AGENDA MATERIAL

COMMITTEE OF THE WHOLE

MEETING DATE: MONDAY, JANUARY 13, 2020

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

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

DATE: January 13, 2020

REFERENCE NO. COW - 4/51

CLOSED SESSION in the McNaughton Room at 5:30 p.m.

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

Closed Session Agenda Items for January 13, 2020 will be distributed separately to Members of Council and EMT only.

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

Committee of the Whole - Operations Session
Chair: Councillor B. McKinnon

DISCLOSURES OF INTEREST

CONFIRMATION OF AGENDA

Confirmation of Agenda - January 13, 2020 - Committee of the Whole (Page 6)

With respect to the January 13, 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

Earthcare Advisory Committee Minutes

Minutes of Meeting Nos. 07-2019 and 08-2019 of the Earthcare Advisory Committee, held on October 1, 2019 and November 5, 2019, respectively, for information. (Pages 7 - 15)
Parking Authority Board Minutes

Minutes of Meeting No. 10-2019 of the Parking Authority Board held on November 4, 2019, for information. (Pages 16 – 18)

REPORTS OF MUNICIPAL OFFICERS

Designation of Community Safety Zones on Algoma Street North & Mary Street West

Report No. R 6/2020 (Infrastructure & Operations - Engineering & Operations) recommending the installation of additional warning signs to address safety concerns on Mary Street and Algoma Street. (Pages 19 - 22)

With respect to Report No. R 6/2020 (Infrastructure & Operations - Engineering & Operations), we recommend that a Community Safety Zone be installed on Mary Street West from Neebing Avenue to Home Avenue;

AND THAT a Community Safety Zone be installed on Algoma Street North from Red River Road to River Street;

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

Dawson Road Speed Reduction

Report No. R 7/2020 (Infrastructure & Operations - Engineering & Operations) recommending the posted vehicle travel speed be reduced East of Paquette Road to address safety concerns on Dawson Road. (Pages 23 – 25)

With respect to Report No. R 7/2020 (Infrastructure & Operations - Engineering & Operations) we recommend that the posted speed on Dawson Road be reduced from 60 km/h to 50 km/h at Paquette Road extending to Hilldale Road;

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

Red Light Camera Program

Report No. R 12/2020 (Infrastructure & Operations - Engineering & Operations), recommending to approve in principle Administration exploring the use of Red Light Cameras and identifying potential camera sites. (Pages 26 – 29)
With respect to Report R 12/2020 (Infrastructure & Operations - Engineering & Operations), we recommend City Council direct Administration to explore the implementation of a Red Light Camera program as outlined in this report;

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

**PETITIONS AND COMMUNICATIONS**

**Memorandum - Declaration of Climate Emergency**

Memorandum from Councillor A. Foulds, Chair - Earthcare Advisory Committee, dated December 13, 2019, containing a motion relative to the above noted. *(Pages 30 – 31)*

Correspondence from Ms. A. Klassen, Chair – EarthCare Climate Adaptation Working Group, dated December 16, 2019, requesting to appear before Council to provide a deputation relative to the above noted. *(Pages 32 – 33)*

Correspondence from Mr. M. Roy, dated January 6, 2020, requesting to appear before Council to provide a deputation relative to the above noted. *(Pages 34 – 35)*

With respect to the motion passed at the EarthCare Advisory Committee meeting on November 5, 2019, we recommend that The City of Thunder Bay officially declare a climate emergency for the purposes of naming, framing, and deepening our commitment to protecting our economy, our ecosystems, and our community from climate change;

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

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

Committee of the Whole - Community Services Session
Chair: Councillor S. Ch'ng

**PRESENTATION**

**Sister Cities Advisory Committee Update**

Memorandum from Mr. M Villella, Chair - Sister Cities Advisory Committee, dated January 6, 2020 requesting to appear before Council to provide a presentation relative to the above noted. *(Pages 36 – 37)*
DEPUTATION

Lakehead Transportation Museum Society

Correspondence from Mr. C. Brown, President - Lakehead Transportation Museum Society, dated January 6, 2020 requesting to provide a deputation relative to the above noted. (Pages 38 – 39)

REPORTS OF COMMITTEES

Accessibility Advisory Committee Minutes

Minutes of meetings No. 08-2019 and No. 09-2019 of the Accessibility Advisory Committee held on October 10, 2019 and November 14, 2019 respectively, for information. (Pages 40 – 49)

Thunder Bay District Social Services Administration Board Minutes

Minutes of Thunder Bay District Social Services Administration Board Meetings, No. 18/2019, held on October 16, 2019 and Meetings No. 19/2019 and No. 20/2019 held on October 17, 2019 respectively, for information. (Pages 50 – 62)

Thunder Bay District Health Unit - Board of Health Minutes

Minutes of Thunder Bay District Health Unit - Board of Health Meetings, held on October 16, 2019, for information. (Pages 63 – 70)

REPORTS OF MUNICIPAL OFFICERS

Community Centres Operating Model Implementation

Report No. R 11/2020 (Community Services - Recreation & Culture) recommending a plan to implement the new community centres operating models that were adopted in principle by City Council in May 2019. (Pages 71 – 75)

With respect to Report No. R 11/2020 (Community Services – Recreation & Culture), we recommend that the proposed operating model implementation plan for community centres be adopted;

AND THAT associated financial implications be presented for Council approval through the 2020 budget process;

AND THAT any necessary by-laws be presented to City Council for ratification.
2020 Community, Youth & Cultural Funding Program Recommendations

Report No. R 13/2020 (Community Services) providing information on the recommended Community, Youth & Cultural Funding Program allocations for the 2020 fiscal year, as contained in the 2020 operating budget submission for Council’s consideration, for information. (Pages 76 – 88)

NEW BUSINESS

ADJOURNMENT
MEETING DATE  01/13/2020 (mm/dd/yyyy)

SUBJECT  Confirmation of Agenda

SUMMARY

Confirmation of Agenda - January 13, 2020 - Committee of the Whole

RECOMMENDATION

With respect to the January 13, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.
MEETING DATE       01/13/2020 (mm/dd/yyyy)

SUBJECT           Earthcare Advisory Committee Minutes

SUMMARY

Minutes of Meeting Nos. 07-2019 and 08-2019 of the Earthcare Advisory Committee, held on October 1, 2019 and November 5, 2019, respectively, for information.

ATTACHMENTS

1. Minutes - Earthcare Advisory Committee - October 1, 2019
2. Minutes - Earthcare Advisory Committee - November 5, 2019
MEETING: EARTH CARE ADVISORY COMMITTEE (EAC) PAGE 1 OF 4

DATE: October 1, 2019 MEETING NO.: 07-2019
TIME: 4:05 P.M.
PLACE: CEDC Boardroom, Suite 201, 34 Cumberland St. N.
CHAIR: Councillor A. Foulds

PRESENT:
Councillor A. Foulds
Councillor K. Oliver
Ms. M. Wanlin
Ms. S. Stiles
Ms. J. Todd
Ms. S. Costigan

OFFICIALS:
Mr. J. Porter, Climate Adaptation Coordinator
Ms. M. Warywoda, Director – Environment Division
Ms. L. Grace, Administrative Assistant – Environment Division

GUESTS:
Ms. K. Kerk, Coordinator – Thunder Bay Food Strategy
Ms. V. Pullia – Thunder Bay Food Strategy

1.0 WELCOME & DISCLOSURES OF INTEREST
Ms. S. Costigan chaired the meeting, and called the meeting to order at 4:05 p.m. Ms. Costigan called for disclosures of interest. None were noted.

2.0 AGENDA APPROVAL
MOVED BY: Councillor K. Oliver
SECONDED BY: Ms. M. Wanlin

THAT the agenda for Meeting No. 07-2019 of the EarthCare Advisory Committee, held on October 1, 2019, including any additional information and new business, be confirmed.

CARRIED

3.0 PRESENTATIONS

Thunder and Area Bay Food Strategy

Ms. K. Kerk gave a presentation on the mission and activities of the Thunder Bay and Area Food Strategy. They requested a Memo of Support from the Committee for a seed funding request to the City. The Thunder Bay and Area Food Strategy will be making a deputation to City Council for seed funding in November.
MOVED BY: Councillor A. Foulds
SECONDED BY: Ms. S. Stiles

THAT the EarthCare Committee send a memo to Council supporting a request for seed funding for the Thunder Bay and Area Food Strategy, with respect to the Sustainability Plan.

4.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 06-2019 of the EarthCare Advisory Committee, held on September 10, 2019, to be confirmed.

MOVED BY: Ms. J. Todd
SECONDED BY: Ms. M. Wanlin

THAT the Minutes of Meeting No. 06-2019 of the EarthCare Advisory Committee, held on September 10, be confirmed.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES - None

6.0 SUSTAINABILITY REPORT

a. SUPPORT ONGOING GHG REDUCTIONS
   i. Kick off meetings for the Municipal Energy Plan were held with stakeholders, Sustainable Solutions Group, and Arbora Management Services. The next few months will consist of data requests and collection to create a baseline.
   ii. Amy is working with EcoSuperior and the TBDHU to apply for Bike Friendly City status.

b. CONTINUE TO CHAMPION THE CLIMATE ADAPTATION STRATEGY
   i. The RPWCO Climate Change Subcommittee project to develop a climate assessment framework for critical infrastructure and systems will kick off in November.
   ii. Amy has been invited to speak at the ICLEI livable cities forum at the end of October on a panel titled “Coming Together: Collaborative co-governance as a Key Towards Resilience”.

c. COMMUNITY EDUCATION AND ENGAGEMENT
   i. EarthCare, Parks, and EcoSuperior will be working together to “Depave Paradise” at the TD Bank on Memorial this Thursday. Please come out and help if you are able.
   ii. October is Walktober month. We will be working with SustainMobility to promote the Active Switch online tool
   iii. Tree Day was a success with 15 volunteers out to help plant trees.

7.0 CLIMATE ADAPTATION UPDATE
a. CONTINUE TO CHAMPION THE CLIMATE ADAPTATION STRATEGY  
i. Attended the Northern Climate Change Network mini-conference on September 24. Gathering of climate change and sustainability personnel from municipalities across Northern Ontario. Presented our climate adaptation plan, our successes, and heard the successes and challenges of climate professionals in other municipalities. As well, heard of upcoming funding to be available from FCM.  
ii. Preparing the annual report for climate adaptation and will be presenting it to Council on November 4.

b. COMMUNITY EDUCATION AND ENGAGEMENT  
i. September 28 – presented to Catholic Women’s League at St. Elizabeth Church. 40 to 50 women attended a talk on green actions around the home. 
ii. Science Literacy Week – presented to 4 people at Brodie Library on Climate Change and Water; small group but very engaged attendees. It was a 2 hour long conversation and presentation. 
iii. Healthy Neighbourhood Harvest is this weekend. Saturday in County Park and Sunday in Franklin Park. We are partnering with the Thunder Bay District Health Unit to promote and support healthy, connected and eco-active neighbourhoods. We will follow this up by offering presentations on Healthy Built Environments at ward meetings.

8.0 WORKING GROUP UPDATE FR LIAISONS – No update.

9.0 UPCOMING EVENTS  
- Lakehead University Launch of Sustainability Plan - Wednesday October 2, 11 am – 11:45 am  
- Depave Paradise: Thursday October 3, 9:30 am – 12:30 pm TD Bank on Memorial Avenue. (1039 Memorial Ave.)  
- Healthy Neighbourhood Harvest: Saturday, October 5 - County Park, 1 - 4 pm ; Sunday, October 6 - Franklin Park, 1 - 4 pm  
- Waste Working Group Tour: Walmart recycling and waste efforts, tentative date: Tuesday October 8, 3 pm

10.0 NEW BUSINESS  
10.1 Resolution from Municipality of Mississippi Mills regarding reducing waste in their communities – item deferred to next meeting.

11.0 NEXT MEETING  
Committee meetings are held on the first Tuesday of each month, except July and August, at 4:00 p.m. in the CEDC Boardroom, Suite 201, 34 Cumberland St. N., Thunder Bay, unless otherwise notified. 

The remainder of the 2019 meeting schedule is as follows:
- November 5, 2019
- December 3, 2019 (location to be determined)

12.0 ADJOURNMENT

The meeting was adjourned at 4:44 pm.
DATE: November 5, 2019
TIME: 4:05 P.M.
PLACE: CEDC Boardroom, Suite 701, 34 Cumberland St. N.
CHAIR: Councillor A. Foulds

PRESENT: Councillor A. Foulds
Ms. M. Wanlin
Ms. J. Todd
Ms. S. Costigan
Mr. L. Duffield

OFFICIALS: Ms. A Coomes, Sustainability Coordinator
Mr. J. Porter, Climate Adaptation Coordinator
Ms. M. Warywoda, Director – Environment Division
Ms. L. Grace, Administrative Assistant – Environment Division

GUESTS: Mr. K. Jessiman, Chair – Community Greening Working Group
Ms. A. Klassen, Chair – Climate Adaptation Working Group
Ms. Johanna Kirkbird – Citizen

1.0 WELCOME & DISCLOSURES OF INTEREST

Ms. S. Costigan, Vice-Chair, chaired the meeting. Due to lack of quorum, the meeting continued as an information session at 4:05 pm. Roundtable introductions were conducted.

Quorum was established at 4:32 pm, at which time the meeting was called to order. Ms. Costigan called for disclosures of interest. None were noted.

2.0 AGENDA APPROVAL

MOVED BY: Mr. L. Duffield
SECONDED BY: Ms. J. Todd

THAT the agenda for Meeting No. 08-2019 of the EarthCare Advisory Committee, held on November 5, 2019, including any additional information and new business, be confirmed.

CARRIED

3.0 PRESENTATIONS

Community Greening Working Group
Mr. K. Jessiman, Chair, gave an account of the activities of the Community Greening Working Group, along with activities by the City of Thunder Bay.

Climate Adaptation Working Group

Ms. A. Klassen, Chair, gave a presentation outlining the reasons why the City of Thunder Bay should declare a Climate Emergency immediately. Discussed.

MOVED BY: Councillor A. Foulds
SECONDED BY: Ms. J. Todd

THAT EarthCare draft a memo with a resolution to City Council to declare a “Climate Emergency” to be reviewed at December 3 meeting.

Code of Conduct for Committees

Mr. L. Duffield shared information from the Training Session for “Committee Members – Code of Conduct” held on October 17, 2019, which he attended.

4.0 MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 07-2019 of the EarthCare Advisory Committee, held on October 1, 2019, to be confirmed.

MOVED BY: Mr. L. Duffield
SECONDED BY: Ms. J. Todd

THAT the Minutes of Meeting No. 07-2019 of the EarthCare Advisory Committee, held on October 1, 2019, be confirmed.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

A resolution from the Municipality of Mississippi Mills to review and implement a deposit/return program for all single use plastic, aluminum and metal drink containers was discussed. It was decided to send the resolution to the Waste Working Group for further discussion/action.

6.0 SUSTAINABILITY REPORT

a. Support Ongoing GHG Reductions

i. The Community Engagement Strategy and Framework is completed. Separate handout.

ii. Data collection continues for the CEP.
iii. Work on the first public event (movie screening) to begin immediately. Will be held the first week of January.

iv. Work has started on the GHG assessment for our Infrastructure Canada funded flood mitigation project.

iv. Bike Friendly City application has gone in.

v. Mobility Coordinator to start on November 6th.

vi. TMP has been passed by Council

b. Continue to Champion the Climate Adaptation Strategy

i. Amy presented at the ICLEI livable cities forum at the end of October. Great reception of presentation and made many connections across Canada. Many communities were very interested in how to work with partners on implementing actions within the climate plans.
   • Call to Action sent out.

ii. EcoSuperior in partnership with EarthCare and LRCA will be looking to apply to the Ontario Trillium Fund Grow Grant to expand upon the BEAN (Building Eco Active Neighbourhoods) project.

c. Community Education and Engagement

i. Depave Paradise project went really well, we had great attendance from TD volunteers and the project was completed.

ii. Invasive Species: Stakeholder meeting was held on October 8; this group will work to develop an invasive species strategy to ensure regional impacts and information are appropriately considered and look to provide a coordinated effort to manage invasives.

7.0 CLIMATE ADAPTATION UPDATE

a. Continue to Champion the Climate Adaptation Strategy

i. Climate Adaptation Report to Council
   • Presentation to Council was well received; Council asked questions on climate change and the report.

ii. RPWCO Climate Resilience Assessment Framework
   • Will be starting workshops with RPWCO to develop a framework assessing priority infrastructure.

b. Community Education and Engagement

i. Confederation College Sustainability Fair
   • Small crowds, but good engagement

ii. Healthy Neighbourhood Harvest was October 5 and 6
   • Saturday in County Park; 40 people despite the cold, rain and wind
• Sunday in Franklin Park; over 150 people

  iii. We are continuing to partner with the Thunder Bay District Health Unit to promote and support healthy, connected and eco-active neighbourhoods at ward meetings.

8.0 WORKING GROUP UPDATE FROM LIAISONS

Updates were received from the Climate Adaptation Working Group, Waste Working Group, Community Greening Working Group, and the Walkability Working Group and were handed out separately at the meeting.

9.0 UPCOMING EVENTS – None

10.0 NEW BUSINESS – None

11.0 NEXT MEETING

Committee meetings are held on the first Tuesday of each month, except July and August, at 4:00 p.m. in the CEDC Boardroom, Suite 701, 34 Cumberland St. N., Thunder Bay, unless otherwise notified.

The remainder of the 2019 meeting schedule is as follows:

  • December 3, 2019 - Lot 66 Restaurant

12.0 ADJOURNMENT

The meeting was adjourned at 5:27 pm.
MEETING DATE  01/13/2020 (mm/dd/yyyy)

SUBJECT  Parking Authority Board Minutes

SUMMARY

Minutes of Meeting No. 10-2019 of the Parking Authority Board held on November 4, 2019, for information.

ATTACHMENTS

1. Minutes - Parking Authority Board - November 4, 2019
1. **Confirmation of Agenda**

   Moved by Brian Hamilton, seconded by Frances Larizza.

   “With respect to the November 4, 2019 Parking Authority Board meeting, it is recommended that the agenda as printed, including any additional information and new business, be confirmed.”

   CARRIED

2. **Minutes of September 10, 2019 Meeting**

   Moved by Brian Hamilton, seconded by Frances Larizza.

   “That the minutes of the Parking Authority Board meeting held September 10, 2019 be approved.”

   CARRIED

3. **Outstanding Items**

   Members were informed that product demonstrations for the RFP for Parking Management Solutions (mobile parking purchase, ticket management system, and online payments) have been completed. Further information and input on the submissions are being gathered from other City departments.
The 2019 Waterfront and Victoriaville parkade projects are nearing substantial completion.

The Victoriaville parkade condition survey has been completed and the report has been submitted. There are no critical issues/repairs recommended outside of ordinary maintenance requirements.

4. Financial Statement

Members have no concerns with the current financial statement.

5. Parking on Moss St.

Recently it was decided by the Traffic Safety Committee to allow seasonal parking on a portion of the west-side of Moss St. where parking was previously restricted and install parking meters to manage the parking. There are meter spaces already in place along the east-side of Moss St. A letter from AETS, a business on the street, was provided to members and their request to not install parking meters was discussed. Members decided that parking meters would be installed in order to manage parking in this downtown core area.

6. New Business

No new business was brought forward.

7. Next Meeting

The next meeting will tentatively be December 10, 2019. Time and place to be determined.

8. Adjournment

Moved by Brian Hamilton, seconded by Frances Larizza.

“That the November 4, 2019 Parking Authority Board meeting be adjourned.”

CARRIED

Meeting adjourned at 12:05 PM.
Corporate Report

**DEPARTMENT/DIVISION**  Infrastructure & Operations - Engineering & Operations

**REPORT NO.**  R 6/2020

**DATE PREPARED**  11/29/2019

**FILE NO.**

**MEETING DATE**  01/13/2020 (mm/dd/yyyy)

**SUBJECT**  Designation of Community Safety Zones on Algoma Street North & Mary Street West

**RECOMMENDATION**

With respect to Report No. R 6/2020 (Infrastructure & Operations - Engineering & Operations), we recommend that a Community Safety Zone be installed on Mary Street West from Neebing Avenue to Home Avenue;

AND THAT a Community Safety Zone be installed on Algoma Street North from Red River Road to River Street;

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

**EXECUTIVE SUMMARY**

Concerns have been expressed of the safety of students walking along and across Mary Street to access St Ann’s School. Similar concerns have been received for pedestrians crossing Algoma Street to visit St Joseph’s Hospital. This report provides results of traffic reviews completed and recommends the installation of Community Safety Zones in these areas to address safety concerns. Thunder Bay Police Services agrees it is appropriate to implement Community Safety Zones in these areas.

**DISCUSSION**

**Community Safety Zones**

Community Safety Zones are typically designated on roadways near schools, day-care centers, retirement residences or road sections that are travel routes for vulnerable populations. Also warranting community safety zones are areas identified as high pedestrian collision locations. Within designated community safety zones traffic offences are subject to double the fines. The intent of these zones is to modify driver behavior and increase safety for all road users, particularly, vulnerable road users like children and seniors.
Mary Street

The subject area of study on Mary Street is between Neebing Avenue and James Street South. Mary Street is a two lane collector road located in an urban residential neighbourhood. There is a sidewalk along the entire length on one side of Mary Street and a sidewalk along both sides in specific areas closer to schools. Neebing Avenue and James Street are classified as arterial roadways. Mary Street is not perceived as being used as a cut through route by drivers to access other areas of the city. It is primarily utilized by residents of the area to reach higher volume routes. The Average Annual Daily Traffic (AADT) on Mary Street is 2643 vehicles per day.

St. Ann Catholic Elementary School fronts Georgina Avenue with the school yard also adjacent to Mary Street. A 40 km/h speed zone has been implemented on Georgina Avenue as well as the installation of brightly coloured school area and pedestrian crossing signage. The decreased posted speed and regulatory signage communicate to drivers that the safety of vulnerable populations is of special concern in this area. The Mary Street corridor has approximately 75 meters of school property adjacent to the roadway. There are pedestrian crossing facilities in place indicated by brightly coloured school area and pedestrian crossing signage along with reflective crosswalk painted roadway lines to indicate the preferred crossing location for pedestrians.

A review of the accident history from 2016 – 2018 reveals that there have been 6 accidents in the area since 2016. All collisions have been vehicle – vehicle collisions with no pedestrians involved. Traffic counts show a recorded value of 46 daily pedestrians crossing Mary Street to access Georgina Avenue. Of these 46 pedestrians, 22 are students crossing during the morning and afternoon peak hours of vehicular traffic.

The speed limit on this road is 50 km/h. A speed study was conducted on Mary Street. The 85th percentile speed recorded on Mary Street Eastbound was 56 km/h, with 34% of drivers traveling above 50 km/h and 5% of drivers are traveling over 60 km/h. The 85th percentile is defined as the speed which 85 percent of vehicles are traveling at or below. This data reveals that speeding is not an overly common occurrence on Mary Street.

Algoma Street

Algoma Street is a four lane arterial road located in an urban residential – commercial neighbourhood. The neighbourhood serves a hospital, various medical clinics and residential homes. Algoma Street is identified as a Pedestrian Priority Corridor in the Transportation Master Plan and there are pedestrian facilities to reflect that. There are sidewalks along the entire length of Algoma Street on both sides of the road and traffic signals at Camelot Street to facilitate a controlled crossing for pedestrians. The subject area of study on Algoma Street is between River Street and Red River Road. Both are classified as arterial roadways. The Average Annual Daily Traffic (AADT) on Algoma Street is 11,647 vehicles per day.

St. Joseph’s Hospital has 180 meters of frontage along Algoma Street. St. Joseph’s Hospital is a 262 bed facility that is a multi-use long term care home that supports physical rehabilitation programs, addictions and mental health programs, and outpatient clinics. The facility generates
significant pedestrian traffic from support staff and visitors, many who are elderly. Recent pedestrian counts found 378 pedestrians traveling along Algoma Street between Camelot Street and Red River Road per day with 74 crossing directly at the traffic signals at the Algoma Street/Camelot Street intersection.

A review of the accident history from 2016-2018 reveals that there have been 22 accidents. Of these, 16 collisions have been vehicle–vehicle collisions, six collisions involved pedestrians with one resulting in a pedestrian fatality.

The speed limit on Algoma Street is 50 km/h. A recent speed study recorded the 85th percentile speed northbound of 57 km/h, with 43% of drivers traveling above 50km/h. The 85th percentile is defined as the speed which 85 percent of vehicles are traveling at or below. Data revealed that 6% of drivers are traveling over 60 km/h on Algoma Street.

**FINANCIAL IMPLICATIONS**

No additional funds are required. The sign installation would be completed under Infrastructure & Operations capital budget.

**CONCLUSION**

Motorists continue to travel at speeds which they deem comfortable based on prevailing roadway conditions and roadside environment, regardless of posted speed limits. The designation of a Community Safety Zone communicates to drivers that they are traveling in an area with vulnerable populations and provides police additional tools to enforce higher fines. The success of the Community Safety Zone is partially proportional to the level of enforcement provided by police. Thunder Bay Police Services agree it is appropriate to designate these areas.

It is concluded that designation of Community Safety Zones on Algoma Street North from Red River Road to River Street and Mary Street West from Neebing Avenue to Home Avenue is warranted to improve motorist awareness of the need to use caution in these areas of vulnerable populations.

**BACKGROUND**

None.
**PREPARED BY: David Binch, Traffic Technologist**

<table>
<thead>
<tr>
<th>THIS REPORT SIGNED AND VERIFIED BY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NAME OF GENERAL MANAGER)</td>
<td></td>
</tr>
<tr>
<td>Kerri Marshall, General Manager – Infrastructure &amp; Operations</td>
<td>January 6, 2020</td>
</tr>
</tbody>
</table>
**Corporate Report**

<table>
<thead>
<tr>
<th>DEPARTMENT/DIVISION</th>
<th>Infrastructure &amp; Operations - Engineering &amp; Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT NO.</td>
<td>R 7/2020</td>
</tr>
</tbody>
</table>

| DATE PREPARED       | 12/05/2019                                             |
| FILE NO.            |                                                       |

**MEETING DATE** 01/13/2020 (mm/dd/yyyy)

**SUBJECT** Dawson Road Speed Reduction

**RECOMMENDATION**

With respect to Report No. R 7/2020 (Infrastructure & Operations - Engineering & Operations) it is recommended that the posted speed on Dawson Road be reduced from 60 km/h to 50 km/h at Paquette Road extending to Hilldale Road;

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

**EXECUTIVE SUMMARY**

This report recommends the speed limit be reduced from 60 km/h to 50 km/h on Dawson Road from Hilldale Road to Paquette Road based on increased development and traffic data.

**DISCUSSION**

**Development and Zoning**

The land use zoning on Dawson Road west of Paquette Road is listed as rural development and is characterized by a low population density with relatively few entrances and intersecting roads. The land use zoning east of Paquette Road is classified as residential and accommodates both commercial businesses and residential properties in the form of single unit dwellings and apartment complexes.

**Traffic Study Results**

A recent speed study was conducted on Dawson Road. The study focused on the eastbound traffic in the posted 60km/h zone east of Hilldale Road and recorded the speeds of vehicles entering the more densely populated areas. The radar detection unit recorded an 85\textsuperscript{th} percentile speed of 73km/h. The 85\textsuperscript{th} percentile is defined as the speed by which 85 percent of vehicles are traveling at or below. This data reveals that vehicular speeding is a common occurrence on Dawson Road in the subject area of study. Specifically, 28 percent of vehicles are traveling over 70km/h, which is 10 km/hr over the posted speed limit.
The geometric design of Dawson Road for eastbound traffic passing Paquette Road to Hilldale is characterized by a wide radius curve and the commencement of a downhill grade. There are multiple variables that influence vehicle stopping distance, such as gross vehicle weight, road friction surface, vehicle speed, driver perception time and the slope of the roadway. The design stopping sight distance on this downhill grade while traveling at 50 km/h is 66 meters and almost doubles to 110 meters at 70 km/h holding other variables steady.

A review of the accident history between 2007 and 2018 reveals that there have been 88 collisions in the area of study between Paquette Road and Hilldale Road. Further analysis shows the rate of collisions is approximately 4.5 times higher between Masters Street and Sherwood Drive that the rest of the study area on Dawson Road. The section of Masters Street to Sherwood Drive is defined by a downgrade profile and more entrances to Dawson Road than other blocks in the study area which results in an increase in conflicts and vehicles executing turning movements. Combined with the 73 km/hr travel speed along this section of roadway, these factors have the potential to contribute to an increase in collisions.

CONSULTATION

The City of Thunder Bay Engineering department has been working in cooperation with the Thunder Bay Police to determine the appropriate course of action. The Thunder Bay Police report that should a speed reduction be implemented, that the location of the reduction be designated at Paquette Road to aid in decreasing travel speeds before vehicles enter the high density residential area.

FINANCIAL IMPLICATIONS

No additional funds are required. The sign installation would be completed under Infrastructure & Operations capital budget.

CONCLUSION

Based on the traffic analysis completed, and potential contributing factors of increased stopping distance, increased development and speed to collisions, together with the recommendation from Thunder Bay Police, Engineering recommends that the posted speed be reduced to 50km/h on Dawson Road between Paquette Road to Hilldale Road.

BACKGROUND

On January 1, 1998 the City of Thunder Bay assumed jurisdictional responsibility of Highway 102 (Dawson Road) from Skyline Avenue to 100 meters West of Highway 589 (Dog Lake Road) from the Province of Ontario. The speed limits were initially maintained as 60km/h from Hilldale Road to Paquette Road and 80km/h west of Paquette Road to 100 meters west of
Highway 589. In 2001, the former two lane rural highway section from Paquette Road to Hazelwood Drive was upgraded to a four lane urban standard recognizing the potential for increased development in the area. In 2002 the posted speed limits were reduced from Lydia Avenue to Paquette Road to 70km/h due to the higher concentration of residences in the area.

**REFERENCE MATERIAL ATTACHED:**

None.

**PREPARED BY: David Binch, Traffic Technologist**

<table>
<thead>
<tr>
<th>THIS REPORT SIGNED AND VERIFIED BY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerri Marshall, General Manager – Infrastructure &amp; Operations</td>
<td>January 6, 2020</td>
</tr>
</tbody>
</table>
RECOMMENDATION

With respect to Report R 12/2020 (Infrastructure & Operations - Engineering & Operations), we recommend City Council direct Administration to explore the implementation of a Red Light Camera program as outlined in this report;

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

LINK TO STRATEGIC PLAN

Goal 10 of the City of Thunder Bay’s 2015-2018 Corporate Strategic Plan Becoming Our Best is Better connected by integrated mobility choices and includes an action to update the Transportation Master Plan. Road safety is a cornerstone action of the new Transportation Master Plan.

EXECUTIVE SUMMARY

This report recommends that Council consider implementing a Red Light Camera program and that administration report back on the business case for implementing red light cameras and recommended locations.

One of the focuses of The City of Thunder Bay’s Transportation Master Plan is to improve road safety for all users. The most serious type of collision at a municipal intersection is an angle collision. Accidents caused by a driver failing to stop at a red light often result in an angle collision. The Highway Traffic Act provides identified municipalities the authority to prosecute the offence of running a red light based on photo evidence gathered through the use of the prescribed red light camera system. There are currently eight municipalities and regions in the province operating a Red Light Camera enforcement program.

A red light camera system is connected to the traffic signal system and is able to monitor red, amber and green signal phases. Sensors are used to detect an approaching vehicle and its speed. After the light has turned red, a vehicle travelling over the sensors at or above a certain speed
will trigger the camera system. Based on the information collected in the photographs, a ticket is issued to the owner of the vehicle.

Studies have shown a reduction in right angle collisions at the selected sites where red light cameras are implemented, as well as a spillover effect across a jurisdiction.

**DISCUSSION**

**Red Light Camera Program**

The *Highway Traffic Act* provides designated municipalities the authority to issue tickets to vehicles failing to stop for a red light based on photo evidence gathered through the use of the prescribed red light camera systems. The legislation provides for regulations defining the technical components of red light camera systems, prescribing requirements for the use of the photographs as evidence and for the service of tickets on offenders by mail.

Currently Toronto, Hamilton, Ottawa, London, Peel Region, Waterloo Region, Halton Region, and York Region participate in the Red Light Camera Enforcement Program utilizing 336 cameras at 331 high-risk intersections.

A red light camera system is connected to the traffic signal system and is able to monitor red, amber and green signal phases. Sensors are used to detect an approaching vehicle and its speed. After the light has turned red, a vehicle travelling over the sensors at or above a certain speed will trigger the camera system. Based on the information collected in the photographs, a ticket is issued to the owner of the vehicle.

Provincial Offences Officers are employed by the Toronto Joint Processing Centre on behalf of the participating municipalities, and review images obtained through the use of the prescribed red light camera systems. Tickets are mailed to the registered owner of the vehicle.

The set fine for failing to stop at a red light is $260 plus a $60 victim fine surcharge and $5 court costs. Fines cover the costs of the province, the Toronto Joint Processing Centre, the courts, and the technology. Excess funds remain within the program to act as a reserve, or if they continue to grow could be reassigned to road safety programs. There are no demerit points attached to a conviction for running a red light proved through the use of red light camera evidence as the charge is laid against the owner and not the individual driving the vehicle at the time of the offence.

**Road Safety**

One of the focuses of The City of Thunder Bay’s Transportation Master Plan is to improve road safety for all users. The most serious type of collision at a municipal intersection is an angle collision. Accidents caused by a driver failing to stop at a red light often result in an angle collision.
Based on Ontario data, in 2016, approximately 26% of fatal collisions at municipal intersections with traffic signals (13 of 50 such collisions) were due to running a red light.

Results from the Red Light Camera pilot evaluation carried out from 2000-2004 showed cameras successfully reduced right-angled collisions by 25%. However, initially, rear end collisions can increase, as experienced in some jurisdictions. Right-angle collisions result in much more severe collisions than rear end collisions. Therefore, installing red light cameras changes the balance of the type of collision to a less severe one.

According to some studies, the implementation of red light cameras at select sites can have a spillover effect and change behaviours across a jurisdiction.

The City’s Traffic Safety Committee, including Thunder Bay Police Services, supports the implementation of a red light camera program to improve road safety.

**Implementation**

In order to join the Red Light Camera Program there are multiple steps a municipality needs to complete including:

1. Receive approval from Council and provide a letter of intent to MTO and a request to the Minister of Transportation
2. Draft a business plan that outlines the need for red light camera systems including a list of proposed intersections
3. Obtain budgetary approval from Council for funding installation/maintenance costs of red light camera system and related signage, joint processing centre costs and provincial costs
4. Enter into an agreement with the Toronto Joint Processing Centre
5. Sign an operational agreement with MTO
6. Provide a list of Provincial Offences Officers who will receive and file charges with the local POA court office

Implementation of a successful red light camera program will involve individuals from across the Corporation including engineering, legal services, supply management, finance, police and communications.

First steps the City would need to take revolve around determining where red light cameras would be installed based on collision analysis and drafting a business plan.

**FINANCIAL IMPLICATION**

No additional funds are required. The studies needed to determine locations of red light cameras and draft a business plan would be completed under Engineering’s Traffic Studies capital budget.
CONCLUSION

It is concluded that City Council direct Administration to explore the implementation of a Red Light Camera program including a business case and recommendations for locations for red light cameras.

BACKGROUND

None.

REFERENCE MATERIAL ATTACHED

None.

PREPARED BY: Kayla Dixon, P.Eng., MBA, Director Engineering & Operations

<table>
<thead>
<tr>
<th>THIS REPORT SIGNED AND VERIFIED BY: (NAME OF GENERAL MANAGER)</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerri Marshall, General Manager – Infrastructure &amp; Operations</td>
<td>January 6, 2020</td>
</tr>
</tbody>
</table>
MEETING DATE  01/13/2020 (mm/dd/yyyy)

SUBJECT  Memorandum - Declaration of Climate Emergency

SUMMARY

Memorandum from Councillor A. Foulds, Chair - Earthcare Advisory Committee, dated December 13, 2019, containing a motion relative to the above noted.

RECOMMENDATION

With respect to the motion passed at the Earthcare Advisory Committee meeting on November 5, 2019, we recommend that The City of Thunder Bay officially declare a climate emergency for the purposes of naming, framing, and deepening our commitment to protecting our economy, our ecosystems, and our community from climate change;

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

ATTACHMENTS

1. Memorandum - Councillor A. Foulds - EAC - Climate Emergency
MEMORANDUM

TO: Mayor Mauro and Members of City Council
FROM: Councillor A. Foulds, Chair – EarthCare Advisory Committee
DATE: December 13, 2019
RE: Declaration of a Climate Emergency

Through the EarthCare Sustainability Plan, The City of Thunder Bay has been promoting the reduction of GHG emissions since 2007. The City has been successful in reducing GHG emissions by 25% and has avoided/saved approximately $13,530,000 in electrical and natural gas costs cumulatively from the baseline year of 2009. In 2015, Council approved Climate-Ready City: City of Thunder Bay Climate Adaptation Strategy, and has since been recognized nationally as a leader for work on climate adaptation. A community wide energy plan, which will outline actions needed for the community to reach net zero greenhouse gas emissions is under development.

Local experiences of climate change impacts include increased frequency of storms, floods, high winds, and vector borne diseases which can incur high costs, place additional stress on the community as a whole, and are expected to become more extreme as the climate continues to change. Through recognition of the severity of the situation, building on our strong foundation, and taking appropriate, proactive measures, the City can continue to be a leader in climate action and simultaneously realize a host of community benefits and opportunities, including access to funding.

As of November 2019, 472 Councils in Canada have declared regional or municipal climate emergencies. In June 2019, the Canadian House of Commons also voted to declare that Canada is in a national climate emergency. Declaring a climate emergency is a way for governments to publicly acknowledge that they understand the need for urgent action.

It is the request of the EarthCare Advisory Committee that a motion with respect to the declaration of a climate emergency be presented at the January 13, 2020 Committee of the Whole meeting. The following motion is presented for Council’s consideration:

With respect to the motion passed at the EarthCare Advisory Committee meeting on November 5, 2019, we recommend that The City of Thunder Bay officially declare a climate emergency for the purposes of naming, framing, and deepening our commitment to protecting our economy, our ecosystems, and our community from climate change;

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

Sincerely,

Councillor A. Foulds, Chair
EarthCare Advisory Committee
MEETING DATE  01/13/2020 (mm/dd/yyyy)

SUBJECT  Deputation - Climate Emergency

SUMMARY

Correspondence from Ms. A. Klassen, Climate Adaptation Working Group, dated December 16, 2019, requesting to appear before Council to provide a deputation relative to the above noted.

ATTACHMENTS

1. Deputation - EcoSuperior - Climate Emergency
December 16, 2019

Re: Request to speak to City Council

Office of the City Clerk,

I would like to make a deputation to City Council on January 13 regarding Councillor Foulds’ motion to declare a climate emergency in Thunder Bay. As chair of the EarthCare Climate Adaptation Working Group, I would like to speak to Council on the importance and implications of declaring a climate emergency, to request that they pass the motion put forth by Councillor Foulds, and to be available to answer any questions that might arise. Ms. Courtney Strutt, a member of the EarthCare Climate Adaptation Working Group, will also be attending.

Thank you,

Aynsley Klassen
Chair, EarthCare Climate Adaptation Working Group
aynsley@ecosuperior.org
(807)624-2143
MEETING DATE 01/13/2020 (mm/dd/yyyy)

SUBJECT Deputation - Climate Emergency

SUMMARY

Correspondence from Mr. M. Roy, dated January 6, 2020, requesting to appear before Council to provide a deputation relative to the above noted.

ATTACHMENTS

1. Deputation request - M. Roy - Climate Emergency
Please note the following response to Speak to City Council has been submitted at Monday January 6th 2020 12:41 PM with reference number 2020-01-06-010.

- **Please state what agenda item you would like to speak about:**
  Motion for the City of Thunder Bay to declare a Climate Emergency

- **What are you requesting from Council?**
  other:

- **If other:**
  Passage of motion declaring a Climate Emergency

- **Have you already been in contact with City Administration in regards to the subject matter of your deputation request?**
  No

- **Please select the date of the meeting:**
  Committee of the Whole - Monday, January 13th

- **First name:**
  Matt

- **Last name:**
  Roy

- **Email:**
  mwroy@lakeheadu.ca

- **Phone:**
  (807) 251-3545

- **Organization you represent: (optional)**
  Myself

- **Please note the names of the presenters that will be attending with you:**
  Myself only.

[This is an automated email notification -- please do not respond]
MEETING DATE: 01/13/2020 (mm/dd/yyyy)

SUBJECT: Sister Cities Advisory Committee Update

SUMMARY

Memorandum from Mr. M Villella, Chair - Sister Cities Advisory Committee, dated January 6, 2020 requesting to appear before Council to provide a presentation relative to the above noted.

ATTACHMENTS

1. Memorandum - M. Villella, Chair - Sister Cities Advisory Committee
TO: Ms. Krista Power, City Clerk
FROM: Mr. Matthew Villella, Chair – Sister Cities Advisory Committee
DATE: January 6, 2020
SUBJECT: Presentation to Members of Council – Sister Cities Advisory Committee

On behalf of the Sister Cities Advisory Committee, we are requesting to make a formal presentation to Members of Council.

The presentation will include information relative to what the Committee’s purpose is, brief update on our current sister cities and friendship agreements, information relative to recent successes, information pertaining to modernization of the Committee, return on investment and current goals for the next three years.

We would like to provide this presentation (including use of PowerPoint) at the Monday, January 13, 2020 Committee of the Whole meeting. Accompanying me at the presentation will be Mr. Andrew Garro, Vice Chair, and Mr. Andrew Ault, Committee Member.
MEETING DATE  01/13/2020 (mm/dd/yyyy)

SUBJECT  Lakehead Transportation Museum Society

SUMMARY

Correspondence from Mr. C. Brown, President - Lakehead Transportation Museum Society, dated January 6, 2020 requesting to provide a deputation relative to the above noted.

ATTACHMENTS

1. Correspondence - C. Brown - Lakehead Transportation Museum Society
Krista Power  
City Clerk  
City of Thunder Bay  
500 Donald Street East 2nd Floor  
Thunder Bay, Ontario  
P7E 5V3

Dear Ms. Power

The Lakehead Transportation Museum Society is requesting time for a deputation to City Council on Monday January 13, 2020. We will be asking council to approve plans for an expansion of LTMS lease property at the Pool Six location at Marina Park as well as asking council to waive present and future payments on lease payments from LTMS to the City of Thunder Bay. We have discussed the matters with Administration. I will be making the presentation along with LTMS Treasurer Wally Peterson. Thank you.

Sincerely,

Charlie Brown  
President  
Lakehead Transportation Museum Society
MEETING DATE  01/13/2020 (mm/dd/yyyy)

SUBJECT  Accessibility Advisory Committee Minutes

SUMMARY

Minutes of meetings No. 08-2019 and No. 09-2019 of the Accessibility Advisory Committee held on October 10, 2019 and November 14, 2019 respectively, for information.

ATTACHMENTS

1. 2019-10-10 AAC MINUTES -FINAL
2. 2019-11-14 AAC MINUTES - FINAL - KC
Minutes

ACCESSIBILITY ADVISORY COMMITTEE  Meeting No. 08-2019

Date: Thursday, October 10, 2019
Time: 1:30 P.M.
Location: West Thunder Community Centre
915 Edward Street S., Thunder Bay

MEMBERS  SECTOR REPRESENTATIVE
Ms. A. Antenucci  Parent to a Child with a Disability
Mr. T. Brownlee  Caregiver to a Person with a Disability
Mr. K. Crites  Mental Health Representative
Mr. J. Gobeil  Citizen Representative
Ms. D. Hamilton  Speech Impairment Representative
Ms. R. Harrison  Service Agency Representative
Ms. T. Lennox  Learning Disability Representative
Mr. M. Rubenick  Senior with a Disability Representative
Ms. T. Soderberg  Visually Impaired or Blind Representative
Mr. B. Spare  Hard of Hearing/Late Deafened Representative
Mr. J.R. Wheeler  Brain Injury Representative

OFFICIALS
Mr. S. Garner  Municipal Accessibility Specialist
Ms. F. Track  Committee Coordinator

RESOURCES
Mr. B. Maxwell  Inclusion Services

GUESTS
Ms. K. Bonazzo  Staffing & Development Consultant
Mr. G. Mason  Planner II – Development & Emergency Services

AGENDA

1. WELCOME AND INTRODUCTIONS

The Chair called the meeting to order and a roundtable of introductions followed.
2. COMMUNICATION PROCESS

The Chair provided an overview relative to the above noted. Mr. B. Spare agreed to keep the speakers list.

3. AGENDA APPROVAL

MOVED BY: Ms. T. Lennox
SECONDED BY: Mr. T. Brownlee

With respect to the October 10, 2019 meeting of the Accessibility Advisory Committee, we recommend that the Agenda as printed, including any additional information and new business, be confirmed.

CARRIED

4. MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 07-2019 Accessibility Advisory Committee, held on September 12, 2019, to be confirmed.

MOVED BY: Mr. T. Brownlee
SECONDED BY: Mr. B. Spare

THAT the Minutes of Meeting No. 07-2019 of the Accessibility Advisory Committee, held on September 12, 2019 to be confirmed.

CARRIED

5. CODE OF CONDUCT

Ms. F. Track, Committee Coordinator, provided an update relative to the above noted.

The City of Thunder Bay has contracted the services of Mr. B. Tario, CFI Partner, Forensics and Litigation Support to act as the Integrity Commissioner.

Two Code of Conduct Training sessions have been scheduled for October 17, 2019. Invitations have been sent to members of all Committees of Council. Please advise the committee coordinator if you are able to attend.
6. **MULTI YEAR ACCESSIBILITY PLAN**

Mr. S. Garner, Municipal Accessibility Specialist, provided an update relative to the above noted.

7. **ROUNDTABLE OF ACCESSIBILITY ISSUES**

Committee members reported on accessibility issues encountered in the community.

Some of the items discussed were:

One of the members reported that at a recent Life Labs appointment, Port Arthur Health Clinic location, they were treated in the main hallway as there was not enough room for their electric wheelchair to enter into the intake area or private treatment areas.

One of the members frequently encounters Sandwich Boards on sidewalks. It was noted that the Sandwich Board can be removed as it is not permitted.

One member regularly volunteered at the Marina over the summer, it was noted there is not sufficient accessible parking, the paint needs to be refreshed and it was also noted that the accessible spots are frequently being utilized by vendors or performers to offload.

It was the consensus of the members to invite Mr. D. Vincent, Manager – Licensing & Enforcement to a future meeting to discuss by-law enforcement.

8. **WORKING GROUP UPDATES**

8.1 **Built Environment**

Mr. S. Garner, Municipal Accessibility Specialist, Mr. K. Crites, Mr. M. Rubenick and Mr. R. Wheeler, provided an update relative to the above noted.

Members of the Built Environment were invited to visit the NorWest Community Health Centre on Simpson St. and assess the accessibility of the facility. Guided by Ms. S. Delarosbil, Facility Administrator – NorWest Community Health Centre, the members toured the 2-storey facility and provided feedback relative to the accessibility of public spaces, including the parking lot.

8.2 **Built Environment - Boulevard Lake Dam Plan**

At the June 17, 2019 Committee of the Whole meeting a discussion was held relative to the above noted. It was suggested that the Accessibility Advisory Committee’s Built Environment Group should review the Accessibility of the Boulevard Lake Dam Plan with Engineering.
Mr. M. Vogrig, Project Engineer, has been invited to attend the November 14, 2019 Accessibility Advisory Committee meeting.

8.3 Public Art Committee

No update was available.

8.4 Walkability Committee

No update was available.

9. NEW BUSINESS

Update Enabling Accessibility Fund for Small Projects

Background: July 2018, the Accessibility Advisory Committee provided a letter of support to the Waverly Public Library for an Application for funding through the Enabling Accessibility Fund for Small Projects.

Letter from Mr. M. Morrison, Community Hub Manager, Thunder Bay Public Library, dated October 10, 2019 relative to the Waverly Public Library’s successful application to the Enabling Accessibility Fund and an update on the completed project. Two (2) new accessible washrooms were added to the facility, one public washroom and one staff washroom, both located on the lower level of the building.

10. NEXT MEETING

The Accessibility Advisory Committee will meet on the 2nd Thursday of every month, except July, August and December, from 1:30 to 3:30 p.m., at the West Thunder Community Centre, 915 Edward Street South, Thunder Bay, unless otherwise notified.

• Thursday, November 14, 2019
• Friday, December 13, 2019 – Victoria Inn, 555 Arthur St. W.

11. ADJOURNMENT

The meeting adjourned at 3:25 p.m.
ACCESSIBILITY ADVISORY COMMITTEE  Meeting No. 09-2019

Date: Thursday, November 14, 2019  
Time: 1:34 P.M.  
Location: West Thunder Community Centre  
915 Edward Street S., Thunder Bay

MEMBERS  SECTOR REPRESENTATIVE
Mr. T. Brownlee  Caregiver to a Person with a Disability
Mr. K. Crites  Mental Health Representative
Mr. J.P. Gamache  Mobility Disability Representative
Mr. J. Gobeil  Citizen Representative
Ms. D. Hamilton  Speech Impairment Representative
Ms. T. Lennox  Learning Disability Representative
Mr. M. Rubenick  Senior with a Disability Representative
Mr. B. Spare  Hard of Hearing/Late Deafened Representative
Mr. R. Sponchia  Developmental Disability Representative
Mr. J.R. Wheeler  Brain Injury Representative

OFFICIALS
Mr. S. Garner  Municipal Accessibility Specialist
Ms. F. Track  Committee Coordinator

RESOURCES
Mr. B. Maxwell  Inclusion Services

GUESTS
Mr. D. Vincent  Manager, Licensing & Enforcement
Ms. K. Bonazzo  Staffing & Development Consultant

AGENDA

1. WELCOME AND INTRODUCTIONS

The Chair called the meeting to order and a roundtable of introductions followed.
2. **COMMUNICATION PROCESS**

   The Chair explained the communication process and Ms. T. Lennox agreed to keep the speakers list.

3. **AGENDA APPROVAL**

   **MOVED BY:** Mr. J.P. Gamache  
   **SECONDED BY:** Mr. T. Brownlee

   With respect to the November 14, 2019 meeting of the Accessibility Advisory Committee, we recommend that the Agenda as printed, including any additional information and new business, be confirmed.

   **CARRIED**

4. **PRESENTATIONS**

   4.1 **Boulevard Lake Dam Plan**

   At the June 17, 2019 Committee of the Whole meeting a discussion was held relative to the above noted. It was suggested that the Accessibility Advisory Committee’s Built Environment Group should review the Accessibility of the Boulevard Lake Dam Plan with Engineering.


   4.2 **By-law Enforcement**

   During a discussion relative to Item No. 7, Roundtable of Accessibility Issues, at meeting 08-2019 of the Accessibility Advisory Committee, held on October 10, 2019 members of the AAC reported several By-law enforceable issues. It was the consensus of the members to invite Mr. D. Vincent, Manager – Licensing & Enforcement to a future meeting.

   Mr. D. Vincent, Manager – Licensing & Enforcement provided an overview relative to the above noted and responded to questions.

   Some of the items discussed were:

   - Parking on pathways, bike lanes and in no parking zones after regular hours of enforcement
   - By-law enforcement hours of operation not being sufficient
   - Sandwich Board signage on sidewalks and Sign By-laws
   - Parking Authority – ticketing after hours
   - Alternate safe walking detours around construction
• Overhanging branches on walkways
• Snow removal and icy sidewalks
• Several By-laws are being reviewed – AAC will have opportunity to review prior to presentation to Council

The meeting recessed for a coffee break at 2:45 P.M.

The meeting reconvened at 3:00 P.M.

5. MINUTES OF PREVIOUS MEETING

The Minutes of Meeting No. 08-2019 Accessibility Advisory Committee, held on October 10, 2019, to be confirmed.

MOVED BY: Ms. T. Lennox  
SECONDED BY: Mr. B. Spare

THAT the Minutes of Meeting No. 08-2019 of the Accessibility Advisory Committee, held on October 10, 2019 be confirmed.

CARRIED

6. MULTI YEAR ACCESSIBILITY PLAN

Mr. S. Garner, Municipal Accessibility Specialist, provided an update relative to the above noted.

Ms. M. Neilans, Consultant – Human Space, a division of Quadrangle Architects, will be in Thunder Bay November 18th and 19th, 2019 to review past department specific accessibility accomplishments (2013 – 2018), and to identify current and upcoming accessibility plans and goals (2020 – 2025). Mr. S. Garner will be organizing the meeting schedule and sending out calendar invites to the appropriate division/Committee representatives.

A report from Ms. M. Neilans is expected early December 2019 for our review prior to presentation to City Council in the New Year.

7. TRANSIT DRIVER’S APPRECIATION DAY – MARCH 2020

Ms. F. Track, Committee Coordinator, provided an overview relative to the above noted and responded to questions.

It was the consensus of the members to assist in the distribution of goodies and gratitude at City Hall for the annual Transit Driver’s Appreciation Day to be held on March 18, 2020.
8. **ADMINISTRATIVE ACCESSIBILITY WORKING GROUP**

Mr. S. Garner provided an overview relative to the above noted and responded to questions.

Items discussed were:

- Length of meetings – do we require more time to discuss all agenda items
- Inviting members of the AAWG, Administration and presenters to alternate meetings of the AAC.
- Designating specific AAC meetings for Roundtable Discussion of Accessible Issues and Working Group Updates to ensure members are able to report regularly

It was the consensus of the members to continue the discussion at the January 16, 2020 meeting.

9. **ROUNDTABLE OF ACCESSIBILITY ISSUES**

Committee members to report on accessibility issues encountered in the community.

10. **WORKING GROUP UPDATES**

10.1 **Built Environment**

Mr. S. Garner, Municipal Accessibility Specialist, to provide an update relative to the above noted.

10.2 **Public Art Committee**

Mr. J.P. Gamache or Mr. R. Wheeler to provide update relative to the above noted.

10.3 **Walkability Committee**

Mr. B. Spare or Mr. J.P. Gamache to provide an update relative to the above noted.

11. **NEW BUSINESS**

12. **NEXT MEETING**

Ms. F. Track, Committee Coordinator, provided an update relative to the above noted.

The final meeting for 2019 will be held on:
• Friday, December 13, 2019 at Victoria Inn, from 12:30 p.m. - 3:30 p.m.

The Accessibility Advisory Committee will meet on the 2nd Thursday of every month, except July, August and December, from 1:30 to 3:30 p.m., at the Thunder Bay 55 Plus Centre, 700 River Street, Thunder Bay, unless otherwise notified.

**AAC 2020 Meeting Schedule**

*Reminder: The Accessibility Advisory Committee will be meeting at the 55+ Centre in the New Year on the following dates:

• January 16, 2020 (3rd Thursday of the month)
• February 13, 2020
• March 12, 2020
• April 9, 2020
• May 14, 2020
• June 11, 2020
• September 10, 2020
• October 8, 2020
• November 12, 2020

13. **ADJOURNMENT**

The meeting adjourned at 3:26 P.M.
MEETING DATE 01/13/2020 (mm/dd/yyyy)

SUBJECT Thunder Bay District Social Services Administration Board Minutes

SUMMARY

Minutes of Thunder Bay District Social Services Administration Board Meetings, No. 18/2019, held on October 16, 2019 and Meetings No. 19/2019 and No. 20/2019 held on October 17, 2019 respectively, for information.

ATTACHMENTS

1. Minutes - DSSAB Special Session – October 16, 2019
2. Minutes - DSSAB Regular Session – October 17, 2019
3. Minutes - DSSAB Closed Session – October 17, 2019
MINUTES OF BOARD SPECIAL MEETING NO. 18/2019
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: October 16, 2019
TIME OF MEETING: 5:00 p.m.
LOCATION OF MEETING: TBDSSAB Headquarters
231 May Street South
3rd Floor Boardroom
Thunder Bay, ON
CHAIR: Kim Brown

PRESENT:
Albert Aiello
Kim Brown
Jody Davis
Andrew Foulds
James Foulds
Kevin Holland
Rebecca Johnson
Elaine Mannisto
Aldo Ruberto
Wendy Wright

OFFICIALS:
William (Bill) Bradica, Chief Administrative Officer, Acting Director – Client Services Division
Georgina Daniels, Director – Corporate Services Division
Ken Ranta, Director – Housing Services Division
Glenda Flank, Recording Secretary
Diana Hennel, Administrative Assistant

GUESTS:
Aldo Ruberto, Manager, Housing & Homelessness Programs
Wendy Wright, Kristyn Lovato-Day, Acting Supervisor, Communications & Engagement

REGRETS:
Shelby Ch’ng
Brian Hamilton
Lucy Kloosterhuis
Ray Lake

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
None.
NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 19/89

Moved by: Wendy Wright
Seconded by: Albert Aiello

THAT with respect to the agenda for the Board Special meeting of The District of Thunder Bay Social Services Administration Board for October 16, 2019, we approve the agenda as printed,

AND THAT we approve any additional information and new business.

CARRIED

REPORTS OF ADMINISTRATION

TBDSSAB 10 Year Housing & Homelessness Plan - 5 Year Update

At the September 26, 2019 Board Meeting the 5 Year Update of the 10 Year Housing and Homelessness Plan was presented to the Board for consideration. On consensus, a Board Special Meeting was scheduled for October 16, 2019 to provide enough time to review the document thoroughly.

Report No. 2019-40 (Housing Services Division) is represented for discussion.

Ken Ranta, Director – Housing Services Division and Aaron Park, Manager, Housing and Homelessness Programs provided a presentation to the Board relative to the above noted. A copy of the presentation was distributed at the meeting, relative to the above noted.

Ken Ranta, Director – Housing Services Division provided background information on the development of the Plan, provided an overview of the 10 Year Housing and Homelessness Plan sections in the presentation, and responded to questions.

Aaron Park, Manager, Housing and Homelessness Programs provided an overview of the Homelessness prevention section of the presentation and responded to questions.

Discussions were held regarding the funding of the implementation of the recommendations and the ability to remain within budget.

Bill Bradica, CAO provided further information and responded to questions.
Discussions were held with respect to shelter use, the cost of running shelters versus the cost of providing housing, housing for seniors, and having proper supports in place to help people remain in housing and/or to assist the hard to house.

Ken Ranta, Director – Housing Services Division provided an overview of each of the recommendations amended in the 5 year update to the plan, and responded to questions.

At 6:55 p.m. Andrew Foulds left at the meeting.

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

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 17, 2019, in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 19/90

Moved by: Elaine Mannisto
Seconded by: James Foulds

THAT Board Meeting No. 18/2019 of The District of Thunder Bay Social Services Administration Board, held on October 16, 2019, be adjourned at 7:21 p.m.

CARRIED
DATE OF MEETING: October 17, 2019
TIME OF MEETING: 10:00 a.m.
LOCATION OF MEETING: TBDSSAB Headquarters
231 May Street South
3rd Floor Boardroom
Thunder Bay, ON

CHAIR: Lucy Kloosterhuis

PRESENT: OFFICIALS:
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
Aldo Ruberto
Wendy Wright

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

GUESTS:
Kristyn Lovato-Day, Acting Supervisor, Communications & Engagement
Shari Mackenzie, Acting Manager, Human Resources
Aurel Malo, Area Vice President, Human Resources,
Gallagher Benefit Services (Canada) Group Inc.

REGRETS:

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

William Bradica, CAO declared a perceived conflict of interest relative to the TBDSSAB Annual Insurance Renewal Report due to his position as Board Chair of the Housing Services Corporation.
NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 19/91

Moved by: Kim Brown
Seconded by: Andrew Foulds

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 October 17, 2019, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

At 10:04 a.m. Brian Hamilton, Board Member, entered the meeting room.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 16/2019 and Meeting No. 17/2019 (Regular and Closed Session) of TBDSSAB, held on September 26, 2019 respectively, were presented for confirmation.

Resolution No. 19/92

Moved by: Elaine Mannisto
Seconded by: James Foulds

THAT the Minutes of Meeting No. 16/2019 and Meeting No. 17/2019 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 26, 2019, respectively, be confirmed.

CARRIED
CLOSED SESSION MEETING

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 and labour relations regarding potential impacts of funding changes.

Resolution No. 19/93

Moved by: Kim Brown
Seconded by: Jody Davis

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board and labour relations regarding the potential impacts to TBDSSAB operations resulting from funding changes.

CARRIED

At 10:08 a.m. the Board Meeting went into Closed Session and Ken Ranta, Director – Housing Services Division, Georgina Daniels, Director – Corporate Services Division, Kristyn Lovato-Day, Diana Hennel, Administrative Assistant and Glenda Flank, Recording Secretary left the meeting room.

At 11:24 a.m. Regular Session reconvened with all members of Administration and guests in attendance with the exception of Shari Mackenzie, Acting Manager, Human Resources and Aurel Malo, Area Vice President, Human Resources, Gallagher Benefit Services (Canada) Group Inc.

REPORTS OF ADMINISTRATION

Bertrand Court Regeneration Strategy Update

Memorandum from Ken Ranta, Director – Housing Services Division, dated October 8, 2019 relative to providing the Board with information regarding the above noted was presented, for information only.

Strategic Plan 2020 – 2023

Report No. 2019-48 (CAO Division) relative to providing the Board with the revised 2020-2023 TBDSSAB Strategic Plan, was presented for review and consideration.

William Bradica, CAO responded to questions.
Resolution No. 19/94

Moved by: Jody Davis
Seconded by: Andrew Foulds

THAT with respect to Report No. 2019-48 (CAO’s Division), we, The District of Thunder Bay Social Services Administration Board, adopt the Strategic Plan for the years 2020 through 2023 as presented;

AND THAT Reports to the Board will include reference to strategic directions and objectives when applicable;

AND THAT a Report be presented to the Board within sixty days of each calendar year-end covered by the Strategic Plan to identify the previous year’s progress in achieving the strategic directives.

CARRIED

At 12:20 p.m. Keri Greaves, Manager, Finance entered the meeting room.

Financial Context for the 2020 Budget Process

William Bradica, CAO delivered the financial context presentation to the Board, responded to questions and provided clarification. A copy of the presentation was provided at the meeting.

William Bradica, CAO and Ken Ranta, Director – Housing Services Division responded to questions.

A point of order was raised regarding the type of questions being asked of Administration in relation to this presentation. Lucy Kloosterhuis, Board Chair ruled that the type of questions were not appropriate at this time.

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

At 1:19 p.m. James Foulds, Board Member left the meeting.

2019 Reserve and Reserve Fund Strategy Update

Report No. 2019-49 (Corporate Services Division) was presented to the Board to provide the annual update to the Reserve and Reserve Fund Strategy, for consideration.
Resolution No. 19/95

Moved by: Elaine Mannisto
Seconded by: Shelby Ch'ng

THAT with respect to Report No. 2019-49 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board (Board), approve the 2019 Reserve Fund Strategy provided within the Report;

AND THAT we approve the renaming of the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund to the Housing Portfolio Capital Reserve Fund;

AND THAT we approve the renaming of the Social Housing Reserve Fund to the Community Housing Reserve Fund;

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

CARRIED

Procurement Practices and Policy Update

Report No. 2019-50 (Corporate Services Division) was presented to provide an update on the procurement practices and housekeeping changes made to the Procurement of Goods, Services and Construction Policy, for information only.

William Bradica, CAO and Georgina Daniels, Director – Corporate Services Division responded to questions and provided clarification.

January 2020 Mortgage Renewal – Walkover

Report No. 2019-51 (Corporate Services Division) relative to providing the Board with the upcoming mortgage renewal arrangements for the Walkover property, was presented for consideration.

Resolution No. 19/96

Moved by: Albert Aiello
Seconded by: Kevin Holland

THAT with respect to Report No. 2019-51 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Ministry Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law No. 01-2017 (Governance and Procedural);
AND THAT we authorize the Board Chair and Chief Administrative Officer to execute the mortgage financing documents related thereto.

CARRIED

At 1:41 p.m. William Bradica, CAO left the meeting room.

**TBDSSAB Annual Insurance Renewal**

Report No. 2019-52 (Corporate Services Division) was presented to the Board providing the annual insurance renewal information, for consideration.

Resolution No. 19/97

Moved by: Kevin Holland
Seconded by: Ray Lake

THAT with respect to Report No. 2019-52 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, accept the property insurance quotation provided by Marsh Canada Limited, in the amount of $547,287.70;

AND THAT the Director – Corporate Services Division be authorized to bind coverage and complete any administrative requirements of the insurance renewal process.

CARRIED

At 1:46 p.m. William Bradica, CAO entered the meeting room.

**Certificate of Incumbency**

A Memorandum from Keri Greaves, Manager, Finance, dated October 8, 2019 was presented to the Board providing background information relative to the requirements for signing the certificate of incumbency.
CORRESPONDENCE

2019 Association for Municipalities of Ontario (AMO) Conference

A letter received from The Honourable Steve Clark, dated September 30, 2019 regarding the presentation provided to Parliamentary Assistant Parm Gill at the AMO Conference was presented to the Board, for information only.

BY-LAWS

NEXT MEETING

A discussion was held regarding what time the meeting should be held. On consensus the Board determined that the next meeting of The District of Thunder Bay Social Services Administration Board will be held on Wednesday, November 20, 2019, starting at 5:00 p.m. in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 19/98

Moved by: Andrew Foulds
Seconded by: Jody Davis

THAT Board Meeting No. 16/2019 of The District of Thunder Bay Social Services Administration Board, held on October 17, 2019, be adjourned at 1:52 p.m.

CARRIED
MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 20/2019
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: October 17, 2019
TIME OF MEETING: 10:08 a.m.
LOCATION OF MEETING: 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
Aldo Ruberto
Wendy Wright

OFFICIALS:
William (Bill) Bradica, Chief Administrative Officer
Shari Mackenzie, Acting Manager, Human Resources

GUESTS:
Aurel Malo, Area Vice President, Human Resources,
Gallagher Benefit Services (Canada) Group Inc.

REGRETS:

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
None.
REPORTS OF ADMINISTRATION

Update on Potential Changes to Operations

On May 16, June 20, and July 18, 2019, the Board was provided with updates in Closed Session regarding the above noted.

Aurel Malo, Area Vice President, Human Resources, Gallagher Benefit Services (Canada) Group Inc. provided a confidential report to the Board regarding potential operational impacts resulting from provincial funding reductions. This report was developed further to the previous updates that William Bradica, CAO had provided in previous Closed Session meetings. William Bradica, CAO Aurel Malo and Shari MacKenzie, Acting Manager, Human Resources responded to questions. It was the consensus of the Board that Mr. Bradica as CAO has the authority to proceed with any operational changes within the overall approved budget and that those changes do not require Board approval.

ADJOURNMENT

Resolution No. 19/CS09

Moved by: Albert Aiello
Seconded by: James Foulds

THAT the Board (Closed Session) Meeting No. 20/2019 of The District of Thunder Bay Social Services Administration Board, held on October 17, 2019, be adjourned at 11:24 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED
MEETING DATE  01/13/2020 (mm/dd/yyyy)

SUBJECT  Thunder Bay District Health Unit - Board of Health Minutes

SUMMARY

Minutes of Thunder Bay District Health Unit - Board of Health Meetings, held on October 16, 2019, for information.

ATTACHMENTS

1. Minutes - Board of Health – October 16, 2019
BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: October 16, 2019
TIME OF MEETING: 1:00 P.M.
PLACE OF MEETING: BOARDROOM – FIRST FLOOR
CHAIR: MR. JAMES MCPHERSON

BOARD MEMBERS PRESENT: 
Mr. Norm Gale
Ms. Deborah Harris Shallow
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
Ms. L. Roberts, Director of Health Promotion
Mr. L. Dyll, Director of Corporate Services
Ms. T. Rabachuk, Director of Health Protection and Chief Nursing Officer
Mr. L. Sieswerda, Manager of Environmental Health
Ms. C. Tait, Manager of Oral Health and District Offices
Ms. S. Stevens, Executive Assistant and Secretary to the Board of Health

REGRETS:
Ms. Alana Bishop
Mr. Dave Hamilton

CALL TO ORDER

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

1. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Ms. Bishop and Mr. Hamilton.

The Chair provided a verbal report to the Board of Health with respect to the annual performance review of the Medical Officer of Health and Chief Executive Officer.

2. DECLARATIONS OF INTEREST

There were no declarations of conflict of interest.
3. **AGENDA APPROVAL**

   Resolution No. 90-2019

   MOVED BY: M. Harding  
   SECONDED BY: G. Vallance

   THAT the Agenda for the Regular Board of Health Meeting to be held on October 16, 2019, be approved.

   CARRIED

4. **INFORMATION SESSION**

4.1 **Adolescent Oral Health Campaign**

   Ms. Ann Marie Smith Caruk provided a presentation on the development and implementation of the Adolescent Oral Health Campaign and responded to questions from the Board.

5. **MINUTES OF THE PREVIOUS MEETINGS**

5.1 **Thunder Bay District Board of Health**

   The Minutes of the Thunder Bay District Board of Health Meeting held on September 18, 2019, to be approved.

   Resolution No.: 91-2019

   MOVED BY: D. Harris Shallow  
   SECONDED BY: M. Harding

   THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on September 18, 2019, be approved.

   CARRIED

6. **MATTERS ARISING FROM THE MINUTES**

   There were no matters arising from the previous minutes.
7. **BOARD OF HEALTH (CLOSED SESSION) MEETING**

Resolution No.: 92a-2019

MOVED BY: G. Vallance  
SECONDED BY: M. Harding  

THAT the Board of Health move into a closed session to receive information relative to labour relations or employee negotiations and to receive information that is explicitly supplied in confidence by a province or territory or Crown agency of any of them.

CARRIED

At 1:16 p.m., the Board of Health moved into closed session. The following individuals left the meeting room:

- Mr. L. Sieswerda, Manager of Environmental Health  
- Ms. C. Tait, Manager of Oral Health and District Offices  
- Ms. S. Stevens, Executive Assistant/Secretary to the Board of Health  

At 1:30 p.m., the Board of Health moved out of closed session to resume regular business. The following individuals returned to the meeting room:

- Mr. L. Sieswerda, Manager of Environmental Health  
- Ms. C. Tait, Manager of Oral Health and District Offices  
- Ms. S. Stevens, Executive Assistant/Secretary to the Board of Health

8. **DECISIONS OF THE BOARD**

8.1 **Board of Health Policy Proposal**

Report No. 55-2019, (MOH/CEO) relative to recommendations with respect to Board of Health Policies was presented and discussed.

Resolution No.: 93a-2019

MOVED BY: J. Vezina  
SECONDED BY: G. Vallance  

THAT with respect to Report No. 55-2019 (MOH/CEO), we recommend that an ad hoc committee of the Board be established to review the by-laws, policies and procedures of the Board of Health, and to provide guidance to Administration with respect to the development and updating of the appropriate by-laws, policies and procedures, for subsequent approval by the Board of Health;
8. DECISIONS OF THE BOARD (Continued)

8.1 Board of Health Policy Proposal (Continued)

AND THAT the ad hoc committee make recommendations to the Board of Health with respect to the ongoing review of by-laws, policies and procedures;

AND THAT these recommendations be brought to the Board of Health at a special meeting to be held prior to April 1, 2020.

CARRIED

The Chair called for the appointment of members to the ad hoc Policy Committee.

Resolution No.:93b-2019

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

THAT the following members of the Board be appointed to the ad hoc committee to review the by-laws, policies and procedures:

1. M. Warywoda
2. J. Vezina
3. M. Harding
4. J. McPherson

CARRIED

8.2 User Fee Change – IGH In-Person Training

Report No. 53-2019 (Environmental Health) relative to recommendations for increasing the fee for In Good Hands In-Person food safety training was presented.

Resolution No.:94-2019

MOVED BY: J. MacEachern
SECONDED BY: D. Harris Shallow

THAT with respect to Report No. 53 – 2019 (Environmental Health), we recommend that:
8. **DECISIONS OF THE BOARD** (Continued)

8.2 **User Fee Change – IGH In-Person Training** (Continued)

- the “In-Class Safe Food Handling Course” fee be approved at $75.00, effective January 1, 2020;
- the “In-Class Safe Food Handling Course Group Rate (per person, for groups of 10 or more)” fee be set at $65.00, effective January 1, 2020;
- all other in-class food safety course fees be eliminated from the fee schedule;
- notice of this fee change be provided on the Thunder Bay District Health Unit (TBDHU) website effective upon Board of Health approval;
- all administrative matters relating to these fee changes be completed in accordance with User Fee Policy FP-05-04;
- the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements as required.

CARRIED

8.3 **aIPHa Fall Symposium**

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, relative to amending Board of Health Resolution No. 88-2019 to include an additional attendee to the aIPHa Fall Symposium.

Resolution No.: 95-2019

MOVED BY: K. O’Gorman
SECONDED BY: J. MacEachern

THAT Board of Health Resolution Number 88-2019 be amended by addition to include Ms. K. Oliver as one of the Board members authorized to attend the aIPHa Conference on November 6-7, 2019.

CARRIED
9. COMMUNICATIONS FOR INFORMATION

9.1 Program Report – VPD

A memorandum from Dr. J. DeMille Medical Officer of Health and Chief Executive Officer, dated October 16, 2019, relative to providing a performance report on the Vaccine Preventable Disease program, was presented for information.

The Board of Health was requested to provide feedback on the report format, in order to inform future performance reporting for other public health programs.

9.2 TBDHU Annual Report 2018

Report Number 54-2019 (Communications) relative to providing an overview of the Thunder Bay District Health Unit 2018 Annual Report, was presented for information.

9.3 Public Health Modernization Update

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated October 11, 2019, relative to providing an update on the implementation of the changes proposed in the Ontario 2019 budget was presented for information and for discussion in advance of the aPHa conference.

9.4 Flu Update

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, provided a verbal update to the Board of Health on the influenza forecast and on the Thunder Bay District Health Unit’s flu clinic schedule for the upcoming season.

10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Wednesday, November 20, 2019, at 1:00 p.m.

11. ADJOURNMENT

Resolution No.: 96-2019

MOVED BY: D. Harris Shallow
SECONDED BY: K. O’Gorman

THAT the Regular Board of Health meeting held on October 16, 2019, be adjourned at 2:00 p.m.

CARRIED
Corporate Report

DEPARTMENT/DIVISION: Community Services - Recreation & Culture
 REPORT NO.: R 11/2020

DATE PREPARED: 11/20/2019
 FILE NO.

MEETING DATE: 01/13/2020 (mm/dd/yyyy)

SUBJECT: Community Centres Operating Model Implementation

RECOMMENDATION

With respect to Report No. R 11/2020 (Community Services – Recreation & Culture), we recommend that the proposed operating model implementation plan for community centres be adopted;

AND THAT associated financial implications be presented for Council approval through the 2020 budget process;

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

EXECUTIVE SUMMARY

The purpose of this report is to recommend a plan to implement the new community centres operating models that were adopted in principle by City Council in May, 2019 (Report R 73/2019 – Proposed Operating Models for Community Centres. Community Services – Recreation & Culture).

DISCUSSION


The Review involved the following operations:

• Current River Community Centre (Dewe Ave.)
• Jumbo Gardens Community Centre (Toivo St.)
• North End Community Centre (Huron Ave.)
North McIntyre Recreation Centre (Government Rd.)
Oliver Road Community Centre (Oliver Rd.)
South Neebing Community Centre (Mountain Rd.)
Vale Community Centre (Vale Ave.)
Vickers Heights Community Centre (Broadway Ave.)
West Arthur Community Centre (Arthur St. W.)
West Thunder Community Centre (Edward St. S.).

This review was recommended in the City of Thunder Bay Recreation and Facilities Master Plan (“FIT Together”) to help address the sustainability of community centres and the growing complexity of their operations.

City Council approved two governance models for the operation of community centres: Board-Operated and Advisory Committee. Existing Community Centre boards were provided the opportunity to indicate their preference between these two options.

**Future Board-Operated Centres**

The boards of directors for the following centres have selected the Board-operated model:

- Current River Community Centre
- North End Community Centre
- North McIntyre Recreation Centre
- Oliver Road Community Centre
- South Neebing Community Centre
- Vickers Heights Community Centre
- West Thunder Community Centre.

In this model, the relationship between a centre and the City will generally remain status quo with current operations, but the degree of accountability will increase. The new arrangement will see the City provide annual operating grants to centres based on need. Operating agreements will be developed to clarify roles and responsibilities of the centre boards and the City, ensure that centres are being operated appropriately and establish structures to help the centres be successful.

In the Board-operated model, a Centre’s governing board is required to:

- Be incorporated as a not-for-profit organization;
- Enter into an operating agreement with the City;
- Demonstrate long-term sustainability of their operation;
- Comply with legislation and requirements and have capacity to meet standard operational requirements;
- Show they have solid leadership, board governance and financial controls in place; and
- Have an annual audit of their finances completed. A Review Engagement may be considered for operations earning revenues less than $100,000 in a year.
Administration will work with each centre to help them meet the above criteria by August 2020. Administration will report back to Council with further recommendations should any of the centres be unable to meet the criteria by the deadline.

**Operating Grants**

The City currently provides each centre with an annual Telecommunications Grant and also reimburses centres for their general liability insurance costs. Centre representatives have expressed concerns about their ability to afford the costs of accounting services and the annual audits required in the new Board-operated model. A new, need-based annual operating grant is proposed to assist centres with costs such as accounting, insurance, and telephone. An expansion of $18,500 is required in the 2020 budget to establish this grant program.

**West Arthur Community Centre**

The West Arthur Community Centre board has chosen the Advisory Committee model, effective June 2020. This model shifts responsibility for risk, finances, hall bookings, insurance, cleaning, legislative compliance, and staff/volunteer management from the volunteers to the City. It will allow the centre’s volunteers to focus on planning events and programs rather than administration.

A West Arthur Community Centre Advisory Committee will be formed in place of the existing board to:

- Provide advice to Recreation & Culture regarding the operation of the centre;
- Deliver recreation programs, activities and events;
- Help supervise building rentals;
- Be ambassadors for the Centre in the neighbourhood and community;
- Assist with marketing and volunteer recruitment; and
- Work collaboratively with City staff.

Current West Arthur Community Centre board members will be encouraged to join the Advisory Committee.

Recreation & Culture currently provides 55 plus programming at West Arthur Community Centre from Monday to Friday in the daytime and assists with some aspects of operations, such as building rentals and marketing. Additional part-time staff will be required to take on the full operation of the Centre, including weekday evenings and weekends beginning in June 2020.

The additional staffing resources required for this are anticipated to total $26,422 in 2020, subject to actual programming and rental schedules. An additional $7,500 would also be required for increased janitorial supplies, general maintenance, and purchased services. It is anticipated that additional revenue of approximately $5,000 will be generated through City-run activities and rentals from June to December 2020.
Vale Community Centre

The City leases Vale Community Centre from the Thunder Bay District Housing Authority. The Boys & Girls Clubs of Thunder Bay are the primary users of the facility. Recreation & Culture will explore potential future operating model options with these groups prior to the end of the lease term.

Jumbo Gardens Community Centre

The City owns and operates Jumbo Gardens Community Centre. An Advisory Committee for this centre will be formed.

Outdoor Rink Operations

Four rural community centres have received Rink Grants of $4,500 per year from the City to operate their outdoor rinks for many years. This grant helps the centres offset staffing costs for maintaining and supervising these rinks. Hiring and managing part-time staff is a challenge for these volunteer organizations and also carries liability concerns. The boards of South Neebing Community Centre and West Arthur Community Centre have both informed Administration that they have decided not to operate their rinks this winter.

The Parks and Open Spaces Section is prepared to take on the maintenance and supervision of these two rinks for the winter of 2019/2020. The Rink Grant funds typically granted to each community centre will be used by Parks & Open Spaces to cover the associated staffing costs. Each of these two rinks will be supervised two days per week.

Community centre staff will continue to operate rinks at North McIntyre Recreation Centre and Vickers Heights Community Centre rinks this winter.

Recreation & Culture will continue to work with Parks & Open Spaces to investigate options for future community centre rink operations. Parks & Open Spaces plans to bring forward a report regarding a rink rationalization review in 2020.

FINANCIAL IMPLICATION

A net expansion of $47,500 would be required in the 2020 Operating Budget to:

- Provide annual Operating Grants to Board-operated centres; and
- Cover staffing and other costs associated with taking on the full operation of West Arthur Community Centre on weekday evenings and weekends beginning in June 2020.

Should Council approve the expansion in 2020 for operations from June – December 2020, it is understood that the full annual financial implication would be included in the 2021 budget submission. This amount is currently anticipated to be $76,350, subject to adjustment for actual operating grant needs and demand-based staffing requirements and revenue generation potential realized from City operation of West Arthur Community Centre.
CONCLUSION

It is concluded that Recreation & Culture has completed the Community Centres Governance and Operations Review in accordance with the recommendations of the approved Recreation & Facilities Master Plan and that the implementation of the new operating models will help ensure the sustainability of community centre operations. It is therefore concluded that the proposed Implementation Plan and financial implications should be adopted by City Council and that Administration should report back with further recommendations should any centre(s) that have selected the Board-operated model be unable to meet this model’s criteria within the suggested timeframe.

BACKGROUND

City Council approved the City of Thunder Bay Recreation and Facilities Master Plan Report (“FIT Together”) in January 2017 (Report No. R 152/2016). The approved Master Plan includes a recommendation to review the governance and service delivery model for the operation of the City’s 10 community centres.

The Recreation & Culture Division began the recommended review in February 2018 in collaboration with the community centres and relevant internal divisions. A first report (Report No. R 43/2019 – Community Centre Governance and Operations Review Update (Community Services – Recreation and Culture) provided City Council with a summary of research and findings. Council adopted new community centres operating models in principle in May, 2019 as recommended in Report R 73/2019 – Proposed Operating Models for Community Centres (Community Services – Recreation and Culture).

REFERENCE MATERIAL ATTACHED:

None.

PREPARED BY: PAUL BURKE, SUPERVISOR – SPORT & COMMUNITY DEVELOPMENT

<table>
<thead>
<tr>
<th>THIS REPORT SIGNED AND VERIFIED BY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NAME OF GENERAL MANAGER)</td>
<td></td>
</tr>
<tr>
<td>Kelly Robertson, General Manager, Community Services</td>
<td>December 20, 2019</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY

This report provides information on the recommended Community, Youth & Cultural Funding Program allocations for the 2020 fiscal year, as contained in the 2020 operating budget submission for Council’s consideration.

The Community, Youth & Cultural Funding Program is the Council-approved mechanism by which the City of Thunder Bay invests in and supports the operation and sustainability of non-profit community, youth and cultural organizations that:

1. Are integral to the City’s identity
2. Fill a service void
3. Contribute to quality of life of residents
4. Have demonstrated a record of providing quality programs
5. Generate economic benefit for the city

There are three types of funding available through this program:

1. Sustaining Grants
2. Operating Grants
3. Project Grants.

This report speaks to recommended funding allocations for 2020 as per Council’s approved Funding Model, which details eligibility criteria, review and appeal processes.
**DISCUSSION**

**2020 Requests & Recommendations**

Twenty-two (22) applications requesting a total of $3,316,203 were received for 2020 Community, Youth & Cultural Funding Program Operating and Sustaining Grants. Attachment A provides a summary of all 2020 requests.

After completion of the review and appeal process, eighteen (18) applications are recommended for funding in 2020. The total amount recommended for Operating and Sustaining Grants is $2,744,700.

An additional $30,000 is included in 2020 budget for Project Grants to be allocated within the 2020 fiscal year. This brings the overall recommended Funding Program total for 2020 to $2,774,700. The recommended allocations as included in 2020 budget are presented below.

**Sustaining Grants**

Sustaining Grant recipient organizations are an integral part of the City of Thunder Bay’s identity, fill a service void, positively affect quality of life, and generate an economic benefit.

The Administrative Review Team’s Sustaining Grant recommendations are required to fall within the annual City budget directive amount, except where an existing Service Agreement provides for a higher increase.

The amount of $2,612,700 is recommended for the following eleven (11) organizations:

**Community Funding**
1. Regional Food Distribution Association $ 90,000
2. Thunder Bay Emergency Shelter (Shelter House) $ 399,000

**Youth Funding**
3. Boys & Girls Clubs of Thunder Bay $ 120,000
4. Children’s Aid Society (Outreach Program) $ 69,100

**Cultural Funding**
5. Definitely Superior Art Gallery $ 80,000
6. Magnus Theatre Company Northwest $ 134,700
7. Northwestern Ontario Sports Hall of Fame and Museum $ 69,100
8. Thunder Bay Art Gallery $ 266,200
9. Thunder Bay Community Auditorium $ 727,600
10. Thunder Bay Historical Museum $ 412,300
11. Thunder Bay Symphony Orchestra $ 244,700

| Total Sustaining Grants | $2,612,700 |
Operating Grants
Operating Grant recipient organizations are considered by Council to have an ongoing presence in Thunder Bay and a track record of providing quality programming or services. This grant is designed to support a range of community, youth, and cultural organizations.

The Grant Review Team’s Operating Grant recommendations for 2020 were not to exceed $160,000.

The amount of $132,000 is recommended for the following seven (7) organizations:

**Community Funding**
12. Community Clothing Assistance $ 15,000
13. New Directions Workers Resource Centre $ 15,000
14. Northwestern Ontario Women’s Centre – Good Food Box $ 10,000

**Youth Funding**
15. Evergreen a United Neighbourhood $ 40,000
16. Our Kids Count $ 10,000
17. Roots to Harvest $ 25,000

**Cultural Funding**
18. Community Arts and Heritage Education Project (CAHEP) $ 17,000

**Total Operating Grants** $ 132,000

Project Grants
Project grants are one-time, short-term funding awarded to non-profit community, youth and cultural organizations and individual artists. These grants are meant to be part of the financial support of a project but not the sole support.

$30,000 was included in 2020 budget to be allocated based on applications received through two intakes within the fiscal year.

Non-profit community sport organizations were eligible to apply to the program for the first time under the pilot expansion of eligibility criteria approved by Council for 2019-2020 (R1/2019 – 2019 Community Youth & Cultural Funding Program. Community Services - Recreation & Culture). 50th anniversary projects were also encouraged in the October intake and will be included again in the March, 2020 intake (R189/2019 – 50th Anniversary of Amalgamation of Thunder Bay – 2020. City Manager’s Office – Corporate Strategic Services and Office of the City Clerk).

Eleven (11) Project Grant applications were received in 2019, however only three (3) were considered complete and eligible based on the program criteria. The three (3) eligible...
applications requested a total of $23,950. Two (2) applicants were awarded Project Grants, representing a total allocation of $7,000:

19. Volunteer Thunder Bay $5,000
20. Hospice Northwest $2,000.

$30,000 has been included in 2020 CYCFP budget for Project Grants to be allocated within the 2020 fiscal year. An additional $20,000 will be available to 50th Anniversary projects (R189/2019 – 50th Anniversary of Amalgamation of Thunder Bay – 2020. City Manager’s Office – Corporate Strategic Services and Office of the City Clerk).

Impact of Reductions in Funding from Other Sources

Applicants to the Community, Youth & Cultural Funding Program are required to secure funding from a variety of sources such as donations, sponsorships and fundraising, user fees, and other grants and government sources. This requirement helps demonstrate:

- Need for financial assistance from the City
- Organizational stability and sustainability
- Community support.

In 2019, some applicants to the Community, Youth & Cultural Funding Program learned that they would no longer be receiving Community Social Reinvestment Program (CSRP) contributions previously provided by the Thunder Bay District Social Services Board (TBDSSAB). These organizations were provided the opportunity to provide revised information to reflect this change in their 2020 CYCFP applications prior to funding recommendations being made.

Three (3) organizations previously funded through CYCFP provided revised information relative to the loss of this funding. The total impact to these organizations was approximately $69,000. One new applicant was also affected by elimination of the CSRP.

Reduction, elimination, or completion of set-term funding is a risk that non-profit organizations regularly face. In addition to the loss of CSRP funds noted above, other applicants have indicated reductions from funders such as Ontario Arts Council, United Way and various one-time or set-term grants in their funding applications.

While the grant review teams are empathetic to the challenges created by reductions in funding, they typically do not recommend increasing allocations from CYCFP exclusively based on reduction in another funding source. Reasons include:

- Funding program directives/constraints
- Creating increased or substantial reliance on City funds
- Parity with percentage funding provided to similar CYCFP organizations
- Setting precedence for the City to fund gaps created by others.
The review teams have not made recommendations to replace CSRP dollars with CYCFP grant funds for 2020. Where increases or new funds are recommended, these are based on review of the application against the CYCFP’s established guidelines and criteria.

Community and Economic Impact

The Community, Youth & Cultural Funding Program contributes to community and economic development in Thunder Bay. Funding provided by the program helps organizations leverage contributions from other public and private sector sources and create and maintain jobs in Thunder Bay. These organizations provide valuable opportunities for citizens and visitors as volunteers, participants, clients and audience members.

In 2018, the Sustaining and Operating Grant organizations that are recommended for funding in 2020 collectively obtained an additional $6.37 in operating revenue for every dollar invested through this Program. This includes $5.12 of earned and fundraised revenue and $1.25 of funding from other government sources. These organizations collectively provided paid work for over 670 individuals and volunteer opportunities for over 2,750 individuals. They engaged over 379,450 clients, participants, or audience members.

Please refer to Attachment C for an overview of the Funding Program impact.

Financial Implication

The total recommended amount of funding for all three categories of the Community, Youth and Cultural Funding Program for 2020 is $2,774,700. This amount is included in the 2020 Operating Budget for Council’s consideration.

Conclusion

It is concluded that the Community, Youth and Cultural Funding Program review process, as approved by Council, has been followed in the making of recommendations and that the recommended financial allocations should be considered and approved within the 2020 Budget process.

Background

Funding Program

The Funding Model for the City of Thunder Bay’s support of Community, Youth & Cultural service organizations and projects has been adopted by City Council (Report No. 2007.195 (Office of the City Clerk) – F.A.R.G. and Cultural Funding Program Review – Ad Hoc
Committee No. 2). It establishes three funding categories, Sustaining, Operating and Project Grants, and allows for multi-year funding terms for Sustaining and Operating Grants.

The program has been expanded and clarified over time, including the addition of the Youth Stream to the former Community & Cultural Streams (Report No. 2009.178 (Recreation & Culture); Report No. 2013.175 Youth Services Plan – Youth Services Advisory Committee Recommendations, Recreation & Culture and Municipal Child Care).

On January 16, 2017, Council approved changes to the Project Grant application process and budget, implementation of a recommended cap on Operating Grants, adoption of budget directives for Sustaining Grants, and creation of a centralized Grant Review Team for all three streams of the Program (R11/2017 – 2017 Community, Youth & Cultural Funding Program and Proposed 2018 Program Changes (Recreation & Culture)).

On January 14, 2019, Council approved a pilot expansion of eligibility of the Project Grant Category in 2019-2020 to include community non-profit sport (R1/2019 – 2019 Community Youth & Cultural Funding Program. Community Services - Recreation & Culture).

On December 9, 2020, Council approved a temporary amendment to the Funding Program eligibility criteria to allow existing Operating & Sustaining Grant recipients and outside organizations that are not normally eligible to apply to the program due to percentage of funding received from government sources to apply for Project Grant funding for 50th Anniversary Projects in 2020 (R189/2019 – 50th Anniversary of Amalgamation of Thunder Bay – 2020. City Manager’s Office – Corporate Strategic Services and Office of the City Clerk).

A three-year funding history of applicant organizations is provided in Attachment A.

Funding Model

Eligibility

All applicants are required to demonstrate, and are evaluated on: financial need, governance, benefit to the community, evidence of funding from other sources and community support, in addition to other program-specific criteria.

Sustaining Grant organizations are required to have:

- many years of demonstrated administrative competence,
- budget practices and financial statements in accordance with Canadian generally accepted accounting principles,
- a track record of providing quality programming and/or services,
- attendance/participation/demographic records that support their program and/or service,
- employment practices that comply with applicable legislative requirements, as the case may be, such as the Employment Standards Act of Ontario, the Pay Equity Act of Ontario, and the Ontario Human Rights Code,
Corporate Report No. R 13/2020

- a Board of Directors which will assume full responsibility for the administration of the funds or an agent acceptable to City Council,
- at least 5 years of successfully completed operating funding from the City.

The program does not provide funding for capital purposes and the program guidelines indicate that the funding is not to be used to cover deficits. When applied, this also encompasses payments related to previous deficits, and therefore the Committee reviews the debt level and debt service costs of applicants.

**Review & Recommendation Process**

As outlined in the Funding Model, applications are reviewed by administrative and community Grant Review Teams, the latter comprised of both staff and citizen members (Attachment B). The Grant Review Teams meet to determine the applicants’ funding eligibility, review the applications in detail, and evaluate the applications based on the established, Council-approved criteria.

This process allows the Grant Review Teams to make informed recommendations for financial allocations that meet the requirements of the approved funding model.

The review process is also guided by the budget directions that Council has adopted for this Program, including application of the corporation’s annual budget directive to Sustaining Grants, an overall recommendation cap for Operating Grants, and a pre-approved total Project Grant budget to be allocated through application intakes within the fiscal year.

**Appeal Process**

Applicants are notified of their recommended funding allocation, term and rationale for recommendation. Sustaining and Operating Grant applicants are given the opportunity to appeal the recommendation and provide new information that they believe might change the substance of, strengthen, or clarify the information upon which the review team’s recommendation was made.

Appeals are reviewed by the Appeal Committee in accordance with the process outlined in Report No. 2010.121 Community & Cultural Funding Program Appeal Committee (Recreation & Culture).

Upon reviewing the appeals, and where the Appeal Committee feels it is justified, funding recommendations are adjusted.

**REFERENCE MATERIAL ATTACHED:**

Attachment A - Summary of Requests, Recommendations and Appeals & 3-Year History
Attachment B - Community, Youth and Cultural Funding Program Grant Review Teams
Attachment C – Impact of the Community, Youth & Cultural Funding Program
**PREPARED BY:** Leah Prentice, Acting Director – Recreation, Culture & Municipal Child Care

<table>
<thead>
<tr>
<th>THIS REPORT SIGNED AND VERIFIED BY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NAME OF GENERAL MANAGER)</td>
<td>January 6, 2020</td>
</tr>
<tr>
<td>Kelly Robertson, General Manager, Community Services</td>
<td></td>
</tr>
</tbody>
</table>
## 2018-2020 RECOMMENDATION & ALLOCATION SUMMARY

### Sustaining Grants

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Food Distribution Association</td>
<td>90,000</td>
<td>90,000</td>
<td>150,000</td>
<td>11</td>
<td>90,000</td>
<td>5</td>
<td>1 No</td>
<td>90,000</td>
<td></td>
</tr>
<tr>
<td>Shelter House</td>
<td>399,000</td>
<td>399,000</td>
<td>500,000</td>
<td>22</td>
<td>399,000</td>
<td>3</td>
<td>1 No</td>
<td>399,000</td>
<td></td>
</tr>
<tr>
<td><strong>Youth Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys and Girls Club</td>
<td>120,000</td>
<td>120,000</td>
<td>155,000</td>
<td>10</td>
<td>120,000</td>
<td>3</td>
<td>3 No</td>
<td>120,000</td>
<td></td>
</tr>
<tr>
<td>Children's Aid Society (Outreach)</td>
<td>69,100</td>
<td>69,100</td>
<td>71,189</td>
<td>91</td>
<td>69,100</td>
<td>N/A</td>
<td>Yr 3 of 3 No</td>
<td>69,100</td>
<td></td>
</tr>
<tr>
<td><strong>Cultural Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Definitely Superior Art Gallery</td>
<td>67,500</td>
<td>96,000</td>
<td>85,000</td>
<td>20</td>
<td>80,000</td>
<td>N/A</td>
<td>Yr 2 of 3 No</td>
<td>80,000</td>
<td></td>
</tr>
<tr>
<td>Magnus Theatre</td>
<td>134,700</td>
<td>134,700</td>
<td>140,000</td>
<td>9</td>
<td>134,700</td>
<td>1</td>
<td>1 No</td>
<td>134,700</td>
<td></td>
</tr>
<tr>
<td>Northwestern Ontario Sports Hall of Fame</td>
<td>69,100</td>
<td>69,100</td>
<td>69,100</td>
<td>29</td>
<td>69,100</td>
<td>N/A</td>
<td>Yr 2 of 3 No</td>
<td>69,100</td>
<td></td>
</tr>
<tr>
<td>Thunder Bay Art Gallery</td>
<td>266,200</td>
<td>266,200</td>
<td>321,000</td>
<td>28</td>
<td>266,200</td>
<td>3</td>
<td>1 Yes</td>
<td>266,200</td>
<td></td>
</tr>
<tr>
<td>Thunder Bay Community Auditorium</td>
<td>727,600</td>
<td>727,600</td>
<td>915,000</td>
<td>18</td>
<td>727,600</td>
<td>1</td>
<td>1 No</td>
<td>727,600</td>
<td></td>
</tr>
<tr>
<td>Thunder Bay Historical Museum</td>
<td>412,300</td>
<td>412,300</td>
<td>416,485</td>
<td>73</td>
<td>412,300</td>
<td>N/A</td>
<td>Yr 2 of 5 No</td>
<td>412,300</td>
<td></td>
</tr>
<tr>
<td>Thunder Bay Symphony Orchestra</td>
<td>244,700</td>
<td>244,700</td>
<td>250,000</td>
<td>13</td>
<td>244,700</td>
<td>1</td>
<td>1 No</td>
<td>244,700</td>
<td></td>
</tr>
<tr>
<td><strong>Total Sustaining</strong></td>
<td>$2,600,200</td>
<td>$2,628,700</td>
<td>$3,074,774</td>
<td>$2,612,700</td>
<td></td>
<td></td>
<td></td>
<td>$2,612,700</td>
<td></td>
</tr>
</tbody>
</table>

### Operating Grants

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Clothing Assistance</td>
<td>15,000</td>
<td>15,000</td>
<td>25,000</td>
<td>6</td>
<td>0</td>
<td>1</td>
<td>1 Yes</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Lakehead Social Planning Council</td>
<td>31,000</td>
<td>31,000</td>
<td>40,000</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>1 Yes</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>New Directions Workers Resource Centre</td>
<td>20,000</td>
<td>17,500</td>
<td>17,500</td>
<td>44</td>
<td>0</td>
<td>3</td>
<td>1 Yes</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Northwestern Ontario Women's Centre</td>
<td>9,000</td>
<td>10,000</td>
<td>10,000</td>
<td>17</td>
<td>10,000</td>
<td>N/A</td>
<td>Yr 2 of 3 No</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td><strong>Youth Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evergreen a United Neighbourhood</td>
<td>30,000</td>
<td>30,000</td>
<td>60,000</td>
<td>53</td>
<td>40,000</td>
<td>1</td>
<td>1 No</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>Our Kids Count</td>
<td>28,129</td>
<td>2</td>
<td>26,129</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>Yes</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Roots to Harvest</td>
<td>22,500</td>
<td>25,000</td>
<td>25,000</td>
<td>N/A</td>
<td>Yr 2 of 3 No</td>
<td></td>
<td></td>
<td>25,000</td>
<td></td>
</tr>
</tbody>
</table>

### Cultural Funding
<table>
<thead>
<tr>
<th>Coalition Name</th>
<th>2020 Budget</th>
<th>2019 Budget</th>
<th>2018 Budget</th>
<th>2017 Budget</th>
<th>Recommendation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAHEP</td>
<td>17,000</td>
<td>17,000</td>
<td>20,000</td>
<td>17,000</td>
<td>No</td>
<td>17,000</td>
</tr>
<tr>
<td>Coalition for Waverly Park</td>
<td>4,000</td>
<td>52</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>No 0</td>
</tr>
<tr>
<td>Creative Arts Northern Network</td>
<td>3,800</td>
<td>20</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>No 0</td>
</tr>
<tr>
<td>Elemental Productions</td>
<td>2,500</td>
<td>10,000</td>
<td>15</td>
<td>0</td>
<td>1</td>
<td>0 Yes</td>
</tr>
<tr>
<td>ThunderCon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Total Operating</td>
<td>$147,000</td>
<td>$145,500</td>
<td>$241,429</td>
<td>$92,000</td>
<td>Yes</td>
<td>$132,000</td>
</tr>
<tr>
<td>Total Operating + Sustaining</td>
<td>$2,747,200</td>
<td>$2,774,200</td>
<td>$3,316,203</td>
<td>$2,704,700</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Grants**

<table>
<thead>
<tr>
<th>Coalition Name</th>
<th>2020 Budget</th>
<th>2019 Budget</th>
<th>2018 Budget</th>
<th>Review Team Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coalition for Waverly Park</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Arts Northern Network</td>
<td>3,000</td>
<td>2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospice Northwest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NNEC - DFC Wake the Giant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superior Theatre Festival</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thunder Bay Diving Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thunder Pride</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thunder Bay Thunderbolts Swim Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Thunder Bay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waverley Park Coalition</td>
<td></td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Projects - to be allocated within fiscal year</td>
<td>$16,000</td>
<td>$7,000</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

**Funding Program Total**

<table>
<thead>
<tr>
<th>2020 Total</th>
<th>2019 Total</th>
<th>2018 Total</th>
<th>Review Team Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,763,200</td>
<td>$2,781,200</td>
<td>$3,346,203</td>
<td>$2,734,700</td>
</tr>
</tbody>
</table>

**Notes**

- **2020**
  - Operating Cap $150K
  - Sustaining to follow budget directives - 0%
  - Project grants to be allocated in year (2019) - up to $30K budget
  - Review Team Recommendation includes max project budget (may be less depending on number of applications approved)
  - *request revised after discontinuation of Community Social Reinvestment Program funding (TBDSSAB)*

- **2019**
  - Operating Cap $150K
  - Sustaining to follow budget directives - 0%

- **2018**
  - Operating Cap $150K
  - Sustaining to follow budget directives - 0%

1. An additional $20,000 was allocated to Boys & Girls Club by resolution of Council
2. An additional $9,700 was allocated to Evergreen to total $30,000 by resolution by Council

% of requested budget is estimated in multi-year terms, and Children's Aid is based on the Outreach Program only.
Attachment B

Community, Youth & Cultural Funding Program Grant Review Teams

SUSTAINING GRANTS

Community, Youth and Cultural Funding Grants under the Sustaining Grant application category were reviewed by the Administrative Review Team:

Leah Prentice - Acting Director, Recreation & Culture
Kristie Sinclair – Accountant, Corporate Services & Long Term Care
Dana Heinrich – Supervisor, Community Programs
Nina Arcon – Program Supervisor, Children, Youth & Strategic Initiatives

OPERATING AND PROJECT GRANTS

Operating and Project Grant applications were reviewed by the Grant Review Team:

Leah Prentice – Acting Director, Recreation & Culture
Kristie Sinclair – Accountant, Corporate Services & Long Term Care
Kim Begin – Supervisor, Aquatics, Wellness, Children & Youth
Dana Heinrich – Supervisor, Community Programs
Douglas Yahn (Citizen Member)
Heidi Strobl (Citizen Member)
Kristy Holmes (Citizen Member)

APPEALS

Appeals of recommendations made by the above were reviewed by the Appeals Committee:

Councillor Andrew Foulds (Chair)
Councillor Kristen Oliver
Councillor Trevor Giertuga
Councillor Mark Bentz
ECONOMIC IMPACT

The Community, Youth & Cultural Funding Program contributes to Thunder Bay’s economy. Funding provided helps organizations leverage contributions from other public and private sources while creating and maintaining jobs in Thunder Bay.

$2.76 million
Total investment to 24 organizations and individual artists in 2018

$1 invested supports
$6.37 In additional organizational operating revenue

$1.25 Other Government Funding
$5.12 Earned/Fundraised

Approx. $20 million
Total Revenue to Funded Organizations

COMMUNITY IMPACT

Community, youth and cultural organizations provide valuable opportunities for citizens and visitors as volunteers, clients, participants, and audiences.

Funding supports:

670+ Paid Individuals

2750+ Volunteers

379,450+ Participants

Footnotes:

- Revenue ratios and numbers of individuals based on Sustaining and Operating Organizations recommended for funding in 2020 only
- Leveraged funding amounts may vary year to year based on the number of organizations funded and special one-time funding received through other funding programs
- All figures are rounded and based on 2018 year end