



# **AGENDA MATERIAL**

## **COMMITTEE OF THE WHOLE**

**MEETING DATE:** MONDAY, JULY 27, 2020

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

**TIME:** IMMEDIATELY FOLLOWING CITY COUNCIL (PUBLIC MEETING)



**MEETING:** Committee of the Whole

**DATE:** July 27, 2020

*Reference No. COW - 30/51*

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

Committee of the Whole - Planning Session

Chair: Councillor T. Giertuga

**DISCLOSURES OF INTEREST**

**CONFIRMATION OF AGENDA**

Confirmation of Agenda - July 27, 2020 - Committee of the Whole **(Page 7)**

With respect to the July 27, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**REPORTS OF COMMITTEES**

**Heritage Advisory Committee Minutes (Pages 8 - 16)**

Minutes of Meeting No. 02-2020 of the Heritage Advisory Committee held on June 4, 2020, for information.

**Lakehead Region Conservation Authority Minutes (Pages 17 - 31)**

Minutes of Meeting No. 03-2020 and 04-2020 of the Lakehead Region Conservation Authority Committee held on April 29, 2020 and May 27, 2020 respectively, for information.

**REPORTS OF MUNICIPAL OFFICERS**

**New Mandatory Pre-Consultation Process (Pages 32 - 50)**

Report No. R 15/2020 (Development & Emergency Services - Planning Services) recommending that in accordance with the policies of the Official Plan, Pre-Consultation be required before submission of applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Site Plan, or Site Plan Amendment.

Memorandum from Ms. L. McEachern, Director - Planning Services, dated March 2, 2020, requesting to provide a presentation relative to the above noted.

With respect to Report No. R 15/2020 (Development & Emergency Services - Planning Services) and in accordance with the policies of the Official Plan, Pre-Consultation be required before submission of applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Site Plan, or Site Plan Amendment;

THAT the Planning Services Division Fee Structure be updated to include a \$300 fee for Pre-Consultation;

AND THAT the necessary by-law be presented for ratification.

**Approval to Exceed \$10,000 for Clean-up- Yard Maintenance By-law; at 627 Simpson Street, City of Thunder Bay. (Pages 51 - 53)**

Report No. 44/2020 (Development & Emergency Services - Licensing & Enforcement) recommending that the General Manager - Development & Emergency Services be authorized to expend the required funds in excess of ten thousand dollars to facilitate the required clean-up at 627 Simpson Street.

With respect to Report No. 44/2020 (Development and Emergency Services - Licensing and Enforcement), we recommend that the General Manager - Development & Emergency Services be authorized to expend the required funds in excess of ten thousand dollars to facilitate the required clean-up at 627 Simpson Street;

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

**Outstanding Item No. 2014-005 - Vision for Fort William Downtown (Pages 54 - 55)**

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services dated July 14, 2020 containing a motion to remove the item regarding Vision for Fort William Downtown from the Outstanding List.

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that Outstanding Item No. 2014-005 relative to a vision for the Fort William Downtown be removed from the Outstanding List as requested.

**Outstanding Item No. 2015-049 - Heritage Tax Incentive Program (Pages 56 - 57)**

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services dated July 14, 2020 containing a motion to remove the item regarding Heritage Tax Incentive Program from the Outstanding List.

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that the Outstanding Item No. 2015-049 relative to reporting on options and costs associated with a heritage tax relief/incentive program be removed from the Outstanding List as requested.

#### **Outstanding Item No. 2018-015 - Zoning By-law Amendment 600 Montreal Street (Pages 58 - 59)**

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services dated July 14, 2020 containing a motion to remove the item regarding Zoning By-law Amendment 600 Montreal Street from the Outstanding List.

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that Outstanding Item No. 2018-015 relative to a proposed amendment to the Zoning By-law as it applied to 600 Montreal Street be removed from the Outstanding List as requested.

#### **Request for Report – Municipal By-law Enforcement Officers**

Memorandum from Councillor A. Ruberto dated July 16, 2020 containing a motion, recommending to increase the number of by-law officers employed by the City of Thunder Bay and the hours that they work, distributed separately.

#### **OPEN SESSION in the S.H. Blake Memorial Auditorium**

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

#### ***REPORTS OF COMMITTEES***

##### **Police Services Board Minutes (Pages 61 - 71)**

Minutes of Meeting Nos. 51-2019 of the Thunder Bay Police Services Board held on December 17, 2019, for information.

##### **Audit Committee Minutes (Pages 72 - 75)**

Minutes of Meetings No. 03-2019 of the Audit Committee held on December 16, 2019, for information.

##### **The District of Thunder Bay Social Services Administration Board Minutes (Pages 76 - 112)**

Minutes of Meetings No. 03/2020 and No. 04/2020 (Closed) of The District of Thunder Bay Social Services Administration Board held on February 13, 2020, Meetings No. 05/2020 and No. 06/2020



(Closed) held on March 19, 2020, Meeting No. 07/2020 held on April 16, 2020, Meeting No. 08/2020 held on May 5, 2020 and Meeting No. 09/2020 held on May 21, 2020 for information.

### **Thunder Bay District Health Unit - Board of Health Minutes (Pages 113 - 124)**

Minutes of Thunder Bay District Health Unit - Board of Health Meetings, held on April 15, 2020 and May 20, 2020 for information.

### **Inter-Governmental Affairs Committee Minutes (Pages 125 - 135)**

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meetings No. 01-2020 and 02-2020 of the Inter-Governmental Affairs Committee held on January 13 and February 10, 2020, respectively, for information.

### **Official Recognition Committee Minutes (Pages 136 - 139)**

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meeting No. 08-2019 of the Official Recognition Committee Citizens of Exceptional Achievement held on December 9, 2019, for information.

### **Community Communications Committee Minutes (Pages 140 - 144)**

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meeting No. 05-2019 of the Community Communications Committee held on December 5, 2019, for information.

### **Crime Prevention Council Minutes (Pages 145 - 152)**

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meeting No. 06-2019 of the Crime Prevention Council held on November 20, 2019, for information.

### **Coordinating Committee Minutes (Pages 146 - 160)**

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meetings No. 02-2019 and No. 03-2019 of the Coordinating Committee held on July 29, 2019 and October 7, 2019, for information.

### **50th Anniversary Celebration Steering Committee Minutes (Pages 161 - 169)**

Minutes of Meetings No. 10-2019 and No. 11-2019 of the 50th Anniversary Celebration Steering Committee held on November 29, 2019 and December 13, 2019, for information.

## ***REPORTS OF MUNICIPAL OFFICERS 2***

### **2019 Audit Committee Annual Report (Pages 170 -247)**

Report No. R 80/2020 (Internal Audit & Continuous Improvement), recommending that the 2019 Audit Committee Annual Report, be received and the Audited Consolidated Financial Statements and Trust Fund Statements for the year ended December 31, 2019 be approved.

With respect to Report No. R 80/2020 (Corporate Services & Long Term Care - Internal Audit & Continuous Improvement), we recommend that the 2019 Audit Committee Annual Report, be received;

AND THAT the Treasurer's Report, which includes the Audited Consolidated Financial Statements and Trust Fund Statements, for the year ended December 31, 2019 be approved;

AND THAT any necessary by-laws be presented to Council for consideration

### **Financial Implications of COVID-19 Pandemic & Budget Variance Report #2**

Report No. R 83/2020 (Corporate Services & Long Term Care - Financial Services) provides projections to City Council of the City's financial position to year-end, for information only, distributed separately.

### **Thunder Bay North Harbour Sediment Management Options (Pages 249 - 264)**

Report No. R 92/2020 (Infrastructure & Operations) recommends that Administration be directed to recommend a preferred sediment management option to the Thunder Bay North Harbour Working Group.

Memorandum from Ms. K. Marshall, General Manager - Infrastructure & Operations, dated July 20, 2020 requesting the opportunity for environment Canada and Climate Change and, Transport

Canada to provide a presentation relative to the above noted.

With respect to Report No. R 92/2020 (Infrastructure & Operations) we recommend that City Council select Sediment Management Option A (SMO-A) as the preferred option for the management of contaminated sediment in the Thunder Bay North Harbour;

AND THAT the General Manager – Infrastructure & Operations communicate this selection to the Thunder Bay North Harbour Working Group for further consideration by Environment Canada and Climate Change, Transport Canada, Thunder Bay Port Authority and the Ministry of Conservation and Parks;

AND THAT any necessary bylaws be presented to City Council for ratification.

### **Pilot Protective Shields - Conventional Buses (Pages 265 - 268)**

Memorandum from Ms. K. Robertson, General Manager - Community Services dated July 14, 2020 containing a motion, recommending to proceed with the completion of an expected 3 month pilot project relative to the installation of operator protective shields in conventional buses.

With respect to Report No. 1/2020 – 2020 Budget (Corporate Services & Long Term Care – Financial Services) and a motion received at the January 16, 2020 Committee of the Whole – Special Session (2020 Operating and Capital Budget) Budget 2020 – Transit – Shields and Safety we recommend proceeding with the completion of an expected 3 month pilot project relative to the installation of operator protective shields in conventional buses;

AND THAT that Appropriation No 17 be approved to create a Transit Barrier Shield Project in the 2020 Capital Budget.

### ***NEW BUSINESS***

### ***ADJOURNMENT***



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - July 27, 2020 - Committee of the Whole

***RECOMMENDATION***

With respect to the July 27, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Heritage Advisory Committee Minutes

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***SUMMARY***

Minutes of Meeting No. 02-2020 of the Heritage Advisory Committee held on June 4, 2020, for information.

***ATTACHMENTS***

1 HAC minutes June 4 2020

**DATE:** THURSDAY, JUNE 4, 2020**MEETING NO. 02-2020****TIME:** 5:08 P.M.**PLACE:** MICROSOFT TEAMS MEETING**CHAIR:** MR. A. COTTER**PRESENT:**

Ms. J. Bonazzo  
Mr. A. Cotter, Chair  
Mr. N. Duplessis  
Ms. D. Pallen  
Ms. H. Strobl  
Ms. J. Waite  
Ms. S. Walker  
Mr. D. Yahn, Vice Chair

**OFFICIALS:**

Mr. M. Szybalski, Corporate Records Manager & City Archivist  
Ms. F. Track, Committee Coordinator

**RESOURCE PERSONS:**

Ms. L. Abthorpe, Heritage Researcher  
Mr. J-L. Charette, Ministry of Heritage, Sport, Tourism and Culture Industries  
Ms. L. Costanzo, Supervisor – Cultural Development & Events  
Ms. P. Mader, Arts & Cultural Development Coordinator  
Mr. J. Kirychuk, Planner II

**GUESTS:**

Councillor R. Johnson  
Mr. M. McNabb, Project Manager – Resolve Project Management (CN Station)  
Ms. D. Gilhooly, Friends of Chippewa  
Mr. M. De Jong, Chair, Heritage Standards & Record Keeping – Chippewa Carousel Restoration Project  
Mr. I. Angus, Secretary - Friends of Chippewa  
Ms. B. McNulty, Friends of Chippewa  
Mr. M. Vogrig, Project Engineer  
Mr. W. Schwar, Supervisor

**1.0 DISCLOSURES OF INTEREST**

Ms. S. Walker declared a conflict of interest with items 4.1 CN Station, 4.3 Chippewa Park Carousel and 4.4 Boulevard Lake Dam as she is an employee of the Corporation of the City of Thunder Bay.

**2.0 LAND ACKNOWLEDGEMENT**

The Chair, Mr. A. Cotter, acknowledged that we are meeting on the traditional territory of the Ojibwa Anishnaabe people of Fort William First Nation, signatory

to the Robinson Superior Treaty of 1850, and recognized the contributions made to our community by the Métis people.

### 3.0 AGENDA APPROVAL

It was the consensus of the Committee that the order of the agenda be changed to move agenda item 4.2 Finnish Labour Temple property, 314 Bay Street, Thunder Bay ON, to follow item 4.4 Boulevard Lake Dam Presentation.

MOVED BY: Ms. J. Bonazzo

SECONDED BY: Mr. D. Yahn

With respect to the June 4, 2020 Heritage Advisory Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

### 4.0 PRESENTATIONS

#### 4.1 CN Station

Ms. S. Walker, having disclosed a conflict of interest, refrained from discussion relative to the above-noted.

Mr. M. McNabb, Project Manager – Resolve Project Management provided a presentation relative to chimney repair and repair of a broken canopy beam at CN Station, a designated heritage property, located at 2212 Sleeping Giant Parkway.

Drawings of the chimney elevation detail and wood beam elevation, and a photo of a broken support beam, relative to the above-noted were provided with the agenda.

MOVED BY: Mr. D. Yahn

SECONDED BY: Ms. J. Bonazzo

“THAT the Heritage Advisory Committee approves plans to repair the chimney and canopy at the CN Station, 2212 Sleeping Giant Parkway, as shown in drawings by Peterson Design Consultants dated October 31, 2018 and presented by Mr. M. McNabb, Property Manager – Resolve Project Management at the June 4, 2020 committee meeting.

AND THAT the Heritage Advisory Committee confirms that the plans as presented do not conflict with the significant heritage features of the building;

AND THAT a copy of this resolution be forwarded to The City of Thunder Bay’s Building Division, if required.”

CARRIED

4.2 Chippewa Park Carousel Project

Ms. S. Walker, having disclosed a conflict of interest, refrained from discussion relative to the above-noted.

Ms. D. Gilhooly, Co-Chair - Carousel Fund Committee, Mr. I. Angus, Secretary - The Friends of Chippewa Park, Ms. B. McNulty, Co-Chair - Carousel Fund Committee provided a PowerPoint presentation relative to the Chippewa Park Carousel Restoration Project.

Discussion was held relative to the above noted.

MOVED BY: Ms. J. Bonazzo

SECONDED BY: Ms. D. Pallen

“With Respect to the Chippewa Carousel Restoration Plan we accept the Long Term Restoration Plan and principals as set forth by The City of Thunder Bay”

CARRIED

It was the consensus of the Committee to invite The Friends of Chippewa Park to provide an update relative to the progress of the Chippewa Carousel Restoration Project at the September 2020 meeting of the Heritage Advisory Committee.

4.3 Boulevard Lake Dam

Ms. S. Walker, having disclosed a conflict of interest, refrained from discussion relative to the above-noted.

Mr. M. Vogrig, Project Engineer and Mr. W. Schwar, Supervisor provided an update relative to the Boulevard Lake Dam rehabilitation project.

Utilizing documents entitled “Boulevard Lake Dam Rehab Observation Deck Design Concept Plan (May 7 20)” and “Boulevard Lake Dam Rehabilitation Observation Deck Design Brief”, Administration provided an overview relative to the above noted.

Mr. M. Vogrig, Project Engineer – Infrastructure & Operations provided an overview of the plan to repurpose the area where the Gatehouse is located by incorporating an observation/rest area. Design elements have been incorporated for the purpose of, recognizing the historical value of the former Gatehouse at this location, and future historical designation. The design, as presented, is subject to minor changes as the result of some construction work.



Mr. W. Schwar, Supervisor – Parks & Open Space Planning provided an overview of the following design elements, for the purpose of representing the important historical elements of the Gatehouse and its location:

- The concrete surface of the observation deck/rest area, instead of utilizing one solid colour of stamped concrete, would include contrasting colours and finished textures to depict the former locations of the Gatehouse building and its interior features.
- Placement of artifacts and amenities in relation to the location of the observation deck/rest area, optimizing the views of Boulevard Lake, Current River and Lake Superior.
- Possible refurbishment and display of the Gate Wheels
- Former structural I Beams of the Dam and Gatehouse to be utilized to create a Pergola Structure beside the Recreational Trail, framing the view of Lake Superior and for the purpose of providing shade.
- Utilize the former Stop Logs and I Beams to create “Z shaped” bench seating
- Decorative metal railings include an arched horizontal upper member in the upper bay area, representative of the arched bays of the Dam and the Gatehouse utilized during the era of the original construction.
- Interpretive display area, in the centre of the Pergola Structure, showcasing the historical timeline of the site from the First People, the log drives, the Dam construction, hydro generation and the recreational amenity of Boulevard Lake.

Elements and ideas of the Restoration Project have been based on the original 1912 drawings of the Dam.

Discussion was held relative to the above noted.

A committee member asked if records of this structure, as part of the heritage assessment, exist, or if this still needs to be done? Mr. M. Vogrig, Project Engineer – Infrastructure and Operations noted that a lot of historical photos have been taken. It was suggested, through consultation with Mr. M. Szybalski, Corporate Records Manager & City Archivist, that the current condition of the structure and project going forward be photo-documented for the record.

A committee member asked if the existing pipes could be utilized in any design aspects of the project. Mr. M. Vogrig, Project Engineer – Infrastructure & Operations advised that the valves will be removed and that the pipes under the base of the Gatehouse will be refurbished to remain in place for the purpose of tying in future power generation equipment at another location if necessary.

A committee member asked if there has been significant First Nations activity at this location, and if it is being sufficiently acknowledged in the design. Mr. D. Yahn, Cultural Heritage Professional noted that, taking into consideration that the focus of the project is to celebrate the industrial heritage of the structure, the construction of the Dam likely had the participation of First Nation, Metis and other individuals. And, that there is an opportunity to include, for example, artwork done in an Indigenous style, or plexi-glass panels in the railings with imagery reflective of the importance of water. It was also suggested that a small sub-committee be consulted as to further opportunities to acknowledge these contributions within this project. Ms. J. Waite, Citizen Representative for the Aboriginal Community advised that contributions of the Aboriginal People could be recognized by displaying the Land Acknowledgement.

A committee member asked if Lakehead University and Fort William First Nations are being consulted with regard to a circular formation that was identified within the vicinity. Mr. M. Vogrig, Project Engineer – Infrastructure & Operations provided that, as part of the Environmental Assessment of the area some archeological exploration has been conducted in an area away from the Dam, noting some limitations, but, that it will not be affected by the construction. Discussions have taken place with representatives from Fort William First Nations and Lakehead University regarding the circular structure, and opportunities to view the structure during favourable stages of the project, when the water level is reduced have been extended. He also noted that this will provide a more comprehensive study of the history of the area.

It was the consensus of the Committee that Administration consults with Mr. D. Yahn, Cultural Heritage Professional and Ms. J. Waite, Citizen Representative for the Aboriginal Community with respect to the cultural design aspects of the Boulevard Lake Dam rehabilitation project.

It was the consensus of the Committee to invite Mr. M. Vogrig, Project Engineer and Mr. W. Schwar, Supervisor – Parks & Open Space Planning to an upcoming meeting to provide an update on the Boulevard Lake Dam rehabilitation project.

#### 4.4 Finnish Labour Temple property, 314 Bay Street, Thunder Bay ON

Discussion was held relative to the above noted.

It was the consensus of the Committee to request in writing, an opportunity to photo document the above noted property, the historical artifacts contained within and to invite Mr. J. Zatti, Senior Manager – Grant Thornton LLP, Liquidator to the next Heritage Advisory Committee meeting scheduled on June 25, 2020 to discuss the above noted.

### 5.0 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the Heritage Advisory Committee Meeting No. 01-2020 held on January 23, 2020 to be confirmed.

MOVED BY: Ms. D. Pallen  
SECONDED BY: Ms. J. Waite

THAT the Minutes of Meeting No. 01-2020 held on January 23, 2019 be confirmed.

CARRIED

Notes from Information Session held on February 27, 2020, were provided for information.

The Chair, Mr. A. Cotter welcomed the new Ministry Representative, Mr. J. L. Charette, Ministry of Heritage, Sport, Tourism and Culture Industries to the Heritage Advisory Committee.

## 6.0 DOORS OPEN

Ms. L. Abthorpe, Heritage Researcher provided an update relative to the above-noted. The following information was provided:

- 14 sites had signed up for Doors Open 2020. 9 of those have been submitted to Doors Open Ontario for the website, but have not been published.
- Mid March Doors Open Ontario planning was paused due to the pandemic
- 2 Donors came forward with a value of \$1K combined monetary donation for 2020, should it happen.
- Expenses incurred to-date include: the registration fee which should a decision be made to postpone 1 year would be used for the next time we participated in Doors Open; ¼ page Advertisement -January 2020 edition in the Official Explore Thunder Bay Tourism Guide – cost \$930; and a “Save the Date” advertisement on the City of Thunder Bay’s Facebook page, and Instagram as well

Ms. L. Abthorpe, Heritage Researcher provided an overview relative to correspondence dated June 4<sup>th</sup>, 2020 from the Trust regarding Doors Open 2020. The following information was provided:

- The Trust is not cancelling the Doors Open Ontario 2020 Season
- The decision to host digital delivery of the Doors Open Ontario 2020 Season was made based on public health guidelines. Photo and video tours of sites across the Province are available on the Doors Open Ontario website, interested organizing partners welcome to help roll out content
- Consultation with local partner organizations to find solutions to meet individual needs is ongoing

- The Trust will support communities whether they are continuing to plan 2020 events or defer until 2021 – registration previously received for 2020 will be held in trust for the 2021 season.

Ms. L. Abthorpe, Heritage Researcher provided an overview relative to community registration listed on the Doors Open Ontario website. 38 communities were registered for 2020 Events. The status of those events are as follow: 7 are marked as cancelled; 7 have converted to offering digital content, providing 14 sites to tour online via the Doors Open Ontario website; and the remaining communities hosting events on dates of September 12<sup>th</sup> and beyond have not been marked cancelled, at this time.

Discussion was held relative to the above noted.

A committee member asked if the current pandemic situation continues, based on public health guidelines, and we continue to adhere to social distancing measures already in place, should we defer Doors Open to 2021, go virtual, or is it feasible/doable to take a virtual approach. Ms. L. Abthorpe, Heritage Researcher is open to further discussion relative to virtual participation. She also suggested shifting focus from the Doors Open 2020 Season to the use of the Mobile App that is currently being developed which features 5 Virtual Heritage Tours, Points of Interest and Events.

A committee member asked if the Mobile App would be done in time for the Doors Open Event. Ms. L. Abthorpe provided that the Mobile App content has been programmed, and is confident that there is enough time over the summer months to launch the App. Mr. M. Szybalski, Corporate Records Manager & City Archivist advised that the cost of the App has already been budgeted through the 50<sup>th</sup> Anniversary Committee, Office of the City Clerks Budget and the Tourism Budgets. Resources otherwise used to promote Doors Open Thunder Bay could be refocused on the launch of the Mobile App.

A committee member suggested that Doors Open 2020 be included as one of the virtual tours accessible on the Mobile App. Ms. L. Abthorpe, Heritage Researcher advised that additional Mobile App content has been considered as an opportunity to save money typically spent on print media, noting that certain printed media content commitments will require consideration.

It was the consensus of the Committee to appoint a Sub-Committee to develop a virtual Doors Open event platform for 2020.

## 7.0 NEW BUSINESS

## 8.0 NEXT MEETING DATE

The next meeting is scheduled for Thursday, June 25, 2020 at 5:00 p.m., via Microsoft Teams.

9.0 ADJOURNMENT

The meeting was adjourned at 7:29 p.m.

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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Lakehead Region Conservation Authority Minutes

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***SUMMARY***

Minutes of Meeting No. 03-2020 and 04-2020 of the Lakehead Region Conservation Authority Committee held on April 29, 2020 and May 27, 2020 respectively, for information.

***ATTACHMENTS***

1. 04-29-20 MINUTES LRCA
2. 05-27-20 MINUTES LRCA



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

Minutes of the Third Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, April 29, 2020, via teleconference. The Chair called the Meeting to order at 4:30 p.m.

**PRESENT:** Donna Blunt, Chair  
Grant Arnold, Vice-Chair  
Joel Brown  
Rudy Buitenhuis  
Erwin Butikofer  
Andrew Foulds  
Andrea Goold  
Umed Panu  
Jim Vezina  
Allan Vis

**REGRETS:** Trevor Giertuga

**ALSO PRESENT:** Tammy Cook, Chief Administrative Officer  
Mark Ambrose, Finance Manager  
Gail Willis, Watershed Manager  
Ryan Mackett, Communications Manager  
Ryne Gilliam, Field Operations Supervisor  
Melanie O'Riley Receptionist/Admin Clerk, recorder of Minutes  
Rosy Brizi, Auditor, Grant Thornton LLP, part of Meeting

### 1. ADOPTION OF AGENDA

Resolution #34/20

Moved by Grant Arnold, Seconded by Rudy Buitenhuis

*"THAT: the Agenda is adopted as published."* **CARRIED.**

### 2. DISCLOSURE OF INTEREST

None.

### 3. ADMINISTRATIVE BY-LAW AMENDMENT

Members reviewed and discussed Staff Report CORP-01-2020 related to necessary amendments to the Authority's Administrative By-Law to allow for electronic participation of Members during a declared emergency as well as a procedural policy for Board Members during the meeting.

Resolution #35/20

Moved by Erwin Butikofer, Seconded by Joel Brown

***"WHEREAS: on March 17, 2020, the Government of Ontario enacted a declaration of emergency for the Province related to the outbreak of COVID 19;***

***AND WHEREAS on March 26, 2020 the Minister of Environment, Conservation and Parks issued a Minister's Direction pursuant to Subsection 19.1(7) of the Conservation Authorities Act to Conservation Authorities regarding the outbreak of COVID 19 (the "Direction");***

***AND WHEREAS the Direction permits Conservation Authorities to amend their administrative by-laws to allow members of Conservation Authorities to fully participate in meetings via electronic means during a state of emergency including the ability to be counted towards quorum and to participate in meetings closed to the public;***

***AND WHEREAS the Direction permits Conservation Authorities to amend their administrative by-laws to postpone date and timeline requirements during a state of emergency;***

***AND WHEREAS pursuant to Clause 19.1(1)(a) of the Conservation Authorities Act, the Authority may make by-laws respecting the meetings of the Authority, including providing for the calling of meetings and the procedures to be followed at meetings;***

***THEREFORE, the Board of Directors approve amending the Lakehead Region Conservation Authority Administrative By-Law (By-Law No. 1/2018) to comply with the Minister's Direction and incorporate meeting procedures applicable during states of emergency."*** **CARRIED.**

Recorded Vote

Name	YES	NO	ABSENT	ABSTAIN
Arnold, Grant	Yes			
Brown, Joel	Yes			
Buitenhuis, Rudy	Yes			
Butikofer, Erwin	Yes			
Foulds, Andrew	Yes			
Giertuga, Trevor			Absent	
Goold, Andrea	Yes			
Panu, Umed	Yes			
Vezina, Jim	Yes			
Vis, Allan	Yes			
Blunt, Donna (Chair)	Yes			



Resolution #36/20

Moved by Andrew Foulds, Seconded by Umed Panu

***"THAT: Board of Directors procedural policy BOD-07: Electronic Meeting Procedures be adopted." CARRIED.***

**4. MINUTES OF PREVIOUS MEETING**

Resolution #37/20

Moved by Umed Panu, Seconded by Jim Vezina

***"THAT: the Minutes of the Lakehead Region Conservation Authority Second Regular Meeting held on Wednesday, February 26, 2020 are adopted as published." CARRIED.***

**5. 2019 AUDIT REPORT FINANCIAL STATEMENTS**

The 2019 Audit Report and Financial Statements from the Authority's Audit firm of Grant Thornton LLP Thunder Bay were presented. Rosy Brizi, Auditor from the Audit Firm presented the Statements and answered any questions.

Statement will be forwarded to all Member Municipalities.

Resolution #38/20

Moved by Allan Vis, Seconded by Grant Arnold

***"THAT: the 2019 Audit Report and Financial Statements are adopted as presented AND FURTHER THAT each Member Municipality will be forwarded a copy of the final version." CARRIED.***

Recorded Vote

Name	YES	NO	ABSENT	ABSTAIN
Arnold, Grant	Yes			
Brown, Joel	Yes			
Buitenhuis, Rudy	Yes			
Butikofer, Erwin	Yes			
Foulds, Andrew	Yes			
Giertuga, Trevor			Absent	
Goold, Andrea	Yes			
Panu, Umed	Yes			
Vezina, Jim	Yes			
Vis, Allan	Yes			
Blunt, Donna (Chair)	Yes			

## 6. BUSINESS ARISING FROM PREVIOUS MINUTES

### (a) File: Conservation Authority Biennial Tour

Members were advised that due to the on-going pandemic, the Biennial Tour scheduled for September 2020 that was to be hosted by Niagara Conservation has been cancelled.

## 7. CORRESPONDENCE

### (a) File: LRCA Confederation College Bursary

Correspondence received from Confederation College advising that one \$110.00 LRCA Confederation College Bursary was presented to Lee Danielson, Civil Engineering, in 2020 was noted.

### (b) File: Letter of Support of Funding Conservation Authorities – Municipality of Oliver Paipoonge

Correspondence received from the Municipality of Oliver Paipoonge supporting Conservation Authorities and requesting that the government restore the funding to Conservation Authorities in order to reduce downloading the costs to municipalities was noted.

### (c) File: Lakehead Conservation Foundation – Membership

Members reviewed and discussed correspondence received from Ms. Meghan McDonell and Mr. Lyle McDonell requesting membership on the Lakehead Conservation Foundation Board of Directors.

Resolution #39/20

Moved by Grant Arnold, Seconded by Rudy Buitenhuis

***"THAT: Ms. Meghan McDonell and Mr. Lyle McDonell be appointed to the Lakehead Conservation Foundation."*** **CARRIED.**

### (d) File: MNRF Section 39, Source Water Protection and WECI Funding

Correspondence received from the Ministry of Natural Resources and Forestry indicating that they would be maintaining the operational funding for Conservation Authorities for 2020/2021 and will be providing Water and Erosion Control infrastructure (WECI) Funding was noted.

The Section 39 operational funding will remain at same level as 2019 (i.e. 50% reduction). It was noted that the Authority has applied for WECI funding for the second phase of the Kam River Erosion Site Inventory Study focusing on Victor Street (City sole-benefitting); however, it was also noted that project selection has not been completed by the WECI committee confirming which projects will be funded in 2020.

It was noted that the Ministry of Environment, Conservation and Parks has reviewed LRCA's draft Source Water Protection budget, and has advised that the province is continuing to work towards finalizing the transfer payment agreements for 2020/2021.

## **8. STAFF REPORTS**

Members reviewed and discussed Staff Report DEVREG-02-2020 related to updates to the Rules of Procedure for Permit Application Review and Approval.

Resolution #40/20

Moved by Erwin Butikofer, Seconded by Joel Brown

***"THAT: Staff Report DEVREG-02-2020 be received AND FURTHER THAT the Rules of Procedure for Permit Application Review and Approval, Version 3.0 be adopted."** CARRIED.*

## **9. CHIEF ADMINISTRATIVE OFFICER'S REPORT**

Members were provided with the monthly Treasurer's Report for February and March Operating and Capital.

Members reviewed and discussed Staff Report CORP-02-2020 related to the LRCA's response to the COVID-19 pandemic.

Members were advised that the CAO attended and successfully completed the Level I Conservation Authority Compliance Training. In order for the Board to designate an employee as a Provincial Offences Officer, the individual must be adequately trained and provide a clean Criminal Records Check. Due to the on-going pandemic, criminal checks are not being completed at this time. The CAO will obtain the required Criminal Records Check when able and will bring forward a motion to be designated as a Provincial Offences Officer at that time. When warranted, the CAO and the Watershed Manager will have the ability to enforce Section 28 and Section 29 under the *Conservation Authorities Act*.

## **10. PASSING OF ACCOUNTS**

Resolution #41/20

Moved by Jim Vezina, Seconded by Umed Panu

***"THAT: having examined the accounts for the period February 1, 2020 to February 29, 2020 cheque #1895 to #1919 for \$64,804.39 and preauthorized payments of \$62,404.22 for a total of \$127,208.61 we approve their payment."** CARRIED.*

Resolution #42/20

Moved by Grant Arnold, Seconded by Allan Vls

***"THAT: having examined the accounts for the period March 1, 2020 to March 31, 2020 cheque #1920 to #1935 for \$32,734.41 and preauthorized payments of \$62,216.66 for a total of \$94,951.07, we approve their payment." CARRIED.***

Members were provided with the final 2019 Treasurer's Reports for expenses and revenues for the year ending December 31, 2019 for Administration and Capital.

**11. REGULATORY ROLE**

Due to the meeting being held via teleconference, the circulation of the Plan Input Review and approved Section 28 Permit binders could not be undertaken, instead, members were provided with the Plan Input and Review summary for the period of February 1, 2020 to April 22, 2020 and a summary of Section 28 Permits issued to date in 2020.

**12. PROJECTS UPDATE**

Members were advised that the Source Protection Committee (SPC) held a meeting on March 16, 2020 to discuss the fifth annual progress report, due to the MECP on May 1, 2020.

The Minutes of the Source Protection Committee Meeting held on March 16, 2019 were noted.

Members were advised that a Source Protection Authority Meeting was being held immediately after the April 29, 2020 Board Meeting. The meeting is to receive and adopt the fifth annual progress report and submitted to the Director of the MECP prior to May 1<sup>st</sup> every year, as required in the *Clean Water Act, 2006*.

Members reviewed and discussed the 2019 Annual Report. It was noted that the Report will be distributed via the Chronicle Journal on Saturday, May 23.

Resolution #43/20

Moved by Jim Vezina, Seconded by Andrew Foulds

***"THAT: the 2019 Lakehead Region Conservation Authority Annual Report be approved." CARRIED.***

Members were advised that the 2020 Dorion Birding Festival which was to take place on May 23 and 24 has been cancelled due to the COVID-19 pandemic.

It was noted that the April 15, 2020 snow surveys indicated that the snow survey locations at McVicar Creek and Current River were above average for snow and water content compared to average values typically recorded on that date; however, the Pennock Creek location was below its historical average.

It was noted that Great Lakes water levels continue to be well above average.

Members were advised that the LRCA staff hosted a Municipality/Agency presentation and Public Open House on March 5, 2020 to overview the updates for the Kaministiquia River Floodplain Mapping and Fill Regulated Areas. Updated Kam River studies and maps were available for public viewing. LRCA staff, consultants from KGS Group and CDS Consulting were available to answer any questions related to the Study. Additional survey work will be undertaken at the end of Riverdale Road once the pandemic has subsided.

Members were advised that due to the global COVID-19 pandemic, the Municipality/Agency presentations for Pennock Creek and Mosquito Creek were held via webinar on March 18, 2020. The Public Open Houses for the Pennock Creek and Mosquito Creek studies were postponed until further notice due to the pandemic. More information on the studies has been posted to the LRCA website for public consultation, including the General Report, Open House Storyboards, Watershed Maps, and Fact Sheets. The studies were an update to the previous 1979 Kaministiquia River, 1982 Pennock Creek, and 1984 Mosquito Creek Flood and Fill Line Mapping Studies. It is anticipated to bring the three studies for Board approval at the June Board Meeting.

It was noted that due to the ongoing pandemic, the 31<sup>st</sup> Annual Spring Melt Meeting was not held in person; however, the presentation was emailed out to member municipalities and flood partners on April 2, 2020. The 2020 Flood Contact Booklet was mailed out on April 7, 2020.

It was noted that the Ministry of Natural Resources and Forestry released the report 'Protecting People and Property: Ontario's Flooding Strategy'. The strategy outlines steps to be taken by Ontario over the next several years, and actions that are designed to address and build upon the recommendations identified.

It was noted that the 2020 Spring Water Awareness Program (SWAP), scheduled to occur the week of March 23 – 27, was cancelled due to COVID-19.

It was noted that the 2020 Watershed Connections program scheduled for the week of April 20-24 was cancelled during that week due to COVID-19; however, teachers are able to book their class for the program if classes go back prior to the end of June.

It was noted that the Arbour Week program originally scheduled for the week of May 4-8 will be re-evaluated as the date approaches.

It was noted that the 2020 Private Landowner's Tree Seedling Assistance Program was cancelled due to the COVID-19 pandemic. The program will be revisited in 2021.

It was noted that the 2020 Wine Tasting & Dinner at Whitewater was cancelled due to COVID-19.

Community Outreach events occurred on March 7<sup>th</sup> and 8<sup>th</sup> at the City of Thunder Bay 55+ centre and the Vancouver International Mountain Film Festival respectively.

13. NEW BUSINESS

None.

14. NEXT MEETING

Wednesday, May 27, 2020, at 4:30 p.m. Method to be confirmed closer to the date due to the COVID-19 pandemic.

15. AJOURNMENT

Resolution #44/20

Moved by Jim Vezina, Seconded by Umed Panu

*"THAT: the time being 5:28 p.m. AND FURTHER THAT there being no further business THAT we adjourn." CARRIED.*

  
Chair

  
Chief Administrative Officer



# LAKEHEAD REGION

## CONSERVATION AUTHORITY

Minutes of the Fourth Regular Meeting of the Lakehead Region Conservation Authority held on Wednesday, May 27, 2020, via teleconference. The Chair called the Meeting to order at 4:30 p.m.

**PRESENT:** Donna Blunt, Chair  
Grant Arnold, Vice-Chair  
Joel Brown  
Rudy Buitenhuis  
Erwin Butikofer  
Andrew Foulds  
Trevor Giertuga  
Andrea Goold  
Umed Panu  
Jim Vezina  
Allan Vis

**ALSO  
PRESENT:** Tammy Cook, Chief Administrative Officer  
Mark Ambrose, Finance Manager  
Gail Willis, Watershed Manager  
Ryan Mackett, Communications Manager  
Ryne Gilliam, Field Operations Supervisor  
Melanie O'Riley Receptionist/Admin Clerk, recorder of Minutes

### **1. ADOPTION OF AGENDA**

Resolution #45/20

Moved by Grant Arnold, Seconded by Erwin Butikofer

*"THAT: the Agenda is adopted as published."* **CARRIED.**

### **2. DISCLOSURE OF INTEREST**

None.



### 3. MINUTES OF PREVIOUS MEETING

Resolution #46/20

Moved by Rudy Buitenhuis, Seconded by Umed Panu

***"THAT: the Minutes of the Lakehead Region Conservation Authority Third Regular Meeting held on Wednesday, April 29, 2020, together with the In-Camera portion are adopted as published."*** **CARRIED.**

### 4. IN-CAMERA AGENDA

Resolution #47/20

Moved by Jim Vezina, Seconded by Allan Vis

***"THAT: we now go into Committee of the Whole (In-Camera) at 4:39 p.m."*** **CARRIED.**

Resolution #48/20

Moved by Joel Brown, Seconded by Andrea Goold

***"THAT: we go into Open Meeting at 5:03 p.m."*** **CARRIED.**

Resolution #49/20

Moved by Andrea Goold, Seconded by Allan Vis

***"THAT: the Staff Report LM-02-2020 be received AND FURTHER THAT the request put forth by Mr. Jody Bernst to donate land to the LRCA be declined."*** **CARRIED.**

Resolution #50/20

Moved by Joel Brown, Seconded by Grant Arnold

***"THAT: the Staff Report Fin-8-2020 be adopted AND FURTHER THAT the recommendation as amended contained therein be endorsed."*** **CARRIED.**

The purpose of the In-Camera Meeting pertained to personnel, property, and legal matters.

### 5. BUSINESS ARISING FROM PREVIOUS MINUTES

#### (a) File: Conservation Authorities Review

Members were advised that Conservation Ontario (CO) met with the Association of Municipalities of Ontario (AMO) staff related to the ongoing *Conservation Authorities Act* review. Correspondence had been sent from AMO to the MECP requesting that the Ministry work with



AMO and CO staff, that co-created Memorandums of Understanding (for all non-mandated programs) template be prepared and that the Ministry follows up on improvements regarding Section 28 regulations.

It was noted that Conservation Ontario met with MECP Minister Yurek's Chief of Staff and Director of Policy on May 12<sup>th</sup> to discuss the status of the *Conservation Authorities Act* review. Conservation Ontario was advised that the review and analysis of the comments received through the consultations was near complete but due to COVID-19 it was uncertain as to when any new or amended regulations and/or legislation will be posted to the Environmental Registry.

(b) File: 2019 Annual Report

It was noted that the Annual Report had been printed was distributed in the Chronicle Journal on May 23, 2020.

**6. CORRESPONDENCE**

(a) File: Lakehead University Arthur Shewchuck Memorial Bursary

Correspondence received from Lakehead University advising that Hannah Aalto, Applied Life Sciences in Biomedical sciences student, was the successful recipient of the Arthur Shewchuck Memorial Bursary was noted.

(b) File: MECP – Conservation Authority Questions Regarding Emergency Orders and Essential Business List

Correspondence received from MECP regarding Conservation Authority questions related to Emergency Orders and the Essential Business List related to COVID-19 was noted.

(c) File: Letter of Support for Conservation Authorities

A letter of support for Conservation Authorities to Honourable Doug Ford from 112 organizations calling on the government to retain the current mandate of the province's 36 Conservation Authorities in protection, restoring and managing the watershed where 95 percent of Ontarians reside was noted.

(d) File: Township of Dorion Representative on LRCA Board

It was noted that correspondence had been received from the Township of Dorion advising that due to the resignation as Reeve of long-standing Board member Ed Chambers, Council appointed Joel Brown for the remainder of the term. It was noted that Ed Chambers had served 24 years on the Board. A commemorative collage of pictures, certificate of acknowledgment and a thank you note was to be delivered to Ed by the Chair.

## **7. STAFF REPORTS**

Members reviewed and discussed Staff Report STEW-01-2020 related to hiring a new Watershed Stewardship Technician Intern.

Resolution #51/20

Moved by Andrew Foulds, Seconded by Grant Arnold

***"THAT: Staff Report No. STEW-01-2020 be received AND FURTHER THAT the CAO is authorized to enter into a funding agreement with College and Institutes Canada to hire a Watershed Stewardship Technician Intern." CARRIED.***

## **8. CHIEF ADMINISTRATIVE OFFICER REPORT**

Members were provided with the monthly Treasurer's Report for April's Administration and Capital.

Members were advised that a three-month radon test was conducted at the LRCA Administrative Office. Results indicated that levels were below the criterion.

It was noted that staff have begun the 2021 budget process and that the draft 2021 budget will be presented at the August Board Meeting.

Members were advised that the Department of Fisheries and Oceans (DFO) has once again contracted the LRCA to conduct four inspections of the Wolf River Sea Lamprey Barrier and portage in the Township of Dorion. The Lands Manager undertakes the inspections in conjunction with work/inspections of Hurkett Cove Conservation Area. After each inspection, a report is forwarded to the DFO.

## **9. PASSING OF ACCOUNTS**

Resolution #52/20

Moved by Rudy Buitenhuis, Seconded by Erwin Butikofer

***"THAT: having examined the accounts for the period of April 1, 2020 to April 30, 2020 cheque #1936 to #1972 for \$158,614.95 and preauthorized payments of \$63,307.44 for a total of \$221,922.39, we approve their payment." CARRIED.***

## **10. REGULATORY ROLE**

Members were provided with the Plan Input and Review Summary for the period April to May 20, 2020 and a Summary of Section 28 permits issued in 2020.

## **11. PROJECTS UPDATE**

It was noted that the CAO attended virtually the annual Kam River Standing Advisory Committee meeting on May 5, 2020. Presentations were provided by OPG overviewing the past years operations and adherence to the Watershed Management Plan.

It was noted that the annual OPG Kam River Call test was completed by staff, as part of LRCA's Flood Forecasting and Warning responsibilities, on May 12, 2020.

Members were advised that staff declared a Level I Low Water Condition on May 12, 2020 based on recorded precipitation over the last three months.

It was noted that Great Lakes water levels continue to be well above average.

It was noted that Staff have released a Request for Proposal to four Consultants for services to provide an analysis of the existing erosion mitigation and slope stabilization measures along the bank of the lower Kaministiquia (Kam) River and to evaluate the long term access and egress of Victor Street, including the City's underground infrastructure, and the risk to adjacent private residential properties within the study area. The Study follows the Kam River Erosion Sites Inventory Report (KGS, 2019), and will review the causes of erosion, determine the viability and effectiveness of the existing measures, assess the cause and extent of slope instability, and develop options or concepts to mitigate potential risk to public and private property within the area.

It was noted that during the month of June, the LRCA will be flying the pride flag alongside the Canada and Ontario flags. The flag is a symbolic show of support which reaffirms the LRCA's position as a safe, inclusive work environment and non-discriminatory public spaces for all members of the community.

It was noted that the Lakehead Children's Water Festival has been cancelled due to the Covid-19 pandemic.

It was noted that the 2020 Ocean Bridge program has been rescheduled for Friday August 28, 2020, at Hurkett Cove Conservation Area. Tasks to be completed by the cohort group of 40-50 individuals aged 18-30 that make up the cohort include; filling in gaps of information from last year's bio inventory as well as the re-establishing of wild rice patches in the area. Participants will also conduct some observations to assist with the development of a shoreline erosion mitigation plan for possible future Ocean Bridge partnerships. Additionally, participants will participate in an LRCA-hosted education program and tentative Medicine Walks with Elder Tony DePerry. Ideally the re-established wild rice patches will lead to a possible annual fall harvest event and feast with local Indigenous communities.

Members were advised that the LRCA was once again successful in receiving a TD Friends of the Environment Fund grant, in the amount of \$7,000 for the purpose of the Living Classroom Program (seniors programming). The LRCA will host 6 workshops in the months of September, October and November. Staff will be monitoring the emergency orders and state of the pandemic

as the dates approach and will cancel/postpone workshops as required. Busing may also be cancelled this year.

**12. NEW BUSINESS**

Members directed staff to investigate other money collection mechanisms related to the Conservation Areas due to the fact that the money collected via coin boxes and the sale of Explore Cards represents an extremely low user pay ratio.

Resolution #53/20

Moved by Andrew Foulds, Seconded by Umed Panu

*"THAT: Administration research other money collection mechanisms including but not limited to electronic fares and report back to the Board within a year."* **CARRIED.**

**13. NEXT MEETING**

Wednesday, June 24, 2020, at 4:30 p.m.

**14. AJOURNMENT**

Resolution #54/20

Moved by Jim Vezina, Seconded by Andrew Foulds

*"THAT: the time being 5:24 p.m. AND FURTHER THAT there being no further business we adjourn."* **CARRIED.**

  
Chair

  
Chief Administrative Officer

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Development & Emergency Services - Planning Services	<b>REPORT NO.</b>	R 15/2020
<b>DATE PREPARED</b>	01/20/2020	<b>FILE NO.</b>	PROJ-04-2019
<b>MEETING DATE</b>	07/27/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	New Mandatory Pre-Consultation Process		

## **RECOMMENDATION**

With respect to Report No. R 15/2020 (Development & Emergency Services - Planning Services) and in accordance with the policies of the Official Plan, Pre-Consultation be required before submission of applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Site Plan, or Site Plan Amendment;

THAT the Planning Services Division Fee Structure be updated to include a \$300 fee for Pre-Consultation;

AND THAT the necessary by-law be presented for ratification.

## **EXECUTIVE SUMMARY**

Pre-consultation is the process of discussing and reviewing development proposals prior to applying for planning approvals. Administration uses pre-consultation as a tool to identify issues early in the process, provide information to the applicant, and discuss what studies and documents are needed as part of a complete application. Currently, it is Administration's practice to conduct pre-consultation in accordance with Official Plan policies, however, this proposed by-law will allow staff to establish a formal process.

The Pre-Consultation and Complete Applications section of the Official Plan states that, in accordance with the Planning Act, the City shall require development proponents to pre-consult with the City prior to the submission of any application for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Site Plan, or Site Plan Amendment.

The *Planning Act* provides municipalities with the authority to pass a by-law to require applicants to pre-consult with the appropriate approval authority for applications made under the *Planning Act*. Mandatory pre-consultation by-laws and a standardized pre-consultation process, which includes an application and fee, is common throughout Ontario and considered a best practice.

For these reasons, Administration recommends that the proposed Mandatory Pre-Consultation By-law be approved.

## ***DISCUSSION***

### *The Planning Act*

Subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act*, permit municipalities, to pass a by-law, to require an applicant to consult with the municipality before applying for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Site Plan, or Site Plan Amendment.

Recent changes to the *Planning Act* include shorter timelines to make decisions on Official Plan Amendments (210 to 120 days), Zoning By-law Amendments (150 days to 90 days), and Draft Plans of Subdivision/Condominium (180 to 120 days). Having a robust pre-consultation process helps to reduce unforeseen issues in the planning process which delay decision-making. More information at the beginning of the process, provides for a clearer submission for the public and external agencies to consider, and allows City staff to appropriately review the proposal and provide a recommendation to Council in a timely manner.

### *The Provincial Policy Statement*

The Provincial Policy Statement (PPS) requires that municipalities carefully consider complex systems such as natural and cultural heritage when reviewing a development proposal. To thoroughly consider the impact of a development on these systems, planners sometimes require information from experts in a particular field such as ecology or archaeology.

A key benefit of pre-consultation is that it identifies the potential need for studies and other supporting documentation in advance of a planning application. This process provides City staff with the opportunity to identify what the proponent needs to provide to demonstrate compliance with the PPS. This also benefits the development proponent as they are able to make decisions with a better understanding of what is required prior to applying.

### *The Official Plan*

The Pre-Consultation and Complete Applications section of the Official Plan (OP) states that, in accordance with the *Planning Act*, the City shall require development proponents to pre-consult with the City prior to the submission of any application for an Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Site Plan, or Site Plan Amendment.

The OP also states that exemptions to the pre-consultation requirement may be established. As such, a provision has been incorporated into the proposed by-law that will provide staff with the discretion to waive a pre-consultation meeting. An example of a situation where the pre-consultation would be waived, would be when multiple planning applications are required for the same development proposal, and pre-consultation with the applicant has been ongoing. This

would be true, except for Site Plan Approval which requires additional Pre-Consultation with a greater focus on built form and design.

### *Best practices from other Ontario municipalities*

Planning Services has completed a review of best practices of municipalities throughout Ontario that have a mandatory pre-consultation by-law in place. The majority of municipalities have a formal application or request for pre-consultation process, as well as a pre-consultation fee. Another common practice is to allow the pre-consultation fee to be applied to a planning application fee that is collected within a year of pre-consulting.

### *Benefits of pre-consultation*

Pre-consultation prior to the submission of a formal application can help ensure a complete application and provide opportunities for early feedback on the proposed development. Further, it ensures that all relevant planning policies are identified early in the process, and that all the relevant agencies (e.g. LRCA, MTO, MECP) are at the table at the beginning of the development process. The early feedback from City staff and the relevant agencies would provide the proponent with the opportunity to refine the development proposal prior to submission of the formal application. This ultimately helps to streamline the development process. It also provides the municipality with an opportunity to reinforce the concept of a complete application and to ensure that the development proponent is aware of the supporting documents and studies that would be required to review and advance an application. Further, City staff are provided with an opportunity to describe the development process and provide the proponent with a general idea of the costs and timelines associated with the application(s).

The key advantages of a formal pre-consultation process are that it:

- Allows for a standardized and holistic approach for all development applications
- Establishes understanding between City staff and development proponents early on
- Identifies issues upfront which helps streamline the application process later
- Clarifies and improves the development proponent's knowledge of the planning process
- Improves the City's ability to meet regulated timeframes for planning applications while still completing a thorough review

### *Proposed pre-consultation process*

Once it is determined that a development proposal requires a planning approval, the proponent will be directed to apply for Pre-Consultation. The application will include the submission of a completed application form, a fee of \$300, proof of ownership, and a draft site plan.

Upon receipt of a complete application, Planning Services will circulate the application and site plan to other City divisions and external agencies for two weeks. A Pre-Consultation Meeting will be scheduled for the end of the two week circulation period. At a minimum, representatives from Planning Services and the applicant will attend the meeting. Other City staff and representatives from external agencies will be invited as needed.

A Pre-Consultation Checklist will be used during the two week circulation period to review the proposal. The Checklist will also be used to facilitate discussion at the meeting and identify what will be required as part of a complete application.

The Pre-Consultation Application Form and the Pre-Consultation Checklist are attached for your information. Currently the Checklist is designed for Official Plan Amendments, Zoning By-law Amendments, Draft Plans of Subdivision/Condominium and Consent. A similar checklist is being created for Site Plan Approvals and Amendments with a greater focus on built form and design. Please note that not all the studies listed on the Checklist would be required for all applications. The Checklist will also identify what planning applications are required to facilitate the development proposal and what other permits or approvals might be required later in the process (i.e. a business licence).

At the end of the meeting, the applicant and City staff will sign the Checklist. This ensures that both parties are in agreement about what was discussed at the meeting. In rare situations where new information is discovered or the applicant makes a major change to the proposal, the Checklist does not prevent the City from requesting additional submissions as needed. However, the goal of the Checklist is to have all requirements identified at the outset of the development process.

Following the Pre-Consultation Meeting, the applicant will begin to create a complete application using the Checklist. If the applicant applies for a planning approval with a complete application within one year of the Pre-Consultation Meeting, the \$250 will be applied to the planning application fee. For example, an applicant completes a Pre-Consultation Meeting in February 2020 and applies for Consent in July 2020 with all the items required by their Checklist. The application fee for Consent is \$1000, but they would only pay \$750. Therefore, the applicant would not pay a greater application fee but pay a portion of it up front. The Pre-Consultation process takes time and effort from City staff. The purpose of the fee is to ensure that development proponents have a reasonable level of commitment to their project prior to starting the process.

If no application is received within one year of the Pre-Consultation Meeting, the Checklist will expire. This means the applicant will have to re-apply for Pre-Consultation if they decide to proceed with the development proposal. In this case, a new Pre-Consultation application and fee will be required. Site conditions, policies, regulations, and best practices which impact the development can change over time. Therefore, the accuracy of the Checklist is time sensitive. The Checklist will be filed for future reference, should the applicant decide to re-apply for Pre-Consultation.

### ***FINANCIAL IMPLICATIONS***

There is no anticipated impact, as this by-law will formalize a process already in place.



## ***CONCLUSION***

The proposed mandatory pre-consultation by-law will allow City staff to establish a standard pre-consultation application process in accordance with the *Planning Act* and the Official Plan. This standard process will formalize an existing practice and establish new checklists which will assist in the review of development applications.

## ***BACKGROUND***

At this time, it is Administration's practice to require pre-consultation, in accordance with the Official Plan Policies, for applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Site Plan, or Site Plan Amendment.

The *Planning Act* does not provide the authority to require mandatory pre-consultation on minor variance applications. However, staff will continue to encourage pre-consultation, as meeting with staff does streamline the application process, and furthers the applicant's understanding of the process.

## ***REFERENCE MATERIAL ATTACHED***

Attachment A – Pre-Consultation Application  
Attachment B – Pre-Consultation Checklist

## ***PREPARED BY: JILLIAN FAZIO, PLANNER II***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
Mark J. Smith, GM Development & Emergency Services	March 4, 2020

**Planning Services Division**

Development Services Office  
2nd Floor, Victoriaville Civic Centre  
P.O. Box 800, 111 Syndicate Avenue South  
Thunder Bay, ON P7C 5K4  
Phone: (807) 625-2216  
Fax: (807) 623-2206  
www.thunderbay.ca/planning

*Received stamp does not imply  
acknowledgment of complete application*

**CLEAR FORM PRINT FORM**

**REQUIRED FEE**

This fee is fully refundable upon receipt of a development application listed below, provided the application is received within one (1) year of the date of submission of this application.

- ☐ \$300 Pre-Consultation for: Site Plan Approval, Zoning By-law and/or Official Plan Amendment, Consent to Sever, or Plan of Subdivision/Condominium

**OWNER INFORMATION**

*Registered owner(s)			
*Mailing address			
*Postal code		*Phone (preferred)	
Email address		Phone (secondary)	

**APPLICANT INFORMATION**

If the applicant is someone other than the registered owner(s), please specify.

*Applicant name			
Mailing address			
Postal code		Phone (preferred)	
Email address		Phone (secondary)	

**AGENT INFORMATION**

If the application will be represented by someone other than the registered owner(s) or applicant, please specify. Unless otherwise requested all communications will be sent to the agent.

Agent name			
Mailing address			
Postal code		Phone (preferred)	
Email address		Phone (secondary)	

## SUBJECT PROPERTY INFORMATION

*Legal description		
*Street address		
When did the owner acquire the property?		
Does the owner own abutting land?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please describe:	
*Official Plan designation		
*Current zoning		
What is the property used for today? How long has this use continued?		
Do any easements, rights of way, or restrictive covenants affect the property?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please describe:	
Describe any buildings or structures that exist on the property today.		
Describe the lot dimensions in METRIC units.	Lot Frontage	
		metres
	Lot Depth	
		metres
	Lot Area	
		square metres
Describe the land uses surrounding the property.	North	
	South	
	East	
	West	

### SUBJECT PROPERTY SERVICING AND ACCESS

#### \*Storm Drainage Service

- ☐ City storm sewer
- ☐ Ditches
- ☐ Swales
- ☐ Other

#### \*Sewage Service

- ☐ City sewer
- ☐ Private septic system
- ☐ Communal septic system
- ☐ Other

#### \*Water Service

- ☐ City water
- ☐ Private well
- ☐ Communal well
- ☐ Lake or other water body

#### \*Access

- |  |  |
|--|--|
| <input type="checkbox"/> Provincial Highway                    | <input type="checkbox"/> Other public road |
| <input type="checkbox"/> Municipal road, maintained all year   | <input type="checkbox"/> Right-of-way      |
| <input type="checkbox"/> Municipal road, seasonally maintained | <input type="checkbox"/> Water access      |

### PROPOSAL INFORMATION

Describe the proposal.

Number of proposed new lots	residential lot(s)	non-residential unit(s)
Average area of proposed new lots	square metres	square metres
Number of proposed units	dwelling unit(s)	non-residential unit(s)
Area of proposed units	square metres	square metres
Number of proposed vehicle spaces	parking space(s)	loading space(s)

### REQUIRED ATTACHMENTS

- ☐ Preliminary sketch of proposed development
- ☐ Proof of ownership
- ☐ Application fee of \$300

## OWNER ACKNOWLEDGMENT AND CONSENT

I/We \_\_\_\_\_ (please print name), the registered owner(s) of the property described  
as \_\_\_\_\_ in the City of Thunder Bay:

### Collection, Use, and Disclosure of Information

- a. request that the information submitted on this form be kept confidential. It is understood, however, that an access request may be filed under the Municipal Freedom of Information Act, R.S.O. 1990, cM.56, as amended, and information may be subject to release, notwithstanding the request to keep information confidential.

### Accurate and Complete Information

- b. certify that, to the best of my knowledge, the information contained in this form is accurate and complete.

### Appointment of Authorized Agent or Applicant (if any)

- c. appoint and authorize \_\_\_\_\_ (please print name(s) of Applicant/Agent), to act as my/our agent with regard to this application to the City of Thunder Bay, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by them on my/our behalf.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Signature of Registered Owner(s) or Signing Officer  
(\*where a corporation)

Note: If the owner is a Corporation, the application shall be signed by an Officer of the Corporation and/or the Corporation Seal shall be affixed.

\_\_\_\_\_  
Print name

\*I have authority to bind the corporation.

Address/Location	
Applicant/Owner	
Date of Pre-Consultation Meeting	

## Step 1: Proposal Checklist

The following checklist is intended to assist City staff in their pre-review of development proposals. It is also used to facilitate the discussion at a Pre-Consultation Meeting and to identify additional materials to support the application (i.e. studies and reports) and potential conditions of approval for development applications. All questions, unless otherwise specified, are to be completed by a Planning Technician before the Pre-Consultation Meeting.

### GENERAL PLANNING

QUESTION	YES	NO	UNKNOWN
*1) Is the proposal consistent with the Provincial Policy Statement and Growth Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*2) Is the proposal consistent with the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Are the proposed uses permitted in the applicable zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Does the proposal meet the minimum lot size requirements of the applicable zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Can the proposal meet all other applicable zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Is the site subject to Holding Symbol provisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Is the site subject to a Site Specific Policy or Paragraph of Schedule B?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Is the site subject to a Secondary Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Is the site within a Community Improvement Project Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Is the site within a Business Improvement Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Is the site within a Site Specific Policy Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Is the site within the Growth Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Is the site designated as an area of Site Plan Control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) Does the proposal include the creation of 1 or 2 lots on an existing road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*a) If Rural, has the parent parcel changed since January 1, 1978?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*b) If Rural 2, has the parent parcel changed since January 1, 2015?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) Does the proposal include the creation of 3 or more lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Does the proposal include the development or extension of a road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Does the proposal include the modification of an existing lot boundary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*18) Does the site have legal non-conforming status for the existing use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19) Is the proposal for an apartment building with less than 25 units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## NATURAL HERITAGE

QUESTION	YES	NO	UNKNOWN
1) Is the site within 30 metres of the shoreline of a lake, river, or stream?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Is the site within 120 metres of a Provincially Significant Wetland?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Is the site within 120 metres of a Provincially Significant Coastal Wetland?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Is the site within 30 metres of an Evaluated Coastal Wetland?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Is the site within 30 metres of any other wetland or wetland complex?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Is the site within 50 metres of an Earth Science ANSI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Is the site within 120 metres of a Life Science ANSI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Is the site within 120 metres of a Significant Wildlife Habitat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*9) Is the site adjacent to the habitat of endangered or threatened species?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Is the site within either Intake Protection Zones (IPZ 1 or IPZ 2)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Is the site within the (EP) Environmental Protection Zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Is the site within the Environmental Overlay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CULTURAL HERITAGE

QUESTION	YES	NO	UNKNOWN
1) Are there any buildings on site designated under Part IV of the Heritage Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Is the site within a Heritage Conservation District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*3) Is the site within an area of archaeological potential?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## HAZARDS AND CONSTRAINTS

QUESTION	YES	NO	UNKNOWN
1) Is the site within the Height Restricted Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Is the site within the Noise Restricted Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Is the site within 300 metres of a railyard or adjacent to a rail facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Is the site within 500 metres of an existing or closed waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Is the site within 500 metres of a licensed quarry or mine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*6) Has there ever been an industrial or commercial use on the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*7) Has the grading of the site been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*8) Has filling occurred on the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Is there a record of contamination on the site? (spills book)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*10) Has a Phase 1 Environmental Site Assessment (ESA) been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*11) If yes, was a Phase 2 ESA recommended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*12) Is the site located near an active farm operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Is the site located within an area with high or extreme wildland fire risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### TRANSPORTATION, ACCESS, AND PARKING

QUESTION	YES	NO	UNKNOWN
1) Does the site have access to an open public road that is maintained year round?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*2) Will the public roadway be modified as a result of the proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*3) Will a road cut be required? (e.g. for municipal service connection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*4) Is the site situated along a right-of-way that is designated in the OP for widening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*5) Is the site along or visible from an Image Route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Is the site within the Ministry of Transportation's permit control area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*7) New driveway or modification (size/location) to an existing driveway proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*8) Will the site be accessed through a city-owned laneway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*9) Can the site accommodate the minimum required parking/loading spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Does the site abut an arterial road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Does the site abut a collector road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Does the site abut a local road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### SERVICING

QUESTION	YES	NO	UNKNOWN
1) Will the proposal include on-site sewage systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Will the proposal include private individual wells?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Is the site located in an area requiring additional well testing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*4) Is the land currently serviced by an on-site sewage system or private well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*5) Do the following services front onto the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Combined Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*6) Do the present services have adequate capacity for the proposed development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*7) Are new urban services proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*8) Is stormwater management proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### COMMENTS






## Step 3: Planning Application Requirements

The following list is completed during the Pre-Consultation meeting between City staff and the development proponent. It identifies what will be required as part of a complete planning application. It is intended to identify issues and/or additional steps early in the development process. However, it is not a complete list of requirements. Additional support materials may be required and proposed conditions of approval may change throughout the process. All items checked are required as part of a complete application, unless otherwise specified in the comments section. The City may defer some submissions until later in the process.

### COMPLETE APPLICATION REQUIREMENTS

YES	SUBMISSION	COMMENTS
<input type="checkbox"/>	Site Plan, Application Form, Application Fee, and Proof of Ownership	
<input type="checkbox"/>	Existing Conditions Plan	
<input type="checkbox"/>	Topographical Survey	
<input type="checkbox"/>	Tree Inventory	
<input type="checkbox"/>	Recent Survey	
<input type="checkbox"/>	Planning Rationale Report	
<input type="checkbox"/>	Building Elevations and Floor Plans	
<input type="checkbox"/>	Public Consultation Strategy	
<input type="checkbox"/>	Open House	
<input type="checkbox"/>	Area Specific Architectural Guidelines	
<input type="checkbox"/>	Area Specific Urban Design Guidelines	
<input type="checkbox"/>	Tree Preservation Plan	
<input type="checkbox"/>	Rental Housing Conversion Study	
<input type="checkbox"/>	Hydrogeological Study and Servicing Options Statement	
<input type="checkbox"/>	Sun/Shadow Study	
<input type="checkbox"/>	Development Plan	
<input type="checkbox"/>	View Shed/Visual Impact Assessment	

**COMPLETE APPLICATION REQUIREMENTS**

YES	SUBMISSION	COMMENTS
<input type="checkbox"/>	Wind Impact Study	
<input type="checkbox"/>	Retail Market/Economic Impact Study	
<input type="checkbox"/>	Financial Impact Study	
<input type="checkbox"/>	Statement of Conformity with Minimum Distance Separation Formulae	
<input type="checkbox"/>	Nutrient Management Plan	
<input type="checkbox"/>	Lighting/Photometric Plan	
<input type="checkbox"/>	Park Facility Fit Plan	
<input type="checkbox"/>	Transit Impact Study	
<input type="checkbox"/>	Parking Needs and/or Impact Analysis	
<input type="checkbox"/>	Traffic Impact Study	
<input type="checkbox"/>	Functional Servicing Report including:	
<input type="checkbox"/>	Grading, Drainage, and Stormwater Management Plan	
<input type="checkbox"/>	Erosion/Sediment Control Plan	
<input type="checkbox"/>	Water, Sanitary Sewer, and Stormwater Capacity Study	
<input type="checkbox"/>	Utility Capacity Study (hydro, telecommunications, gas)	
<input type="checkbox"/>	Geotechnical Report	
<input type="checkbox"/>	Cultural Heritage Evaluation Report or Heritage Impact Statement	
<input type="checkbox"/>	Archaeological Assessment	
<input type="checkbox"/>	Marine Archaeological Assessment	
<input type="checkbox"/>	Environmental Impact Study including:	
<input type="checkbox"/>	Ecological Site Assessment	
<input type="checkbox"/>	Species at Risk Assessment	

**COMPLETE APPLICATION REQUIREMENTS**

YES	SUBMISSION	COMMENTS
<input type="checkbox"/>	Hydrological Assessment	
<input type="checkbox"/>	Significant Wildlife Habitat Evaluation	
<input type="checkbox"/>	Fisheries Assessment	
<input type="checkbox"/>	Statement re: Endangered Species Act compliance	
<input type="checkbox"/>	Natural Feature Boundary Verification	
<input type="checkbox"/>	Slope Stability Report	
<input type="checkbox"/>	Flood Plain Management Report	
<input type="checkbox"/>	Watercourse Protection/Rehabilitation Plan	
<input type="checkbox"/>	Shoreline Control Plan	
<input type="checkbox"/>	Wildland Fire Site Assessment and Protection Plan	
<input type="checkbox"/>	Environmental Site Assessment or Record of Site Condition	
<input type="checkbox"/>	Air Quality Study	
<input type="checkbox"/>	Noise and/or Vibration Impact Assessment	
<input type="checkbox"/>	Property Information Report confirming legal non-conforming status	
<input type="checkbox"/>	Map of Average Lot Sizes within 500m	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

## Step 4: Other Approvals and Conditions

The following list is completed during the Pre-Consultation meeting between City staff and the development proponent. It identifies what other approvals may be required to achieve the proposal. It is intended to identify required steps early in the development process. However, it is not necessarily a complete list. All items checked are required to complete the development process.

### OTHER REQUIRED APPROVALS OR CONDITIONS

YES	APPLICATION TYPE	COMMENTS
<input type="checkbox"/>	Building Permit	
<input type="checkbox"/>	Demolition Permit	
<input type="checkbox"/>	Driveway Permit	
<input type="checkbox"/>	Sign Permit	
<input type="checkbox"/>	Business Licence	
<input type="checkbox"/>	Realty Licence or Land Lease	
<input type="checkbox"/>	Conservation Authority Permit	
<input type="checkbox"/>	MTO Development Permit	
<input type="checkbox"/>	Road Dedication	
<input type="checkbox"/>	Parkland Dedication or Fee	
<input type="checkbox"/>	Septic System Pre-Approval	
<input type="checkbox"/>	Well Water Testing	
<input type="checkbox"/>	Servicing Upgrade	
<input type="checkbox"/>	New Servicing Connection	
<input type="checkbox"/>	New Survey	
<input type="checkbox"/>	Street Tree Fee	
<input type="checkbox"/>	Easement	
<input type="checkbox"/>		

## Step 5: Acknowledgment

- a. The purpose of pre-consultation form is to identify the information required to prepare a complete application as set out in the *Planning Act*. Pre-consultation does not imply or suggest any decision whatsoever on the part of City staff or the Corporation to either support or refuse the application. Comments provided at a pre-consultation meeting are preliminary and based on information submitted for review at that time.
- b. When a formal application is made, the cheque for the application fee will be processed immediately; however, this does not constitute the application being deemed complete for *Planning Act* purposes.
- c. An application submitted without the required information identified on this Pre-Consultation Form, will not be considered a complete application.
- d. All reports, documents, and drawings must be submitted in paper and electronic form.
- e. Additional studies may be required during the processing of the application, depending on the issues identified and the information required, as the application proceeds through the planning review process.
- f. The applicant acknowledges that the application form and all supporting materials, including studies and drawings, filed with any application is public information and forms part of the public record. By filing an application, the applicant consents to the City photocopying, posting, and/or releasing the application and any supporting materials for either the City's own use in processing the application or at the request of a third party. This is done without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgment.
- g. This Pre-Consultation Form expires 12 months from the date of signing or at the discretion of the Director of Planning Services or their designate. In the event that this Pre-Consultation Form expires prior to the application being accepted, and/or new policy and/or by-laws apply, another form and fee will be required.
- h. By signing this Pre-Consultation Form, I/we acknowledge that the drawings, reports, and other requirements indicated on this Form must be submitted with a completed application form and required planning application fee(s). In addition, I/we have read, understood, and agreed to the notes listed above.

\_\_\_\_\_  
City Planning Staff (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Staff (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent (Print) *I have the authority to bind the owner*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



***Development and Emergency  
Services Department***

***PLANNING SERVICES DIVISION***

*Victoriaville Civic Centre, 2nd Floor*

*111 Syndicate Avenue South*

*Thunder Bay, ON P7C 5K4*

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**TO:** Krista Power, City Clerk

**FILE:**

**DATE:** March 2, 2020

**FROM:** Leslie McEachern, MCIP, RPP – Director, Planning Services Division

**RE:** Report 15/2020 (Planning Services) New Mandatory  
Preconsultation Process

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Would you please allocate some time on the March 16<sup>th</sup> Committee of the Whole agenda to allow for a short presentation in association with Report 15/2020 (Planning Services) New Mandatory Preconsultation Process.

Thank you.

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Development & Emergency Services - Licensing & Enforcement	<b>REPORT NO.</b>	R 44/2020
<b>DATE PREPARED</b>	04/15/2020	<b>FILE NO.</b>	
<b>MEETING DATE</b>	06/27/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	Approval to Exceed \$10,000 for Clean-up- Yard Maintenance By-law; at 627 Simpson Street, City of Thunder Bay.		

## RECOMMENDATION

With respect to Report No. 44/2020 (Development and Emergency Services - Licensing and Enforcement), we recommend that the General Manager - Development & Emergency Services be authorized to expend the required funds in excess of ten thousand dollars to facilitate the required clean-up at 627 Simpson Street;

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

## EXECUTIVE SUMMARY

This Report recommends that funds be expended to facilitate the clean-up of a fire-damaged structure at 627 Simpson Street, where the property represents a continuing hazard to the public (from collapse) requiring the continued sidewalk closure. This abandoned estate property, sits between two other fire-damaged structures owned by separate entities and is preventing demolition because it shares internal walls (also called “party-walls”) with these adjoining properties, where joint agreements are needed or a lawful intervention must assist.

Administration has been working with those willing owners, of these two adjoining properties and their insurance companies, since last November to resolve the situation. In early February 2020, the cost received by the insurance companies, in a joint three-property bid, was found to exceed the General Managers’ pre-approved threshold set out in the Yard Maintenance By-law (\$10,000) for the clean-up of 627 Simpson Street. These other site clean-ups cannot move forward without municipal intervention to demolish and this approval is needed for the clean-up project to proceed.

*The Municipal Act*, Section 446, through our By-law 068-2008 (Yard Maintenance), allows the municipality to intervene and clean-up the property on behalf of the owner and then transfer all of these costs back to the property owner’s tax role and not be an expense to the tax-payers.



## ***DISCUSSION***

While our Property Standards By-law is normally used to address these situations and all costs are automatically able to be transferred to the municipal tax roll through section 15.1 of the Building Code Act, the abandoned-estate issues complicate its application in this situation. As a result of the continued hazard to the public allows us to proceed immediately to abate the safety issue using a provision of the Yard Maintenance By-law # 68-2008, where it continues to constitute a hazard to the public (Sec.7.06)

In By-law 068-2008, Section 7.11, council delegates the authority to the General Manager of Development Services to authorize work where the cost of work is estimated to be less than ten thousand dollars (\$10,000). Administration has now received several quotes through a joint project with other insured, and the demolition works for the #627 portion, are estimated to be more than ten thousand but less than twenty thousand (\$20,000). Some costs can only be estimated prior to the demolition (ie, depth of basement requiring fill, dangerous substance survey and mitigation (if found)) but these variables are reasonably set out in the bid documents.

Administration believes that if the City does not assist in facilitating the removal of this shared structure, the other demolitions will not proceed and the situation will continue infinitum. Additionally, such an abandoned structure may be subject to misuse, including unwanted entry, which may continue to put persons and additional properties at risk. The city's sidewalk continues to be closed to foot traffic and removal of the structure will return the use of the sidewalk for public passage.

## ***FINANCIAL IMPLICATION***

Administration has the authority, under *the Municipal Act*, Section 446, to transfer the entire costs of the clean-up to taxes of the property being cleaned.

## ***BACKGROUND***

In mid-August of 2019, a multiple structure fire occurred along Simpson Street which resulted in 3 buildings (#625, #627 & #631) being damaged beyond repair; the outside buildings share a common wall with #627. These properties are each owned by different entities and administration has been in contact with the owners of #625 & #627 (and their Insurance companies) and each are eager and willing to have their respective structures demolished.

The center unit, #627, has been determined to be an estate without any known insurer and without any estate representation. Administration has determined the estate is abandoned.

In late November 2019, public concerns over the potential collapse of the parapet walls (false raised front walls) that affront the sidewalk, forced the City to erect temporary fencing to restrict sidewalk use. This location was eventually provided an alternative walkway along the street surface in curb-side parking spots with rented, cement traffic barriers placed to protect the public at this location. The hazard to the public and restriction of the sidewalk will continue until the structures are demolished.

***REFERENCE MATERIAL ATTACHED:***

None.

***PREPARED BY: Doug Vincent, Manager - Licensing & Enforcement***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:
J Depeuter – General Manager Development & Emergency Services (Acting)	July 16, 2020

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**MEETING DATE** 07/27/2020 (mm/dd/yyyy)

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**SUBJECT** Outstanding Item No. 2014-005 - Vision for Fort William Downtown

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***SUMMARY***

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services dated July 14, 2020 containing a motion to remove the item regarding Vision for Fort William Downtown from the Outstanding List.

***RECOMMENDATION***

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that Outstanding Item No. 2014-005 relative to a vision for the Fort William Downtown be removed from the Outstanding List as requested.

***ATTACHMENTS***

1. MEMO OS 2014-005 - FINAL



## ***Development & Emergency Services Department***

*Victoriaville Civic Centre, 2nd Floor  
111 Syndicate Avenue South  
Thunder Bay, ON P7C 5K4*

### **MEMORANDUM**

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**TO:** City Council

**FROM:** Mark J. Smith, GM Development & Emergency Services

**DATE:** July 14, 2020

**SUBJECT:** Outstanding Item No. 2014-005

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At the January 27, 2014 Committee of the Whole meeting, Mr. A. Habib, Habib Architects Inc. made a deputation and gave a PowerPoint presentation about a “vision for the Fort William downtown” that among other things called for the closure of Victoria Avenue to vehicular traffic between May Street and Simpson Street. A motion was passed recommending that the matter be referred to Administration for a report considering the proposal within the context of its ongoing review of community improvement plans and study of downtown revitalization.

Public consultation was undertaken. The BIA provided input. There was little to no support for the suggested road closure.

Community Improvement Plans were presented and approved by Council in the subsequent years but the item (O/S No. 2014-005) remained on the outstanding list.

The purpose of this memo is to recommend that this item (O/S No. 2014-005) be removed from the outstanding list. The Fort William Downtown will most certainly be the subject of future discussions. Plans for its future will be considered within the context of Victoriaville’s future and a Secondary Planning process.

Please present the following recommendation for consideration at the July 27, 2020 Committee of the Whole meeting:

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that Outstanding Item No. 2014-005 relative to a vision for the Fort William Downtown be removed from the Outstanding List as requested.

**Cc:** Norm Gale, City Manager  
Krista Power, City Clerk

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**MEETING DATE** 07/27/2020 (mm/dd/yyyy)

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**SUBJECT** Outstanding Item No. 2015-049 - Heritage Tax Incentive Program

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***SUMMARY***

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services dated July 14, 2020 containing a motion to remove the item regarding Heritage Tax Incentive Program from the Outstanding List.

***RECOMMENDATION***

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that the Outstanding Item No. 2015-049 relative to reporting on options and costs associated with a heritage tax relief/incentive program be removed from the Outstanding List as requested.

***ATTACHMENTS***

1. MEMO OS 2015-049 - FINAL



## ***Development & Emergency Services Department***

*Victoriaville Civic Centre, 2nd Floor  
111 Syndicate Avenue South  
Thunder Bay, ON P7C 5K4*

### **MEMORANDUM**

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**TO:** City Council

**FROM:** Mark J. Smith, GM Development & Emergency Services

**DATE:** July 14, 2020

**SUBJECT:** Outstanding Item No. 2015-049

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At the November 16, 2015 Committee of the Whole meeting, a motion was passed as recommended in a memo from the Chair of the Heritage Advisory committee that directed Administration to prepare a report outlining options and costs associated with developing and implementing a heritage tax relief/incentive program for owners of heritage properties.

This report was never prepared because the funding for the program was removed from the budget.

The purpose of this memo is to recommend that this item (O/S No. 2015-049) be removed from the outstanding list. Please present the following recommendation for consideration at the July 27, 2020 Committee of the Whole meeting:

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that the Outstanding Item No. 2015-049 relative to reporting on options and costs associated with a heritage tax relief/incentive program be removed from the Outstanding List as requested.

mjs/

Cc: Norm Gale, City Manager  
Krista Power, City Clerk  
Matt Szybalski, City Archivist

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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Outstanding Item No. 2018-015 - Zoning By-law Amendment 600  
Montreal Street

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***SUMMARY***

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services dated July 14, 2020 containing a motion to remove the item regarding Zoning By-law Amendment 600 Montreal Street from the Outstanding List.

***RECOMMENDATION***

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that Outstanding Item No. 2018-015 relative to a proposed amendment to the Zoning By-law as it applied to 600 Montreal Street be removed from the Outstanding List as requested.

***ATTACHMENTS***

1. MEMO OS 2018-015 - FINAL



## ***Development & Emergency Services Department***

*Victoriaville Civic Centre, 2nd Floor  
111 Syndicate Avenue South  
Thunder Bay, ON P7C 5K4*

### **MEMORANDUM**

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**TO:** City Council

**FROM:** Mark J. Smith, GM Development & Emergency Services

**DATE:** July 14, 2020

**SUBJECT:** Outstanding Item No. 2018-015

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On October 15, 2018 Council referred Report No. R134/2018 (Development & Emergency Services – Planning Services), concerning a proposed amendment to the Zoning By-law as it applies to 600 Montreal Street, back to Administration for consultation with Legal Services..

This report did not proceed because that applicant withdrew the rezoning application.

The purpose of this memo is to recommend that this item (O/S No. 2018-015) be removed from the outstanding list. Please present the following recommendation for consideration at the July 27, 2020 Committee of the Whole meeting:

With Respect to the memorandum from Mr. M. Smith, General Manager, Development & Emergency Services dated July 9, 2020, we recommend that Outstanding Item No. 2018-015 relative to a proposed amendment to the Zoning By-law as it applied to 600 Montreal Street be removed from the Outstanding List as requested.

mjs/

Cc: Norm Gale, City Manager  
Krista Power, City Clerk



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***MEETING DATE***     07/27/2020 (mm/dd/yyyy)

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***SUBJECT***             Request for Report – Municipal By-law Enforcement Officers

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***SUMMARY***

Memorandum from Councillor A. Ruberto dated July 16, 2020 containing a motion, recommending to increase the number of by-law officers employed by the City of Thunder Bay and the hours that they work. distributed separately.



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Police Services Board Minutes

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***SUMMARY***

Minutes of Meeting Nos. 51-2019 of the Thunder Bay Police Services Board held on December 17, 2019, for information.

***ATTACHMENTS***

1. DECEMBER 17 2019 REGULAR SESSION PSB MINUTES

**MEETING: THE THIRD MEETING OF THE FIFTY-FIRST THUNDER BAY  
POLICE SERVICES BOARD**

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**DATE:** DECEMBER 17, 2019

**TIME:** 9:07 A.M.

**PLACE:** MCNAUGHTON ROOM – CITY HALL

**CHAIR:** MS. C. REITBERGER/MS. G. MORRISEAU

**PRESENT:**

Mayor B. Mauro  
Councillor K. Oliver  
Dr. K. Lansdell  
Ms. G. Morriseau  
Ms. C. Reitberger  
Mr. T. Lockwood,  
Administrator of the Board

**OFFICIALS:**

Ms. K. Power, Secretary - Thunder Bay Police Services Board  
Ms. S. Hauth, Chief of Police  
Mr. R. Hughes, Deputy Chief of Police  
Ms. N. Korcheski, Assistant to the Secretary

**DISCLOSURES OF INTEREST**

There were no disclosures announced at this time.

**CONFIRMATION OF AGENDA**

It was the consensus of the Board to add Grant Announcement as an item of New Business.

MOVED BY: Ms. G. Morriseau  
SECONDED BY: Mayor B. Mauro

With respect to the Third Regular Session Meeting of the Fifty-First Thunder Bay Police Services Board held on December 17, 2019, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**CARRIED**

Chair C. Reitberger thanked Mr. G. Wight, Police Advisor – Ministry of Community Safety & Correctional Services, for his support and guidance. It was noted that Mr. T. Gervais, Police Advisor, will replace Mr. G. Wight in providing support to the Board from the Ministry.

### AFFIRMATION OF OFFICE

Correspondence from the Ministry of Community Safety and Correctional Services dated November 22, 2019, relative to Order in Council No. 1685/2019, appointing Mr. Kyle Lansdell to the Thunder Bay Police Services Board for a three year term effective November 21, 2019.

The Affirmation of Office was read aloud by Mr. Kyle Lansdell, signed and filed.

Ms. C. Reitberger noted that Mr. Lansdell will be required to complete mandatory Governance and Cultural training prior to having a vote on the Board. Mr. T. Lockwood will provide an update at a future meeting on the status of the training.

### ELECTION OF CHAIR AND VICE-CHAIR

The Secretary called for nominations from the Members for the election of a Chair for the remainder of 2019 and 2020. Both Ms. G. Morriseau and Mayor B. Mauro were nominated as follows.

- (a) Ms. G. Morriseau was nominated for the position of Chair

MOVED BY:	Ms. C. Reitberger
SECONDED BY:	Mr. T. Lockwood

- (b) Mayor B. Mauro was nominated for the position of Chair

MOVED BY:	Councillor K. Oliver
SECONDED BY:	None

A vote was held and Ms. G. Morriseau was elected Chair by majority of votes cast.

The Secretary called for nominations from the Members for the election of a Vice Chair for the remainder of 2019 and 2020.

No nominations were received.

Ms. G. Morriseau assumed the Chair.

It was noted that discussion will be brought forward relative to Vice Chair at the January 21, 2020 Regular Session meeting.

CONFIRMATION OF MINUTES

The Minutes of the Thirty-Third Regular Session Meeting of the Fiftieth Thunder Bay Police Services Board held on November 19, 2019, to be accepted.

MOVED BY: Ms. C. Reitberger  
SECONDED BY: Mr. T. Lockwood

THAT Minutes of the Thirty-Third Regular Session Meeting of the Fiftieth Thunder Bay Police Services Board held on November 19, 2019, to be accepted.

CARRIED

Notice of Motion to Rescind – Thunder Bay Police Association – Correspondence

At the November 19, 2019 Regular Session meeting of the Thunder Bay Police Services Board a memorandum from Ms. C. Reitberger, Chair – Thunder Bay Police Services Board, dated November 13, 2019, relative to a Notice of Motion to Rescind the resolution with respect to the Thunder Bay Police Association – Correspondence, passed at the October 15, 2019 Regular Session meeting of the Board was presented.

At that time the Chair withdrew the Notice of Motion to Rescind and asked the Board to consider a Notice of Motion to Reconsider with respect to the above noted.

A motion to approve amending the motion to allow for a Notice of Motion to Reconsider rather than Rescind was carried.

Also at the November 19, 2019 Regular Session meeting a motion to suspend the rules and allow for debate at the November 19, 2019 Regular Session meeting was presented and lost.

Discussion was held relative to the above noted.

It was the consensus of the Board to move this item to the end of the Regular Session agenda.

PRESENTATION

Recruitment Strategy – Thunder Bay Police Service

Ms. A. Wilson, Human Resources Specialist and Staff Sergeant R. Snyder provided a PowerPoint presentation and responded to questions relative to the above noted, for the Board's information.

Chief S. Hauth noted that an update relative to the above noted would be provided to the Board in early 2020.

It was the consensus of the Board to change the order of the agenda and move to item relative to Superhero Funding Request.

Superhero Initiative – Funding Request

Correspondence from D/C B. Pilley #765 – Thunder Bay Police Service, received December 9, 2019, requesting a sponsorship in the amount of \$250 for the Superhero initiative.

D/C B. Pilley provided an overview and responded to questions relative to the above noted request.

MOVED BY: Mr. T. Lockwood  
SECONDED BY: Councillor K. Oliver

With respect to the request for sponsorship relative to the Superhero initiative as discussed at the December 17, 2019 Regular Session meeting of the Thunder Bay Police Services Board, we recommend that funding in the amount of \$250 be provided;

AND THAT the expense be taken from the Board's Special Account.

CARRIED

At 10:03 a.m. it was the consensus of the Board to resolve into Closed Session relative to Section 35 4(b) of the *Police Services Act*, RSO 1990. (intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.)

At 11:18 a.m., the Board reverted back into open session.

Mayor B. Mauro left the meeting room.

REPORTS OF THE THUNDER BAY POLICE SERVICES

Unclaimed Funds

Report 01/20 (Police) relative to the above noted.

Chief S. Hauth provided a verbal overview relative to the above noted.

Quarterly New Hires

Report No. 02/20 (Police) relative to providing the names of newly hired full-time members by position with date of hire to December 31, 2019.

Chief S. Hauth provided a verbal overview relative to the above noted.

GENERAL

Thunder Bay Police Association

No members of the Association in attendance.

OCPC Report Recommendations – Update

At the January 15, 2019 Regular Session Meeting of the Thunder Bay Police Services Board, Part V: Summary of Recommendations chart was presented.

The above noted chart will be presented to the Board on an on-going basis and as updates are available.

OCPC Report Recommendations – updated chart, for information, was distributed separately on desks on October 15, 2019.

No update at this time.

Business Planning Session

Memorandum from Mayor B. Mauro, dated November 18, 2019, relative to Business Planning Session was deferred from the November 19, 2019 Regular Session meeting of the Board.

Memorandum relative to the above noted.

Invoice from Ms. A. Gilbeau, dated November 28, 2019, relative to October 11, 2019 facilitated planning session.

Chair C. Reitberger provided a verbal overview and responded to questions relative to the above noted.

Discussion was held relative to the above noted.

MOVED BY: Ms. C. Reitberger  
SECONDED BY: Mr. T. Lockwood

With respect to the invoice dated November 28, 2019 from Ms. A. Gilbeau relative to October 11, 2019 facilitated business planning session, we recommend the invoice be paid in the amount of \$2,000.00;

AND THAT this expense be paid from the Board's budget.

CARRIED

It was the consensus of the Board that all matters pertaining to Board expenses, either through the Board's budget or the Board's special account be brought to the Board for discussion and approval.

Ontario Association of Police Services Boards (OAPSB) – 2020 Membership

Information relative to membership renewal for the 2020 year.

Discussion was held relative to the above noted.

MOVED BY: Mr. T. Lockwood  
SECONDED BY: Councillor K. Oliver

With respect to the 2020 Membership for the Ontario Association of Police Services Boards, we recommend that \$5,697.18 be paid to renew the Membership for the 2020 year.

CARRIED

2020 OAPSB OPP Governance Summit

Information relative to the 2020 OAPSB OPP Governance Summit being held on January 30, 2020, in Toronto, ON.



MOVED BY: Mr. T. Lockwood  
SECONDED BY: Councillor K. Oliver

With respect to the 2020 OAPSB OPP Governance Summit being held on January 30, 2020 in Toronto, ON, we authorize the following members to attend:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Discussion was held relative to the above noted.

It was noted that there was no interest from Members present and if Members were interested in attending they should contact the Chair.

#### NEW BUSINESS

##### Grant Announcement

Chief S. Hauth provided an overview and responded to questions relative to the above noted with respect to Provincial Local Priorities Grant Funding including funding for projects that address Human Trafficking. It was also noted that funding relative to projects that address Guns and Gangs is still pending.

##### Notice of Motion to Rescind – Thunder Bay Police Association – Correspondence

This item was deferred earlier in the agenda to the end of the agenda.

Discussion was held relative to Notice of Motion to Reconsider with respect to the above noted.

MOVED BY: Mr. T. Lockwood  
SECONDED BY: Ms. C. Reitberger

With respect to attendance from the Thunder Bay Police Association at the Thunder Bay Police Services Board meetings, as discussed at the October 15, 2019 Regular Session meeting of the Board, we recommend that the decision to send correspondence to the Association from the Board Chair on behalf of the Board be reconsidered;

AND THAT the Board not proceed with sending correspondence to the Thunder Bay Police Association.

CARRIED

BY-LAWS

MOVED BY: Mr. T. Lockwood  
SECONDED BY: Councillor K. Oliver

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary, sealed and numbered:

1. A By-law to appoint an Acting Secretary to the Board.

Explanation: The purpose of this By-law is to appoint Ms. Dana Earle, Acting Secretary.

BY-LAW NUMBER PC33-2019

CARRIED

MOVED BY: Mr. T. Lockwood  
SECONDED BY: Councillor K. Oliver

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary, sealed and numbered:

2. A By-law to appoint an Acting Secretary to the Board.

Explanation: The purpose of this By-law is to appoint Ms. Nyomie Korcheski, Acting Secretary.

BY-LAW NUMBER PC35-2019

CARRIED

CONFIRMING BY-LAW

MOVED BY: Mr. T. Lockwood  
SECONDED BY: Councillor K. Oliver

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Chair and Secretary to the Thunder Bay Police Services Board, sealed and numbered:

1. A By-law to confirm the proceedings of a Regular Session Meeting of The Corporation of the City of Thunder Bay, Thunder Bay Police Services Board, this 17<sup>th</sup> day of December, 2019.

Explanation: To confirm the proceedings and each motion, resolution and other action passed or taken by the Thunder Bay Police Services Board at this meeting is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

BY-LAW NUMBER: PC37 – 2019

CARRIED

Chair G. Morriseau and Mr. T. Lockwood, Administrator of the Board, thanked past Chair C. Reitberger for her overall dedication and service to the Board as Chair.

ADJOURNMENT

The meeting adjourned at 11:40 a.m.

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Chair

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Secretary



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Audit Committee Minutes

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***SUMMARY***

Minutes of Meetings No. 03-2019 of the Audit Committee held on December 16, 2019, for information.

***ATTACHMENTS***

1. 2019-12-16 AUDIT COMMITTEE MINUTES - FINAL

**DATE:** DECEMBER 16, 2019**MEETING NO. 03 - 2019****TIME:** 12:00 P.M.**PLACE:** MCNAUGHTON ROOM, 3<sup>RD</sup> FLOOR, CITY HALL**CHAIR:** COUNCILLOR C. FRASER**PRESENT:**

Councillor S. Ch'ng  
Councillor C. Fraser  
Mr. J. Friday  
Mr. D. Heath

**REGRETS:**

Councillor M. Bentz  
Ms. Emma Westover, Manager - Accounting

**AUDITORS:**

Mr. W. Flasz, BDO Canada LLP  
Mr. D. Kubinec, BDO Canada LLP

**OFFICIALS:**

Mr. N. Gale, City Manager  
Ms. L. Evans, General Manager - Corporate  
Services & Long-Term Care & City  
Treasurer  
Ms. D. Paris, Director – Financial Services  
Mr. D. Crupi, Manager - Internal Audit &  
Continuous Improvement  
Mr. J. Tyson, Analyst - Internal Audit &  
Continuous Improvement  
Ms. S. Irvine, Executive Assistant to the GM,  
Corporate Services & Long Term Care

**1.0 WELCOME AND DISCLOSURE OF INTEREST**

Councillor C. Fraser called the meeting to order at 12:00 P.M.  
There were no disclosures of interested declared at this time.

**2.0 AGENDA APPROVAL**

MOVED BY: Councillor S. Ch'ng  
SECONDED BY: Mr. J. Friday

With respect to the December 16, 2019 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. 02-2019 of the Audit Committee, held on June 11, 2019, to be confirmed.

MOVED BY: Councillor S. Ch'ng

SECONDED BY: Mr. D. Heath

THAT the Minutes of Meeting No. 02-2019 of the Audit Committee, held on June 11, 2019, be confirmed.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5.0 AUDIT PLAN REPORT

Copies of the Corporation of The City of Thunder Bay Planning Report to the Audit Committee, dated December 9, 2019, were distributed separately.

Mr. W. Flaszka, Partner - BDO Canada LLP, presented the audit plan for the audit of the consolidated financial statements of The Corporation of the City of Thunder Bay for the year ending December 31, 2019.

Discussion was held relative to the above noted, including, but not limited to the following highlights:

- The audit team and their respective roles in the audit;
- Significant Audit Risks and Planned Responses;
- Overview of the Audit Strategy for the significant components of the City's consolidated group, including Tbaytel and TB Hydro;
- BDO's responsibilities are outlined in the Engagement Letter attached as Appendix B;
- BDO's independence and ability to act as the City's auditors were declared (see Appendix C);
- An explanation of materiality was provided;
- BDO's fees will be in accordance with their proposal dated May 16, 2016;
- Auditor's Engagement Objectives, Detecting Fraud, and the responsibilities of the Audit Committee and Management outlined in Appendix D.

It was the consensus of the Audit Committee that the Audit Plan for the audit of the consolidated financial statements of The Corporation of the City of Thunder Bay for the year ending December 31, 2019, as presented by BDO at the December 16, 2019 meeting be accepted.

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

THAT the Audit Plan as presented on December 16, 2019 be accepted.

CARRIED

Councillor C. Fraser thanked the BDO team for their presentation.

## 6.0 PCI COMPLIANCE

Administration recommends that the Audit Committee resolves into Closed Session to discuss the business at hand.

MOVED BY: Councillor S. Ch'ng  
SECONDED BY: Mr. J. Friday

THAT the Audit Committee resolves into Closed Session in order to receive information that is relative to the security of property of the municipality or local board, and then revert back to Open Session to continue with the business at hand.

CARRIED

The meeting resolved into Closed Session at 12:20 P.M.

MOVED BY: Mr. J. Friday  
SECONDED BY: Councillor S. Ch'ng

THAT the Audit Committee resolves into Open Session to continue with the business at hand.

CARRIED

The meeting reconvened in Open Session at 12:40 P.M

## 7.0 ENTERPRISE RISK MANAGEMENT

Mr. D. Crupi, Manager - Internal Audit & Continuous Improvement, provided a Powerpoint presentation on Enterprise Risk Management including:

- ERM Risk Management Framework.
- Update on progress to date - Risks identified in Corporate Services & Long Term Care, and Community Services; other risks identified; process was well received.
- Lessons learned.
- ERM Training. Mr. D. Crupi received a Certificate in Enterprise Risk Management Fundamentals Training in October 2019, and was able to receive training with ERM

Consultant. Also reviewed and confirmed CTB processes.

- Next Steps - Roll out to other Departments.

8.0 NEW BUSINESS

None.

9.0 NEXT MEETING

The next meeting of the Audit Committee to be determined.

10.0 ADJOURNMENT

The meeting adjourned at 1:10 P.M.



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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

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***SUMMARY***

Minutes of Meetings No. 03/2020 and No. 04/2020 (Closed) of The District of Thunder Bay Social Services Administration Board held on February 13, 2020, Meetings No. 05/2020 and No. 06/2020 (Closed) held on March 19, 2020, Meeting No. 07/2020 held on April 16, 2020, Meeting No. 08/2020 held on May 5, 2020 and Meeting No. 09/2020 held on May 21, 2020 for information.

***ATTACHMENTS***

1. TBDSSAB minutes Feb 13 2020
2. TBDSSAB minutes Feb 13 2020 (Closed)
3. TBDSSAB minutes Mar 19 2020
4. TBDSSAB minutes Mar 19 2020 (Closed)
5. TBDSSAB minutes Apr 16 2020
6. TBDSSAB minutes May 5 2020
7. TBDSSAB minutes May 21 2020



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 03/2020  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** February 13, 2020

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

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Jody Davis  
James Foulds  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Aldo Ruberto

**REGRETS:**

Shelby Ch'ng  
Andrew Foulds  
Brian Hamilton  
Elaine Mannisto  
Wendy Wright

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Diana Hennel, Administrative Assistant  
Glenda Flank, Recording Secretary

**GUESTS:**

Crystal Simeoni, Manager, Housing Programs  
Shari Mackenzie, Acting Manager, Human Resources  
Aaron Park, Supervisor, Research & Social Policy  
Kristyn Lovato-Day, Acting Supervisor, Communications  
& Engagement

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

**BOARD MEETING**

**DISCLOSURES OF INTEREST**

**NEW BUSINESS**

**CONFIRMATION OF BOARD MEETING AGENDA**

Resolution No. 20/14

Moved by: Kim Brown  
Seconded by: Jody Davis

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for February 13, 2020, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

**MINUTES OF PREVIOUS MEETINGS**

**Board Meetings**

Minutes of Board Meeting No. 01/2020 (Regular Session) and 02/2020 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 9, 2020, were presented for confirmation.

Resolution No. 20/15

Moved by: Kim Brown  
Seconded by: Kevin Holland

THAT the Minutes of Meeting No. 01/2020 (Regular Session) and Meeting No. 02/2020 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 9, 2020, be confirmed.

CARRIED

**CLOSED SESSION**

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to an identifiable individual, regarding the CAO Performance Evaluation and with respect to security of the property of the Board relative to concerns regarding a Child Care provider.

**Resolution No. 20/16**

Moved by: Albert Aiello  
Seconded by: Rebecca Johnson

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to an identifiable individual, including employees of the Board regarding the CAO Performance Evaluation and with respect to security of the property of the Board relative to governance and accountability concerns regarding a Child Care provider.

**CARRIED**

All members of Administration left the meeting with the exception of Shari Mackenzie, Acting Manager, Human Resources.

At 11:21 a.m. the meeting reconvened in regular session with all Board Members and Administration in attendance with the exception of Shari Mackenzie, Acting Manager Human Resources, Aaron Park, Supervisor, Research & Social Policy and Crystal Simeoni, Manager, Housing Programs.

**REPORTS OF ADMINISTRATION**

**2019 Statement of Board Remuneration**

Memorandum from Shari MacKenzie, Acting Manager, Human Resources dated January 10, 2020 was presented to the Board to provide the breakdown of Board Member Remuneration for 2019.

At 11:24 a.m. Aaron Park, Supervisor, Research & Social Policy and Crystal Simeoni, Manager, Housing Programs entered the meeting room.

**TBDSSAB 4<sup>th</sup> Quarter Operational Report**

Report No. 2020-03 (CAO Division) was presented to the Board to provide information containing the trends within TBDSSAB programs and services.

Kristyn Lovato-Day, Acting Supervisor, Communications & Engagement responded to questions.

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

Ken Ranta, Director, Integrated Social Services provided clarification and responded to questions.

Aaron Park, Supervisor, Research and Social Policy, responded to questions.

#### Strategic Plan Annual Update

Report No. 2020-04 (CAO Office) was presented to the Board to provide information regarding the progress of, and confirm receipt of, the 2020 Strategic Plan.

On consensus, Administration to provide only current numbers in the Strategic Plan update and will provide the final updated numbers of social media followers to the Board by email.

William Bradica, CAO responded to questions.

#### Resolution No. 20/17

Moved by: Kevin Holland  
Seconded by: Albert Aiello

THAT with respect to Report No. 2020-04 (CAO Office), we, The District of Thunder Bay Social Services Administration Board receive the Strategic Plan 2020 Annual Update for information only.

CARRIED

At 11:55 a.m. the Lucy Kloosterhuis, Chair, called for a lunch break.

At 12:20 p.m. the meeting reconvened with all Board Members and remaining members of Administration in attendance.

#### Update to the Social Housing Local Service Standards

Report No. 2020-05 (Integrated Social Services Division) presented to the Board to provide information on the changes and additions to the Local Service Standards, resulting from the regulatory changes to the *Housing Services Act, 2011*, for confirmation.

Ken Ranta, Director, Integrated Social Services provided background to the regulation changes that were being implemented, outlined the changes that were made to the Local Rules and responded to questions.

Crystal Simeoni, Manager, Housing Programs provided further information and responded to questions.

William Bradica, CAO provided clarification, advised that a follow up report would be provided next year and responded to questions.

**Resolution No. 20/18**

Moved by: Jody Davis  
Seconded by: Albert Aiello

THAT with respect to Report No. 2020-05 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the changes to the Local Service Standards, related to the regulatory changes to the *Housing Services Act, 2011*, as presented.

CARRIED

**Community Homelessness Prevention  
Initiative – 2020/21 Investment Plan**

Report No. 2020-06 (Integrated Social Services Division) providing the Board with Information and Administration's funding recommendations with respect to TBDSSAB's 2020/21 Community Homelessness Prevention Initiative allocation, was presented for confirmation.

Memorandum from Ken Ranta, Director, Integrated Social Services, dated February 12, 2022 was presented as additional information, providing the Board with the Ministry of Municipal Affairs and Housing CHPI 2020/21 Investment Plan form.

Ken Ranta, Director, Integrated Social Services responded to questions.

On consensus, Administration to provide the Board with the number of people who have applied for and received funding under CHPI Program for the Housing Security Fund by email.

**Resolution No. 20/19**

Moved by: Aldo Ruberto  
Seconded by: Kim Brown

THAT with respect to Report No. 2020-06 (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Community Homelessness Prevention Initiative 2020/21 Investment Plan as presented;

AND THAT the Board authorizes the Chief Administrative Officer, to submit the approved Community Homelessness Prevention Initiative 2020/21 Investment Plan to the Ministry of Municipal Affairs and Housing;

AND THAT the Board authorizes the Chair and Chief Administrative Officer to execute any required Agreements with Service Providers related to the Community Homelessness Prevention Initiative 2020/21 Investment Plan

CARRIED

#### Canada – Ontario Housing Benefit Program

Report No. 2020-07 (Integrated Social Services Division) was presented to the Board to provide information on the new Canada-Ontario Housing Benefit Program, for information only.

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

Ken Ranta, Director, Integrated Social Services also responded to questions.

At 12:49 p.m. Aaron Park, Supervisor, Research & Social Policy and Crystal Simeoni, Manager, Housing Programs left the meeting room.

#### Contract Award – Barrier Free Construction McIvor Court

Report No. 2020-08 (Corporate Services Division) was presented to the Board providing Administration's recommendation to award a contract for the provision of all labour and equipment for the interior barrier-free renovations at 1100 Lincoln Street, McIvor Court, for confirmation.

Resolution No. 20/20

Moved by: James Foulds

Seconded by: Aldo Ruberto

THAT with respect to Report No. 2020-08 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the contract for barrier-free construction at 1100 Lincoln Street (McIvor Court), totalling \$693,000 (taxes extra), be awarded to 587435 Ontario Inc. o/a DRD Construction Services;

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

CARRIED

### CORRESPONDENCE

#### DSSAB Accountability and Governance Guidelines

Letter from The Honourable Todd Smith, dated February 11, 2020 regarding finalization of the DSSAB Accountability and Governance Guidelines, was presented to the Board as additional information.

### BY-LAWS

### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, March 19, 2020 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

### ADJOURNMENT

Resolution No. 20/21

Moved by: Kim Brown  
Seconded by: James Foulds

THAT Board Meeting No. 03/2020 of The District of Thunder Bay Social Services Administration Board, held on February 13, 2020, be adjourned at 12:51 p.m.

CARRIED



Chair



Chief Administrative Officer





**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**BOARD MINUTES**

**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 04/2020  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** February 13, 2020

**TIME OF MEETING:** 10:03 a.m.

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Jody Davis  
James Foulds  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Aldo Ruberto

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Ken Ranta, Director, Integrated Social Services Division  
Georgina Daniels, Director, Corporate Services Division  
Glenda Flank, Recording Secretary  
Diana Hennel, Administrative Assistant

**GUESTS:**

Louise Piercey, Manager, Child Care & Early Years  
Programs  
Shari MacKenzie, Acting Manager, Human Resources

**REGRETS:**

Shelby Ch'ng  
Andrew Foulds  
Brian Hamilton  
Elaine Mannisto  
Wendy Wright

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

**BOARD MEETING**

**DISCLOSURES OF INTEREST**

## REPORTS OF ADMINISTRATION

### Chief Administrative Officer Evaluation

Lucy Kloosterhuis, Chair provided a verbal update of the 2018 Chief Administrative Officer 360 performance evaluation results, the process for the 2019 performance evaluation and next steps were clarified.

A discussion was held regarding additions to the 2021 Chief Administrative Officer performance evaluation process.

At 10:20 a.m. Shari Mackenzie, Acting Manager, Human Resources left the meeting room and all remaining members of Administration entered the meeting room.

### Child Care Provider Update

Ken Ranta, Director, Integrated Social Services provided an update regarding the concerns that have arisen regarding a TBDSSAB funded Child Care provider and responded to questions.

Louise Piercey, Manager, Child Care & Early Years Programs, provided background information regarding the Child Care provider, provided further information relative to the concerns relating to the operations of the provider and responded to questions.

William Bradica, CAO provided further information, advised that a contingency plan was being developed and responded to questions.

Georgina Daniels, Director, Corporate Service Division responded to questions.

At 11:20 a.m. Louise Piercey, Manager, Child Care & Early Years Programs left the meeting room.

## NEW BUSINESS

ADJOURNMENT

Resolution No. 20/CS02

Moved by: Kevin Holland  
Seconded by: Jody Davis

THAT the Board (Closed Session) Meeting No. 04/2020 of The District of Thunder Bay Social Services Administration Board, held on February 13, 2020, be adjourned at 11:21 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED

  
Chair  
Chief Administrative Officer



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 05/2020  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** March 19, 2020

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

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Jody Davis– via T/C  
Andrew Foulds – via T/C  
James Foulds– via T/C  
Brian Hamilton  
Kevin Holland  
Rebecca Johnson– via T/C  
Lucy Kloosterhuis  
Elaine Mannisto– via T/C  
Aldo Ruberto  
Wendy Wright– via T/C

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Diana Hennel, Administrative Assistant  
Glenda Flank, Recording Secretary

**GUESTS:**

Barry Caland, Manager, Infrastructure & Asset  
Management  
Shari Mackenzie, Acting Manager, Human Resources  
Kristyn Lovato-Day, Acting Supervisor, Communications  
& Engagement

**REGRETS:**

Shelby Ch'ng  
Ray Lake

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**BOARD MEETING**

**DISCLOSURES OF INTEREST**

None.

## NEW BUSINESS

None.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/22

Moved by: Kim Brown  
Seconded by: Kevin Holland

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for March 19, 2020, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

## PRESENTATION

### TBDSSAB Meeting Procedures

William Bradica, CAO advised the Board that due to the current COVID-19 Pandemic being declared and the amount of time and resources that have been spent and continue to be spent on this issue, the presentation regarding TBDSSAB Meeting Procedures will be deferred to another meeting.

William Bradica, CAO provided a verbal update on the strategies and processes that have been put into place to continue the operations of TBDSSAB, providing safe and efficient assistance to clients and the most vulnerable members of our District and the safety precautions which have been put into place to protect staff as well as the people that are being assisted.

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

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Board Meeting No. 03/2020 (Regular Session) and 04/2020 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 13, 2020, were presented for confirmation.

**Resolution No. 20/23**

Moved by: Kim Brown  
Seconded by: Albert Aiello

THAT the Minutes of Board Meeting No. 03/2020 and Meeting No. 04/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 13, 2020, be confirmed.

**CARRIED**

**CLOSED SESSION**

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Board regarding an update on provincial funding negotiations.

**Resolution No. 20/24**

Moved by: Kim Brown  
Seconded by: Kevin Holland

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to security of the property of the Board regarding an update on provincial funding negotiations.

**CARRIED**

At 10:39 a.m. the meeting reconvened in regular session with all Board Members and Administration in attendance.

**REPORTS OF ADMINISTRATION**

**Green Energy Initiatives Annual  
Report 2020**

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At the January 23, 2014, Board meeting, the Board requested that a report outlining the green energy initiatives and potential energy savings be presented annually.

Report No. 2020-09 (Corporate Services Division) was presented to the Board to provide information on the green energy initiatives undertaken in 2019, for information only.

Barry Caland, Manager, Infrastructure & Asset Management entered the meeting at 10:40 a.m.

Georgina Daniels, Director, Corporate Services responded to questions.

William Bradica, CAO responded to questions.

At 10:46 a.m., Barry Caland, Manager, Infrastructure & Asset Management left the meeting.

**10 Year Housing & Homelessness Plan  
Annual Progress Report**

Report No. 2020-10 (Integrated Social Services Division) providing information related to the TBDSSAB 10 Year Housing and Homelessness Plan Annual Progress Report, was presented to the Board for consideration.

Ken Ranta, Director, Integrated Social Services responded to questions.

William Bradica, CAO and Georgina Daniels, Director, Corporate Services also responded to questions.

**Resolution No. 20/25**

Moved by: Kim Brown  
Seconded by: Albert Aiello

THAT with respect to Report No. 2020-10 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), approve the TBDSSAB 10 Year Housing and Homelessness Plan Annual Progress Report as presented;

AND THAT the Board authorizes TBDSSAB Administration to submit the TBDSSAB 10 Year Housing and Homelessness Annual Progress Report to the Ministry of Municipal Affairs and Housing.

**CARRIED**

**TBDSSAB Recommendations  
Re: Ontario's Poverty Reduction Strategy**

Report No. 2020-11 (Integrated Social Services Division) providing Information and Administration's recommendation with respect to Ontario's renewed Poverty Reduction Strategy, was presented to the Board for information and confirmation.

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

Ken Ranta, Director, Integrated Social Services responded to questions.

**Resolution No. 20/26**

Moved by: Kevin Holland  
Seconded by: Albert Aiello

**THAT with respect to Report No. 2020-11 (Integrated Social Services Division), we approve the submission in relation to Ontario's renewed Poverty Reduction Strategy as presented;**

**AND THAT the Board authorizes The District of Thunder Bay Social Services Administration Board (TBDSSAB) Administration to submit the approved TBDSSAB recommendations to the Ministry of Children, Community and Social Services.**

**CARRIED**

**Canadian Housing Sector Bank Update  
on Investment**

**Report No. 2020-12 (Integrated Social Services Division) relative to providing the Board with an update on the Canadian Housing Sector Bank feasibility study investment, and the current status of the established financing corporation, for information only.**

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

**Canada-Ontario Housing Benefit Transfer  
Payment Agreement**

**Administration presented Report No. 2020-13 (Integrated Social Services Division) to provide the Board with information regarding the Canada-Ontario Housing Benefit program, and to seek authorization to sign the Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing and the Ministry of Finance, for confirmation.**

**Ken Ranta, Director, Integrated Social Services responded to questions.**

**Resolution No. 20/27**

Moved by: Albert Aiello  
Seconded by: Kevin Holland

**THAT with respect to Report No. 2020-13 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, authorize the Chair and CAO to execute a Transfer Payment Agreement with the Ministry**



of Municipal Affairs and Housing and with the Ministry of Finance for the delivery of the Canada-Ontario Housing Benefit;

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

CARRIED

**TBDHC Fourteenth Annual Shareholder's  
Meeting – Confirmation of Proxy**

Memorandum from William Bradica, CAO dated March 10, 2020, providing Administration's recommendation for appointment of a Board Member as proxy at the TBDHC Fourteenth Annual Shareholder's Meeting was presented to the Board for consideration.

Resolution No. 20/28

Moved by: Kevin Holland  
Seconded by: Albert Aiello

THAT with respect to the Thunder Bay District Housing Corporation (TBDHC) Fourteenth Annual Shareholder's Meeting, to be held on April 16, 2020 at The District of Thunder Bay Social Services Headquarters, we, The District of Thunder Bay Social Services Administration Board appoint the Board Chair, Lucy Kloosterhuis, to be the designated Proxy.

CARRIED

**CORRESPONDENCE**

**BY-LAWS**

**NEXT MEETING**

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, April 19, 2020 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/29

Moved by: Albert Aiello  
Seconded by: Kevin Holland

THAT Board Meeting No. 05/2020 of The District of Thunder Bay Social Services Administration Board, held on March 19, 2020, be adjourned at 11:48 a.m.

CARRIED

  
Chair

  
Chief Administrative Officer



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**BOARD MINUTES**

**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 06/2020  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

**DATE OF MEETING:** March 19, 2020

**TIME OF MEETING:** 10:24 a.m.

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Jody Davis– via T/C  
Andrew Foulds – via T/C  
James Foulds– via T/C  
Brian Hamilton  
Kevin Holland  
Rebecca Johnson– via T/C  
Lucy Kloosterhuis  
Elaine Mannisto– via T/C  
Aldo Ruberto  
Wendy Wright– via T/C

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Ken Ranta, Director, Integrated Social Services Division  
Georgina Daniels, Director, Corporate Services Division  
Glenda Flank, Recording Secretary  
Diana Hennel, Administrative Assistant

**GUESTS:**

Shari MacKenzie, Acting Manager, Human Resources

**REGRETS:**

Shelby Ch'ng  
Ray Lake

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**BOARD MEETING**

**DISCLOSURES OF INTEREST**

None.

## REPORTS OF ADMINISTRATION

### Provincial Funding Update

William Bradica, CAO provided a verbal update regarding his negotiations with Ministry of Children, Community and Social Services officials on year 2020 program delivery funding, responded to questions and provided clarification on next steps.

## NEW BUSINESS

## ADJOURNMENT

Resolution No. 20/CS03

Moved by: Kim Brown  
Seconded by: Kevin Holland

THAT the Board (Closed Session) Meeting No. 06/2020 of The District of Thunder Bay Social Services Administration Board, held on March 19, 2020, be adjourned at 10:39 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED

  
Chair

  
Chief Administrative Officer



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 07/2020  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** April 16, 2020

**TIME OF MEETING:** 10:39 AM

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
James Foulds  
Brian Hamilton  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Wendy Wright

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Keri Greaves, Manager, Finance  
Shari Mackenzie, Acting Manager, Human Resources  
Kristyn Lovato-Day, Acting Supervisor, Communications  
& Engagement

**REGRETS:**

Aldo Ruberto

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**BOARD MEETING**

**DISCLOSURES OF INTEREST**

None.

## NEW BUSINESS

None.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/30

Moved by: Jody Davis  
Seconded by: James Foulds

THAT with respect to the agendas for the Board Regular meeting of The District of Thunder Bay Social Services Administration Board for April 16, 2020, we approve the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Board Meeting No. 05/2020 (Regular Session) and 06/2020 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 19, 2020, were presented for confirmation.

Resolution No. 20/31

Moved by: Rebecca Johnson  
Seconded by: Kevin Holland

THAT the Minutes of Meeting No. 05/2020 (Regular Session) and Meeting No. 06/2020 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 19, 2020, respectively, be confirmed.

CARRIED

## **REPORTS OF ADMINISTRATION**

### **TBDSSAB 2019 Fourth Quarter Financial Report and Program Levy Operating Surplus Disposition**

Report No. 2020-15 (Corporate Services Division) was presented to the Board to provide the fourth quarter financial report, and Administration's recommendation regarding the disposition of the 2019 program levy operating surplus, for consideration.

William Bradica, CAO responded to questions and provided clarification.

Resolution No. 20/32

Moved by:           Albert Aiello  
Seconded by:       Jody Davis

THAT with respect to Report No. 2020-15 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve Option 1 – Return the full \$206,004 levy surplus.

**CARRIED**

### **2019 Investment Portfolio Performance**

Report No. 2020-16 (Corporate Services Division) was presented to the Board to provide information regarding the year 2019 performance of investments held by TBDSSAB, for information only

### **Carryforward of Capital Projects**

Report No. 2020-17 (Corporate Services Division) was presented to the Board to provide the list of budgeted capital projects that the Chief Administrative Officer has approved to be carried forward and completed in the 2020 year including an additional capital project, for consideration.

Georgina Daniels, Director, Corporate Services Division responded to questions.

William Bradica, CAO responded to questions and provided clarification.

**Resolution No. 20/33**

Moved by: Kim Brown  
Seconded by: Kevin Holland

THAT with respect to Report No. 2020-17 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve an additional 2020 capital project - Security System Server, totaling \$153,000, to finalize the 2019 security system project.

**CARRIED**

**Reaching Home – Rural and Remote  
Contribution Agreement**

Report No. 2020-18 (Integrated Social Services Division) was presented to the Board to provide information regarding the Reaching Home – Ontario Rural and Remote program and to seek approval to sign the Contribution Agreement relative to the program, for consideration.

William Bradica, CAO provided a brief explanation of the Reaching Home funding

**Resolution No. 20/34**

Moved by: James Foulds  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2020-18 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, authorize the Chair and Chief Administrative Officer to execute a Contribution Agreement with the United Way of Simcoe Muskoka for the delivery of the Reaching Home – Ontario Rural and Remote program;

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

**CARRIED**

**Social Services Relief Fund (\$SRF)**

Report No. 2020-19 (Integrated Social Services Division) was presented to provide the Board with information regarding the Ontario Social Services Relief Fund, for information only.

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

Ken Ranta, Director, Integrated Social Services Division provided an overview and responded to questions.



William Bradica, CAO provided clarification.

#### Emergency Child Care Plan

Report No. 2020-20 (Integrated Social Services Division) was presented to the Board to provide information regarding the emergency child care plan for the COVID-19 emergency workers, developed by TBDSSAB, for information only.

William Bradica, CAO responded to questions.

Ken Ranta, Director, Integrated Social Services Division and Louise Piercey, Manager, Child Care and Early Years Programs also responded to questions.

#### TBDSSAB 2019 Annual Report

Report No. 2020-21 (CAO Division), which includes the Board Chair and CAO messages, was presented to the Board, on the date of the meeting, to provide the final draft of the 2019 Annual Report, for review and consideration.

William Bradica, CAO advised that there would be some photographs in the draft Annual Report that would be changed and the Board Member photographs would be inserted, prior to printing the Annual Report.

#### Resolution No. 20/35

Moved by: James Foulds  
Seconded by: Kevin Holland

THAT The District of Thunder Bay Social Services Administration Board, approve the 2019 Annual Report, as presented, for printing;

AND THAT the 2019 Annual Report be posted to the TBDSSAB website.

CARRIED

#### CORRESPONDENCE

##### TBDSSAB Social Services Relief Fund (SSRF) Allocation

Letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing dated April 1, 2020 regarding the confirmation of TBDSSAB's SSRF funding allocation, was presented for information only.

## BY-LAWS

### First and Final Reading

Resolution No. 20/36

Moved by: Andrew Foulds  
Seconded by: Rebecca Johnson

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Administrative Officer, sealed and numbered:

1. A By-law to authorize the execution of a Transfer Payment Agreement between The District of Thunder Bay Social Services Administration Board and Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing and the Minister of Finance, collectively, for the administration of the Canada-Ontario Housing Benefit program.

Explanation: A By-law to authorize the execution of a Transfer Payment Agreement between The District of Thunder Bay Social Services Administration Board and Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing and the Minister of Finance, collectively.

Authorization: Board Meeting 2020Mar19

BY-LAW NUMBER 01-2020

CARRIED

### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, May 21, 2020 at 10:00 a.m., through Microsoft Teams, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/37

Moved by: Shelby Ch'ng  
Seconded by: Jody Davis

THAT Board Meeting No. 07/2020 of The District of Thunder Bay Social Services Administration Board, held on April 16, 2020, be adjourned at 11:34 a.m.

CARRIED

  
\_\_\_\_\_  
Chair  
\_\_\_\_\_  
Chief Administrative Officer



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 08/2020  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** May 5, 2020

**TIME OF MEETING:** 10:01 AM

**LOCATION OF MEETING:** Teams Meeting

**CHAIR:** Kim Brown

**PRESENT:**

Albert Aiello  
Kim Brown  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
James Foulds  
Brian Hamilton  
Kevin Holland  
Rebecca Johnson  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Shari Mackenzie, Acting Manager, Human Resources  
Kristyn Lovato-Day, Acting Supervisor, Communications  
& Engagement

**REGRETS:**

Lucy Kloosterhuis

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**BOARD MEETING**

**DISCLOSURES OF INTEREST**

None.

**NEW BUSINESS**

None.

**CONFIRMATION OF BOARD MEETING AGENDA**

Resolution No. 20/38

Moved by: Albert Aiello  
Seconded by: Shelby Ch'ng

THAT with respect to the agenda for the Board Special Meeting of The District of Thunder Bay Social Services Administration Board for May 5, 2020, we approve the agenda as printed;

AND THAT we approve any additional information and new business..

CARRIED

**MCCSS Emergency Order – Work  
Re-Deployment and Staffing**

Memorandum from Bill Bradica, CAO dated May 1, 2020 was presented to the Board to provide information regarding the Emergency Order for work re-deployment and Administration's recommendation, for consideration.

Bill Bradica, CAO provided a brief introduction to the Emergency Order, responded to questions and provided an overview of the situations that would and would not result in any work re-deployment.

Resolution No. 20/39

Moved by: Kevin Holland  
Seconded by: Aldo Ruberto

THAT, the province of Ontario has enacted under the Emergency Management and Civil Protection Act, Ontario Regulation 154/20 under Subsection 7.02(4) of the Act – Work Deployment Measures for District Social Services Administration Boards;

AND THAT The District of Thunder Bay Social Services Administration Board (the Board) authorizes the Chief Administrative Officer to redeploy staff as set out under O. Reg 154/20.

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, May 21, 2020 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/40

Moved by: Brian Hamilton  
Seconded by: Aldo Ruberto

THAT Board Special Meeting No. 08/2020 of The District of Thunder Bay Social Services Administration Board, held on May 5, 2020, be adjourned at 10:29 a.m.

CARRIED



Chair



Chief Administrative Officer



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 09/2020  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** May 21, 2020

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

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Shari Mackenzie, Acting Manager, Human Resources  
Kristyn Lovato-Day, Acting Supervisor, Communications  
& Engagement

**REGRETS:**

Brian Hamilton  
James Foulds

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**BOARD MEETING**

**DISCLOSURES OF INTEREST**

None.

## NEW BUSINESS

None.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/41

Moved by: Kevin Holland  
Seconded by: Rebecca Johnson

THAT with respect to the agenda for the Board Regular Session meeting of The District of Thunder Bay Social Services Administration Board for May 21, 2020, we approve the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Board Meeting No. 07/2020 (Regular Session) and Board Special Meeting 08/2020 (Regular Session) of The District of Thunder Bay Social Services Administration Board, held on April 21, 2020 and May 5, 2020, respectively, were presented for confirmation.

Resolution No. 20/42

Moved by: Albert Aiello  
Seconded by: Elaine Mannisto

THAT the Minutes of Board Meeting No. 07/2020 (Regular Session) held on April 16, 2020 and Board Special Meeting No. 08/2020 (Regular Session) held on May 5, 2020, of TBDSSAB, be confirmed.

CARRIED

### Annual General Meeting

Draft Minutes of the Seventeenth Annual General Meeting (Regular Session) of TBDSSAB, held on April 16, 2020, were presented for information only.

### Committee Meetings

Draft Minutes of the Code of Conduct Review Committee Meeting held on May 4, 2020, were presented for information only.



## **REPORTS OF ADMINISTRATION**

### **TBDSSAB 1<sup>st</sup> Quarter Operational Report**

Report No. 2020-22 (Integrated Social Services Division) relative to providing the Board with the trends within TBDSSAB programs and services, for information only.

### **COVID-19 Response Update**

Report No. 2020-23 (Integrated Social Services Division) relative to providing the Board with an update regarding the response related to the COVID-19 pandemic, for information only.

### **Reaching Home Rural and Remote COVID-19 Funding**

Report No. 2020-24 (Integrated Social Services Division) was presented to provide the Board with information regarding the Reaching Home – Ontario Rural and Remote COVID-19 Funding program and to seek approval to sign the Contribution Agreement, for confirmation.

Resolution No. 20/43

Moved by: Jody Davis  
Seconded by: Andrew Foulds

THAT with respect to Report No. 2020-24 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (the Board), authorize the Chair and Chief Administrative Officer to execute a Contribution Agreement with the United Way of Simcoe Muskoka for the delivery of the Reaching Home – Ontario Rural and Remote COVID-19 Funding program;

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

CARRIED

### **Child Care Sustainability Funding Approach**

Report No. 2020-27 (Integrated Social Services Division) was presented to the Board to provide an overview of the details of Ontario's child care sustainability funding approach during the COVID-19 outbreak, for consideration.

Resolution No. 20/43A

Moved by: Kim Brown  
Seconded by: Albert Aiello

THAT with respect to Report No. 2020-27 (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), direct the Board Chair to submit a letter to the Minister of Education entreating that cost shared funding be maintained at originally approved levels for 2020, and that any changes to Child Care and Early Years funding be applied on a prospective, not retroactive, basis;

AND THAT if the Minister denies the Board's request to apply funding changes on a proactive basis, TBDSSAB allows Administration to exceed the 80/20 provincial municipal cost share for the 2020 year if required, with the total municipal dollar amount not to exceed the amount included in the 2020 approved TBDSSAB Operating Budget.

CARRIED

2021 Budget Schedule

Report No. 2020-25 (Corporate Services Division) was presented to the Board providing the proposed 2021 Budget Schedule, for confirmation.

Resolution No. 20/44

Moved by: Rebecca Johnson  
Seconded by: Albert Aiello

THAT with respect to Report No. 2020-25 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2021 Budget Schedule as presented.

CARRIED

TBDSSAB 2020 1<sup>st</sup> Quarter Financial Report

Report No. 2020-26 (Corporate Services Division) was presented to the Board to provide the 2020 1<sup>st</sup> Quarter Financial Report and projection to year-end, for information only.

Revised Board Code of Conduct Policy

At the January 9, 2020 Board Meeting a Committee was formed to review the Code of Conduct and to make revisions as recommended by legal counsel.

Memorandum from Bill Bradica, CAO dated May 12, 2020 was presented to the Board with a recommendation from the Code of Conduct Review Committee, for consideration.

**Resolution No. 20/45**

Moved by: Albert Aiello  
Seconded by: Jody Davis

THAT with respect to the Memorandum from William Bradica, Chief Administrative Officer dated May 12, 2020, we The District of Thunder Bay Social Services Administration Board approve the revised Code of Conduct as presented;

AND THAT we authorize the Chief Administrative Officer to amend this policy with respect to housekeeping items, as may be required from time to time.

**CARRIED**

**AMO – OPP Detachments Boards  
Discussion Paper**

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Memorandum from Bill Bradica, CAO dated May 7, 2020 was presented to the Board providing the Association of Municipalities of Ontario (AMO) position paper regarding the Ontario Provincial Police (OPP) Detachments Boards, for discussion and consideration.

**Resolution No. 20/45A**

Moved by: Kim Brown  
Seconded by: Jody Davis

THAT with respect to the Memorandum from William Bradica regarding OPP Detachment Boards, dated May 7, 2020, we The District of Thunder Bay Social Services Administration Board direct the Board Chair to send a letter to the President of the Association of Municipalities of Ontario and the Solicitor General for Ontario to indicate that the Board is not in agreement with TBDSSAB becoming a Police Detachment Board;

AND THAT the Heads of the fifteen municipal councils, the Territories Without Municipal Organization representative on the Board, the President of the Northwestern Ontario Municipal Association, the President of the Rural Ontario Municipal Association, the Chair of the Northern Ontario Service Deliverers Association, the Minister of Children, Community and Social Services and the Minister of Municipal Affairs and Housing are copied on the letter.

**CARRIED**

## CORRESPONDENCE

## BY-LAWS

### First and Final Reading

Resolution No. 20/46

Moved by: Wendy Wright  
Seconded by: Elaine Mannisto

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Administrative Officer, sealed and numbered:

1. A By-law to authorize the execution of a Contribution Agreement between The District of Thunder Bay Social Services Administration Board and the United Way of Simcoe Muskoka for the delivery of the Reaching Home – Ontario Rural and Remote program.

Explanation: A By-law to authorize the execution of a Contribution Agreement between The District of Thunder Bay Social Services Administration Board and the United Way of Simcoe Muskoka.

Authorization: Board Meeting 2020Apr16

BY-LAW NUMBER 02-2020

## NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, June 18, 2020, in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/47

Moved by: Aldo Ruberto  
Seconded by: Albert Aiello

THAT Board Meeting No. 09/2020 of The District of Thunder Bay Social Services Administration Board, held on May 21, 2020, be adjourned at 11:12 a.m..



Chair



Chief Administrative Officer



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Thunder Bay District Health Unit - Board of Health Minutes

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***SUMMARY***

Minutes of Thunder Bay District Health Unit - Board of Health Meetings, held on April 15, 2020 and May 20, 2020 for information.

***ATTACHMENTS***

1 BOH minutes Apr 15 2020  
2 BOH minutes May 20 2020



# BOARD OF HEALTH MEETING

**MINUTES OF THE MEETING:** APRIL 15, 2020

**TIME OF MEETING:** 1:00 P.M.

**PLACE OF MEETING:** VIA TELECONFERENCE

**CHAIR:** MR. JAMES MCPHERSON

**BOARD MEMBERS PRESENT:**

Ms. Alana Bishop  
Mr. Norm Gale  
Ms. Deborah Harris Shallow  
Mr. Dave Hamilton  
Ms. Maria Harding  
Mr. John MacEachern  
Mr. James McPherson  
Ms. Karen O’Gorman  
Ms. Kristen Oliver  
Mr. Don Smith  
Mr. Greg Vallance  
Mr. Jim Vezina  
Ms. Michelle Warywoda

**ADMINISTRATION PRESENT:**

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer  
Mr. L. Dyll, Director – Corporate Services  
Ms. L. Roberts, Director – Health Promotion  
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health

**CALL TO ORDER**

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

**1. ATTENDANCE AND ANNOUNCEMENTS**

Voice roll call was conducted; all members were present.

**2. DECLARATIONS OF INTEREST**

There were no declarations of conflict of interest.

### 3. AGENDA APPROVAL

Resolution No. 38-2020

MOVED BY: M. Warywoda  
SECONDED BY: A. Bishop

THAT the Agenda for the Regular Board of Health Meeting to be held on April 15, 2020, be approved, as amended.

Bishop, A.	Yea
Gale, N.	Yea
Hamilton, D.	Yea
Harding, M.	Yea
Harris Shallow, D	Yea
MacEachern, J.	Yea
McPherson, J.	Yea
O'Gorman, K.	Yea
Oliver, K.	Yea
Smith, D.	Yea
Vallance, G.	Yea
Vezina, J.	Yea
Warywoda, M.	Yea

(13 yeas)

MOTION CARRIED

### 4. INFORMATION SESSION

There was no information session.

### 5. MINUTES OF THE PREVIOUS MEETINGS

#### 5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Annual and Regular Session Meeting held on February 19, 2020, to be approved.

Resolution No.: 39-2020

MOVED BY: A. Bishop  
SECONDED BY: M. Warywoda



**5. MINUTES OF THE PREVIOUS MEETINGS (Continued)**

**5.1 Thunder Bay District Board of Health (Continued)**

THAT the Minutes of the Thunder Bay District Board of Health Regular Session Meeting held on February 19, 2020, be approved as presented.

Bishop, A.	Yea
Gale, N.	Yea
Hamilton, D.	Yea
Harding, M.	Yea
Harris Shallow, D	Yea
MacEachern, J.	Yea
McPherson, J.	Yea
O'Gorman, K.	Yea
Oliver, K.	Yea
Smith, D.	Yea
Vallance, G.	Yea
Vezina, J.	Yea
Warywoda, M.	Yea

(13 yeas)

**MOTION CARRIED**

**6. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

**7. BOARD OF HEALTH (CLOSED SESSION) MEETING**

There was no closed session meeting.

**8. DECISIONS OF THE BOARD**

**8.1 2019 Financial Statements**

Report No. 16-2020 (Finance) relative to providing the Board of Health with the draft 2019 Financial Statements for approval, was presented.

Resolution No.: 40-2020

MOVED BY:	M. Warywoda
SECONDED BY:	N. Gale

## 8. DECISIONS OF THE BOARD (Continued)

### 8.1 2019 Financial Statements (Continued)

THAT with respect to Report No. 16-2020 (Finance), we recommend that Financial Statements of the Thunder Bay District Health Unit for the year ending December 31, 2019, be approved as recommended by the Executive Committee.

Bishop, A.	Yea
Gale, N.	Yea
Hamilton, D.	Yea
Harding, M.	Yea
Harris Shallow, D	Yea
MacEachern, J.	Yea
McPherson, J.	Yea
O'Gorman, K.	Yea
Oliver, K.	Yea
Smith, D.	Yea
Vallance, G.	Yea
Vezina, J.	Yea
Warywoda, M.	Yea

(13 yeas)

**MOTION CARRIED**

### 8.2 Shared Library Services Partnership Budget

Report No. 20-2020 (Foundational Standards) relative to recommendations for approval of funding for the Hub Library for the period of April 1, 2020 to March 31, 2021, was presented.

Resolution No.: 41-2020

MOVED BY: A. Bishop  
SECONDED BY: N. Gale

THAT with respect to Report No. 28-2019 (Foundational Standards), we recommend approval of up to \$123,846.49 in 100% funding from the Ontario Agency for Health Protection and Promotion for the purpose of continuing the Shared Library Services Partnership (Hub Library) at the Thunder Bay District Health Unit (TBDHU) for the period of April 1, 2020 to March 31, 2021;

**8. DECISIONS OF THE BOARD (Continued)**

**8.2 Shared Library Services Partnership Budget (Continued)**

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the submission process, as required.

Bishop, A.	Yea
Gale, N.	Yea
Hamilton, D.	Yea
Harding, M.	Yea
Harris Shallow, D	Yea
MacEachern, J.	Yea
McPherson, J.	Yea
O'Gorman, K.	Yea
Oliver, K.	Yea
Smith, D.	Yea
Vallance, G.	Yea
Vezina, J.	Yea
Warywoda, M.	Yea

(13 yeas)

**MOTION CARRIED**

**8.3 Board of Health Meeting Recommendations**

A memorandum from Mr. L. Dyll, Director of Corporate Services, dated April 15, 2020, relative to providing options for holding the regular session Board of Health meetings during the current emergency situation was presented and discussed.

The Board of Health considered the options and the consensus of the Board was to maintain the schedule of holding meetings on the third Wednesday of each month at 1:00 p.m.

**9. COMMUNICATIONS FOR INFORMATION**

**9.1 2019 Legal Expenditures**

Report Number 18-2020 (Finance) relative to providing the Board of Health with the review of legal fees incurred in 2019, was presented for information.

**9.2 Procurement Practices Report**

Report Number 17-2020 (Finance) relative to providing the Board of Health with an update on the procurement policy and practices of the Thunder Bay District Health Unit, was presented for information.

## 9. COMMUNICATIONS FOR INFORMATION (Continued)

### 9.3 Board of Health Meeting Expenses 2019

Report Number 19-2020 (MOH/CEO Office) relative to providing the Board of Health with the review of its meeting expenses incurred in 2019, was presented for information.

### 9.4 COVID-19 (Coronavirus) Update

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer provided an update to the Board of Health on the implementation of the Thunder Bay District Health Unit's Incident Management System and the ongoing impacts of the coronavirus pandemic with respect to continuity of operations and responded to questions from the Board.

## 10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Wednesday, May 20, 2020, at 1:00 p.m.

## 11. ADJOURNMENT

Resolution No. 43-2020

MOVED BY: G. Vallance  
SECONDED BY: A. Bishop

THAT the Regular Board of Health meeting held on April 15, 2020, be adjourned at 1:56 p.m.

Bishop, A.	Yea
Gale, N.	Yea
Hamilton, D.	Yea
Harding, M.	Yea
Harris Shallow, D	Yea
MacEachern, J.	Yea
McPherson, J.	Yea
O'Gorman, K.	Yea
Oliver, K.	Yea
Smith, D.	Yea
Vallance, G.	Yea
Vezina, J.	Yea
Warywoda, M.	Yea

(13 yeas)

**MOTION CARRIED**

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Chair, Board of Health

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Medical Officer of Health/Chief  
Executive Officer

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Recording Secretary



# BOARD OF HEALTH MEETING

**MINUTES OF THE MEETING:** MAY 20, 2020  
**TIME OF MEETING:** 1:00 P.M.  
**PLACE OF MEETING:** VIDEOCONFERENCE  
**CHAIR:** MR. JAMES MCPHERSON

## **BOARD MEMBERS PRESENT:**

Ms. Alana Bishop  
Mr. Norm Gale  
Ms. Deborah Harris Shallow  
Mr. Dave Hamilton  
Ms. Maria Harding  
Mr. John MacEachern  
Mr. James McPherson  
Ms. Karen O’Gorman  
Ms. Kristen Oliver  
Mr. Don Smith  
Mr. Greg Vallance  
Mr. Jim Vezina  
Ms. Michelle Warywoda

## **ADMINISTRATION PRESENT:**

Dr. J. DeMille, Medical Officer of Health and  
Chief Executive Officer  
Mr. L. Dyll, Director – Corporate Services  
Ms. T. Rabachuk, Director – Health Protection  
Ms. L. Roberts, Director – Health Promotion  
Mr. D. Hrychuk, Manager of Finance  
Ms. Sarah Stevens, Executive Assistant and  
Secretary to the Board of Health

### **1. CALL TO ORDER**

The Chair called the meeting to order at 1:05 p.m.

### **2. ATTENDANCE AND ANNOUNCEMENTS**

Roll call was conducted and all members were present.

### **3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4. AGENDA APPROVAL**

Resolution No.: 44-2020

**Moved By:** M. Warywoda

**Seconded By:** D. Harris Shallow

THAT the Agenda for the Regular Board of Health Meeting to be held on May 20, 2020, be approved.

**CARRIED**

**5. INFORMATION SESSION**

There was no information session.

**6. MINUTES OF THE PREVIOUS MEETINGS**

**6.1 Thunder Bay District Board of Health**

The Minutes of the Thunder Bay District Board of Health Special Meeting held on April 14, 2020, to be approved.

Resolution No.: 45-2020

**Moved By:** M. Warywoda

**Seconded By:** A. Bishop

THAT the Minutes of the Thunder Bay District Board of Health Special Meeting held on April 14, 2020, be approved

**CARRIED**

**6.2 Thunder Bay District Board of Health**

The Minutes of the Thunder Bay District Board of Health Regular Session meeting of April 15, 2020, to be approved.

Resolution No.: 46-2020

**Moved By:** D. Harris Shallow

**Seconded By:** G. Vallance

**6. MINUTES OF THE PREVIOUS MEETINGS (Continued)**

**6.2 Thunder Bay District Board of Health (Continued)**

THAT the Minutes of the Thunder Bay District Board of Health Regular Session Meeting held on April 15, 2020, be approved.

**CARRIED**

**7. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

**8. BOARD OF HEALTH (CLOSED SESSION) MEETING**

There was no closed session meeting.

**9. DECISIONS OF THE BOARD**

There were no items for decision.

**10. COMMUNICATIONS FOR INFORMATION**

**10.1 First Quarter Interim Financial Statements**

Report Number 22-2020 (Finance) relative to providing the Board of Health with the interim financial statements for the quarter ended March 31, 2020, was presented for information.

**10.2 COVID-19 (Coronavirus) Update**

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, provided an update to the Board of Health on the current situation with the COVID-19 Pandemic, including reporting on testing rates, data and indicators for the Thunder Bay District and responded to questions from the Board.



**10. COMMUNICATIONS FOR INFORMATION (Continued)**

**10.3 COVID-19 Financial Implications**

A memorandum from Mr. L. Dyll, Director of Corporate Services, dated May 20, 2020, relative to providing the Board of Health with additional information and projections on the cost of the COVID-19 pandemic was presented, for information.

**11. NEXT MEETING**

The next regular Board of Health meeting is scheduled for June 17, 2020.

**12. ADJOURNMENT**

Resolution No.: 47-2020

**Moved By:** D. Smith

**Seconded By:** A. Bishop

THAT the Board of Health meeting held on May 20, 2020, be adjourned at 2:03 p.m.

**CARRIED**

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Chair, Board of Health

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Medical Officer of Health/  
Chief Executive Officer

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Recording Secretary



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Inter-Governmental Affairs Committee Minutes

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***SUMMARY***

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meetings No. 01-2020 and 02-2020 of the Inter-Governmental Affairs Committee held on January 13 and February 10, 2020, respectively, for information.

***ATTACHMENTS***

1 IGAC minutes Jan 13 2020  
2 IGAC minutes Feb 10 2020

**DATE:** MONDAY, JANUARY 13, 2020

**MEETING NO. 01-2020**

**TIME:** 12:05 P.M.

**PLACE:** MCNAUGHTON ROOM, 3<sup>RD</sup> FLOOR, CITY HALL  
500 DONALD STREET EAST

**CHAIR:** COUNCILLOR B. MCKINNON

**PRESENT:**

Councillor A. Aiello  
Councillor B. McKinnon  
Councillor S. Ch'ng  
Councillor K. Oliver

**OFFICIALS:**

Mr. N. Gale, City Manager  
Ms. K. Power, City Clerk  
Ms. D. Earle, Deputy City Clerk  
Ms. E. Nadon, Executive Administrator to the  
City Manager

**GUESTS:**

**RESOURCE PERSON:**

Mr. J. Howie, Policy Assistant to the Mayor

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: Councillor S. Ch'ng  
SECONDED BY: Councillor A. Aiello

With respect to the January 13, 2020 Inter-Governmental Affairs Committee, we recommend that the agenda as amended, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETINGS

The Minutes of Meeting No. 12-2019 held on December 9, 2019, of the Inter-Governmental Affairs Committee, to be confirmed.

MOVED BY: Councillor S. Ch'ng  
SECONDED BY: Councillor A. Aiello

THAT the Minutes of Meeting No. 12-2019 held on December 9, 2019, of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Ring of Fire Update

No updates were provided at this time.

4.2 Bombardier Update

No updates were provided at this time.

4.3 Next Generation 911 Update

No updates were provided at this time.

4.4 Integrity Commissioner Matters

Update relative to the above noted will be provided at the IGAC meeting February 10, 2020.

4.5 More Homes, More Choice Act, 2019

Update provided in agenda item 5.0 below.

4.6 Building Code Services Transformation

Copy of memo from Penny Kok, Director Building Services to IGAC dated January 13, 2020, relative to the above-noted, for information.

Mr. N. Gale to provide the committee with an email update relative to the above.

5.0 MORE HOMES, MORE CHOICE ACT, 2019

Mr. J. Howie, Policy Assistant to the Mayor, provided background related to the above noted item. Corporate Report 145/2019 Bill 108, the More Homes, More Choices Act, 2019 will be circulated to the committee for further information.

6.0 ONTARIO GOOD ROADS ASSOCIATION (OGRA) 2020 CONFERENCE

A discussion was held relative to the above noted conference being held in Toronto February 23-26, 2020. The committee agreed that a delegation would not attend the conference in 2020.

7.0 RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) 2020 CONFERENCE

Mr. J. Howie, Policy Assistant to the Mayor provided an update relative to delegations that have been scheduled for the above noted conference.

Ministry of Finance – OMPF; POA; Part III Downloads  
Economic Development, Job Creation and Trade - Bombardier  
Ministry of Municipal Affairs and Housing – Shelter House  
Attorney General – POA; Part II Downloads  
Solicitor General – Police Funding; NG911; Interest Arbitration

A discussion was held relative to the Public Health Consultations that are currently underway.

8.0 REVIEW OF COMMITTEE TERMS OF REFERENCE

As required annually, the Committee Terms of Reference were reviewed.

MOVED BY: Councillor K. Oliver  
SECONDED BY: Councillor A. Aiello

That the Inter-Governmental Affairs Committee accepts the Terms of Reference, as amended.

CARRIED

The updated Terms of Reference will be presented for approval at Committee of the Whole.

9.0 CORRESPONDENCE

9.1 Public Consultation – Transforming and Modernizing the Delivery of Ontario’s Building Code Services

Copy of letter from The Honourable Steve Clark, Minister of Municipal Affairs and Housing to Mayor B. Mauro, relative to the above-noted, for information.

9.2 Nottawasaga Valley Conservation Authority Levy

Copy of letter from Mr. J. Daly, County Clerk County of Simcoe, dated December 11, 2019, relative to the above-noted, for information.

9.3 Conservation Authority Exit Clause

Copy of letter to The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks from Mr. J. Daly, County Clerk County of Simcoe, dated December 11, 2019, relative to the above-noted, for information.

Copy of letter to The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks from Ms. E. Dance, Clerk of The Corporation of the Township of Huron-Kinloss, dated December 17, 2019, relative to the above-noted, for information.

9.4 Ban of Single Use Plastic Bags

Copy of letter to The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks from Ms. A. Humphries, City Clerk City of Woodstock, dated December 18, 2019, relative to the above-noted, for information.

A discussion was held relative the above-noted and the municipality's role and/or authority to ban single use plastic bags. A request will be made to the General Manager of Infrastructure and Operations to have a presentation at the February 10, 2020 meeting.

9.5 Photo Radar Update

Copy of email, dated December 16, 2019, relative to the above-noted, for information. Ms. K. Power, Clerk outlined that the legislation related to photo radar has passed and municipalities may pass by-law to support its use. A discussion was held related to cameras, ticketing and collection of offences.

10.0 NEW BUSINESS

Funding Formula for the Thunder Bay District Social Services Administration Board

Councillor S. Ch'ng shared a letter from the Lakehead Rural Municipal Coalition to John Fleming, Consultant for the Ministry of Children, Community and Social Services, dated May 23, 2019, relative the above noted, for discussion.

School Bus Stop Arm Cameras

A discussion was held on next steps relative to the above noted as the legislation should be passed in spring 2020.

MOVED BY: Councillor K. Oliver

SECONDED BY: Councillor A. Aiello

That the Inter-Governmental Affairs Committee create a working group for School Bus Stop Arm Cameras which will be chaired by Councillor K. Oliver and populated by the City Manager. The working group will be tasked to complete a benchmarking exercise with municipalities utilizing this service.

CARRIED

11.0 NEXT MEETING

The next regular Inter-Governmental Affairs Committee meeting is scheduled for Monday, February 10, 2020 at 12:00 p.m. in the McNaughton Room, 3<sup>rd</sup> Floor, City Hall.

10.0 ADJOURNMENT

The meeting adjourned at 1:05 p.m.

**DATE:** MONDAY, FEBRUARY 10, 2020

**MEETING NO. 02-2020**

**TIME:** 12:02 P.M.

**PLACE:** MARTIN ROOM, 3<sup>RD</sup> FLOOR, CITY HALL  
500 DONALD STREET EAST

**CHAIR:** COUNCILLOR B. MCKINNON

**PRESENT:**

Mayor B. Mauro  
Councillor A. Aiello  
Councillor B. McKinnon  
Councillor S. Ch'ng  
Councillor K. Oliver

**OFFICIALS:**

Mr. N. Gale, City Manager  
Ms. E. Nadon, Executive Administrator to the  
City Manager

**RESOURCE PERSON:**

Mr. J. Howie, Policy Assistant to the Mayor

**GUESTS:**

Councillor R. Johnson  
Mr. E. Zakrewski, CEO - CEDC  
Mr. J. Sherband, Manager Solid Waste and  
Recycling Services

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: Councillor S. Ch'ng  
SECONDED BY: Councillor A. Aiello

With respect to the February 10, 2020 Inter-Governmental Affairs Committee, we recommend that the agenda as amended, including any additional information and new business, be confirmed.

CARRIED

3.0 MINUTES OF PREVIOUS MEETINGS

The Minutes of Meeting No. 01-2020 held on January 13, 2020, of the Inter-Governmental Affairs Committee, to be confirmed.

MOVED BY: Councillor S. Ch'ng  
SECONDED BY: Councillor A. Aiello



THAT the Minutes of Meeting No. 01-2020 held on January 13, 2020, of the Inter-Governmental Affairs Committee, be confirmed.

CARRIED

#### 4.0 BAN OF SINGLE USE PLASTIC BAGS

Mr. J. Sherband, Manager Solid Waste and Recycling Services provided an update relative to the above noted. A ban of single use plastics is an emerging issue municipally, provincially and federally. In the summer of 2019 the federal government announced that in 2021 they would ban certain single use plastics, based on scientific evidence, this date has been reaffirmed recently. Municipalities would prefer a united approach though different options are being investigated. The Retail Council of Canada has forwarded a letter to the Minister of Environment, Conservation and Parks indicating they would also prefer a harmonized approach as opposed to a piece meal approach.

Mr. J. Sherband indicated that he was in favour of the approach the City of Woodstock is taking. Discussed the different by-laws related to conservation of plastics as opposed to an outright ban.

The Inter-Governmental Affairs Committee will make a recommendation to Council that a letter be sent to the Minister of Environment, Conservation and Parks in support of the harmonized approach to ban single use plastics.

Councillor K. Oliver shared rural municipalities concerns related to the ban of single use plastics.

Discussed a move to paper bags and the possibility of economic opportunities for our region.

#### 5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

##### 5.1 Ring of Fire Update

Mr. E. Zakrewski, CEO-CEDC, provided an update relative to the above noted.

##### 5.2 Bombardier Update

Mayor B. Mauro provided an update relative to the above noted.

##### 5.3 Next Generation 911 Update

Mr. N. Gale, City Manager, to investigate if an update is available relative to the above noted.

##### 5.4 Integrity Commissioner Matters

No updates were provided at this time.

6.0 RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) 2020 CONFERENCE

The Chair provided information relative to 2020 ROMA Annual Conference, held in Toronto January 19-21, 2020.

The Chair, Mayor B. Mauro, Mr. N. Gale, City Manager and Mr. J. Howie, Policy Assistant to the Mayor attended the conference. They met with six Ministers or their representatives.

7.0 CORRESPONDENCE

7.1 Enforcement for Safety on Family Farms

Copy of letter from Amanda Gubbels, Administrator/Clerk, Township of Warwick to the Honourable Doug Downey, Attorney General of Ontario, dated June 26, 2019, relative to the above-noted, for information.

Copy of letter from Angela Maddocks, Clerk, Township of South Frontenac to the Honourable Doug Downey, Attorney General of Ontario, dated August 9, 2019, relative to the above-noted, for information.

7.2 Community Violence in Toronto – Gun Control

Copy of motion from the City of Toronto, dated November 26, 2019, relative to the above-noted, for information.

7.3 Intramodal – Intermodal Urban Transport System

Copy of letter from Michael Gravelle, MPP Thunder Bay Superior North, to The Honourable Caroline Mulroney, Minister of Transportation, dated January 10, 2020, relative to the above-noted, for information.

Mayor B. Mauro shared that the Honourable Greg Rickford, Minister of Energy, Northern Development and Mines and Ontario Northland Transportation will be in Thunder Bay on Wednesday, February 12, 2020 with an announcement related to intercommunity bussing.

The committee agreed to forward Mr. M. Gravelle, MPP's letter regarding intramodal-intermodal urban transport system to the Honourable P. Hajdu and Mr. M. Powlowski, MP so that the concerns may be addressed at the federal level.

7.4 Watershed Management Programs

Copy of a resolution from the Council of the Municipality of Dutton Dunwich, dated January 15, 2020, relative to the above-noted, for information.

7.5 Ontario Power Generation's Deep Geologic Repository Project

Copy of letter from Dianne Gould-Brown, City Clerk, City of Sarnia to All Ontario Municipalities, dated January 24, 2020, relative to the above-noted, for information.

7.6 Provincial Funding for Guns and Gangs

Copy of letter from Michael Gravelle, MPP Thunder Bay Superior North, to The Honourable Sylvia Jones, Solicitor General, dated January 24, 2020, relative to the above-noted, for information.

Mayor B. Mauro shared details of the lobbying that has been done by the City of Thunder Bay.

7.7 Heddle Shipyards

Copy of letter from Melissa Wenzler, Government Relations Advisor, City of St. Catharines, to Ms. K. Power, Clerk, City of Thunder Bay, dated January 29, 2020, relative to the above-noted, for information.

Mayor B. Mauro expressed disappointment related to recent shipbuilding contracts not being awarded to Heddle Shipyards. The committee agreed that a letter expressing our disappointment be sent to the Minister of Fisheries, Oceans, and the Canadian Coast Guard and cc'd to our local representatives. Mr. E. Zakrewski, CEO-CEDC, to assist with details for the letter.

8.0 NEW BUSINESS

8.1 Rural Immigration Pilot

Mr. E. Zakrewski, CEO-CEDC provided an update relative to the above noted, for information.

8.2 Ontario Power Generation Plant

Mr. E. Zakrewski, CEO-CEDC provided an update relative to the above noted, for information.

8.3 Assistance with Homelessness and Drug Strategy

Mr. N. Gale, City Manager, provided an update relative to the above noted. Mr. N. Gale to draft a resolution, aligning with the District of Thunder Bay Social Services Administration Board position on homelessness, and report back to the Intergovernmental Affairs Committee on April 20, 2020.

8.4 Ontario Health Care Motion

Mr. N. Gale, City Manager, provided an update relative to the above noted. Mr. N. Gale and Mayor B. Mauro to draft a resolution and report back to the Intergovernmental Affairs Committee on April 20, 2020.

9.0 NEXT MEETING

MOVED BY: Mayor B. Mauro  
SECONDED BY: Councillor K. Oliver

THAT the Inter-Governmental Affairs Committee meet every second month, unless an urgent issue arises, at which time a meeting will be called by the Chair.

AND THAT the next meeting will be held on Monday, April 20, 2020.

CARRIED

The next regular Inter-Governmental Affairs Committee meeting is scheduled for Monday, April 20, 2020 at 12:00 p.m. in the McNaughton Room, 3<sup>rd</sup> Floor, City Hall.

10.0 ADJOURNMENT

The meeting adjourned at 1:06 p.m.

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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Official Recognition Committee Minutes

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***SUMMARY***

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meeting No. 08-2019 of the Official Recognition Committee Citizens of Exceptional Achievement held on December 9, 2019, for information.

***ATTACHMENTS***

1 Minutes - ORC - December 9, 2019

**DATE:** December 9, 2019

**MEETING NO. 08-2019**

**TIME:** 1:35 p.m.

**PLACE:** Martin Room, 3<sup>rd</sup> floor, City Hall

**CHAIR:** Ms. Loretta Turpin

**PRESENT:**

Ms. Kathy Gibson  
Ms. Allison Hill  
Councillor Peng You  
Ms. Loretta Turpin

**OFFICIALS:**

Ms. Dana Earle, Deputy City Clerk  
Mr. Gordon Stover, Committee Coordinator

**1.0 DISCLOSURES OF INTEREST**

Ms. Loretta Turpin, Chair called the meeting to order at 1:35 p.m. There were no disclosures of interest declared at this time.

**2.0 AGENDA APPROVAL**

**MOVED BY:** Ms. Kathy Gibson  
**SECONDED BY:** Councillor Peng You

With respect to the December 9, 2019 Official Recognition Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**CARRIED**

**3.0 MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting No. 07-2019 of the Official Recognition Committee held on November 4, 2019 to be confirmed.

**MOVED BY:** Councillor Peng You  
**SECONDED BY:** Ms. Allison Hill

With respect to the Minutes of Meeting No. 07-2019 of the Official Recognition Committee held on November 4, 2019, that the Minutes of Meeting No. 07-2019 be confirmed.

**CARRIED**

#### 4.0 MONTHLY AWARDS

##### 4.1 New Nominations

A nomination form for the Westgate CVI Senior Football Team was reviewed. The Tigers won the OFFSA Championship (Simcoe Bowl) which was held in Hamilton, Ontario in November 2019.

MOVED BY: Councillor Peng You  
SECONDED BY: Ms. Kathy Gibson

We recommend that the Westgate CVI Senior Football Team be awarded a Monthly Citizens of Exceptional Achievement Award;

AND THAT the Office of the City Clerk contact Westgate CVI to invite the team to attend a City Council meeting to accept the award in January or February 2020.

CARRIED

#### 5.0 ANNUAL AWARDS - CITIZENS OF EXCEPTIONAL ACHIEVEMENT AWARDS

Ms. Dana Earle provided the Committee with an update relative to the following:

- Nomination form has been updated on City website (nomination period ends January 31, 2020)
- Media release advising public of nomination period – December 13, 2019
- Nomination letter with brochure will be mailed to organizations the week of December 16, 2019
- 2020 Awards scheduled with City Council for April 21

A discussion was held relative to the selection of the 2020 Spirit Award. An update will be provided at the next meeting.

#### 6.0 50<sup>TH</sup> ANNIVERSARY – MONTHLY UPDATE

This item was deferred until the next meeting.

#### 7.0 ORC POLICIES

Ms. Dana Earle provided an overview relative to the revisions to Policy 07-01-01 – Civic Recognition and Policy 07-01-02 – Commemorative Gifts and Promotional Souvenirs. Finalized policies with further edits will be provided at the next meeting.

8.0 NEXT MEETING

The next meetings are scheduled as follows:

- Monday, January 13, 2020
- Monday, February 24, 2020

9.0 ADJOURNMENT

The meeting adjourned at 2:15 p.m.



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Community Communications Committee Minutes

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***SUMMARY***

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meeting No. 05-2019 of the Community Communications Committee held on December 5, 2019, for information.

***ATTACHMENTS***

1 Comm Comm minutes Dec 5 2019

**DATE:** THURSDAY, DECEMBER 5, 2019 **MEETING NO. 5-2019**

**TIME:** 5:09 PM

**PLACE:** MCNAUGHTON ROOM

**CHAIR:** COUNCILLOR S. CH'NG

**PRESENT:**

Councillor S. Ch'ng  
Councillor C. Fraser  
Councillor B. Hamilton  
Mr. M. Pearson  
J. Veltri

**OFFICIALS:**

Ms. D. Earle, Deputy City Clerk  
Ms. K. Lewis, Director – Corporate Strategic Services  
Ms. S. Levanen, Supervisor – Corporate Communications  
Ms. L. Lavoie, Committee Coordinator

**GUESTS:**

Mr. J. Avella, Manager – Corporate Information Technology  
Ms. S. Reid, Digital and Travel Media Officer

The Chair welcomed new Committee members, Mr. M. Pearson and J. Veltri, and there was a roundtable of introductions.

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: J. Veltri  
SECONDED BY: Councillor B. Hamilton

With respect to the December 5, 2019 Community Communications 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

Minutes of Meetings No. 03-2019 and No. 04-2019 of the Community Communications Committee held on April 11, 2019 and May 6, 2019, respectively, for approval.

MOVED BY: Councillor B. Hamilton  
SECONDED BY: Mr. M. Pearson

THAT the Minutes of Meetings No. 03-2019 and No. 04-2019 of the Community Communications Committee held on April 11, 2019 and May 6, 2019 be approved

CARRIED

#### 4.0 OPEN DATA

Ms. K. Lewis, Director – Corporate Strategic Services introduced Mr. J. Avella, Manager – Corporate Information Technology.

Mr. J. Avella provided a PowerPoint presentation entitled Open Data and responded to questions.

Mr. J. Avella pointed out that the City of Thunder Bay's proposed 2019-2022 Strategic Plan includes the strategy 'Advance service excellence through a citizen focus and best use of technology' and the strategic action 'Develop an open data platform to make it easier for interested users to engage with City data and create opportunities for engagement.'

Mr. J. Avella explained that Open Data is data that is freely available to the public, easy to access, and anyone can use and re-distribute it. Examples of potential datasets are election results, budget information, bus stop locations and business license information. Open Data provides transparency and increases ease with which citizens can collaborate and participate with government.

Mr. J. Avella expects the City's Open Data portal to be launched in Spring 2020.

#### 5.0 50<sup>th</sup> ANNIVERSARY CELEBRATION STEERING COMMITTEE UPDATE

Ms. S. Levanen, Supervisor – Corporate Communications and Ms. S. Reid, Digital and Travel Media Officer provided an update relative to ongoing communications for 50th Anniversary of Amalgamation celebrations in 2020.

Ms. S. Levanen explained the creative concept for the 50<sup>th</sup> anniversary logo. The 5 represents Port Arthur and the 0, Fort William. Each features iconic landmarks from the former cities.

Ms. S. Levanen informed the committee that all City events in 2020 will have a 50<sup>th</sup> anniversary theme. City letterhead will feature the 50<sup>th</sup> anniversary logo. Streetlight banners and City Hall banners have been installed. 50<sup>th</sup> anniversary pull up banners will be used at all City events. Community groups are encouraged to add their own

50<sup>th</sup> anniversary flare to 2020 events. The December Chamber of Commerce e-blast will include information for businesses that wish to use the 50<sup>th</sup> anniversary logo.

Memorable moments from the past 50 years will be posted on the City's website. There will be a physical display of memorable moments at City Hall. Local media has been engaged to promote the memorable moments.

On January 1, 2020 there will be a pancake breakfast at the Armoury and a community celebration skating party at Fort William Gardens.

A new category for 50<sup>th</sup> anniversary events has been added to event calendar on the City's website. The website also features a new 50<sup>th</sup> anniversary section.

Ms. S. Reid provided information relative to Tourism's promotion to encourage friends and family to visit Thunder Bay in 2020. The tourism website will provide tools for hosts and a postcard that may be used to invite friends and family to the city. The friends and family campaign will be advertised at Thunder Bay Airport. Ms. S. Reid pointed out that typically 30% of leisure visits are by friends and family of citizens.

Ms. S. Reid noted that the 2020 edition of Experience magazine will have a 50<sup>th</sup> anniversary theme.

A report relative to the 50<sup>th</sup> anniversary celebrations will be presented to City Council on December 9, 2019.

#### 6.0 COMMUNITY COMMUNICATIONS COMMITTEE – COMMITTEE MEMBER COMMENTS

Ms. K. Lewis, Director – Corporate Strategic Services provided a review of committee member comments from the January 22, 2019 committee meeting and invited the new committee members to comment on why the Community Communications Committee is important.

New committee members comments included:

- As an outsider, felt the City wasn't doing enough
- Must foster and create relationships with community
- Communication is successful when it happens naturally
- Measurable goals in communication should be set

#### 7.0 NEW BUSINESS

8.0 NEXT MEETING

The next Committee meeting is scheduled for Thursday, February 13, 2020 at 5:00 p.m. in the McNaughton Room.

9.0 ADJOURNMENT

The meeting adjourned at 6:36 p.m.

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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Crime Prevention Council Minutes

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***SUMMARY***

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meeting No. 06-2019 of the Crime Prevention Council held on November 20, 2019, for information.

***ATTACHMENTS***

1 2019-06 Minutes November 20, 2019

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**MEETING:** CRIME PREVENTION COUNCIL (CPC)

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**DATE:** NOVEMBER 20, 2019

**MEETING NO.** 06-2019

**TIME:** 4:00 – 6:30 PM

**PLACE:** MCNAUGHTON ROOM, 3<sup>RD</sup> FLOOR, CITY HALL

**CHAIR:** J. UPTON

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**MEMBERS**

Mayor B. Mauro, *City of Thunder Bay*  
 Chief S. Hauth, Inspector R. Gibson, *Thunder Bay Police Service*  
 A. Gordon, *OPP – Northwest Region*  
 R. Pervais, *Fort William First Nation*  
 M. McGuire, *Nishnawbe Aski Nation*  
 B. Prairie, *Métis Nation of Ontario*  
 Northern Superior Region Grand Chief Ed Wawia, *Ontario Union of Indians*  
 Dr. J. DeMille, *Medical Officer of Health*  
 Councillor K. Oliver, *City Councillor*  
 Councillor M. Bentz, *City Councillor*  
 L. Dacre, *Kairos Community Resource Ctr*  
 J. Boucher, *Elizabeth Fry Society*  
 K. Banks, *TB Parole Office (Correctional Service of Canada)*  
 D. Leeder, *Dilico Anishinabek Family Care*  
 W. MacArthur, *Children's Aid Society of the District of Thunder Bay*  
 R. Togman, *TB Chamber of Commerce*  
 S. Bragg, *BIAs & Business Areas*  
 D. Walker, *Children's Centre Thunder Bay*  
 N. Black, *St. Joseph's Care Group*  
 Councillor R. Johnson, *Thunder Bay Drug Strategy*  
 P. Capon, *Matawa Education Centre*  
 Inspector P. Guerard, *NAPS*  
 C. Legarde, *TB Indigenous Friendship Centre*  
 M. Tait-Martens, *Urban Aboriginal Advisory Committee*  
 J. Upton, *Lakehead District School Board*

**MEMBERS (cont'd)**

C. Petit, *Citizen Representative & John Howard Society*  
 J. Hewitt, *Citizen Representative*  
 M. Irshad Ali, *Youth Representative*  
 N. Duplessis, *Youth Representative*  
 L. Bruins, *Evergreen a United Neighbourhood*  
 M. Woods, *TB District Crime Stoppers*  
 S. L. Fata, *Thunder Bay Counselling*  
 K. Watson, *TB & District Coordinating Committee to End Women Abuse*  
 M. Maddock, *North West Community Mobilization Network*  
 A. Sargent, *TB Catholic District School Board*  
 A. Mauro, *Conseil scolaire de district catholique des Aurores boréales*  
 J. Napash, *Northern Nishnawbe Education Council*  
 P. Vranesich, *Age Friendly Thunder Bay*  
 M. Jordan, *Shelter House*  
 B. Cryderman, *Wm. W. Creighton Youth Services*  
 T. Jukes, *Ministry of Attorney General*  
 M. Tait-Martens, *Ontario Native Women's Assoc.*  
 B. Kryswaty, *Lakehead Social Planning Council*  
 D. Dika, *Thunder Bay Sexual Abuse Centre*  
 C. Graham, *Urban Aboriginal Advisory Committee*  
 I. Beaver, *Matawa First Nation*

**OFFICIALS**

K. Lewis, *Director - Corporate Strategic Services*  
 L. Chevette, *Coord. – Crime Prevention Council*  
 C. Olsen, *Coord. – Thunder Bay Drug Strategy*  
 K. Hell, *Administrative Assistant*  
 A. Bruetsch – *Project Manager, Youth Inclusion Program*

## **AGENDA**

### **1.0 WELCOME, INTRODUCTIONS & DISCLOSURES OF INTEREST**

The Chair, J. Upton, called the meeting to order at 4:02. The Communication Process was explained.

### **2.0 CONFIRMATION OF AGENDA**

With regard to the November 20, 2019 meeting of the Crime Prevention Council, the agenda as printed, including any additional information and new business, was confirmed.

New business – L.Chevrette shared the announcement of Patty Hajdu being named the new Federal Minister of Health.

### **3.0 PRESENTATION**

R. Turner, Director of Health Services NorWest Community Health Centre shared a power point presentation on the Consumption & Treatment Services (Overdose Prevention Site). The Committee was invited to attend the next Open House to view the facility first hand. An open house is held first Friday of each month from 9-10 am.

### **4.0 MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting No. 05-2019, of the Crime Prevention Council, held on September 18, 2019 were confirmed.

### **5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

None

### **6.0 MAYOR'S COMMUNITY SAFETY AWARDS**

L. Chevrette shared the six Mayor's Community Safety Award recipient's videos. Community Hero - Tessa Debruyne. Young Leader - Yamaan Alsumadi. Outstanding Community Projects: Joint Mobile Crisis Response Team, Thunder Bay Coalition to End Human Trafficking, Giant Hearts and Wake the Giant. The videos are available for viewing on the [Crime Prevention Council](#) website.



## 7.0 STANDING AGENDA ITEMS

### 7.1 Community Safety & Well Being – L. Chevette

The Crime Prevention Council was appointed by Council as the official Advisory Committee for the development and implementation of the Community Safety & Well Being Plan.

The Steering Committee has drafted a Terms of Reference and a work plan. Two working groups have been established: the Data Working Group and the Community Engagement Working Group. Both groups to develop strategies to guide their work.

### 7.2 Seven Youth Inquest Update – L. Chevette

NAN is hosting the first Family Gathering with a number of partners as an opportunity to update the families of the seven youth November 26 – November 28, 2019 at Nor'Wester Best Western.

The work on three of the recommendations continues. Recommendation 112 is to develop a public awareness campaign addressing racially motivated crimes. For Recommendation 115 River Safety Audits, another session was held on November 5, 2019; it was stated that improvements have been made. Recommendation 116 is to develop a social media campaign to raise awareness on the challenges youth face coming from the Northern Communities to attend school in Thunder Bay.

### 7.3 Thunder Bay Drug Strategy - C. Olsen

Recommendation 114 – safe sobering sites work continues. The three in operation are for the students of the respective education authorities: Keewaytinook Okimakanak, Dennis Franklin Cromarty and Matawa Education and Care Centre.

C. Olsen has been tasked with leading a collaborative approach to developing a fourth location/service that would be open year round and for all youth in the community.

The cannabis store location has changed, but has not yet entered into the Public Notice phase.

Partnering with the Thunder Bay District Health Unit to host a series of Facebook Live events on cannabis. The first was held at the end of October on edibles and the regulations in Ontario. A second one was held on November 13 focused on enforcement regulations.

Crime Prevention Council and Drug Strategy will partner again to hire summer Community Safety Ambassadors for summer 2020.

The 3<sup>rd</sup> Annual Harm Reduction Conference was held at the end of October. The first day included a keynote from Dr. Dawne Clark who spoke about the impact of adversity in childhood and later health outcomes. L.Chevrette and C. Olsen facilitated the Brain

Architecture Game, a hands on experience of building a brain based on the life experiences over eight years.

Dr. Clark will facilitate a breakfast meeting to members of the Crime Prevention Council and the Drug Strategy in February 2020.

A tool kit has been developed for workplaces to embed overdose prevention protocol into their policies and procedures. Copies are available on the [Thunder Bay Drug Strategy](#) website.

The Opioid Task Force is updating the situational assessment and the emergency response plan and hope to release the updated report in the next month.

7.4 North West Community Mobilization Network – M. Maddock

An update was provided on the Situation Table. Mental health, alcohol, criminal activity and suicide remain as highest risks with youth.

North West Community Mobilization Network will hold its next training session for new members on December 19, 2019. Invitations were extended to the Committee to engage new membership.

Leadership Thunder Bay will be beginning their Community Action Project with members of the CORFASD/Justice System Working Group. To begin the project, they will be preparing and distributing a survey to members of the North West Community Mobilization Network, specifically those who work in the legal, health and social service sectors. The purpose of the survey is to inform the development of education and awareness activities.

7.5 Poverty Reduction Strategy – B. Kryswaty

The Lakehead Social Planning Council, Thunder Bay Chamber of Commerce, and the United Way will be hosting a Community Cross-Sector Collaboration Forum on November 28, 2019 from 1 – 4:30 pm at the Urban Abbey. This event is an opportunity for government agencies, charities and the business community to develop a common understanding and how to move closer to solutions on up to 12 overlapping social issues. Each of the 12 tables will provide a report on their findings.

Tara Hakala-Crawford has been hired as the new part-time coordinator with the Lakehead Social Planning Council. In addition, two students will be hired in January.

B. Kryswaty reached out to the Committee for volunteers for the 2020 Point-In-Time. L. Chevrette to distribute a note to the Committee.

The Committee was invited to take part in the Out of the Cold launch and media blitz Friday, November 22, 11 am at Grace Place.

Information about the Snow Angels Snow Removal Program for seniors (65+) requiring help with their snow removal was shared. For more information contact 211.

7.6 Housing and Homelessness Coalition – A. Bellavance

The Housing and Homelessness Coalition is finalizing its RFP for Reaching Home, a community-based program aimed at preventing and reducing homelessness. If eligible, their organization could receive funding for two years.

The Terms of Reference and work plan are both being updated.

7.7 Youth Inclusion Program – A. Bruetsch

One-to-one support: Youth Navigators with the Youth Inclusion Program welcome referrals to work with youth 12 – 24 to identify their strengths & provide support for employment, housing, well-being, education, mental health pro-social cultural and recreation opportunities.

Employment for youth is a challenge, as they require ID to obtain a social insurance number.

Wake the Giant Training has rolled out of the Wake the Giant movement. Students from Dennis Franklin Cromarty are working with Confederation College to develop the training program.

7.8 Joint Mobile Crisis Response - Inspector R. Gibson

The project is going extremely well. Over three years 2015 - 2017 Thunder Bay Police Service had a 237 percent increase in calls for mental health issues. Since June of 2018, the Joint Mobile Crisis Response Team has served 1494 persons of that 661 were diverted from the Emergency Department.

In 2015 Thunder Bay Police Service had 238 apprehensions, in 2018 had 221 apprehensions despite the 237 percent increase.

In 2015 officers spent 363 hours at the hospital with apprehensions. In 2018 it was 303 hours. The program has been extremely helpful to persons in crisis and has resulted in both time and cost savings for Thunder Bay Police Service and hospital.

7.9 Youth Violence Prevention Project in Thunder Bay & District – M. Stewart

The Fourth R training for Thunder Bay and region was held in partnership with eight school boards. 126 people were trained this fall.

The training was led by teachers and support staff for grades 7 – 9 on November 19 at Ka Ni Chi Hi to help the students build healthy relationship skills. Personal safety, injury prevention, substance use, addictions and related behaviour. Human development, sexual health and healthy eating were among the topics discussed.

7.10 Thunder Bay Coalition to End Human Trafficking – S. Fata

February 22, 2020 is Human Trafficking Awareness Day. The Coalition will participate in activities and invite our community to learn more about how they can be a part of the solution to ending human trafficking.

8.0 WORKING GROUP UPDATES

8.1 Strong Neighbourhoods – L. Bruins

Hoping to maintain Evergreen's funding.

8.2 Respect – L. Chevette

Updating the Respect Work Plan and extended an invite to the Committee members that would like to join the Respect Working Group to attend the January meeting. Anti-Racism and Diversity Thunder Bay will also be invited to that meeting.

Two Respect awards will be presented at the Diversity Thunder Bay breakfast in March of 2020: one for an individual and one for a business.

9.0 CRIME PREVENTION OFFICE UPDATE

Lee-Ann Chevette, Coordinator - Crime Prevention Council, provided an update relative to the activities of the Crime Prevention Office.

The Centre for the Prevention of Radicalization Leading to Violence training was held on October 31, 2019. L. Chevette will send a package to the Committee for review.

10.0 ROUNDTABLE OF UPDATES

R. Gibson attended the Waterfront BIA Annual General Meeting and the BIA are pleased with the Thunder Bay Police presence in the neighbourhood.

Concerns were expressed about Odd Fellows being shut down and where the residents that are displaced will end up.

Councillor K. Oliver attended the Ogden Town Hall meeting with Councillors Hamilton and Ruberto.

C. Petit informed the Committee of upcoming Mental Health First Aid Training for adults that interact with youth on December 18 and 19, 2019. She distributed a few posters that she had on hand.

John Howard Society is seeking a part-time permanent Mental Health Case Manager to work within the Bail Verification and Supervision Program funded by the Ministry of the Attorney

General. The program serves to expedite bail and court proceedings. A request was made to the Committee to share any recommendations they may have for the position.

J. Upton reminded the Committee of the White Ribbon Boys Campaign Boys Conference December 6, 2019.

#### 11.0 NEXT MEETING

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

- Wednesday, January 15, 2020

##### 2020 Meeting Schedule

- Wednesday, March 25, 2020
- Wednesday, May 20, 2020
- Wednesday, June 24, 2020
- Wednesday, September 23, 2020
- Wednesday, November 25, 2020

#### 12.0 ADJOURNMENT

Adjourned at 6:25 p.m.

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**MEETING DATE**      07/27/2020 (mm/dd/yyyy)

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**SUBJECT**              Coordinating Committee Minutes

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***SUMMARY***

At the June 22, 2020 Committee of the Whole meeting, the following committee minutes were deferred to the July 27, 2020 meeting.

Minutes of Meetings No. 02-2019 and No. 03-2019 of the Coordinating Committee held on July 29, 2019 and October 7, 2019, for information.

***ATTACHMENTS***

1 July 29 2019 minutes  
2 Oct 7 2019 minutes

**DATE:** JULY 29, 2019**MEETING NO. 02-2019****TIME:** 5:00 PM**PLACE:** MCNAUGHTON ROOM**CHAIR:** MAYOR B. MAURO**MEMBERS:**

Mayor B. Mauro  
Councillor B. McKinnon, Chair – Operations  
Councillor S. Ch'ng, Chair – Community  
Services  
Councillor A. Foulds, Vice-Chair – Community  
Services/Administrative Services  
Councillor A. Ruberto, Vice-Chair – Planning  
Councillor M. Bentz, Chair – Administrative  
Services

**OFFICIALS:**

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

**AGENDA****1.0 DISCLOSURES OF INTEREST**

None.

**2.0 AGENDA APPROVAL**

**MOVED BY:** Councillor A. Foulds  
**SECONDED BY:** Councillor B. McKinnon

With respect to the July 29, 2019, Coordinating Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**CARRIED**

**3.0 MINUTES OF PREVIOUS MEETING**

**MOVED BY:** Councillor A. Foulds  
**SECONDED BY:** Councillor M. Bentz

THAT the Minutes of Meetings No. 01-2019 of the Coordinating Committee, held on February 4, 2019 be confirmed.

CARRIED

#### 4.0 PROCEDURAL BY-LAW

Ms. K. Power, City Clerk provided an update on the four proposed changes and the locations of the revised rules in the by-law.

Discussion was held relative to the following:

- Quorum
- Electronic voting
- Length of Councillor absences
- Deputation requests and time length.

MOVED BY: Councillor A. Ruberto  
SECONDED BY: Councillor B. McKinnon

With respect to the revised procedural by-law, we recommend that City Council remove section 5.08(3) Deputations, with respect to allowing late deputation requests.

LOST

MOVED BY: Councillor A. Ruberto  
SECONDED BY: Councillor B. McKinnon

With respect to the revised procedural by-law, we recommend that City Council increase the allocated time length for deputations from 10 minutes to either 15 minutes or 20 minutes, subject to Council's discretion of the issue.

LOST

Discussion was held relative to the three question rule at Committee of the Whole and whether or not we can use a length of time for Councillors instead of the number of questions.

Ms. K. Power, Deputy City Clerk will provide follow-up at the next Committee meeting.



5.0 CONFLICT OF INTEREST REGISTRY

Ms. K. Power, Deputy City Clerk advised Committee members that the webpage is up and running correctly. All declared conflicts are being posted for the public to view.

6.0 ACTING MAYORS

Ms. K. Power, Deputy City Clerk provided an overview of the process.

It was consensus of the Committee to leave the process as is, with the Acting Mayor being first invited to events on behalf of the Mayor.

7.0 COUNCIL CHAMBERS CAMERAS

Ms. K. Power, Deputy City Clerk advised that the process is underway and the RFP has been issued. Update will occur in the fall.

8.0 NEW BUSINESS

8.1 Use of Electronic Devices in Closed Session

Councillor M. Bentz raised the concern that as a result of agendas now being distributed electronically, the restriction on using electronic devices in closed session, should be removed.

Ms. K. Power, Deputy City Clerk to provide an update on the process for changing the rules at the next Committee meeting.

MOVED BY: Councillor M. Bentz

SECONDED BY: Councillor S. Ch'ng

With respect to the use of electronic devices in closed, we recommend that City Council abolish the restriction as a result of receiving electronic agendas;

AND THAT the City Clerk to provide an update on the process for changing the rule.

CARRIED

9.0 NEXT MEETING

The next meeting will be held in October 2019.

10.0 ADJOURNMENT

The meeting was adjourned at 6:05 p.m.

**DATE:** OCTOBER 7, 2019**MEETING NO. 03-2019****TIME:** 5:00 PM**PLACE:** MCNAUGHTON ROOM**CHAIR:** MAYOR B. MAURO**MEMBERS:**

Mayor B. Mauro  
Councillor B. McKinnon, Chair – Operations  
Councillor S. Ch'ng, Chair – Community  
Services  
Councillor A. Foulds, Vice-Chair – Community  
Services/Administrative Services  
Councillor A. Ruberto, Vice-Chair – Planning  
Councillor M. Bentz, Chair – Administrative  
Services

**OFFICIALS:**

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

**AGENDA****1.0 DISCLOSURES OF INTEREST**

None.

**2.0 AGENDA APPROVAL**

**MOVED BY:** Councillor S. Ch'ng  
**SECONDED BY:** Councillor A. Ruberto

With respect to the October 7, 2019, Coordinating Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**CARRIED**

**3.0 MINUTES OF PREVIOUS MEETING**

**MOVED BY:** Councillor S. Ch'ng  
**SECONDED BY:** Councillor A. Ruberto

THAT the Minutes of Meetings No. 02-2019 of the Coordinating Committee, held on July 29, 2019 be confirmed.

CARRIED

#### 4.0 PROCEDURAL BY-LAW

##### 4.1 Three Question Rule

Councillor M. Bentz raised the concern relative to the current Three Question Rule at Committee of the Whole meetings for Councillors. Questions can get repetitive and not an efficient use of meeting time. Many municipalities in Ontario used timed rounds for Councillor questions.

Discussion was also held relative to whether or not two rounds should be used for City Council instead of just one.

It was consensus of Committee to leave the number of rounds and question process for Committee of the Whole and City Council meeting status quo.

#### 5.0 USE OF ELECTRONIC DEVICES

Ms. K. Power, City Clerk provided an overview of the current rule prohibiting all electronic devices for use in Open and Closed Session meetings.

Discussion was held relative to allowing the use of electronic devices at Council meetings as a result of electronic agendas now being used.

Often times, Councillors need to access emails and correspondence regarding agenda items.

Councillors are still obligated to abide by confidentiality clauses for Closed Session and confidential material that is received. The use of electronic devices at meetings would not change this.

MOVED BY: Councillor A. Foulds  
SECONDED BY: Mayor B. Mauro

THAT the prohibition of electronic devices at all Open and Closed Committee of the Whole and City Council meetings be removed from the Code of Conduct and the Procedural By-law.

MOVED BY: Councillor A. Foulds  
SECONDED BY: Councillor S. Ch'ng

THAT the above noted motion be amended to include the following paragraph:

“AND THAT City Councillors still be required to leave the room for voice calls.”

MOVED BY: Councillor A. Foulds  
SECONDED BY: Mayor B. Mauro

THAT the prohibition of electronic devices at all Open and Closed Committee of the Whole and City Council meetings be removed from the Code of Conduct and the Procedural By-law;

AND THAT City Councillors still be required to leave the room for voice calls”

CARRIED

#### 6.0 COUNCIL CHAMBERS CAMERAS

Ms. K. Power, City Clerk advised the Committee that the RFP has been complete and will now be going to tender for a complete new system for microphones, cameras, electronic voting ability and recording system.

A further update will be provided to Committee of the Whole by end of 2019.

#### 7.0 AGENDA APPROVAL PROCESS

Discussion was held relative to the current process used for receiving input from Committee of the Whole Chairs for meeting agendas. Suggestions included:

- Early notification for Vice-Chairs if the Chair will be absent.
- Possibility of cancelling more meetings when there are very few items.
- Current process is working good.

#### 8.0 NEXT MEETING

The next meeting will be held early 2020.

#### 9.0 ADJOURNMENT

The meeting was adjourned at 6:00 p.m.

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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             50th Anniversary Celebration Steering Committee Minutes

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***SUMMARY***

Minutes of Meetings No. 10-2019 and No. 11-2019 of the 50th Anniversary Celebration Steering Committee held on November 29, 2019 and December 13, 2019, for information.

***ATTACHMENTS***

- 1 50th ACSC minutes Nov 29 2019
- 2 50th ACSC minutes Dec 13 2019

DATE: FRIDAY, NOVEMBER 29, 2019 MEETING NO. 10-2019

TIME: 1:07 P.M.

PLACE: MCNAUGHTON ROOM  
CITY HALL – 3<sup>RD</sup> FLOOR  
500 DONALD STREET EAST

CHAIR: MS. K. LEWIS

**PRESENT:**

Ms. K. Lewis, Director – Corporate Strategic Services  
Ms. K. Power, Deputy City Clerk  
Mr. J. Hannam  
Ms. D. Imrie, Executive Director – Northwestern Ontario Sports Hall of Fame  
Ms. S. Levanen, Supervisor – Corporate Communications  
Mr. J. Pateman, Chief Librarian/CEO – Thunder Bay Public Library  
Ms. S. Reid, Digital And Travel Media Officer  
Ms. C. Robinson, President – Thunder Bay Chamber of Commerce  
Ms. O. Sawchuk, Official Recognition Committee  
Mr. M. Szybalski, Corporate Records Manager & City Archivist

**RESOURCE PERSONS:**

Ms. K. Chiappetta, Kari Chiappetta Consulting

**ADMINISTRATIVE SUPPORT:**

Ms. L. Lavoie, Committee Coordinator

**GUESTS:**

Mr. S. Hurrell, Director of Systems – Thunder Bay Public Library  
Ms. A. Meady, Director of Collections – Thunder Bay Public Library

Ms. K. Lewis, Director – Corporate Strategic Services welcomed those in attendance and there was a roundtable of introductions.

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: Ms. C. Robinson  
SECONDED BY: Mr. M. Szybalski

With respect to the November 29, 2019 50<sup>th</sup> 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 MINUTES

The Minutes of the 50<sup>th</sup> Anniversary Celebration Steering Committee Meeting No. 09-2019 held on October 25, 2019, to be confirmed.

MOVED BY: Mr. M. Szybalski  
SECONDED BY: Ms. S. Reid

THAT the Minutes of Meeting No. 09-2019 held on October 25, 2019 be confirmed.

CARRIED

4.0 50<sup>TH</sup> ANNIVERSARY EVENTS

Updated list 50<sup>th</sup> Anniversary Initiatives/Events list was distributed with agenda, for information.

4.1 New Year's Day Kick-off Events

Ms. K. Chiappetta, Kari Chiappetta Consulting provided an update relative to the January 1st 50<sup>th</sup> Anniversary kick-off events.

The morning event will be in conjunction with the New Year's Levee at O'Kelly Armoury. The event will be a free, public event beginning at 10 a.m. and will include a pancake breakfast, opening of the time capsule, pipers, highland dancers and a special guest, who has not yet been announced publically.

At 1:13 p.m. it was the consensus of Committee to convene to Closed Session to continue with the business at hand.

MOVED BY: Ms. C. Robinson  
SECONDED BY: Ms. S. Reid

THAT we resolve into closed session to discuss matters relative to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED



New Year's Day Kick-off Events (CLOSED SESSION)

Mr. S. Hurrell, Director of Systems – Thunder Bay Public Library and Ms. A. Meady, Director of Collections – Thunder Bay Public Library left the meeting room.

Ms. K. Chiappetta provided information relative to the above-noted and responded to questions.

At 1:14 p.m. the Committee reconvened Open Session to continue with the business at hand.

Mr. S. Hurrell, Director of Systems – Thunder Bay Public Library and Ms. A. Meady, Director of Collections – Thunder Bay Public Library entered the meeting room.

New Year's Day Kick-off Events

The January 1<sup>st</sup> afternoon event will be a free, public event from 1:00 p.m. to 3:00 p.m. at Fort William Gardens, including skating, music, lightshow, activities and swag. The first 150 guests will receive a free 50<sup>th</sup> Anniversary scarf.

Advertising for both kick-off events will begin next week.

4.2 Homecoming Event

Ms. S. Levanen, Supervisor – Corporate Communications provided an update relative to the 50<sup>th</sup> Anniversary homecoming event, which will take place during a Live on the Waterfront event in August, with a second evening added. The Friends and Family campaign will focus on this event. The snowbirds have been requested and the committee should hear back in January whether they are be able to attend.

4.3 Culminating Event

Ms. S. Levanen, Supervisor – Corporate Communications advised the committee that more information relative to the 50<sup>th</sup> Anniversary culminating event will be available in the new year.

Ms. K. Power, City Clerk noted that she has reached out to Fort William Historical Park to inquire about collaborating with them for their Family Frolic event on December 31, 2020.

5.0 BRANDING, BANNERS AND PROMOTION

Ms. S. Levanen, Supervisor – Corporate Communications provided an update noting that installation of the streetlight banners has begun and will continue next week. The poppy banners on City Hall will also be replaced with 50<sup>th</sup> Anniversary banners.

**6.0     50<sup>TH</sup> ANNIVERSARY BEER**

Ms. S. Levanen, Supervisor – Corporate Communications provided an update, noting that the 50<sup>th</sup> Anniversary beer will be ready in two weeks. The label has been created and the name is One City. Sales will begin on January 1, 2020.

**7.0     DIGITAL TOUR APP**

Ms. S. Reid, Digital & Travel Media Officer provided an update relative to the digital tour app. The app will launch in late spring and will include the City's five existing walking tours and a public art tour. New tours may be added throughout the year. Ms. R. Reid noted that help may be required for beta testing.

**8.0     MEMORABLE MOMENTS**

Ms. S. Levanen, Supervisor – Corporate Communications provided an update, pointing out that a timeline will be on display in the City Hall lobby, a printed piece will be featured in the Walleye every other month and Acadia Broadcasting will be airing a new memorable moment every week.

**9.0     VISITING FAMILY AND FRIENDS**

Ms. S. Reid, Digital and Travel Media Officer provided an update relative to the Family and Friends Campaign. Generator has created a first draft of the invitation for friends and family to come home to Thunder Bay for a visit in 2020. Digital and printed copies of the invitation will be produced. The digital invitation will be available on the website, along with tools for being a better host.

**10.0    LEGACY PROJECTS**

Ms. S. Levanen, Supervisor – Corporate Communications provided PowerPoint presentation relative to potential legacy projects. Options include stained glass from the former City Hall building, photo spots, a memorial/unity park at the former city boundary on May/Memorial. The options will be presented to the Clean, Green and Beautiful Committee as that committee will be providing funding for the legacy projects.

**11.0    OTHER ANNIVERSARIES, COMMUNITY EVENTS AND UPDATES**

Ms. A. Meady, Director of Collections – Thunder Bay Public Library provided an update relative to the 'Outside the Lines' literary festival in 2020. The event will take place over three days in November and will include daytime activities and evening readings at various sites across the city. Library staff and members of the community

have been meeting to plan the festival. The festival dates will be November 12, 13 and 14, 2020.

Mr. S. Hurrell, Director of Systems – Thunder Bay Public Library provided an update relative to the ‘From Here’ music festival. The concept is to bring back musicians who started in Thunder Bay and are now known nationally. The festival will have two purposes: to honour history and to inspire youth. Sessions, seminars and panel discussions will take place at various locations. The final event will be a performance by all of the participating musicians. The organizing committee is actively seeking community stakeholders, grants and other funding opportunities. The festival will take place from October 1<sup>st</sup> thru 4<sup>th</sup>, 2020.

Ms. O. Sawchuk provided information relative to the 2020 Official Recognition Committee banquet. The event will honour volunteers with 50 or more years of experience.

Ms. C. Robinson, President – Thunder Bay Chamber of Commerce informed the committee that the Chamber of Commerce will hold its annual general meeting on February 12, 2020 and invited the committee to set up a booth at the event.

#### 12.0 NEW BUSINESS

#### 13.0 NEXT MEETING DATE

The next meeting date is December 13, 2019 at 10:00 a.m. in the McNaughton Room, 3<sup>rd</sup> Floor City Hall.

#### 14.0 ADJOURNMENT

The meeting was adjourned at 2:30 p.m.

DATE: FRIDAY, DECEMBER 13, 2019 MEETING NO. 11-2019

TIME: 10:00 A.M.

PLACE: MARTIN ROOM  
CITY HALL – 3<sup>RD</sup> FLOOR  
500 DONALD STREET EAST

CHAIR: MS. K LEWIS

**PRESENT:**

Ms. K. Lewis, Director – Corporate Strategic Services  
Ms. K. Power, Deputy City Clerk  
Ms. L. Abthorpe, Heritage Researcher  
Ms. L. Hayes, Community Representative, Confederation College  
Ms. D. Imrie, Executive Director – Northwestern Ontario Sports Hall of Fame  
Ms. S. Levanen, Supervisor – Corporate Communications  
Ms. S. Reid, Digital And Travel Media Officer  
Mr. M. Szybalski, Corporate Records Manager & City Archivist  
Mr. J. Hannam, Community Representative  
Mr. M. deJong, Thunder Bay Museum

**RESOURCE PERSONS:**

Ms. R. Eras, Communications Officer

**ADMINISTRATIVE SUPPORT:**

Mr. G. Stover, Committee Coordinator

Ms. K. Lewis, Director – Corporate Strategic Services welcomed those in attendance and there was a roundtable of introductions.

1.0 DISCLOSURES OF INTEREST

None.

2.0 AGENDA APPROVAL

MOVED BY: Mr. M. Szybalski  
SECONDED BY: Mr. J. Hannam

With respect to the December 13, 2019 50<sup>th</sup> Anniversary Celebration Steering Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

3.0 50<sup>TH</sup> ANNIVERSARY EVENTS

3.1 New Year's Day Kick-off Events

Ms. K. Power, City Clerk provided a brief overview of the event preparations for December 31<sup>st</sup> and January 1<sup>st</sup>. Information provided was relative to the reception, Toast to the Queen, opening of the time capsule and the pancake breakfast.

Community promotions have begun for the 1-3pm skating party with the Lieutenant Governor at the Fort William Gardens.

A professional photographer will attend all events.

The 50<sup>th</sup> Anniversary mascot will not be ready until mid to late January.

3.2 Homecoming Event

There was no update.

3.3 Culminating Event

There was no update.

4.0 BRANDING, BANNERS AND PROMOTION

Ms. S. Levanen, Supervisor – Corporate Communications provided an update relative to the above-noted. She informed the committee that the first group of 50<sup>th</sup> Anniversary banners have been installed on the north side of the city and around City Hall. 150 banners in total will be displayed.

Communications plan and advertising for the January 1<sup>st</sup> events is well underway. Souvenirs and scarfs have been ordered.

Ms. R. Eras, Communications Officer provided an overview of the 2 minute memorable moments radio spots with Acadia Broadcasting that are going to be recorded and aired 4 times a week throughout 2020. The development is in the early stages. Mr. J. Hannam has agreed to participate.

5.0 50<sup>TH</sup> ANNIVERSARY BEER

Ms. S. Levanen, Supervisor – Corporate Communications provided an update relative to the 50<sup>th</sup> Anniversary beer by Sleeping Giant Brewing Co. The beer will be ready in early 2020.

6.0 DIGITAL TOUR APP

Ms. S. Reid, Digital & Travel Media Officer provided an update relative to the digital tour app. A PDF visual presentation of the app, was displayed to the Committee for input. The locations identified in the app include local attractions and memorable moment locations. Scheduled for a tentative May 2020 launch date.

7.0 MEMORABLE MOMENTS

Ms. S. Levanen, Supervisor – Corporate Communications provided an update relative to the above-noted. 20-25 photos will be promoted on the City website and some will be featured in the Walleye and on local radio as well as part of the City Hall lobby display.

8.0 VISITING FAMILY AND FRIENDS

Ms. S. Reid, Digital and Travel Media Officer provided an update relative to the above-noted including the printed articles in the Experience Thunder Bay magazine. Postcards are being printed and will be distributed in the first week of January.

9.0 LEGACY PROJECTS

Ms. K. Power, City Clerk provided an overview of the stained glass ‘CITY HALL’ sign that will be acquired by the City of Thunder Bay for display.

Ms. K. Lewis, Director – Corporate Strategic Services provided information relative to the memorial unity project with the Clean, Green and Beautiful Committee. Working with the Sister Cities Committee to provide flagpoles and signage at the Tai Chi Park.

10.0 OTHER ANNIVERSARIES, COMMUNITY EVENTS AND UPDATES

Ms. O. Sawchuk, Official Recognition Committee will provide more details to the committee at a future meeting.

11.0 NEXT MEETING DATE

The next meeting date is Friday, January 24, 2020 at 10:00 a.m. in the McNaughton Room, 3<sup>rd</sup> Floor City Hall.

12.0 ADJOURNMENT

The meeting was adjourned at 11:15 a.m.

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Corporate Services & Long Term Care - Internal Audit & Continuous Improvement	<b>REPORT NO.</b>	R 80/2020
<b>DATE PREPARED</b>	06/22/2020	<b>FILE NO.</b>	
<b>MEETING DATE</b>	07/27/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	2019 Audit Committee Annual Report		

## **RECOMMENDATION**

With respect to Report No. R 80/2020 (Corporate Services & Long Term Care - Internal Audit & Continuous Improvement), we recommend that the 2019 Audit Committee Annual Report, be received;

AND THAT the Treasurer's Report, which includes the Audited Consolidated Financial Statements and Trust Fund Statements, for the year ended December 31, 2019 be approved;

AND THAT any necessary by-laws be presented to Council for consideration

## **EXECUTIVE SUMMARY**

One of the main functions of the Audit Committee is to provide an annual report to City Council on its activities, including a review of its terms of reference, and a summary of how the Committee has fulfilled its role and mandate. The aim of this Report is also to keep the lines of communication among the external auditors, administration, and the public open and transparent in keeping with the high standards of accountability that the City of Thunder Bay has established.

The Audit Committee, which oversees the City's financial reporting process on behalf of City Council is recommending approval of the Treasurer's Report for the year ended December 31, 2019.

## **DISCUSSION**

### **Terms of Reference & Governance**

The Audit Committee is governed by Terms of Reference which sets out the key objectives and the scope of work for the Audit Committee. The Committee is comprised of five members which includes 3 members of City Council and 2 citizen appointees. The Audit Committee is

comprised of Mr. John Friday (Chair), Councillor Cody Fraser (Vice Chair), Councillor Shelby Ch'ng, Councillor Mark Bentz and Mr. Doug Heath. The Committee reviews the Terms of Reference annually (Attachment A). No changes are recommended at this time.

### **Internal Audit Summary**

The Internal Audit & Continuous Improvement Division conducts internal audits to improve internal controls and minimize risk to the Corporation. Results of audit assignments were presented to the Audit Committee throughout 2019.

The Internal Audit & Continuous Improvement Division conducts its role in accordance with the Internal Audit Charter (Attachment C, as approved by the Audit Committee). The Internal Audit Charter outlines: Scope; Authority; Independence; Responsibilities; Audit Planning; Reporting; Professional Standards.

As outlined in the Charter, the 3-year work plan is based on a Risk Assessment framework and is approved by the Audit Committee. At the conclusion of each audit, the Manager - Internal Audit & Continuous Improvement prepares and presents a written report to the Audit Committee. The report identifies risks, outlines recommendations for improvements, and includes management response. Internal Audit is guided by the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors (IIA).

The Internal Audit & Continuous Improvement Division provides an update on the status of past recommendations to the Audit Committee. In 2019, the Internal Audit & Continuous Improvement Division also embarked upon two large initiatives: Enterprise Risk Management (ERM) - a corporate-wide process to review risks to the Corporation of the City of Thunder Bay, and Payment Card Industry Data Security Standards (PCI DSS) - a corporate-wide initiative to ensure compliance with standards. Both initiatives are currently in progress and updates will be presented to the Audit Committee in the Fall 2020. Since 2012, 235 recommendations have been made by the Audit Committee through 44 internal audit reports and 91% of past recommendations have either been implemented or are in progress. The status of each recommendation is categorized as implemented, in progress, or outstanding. Once a recommendation has been implemented, Internal Audit conducts a verification process.

### **Presentation of Financial Statements**

The Audit Committee oversees the City's financial reporting process on behalf of City Council. Administration has the primary responsibility for preparing the City's financial statements, for maintaining effective internal control over financial reporting, and for assessing the effectiveness of internal control over financial reporting. In fulfilling its oversight responsibilities, the Committee reviewed and discussed the audited consolidated financial statements for the year ended December 31, 2019 with Administration.

The Committee also reviewed and discussed the audited consolidated financial statements with the independent public accounting firm, BDO Canada LLP ("BDO"), which is responsible for expressing an opinion on the conformity of those audited consolidated financial statements with



Canadian public sector accounting standards. In addition, the Committee has discussed with BDO the firm's independence from City Administration and from The Corporation of the City of Thunder Bay.

The Committee also reviewed and discussed together with Administration and BDO the results of Administration's assessment of the effectiveness of the City's internal control over financial reporting, and BDO's audit of internal control over financial reporting.

The Committee discussed with the City's Internal Auditor and with BDO the overall scope and plans for their respective audits. The Committee meets with the Internal Auditor and with BDO to discuss the results of their examinations, their evaluations of the City's internal controls (including internal control over financial reporting), and the overall quality of the City's financial reporting.

In order to meet its mandate under the Terms of Reference, the Committee held the following meetings:

1. December 16, 2019
2. May 27, 2020
3. July 8, 2020

At the July 8, 2020 meeting of the Audit Committee, the following resolution was carried:

“THAT the Treasurer's Report, which includes the Consolidated Financial Statements and Trust Funds Statements, 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.”

### ***FINANCIAL IMPLICATION***

There are no financial implications associated with the recommendations in this Report.

### ***CONCLUSION***

It is concluded that the Audit Committee's 2019 Annual Report should be received.

It is further concluded that the Treasurer's Report for the year ended December 31, 2019 (Attachment B) should be approved.

***BACKGROUND***

On January 14, 2002 City Council passed a resolution establishing in principle an Administrative Sub-Committee (of the Committee of the Whole) identified as an Audit Committee. The Audit Committee was formally established and commenced its work once the original terms of reference were approved on June 4, 2002.

***REFERENCE MATERIAL ATTACHED:***

ATTACHMENT A - TERMS OF REFERENCE, AUDIT COMMITTEE

ATTACHMENT B - TREASURER'S REPORT

ATTACHMENT C - INTERNAL AUDIT CHARTER – CITY OF THUNDER BAY

***PREPARED BY: DON CRUPI, MANAGER - INTERNAL AUDIT AND CONTINUOUS IMPROVEMENT***

THIS REPORT SIGNED AND VERIFIED BY:	DATE:
Linda Evans, GM Corporate Services & Long Term Care, Treasurer	July 8, 2020

**AUDIT COMMITTEE**  
**Terms of Reference**  
**Audit Committee - June 11, 2019**

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Attachment A

**NAME OF COMMITTEE:**

City of Thunder Bay Audit Committee

**ROLE:**

The role of the Audit Committee is to provide oversight responsibilities for City Council and the ratepayers of the City of Thunder Bay relating to:

- The financial reporting process;
- The system of internal control;
- The external audit process;
- The internal audit process;
- The City's process for monitoring compliance with laws and regulations.

**RESOURCES AND FINANCES:**

Members of the Audit Committee are not paid for their participation. Provided these expenditures are made in compliance with the City's established policies, out-of-pocket expenses by members for Committee business will be reimbursed.

**COMPOSITION:**

The Audit Committee shall be comprised of three members of Council and two citizen appointees.

**1. Term**

Audit Committee members shall be appointed by City Council, based on the term of office for council (four years), or until their successors are appointed. Where a member ceases to be a member before the expiration of their term, Council will appoint another eligible person for the remainder of the term. At its first meeting of each term of office, the Audit Committee shall elect a Chairperson from among its members. Three members constitute a quorum.

**2. Leave of Absence**

In the event that a Committee member requests a leave of absence, the committee can decide to either:

- Adjust the total number of members of the committee for quorum during the leave of absence to allow business to continue, thus leaving the position vacant during the approved leave, or
- Replace the member replacing a leave with a temporary committee member during the leave of absence.

Temporary Committee members replacing a leave of absence will still require appointment to the Committee by City Council. Leave of absence requests by appointed Committee members will be considered by the Committee and, if accepted, will be approved by resolution.

### **3. Qualifications**

Qualifications of external members shall include:

- Appropriate academic qualifications in accounting and/or business management; and/or an equivalent combination of business experience and knowledge.
- At least one member shall have a professional accounting and/or an internal audit designation.
- Independence of judgment from, and no financial self-interest in, the Municipality.
- Must be a resident and/or property owner in the City of Thunder Bay or directly operate a business based in Thunder Bay.

### **4. Meetings**

The Audit Committee shall meet at least three times per year, with additional meetings at the call of the Chair in order to properly discharge its responsibilities as set out in this Terms of Reference.

### **5. Committee Resource Staff**

The following resource staff or their designate shall attend all meetings of the Committee and provide support as required:

- City Manager
- General Manager - Corporate Services & Long Term Care (City Treasurer)
- External Auditor
- Manager - Internal Auditor & Continuous Improvement
- Director - Financial Services
- Executive Assistant - Corporate Services & Long Term Care

The attendance of additional staff members at Committee meetings shall be at the discretion of the Audit Committee chair.

### **AUTHORITY:**

The Audit Committee has the authority to:

- Recommend the appointment of the external auditor for the City of Thunder Bay.
- Resolve any disagreements between management and the external auditor regarding financial reporting.
- Review and provide input to the terms of engagement and work plan for the external auditor.

- Retain independent counsel, accountants or others to advise the Committee or assist in the conduct of an investigation.
- Seek any information the Committee requires from Management, employees and/or agents of the Municipality.
- Meet with company officers, external auditors, or outside counsel, as necessary.

**RESPONSIBILITIES:**

The committee will carry out the following responsibilities:

**1. Financial Statements**

- Review significant accounting and reporting issues, including complex or unusual transactions, highly judgmental areas, recent professional/regulatory pronouncements, and understand their impact on the financial statements.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles.
- Recommend to City Council the approval of the annual financial statements.
- Review with management and the external auditors all matters required to be communicated to the committee under Generally Accepted Auditing Standards.

**2. External Audit**

- Review the external auditor's terms of engagement, fees, proposed audit scope and audit planning.
- Review the performance of the external auditors, and recommend to Council the appointment or discharge of the auditors (subject to Section 296 of the Municipal Act, 2001).
- Review and confirm annually the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the City of Thunder Bay, including non-audit services, and discussing the relationship with the auditors.
- Review and discuss with the external auditor the Management Letter, if appropriate, together with any related recommendations for improvement.
- Meet separately with the external auditors to discuss any matters that the committee or auditors believe should be discussed privately (in the absence of City administration, regarding matters deemed allowable under the Municipal Act 2001, Section 239).

**3. Internal Audit**

- Review and approve the Internal Audit Charter.

- Approve decisions regarding the appointment and removal of the Manager – Internal Audit & Continuous Improvement (Internal Auditor). Ensure there are no unjustified restrictions or limitations, and review and concur in the appointment, replacement, or dismissal of the Manager – Internal Audit & Continuous Improvement.
- Review and confirm annually the independence of the internal auditor by obtaining statements from the auditor on relationship between the auditor and administration of the City of Thunder Bay.
- Approve the annual audit plan and all major changes to the plan. Review the internal audit activity's performance relative to its plan.
- Review with the Manager – Internal Audit & Continuous Improvement the internal audit budget, resource plan, activities, and organizational structure of the internal audit function.
- Review internal audit reports issued and, where required, recommend the acceptance, amendment or rejection of the report recommendations. Review the adequacy of the management responses to audit recommendations, having regard to the risks and the costs involved.
- Review any requests for special studies and investigations made by Audit Committee members, Council and Administration; review and approve revised audit work plan.
- Meet separately with the internal auditors to discuss any matters that the committee or auditors believe should be discussed privately (in the absence of City administration, regarding matters deemed allowable under the Municipal Act 2001, Section 239).

#### **4. Risk Management & Internal Control Oversight**

- Review and discuss with management their responsibility for assessing and managing the City's exposure to risk.
- Review and discuss with management their responsibility for assessing the City's internal control systems and monitoring compliance with laws, regulations and policy.
- Review and discuss with management their responsibility for safeguarding of corporate assets and, as appropriate, verifying the existence of those assets.
- Review the findings of any examinations from the external or internal auditors and management's responses.

#### **5. General**

- Review the Audit Committee Terms of Reference annually and recommend modifications to Council, as necessary.
- Provide a summary of all meetings of the Committee to Council.
- Provide an annual report to the Council on the activities of the Audit Committee that identifies how it fulfilled its role and mandate.

#### **CONTACT:**

The Administrative Contact for the Audit Committee is the City Clerk. Each Committee member is asked to make sure that his or her contact information is kept current with the City Clerk.

The Office of the City Clerk is reached by:

Telephone at: 625-2230

Facsimile at: 623-5468

# Treasurer's Report

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For the year ended  
**December 31, 2019**

[WWW.THUNDERBAY.CA](http://WWW.THUNDERBAY.CA)



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## Linda Evans

*General Manager, Corporate  
Services & Long Term Care  
& City Treasurer*

### Message from the General Manager, Corporate Services & Long Term Care & City Treasurer

**It is my pleasure to present the 2019 Treasurer's Report which highlights key financial information contained in the audited consolidated financial statements for the year ended December 31, 2019 and financial results for the year.**

This report identifies key financial policies, the annual budget process and provides a review of financial indicators that evaluate the City's financial outlook and performance through the elements of sustainability, flexibility and vulnerability. Together with the accompanying financial statements, the information provided allows the reader to assess the City of Thunder Bay's financial activities and available resources.



The City of Thunder Bay has again received a S&P Global Ratings AA credit rating with a stable outlook. This rating influences the interest rate paid on any debt the City takes on. The City continues to focus on service excellence, continuous improvement and risk management.

I would like to thank City Council, City Department and Outside Board teams for their support and cooperation throughout 2019. Personal thanks goes to the Financial Services Division of the Corporate Services and Long Term Care Department for their high degree of professionalism and dedication. Together we are committed to providing high standards of fiscal excellence at the City of Thunder Bay and to providing accurate and timely information to City Council, Committees, departments and community stakeholders.

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# Financial Reporting

## Consolidated Financial Statements

Management is responsible for the preparation of the financial statements and for the integrity and objectivity of the financial information contained in those statements. The financial statements contained in this report have been prepared in accordance with generally accepted accounting principles for local governments as established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada.

The City Treasurer is responsible for the overall financial management of the City and must make certain that all corporate accounting records and financial reports conform to Council budgetary requirements, by-laws, policies, procedures, accounting principles and financial reporting requirements.

The Consolidated Financial Statements include all organizations that are owned or controlled by the City, which means the financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity.

Fully consolidated entities include:

- Thunder Bay Public Library Board
- Parking Authority
- Victoria Avenue Business Improvement Area
- Waterfront District Business Improvement Area
- Tbaytel
- Thunder Bay Community Economic Development Commission Inc.

Interdepartmental and inter-organizational transactions and balances between the City and these organizations are eliminated.

Thunder Bay Community Auditorium Inc. (TBCA) financial records will not be consolidated with the financial statements of the City of Thunder Bay commencing the year ended December 31, 2019 and the prior year results have been restated to reflect this change.

Thunder Bay Hydro Corporation is accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for government business enterprises. Under the modified equity basis, the business enterprise's accounting principles are not adjusted to conform to those of the City's, and inter-organizational transactions and balances are not eliminated.

The budget figures presented in the 2019 audited Consolidated Financial Statements have been reclassified to comply with Public Sector Accounting Standard reporting requirements. The standards require that all interfund transfers, capital expenditures, and debt principal repayments be removed, and amortization, employee future benefits, landfill closure and post closure costs, and consolidated board budgets be included. The budget note in the financial statements reconciles the approved budget with the budget figures as presented in the statements.

## External Auditors

The Municipal Act requires the City to engage independent auditors to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, the City's financial position and results from operations and cash flows in accordance with public sector accounting standards. The City's independent auditors, BDO Canada LLP, have issued an unqualified Auditor's Report on the financial statements attached to this report.

## Audit Committee

The mandate of the City's Audit Committee is to:

- ensure the external audit function has been effectively carried out and that any matter which the independent auditors have brought to the attention of the Audit Committee has been addressed;
- review and discuss with management their responsibility for assessing the City's internal control systems and monitoring compliance with laws, regulations and policy;
- review the annual financial statements and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- review significant accounting and reporting issues, including complex or unusual transactions, highly judgmental areas, recent professional/regulatory pronouncements, and understand their impact on the financial statements; and
- recommend to City Council approval of the annual audited financial statements.

The Audit Committee met with Administration and the external Auditors on July 8, 2020 and recommended approval of the audited financial statements.

## Performance Measurement and Benchmarking

Benchmarking assists in establishing baselines, defining best practices and identifying improvement opportunities. By comparing the City's own experience and data with that of other municipalities, decision makers are able to monitor selected indicators over time and evaluate and prioritize improvement opportunities.

In addition to participating in Municipal Benchmarking Network Canada (MBNCanada), the City of Thunder Bay also participates in a municipal comparative study conducted by BMA Management Consulting Inc. on behalf of 110 participating Ontario municipalities.

Since 2000, BMA Management Consulting Inc. has annually completed a municipal comparative study on behalf of participating Ontario municipalities. This report brings together a group of indicators to give an overall snapshot for each municipality. The analysis was completed using the most recent information available as provided by the participating municipalities including:

- 2019 current value assessment
- 2019 tax policies
- 2019 levy by-laws
- 2019 development charges
- 2019 water/sewer rates
- 2018 FIRs (as available)
- 2019 user fees
- Economic development programs

The results of both these studies are available on the City's website at:

<https://www.thunderbay.ca/en/city-hall/performance-and-credit-rating.aspx>

# Financial Management and Control

The financial management and control of the City of Thunder Bay is largely governed through by-laws that prescribe budget, purchasing, accounting, investment, risk management and debt policies. City Council has sole authority to allocate funds through the approval of operating and capital budgets.

The City's management maintains a system of internal controls designed to safeguard assets and ensure transactions are properly authorized and recorded in compliance with legislative and regulatory requirements. The integrity of financial management and control is ensured through an annual independent audit. City Council is assured of this integrity through an appointed Audit Committee, as well as mandated financial reporting to the Province through the annual Financial Information Return.

The City has embraced various corporate measurement and benchmarking programs as tools for continuous improvement and quality control. The City of Thunder Bay is committed to continually monitoring its performance in key areas and to comparing Thunder Bay's activities to other municipalities to identify improved and innovative methods of program and service delivery.

The City also participates in various Provincial initiatives, including providing input on the development of financial policy, consultation on property taxation and assessment, and financial reporting.



## Long Term Financial Overview

The Long Term Financial Overview is presented to City Council annually prior to budget review. It provides important information about the City's economic and fiscal environment to assist during budget deliberations. Key elements of the financial overview include the current year budget review; information about the City's infrastructure and infrastructure funding gap; debt and reserve funds; taxation and affordability levels as reported in the BMA Study; economic environment and financial projections.

Key outcomes of the Long Term Financial Overview include demonstrating the City's continued attention to cost control, identifying gaps in funding from other levels of government, providing the basis for ongoing financial support for infrastructure and reserve funding, and providing the basis for credit rating agencies to give a positive review.

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## Reserve and Reserve Funds

Reserve funds are an important component of a long term financial plan, providing financial flexibility and the ability to adapt to fiscal challenges and unexpected events, as well as a means of planning for future requirements, both capital and operating.

Reserve funds also provide:

- Financing for one time or short term requirements without permanently impacting tax and utility rates;
- A source of financing to leverage funding from other levels of government;
- For making provisions for replacement/acquisition of assets;
- For setting aside funds for future liabilities;
- For ensuring adequate cash flows;
- For avoiding spikes in funding requirements of the capital budget by reducing their reliance on long-term debt borrowings.

**Reserve and Reserve Fund  
balances increased by**

**\$6.7  
million  
in 2019**

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## Asset Management Plan

The City completed an Asset Management Plan that was presented to Council in January 2017. It highlights the state of the City's infrastructure for roads, sidewalks, bridges & culverts, water distribution, sanitary sewers, storm sewers, facilities, fleet, land improvements and machinery & equipment, along with a proposed financial strategy to maintain the infrastructure.

In 2019 Council adopted a Strategic Asset Management Policy. The policy will provide leadership in and commitment to the development and implementation of the City's asset management program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainable community services now and in the future. The Executive Management Team has endorsed a new Asset Management Steering Committee which will guide the City in meeting the regulated changes and timelines outlined in Ontario Regulation 588/17, and as below. Administration will work on incorporating the following items in future Asset Management Plans:

- Clearly defined levels of services
- Condition assessments
- Master plans
- Long term financial strategy

**July 2021 - Core assets and current service levels**



**July 2023 - Remaining assets and current service levels**



**July 1, 2024 - Council approved proposed service levels, financial strategy**



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## Credit Rating

In 2020, the City received its credit rating from S&P Global Ratings, which has provided credit rating services to the City of Thunder Bay since 1998:

*“On June 24, 2020, S&P Global Ratings (S&P) affirmed its issuer credit rating on the City of Thunder Bay, at AA with a stable outlook. The rating reflected S&P’s view of Thunder Bay’s balanced budgetary performance, robust liquidity position, and declining debt burden.*

*The stable outlook reflected S&P’s expectation that over the next two years Thunder Bay will maintain overall sound financial results, despite elevated capital spending, supported by prudent financial management practices, a low debt burden and an excellent liquidity position”.*

The City’s Long Term Financial Overview, which includes projected capital expenditures and debt issuance, also contributed to the continued positive rating.

## Budget Process

Operating and capital budgets are prepared annually, with the capital budget providing a three year detailed outlook and a ten-plus year forecast.

Budget development begins with the base budget which provides for maintenance of existing services and provincially-mandated programs and contracts, annualized impact of previous Council decisions and commitments, capital driven operating costs, and growth pressures on existing services. Next, service level change decisions are considered and include one-time items, expansions, reductions, and user fee changes.

Opportunities for engagement and transparency continue to be a focus of the budget process. A public consultation session and an online survey are held each year to receive feedback on how the budget is allocated and what services are important. A citizen satisfaction survey is completed every two years, which results in statistically valid feedback on

city services. Once the proposed budget is published additional opportunities for feedback are provided in the form of public deputation sessions before and after Committee of the Whole has reviewed the budget documents.

The annually approved budget represents how City Council has assigned resources to services to ensure that its goals and objectives are being met. The annual operating budget includes estimated operating expenditures and revenues required to allow the City to deliver services approved by Council.

The City faces significant pressures in some areas such as:

- Anticipated reduction in provincial funding (ex. Ontario Municipal Partnership Fund)
- Low levels of assessment growth
- Increasing waste diversion costs
- Expanded service demands in emergency services

# Financial Indicators

BMA Management Consulting Inc. ("BMA") completed a comparative municipal study with 110 participating Ontario municipalities, including the City of Thunder Bay (the 2019 study reports financial data from 2018 and prior). The study includes financial indicators that help evaluate a municipality's financial outlook and performance. The three elements of financial indicators include sustainability, flexibility and vulnerability.

## Sustainability

Sustainability is the ability to provide and maintain service and infrastructure levels without resorting to unplanned increases in rates or cuts to services.

### Financial Position per Capita

The financial position per capita indicator measures the City's net financial position relative to the population and includes all of the City's financial assets and liabilities. Negative results indicate that liabilities exceed financial assets and future revenues will be required to pay for past transactions and events.

The following data shows that over the past five years the City's liabilities have exceeded financial assets whereas, the average municipality's financial assets exceed liabilities. The City's net debt is primarily resulting from the municipal debenture debt related to the City's water treatment plant and wastewater treatment plant upgrades.

	2018	2017	2016	2015	2014
Thunder Bay (\$)	(1,089)	(1,301)	(1,572)	(1,447)	(1,349)
Average (\$)	517	472	443	324	255

### Asset Consumption Ratio

The asset consumption ratio provides an estimate of the useful life remaining in the City's capital assets and shows the value of the tangible capital assets that have been consumed. It is the total accumulated amortization of the tangible capital assets relative to their total gross costs.

The following summary compares the City's asset consumption ratio to the average in the Study and shows in each of the years the City's ratio is higher than the average. This ratio seeks to highlight the aged condition of the assets and the potential asset replacement needs. To guide and facilitate the management, renewal, and replacement of municipal infrastructure, the City has approved a Strategic Asset Management Policy and will continue to work on improvements to the Asset Management Plan and keep informed of the age and condition of its capital assets to ensure timely and appropriate investments are made.

	2018	2017	2016	2015	2014
Thunder Bay (%)	58.2	56.6	55.2	55.0	55.1
Average (%)	41.9	41.8	40.2	39.7	38.5



## Flexibility

Flexibility is the ability to issue debt responsibly without impacting the credit rating as well as the ability to generate required revenues.

### Total Debt Outstanding Per Capita

Total debt outstanding per capita measures total debt outstanding divided by the population.

Over the past five years, the City's debt per capita has increased and is significantly higher than average primarily due to long term borrowing by the City on behalf of Tbaytel and high levels of rate supported debt for major facility upgrades to the wastewater treatment plant and water treatment plant in 2004 to 2007. The City has approved financial plans for its rate supported operations that incorporates both debt reduction and reserve fund growth to sustainable levels.

	2018	2017	2016	2015	2014
Thunder Bay (\$)	1,839	1,777	1,786	1,618	1,570
Average (\$)	758	731	769	699	n/a

### Debt to Reserve Ratio

The debt to reserve ratio measures debt outstanding to discretionary reserves and reserve funds. BMA recommends a debt to reserve ratio of 1.0 so that for every \$1 in debt, there is \$1 in reserves.

The following data indicates in 2018, the City reported a ratio of 1.7 meaning that for every \$1.70 in debt, there is \$1.0 in reserve funds. The City's ratio performance is below the survey average; however, the ratio has slightly improved from 2016 mainly due to the increase in reserve fund balances as a result of the year-end favourable variance.

	2018	2017	2016	2015	2014
Thunder Bay	1.7	1.8	2.0	1.8	1.7
Average	0.9	1.0	1.0	1.0	1.1

### Debt Outstanding per 100,000 of Unweighted Assessment

The debt outstanding per 100,000 of unweighted assessment measures total debt outstanding divided by the unweighted assessment.

The following data shows that the City's measure has been consistent over the last five years and has been higher than average also reflecting higher than average debt levels.

	2018	2017	2016	2015	2014
Thunder Bay (\$)	1,889	1,926	1,979	1,941	1,984
Average (\$)	570	580	605	590	608

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## Vulnerability

Vulnerability addresses a municipality's vulnerability to external sources of funding that it cannot control and its exposure to risks.

### Rates Coverage Ratio

The rates coverage ratio measures the municipality's ability to cover its costs through its own source revenues. A target of 90% or greater is considered better than average and a target between 60% to 90% is average.

The following data demonstrates that over the last five years, the City's ratio has improved and in 2017 reached a target of greater than 90%. The City's ratio is very comparable to the average.

	2018	2017	2016	2015	2014
Thunder Bay (%)	90.7	91.2	85.9	88.0	85.0
Average (%)	91.8	92.1	90.8	90.1	88.1

### Government Transfers as a Percentage of Total Revenue

Government transfers as a percentage of total revenue measures the proportion of revenues that the City receives from federal and provincial levels of government. The percentage shows the City's degree of dependency on these revenues (note this indicator is not part of the BMA Study).

Over the past five years, the City has maintained consistent levels of government transfers to total revenues; noting that the 2019 ratio is lower due to obligatory reserve funds recorded as deferred revenue and provincial funding decreased in 2016 as a result of the closure of the D-Listed Homes for the Aged. Overall, the City demonstrates some level of vulnerability because it does not have direct control or influence over the availability, timing, and amount of funding from other levels of government.

	2019	2018	2017	2016	2015
Thunder Bay (%)	11	13	13	12	14

## Summary

Challenges the City faces include balancing increasing costs of programs and services, a debt to reserve fund ratio that is higher than the industry average, exposure to reduced funding from senior levels of government, low levels of assessment growth, addressing the infrastructure deficit, and prioritizing capital projects. However, the City's numerous corporate principles, policies, strategies, plans and budget process assist with financial management and control to provide a sustainable and stable long term financial plan.

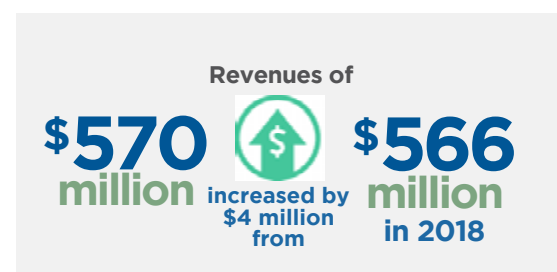
# 2019 Financial Results

The Consolidated Financial Statements of the Corporation of the City of Thunder Bay for the year ended December 31, 2019 are included in this Report. The financial statements have been prepared in accordance with generally accepted accounting principles for local governments as established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants Canada (CPAC) and have been audited by external auditors, BDO Canada LLP. The Independent Auditor's Report reflects an unqualified opinion.

## Financial Highlights

Financial highlights for 2019 are as follows:

- The Consolidated Statement of Financial Position details a net debt position of \$113 million, an increase of \$0.2 million from 2018;
- The City's accumulated surplus increased from \$937 million in 2018 to \$943 million in 2019. The accumulated surplus is mainly comprised of equity in tangible capital assets, the investment in Thunder Bay Hydro Corporation, reserve and reserve fund balances, offset by municipal debenture debt and unfunded liabilities;
- The Consolidated Statement of Operations and Accumulated Surplus discloses an annual surplus of \$5.9 million in 2019 compared to an annual surplus of \$22.9 million in 2018;
- Revenues of \$570 million increased by \$4.0 million over the 2018 revenues of \$566 million mainly due to an increase in taxation of \$5.0 million, Tbaytel fees and service charges \$3.2 million, user fees \$2.5 million, and other revenue \$2.0 million, offset with a net decrease in Federal and Provincial grants of \$8.7 million;
- Expenses totaling \$560 million increased by \$21 million over 2018 primarily due to changes in total unfunded liabilities of \$13.6 million; increase in emergency flood and fire evacuation expenses \$2.7 million; increase in expenses relating to emergency services (police \$1.7 million; paramedic \$1.1 million); increase in non-tangible capital asset expenses \$1.7 million; increase in Tbaytel expenses \$1.1 million; offset with a decrease in expenses related to reductions in legal and tax write off expenses of \$3.2 million; and
- Reserves and reserve funds increased by \$6.7 million to \$136.6 million, with the most significant items being: increase in capital reserve funds of \$5.7 million; increase in the Stabilization reserve fund \$3.3 million; increase in the Indoor Turf reserve fund \$7.7 million; increase in Economic Development reserve funds \$1.2 million; increase in capital reserves \$1.0 million; offset with decreases in the Renew Thunder Bay reserve fund \$5.8 million; and decreases in obligatory reserve funds of \$7.8 million (Federal Gas Tax, Provincial Dedicated Gas Tax, Ontario Community Infrastructure, Ontario Municipal Commuter Cycling and MTO Transit Capital).



## Consolidated Statement of Financial Position

The Consolidated Statement of Financial Position reports the City's financial and non-financial assets, liabilities and accumulated surplus as at December 31, 2019. This statement is used to evaluate the City's ability to finance its activities and to meet its liabilities and commitments.

### Financial Assets

The following chart shows the City's financial assets for 2019 and 2018, which are primarily made up of cash, investments, accounts receivable and investment in Thunder Bay Hydro Corporation. Financial assets total \$311.1 million in 2019, an increase of \$27.7 million (2018 - \$283.4 million), primarily resulting from an increase in investments (\$30.4 million) related to an increase in reserve funds and deferred revenue.

The Thunder Bay Hydro Corporation is wholly owned by the City; the Government Business Enterprise (GBE) is accounted for on a modified equity basis, and the City's investment includes common shares, a promissory note receivable and accumulated earnings of the Corporation. The City's investment in Thunder Bay Hydro Corporation increased \$1.2 million in 2019 to \$103.3 million (2018 - \$102.1 million).

	<b>2019</b> (000s)	<b>2018</b> (000s)
Cash	22,574	29,321
Investments	115,301	84,916
Taxes receivable	10,381	10,527
Accounts receivable	36,006	35,916
User charges receivable	13,449	12,512
Other assets	8,100	5,977
Long term receivable	1,963	2,159
Investment in Thunder Bay Hydro Corporation	<u>103,338</u>	<u>102,072</u>
<b>Total</b>	<b><u>311,112</u></b>	<b><u>283,400</u></b>

## Liabilities

The following chart shows the City's liabilities for 2019 and 2018, which are mostly made up of accounts payable and accrued liabilities, deferred revenue, employee future benefits, and debenture debt. Liabilities total \$424.6 million in 2019, an increase of \$28.0 million (2018 - \$396.6 million).

Accounts payable and accrued liabilities of \$71.8 million increased \$1.6 million in 2019 (2018 - \$70.2 million), reflecting the timing of payments year over year.

The increase in deferred revenue of \$17.3 million represents the accounting of obligatory reserve funds for funding received but not yet spent, including one time Federal Gas Tax funding of \$7.0 million and Ontario Community Infrastructure Fund funding of \$4.0 million. Prepaid taxes are also included in this balance. The 2019 deferred revenue balance is \$29.1 million (2018 - \$11.8 million) and details of deferred revenue are included in the notes to the financial statements.

Employee future benefits are obligations for post-employment benefits, WSIB, sick leave benefits, and vacation pay. The balance represents a future liability for services provided by employees in the current or prior years. The actuarial valuation prepared for the year ended December 31, 2019 was used to calculate the future liability. Employee future benefits of \$94.5 million in 2019 increased \$9.6 million (2018 - \$84.9 million).

	<b>2019</b> (000s)	<b>2018</b> (000s)
Accounts payable and accrued liabilities	71,770	70,245
Tbaytel short term payable	4,408	-
Tbaytel long term payable	7,240	20,148
Deferred revenue	29,130	11,772
Employee future benefits	94,547	84,869
Municipal debenture debt	212,111	205,906
Landfill closure and post-closure liability	5,346	3,678
<b>Total</b>	<b><u>424,552</u></b>	<b><u>396,618</u></b>

## Municipal Debenture Debt

Total outstanding municipal debenture debt at December 31, 2019 amounted to \$212.1 million, representing an increase of \$6.2 million over 2018. The increase was the net result of the issuance of \$28.4 million in new debentures less the retirement of \$22.2 million of outstanding debentures. Included in the new debentures for 2019 were the following:

1. Construction advance for tax-supported capital projects in progress in the amount of \$4.8 million;
2. Construction advance for waterworks capital projects in progress in the amount of \$3.3 million;
3. Construction advance for wastewater capital projects in progress in the amount of \$1.9 million;
4. Borrowing for tax supported capital projects in the amount of \$5.8 million;
5. Borrowing for waterworks capital projects in the amount of \$0.6 million;
6. Borrowing on behalf of Tbaytel in the amount of \$12.0 million.

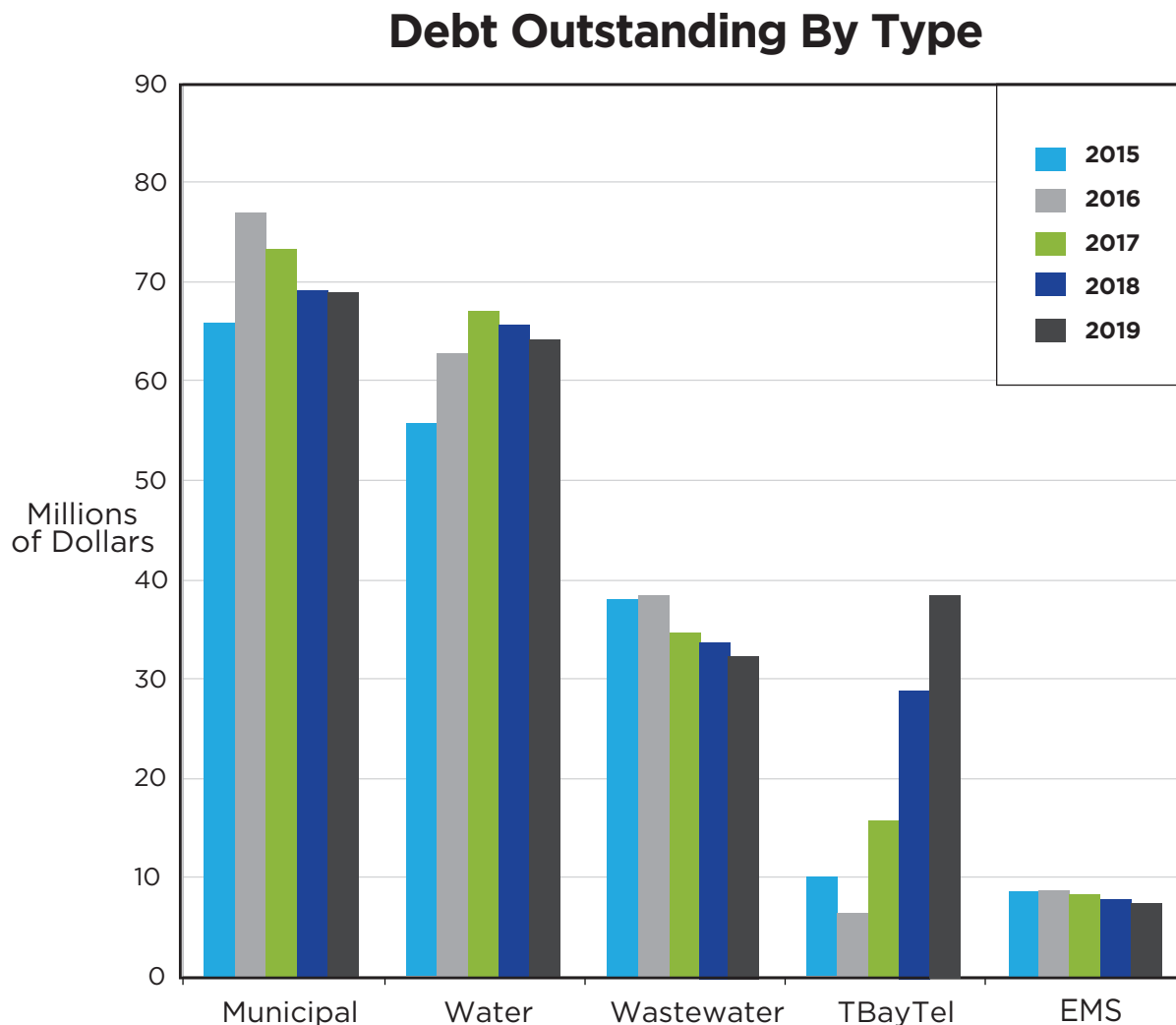
Based on current projections the municipal debenture debt outstanding is expected to increase by \$2.7 million in 2020, primarily due to additional debenture borrowing related to Tbaytel capital projects.

Principal and interest payments on municipal debenture debt in 2019 were \$22.2 million (2018 - \$21.0 million) and \$6.6 million (2018 - \$6.6 million) respectively for a total of \$28.8 million (2018 - \$27.6 million). Total principal and interest payments in 2020 to 2029 are projected to be within the range of \$24 million to \$35 million under the approved Debt Management Strategy.

The City's municipal debenture debt practices are governed by provincial legislation, the City's capital financing and debt policy and the Debt Management Strategy. The Ministry of Municipal Affairs and Housing sets an annual repayment limit for municipalities related to debt. The maximum repayment of principal and interest is calculated at 25% of net own source revenues. The Debt Management Strategy established an overall limit such that principal and interest payments are not to exceed 10% of net own source revenues. The principal and interest payments for 2019 represented approximately 6% of net own source revenues (consistent with 2018), well within the respective limits set by the Ministry and the City.

The municipal debenture debt outstanding (which related to the acquisition of municipal capital assets) represented 20% of the net book value of the City's tangible capital assets as at December 31, 2019 and at December 31, 2018.

The following chart shows the components of the outstanding debt as at December 31, 2019, with comparatives for 2015 to 2018:



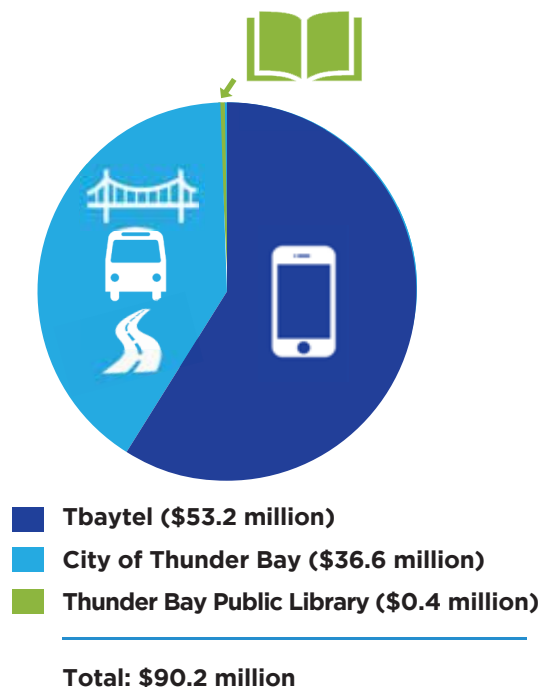
## Non-Financial Assets

Tangible capital assets make up the majority of the balance of non-financial assets and are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the assets. The cost, less estimated residual value, of the tangible capital assets is amortized on a straight-line basis over the assets' estimated useful lives, ranging from 2 to 80 years. Assets under construction are not amortized until the asset is available for productive use.

The City of Thunder Bay builds, maintains and/or manages a variety of assets required to deliver programs and services. Following is a chart of the tangible capital assets included in the Consolidated Statement of Financial Position and on Schedule 1 to the financial statements for the past two years.

	Net Book Value 2019 (000s)	Net Book Value 2018 (000s)
Land	28,745	28,748
Land improvements	40,140	41,579
Buildings	299,582	309,072
Machinery & equipment	39,305	34,129
Vehicles	37,633	40,256
Network assets (Tbaytel)	185,979	176,657
Library collection	1,145	1,304
Linear assets	377,950	373,754
Assets under construction	34,075	33,323
<b>Net book value of tangible capital assets</b>	<b><u>1,044,554</u></b>	<b><u>1,038,822</u></b>

During 2019, the City spent \$90.2 million on tangible capital assets, which included \$53.2 million for Tbaytel capital projects, \$0.4 million for Thunder Bay Public Library capital projects and \$36.6 million for City of Thunder Bay Departmental capital projects. The \$36.6 million includes \$15.8 million for roads, bridges, sidewalks and traffic and streetlights, \$6.0 million for water and wastewater, \$3.2 million for storm sewers, \$1.6 million for Waterfront development, \$1.5 million for computer hardware and software upgrades, \$1.4 million for fire/police radio renewal, \$0.9 million for Superior North EMS capital, \$0.6 million for police services capital, and \$0.6 million for fire capital.



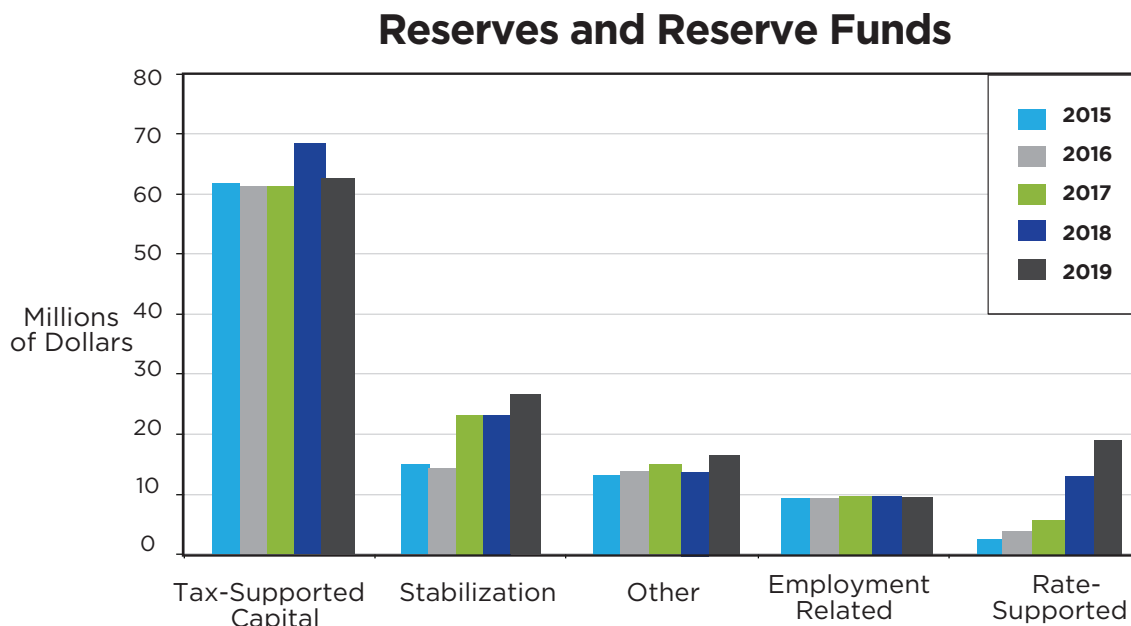
## Reserves and Reserve Funds

The establishment, maintenance and prudent management of reserves and reserve funds are important components of the City's financial strategy. Reserve funds support a significant portion of the cost of capital infrastructure and play an instrumental role in offsetting unforeseen cost increases during uncertain economic times. Maintaining reserve fund balances provides financial flexibility to manage future debt levels and protect the City's financial position.

In 2019, the City's reserves and reserve funds increased by \$6.7 million to \$136.6 million, with the most significant items being:

- Increase in Capital reserve funds of \$5.7 million, primarily due to the following:
  - Waterworks reserve fund in accordance with the Water Authority Financial Plan and the 2019 favourable variance (\$4.0 million);
  - Wastewater reserve fund in accordance with the Wastewater Financial Plan and the 2019 favourable variance (\$1.8 million);
  - Increase in the Transit Capital reserve fund primarily related the 2019 favourable variance (\$0.8 million);
- Increase of \$3.3 million in the Stabilization reserve fund primarily related to the 2019 tax supported favourable variance;
- Increase in the Indoor Turf reserve fund of \$7.7M due to transfers from the Renew Thunder Bay reserve fund of \$6.5 million and Municipal Accommodation Tax reserve fund of \$1.2 million;
- Increase in Economic Development reserve funds of \$1.2 million mostly related to CEDC's Municipal Accommodation Tax reserve fund;
- Increase in Capital reserves of \$1.0 million due to timing of spend;
- Decrease in the Renew Thunder Bay reserve fund of \$5.8 million primarily related to the \$6.5 million transfer to the Indoor Turf reserve fund;
- Decreases related to the accounting of obligatory reserve funds as deferred revenue of \$7.8M (Federal Gas Tax, Provincial Dedicated Gas Tax, Ontario Community Infrastructure, Ontario Municipal Commuter Cycling, and MTO Transit Capital). The details of deferred revenue balances are included in the notes to the financial statements.

The following chart provides year-end balances by type of reserves and reserve funds as at December 31, 2019 with comparatives for 2015 to 2018:





## Consolidated Statement of Operations and Accumulated Surplus

The Consolidated Statement of Operations and Accumulated Surplus summarizes the revenues and expenses for the year. The City of Thunder Bay reported net revenues of \$9.9 million in 2019, compared to net revenues of \$26.8 million in 2018 and an annual surplus of \$5.9 million in 2019, compared to an annual surplus of \$22.9 million in 2018.

### Revenues

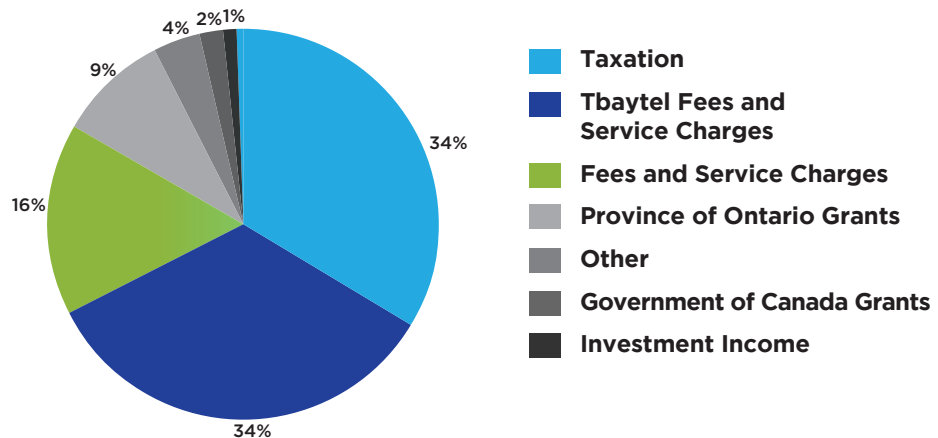
The City's revenue sources include taxation and user charges, government grants, Tbaytel revenues, investment income, penalties and interest on taxes and other sources.

In 2019, the City's operating revenues of \$570 million increased by \$4 million over the 2018 operating revenues of \$566 million. The most significant components of this increase include:

- Increase in taxation of \$5.0 million;
- Increase in Tbaytel fees and service charges of \$3.2 million;
- Increase in fees and service charges of \$2.5 million;
- Increase in other revenue of \$2.0 million;
- Net decrease in Federal and Provincial grants of \$8.7 million.

	<b>2019</b> (000s)	<b>2018</b> (000s)
Taxation	196,574	191,589
Fees and service charges	91,685	89,158
Government of Canada grants	11,744	12,671
Province of Ontario grants	52,985	60,710
Contributed tangible capital assets	99	13
Investment income	3,051	2,948
Other	21,035	19,066
Tbaytel fees and service charges	192,604	189,403
<b>Total</b>	<b><u>569,777</u></b>	<b><u>565,558</u></b>

### Revenues By Type 2019



## Consolidated Statement of Operations and Accumulated Surplus

### Expenses

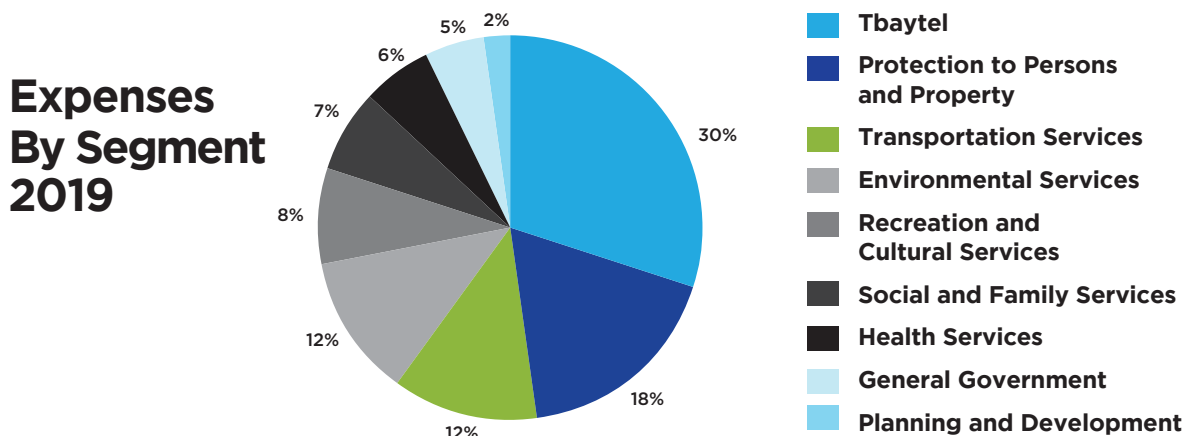
In 2019 the City's operating expenses totaled \$560 million, representing an increase over 2018 of \$21 million. The most significant components of this increase include:

- Increase in expenses of \$13.6 million due to the change in total unfunded liabilities;
- Increase in emergency flood and fire evacuation expenses of \$2.7 million;
- Increase in expenses relating to the provision of Police Services of \$1.7 million and Superior North EMS paramedic services of \$1.1 million;
- Increase in non-tangible capital asset expenses of \$1.7 million;
- Increase in Tbaytel expenses of \$1.1 million;
- Decrease in expenses related to reductions in legal and tax write off expenses of \$3.2 million;

Expenses by segment for the last two years are:

	<b>2019</b> (000s)	<b>2018</b> (000s)
General government	27,241	29,292
Protection to persons and property	101,240	89,027
Transportation services	65,783	65,073
Environmental services	67,417	61,668
Health services	34,779	30,589
Social and family services	40,219	40,647
Recreation and cultural services	47,985	48,869
Planning and development	9,119	8,673
Tbaytel	166,060	164,954
<b>Total</b>	<b><u>559,843</u></b>	<b><u>538,792</u></b>

Components of the total operating expenditures for 2019 are:



## Consolidated Statement of Changes in Net Debt

The Consolidated Statement of Changes in Net Debt summarizes the change in net debt as a result of annual operations, tangible capital asset transactions, and change in other non-financial assets. The City's net debt balance increased by \$0.2 million in 2019 to \$113.4 million resulting primarily from a lower annual surplus and increased tangible capital asset acquisitions. Details of the change in net debt are:

	<b>2019</b> (000s)	<b>2018</b> (000s)
Annual surplus	5,874	22,941
Acquisition of tangible capital assets	(90,220)	(81,902)
Amortization of tangible capital assets	78,957	80,154
Other	5,167	6,849
<b>Change in net debt</b>	<b><u>(222)</u></b>	<b><u>28,042</u></b>

## Accumulated Surplus

The accumulated surplus increased from \$937 million in 2018 to \$943 million and is mainly comprised of equity in tangible capital assets, the investment in Thunder Bay Hydro Corporation, reserve and reserve fund balances, offset by municipal debenture debt and unfunded liabilities.

Details of the accumulated surplus are provided in Schedule 2 – Consolidated Schedule of Accumulated Surplus:

	<b>2019</b> (000s)	<b>2018</b> (000s)
Investment in tangible capital assets	1,044,554	1,038,822
Municipal debenture debt	(212,111)	(205,906)
Tbaytel short term payable	(4,408)	-
Tbaytel long term payable	(7,240)	(20,148)
Reserves and reserve funds	136,565	129,910
Investment in Thunder Bay Hydro Corporation	103,338	102,072
Other surpluses (deficits)	5,238	3,966
Derecognition of receivable	(22,947)	(22,947)
Unfunded liabilities	<u>(99,893)</u>	<u>(88,547)</u>
<b>Total</b>	<b><u>943,096</u></b>	<b><u>937,222</u></b>
Other surpluses (deficits) include:		
Tbaytel	12,358	16,646
City of Thunder Bay	(10,100)	(14,698)
Thunder Bay Public Library	1,505	391
Community Economic Development Corporation	<u>1,475</u>	<u>1,627</u>
<b>Total</b>	<b><u>5,238</u></b>	<b><u>3,966</u></b>

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## Consolidated Statement of Cash Flows

The Consolidated Statement of Cash Flows reports the City's cash balance and details the cash provided by or used in operating, capital, financing and investing activities.

The statement enables the user to assess the capacity of the City to generate cash and how the City met its cash requirements.

The City's primary uses of cash include acquiring tangible capital assets, repayment of municipal debenture debt and purchasing investments with cash provided from operating activities.

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## Construction Financing Debentures

The following disclosure with respect to Construction Financing Debentures is required annually in accordance with Ontario Regulation 278/02 of the Municipal Act, 2001 and the City of Thunder Bay's Capital Financing Policy.

1. The City of Thunder Bay obtained \$45 million of Construction Financing Debentures in August 2003. As of December 31, 2019, these debentures comprised 6.6% (2018 – 8.2%) of the total long-term debt of the City.
2. In the opinion of the General Manager-Corporate Services and Long Term Care & City Treasurer, all construction financing debentures were made in accordance with the statement of policies and goals relating to construction financing adopted by the City.
3. For the year ended December 31, 2019, interest payments of \$941,878 and principal payments of \$3,005,198 were required under the terms of the debentures.
4. The following provides a statement of the outstanding installments of principal and interest that will be due and payable in each year:

Year	Interest (\$)	Principal (\$)	Total (\$)
2020	764,276	3,182,800	3,947,076
2021	576,179	3,370,897	3,947,076
2022	376,964	3,570,112	3,947,076
2023	165,977	3,781,099	3,947,076

The Corporation of the City of Thunder Bay

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# Consolidated Financial Statements

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December 31, 2019



## Statement of Administrative Responsibility

The management of The Corporation of the City of Thunder Bay have prepared the accompanying financial statements and are responsible for their accuracy and integrity. The financial statements have been prepared by management in accordance with the accounting principles generally accepted for the public sector as prescribed by the Public Sector Accounting Board [PSAB] of the Chartered Professional Accountants Canada.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the administration has developed and maintains a system of internal control designed to provide reasonable assurance that the Corporation's assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of the financial statements.

The City Manager and General Manager – Corporate Services & Long Term Care review the financial statements before such statements are submitted to Council and published for the residents of Thunder Bay. The external auditors have access to, and meet with Administration and Council to discuss their audit and the results of their examination.

The 2019 Financial Statements have been reported on by The Corporation of the City of Thunder Bay's external auditors, BDO Canada LLP, the auditors appointed by Council. The auditor's report outlines the scope of their audit and their opinion on the presentation of the information included in the financial statements.

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Linda Evans, CPA, CA  
General Manager - Corporate Services &  
Long Term Care & City Treasurer

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Norm Gale, CD, MBA, CMMIII  
City Manager

July 27, 2020

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## Independent Auditor's Report

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To the Members of Council of The Corporation of the City of Thunder Bay

### Opinion

We have audited the consolidated financial statements of The Corporation of the City of Thunder Bay and its subsidiaries ("the City"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations and accumulated surplus, changes in net debt, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and its consolidated results of operations, its consolidated change in net debt, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Information

Management is responsible for the other information. The other information comprises:

- The information, other than the consolidated financial statements and our auditor's report thereon, included in the Treasurer's Report for the year ended December 31, 2019.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Treasurer's Report prior to the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in this auditor's report. We have nothing to report in this regard.

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## Independent Auditor's Report (cont'd)

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### **Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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## Independent Auditor's Report (cont'd)

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- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the City to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Thunder Bay, Ontario  
TBD

**THE CORPORATION OF THE CITY OF THUNDER BAY  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

<b>As at December 31,</b>	<b>2019</b>	<b>2018 (Restated) (Note 3)</b>
	<b>\$</b>	<b>\$</b>
<b>Financial assets</b>		
Cash	22,574,461	29,320,774
Investments (note 6)	115,301,478	84,916,181
Taxes receivable	10,380,574	10,526,735
Accounts receivable	36,005,832	35,915,748
User charges receivable	13,449,003	12,511,821
Other assets	8,100,004	5,977,004
Long term receivable	1,962,943	2,159,132
Investment in Thunder Bay Hydro Corporation (note 7)	103,338,065	102,072,420
	<b>311,112,360</b>	<b>283,399,815</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	71,769,812	70,244,679
Tbaytel short term payable (note 9)	4,408,000	-
Tbaytel long term payable (note 9)	7,240,000	20,148,000
Deferred revenue (note 10)	29,130,611	11,772,007
Employee future benefits (notes 11, 12)	94,546,719	84,869,598
Municipal debenture debt (note 13)	212,110,658	205,905,686
Landfill closure and post-closure liability (note 14)	5,346,591	3,677,765
	<b>424,552,391</b>	<b>396,617,735</b>
<b>Net debt</b>	<b>(113,440,031)</b>	<b>(113,217,920)</b>
<b>Non-financial assets</b>		
Tangible capital assets (Schedule 1), (note 16)	1,044,553,944	1,038,822,152
Supplies inventory	6,829,742	6,773,806
Prepaid expenses	5,152,684	4,844,535
	<b>1,056,536,370</b>	<b>1,050,440,493</b>
<b>Accumulated Surplus</b>	<b>943,096,339</b>	<b>937,222,573</b>

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**

<b>For the year ended December 31,</b>	<b>Budget 2019 (Note 23)</b>	<b>2019</b>	<b>2018 (Restated) (Note 3)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Revenues</b>			
Taxation, net (note 4)	196,182,000	196,573,532	191,589,480
Fees and service charges	90,152,300	91,684,504	89,158,155
Government of Canada grants (note 17)	4,265,359	11,744,051	12,670,598
Province of Ontario grants (note 17)	51,719,338	52,984,902	60,709,881
Contributed tangible capital assets	98,750	98,750	13,048
Investment income	3,894,945	3,051,483	2,948,636
Other	22,006,618	21,035,310	19,065,645
Tbaytel fees and service charges	192,178,000	192,604,000	189,403,000
	<b>560,497,310</b>	<b>569,776,532</b>	<b>565,558,443</b>
<b>Expenses (note 22)</b>			
General government	24,640,343	27,240,813	29,291,490
Protection to persons and property	102,463,503	101,240,171	89,026,956
Transportation services	66,428,378	65,782,543	65,073,452
Environmental services	69,320,389	67,416,958	61,668,128
Health services	34,353,868	34,779,220	30,588,938
Social and family services	41,001,179	40,218,819	40,646,738
Recreation and cultural services	49,597,494	47,984,720	48,868,789
Planning and development	10,282,474	9,119,331	8,673,293
Tbaytel	166,880,000	166,060,000	164,954,000
	<b>564,967,628</b>	<b>559,842,575</b>	<b>538,791,784</b>
<b>Net revenues before the following</b>	<b>(4,470,318)</b>	<b>9,933,957</b>	<b>26,766,659</b>
Loss on disposal of tangible capital assets	(190,000)	(2,584,611)	(7,281,644)
Write-down of tangible capital assets (note 16)	-	(2,741,225)	(635,741)
Earnings from Thunder Bay Hydro Corporation (note 7)	-	1,265,645	4,091,790
<b>Annual surplus (deficit)</b>	<b>(4,660,318)</b>	<b>5,873,766</b>	<b>22,941,064</b>
<b>Accumulated surplus, beginning of year, as previously reported</b>	<b>937,222,573</b>	<b>937,222,573</b>	<b>913,627,621</b>
<b>Prior period adjustment (note 3)</b>	<b>-</b>	<b>-</b>	<b>653,888</b>
<b>Accumulated surplus, beginning of year</b>	<b>937,222,573</b>	<b>937,222,573</b>	<b>914,281,509</b>
<b>Accumulated surplus, end of year (Schedule 2)</b>	<b>932,562,255</b>	<b>943,096,339</b>	<b>937,222,573</b>

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT**

<b>As at December 31,</b>	<b>Budget 2019 (Note 23)</b>	<b>2019</b>	<b>2018 (Restated) (Note 3)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Annual surplus (deficit)</b>	<b>(4,660,318)</b>	<b>5,873,766</b>	<b>22,941,064</b>
Acquisition of tangible capital assets	(92,878,585)	(90,220,169)	(81,902,010)
Amortization of tangible capital assets	79,716,672	78,956,945	80,153,661
Contributed tangible capital assets	(98,750)	(98,750)	(13,048)
Proceeds on disposal of tangible capital assets	-	304,346	342,262
Loss on disposal of tangible capital assets	190,000	2,584,611	7,281,644
Write-down of tangible capital assets	-	2,741,225	635,741
	<b>(13,070,663)</b>	<b>(5,731,792)</b>	<b>6,498,250</b>
Net increase in prepaid expenses	-	(308,149)	(850,684)
Net increase in inventories	-	(55,936)	(547,080)
	-	<b>(364,085)</b>	<b>(1,397,764)</b>
Change in net debt	(17,730,981)	(222,111)	28,041,550
Net debt, beginning of year	(113,217,920)	(113,217,920)	(141,259,470)
<b>Net debt, end of year</b>	<b>(130,948,901)</b>	<b>(113,440,031)</b>	<b>(113,217,920)</b>

The accompanying notes are an integral part of these financial statements.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## CONSOLIDATED STATEMENT OF CASH FLOWS

	2019	2018 (Restated) (Note 3)
For the Year Ended December 31,	\$	\$
<b>Operating Activities</b>		
Annual surplus	5,873,766	22,941,064
Non-cash charges to operations:		
Earnings from Thunder Bay Hydro Corporation (note 7)	(1,265,645)	(4,091,790)
Amortization of tangible capital assets	78,956,945	80,153,661
Contributed tangible capital assets	(98,750)	(13,048)
Loss on disposal of tangible capital assets	2,584,611	7,281,644
Write-down of tangible capital assets	2,741,225	635,741
Landfill closure and post closure liability	1,668,826	(286,196)
Employment future benefits	9,677,121	(2,000,988)
Change in non-cash working capital balances		
Taxes receivable	146,161	1,425,642
Accounts receivable	(90,084)	1,159,655
User charges receivable	(937,182)	73,337
Other assets	(2,123,000)	(1,869,000)
Accounts payable and accrued liabilities	1,525,133	8,373,120
Deferred revenue	17,358,604	735,641
Supplies inventory	(55,936)	(547,080)
Prepaid expenses	(308,149)	(850,684)
<b>Cash provided by operating activities</b>	<b>115,653,646</b>	<b>113,120,719</b>
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(90,220,169)	(81,902,010)
Proceeds on disposal of tangible capital assets	304,346	342,262
<b>Cash used in capital activities</b>	<b>(89,915,823)</b>	<b>(81,559,748)</b>
<b>Financing Activities</b>		
Increase in Tbaytel short term payable	4,408,000	-
Decrease in Tbaytel long term payable	(12,908,000)	(8,381,000)
Proceeds from municipal debenture debt	28,377,526	27,873,093
Repayment of municipal debenture debt	(22,172,554)	(21,011,748)
<b>Cash used for financing activities</b>	<b>(2,295,028)</b>	<b>(1,519,655)</b>
<b>Investing Activities</b>		
Reduction of investment in own debentures	-	2,034
Net increase in investments	(30,385,297)	(18,193,924)
Decrease (increase) in long term receivable	196,189	(141,445)
<b>Cash used in investing activities</b>	<b>(30,189,108)</b>	<b>(18,333,335)</b>
<b>Increase (decrease) in cash</b>	<b>(6,746,313)</b>	<b>11,707,981</b>
Cash, beginning of year	29,320,774	17,612,793
<b>Cash, end of year</b>	<b>22,574,461</b>	<b>29,320,774</b>

The accompanying notes are an integral part of these financial statements.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### GENERAL

The Corporation of the City of Thunder Bay (the “City”) is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act and related legislation.

### 1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the City are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as established by the Public Sector Accounting Board [PSAB] of the Chartered Professional Accountants Canada [CPAC]. Significant accounting policies adopted by the City are as follows:

#### Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses and accumulated surplus of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the City and which are owned or controlled by the City. These financial statements include:

Thunder Bay Public Library Board  
Parking Authority  
Victoria Avenue Business Improvement Area  
Waterfront District Business Improvement Area  
Victoriaville Centre Board of Management  
Tbaytel (A Municipal Service Board established by the Corporation of the City of Thunder Bay)  
Thunder Bay Community Economic Development Commission Inc.  
Thunder Bay Police Services Board

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

The financial activities of certain entities associated with the City are not consolidated. The City’s contributions to these entities are recorded in the Consolidated Statement of Operations and Accumulated Surplus. The entities that are not consolidated are as follows:

Lakehead Region Conservation Authority  
Thunder Bay Community Auditorium Inc.  
Thunder Bay District Health Unit  
The District of Thunder Bay Social Services Administration Board

#### Government Business Enterprise

Thunder Bay Hydro Corporation is accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for government business enterprises [note 7]. Under the modified equity basis, the business enterprise’s accounting principles are not adjusted to conform to those of the City’s, and inter-organizational transactions and balances are not eliminated.

#### Accounting for School Board Transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards, are not reflected in these consolidated financial statements [note 4].

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Trust Funds

Trust funds and their related operations administered by the City are not included in the consolidated financial statements but are reported separately in the Trust Fund Financial Statements [note 5].

#### Basis of Accounting

The City follows the accrual basis of accounting. Under the accrual method of accounting, revenues are recognized in the period in which the transactions or events that give rise to the revenues occurred. Expenses are recognized in the period in which the goods or services are acquired, whether or not payment has been made or invoices received.

#### Employment Benefits

The City has adopted the following policies with respect to employment benefit plans:

The costs of vacation entitlements are charged as expenses when earned;

The costs of post-employment benefits, sick leave entitlements and WSIB entitlements are recognized when the event that obligates the City occurs; costs include projected future income payments, health care continuation costs and fees paid to independent administrators of these plans, calculated on a present value basis;

The costs of post-employment benefits, sick leave entitlements and WSIB entitlements are actuarially determined using the projected benefits method prorated on service and management's best estimate of retirement ages of employees, salary escalation, expected health care costs and plan investment performance;

Accrued obligations and related costs of funded benefits are net of plan assets;

The City amortizes the amount of any actuarial gains or losses over the expected average remaining service lifetime of the active members of the group and prior service costs are recognized in the period of the plan changes.

The contributions to a defined benefit pension plan are expensed when contributions are due.

#### Government Transfers

Government transfers which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.

#### Investments

The City accounts for its investments at cost plus accrued earnings. The carrying value of an investment is written down to its net recoverable amount if a decline in value is judged to be other than temporary.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Investment Income

Investment income earned on surplus funds is reported as revenue in the period earned. Investment income earned on obligatory reserve funds is added to the fund balance and forms part of the deferred revenue.

#### Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

##### [i] Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset.

The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

##### General capital

Land improvements	5 to 50 years
Buildings	10 to 60 years
Machinery and equipment	2 to 30 years
Vehicles	3 to 20 years
Network assets	6 to 45 years
Library collection	10 years

##### Infrastructure

Land improvements	5 to 50 years
Buildings	30 to 60 years
Linear assets	10 to 80 years
Machinery and equipment	2 to 30 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate they no longer contribute to the City's ability to provide services, or when the value of future economic benefits associated with the tangible capital assets are less than their book value. The net write-downs are accounted for as expenses in the statement of operations.

##### [ii] Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.



# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Non-financial Assets (continued)

##### [iii] Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

##### [iv] Inventories

Inventories held for consumption are recorded at the lower of cost or replacement cost.

#### Taxation Revenue

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

Annually, the City bills and collects property tax revenues for municipal purposes as well as provincial education taxes on behalf of the Province of Ontario (the "Province") for education purposes. The authority to levy and collect property taxes is established under the *Municipal Act*, the *Assessment Act*, the *Education Act*, and other legislation.

The amount of the total annual property tax levy is determined each year through Council's approval of the annual operating budget. Municipal tax rates are set annually by Council for each class or type of property, in accordance with legislation and Council-approved policies, in order to raise the revenues required to meet operating budget requirements. Education tax rates are established by the Province each year to fund the cost of education on a Province-wide basis.

Property assessments, on which property taxes are based, are established by the Municipal Property Assessment Corporation ("MPAC"), a not-for-profit corporation funded by all of Ontario's municipalities. The current value assessment ("CVA") of a property represents an estimated market value of a property as of a fixed date. Assessed values for all properties within the municipality are provided to the City in the returned assessment roll in December of each year.

The amount of property tax levied on an individual property is the product of the CVA of the property (assessed by MPAC) and the tax rate for the class (approved by Council), together with any adjustments that reflect Council-approved mitigation or other tax policy measures.

Property taxes are billed by the City twice annually. The interim billing, issued in January, is based on 50% of the total property's taxes in the previous year, and provides for the cash requirements of the City for the initial part of the year prior to Council's approval of the final operating budget and the approved property tax levy for the year. Final bills are issued in June, following Council's approval of the capital and operating budget for the year, the total property tax levy, and the property tax rates needed to fund the City's operations.

Taxation revenues are recorded at the time tax billings are issued. Additional property tax revenue can be added throughout the year, related to new properties that become occupied, or that become subject to property tax, after the return of the annual assessment roll used for billing purposes. The City may receive supplementary assessment rolls over the course of the year from MPAC, identifying new or omitted assessments. Property taxes for these supplementary and/or omitted amounts are then billed according to the approved tax rate for the property class.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Taxation Revenue (continued)

Taxation revenues in any year may also be reduced by reduction in assessment values resulting from assessment and/or property tax appeals. Each year, an amount is identified within the annual operating budget to cover the estimated amount of revenue loss attributable to assessment appeals, tax appeals or other deficiencies in tax revenues (e.g. uncollectible amounts, write-offs, etc.).

#### User Charges

User charges relate to telecommunication, transit fees, utility charges (water, wastewater and solid waste), licensing fees, fees for use of various programs, and fees imposed based on specific activities. Revenue is recognized when the activity is performed or when the services are rendered.

#### Other Revenue

Other revenues are recognized in the year that the events giving rise to the revenues occur and the revenues are earned. Amounts received which relate to revenues that will be earned in a subsequent year, are deferred and reported as liabilities.

#### Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. These amounts are recorded as deferred revenue and are recognized as revenue in the year the related expenses are incurred or services are performed.

#### Landfill Closure and Post-Closure Liabilities

The costs to close existing landfill sites and to maintain closed solid waste landfill sites are based on estimated future expenditures in perpetuity in current dollars, adjusted for estimated inflation. These costs are reported as a liability on the Consolidated Statement of Financial Position.

#### Contaminated Sites Liability

A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for uncollectible accounts, employee benefit liabilities, property tax assessment appeals, landfill closure and post-closure liabilities, contaminated sites liability, amortization of tangible capital assets and other accrued liabilities. These estimates are based on management's best information and judgment. Actual amounts, which are accounted for as they become known, may differ significantly from these estimates.

### 2. CHANGE IN ACCOUNTING POLICY

Effective January 1, 2019, The City of Thunder Bay adopted new Public Sector Accounting Standard, PS3430 Restructuring Transactions. The standard establishes characteristics of restructuring transactions as well as recognition and measurement criteria for both the transferor and recipient. This change has been applied prospectively from the date of adoption. There was no impact on the financial statements upon adopting the new standard.

### 3. PRIOR PERIOD ADJUSTMENT

- a) The City has restated the comparative figures to exclude the Thunder Bay Community Auditorium Inc. recorded at December 31, 2018.

The impact of the retroactive adjustment has been reported as follows:

	<u>2018</u>
<u>Statement of Financial Position</u>	
Decrease in financial assets	(236,621)
Decrease in financial liabilities	1,163,164
Decrease in non-financial assets	<u>(36,935)</u>
<b>Increase in accumulated surplus</b>	<u>889,608</u>
 <u>Statement of Operations and Accumulated Surplus</u>	
Decrease in revenues	(5,754,337)
Decrease in expenses:	
Recreation and cultural services	<u>5,990,057</u>
 Increase in annual surplus, 2018	235,720
Increase in opening accumulated surplus, 2018	<u>653,888</u>
<b>Increase in ending accumulated surplus, 2018</b>	<u>889,608</u>

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 4. OPERATIONS OF SCHOOL BOARDS

Taxation, other revenues and requisitions for the school boards amounting to **\$31,326,941** [2018 - \$31,577,503] are not reflected in these consolidated financial statements.

### 5. TRUST FUNDS

Trust funds administered by the City amounting to **\$12,762,590** [2018 - \$13,616,874] have not been included in the Consolidated Statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations and Accumulated Surplus.

Trust fund balances at December 31 are as follows:

	2019 \$	2018 \$
Older Adults Centre	112,378	111,926
Cemetery	1,137,439	1,116,553
Cemetery Marker Maintenance	445,264	430,811
Dawson Court Home for Aged	2,020	2,020
Grandview Lodge Home for Aged	4,945	4,945
Pioneer Ridge Home for Aged	20,590	23,443
Lake Superior Regiment Memorial Hillcrest Park	32,944	32,266
Employee Disability	10,831,891	11,642,431
Civic Employees Pension Trust Committee	1,998	1,998
Community Auditorium Repairs	804	787
Art in Public Places	9,178	8,989
Provincial Land Tax	163,139	240,705
	<b>12,762,590</b>	<b>13,616,874</b>

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 6. INVESTMENTS

Investments are recorded at cost. The total market value of the City's investments at December 31, 2019 was approximately **\$120,258,881** [2018 - \$85,879,835]. The City's investments are comprised of federal, provincial, municipal and corporate bonds, the ONE Equity Fund, money market funds, high interest savings account and treasury bills. The bonds have varying maturities and interest rates.

	2019		2018	
	\$		\$	
	Cost	Market Value	Cost	Market Value
Federal Government	22,059,812	21,988,099	13,383,001	13,041,214
Provincial Government	32,382,861	32,913,590	23,205,436	22,473,662
Municipal	371,625	372,984	353,616	342,411
Corporate	15,656,766	15,753,443	11,804,726	11,623,693
Equity	10,040,204	14,673,540	7,928,809	10,413,282
Other	34,790,210	34,557,225	28,240,593	27,985,573
	<b>115,301,478</b>	<b>120,258,881</b>	<b>84,916,181</b>	<b>85,879,835</b>

The weighted average yield on the cost of the investment portfolio during the year was **2.10%** (2018 2.15%). Maturity dates on investments in the portfolio range from June 2020 to December 2048.

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# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 7. INVESTMENT IN THUNDER BAY HYDRO CORPORATION

#### Thunder Bay Hydro Corporation

The Thunder Bay Hydro Corporation is wholly owned by the City and provides regulated and unregulated electric utility services and complementary commercial services. The following table provides condensed supplementary financial information for the Thunder Bay Hydro Corporation, and its majority-owned subsidiary SYNERGY NORTH Corporation and its wholly-owned subsidiaries Thunder Bay Hydro Utility Services and Thunder Bay Hydro Renewable Power Incorporated, prepared in accordance with Canadian generally accepted accounting principles as per Part I of the Chartered Professional Accountants Canada Handbook.

	2019 \$	2018 \$
<b>Financial position</b>		
Current assets	42,700,859	35,157,233
Capital assets	142,289,904	128,716,506
Long-term assets	11,854,494	5,592,219
Other assets	1,351,938	731,305
<b>Total assets</b>	<b>198,197,195</b>	<b>170,197,263</b>
Current liabilities	24,048,329	19,211,668
Long-term liabilities	57,531,742	48,230,212
Other liabilities	1,373,246	682,963
<b>Total liabilities</b>	<b>82,953,317</b>	<b>68,124,843</b>
<b>Net assets</b>	<b>115,243,878</b>	<b>102,072,420</b>
Proportionate share of other investor	(11,905,813)	-
<b>City of Thunder Bay proportionate share</b>	<b>103,338,065</b>	<b>102,072,420</b>
<b>Results of operations</b>		
Revenues	151,495,133	131,104,583
Operating expenses	(149,855,168)	(126,937,793)
<b>Comprehensive income for the year</b>	<b>1,639,965</b>	<b>4,166,790</b>
Less: Proportionate share of other investor	(266,813)	-
Less: Dividend to City of Thunder Bay	(75,000)	(75,000)
Less: IFRS adjustment	(32,507)	-
<b>City of Thunder Bay proportionate share of income</b>	<b>1,265,645</b>	<b>4,091,790</b>

The City's investment in Thunder Bay Hydro Corporation is comprised of the following:

	2019 \$	2018 \$
1,061 common shares	41,931,625	41,931,625
Promissory note	26,490,500	26,490,500
Accumulated other comprehensive income	153,970	352,534
Accumulated earnings from date of transfer	34,761,970	33,297,761
	<b>103,338,065</b>	<b>102,072,420</b>

The promissory note is receivable from Thunder Bay Hydro Corporation and is non-interest bearing, unsecured and due on demand.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 7. INVESTMENT IN THUNDER BAY HYDRO CORPORATION (continued)

#### Related Party Transaction

Thunder Bay Hydro Corporation provides certain services to the City in the normal course of business at commercial rates.

Thunder Bay Hydro Corporation billed the City for electricity in the amount of **\$8,156,685** [2018-\$7,803,656]. At December 31, 2019, included in accounts payable and accrued liabilities is **\$646,613** [2018 - \$785,113] payable to Thunder Bay Hydro Corporation related to this expense. Also recorded was pole rental from Thunder Bay Hydro Corporation in the amount of **\$731,064** [2018 - \$358,203]. The City also contributed towards capital construction by Thunder Bay Hydro Corporation during the year in the amount of **\$97,722** [2018 - \$343,598]. The City received dividends of **\$75,000** in 2019 [2018 - \$75,000].

The City provides certain services to Thunder Bay Hydro Corporation in the normal course of business at commercial rates.

The following revenues were recorded:

Rent of **\$347,748** [2018-\$342,609]  
Telecommunication costs of **\$205,566** [2018-\$199,487]  
Property taxes of **\$179,590** [2018-\$183,351]  
Fuel of **\$126,653** [2018-\$nil]  
Conservation related incentives of **\$32,933** [2018-\$15,145]

#### Corporate Information

On January 1, 2019, SYNERGY NORTH Corporation ("SN") was formed under the Business Corporation Act (Ontario) by amalgamation ("the Amalgamation Transaction") of the former entities: Thunder Bay Hydro Electricity Distribution Inc. ("TBHEDI") and Kenora Hydro Electric Corporation Ltd. ("Kenora Hydro"). The former TBHEDI was deemed the acquirer under the Amalgamation Transaction for accounting purposes.

### 8. BANK INDEBTEDNESS

The City has an unsecured demand revolving credit facility in the amount of **\$15,000,000** [2018 - \$15,000,000], of which **\$nil** [2018 - \$nil] was used at year-end, bearing interest at the bank's prime rate less 0.88%.

Tbaytel's available revolving credit facilities amount to:

- 1) **\$1,500,000** US [2018-\$1,500,000 US] at a floating rate of US bank prime or 5.25%, of which **\$nil** US [2018 - \$nil US] was used at year-end.
- 2) **\$5,500,000** CDN [2018-\$5,500,000] at a floating rate of bank prime less 0.50%, or 3.45%, of which **\$nil** CDN [2018 - \$nil] was used at year-end.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 9. TBAYTEL PAYABLE

#### a. Tbaytel Short Term Payable

In 2010, Tbaytel entered into a Strategic Business Relationship. As part of the agreement, Tbaytel entered into a long term payable arrangement with a term of ten years expiring November 2020, for a total principal amount of \$46,903,000. The amount relates to a commercial acquisition of subscribers and subsequent payments are to be funded through the future operating results of Tbaytel. The balance outstanding as at December 31, 2019 is **\$4,408,000** [2018 - \$9,419,000]. Interest is accrued with an effective rate of 4.00%.

Total payments for the year for the short term payable are as follows:

	2019 \$	2018 \$
Principal payments	5,011,000	4,978,000
Interest payments	286,000	485,000
<b>Total</b>	<b>5,297,000</b>	<b>5,463,000</b>

#### b. Tbaytel Long Term Payable

In 2015, the Strategic Business Relationship Agreement was amended to provide Tbaytel with Core Access Licensing (CAL). The CAL has a term of seven years, expiring December 31, 2021. Interest is 2.47% and minimum lease payments are \$3,714,000 annually including interest. The cost of the Core Access License under capital lease is \$23,852,000.

Principal repayments of the long term payable are due as follows:

	Principal \$	Interest \$	Total \$
2020	3,575,000	139,000	3,714,000
2021	3,665,000	49,000	3,714,000
<b>Total</b>	<b>7,240,000</b>	<b>188,000</b>	<b>7,428,000</b>

Total payments for the year for the long term payable are as follows:

	2019 \$	2018 \$
Principal payments	3,488,000	3,403,000
Interest payments	226,000	311,000
<b>Total</b>	<b>3,714,000</b>	<b>3,714,000</b>



# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 10. DEFERRED REVENUE

Deferred revenue is as follows:

	2019 \$	2018 \$
<b>Obligatory reserve funds</b>		
Subdivision Deposits	330,354	378,337
Federal Gas Tax	9,509,168	-
Dedicated Gas Tax	1,682,910	-
Ontario Community Infrastructure Fund	4,038,919	-
Ontario Municipal Commuter Cycling	768,803	-
MTO Transit Capital	148,190	-
<b>Other</b>	<b>12,652,267</b>	<b>11,393,670</b>
	<b>29,130,611</b>	<b>11,772,007</b>

The continuity of deferred revenue is as follows:

	2019 \$	2018 \$
<b>Balance, beginning of year</b>	<b>11,772,007</b>	<b>11,036,366</b>
Developers and property owners contributions	95,686	98,609
Federal Gas Tax	13,578,339	-
Dedicated Gas Tax	1,443,991	-
Ontario Community Infrastructure Fund	5,490,018	-
Opening balances obligatory reserve funds	7,824,607	-
Net contributions from current operations	1,258,597	690,347
Interest earned	251,116	7,566
	<b>29,942,354</b>	<b>796,522</b>
<b>Less:</b>		
Developer and property owner contributions to capital	151,033	60,881
Federal Gas Tax contributions to capital	9,716,881	-
Ontario Community Infrastructure Fund contributions to capital	2,411,751	-
Ontario Municipal Commuter Cycling contributions to capital	124,213	-
MTO Transit Capital contributions to capital	179,872	-
<b>Balance, end of year</b>	<b>29,130,611</b>	<b>11,772,007</b>

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 11. PENSION AGREEMENTS

The City makes contributions to the Ontario Municipal Employees Retirement System Fund (OMERS), which is a multi-employer plan, on behalf of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employee contributions are matched by the City.

During the year ended December 31, 2019, the City contributed approximately **\$17,198,089** [2018 - \$17,102,126] for current service, which is included as an expense on the Consolidated Statement of Operations and Accumulated Surplus.

Because OMERS is a multi-employer plan, the City does not recognize any share of pension plan deficit of **\$3.4** billion [2018-\$4.2 billion] based on fair market value of the plan's assets, as this is a joint responsibility of all Ontario municipalities and their employees.

### 12. EMPLOYMENT FUTURE BENEFITS

The City provides certain employee benefits which will require funding in future periods.

	2019 \$	2018 \$
Sick leave benefits	7,754,764	5,555,364
Vacation pay	4,453,373	4,523,822
Post-employment benefits	38,511,006	38,884,012
WSIB	43,827,576	35,906,400
	<b>94,546,719</b>	<b>84,869,598</b>

- [a] Under the sick leave benefit plan, unused sick leave can accumulate and certain employees may be entitled to a cash payment when they retire or leave the City's employment or pay for sick leave in excess of the current year entitlement. The City recognizes these costs in the period in which the employees rendered the services. The accrued benefit liability at December 31, 2019 of **\$7,754,764** [2018-\$5,555,364] was determined by an actuarial valuation prepared for the year ended December 31, 2019. An amount of **\$2,165,867** [2018-\$2,354,991] has been set aside in a sick pay liability reserve fund to offset this liability.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 12. EMPLOYMENT FUTURE BENEFITS (continued)

The main actuarial assumptions employed for the valuation of vested and non-vested sick leave benefits are as follows:

#### General Inflation

Future general inflation levels, as measured by changes in the Consumer Price Index (CPI), were assumed at 2% per annum.

#### Interest (discount) rate

The obligation as at December 31, 2019 of the present value of future liabilities and the expense for the year then ended was determined using an annual discount rate of 2.40%. This rate reflects the City's costs of borrowing as at December 31, 2019.

#### Salary levels

Future general salary and wage levels were assumed to increase at 3.00% per annum, reflecting the expected Consumer Price Index adjusted for productivity, merit and promotion.

- [b] Vacation entitlements earned by the employees are converted to a cash payment when they retire or leave the City's employment.
- [c] The City pays certain post-retirement benefits on behalf of its retired employees and recognizes these post retirement costs in the period in which the employees rendered the services. The accrued benefit obligation at December 31, 2019 of **\$37,740,085** [2018-\$34,202,539] was determined by an actuarial valuation prepared for the year ended December 31, 2019. An amount of **\$5,201,305** [2018- \$5,294,148] has been set aside in a post-retirement benefits reserve fund to offset this liability.

Information about the City's post-retirement non-pension benefit plan is as follows:

	2019 \$	2018 \$
Accrued benefit liability recognized in the financial statements	<b>38,511,006</b>	38,884,012
Expense for the year	<b>1,986,460</b>	1,866,098
Benefits paid for the year	<b>(2,357,466)</b>	(2,258,642)

The main actuarial assumptions employed for the valuation are as follows:

#### General Inflation

Future general inflation levels, as measured by changes in the Consumer Price Index (CPI), were assumed at 2% per annum.

#### Interest (discount) rate

The obligation as at December 31, 2019 of the present value of future liabilities and the expense for the year then ended was determined using an annual discount rate of 2.40% to 2.70%. This rate reflects the cost of borrowing as at December 31, 2019.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 12. EMPLOYMENT FUTURE BENEFITS (continued)

#### Medical and dental costs

Medical costs were assumed to increase by 4.70% to 5.56% in 2019, with further annual increases gradually declining to 4.50% to 4.70% in 2024 and each year thereafter. Dental costs were assumed to increase at 4.50% to 4.80% in 2019 to 2024 and each year thereafter.

- [d] The City elected to be under Schedule 2 of the Workplace Safety and Insurance Act and hence, effectively self-insures its workers' compensation claims. The estimated future benefit costs (including administration costs) at December 31, 2019 of **\$43,827,576** [2018 - \$35,906,400] were determined by an actuarial valuation prepared for the year ended December 31, 2019. An amount of **\$2,713,847** [2018 - \$2,410,599] has been set aside in a WSIB reserve fund to offset this liability.

### 13. MUNICIPAL DEBENTURE DEBT

- [a] The balance of municipal debt reported on the Consolidated Statement of Financial Position totaling **\$212,110,658** [2018 - \$205,905,686] is comprised of debenture debt and construction financing outstanding at year-end incurred by the City.

The balance of municipal debenture debt is **\$202,123,582** [2018 - \$197,025,493].

The balance of construction financing is **\$9,987,076** [2018 - \$8,880,193] and is comprised of short-term advancements on a debenture based on incurred costs. All construction financing will be converted to a long-term debenture when project costs are complete.

The breakdown of the balance owing is as follows:

	2019 \$	2018 \$
<b>Debenture debt</b>		
Tax supported	71,625,559	71,490,827
Rate supported	91,623,023	96,609,666
Tbaytel	38,875,000	28,925,000
<b>Total debenture debt</b>	<b>202,123,582</b>	<b>197,025,493</b>
<b>Construction financing</b>		
Tax supported	4,751,356	5,509,111
Rate supported	5,235,720	3,371,082
<b>Total construction financing</b>	<b>9,987,076</b>	<b>8,880,193</b>
<b>Total debt</b>	<b>212,110,658</b>	<b>205,905,686</b>

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 13. MUNICIPAL DEBENTURE DEBT (continued)

[b] Principal repayments of municipal debenture debt are due as follows:

	\$
2020	23,668,620
2021	23,216,844
2022	22,752,842
2023	22,305,034
2024	17,851,827
2025 and thereafter	92,328,415
<b>Total</b>	<b>202,123,582</b>

[c] The long-term liabilities in [a] issued in the name of the City have been approved by by-law. The 2020 annual principal and interest payments required to service these liabilities are within the 2020 annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing of \$123,558,226. The City has available \$95,935,257, based on this annual debt repayment limit.

[d] Total payments for the year for municipal debenture debt are as follows:

	2019 \$	2018 \$
Principal payments	22,172,554	21,011,748
Interest payments	6,615,527	6,611,221
<b>Total</b>	<b>28,788,081</b>	<b>27,622,969</b>

### 14. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

The Ontario Environmental Protection Act (the “Act”) sets out the regulatory requirements for the closure and maintenance of landfill sites. Under the Act, the City is required to provide for closure and post-closure care of its solid waste landfill site.

The John Street municipal landfill is operated by the City to accept all municipal solid waste from the City. The landfill includes the closed and capped West Cell, and the active East Cell with a remaining life of approximately 22 years. Closure activities include final cover and vegetation, drainage control features, monitoring of leachate, water quality and recovery of gas. Post-closure activities include acquisition of additional land for buffer zone, treatment and monitoring of leachate, monitoring groundwater, surface water and gas, and recovery and ongoing maintenance of various control systems, drainage systems and final cover.

The estimated liability of **\$5,346,591** [2018 - \$3,677,765] is the present value of future closure and post-closure costs discounted at a rate of 2.4%.

### 15. CONTAMINATED SITES LIABILITY

The City recorded an estimated liability of **\$nil** [2018 - \$nil].

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 16. TANGIBLE CAPITAL ASSETS

Schedule 1 provides information on the tangible capital assets of the City of Thunder Bay by major asset class, including cost, accumulated amortization and the net book value of the assets.

During the year no interest was capitalized [2018 – \$nil], there were write-downs of tangible capital assets of \$2,741,225 [2018-\$635,741] and contributed tangible capital assets of \$98,750 [2018- \$13,048].

Certain assets have been recorded at a nominal value due to the difficulty in determining an appropriate value. These assets include road allowances relating to the roads network, certain land segments acquired through land swaps and some parkland segments.

Works of art, artifacts, natural resources, cultural and historic assets are not recorded as assets in the financial statements as a reasonable estimate of the future economic benefits associated with such property cannot be made.

### 17. GOVERNMENT TRANSFERS

	2019 \$	2018 \$
<b>Revenues</b>		
Government of Canada grants	11,744,051	12,670,598
Province of Ontario grants	52,984,902	60,709,881
<b>Total Revenues</b>	<b>64,728,953</b>	<b>73,380,479</b>
<b>Expenses</b>		
External transfers to others	23,063,955	25,558,138
<b>Total Expenses</b>	<b>23,063,955</b>	<b>25,558,138</b>

### 18. CONTINGENCIES

- [a] There were numerous claims and litigation in dispute at December 31, 2019 for which the amount of settlement, if any, is indeterminable at this time. The settlements, if any, will be expensed in the Consolidated Statement of Operations and Accumulated Surplus in the year in which judgments are rendered. No provision has been made in these consolidated financial statements in respect of the above claims and litigation.
- [b] The Ontario Mining Act (the "Act") sets out the regulatory requirements for the closure plan and maintenance of mine sites. Under the Act, the City is required to provide for closure and post-closure maintenance of the Shuniah Mine site, located on City property. The solution and cost for the post-closure maintenance, if any, is uncertain and indeterminable at the date of issue of the consolidated financial statements and no provision has been made.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 19. COMMITMENTS

- [a] The City has various operating leases pertaining to certain premises and equipment and service agreements. The future minimum lease payments over the next five years are as follows:

	\$
2020	6,459,211
2021	3,193,235
2022	2,104,427
2023	1,112,811
2024	437,600

- [b] Tbaytel has provided a letter of guarantee from the Royal Bank to WSIB in the amount of **\$504,000** [2018-\$504,000].

- [c] The Thunder Bay Community Economic Development Commission Inc. has committed a total of \$1,663,066 to various organizations. Scheduled payments are made at the time these organizations meet previously agreed upon criteria.

### 20. PUBLIC LIABILITY INSURANCE

The City is self-insured for public liability claims up to \$1,000,000 for any number of claims arising out of a single occurrence. Outside coverage is in place for claims in excess of these limits.

Self-insured claims settled and accrued during the year amounting to **\$930,558** [2018 - \$1,046,199] are reported as an expense in the Consolidated Statement of Operations.

### 21. NON-CONSOLIDATED ENTITIES

#### Thunder Bay District Health Unit

The Thunder Bay District Health Unit is established under the Health Protection and Promotion Act, and provides programs and services in accordance with the legislative mandate for Boards of Health in Ontario and delivers a wide range of services to citizens of the District of Thunder Bay.

The following table provides condensed supplementary financial information for the Thunder Bay District Health Unit prepared in accordance with Canadian public sector accounting standards.

	2019	2018
	\$	\$
<b>Financial position</b>		
Financial assets	4,823,243	4,610,329
Liabilities	(3,172,370)	(3,033,374)
Net financial assets	1,650,873	1,576,955
Non-financial assets	1,962,841	1,861,067
<b>Accumulated surplus</b>	3,613,714	3,438,022

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 21. NON-CONSOLIDATED ENTITIES (continued)

#### Thunder Bay District Health Unit (continued)

	2019 \$	2018 \$
<b>Results of operations</b>		
Revenues other than municipal levies	16,025,045	15,482,549
Municipal levies	2,921,404	2,836,318
Expenses	(18,770,757)	(18,371,045)
<b>Annual surplus (deficit)</b>	<b>175,692</b>	<b>(52,178)</b>

The City's share of the municipal levies was **\$2,320,585** [2018 - \$2,238,140].

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

Effective April 1, 1999, pursuant to provincial legislation, The District of Thunder Bay Social Services Administration Board was formed to accommodate the provincial government's requirement to consolidate the delivery of Social Services. The Board delivers provincially mandated services on behalf of the citizens of the District of Thunder Bay.

The following table provides condensed supplementary financial information for The District of Thunder Bay Social Services Administration Board, including its wholly-owned subsidiary, Thunder Bay District Housing Corporation, prepared in accordance with Canadian public sector accounting standards.

	2019 \$	2018 \$
<b>Financial position</b>		
Financial assets	42,011,622	38,886,072
Long-term debt	(18,833,934)	(21,584,776)
Other liabilities	(17,365,699)	(16,921,662)
Net debt	5,811,989	379,634
Non-financial assets	45,578,695	46,986,880
<b>Accumulated surplus</b>	<b>51,390,684</b>	<b>47,366,514</b>

	2019 \$	2018 \$
<b>Results of operations</b>		
Revenues other than municipal levies	77,091,273	79,604,847
Municipal levies	22,281,500	22,806,700
Other income	495,318	637,611
Expenses	(96,931,136)	(100,049,817)
Distribution to municipalities	-	(556,754)
<b>Annual surplus</b>	<b>2,936,955</b>	<b>2,442,587</b>

The City's share of the municipal levies was **\$15,995,175** [2018 - \$16,534,721].



# **THE CORPORATION OF THE CITY OF THUNDER BAY**

## **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**For the Year Ended December 31, 2019**

### **22. SEGMENTED INFORMATION**

The City is a diversified municipal government institution that provides a wide range of services to its citizens. Segmented information has been prepared by major functional classification of activities provided, consistent with the consolidated statement of operations and accumulated surplus and provincially legislated requirements. For each reported segment, revenues and expenses represent both amounts attributable to the segment and amounts that are allocated on a reasonable basis.

The segmented information is provided in Schedule 3 to the consolidated financial statements and includes the following segments:

#### **General Government**

General Government comprises various administrative services, including Finance & Corporate Services, Legal Services, Realty Services, City Manager's Department, Facilities & Fleet Services and Mayor and Council.

#### **Protection to Persons and Property**

Protection to persons and property is comprised of Police Services, Fire Services, Protective Inspection and Control and Thunder Bay Court Services. The mandate of Police Services is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. The Fire Services department is responsible for fire suppression; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. Protective Inspection and Control ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and by-laws for the protection of occupants. Thunder Bay Court Services administers prosecutions and the collection of related fines and fees under the authority of the Provincial Offences Act.

#### **Transportation Services**

Transportation services include Roadways, Winter Control, Transit, Parking and Street Lighting. Roadways covers the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, bridges, culverts, sidewalks, crossing guards and traffic lights. Winter control includes snowplowing, sanding and salting, snow removal and flood control. The Transit division is responsible for providing local public transportation service including specialized public transportation. The Parking Authority is responsible for the planning, development and maintenance of parking lots, meters and parkades, including enforcement of parking regulations. Street lighting plans, develops and maintains the street lighting system.

#### **Environmental Services**

Environmental services consist of Waterworks, Sanitary Sewer, Storm Sewer, Waste Collection and Disposal and Recycling. Waterworks provides drinking water to the citizens of Thunder Bay. Sanitary Sewer collects and treats wastewater. Storm Sewer provides surface water management. Waste Collection, Disposal and Recycling includes the collection of solid waste, landfill site operations and waste minimization programs.

#### **Health Services**

Health Services includes Cemeteries, Health Care Recruitment and Ambulance Services.

#### **Social and Family Services**

Social and Family Services include General Assistance, Assistance to Aged Persons and Child Care. Under Assistance to Aged Persons, the City operates a Home for the Aged, the 55+ Centre, and provides services to

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 22. SEGMENTED INFORMATION (continued)

#### Social and Family Services (continued)

seniors, including meals on wheels, friendly visiting program and Jasper Apartments. Child Care includes the operating and maintenance of childcare centers.

#### Recreation and Cultural Services

Recreation and Cultural Services include Parks, Recreation Programs and Facilities, Thunder Bay Public Library and Contributions to Cultural Organizations. The City provides public services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure services such as fitness and aquatic programs, the development and maintenance of various recreational facilities, and the maintenance of parks and open spaces. The Thunder Bay Public Library is dedicated to providing community access to local and global information resources that support lifelong learning, research and leisure activities. The City contributes to various cultural organizations under specific funding programs. Also included in Recreation and Cultural Services is the City's contribution to the Thunder Bay Community Auditorium Inc.

#### Planning and Development

The Development Services Department manages urban development for business interest, environmental concerns, heritage matters, local neighbourhoods and the downtown through city planning and community development and approval of all land development plans. Also included in Planning and Development are the activities of the Thunder Bay Community Economic Development Commission Inc., two Business Improvement Areas (BIA's), and Victoriaville Centre.

#### Tbaytel

Tbaytel was established as a Municipal Service Board to govern, control, maintain, operate and manage the City's provision of telecommunication services.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 23. BUDGET INFORMATION

Budgets are established to set tax rates or to finance projects which may be carried out over one or more years. Budget figures have been reclassified for purposes of these consolidated financial statements to comply with PSAB reporting requirements and are not audited. The chart below reconciles the approved budget with the budget figures as presented in these consolidated financial statements.

	\$
<b>Revenues</b>	
<b>Approved Budget</b>	
Operating	390,383,400
Capital	76,662,300
Consolidated Boards	180,711,900
	647,757,600
<b>Adjustments</b>	
Transfer from reserves to operating	(4,002,900)
Obligatory Reserve Funds	(14,029,600)
In year budget adjustments - capital	7,103,809
Financial statement presentation adjustments	456,951
Reduction due to tangible capital asset accounting	(76,662,300)
Contributed tangible assets	98,750
Reclassification of taxation	(225,000)
<b>Total Revenues</b>	560,497,310
<b>Expenses</b>	
<b>Approved Budget</b>	
Operating	390,383,400
Capital	76,662,300
Consolidated Boards	167,952,900
	634,998,600
<b>Adjustments</b>	
Amortization of tangible capital assets	45,487,672
Transfer to reserves	(31,837,900)
Reduction due to tangible capital asset accounting	(76,662,300)
Capital out of Revenue	(16,070,800)
Post employment benefit expense	9,657,120
Landfill closure and post closure expense	1,668,826
Financial statement presentation adjustments	(4,883,700)
Reclassification of taxation	(225,000)
Debt principal payments	(19,567,800)
Operating expenses budgeted in capital expensed in current year	22,402,910
<b>Total Expenses</b>	564,967,628
Loss on disposal of tangible capital assets	(190,000)
<b>Annual Deficit</b>	(4,660,318)

(A) Amortization of tangible capital assets does not include the amortization of the Consolidated Boards (\$34,229,000) and acquisitions of tangible capital assets (\$56,253,000), these amounts are included in their approved budget.

# THE CORPORATION OF THE CITY OF THUNDER BAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

### 24. RELATED PARTY TRANSACTIONS

Tbaytel and the City provide certain services to one another which are recorded at commercial rates under normal trade terms.

Tbaytel provided telecommunication services to the City at an expense of **\$1,738,000** [2018-\$1,708,000].

The City recorded the following revenues:

Payments in lieu of property taxes of **\$420,000** [2018-\$417,000]

Other sundry services of **\$740,000** [2018-\$827,000]

### 25. FLOOD DISASTER

On May 28, 2012, the City of Thunder Bay experienced a severe rainfall event, which resulted in the flooding of the Atlantic Avenue Secondary Sewage Treatment Plant (the "Plant") and basement flooding in certain areas of the City. On June 8, 2012, the Province of Ontario declared the City of Thunder Bay a disaster area for the purposes of the Ontario Disaster Relief Assistance Program ("ODRAP").

The City is currently in a dispute with its insurer, which has denied the claim based upon a disagreement over the proper allocation of repair costs for purposes of coverage under the insurance policy. The City believes that the basis for the denial of the claim is invalid and has initiated legal action against its insurers and the claims adjusters. As this amount is in dispute and the outcome of the action is indeterminable, in accordance with PSAB standards the City has derecognized the balance in dispute and will record the amount of any recovery when received.

### 26. COMPARATIVE AMOUNTS

The comparative financial statements have been reclassified from statements previously presented to conform to the presentation of the 2019 financial statements.

### 27. FUTURE ACCOUNTING CHANGES

Financial Instruments, PS 3450, Foreign Currency Translation, PS 2601, and Financial Statement Presentation, PS 1201 are effective for fiscal years beginning on or after April 1, 2021. While early adoption is permitted, all three of the standards must be adopted in the same year. PS 3450 provides guidance on the recognition, measurement, presentation and disclosure of financial instruments including derivative instruments. PS 2601, Foreign Currency Translation includes guidance of deferral and amortization of unrealized gains and losses, hedge accounting and separation of realized and unrealized foreign exchange gains and losses. PS 1201 Financial Statement Presentation includes the addition of a new statement outlining re-measurement gains and losses. The City has not yet adopted these standards or determined the effect on the consolidated financial statements.

### 28. SUBSEQUENT EVENT

Subsequent to year end, the COVID-19 pandemic has had a significant impact on Canada, the global economy and the City. As the situation continues to develop, there could be further impact on the City, its citizens, suppliers and other third party business associates that could affect the timing and amounts realized on the City's assets and future ability to deliver services and projects.

**THE CORPORATION OF THE CITY OF THUNDER BAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**For the Year Ended December 31, 2019**

**28. SUBSEQUENT EVENT (continued)**

The first quarter variance report identified an estimated negative financial impact of \$4.5 million dollars up to May 31, 2020. Given the dynamic nature of these circumstances and the unknown duration of the disruption, the full financial impact cannot be reasonably estimated at this time. The City will continue to focus on managing expenditures and revenue streams, and leveraging existing reserve funds, to ensure it is able to continue providing services to its citizens.

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**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS**

**Schedule 1**

	General Capital							Infrastructure						Total	
As at December 31,	Land	Land Improvements	Buildings	Machinery & Equipment	Vehicles	Network Assets	Library Collection	Land	Improvements	Building	Linear Assets	Machinery & Equipment	Assets Under Construction (AUC)	2019	2018
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$
<b>Cost</b>															
Balance, beginning of year	27,552,836	72,172,576	227,293,155	88,988,139	85,925,576	507,748,000	5,243,000	1,195,122	7,789,157	262,815,473	1,102,574,348	16,624,219	33,323,404	2,439,245,005	2,372,720,368
Add: Additions	6	1,366,859	2,950,619	6,156,944	2,123,140	28,979,000	186,693	-	-	-	17,024,269	1,863,465	29,667,924	90,318,919	81,915,058
Add: Transfers from AUC	-	195,831	883,000	6,306,296	1,484,272	7,176,000	-	-	-	-	10,075,533	54,327	(26,175,259)	-	-
Less: Disposals	2,780	-	-	3,264,204	9,534,438	100,000	177,256	-	-	-	2,572,805	2,533,038	-	18,184,521	14,754,680
Less: Write-downs	-	-	-	-	-	-	-	-	-	-	-	-	2,741,225	2,741,225	635,741
<b>Balance, end of year</b>	<b>27,550,062</b>	<b>73,735,266</b>	<b>231,126,774</b>	<b>98,187,175</b>	<b>79,998,550</b>	<b>543,803,000</b>	<b>5,252,437</b>	<b>1,195,122</b>	<b>7,789,157</b>	<b>262,815,473</b>	<b>1,127,101,345</b>	<b>16,008,973</b>	<b>34,074,844</b>	<b>2,508,638,178</b>	<b>2,439,245,005</b>
<b>Accumulated Amortization</b>															
Balance, beginning of year	-	33,111,699	91,695,061	66,393,434	45,669,474	331,091,000	3,938,822	-	5,271,364	89,341,286	728,820,264	5,090,449	-	1,400,422,853	1,327,399,966
Add: Amortization	-	2,450,691	5,861,802	6,713,094	5,372,177	26,826,000	346,281	-	550,373	7,462,519	22,526,446	847,562	-	78,956,945	80,153,661
Less: Accumulated Amortization on disposals	-	-	-	3,182,794	8,676,140	93,000	177,256	-	-	-	2,195,781	970,593	-	15,295,564	7,130,774
<b>Balance, end of year</b>	<b>-</b>	<b>35,562,390</b>	<b>97,556,863</b>	<b>69,923,734</b>	<b>42,365,511</b>	<b>357,824,000</b>	<b>4,107,847</b>	<b>-</b>	<b>5,821,737</b>	<b>96,803,805</b>	<b>749,150,929</b>	<b>4,967,418</b>	<b>-</b>	<b>1,464,084,234</b>	<b>1,400,422,853</b>
<b>Net Book Value of Tangible Capital Assets</b>	<b>27,550,062</b>	<b>38,172,876</b>	<b>133,569,911</b>	<b>28,263,441</b>	<b>37,633,039</b>	<b>185,979,000</b>	<b>1,144,590</b>	<b>1,195,122</b>	<b>1,967,420</b>	<b>166,011,668</b>	<b>377,950,416</b>	<b>11,041,555</b>	<b>34,074,844</b>	<b>1,044,553,944</b>	<b>1,038,822,152</b>

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS**

**Schedule 2**

	2019	2018
<b>As at December 31,</b>		
	\$	\$
<b>Surplus</b>		
Investment in tangible capital assets	1,044,553,944	1,038,822,152
Municipal debenture debt	(212,110,658)	(205,905,686)
Tbaytel short term payable	(4,408,000)	-
Tbaytel long term payable	(7,240,000)	(20,148,000)
Investment in Thunder Bay Hydro Corporation	103,338,065	102,072,420
General fund	5,237,723	3,965,949
Employee future benefits	(94,546,719)	(84,869,598)
Landfill closure and post-closure liability	(5,346,591)	(3,677,765)
Derecognition of receivable	(22,946,728)	(22,946,728)
	<b>806,531,036</b>	<b>807,312,744</b>
<b>Reserves</b>		
Capital reserves	16,055,834	15,036,754
Working capital	4,300,000	4,300,000
	<b>20,355,834</b>	<b>19,336,754</b>
<b>Reserve funds</b>		
Capital reserve funds	29,062,763	23,387,624
Federal Gas Tax	-	5,491,836
Provincial Dedicated Gas Tax	-	224,445
MTO Transit Capital	-	323,164
Renew Thunder Bay	21,379,431	27,211,295
Indoor Turf	7,714,814	-
Ontario Community Infrastructure	-	909,236
EMS	2,344,149	2,446,366
Ontario Municipal Commuter Cycling	-	875,926
Recreation	2,616,211	3,110,853
Post-employment benefits	5,201,305	5,294,148
Vested sick leave	2,165,867	2,354,991
WSIB	2,713,847	2,410,599
Insurance	2,024,204	1,982,570
Tax Assessment appeals	8,648,567	8,470,683
Vested property rehabilitation	5,711,017	5,540,013
Stabilization	15,311,654	12,005,992
Economic development	2,234,967	987,494
Winter roads maintenance	1,135,645	1,112,287
Other	7,945,028	6,433,553
	<b>116,209,469</b>	<b>110,573,075</b>
<b>Total reserves and reserve funds</b>	<b>136,565,303</b>	<b>129,909,829</b>
<b>Accumulated Surplus</b>	<b>943,096,339</b>	<b>937,222,573</b>

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE**

**Schedule 3**

For the year ended December 31,	General Government		Protection to Persons and Property		Transportation Services		Environmental Services		Health Services	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
<b>Revenues</b>										
Taxation, net	196,573,532	191,589,480	-	-	-	-	-	-	-	-
Government of Canada grants	8,084,563	7,982,256	463,628	258,450	63,409	2,732,340	2,407,216	820,958	-	-
Province of Ontario grants	22,263,498	26,331,198	3,661,796	2,834,001	(221,987)	2,222,555	1,303,739	1,915,280	15,828,341	15,418,520
Contributed tangible capital assets	-	-	-	-	-	13,048	-	-	-	-
Fees and service charges	4,475,834	4,236,151	1,390,835	1,170,048	8,052,297	8,238,160	58,970,006	57,035,293	242,921	171,990
Other	4,062,683	2,994,416	4,958,789	5,133,006	1,715,525	2,233,224	614,867	602,352	2,459,756	2,203,810
Investment income	1,747,229	1,732,029	78,155	69,714	93,145	104,580	338,102	199,252	73,445	75,834
Tbaytel fees and service charges	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>237,207,339</b>	<b>234,865,530</b>	<b>10,553,203</b>	<b>9,465,219</b>	<b>9,702,389</b>	<b>15,543,907</b>	<b>63,633,930</b>	<b>60,573,135</b>	<b>18,604,463</b>	<b>17,870,154</b>
<b>Expenses</b>										
Salary, wages and employee benefits	29,258,614	28,309,315	80,036,352	77,808,684	19,144,538	19,133,443	15,152,076	14,805,027	23,707,192	22,456,065
Long term debt interest	36,294	50,262	36,128	23,506	1,008,546	1,029,691	3,418,788	3,385,233	267,967	282,688
Materials	32,410,393	30,238,623	4,577,014	4,375,230	6,238,455	6,332,300	10,973,990	9,355,280	1,869,240	2,004,871
Contracted services	5,723,760	8,201,679	666,681	804,641	3,585,264	2,858,645	7,531,095	6,709,680	267,352	295,867
Rents & financials	1,391,434	1,428,440	255,745	272,648	1,876,458	940,371	2,109,627	2,233,146	333,758	334,731
External transfers to others	-	1,000,000	1,636,494	1,686,571	-	-	-	-	2,320,585	2,238,140
Interfunctional and program support	(41,523,221)	(40,467,498)	2,781,800	2,696,691	14,876,350	14,831,033	9,816,931	9,115,416	1,432,505	1,419,652
Unfunded liabilities	(813,648)	(222,266)	9,135,895	(352,309)	(272,620)	(208,807)	1,800,256	(399,219)	3,033,814	(8,912)
Amortization of tangible capital assets	757,187	752,935	2,114,062	1,711,294	19,325,552	20,156,776	16,614,195	16,463,565	1,546,807	1,565,836
<b>Total expenses</b>	<b>27,240,813</b>	<b>29,291,490</b>	<b>101,240,171</b>	<b>89,026,956</b>	<b>65,782,543</b>	<b>65,073,452</b>	<b>67,416,958</b>	<b>61,668,128</b>	<b>34,779,220</b>	<b>30,588,938</b>
<b>Net revenues (expenses)</b>	<b>209,966,526</b>	<b>205,574,040</b>	<b>(90,686,968)</b>	<b>(79,561,737)</b>	<b>(56,080,154)</b>	<b>(49,529,545)</b>	<b>(3,783,028)</b>	<b>(1,094,993)</b>	<b>(16,174,757)</b>	<b>(12,718,784)</b>



**THE CORPORATION OF THE CITY OF THUNDER BAY  
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE**

**Schedule 3**

	Social and Family Services		Recreation and Cultural Services		Planning and Development		Tbaytel		Total	
For the year ended December 31,	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
<b>Revenues</b>										
Taxation, net	-	-	-	-	-	-	-	-	196,573,532	191,589,480
Government of Canada grants	-	3,483	581,806	755,766	143,429	117,345	-	-	11,744,051	12,670,598
Province of Ontario grants	9,457,277	9,303,398	509,357	1,833,384	182,881	851,545	-	-	52,984,902	60,709,881
Contributed tangible capital assets	-	-	98,750	-	-	-	-	-	98,750	13,048
Fees and service charges	8,684,155	8,688,754	7,898,561	7,665,132	1,969,895	1,952,627	-	-	91,684,504	89,158,155
Other	16,104	6,350	433,901	876,329	1,196,685	1,038,158	5,577,000	3,978,000	21,035,310	19,065,645
Investment income	37,577	39,136	191,857	95,894	69,973	58,197	422,000	574,000	3,051,483	2,948,636
Tbaytel fees and service charges	-	-	-	-	-	-	192,604,000	189,403,000	192,604,000	189,403,000
<b>Total Revenues</b>	<b>18,195,113</b>	<b>18,041,121</b>	<b>9,714,232</b>	<b>11,226,505</b>	<b>3,562,863</b>	<b>4,017,872</b>	<b>198,603,000</b>	<b>193,955,000</b>	<b>569,776,532</b>	<b>565,558,443</b>
<b>Expenses</b>										
Salary, wages and employee benefits	17,834,250	17,449,428	20,250,170	19,571,064	2,984,056	2,977,785	34,318,000	33,340,000	242,685,248	235,850,811
Long term debt interest	876,237	1,050,181	80,112	88,520	-	-	891,455	701,140	6,615,527	6,611,221
Materials	3,790,249	3,361,190	7,838,311	8,743,282	2,356,929	3,017,829	97,274,000	96,179,000	167,328,581	163,607,605
Contracted services	819,063	793,797	1,893,929	2,238,683	1,950,424	565,643	-	-	22,437,568	22,468,635
Rents & financials	87,367	83,928	447,785	364,379	231,086	218,394	695,545	961,860	7,428,805	6,837,897
External transfers to others	15,995,175	16,534,721	2,828,700	3,815,700	283,001	283,006	-	-	23,063,955	25,558,138
Interfunctional and program support	1,650,270	1,719,064	9,639,097	9,325,327	1,326,268	1,360,315	-	-	-	-
Unfunded liabilities	(1,268,532)	(780,326)	1,505	(299,990)	(290,724)	(24,355)	-	-	11,325,946	(2,296,184)
Amortization of tangible capital assets	434,740	434,755	5,005,111	5,021,824	278,291	274,676	32,881,000	33,772,000	78,956,945	80,153,661
<b>Total expenses</b>	<b>40,218,819</b>	<b>40,646,738</b>	<b>47,984,720</b>	<b>48,868,789</b>	<b>9,119,331</b>	<b>8,673,293</b>	<b>166,060,000</b>	<b>164,954,000</b>	<b>559,842,575</b>	<b>538,791,784</b>
<b>Net revenues (expenses)</b>	<b>(22,023,706)</b>	<b>(22,605,617)</b>	<b>(38,270,488)</b>	<b>(37,642,284)</b>	<b>(5,556,468)</b>	<b>(4,655,421)</b>	<b>32,543,000</b>	<b>29,001,000</b>	<b>9,933,957</b>	<b>26,766,659</b>

The Corporation of the City of Thunder Bay

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# Trust Funds Financial Statements

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For the year ended December 31, 2019



Tel: 807 625 4444  
Fax: 807 623 8460  
www.bdo.ca

BDO Canada LLP  
1095 Barton Street  
Thunder Bay ON P7B 5N3 Canada

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## Independent Auditor's Report

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### To The Corporation of the City of Thunder Bay

#### Qualified Opinion

We have audited the statement of financial position of The Corporation of the City of Thunder Bay Trust Funds (the Trust Funds) as at December 31, 2019 and the statement of continuity for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements, present fairly, in all material respects, the financial position of the Trust Funds as at December 31, 2019, and its results of operations for the year then ended in accordance with the basis of accounting as described in Note 1.

#### Basis for Qualified Opinion

The trust funds of The Corporation of the City of Thunder Bay derive receipts from donations and deposits (withdrawals) for residents of the homes for the aged, as well as, donations for other purposes, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these receipts was limited to the amounts recorded in the records of the trust funds. Therefore, we were unable to determine whether any adjustments might be necessary to donation receipts and surplus for the year, assets, liabilities and accumulated surplus. The audit opinion on the statements for the year ended December 31, 2018 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statement* section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statement in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

#### Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial statement, which describes the basis of accounting. The financial statements are prepared to assist The Corporation of the City of Thunder Bay in assessing the Trust Funds' financial information. As a result, the statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for preparation and fair presentation of the financial statements in accordance with the basis of accounting as described in Note 1. This includes determining that the basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances, and for such internal control as management determines is necessary to enable the

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## Independent Auditor's Report (cont'd)

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preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the statements, management is responsible for assessing the Trust Funds' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Funds' financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Funds to cease to continue as a going concern.



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## Independent Auditor's Report (cont'd)

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- Evaluate the overall presentation, structure and content of the statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Thunder Bay, Ontario  
June 22, 2020

**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**TRUST FUNDS**  
**STATEMENT OF FINANCIAL POSITION**  
Year ended December 31, 2019

	<u>Total</u>	<u>Older</u>	<u>Cemeteries</u>	<u>Cemetery</u>	<u>Dawson</u>	<u>Grandview</u>	<u>Pioneer</u>	<u>Lake</u>	<u>Employee</u>	<u>Civic</u>	<u>Community</u>	<u>Art In</u>	<u>Provincial</u>
	<u>\$</u>	<u>Adults</u>	<u>\$</u>	<u>Marker</u>	<u>Court Home</u>	<u>Lodge Home</u>	<u>Ridge Home</u>	<u>Superior</u>	<u>Disability</u>	<u>Employees</u>	<u>Auditorium</u>	<u>Public</u>	<u>Land</u>
		<u>Centre</u>		<u>Mtce.</u>	<u>for Aged</u>	<u>for Aged</u>	<u>for Aged</u>	<u>Memorial</u>		<u>Pension Trust</u>	<u>Repairs</u>	<u>Places</u>	<u>Tax</u>
		<u>\$</u>		<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
<u>Assets</u>													
Cash	192,290	-	106	-	2,020	4,945	20,590	-	1,490	-	-	-	163,139
Investments (note 2)	12,570,297	112,378	1,137,333	445,264	-	-	-	32,944	10,830,398	1,998	804	9,178	-
Accrued interest	3	-	-	-	-	-	-	-	3	-	-	-	-
	<u>12,762,590</u>	<u>112,378</u>	<u>1,137,439</u>	<u>445,264</u>	<u>2,020</u>	<u>4,945</u>	<u>20,590</u>	<u>32,944</u>	<u>10,831,891</u>	<u>1,998</u>	<u>804</u>	<u>9,178</u>	<u>163,139</u>
<u>Liabilities and accumulated surplus</u>													
Due to revenue fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Accumulated surplus	<u>12,762,590</u>	<u>112,378</u>	<u>1,137,439</u>	<u>445,264</u>	<u>2,020</u>	<u>4,945</u>	<u>20,590</u>	<u>32,944</u>	<u>10,831,891</u>	<u>1,998</u>	<u>804</u>	<u>9,178</u>	<u>163,139</u>
	<u>12,762,590</u>	<u>112,378</u>	<u>1,137,439</u>	<u>445,264</u>	<u>2,020</u>	<u>4,945</u>	<u>20,590</u>	<u>32,944</u>	<u>10,831,891</u>	<u>1,998</u>	<u>804</u>	<u>9,178</u>	<u>163,139</u>

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**TRUST FUNDS**  
**STATEMENT OF CONTINUITY**  
Year ended December 31, 2019

	<u>Total</u>	Older Adults <u>Centre</u>	Cemetery <u>Mtce.</u>	Cemetery Marker <u>Mtce.</u>	Dawson Court Home <u>for Aged</u>	Grandview Lodge Home <u>for Aged</u>	Pioneer Ridge Home <u>for Aged</u>	Lake Superior Regiment Memorial <u>Hillcrest Pk</u>	Employee Disability	Civic Employees Pension Trust <u>Committee</u>	Community Auditorium <u>Repairs</u>	Art In Public <u>Places</u>	Provincial Land <u>Tax</u>
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Accumulated surplus, beginning of year	13,616,874	111,926	1,116,553	430,811	2,020	4,945	23,443	32,266	11,642,431	1,998	787	8,989	240,705
<u>Receipts</u>													
Contribution from premiums	4,613,733	-	-	-	-	-	-	-	4,613,733	-	-	-	-
PLT deposits	63,967,356	-	-	-	-	-	-	-	-	-	-	-	63,967,356
Deposit	62,828	-	-	-	-	-	62,828	-	-	-	-	-	-
Donations	19,402	19,402	-	-	-	-	-	-	-	-	-	-	-
Sale of plots	20,886	-	20,886	-	-	-	-	-	-	-	-	-	-
Marker fees	5,350	-	-	5,350	-	-	-	-	-	-	-	-	-
Earned interest	280,213	2,330	23,667	9,103	-	-	-	678	233,533	-	17	189	10,696
	68,969,768	21,732	44,553	14,453	-	-	62,828	678	4,847,266	-	17	189	63,978,052
<u>Expenditures</u>													
Residents' withdrawals, net	65,681	-	-	-	-	-	65,681	-	-	-	-	-	-
PLT Transfers to Ministry	63,824,013	-	-	-	-	-	-	-	-	-	-	-	63,824,013
Disability claims	5,051,966	-	-	-	-	-	-	-	5,051,966	-	-	-	-
Capital contribution	17,363	17,363	-	-	-	-	-	-	-	-	-	-	-
Net investment earnings	23,667	-	23,667	-	-	-	-	-	-	-	-	-	-
General Operating costs	841,362	3,917	-	-	-	-	-	-	605,840	-	-	-	231,605
	69,824,052	21,280	23,667	-	-	-	65,681	-	5,657,806	-	-	-	64,055,618
Accumulated surplus, end of year	12,762,590	112,378	1,137,439	445,264	2,020	4,945	20,590	32,944	10,831,891	1,998	804	9,178	163,139

The accompanying notes are an integral part of these financial statements.

**THE CORPORATION OF THE CITY OF THUNDER BAY**  
**TRUST FUNDS**  
**NOTES TO FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**1. Significant Accounting Policies**

**Basis of Accounting**

These financial statements have been prepared by management using the recognition and measurement principles of Canadian public sector accounting standards. Receipts and disbursements are reported the accrual basis of accounting which recognizes revenues as they become available and measureable, and disbursements as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**Investments**

Investments are accounted for at cost plus accrued earnings. The carrying value of an investment is written down to its net recoverable amount if a decline in value is judged to be other than temporary. Investment income earned is reported as revenue in the period earned.

**2. Investments**

The total for investments by the trust funds of \$12,570,290 (2018 - \$13,344,197) reported on the balance sheet at carrying value, have an approximate market value of \$13,080,382 (2018 - \$13,474,064). The investments are comprised of federal, provincial, municipal, and corporate bonds, the ONE Equity Fund, money market funds and treasury bills. The bonds have varying maturities and interest rates.

	<b>Cost</b>	<b>2019 Market Value</b>	<b>Cost</b>	<b>2018 Market Value</b>
Federal Government	<b>\$2,601,510</b>	<b>\$2,593,053</b>	\$2,340,209	\$2,280,442
Provincial				
Government	<b>3,818,905</b>	<b>3,881,494</b>	4,057,801	3,929,840
Municipal	<b>43,826</b>	<b>43,986</b>	61,835	59,876
Corporate	<b>1,458,057</b>	<b>1,452,122</b>	1,540,506	1,499,233
Equity	<b>1,041,698</b>	<b>1,503,433</b>	1,172,082	1,532,909
Other	<b>3,606,294</b>	<b>3,606,294</b>	4,171,764	4,171,764
	<b>\$12,570,290</b>	<b>\$13,080,382</b>	\$13,344,197	\$13,474,064



**THE CORPORATION OF THE CITY OF THUNDER BAY  
TRUST FUNDS**

**NOTES TO FINANCIAL STATEMENTS**

**For the year ended December 31, 2019**

**3. Subsequent Event**

Subsequent to the year end, the impact of the Covid-19 pandemic in Canada and on the global economy increased significantly and accentuated credit, interest rate, liquidity and other price risks impacting the volatility of the market values of the investments described in note 2. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time.

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## **INTRODUCTION**

The Internal Audit charter serves as a guide to the Internal Audit & Continuous Improvement Division (Internal Audit) in the performance of its duties. The Charter provides a basis for management and the Audit Committee to use in evaluating the operations of the Internal Audit function.

As defined by the Institute of Internal Auditors (IIA), "Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes".

## **SCOPE**

The scope of the Internal Audit role encompasses the following:

- Utilize a risk assessment framework to develop work plan.
- Review and test the adequacy of the internal control systems.
- Review and test the level of compliance with legislation, policies, procedures and internal controls.
- Review program performance regarding the efficiency, effectiveness and economy in the use of resources.
- Reviewing the adequacy of the management responses to external audit concerns, having regard to the risks and the costs involved.
- Provide recommendations to improve internal control systems; efficiency and effectiveness; policies, procedures and processes.

## **AUTHORITY**

The Manager - Internal Audit & Continuous Improvement (and/or designate) is authorized to:

- Have unrestricted access to all functions, records, property, and personnel (in order to conduct the audit work plan).
- Have full and free access to the Audit Committee.
- Allocate resources, set frequencies, select subjects, determine scope of work and apply the techniques required to accomplish audit objectives.
- Obtain the necessary assistance of personnel in the organization where they perform audits, as well as other specialized services from within or outside the organization.

## **INDEPENDENCE**

Independence is an essential component to building public trust and preserving objectivity and integrity associated with the audit function. With respect to independence and objectivity, The Institute of Internal Auditors (IIA) standards states:

- “The internal audit activity must be independent, and internal auditors must be objective in performing their work.”
- “The chief audit executive must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The chief audit executive must confirm to the board, at least annually, the organizational independence of the internal audit activity.”

All internal audit activities shall remain free of influence by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing or report content to permit maintenance of an independent and objective attitude necessary in rendering reports.

Internal Auditors shall have no direct operational responsibility or authority over any of the activities they review. Accordingly, they shall not develop nor install systems or procedures, prepare records or engage in any other activity which would normally be audited.

### **Internal Audit Independence - Standard**

To provide for the independence of the Internal Audit division, the Internal Auditor shall report functionally to the Audit Committee of Council and administratively to the Chief Administrative Officer for the City. These reporting relationships help ensure independence, promote comprehensive audit objectivity and coverage and assure adequate consideration of audit recommendations.

### **Internal Audit - Current Reporting Relationship**

The Manager-Internal Audit & Continuous Improvement currently reports functionally to the Audit Committee (through City Manager for Audit functions) and administratively to the General Manager –Corporate Services & Long Term Care/City Treasurer.

## **RESPONSIBILITIES**

The Manager-Internal Audit & Continuous Improvement has the responsibility to:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Audit Committee for review and approval as well as periodic updates.
- Implement the annual audit plan, as approved, including any special audit projects requested by the Audit Committee.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Issue periodic reports to the audit committee and management summarizing results of audit activities.
- Provide a list of significant measurement goals and results to the audit committee.

- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the Audit Committee of the results.

## **AUDIT PLANNING**

Each year, the Manager-Internal Audit & Continuous Improvement shall prepare/update a 3 year work plan, setting out the proposed schedule of audits and other undertakings proposed. The 3 year work plan is presented to the Audit Committee for approval. In order to generate this plan, the following sources are considered:

- Risk-based assessment.
- Requests from the Audit Committee and the Executive Management Team.
- Any audits planned for the past year but delayed or not completed.
- Follow up of past audit engagements.
- Any conditions or concerns discovered or communicated throughout the past year.

## **REPORTING**

A written audit report is prepared and issued by the Manager-Internal Audit & Continuous Improvement following the conclusion of each audit. The report will include management's responses and the corrective action plans for specific findings and recommendations. Management's response will include a statement of general agreement or disagreement with the stated findings and recommendations as well as a timeframe for anticipated completion of action to be taken and an explanation for any recommendation not addressed. Internal Audit is responsible for appropriate follow up on audit findings and recommendations. All audit reports / follow up reports are presented to the Audit Committee.

## **PROFESSIONAL STANDARDS**

Internal Audit will be guided by the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors (IIA).



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**MEETING DATE**     07/27/2020 (mm/dd/yyyy)

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**SUBJECT**             Financial Implications of COVID-19 Pandemic & Budget Variance  
Report #2

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***SUMMARY***

Report No. R 83/2020 (Corporate Services & Long Term Care - Financial Services) provides projections to City Council of the City's financial position to year-end, for information only, distributed separately.

# Corporate Report

<b>DEPARTMENT/ DIVISION</b>	Infrastructure & Operations	<b>REPORT NO.</b>	R 92/2020
<b>DATE PREPARED</b>	16/07/2020	<b>FILE NO.</b>	
<b>MEETING DATE</b>	07/27/2020 (mm/dd/yyyy)		
<b>SUBJECT</b>	Thunder Bay North Harbour Sediment Management Options		

## **RECOMMENDATION**

With respect to Report No. R 92/2020 (Infrastructure & Operations) we recommend that City Council select Sediment Management Option A (SMO-A) as the preferred option for the management of contaminated sediment in the Thunder Bay North Harbour;

AND THAT the General Manager – Infrastructure & Operations communicate this selection to the Thunder Bay North Harbour Working Group for further consideration by Environment Canada and Climate Change, Transport Canada, Thunder Bay Port Authority and the Ministry of Conservation and Parks;

AND THAT any necessary bylaws be presented to City Council for ratification.

## **LINK TO STRATEGIC PLAN**

This report supports the ‘Lead’ strategy of the 2019-2022 Corporate Strategic Plan, furthering commitments to sustainability and supports the priority area of environmental stewardship through the selection of a preferred option to clean up contaminated sediment in the Thunder Bay North Harbour.

## **EXECUTIVE SUMMARY**

This report recommends a preferred sediment management option (SMO) to clean up approximately 390,000 cubic meters of sediment contaminated with mercury and wood/pulp fiber organics in the Thunder Bay North Harbour (TBNH).

Environment Canada and Climate Change (ECCC), Transport Canada (TC), Thunder Bay Port Authority (TBPA) and the Ministry of Environment, Conservation and Parks (MECP) have led a Thunder Bay North Harbour Working Group (TBNH) through the evaluation of three options for

the management of the TBNH contaminated sediment. The Working Group is comprised of property owners, managers/operators of impacted water lots and associated land-based facilities and those having regulatory or other interest pertaining to the site. Working Group Members, including the City of Thunder Bay, are asked to select a preferred sediment management option. A consultant retained by Environment and Climate Change Canada has assessed and presented three sediment management options (SMO) to address the contaminated enriched organic sediment (EOS) in the Thunder Bay North Harbour (TBNH).

Public consultation carried out by lead agencies confirm a preference to contain the material onsite, over dredging and transportation of the materials to the Mission Bay confined disposal facility. Preliminary feedback from TBNH Working Group members indicate a preference for SMO-A. This option involves the construction of a new onsite confined disposal facility (CDF) within a portion of the North Harbour, dredging of materials outside the new onsite CDF, disposal of dredged materials into the CDF and capping with fill materials at a cost of \$65 million. After review of advantages and disadvantages and environmental, social and economic impacts of the SMOs, Administration recommends SMO-A be selected as the preferred option. This is consistent with preliminary feedback from TBNH Working Group members and public feedback received.

Lead agencies have advised they will conduct a further decision making process to select the final remediation option, after Working Group Members have indicated their preferred sediment management option. This further process is expected to include additional engagement, identification of project lead and contracting authority, ownership, monitoring, maintenance responsibilities and funding models for design and implementation.

## ***DISCUSSION***

Building on previous studies, three SMOs have been considered by a working group established to identify a preferred SMO to address the contaminated enriched organic sediment (EOS) in the Thunder Bay North Harbour (TBNH). ECCC, TC, TBPA, and the MECP are lead agencies on this file and have led a North Harbour Working Group through the evaluation of the three options. A list of Working Group Members is provided in Attachment A.

### **Sediment Management Options**

Resilient Consulting was retained by ECCC to provide technical expertise during the evaluation of three options below by the Working Group. Conceptual drawings of each option are provided in Attachment B. A comparison of the options is presented in Attachment C.

#### **SMO-A: Dredging and Disposal at a New On-Site Confined Disposal Facility**

SMO-A involves the construction a new on-site CDF within a portion of the water area of the TBNH. The new CDF would fill approximately 9 hectares of current open water, including the existing lagoons on the former Cascades/Superior Fine Papers Mill site. The CDF would be

constructed to enclose approximately 30-50% of the enriched organic sediment with the remaining material then dredged into the facility. The CDF would then be capped with approximately 8,000 truckloads of clean fill. Final configuration may utilize the existing lagoons as part of the CDF.

Advantages of SMO-A include no off-site sediment transportation, offers potential improvements to the North Harbour shoreline and is the lowest cost option. Disadvantages include filling of approximately 9 hectares of open water area – however, less when compared to SMO-C. Costs for SMO-A will increase should the lagoons be excluded from the work.

Engineering design and approvals are expected to take two years, followed by three years of construction at an estimated cost of \$65 million.

### **SMO-B: Dredging and Disposal at Mission Bay Confined Disposal Facility**

SMO-B involves dredging all contaminated EOS present within the TBNH and disposing it into an enhanced Mission Bay CDF. The existing Mission Bay CDF was constructed between 1977 and 1979 and neighbours Fort William First Nation. Potential enhancements would include containment measures, new berms and enhancing the existing berms to have armouring and containment materials added to achieve required levels of performance. Dredged EOS would be transported by barge to the CDF. Approximately 15,000 truck loads of material would be used to enhance and cap the CDF.

Advantages of SMO-B include no harbour infilling and lowest impact to fish habitat. Disadvantages include lengthy water transportation of contaminated sediment and increased risk and costs to handle the material at both the TBNH and Mission Bay.

Engineering design and approvals are expected to take two years, followed by three years of construction at an estimated cost of \$70 million. The existing Mission Bay CDF is operated by the Thunder Bay Port Authority. Tipping fees for the disposal of dredged material may be required by the TBPA in the range of \$5.1 million. Tipping fees would need to be negotiated with the TBPA if SMO-B is selected.

### **SMO-C: Construction of an In-Place Barrier and Infilling**

SMO-C involves constructing a barrier around most of the contaminated EOS in the TBNH. The barrier would create a CDF, covering approximately 20 hectares of current open water area (not including the existing lagoon). Approximately 70-80% of EOS is within the proposed footprint, with 20-30% remaining for dredging. Dredging would be required to the west of the CDF and a thin layer capping would be used to address any EOS south of the CDF. Enhancement would be made to the current shoreline and breakwater to contain the contaminated EOS within the CDF. After CDF construction and dredging, the new CDF would be filled up to a similar grade as adjacent land and the breakwater.



Advantages of SMO-C include a minimal need for dredging, reducing the risk of contaminant release and offers potential to improve the TBNH shoreline. Disadvantages include the need to fill approximately 20 hectares of open water, which is higher than expected in SMO-A, results in the greatest loss of fish habitat and is the most costly option.

Engineering design and approvals are expected to take two years, followed by four to five years of construction at an estimated cost of \$75-\$80 million. The cost of land acquisition is not included.

### **Source Water Protection**

The Lakehead Source Protection Plan includes the Bare Point Water Treatment Plant intake. This Plan was prepared by the Lakehead Source Protection Committee under the *Clean Water Act, 2006*, Ontario Regulation 287/07 and approved by the Minister on October 1, 2013. No significant or moderate threats have been identified for the intake for the City of Thunder Bay Bare Point Water Treatment Facility. Environmental controls and water quality monitoring will be determined during the engineering and design phase of the project.

### **Public Consultation**

Lead agencies carried out public engagement sessions through in-person meetings, presentations, comment forms, and online surveys. An engagement summary is provided in Attachment D. Stakeholder engagement results are provided in Attachment E. Based on feedback from engagements, there is a slight preference for SMO-A over SMO-C. SMO-B is the least preferred option, and has received the strongest negative feedback.

The Thunder Bay Public Advisory Committee (PAC) to the Remedial Action Plan (RAP) recommends SMO-A for the treatment of the contaminated sediment in the North Harbour on the basis that it removes the contaminated materials from circulation in the aquatic environment, contains the EOS on-site, and provides future recreational opportunities for the people of Thunder Bay. The PAC advised they chose not to endorse SMO-C based on the increased expenses, time, amount of fill required, and the greater loss of aquatic habitat.

Administration from the LRCA has confirmed a recommendation to select SMO-A will be provided to their Board for consideration at a meeting in August.

### **Next Steps**

Working Group Members will identify a preferred SMO option to the TBNH Working Group. These recommendations will then be presented to a Senior Management Committee from the lead agencies of ECCC, TC, MECP and the TBPA. This Committee is expected to undertake a further process to select the final option. This further process is expected to include additional engagement, identification of project lead and contracting authority, ownership, monitoring, maintenance responsibilities and funding models for design and implementation. Lead agencies

are expected to have further dialogue with the City of Thunder Bay as to how any new lands created would be integrated into the vision for the waterfront.

Following the selection of the final SMO by this Committee, and after a funding and governance framework have been established, detailed engineering design, environmental assessment (as applicable), funding agreements, implementation agreements, tendering and implementation, monitoring and on-going engagement actions would be carried out.

### ***LINK TO EARTHCARE SUSTAINABILITY PLAN***

This report supports several actions for the community included in the EarthCare Sustainability Plan including:

1. Complete the clean-up of contaminated North Harbour sediment inside the breakwall off former Cascades/Superior Fine Papers Mill site; and
2. Complete actions necessary to address Beneficial Use Impairments, as listed in the Remedial Action Plan for the Thunder Bay Area of Concern. Impairments to be addressed include issues associated with water quality, sediment quality, aquatic and terrestrial habitat, fish and wildlife.
3. Implement remediation projects on non-city owned land (including in water bodies) to increase the resilience of the natural environment.

Lead agencies have confirmed the CDF engineering design process will consider climate change including the rising and lowering of lake levels, increased wave action, and increased freeze and thaw cycles.

### ***FINANCIAL IMPLICATION***

There are no costs to the City of Thunder Bay associated with this report. Lead federal and provincial agencies are expected to develop a funding model as part of their next steps. The project cost for the preferred SMO-A is \$65 million, with additional costs expected for land acquisition. Cost estimates are based on a 2024 start date and expected accuracy is +30% or - 15%.

### ***CONCLUSION***

It is concluded that City Council should select SMO-A as the preferred option for the management of contaminated sediment in the Thunder Bay North Harbour. It is further concluded this selection should be communicated to the TBNH Working Group for further consideration by lead agencies.

### ***BACKGROUND***

The Thunder Bay Area of Concern (AOC) was identified under the Canada-United States Great Lakes Water Quality Agreement (GLWQA) in 1987. Approximately 390,000 cubic metres of

sediments in TBNH, located within the AOC and near a former pulp and paper mill effluent discharge area, are contaminated with mercury and organics (wood waste/pulp fiber). Environment and Climate Change Canada (ECCC) and the Ontario Ministry of the Environment, Conservation and Parks (MECP) coordinate Canada's and Ontario's implementation of the Great Lakes Water Quality Agreement (GLWQA) through the Canada-Ontario Agreement Respecting the Great Lakes Ecosystem (COA). Under the current COA, Canada and Ontario are committed to developing a contaminated sediment management strategy for the TBNH. Transport Canada (TC) is the TBNH majority waterlot owner, and Thunder Bay Port Authority (TBPA) has the administration and control of the waterlot. These key federal and provincial government agencies all play a role in contributing to the development of the contaminated sediment management strategy for the TBNH.

ECCC, TC, TBPA and MECP are steering this initiative and established the Thunder Bay North Harbour Working Group in 2018 to provide a recommendation on a preferred option for the management of the TBNH contaminated sediment.

ECCC and TC in collaboration with the MECP and TBPA provided a presentation on the history and update of the current status of the Thunder Bay North Harbour Sediment Management options to City Council by deputation on February 4, 2019.

***REFERENCE MATERIAL ATTACHED:***

Attachment A- Working Group Members  
Attachment B- SMO Conceptual Drawings  
Attachment C- Summary Comparison of Sediment Management Options  
Attachment D- Stakeholder Engagement Summary by Lead Agencies  
Attachment E- Stakeholder Engagement Results

***PREPARED BY:***

THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)	DATE:

## **Attachment A - Working Group Members**

1. Environment and Climate Change Canada (ECCC)
2. Transport Canada (TC)
3. Ministry of the Environment, Conservation and Parks (MECP)
4. Thunder Bay Port Authority (TBPA)
5. Cascades Fine Papers Group
6. City of Thunder Bay, Infrastructure & Operations
7. Fort William First Nation
8. Lakehead Region Conservation Authority
9. Métis Nation of Ontario
10. Public Advisory Committee (PAC) to the Thunder Bay Remedial Action Plan
11. Red Sky Métis Independent Nation
12. Richardson's International
13. Wilderness North

**FIGURE 6: CONCEPTUAL LAYOUT - SMO A**

Agenda - COW - July 27, 2020

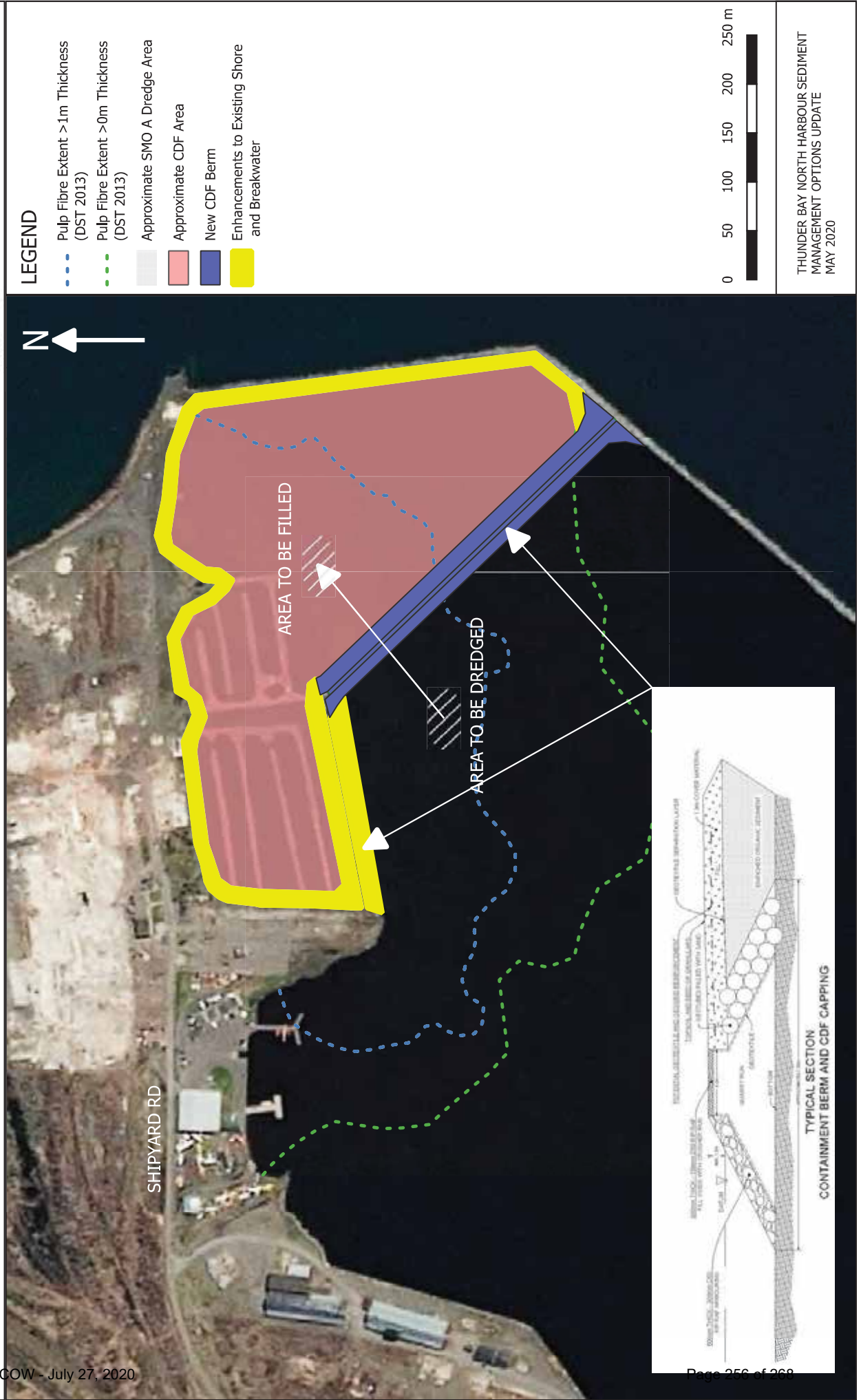


FIGURE 7: CONCEPTUAL LAYOUT - SMO B

Agenda - COW - July 27, 2020

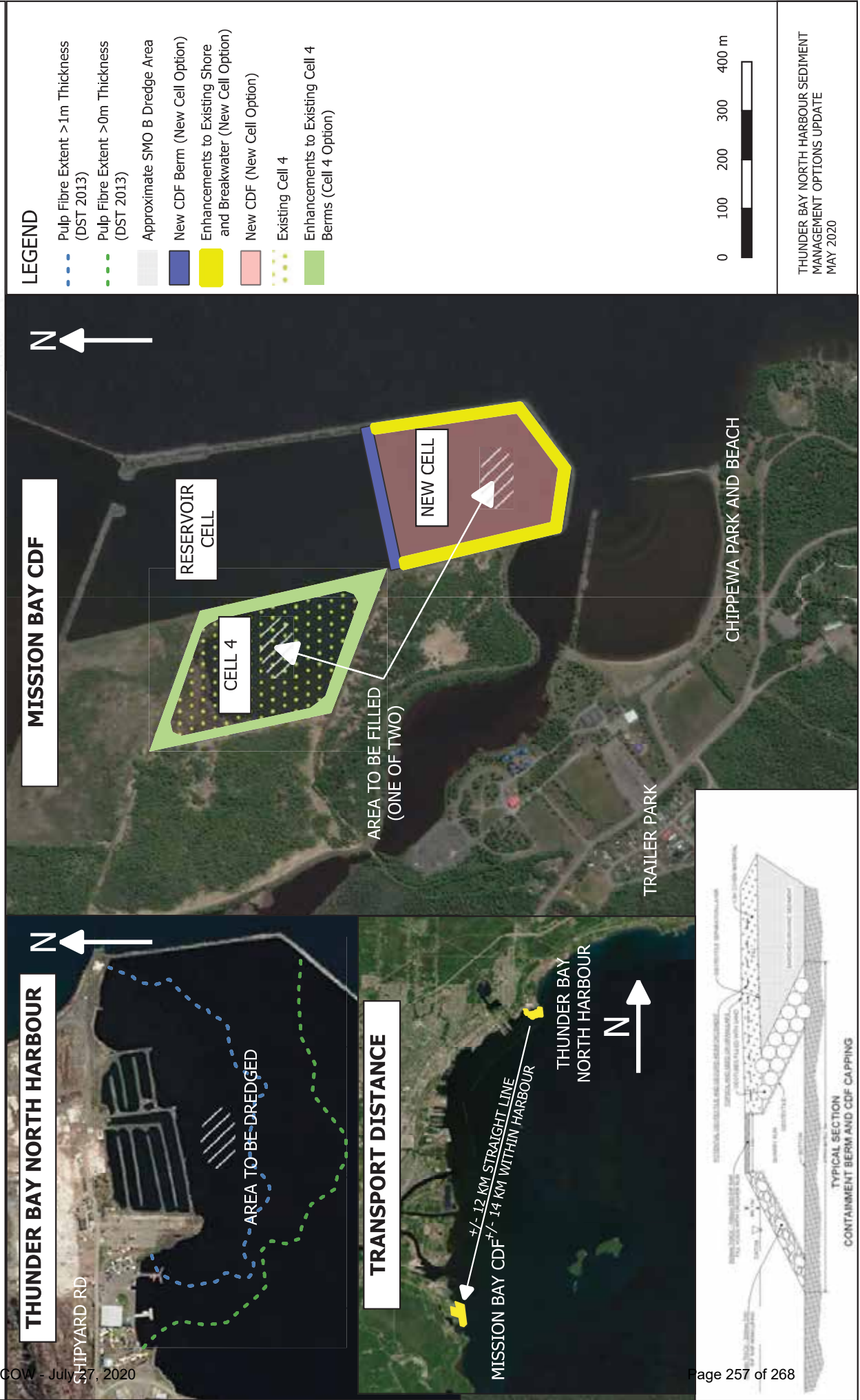
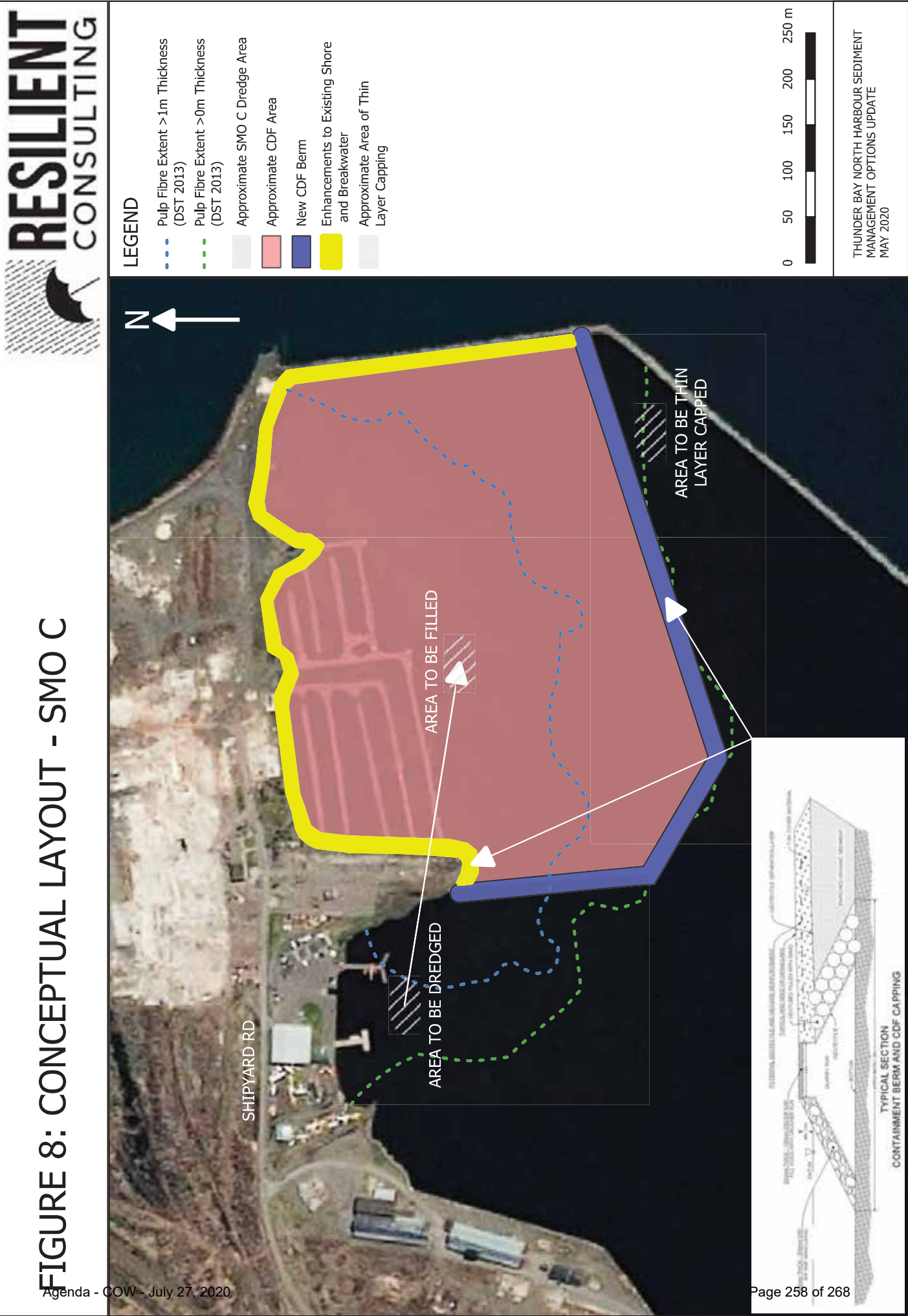




FIGURE 8: CONCEPTUAL LAYOUT - SMO C

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### Attachment C - Summary Comparison of Sediment Management Options

Description	SMO-A Dredging and Disposal at an On-Site CDF	SMO-B Dredging and Disposal at Mission Bay CDF	SMO-C Construction of an In-Place Barrier and Infilling
Advantages	<ul style="list-style-type: none"> <li>No off-site transportation of contaminated sediment</li> <li>Offers potential improvements to North Harbour shoreline</li> </ul>	<ul style="list-style-type: none"> <li>No additional infilling of the harbour as this option makes use of an existing facility</li> <li>Restores the greatest amount of fish habitat amongst all options</li> </ul>	<ul style="list-style-type: none"> <li>Minimizes the need for dredging and therefore minimizes potential contaminant release</li> <li>Offers potential improvements to North Harbour shoreline</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Includes filling of approx. 9 hectares of open water area</li> <li>Utilizes existing lagoon footprint as part of a Confined Disposal Facility (the project cost increases for larger in water footprint without lagoons)</li> </ul>	<ul style="list-style-type: none"> <li>Transport of contaminated sediment from the Harbour's north end to its south end</li> <li>Increase cost and risk due to additional handling of dredged contaminated sediment at both North Harbour and Mission Bay sites</li> </ul>	<ul style="list-style-type: none"> <li>Includes filling of approximately 20 hectares of open water area which will require over 80,000 truckloads of imported clean fill material</li> <li>Results in the greatest amount of fish habitat loss amongst the options</li> </ul>
Dredging Required	<ul style="list-style-type: none"> <li>Approximately 50-70% of the contaminated sediment will require dredging<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 30% of the contaminated sediment will require dredging</li> </ul>
Habitat Loss Through Infilling	<ul style="list-style-type: none"> <li>30-50% of the waterlot (9 hectares) will be filled<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>No loss</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 75% of the waterlot (20 hectares) will be filled</li> </ul>
Truck traffic	<ul style="list-style-type: none"> <li>11,000 truck loads from various location to TBNH to construct CDF</li> <li>8,000 truck loads to cap CDF</li> <li>No off-site transportation of EOS</li> </ul>	<ul style="list-style-type: none"> <li>5,000 to 7,000 truck loads from various locations to Mission Bay CDF for enhancement/construction</li> <li>8,000 truck loads from various locations to TBNH to cap CDF</li> </ul>	<ul style="list-style-type: none"> <li>15,000 truck loads from various locations brought to the TBNH to construct CDF</li> <li>82,000 truck loads to fill and cap CDF</li> <li>No off-site transportation of EOS</li> </ul>
Barge Traffic	<ul style="list-style-type: none"> <li>No long distance transport of dredged material. No barge traffic required.</li> </ul>	<ul style="list-style-type: none"> <li>500 to 1000 14km barge trips from the site to Mission Bay CDF</li> </ul>	<ul style="list-style-type: none"> <li>No long distance transport of dredged material. No barge traffic required.</li> </ul>
Project Cost (Net Present Value) <sup>3</sup>	<ul style="list-style-type: none"> <li>\$65 million<sup>1</sup></li> <li>Not included: land acquisition costs</li> </ul>	<ul style="list-style-type: none"> <li>\$70 million</li> <li>Not included: tipping fees</li> </ul>	<ul style="list-style-type: none"> <li>\$75 to \$80 million<sup>2</sup></li> <li>Dependent on availability of reduced cost fill</li> <li>Not included: land acquisition costs</li> </ul>
Construction Duration	<ul style="list-style-type: none"> <li>3 years</li> </ul>	<ul style="list-style-type: none"> <li>3 years</li> </ul>	<ul style="list-style-type: none"> <li>4 to 5 years</li> </ul>



*Note: Information within the table and noted below was taken from Table 2: Technical Comparison Table- Summary of SMO Key Facts (page 21) and Sediment Options Slide from Public Meeting Presentation held on February 26, 2020.*

<sup>1</sup> Final configuration of the Confined Disposal Facility will determine the amount of dredging required and habitat loss. This configuration and associated cost, including the potential use of the existing lagoons as part of the Confined Disposal Facility, will be determined during the engineering/design stage of the project.

<sup>2</sup> The cost range reflects a blended free/paid infilling scenario and estimates potential sources of free fill at the time of construction. The cost estimate assumes approximately 15% of the infill material could be free clean fill, and the remaining 85% would be paid clean fill materials. Estimated handling, placing, compacting, and transporting costs associated with the free fill material have been included in the project cost.

<sup>3</sup> The cost estimates provided have an expected accuracy range of +30% to -15%. These costs assume work begins in 2024, thus the 2019 cost estimate numbers have been escalated to an estimated 2024 start.

## **Attachment D – Stakeholder Engagement Summary by Lead Agencies**

**2014-2015:** Engagement activities by Cole Engineering and EcoSuperior sought community input on 8 sediment management options.

**2018-2019:** ECCC, TC and MECP held face-to-face meetings with staff and/or leadership of Métis Nation of Ontario (MNO) Region Two 2 Consultation Committee, Red Sky Métis Independent Nation (RSMIN), and Fort William First Nation (FWFN) to discuss SMO-A and B, plus SMO-C an option which was not considered previously in 2014. Presentations were made to the City of Thunder Bay staff and City Council and the Public Advisory Committee on the TBNH sediment management project.

**2020 February:** Input was sought from the public, FWFN, MNO, and RSMIN on SMO-A, B, and C. Engagement was carried out through in person sessions with presentations and through an online survey (closed on May 22, 2020). Comment forms were distributed and collected at the end of meetings.

During the week of February 24, 2020, the following in-person meetings were held:

- Fort William First Nation (FWFN) Community Members on February 24, 2020;
- Métis Nation of Ontario (MNO) Region 2 Consultation Committee on February 25, 2020;
- Métis Nation of Ontario (MNO) Citizens on February 25, 2020;
- Red Sky Métis Independent Nation Staff on February 25, 2020; and,
- Public meetings on February 26, 2020 (afternoon and evening).

## **Attachment E - Stakeholder Engagement Results**

<b>Stakeholder</b>	<b>Comments</b>	<b>SMO-A</b>	<b>SMO-B</b>	<b>SMO-C</b>
<b>Total for all Sessions</b> <i>39 responses</i>		44%	15%	41%
<b>Public Meeting</b> <i>February 26, 2020</i> <i>9 responses</i>	Two indicated no preference, but option B was not preferred.  Three indicated SMO-B was not an acceptable option.	57%	29%	14%
<b>Online Survey</b> <i>Until May 2020</i> <i>18 responses</i>		44%	22%	33%
<b>Fort William First Nations Community Members</b> <i>February 24, 2020</i> <i>14 responses</i>	Strong preference for SMO-A and SMO-C, for the disposal at a new CDF site at the TBNH.  Twelve comment forms either completed full rankings of all three options or provided a preferred option, while two forms indicated no preference for SMO-A or SMO-C, but advised that SMO-B was not acceptable option.	36%	-	64%
<b>Metis Nation of Ontario (MNO) Region 2 Consultation Committee</b> <i>February 25, 2020</i>	Two comment forms were filled out by attendees. One form indicated SMO-C as the preferred option, without ranking SMO-A or SMO-B. The second form ranked SMO-C as 1, SMO-A as 2, and SMO-B as 3.  A meeting summary was provided by the MNO Lands, Resources, and Consultations Branch and indicated there were several concerns raised for SMO-A as there would be a large amount of dredging required which comes with greater risk. There were concerns with placing the EOS right at the TBNH considering a potential rise to lake levels. It was recognized that there could be potential use of the CDF in the future with sufficient planning.  Concerns which were raised for SMO-B included the transportation of the sediment over 12 km, as well as, the possibility re-suspending EOS.	-	-	-

	Concerns which were raised for SMO-C include the risk associated with rising lake levels and the potential for contaminated soil to be re-suspended into the TBNH. It was noted that it was favourable that less dredging is required compared to SMO-B. There was no support for the options presented due to the costs, risk of spill during transportation, and risk of re-suspension.			
<b>Red Sky Metis Independent Nation Meeting with Staff</b> <i>February 25, 2020</i>	It was previously noted by staff that its website is their primary communication method with the Community.  Engagement materials were posted on the website after the engagement session with RSMIN staff in February.	-	-	-

*Note: Information in the table was presented in section 4.2 Engagement Results (page 23-25).*

## MEMORANDUM

**TO:** Mayor Mauro and Members of City Council  
**FROM:** Kerri Marshall- General Manager, Infrastructure & Operations  
**DATE:** July 20, 2020  
**RE:** Request for Presentation to July 27, 2020 COW

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Administration is requesting the opportunity for Environment Canada and Climate Change and Transport Canada to present an update on three sediment management options for the Thunder Bay North Harbour remediation project to the Committee of the Whole on July 27, 2020. The presentation will be made by Roger Santiago, Head - Sediment Remediation Unit, Environment and Climate Change Canada, and Lynn Kumita, Regional Senior Environmental Advisor - Transport Canada.

Sincerely,



Kerri Marshall  
General Manager-Infrastructure & Operations

cc EMT

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**MEETING DATE** 07/27/2020 (mm/dd/yyyy)

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**SUBJECT** Pilot Protective Shields - Conventional Buses

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***SUMMARY***

Memorandum from Ms. K. Robertson, General Manager - Community Services dated July 14, 2020 containing a motion, recommending to proceed with the completion of an expected 3 month pilot project relative to the installation of operator protective shields in conventional buses relative to the above noted.

***RECOMMENDATION***

With respect to Report No. 1/2020 – 2020 Budget (Corporate Services & Long Term Care – Financial Services) and a motion received at the January 16, 2020 Committee of the Whole – Special Session (2020 Operating and Capital Budget) Budget 2020 – Transit – Shields and Safety we recommend proceeding with the completion of an expected 3 month pilot project relative to the installation of operator protective shields in conventional buses;

AND THAT that Appropriation No 17 be approved to create a Transit Barrier Shield Project in the 2020 Capital Budget.

***ATTACHMENTS***

1. MEMO - UPDATE - PILOT PROTECTIVE SHIELDS - CONVENTIONAL BUSES - JULY 27 COW
2. APPROPRIATION CHANGE 17 - TRANSIT SAFETY BARRIERS

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**COMMUNITY SERVICES DEPARTMENT**

111 Syndicate Avenue  
Thunder Bay, ON  
Tel: (807) 625-2964  
Fax: (807) 625-3258

Date: July 14, 2020

To: City Council

From: Kelly Robertson, General Manager, Community Services

Subject: Update – Pilot Project - Operator Protective Shields – Conventional Buses

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The purpose of this memo is to provide Council with an update on the status of a pilot project relative to the installation of operator protective shields in conventional buses.

Council resolved on February 10/20 with respect to Report No. 1/2020 – 2020 Budget (Corporate Services & Long Term Care – Financial Services) and a motion received at the January 16, 2020 Committee of the Whole – Special Session (2020 Operating and Capital Budget) that the Transit Division report back to Council by July 27, 2020 on the outcome of a pilot project regarding the installation of operator protective shields in conventional buses, the opportunity to accelerate the proposed 2022 ICIP – Public Transit project to be completed in 2020, and potential funding sources to support (eg MTO Transit Capital Fund \$143,164, Obligatory Dedicated gas tax (PGT) \$200,000, \$160,836 Capital Transit Reserve).

The original pilot project, approved by Administration in Fall 2019, following consultation with representatives of the Amalgamated Transit Union, involved the procurement of 2 protective shield demonstration units with an anticipated delivery date of March 2020. The protective shields arrived in Thunder Bay on June 26, 2020 and were installed on July 14th, 2020. To ensure a fulsome evaluation and a rotation of the majority of transit operators through the two conventional buses with the protective shields installed, a pilot project evaluating operational impacts from the driver's perspective will be completed within 3 months. The objectives of this evaluation will identify potential impacts to:

- Providing customer service/customer interactions
- Safe vehicle operations (ex. sight lines, glare, reflection issues)
- Operator compartment environmental issues (ex. Temperature, air flow).

Any negative impacts identified will be addressed prior to moving forward with the installation of the permanent protective barrier solution fleet-wide.

In respect of project financing, Administration included a proposed Invest in Canada Program (ICIP) – Public Transit project to install protective shields in each of the City's 48 conventional buses at an estimated cost of \$504K with a proposed 2022 implementation date. This proposed

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2022 project implementation date was to allow for the completion of a proposed pilot and balance competing ICIP-Public Transit priorities within available municipal funding envelopes. Administration has received confirmation of the approval of this project and the opportunity to accelerate this project which we expect to be completed in 2021.

Therefore, in light of the delayed arrival of the protective shields, the need to defer the commencement of the pilot project, and confirmation of the successful ICIP application to fund the procurement/installation of protective shields for all conventional buses, contingent on a successful pilot:

With respect to Report No. 1/2020 – 2020 Budget (Corporate Services & Long Term Care – Financial Services) and a motion received at the January 16, 2020 Committee of the Whole – Special Session (2020 Operating and Capital Budget) Budget 2020 – Transit – Shields and Safety we recommend proceeding with the completion of an expected 3 month pilot project relative to the installation of operator protective shields in conventional buses;

AND THAT that Appropriation No 17 be approved to create a Transit Barrier Shield Project in the 2020 Capital Budget.

Sincerely,



Kelly Robertson  
General Manager, Community Services

Attachment: Request for Appropriation No. 17

cc: Norm Gale, City Manager

Linda Evans, Director of Corporate Services and Long Term Care and City Treasurer

Brad Loroff, Manager, Transit Services

Gerry Broere, Director, Asset Management

Andrea Morrison, Manager, Central Support Services



<b>The City of Thunder Bay</b>		DATE: <u>July 9,</u> 2020
DEPARTMENT: Community Services	<b>REQUEST FOR APPROPRIATION CHANGE</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">X</div>
DIVISION: Asset Management	<b>REQUEST FOR ADDITIONAL APPROPRIATION</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">17</div>
		APPROP NO.

WBS ELEMENT	DESCRIPTION	BUDGET AVAILABLE	INCREASE	DECREASE	ADMIN USE	
					IM Position	Fund Code
COM-AMT-200207-7-T-13-1 (NEW)	Driver Safety Shields (PGT)		134,417		2.1.2	35
COM-AMT-200207-7-T-13-2 (NEW)	Driver Safety Shields (ICIP)		369,583		2.1.2	148
	Dedicated Provincial Gas Tax Reserve Fund			134,417		35
	Investing in Canada Infrastructure Program Grant			369,583		148
			504,000	504,000		

EXPLANATIONS/REASONS: Please refer to Memo to Council dated July 14, 2020.	EFFECT ON LEVEL OF SERVICE:  <table style="width: 100%;"> <tr> <td style="text-align: center;">DECREASE</td> <td style="text-align: center;">INCREASE</td> <td style="text-align: center;">MAINTAINED</td> </tr> <tr> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px; text-align: center;">X</div></td> </tr> </table>	DECREASE	INCREASE	MAINTAINED	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px; text-align: center;">X</div>
DECREASE	INCREASE	MAINTAINED					
<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px; text-align: center;">X</div>					
	DATE: JULY 14, 2020  RECOMMENDED/APPROVED   <div style="text-align: right;"> <u>E WESTOVER</u>          CITY TREASURER       </div>   <div style="text-align: right;"> <u>N GALE</u>          CITY MANAGER       </div>						

PREPARED BY: <u>Grant Eklund</u>  REVIEWED BY: Kelly Robertson Agenda - COW, July 27, 2020 General Manager, Community Services Dept.	VERIFIED BY <b>FINANCE: MGALLAGHER</b> Moira Gallagher, CPA, CMA Budget & Planning Accountant Corporate Services & Long Term Care Department	<b>COMMITTEE OF THE WHOLE</b>  <table style="width: 100%;"> <tr> <td style="text-align: center;">APPROVED</td> <td style="text-align: center;">NOT APPROVED</td> </tr> <tr> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> </tr> </table> DATE: _____	APPROVED	NOT APPROVED	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
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<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>					