

# 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:** January 28, 2022  
**SUBJECT: Additional Information  
Committee of the Whole – Special Session (2022 Capital and Operating  
Budget) – February 1, 2022**

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**COMMITTEE OF THE WHOLE – SPECIAL SESSION (2022 CAPITAL AND  
OPERATING BUDGET MEETINGS)**

**Additional Information**

1. Memorandum from Director - Financial Services Emma Westover, dated January 27, 2022, relative to Update - 2022 District of Thunder Bay Social Services Administration Board Levy.
2. Memorandum from General Manager – Corporate Services & Long Term Care & City Treasurer Linda Evans, dated January 28, 2022 relative to Proposed 2022 Budget Amendment – New Ontario Health North Funding.
3. Memorandum from Director - Facilities, Fleet & Energy Management Gerry Broere dated January 27, 2022 relative to Police Campus – Project Advancement - Follow up Information.
4. Memorandum from City Clerk Krista Power, dated January 28, 2022 relative to Police Campus – Updated request for consideration from TBPSB.

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*Corporate Services & Long  
Term Care*

*Financial Services Division*

*807-630-1280*

*emma.westover@thunderbay.ca*

## MEMORANDUM

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**TO:** Mayor & Council

**FROM:** Emma Westover, Director,  
Financial Services

**DATE:** January 27, 2022

**RE:** Update - 2022 District of Thunder Bay Social Services  
Administration Board Levy

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Administration has received the 2022 levy for the District of Thunder Bay Social Services Administration Board. The levy is \$16,347,275, which is \$43,275 more than the amount in the proposed budget. The total impact of this adjustment is an increase to the municipal tax levy of 0.02%.

Administration recommends a motion be made as follows:

“WITH RESPECT to Report R 1/2022 (Corporate Services and Long Term Care - Financial Services) Proposed 2022 Operating and Capital Budget we recommend that the District of Thunder Bay Social Services Administration Board budget be increased by \$43,275.”

This amendment would result in an increase of 0.02% to the municipal tax percentage.

cc:

Norm Gale City Manager  
Executive Management Team  
Emma Westover, Director, Financial Services  
Krista Power, City Clerk

## MEMORANDUM

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**TO:** Mayor & Council

**FROM:** Linda Evans, General Manager-Corporate Services & Long Term Care and City Treasurer

**DATE:** January 28, 2022

**RE:** Proposed 2022 Budget Amendment – New Ontario Health North Funding

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Jasper Supportive Housing has been advised the City's application for one-time funding for the Jasper Call System project has been approved by Ontario Health North, formerly North West LHIN. The approved funding of \$90,500 covers an expanded scope and allows for additional call stations.

The 2022 Proposed Capital Budget includes \$70,000 for the Jasper Call System, which was to be funded by Capital Out of Revenue. Given the new funding we recommend that the Corporate Services and Long Term Care - Pioneer Ridge Capital Budget -Jasper Call System project be increased by \$20,500 to total \$90,500 and that the source of financing for the project be changed from Capital Out of Revenue to Provincial Grant.

In addition, Administration recommends the \$70,000 freed up from Capital Out of Revenue funds be allocated to the Tax Billing and Payment Software project. The Tax Billing and Payment Software project is estimated to cost \$1,000,000 total, with \$400,000 budgeted in 2022 and \$600,000 budgeted in 2023. If the \$70,000 is applied to the 2022 budget for this project, the 2023 budget can be reduced by the same amount, which will reduce the pressure on Capital Out of Revenue in the 2023 budget.

Administration suggests that a motion be made as follows:

“WITH RESPECT to Report R 1/2022 (Corporate Services and Long Term Care – Financial Services) Proposed 2022 Operating and Capital Budget we recommend the Pioneer Ridge Capital Budget - Jasper Call System project be increased by \$20,500 to total \$90,500 and that the source of financing for the project be changed from Capital Out of Revenue to Provincial Grant;

AND THAT the 2022 Revenue Division Capital Budget – Tax Billing and Payment Software project be increased by \$70,000;

AND THAT the 2023 Revenue Division Capital Budget – Tax Billing and Payment Software project be decreased by \$70,000.”

This amendment would result in no change to the municipal tax levy.

cc:

Norm Gale City Manager  
Executive Management Team  
Emma Westover, Director, Financial Services  
Krista Power, City Clerk

# ***MEMORANDUM***

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**TO:** Krista Power, City Clerk

**FROM:** Gerry Broere, Director-Facilities, Fleet & Energy Management

**DATE:** January 27, 2022

**SUBJECT:** Police Campus – Project Advancement- Follow up Information Committee of the Whole – Special Session – February 1, 2022

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## **Project Development – the Role of the City of Thunder Bay (CTB) to Date**

The need for more space at the current building was identified almost 10 years ago. Several factors have confounded progress on resolving this need, including but not limited to:

- lack of dedicated funding
- leadership changes at the Thunder Bay Police Services Board (TBPSB)
- other priorities including external reviews of the TBPSB and the Thunder Bay Police Service (TBPS), and
- COVID-19
- Other competing capital priorities, i.e. Radio Renewal Project.

A decision to proceed with a new building is the purview of the TBPSB, and the TBPSB has provided information to Council several times and to the public

The TBPSB is a distinct and separate entity from the CTB and TBPS report directly to the board. Decisions made on buildings and other capital needs are theirs, however the Police Services Act requires municipalities to provide adequate funding to meet these needs.

Regarding their building needs, CTB administration has been providing technical support to the TBPSB over the years; however, CTB administration does not have expertise in policing operations nor their specific facility needs. Earlier, CTB administration challenged the need for a new facility vs. retrofitting and adding onto the existing building. The resulting feasibility study concluded that, in fact, a new building would be less expensive than retrofitting and expanding the existing building and would have lower lifecycle costs, both capital and operating.

The steering committee that had oversight of the development of the feasibility study included a member of CTB administration. Notwithstanding whether a new building is warranted or

desirable by Council, CTB administration finds the conclusions of the feasibility study reasonable and appropriate. CTB administration agrees that more space is necessary.

The capital cost estimates (as at today) reflect the current Facility Design Guidelines policy and CTB space planning guidelines. There is currently no consideration in these estimates for the recently endorsed Net-Zero strategy. CTB Administration estimates the incremental increase for inclusion of the Net-Zero strategy into the project may be in the range of 4-6%. Should Council approve the project, CTB administration would investigate a net-zero building, in accordance with our strategy, and report to Council on the implications and costs.

### **What we know now**

The completed studies have concluded the following:

- The current facility requires capital renewal indicative of its age.
- The current facility is functionally obsolete and does not meet the needs of modern policing.
- Redevelopment of the existing facility is more expensive in both Capital costs and future life cycle costs.
- Redevelopment of the existing facility will significantly disrupt operations.
- A new facility provides all the programing requirements required by TBPS.
- A new facility will cost effectively meet CTB environmental targets.
- It is anticipated the full programming and new construction will result in a cost neutral operating budget.
- A centralized facility is the operational preference.
- A generalized site location has been identified.
- A capital cost estimate with an accuracy 20-25%.

### **What we don't know**

- What the building floor plan will look like?
- Are there space efficiencies identified with further refinement of the floor plan?
- What the final square footage will be?
- What the building will look like?
- How are we meeting CTB environmental targets?
- Where the site will be?
- How the building interacts with the site?
- Refined capital estimate – 15-20%
- Refined operating budget estimate.

### **Should the Project be Approved**

It is vital that CTB administration has a strong voice in project design, procurement, construction, and the eventual long-term life-cycle maintenance regimens of the proposed new facility because the CTB will own the project. To facilitate the development of the

project, a balanced steering committee with members of both CTB and TBPS administration will be created. The immediate first steps (10-12 months) are estimated to cost \$2.4M and will include:

- the procurement of a Project Manager;
- the procurement of design professionals;
- a final site analysis and securement of property;
- advancement of the TBPS building program to a final design brief;
- a validation of capital costs; and
- an administrative update to Council.

### **Existing Facility**

The CTB owns the approximately 30 year old existing building and the land on which it sits. The building does require capital renewal indicative of its age. The building has become functionally obsolete for its original intended use as a police facility. Though 30 years old, the building remains sound and has value with the added benefit of sitting on a large site. Should the project be approved, CTB administration in tandem with the project will evaluate potential uses and any CTB need for the facility. CTB administration is currently working on an *office space optimization* project as a priority administrative strategy and this building may have a part to play in that final strategy.

Sincerely,



Gerry Broere

Cc: EMT

# Memorandum

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

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**TO:** Members of City Council

**FROM:** Krista Power, City Clerk

**DATE:** January 28, 2022

**SUBJECT:** Police Campus – Updated request for consideration from TBPSB  
Referral from Committee of the Whole Special Budget Session – January 26, 2022  
February 1, 2022 – Special Committee of the Whole – Budget Session

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At the January 26, 2022 Committee of the Whole Special Session meeting a budget amendment was presented as requested by the Thunder Bay Police Services Board via resolution passed at the Board's January 25, 2022 meeting. This resolution requested reduction in the capital budget submission from \$56 million for the full project to \$2.4 million for capital work associated with a new Police Facility.

At that time the resolution was referred back to the Thunder Bay Police Services Board with the following request.

**MOVED BY:** Mayor Mauro  
**SECONDED BY:** Councillor Oliver

WITH RESPECT to the revised capital request for the Thunder Bay Police Services New Police Facility Capital Project, we recommend that the original motion be referred to the Thunder Bay Police Service Board requesting consideration of the following:

- That the capital project of 56 million for the new Police Facility be removed from the 2022 budget;
- Establish a new project for Police Facility – Preliminary Work in the amount of \$2.4 million; and
- The Thunder Bay Police Services Board submit a 2023 Capital Project for construction of a new facility for consideration in the 2023 budget.

**CARRIED**

A copy of the referral above was provided to the Thunder Bay Police Services Board on Thursday, January 27, 2022.

On Friday, January 28, 2022, a memorandum (attached) was received from John Hannam, Secretary to the Thunder Bay Police Services Board relative to two resolutions passed at a special meeting on Thursday, January 27, 2022. The first was for a resolution to rescind the request for the project funding in its entirety (\$56 million) and the second resolution was for an updated request to add a project to the budget for 2.4 million for preliminary work.

As such, the following budget amendment is provided for consideration.

“WITH RESPECT to Report No. R 1/2022 (Corporate Services and Long Term Care - Financial Services) Proposed 2022 Operating and Capital Budget we recommend that the Proposed 2022 Operating and Capital Budget be amended as follows as requested by the Thunder Bay Police Services Board:

- 1) Deletion of the new Police Facility project at a cost of \$56 million from the Police Services Capital Budget
- 2) Addition of \$2.4 million to the Police Services Capital Budget to be used to fund preliminary work towards the proposed new Police Headquarters

Should Council seek to vote on the two items above separately, it should be noted that a defeat of item 1) Deletion of the Project, will then render item 2) Addition of 2.4 Million out of order. My office will provide additional procedural advice when this item is presented.

Further, the addition of \$2.4 million to the budget if approved remains without a source of funding and would require a further amendment should it be directed to be paid from another funding source rather than applied as an addition to the tax base.

**C.C. Thunder Bay Police Services Board**  
**Sylvie Hauth, Chief of Police**  
**Norm Gale, City Manager**  
**Linda Evans, General Manager of Corporate Services**  
**& Long Term Care/City Treasurer**

Thunder Bay Police Services Board

**Memorandum**

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**TO:** Krista Power, City Clerk

**FROM:** John S. Hannam, Secretary to the Board

**DATE:** January 28, 2022

**SUBJECT:** 2022 Capital Budget, Thunder Bay Police Service

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In response to the motion referred to the Thunder Bay Police Services Board by Committee of the Whole, on the subject of the Capital Budget submission of \$56 Million for a proposed new Police Headquarters the Board met in special session on January 27<sup>th</sup> to consider the referral.

The Board has rescinded its own motion of January 25 and has passed the following motions that I would ask that you convey to Committee of the Whole and City of Thunder Bay Administration:

“With respect to the 2022 capital budget submission of \$56 Million, to fund a proposed new Police Headquarters, we recommend that the Thunder Bay Police Services Board withdraw the budget submission:

AND THAT City Council, through its Committee of the Whole be so advised”

And..

“With respect to the 2022 capital budget for the Thunder Bay Police Service we recommend that the Thunder Bay Police Services Board approve the submission of \$2.4 Million, to be used to fund preliminary work towards the proposed new Police Headquarters;

AND THAT City Council, through its Committee of the Whole be so advised.”

Further the Board is hopeful that these motions will assist to clarify matters in Committee of the Whole’s deliberation on the capital budget for the Police Service.