anniversary, to be administered by the Steering Committee, in both 2019 and 2020.

There are no other financial implications arising from this Report.

CONCLUSION

It is concluded that City Council should approve the continuation, merger and establishment of advisory committees as outlined in this Report.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED

Attachment A – Current Committees of Council

PREPARED BY: *John S. Hannam, City Clerk*

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER) Norm Gale, City Manager	DATE: September 14, 2018
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Attachment 'A' to Report No. 133/2018
Current Committees of Council

Statutory Committees

All municipalities in Ontario are required, by Statute or Regulation to establish the following committees:

Accessibility Advisory Committee – Required by, and established under authority of, the *Accessibility for Ontarians with a Disability Act, 2005 (AODA)*; this committee provides advice to Council on the implementation of accessibility regulations and provides comment on site plans and drawings under the *Planning Act, RSO 1990*. The committee was first established in 2003, and its membership includes representatives of a cross-section of the disabled community, citizens at large and a member of Council.

The City's Accessibility Specialist is the primary staff resource to the committee. The committee meets monthly, with a sub-committee meeting as required to review site plans and drawings submitted to it by the Planning Division. The committee's operation is supported by an annual budget of \$18,700 that is primarily used to meet the transportation and meeting costs of the committee.

Committee of Adjustment – Required by, and established under the authority of, the *Planning Act, RSO 1990* this committee hears and adjudicates all applications for a minor variance under the *Planning Act*. The committee deals with minor variances to the Zoning By-law. The committee is supported by the Planning Division with one full time employee assigned to it. Members of the Committee are compensated at a rate of \$60 per meeting; the committee meets on a monthly basis. The annual budget for committee operations, exclusive of the staff support, is approximately \$23,000.

City of Thunder Bay Appeals Tribunal – this body was established in 2018 and incorporates the roles, responsibilities and authorities of the former **Committee of Revision, the Property Standards Committee** and the newly conceived **Taxi Licensing Appeals Committee**. The **Committee of Revision** is required by and established under the Local Improvement Regulation to the *Municipal Act, 2001* this committee adjudicates appeals of the costs of a local improvement as they are applied to individual property owners. The committee meets only if there is an appeal. The **Property Standards Committee** – established under authority of the *Municipal Act, 2001* in support of the City's Yard Maintenance and Property Standards by-laws, this committee adjudicates appeals of Orders issued by the By-law Enforcement office. If a municipality has a property standards by-law, a committee to hear appeals is required by the legislation. The committee meets only when an appeal is filed. The need for a **Taxi Licensing Appeals Committee** was presented in the renewed Taxi By-law to hear appeals of the decisions of the Manager of Licensing and Enforcement as regards taxi driver licenses.

On May 14, 2018 Committee of the Whole accepted the recommendations of Administration to merge the existing committees and establish the **Appeals Tribunal**, which for the balance of the term of Council is comprised of all of the members of the two extant committees but beginning with the 2018-2022 term of Council will be comprised of 5 citizens at large.

Heritage Advisory Committee – Authority to establish this committee is found in the *Ontario Heritage Act, RSO 1990* and is optional for municipalities under the legislation; however, the use of a committee to administer the legislation is more efficient than resourcing it through staff. The City of Thunder Bay has had a Heritage Advisory Committee (formerly known as the Local Architectural Conservation Advisory Committee, or LACAC) since 1978, following the enactment of the *Act* in 1975. The committee provides advice to City Council on the application of protective measures under the *Act* to be applied to properties within the City, to preserve the built, cultural and natural history of the community. The committee also carries out a range of activities designed to grow understanding and awareness of heritage issues in the community. The committee draws on staff resources from the Planning Division and the City Archives to provide expert advice and its operations are supported through its annual budget of approximately \$35,000; of which half supports a part time heritage researcher. The application of the *Act* to community properties is dependent upon the advice of this committee.

Specialized Transit Appeal Committee – Established in accordance with the Ontarians with Disabilities Act, this committee is responsible for hearing appeals of decisions for application to use of Lift + Specialized Transit. Committee members are remunerated on a per meeting basis, budgeted for by the Transit Division. As this is a new committee, and process, there is no history of costs to report on at this time.

Advisory Committees

The following committees are all established by City Council at its discretion under the authority of Council's Procedural by-law. These committees are established to examine and provide advice on specific subject areas of political, administrative or community interest, and/or provide ongoing direction for the implementation of a Council policy/program. Unless noted the committees listed below have no individual budgets, they are supported by the general budget of the Office of the City Clerk except where otherwise provided for.

Advisory Committee on Anti-Racism

Established in 2009 the Committee is “a community-based body whose principle role would be ‘acting as an integrating structure, and building on the relationships the City has already established with various organizations and the broader community to develop and recommend a plan of action with timelines and measurable objectives and to provide advice on current policies and practices on equity, diversity and racism.’” The Committee operates on a \$30,000 budget allocation which supports the initiatives and activities of

the Committee, a portion of which funds researcher/writer resource and provides for the City's contribution to Respect Intern (NOHFC Internship).

Audit Committee

The Audit Committee was established in 2002 to provide oversight and advice to Council on the financial management and financial control systems and processes in place to manage the City's financial security; primarily concerning itself with the annual financial reporting of the City and external and internal audit processes. The Committee is composed of a mix of members of Council, citizens and draws on administrative resources from the City Manager and Finance Corporate Services departments. Clerical support for the committee is provided by the Office of the City Clerk. The committee meets irregularly through the year in step with the annual audit/financial statement cycle.

Clean, Green & Beautiful Committee

Established in 2005 the Committee's purpose is to develop a common vision to enhance the function, look and feel of where we live, work and play through public art, beautification, heritage and environmental greening initiatives. The Committee is supported by administration from a number of departments but most particularly from the Corporate Strategic Services. Funding for the initiatives of the Committee are provided through capital works projects in accordance with Council Policy and administered by Corporate Strategic Services.

Coordinating Committee

Established to provide direction on the application of Council's Procedural By-laws and general meeting practices and considers and makes recommendations on amendments to the by-laws. The committee is comprised of the Mayor and the Chairs of the 4 session of Committee of the Whole, the City Clerk, City Manager and City Solicitor all act as administrative resources to the committee. The committee has been in place at least since the procedural by-laws major revisions in 1984; the committee currently meets once every two months.

Community Communications Committee

Established as an advisory committee in 2007 the committee evolved from an Ad Hoc committee on communications that itself was an iteration of an Ad Hoc committee struck in 2001 to support the introduction of what is now MyTBay and the annual report to the community. The committee provides direction to Administration on the implementation of the Corporate Communications Policy and the annual Communications Plan, as adopted by Council. The committee is currently composed of 4 members of Council and has resource support from the City Manager, Corporate Strategic Services – Corporate Communications, and the Office of the City Clerk.

Community & Cultural Funding Appeals Committee

This committee was established in 2010 to act as an appeal body, representing City Council, in the process of arriving at funding recommendations to City Council under the Community and Cultural Funding Program. The committee is composed of 4 members of Council with staff resources from the Recreation & Culture Municipal Child Care Division and the Office of the City Clerk. The committee hears appeals from applicants to the program that wish to have the recommendations of the administrative review committee reconsidered. The committee meets as required in the fall of each year to hear the appeals prior to recommendations going forward in advance of the annual budget.

Crime Prevention Council

Established in 2010 the Crime Prevention Council is a City-led community-based council with representatives from a variety of agencies, organizations and groups in the city. The Council is charged with the development and implementation of a Crime Prevention Strategy and Implementation Plan. Administrative resources to the Council include a Crime Prevention Coordinator (a full-time position funded by the City). Funding for Crime Prevention initiatives are contained in the Corporate Strategic Services – Strategic Initiatives budget and includes grants secured from outside agencies/governments.

Thunder Bay Drug Strategy Implementation Panel

Established in 2011 to implement the Thunder Bay Drug Strategy the Panel is a community-based committee with a diverse membership representing multiple sectors that play an essential role in a comprehensive approach to reducing the harms associated with substance use. Through working together, community organizations involved with the Thunder Bay Drug Strategy have begun to implement programming and services that reflect the strategy's actions. Administrative resources to the Council include a Drug Strategy Coordinator (a contract position funded by a Community Partnership including the City). Funding for Drug Strategy initiatives are contained in the Corporate Strategic Services – Strategic Initiatives budget and includes contributions from community partners.

EarthCare Advisory Committee

Established in 2008 to provide oversight and direction on the implementation of the *EarthCare: Thunder Bay Community Environmental Action Plan*, this committee is composed primarily of residents along with one member of Council. Administrative resources to the committee are drawn from the Infrastructure & Operations Department. Funding for the initiatives in the Environmental Action Plan are contained within the budgets of the Environment Division.

Intergovernmental Affairs Committee

Established by City Council in 2004, and composed solely of members of Council and supported by the City Manager, City Clerk and Policy Assistant to the Mayor, this committee advocates on behalf of Council to the Provincial and Federal governments on

key issues affecting the community. While its advocacy activities are particularly focused through attendance at the annual Association of Municipalities of Ontario and Ontario Good Roads Association conferences, the committee is active throughout the year. In support of the travel costs associated with attendance at the conferences noted, and additional trips to meet with various ministers and government officials, the committee draws upon a \$30,000 budget that is administered by the City Manager's office.

Official Recognition Committee – Citizens of Exceptional Achievement

One of the longest established committees of Council, this committee has since 1975 administered Council's approved recognition program. The program presents for Council recognition those individuals and groups, along with long term volunteers, that have achieved exceptional accomplishments in a range of cultural, athletic and community endeavours. Supported by the Office of the City Clerk the committee, which is composed of citizens and one member of Council, draws upon an annual budget of \$10,000 to support the award program which includes an annual banquet that honours community volunteers.

Sister City Advisory Committee

The Sister City Advisory Committee has, in its current form, been directing the implementation of City Council Sister City Policy since 2006. The committee succeeded a community based committee that had operated since 1975. The committee is today composed of citizens, two councillors and the Mayor and is supported by the Office of the City Clerk. The Sister City program activities, including in-bound and out-bound visits with the City's Sister City communities are funded by an annual budget of \$25,000.

Waterfront Development Committee

The Waterfront Development Committee was established by City Council in 2005 to provide advice and guidance on the development of the City's waterfront, in its entirety. The Committee was particularly active in advising Council on the development of Prince Arthur's Landing. The committee is composed of a mix of citizens and members of Council and receives ongoing support from the City Manager, the Community and Emergency Services and Development Services Departments in particular. The committee does not have a separate budget. Initiatives that it comments upon are funded through various annual capital and operating budgets.

MEETING DATE 09/24/2018 (mm/dd/yyyy)

SUBJECT Healthy Canteen Project

SUMMARY

Memorandum from Councillor F. Pullia, dated September 14, 2018, containing a motion relative to the Healthy Canteen Project.

RECOMMENDATION

With respect to the report on the Delaney fuel stop Canteen Project (the Project), presented by the Healthy Kids Community Challenge to Committee of the Whole on June 18, 2018, we recommend that City Council endorse the goals of the Project;

AND THAT Administration be directed to expand the Project to introduce more healthy food menu items to all City run canteens and concessions, utilizing the 4 year phased approach outlined in the Project's Executive Summary;

AND THAT Administration report annually on the outcomes of this initiative.

ATTACHMENTS

1. F Pullia Sept 14 2018 memo

Memorandum

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

TO: John S. Hannam, City Clerk

FROM: Frank Pullia, Councillor At Large

DATE: September 14, 2018

SUBJECT: Healthy Canteen Project

Following on the deputation from the Healthy Kids Community Challenge, received at Committee of the Whole on June 18, 2018, that presented the outcomes of the 'Delaney fuel stop Canteen Project' I would ask that City Council and Administration consider expanding the project across all canteens and concessions operated by the City of Thunder Bay.

As partners to the Healthy Kids Community Challenge and signatories to the Children's Charter, I feel it is incumbent on the City of Thunder Bay to take such opportunities to promote healthy snack choices as were the subject of the Delaney fuel stop Canteen Project. The deputation asked that City Council endorse the goal of the Project to increase healthy food options in all City canteens, and I would propose that we do just that.

The Project report provided a 4 year phased approach to changing the menus that would be accompanied by promotion and education of the healthy menu options.

In support of this approach I would ask that the following motion be presented to Committee of the Whole, on the September 24, 2018 agenda for its consideration:

“With respect to the report on the Delaney fuel stop Canteen Project (the Project), presented by the Healthy Kids Community Challenge to Committee of the Whole on June 18, 2018, we recommend that City Council endorse the goals of the Project;

AND THAT Administration be directed to expand the Project to introduce more healthy food menu items to all City run canteens and concessions, utilizing the 4 year phased approach outlined in the Project's Executive Summary;

AND THAT Administration report annually on the outcomes of this initiative.”

MEETING DATE 09/24/2018 (mm/dd/yyyy)

SUBJECT Establishment of Closed Session - December 4, 2018

SUMMARY

Confidential memorandum from Ms. K. Power, Deputy City Clerk, dated September 7, 2018 relative to establishing a Committee of the Whole - Closed Session on Tuesday, December 4, 2018. (Distributed Separately to members of Council, EMT and Deputy City Solicitor only)

RECOMMENDATION

THAT a Committee of the Whole – Closed Session meeting be scheduled for Tuesday, December 4, 2018 at 4:30 p.m. in order to receive information relative to personal matters about an identifiable individual, including municipal or local board employees.