



AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, DECEMBER 21, 2020

LOCATION: S. H. BLAKE MEMORIAL AUDITORIUM
(Council Chambers)

TIME: 6:30 P.M.



MEETING: Committee of the Whole

DATE: Monday, December 21, 2020 *Reference No. COW - 3/52*

CLOSED SESSION in the S.H. Blake Memorial Auditorium at 5:00 p.m.

Committee of the Whole - Closed Session
Chair: Councillor T. Giertuga

Closed Session Agenda will be distributed separately to Members of Council and EMT only.

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

Committee of the Whole - Administrative Services Session
Chair: Councillor M. Bentz

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - December 21, 2020 - Committee of the Whole **(Page 5)**

WITH RESPECT to the December 21, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

PRESENTATIONS

State of the City Address

Memorandum from Ms. K. Lewis, Director - Corporate Strategic Services, dated December 3, 2020 advising that Mayor B. Mauro will present his annual State of the City Address on Monday, December 21, 2020. **(Pages 6 - 7)**

Community Economic Development Reserve Fund Project

Correspondence from Mr. E. Zakrewski, CEO - Thunder Bay Community Economic Development Commission relative to the Community Economic Reserve Fund project. (Distributed Separately)

DEPUTATIONS

The Polish Combatants' Association - 195 N. Cumberland Street (Pages 9 - 13)

Correspondence from Mr. T. Michalak, President - The Polish Combatants' Association, Branch #1 dated November 17, 2020 requesting to appear before Committee to provide a deputation relative to the above noted.

Correspondence from Ms. K. Peters, Tax Revenue Analyst (Acting) dated November 26, 2019 to the Polish Combatants' Association, Branch #1 relative to the above noted property.

Correspondence from Mr. T. Michalak - President - The Polish Combatants' Association, Branch #1 dated June 5, 2020 relative to a request to re-classify the above noted property under section 6.1 of the Property Assessment Act.

REPORTS OF COMMITTEES

Crime Prevention Council

Minutes of Meeting 03-2020 of the Crime Prevention Council held on September 23, 2020, for information. **(Pages 14 - 21)**

50th Anniversary Celebration Steering Committee Minutes

Minutes of Meeting 04-2020 of the 50th Anniversary Celebration Steering Committee held on October 23, 2020, for information. **(Pages 22 - 26)**

Audit Committee

Minutes of Meeting No. 02-2020 of the Audit Committee held on July 8, 2020, for information. **(Pages 27 - 31)**

REPORTS OF MUNICIPAL OFFICERS

Community Partnership Funding

Corporate Report R 133/2020 (Corporate Services & Long Term Care - Financial Services) seeks approval from City Council to provide funding of up to \$108,000 to Wequedong Lodge toward a project eligible under the Community Partnership Grant. **(Pages 32 - 41)**

WITH RESPECT to Corporate Report R 133/2020 (Corporate Services & Long Term Care – Financial Services) we recommend that City Council approve funding in the amount of up to \$108,000 for Wequedong Lodge pursuant to an application submitted under the Community Partnership Program;

AND THAT the funding to Wequedong Lodge be contingent on securing the balance of the required funding for the Project;

AND THAT The City of Thunder Bay enter into a formal partnership agreement with Wequedong Lodge in accordance with the requirements of the Community Partnership Policy;

AND THAT the Mayor and Clerk be authorized to execute the contract 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.

2021 Interim Tax Levy

Corporate Report R 141/2020 (Corporate Services & Long Term Care - Revenue) recommending an interim tax levy and due dates for 2021. **(Pages 42 - 44)**

WITH RESPECT to Corporate Report R 141/2020 (Corporate Services & Long Term Care - Revenue) we recommend that the 2021 interim tax levy be established at 50% of the 2020 final tax obligation;

AND THAT the 2021 interim tax levy be due in two installments, March 3 and May 5;

AND THAT the penalty shall be one and one-quarter per cent (1.25%) of the amount in default on the first day immediately following the installment due date for tax installments due in 2021;

AND THAT interest shall be one and one-quarter per cent (1.25%) against all amounts that have become due and remain unpaid. Such interest shall be calculated and imposed on the first day of the calendar month.

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

PETITIONS AND COMMUNICATIONS

Public Notice of Council Meetings

Memorandum from Ms. D. Earle, Deputy City Clerk dated December 10, 2020 relative to the above noted. **(Pages 45 - 46)**

Boulevard Lake Clean Up

At the September 14, 2020 Committee of the Whole meeting City Council passed a resolution directing Administration to provide information relative to costs associated with the clean up efforts for Boulevard Lake. **(Pages 47 - 50)**

Memorandum from Ms. K. Dixon, Director - Engineering dated December 10, 2020 relative to the above noted, for information.

NEW BUSINESS

ADJOURNMENT



MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT Confirmation of Agenda

SUMMARY

Confirmation of Agenda - December 21, 2020 - Committee of the Whole

RECOMMENDATION

WITH RESPECT to the December 21, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.



MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT State of the City Address

SUMMARY

Memorandum from Ms. K. Lewis, Director - Corporate Strategic Services, dated December 3, 2020 advising that Mayor B. Mauro will present his annual State of the City Address on Monday, December 21, 2020.

ATTACHMENTS

1. MEMO - STATE OF THE CITY ADDRESS 2020

MEMORANDUM

TO: Krista Power, City Clerk

FROM: Karen Lewis, Director – Corporate Strategic Services

DATE: December 2, 2020

RE: State of the City Presentation

Mayor Mauro wishes to make the annual *State of the City* Presentation to Committee of the Whole on Monday, Dec. 21, 2020.

Mayor Mauro will outline some of the accomplishments, challenges and opportunities that occurred over the last year, and will speak to the COVID-19 pandemic and economic recovery.

Due to COVID-19, the Mayor's State of the City will be a video presentation.



MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT Community Economic Development Reserve Fund Project

SUMMARY

Correspondence from Mr. E. Zakrewski, CEO - Thunder Bay Community Economic Development Commission relative to the Community Economic Reserve Fund project.
(Distributed Separately)

MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT The Polish Combatants' Association - 195 N. Cumberland Street

SUMMARY

Correspondence from Mr. T. Michalak, President - The Polish Combatants' Association, Branch #1 dated November 17, 2020 requesting to appear before Committee to provide a deputation relative to the above noted.

Correspondence from Ms. K. Peters, Tax Revenue Analyst (Acting) dated November 26, 2019 to the Polish Combatants' Association, Branch #1 relative to the above noted property.

Correspondence from Mr. T. Michalak - President - The Polish Combatants' Association, Branch #1 dated June 5, 2020 relative to a request to re-classify the above noted property under section 6.1 of the Property Assessment Act.

ATTACHMENTS

1. REQUEST TO SPEAK TO CITY COUNCIL – MR. T. MICHALAK, PRESIDENT – THE POLISH COMBATANTS' ASSOCIATION - DATED NOVEMBER 17, 2020.

2. CORRESPONDENCE FROM K. PETERS, TAX REVENUE ANALYST (ACTING) - DATED NOVEMBER 26, 2019.

3. CORRESPONDENCE FROM MR. T. MICHALAK, PRESIDENT – THE POLISH COMBATANTS' ASSOCIATION DATED JUNE 5, 2020.

Hello,

Please note the following response to Speak to City Council has been submitted at Tuesday November 17th 2020 8:49 AM with reference number 2020-11-17-479.

- **Please state what agenda item you would like to speak about:**
Property Address: 195 N. Cumberland Str. Roll No. 01.057.03300.000
- **What are you requesting from Council?**
other:
- **If other:**
Re-classify the above mentioned property under section 6.1 of the assessment act
- **Have you already been in contact with City Administration in regards to the subject matter of your deputation request?**
Yes
- **If yes, what was the outcome?**
Only phone calls, and to make this deputation
- **Please select the date of the meeting:**
Committee of the Whole - Monday, January 13th
- **First name:**
Tadeusz
- **Last name:**
Michalak
- **Email:**
spkbranchone@gmail.com
- **Phone:**
(807) 345-1861
- **Organization you represent: (optional)**
The Polish Combatants' Association in Canada Branch No. 1 (Lakehead), Inc.
- **Please note the names of the presenters that will be attending with you:**
Lucy Michalak or Ken Telpuk



CORPORATE SERVICES
AND LONG TERM CARE
REVENUE DIVISION
500 Donald Street East
Thunder Bay, Ontario P7E 5V3
Ph: (807) 625-2255
Fax: (807) 623-4277

November 26, 2019

THE POLISH COMBATANTS ASSOC
IN CANADA BRANCH NO 1
(LAKEHEAD) INC
209 CUMBERLAND ST N
THUNDER BAY ON P7A 4N2

Re: Roll Identifier: 01.057.03300.0000
Property Address: 195 CUMBERLAND ST N

Dear Ted Michalak:

Unfortunately, this property does not qualify for the tax exemption, as this property is a vacant lot.

In order to be eligible the land must be used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces. (Assessment Act, R.S.O. 1990, c,A. 31). 2006, c. 33, Sched. A, s.7

Sincerely

Katie Peters
Tax Revenue Analyst (Acting)



CORPORATE SERVICES
AND LONG TERM CARE
REVENUE DIVISION
500 Donald Street East
Thunder Bay, Ontario P7E 5V3
Ph: (807) 625-2255
Fax: (807) 623-4277

October 28, 2019

THE POLISH COMBATANTS ASSOC
IN CANADA BRANCH NO 1
(LAKEHEAD) INC
209 CUMBERLAND ST N
THUNDER BAY ON P7A 4N2

Re: Roll Identifier: 01.057.03300.0000
Property Address: 195 CUMBERLAND ST N

Dear Sir/Madame:

We received an inquiry requesting that the above property be exempt from taxes as are the other properties owned by The Polish Combatants Association.

It is specified in the Assessment Act, R.S.O. 1990, c.A. 31 that:

6.1 (1) Land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any way is exempted from taxation in the circumstances and to the extent described in this section. 2006, c. 33, Sched. A, s. 7.

At this time, we ask that you provide to us in writing what this property will be used for so that City Council may determine whether it is eligible for the exemption.

If you have questions, please feel free to contact me.

Sincerely

Katie Peters
Tax Revenue Analyst (Acting)

The Polish Combatants' Association
in Canada, Branch No. 1, (Lakehead), Inc.
Thunder Bay



209 Cumberland Street North
Thunder Bay, Ontario, P7A 4N2
Tel: 807-345-1861
E-mail: spkbranchone@gmail.com

Jun 5, 2020

Corporate Services and Long Term Care
Revenue Division
500 E. Donald Street
Thunder Bay, Ont
P7E 5V3

To Whom It May Concern:

Re: Property Address: 195 N. Cumberland Street, Roll No. 01.057.03300.000

I am writing this letter to request that the City of Thunder Bay By-Law be updated, so that the MPAC (Municipal Property Assessment Corporation) can correctly re-classify the above mentioned property under section 6.1 of the assessment act.

This property has been owned by the Polish Combatants Association (a veteran's organization) since 2016 and is part of our existing properties. This property is solely being used as a parking lot for any events associated with the clubhouse.

Previous request letters have been sent to the Revenue Division regarding this matter. MPAC has also looked into this.

I am appealing to the Corporation of the City of Thunder Bay to update the By-Law for this property and include it with our existing parcels of land as per the listing of By-Law Number 045-2014.

Polish Combatants Association Branch No. 1 was organized by former Polish soldiers en route from Halifax to Thunder. Two groups of Combatants (groups 7 and 8) arrived in Halifax on board HMS "Robin" on November, 1945, and were directed to Port Arthur and Fort William, commonly referred to as "The Lakehead." With the support of Colonel Evans and Major Wilson, the first executive board applied for and then received the Charter of the Royal Canadian Legion on May 16, 1948. Thus Polish Combatants Association Branch No. 1 became Polish Combatants' Branch "Lwow" #219 of the Royal Canadian Legion of the British Empire Service League. Many of our veterans served in the Canadian Armed Forces. Many members were decorated with **the Meritorious Service Medal**, fought at Monte Cassino and the Polish Army.

Our organization is a non-profit organization trying to survive in the current situation.

If you require further information, please do not hesitate to e-mail or call our office. Thank you for considering our request.

Regards

Ted Michalak
President

cc T. Pesek HBA, Property Value Analyst





MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT Crime Prevention Council

SUMMARY

Minutes of Meeting 03-2020 of the Crime Prevention Council held on September 23, 2020, for information.

ATTACHMENTS

1. CRIME PREVENTION COUNCIL MINUTES - SEPT 23, 2020

Meeting Notes

COMMITTEE: CRIME PREVENTION COUNCIL
(CPC)

MEETING NO.: 03-2020

TIME: 4:00 P.M.

DATE: WEDNESDAY,
September 23, 2020

PLACE: MICROSOFT TEAMS CALL

CHAIR: J. UPTON

MEMBERS

Chief S. Hauth, Inspector R. Gibson, *Thunder Bay
Police Service*

L. Bruins, *Evergreen & United Neighbourhood*

R. Pervais, *Fort William First Nation*

L. Dacre, *Kairos Community Resource Centre*

Councillor R. Johnson, *City Councillor*

J. Hyslop, *Canadian Mental Health Association*

P. Capon, *Matawa Education Centre*

J. Upton, *Lakehead District School Board*

A. Mauro, *Conseil scolaire de district catholique*

B. Kryswaty, *Lakehead Social Planning Council*

N. Solade, *Thunder Bay District Crime Stoppers*

A. Prien, *Recreation and Culture, City of Thunder
Bay*

D. Mayes, *St. Joseph Care Group*

C. Petit, *Citizen Representative*

A. Saddler, *Ministry of the Attorney General*

OFFICIALS

K. Lewis, Director - Corporate Strategic Services

L. Chevette, Coord. – Crime Prevention Council

C. Olsen, Coord. – Thunder Bay Drug Strategy

K. Hell – Corporate Strategic Services

A. Bruetsch – Project Manager, Youth Inclusion
Program

Kaitlin Prezio, *Youth Inclusion Program*

AGENDA

1.0 WELCOME, INTRODUCTIONS & DISCLOSURES OF INTEREST

The Chair, J. Upton, called the meeting to order at 4:04. The Communication Process was explained.

2.0 CONFIRMATION OF AGENDA

With regard to the September 23, 2020 meeting of the Crime Prevention Council, we recommend that the agenda as printed be confirmed.

3.0 MINUTES OF PREVIOUS MEETING

The minutes of Meeting 02-2020, of the Crime Prevention Council held on June 24, 2020 were confirmed.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

The Annual Action Report was to be presented to City Council at the end of August and has been postponed. An update on the new date will be provided.

5.0 ISSUES

At the August 10 Committee of the Whole meeting, Councillor Ruberto brought a memo forward requesting advocacy for social issues and support for vulnerable population.

Council referred the memo to administration to gather more information and report back to or before the November 23. The Thunder Bay Drug Strategy and Crime Prevention Council will be holding a joint meeting on Tuesday October 6 and will include an invite to the membership to assist gathering further input on the memo's contents.

6.0 ANNUAL ACTION REPORT

L. Chevrette provided an overview of the 2019 Annual Action Report.

At the June meeting, an overview of the report was provided and has now been finalized. The Annual Action Report will be presented to City Council on Monday September 28.

7.0 STANDING AGENDA ITEMS

7.1 Community Safety & Well-Being Planning– Lee-Ann Chevrette, Coordinator - Crime Prevention Council

B. Raynsford was back with the Crime Prevention and Thunder Bay Drug Strategies in the role of Community Safety Ambassador for 7 weeks this summer working on the report and used the United Nations Sustainable Development Goals framework to present the data.

Reconvening the working groups and steering committees in early October. The province has postponed the deadline for completion of these plans due to Covid-19 and no new date has been announced.

7.2 Seven Youth Inquest Update – Lee-Ann Chevrette, Coordinator - Crime Prevention Council Recommendation 91

L. Chevrette provided information about Recommendations 91, 112, and 116. Recommendation 91- Am I Missing campaign was relaunched at the end of August. The material was translated into Ojibwe, Ojicree and two dialects of Cree: Cree-Hudson Bay Cree and Mushkego.

Recommendation 112 campaign to address racially motivated crimes against the Indigenous community. This is moving forward and we expect it will launch before the end of the year.

Recommendation 116 Dear Thunder Bay campaign to educate the public on the challenges indigenous youth face when the students come to Thunder Bay for School is still in the planning process

Recommendations 112 and 116 campaigns were put on hold at the beginning of COVID-19 due to not knowing if/when the youth would be returning to Thunder Bay this fall.

7.3 Thunder Bay Drug Strategy - Cynthia Olsen – Coordinator of the Thunder Bay Drug Strategy

Looking at alternative solutions with public drinking in the downtown cores. Looking at a program based out of Vancouver, which has a safe site to consume alcohol. There is an increase in violence due to intoxication and hoping to have a process ready to launch mid fall.

Recovery Day is Monday, September 28, 2020 6:30 – 8pm virtually. Opioid Task Force has received updated data for 2020. Opioid over doses have increased across Canada and EMS is responding to an increased in over doses.

Harm Reduction week with the Thunder Bay District Health Unit – Innovation Solutions. Registration will be available at the beginning of October. Safe Sobering Sites are now open at Matawa Education and Care Centre, Keewaytinook Okimakanak. Dennis Cromarty Franklin's site will be opening at the end of October.

Thunder Bay Drug Strategy and Crime Prevention are working together toward becoming a site with the Canadian Community Epidemiology Network on Drug Use (CCENDU), which is a nation-wide network of community partners that informs Canadians about emerging drug use trends and associated issues.

7.4 North West Community Mobilization Network – Jennifer Hyslop, CMHA– North West Community Mobilization Network

Mariah Maddock resigned in June. The position has been filled by Jenny Leadbeater.

The Centre of Responsibility work plan completed in August. The Executive Centre of Responsibility and Executive Centre of Responsibility committees will resume meetings in November. The Situation Table continued to meet over the summer.

7.5 Poverty Reduction Strategy - Bonnie Kryswaty, Coordinator – Poverty Reduction Strategy

A grant was received for the third and final year of the Out of the Cold Program at Grace Place.

Continue to work on the Living Wage Campaign with organizations and businesses who pay full time permanent staff \$16.21/hour. Councillor Ruberto will present to Council in November to request the City getting on board.

Sending the Annual Report on the Universal Basic Income and focusing on the social determinants of health to Minister Hadju.

A reminder to the membership that the Lakehead Social Planning Council 211 line is available 24/7.

7.6 Homelessness Coalition - Alice Bellavance, Co-Chair of the Housing and Homelessness Coalition
B. Kryswaty provided an update on behalf of A. Bellavance

A grant application was submitted for Reaching Home, which is a community-based program, aimed at preventing and reducing homelessness by providing direct support and funding to designated communities.

Lakehead Social Planning Council and Lakehead University are working together on a supportive housing initiative 'At Home in the North'

7.7 Age Friendly - Bonnie Kryswaty, Coordinator – Poverty Reduction Strategy

A grant application was prepared requested funding for the 'Snow Angels' program, a proactive approach to helping older adults who are unable to clear their walkways. Leadership Thunder Bay will one of the groups volunteering.

A guidebook has prepared for seniors highlighting transportation, aging at home and being isolated at home is available. B. Kryswaty will provide L. Chevrette a package to share with the membership.

Age Friendly will be a standing agenda item moving forward

7.8 Youth Inclusion Program - Ahnika Bruetsch, Project Manager – Youth Inclusion Program

Reopening of phase one with Youth Navigators one on one support started in July.

Hoping phase two will have coordinators back with enhanced virtual programming.

There has been a higher attendance of 17-21 youth across Thunder Bay and surrounding areas for the virtual programming

Working on the plans for face to face in neighbourhoods around the legislations and hoping for October

Youth Inclusion Program is a strengths-based program, we have hired our third Navigator, and the position for Project Manager has closed.

Ahnika Bruetsch last meeting and will be missed.

7.9 Joint Mobile Crisis Response - Chief Sylvie Hauth, Thunder Bay Police Service

Program was paused during COVID-19, but is now back on track from 2pm-2am. Another pilot project will be launching in January which will include an officer and a crisis response worker riding together 24-7 responding as a team.

During COVID-19, there has been an increase in overdoses and domestic violence.

Northern Addictions Services Network and the NAN Hope website have just launched.

7.10 Youth Violence Prevention Project in Thunder Bay & District - Marianne Stewart, Healthy Relationships Coordinator, Youth Violence Prevention Project Thunder Bay and District

Deferred

7.11 Thunder Bay Coalition to End Human Trafficking - Sheri Fata, Manager of Financial & Child/Youth Services, Thunder Bay Counselling

Working with the Thunder Bay Police Services and have received funding through a grant application.

Thunder Bay Coalition to End Human Trafficking website will be up by the end of October.

8.0 WORKING GROUP UPDATES

8.1 Respect – L. Chevette, CPC Coordinator

Planned to show the respect award to the group but did not have sound. Will send the link to the membership to view. <https://vimeo.com/438656425>

The awards presented in June to two recipients: Roopa Rakshit (Individual award) and Therapeutic Recreation Department at Pioneer Ridge.

8.2 Release from Custody – P. Capon or L. Chevette

Moved to an Ad Hoc basis. Relationships strengthened linked to the services upon releases and a smooth transition. Working the Thunder Bay District Services Board to ensure our clients have a place to stay upon release.

9.0 CRIME PREVENTION OFFICE UPDATE

Two grant applications to SOLGEN for Thunder Bay Police Service updating cameras 'Eye on the Street' and the Thunder Bay Multicultural Association on community based responses to hate crimes and racism

Working with CMNCP-violence prevention framework with Public Safety Canada addressing evidence-based approaches to address disorder issues in downtown cores

10. ROUNDTABLE OF UPDATES

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

K. Lewis submitted the fourth annual Seven Youth Inquest Report to Council and the documents then submitted to the Ontario Coroner's office. The annual reporting has been transitioned to R.Mandamin, Manager – Indigenous Relations & Inclusion. R. Mandamin will go back through all of the assessments to aid in creating a welcoming community.

C. Olsen

Drug Amnesty day is Tuesday, September 29, 2020. Will forward poster to membership.

D. Mayes

St. Joseph's residential program is back up and running.

P. Capon

Matawa Education and Care Centre safe sobering site is open. We have had 117 students return to school. Growing need for a homelessness awareness program. Continue to work on the Dawson property to become the Matawa Training and Wellness Centre for families in crisis.

L. Chevette

Thunder Bay Drug Strategy and Crime Prevention are jointly sponsoring a webinar by Dr. Dawn Clarke on toxic stress and resilience. Poster will be forwarded to the

membership to register.

A. Sadler

In person trials are back at the Crown Courts. Working to get back up to speed. Challenge is there are two vacancies within the Ontario Court Judges.

J. Upton

Back at school and staff and families are working hard at adapting to all of the changes and challenges due to COVID-19. New role as Vice Principal at Westgate High School.

C. Petit

John Howard Society is busy and working well within the new limitations.

11. NEW BUSINESS

L. Chevrette shared the issues the Thunder Bay Museum has been having lately. People are climbing on to the roof and becoming intoxicated. The museum has engaged the police and are inquiring about trespass orders. Looking to the membership for suggestions as to how to address the situation.

K. Lewis will reach out to the City's Facilities Department to see if they have any suggestions.

12. NEXT MEETING

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

2020 Meeting Schedule
Wednesday, November 25, 2020

13. ADJOURNMENT

5:55 pm

MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT 50th Anniversary Celebration Steering Committee Minutes

SUMMARY

Minutes of Meeting 04-2020 of the 50th Anniversary Celebration Steering Committee held on October 23, 2020, for information.

ATTACHMENTS

1 50th ACSC minutes Oct 23 2020

MEETING:

DATE: FRIDAY, OCTOBER 23, 2020

MEETING NO. 04-2020

TIME: 12:00 P.M.

PLACE: VIA MS TEAMS

CHAIR: COUNCILLOR S. CH'NG

MEMBERS – ELECTRONIC PARTICIPATION:

Councillor S. Ch'ng, Chair

Ms. K. Lewis, Director – Corporate Strategic Services

Ms. K. Power, City Clerk

Ms. L. Abthorpe, Heritage Researcher

Ms. B. Baker, Clean, Green & Beautiful Committee

Mr. S. Bradley, Director – Thunder Bay Museum

Mr. P. Burke, Sport & Community Development Supervisor

Ms. L. Hayes, Community Representative, Confederation College Board of Governors

Ms. D. Imrie, Executive Director – Northwestern Ontario Sports Hall of Fame

Ms. S. Levanen, Supervisor – Corporate Communications

Ms. R. Mandamin, Manager - Indigenous Relations & Inclusion

Mr. J. Pateman, Chief Librarian/CEO – Thunder Bay Public Library

Ms. S. Reid, Digital And Travel Media Officer

Ms. O. Sawchuk, Official Recognition Committee

Ms. C. Wakefield, Corporate Records Manager & City Archivist (Acting)

ADMINISTRATIVE SUPPORT – ELECTRONIC PARTICIPATION:

Ms. L. Lavoie, Committee Coordinator

1.0 DISCLOSURES OF INTEREST**2.0 AGENDA APPROVAL**

MOVED BY: Ms. B. Baker

SECONDED BY: Ms. D. Imrie

With respect to the October 23, 2020 50th Anniversary Celebration Steering Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The Minutes of the 50th Anniversary Celebration Steering Committee Meeting No. 03-2020 held on September 25, 2020 to be confirmed.

MOVED BY: Mr. S. Bradley
SECONDED BY: Ms. O. Sawchuk

THAT the Minutes of Meeting No. 03-2020 on September 25, 2020 be confirmed.

CARRIED

4.0 50TH ANNIVERSARY EVENTS

4.1 Culminating Video

Ms. S. Levanen, Supervisor – Corporate Communications provided an update relative to the 50th Anniversary culminating video.

Ms. S. Levanen and Ms. R. Eras, Communications Officer are working on a brief to submit to Generator to get work started on the video. Ms. S. Levanen will provide an update at the November committee meeting.

4.2 Official Recognition Ceremony

Ms. O. Sawchuk, Chair – Official Recognition Committee provided an update relative to the Citizens of Exceptional Achievement 50th Anniversary Volunteer Service Awards.

The nomination deadline has been extended to October 27, 2020. Ms. O. Sawchuk encouraged committee members to put forward names if they know anyone with fifty or more years of cumulative, documented volunteer service in Thunder Bay. An update will be provided at the November committee meeting.

There was discussion relative to a systemic barrier for Indigenous people, which prevents them from having the same volunteer opportunities as non-Indigenous people. It was noted that the intention of the Awards is good, but the current criteria excludes many Indigenous people from qualifying for the Citizens of Exceptional Achievement 50th Anniversary Volunteer Service Awards.

Ms. K. Power, City Clerk informed the committee that a policy review was scheduled prior to the Covid-19 pandemic. She will set a time to meet with Ms. R. Mandamin, Manager - Indigenous Relations & Inclusion to identify barriers.

4.3 Doors Open

Ms. L. Abthorpe, Heritage Researcher, provided an update relative to Digital Doors Open Thunder Bay 2020.

The Doors Open Ontario website averages 1900 visits per day. Doors Open Thunder Bay makes up 3% of visitation. The digital content will remain active into the future.

Ms. L. Abthrope provided social media statistics and noted that the most-viewed videos have been Saint Joseph's Indian Residential School Memorial and the Pagoda. A video for Sleeping Giant Provincial Park was produced and added to the Doors Open Ontario website.

5.0 MOBILE APP

Ms. S. Reid, Digital and Travel Media Officer provided an update relative to the City's mobile walking tour app.

Development issues are still unresolved. The developer hopes to have a fixed version ready next week. Instead of launching the app in cold weather, there will be soft launch in winter, with an official launch in spring.

6.0 LEGACY PROJECT

The Chair and Ms. K. Lewis, Director – Corporate Strategic Services provided an update relative to the legacy project, a Thunder Bay word sign.

The Chair, Ms. K. Lewis, Ms. R. Mandamin, Manager - Indigenous Relations & Inclusion, Mr. A. DePerry and members of City Administration took a walking tour of the waterfront to consider a location for the word sign, and to discuss the potential look of the sign, materials and symbolism. City landscapers will develop a concept design to bring to the Clean, Green and Beautiful Committee, 50th Anniversary Committee and Public Art Committee.

7.0 CANADA GAMES COMPLEX SHIRTS

Mr. P. Burke, Sport & Community Development Supervisor advised that Administration decided they would not move forward with 50th Anniversary Canada Games Complex t-shirts.

8.0 OTHER ANNIVERSARIES, COMMUNITY EVENTS AND UPDATES

Committee members were invited to provide any other updates relative to engagement of community organizations and local businesses to create events or adapt existing events to recognize the 50th Anniversary theme

Mr. J. Pateman, Chief Librarian/CEO – Thunder Bay Public Library informed the committee that the Outside the Lines literary festival and From Here music festival will not be going forward, due to Covid-19. Both events will be rescheduled to 2021.

Mr. J. Pateman noted that a book about the history of the library would be released by the end of the year.

Ms. L. Abthorpe, Heritage Researcher provided an update on the Women in History exhibit for 2020, which was launched online with a pre-recorded video.

Ms. K. Power, City Clerk informed the committee that 50th anniversary souvenirs have been ordered, including masks, glassware, toques and more. The items will be available for sale.

Ms. R. Mandamin, Manager - Indigenous Relations & Inclusion announced that the first week of November is Treaties Recognition Week.

9.0 NEW BUSINESS

10.0 NEXT MEETING DATE

The next meeting date is November 27, 2020 at 10 a.m. via MS Teams.

11.0 ADJOURNMENT

The meeting was adjourned at 12:30 p.m.



MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT Audit Committee

SUMMARY

Minutes of Meeting No. 02-2020 of the Audit Committee held on July 8, 2020, for information.

ATTACHMENTS

1. AUDIT COMMITTEE MINUTES - JULY 8, 2020

DATE: JULY 8, 2020**MEETING NO. 02-2020****TIME:** 1:00 P.M.**PLACE:** MS TEAMS**CHAIR:** COUNCILLOR M. BENTZ**PRESENT:**

Councillor M. Bentz
Councillor S. Ch'ng
Mr. D. Heath

REGRETS:

Councillor C. Fraser
Mr. J. Friday
Mr. N. Gale, City Manager

AUDITORS:

Mr. W. Flasz, BDO Canada LLP
Mr. D. Kubinec, BDO Canada LLP
Ms. A. Berezowski, BDO Canada LLP

OFFICIALS:

Ms. L. Evans, General Manager - Corporate
Services & Long Term Care & City
Treasurer
Ms. E. Westover, Director – Financial
Services
Mr. D. Crupi, Manager - Internal Audit and
Continuous Improvement
Ms. S. Irvine, Executive Assistant - Corporate
Services & Long Term Care

GUESTS:

Ms. C. Jaremey, Acting Manager Accounting -
Financial Services

1.0 WELCOME AND DISCLOSURE OF INTEREST

In the absence of Chair Mr. J. Friday, and Vice Chair Councillor C. Fraser, it was consensus of the Committee that Councillor M. Bentz assumes the Chair for the meeting.

Councillor M. Bentz called the meeting to order at 1:06 p.m.

There were no disclosures of interest declared at this time.

2.0 AGENDA APPROVAL

MOVED BY: Councillor S. Ch'ng
SECONDED BY: Mr. D. Heath

With respect to the July 8, 2020 meeting of the Audit Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING

Minutes of Meeting No. 01-2020 of the Audit Committee, held on May 27, 2020, to be confirmed.

MOVED BY: Councillor S. Ch'ng
SECONDED BY: Mr. D. Heath

THAT the Minutes of Meeting No. 01-2020 of the Audit Committee, held on May 27, 2020 be confirmed.

CARRIED

4.0 2019 AUDIT COMMITTEE ANNUAL REPORT

Draft Corporate Report No. R 80/2020 (Internal Audit & Continuous Improvement) – 2019 Audit Committee Annual Report, for presentation to Committee of the Whole on July 27, 2020, was distributed with the agenda material, for information

Mr. D. Crupi, Manager - Internal Audit & Continuous Improvement, provided a verbal update. The annual corporate report attests to City Council that the Audit Committee has fulfilled its Mandate under the Terms of Reference and includes the Annual Audited Financial Statements & Treasurer's report.

The Audit Committee Annual Report will be presented to City Council on July 27, 2020.

5.0 BDO's FINAL REPORT TO THE AUDIT COMMITTEE

Copies of Final Report to the Audit Committee, dated June 24, 2020, relative to the results of the BDO audit of the consolidated financial statements of The Corporation of the City of Thunder Bay for the year ended December 31, 2019, were distributed with the agenda material, for information.

Mr. W. Flasz provided highlights. The 2019 audit is complete and Mr. W. Flasz is pleased to offer a clean audit opinion for the year ending December 31, 2019 that was prepared in accordance with Public Sector Accounting Standards. Audit procedures went as planned, and relatively smoothly with additional work by administration and BDO staff with respect to Covid-19 restrictions. Recommend acceptance of the consolidated financial statements.

Mr. W. Flasz and Mr. D. Kubinec responded to questions.

Mr. D. Heath thanked administration for all the hard work done in preparation for the audit. It is a testament to the fact that the auditors offer a clean audit opinion, which is exceptional during the extra work strain due to the COVID-19 Pandemic.

| The audited consolidated financial statements to be presented to City Council on July 27, 2020.

6.0 AUDITED CONSOLIDATED FINANCIAL STATEMENTS

Copies of draft “Treasurer’s Report, Year Ended December 31, 2019” and “The Corporation of the City of Thunder Bay: Supporting Documentation for the Consolidated Financial Statements, Year Ended December 31, 2019”, were distributed with the agenda material, for information.

Ms. L. Evans, General Manager - Corporate Services and Long Term Care and City Treasurer, introduced a newly developed Treasurer’s Report. Councillor M. Bentz thanked Ms. L. Evans for a very well prepared Treasurer’s Report.

Ms. L. Evans introduced Ms. E. Westover, Director of Financial Services, who provided an introduction to the Consolidated Financial Statements and brief update on the Trust Fund Statements. Highlights included the 2019 3-year actuarial report on employee future benefit liability, the mention of Covid-19 as a Subsequent Event note, and the Trust Fund Statement of Continuity.

Ms. C. Jaremey, Acting Manager - Accounting, highlighted significant items on the Consolidated Financial Statements.

Ms. E. Westover and Ms. C. Jaremey responded to questions. Ms. C. Jaremey to provide a debt to reserve ratio spreadsheet via email to committee members.

MOVED BY: Councillor S. Ch’ng
SECONDED BY: Mr. D. Heath

THAT the Treasurer’s Report, Year Ended December 31, 2019 and The Corporation of the City of Thunder Bay: Supporting Documentation for the Consolidated Financial Statements, Year Ended December 31, 2019, as presented at the July 8, 2020 meeting of the Audit Committee, be accepted for presentation to Committee of the Whole;

AND THAT the Audit Committee recommends to City Council approval of the Consolidated Financial Statements and the Trust Funds Statements for the year ended December 31, 2019.

CARRIED

7.0 ENTERPRISE RISK MANAGEMENT INITIATIVE

D. Crupi, Manager – Internal Audit & Continuous Improvement, provided a verbal update and responded to questions. Mr. D. Crupi to provide a copy of the Heat Map sample to committee members.

Ms. L. Evans commented this is a big project, looks forward to future reports, and the development of a heat map. Mr. L. Evans thanked Mr. D. Crupi on all the work done on this initiative.

For information, Ms. L. Evans highlighted the work of the City's Emergency Response Team and its work in dealing with the impacts of Covid-19, and analyzing risks to the City with potential re-openings.

8.0 NEXT MEETING

The next meeting of the Audit Committee to be determined at a future date.

9.0 ADJOURNMENT

MOVED BY: Mr. D. Heath
SECONDED BY: Councillor S. Ch'ng

CARRIED

The meeting adjourned at 2:01 p.m.

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Financial Services	REPORT NO.	R 133/2020
DATE PREPARED	10/16/2020	FILE NO.	
MEETING DATE	12/21/2020 (mm/dd/yyyy)		
SUBJECT	Community Partnership Funding		

RECOMMENDATION

WITH RESPECT to Corporate Report R 133/2020 (Corporate Services & Long Term Care – Financial Services) we recommend that City Council approve funding in the amount of up to \$108,000 for Wequedong Lodge pursuant to an application submitted under the Community Partnership Program;

AND THAT the funding to Wequedong Lodge be contingent on securing the balance of the required funding for the Project;

AND THAT The City of Thunder Bay enter into a formal partnership agreement with Wequedong Lodge in accordance with the requirements of the Community Partnership Policy;

AND THAT the Mayor and Clerk be authorized to execute the contract 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 #1 under the LEAD pillar of the 2019 - 2022 Strategic Plan: “Seek advice and work collaboratively with Indigenous partners to deepen relationships and further reconciliation”.

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from City Council to provide funding of up to \$108,000 to Wequedong Lodge toward the proposed Project that includes construction of a new housing complex for vulnerable populations within the City of Thunder Bay.

The deadline for submission of applications for funding under the Community Partnership Policy for the 2021 fiscal year was June 19, 2020.

DISCUSSION

Wequedong Lodge submitted an application under the Community Partnership Policy to complete a construction project that would create a safe housing complex that is energy-efficient and modern, with some units being geared-to-income for vulnerable populations within the City of Thunder Bay. It will offer holistic healing, traditional practices, and numerous therapeutic benefits by partnering with other agencies.

Representatives from the Community Services – Asset Management Division, and Corporate Services & Long Term Care – Financial Services Division evaluated the application from Wequedong Lodge in accordance with the Community Partnership Policy. Projected costs for the construction project are yet to be finalized but are estimated to be between \$15 and \$25 million with the goal of completing the project by fall of 2021. Based on funds available, Administration is recommending the project be granted funding up to \$108,000, not to exceed 25% of the total project cost. The applicant will be applying to other levels of Government.

The Policy sets out objectives, principles, conditions for eligibility and criteria for assessment. Administration is satisfied that the Wequedong Lodge application qualifies 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. This Reserve Fund currently has an estimated uncommitted balance of \$108,125. This reserve fund would be depleted should the recommendation in this report be approved.

A contribution of \$100,000 to the Community Partnership Reserve Fund has been proposed in the 2021 Budget for Council's consideration.

CONCLUSION

It is concluded that City Council should approve funding in the amount of up to \$108,000 to Wequedong Lodge toward the proposed Project which includes construction of a building to create a safe housing complex for vulnerable populations within the City of Thunder Bay.

It is also concluded that the City should enter into a formal partnership agreement with Wequedong Lodge as required under the Community Partnership Policy.

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 19, 2020 for the 2021 fiscal year. There were no other applications received that met the criteria of the Policy.

REFERENCE MATERIAL ATTACHED:

Attachment A - Community Partnership Policy

Attachment B - Appropriation 25 - Community Partnership 2020 Awards

PREPARED BY: Kelly Andrew - Accountant

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Linda Evans, GM Corporate Services & Long Term Care, City Treasurer	December 10, 2020

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

Corporate Report

DEPARTMENT/ DIVISION	Corporate Services & Long Term Care - Revenue	REPORT NO.	R 141/2020
DATE PREPARED	11/17/2020	FILE NO.	
MEETING DATE	12/21/2020 (mm/dd/yyyy)		
SUBJECT	2021 Interim Tax Levy		

RECOMMENDATION

WITH RESPECT to Corporate Report R 141/2020 (Corporate Services & Long Term Care - Revenue) we recommend that the 2021 interim tax levy be established at 50% of the 2020 final tax obligation;

AND THAT the 2021 interim tax levy be due in two installments, March 3 and May 5;

AND THAT the penalty shall be one and one-quarter per cent (1.25%) of the amount in default on the first day immediately following the installment due date for tax installments due in 2021;

AND THAT interest shall be one and one-quarter per cent (1.25%) against all amounts that have become due and remain unpaid. Such interest shall be calculated and imposed on the first day of the calendar month.

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

EXECUTIVE SUMMARY

This report recommends an interim tax levy, due dates, and penalty and interest on tax for 2021.

DISCUSSION

The *Municipal Act, 2001* provides that the interim levy shall not exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year. In addition, the percentage levied may be different for different property classes but shall be the same for all properties in a property class.

Furthermore, taxes may be billed with a requirement that payment be made in one amount or in a series of installments. Different installments and due dates may also be established for different property classes.

The City of Thunder Bay has historically offered tax payments in four installments, two each for both the interim and final levy. The main advantages of installment billings are:

1. They reduce the cost of current borrowing (or reduce amount of lost interest income) if combined with the use of an interim levy.
2. They provide convenience to taxpayers so that they may budget payments.
3. They provide steady cash flow.
4. They reduce tax delinquency by provision of earlier payments in the year.

Consistent with prior years, Administration is recommending an interim levy of 50% of the 2020 final property tax obligation with installment due dates of March 3 and May 5, 2021.

In 2020, there were 42,900 tax accounts, which generated approximately \$230 million in municipal and educational taxes.

Penalty & Interest

The City may impose penalty and interest not to exceed 1.25% for the non-payment of taxes.

Historically the City applies a penalty of 1.25% calculated on the installment amount that is not paid, the day after a tax installment is due. In 2020, Council approved a penalty rate of 0.5% for the installments that were due during the pandemic.

The City also applies interest of 1.25% calculated on the tax balance that is overdue, on the first of each month. Interest is not calculated on the penalties or interest balance.

Penalty and interest revenue is approximately \$2.7 million annually.

Administration recommends a penalty rate of 1.25% and an interest rate of 1.25%.

FINANCIAL IMPLICATION

An interim levy will raise approximately \$115,000,000 over two installments.

Penalty on property taxes of 1.25% will generate revenue of approximately \$250,000 in 2021.

Interest on property taxes of 1.25% will generate revenue of approximately \$2,475,000 in 2021.

CONCLUSION

It is concluded that an interim tax levy, and penalty and interest for non-payment of taxes, as recommended in Report R 141/2020 (Revenue) should be approved for the 2021 taxation year.

BACKGROUND

Section 317 of the *Municipal Act* provides authority for Council to levy interim taxes in advance of the adoption of the budget and tax rates for the year. The interim levy is required to provide cash flow to meet current operating requirements.

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: KATHLEEN CANNON, DIRECTOR-REVENUE

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Linda Evans, GM Corporate Services and Long Term Care, City Treasurer	December 9, 2020



MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT Public Notice of Council Meetings

SUMMARY

Memorandum from Ms. D. Earle, Deputy City Clerk dated December 10, 2020 relative to the above noted.

ATTACHMENTS

1. MEMORANDUM FROM MS. D. EARLE, DEPUTY CITY CLERK, DATED DECEMBER 10, 2020

Memorandum

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

TO: Mayor & Council

FROM: Dana Earle, Deputy City Clerk

DATE: December 10, 2020

SUBJECT: Public Notice of Council Meetings
Committee of the Whole – December 21, 2020

The *Municipal Act*, s.238 (2.1) requires that procedural by-laws provide public notice of meetings. Section 3.11 of Council's Procedural By-law outlines the notice requirements of all meetings of Council in accordance with the Notice By-law. Further, the Procedural By-law states that the posting of agendas on the City's website constitutes notice.

In 2020, processes established through the Office of the City Clerk have changed to accommodate virtual meetings. Past practice has been to provide Members of Council and the public notice of a regularly scheduled Monday meeting on the preceding Monday. Beginning in January 2021, this practice shall change and notice shall be provided on the preceding Tuesday. This continues to meet the seven (7) day requirement to release agendas to Members of Council. Members of the public will have access to the agenda outline on the preceding Tuesday and the full agenda on the preceding Wednesday.

There will be no change to the timelines associated with the preparation of the agenda or any other timelines established in the Procedural By-law such as requirements to request a deputation or notice required for special meetings.

MEETING DATE 12/21/2020 (mm/dd/yyyy)

SUBJECT Boulevard Lake Clean Up

SUMMARY

At the September 14, 2020 Committee of the Whole meeting City Council passed a resolution directing Administration to provide information relative to costs associated with the clean up efforts for Boulevard Lake.

Memorandum from Ms. K. Dixon, Director - Engineering dated December 10, 2020 relative to the above noted, for information.

ATTACHMENTS

1. MEMORANDUM - MS. K. DIXON -BOULEVARD LAKE CLEAN UP - DEC 10 2020

Memorandum

TO: Members of Council

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

DATE: December 10, 2020

SUBJECT: Boulevard Lake Dredging
December 21, 2020 Committee of Whole Meeting

This memorandum is in response to a motion carried by Council on September 14, 2020, requesting information on costs associated with cleanup of driftwood and organics at the two north beach locations on Boulevard Lake, and costs and timelines associated with dredging to provide a channel to meet national dragon boat racing standards. A business impact study showing the resultant impacts of the dragon boat races on tourism was also requested. At this time, no dredging or further lakebed improvements are recommended.

Removal of Driftwood

Parks & Open Space staff have been on the lakebed several times during the current low water levels to remove litter. The last time they were out they removed driftwood in the areas off the beaches to remove these hazards for swimmers. There will be limited opportunities to do this going forward, so based on Council's interest, the work was completed at no additional cost to the program.

Removal of Organics

There is no evidence from reports completed to date to indicate that there are high levels of organics in the lake sediment or that removal of the sediment from the lake bottom at beach areas would improve water quality. In addition it would be expected that any improvements would be temporary in nature, with contamination likely coming from surface water runoff as noted below. At this time, no lake bottom improvements are recommended.

A water quality study was completed of Boulevard Lake in 2009. It included water and sediment sampling throughout the summer at five locations including the three beach locations. *E.coli* and Total Organic Carbon were tested. *E.coli* is present in the intestines of warm blooded animals. Total Organic Carbon is an assessment of the organic pollution of water. Sediment samples had low concentrations of *E.coli*, generally below the laboratory detection limit, except for at Lakeview Beach, the main beach. Concentrations in the sediment at Lakeview Beach were low at the beginning of the year and higher at the end of the year. These results indicate that spring freshet flows effectively flush the lake annually at the beginning of the year. Water quality results showed that *E.coli* concentrations increased after rain events. Total Organic Carbon results were below 1% at all sampling locations in beach areas. This is an expected level for sedimentary materials.

The substrate of Boulevard Lake was assessed in 2016 during the environmental assessment that was completed for the dam rehabilitation. The majority of the lake bottom consists of silt. When wet, silt can feel soft and slippery which may give the perception of high organic content.

Dredging for Dragon Boat Racing

Dredging Boulevard Lake for dragon boat racing will be expensive, will be an ongoing expense and will provide limited economic benefit compared to the costs for the City. Additionally, the Lakehead Canoe Club, which operates on Boulevard Lake, has identified other priorities for improving paddle sports other than dredging.

There is some flexibility in the standards for dragon boat racing, especially concerning the width and length of the courses, but, generally it is accepted that to meet standards for dragon boat racing, a channel needs to be a uniform depth of 3 m or deeper to hold a provincial event or a qualifying event for nationals, and 4 m or deeper to host a national event. A preliminary study was completed in 2014 to determine the feasibility of upgrading the existing dragon boat course on Boulevard Lake to national standards. The study at the time provided a Class C cost estimate to complete the dredging to a depth of 3 m of \$455,000 which included dredging, relocation of TbayTel fibre lines that cross the channel, and detailed design. An updated cost for the work would be \$525,000 to \$600,000 depending on the extent of environmental testing and studies required to meet current Environmental Assessment requirements. Based on the last dredging that was completed and sedimentation experienced, it is expected that dredging would be required approximately every 10 years to maintain the required depth.

The above costs do not include the cost to relocate the City's trunk watermain that also cross the channel at a shallow depth of bury. In discussion with the Lakehead Canoe Club, it is their understanding that a single consistent bump across the lake bottom of the channel due to the watermain would impact racers evenly and would still allow the course to meet national qualifying race standards. Engineering recommends that these mains be renewed trenchlessly when required, and not removed, which would be consistent with this idea. If relocation was necessary, additional costs for this would be approximately \$800,000.

Administration contacted the Lakehead Canoe Club which operates on Boulevard Lake to obtain information on participation in past events and expected participation if a national standard dragon boat racing course were developed. At its peak the city's Dragon Boat Festival had 96 teams, almost 2,000 paddlers with 100 of them from out of town, and 125 volunteers. This would likely be the largest event that could be held considering site logistics. Dragon boat racing has seen a decrease in interest and participation nationally. It was identified that one provincial event every 5 years and one national event every 10 years could be expected with training and regional events happening more regularly if required dredging was completed. The Lakehead Canoe Club estimated that 300 out-of-town paddlers from the region and US Midwest would participate in the annual Dragon Boat Festival if it became a national qualifying event. A high level economic impact assessment was completed using the information provided by the Club utilizing the Sport Tourism Economic Assessment Model (STEAM). STEAM is a Sport Tourism Canada product and is the industry standard for calculating the estimated economic impact of sport events. The resulting estimated industry output for Thunder Bay which includes direct, indirect and induced impacts on products/services purchased and wages for the Annual Dragon Boat Festival if it was a national qualifying event is \$383,210. A provincial event would have an estimated industry output of \$246,005, and a national event \$361,844.

Other Opportunities for Paddle Sport Improvements

The Lakehead Canoe Club identified several other opportunities that they are looking at to expand the interest in paddle sports and investments that the City could make that were considered a priority over dredging. These would help all paddle sports, not just dragon boat racing.

The Club is looking at bringing "baby dragon" boat racing and ice boat racing to the area. The baby dragons hold 10 people instead of 20 and in other regions have been able to attract more teams. For the ice boat racing it was noted that Fort William Historical Park has a good venue for the races, but Boulevard could be used for training. The Club is hoping to purchase three of each type of boat with external funding and have heard interest from clubs in Kenora and Dryden and possibly Bemidji and Duluth to participate in

events. There are no nationally sanctioned events requiring adherence to technical standards for these type of boat events and therefore no need to dredge.

Some of the priority improvements that the Club identified that would have a positive impact on all paddle sports were:

- Accessible, lightweight docks that could be taken out each winter
- Ramp improvements
- Washrooms at the building
- Additional storage for the new boats, on site or at other City facilities during off season
- Dredging priority would be for directly in front of their building to allow swimmers to jump off docks

Discussions will continue with the Lakehead Canoe Club to identify ways the City can help with their operations and to improve park users' experience as well as identify funding opportunities available to partner on. These will be brought to Council as appropriate for direction. Administration will also continue to look for ways to address stormwater runoff quality issues to improve beach users' experience.

KD

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