

## Committee of the Whole

### ADMINISTRATIVE SERVICES SESSION

### ADDITIONAL INFORMATION/NEW BUSINESS

March 23, 2020

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#### CITY COUNCIL (SPECIAL SESSION)

The following two items were listed as “distributed separately” in the March 23, 2020 Committee of the Whole and City Council agendas.

1. Report No. R 37/2020 (City Manager’s Office - Office of the City Clerk) Electronic Participation at Meetings
2. By-law No. BL 36/2020 - A By-law to amend By-law 128-2012 - Procedural By-law of Council and its Committees

Please note that these two items are now **included in the March 23, 2020 City Council (Special Session) agenda**. The City Council (Special Session) meeting will take place prior to the scheduled Committee of the Whole meeting.

#### COMMITTEE OF THE WHOLE

##### **New Business**

1. Memorandum from Ms. K. Power, City Clerk, dated March 20, 2020 containing a motion relative to financial relief for citizens – COVID 19.
2. Memorandum from Ms. K. Power, City Clerk, dated March 23, 2020 containing a motion to establish Special Committee of the Whole and City Council meetings on Monday, March 30, 2020.



# Memorandum

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

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**TO:** Members of Council

**FROM:** Krista Power, City Clerk

**DATE:** March 20, 2020

**SUBJECT: Committee of the Whole – March 23, 2020  
Recommendation with respect to financial relief for citizens – COVID 19**

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This memo is in response to the current situation in the City of Thunder Bay as it relates to issues and concerns about payment relief for residents and businesses. Several requests were received by my office this week with respect to requests for motions in the areas of relief from payments relative to water billing, tax collection, penalties or interest and waiving of user fees in some areas.

The City of Thunder Bay has formed an Emergency Response Team with appropriate staff/managers and subject experts assigned to specific teams to respond to this emerging situation. The Finance and Administration Team is led by GM Corporate Services & Long Term Care and City Treasurer Linda Evans.

One of the responsibilities of the Finance and Administrative Team is to provide information and advice on fiscal matters as they relate to the emergency. In consultation with my colleagues working in this area, I was advised that much of the work relative to the financial concerns for residents and businesses has already begun. The City Treasurer and staff are investigating the impact of extending the May 6<sup>th</sup> property tax billing due date, and waiving penalties related to water billings.

With this information and understanding of the scope of this work, it is my request that Council consider the following recommendation, which would allow for a more comprehensive approach to a scope of the options, considerations and financial impacts of potential changes that Council may seek to enact.

As such, the following recommendation is prepared on behalf of Administration for City Council's consideration.

With Respect to the concerns relative to financial relief for residents and businesses we recommend that Administration report back to City Council on Monday, March 30, 2020 with options that include but are not limited to; deferral of payments and penalties and alteration of the May 6, 2020 tax billing schedule;

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

cc:

Mr. N. Gale, City Manager

Ms. P. Robinet, City Solicitor – Legal Services

Ms. L. Evans, General Manager – Corporate Services  
& Long Term Care & City Treasurer

# Memorandum

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

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**TO:** Members of Council

**FROM:** Ms. K. Power, City Clerk

**DATE:** Monday, March 23, 2020

**SUBJECT:** Establishment of Committee of the Whole – Special Session and City Council –  
Special Session – Monday, March 30, 2020

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The following motion will be presented at the Committee of the Whole meeting on Monday, March 23, 2020 for Council’s consideration:

“THAT a Committee of the Whole – Special Session meeting be scheduled on Monday, March 30, 2020 at 6:30 pm in order to receive reports that are time sensitive, urgent or have associated legislative requirements;

AND THAT a City Council – Special Session meeting be scheduled for Monday, March 30, 2020 immediately following the Committee of the Whole – Special Session meeting, in order to ratify previous minutes of Committee of the Whole and City Council, to ratify any required resolutions from the March 30, 2020 Committee of the Whole – Special Session meeting, and to and to consider any necessary by-laws.”