



**City Council Meeting
Agenda**

**Monday, August 22, 2022, Immediately Following Committee of the Whole
S.H. Blake Memorial Auditorium**

Pages

- 1. City Council**
Chair: Mayor Bill Mauro
- 2. Opening Ceremonies**
One Minute of Silence.
- 3. Disclosures of Interest**
- 4. Confirmation of Agenda**

WITH RESPECT to the August 22, 2022 City Council, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

5. Minutes of Previous Meetings

5.a. City Council

5 - 13

The Minutes of the following Meeting of the Thunder Bay City Council, to be confirmed:

1. The Thunder Bay City Council held on August 8, 2022.

THAT the Minutes of the following Meeting of the Thunder Bay City Council, be confirmed:

1. The Thunder Bay City Council held on August 8, 2022.

6. Reports of Committees, Boards, and Outside Agencies

6.a. Committee of the Whole Minutes

14 - 35

The Minutes of the following Committee of the Whole meeting, to be adopted:

1. August 8, 2022 Committee of the Whole.

THAT the Minutes of the following Committee of the Whole meeting, be adopted:

1. August 8, 2022 Committee of the Whole.

6.b. Ward Meeting Minutes

36 - 41

The Minutes of the following Ward Meeting to be received:

1. Meeting 01-2022 of the Westfort Ward held on March 1, 2022.

THAT the Minutes of the following Ward Meetings to be received:

1. Meeting 01-2022 of the Westfort Ward held on March 1, 2022;

7. Ratifying Resolution

8. By-Laws

8.a. BL61/2022 - A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual

42 - 98

A By-law to amend By-law 203-1996, being a by-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Investment Policy Statement – Corporate Policy 05-01-04; Payment Card Industry Data Security Standard - Corporate Policy 05-01-16; Payment Card Industry Data Security Standard - Information Security Policy - Corporate Policy 05-01-17; Community Partnerships - Corporate Policy No. 05-06-02; Work Life Initiatives - Corporate Policy 06-01-36; Council and Citizen Appointments to Committees and Boards - Corporate Policy No. 08-01-01; Use of Corporate Resources - Corporate Policy No. 08-01-06.

8.b. BL80/2022 - Site Plan Control Designation - 397/401 Empire Ave E

99 - 101

A By-law to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended. (397/401 Empire

Avenue East)

8.c. BL 81/2022 - Site Plan Control Designation - 226 Kingston Street

102 - 104

A By-law to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended. (226 Kingston Street)

8.d. Referral of Report R 106/2022 - Update and Outline of Changes

Memorandum from Manager - Licensing & Enforcement Doug Vincent containing By-laws relative to the above noted. **(Distributed Separately)**

9. By-Law Resolution

By-law Resolution - August 22, 2022 - City Council

THAT the following By-laws be introduced, read, dealt with individually, engrossed, signed by the Mayor and Clerk, sealed and numbered:

1. A By-law to amend By-law 203-1996, being a by-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Investment Policy Statement – Corporate Policy 05-01-04; Payment Card Industry Data Security Standard - Corporate Policy 05-01-16; Payment Card Industry Data Security Standard - Information Security Policy - Corporate Policy 05-01-17; Community Partnerships - Corporate Policy No. 05-06-02; Work Life Initiatives - Corporate Policy 06-01-36; Council and Citizen Appointments to Committees and Boards - Corporate Policy No. 08-01-01; Use of Corporate Resources - Corporate Policy No. 08-01-06.

By-law Number: BL 61/2022

2. A By-law to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended. (397/401 Empire Avenue East)

By-law Number: BL 80/2022

3. A By-law to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended. (226 Kingston Street)

By-law Number: BL 81/2022

10. New Business

11. Notice of Motion

12. Confirming By-Law

12.a. BL 79/2022 - Confirming By-law - August 22, 2022

105 - 106

A By-law to confirm the proceedings of a meeting of Council, this 22nd day of August, 2022.

13. Confirming By-law Resolution

Confirming By-law Resolution - August 22, 2022 - City Council

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

1. A By-law to confirm the proceedings of a meeting of Council, this 22nd day of August, 2022.

By-law Number: BL 79/2022

14. Adjournment



City Council Meeting Minutes

Monday, August 8, 2022, 10:18 p.m.

S.H. Blake Memorial Auditorium

Present:

- Mayor Bill Mauro
- Councillor Albert Aiello
- Councillor Mark Bentz
- Councillor Shelby Ch'ng
- Councillor Andrew Foulds
- Councillor Cody Fraser
- Councillor Trevor Giertuga
- Councillor Brian Hamilton
- Councillor Rebecca Johnson
- Councillor Brian McKinnon
- Councillor Kristen Oliver
- Councillor Aldo Ruberto
- Councillor Peng You

Officials:

- Krista Power, City Clerk
- Norm Gale, City Manager
- Patty Robinet, City Solicitor
- Lori Wiitala, Council & Committee Clerk

1. City Council

Chair: Mayor Bill Mauro

2. Opening Ceremonies

One Minute of Silence.

3. Disclosures of Interest

4. Confirmation of Agenda

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Aldo Ruberto

WITH RESPECT to the August 8, 2022 City Council, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

5. Minutes of Previous Meetings

5.1 City Council

The Minutes of the following Meetings of the Thunder Bay City Council, to be confirmed:

1. The Thunder Bay City Council (Public Meeting) held on July 25, 2022, distributed separately on August 4, 2022.

2. The Thunder Bay City Council held on July 25, 2022, distributed separately on August 4, 2022.

5.1.1 City Council Minutes Resolution

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Albert Aiello

THAT the Minutes of the following Meetings of the Thunder Bay City Council, be confirmed:

1. The Thunder Bay City Council (Public Meeting) held on July 25, 2022;

2. The Thunder Bay City Council held on July 25, 2022.

CARRIED

6. Reports of Committees, Boards, and Outside Agencies

6.1 Committee of the Whole Minutes

The Minutes of the following Committee of the Whole meeting, to be adopted:

1. July 25, 2022 Committee of the Whole distributed separately August 4, 2022.

Moved By: Councillor Albert Aiello

Seconded By: Councillor Trevor Giertuga

THAT the Minutes of the following Committee of the Whole meeting, be adopted:

1. July 25, 2022 Committee of the Whole.

6.1.1 River Street Culvert Repair (contained within the July 25 Committee of the Whole Minutes)

Memorandum from Kayla Dixon, Director - Engineering, recommending that Council extract the resolution passed at the July 25, 2022 Committee of the Whole Minutes, related to Report R 127/2022 (Infrastructure & Operations - Engineering & Operations) River Street Culvert Repairs, and vote on it separately with a revised recommendation that an allowance of \$2,500,000 from carry forward funds and the General Capital Reserve be set aside for additional inspection, design and construction for the McVicar Creek culverts at River Street was distributed separately August 4, 2022.

Moved By: Councillor Andrew Foulds

Seconded By: Councillor Cody Fraser

WITH RESPECT to Report R 127/2022 (Infrastructure & Operations - Engineering & Operations) we recommend that an allowance of \$2,500,000 from carry forward funds and the General Capital Reserve be set aside for additional inspection, design and construction for the McVicar Creek culverts at River Street;

AND THAT the construction contract for the culvert replacement be awarded to the lowest qualified bidder if the tender bid comes within the available construction allowance set aside;

AND THAT Administration report back with information on the successful bidder and cost within 30 days of award;

AND THAT consulting engineering services be completed by JML Engineering Ltd. including additional inspection, design and contract administration for the project;

AND THAT Appropriation No. 24 be approved;

AND THAT the General Manager of Infrastructure and Operations report any circumstances to City Council should any significant variations in the work occur;

AND THAT the Mayor and City Clerk be authorized to sign all documentation related to these matters;

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

CARRIED

6.1.2 Request To Refer Report R 106-22 to Administration – Housekeeping Edits (contained within the July 25 Committee of the Whole Minutes)

Memorandum from Doug Vincent, Manager - Licensing & Enforcement, recommending that Council extract the resolution passed at the July 25, 2022 Committee of The Whole minutes, related to Report R 106-22 (four new By-laws for consideration), and vote on it separately in order to refer to Administration to complete some minor housekeeping edits and further, that the revised By-laws containing the housekeeping edits, be brought back to the August 22, 2022, in final form for consideration.

Moved By: Councillor Andrew Foulds

Seconded By: Councillor Kristen Oliver

WITH RESPECT to Report R 106/2022 (Development & Emergency Services – Licensing & Enforcement) we recommend that the draft Municipal Standards for Property By-law, as appended as Attachment D to this report, be referred to administration for further review;

AND THAT the draft Clean & Clear Yards By-law, as appended as Attachment B to this report, be referred to administration for further review;

AND THAT the draft Vacant Building Security By-law, as appended as Attachment F to this report, be referred to administration for further review;

AND THAT the draft Minimum Heat By-law, as appended as Attachment H to this report, be referred to administration for further review;

AND THAT the current Property Standards By-law No. 66-2008, be repealed;

AND THAT the current Yard Maintenance By-law No. 68-2008 as amended, be repealed;

AND THAT the current Heat Rented Dwelling By-law No. 210-1974 and associated Municipal Code Chapter 831 be repealed;

AND THAT that the following Outstanding Items be removed from the Planning Outstanding List: - 2021-107-DEV Reimagining the Yard Maintenance By-law - 2021-117-DEV Vacant Buildings By-law - 2021-118-DEV Property Standards & Yard Maintenance By-law;

AND THAT the Outstanding Item No 2021-115-DEV Boulevard/Obstruction Bylaw be deferred from August 22, 2022 to May 30, 2023;

AND THAT all Administration report back with respective changes to the above noted by-laws on or before August 22, 2022;

AND THAT once approved the associated By-laws outlined in this report be presented to City Council on or before September 12, 2022 for ratification.

CARRIED

6.1 Committee of the Whole Minutes

The Minutes of the following Committee of the Whole meeting, to be adopted:

1. July 25, 2022 Committee of the Whole was distributed separately on August 4, 2022.

Moved By: Councillor Albert Aiello

Seconded By: Councillor Trevor Giertuga

THAT the Minutes of the following Committee of the Whole meeting, be adopted:

1. July 25, 2022 Committee of the Whole.

CARRIED

7. Ratifying Resolution

Pending the passage of the following resolutions at the Committee of the Whole meeting, to be held earlier in the evening, the resolutions will be presented for ratification and under Council's policy will require a two-thirds vote.

Moved By: Councillor Andrew Foulds

Seconded By: Councillor Brian Hamilton

THAT the following ratifying resolutions be introduced, read, dealt with individually:

1. Memorandum from Director – Engineering & Operations Kayla Dixon dated July 11, 2022 containing a recommendation relative to Award Contract 4, 2022 - Trails;
2. Memorandum from Director – Engineering & Operations Kayla Dixon dated July 11, 2022 containing a recommendation relative to Award Contract 7, 2022 Balmoral Street Reconstruction - Trails;
3. Report R 50/2022 (Community Services) Ice Allocation Policy (Referral Motion);
4. Report R 71/2022 (Infrastructure & Operations - Engineering & Operations) Wastewater Financial Plan Update;
5. Report R 137/2022 (Development & Emergency Services - Planning Services) The Need for a Belrose Plan Deputation;
6. Report R 143/2022 (Development & Emergency Services - Building Services) Facility Improvements to Support Municipal Enforcement Services Restructuring;
7. Report R 145/2022 (City Manager's Office - City Solicitor & Corporate Counsel) Legal Services' Office Space Requirements Within City Hall - Revenue Division Relocation to the Whalen Building - Approval as to Source of Funds;
8. Report 2022CLS.015 (Realty Services) Property Related Matter.

CARRIED

8. By-Laws

8.1 BL 71/2022 - Amendment to Tbaytel By-law 257-2004

A By-law to amend By-law 257-2004, being a by-law to establish a Municipal Services Board known as Tbaytel, with respect to Section 2.03A (Qualifications for Some Members)

9. By-Law Resolution

By-law Resolution - August 8, 2022 - City Council

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Albert Aiello

THAT the following By-laws be introduced, read, dealt with individually, engrossed, signed by the Mayor and Clerk, sealed and numbered:

1. A By-law to amend By-law 257-2004, being a by-law to establish a Municipal Services Board known as Tbaytel, with respect to Section 2.03A (Qualifications for Some Members)

By-law Number: BL 71/2022

CARRIED

10. New Business

11. Notice of Motion

11.1 Notice of Motion - Lakehead Transportation Museum Society

At the July 25, 2022 City Council meeting a Notice of Motion to Amend the previous decision relative to Report 2020CLS.012 (Development & Emergency Services – Realty Services) was introduced by Councillor Aldo Ruberto and is now ready for debate.

Memorandum from Councillor Aldo Ruberto, dated July 12, 2022 requesting a Notice of Motion to Amend, re-presented.

Memorandum from Peder Olsen, dated July 29, 2022, for information in regards to the Notice of Motion to Amend the decision relative to the licence agreement with Lakehead Transportation Museum Society and the associated recommendations contained in Report 2020CLS.012 (Development & Emergency Services – Realty) approved at the November 2, 2020 Committee of the Whole meeting and subsequently

ratified by Council.

Confidential Memorandum from Peder Olsen - Property Agent, dated July 29, 2022, relative to the above noted was distributed separately to Members of Council, City Manager, City Solicitor, General Manager - Corporate Services & Long Term Care & Treasurer and General Manager - Development & Emergency Services only on August 4, 2022.

Moved By: Councillor Aldo Ruberto

Seconded By: Councillor Peng You

WITH RESPECT to the memorandum from Councillor Aldo Ruberto dated July 12, 2022, we recommend that a Notice of Motion to Amend the previous decision relative to Report 2020CLS.012 (Development & Emergency Services – Realty) be approved to allow for 5 years rent free from the date of lease commencement with the Lakehead Transportation Museum notwithstanding that this is in contravention of the Corporate Land Related Financial Assistance Policy (09-04-65);

AND THAT Administration be directed to update the existing contract and refund any rent payments received to date by the municipality for 2020 and 2021;

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

LOST

12. Confirming By-law

12.1 BL 77/2022 - Confirming By-law - August 8, 2022

A By-law to confirm the proceedings of a meeting of Council, this 8th day of August, 2022.

13. Confirming By-law Resolution

Confirming By-law Resolution - August 8, 2022 - City Council

Moved By: Councillor Trevor Giertuga

Seconded By: Councillor Cody Fraser

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

1. A By-law to confirm the proceedings of a meeting of Council, this 8th day of August, 2022.

By-law Number: BL 77/2022

CARRIED

14. Adjournment

The meeting adjourned at 10:30 p.m.

Mayor

City Clerk



Committee of the Whole Meeting Minutes

Monday, August 8, 2022

McNaughton Room

1. Open Special Session at 5:00 p.m.

Committee of the Whole - Special Session

Chair: Councillor Aldo Ruberto

Present: Mayor Bill Mauro
Councillor Albert Aiello
Councillor Shelby Ch'ng
Councillor Andrew Foulds
Councillor Cody Fraser
Councillor Rebecca Johnson
Councillor Brian McKinnon
Councillor Kristen Oliver
Councillor Aldo Ruberto
Councillor Peng You

Officials: Krista Power, City Clerk
Norm Gale, City Manager
Patty Robinet, City Solicitor
Linda Evans, General Manager - Corporate Services & Long-Term Care

1.1 Establishment of Committee of the Whole - Closed Session

At the July 25, 2022 Committee of the Whole meeting the following resolution was passed to establish the Committee of the Whole - Closed Session for August 8, 2022.

Moved By: Councillor Aldo Ruberto

Seconded By: Councillor Brian Hamilton

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, August 8, 2022 at 4:30 p.m. in order to receive information pursuant to the *Municipal Act* (Section 239 (2)) relative to:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board.
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

1.2 Amendment - Establishment of Committee of the Whole - Closed Session

Moved By: Councillor Albert Aiello

Seconded By: Councillor Kristen Oliver

WITH RESPECT to the resolution to establish the Monday, August 8, 2022 Committee of the Whole - Closed Session, we recommend:

THAT the following reason to establish a Closed Session meeting be deleted:

- (a) the security of the property of the municipality of local board;
- AND THAT the meeting start time be changed to 5:00 p.m.

CARRIED

1.3 Amended - Establishment of Committee of the Whole - Closed Session

Moved By: Councillor Aldo Ruberto

Seconded By: Councillor Albert Aiello

THAT a Committee of the Whole - Closed Session meeting be scheduled for Monday, August 8, 2022 at 5:00 p.m. in order to receive information pursuant to the *Municipal Act* (Section 239 (2)) relative to;

(b) personal matters about an identifiable individual, including municipal or local board employees;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

2. Closed Session at 5:03 p.m. McNaughton Room

Present:

- Mayor Bill Mauro
- Councillor Albert Aiello
- Councillor Mark Bentz
- Councillor Shelby Ch'ng
- Councillor Andrew Foulds
- Councillor Cody Fraser
- Councillor Trevor Giertuga
- Councillor Brian Hamilton
- Councillor Rebecca Johnson
- Councillor Brian McKinnon

Councillor Kristen Oliver
Councillor Aldo Ruberto
Councillor Peng You

Officials: Krista Power, City Clerk
Norm Gale, City Manager
Patty Robinet, City Solicitor
Linda Evans, General Manager - Corporate Services & Long-Term Care

2.1 Disclosures of Interest

None.

2.2 Reports of Municipal Officers

2.2.1 Litigation Update (Legal Services)

Report 2022CLS.036 (Legal Services) relative to the above noted was distributed to Members of Council, City Manager, City Solicitor, General Manager - Corporate Services & Long Term Care & Treasurer and General Manager - Infrastructure & Operations only on Thursday, August 4, 2022, for information.

Larry Theall and Jordaan Christiaan, Theall Group LLP entered the meeting via MS Teams.

Cynthia Cline, Deputy City Solicitor entered the meeting room.

Linda Evans, General Manager - Corporate Services & Long-Term Care & Treasurer entered the meeting room.

Kerri Marshall, General Manager - Infrastructure & Operations entered the meeting via MS Teams.

Michelle Warywoda, Director - Environment Division entered the meeting via MS Teams.

Larry Theall responded to questions.

Linda Evans responded to questions.

Kerri Marshall responded to questions.

Larry Theall and Jordaan Christiaan left the meeting.

Michelle Warywoda left the meeting.

Kerri Marshall left the meeting.

2.2.2 Property Related Matter (Realty Services)

Report 2022CLS.015 (Realty Services) relative to the above noted was distributed separately to Members of Council, City Solicitor, General Manager - Corporate Services & Long Term Care & Treasurer and General Manager - Development & Emergency Services only on August 4, 2022.

Joel DePeuter, Acting General Manager - Development & Emergency Services entered the meeting room.

Peder Olsen, Acting Realty Services Manager entered the meeting room.

Kelvin Jankowski, Supervisor - Construction Services entered the meeting room via MS Teams.

Kelvin Jankowski responded to questions.

Joel DePeuter responded to questions.

Linda Evans responded to questions.

Joel DePeuter left the meeting.

Peder Olsen left the meeting.

Kelvin Jankowski left the meeting.

It was consensus of Committee that Administration proceed as directed.

The City Clerk advised that the resolution relative to the above noted would be presented at Committee of the Whole to be held later in the evening.

2.2.3 Universal Bus Pass Agreements

Report 2022CLS.035 (Community Services - Transit Services) relative to the above noted was distributed to Members of Council, City Manager, City Solicitor and General Manager - Community Services only on August 4, 2022.

Leah Prentice, Acting General Manager - Community Services entered the meeting via MS Teams.

Brad Loroff, Manager - Transit Services entered the meeting via MS Teams.

It was the consensus of the Committee that Administration proceed as directed.

Leah Prentice left the meeting.

Brad Loroff left the meeting.

The City Clerk advised that the resolution relative to the above noted would be presented at Committee of the Whole to be held later in the evening.

2.2.4 Board Appointment – Compliance Audit Committee

Confidential Memorandum from City Clerk Krista Power, dated July 8, 2022 relative to the above noted was distributed to Members of Council, City Manager, City Solicitor and General Manager - Corporate Services & Long Term Care & Treasurer only on August 4, 2022.

It was the consensus of the Committee that Administration proceed as directed.

3. Open Session - Operations Session at 6:48 p.m.

Chair: Councillor Brian McKinnon

Present:

- Mayor Bill Mauro
- Councillor Albert Aiello
- Councillor Mark Bentz
- Councillor Shelby Ch'ng
- Councillor Andrew Foulds
- Councillor Cody Fraser
- Councillor Trevor Giertuga
- Councillor Brian Hamilton
- Councillor Rebecca Johnson
- Councillor Brian McKinnon
- Councillor Kristen Oliver
- Councillor Aldo Ruberto
- Councillor Peng You

Officials:

- Krista Power, City Clerk
- Norm Gale, City Manager
- Patty Robinet, City Solicitor
- Linda Evans, General Manager - Corporate Services & Long-Term Care
- Karen Lewis, General Manager - Development & Emergency Services
- Kerri Marshall, General Manager - Infrastructure & Operations
- Kelly Robertson, General Manager - Community Services
- Kayla Dixon, Director - Engineering & Operations
- Michelle Warywoda, Director – Environment Division
- Matthew Pearson, Manager – Central Support
- Doug Vincent, Manager – Licensing & Enforcement
- Devon McCloskey, Supervisor – Planning Services
- Paul Burke, Supervisor – Sports & Community Development
- David Binch, Traffic Technologist
- Lori Wiitala, Council & Committee Clerk

4. Disclosures of Interest

5. Confirmation of Agenda

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Kristen Oliver

WITH RESPECT to the August 8, 2022, Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

6. Deputations

6.1 Deputation - Ontario Team Centennial Canoe - the 'William McGillivray'

Correspondence received from Donna Zachariah, Chair - Centennial Canoe Task Force (CCTF) of Atikokan dated June 13, 2022 requesting to provide a deputation relative to the above noted.

Donna Zachariah appeared before Committee via MS Teams and responded to questions.

Moved By: Mayor Bill Mauro

Seconded By: Councillor Andrew Foulds

WITH RESPECT to the Deputation by Donna Zachariah, Chair - Centennial Canoe Task Force at the Monday, August 8, 2022 Committee of the Whole Meeting to be referred to Administration for review;

AND THAT Administration report back on or before the March 13, 2023 at the Committee of the Whole Meeting for possible options available on this matter.

CARRIED

6.2 Deputation - Overview of Rainbow Collective and Thunder Bay Pride 2022

Correspondence received from Jason Veltri, President - Rainbow Collective Thunder Bay, dated Thursday, June 23, 2022, requesting to provide a deputation relative to the above noted.

Jessy Bogaki, Vice-President of Inclusion - Rainbow Collective Thunder

Bay attended via MS Teams and Jason Veltri appeared before Committee, provided a PowerPoint presentation and responded to questions.

7. Items Arising from Closed Session

7.1 Property Related Matter

Report 2022CLS.015 (Realty Services) was previously presented at Committee of the Whole - Closed Session held earlier in the evening.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Kristen Oliver

Seconded By: Councillor Andrew Foulds

WITH RESPECT to Report 2022CLS.015 (Development & Emergency Services - Realty Services), we recommend that Administration proceed as directed in this report;

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

CARRIED

7.2 U-Pass Negotiations

Report 2022CLS.035 (Community Services) was previously presented at Committee of the Whole - Closed Session held earlier in the evening.

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Trevor Giertuga

WITH RESPECT to Report CLS2022.035 (Community Services - Transit Services), we recommend that Administration proceed as directed in this report.

CARRIED

8. Reports of Committees, Boards and Outside Agencies

8.1 The District of Thunder Bay Social Services Administration Board Minutes

Minutes of Meetings 06/2022, 07/2022 (Closed), 10/2022 and 11/2022 (Closed) of The District of Thunder Bay Social Services Administration Board held on April 21, 2022 and June 16, 2022, for information.

9. Reports of Municipal Officers

9.1 Wastewater Financial Plan Update

Report R 71/2022 (Infrastructure & Operations - Engineering & Operations) recommending that the City of Thunder Bay Environment Division - Wastewater System Financial Plan, as appended to this report, be approved.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Brian Hamilton

WITH RESPECT to Report R 71/2022 (Infrastructure & Operations – Environment), we recommend that the City of Thunder Bay Environment Division - Wastewater System Financial Plan, as appended to this report, be approved;

AND THAT the debenture up to the amount of \$22,946,800 through Infrastructure Ontario be approved in 2022 to fund capital infrastructure costs;

AND THAT the City Treasurer be authorized to proceed with debenture financing as outlined in the Report;

AND THAT the Mayor and City Clerk be authorized to sign all documents related to this matter;

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

CARRIED

9.2 Dawson Road Safety Improvements

Report R 138/2022 (Infrastructure & Operations - Engineering & Operations) recommending that 2022-102-INO be removed from the Outstanding List was distributed separately August 4, 2022.

Moved By: Councillor Brian Hamilton

Seconded By: Councillor Albert Aiello

WITH RESPECT to Report R 138/2022 (Infrastructure & Operations – Engineering & Operations), we recommend that 2022-102-INO be removed from the Outstanding List;

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

CARRIED

9.3 Temporary Street Closures for Special Events

Report R 114/2022 (Infrastructure & Operations - Engineering & Operations) recommending that By-law 134-1994, a By-law to provide for closing to vehicular traffic on a temporary basis for social, recreational, community, athletic, or cinematographic purposes be repealed.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Brian Hamilton

Seconded By: Councillor Shelby Ch'ng

WITH RESPECT to Report R 114/2022 (Infrastructure & Operations-Central Support), we recommend that By-law 134-1994, as amended, a By-law to provide for closing to vehicular traffic on a temporary basis for social, recreational, community, athletic, or cinematographic purposes, be repealed;

AND THAT Chapter 639 of the City of Thunder Bay Municipal Code respecting Street Closing-Temporary, be repealed;

AND THAT By-law 78-2022, Temporary Closure of Municipal Roadway, appended as Attachment A to this report, be approved;

AND THAT 2009-015-INO- Temporary Street Closures for Special Events be removed from the Outstanding List;

AND THAT By-law 78-2022 be presented to City Council on August 22, 2022 for ratification.

CARRIED

9.4 Facility Improvements to Support Municipal Enforcement Services Restructuring

Report R 143/2022 (Development & Emergency Services - Building Services) recommending that \$160,400 inclusive of all taxes and a contingency allowance be allocated from the general capital reserve fund to fund improvements and furnishings to the Municipal Enforcement Services Centre to support the ongoing restructuring.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Brian Hamilton

Seconded By: Councillor Shelby Ch'ng

WITH RESPECT to Report R 143 /2022 (Development & Emergency Services – Licensing & Enforcement), we recommend that \$160,400 inclusive of non refundable HST and a contingency allowance be allocated from the General Capital reserve fund to fund improvements and furnishings to the Municipal Enforcement Services Centre to support the ongoing restructuring;

AND THAT Appropriation No. 25 be approved;

AND THAT the Manager, Supply Management be authorized to issue any purchase orders related to this project;

AND THAT the General Manager – Development & Emergency Services be authorized to sign all documentation related to these matters;

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

CARRIED

9.5 The Need for a Belrose Plan Deputation - Administrative Response

At the March 21, 2022 Committee of the Whole meeting DiGregorio Developments and Northern Planning provided a deputation and requested Council's support for the preparation of a Secondary Plan for the Belrose area, outlining the need for more housing, more choice, and more lands to be designated for development in the Belrose Area.

Report R 137/2022 (Development & Emergency Services – Planning Services) providing a recommendation relative to the undertaking of a Secondary Plan Background Study for the entire Growth Area identified in the City's Official Plan, and that funds included in the Planning Services 2021 and 2022 budgets for Planning Studies be reallocated towards this project was scheduled for presentation at the July 25, 2022 Committee of the Whole meeting.

Correspondence received from Stefan Huzan - Northern Planning, dated July 28, 2022, requesting to provide a deputation relative to the above noted.

At the July 25, 2022 Committee of the Whole meeting the Deputy City Clerk advised that this item would be deferred to the August 8, 2022 Committee of the Whole meeting.

Correspondence received from Silvio Di Gregorio - Di Gregorio Developments, dated August 4, 2022, requesting to withdraw their deputation request dated July 28, 2022, relative to the above noted was distributed separately Friday, August 5, 2022.

Report R 137/2022 (Development & Emergency Services – Planning Services) re-presented.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Albert Aiello

Seconded By: Councillor Cody Fraser

WITH RESPECT to Report R 137/2022 (Development & Emergency Services – Planning Services) it is recommended that Administration be directed to undertake a Secondary Plan Background Study for the entire Growth Area identified in the City's Official Plan using already allocated Streamline Development Approval Fund monies;

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

CARRIED

10. Petitions and Communications

10.1 Contract 4, 2022 - Trails

At July 18, 2022 Committee of the Whole meeting the City Clerk advised that this item was withdrawn from the agenda and will be re-presented at a later date.

Memorandum from Director – Engineering & Operations Kayla Dixon dated July 11, 2022 containing a recommendation relative to Award Contract 4, 2022 - Trails.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Mayor Bill Mauro

Seconded By: Councillor Cody Fraser

WITH RESPECT to the Memorandum from K. Dixon (Engineering & Operations) July 11, 2022, we recommend that the new sidewalk construction for Contract 4, 2022, be awarded to Nadin Contracting Ltd. who submitted the lowest tender for the entire project of \$2,982,581.89 [inclusive HST]; it being noted that the amount shown is based on estimated quantities; final payment for this contract will be based on measured quantities for the completed work;

AND THAT the General Manager of Infrastructure & Operations report significant variations in the Contract quantities to City Council;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to this matter;

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

CARRIED

10.2 Contract 7, 2022 - Balmoral Street Reconstruction - Trails

At July 18, 2022 Committee of the Whole meeting the City Clerk advised that this item was withdrawn from the agenda and will be re-presented at a later date.

Memorandum from Director – Engineering & Operations Kayla Dixon dated July 11, 2022 containing a recommendation relative to Award Contract 7, 2022 Balmoral Street Reconstruction - Trails.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Shelby Ch'ng
Seconded By: Mayor Bill Mauro

WITH RESPECT to the Memorandum from K. Dixon (Engineering & Operations) July 11, 2022, we recommend that the multiuse trails for Contract 7, 2022, be awarded to Bruno's Contracting Ltd. for an estimated cost of \$1,103,860.27 [inclusive of HST]; it being noted that the amount shown is based on estimated quantities; final payment for this contract will be based on measured quantities for the completed work;

AND THAT the General Manager of Infrastructure & Operations report significant variations in the Contract quantities to City Council;

AND THAT the Mayor and Clerk be authorized to sign all documentation related to this matter;

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

CARRIED

10.3 Contract 2, 2022 - Sidewalk & Pedestrian Crossover

At May 16, 2022 Committee of the Whole meeting the City Clerk advised that this item was withdrawn from the agenda and will be re-presented at a later date.

At June 6, 2022 Committee of the Whole meeting the Deputy City Clerk advised that this item was withdrawn from the agenda and will be re-presented at a later date.

At June 20, 2022 Committee of the Whole meeting the Deputy City Clerk advised that this item was withdrawn from the agenda and will be re-presented at a later date.

Memorandum from Kayla Dixon, Acting General Manager - Infrastructure & Operations relative to Award of Contract 2, 2022 - Sidewalk & Pedestrian Crossover Construction relative to an update in the Investing in Canada Infrastructure Program (ICIP) - Transit Stream funding and project plans for 2022 – 2023.

10.4 Response to Unsheltered Homelessness Pilot Project

Memorandum from Cynthia Olsen, Manager - Community Strategies, dated July 19, 2022, relative to the above noted.

Moved By: Councillor Andrew Foulds

Seconded By: Mayor Bill Mauro

WITH RESPECT to the Memorandum from C. Olsen, Manager – Community Strategies dated July 19, 2022 relative to Unsheltered Homelessness Pilot Project, we recommend that financial support required, up to a maximum of \$15,000, to maintain peer involvement and to offer appropriate amenities be provided to Elevate NWO from existing Community Strategies budget;

AND THAT the General Manager – Development and Emergency Services and City Clerk be authorized to execute necessary documents;

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

CARRIED

11. Outstanding Items

11.1 Outstanding List for Operations Services

Memorandum from City Clerk Krista Power, dated July 26, 2022 providing the Operations Outstanding Items List, for information.

12. Open Session Community Services

Chair: Councillor Shelby Ch'ng

13. Reports of Municipal Officers

13.1 Ice Allocation Policy

Report R 50/2022 (Community Services - Recreation & Culture) recommending that the amended Ice Allocation Policy as attached to this Report be adopted.

Correspondence received from Tom Warden, Athletics Director - Lakehead University, dated July 13, 2022, requesting to provide a deputation relative to the above noted.

Tom Warden requested to withdraw their deputation relative to the above noted.

Correspondence received from Jason Perrier, President - Hockey Northwest Ontario dated August 4, 2022, requesting to provide a deputation relative to the above noted was distributed separately August 5, 2022.

Jason Perrier requested to withdraw their deputation relative to the above noted.

Correspondence received from Wayne Fortes, Thunder Bay Minor Hockey Association dated August 4, 2022, requesting to provide a deputation relative to the above noted was distributed separately Friday, August 5, 2022.

Correspondence received from Edward Scheibler, citizen, dated August 5, 2022, requesting to provide a deputation relative to the above noted was distributed separately Friday, August 5, 2022.

Memorandum received from Mayor Bill Mauro, dated August 8, 2022, requesting that this report be referred to administration for further work and consultation with stakeholders was distributed separately Monday, August 8, 2022.

As a result of the referral of the recommendation deputants Wayne Fortes and Edward Schiebler have withdrawn their request to speak at the August 8, 2022 Committee of the Whole meeting and will have an opportunity to attend at a later date.

The City Clerk advised that the resolution relative to the above noted

would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Mayor Bill Mauro

Seconded By: Councillor Aldo Ruberto

WITH RESPECT to Report 50/2022 (Community Services) Ice Allocation, we recommend that this report be referred to administration for further work and consultation with stakeholders;

AND THAT Administration connect with affected user groups who have expressed concerns and report back to council on or before August 22, 2022;

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

CARRIED

13.2 Compliance Audit Committee - Terms of Reference

Report R 136/2022 (City Manager's Office - Office of the City Clerk) recommending approval of the Terms of Reference for the 2022-2026 Compliance Audit Committee and appointment of Committee Members.

Confidential Memorandum from City Clerk Krista Power dated July 8, 2022 relative to the above noted was distributed separately to Members of Council, City Manager, City Solicitor and General Manager - Corporate Services & Long Term Care & Treasurer only on August 4, 2022.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Brian McKinnon

WITH RESPECT to Report R 136/2022 (City Manager's Office – Office of the City Clerk), we recommend that the Terms of Reference for the Compliance Audit Committee, as appended as Attachment A to this report, be approved;

AND THAT the following citizens be appointed to the Compliance Audit Committee to align with the 2022-2026 term of Council:

1. Fred Stille
2. Yves Fricot
3. Sheelagh Hendrick

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

CARRIED

13.3 Committee of the Whole & City Council Calendar of Meetings for 2023 and 2024

Report R 140/2022 (City Manager's Office – Office of the City Clerk) recommending that the proposed Committee of the Whole and City Council Calendar of Meetings for 2023 and 2024 be adopted and that the 2022 Calendar of Meetings be amended to change the 2022-2026 City Council Inaugural Meeting to November 28, 2022.

Moved By: Councillor Rebecca Johnson

Seconded By: Councillor Peng You

WITH RESPECT to Report R 140/2022 (City Manager's Office – Office of the City Clerk), we recommend that the proposed Committee of the Whole and City Council Calendar of Meetings for 2023 and 2024, as appended as Attachments A and B to this report, be adopted;

AND THAT City Council – Special Session meetings as listed in the 2023 calendar be established as follows to commence at 5:00 p.m.:

1. Monday, April 24 – Tbaytel AGM
2. Monday, May 8 – Hydro AGM
3. Monday, June 19 – CEDC AGM

AND THAT a Committee of the Whole – Special Session meeting be established for the Official Recognition Committee's Annual Citizens of Exceptional Achievement Awards to be held on Tuesday, April 18, 2023 commencing at 6:30 p.m.;

AND THAT City Council – Special Session meetings as listed in the 2024 calendar be established as follows to commence at 5:00 p.m.:

1. Monday, April 22 – Tbaytel AGM
2. Monday, May 13 – Hydro AGM
3. Monday, June 17 – CEDC AGM

AND THAT a Committee of the Whole – Special Session meeting be established for the Official Recognition Committee's Annual Citizens of Exceptional Achievement Awards to be held on Tuesday, April 23, 2024 commencing at 6:30 p.m.;

AND THAT this report authorize that the Calendar of Meetings be amended as needed by a motion of Committee of the Whole and ratified by the associated Confirming By-law at City Council;

AND THAT the Committee of the Whole and City Council 2022 Calendar of Meetings be amended as outlined in this report;

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

CARRIED

13.4 Report R 145/2022 (City Manager's Office - City Solicitor & Corporate Counsel) Legal Services' Office Space Requirements Within City Hall - Revenue Division Relocation to the Whalen Building - Approval as to Source of Funds

Report R 145/2022 (City Manager's Office - City Solicitor & Corporate Counsel) recommending that Council approve the consolidation of Legal Services to the main floor of City Hall for the estimated amount of \$1,012,400.00 was distributed separately August 4, 2022.

The City Clerk advised that the resolution relative to the above noted would be presented for ratification at the City Council meeting to be held later in the evening and would require a two-thirds vote.

Moved By: Councillor Aldo Ruberto

Seconded By: Councillor Brian McKinnon

WITH RESPECT to Corporate Report R 145/2022 (City Manager – City Solicitor & Corporate Counsel) we recommend that Council approve the consolidation of Legal Services to the main floor of City Hall for the estimated amount of \$1,012,400.00;

AND THAT the Revenue Division be relocated to the seventh floor of the Whalen Building;

AND THAT Appropriation No. 26, as attached to this report, be approved;

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

CARRIED

14. Petitions and Communications

14.1 Preventing Unlawful Activities Within Facility Rentals - Administration Report Back

Memorandum from Leah Prentice – Director, Recreation & Culture dated July 29, 2022, recommending that the report back date relating to review of policies, processes and practices to prevent unlawful activities within rentals of public facilities be changed from September 12, 2022 to November 14, 2022.

Moved By: Councillor Brian McKinnon

Seconded By: Councillor Aldo Ruberto

WITH RESPECT to the Memorandum from Leah Prentice – Director, Recreation & Culture dated July 29, 2022, we recommend that the report back date relating to review of policies, processes and practices to prevent unlawful activities within rentals of public facilities (Outstanding List Item 2022-103-DEV) be changed from September 12, 2022 to November 14, 2022.

CARRIED

14.2 Legal Services Expansion

Memorandum from Councillor Aldo Ruberto dated July 14, 2022, we recommend that an expansion of 1 FTE (\$150,000) be added to Legal Service's 2023 Operating Budget for Council's consideration.

Moved By: Councillor Aldo Ruberto

Seconded By: Councillor Peng You

WITH RESPECT to the Memorandum from Councillor Aldo Ruberto dated July 14, 2022, we recommend that an expansion of 1 FTE (\$150,000) be

added to Legal Service's 2023 Operating Budget for Council's consideration;

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

LOST

15. Outstanding Items

15.1 Outstanding Items for Community Services Session

Memorandum from City Clerk Krista Power, dated July 26, 2022 providing the Community Services Outstanding Items List, for information.

16. New Business

16.1 Deferral Nuisance By-law

Memorandum from Doug Vincent, Manager - Licensing & Enforcement recommending a revised report back date for the Outstanding List Item 2020-024-DEV; Report on the Development of A Nuisance By-law, from August 22, 2022 to on or before September 18, 2023 was distributed separately August 4, 2022.

Moved By: Councillor Trevor Giertuga
Seconded By: Councillor Kristen Oliver

WITH RESPECT to the Memorandum from D. Vincent, Manager – Licensing & Enforcement dated August 8, 2022, we recommend that Outstanding Item No 2020-024-DEV Report on the Development of A Nuisance By-law be deferred from August 22, 2022 to on or before September 18, 2023.

CARRIED

17. Adjournment

The meeting adjourned at 10:16 p.m.

DATE: WEDNESDAY, MARCH 1, 2022**MEETING NO. 01-2022****TIME:** 7:01 P.M.**PLACE:** S.H. BLAKE MEMORIAL AUDITORIUM (VIA MS Teams)**CHAIR:** COUNCILLOR KRISTEN OLIVER

Members of the public were invited to participate via phone call, email submission and viewed the meeting on Shaw Spotlight Ch10 or on BlueCurve Ch105, Tbaytel TV Channel 110 or online at thunderbay.ca/watchcouncil.

RESOURCE PERSON:

Kayla Dixon, Director of Engineering and Operations
Werner Schwar, Supervisor – Parks and Open Space Planning
Dana Earle, Deputy City Clerk
Tina Larocque, Coordinator – Boards, Committees and Special Projects

1.0 WELCOME/OPENING REMARKS

The Chair, Councillor Kristen Oliver introduced members of Administration and welcomed those to the virtual meeting.

The following information was provided for viewers: The Thunder Bay District Health Unit is the main contact for any questions relating to COVID-19. Their website – www.tbdhu.com – has resources for the general public regarding testing, symptoms, how to protect oneself, one's family and the community, and how to stop the spread. If citizens have questions about anything COVID-19 related, they are encouraged to visit the health unit's website or call the health unit at 807-625-5900 or toll free at 1-888-294-6630.

The Chair acknowledged that prior to the meeting, emails and phone calls were received relative to water pipe concerns and he noted that water pipe questions could be directed to Tony Santos, Manager – Compliance and Quality via email, Tony.Santos@thunderbay.ca or by phoning 807-684-2160.

2.0 MINUTES OF THE PREVIOUS MEETING

Minutes of Meeting No. 01-2021, of the Westfort Ward held on April 14, 2021 were provided for information.

The Chair provided an overview relative to the above noted.

3.0 UPCOMING INFRASTRUCTURE PROJECTS IN 2022

The Chair invited Kayla Dixon, Director – Engineering to speak about the 2022 upcoming Infrastructure Projects in the Westfort Ward.

Kayla Dixon presented a city diagram and provided an overview on the following 2022 upcoming Infrastructure Projects:

Watermain/Storm Sewer/ Street Lighting Replacement

Beaverhall Place – Mountdale to Walsh

Sanitary Sewer Replacement

Moodie Street – Selkirk to Kingsway

Sidewalks

Hyde Park W/S – Walsh to Moodie

Centre W/S – Gore to Frederica

Yonge W/S – Mary to South of Brock

Parks and Open Spaces

Mountdale Boat Launch Green Infrastructure & Master Planning
Vickers Park Design

The Chair asked whether there is an opportunity for the public to become engaged and to provide feedback on what the design could look like for Vickers Park?

Werner Schwar was in attendance at the meeting and responded to the question. He advised that there was a quite a bit of public engagement in 2021 at the Vickers Park location and on the City of Thunder Bay's Get Involved page. They had received a lot of general feedback from the public on what they would like to see at the playground. They will still be seeking additional input from the Accessibility Advisory Committee and will also use the experience from the Boulevard Lake Accessible Playground project.

Werner further advised that the skating portion of the park will be listed on the website under the Get Involved page to see feedback from the public in the upcoming week.

4.0 MOUNTDALE BOAT LAUNCH UPDATE

The Chair invited Werner Schwar, Supervisor – Parks and Open Space Planning to provide an update on the Mountdale Boat Launch.

Werner Schwar presented the Mountdale diagram and provided an overview of the project.

Werner advised that the City of Thunder Bay has partnered with the Lakehead Region Conservation Authority as they have received a funding grant specifically to enhance green infrastructure and at the same time, parks planning has met with a group of stakeholders and residents to receive ideas and opinions on improving the park in the future. They will be looking at this area as a whole in improving its infrastructure and also looking at green infrastructure that can be improved such as drainage, erosion and water quality coming out into the Kam River.

He further advised that they will be looking at the five areas that will be improving in the Mountdale Park area which are the following:

1. Controlling the water coming down from Mountdale into the river. They will be placing a culvert which will be directing the water to the west side where there is existing ditching.
2. Improving the ditching on the west side. By creating green infrastructure to slow down the flow of water into the river, to encourage water infiltration and retention. This would improve the water quality in Kam River.
3. Erosion on the east side of the Boat Launch. With green infrastructure it will enhance the entrance and will control some of the water coming across the parking lot. It will also encourage water retention and infiltration.
4. Along the shoreline of the Kam River has parking along the banks of the river. This does not allow for any vegetation, shrub material, trees, which is really important along a river's edge for shade and for habitat.
5. At the lookout, the asphalt will be removed.

Werner advised that the Mountdale Boat Launch is also part of the Master Plan, and will include an accessible dock.

5.0 GENERAL WARD AND CITY ISSUES

The Chair received the following questions via email and phone calls from citizens during to the meeting relative to the above noted:

Question 1 – Snow Removal Sidewalks and Roadways

I would like to say that roads has done a good job considering the amount and frequency of the snowfalls. Is there coordination between the road graders and sidewalk plows?

On both sides of Walsh street between Sprague and Franklin it is constant the sidewalk plows and cleans out the sidewalk and then the road graders come later and fill it back in. With students attending St Pats High school and families walking their children its absolutely useless when this happens.

Then after the sidewalks are opened up, private companies doing homes St Pat's staff parking and the four plexes on the street, plow them back in again.

Are the contactors obligated to clean the sidewalk openings and if so, why haven't they or, why hasn't bylaw done anything about it?

Then it's the lack of sidewalk and road cleaning on Collins place from Franklin to Sprague.

Sidewalks haven't been done since December and the road only gets plowed between Selkirk and Sprague. Families and other people have to walk on Collins place and with people parking on the road it has become less than one lane wide for pedestrians and traffic. Someone is going to get hurt. I hope something can get done.

Response from Administration - Ian Spoljarich, Acting Manager Roads

Yes, there is coordination between the street plows and sidewalk plows. During a winter event, the plows hit the roads at 2 am and begin plowing priority routes which include arterial and collector roadways. At 3 am, the sidewalk plows are sent out to begin plowing the sidewalks along the freshly plowed streets. They do not go out at the same time as the road plows, so that sidewalk ends do not get plowed back in by the roads plows. The staggering of times works well, as long as there are no breakdowns with equipment.

This winter we have had many sidewalk plow breakdowns, which has caused some sidewalk ends to remain blocked longer than usual. This along with a significant amount of snow has caused issues. Staff will be reviewing this area to make sure it gets completed as planned.

Question 2: One Way Streets – Vickers Street & Archibald Street

Vickers St. and Archibald St. South of Arthur are "One Way" streets. The designations were made for safety reasons when the McKellar Hospital

Emergency entrance for ambulances was at the corner of Vickers Street South and Ridgeway St.

Why weren't the two streets returned to "two way" when the hospital was closed? I have observed several accidents at the corner of Arthur and Vickers that I think would have been avoided if drivers could exit from Shoppers' Drug Mart and McKellar Place parking going north on Vickers St.

Response from Administration, Kayla Dixon – Director of Engineering and Operations

Engineering reviewed the one-way streets in the area recently when work was proposed on McKellar Street. Residents were petitioned on McKellar Street and the results were 36% in favor of returning to two-way while 64% want the one-way to remain. It is expected residents on Vickers would have a similar response. As work is completed on these streets, traffic flow changes will be reviewed. We will review the collision stats to determine if a significant safety impact exists that needs to be addressed at this time.

Question 3: James Street Multi-Use Trail – Curbing

Will the curbs be reduced on James Street for those using the Multi-use trail if they are using a bike, stroller or wheelchair. The only place where there are curb is reduced is at the train tracks but the tracks have cracks or sections that wheels can get stuck.

The Multi-use trail map says the trail goes right across the train tracks. Also a pedestrian crossing for the Multi-use trail south of the tracks on James Street would be nice.

Response from Kayla Dixon, Engineering and Operations

Kayla advised that she will need to visit the site and review the curb cuts/track crossing and will be happy to make any improvements as necessary.

Question 4: Sidewalk Plowing

My concern is about the sidewalks and the lack of plowing on Selkirk, between McGregor and Moodie Street. There is one sidewalk and with all of the snow we had, there is no sidewalk to walk on at this time. Will there be snow removal, as it is required to be able to use the sidewalk because people are walking on the road.

The Chair advised that she visited Selkirk the day prior and she had noticed that they had removed a lot of the snow and it's opened up the sidewalk considerably more than it was. She further advised that she had spoken to the Acting Roads Manager and they will be maintaining it to the best that they can.

Question 5: Questions about Budget. Hiring of New staff and Property Tax

In the article written by Rebecca Johnson in the Saturday's paper has left me with more questions especially when we are still recovering from the effects of the pandemic.

The most obvious question would be about new employees. Why does the city need to hire 68.7 new employees? Also, she points out that the taxpayer is on the hook for funding 8.7 positions. I am also questioning about the removal of a water item on the property tax side and it has to be part of our water budget. I didn't notice any change to the property tax side based on the interim billing.

Has our tax revenue increased due to new business development?

Response from Administration. Moira Gallagher, Budget & Planning Accountant

The 2022 budget includes additional full time equivalent (FTEs) positions funded by municipal tax dollars are mainly related to the transition to the new Electronic Fare Management system and improving driver safety in Transit, the implementation of the Digital Strategy, changes to Licensing & Enforcement service levels, and supporting cruise ship tourism at the marina.

The property tax billing will be dependent upon the tax policy which will be approved for 2022 in April or May. The resident's interim tax bill is simply billing 50% of last year's taxes. The tax revenue due to growth is projected to be \$300,000 in 2022.

6.0 ADJOURNMENT/CLOSING REMARKS

The Chair thanked members of Administration for attending and the public for participating in this evening's meeting.

The meeting adjourned at 7:38 p.m.



Memorandum

Corporate By-law Number BL 61/2022

TO: Office of the City Clerk **FILE:**

FROM: Linda Crago
City Manager's Office - Office of the City Clerk

DATE: 05/12/2022

SUBJECT: BL 61/2022 - A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual.

MEETING DATE: City Council - 08/22/2022 (mm/dd/yyyy)

By-law Description: A By-law to amend By-law 203-1996, being a by-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Investment Policy Statement – Corporate Policy 05-01-04; Payment Card Industry Data Security Standard - Corporate Policy 05-01-16; Payment Card Industry Data Security Standard - Information Security Policy - Corporate Policy 05-01-17; Community Partnerships - Corporate Policy No. 05-06-02; Work Life Initiatives - Corporate Policy 06-01-36; Council and Citizen Appointments to Committees and Boards - Corporate Policy No. 08-01-01; Use of Corporate Resources - Corporate Policy No. 08-01-06;

Authorization: R 6/2022 (Financial Services); R 84/2022 (SIE) May 16/22; R 74/22 (Financial Services) May 16/22; R 51/2022 (HR & Corp Safety) May 9/22; R 100/21 (Office of the City Clerk) - October 25/21; R 34/2022 (Office of the City Clerk) - March 28, 2022;

By-law Explanation: The purpose of this by-law is to amend By-law 203-1996, being a by-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Investment Policy Statement – Corporate Policy 05-01-04; Payment Card Industry Data Security Standard - Corporate Policy 05-01-16; Payment Card Industry Data Security Standard - Information Security Policy - Corporate Policy 05-01-17; Community Partnerships - Corporate Policy No. 05-06-02; Work Life Initiatives - Corporate Policy 06-01-36; Council and Citizen Appointments to Committees and Boards - Corporate Policy No. 08-01-01; Use of Corporate Resources - Corporate Policy No. 08-01-06;

Schedules and Attachments:

ATTACHMENT 1 – INVESTMENT POLICY STATEMENT – POLICY 05-01-04

ATTACHMENT 2 – PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS)
POLICY 05-01-16

ATTACHMENT 3 – PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS) –
INFORMATION SECURITY POLICY 05-01-17

ATTACHMENT 4 – COMMUNITY PARTNERSHIP POLICY 05-06-02

ATTACHMENT 5 – WORK LIFE INITIATIVES POLICY 06-01-36

ATTACHMENT 6 – CITIZEN APPOINTMENTS TO COMMITTEES & BOARDS POLICY 08-01-01

ATTACHMENT 7 – USE OF CORPORATE RESOURCES: MUNICIPAL ELECTIONS POLICY 08-01-06

Amended/Repealed By-law Number(s):



THE CORPORATION OF THE CITY OF THUNDER BAY BY-LAW NUMBER BL 61/2022

A By-law to amend By-law 203-1996, being a by-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Investment Policy Statement – Corporate Policy 05-01-04; Payment Card Industry Data Security Standard - Corporate Policy 05-01-16; Payment Card Industry Data Security Standard - Information Security Policy - Corporate Policy 05-01-17; Community Partnerships - Corporate Policy No. 05-06-02; Work Life Initiatives - Corporate Policy 06-01-36; Council and Citizen Appointments to Committees and Boards - Corporate Policy No. 08-01-01; Use of Corporate Resources - Corporate Policy No. 08-01-06;

Recitals

1. On October 15th, 1996, the Council of The Corporation of the City of Thunder Bay (“the Corporation”) passed By-law 203-1996, being a By-law to adopt the Corporate Policy Manual for the City of Thunder Bay;
2. The Municipal Act, 2001 requires the adoption, by By-law, of certain policies and amendments to these policies;
3. It is deemed necessary and expedient to amend By-law 203-1996 of The Corporation, including revisions of existing policies as hereinafter provided.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE CITY OF THUNDER BAY ENACTS AS FOLLOWS:

1. That Schedule “A” of By-law 203-1996 be amended by deleting the following policies:

| | |
|----------|---|
| 05-01-04 | Investment Policy Statement |
| 05-06-02 | Community Partnerships |
| 06-01-36 | Work Life Initiatives |
| 08-01-01 | Council and Citizen Appointments to Committees and Boards |
| 08-01-06 | Use of Corporate Resources: Municipal Elections |

2. That Schedule “A” of By-law 203-1996 be amended by adding the following policies:

| | |
|----------|--|
| 05-01-04 | Investment Policy Statement |
| 05-01-16 | Payment Card Industry Data Security Standard |
| 05-01-17 | Payment Card Industry Data Security Standard – Information Security |
| 05-06-02 | Community Partnerships |
| 06-01-36 | Work Life Initiatives |
| 08-01-01 | Council and Citizen Appointments to Committees and Boards |
| 08-01-06 | Use of Corporate Resources: Municipal Elections |

3. This By-law shall come into force and take effect on the date it is passed.

Enacted and passed this 22nd day of August, A.D. 2022 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

Mayor

Dana Earle

Deputy City Clerk

Corporate Policy

Policy No. 05-01-04

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Effective Date 02/07/2022

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| SECTION: | FINANCIAL SERVICES |
| DEPARTMENT/DIVISION: | CORPORATE SERVICES & LONG TERM CARE (FINANCIAL SERVICES) |
| SUBJECT: | INVESTMENT POLICY STATEMENT |

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to govern the management of the Corporation's investment portfolio.

PURPOSE

To establish a formal written Investment Policy Statement that summarizes and defines the investment objectives, risk tolerance and liquidity needs and investment horizon for the City's investment portfolio.

OVERVIEW

Municipalities that are subject to the *Municipal Act, 2001* (the "**Act**") have no general power to invest money. Such powers must be found either in express provisions of the Act or by necessary implication.

Historically, municipalities that are subject to the Act had very limited express investment powers under section 418 of the Act. Section 418 continues to apply to all municipalities that are subject to the Act unless they elect to pass a by-law pursuant to the new section 418.1. Section 418 of the Act provides that "money that is not required immediately" can only be invested in securities prescribed by the Province in O. Reg. 438/97 (the "**Regulation**"). These prescribed securities are generally referred to as the "Legal List Securities" and are included in Part I of the Regulation.

Effective January 1, 2019, the new section 418.1 of the Act came into force. Section 418.1 provides that "money that is not required immediately" can be invested under that section in any security, provided that in making the investment the municipality exercises the care, skill, diligence and judgment that a prudent investor would exercise in making the investment. If a municipality elects to pass a by-law under section 418.1, the effect will be that its "money that is not required immediately" must be invested in accordance with the prudent investor regime. The rules, conditions and procedures that apply to investments under section 418.1 are set out in Part II of the Regulation.

Investing "money that is not required immediately" (MNRI) in Legal List Securities or in accordance with the prudent investor regime are mutually exclusive alternatives. That is to say, section 418 does not apply to a municipality that has adopted the prudent investor regime under section 418.1.

Every municipality, regardless of whether section 418 or 418.1 applies to it, has MNRI and also money that is required immediately (MRI). Municipalities retain the management and control of their MRI. The Act does not include any express provisions that deal with the investment of MRI. However, it is consistent with prudent practice to invest such money until it is actually spent, in order to preserve the capital value of that money. Accordingly, it is necessarily implied that a municipality has the power to invest such money on a short-term basis. Because the Act is silent as to how municipalities are to deal with MRI and because of the historical investment powers under the Act, a conservative approach is to invest MRI in appropriate Legal List Securities, for example, a fully liquid High Interest Savings Account (HISA).

Municipalities that elect to pass a by-law pursuant to the new section 418.1 include in their investment policy (i) the basis upon which they distinguish between MNRI and MRI, and (ii) principles governing the investment of each category of money. This Investment Policy Statement (IPS) is intended to respond to the foregoing requirements.

1. GLOSSARY AND DEFINITIONS

The following capitalized terms are defined terms which have the meanings set out below:

Act: means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.

Agent: means any administrator, Custodian, payment servicer, portfolio manager, investment counsel, consultant, banker, broker, dealer or other service provider engaged or appointed by ONE JIB and authorized by ONE JIB to exercise any of the functions of ONE JIB pursuant to a written agreement, in the manner and to the extent provided in the Regulation and without limiting the generality of the foregoing, Agent includes ONE Investment.

Asset Class: An asset class is a specific category of assets or investments, such as cash, fixed income, equities, alternative investments, real estate etc.

Asset Mix (or Asset Allocation): means the proportion of each asset class in a portfolio. Asset classes include bank deposits, money market securities, bonds and equities, among other things.

Authorizing By-law: means a by-law of a Founding Municipality which authorizes: (i) the entering into of the Initial Formation Agreement; (ii) the establishment of ONE JIB; (iii) the approval of the Client Questionnaire and the adoption of the IPS; and (iv) the entering into of the ONE JIB Agreement.

Benchmark: means an index that is representative of a specific securities market (e.g. the S&P/TSX Composite Index, the FTSE/TMX 91 Day T-bill Index,

etc.) against which investment performance can be compared. Performance benchmarks refer to total return indices in Canadian dollar terms.

CFA Institute: refers to the global, not-for-profit professional association that administers the Chartered Financial Analyst (CFA) and the Certificate in Investment Performance Measurement (CIPM) curricula and examination programs worldwide, publishes research, conducts professional development programs, and sets voluntary, ethics-based professional and performance reporting standards for the investment industry.

City: means The Corporation of the City of Thunder Bay.

Credit Risk: means the possibility of a loss resulting from a borrower's failure to repay a loan or meet contractual obligations. That is, the risk that a lender may not receive the owed principal and interest.

Custodian: means a specialized financial institution that is responsible for safeguarding a municipality's investments and is not engaged in "traditional" commercial or consumer/retail banking. Global custodians hold investments for their clients in multiple jurisdictions around the world, using their own local branches or other local custodian banks ("sub-custodians" or "agent banks").

Derivative: A derivative is a contract between two or more parties whose value is based on an agreed-upon underlying financial asset (like a security) or set of assets (like an index). Common underlying instruments include bonds, commodities, currencies, interest rates, market indexes, and stocks.

Environmental, Social and Governance (ESG) Investing: means considering and integrating ESG factors into the investment process, rather than eliminating investments based on ESG factors alone. Integrating ESG information can lead to more comprehensive analysis of a company.

External Portfolio Managers: means external third-party investment management firms whose investment offerings are accessed by ONE JIB directly or through services provided to a Pooled Fund. External Portfolio Managers are agents authorized by ONE JIB in accordance with Part II of the Regulation.

Interest Rate Risk: refers to the possibility that the value of a bond or other fixed-income investment will suffer as the result of a change in interest rates. Interest rate risk can be managed to help improve investment outcomes.

Internal Controls: means a system of controls that may include authorities, policies, procedures, separation and segregation of duties, compliance checks, performance measurement and attribution, reporting protocols, measures for safekeeping of property and data, and the audit process.

Investment Plan: means the investment plan applicable to the Long-Term Funds investments and adopted by ONE JIB under the Regulation, as it may be amended from time to time.

Investment Policy Statement (IPS): means the investment policy applicable to the Municipality's investments adopted and maintained by the Council of the Municipality for Long-Term Funds under the Regulation, and for Short-Term Funds, as the same may be amended from time to time. The IPS may also apply to the money and investments held by the Municipality for the benefit of persons other than the Municipality itself and may make reference to source(s) of money in which the Municipality may have an indirect interest but which the Municipality has no authority to invest.

JIB: is short for Joint Investment Board and means a joint municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of Part II of the Regulation.

Legal List Securities: means the securities and other investments and financial instruments that are included from time to time in Part I of the Regulation.

Leverage: means an investment strategy of using borrowed money—specifically, the use of various financial instruments or borrowed capital—to increase the potential return of an investment. Typically leverage also tends to increase investment risks.

Local Distribution Corporation or LDC: means a corporation incorporated under section 142 of the *Electricity Act, 1998*.

Long-Term Funds: means money that the municipality has defined as long-term and characterized as money that is not required immediately by the Municipality as described in section 5.2. Monies that are Long-Term Funds will be invested in accordance with the Prudent Investor Standard.

Modern Portfolio Theory: means a theory of portfolio management that looks towards the portfolio as a whole, rather than towards the prudence of each investment in the portfolio. This is found in the CFA Institute Standards of Practice Handbook.

Municipality: means The Corporation of the City of Thunder Bay.

ONE JIB: means ONE Joint Investment Board, established by certain founding municipalities under section 202 of the Act as a JIB for purposes of Part II of the Regulation, which is the duly appointed JIB for the Municipality, as constituted from time to time and which acts in accordance with the Act, the Regulation, the ONE JIB Agreement, including the Terms of Reference, this IPS and the Investment Plan.

ONE JIB Agreement: means the agreement effective as of March 2, 2022, entered into in accordance with the requirements of the Regulation, pursuant to which ONE JIB has control and management of the Municipality's Long-Term Funds.

Outcome: in the context of the municipality's IPS the word 'outcome' is used interchangeably with 'solutions'. Investment outcomes are a set of investment

allocations with varying risk/return characteristics. The outcomes assigned to each investor are intended to reflect the needs and circumstances of the municipality. MNRI may be invested into several outcomes based on the characteristics of the municipality's accounts/reserves and its saving and spending needs.

ONE JIB's Outcome Framework: a set of Investment Outcomes designed by the ONE JIB to categorize the potential goals of investing MNRI. Each Outcome has a unique Asset Allocation with risk/return characteristics that are aligned with the intended use of the funds assigned to the outcome.

Participating Municipality: means from time to time each of the municipalities for whom ONE JIB acts as the JIB under the terms of the ONE JIB Agreement.

Pooled Fund: means a unit trust established under a trust instrument, generally not available to the public, in which institutional, sophisticated or high net worth investors contribute funds that are invested and managed by an External Portfolio Manager. Funds are pooled or combined with funds of other investors.

Portfolio: means any collection of funds that are grouped together and required for specific purposes.

Proxy Voting: means a legal transfer to another party of a shareholder's right to vote thereby allowing shareholders who cannot attend meetings to participate. External Portfolio Managers usually vote proxies on behalf of their clients.

Prudent Effective Date: means the date on which the prudent investor regime applies to the Municipality.

Prudent Investor Standard: means the standard that applies when the Municipality invests money that it does not require immediately under section 418.1 of the Act. It requires the Municipality to exercise the care, skill, diligence and judgment that a prudent investor would exercise in making such an investment and the standard does not restrict the securities in which the Municipality can invest. The Prudent Investor Standard makes use of Modern Portfolio Theory and applies the standard of prudence to the entire portfolio in respect of the Municipality's Long-Term Funds rather than to individual securities. It identifies the fiduciary's central consideration as the trade-off between risk and return as found in the CFA Institute Standards of Practice Handbook.

Regulation: means Ontario Regulation 438/97.

Risk: means the uncertainty of future investment returns.

Risk Tolerance: means the financial ability and willingness to absorb a loss in return for greater potential for gains.

Securities Lending: means loaning a security to another market participant. The borrower is required to deliver to the lender, as security for the loan, acceptable

collateral with value greater than the value of the securities loaned. The Securities Lending program is managed by the Custodian on behalf of investors. A Securities Lending program is widely used by institutional investors to generate additional marginal returns on the total portfolio.

Short-Term Funds: means money that is required immediately by the Municipality as described in section 5.1 and which remains under the control and management of the Municipality. The funds can be invested in appropriate Legal List Securities.

Sinking Fund: means a fund established to fulfil the requirements to make annual contributions in respect of various debenture issues wherein money is to be regularly set aside for the payment of the principal of the debentures at maturity.

Sinking Fund Required Contributions (Annual Sinking Fund Requirement): means the amount of money to be set aside each year for deposit into a sinking fund or a retirement fund, as applicable, for each sinking fund and term debenture issue in accordance with the Municipality's debenture by-laws.

Sinking Fund Required Earnings: means the investment earnings needed for the Sinking Fund Contributions to continue to grow to a value sufficient to repay the principal at maturity for each issue of sinking fund and term debentures.

Sinking Fund Excess Earnings: means the investment earnings in excess of the required earnings.

Tbaytel: means the Municipal Service Board, established by The Corporation of the City of Thunder Bay By-law #257-2004, to govern, control, maintain, operate and manage the City's provision of telecommunication services.

Treasurer: means the position of General Manager-Corporate Services & Long Term Care and City Treasurer.

2. PURPOSE AND LEGISLATIVE FRAMEWORK

2.1 Purpose of Policy

This IPS governs the investment of the Municipality's MNRI and MRI. It is intended, among other things, to direct the [Treasurer] in the investment of MRI and to direct ONE Joint Investment Board (ONE JIB) in the investment of MNRI by implementing the Authorizing By-law 10/2022 pursuant to which the Municipality authorized the establishment of guidelines for the prudent management of the Municipality's MNRI pursuant to section 418.1 of the Act.

In addition to the Municipality's MRI and MNRI, the Municipality is from time to time entrusted with the management of money and investments for a third-party beneficiary ("third-party trust funds").

There are also source(s) of money in which the Municipality may have a direct or indirect interest but which the Municipality currently has no authority to invest. Such source(s) of money, referred to in this IPS as "designated funds", are listed in Schedule A attached hereto. The designated funds are identified in this IPS for the sole purpose of enabling the Municipality to better see, on an aggregated basis, the various financial assets in which the Municipality has an interest. The Municipality is not responsible for the investment activities or performance of designated funds. Designated funds listed in Schedule A are not considered by the Municipality to be MNRI and are in no way subject to the control or management of ONE JIB.

The goals of this IPS are to:

- Define and assign responsibilities for investment of MRI and MNRI;
- Describe the Municipality's responsibilities with respect to third-party trust funds and designated funds
- Ensure compliance with the applicable legislation;
- Direct ONE JIB as to the Municipality's investment goals and risk tolerance;
- Provide guidance and limitations regarding the investments and their underlying risks;
- Establish a basis of evaluating investment performance and the underlying risks; and,
- Establish a reporting standard to Council.

This IPS applies to employees of the Municipality, to ONE JIB and to the employees of ONE Investment. ONE JIB, the Treasurer, and any agent or advisor providing services to ONE JIB in connection with the investment of the portfolio shall accept and strictly adhere to this IPS.

2.2 Governing Legislation

Investments of MRI will, in accordance with this IPS, only be made in Legal List Securities.

Investments of MNRI are governed by the Prudent Investor Standard in accordance with Section 418.1 of the Act. This standard is similar to that which governs trustees and pension fund administrators and creates a fiduciary responsibility. Prudent investment in compliance with the Act and the Regulation enhances the potential for the Municipality to earn improved risk-adjusted rates of return.

Money and investments that the Municipality holds as third party trust funds or has an interest in as designated funds will be subject to applicable legislation and any related agreements or instruments.

The Act provides that the Municipality must consider the following criteria in planning investments of MNRI, in addition to other criteria relevant to the circumstances:

- General economic conditions;
- The possible effect of inflation or deflation;
- The role that each investment plays within the Municipality's total portfolio of investments;
- The expected total return from income and the appreciation of capital; and
- Needs for liquidity, regularity of income and preservation or appreciation of capital.

2.3 Prudent Investor Standard

For MNRI, the standard to be used by the Municipality and ONE JIB shall be the Prudent Investor Standard as required by section 418.1 of the Act and Part II of the Regulation in the context of managing the Municipality's MNRI and investments thereof. Investments shall be made with the care, skill, diligence, and judgment, taking into account the prevailing circumstances, that persons of prudence, discretion and integrity would exercise in the management of investments, considering the necessity of preserving capital as well as the need for income and appreciation of capital. The Act includes a duty to obtain the advice that a prudent investor would obtain under comparable circumstances.

As well, the Prudent Investor Standard makes use of Modern Portfolio Theory, which looks towards the portfolio as a whole, rather than towards the prudence of each investment in the portfolio.

Officers, employees and investment agents acting in accordance with written procedures and the IPS and exercising due diligence shall take all necessary actions to optimize performance of investments on a portfolio basis, taking into account the prescribed risk and other parameters set out in this IPS and market factors.

3. MONEY REQUIRED IMMEDIATELY AND MONEY NOT REQUIRED IMMEDIATELY

3.1 Determination of MNRI and MRI

Determination of the Municipality's MNRI is the responsibility of Council. In making the determination, Council may consider:

- the time horizon within which the monies are needed to meet financial obligations;
- the purpose for which the monies have been collected or set aside and are to be used;
- the source of the money; or
- any combination of the foregoing

There is no widely accepted definition of how MRI or MNRI are defined and no guidance is provided in the applicable legislation. Some, like the

Toronto Investment board, have used a time-based definition (funds needed within 18 months) as their definition. The municipality has the responsibility to define the basis of MNRI in a way that is most appropriate for their circumstances.

The Municipality has defined MRI as monies required within 18 months.

For certainty, all money and investments of the Municipality that have not been identified as MNRI (other than third-party trust funds and any designated funds referenced in Section 2.1) shall be deemed for purposes of this IPS to be MRI.

Determination of the Municipality's MNRI and MRI may be modified at any time and from time to time by action of Council and with respect to specific funds by the Treasurer in accordance with the provisions of Section 6.2.

Any changes in this IPS regarding the Municipality's MNRI and MRI must be communicated immediately in writing to ONE JIB.

3.2 Overview of Portfolios

The Municipality's portfolios represent funds required for specific purposes. A high-level description of each of these portfolios and their objectives is provided in Section 5 below. This IPS applies to the following money of the Municipality, its agencies, boards and commissions including:

- MRI which is invested in appropriate Legal List Securities; and/or
- MNRI which is invested under the Prudent Investor Standard.

4. ROLES AND RESPONSIBILITIES

4.1 Role of ONE JIB

ONE JIB has been appointed by the Municipality in accordance with the requirements of the Act and the Regulation and on the terms and conditions set out in the ONE JIB Agreement (Appendix I).

ONE JIB exercises control and management of the Municipality's MNRI and the investments made by it in accordance with the objectives and risk tolerance established in this IPS.

Among the responsibilities of ONE JIB are the following:

- Reviewing this IPS;
- Adopting and maintaining an Investment Plan that complies with this IPS;
- Engaging External Portfolio Managers, Custodians, administrators and other investment professionals (Agents);

- Allocating the money and investments under its control and management among External Portfolio Managers;
- Monitoring the performance of the Agents; and,
- Reporting to the Municipality.

The foregoing is subject to the more detailed terms and conditions contained in the ONE JIB Agreement.

4.2 Role of Municipal Staff

This IPS is approved and adopted by Council with input from the Treasurer, and from ONE JIB with respect to MNRI. MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, remain under the control and management of the Treasurer.

Consistent with this IPS, the Treasurer is responsible for the implementation of the investment program and the establishment of investment procedures which shall include:

- Investment management of MRI and any third-party trust funds referenced in Section 2.1 by, or under the direction of, the Treasurer;
- The deposit or withdrawal of MNRI, under the explicit delegation of authority regarding MNRI, and the investment thereof, to ONE JIB, which is responsible for the control and management of such funds and investments; and,
- A system of controls exercised by the Treasurer to regulate the activities of municipal staff.

No person including, without limitation, ONE JIB, may engage in an investment transaction except as provided under the terms of this IPS.

In the management of MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, the Treasurer may engage one or more agents and service providers. ONE Investment can assist with the investment of the Municipality's MRI, in Legal List Securities, and with the investment of third-party trust funds, in accordance with the terms of the applicable trust, if permitted, at the request of the Municipality.

4.3 Ethics and Conflicts of Interest

Individuals who are responsible for The Corporation of the City of Thunder Bay's Short-Term Portfolio shall comply with the City of Thunder Bay's Employee Code of Conduct and the relevant sections of the CPA Code of Professional Conduct.

ONE JIB, in its capacity as a joint municipal service board, in addition to being a local board of each member Municipality is subject to a Code of Conduct as required by the *Municipal Act*, 2001 (the "Act"). This Code of

Conduct applies to the Chair and the other Members of ONE JIB acting in their capacity as Members of ONE JIB.

5. INVESTMENT

5.1 MRI: Short-Term Funds

The Municipality's MRI is described in this IPS as Short-Term Funds. Short-Term Funds consist of money needed to meet the short-term financial obligations of the Municipality and are controlled and managed by the Treasurer.

5.1.1 Short-Term Funds: Investment Objectives

The main focus of the investment of Short-Term Funds is cash management, and the interest income generated by the investment of these funds contribute to municipal revenues.

Capital preservation is the paramount objective for short-term investments, and these investments need to be highly liquid. Consequently, only high quality, short-term investments that are also Legal List Securities will be held in this portfolio. The Municipality may invest in fully liquid money market securities and deposit accounts. The Municipality aims to maximize returns subject to the constraints set out in Part I of the Regulation, as amended from time to time, with a view to preserving capital and to further manage risk through diversification by issuer and credit quality.

5.1.2 Short-Term Funds: Eligible Investments

Short-Term Funds may be invested in high quality, short-term investments that are also Legal List Securities available from banks, dealers and other financial institutions. Investments issued or guaranteed by approved institutions will be permitted by this Policy, as deemed eligible by Ontario Regulation 438/97 or as authorized by subsequent provincial regulations. Investments will be limited to securities issues maintaining a minimum credit rating by an appropriate credit rating agency.

Eligible investments include the following offerings by ONE Investment:

- ONE Investment High Interest Savings Account;
- ONE Investment Money Market Portfolio; and,
- ONE Investment Canadian Government Bond Portfolio

Investment in the foregoing is subject to the Municipality entering into the prescribed Agency Agreement with LAS and CHUMS.

For MRI, the Municipality has established a High Interest Savings Account ("HISA") with the ONE Investment Program that can be utilized for the

management of cash flows. The City will communicate on-going cash management requirements with ONE Investment. The cash management will take into consideration the current interest rate environment and the impact of potential realized gains or losses in the Portfolio.

5.2 MNRI: Long-Term Funds

The Municipality's MNRI is described in Section 3.2 as Long-Term Funds. In accordance with the ONE JIB Agreement and this IPS, ONE JIB has exclusive control and management of the Long-Term Funds and the investments made therewith.

From time to time, the Municipality may require money immediately to meet financial obligations and may require ONE JIB to liquidate one or more investments in order to generate money to pay those obligations. ONE JIB will select the investment(s) to be liquidated. The timing of such liquidation will be determined by ONE JIB in consultation with the Treasurer.

5.2.1 Long-Term Funds: Investment Objectives

In setting the objectives noted below, the Municipality has taken into account the following considerations:

- Preservation of capital;
- Adequate liquidity that takes into account the needs of financial obligations and reasonably anticipated budgetary requirements;
- Diversification by asset class, market, sector, issuer, credit quality and term to maturity;
- Income and capital appreciation; and,
- Macro risks, such as inflation, economic growth and interest rates.

The municipality's Investment objectives for its Long-Term funds (MNRI) can be achieved via allocations to the Outcomes defined within the ONE JIB's Outcome Framework. A summary of this framework is described in Table 1 below.

Table 1:

| Outcome Category | Outcome Strategy | Objective | Risk Tolerance, Liquidity | Investment Horizon |
|------------------|------------------|--|---|----------------------|
| Cash | Cash | Preservation of capital | Low risk; high liquidity | < 3 years |
| Stable Return | Stable Return | Income generation. To generate returns to fund recurring needs | Moderate risk with emphasis on growth and stable returns, | >5 years (Perpetual) |

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|-------------|------------------------|--|---|-----------------------|
| | | | regular liquidity | |
| Contingency | Contingency | Contributions for unexpected and infrequent events | Higher risk, emphasis on longer-term capital growth with some liquidity | > 5 years (Perpetual) |
| | Asset mgt reserves | Contributions to generate returns to fund asset management reserves | Higher risk, emphasis on longer-term capital growth; low liquidity | >10 years (Perpetual) |
| Target Date | Target Date 3-5 years | Preservation of capital | Low risk; high liquidity | 3-5 years |
| | Target Date 5-10 years | Contributions toward capital projects, mitigate inflation impacts and meet target funding requirements | Moderate risk, liquid | 5-10 years |
| | Target Date 10+ years | Contributions toward capital projects, mitigate inflation impacts and meet target funding requirements | Higher risk, emphasis on long term inflation-adjusted growth | >10 years |

Investment of Long-Term Funds is managed by ONE JIB, which balances expected investment risks and returns to generate asset mixes that create outcomes to meet the Municipality's needs and risk tolerances. Risk mitigation is achieved primarily through the diversification of investment types. For example, assets will be invested in a mix of fixed income, equity, and other investments in order to help balance volatility and returns. Returns have an impact on revenues, as well as a longer-term impact on future years' budgets and should, at a minimum, keep pace with inflation. To the extent possible, the Long-Term Funds' investment horizons are aligned with the Municipality's obligations and cash flow requirements and may consist of liquid and non-liquid securities based on future cash flow requirements.

5.2.2 Long-Term Funds: Eligible Investments

Eligible investments for Long-Term Funds include any Pooled Fund or other collective investment vehicle or institutional investment management product sponsored or managed by ONE Investment for the Prudent Investment Program (Prudent Investment Offering), provided always that the products and the selection of products comply in all material responses with the IPS and that the ONE JIB has approved them as part of the municipality's investment plan.

Additionally, nothing in this IPS prevents Long-Term Funds from being held in cash, short term money market instruments, or overnight deposits.

5.2.3 Long-Term Funds: Sinking Funds

The Municipality does not hold any sinking funds.

5.2.4 Long-Term Funds: Local Distribution Corporation (LDC) Securities

The Thunder Bay Hydro Corporation is wholly owned by the City and provides regulated and unregulated electric utility services and complimentary commercial services. Thunder Bay Hydro Corporation includes its majority-owned subsidiary SYNERGY NORTH Corporation and its wholly-owned subsidiaries Thunder Bay Hydro Utility Services Inc. and Thunder Bay Hydro Renewable Power Incorporated. The investment in Thunder Bay Hydro Corporation included in the City's 2020 Consolidated Financial Statements is \$106.3 million. Included in this investment is a promissory note of \$26.5 million.

The LDC shares and the promissory note are considered restricted, special assets and remain in the custody of the City. The LDC shares and the promissory note are to be viewed as separate standalone investments with the subject matter expertise and administrative functions remaining under the purview of the City. Council retains direct, *de facto* control of the LDC shares and the promissory note and ONE JIB shall adhere to all terms and conditions as directed. More specifically, Council directs all acquisition and disposition decisions related to current and future LDC assets. Any voting related to the LDC shares will be undertaken solely by the City.

The investment in the LDC shares and the promissory note will not be included in calculations regarding asset mix/allocations or other constraints that apply to the Long-Term Funds.

ONE JIB is prohibited from selling, transferring, assigning or pledging either the LDC shares or the promissory note without the authority of the Municipality.

5.2.5 Long-Term Funds: Other Funds

The Municipality does not hold any other Long-Term Funds.

5.3 Third-Party Trust Funds and Designated Funds

In addition to the Municipality's own money, the Municipality is from time to time entrusted with third-party trust funds, and the Municipality's responsibilities and obligations with respect thereto may be subject to other legislation and governed by other agreements and instruments. To the extent that there is any conflict or inconsistency between the provisions of this IPS and the terms and conditions contained in such other legislation, agreements or instruments applicable to third-party trust funds, the latter shall prevail.

The Municipality's third-party trust funds and the designated funds are listed in Schedule A.

For certainty, the third-party trust funds and the designated funds are not MNRI of the Municipality, and such funds are not under the control or management of ONE JIB.

5.4 Investment Management

5.4.1 Investment Management of Short-Term Funds

The investment of Short-Term Funds shall be controlled and managed by the Treasurer.

5.4.2 Investment Management of Long-Term Funds

The investment of Long-Term Funds shall be controlled and managed by ONE JIB in accordance with this IPS. An investment advisor shall be retained by ONE JIB to define and manage the asset allocation using External Portfolio Managers.

Competent External Portfolio Managers shall be appointed by ONE JIB and they shall enter into an agreement with ONE Investment that complies with this IPS and Part II of the Regulation and provide compliance and performance reports. In accordance with the applicable regulatory requirements, ONE JIB shall make any External Portfolio Manager changes deemed in the best interest of the Municipality. For each External Portfolio Manager, ONE Investment shall agree on a set of operational guidelines including constraints, discretion limits, diversification and quality standards, and performance expectations, which are documented in each External Portfolio Manager's guidelines.

5.5 Transition to Prudent Investor Regime

Until the Prudent Effective Date, the Municipality will continue to control and manage its MRI, MNRI and investments in Legal List Securities. Some of such investments were made with MRI and some with MNRI.

Upon and after the Prudent Effective Date, the control and management of money and investments that are determined to be not required immediately shall be given to ONE JIB. Nothing in this IPS requires that such investments need be liquidated or disposed of. It is not contrary to this IPS for investments that the Municipality does not require immediately to be held, and to continue to be held by, ONE JIB in instruments such as term deposits, guaranteed investment certificates or principal protected notes issued by a financial institution to be held to maturity and invested upon receipt of cash proceeds.

Management of third-party trust funds and any designated funds is not directly affected by the Prudent Effective Date.

5.6 Investment Constraints

5.6.1 *Environmental, Social and Governance (ESG) Investing*

The Corporation of the City of Thunder Bay supports ESG investing for Short-Term and Long-Term Funds. The City believes that well-managed companies are those that demonstrate high ethical and environmental standards and respect for their employees, human rights, and the communities in which they do business, and that these actions contribute to long term financial performance.

For the investment of Long-Term Funds, ONE JIB is required to explore how External Portfolio Managers are implementing responsible investing principles at the time of hiring and during periodic reviews. It may report on results periodically, if requested. Accommodating specific ESG considerations may not be possible either due to availability or to costs.

5.6.2 *Securities Lending*

For the investment of Short-Term Funds securities lending is not permitted.

For the investment of Long-Term Funds, the Municipality may invest in pooled funds, and other investment funds that are controlled by an External Portfolio Manager who may engage in Securities Lending if the policies of the External Portfolio Manager that apply to such pools permit such an action.

5.6.3 Derivatives

Derivatives may not be used for speculative purposes. They may be used for the investment of Long-Term Funds where they are fully covered by a backing asset, e.g., as for currency or other hedging, to change portfolio duration or in covered call strategies.

5.6.4 Use of Leverage

Nothing in this IPS prevents the use of leverage, provided it is prudent to do so. Leverage is inherent in the use of certain types of investment strategies and instruments. Where leverage is employed, ONE JIB (for MNRI) and the Treasurer (for MRI) shall have in place monitoring procedures to manage overall exposure to any counterparty and in the aggregate Leverage is not a strategy currently employed by ONE JIB but may be considered at a later date.

5.6.5 Pooled Funds

All investment strategies may be pursued directly through holdings of corporate and government issuers and indirectly via pooled funds and investment funds or any combination thereof. The investment strategies may also include allocations to cash or short-term investment vehicles.

5.6.6 Currency Hedging

The Short-Term Portfolio will not utilize currency hedging.

The Municipality's funding requirements are in Canadian dollars. However, some exposure to foreign currencies in the Long-Term Portfolio is expected and necessary to provide diversification and potentially enhance returns. Therefore, it shall not be a violation of this IPS for investments in global mandates to be unhedged, in whole or in part, where the diversification benefits embedded in the currency exposure are considered to be beneficial or desirable by ONE JIB.

5.6.7 Prohibited Investments

Investments in no event may be made in foreign direct investment in countries subject to Canadian or UN economic sanctions.

5.7 Performance Monitoring, Rebalancing and Management

5.7.1 Short-Term Funds

The Municipality holds a High Interest Savings Account ("HISA") with the ONE Investment Program that can be utilized for the management of cash flows. The City will communicate on-going cash management requirements with ONE Investment. The cash management will take into consideration the current interest rate environment and the impact of

potential realized gains or losses in the Portfolio. Refer to the Investment Policy for Short-Term Funds outlined in Appendix II.

5.7.2 Long-Term Funds

For the investment of Long-Term Funds, each account's asset mix will be monitored on a periodic basis by ONE JIB. Should the asset mixes deviate outside the ranges set out in the Investment Plan, the account will be rebalanced as soon as practicable taking into consideration variations in market liquidity and the investment objectives. Cash inflows /outflows will be used to rebalance as much as possible. If they are insufficient, investments will be sold in a commercially reasonable manner and reallocated as required.

Investments are expected to achieve returns at least equal to their benchmarks measured over a rolling five-year period. ONE JIB shall provide at least annual reporting described in Section 6.6 that demonstrates the Municipality's holdings, declares compliance with this IPS and shows External Portfolio Manager performance.

6. ADMINISTRATIVE POLICIES

6.1 Flow of Funds and Annual Municipal Budget

6.1.1 Transfer to ONE JIB as Part of Budget Process

On an annual basis, as part of the Municipality's budget process, the Municipality shall identify the amount, if any, of Long-Term Funds that it holds. Any Long-Term Funds not already under the control and management of ONE JIB shall be transferred to ONE JIB as soon as practicable.

6.1.2 Transfer to Municipality as Part of Budget Process

On an annual basis, as part of the Municipality's budget process, ONE JIB shall be notified by the Treasurer as to the amount, if any, required by the Municipality from the Long-Term Funds then under the control and management of ONE JIB for the Municipality's operational purposes. Such amount shall be deemed to be Short-Term Funds and shall be returned to the Municipality in a lump sum or by way of periodic payments, as directed by the Treasurer.

6.2 Flow of Funds Otherwise than through the Budget Process

6.2.1 Surplus Funds

The Short-Term Funds capture revenues received by the Municipality during each year after the approval of the Municipality's budget for the year. Any amounts deemed to be surplus by the Treasurer at any such time during the year shall be transferred to ONE JIB to be under its

management and control as Long-Term Funds. Amounts so transferred will be recorded annually in the Investment Plan and allocated by ONE JIB in accordance with the Investment Plan.

6.2.2 Contingencies

The Treasurer is authorized, from time to time after the approval of the Municipality's budget, to direct ONE JIB to return any amounts determined by the Treasurer to be required to meet expenditures for unexpected contingencies not anticipated by the Municipality's budget in force for that year, provided however that the aggregate of the amounts to be returned to the Municipality under this Section 6.2.2 during the year shall not exceed [25%] of the Long-Term Funds under the control and management of ONE JIB as at the date that the Municipality approved its budget for the year (the Budgeted Long-Term Funds). In determining the Budgeted Long-Term Funds for purposes of calculating the 25% limit, any Long-Term Funds to be transferred to the control and management of ONE JIB in accordance with that year's budget pursuant to Section 6.1.1 shall be included and any amount to be returned by ONE JIB to the Municipality pursuant to Section 6.1.2 shall be excluded.

6.3 Valuation of Investments

Investments shall be valued according to the values provided by the Custodian(s). For the investment of Long-Term Funds, values of unitized vehicles shall be valued according to the unit values published daily by the Custodian. Other investments shall be valued at their market value when that is available from regular public trading. If a market valuation of an investment is not available, then a fair value shall be supplied by the External Portfolio Manager to the Custodian no less frequently than quarterly.

6.4 Voting Rights

Subject to the provisions of Section 5.2.4 with respect to LDC securities, where External Portfolio Managers have been appointed, such External Portfolio Managers shall assume the responsibility of exercising voting rights and will report their voting policies to ONE JIB annually. The Municipality may access these policies at any time.

6.5 Internal Controls

The Treasurer shall establish an annual process of review of all investments made under this IPS. This review will provide internal control by assuring compliance with governing legislation and with policies and procedures established by the Treasurer. To the extent ONE JIB's input is needed, these requirements will be communicated in advance to ONE JIB.

6.6 Custodians

All investments and assets of the investment portfolios shall be held by a Custodian and any of the Custodian's sub-custodians or nominees. For Long-Term Funds, the Custodian shall be acceptable to ONE Investment. For Short-Term Funds the Custodian shall be acceptable to ONE Investment if ONE Investment is administering the investment of the Municipality's Short-Term Funds, otherwise the Custodian shall be acceptable to the Municipality.

6.7 Reporting

6.7.1 Short-Term Funds

For the investment of Short-Term Funds, the Treasurer shall report at least annually to Council, such report to be in such form and contain such content as Council may request. The report to Council shall include investment performance during the period covered and such other information as required under regulation and as the Treasurer may consider to be pertinent.

6.7.2 Long-Term Funds

The Regulation provides that ONE JIB shall submit an investment report to Council in respect of the investment of Long-Term Funds at least annually. Such report shall include the following.

- Investment performance during the period covered by the report;
- Asset mix of the total portfolio;
- A listing of individual investments held at the fund level at the end of the reporting period showing, where appropriate, their average term to maturity and yield relative to the benchmark, book value, market value, realized/unrealized gains/losses and actual income received;
- Dates of all transactions including the purchase and sale prices;
- A statement by the Treasurer as to whether all investments were made in accordance with the IPS and as to whether all investments were made in accordance with the Investment Plan; and
- Any other pertinent information in the opinion of the Treasurer.

All securities invested on behalf of the Municipality by ONE JIB or with the assistance of ONE Investment shall be held for safekeeping in the name of the Municipality by a Custodian, which shall provide monthly reporting showing all securities held, their book values, market values and all income received.

7. SUBSEQUENT MODIFICATIONS AND EFFECTIVE DATE

7.1 Modifications to the IPS

At least annually, Council shall review the IPS and update it, if required. In the course of reviewing the IPS, Council may request comments from the Treasurer with respect to the investment of Short-Term Funds and from ONE JIB with respect to the investment of Long-Term Funds.

Following the Council's review of the IPS, ONE JIB shall review the Investment Plan and update it, if required.

At a minimum, the annual review will take into account:

- the adequacy of funding for capital works;
- the Municipality's ability to reduce other spending;
- flexibility of the timeframe to payout; and
- sensitivity to loss.

7.2 Effective Date

This policy will be effective on the date of Council ratification.

SCHEDULE A

THIRD-PARTY TRUST FUNDS AND DESIGNATED FUNDS

Third-Party Trust Funds

The Corporation of the City of Thunder Bay holds Trust Funds as outlined in the Trust Funds Financial Statements for the year ended December 31st audited by external auditors annually. Included are care and maintenance trust funds under the *Funeral, Burial and Cremation Services Act*, 2002 which are to be invested pursuant to the *Trustee Act*.

Designated Funds

The Municipality holds the following designated fund.

Tbaytel

REFERENCES

Section 418, Municipal Act 2001

Ontario Regulation 438/97 and Ontario Regulation 655/05, as amended.

Report R 6/2022

Appendix I: ONE JIB Agreement

Appendix II: Investment Policy for Short-Term Funds

| | | | |
|--|--|--------------|------------|
| APPROVED BY: | City Council | Date: | 02/07/2022 |
| Replacing/Amending: | | | |
| Originating Department: | Corporate Services and Long Term Care (Financial Services) | | |
| Contact: | Director – Financial Services | | |
| Departmental Procedural Manual: | N/A | | |
| Affected Departments: | N/A | | |

| | |
|-----------------------------|---|
| SECTION: | ADMINISTRATIVE SERVICES |
| DEPARTMENT/DIVISION: | CORPORATE SERVICES & LONG TERM CARE / FINANCIAL SERVICES |
| SUBJECT: | PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS) |

POLICY STATEMENT

It is the policy of the City of Thunder Bay that any credit card data stored, processed or transmitted with a City Merchant ID must be protected and security controls must conform to the Payment Card Industry Data Security Standard (PCI DSS). The purpose of PCI DSS is to protect Payment Card Information and prevent loss or disclosure of such information.

PURPOSE

This Policy is intended to identify responsibilities relating to the collection, storage, processing, transmission, access, and security of Payment Card Information of the stakeholders and users of Payment Card Information within the Corporation of the City of Thunder Bay.

CONDITIONS

DEFINITIONS

When a term set out below appears in the text of this Policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in lower case, it is intended to have the meaning ordinarily attributed to it in the English language.

- a) “Breach” occurs when personal information is collected, retained, used, disclosed, or disposed of in ways that do not comply with applicable national and provincial privacy laws.
- b) “City” means The Corporation of the City of Thunder Bay.
- c) “Corporate Standard Confidential Waste Bins” refers to the locked document storage containers provided by the City’s PCI certified document destruction vendor.
- d) “Magnetic strip” refers to the black strip on the back of a Payment Card on which information pertaining to the cardholder is stored.
- e) “Merchant ID” is a unique code provided to the City of Thunder Bay by the City’s payment processor. This code is transmitted along with the cardholder information and can be used for transaction reconciliation.

- f) "PAN" means Primary Account Number.
- g) "Payment Card" means any credit card.
- h) "Payment Card Information" includes cardholder name, card validation code/CVV, expiration date, PAN and contents of the Magnetic Strip.
- i) "PCI" means Payment Card Industry.
- j) "PCI DSS" means Payment Card Industry Data Security Standard.
- k) "PCI Compliance Team" is a group of representatives within the City of Thunder Bay that are responsible for maintaining and advising on PCI Compliance for the Corporation.
- l) "PCI Departmental Coordinators" are representatives within departments who are responsible for ensuring PCI Compliance within their operations.
- m) "PIN" means Personal Identification Number.
- n) "Policy" means this Policy, including related procedures as set out herein.
- o) "POS" means point of sale unit used to process credit card payment.
- p) "SAQ" refers to the PCI DSS Self-Assessment Questionnaires used as a validation tool to assist merchants and service providers in reporting the results of their PCI DSS self-assessment on an annual basis.
- q) "Secure Location" is defined as a permanent storage container, such as a safe, vault, or filing cabinet, in an area not accessible to the public, that has limited/restricted access.

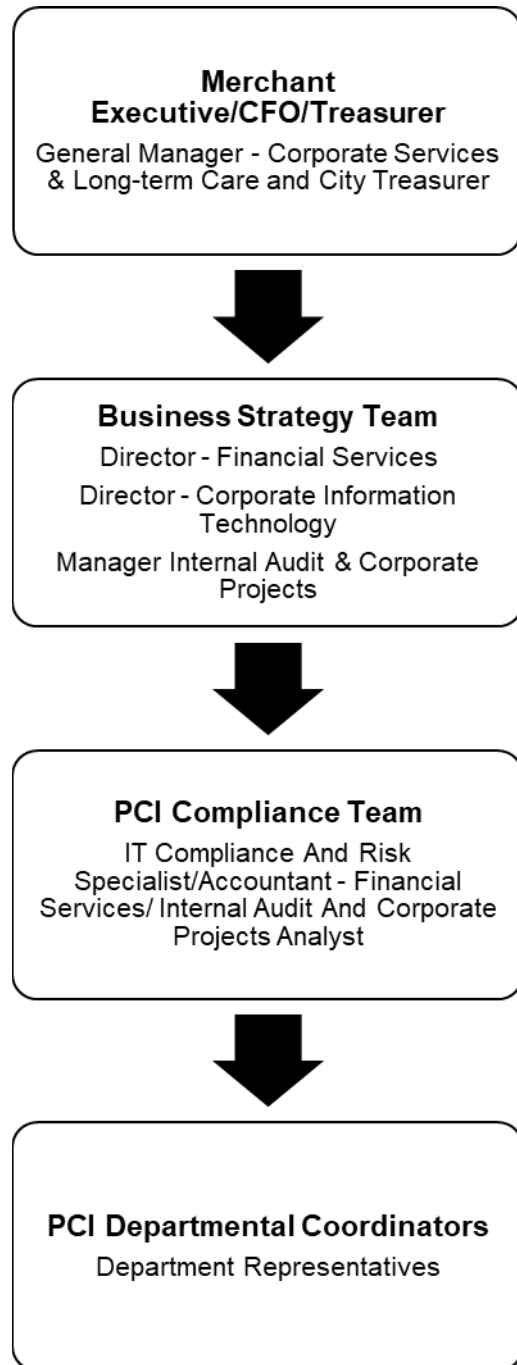
PCI DSS REQUIREMENTS

The PCI DSS is a set of requirements for merchants to follow to secure Payment Card information. These requirements were developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, and the compliance of the PCI standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc.

PCI DSS includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures that are used to ensure the Payment Card Information is protected from fraud, hacking or disclosure.

Governance

PCI DSS requires the City to have a governance body that must be consulted prior to, and approve, any changes related to credit payment processes and/or methods throughout the City's operations.

Governance Structure:

Merchant Executive Officer/CFO/Treasurer – Responsible for overall accountability for the City’s compliance with the PCI DSS and signing authority for the annual Self-Assessment Questionnaire (SAQ).

Business Strategy Team – Responsible for supporting the City in its compliance efforts with the PCI DSS standard. The Team reviews new payment card initiatives and changes being implemented related to PCI which may affect the current and future PCI compliance requirements; brings items to EMT for review or approval (as required).

PCI Compliance Team – Responsible for enforcing and monitoring PCI compliance including any new requirements, evaluating new proposed payment card initiatives, drafting annual SAQ, conducting audits of PCI controls, and providing annual training related to PCI Compliance for the City; liaise with PCI Departmental Coordinators and Business Strategy Team.

PCI Departmental Coordinators – Responsible for the operations/enforcement of the PCI environment in their departments and ensuring the PCI Compliance Team is kept informed of any changes to or issues with payment card processing; ensuring new payment card initiatives are brought to PCI Compliance Team.

Decision Making Process – PCI Departmental Coordinators are expected to work within this policy when reviewing changes to current processes that may impact compliance with the PCI DSS standard. If process changes may impact PCI compliance, decisions will be brought forward to the PCI Compliance Team. If a consensus cannot be achieved, that would impact compliance with this Policy or non-compliance with PCI DSS standard, decisions will be brought forward to the Business Strategy Team. Decisions that would impact compliance with the PCI DSS standard would then be brought forward to the Executive Management Team for a final decision.

Collection, Storage, Processing, Transmission, and Accessing Payment Card Information

1. Merchant IDs associated with the acceptance of Payment Card Information may only be established through the Director - Financial Services, Corporate Services & Long Term Care Department, or designate.
2. Any proposal for new methods, locations or software for the collection, storage, processing, and transmission of Payment Card Information, including new third party vendors, must be approved in advance of implementation by the General Manager - Corporate Services & Long Term Care and City Treasurer, or designate.
3. The third party system must not return credit card numbers, expiration dates, or verification values to the City-based system, nor should Payment Card Information be entered into a computer connected to the corporate network.
4. Acceptable payment methods are:

Card Present Transactions:

- In person

Card Not - Present Transactions:

- Via telephone while entering the information directly into POS unit

- If POS unit not available at time of collection, via telephone while recording in writing the information on Internal Control Form TB4452 “Credit Card Payment Information” prior to entering into the POS unit
 - Third party online PCI DSS compliant portal.
 - CTB PCI DSS compliant portal
5. Voice recordings of cardholder data are not permitted (e.g. program registrations, ticket purchases). Credit card information is not to be accepted via voicemail. Voicemail messages should contain the statement “credit card information will not be accepted via voicemail, please phone back at a later time to provide this information”. In the event that a customer does provide credit card information in a voicemail, please contact Corporate Information and Technology for action.
 6. Payment Card Information must not be transmitted, stored, processed or accepted by fax. City personnel receiving a fax that contains Payment Card Information must immediately dispose of the fax in the Corporate Standard Confidential Waste Bins or destroyed using a PCI compliant cross-cut shredder without processing the transaction. City personnel must advise the sender via separate means (i.e. email or phone call) that the City of Thunder Bay does not accept or process credit card payments via fax and provide alternative means of acceptable payment methods. In the event that a customer does provide credit card information in a fax, please contact Corporate Information and Technology for action.
 7. Payment Card Information must not be transmitted, stored, processed or accepted by e-mail. City personnel receiving e-mail that contains Payment Card Information must delete the e-mail immediately (shift +delete) without processing the transaction. City personnel must advise the sender via separate means (i.e. a new email or phone call) that the City of Thunder Bay does not accept or process credit card payments via email and provide alternative means of acceptable payment methods.
 8. Payment Card Information must be treated as confidential and accessed only to process transactions for the City in the regular course of business and by authorized personnel.
 9. All systems that collect, store, process, or transmit Payment Card Information in the course of City business must comply with PCI DSS requirements. These systems, both electronic and non-electronic, must be identified and documented by the Department/Division in conjunction with the PCI Compliance Team. Documentation must be reviewed annually by the PCI Compliance Team and updated by the Department as required.
 10. Any area that processes payments using credit cards must use standalone POS terminals which are not connected to the CTB internal network.
 11. Under no circumstances will The City electronically store:

- The full contents of any track from the magnetic strip located on the back of a card, contained in a chip, or any other data storage technology used on a payment card.
- The service code (three digit or four digit number printed on the front or back of a payment card) used to verify card-not-present transactions (CVV)
- The PIN or the encrypted PIN block
- Expiry date

This includes the storage of Payment Card Information on any corporate electronic device including: network servers, workstations, laptops, tablets, USB flash drives, removable storage, and cell phones, is prohibited.

12. Payment Card Information must not be stored, processed, transmitted, or accessed by any end-user messaging technologies such as e-mail or text messages, or any electronic format such as spreadsheets, or documents.
13. Payment Card Information on paper (electronically produced or written) including mail must be stored in a Secure Location until processed and then disposed of in the Corporate Standard Confidential Waste Bins or destroyed using a PCI compliant cross-cut shredder.
14. Access to Payment Card Information and access to any equipment, automated or manual system that contains Payment Card Information must be restricted to only those persons with a business need and requirement for access as approved through Supervisor/Manager responsible for the system.
15. Equipment that contains Payment Card Information, such as point of sale equipment, must be kept in a Secure Location when not in use, and monitored to protect against tampering and substitution including the following:
 - An inventory of devices will be maintained and updated by the Banking & Investment Officer.
 - Devices will be inspected to look for tampering or substitution in accordance with POS Security Training Procedure. As outlined in the POS Security Training Procedure, POS devices should be inspected on a daily basis; this inspection must be documented on a weekly basis.
 - Personnel are to be trained to be aware of suspicious behavior and report any tampering to direct Supervisor.
 - Departments are to inform the Banking & Investment Officer when a POS device is added, relocated, lost, stolen, decommissioned, etc.
16. Any *internal* transportation of cardholder data in physical medium such as hardcopy must use the Corporate approved tamper apparent envelopes procured through Supply Management. These envelopes must meet the criteria of being tamper resistant, as well as tamper evident. The envelopes must be transported securely and never left unattended in a manner consistent with the City Courier procedures.

17. Under no circumstance is *external* transportation of cardholder data allowed (i.e. Couriers).
18. City departments who engage service providers that have either direct or indirect access to cardholder data (e.g. IT Service providers) must maintain confidentiality including cardholder data that may be encountered during their regular scope of work.

Ongoing Assessment

1. Departments are required to participate in the completion of any documentation regarding their handling of Payment Card Information.
 - a. The PCI Compliance Team will annually review the PCI DSS compliance status of external organizations that provide systems or services to the City in which Payment Card Information is collected, stored, transmitted, or processed. Any external organizations (i.e. third party vendors) must have a completed and current Attestation of Compliance form on file with the City of Thunder Bay. Any electronic or manual processes utilized by external organizations to accept payments by Payment Card on behalf of the City must be PCI DSS compliant. Risk of non-compliance could result in termination of the relationship with the external organization.

Breach Notification

1. Anyone who becomes aware of or suspects a Breach of Payment Card Information must report it immediately to the Manager Archives, Records & Privacy, the Cyber Security Insurance Control group and the PCI Compliance Team.
2. Theft of equipment or documents containing Payment Card Information must be reported to the immediate supervisor who will inform the Manager Archives, Records & Privacy and the PCI Compliance Team.
3. Computer network or information technology breaches must be reported to the Manager – Corporate Information Technology as well as the PCI Compliance Team.
4. The Manager Archives, Records & Privacy along with the PCI Compliance Team, in consultation with the Business Strategy Team, will provide direction to investigate the nature of a breach and mitigate the risk of further exposure reduce any harm must then be followed.

Fines or Penalties

1. In the event that a fine or penalty is assessed against the City for either non-compliance with the PCI DSS or a breach of Payment Card Information as confirmed by an external PCI forensic investigator, the City Treasurer or designate shall determine the allocation of the fine or penalty in consultation with any affected departments.

Responsibilities

1. The General Manager – Corporate Services & Long Term Care and City Treasurer, or designate, has overall accountability for the City's compliance with the PCI DSS and may delegate specific responsibilities to other members or teams within the corporation based on their job function.
2. The General Manager - Corporate Services & Long Term Care and City Treasurer, or designate, is responsible for the operational management and co-ordination of PCI DSS compliance at the City.
3. It is the responsibility of the PCI Compliance Team to co-ordinate:
 - The scheduling of internal and external resources for the completion of the annual self-assessment questionnaires by providing direction, advice and guidance to the City.
 - The maintenance of documentation demonstrating PCI DSS compliance.
 - The communication of the Payment Card Handling Policy, and ongoing policy review and compliance.
 - The appropriate training required for departments that accept Payment Card Information.
 - The communication of industry changes and standards to City departments.
 - Internal and external vulnerability assessment scans (if required).
4. It is the responsibility of all City departments to:
 - Develop remediation plans for any areas where the business unit is not PCI DSS compliant or compliant with this Policy.
 - Select software solutions in consultation with the Director - Corporate Information Technology, Corporate Services & Long Term Care Department, or designate, and accept the associated risk when implementing or changing systems that process Payment Card Information.
 - Each Department shall appoint a PCI Departmental Coordinator. PCI Department Coordinator would be notified of new or intent to modify existing systems (electronic and non-electronic/manual) that collect, store, process, or transmit, or access Payment Card Information.
 - Notify the Manager Archives, Records & Privacy of new or intent to modify existing systems (electronic and non-electronic/manual) that collect, store, process, or transmit, or access Payment Card Information.
 - Assist the Manager Archives, Records & Privacy in conducting a Privacy Impact Assessment of the new or modified system (if/when payment card information will be impacted).

- Maintain a list of positions within each business unit that are involved in the collection, storage, processing, transmission, and access of Payment Card Information.
- Maintain appropriate checks and balances in the handling of credit card information.
- Develop, implement, and maintain documented procedures for handling credit card information, including, but not limited to, procedures for physical security of cardholder data, and reconciliation procedures.
- Provide at hire and annually, policy and procedure training to staff in affected positions to ensure that best practices for handling Payment Card Information are in place and maintain appropriate training records.
- Monitor compliance with this Policy and associated procedures.
- Have representation on the PCI Departmental Coordinators working group who will be responsible to ensure all departmental personnel with access to credit card data receive appropriate training, read this Policy and sign off having read this Policy. The PCI Departmental Coordinators will also be responsible for assisting in the completion of the annual compliance requirements.

Monitoring/Contravention

The PCI Compliance Team shall monitor the application of this Policy.

Non-compliance with this Policy and the requirements of the PCI DSS could lead to the exposure of sensitive authentication data. A security breach of this nature could have serious consequences for the City including substantial fines, legal costs, auditing costs, damage to reputation, and loss of the ability to accept credit card payments.

Failure to comply with this Policy may result in disciplinary action, up to and including dismissal.

Internal Auditing

Internal Audit & Corporate Projects Division will periodically conduct compliance field audits throughout the Corporation to ensure that the City of Thunder Bay is following the regulatory guidelines set out by the Payment Card Industry Data Security Standards. Results of compliance audits will be presented to the PCI Compliance Team and the City of Thunder Bay – Audit Committee.

SCOPE

This Policy applies to all City of Thunder Bay employees, volunteers, elected officials, contractors, and any other individual who collect, store, process, transmit, and/or access credit card payments received for the purchase of City of Thunder Bay goods and services.

SUPPORTING INFORMATION

The Criminal Code of Canada
 Municipal Freedom of Information and Protection of Privacy Policy No.
 03-03-05
 City of Thunder Bay Records Retention Bylaw
 Records Management Policy No. 03-06-01
 Disciplinary Process Policy No. 06-01-07
 PCI Security Standards Council
 Cash Handling Policy No. 05-01-14
 Codes of Conduct for Employees Policy No. 07-30-12

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|--|--|--------------|--------------|
| APPROVED BY: | City Council (R 84/2022) | Date: | June 6, 2022 |
| Replacing/Amending: | | | |
| Originating Department: | Corporate Services & Long Term Care / Financial Services | | |
| Contact: | IT Compliance and Risk Specialist | | |
| Departmental Procedural Manual: | Yes | | |
| Affected Departments: | All | | |

| | |
|-----------------------------|---|
| SECTION: | CORPORATE ADMINISTRATION |
| DEPARTMENT/DIVISION: | CORPORATE SERVICES & LONG TERM CARE / FINANCIAL SERVICES |
| SUBJECT: | PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS) – INFORMATION SECURITY POLICY |

POLICY STATEMENT

It is the policy of the City of Thunder Bay to develop and maintain appropriate information security policies to ensure the safeguarding of data as it pertains to the Payment Card Industry Data Security Standard (PCI DSS).

PURPOSE

This Policy is intended to identify processes and configurations relating to the security, confidentiality and integrity of Payment Card Information accepted within Corporation of the City of Thunder Bay. This policy is necessary to protect credit card holder data, maintain compliance with applicable laws and standards, and protect the City of Thunder Bay from liability.

CONDITIONS

DEFINITIONS

When a term set out below appears in the text of this Policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in lower case, it is intended to have the meaning ordinarily attributed to it in the English language.

- a) “Breach” occurs when personal information is collected, retained, used, disclosed, or disposed of in ways that do not comply with applicable national and provincial privacy laws.
- b) “City” means The Corporation of the City of Thunder Bay.
- c) “Confidentiality” is ensuring that information is accessible only to those authorized to have access. Unauthorized disclosure of the information constitutes a loss of confidentiality. The protection of confidentiality must be consistent with the sensitivity of information and legislative requirements (e.g., MFIPPA).
- d) “Corporate Standard Confidential Waste Bins” refers to the locked document storage containers provided by the City’s PCI certified document destruction vendor.

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- e) "CVV" - Card Verification Value is the 3 or 4 digit number located on the back of a credit card. It is an anti-fraud security feature to verify that you are in possession of the credit card.
 - f) "MFIPPA" is the Municipal Freedom of Information and Protection of Privacy Act.
 - g) "Integrity" is the authenticity, accuracy and completeness of data that can be affected by unauthorized or accidental additions, changes and/or deletions.
 - h) "Magnetic strip" refers to the black strip on the back of a Payment Card on which information pertaining to the cardholder is stored.
 - i) "Merchant ID" is a unique code provided to the City of Thunder Bay by the City's payment processor. This code is transmitted along with the cardholder information and can be used for transaction reconciliation.
 - j) "PAN" means Primary Account Number.
 - k) "Payment Card" means any credit card.
 - l) "Payment Card Information" includes cardholder name, card validation code/CVV, expiration date, PAN and contents of the magnetic strip.
 - m) "PCI" means Payment Card Industry.
 - n) "PCI DSS" means Payment Card Industry Data Security Standard.
 - o) "PCI Compliance Team" is a group of representatives within the City of Thunder Bay that are responsible for maintaining and advising on PCI Compliance for the Corporation.
 - p) "PCI Departmental Coordinators" are representatives within departments who are responsible for ensuring PCI Compliance within their operations.
 - q) "PIN" means Personal Identification Number.
 - r) "Policy" means this Policy, including related procedures as set out herein.
 - s) "POS" means point of sale unit used to process credit card payment.
 - t) "Secure Location" is defined as a permanent storage container, such as a safe, vault, or filing cabinet, in an area not accessible to the public, that has limited/restricted access.
 - u) "SAQ" refers to the PCI DSS Self-Assessment Questionnaires used as a validation tool to assist merchants and service providers in reporting the results of their PCI DSS self-assessment on an annual basis.
 - v) "Third Party Vendor or Service Provider" refers to any third party (person, partnership, corporation, public authority, government agency) or any other entity other than the City or its employees (includes vendors, suppliers,

contractors, service providers, cloud service providers) that offers or provides IT products or services.

- w) "Attestation of Compliance" (AoC). - The AoC is an attestation completed by a Qualified Security Assessor (QSA) that states an organization's PCI DSS compliance status. An AoC is documented evidence that an organization has upheld security best practices to protect cardholder data.
- x) "Qualified Security Assessor" (QSA) – A QSA is an independent security organizations that have been qualified by the PCI Security Standards Council to validate an entity's adherence to PCI DSS.
- y) "EMT" – Executive Management Team of the City of Thunder Bay.

PCI DSS Requirements

The PCI DSS is a set of requirements for merchants to follow to secure Payment Card Information. These requirements were developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, and the compliance of the PCI standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc.

PCI DSS includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures that are used to ensure the Payment Card Information is protected from fraud, hacking or disclosure.

Governance

To facilitate the annual SAQ and maintain compliance, the City has identified a governance structure that must be consulted prior to, and approve, any changes related to credit payment process and/or methods throughout the City's operations. Refer to the Payment Card Handling Policy for Governance and Governance Structure.

Secure Network and Systems

The Corporate Information Technology Division is responsible for securing the internal network infrastructure. This includes, but is not limited to, virus scanning, email filtering, firewalls and routers as it pertains to the internal network only.

It is the City's policy that no Payment Card Information be transmitted, stored, or processed on the City's internal network infrastructure.

All POS terminals must not be connected to the City's network infrastructure. This includes wired and wireless POS terminals. Each terminal must be on a separate direct external connection to the internet which will be installed, setup and maintained by the City's telecommunications provider. As POS terminals are not to be connected to the City network, there is no connection or equipment the City has access to or has the ability to control, scan or monitor that is used by the POS terminal.

The Supervisor or Manager responsible for the POS terminal must approve any changes to configuration and setup of the POS terminal and connection including any changes suggested by the telecommunications provider.

Protect Cardholder Data

Full credit card number, the card validation code (CVV) and credit card expiry date must not be stored in a database, log file, electronic document or point of sale product.

When there is a need to temporarily write the Payment Card Information down, City staff must use the TB4452 form which must be placed in Corporate Standard Confidential Waste Bins after the information has been entered into a POS terminal.

When Payment Card Information is written on a form which must be kept and archived, the Payment Card Information must be redacted once payment processing is complete.

Payment Card Information must not be accepted through email or text message.

Voice recordings of cardholder data are not permitted.

Payment Card Information must not be transmitted, stored, processed or accepted by fax.

The storage of Payment Card Information on any electronic device including: network servers, workstations, laptops, tablets, USB flash drives, removable storage, and cell phones, is strictly prohibited.

Online applications developed by or used by the City must follow PCI Compliance standards and not store any Payment Card Information.

Physical Access Control

POS terminals and associated network jacks and wireless access points used by each POS terminal must not be accessible by visitors.

Only telecommunications provider staff with verified identification will be allowed in areas to install or repair POS terminals or connections.

An inventory of devices will be maintained and updated by the Banking & Investment Officer.

When waiting to process recurring payments, card holder data stored in paper format must be securely stored and locked when unattended.

Where possible, POS terminals should be secured at the end of the business day and properly stored in a locked cabinet, office or safe to protect against theft, tampering or substitution.

POS terminals must be inspected in accordance with POS Security Training Procedure as outlined in the Payment Card Handling Policy.

Access to POS terminals must be restricted to only those persons with a business requirement for access.

Service Providers

The PCI Compliance Team will annually review the PCI DSS compliance status of external organizations that provide systems or services to the City in which Payment Card Information is collected, stored, transmitted, or processed. Third party vendors must have a completed and current Attestation of Compliance (AoC) form on file with the City of Thunder Bay.

- a. A lapse in PCI compliance could result in the termination of the relationship. Any electronic or manual processes utilized by external organizations to accept payments by Payment Card on behalf of the City must be PCI DSS compliant.
- b. Vendors must provide proof of compliance upon request.

Any new methods of accepting Payment Card Information must provide documentation of PCI compliance (AoC) and be approved by the PCI Compliance Team.

Effective with the issuance of this Policy and for all new or renewed agreements, service providers must include provisions or acknowledgement that the service providers are responsible for the security of the cardholder information.

Breach Notification

Anyone who becomes aware of or suspects a Breach of Payment Card Information must report it immediately to the Manager Archives, Records & Privacy, the Cyber Security Insurance Control group and the PCI Compliance Team.

SCOPE

This Policy applies to all City of Thunder Bay employees, volunteers, elected officials, contractors, and any other individual who collects, stores, processes, transmits, and/or accesses credit card payments received for the purchase of City of Thunder Bay goods and services.

SUPPORTING INFORMATION

The Criminal Code of Canada
Municipal Freedom of Information and Protection of Privacy Policy No. 03-03-05
City of Thunder Bay Retention Bylaw
Records Management Policy No. 03-06-01
Disciplinary Process Policy No. 06-01-07
PCI Security Standards Council
Cash Handling Policy No. 05-01-14
Codes of Conduct for Employees Policy No. 07-30-12

| | | | |
|--|--|--------------|--------------|
| APPROVED BY: | City Council | Date: | June 6, 2022 |
| Replacing/Amending: | | | |
| Originating Department: | Corporate Services and Long Term Care / Financial Services | | |
| Contact: | IT Compliance & Risk Specialist | | |
| Departmental Procedural Manual: | Yes | | |
| Affected Departments: | All | | |

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|-----------------------------|--|
| SECTION: | FINANCE AND ACCOUNTING |
| DEPARTMENT/DIVISION: | CORPORATE SERVICES AND LONG TERM CARE/FINANCIAL SERVICES |
| SUBJECT: | COMMUNITY PARTNERSHIP |

POLICY STATEMENT

It is the policy of the City of Thunder Bay to have a framework to govern the establishment of partnerships for major capital projects between community groups and the City of Thunder Bay. The Community Partnership Fund allows the City of Thunder Bay to invest in vital work being conducted by community partners that aligns with priority issues recognized by the City.

PURPOSE

The purpose of this policy is to support capital projects that improve quality of life and provide public benefit throughout the City of Thunder Bay and to provide transparency by outlining the eligibility criteria, assessment process, and review cycle for partnerships created between the City of Thunder Bay and recipients of the Community Partnership Fund.

DEFINITIONS

“Applicant” refers to an eligible organization that has, or is in the process of, submitting an application to the Community Partnership Fund.

“City” refers to the corporation of the City of Thunder Bay.

“Community Safety and Well-Being Plan” or “CSWB Plan” refers to Council approved 2021-2025 Community Safety and Well-Being Plan as may be amended or replaced.

“Grant Review Team” is a group of Administration staff, together having the necessary range of expertise, as assigned by the City Manager, which assesses the applications submitted for the Community Partnership Fund.

“Major Capital Projects” are projects of an extraordinary nature, outside the usual wear-and-tear of an asset, with a budgeted cost of at least \$150,000.

“Partner” refers to an applicant who has successfully received support from the City of Thunder Bay through the Community Partnership fund.

“Priority Issues” refers to the gaps and issues of highest priority in the Community Safety and Well-Being Plan linked to targeted outcomes.

CONDITIONS

Objectives

The development of community partnerships for capital projects will address at least two of the following objectives:

1. The development of capital projects that respond to Priority Issues as identified in the Community Safety and Well-Being Plan.
2. The development of capital projects that align with priorities identified in the current Corporate Strategic Plan.
3. The development and/or improvement of facilities which provide service to residents of the City.
4. To support extraordinary, high value capital projects that leverage funding from other sources.

Principles

Partnerships entered into by the City will support the following principles:

1. The partnership project should enhance public good and be aligned with the City's current Strategic Plan and/or CSWB Plan priorities.
2. Initiatives funded through the Community Partnership Fund are expected to have a positive, long-term impact on the community.

Eligibility

The following conditions for eligibility apply:

1. The Partner must be a duly constituted not-for-profit community organization, registered charity, or Indigenous organization including, but not limited to, First Nations as represented by their Chief and Council, Tribal Councils, and Indigenous Representative Organizations. Development Corporations are not eligible.
2. The Partner must be in good public standing, and operate or provide service(s) within the City of Thunder Bay.
3. Proposals must be major capital projects for new facilities, major renovations, expansions or redevelopment of a facility within the City of Thunder Bay.

Application Requirements

Requests will be evaluated in accordance with this Policy. Each application must include:

1. A project proposal that: includes proof of demonstrable need or service gap, defines program elements, identifies target users, addresses link to the CSWB and/or City's Strategic Plan, provides project timelines, and identifies measurable outcomes.
2. A detailed budget including: estimate of the total project costs, ongoing operating costs and proposed funding sources. The total projected cost of the project must be determined by a professional architect or professional engineer that is independent from the Applicant.
3. Letter(s) of support, and/or feedback gathered through community consultation.
4. Organization's most recent annual report and/or financial statements.

Proposal Evaluation

The project proposal for each application will be analyzed and evaluated by the Grant Review Team, along with subject matter experts in relevant Departments where applicable.

Upon completing internal analysis, Administration will bring forward a corporate report to Council which will include recommendations based on the evaluation conducted by the Grant Review Team. Council will decide whether or not to accept Administration's recommendations.

Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any City funds, such as evidence of approval of the application for funding from other sources.

Criteria for Assessment

The following criteria will be considered in assessing the desirability of entering into a proposed community partnership with an Applicant for an eligible capital project:

1. The extent to which the proposed project addresses priority issues as defined in the CSWB Plan.
2. The extent to which the project aligns with the City's Strategic Plan.
3. The extent to which the proposal leverages funding contributed through other sources.
4. The extent to which the project introduces new infrastructure or capacity to the City.
5. The appropriateness of the scale of the proposed project and funds requested from the City.
6. The Applicant's ability to undertake and complete the project.
7. The extent of community support for the project.
8. The degree to which there will be positive benefits to the community.
9. The integration of considerations or business practices from the Net-Zero Strategy.

City Contribution

The City contribution towards capital projects may equal up to 25% of the eligible capital costs of the project to a maximum of \$500,000. All partnership funding arrangements are subject to the availability of funding.

Eligible Capital Costs

The following costs are eligible for cost-sharing under a community partnership:

1. Concept and design costs
2. Construction costs
3. Site development costs
4. Fixed equipment
5. IT infrastructure costs
6. Land
7. Municipal development fees

The following costs are not eligible:

1. Financing costs
2. Fundraising costs
3. Non-fixed furniture and equipment costs
4. Ongoing repairs, maintenance or renovations in the normal course of operations

The City reserves the right to require an additional review of the cost estimate, either by an independent consultant or internally.

Reporting

Successful applicants who receive partnership funding must report on how the funding was spent and the impact the funding had on the project. Short-term partnership projects are expected to provide Administration with an update on expenditures, revenue, progress and any anticipated timeline changes within six (6) months after entering into a partnership agreement.

Multi-year projects are expected to submit quarterly reports to Administration that provide an update on expenditures, revenue, project progress, and any actual or expected timeline changes. Council approval of timeline and changes in scope of the work may be needed.

A final report on the project will be expected within six (6) months of project substantial completion.

Administration expects final reports to include:

1. Receipts and appropriate documentation that will allow Administration to audit expenditures eligible for funding.
2. Metrics or key performance indicators that speak to the level of success of the project. These indicators will be determined in collaboration with Administration.
3. Community response and/or participant feedback on the impact of the partnership project, where applicable.

Reporting will be reviewed within four (4) weeks of submission. Partners that do not submit appropriate reporting will forfeit their opportunity to apply for City funding in the future until Administration receives sufficient reports.

Partnership Agreement

In order to protect the City from unplanned liabilities and/or costs, a formal partnership agreement must be entered into by the City and the Community Group. Administration will monitor the terms of the agreement. The partnership agreement will address, at a minimum, the following points:

1. Clauses stating the intentions of each party, shared objectives and outcomes and detailed description of the capital project.
2. Clauses to specify the responsibility for appropriate public liability and property damage insurance.
3. The manner in which funding payments are to be provided, including an appropriate review and approval process.

4. Conditions for safeguarding the City's investment in the capital project should the community group cease to operate or exist during the life of the project.
5. Agreed upon timelines for completion of the capital project.
6. Clarification that the City assumes no liability for ongoing operational or maintenance funding, unless already being provided by the City.
7. Dispute resolution process.

Communication

When informing the public or publishing information about community partnerships, the contributions of all participants must be fairly acknowledged and recognized. See the Corporations Communications Policy (07-01-07). Communications that announce project funding, changes, challenges or completion are to be coordinated with the City's Corporate Communications Division.

The City of Thunder Bay's corporate logo shall be used when identifying the City's participation in a Community Partnership, as required under the Corporation's Visual Identity Program. Administration must ensure that the partners involved acknowledge the Corporation's contribution in their own communications with the public.

SCOPE

The policy applies to all potential and confirmed partnerships between Community Partnership Fund applicants and the City of Thunder Bay for major capital projects.

RELATED POLICIES & PROGRAMS

Community, Youth & Cultural Funding Program
Corporate Land-Related Financial Assistance 09-04-65

REFERENCE

R 74/2022: Community Partnership Policy
R 181/2021: Strategy Development for Reducing Homelessness and Poverty in Our Community
Climate-Forward City: Thunder Bay Net-Zero Strategy
Corporate Report 2005.016: Policy on Community Partnership
Community Safety & Well-Being Plan 2021-2025
One City, Growing Together 2019-2022

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| APPROVED BY: | City Council | Date: | 06/06/2022 |
| Replacing/Amending: | R 181/2021 | | |
| Originating Department: | Corporate Services and Long Term Care / Financial Service | | |
| Contact: | Policy and Research Analyst | | |
| Departmental Procedural Manual: | | | |
| Affected Departments: | | | |

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| SECTION: | HUMAN RESOURCES AND CORPORATE SAFETY |
| DEPARTMENT/DIVISION: | CITY MANAGER'S OFFICE / HUMAN RESOURCES AND CORPORATE SAFETY |
| SUBJECT: | WORK LIFE INITIATIVES |

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to support Work Life Initiatives wherever possible in a manner consistent with the Corporate Visions and Values and the terms of the Collective agreement or the Managerial/Non-union By-law, and the Employment Standards Act.

PURPOSE

To ensure that Work Life Initiatives are in place.

REFERENCE

HUMAN RESOURCES PROCEDURES MANUAL
Report R 51/2022 (City Manager's Office - Human Resources & Corporate Safety)

HR-01-38 Employment Equity
HR-02-11 Job Sharing
HR-02-41 Leaves of Absence without Pay
HR-02-44 Pregnancy & Parental Leave
HR-02-62 Flex Time
HR-02-64 Work from Home Program
HR-02-65 Disconnecting from Work
HR-04-22 Tuition Fee Reimbursement (College and University)
HR-04-23 Supplemental Employment Benefits Plan (SUB) for Managerial and Non-Union Employees
HR-06-04 Sexual Harassment
HR-06-05 Racial Harassment
HR-08-04 Immunization
HR-08-08 Employee & Family Assistance Program
HR-08-14 Hearing Conservation Program

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| APPROVED BY: | City Council | Date: | 05/16/2022 |
| Replacing/Amending: | 08/23/2021 | | |
| Originating Department: | City Manager's Office / Human Resources and Corporate Safety | | |
| Contact: | Manager Talent Acquisition & Development / Manager Labour Relations / Manager Compensation, Benefits & Health Services | | |
| Departmental Procedural Manual: | Yes | | |
| Affected Departments: | All | | |

Corporate Policy

Policy No. 08-01-01

Page 1 of 3

Effective Date 11/08/2021

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|-----------------------------|--|
| SECTION: | MUNICIPAL GOVERNMENT |
| DEPARTMENT/DIVISION: | CITY MANAGER'S OFFICE / OFFICE OF THE CITY CLERK |
| SUBJECT: | CITIZEN APPOINTMENTS TO COMMITTEES & BOARDS |

POLICY STATEMENT

It is the policy of the City of Thunder Bay to encourage the participation of the general public in the municipal government process by appointing citizens to City Council Advisory Committees and local Boards. The appointments shall, as much as possible, achieve a balance between a variety of expertise and other representation.

PURPOSE

The purpose of this policy is to establish an open process that ensures Council appointments are undertaken in a fair and consistent manner.

Citizen appointments allow Council to utilize the knowledge and skills of the citizens of Thunder Bay. This policy enables Council to provide a coordinated and consistent approach to appointments allowing equal notice and opportunity to all interested citizens.

ELIGIBILITY

1. A member must be 18 or more years of age to serve on Committees and Boards, unless otherwise specified in the Terms of Reference for the applicable body, or where youth representation is required.
2. All applicants must be qualified to be an elector of the City of Thunder Bay, and must reside and maintain residency in the City of Thunder Bay throughout their appointment.
3. Municipal employees may be appointed to any board or body to which the Council makes appointments, as a voting member, provided such appointment is not directly related to their employment.
4. All applicants/nominees must complete the standard application form including those nominated by a member of Council and those currently filling an appointed position who wish to continue in that appointment.

RECRUITMENT

1. Boards and Bodies must advise the City Clerk, in advance, of any Council appointments that would expire within three months of a meeting held by the Council to consider appointments.

2. Coordinators of Committees should advise the Office of the City Clerk of Committee member resignations and upcoming term expiry, so they can be included in the next recruitment process.
3. The Office of the City Clerk coordinates recruitment and advertisement of vacancies and provides descriptions of Committee's roles and responsibilities. The recruitment process shall include written advertisements, social media, targeted outreach and notice on the City website and any other measure at the direction of the City Clerk or as directed by Council.

APPLICATION

1. Candidates for appointment and re-appointment must complete an application form outlining their areas of interest, experience and expertise. All applications must be in writing on the approved forms available at the Office of the City Clerk, First Floor, City Hall or on-line on the City of Thunder Bay website at [www.thunderbay.ca/en/city hall/committees & boards](http://www.thunderbay.ca/en/city-hall/committees%20&%20boards) and be submitted to the Office of the City Clerk by mail or email. Should accommodation be required within the application process, a request for accommodation must be submitted to the City Clerk.
2. Administration may, as deemed appropriate, conduct interviews with candidates for the purpose of confirming qualifications and forming recommendations to Council.

APPOINTMENT

1. Applications are considered at a Committee of the Whole – Closed Session meeting as permitted under section 239 of the *Municipal Act*. Administration will provide members of Committee with the application of each applicant or recommendations from recruitment committees for Council's consideration.
2. Board Appointments will be approved by Council at Committee of the Whole – Open Session and ratified by City Council.

NOTIFICATION OF APPOINTMENTS

1. The Office of the City Clerk notifies all applicants, in writing, of Council's decision following ratification of the appointments by City Council
2. The Office of the City Clerk notifies all Boards and Committees, in writing, of the Council appointee(s) following ratification of the appointments by City Council.

APPOINTMENT OF COUNCIL MEMBERS ON COMMITTEES, BOARDS AND EXTERNAL AGENCIES

Members of Council will be appointed by their peers to Committees, local boards, and external agencies, as required and for their term of Council.

REFERENCE AND LEGISLATIVE REQUIREMENTS

MUNICIPAL ACT, 2001 SECTIONS 204, 239

Report R 100/2021 (City Manager's Office - Office of the City Clerk)

| | | | |
|--|--|--------------|------------|
| APPROVED BY: | City Council | Date: | 11/08/2021 |
| Replacing/Amending: | 12/19/2006 | | |
| Originating Department: | City Manager's Office/Office of the City Clerk | | |
| Contact: | City Clerk | | |
| Departmental Procedural Manual: | N/A | | |
| Affected Departments: | N/A | | |

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| SECTION: | MUNICIPAL GOVERNMENT |
| DEPARTMENT/DIVISION: | CITY MANAGER / OFFICE OF THE CITY CLERK |
| SUBJECT: | USE OF CORPORATE RESOURCES: MUNICIPAL ELECTIONS |

POLICY STATEMENT

It is the policy of the City of Thunder Bay that no candidates in a Municipal Election or By-election shall utilize any resource of the Corporation of the City of Thunder Bay in support of an election campaign.

This policy sets out provisions for the use of City facilities, resources and infrastructure during an election period. This is a requirement of the *Municipal Elections Act*, 1996 ("Act") and is in order to preserve the integrity of the elections process. This policy allows the City to balance the need for freedom of expression and assembly of candidates and its legal responsibility to ensure that no candidate, registered third party advertiser or political party is provided with an unfair advantage.

This policy recognizes that members of City Council hold their offices until the end of the term and supports members in fulfilling their responsibilities as publicly elected representatives. Nothing in this policy shall preclude a Member of Council from performing their duty as an elected official, nor inhibit them from representing the interests of their constituents.

PURPOSE

It is the purpose of this policy to set out restrictions on the use of Corporate Resources by candidates in a Municipal Election and any By-elections so that no advantage exists for one candidate over another. The Act requires municipalities to establish rules and procedures for the use of municipal resources during the election period (section 88.18). The Act also prescribes that the City cannot make a contribution (including money, goods and services) to any candidate, registered third party advertiser or political party during an election (sections 88.8(4) and 88.12(4)). The *Election Finances Act* and the *Canada Elections Act* enact restrictions for contributions for both provincial and federal election campaigns.

RESPONSIBILITIES:

The City Clerk or their designate, as the Returning Officer for Municipal Elections is responsible for the co-ordination and management of this policy.

DEFINITIONS

Candidate: Any individual who has submitted their nomination form under section 33 of the Act whether they be an incumbent member of Council or a member of the public.

Corporate Resource: Any service, equipment or financial aid provided by the Corporation of the City of Thunder Bay. Including but not limited to Administrative Staff of the municipality, communication devices and supporting technology, telephone lines and associated numbers and municipal budgets.

Election: Includes any and all general Municipal Election or By-election that may be conducted to fill seats on the City Council.

Administrative Staff: Includes any and all persons employed by the City of Thunder Bay, be they full time, part time or seasonal employees.

Social Media: Websites and applications that enable users to create and share content or to participate in social networking, including but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube, Snapchat, and TikTok.

USE OF CORPORATE RESOURCES

Corporate Email Addresses: Email addresses issued to members of City Council by the City of Thunder Bay in the format **firstname.lastname@thunderbay.ca** or **firstinitiallastname@thunderbay.ca** shall not be advertised or promoted as a means of contacting a member of Council as a candidate in an election. If contacted through a corporate email address candidates shall respond only through their personal or election campaign addresses.

Telephone Numbers: The advertisement or promotion of all telephone numbers provided by the City of Thunder Bay, be they for a land line or cellular telephone, as a point of contact for a candidate's election campaign is prohibited. Telephone calls received on those numbers may be completed, however voice mail messages must be returned using a number supplied by the candidate, personally or through their election campaign.

Ward/Townhall Meeting: No member of Council shall conduct a Ward/Townhall meeting beyond June 30th in an election year. Promotion of Ward/Townhall meetings from January to June in an election year shall be limited to a single boosted advertisement, regardless of social media platform, the cost of which to be charged to the member's Corporate Budget. Advertisements of Ward/Townhall meetings in print or other media will be limited to a single ad, run once, with costs charged to the member's Corporate Budget.

Corporate Budgets: No members of Council shall use any portion of any budget to which they have access to in support of the election campaign activities of any candidate.

Administrative Resources: At no time shall a candidate solicit the support of any member of the Administrative Staff of the City of Thunder Bay for any activity in support of their election campaign (this includes requesting election signs be posted at personal

or professional addresses, wearing of campaign promotional material or assisting with campaign events). Staff of the City of Thunder Bay are expressly prohibited from engaging in, promoting or participating in the campaign of any candidate in an election and shall not perform any work that might do so. This may include, but not limited to use of photocopiers, review of advertising, support from Corporate Communications & Community Engagement, and use of City indoor or outdoor facilities.

Media Releases/Public Messaging: The City's media releases or materials will not reference the name of a Member of Council. Where the City would typically name a specific Member of Council or the Mayor in its communications or media materials during an election period, it will make reference to the generic term "Councillor Ward XX" or "Mayor of Thunder Bay" without naming the specific Member of Council. This practice will be used for all City programs, events, announcements and to ensure effective communications with residents and businesses with respect to operational requirements, impacts or emergency situations.

Advertising:

- The City's logo, crest, slogans, etc., may not be printed, posted or distributed on any election-related campaign materials or included on any election-related website, except to link to the City's website to obtain information about the municipal election.
- Advertising/promotional materials (video, photographs, web ads) created by City employees or with City resources may not be used for any election purpose or in campaign materials.
- Candidates may not post photographs of themselves with City employees in uniform.

Social Media: Members should hold separate social media accounts for two purposes. The first for the purpose of connecting with constituents as a publicly elected member of council. The second should be the candidate page/link/account which shares only candidate information, statements on behalf of the candidate and campaign advertising/promotional material.

Acting Mayor Assignments: The protocol for Acting Mayor assignments will continue as per By-law BL 69/2021. The member assigned as Acting Mayor for each month will be called on first to fill the role of Mayor should the Mayor be unavailable. When the Acting Mayor is unavailable, the process will follow chronological order of assignment based on availability. There should be no request to Administration to attend specific events as Acting Mayor in an effort to promote candidacy. While fulfilling the role of Acting Mayor there may be no campaigning while in attendance. No election signs may be posted and no campaign materials may be disseminated at City events.

Attendance at Public Events: Elected officials are permitted to attend City-organized events or events held at City facilities and act as ceremonial participants in their capacity as elected officials. No member may campaign while in attendance. No election signs may be posted and no campaign materials may be disseminated at City events.

The provisions in this Policy may also be subject to additional City by-laws and policies.

REFERENCE

Municipal Elections Act, 1996, Section 88.18

Report No. R 34/2022 (City Manager's Office - Office of the City Clerk)

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| APPROVED BY: | City Council | Date: | June 4, 2022 |
| Replacing/Amending: | | | |
| Originating Department: | City Manager | | |
| Contact: | City Clerk | | |
| Departmental Procedural Manual: | Yes | | |
| Affected Departments: | All | | |



Memorandum

Corporate By-law Number BL 80/2022

| | | |
|----------------------|---|--------------|
| TO: | Office of the City Clerk | FILE: |
| FROM: | Jillian Fazio, Planner II Development & Emergency Services - Planning Services | |
| DATE: | 08/03/2022 | |
| SUBJECT: | BL 80/2022 - Site Plan Control Designation - 397/401 Empire Ave E | |
| MEETING DATE: | City Council - 08/22/2022 (mm/dd/yyyy) | |

By-law Description: A By-law to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended. (397/401 Empire Avenue East)

Authorization: Report 2000.148 (Planning) - Committee of the Whole - May 15, 2000

By-law Explanation: The purpose of this By-law is to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, as it applies to Lots 6-10 of Registered Plan W226 municipally known as 397/401 Empire Avenue East.

Schedules and Attachments:

EXHIBIT TO BL 80/2022

Amended/Repealed By-law Number(s):



THE CORPORATION OF THE CITY OF THUNDER BAY
BY-LAW NUMBER BL 80/2022

A By-law to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended. (397/401 Empire Avenue East)

Recitals

1. Authority is provided in accordance with Section 41 of the Planning Act, R.S.O. 1990, c. P. 13, as amended (the “Act”), to pass a By-law designating a Site Plan Control Area.
2. Council has determined it is necessary to designate city-owned lands prior to sale as a Site Plan Area, as referenced by resolution of the Committee of the Whole, dated May 15, 2000.

ACCORDINGLY, THE CORPORATION OF THE CITY OF THUNDER BAY
ENACTS AS FOLLOWS:

1. The lands described in section 2 of this By-law (the “Lands”) are designated as a Site Plan Control Area within the meaning of Section 41 of the Act, and no person shall undertake any development on the Lands, until the Council of the Corporation has approved plans and drawings as may be required under Subsection 41(4) of the Act.
2. The Lands to which this By-law applies are more particularly described as follows, namely:

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the City of Thunder Bay, in the District of Thunder Bay, and being composed of Lots 6-10 of Registered Plan 226.
3. This By-law is in accordance with the City of Thunder Bay Official Plan, as amended.
4. This By-law shall come into force and take effect upon the date it is passed.

Enacted and passed this 22nd day of August, A.D. 2022 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro
Mayor

Dana Earle
Deputy City Clerk



THIS IS EXHIBIT ONE TO BY-LAW NUMBER 80/2022

MAYOR _____

CITY CLERK _____

Memorandum

Corporate By-law Number BL 81/2022

| | | |
|----------------------|---|--------------|
| TO: | Office of the City Clerk | FILE: |
| FROM: | Jillian Fazio Development & Emergency Services - Planning Services | |
| DATE: | 08/03/2022 | |
| SUBJECT: | BL 81/2022 - Site Plan Control Designation - 226 Kingston Street | |
| MEETING DATE: | City Council - 08/22/2022 (mm/dd/yyyy) | |

By-law Description: A By-law to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended. (226 Kingston Street)

Authorization: Report 2000.148 (Planning) - Committee of the Whole - May 15, 2000

By-law Explanation: The purpose of this By-law is to designate an area of Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, as it applies to Lots 3-4, Part Lot 5, Block X of Registered Plan W-61 municipally known as 226 Kingston Street.

Schedules and Attachments:

EXHIBIT TO BL 81/2022

Amended/Repealed By-law Number(s):



THE CORPORATION OF THE CITY OF THUNDER BAY
BY-LAW NUMBER BL 81/2022

A By-law to designate an area of Site Plan Control
pursuant to Section 41 of the Planning Act, R.S.O. 1990,
as amended. (226 Kingston Street)

Recitals

1. Authority is provided in accordance with Section 41 of the Planning Act, R.S.O. 1990, c. P. 13, as amended (the "Act"), to pass a By-law designating a Site Plan Control Area.
2. Council has determined it is necessary to designate city-owned lands prior to sale as a Site Plan Area, as referenced by resolution of the Committee of the Whole, dated May 15, 2000.

ACCORDINGLY, THE CORPORATION OF THE CITY OF THUNDER BAY
ENACTS AS FOLLOWS:

1. The lands described in section 2 of this By-law (the "Lands") are designated as a Site Plan Control Area within the meaning of Section 41 of the Act, and no person shall undertake any development on the Lands, until the Council of the Corporation has approved plans and drawings as may be required under Subsection 41(4) of the Act.
2. The Lands to which this By-law applies are more particularly described as follows, namely:

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the City of Thunder Bay, in the District of Thunder Bay, and being composed of Lots 3-4, Part Lot 5, Block X of Registered Plan W-61.

3. This By-law is in accordance with the City of Thunder Bay Official Plan, as amended.
4. This By-law shall come into force and take effect upon the date it is passed.

Enacted and passed this 22nd day of August, A.D. 2022 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

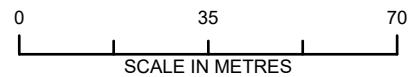
Mayor

Dana Earle

Deputy City Clerk



Property Location 
226 Kingston Street



THIS IS EXHIBIT ONE TO BY-LAW NUMBER 81/2022

MAYOR _____

CITY CLERK _____

Memorandum

Corporate By-law Number BL 79/2022

| | | |
|----------------------|---|--------------|
| TO: | Office of the City Clerk | FILE: |
| FROM: | Linda Crago City Manager's Office - Office of the City Clerk | |
| DATE: | 07/27/2022 | |
| SUBJECT: | BL 79/2022 - Confirming By-law - August 22, 2022 | |
| MEETING DATE: | City Council - 08/22/2022 (mm/dd/yyyy) | |

By-law Description: A By-law to confirm the proceedings of a meeting of Council, this 22nd day of August, 2022.

Authorization: Committee of the Whole - 2003/02/24

By-law Explanation: To confirm the proceedings and each motion, resolution and other action passed or taken by the Council at this meeting is, except where prior approval of the Ontario Land Tribunal required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

Schedules and Attachments:

Amended/Repealed By-law Number(s):



THE CORPORATION OF THE CITY OF THUNDER BAY
BY-LAW NUMBER BL 79/2022

A By-law to confirm the proceedings of a meeting of
Council, this 22nd day of August, 2022.

Recitals

1. Subsection 5(1) of the Municipal Act, 2001, S.O. 2001 c. 25, as amended, provides that the powers of a municipal corporation are exercised by its Council. Subsection 5(3) provides that those powers are to be exercised by by-law.
2. Council considers it appropriate to confirm and adopt its proceedings at this meeting by by-law.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE CITY OF
THUNDER BAY ENACTS AS FOLLOWS:

1. The actions of the Council at the following meeting:

22nd day of August, 2022 OPEN SESSION, CITY COUNCIL MEETING

and each motion, resolution and other action passed or taken by the Council at that meeting is, except where prior approval of the Ontario Land Tribunal is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

2. The Mayor and the proper officials of The Corporation of the City of Thunder Bay are authorized and directed to do all things necessary to give effect to the actions of the Council referred to in Section 1 of this By-law. In addition, the Clerk is authorized and directed to affix the corporate seal to any documents which require it.

3. This By-law shall come into force on the date it is passed.

Enacted and passed this 22nd day of August, A.D. 2022 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

Mayor

Krista Power

City Clerk