AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, APRIL 20, 2020

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

TIME: 6:30 PM
MEETING: Committee of the Whole

DATE: Monday, April 20, 2020

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 - April 20, 2020 - Committee of the Whole (Page 5)

With respect to the April 20, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

REPORTS OF MUNICIPAL OFFICERS

Receipt of Funds pursuant to Report NO. 2019CLS.004 (Fire Services)

Memorandum from Mr. G. Hankkio, Acting Fire Chief, dated February 4, 2020 containing a motion recommending that the appropriation form relative to the above noted be approved. (Pages 6-9)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

With Respect to Report NO. 2019CLS.004 (Fire Services) we recommend that the appropriation form attached to this report be approved;

AND THAT the General Manager of Development and Emergency be authorized to sign all documents related to this project;

AND THAT any necessary by-laws be presented for ratification.
2021 Proposed Budget Calendar

Report No. R 27/2020 (Corporate Services & Long-Term Care - Financial Services) recommending approval of the Proposed Budget Calendar for the 2021 Budget. (Pages 10-18)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

With respect to Report No. R 27/2020 (Corporate Services & Long Term Care - Financial Services), we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2021 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A - 2021 Budget Calendar - Option 2;

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

Contract 1, 2020 Asphalt Surface Rehabilitation I

Report No. R 33/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

Contract 4, 2020 Syndicate Avenue and Brodie Street Sewer and Watermain

Report No. R 35/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

Contract 5, 2020 Asphalt Surface Rehabilitation II

Report No. R 42/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.
Committee of the Whole - April 20, 2020

Contract 6, 2020 Tupper Street/Amelia Street Reconstruction

Report No. R 33/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

PETITIONS AND COMMUNICATIONS

Personal Protective Equipment (PPE) Advocacy

Memorandum from Mayor B. Mauro dated April 9, 2020 containing a motion relative to the above noted. (Pages 23-25)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

With respect to supporting first responders, municipal staff and health care workers in our community, we recommend that the Mayor on behalf of City Council continue to advocate for the available supply of Personal Protective Equipment to keep workers providing essential services in Thunder Bay safe in response to the COVID-19 pandemic;

AND THAT the Federal and Provincial government consider the potential of emerging technology that can provide sterilization of N95 masks allowing the reuse of this much needed, and in demand, personal protective equipment;

AND THAT a copy of this resolution be shared with the Prime Minister of Canada, the Premier of Ontario, the Minister for Health – Canada, the Minister of Health - Ontario, AMO, FCM, NOMA and other municipalities in Ontario;

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

Committee of the Whole and City Council Outstanding Items

Memorandum from Ms. K. Power, City Clerk dated April 9, 2020 containing a motion relative to the above noted. (Pages 26-29)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

With respect to the memorandum from Ms. K. Power, City Clerk dated April 9, 2020, relative to
the development of agendas for Committee of the Whole and City Council, we recommend that the City Clerk be designated the responsibility of determining the appropriate items for agendas from now until the end of May;

AND THAT agendas only contain items that are time sensitive/urgent, relate to the current State of Emergency and where resources are appropriately available to respond to the matter;

AND THAT the City Clerk work in consultation with the Executive Management Team;

AND THAT City Council be advised relative to the ongoing management of the Outstanding List during the State of Emergency;

AND THAT this practice be revisited on May 25, 2020;

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

Establishment of City Council - Special Session - Monday, April 20, 2020

Memorandum from Ms. K. Power, City Clerk, dated April 6, 2020 containing a motion to establish a Special City Council meeting on Monday, April 20, 2020. (Pages 30-31)

THAT a City Council – Special Session meeting be scheduled for Monday, April 20, 2020 in order to ratify previous minutes of Committee of the Whole and City Council, to ratify any required resolutions from the April 20, 2020 Committee of the Whole, and to consider any necessary by-laws.

NEW BUSINESS

ADJOURNMENT
Committee of the Whole - April 20, 2020

MEETING DATE       04/20/2020 (mm/dd/yyyy)

SUBJECT           Confirmation of Agenda

SUMMARY

Confirmation of Agenda - April 20, 2020 - Committee of the Whole

RECOMMENDATION

With respect to the April 20, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.
MEETING DATE 04/20/2020 (mm/dd/yyyy)

SUBJECT Receipt of Funds pursuant to Report NO. 2019CLS.004 (Fire Services)

SUMMARY

Memorandum from Mr. G. Hankkio, Acting Fire Chief, dated February 4, 2020 containing a motion recommending that the appropriation form relative to the above noted be approved.

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

RECOMMENDATION

With Respect to Report NO. 2019CLS.004 (Fire Services) we recommend that the appropriation form attached to this report be approved;

AND THAT the General Manager of Development and Emergency be authorized to sign all documents related to this project;

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

ATTACHMENTS

1 G Hankkio memo dated Feb 4 2020
MEMORANDUM

To: City Council

From: Greg Hankio, Acting Fire Chief

Date: February 4, 2020

Subject: Receipt of Funds pursuant to Report NO. 2019CLS.004 (Fire Services)
Committee of the Whole – March 16, 2020

Members of Council

Pursuant to Report NO. 2019CLS.004 (Fire Services) was presented and ratified by City Council on February 11, 2019 the purpose of this Memorandum is to advise Council that Thunder Bay Fire Rescue (TBFR) has received the April 1, 2019 to March 31, 2020 funding.

The confidential report authorized the execution of a Memorandum of Understanding between the Office of the Fire Marshal and Emergency Management Ontario for the Province of Ontario and the City of Thunder Bay to establish and operate a Provincial Team in support of the Province of Ontario’s Mutual Aid Plan and in conformance with the Fire Protection and Prevention Act, 1997.

For Council’s approval and included with this memorandum, is a Request for Additional Appropriation Form to be approved along with the documents required to receive the associated funding. As such the following recommendation is provided for consideration.

With Respect to Report NO. 2019CLS.004 (Fire Services) we recommend that the appropriation form attached to this report be approved;

AND THAT the General Manager of Development and Emergency be authorized to sign all documents related to this project;

AND THAT any necessary by-laws be presented for ratification.
If there are any questions with respect to this information, please do not hesitate to contact me.

Sincerely

[Signature]

Greg Hankkio
Acting Fire Chief
**REQUEST FOR APPROPRIATION CHANGE**

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**EXPLANATIONS/REASONS:**

Please refer to Corporate Report 2019CLS.0004

**EFFECT ON LEVEL OF SERVICE:**

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**DATE:**

**RECOMMENDED/APPROVED**

**CITY TREASURER**

**CITY MANAGER**

**PREPARED BY:** Tracey Zimak

**VERIFIED BY:** Moira Gallagher, CPA, CMA

**COMMITTEE OF THE WHOLE**

**APPROVED**

**DATE:**

**NOT APPROVED**

**DATE:**
Corporate Report

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<tr>
<th>DEPARTMENT/ DIVISION</th>
<th>Corporate Services &amp; Long Term Care - Financial Services</th>
<th>REPORT NO.</th>
<th>R 27/2020</th>
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<td>SUBJECT</td>
<td>2021 Proposed Budget Calendar</td>
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**RECOMMENDATION**

With respect to Report No. R 27/2020 (Corporate Services & Long Term Care - Financial Services), we recommend that the dates for Special Committee of the Whole meetings to deliberate the 2021 Capital and Operating Budgets for the City of Thunder Bay be approved in accordance with Attachment A - 2021 Budget Calendar - Option 2;

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

**EXECUTIVE SUMMARY**

At the March 9, 2020 Committee of the Whole meeting, Council requested Administration to report back on the potential of rescheduling the budget approval process to take place in December on an annual basis, and that Administration report back on the feasibility of making this change in advance of the 2021 budget.

Administration explored the feasibility of changing the budget calendar to ratify the 2021 Tax and Rate Supported Operating and Capital Budgets in December 2020, and based on findings does not recommend this option. This recommendation is further supported as Administration reprioritizes to manage operational impacts of the COVID19 pandemic.

This Report also identifies recommended timelines for the 2021 Budget Calendar, with the distribution of proposed Capital and Operating Budget documents to members of Council on December 21, 2020. Review of the 2021 Budget by the Committee of the Whole would commence on January 19, 2021, with budget ratification scheduled for February 8, 2021. These proposed timelines are consistent with the 2020 Budget Calendar.
DISCUSSION

Rescheduling Budget Approval and Ratification to December - Considerations

At the March 9, 2020 Committee of the Whole meeting, Council requested that Administration report back on the potential of rescheduling the budget approval and ratification process to take place in December on an annual basis. A survey of the 17 members of the Ontario Treasurers committee, identified 7 municipalities with Budget ratification dates prior to December 31st (in years with no municipal election), Since budget preparation and presentation is a corporate initiative, feedback from departments was solicited and has been incorporated in the commentary below.

The COVID-19 pandemic response has significantly impacted Administration’s workload and shifted priorities. Resources are focusing on developing and implementing strategies to ensure the safe, effective and appropriate continuity of municipal services.

Use of Estimates: With a December approval and ratification timeframe, the use of estimates will increase. There will be a greater number of significant revenues and expenses that will be unknown at the time the budget book is compiled and distributed to Council and the public. Using estimates on material budget items requires greater tolerance of variances, both favorable and unfavorable. Some items will become known during budget deliberations resulting in budget amendments. The following list summarizes the more significant items:

1. Legislative levies from outside boards & agencies (District of Thunder Bay Social Services Administration Board, Thunder Bay Health Unit and Lakehead Region Conservation Authority).
2. The Community, Youth and Cultural Funding program budget.
3. The Ontario Municipal Partnership Fund (OMPF) grant is released in November and can change significantly year over year.
4. Expenditures and revenues that are determined using historical trending will be determined using older data. Examples include insurance premiums, fringe benefits, utilities, building permit revenues, construction contract unit-rates and winter control costs.
5. More estimates for wage contingencies will be required.
6. Certain capital grants such as Ontario Community Infrastructure Fund will be estimated.
7. Actual assessment growth, which reduces the impact to existing taxpayers, is not known until early December.

Outside Boards: Outside Boards such as the Thunder Bay Police Services Board, Thunder Bay Public Library, Community Economic Development Commission, Victoriaville and the Business Improvement Area (BIA) Boards would need to revise their internal processes to accommodate the changing deadlines.

Administrative Impact: The adjusted calendar would result in the bulk of Budget preparation and review occurring during the summer months. This will restrict summer vacation opportunities for numerous City staff throughout the Corporation. The Recreation & Culture
Division could experience capacity challenges as staff providing service delivery in the peak summer months would not be available for budget preparation and review. These issues would only be avoided if budget preparation work was further condensed prior to the month of July. Engineering will experience capacity issues because the same staff who are completing design for in-year capital contracts would need to also review, prioritize and estimate capital projects for the next years’ budget. This will likely result in additional overtime as well as an increase in field revisions and change orders during construction for the short term during the transition to the new capital budget calendar.

**Construction Impact:** Administration does not see significant benefit to ratifying the capital budget in December. Contractors have indicated that advancing the budget calendar will not result in lower bids. As far as scheduling, the seasonal start of municipal infrastructure construction locally is very dependent on winter conditions and half loads. Contractors generally do not want to start hauling equipment and material to a site before half load restrictions are lifted as this impacts their production. Half loads are generally in place from mid-March to end of April. Frost conditions impacting construction regularly continue until the end of May and sometimes into June depending on location and winter. The current budget calendar allows contracts to be opened starting in March with staggered openings through May. This allows for ordering of material, construction start up and also contractors to bid on work with knowledge of results of previous contracts so they do not over extend themselves.

**Election Years:** In municipal election years, the budget calendar would revert back to the current schedule since newly elected Council members are not sworn in until December. The next election is in 2022.

**Other Considerations:** The Province of Ontario is considering mandating municipalities to align with their fiscal year (March 31st) which would impact future calendars.

**2021 Operating and Capital Budgets – December Ratification (Transition Year) - Option 1**

Administration explored the feasibility of changing the budget calendar to ratify the 2021 Tax and Rate Supported Operating and Capital Budgets in December of 2020 and does not recommend this option for the reasons identified above and below.

Work on the 2021 budget would need to begin immediately to meet required timelines. This is not feasible as only essential work is currently being performed due to the COVID-19 pandemic. Prior to the COVID-19 pandemic and resulting change in priorities, Development & Emergency Services did report a change to a December ratification date could be managed. All other City departments cited the need to reprioritize their work plans and defer and/or eliminate some projects/tasks. For example, Corporate Services & Long Term Care will not prepare the Budget Directions report in the transition year (Budget 2021). The analysis required to prepare Budget Directions is significant and resources are not available to complete this work with 2019 year end reporting currently underway. Community Services would need to delay the Recreation & Culture User Fee Policy Report, the Transit Route Optimization Report and the implementation of the online recreation registration software.
The same engineers who develop the capital budget also design and administer the construction contracts. The municipal infrastructure capital budget, design and tender cycles currently revolve around spring thaw and construction seasons, and are a full year process. Currently, throughout the winter until May, staff in Infrastructure & Operations and Community Services will be focused on design work for the recently approved projects. A December ratification requires that the same resources dedicate significant time to the next year’s capital budget in this same timeframe to prepare a capital budget with the same output expectations which would then put the current capital construction season in jeopardy. As this is not prudent, if directed to advance the budget calendar this year, a transition plan would be developed. For 2021 and 2022, the linear infrastructure program would be presented in the budget books largely as unspecified projects that would be determined later in the cycle. For example, an allotment for roads would be provided without specific roads being identified in the budget book. This would resolve the concern of publishing expected costs of projects ahead of tendering, but would reduce transparency. During this time, Engineering would work to move prioritizing and design work a year ahead, which will require planning and budgeting for additional overtime and consulting costs in 2021 and 2022.

Grant Thornton’s Program and Services Review (PSR) Phase 2 recommendations will be available in late June 2020. With a December approval and ratification date, Capital budgets would be completed prior to receiving the PSR report and departmental submissions for the Operating budget would be due by July 16 leaving very little time to analyze, develop implementation plans and incorporate any PSR recommendations.

Attachment A - Option 1, provides a potential schedule to ratify the budget by December 14, 2020. Council would receive the budget November 10, 2020, and the public would receive this on November 18, 2020.

2021 Operating and Capital Budgets – Recommended Status Quo Calendar - Option 2

The recommended timelines for the Council review process for the 2021 Budget are provided in Attachment A - Option 2, to this Report. Distribution of proposed Capital and Operating Budget documents to members of Council is scheduled for December 21, 2020.

The Budget review process includes an Informal Question and Answer session with City Council scheduled for January 12, 2021, providing an opportunity for City Council to meet with Administration to discuss and answer questions about the proposed Capital and Operating Budgets. Additional sessions could be added to the schedule if desired by Council.

The Long Term Financial Overview begins the budget review cycle and is proposed for January 12, 2021. This overview provides information about the City’s proposed budget, and the economic and fiscal environment, including significant future challenges and opportunities facing the City of Thunder Bay.
The 2021 proposed Operating and Capital Budgets would be available on the City of Thunder Bay website on January 5, 2021. Copies of the Budget would also be available for viewing at City Hall and at the Brodie and Waverly Thunder Bay Public Library branches.

The proposed budget calendar provides opportunities to involve the community in the budget process including: a Public Pre-Budget consultation session proposed to be held in June, a Public Pre-Budget deputation meeting on January 14, 2021 prior to the start of Council deliberations, and a Public Post-Budget deputation meeting on February 4, 2021 prior to budget ratification. In addition, between January 5 and February 4, community feedback on the proposed budget will be solicited both online in the Get Involved Tbay website and in paper through the Community Handbook.

Council review of the Budget is proposed for January 19, 21, 27, and February 2nd, 2021. City Administration will be available to respond to questions related to the Operating and Capital Budgets.

Based on the proposed schedule, budget ratification is scheduled on February 8, 2021.

**FINANCIAL IMPLICATION**

There are no financial implications resulting from the recommendation contained in this Report.

**CONCLUSION**

It is concluded that the proposed 2021 Budget Calendar - Option 2, should be approved.

**BACKGROUND**

As required under Section 290(1) of the Municipal Act, 2001, Council is to adopt estimates of all sums required during the year for the purposes of the municipality, and as such, Administration annually presents a recommended Capital and Operating Budget package to Committee of the Whole for consideration. It is necessary to establish dates for Special Committee of the Whole meetings to consider the 2021 Operating and Capital Budgets.

On March 17, 2020, the Province of Ontario declared an Emergency related to the COVID-19 outbreak. The COVID-19 pandemic response has significantly impacted Administration’s workload and shifted priorities. Resources are focused on developing and implementing strategies to ensure the safe, effective and appropriate continuity of municipal services.
REFERENCE MATERIAL ATTACHED:

Attachment A - Proposed 2021 Budget Calendar - Options 1 & 2

PREPARED BY: DAWN PARIS, DIRECTOR - FINANCIAL SERVICES, AND LAUREN PARADIS, MANAGER - BUDGETS AND LONG TERM PLANNING

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<th>DATE:</th>
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<tr>
<td>Linda Evans, GM Corporate Services &amp; Long Term Care,</td>
<td>April 9, 2020</td>
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<tr>
<td>Treasurer</td>
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## 2021 Budget Calendar

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<td>Public Pre-Budget Consultation</td>
<td>June 4 - 19, 2019</td>
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<td>Informal Question and Answer Session with Council (Operating and Capital)</td>
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<td>Nov 19, 2020 3 – 5:30 pm</td>
<td>Jan 12, 2021 3 – 5:30 pm</td>
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<td>Public Pre-Budget Deputation Meeting</td>
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<td>Nov 26, Dec 1, 3, 8, 2020 5:00 pm start</td>
<td>Jan 19, 21, 27, Feb 2, 2021 5:00 pm start</td>
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<td>Feb 10, 2020</td>
<td>Dec 14, 2020 Special Council Meeting</td>
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## 2021 Budget Calendar

### Administrative Capital Budget Timelines

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### Administrative Operating Budget Timelines

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<td>July 16, 2020</td>
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<td>Final Operating Budget to Budget Office (Departments &amp; Outside Boards)</td>
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<td>Department &amp; Outside Board Overviews Finalized</td>
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## 2021 Budget Calendar

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<td>Nov 9, 2020</td>
<td>Dec 18, 2020</td>
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<td>Long Term Financial Overview Finalized</td>
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<td>Nov 9, 2020</td>
<td>Dec 18, 2020</td>
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MEETING DATE  04/20/2020 (mm/dd/yyyy)

SUBJECT  Contract 1, 2020 Asphalt Surface Rehabilitation I

SUMMARY

Report No. R 33/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.
MEETING DATE 04/20/2020 (mm/dd/yyyy)

SUBJECT Contract 4, 2020 Syndicate Avenue and Brodie Street Sewer and Watermain

SUMMARY

Report No. R 35/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.
MEETING DATE  
04/20/2020 (mm/dd/yyyy)

SUBJECT  
Contract 5, 2020 Asphalt Surface Rehabilitation II

SUMMARY

Report No. R 42/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.
MEETING DATE 04/20/2020 (mm/dd/yyyy)

SUBJECT Contract 6, 2020 Tupper Street/Amelia Street Reconstruction

SUMMARY

Report No. R 33/2020 (Infrastructure & Operations - Engineering & Operations) relative to the above noted. (Distributed separately)

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.
MEETING DATE 04/20/2020 (mm/dd/yyyy)

SUBJECT Personal Protective Equipment (PPE) Advocacy

SUMMARY

Memorandum from Mayor B. Mauro dated April 9, 2020 containing a motion relative to the above noted.

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

RECOMMENDATION

With respect to supporting first responders, municipal staff and health care workers in our community, we recommend that the Mayor on behalf of City Council continue to advocate for the available supply of Personal Protective Equipment to keep workers providing essential services in Thunder Bay safe in response to the COVID-19 pandemic;

AND THAT the Federal and Provincial government consider the potential of emerging technology that can provide sterilization of N95 masks allowing the reuse of this much needed, and in demand, personal protective equipment;

AND THAT a copy of this resolution be shared with the Prime Minister of Canada, the Premier of Ontario, the Minister for Health – Canada, the Minister of Health - Ontario, AMO, FCM, NOMA and other municipalities in Ontario;

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

ATTACHMENTS

1 B Mauro memo dated Apr 9 2020
TO: Ms. Krista Power, City Clerk

FROM: Mayor Bill Mauro

DATE: April 9, 2020

SUBJECT: Motion relative to Advocacy around Personal Protective Equipment (PPE) Committee of the Whole – April 20, 2020

As a member of the Municipal Emergency Control Group (MECG) there have been discussions with respect to concerns from Thunder Bay Police Service, Superior North EMS, Thunder Bay Fire Rescue and Pioneer Ridge Long Term Care & Senior Services relative to the stock and supply of Personal Protective Equipment (PPE). Since that time, there has been updated information from the Province of Ontario relative to the supply chain and provision of PPE for paramedic services and long term care. There has been no clarification at this time regarding Fire Services or Police Services which is a concern. There are further concerns that relate to those working in municipal service areas where appropriate PPE is in high demand such as water and wastewater workers.

These concerns are real and it is imperative that municipalities support our first responders, municipal water and wastewater workers and health care providers in ensuring that the spread of COVID-19 is as contained as possible. The City of Thunder Bay has developed a task force that is working on sourcing and supporting PPE needs in the municipality for all first responders, municipal staff and long term care employees. This is important work but it is also imperative that municipal councils respond to this need.

As such, it is my goal that municipalities across Ontario request the Province of Ontario to best support the availability and distribution of PPE for Fire Services, Police Services and municipal work that requires PPE. It is integral that workers providing essential services have the needed equipment to keep them safe. It is essential for the Federal and Provincial governments to consider the emerging technology that may provide sterilization of N95 masks allowing the reuse of this much needed, and in demand, personal protective equipment. With global shortages, municipalities along with their frontline staff are concerned that additional supplies may not arrive. The potential ability to re-use masks will relieve some of the stress and pressures experience by municipal staff and ensure that we can adequately protect workers.

Recognition by the province of the important work conducted by municipal staff that require critical PPE irrespective of the COVID-19 pandemic that contributes to the safety of our community is important. The priority distribution list focuses on health care and paramedic services. Fire, Police and Water and Waste Water are critical services that deal with vulnerable populations or are put in positions where the tasks they undertake require the use of PPE. For
example, water and wastewater workers clear residential sewer back ups and require N95 masks for clearing blockages to be safe from biological pathogens in sewage.

The following motion is presented for City Council’s consideration,

With respect to supporting first responders, municipal staff and health care workers in our community, we recommend that the Mayor on behalf of City Council continue to advocate for the available supply of Personal Protective Equipment to keep workers providing essential services in Thunder Bay safe in response to the COVID-19 pandemic;

AND THAT the Federal and Provincial government consider the potential of emerging technology that can provide sterilization of N95 masks allowing the reuse of this much needed, and in demand, personal protective equipment;

AND THAT a copy of this resolution be shared with the Prime Minister of Canada, the Premier of Ontario, the Minister for Health – Canada, the Minister of Health - Ontario, AMO, FCM, NOMA and other municipalities in Ontario;

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

c.c. Chief Sylvie Hauth, TBPS
    Chief Wayne Gates, Superior North EMS
    Acting Chief Greg Hankkio, TB Fire Rescue
    Ms. Linda Evans, General Manager – Corporate Services &
    Long Term Care & City Treasurer
    Ms. Lee Mesic, Administrator, Pioneer Ridge
    Ms. Kerri Marshall, General Manager – Infrastructure & Operations
    Ms. Kerri Bernardi, Manager – Corporate Safety
Committee of the Whole and City Council Outstanding Items

SUMMARY

Memorandum from Ms. K. Power, City Clerk dated April 9, 2020 containing a motion relative to the above noted.

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

RECOMMENDATION

With respect to the memorandum from Ms. K. Power, City Clerk dated April 9, 2020, relative to the development of agendas for Committee of the Whole and City Council, we recommend that the City Clerk be designated the responsibility of determining the appropriate items for agendas from now until the end of May;

AND THAT agendas only contain items that are time sensitive/urgent, relate to the current State of Emergency and where resources are appropriately available to respond to the matter;

AND THAT the City Clerk work in consultation with the Executive Management Team;

AND THAT City Council be advised relative to the ongoing management of the Outstanding List during the State of Emergency;

AND THAT this practice be revisited on May 25, 2020;

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

ATTACHMENTS

1 K Power memo dated Apr 9 2020
Memorandum

TO: Mayor & Council
FROM: Krista Power, City Clerk
DATE: April 9, 2020
SUBJECT: Committee of the Whole/City Council Outstanding Items

Committee of the Whole – April 20, 2020

During the state of emergency, I have committed to bring items to Committee of the Whole/City Council meetings that are time sensitive in nature or have legislative requirements. The reason for this is two fold; firstly this is in response to matters that are urgent and therefore have priority and secondly; this is relative to diminished capacity in resources not only in my office but across the Corporation. As you know many staff are working on projects that correlate with the response to the current COVID-19 pandemic and as such are not available to complete work associated with our regular business functions.

Going forward, it is my request that we continue to bring items that are urgent, time sensitive, require compliance and are appropriate to the COVID-19 response between now and the end of May. It is our intention that this approach should be re-evaluated at the end of May to determine the best path forward.

I am also conscious of Council’s commitment to accountability and transparency and the inability at this time to allow public deputations. We have provided for an opportunity for those seeking input on Council’s decision on agenda items to bring forward written deputations in the form of a letter (directed to the City Clerk) that would be added on an appropriate agenda should it meet our current procedural rules for deputations.

All this being said it is important that Council be advised of items that are currently on hold and have been added to our Outstanding List throughout this time period. At each Committee of the Whole meeting, a memo from my office will outline the items currently on the outstanding list and the reason that the item remains to be on hold.

This list is for information and includes items due to be presented before May 31, 2020. This list does not include Committee of the Whole Closed Session agenda items. A confidential memo of Closed Session items that are outstanding will be provided in addition to this memorandum.
Each of the items on the list is being evaluated to determine the following:

1) Is this report urgent or time sensitive?
2) Is this report required for compliance/legislative reasons?
3) Are there appropriate staff resources dedicated to complete this report and work associated?
4) Is this report a matter of public interest that requires consultation that cannot be achieved at this time as a result of the current situation and would be best suited to move forward?

Current Outstanding Items (to May 31, 2020)

City Manager’s Office
- Procedural By-law Annual Review
- 2020 COW/CC Meeting Calendar Update
- Committee Expenses – Meals Review
- Update – Memorandum of Understanding with Lakehead University
- Police Facility Needs Assessment – Request for Additional Options
- Designated Truck Route - Rescheduled Dates
- BL 4/2020 - A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual.

Community Services
- Neighbour Day

Corporate Services and Long-Term Care
- Audit Committee Annual Report
- Non-Consolidated Financial Statements and Reserve Fund
- BL 44/2020 Property Tax and Water Credit Program for Low Income Persons

Development and Emergency Services
- Vehicle for Hire and Designated Driver By-law – One-Year Review
- R 30/2020 Amend Draft Plan of Condominium – Hillcrest Neighbourhood Village Inc.
- R 15/2020 New Mandatory Pre-Consultation Process
- R 29/2020 TBFR Strategic Master Plan
- BL 25/2020 Montreal Street Establishing and Naming By-law
- BL 29/2020 Close a portion of the Field Street Road Allowance
- James Whalen Tug and Brill Buses

Infrastructure and Operations
- Designated Truck Route By-law
- Parking Exemption – Jumbo Gardens
- Parks & Open Spaces FTE reduction service levels (2020 Budget Amendment)

Presentations/Deputations
- State of the City Presentation
- Anti-Racism Advisory Committee Presentation on Incident Reporting
• Confederation College 2019/2020 Business Plan and Strategic Plan Development

This information is provided for Council’s information and to best inform you as to my current approach in building agendas for Committee of the Whole and City Council.

In conclusion, I provide the following recommendation for Council’s consideration:

With respect to the memorandum from Ms. K. Power, City Clerk dated April 9, 2020, relative to the development of agendas for Committee of the Whole and City Council, we recommend that the City Clerk be designated the responsibility of determining the appropriate items for agendas from now until the end of May;

AND THAT agendas only contain items that are time sensitive/urgent, relate to the current State of Emergency and where resources are appropriately available to respond to the matter;

AND THAT the City Clerk work in consultation with the Executive Management Team;

AND THAT City Council be advised relative to the ongoing management of the Outstanding List during the State of Emergency;

AND THAT this practice be revisited on May 25, 2020;

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

c.c. Norm Gale, City Manager
    Executive Management Team
    Patty Robinet, City Solicitor
**MEETING DATE**  
04/20/2020 (mm/dd/yyyy)

**SUBJECT**  
Establishment of City Council - Special Session - Monday, April 20, 2020

**SUMMARY**

Memorandum from Ms. K. Power, City Clerk, dated April 6, 2020 containing a motion to establish a Special City Council meeting on Monday, April 20, 2020.

**RECOMMENDATION**

THAT a City Council – Special Session meeting be scheduled for Monday, April 20, 2020 in order to ratify previous minutes of Committee of the Whole and City Council, to ratify any required resolutions from the April 20, 2020 Committee of the Whole, and to consider any necessary by-laws.

**ATTACHMENTS**

1 K Power memo dated Apr 6 2020
TO: Members of Council

FROM: Ms. K. Power, City Clerk

DATE: Monday, April 6, 2020

SUBJECT: Establishment of City Council – Special Session – Monday, April 20, 2020

The following motion will be presented at the Committee of the Whole meeting on Monday, April 20, 2020 for Council’s consideration:

“THAT a City Council – Special Session meeting be scheduled for Monday, April 20, 2020 in order to ratify previous minutes of Committee of the Whole and City Council, to ratify any required resolutions from the April 20, 2020 Committee of the Whole, and to consider any necessary by-laws.”