



# **AGENDA MATERIAL**

## **CITY COUNCIL**

**MEETING DATE:** MONDAY, AUGUST 9, 2021

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

**TIME:** IMMEDIATELY FOLLOWING COMMITTEE OF THE WHOLE



**MEETING:** City Council

**DATE:** Monday, August 9, 2021

*Reference No.* CC - 21/52

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**OPEN SESSION in the S.H. Blake Memorial Auditorium immediately following Committee of the Whole**

City Council  
Chair: Mayor B. Mauro

***OPENING CEREMONIES***

One Minute of Silence

***DISCLOSURES OF INTEREST***

***CONFIRMATION OF AGENDA***

Confirmation of Agenda - August 9, 2021 - City Council **(Page 4)**

WITH RESPECT to the August 9, 2021 City Council meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

***MINUTES OF PREVIOUS MEETINGS***

**City Council Minutes**

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

1. The Thunder Bay City Council held on July 26, 2021. **(Pages 5 – 9)**

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

1. The Thunder Bay City Council held on July 26, 2021.

## ***REPORTS OF COMMITTEES***

### **Committee of the Whole Minutes**

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

1. July 26, 2021 Committee of the Whole. **(Pages 10 – 26)**

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

1. July 26, 2021 Committee of the Whole.

### **Town Hall Meeting Minutes**

The Minutes of the following Town Hall Meeting to be received:

1. Meeting 01-2021 of the Mayor's Town Hall held on May 19, 2021. **(Pages 27 – 38)**

THAT the Minutes of the following Town Hall Meeting be received:

1. Meeting 01-2021 of the Mayor's Town Hall held on May 19, 2021.

## ***BY-LAWS***

### **BL 51/2021 - A By-law to govern the proceedings of meetings of City Council and its Committees and to repeal By-law 128-2012.**

A By-law to govern the proceedings of meetings of City Council and its Committees and to repeal By-law 128-2012. **(Pages 39 – 80)**

### **BL 61/2021 - Amendment to User Fee By-law.**

A By-law to amend By-law Number 028-2007, being a by-law to set fees and charges imposed for various Municipal Services. **(Pages 81 – 98)**

### **By-law Resolution**

By-law Resolution - August 9, 2021 **(Page 99)**

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 govern the proceedings of meetings of City Council and its Committees and to repeal By-law 128-2012.

By-law Number: BL 51/2021

2. A By-law to amend By-law Number 028-2007, being a by-law to set fees and charges imposed for various Municipal Services.

By-law Number: BL 61/2021

### ***NEW BUSINESS***

### ***NOTICE OF MOTION***

### ***CONFIRMING BY-LAW***

#### **BL 57/2021 - Confirming By-law August 9, 2021.**

A By-law to confirm the proceedings of a meeting of Council this 9th day of August, 2021.  
**(Pages 100 – 101)**

#### **Confirming By-law Resolution - August 9, 2021- City Council (Page 102)**

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 9<sup>th</sup> day of August, 2021

By-law Number: BL 57/2021

### ***ADJOURNMENT***

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**MEETING DATE**     08/09/2021 (mm/dd/yyyy)

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**SUBJECT**             Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - August 9, 2021 - City Council

***RECOMMENDATION***

WITH RESPECT to the August 9, 2021 City Council meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.



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**MEETING DATE**     08/09/2021 (mm/dd/yyyy)

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**SUBJECT**             City Council Minutes

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***SUMMARY***

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

1. The Thunder Bay City Council held on July 26, 2021.

***RECOMMENDATION***

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

1.     The Thunder Bay City Council held on July 26, 2021.

***ATTACHMENTS***

1 City Council minutes July 26 2021



**MEETING:** City Council

**DATE:** Monday, July 26, 2021

*Reference No. 17/52*

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**OPEN SESSION in the S.H. Blake Memorial Auditorium at 10:39 p.m.**

City Council

Chair: Mayor B. Mauro

**PRESENT:**

Councillor A. Aiello  
Councillor A. Foulds  
Councillor A. Ruberto

**OFFICIALS:**

Ms. D. Earle, Deputy City Clerk  
Ms. K. Piché, Council & Committee Clerk

**ELECTRONIC PARTICIPATION:**

Mayor B. Mauro  
Councillor M. Bentz  
Councillor S. Ch'ng  
Councillor C. Fraser  
Councillor T. Giertuga  
Councillor B. Hamilton  
Councillor K. Oliver  
Councillor Peng You

**OFFICIALS - ELECTRONIC PARTICIPATION:**

Mr. N. Gale, City Manager  
Ms. L. Evans, General Manager – Corporate Services  
& Long Term Care & City Treasurer  
Ms. K. Marshall, General Manager – Infrastructure &  
Operations  
Ms. K. Robertson, General Manager – Community  
Services  
Ms. K. Lewis, General Manager – Development &  
Emergency Services  
Ms. D. Walker, Law Clerk & Land Development  
Specialist

***OPENING CEREMONIES***

One Minute of Silence.

***DISCLOSURES OF INTEREST***

Aside from those disclosures already recorded in the previous minutes as presented here, no additional disclosures of interest were announced.

***CONFIRMATION OF AGENDA***

Confirmation of Agenda - July 26, 2021 - City Council

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Peng You

WITH RESPECT to the July 26, 2021 City Council meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

***MINUTES OF PREVIOUS MEETINGS***

**City Council Minutes**

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

1. The Thunder Bay City Council held on July 19, 2021 was distributed separately on Thursday, July 22, 2021.

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Aldo Ruberto

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

1. The Thunder Bay City Council held on July 19, 2021.

CARRIED

***REPORTS OF COMMITTEES***

**Committee of the Whole Minutes**

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

1. July 19, 2021 Committee of the Whole was distributed separately on Thursday, July 22, 2021.

MOVED BY: Councillor Kristen Oliver  
SECONDED BY: Councillor Albert Aiello



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

1. July 19, 2021 Committee of the Whole.

CARRIED

### **Ward Meeting Minutes**

The Minutes of the following Ward Meetings to be received:

1. Meeting No. 01 of the Current River Ward held on March 3, 2021.

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Brian Hamilton

THAT the Minutes of the following Ward Meetings be received:

1. Meeting No. 01 of the Current River Ward held on March 3, 2021.

CARRIED

### ***CONFIRMING BY-LAW***

#### **BL 56/2021 - Confirming By-law - July 26, 2021**

A By-law to confirm the proceedings of a meeting of Council, this 26th day of July, 2021.

#### **Confirming By-law Resolution - July 26, 2021- City Council**

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Andrew Foulds

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 26th day of July, 2021

By-law Number: BL 56/2021

CARRIED

***ADJOURNMENT***

The meeting adjourned at 10:44 p.m.

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**MEETING DATE**      08/09/2021 (mm/dd/yyyy)

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**SUBJECT**              Committee of the Whole Minutes

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***SUMMARY***

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

1. July 26, 2021 Committee of the Whole.

***RECOMMENDATION***

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

1. July 26, 2021 Committee of the Whole.

***ATTACHMENTS***

1 July 26 2021 COW minutes



**MEETING:** Committee of the Whole

**DATE:** Monday, July 26, 2021

*Reference No.* 33/52

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**OPEN SESSION via Microsoft Teams at 4:31 p.m.**

Committee of the Whole - Special Session

Chair: Councillor A. Ruberto

**ELECTRONIC PARTICIPATION: OFFICIALS:**

Mayor B. Mauro  
Councillor M. Bentz  
Councillor S. Ch'ng  
Councillor A. Foulds  
Councillor T. Giertuga  
Councillor B. Hamilton  
Councillor Peng You

Ms. D. Earle, Deputy City Clerk

**OFFICIALS - ELECTRONIC PARTICIPATION:**

Mr. N. Gale, City Manager  
Ms. C. Cline, Acting City Solicitor  
Ms. L. Evans, General Manager – Corporate Services  
& Long Term Care & City Treasurer

**Establishment of Committee of the Whole - Closed Session**

At the July 19, 2021 Committee of the Whole meeting, the following resolution was passed to establish the Committee of the Whole – Closed Session for July 26, 2021:

**MOVED BY:** Councillor Rebecca Johnson  
**SECONDED BY:** Councillor Peng You

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, July 26, 2021 at 4:30 p.m. in order to receive information relative to a proposed or pending acquisition or disposition of land by the municipality or local board; 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; 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; personal matters about an identifiable individual, including municipal or local board employees; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and litigation or potential litigation, including matters before administrative

tribunals, affecting the municipality or local board.

CARRIED

**Amending Resolution - Committee of the Whole - Closed Session**

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Shelby Ch'ng

WITH RESPECT to the resolution to establish the Monday, July 26, 2021 Committee of the Whole – Closed Session, we recommend that the following reasons be removed:

“a proposed or pending acquisition or disposition of land by the municipality or local board; and 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”

AND THAT the following reasons be added:

“Labour relations or employee negotiations; and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.”

CARRIED

**Amended Resolution - Committee of the Whole - Closed Session**

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Peng You

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, July 26, 2021 at 4:30 p.m. in order to receive information relative to 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; personal matters about an identifiable individual, including municipal or local board employees; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; labour relations or employee negotiations; and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

CARRIED

**CLOSED SESSION via MS Teams at 4:32 p.m.**

Committee of the Whole - Closed Session

Vice-Chair: Mayor B. Mauro

**ELECTRONIC PARTICIPATION: OFFICIALS:**

Mayor B. Mauro  
Councillor A. Aiello  
Councillor M. Bentz  
Councillor S. Ch'ng  
Councillor A. Foulds  
Councillor T. Giertuga  
Councillor B. Hamilton  
Councillor A. Ruberto  
Councillor Peng You

Ms. D. Earle, Deputy City Clerk

**OFFICIALS - ELECTRONIC PARTICIPATION:**

Mr. N. Gale, City Manager  
Ms. C. Cline, Acting City Solicitor  
Ms. L. Evans, General Manager – Corporate Services  
& Long Term Care & City Treasurer

**DISCLOSURES OF INTEREST**

Councillor A. Foulds declared a conflict relative to Report 2021CLS.027 (Human Resources & Corporate Safety) as he has a family member employed by the City of Thunder Bay.

Councillor A. Aiello declared a conflict relative to Report 2021CLS.027 (Human Resources & Corporate Safety) as he has a family member employed by the City of Thunder Bay.

**REPORTS OF MUNICIPAL OFFICERS**

**Legal Matter**

Ms. K. Lewis, General Manager - Development & Emergency Services, Mr. J. DePeuter, Manager - Realty Services and Ms. D. Walker, Law Clerk & Land Development Specialist entered the meeting.

Confidential memorandum from Ms. C. Cline, Acting City Solicitor and Ms. D. Walker, Law Clerk & Land Development Specialist, dated July 26, 2021, relative to the above noted, for information was distributed separately to Members of Council, City Manager, City Solicitor, General Manager – Corporate Services & Long Term Care and General Manager – Development & Emergency Services only on Thursday, July 22, 2021.

Ms. C. Cline, Acting City Solicitor and Ms. D. Walker, Law Clerk & Land Development Specialist responded to questions.

Mr. J. DePeuter and Ms. D. Walker left the meeting.

### **Human Resources Matter**

Ms. K. Robertson, General Manager - Community Services, Ms. K. Marshall, General Manager - Infrastructure & Operations, Ms. C. Olsen, Acting Director - Corporate Strategic Services and Ms. K. Ortgiese, Director - Human Resources & Corporate Safety entered the meeting.

At the June 7, 2021 Committee of the Whole – Closed Session meeting, this item was deferred to a future Committee of the Whole - Closed Session meeting.

Mr. N. Gale, City Manager provided an overview relative to the above noted and responded to questions.

Ms. K. Ortgiese, Director - Human Resources & Corporate Safety responded to questions.

Ms. K. Robertson, Ms. K. Marshall, Ms. K. Lewis and Ms. C. Olsen left the meeting.

### **Human Resources Matter - National Day for Truth & Reconciliation**

Councillor A. Aiello and Councillor A. Foulds declared a conflict and left the meeting.

Report 2021CLS.027 (Human Resources & Corporate Safety) relative to the above noted was distributed separately to Members of Council, City Manager, City Solicitor, General Manager – Corporate Services & Long Term Care and Director – Human Resources & Corporate Safety only on Thursday, July 22, 2021.

Ms. K. Ortgiese, Director - Human Resources & Corporate Safety responded to questions.

At 5:13 p.m. the Closed Session concluded. It was the consensus of Committee that Open Session reconvene at 6:30 p.m.

### **OPEN SESSION in S.H. Blake Memorial Auditorium at 6:31 p.m.**

Committee of the Whole - Planning Session

Chair: Councillor A. Ruberto

#### **PRESENT:**

Councillor A. Aiello  
Councillor A. Foulds  
Councillor A. Ruberto

#### **OFFICIALS:**

Ms. D. Earle, Deputy City Clerk  
Ms. K. Piché, Council & Committee Clerk

**ELECTRONIC PARTICIPATION:**

Mayor B. Mauro  
Councillor M. Bentz  
Councillor S. Ch'ng  
Councillor C. Fraser  
Councillor T. Giertuga  
Councillor B. Hamilton  
Councillor K. Oliver  
Councillor Peng You

**OFFICIALS - ELECTRONIC PARTICIPATION:**

Mr. N. Gale, City Manager  
Ms. L. Evans, General Manager – Corporate Services  
& Long Term Care & City Treasurer  
Ms. K. Marshall, General Manager – Infrastructure &  
Operations  
Ms. K. Robertson, General Manager – Community  
Services  
Ms. K. Lewis, General Manager – Development &  
Emergency Services  
Ms. E. Westover, Director – Financial Services  
Ms. K. Cannon, Director – Revenue  
Mr. D. Vincent, Manager – Licensing & Enforcement  
Mr. J. DePeuter, Manager – Realty Services  
Mr. J. Paske, Supervisor – Parking Authority  
Ms. D. Walker, Law Clerk & Land Development  
Specialist

**DISCLOSURES OF INTEREST**

Councillor A. Aiello declared a conflict relative to Report 2021CLS.027 (City Manager's Office - Human Resources & Corporate Safety) as he has a family member employed by the City of Thunder Bay.

Councillor A. Foulds declared a conflict relative to Report 2021CLS.027 (City Manager's Office - Human Resources & Corporate Safety) as he has a family member employed by the City of Thunder Bay.

**CONFIRMATION OF AGENDA**

Confirmation of Agenda - July 26, 2021 - Committee of the Whole

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Albert Aiello

WITH RESPECT to the July 26, 2021 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**CARRIED**



***REPORTS OF COMMITTEES***

**Heritage Advisory Committee Minutes**

Minutes of Meeting 05-2021 of the Heritage Advisory Committee held on May 27, 2021, for information.

**Parking Authority Board Minutes**

Minutes of Meeting 05-2021 of the Parking Authority Board held on May 11, 2021 for information.

**Committee of Adjustment Minutes**

Minutes of Meeting No. 04-2021 of the Committee of Adjustment held on April 21, 2021, for information.

***REPORTS OF MUNICIPAL OFFICERS***

**Human Resources Matter - National Day for Truth & Reconciliation**

Councillor A. Aiello and Councillor A. Foulds declared a conflict and refrained from discussing or voting on the following resolution.

Report 2021CLS.027 (City Manager's Office - Human Resources & Corporate Safety) was previously presented at Committee of the Whole - Closed Session held earlier in the evening.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Peng You

WITH RESPECT to Report 2021CLS.027 (City Manager's Office – Human Resources & Corporate Safety), it is recommended that the Corporation recognize September 30, National Day for Truth and Reconciliation, as a paid statutory holiday where the collective agreement and/or non-union by-law requires the addition of paid holidays that are proclaimed by the federal government;

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

CARRIED

### **Superior North EMS Expansion**

Report R 88/2021 (Development & Emergency Services - Superior North EMS) recommending the expansion of ambulance hours in Thunder Bay effective July 1, 2021.

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Andrew Foulds

WITH RESPECT to Report R 88/2021 (Development & Emergency Services - Superior North EMS), we recommend the expansion of 4600 ambulance hours (88 hours bi-weekly) in Thunder Bay effective July 1, 2021;

AND THAT unbudgeted revenue from operational programs will be used to cover the expenses;

AND THAT the proposed expansion be added to the 2021 EMS budget;

AND THAT the Mayor and Clerk be authorized to execute all required documentation;

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

CARRIED

### **Superior North EMS Organizational Redesign**

Report R 83/2021 (Development & Emergency Services - Superior North EMS) recommending to proceed with the Organizational Redesign of Superior North EMS.

MOVED BY: Councillor Andrew Foulds  
SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report R 83/2021 (Development & Emergency Services - Superior North EMS), we recommend the Phase I of the Organizational Redesign of SNEMS be approved and implemented as outlined in this report;

AND THAT revenue from operational programs be used to cover the Phase I expenditures in 2021;

AND THAT the proposed expansion be added to the 2021 EMS budget;

AND THAT the cost of phase II and phase III of the reorganization be included in subsequent budget requests;

AND THAT the Mayor and Clerk be authorized to execute all required documentation;

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

CARRIED

### **Response to Animal Services Deputations**

At the November 16, 2020 Committee of the Whole meeting, a resolution was passed requesting that Administration report back on the feasibility of implementing the proposed concepts presented by two deputations.

Report R 69/2021 (Development & Emergency Services - Licensing & Enforcement), providing an update relative to deputations presented to Committee of the Whole on November 16, 2020 regarding updating the current Animal Services By-laws to a “Responsible Pet Ownership” model, and a second deputation proposing the complete outsourcing of Animal Services functions, to their respective organizations, for information.

### **Service Provider for Parking and Ticket Management Solutions**

Report R 92/2021 (Development & Emergency Services - Licensing & Enforcement) recommending that City Council amend Schedule C of the User Fee By-law Number 17/2021, in accordance with Attachment A to this Report, with respect to Parking Authority Fees.

MOVED BY: Councillor Shelby Ch'ng  
SECONDED BY: Councillor Peng You

WITH RESPECT to Report R 92/2021 (Development and Emergency Services – Licensing and Enforcement), we recommend that City Council amend Schedule C of the User Fee By-law Number 17/2021, in accordance with Attachment A to this Report, with respect to Parking Authority Fees;

AND THAT the General Manager – Development and Emergency Services and City Clerk be authorized to sign the initial, and any subsequent renewals of the, Software License and Service Agreement and Order Form with Passport Labs Inc. for the parking and ticket management solutions referred to in this Report;

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

CARRIED

### **Parking Structures**

At the request of the Chair, Councillor A. Foulds assumed the Chair during the discussion of this item.

At the February 8, 2021 Committee of the Whole meeting, a resolution was passed directing Administration to report back by June 14, 2021 on the feasibility of divesting ownership and proceeding with sale of both the Waterfront and Victoriaville Parkades.

At the June 14, 2021 Committee of the Whole meeting, a memorandum from Mr. J. DePeuter, Manager - Realty Services, dated June 2, 2021 was presented advising Council that the report has been postponed to the July 26, 2021 Committee of the Whole meeting.

Report R 94/2021 (Development & Emergency Services - Realty Services) providing information on feasibility to sell the VictoriaVille and Waterfront Parking Structures, for information.

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

Committee of the Whole - Administrative Services Session  
Chair: Councillor M. Bentz

### ***REPORTS OF COMMITTEES***

#### **Audit Committee Minutes**

Minutes of Meetings 03-2020 and 01-2021 of the Audit Committee held on December 9, 2020 and May 20, 2021, respectively, for information.

#### **Police Services Board Minutes**

Minutes of Meetings 08-2021, 10-2021 and 12-2021 of the Thunder Bay Police Services Board, held on March 16, 2021, April 20, 2021 and May 18, 2021, respectively, for information.

### ***REPORTS OF MUNICIPAL OFFICERS***

#### **Digital Strategy - Audit and Accountability Fund - Intake #2 Funding**

Report R 81/2021 (Corporate Services & Long Term Care - Corporate Information Technology) recommending the Transfer Payment Agreement for the Audit and Accountability Fund – Intake #2 between the Ontario Minister of Municipal Affairs and Housing and Corporation of the City of Thunder Bay be approved. The City of Thunder Bay will receive up to \$125,000 of grand funding for consulting services relative to development of a Digital Strategy.

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Peng You

WITH RESPECT to Report R 81/2021 (Corporate Services & Long-Term Care – Corporate Information Technology), we recommend the Transfer Payment Agreement for the Audit and Accountability Fund – Intake #2 between the Ontario Minister of Municipal Affairs and Housing and Corporation of the City of Thunder Bay be approved;

AND THAT Appropriation No. 15 be approved;

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

CARRIED

### **Recruitment Process Assessment - Audit and Accountability Fund - Intake #2 Funding**

Report R 104/2021 (City Manager's Office - Human Resources & Corporate Safety) recommending the Transfer Payment Agreement for the Audit and Accountability Fund - Intake #2 between the Ontario Minister of Municipal Affairs and Housing and the Corporation of the City of Thunder Bay be approved.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Bill Mauro

WITH RESPECT to Report R 104/2021 (City Manager's Office – Human Resources & Corporate Safety), we recommend that the Transfer Payment Agreement for the Audit and Accountability Fund – Intake #2 between the Ontario Minister of Municipal Affairs and Housing and the Corporation of the City of Thunder Bay be approved;

AND THAT Appropriation No. 16 be approved;

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

CARRIED

### **Credit and Collection Policy**

At the April 26, 2021 Committee of the Whole meeting, a resolution was passed recommending that Administration review the Credit and Collection Policy to ensure that it includes all available provisions contained within the Municipal Act for the collection of receivables.

Report No. R 97/2021 (Corporate Services & Long Term Care - Revenue) recommending that the amended Credit and Collection Policy appended to this report, be approved.

MOVED BY: Councillor Cody Fraser  
SECONDED BY: Councillor Aldo Ruberto

WITH RESPECT to Report R 97/2021 (Corporate Services and Long Term Care – Revenue), we recommend that the amended Credit and Collection Policy, appended to this report, be approved;

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

CARRIED

### **2020 Update on Investment of Municipal Funds and Prudent Investor Standard for Municipal Investments: Analysis, Options and Recommendation**

Report No. R 64/2021 (Corporate Services & Long Term Care - Financial Services) recommending that the 2020 update on the Investment of Municipal Funds be received by City Council for information purposes.

Mr. N. Bryce, TD Asset Management appeared before Committee via MS Teams and responded to questions.

MOVED BY: Mayor Bill Mauro  
SECONDED BY: Councillor Andrew Foulds

WITH RESPECT to Report R 64/2021 (Corporate Services & Long Term Care - Financial Services), we recommend that the 2020 update on the Investment of Municipal Funds be received by City Council for information purposes;

AND THAT Council direct Administration to proceed with the adoption of the Prudent Investor Standard by working with ONE Investment on the steps necessary to join the ONE Joint Investment Board as a participating municipality and report back to Council with a new Investment Policy Statement (IPS), the ONE Joint Investment Board agreement, and necessary by-laws by December 2021.

CARRIED

### **2020 Audit Committee Annual Report**

Report R 95/2021 (Corporate Services & Long Term Care - Internal Audit & Continuous Improvement), recommending that the 2020 Audit Committee Annual Report be received and the Audited Consolidated Financial Statements and Trust Fund Statements for the year ended December 31, 2020 be approved.

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Aldo Ruberto

WITH RESPECT to Report R 95/2021 (Corporate Services & Long Term Care - Internal Audit & Continuous Improvement), we recommend that the 2020 Audit Committee Annual Report, be received;

AND THAT the Treasurer's Report, which includes the Audited Consolidated Financial Statements and Trust Fund Statements, for the year ended December 31, 2020 be approved;

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

CARRIED

### **Appointment of Municipal Auditors**

Report No. R 96/2021 (Financial Services) recommending the appointment of Municipal Auditors for January 1, 2021 to December 31, 2025.

MOVED BY: Councillor Shelby Ch'ng  
SECONDED BY: Councillor Peng You

WITH RESPECT to Report R 96/2021 (Corporate Services & Long Term Care - Financial Services), we recommend the appointment of the firm of BDO Canada LLP as auditors for the City of Thunder Bay and its outside boards and agencies for a five-year period effective January 1, 2021 (commencing with the completion of the December 31, 2021 year-end), under the terms and conditions as stated in the Proposal;

AND THAT the Mayor and Clerk be authorized to execute all required documentation relative to auditor appointment including any supplementary agreements;

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

CARRIED

### **2021 Budget Variance Report #2**

Report R 99/2021 (Corporate Services & Long-Term Care - Financial Services) reviewing year-to-date revenues and expenditures and completes a forecast of the City's financial position to year-end (December 31, 2021). The forecast is compared to the 2021 approved budget and presented to City Council, for information.

**Budget Direction 2022 and Beyond**

Report No. R 84/2021 (Corporate Services & Long Term Care - Financial Services) recommending that City Council direct the City Manager and General Manager – Corporate Services & Long Term Care/ City Treasurer to prepare the proposed 2022 tax-supported budget with service level changes identified in the report was distributed separately on Thursday, July 22, 2021.

Confidential memorandum from Ms. K. Andrew, Accountant - Financial Services, dated July 19, 2021 relative to the above noted was distributed separately on Thursday, July 22, 2021 to City Council & EMT only.

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Andrew Foulds

WITH RESPECT to Report R 84/2021 (Corporate Services & Long Term Care – Financial Services), we recommend that City Council direct the City Manager and General Manager – Corporate Services & Long Term Care/ City Treasurer to prepare the proposed 2022 tax-supported budget with service level changes identified in the report;

AND THAT Administration target a municipal tax levy increase, net of growth, of no more than 2.75%;

AND THAT Administration continue to identify savings for the 2022 proposed budget;

AND THAT approval of the 2022 proposed budget be subject to detailed review and consideration by City Council;

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

**Amending Resolution - Budget Direction 2022 and Beyond**

MOVED BY: Mayor Bill Mauro  
SECONDED BY: Councillor Albert Aiello

WITH RESPECT to Report R 84/2021 (Corporate Services & Long Term Care – Financial Services), we recommend that the 2nd paragraph be amended by deleting 2.75% and replacing it with 2.25%.

CARRIED

**Amended Resolution - Budget Direction 2022 and Beyond**

MOVED BY: Councillor Brian Hamilton  
SECONDED BY: Councillor Andrew Foulds



WITH RESPECT to Report R 84/2021 (Corporate Services & Long Term Care – Financial Services), we recommend that City Council direct the City Manager and General Manager – Corporate Services & Long Term Care/ City Treasurer to prepare the proposed 2022 tax-supported budget with service level changes identified in the report;

AND THAT Administration target a municipal tax levy increase, net of growth, of no more than 2.25%;

AND THAT Administration continue to identify savings for the 2022 proposed budget;

AND THAT approval of the 2022 proposed budget be subject to detailed review and consideration by City Council;

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

CARRIED

### **Official Recognition Committee - Programme Review**

Report No. R 103/2021 (City Manager's Office - Office of the City Clerk), recommending that the Terms of Reference for the Official Recognition Committee, and Corporate Policies 07-01-01 Civic Recognition and 07-01-02 Commemorative Gifts/Promotional Souvenirs, as appended to this Report as Attachments A, B and C be approved.

MOVED BY: Councillor Cody Fraser  
SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report No. 103/2021 (City Manager's Office – Office of the City Clerk), we recommend that the Terms of Reference for the Official Recognition Committee, and Corporate Policies 07-01-01 Civic Recognition and 07-01-02 Commemorative Gifts/Promotional Souvenirs, as appended to this Report as Attachments A, B and C be approved;

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

CARRIED

### ***PETITIONS AND COMMUNICATIONS***

#### **Ban Against Conversion Therapy**

Memorandum from Councillor S. Ch'ng, dated June 1, 2021 containing a motion relative to the above noted.

Correspondence received from Rainbow Collective of Thunder Bay dated July 16, 2021 requesting to appear before Committee to provide a deputation relative to the above noted.

Memorandum from Councillor S. Ch'ng, dated July 22, 2021 containing a revised motion relative to the above noted.

J. Veltri and J. Bogacki of Rainbow Collective of Thunder Bay and Dr. Kristopher Wells appeared before Committee via MS Teams, provided a PowerPoint presentation and responded to questions.

At 10:01 p.m. the Deputy City Clerk advised that due to a Microsoft Teams technical issue, the meeting will briefly recess until the issue is resolved.

At 10:03 p.m. the meeting reconvened.

MOVED BY: Councillor Shelby Ch'ng  
SECONDED BY: Councillor Cody Fraser

WITH RESPECT to the Memorandum from Councillor S. Ch'ng dated July 13, 2021 relative to a ban on Conversion Therapy (also known as Reparative Therapy, Reintegrative Therapy, or Sexual Orientation and Gender Identity Change Efforts is any form of treatment, including individual talk therapy, behavioural or aversion therapy, group therapy treatments, spiritual prayer, exorcism, and/or medical or drug induced treatments) which attempt to actively change someone's sexual orientation, gender identity, or gender expression, we recommend that conversion therapy be denounced as a harmful and unethical practice by major medical and human rights organizations including Canadian Psychological Association, Canadian Psychiatric Association, and Canadian Association of Social Workers and denounce the practice of conversion therapy as a dangerous and harmful practice that perpetuates myths and stereotypes about sexual orientation and gender identity;

AND THAT the City of Thunder Bay support and advocate in favour of Bill C-6, An Act to Amend the Criminal Code (Conversion Therapy) which proposes five conversion therapy-related offences, including:

- (a) causing a person to undergo conversion therapy against the person's will;
- (b) causing a child to undergo conversion therapy;
- (c) doing anything for the purpose of removing a child from Canada with the intention that the child undergo conversion therapy outside Canada;
- (d) advertising an offer to provide conversion therapy; and
- (e) receiving a financial or other material benefit from the provision of conversion therapy.

AND THAT the City of Thunder Bay acknowledge that any municipal prohibition on or regulation of conversion therapy may face legislative and jurisdictional challenges, and as conversion therapy is often practiced in secret outside of formal business settings and deemed that regulation of this practice is better addressed at the federal level where it can be criminalized;

AND THAT Administration be directed to report on options available to prohibit the practice and advertising of conversion therapy in the City of Thunder Bay, through Planning, Development, Business Licensing and human resources support available for city employees along with engagement with local agencies such as Canadian Mental Health, Thunder Pride, Rainbow Collective, Children's Centre Thunder Bay and any other relevant stakeholders;

AND THAT Administration report back on or before March 31, 2022;

AND THAT notice of this resolution be shared with the Prime Minister of Canada, the Minister of Justice and the Attorney General, the Minister of Diversity and Inclusion and Youth, MP Patty Hajdu, MP Michael Gravelle, MPP Marcus Powlowski, MPP Judith Monteith Farrell to express support for Bill C-6, An Act to Amend the Criminal Code (Conversion Therapy);

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

CARRIED

### **2021 Annual Citizens of Exceptional Achievement Banquet & 50th Anniversary Awards Update**

At the March 29, 2021 Committee of the Whole meeting, a memorandum from Ms. D. Earle, Deputy City Clerk was presented postponing the 2021 Official Recognition Committee banquet and that Administration will report back later in 2021 with a new date.

Memorandum from Ms. D. Earle, Deputy City Clerk, dated June 25, 2021 containing a motion relative to the above noted.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Andrew Foulds

WITH RESPECT to the Memorandum from D. Earle, Deputy City Clerk dated June 25, 2021, we recommend that the 2021 Annual Citizens of Exceptional Achievement Event Update be postponed until 2022;

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

CARRIED

### ***ADJOURNMENT***

The meeting adjourned at 10:38 p.m.

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***MEETING DATE***      08/09/2021 (mm/dd/yyyy)

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***SUBJECT***              Town Hall Meeting Minutes

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***SUMMARY***

The Minutes of the following Town Hall Meeting to be received:

1. Meeting 01-2021 of the Mayor's Town Hall held on May 19, 2021.

***RECOMMENDATION***

THAT the Minutes of the following Town Hall Meeting be received:

1. Meeting 01-2021 of the Mayor's Town Hall held on May 19, 2021.

***ATTACHMENTS***

- 1 Town Hall Minutes May 19 2021

**DATE:** WEDNESDAY, MAY 19, 2021**MEETING NO. 01-2021****TIME:** 7:01 P.M.**PLACE:** S.H. BLAKE MEMORIAL AUDITORIUM (via Microsoft Teams)**CHAIR:** MAYOR BILL MAURO

Members of the public were invited to participate via telephone or email submission, and viewed the meeting on Shaw Spotlight Ch10, BlueCurve Ch105, Tbaytel TV Channel 110 or online at [thunderbay.ca/watchcouncil](http://thunderbay.ca/watchcouncil).

**RESOURCE PERSONS:**

Ms. K. Power, City Clerk

Ms. L. Lavoie, Council &amp; Committee Clerk

**RESOURCE PERSONS (ELECTRONIC PARTICIPATION):**

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

Mr. J. Howie, Policy Assistant to the Mayor

**1.0 WELCOME/OPENING REMARKS**

The Chair, Mayor B. Mauro welcomed viewers to the virtual Town Hall Meeting and introduced members of Administration.

The Chair provided the following information for viewers: The Thunder Bay District Health Unit is the main contact for any questions relating to COVID-19. Their website – [www.tbdhu.com](http://www.tbdhu.com) – has resources for the general public regarding vaccinations, 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 advised viewers that a Public Pre-Budget Consultation Survey for the 2022 Budget would begin Tuesday, June 8, 2021 and run until Tuesday, June 29, 2021, providing an opportunity for all citizens to provide input on the 2022 City Budget. The survey will be available in the Get Involved section of the City website.

**2.0 UPDATE ON THE CITY'S DEBT SITUATION, AND COVID-19 & THE CITY'S FINANCES**

Ms. L. Evans, General Manager – Corporate Services & Long-Term Care and City Treasurer provided a PowerPoint presentation. Information relative to the City's debt situation included the following:

- The total outstanding debenture balance as of December 31, 2020 is \$212.2 million, including \$69.5 million tax supported, \$94.8 million rate supported, and \$47.9 million for Tbaytel. It was noted that Tbaytel is responsible for their own debt payments.
- The City Council approved debt management strategy includes debt service ratio targets of a maximum of 7.5% for tax supported debt and 10% for total debt. A debt service ratio measures the ability to make debt payments. The City's current tax supported debt service ratio is 6.05% for tax supported debt and 6.09% overall, which are below the above-noted maximums, as well as far below the provincially legislated restriction of a maximum debt service ratio of 25%.
- Four tax supported debentures will mature by 2025.
- Four rate supported debentures will mature by 2025.

Ms. L. Evans presented the following information relative to 2021 projected COVID-19 financial impact:

- The City received funding from the provincial and federal governments, which fully offset the impact of COVID-19 in 2020.
- The projected COVID-19 impact for 2021 is \$5.4 million.
- The City has \$3.3 million remaining from 2020 Operating Safe Restart funds, which can be used in 2021, therefore, an estimated \$2.1 million is required from the Stabilization Reserve Fund to cover the balance of the projected 2021 COVID-19 impact.

The Chair received the following questions via email from citizens prior to the meeting:

1. I understand that when the Thunder Bay casino was in operation, the casino gave money to the City. How much was that amount annually? How is it used by the City?

Ms. L. Evans explained that Gateway Casino provides approximately \$2.4 million annually. These funds are part of the City's general corporate operating revenue budget and are used to pay for the City's operating costs such as salary & wages, insurance, utilities and maintenance. COVID-19 has had a significant impact on casino revenues with an estimated 50% reduction budgeted for 2021.

2. I understand that Tbaytel gives millions of dollars to the City annually. How is it used?

Ms. L. Evans noted that Tbaytel provides an annual dividend to The City of Thunder Bay. In 2021, the annual dividend amount is set at \$18 million as outlined in the Council approved dividend policy. \$17.75 million will be included as part of the City's general corporate operating revenue and used to pay for the City's operating costs, and \$250,000 will be transferred to the General Capital reserve fund to assist in addressing the infrastructure deficit.

3. Is the City planning to sell Tbaytel?

The Chair, Mayor B. Mauro advised that the sale of Tbaytel is not being considered by Council at this time.

4. I often read in the newspaper that police officers find money, drugs, and firearms in the cars or houses of criminals. What happens to these after the suspects are convicted of their crimes?

Ms. L. Evans informed viewers that if a 'proceeds of crime' criminal charge is laid and there is a conviction, the money is given to either the provincial or the federal government, depending on the type of charge laid. The federal or provincial governments place the proceeds of crime into a fund for grants. Police services across the province apply for this grant funding to the federal or provincial governments. If there is no conviction, the money is generally given back to the accused.

5. I am charged commercial tax on my business, which is a seasonal business that creates most of its revenue in spring. We have been shut down two years in a row now. Is The City of Thunder Bay reimbursing the commercial taxes on a business I cannot open?

The Chair acknowledged that it has been a very difficult time for small business owners. The Chair explained that the closures due to COVID-19 are not under the authority of municipal governments. COVID-19 restrictions are set by the provincial government. The Chair encouraged small business owners apply for assistance programs that are being offered by the provincial and federal governments. The Chair added that municipalities do not have the ability to not collect taxes, under the *Municipal Act*, however over the last three years, Council has been making tax policy decisions to reduce the taxes for business property classes. The Province has also reduced the education rates for business classes in 2021, resulting in full service commercial properties seeing a tax reduction of 2.3% in 2021.

6. How much has our industrial tax base shrunk and how has that revenue been replaced?

The Chair informed viewers that in the last ten years the industrial tax base has shrunk by 40%. Additionally, some MPAC reassessments of large industrial properties led to reduced values. Ms. L. Evans added that since 2012, the industrial and large industrial property classes' share of the tax levy decreased from 5.8% to 2.4%. Approximately \$4 million shifted from the industrial classes to other property classes.

### 3.0 GENERAL Q & A ON CITY ISSUES

The Chair received the following questions via email from citizens prior to the meeting, relative to the proposed Multi-Use Indoor Sports Facility:

1. Why do we need a Multi-Use Indoor Sports Facility when a private developer has offered to build a Soccer Plex?

The Chair, Mayor B. Mauro explained that there is room for both a City owned facility and a privately owned facility in order to accommodate demand from various sports groups in the community. The Chair added that Council has done what it can to encourage the private sector, but since the prior structure collapsed several years ago, nothing has been built to replace it.

2. At the Non-Business meeting on the Multi-Use Indoor Sports Facility, Councillor Brian McKinnon referenced an engineering report that said pilings for the facility in Chapples Park would have to be put down the equivalent of 10 storeys. Can you confirm there is such a report and that the depth quoted by Councillor McKinnon is correct?

The Chair advised that the engineering information was correct and noted that the information was not new to Council. Piling is a common practice, especially in large construction projects.

3. I have followed the discussions for a permanent hard walled structure vs an air supported dome. If Thunder Bay is to attain net zero emissions, what will be the environmental impact and costs over the life of an indoor turf facility in each instance?

The Chair noted that Council has received a report on Net Zero Strategy but the strategy has not yet been formally adopted. Net Zero was not a consideration when the project was developed so the total net zero implications for each instance was not calculated. However, lifecycle costing was completed for both a hard walled structure and an air supported structure, and the results concluded that the hard walled structure had a lower lifecycle cost.

4. Will the administrative and maintenance costs of the facility be covered by the City?

The Chair informed viewers that a special purpose Multi-Use Indoor Sports Facility Committee was established to deal with a number of matters, including a recommendation relative to an operating model. As a tender has not been awarded for construction of a facility, the operating model for the proposed multi-use indoor sports facility has not yet been determined.

5. Regarding the walking track in the proposed Multi-Use Indoor Sports Facility, I am 78 and only capable of strolling. Will I have to pay to enter the facility?

The Chair noted a decision on fees would be part of the operating model, which has not yet been determined.

6. This city has a vast amount of large empty retail buildings. Has any consideration been made to repurpose one of these buildings for either a multi or limited purpose turf facility? Has this type of option been considered? If not, why not?



The Chair advised that Administration explored some vacant retail spaces, however the typical construction for retail includes columns within the floor space to support the roof. Administration was unable to identify a space that would meet the need.

The Chair received the following question via telephone from a citizen during the meeting, relative to the proposed Multi-Use Indoor Sports Facility:

1. There is a large area by the Canada Games Complex, the Auditorium and the Port Arthur Stadium, why is this location not being considered for the Multi Use Facility?

The Chair noted that the site was discussed at the Non-Business meeting on April 29, 2021 and since a decision was made to not award the tender, other options are back on the table, so the site might potentially be considered. Chapples had been identified as the preferred site and work has already commenced on designing a facility for that site. If a different site is considered, a great deal of work would be required, which would likely result in a significant delay due to additional work, including an environmental assessment and community consultation.

The Chair received the following questions via email from citizens prior to the meeting, relative to COVID-19:

1. Three citizens asked questions relative to province-wide lockdowns, asking why Council has not advocated for a regional lockdown.

The Chair assured viewers that he and Council have been advocating for a regional approach. The Province of Ontario was using a regional approach previously, but they abandoned the regional approach some time ago. The Chair noted that he continues to advocate for the Province to reconsider a regional approach.

2. Would Mayor Mauro support defying the provincial orders and allowing businesses in Thunder Bay to safely re-open and remove all restrictions on outdoor activities such as golf and tennis? Could Thunder Bay police and the health unit simply publicly state they will not enforce the provincial measures?

The Chair informed viewers that he will not encourage people to break the law, but he will continue with advocacy.

3. What are your personal thoughts on Ontario being the only place in North America to close ski hills and golf courses during COVID-19?

The Chair noted that he cannot explain why the Province decided to keep outdoor recreation activities closed. The Chair further noted that mental health organizations have been advocating for outdoor activities to be open.

The Chair received the following question via telephone from a citizen during the meeting, relative to COVID-19:

1. Given the fact that the City has \$12.6 million sitting in a 'rainy day fund', can you tell me how much has gone to help with COVID-19 relief through this pandemic?

The Chair advised that the Stabilization Reserve Fund was identified as a potential source of funds to use to cover costs relative to the impact of COVID-19.

The following information was provided by Administration following the meeting:

The Stabilization Reserve Fund was used to fund the following Covid-19 expenses in 2020:

- \$235,000 related to Emergency Community Youth and Cultural Funding Program, and
- \$27,704 for masks for the vulnerable population.

The Chair received the following question via email from a citizen prior to the meeting relative to Thunder Bay Police Service:

1. What is the projected annual cost of operating the police department's body camera system once all 130 cameras are up and running? This figure should include the operating costs of storing and retrieving the data generated by the cameras.

The Chair provided information from Thunder Bay Police Service, as follows: Once all body-worn cameras, in-car cameras and tasers are installed and up-and-running, the annual cost of licensing and storage of data will be \$406,000. The costs associated with staffing to do retrieval, redaction and disclosure has been absorbed and is not incremental to the operating budget. Two full time equivalent (FTE) positions have been redeployed to manage this workload.

The Chair received the following questions via email from citizens during the meeting relative to Thunder Bay Police Service:

1. Regarding a new Thunder Bay Police Service facility, I agree that improvements are needed but the consultant's report was too narrow in scope. There is more than enough land at the current facility to build a multi-story addition that will satisfy the need. What is your opinion?

The Chair noted that he has concerns as well. The Chair informed viewers that the Thunder Bay Police Services Board has been involved in the new facility project for over a year. The Board passed a resolution supporting a new facility. Ultimately, Council will deliberate and make the final decision. Regarding expansion on the current site, there would be significant expense and it would not achieve a number of pieces that Thunder Bay Police Service would like to have in the facility.

2. Why has amalgamation of Thunder Bay Police Service and OPP not been considered?

The Chair advised that he is not aware of any municipalities that have an amalgamation of both a municipal police force and OPP. He noted that on some occasions there is collaboration between both police forces. Some municipalities contract the OPP to handle police services in their communities rather than having a municipal police force.

The Chair received the following questions via email from citizens prior to the meeting relative to Infrastructure & Operations:

1. When will the city repave John St. Road from Valley Street to Belrose Street?

The Chair advised that John St. Road from Valley Street to Sunflower Street will be paved this year. The remainder of the corridor will be considered in future years.

2. What is our present infrastructure deficit and how has that changed? Is this principle explained carefully to Council at budget time, and every time they support spending money on a new project instead of maintaining current infrastructure?

The Chair noted that infrastructure deficit is a topic that Council discusses every year and he assured viewers that the issue is present in every municipality in the Province, if not the Country. The City of Thunder Bay operates and maintains a diverse portfolio of infrastructure assets that are critical for the delivery of a wide range of services to the community. Maintenance of some core infrastructure, such as sewer and water infrastructure is part of the rate-supported budget. Other infrastructure maintenance uses funding from the provincial Community Infrastructure Fund, as well as the City's tax-supported budget. During the 2020 Long Term Financial Overview it was estimated that the City should be spending, or putting aside in reserves, \$55.1 million per year for future life cycle costs and replacement of the City's existing tax supported assets. Based on the approved 2020 budget, a shortfall in annual funding of \$22.4 million is estimated to maintain existing assets.

3. Where are we with the separation of storm and sanitary sewers?

The Chair advised that the City is nearing the end of the storm separation program. Work has been completed on the large storm separation projects in the city. Engineering continues to include smaller separation projects in the capital program where individual catchbasins have been identified that drain to our sanitary sewers. This year, capital contracts include storm separation for portions of Ernestine Avenue, Hardisty Street, Isabella Street, Murray Avenue, Strathcona Avenue, Heron Street, and Queen Street.

The Chair received the following questions via telephone and email from citizens during the meeting, relative to Infrastructure & Operations:

1. Does the City plan to do any repaving on the west end of Dawson Road by the weigh scales? Could it be considered for this year or next year?

The following information was provided by Administration following the meeting:

Sections of Dawson Road west of the Expressway have been repaved over the last five or so years. The remaining portions of Dawson Road west to Dog Lake Road are forecasted for repaving in 2022 and 2023.

2. How would a resident go about having traffic enforcement done with respect to stop signs and speed violation?

The Chair recommended that residents reach out to their ward Councillors, who can bring issues forward on residents' behalf.

3. Does the City have quality control to check the work that is done by contractors who perform road and sewer work?

The Chair explained that in some cases contract administration, including quality control, is overseen by City of Thunder Bay staff and sometimes it is contracted out.

4. A resident applauded construction of a recreation trail along Golf Links Road, from the Harbour Expressway to Fanshaw Street. Would the Mayor encourage additional low-cost improvements that would greatly add to our trail system and outdoor quality of life?

The Chair expressed his support for improvements to the city's recreation trails and noted that Thunder Bay has a lot to be proud of relative to the trails. The Chair further noted that he, himself, is a user of the recreation trails.

5. Council approved paving on John St. Road. The street is quite busy with pedestrian traffic and bicycle traffic, and construction of a large apartment building will increase the pedestrian traffic substantially. Is there an option to include shoulders to the paving plan? The current sidewalk plan stops and starts back up again forcing pedestrians to walk on the road, which can be unsafe.

The Chair agreed that the street in that section is very busy and recommended that the resident reach out to their ward Councillor to advocate on their behalf.

The Chair received the following general questions via emails from citizens prior to the meeting:

1. How is Council dealing with the Medical School issue?

The Chair has had a number of phone calls with the President of Lakehead University and the Dean of the Northern Ontario School of Medicine. Council passed a resolution to support the position taken by Lakehead University. The Chair assured viewers that Council understands how important this issue is to the community.

2. The location of our beautiful city is one of the kind, with a lot of potential for expanding. Why not give a tax break to big investors and private businesses to open in our city

instead of using taxpayers money to build buildings when roads need repair, there is growing crime, etc.?

The Chair explained that the *Municipal Act* stipulates that offering tax breaks to investors is considered bonusing and it is illegal. There are some tools available to support private businesses, such as the Community Improvement Planning process, by which a private business may apply for a grant to cover all or part of the cost of eligible improvement projects in areas in need of development or redevelopment.

3. Why does the city not charge development charges for new semi-rural developments, knowing these areas don't pay their share of taxes due to the nature of sprawl. We need to stop the sprawl and encourage infill. We need to make sure they pay the full cost of development, including any storm/sanitary sewers, sidewalks, etc.

The Chair noted that a great deal of work has been done at the provincial level relative to what can and cannot be included in development charges. The City has not moved forward with development charges. Typically, developers are responsible for the full cost of developing infrastructure to support their developments including water and wastewater, storm sewers, roads, sidewalks, street trees, etc. What developers do not currently contribute to through development charges is the ongoing cost for the City to maintain this infrastructure or other soft services like garbage collection, community centres and parks that support the development. Council has made a conscious decision to not impose development charges, in part to help support the development community and encourage new development.

The Chair received the following general questions via telephone and email from citizens during the meeting:

1. The users of Tbaytel are forced to pay higher Tbaytel rates because Council expects a higher dividend every year and demands performance dividends. This amounts to double dipping. What is your opinion?

The Chair clarified that although the City is the sole shareholder of Tbaytel and the City receives an annual dividend, Council does not influence the rate structure of Tbaytel. There are no publically elected members on the Tbaytel board.

2. The coming cruise ships and additional improvements to tourism sites is very important to improve tourism economy in our city. How much will these tourism additions benefit the City? Also, why does the City of Thunder Bay only have \$100,000 ear marked for the Pool 6 site?

The Chair congratulated CEDC and Tourism for their work bringing cruise ships to Thunder Bay. It was noted that some work has already been completed, and the funds ear marked for the Pool 6 site will improve the disembarking area to enhance visitors' landing experience. The arrival of cruise ships will benefit the City in several ways, including increased traffic for the airport, restaurants and other local businesses.

3. There is little availability of housing options in the city, specifically at the entry level. Recently a local developer came to Council proposing a new development to meet what is expected to be growing need and, in my opinion, this developer received a very tepid response by some members of Council. Are you concerned that this confirms a closed-door attitude with those who are willing to invest? And is this contradictory to current campaigns run by the City itself, asking people to consider Thunder Bay as their home?

The Chair assured viewers that Council does not have a closed-door attitude. When the developer came to Council, some Councillors asked difficult but fair questions. The Chair noted that a great deal of work is being done to attract investment, particularly by the CEDC. The Chair further noted that there are currently approximately 800 lots available for development to meet the residential demand.

4. What will the City do to ensure transgender people have access to safe and quality medical services? What improvements are needed and how will we achieve them?

The Chair explained that the municipality does not have decision-making authority over medical services. The Chair encouraged citizens to reach out to their MPP or the health facility if their medical needs are not being met.

5. What are the Mayor's thoughts on the fire curfew to help curb the smell of smoke?

The Chair informed viewers that the issue was discussed at Committee of the Whole and Council has asked for a report from Administration to address concerns raised by some citizens. The Chair stated that he is supportive of the program continuing. At Committee of the Whole there was discussion relative to times of day for backyard burning and this might be something that gets amended with the support of Council when Administration returns with their report.

6. Do you support four-laning Highway 61 and would you consider advocating the provincial government for it?

The Chair expressed his support and noted that he considered advocating for this work when he was with the provincial government. He noted that a significant amount of money was provided by the provincial government for four-laning the TransCanada Highway east of Thunder Bay, which was the priority, therefore funds for Highway 61 were not requested at that time as it was unlikely the city would receive both.

7. Has Council been given a report on tax arrears from residential and commercial properties relating to inability to pay due to COVID-19?

The Chair noted that Administration does not know the specific reasons property owners were unable to pay.

8. Will the tobogganing hill adjacent to the tennis club need to be removed to provide space for the proposed Multi-Use Indoor Sports Facility?

The Chair recalled that the hill might have to be removed and suggested that Council could potentially consider recommending construction of a new hill nearby if the current hill needs to be moved.

9. If we open up on June 3, 2021, the anticipated date of the release of the stay-at-home order, what happens to the closure of the Ontario/Manitoba border? Can the City stop travelers from Manitoba or Kenora from coming into the District of Thunder Bay?

The Chair advised that the City cannot stop travel, but the Province can. The provincial checkpoints are currently still in place. At this time, there are no restrictions prohibiting travel, there are only recommendations from the Thunder Bay District Health Unit.

#### 4.0 ADJOURNMENT

The meeting adjourned at 9:01 p.m.



## *Memorandum*

Corporate By-law Number BL 51/2021

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

**FROM:** Krista Power, City Clerk  
City Manager's Office - Office of the City Clerk

**DATE:** 06/17/2021

**SUBJECT:** BL 51/2021 - A By-law to govern the proceedings of meetings of City Council and its Committees and to repeal By-law 128-2012.

**MEETING DATE:** City Council - 08/09/2021 (mm/dd/yyyy)

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**By-law Description:** A By-law to govern the proceedings of meetings of City Council and its Committees and to repeal By-law 128-2012.

**Authorization:** Report R 93/2021 (City Manager's Office - Office of the City Clerk) - Committee of the Whole - June 28, 2021.

**By-law Explanation:** The purpose of this by-law is to present a new consolidated procedural by-law that brings together all meetings of City Council, Committee of the Whole, City Council (Public Meeting), Advisory Committees and Ward & Town Hall meetings and includes amendments passed to date. This By-law further expands on the procedural rules for electronic participation for members of council and administration.

**Schedules and Attachments:**

**Amended/Repealed By-law Number(s):**





THE CORPORATION OF THE CITY OF THUNDER BAY  
BY-LAW NUMBER BL 51/2021

A By-law to govern the proceedings of meetings of City Council and its Committees and to repeal By-law 128-2012.

Recitals

1. *The Municipal Act, 2001*, requires municipal councils to adopt procedural rules to govern the proceedings of their meetings. This By-law presents a new consolidated procedural by-law that brings together all meetings of City Council, Committee of the Whole, City Council (Public Meeting), Advisory Committees and Ward & Town Hall meetings and includes amendments passed to date. This By-law further expands on the procedural rules for electronic participation for members of council and administration.

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

**Article 1.00**     Definitions, Application & Interpretation

**1.01**     **Definitions**: Wherever a term set out below appears in the text of this By-law with its initial letter capitalized, the term is intended to have the meaning set out for it in this Section 1.01. Wherever a term below appears in the text of this By-law in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a)     “Acting Mayor” means a Member who has been appointed by Council to act as the Mayor in his or her absence by By-law.
- (b)     “Accessible” means as defined in applicable legislation.
- (c)     “Administration” means the body of persons employed by the Corporation or contracted by the Corporation for services.
- (d)     “Advisory Committee” means a Committee established by Council to examine, develop, administer, implement, report upon and recommend initiatives and programs of the City within the jurisdiction of the Council.
- (e)     “Amend” means a change in wording or substance of a Motion before Committee or Council or a prior decision of Council.
- (f)     “Announcement” means verbal information respecting Ward and Town Hall meetings, Civic meetings and significant events, announcements of community interest provided at the outset of a Committee of the Whole Meeting.

- (g) “Board” means governing bodies of Municipal services established in accordance with Ontario law.
- (h) “By-law” usually means this By-law, including its recitals and schedules which form integral parts of it. When the capitalized term By-law appears with a number after it, however, it is a reference to that particular numbered by-law of the Corporation.
- (i) “Chair” means the person presiding at a Meeting. -
- (j) “City Manager” means the member of Administration who fulfills the role of “Chief Administrative Officer” as set out in *The Municipal Act, 2001*.
- (k) “Clerk” means the member of Administration who fulfills the role of “City Clerk” as set out in *The Municipal Act, 2001*.
- (l) “Committee” means a Committee of Council, established by City Council and includes Committee of the Whole, Special Purpose and Advisory Committees.
- (m) “Committee of the Whole” means a Committee made up of all of the Members. Four sessions of Committee of the Whole are established, namely:
  - (1) Operations Session;
  - (2) Community Services Session;
  - (3) Development & Emergency Services (Planning) Session;
  - (4) Administrative Services Session.
- (n) “Confirming By-law” means a by-law passed prior to adjournment of every Meeting of Council to confirm the Resolutions and actions of Council taken at that Meeting.
- (o) “Corporation” means The Corporation of the City of Thunder Bay.
- (p) “Council” means the municipal council for the Corporation, Members of which are elected or appointed in accordance with Ontario law.
- (q) “Councillor” means any Member with the exception of the Mayor.
- (r) “Debate” means regulated discussion, and speaking in advocacy of a position on an issue.
- (s) “Defer” means to remove a main Motion from consideration of City Council or a Committee until such time as provided for in the deferral Motion.

- (t) “Deputant” means any person who addresses a Committee in the context of a Deputation.
- (u) “Deputation” means a formal address to the Committee of the Whole and any other Committee.
- (v) “Electronic Meeting” means a Committee of the Whole (Open, Closed or Special Session), City Council, Advisory Committee, Ward or Town Hall Meeting called and held, in full or in part, via electronic means (including telephone, video conferencing, or via means of the internet) and with or without in-person attendance.
- (w) “Holiday” means a holiday as defined by the *Retail Business Holidays Act*.
- (x) “Mayor” means the Mayor, elected (or appointed) as the head of Council, or in the absence of the Mayor, the Acting Mayor or, in the absence of both, another Member appointed in accordance with Ontario law and this By-law.
- (y) “Meeting” means a meeting called in accordance with this By-law.
- (z) “Member” means a person elected or appointed as a member of the municipal Council, including the Mayor; for sections that may apply to Special Purpose or Advisory Committees, members shall also mean those persons appointed to a Committee.
- (aa) “Motion” means a formal proposal that certain actions be taken.
- (bb) “Non-Business Meeting” means a meeting of Committee of the Whole at which no Motions are permitted or considered and no recommendations are passed.
- (cc) “Notice” means an announcement which advises of the time and place of a Meeting.
- (dd) “Notice of Motion” means an advance notice provided by a Member of Council of a Motion where the Member will bring to the floor of a future Meeting for Debate.
- (ee) “New Business” means information received by the Clerk for presentation on a Meeting agenda that is not related to an existing matter on the agenda, and has been received following agenda review.
- (ff) “Point of Order” means a statement made by a Member during a Meeting drawing to the attention of the Chair an alleged breach of the Rules of Procedure.

- (gg) “Point of Privilege” means the raising of a question which concerns a Member, or the Council collectively, when a Member believes that their rights or, the integrity of Council as a whole, have been impugned.
- (hh) “Power” means the legal authority of The Corporation.
- (ii) “Presentation” means:
  - (1) the formal recognition of a visiting delegate to a Committee of the Whole Meeting;
  - (2) an address from Administration or a consultant on behalf of the City to present the interim or final results of a study; or
  - (3) the announcement or promotion of a city-wide event being sponsored or promoted by a community group.
- (jj) “Presenter” means any person who addresses a Committee in the context of a Presentation.
- (kk) “Public Meeting” means City Council (Public Meeting) as per *The Planning Act*.
- (ll) “Quorum” means 50 percent of members plus 1 required to be at a Meeting and legally entitled to vote in order for business to be conducted.
- (mm) “Recess” means to take a break during a meeting for a defined period of time.
- (nn) “Reconsider” means to re-open Debate on a prior decision of Council only, as if the decision had never been made, in strict accordance with the requirements of this By-law. Reconsideration has a corresponding meaning.
- (oo) “Recorded vote” means the recording at a Council Meeting of the name and vote of every Member voting on a Motion.
- (pp) “Refer” means to remove a main Motion from consideration by directing the matter to a Committee or Administration until more information is provided at a time provided for in the referral Motion.
- (qq) “Rescind” means to reverse or cancel a prior decision of Council only, in strict accordance with the requirements of this By-law. Rescission has a corresponding meaning.
- (rr) “Resolution” means to make a decision on a form of action agreed to by a vote.

- (ss) “Revote” means to subsequently vote again on a question which has been voted upon at any prior time within the same Meeting.
- (tt) “Revisit” means to Reconsider, Amend, Rescind or Revote on a prior decision.
- (uu) “Rules of Procedure” means the rules and regulations provided in this By-law and, where this By-law is silent, the rules and regulations provided in Robert’s Rules of Order.
- (vv) “Special Purpose Committee” means a Committee of Council that investigates, reports and recommends on a particular subject or area.
- (ww) “Vice Chair” means the member of a Committee as appointed by the Committee to act as the Chair in absence of the Chair, or when the Chair steps down to act as a member.

## 1.02 **Application:**

- (a) The Rules of Procedure must be observed in the proceedings of all Meetings of Council, Committee of the Whole, City Council (Public Meeting), Special Committee of the Whole (Closed Session), Non-Business Meetings and Special Purpose and Advisory Committees of Council, Ward/Town Hall Meeting for the handling of business, unless specifically provided for otherwise.
- (b) Despite the provisions of this By-law, nothing in this By-law shall be construed as giving authority to any Committee, Councillor, Chair of a Committee or not, to direct or interfere with the performance of any work for the City; and the officer in charge shall be subject only to their superior officer as established in the formal organization structure of the City.

## 1.03 **Interpretation Rules:** This Section sets out the rules to be followed when reading and interpreting this By-law.

- (a) Number/Gender: This By-law is to be read with the absence of gender and number required by the context.
- (b) Sections/Headings: The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.
- (c) “Includes”: The words “include”, “includes”, “including” and “included” are not to be interpreted as restricting or modifying the words or phrases which precede them.
- (d) Legislation References: Each reference to Provincial legislation in this By-law is printed in Italic font. Where the reference does not include a year, it is a reference to the *Revised Statutes of Ontario, 1990 edition*.

Where the name of the statute includes a year, the reference is to the Statutes of Ontario for that year. In every case, reference to a Provincial statute includes all applicable Amendments to the legislation, including successor legislation.

- (e) Severability: If any article, section, subsection, paragraph, clause or subclause or any of the words contained in this By-law is held wholly or partially illegal, invalid or unenforceable by any court or tribunal of competent jurisdiction, the remainder of this By-law shall not be affected by the judicial holding, but shall remain in full force and effect.

#### **1.04 Proper Address for Members/Administration/Public:**

- (a) The Mayor shall be addressed as: “MAYOR (surname inserted) or (first name and surname) as requested”, or, alternatively, as “YOUR WORSHIP”.
- (b) The Chair of Committee of the Whole shall be addressed as CHAIR (insert surname) or alternatively CHAIR (first name and surname) as requested.
- (c) All other Members are to be addressed as: “COUNCILLOR (surname inserted) or alternatively COUNCILLOR (first name and surname) as requested”.
- (d) Members of Administration shall be addressed as: “TITLE” or ‘CITY OFFICIAL’ (surname inserted) (i.e. City Manager (surname inserted) Clerk (surname inserted) Alternative Title or City Official and (first and surname) as requested
- (e) Presenters/Deputants shall be addressed as ‘PRESENTER/DEPUTANT’ (surname inserted) or (first name and surname) as requested)

### **Article 2.00 Duties, Roles & Acting Designations**

#### **2.01 Duties of the Mayor: It is the duty of the Mayor to:**

- (a) carry out the responsibilities described in *The Municipal Act, 2001*;
- (b) represent and support the Council and its decisions in all matters;
- (c) respect the Rules of Procedure;
- (d) to authenticate, by signature, all by-laws, and minutes of Council; and
- (e) to act as the Chair for Meetings of Council.

**2.02 Duties of Councillors:** It is the duty of each Councillor to:

- (a) carry out the responsibilities described in *The Municipal Act, 2001*;
- (b) deliberate on the business submitted to Council;
- (c) vote when a Motion is put to a vote; and
- (d) respect the Rules of Procedure.

**2.03 Duties, Authority and Power of the Chair:** It is the duty of each Member assuming the role of Chair of a Meeting to:

- (a) work in consultation with the Clerk relative to the development of the agenda for meetings;
- (b) open the Meeting by taking the Chair and calling the Members to order;
- (c) receive and submit, in the proper manner, all Motions duly moved and seconded by Members;
- (d) co-ordinate order of speakers;
- (e) put to a vote, and to vote on, all Motions, after Debate, and to announce the result;
- (f) enforce the Rules of Procedure;
- (g) maintain conduct, order and decorum of the Members;
- (h) call by name any Member persisting in a breach of the Rules of Procedure and order the Member to leave the Meeting, including an order to leave the room within which the Meeting is being held;
- (i) rule on any Points of Order and Points of Privilege raised by Members;
- (j) where it is not possible to maintain order, adjourn the Meeting without the necessity of any Motion being put, to a time named by the Chair; and,
- (k) to call for a Motion to adjourn the Meeting when the business is concluded.

**2.04 Acting Mayor:**

- (a) On an annual basis Council shall by by-law designate Councillors as Acting Mayor on a rotating basis by By-law.

(b) The rotation list shall be comprised of all the Members of Council to each serve a limited term of one month as the Acting Mayor in the event that the Mayor is absent and unable to perform the duties of his or her office.

**2.05      Duties of the Clerk:**

- (a) Carry out the responsibilities described in *The Municipal Act, 2001*;
- (b) Prepare all items for meeting agendas in accordance with this By-law and relevant legislation and distribute agendas for all Meetings;
- (c) Secretary of all Committees of all Meetings but may assign the duties as Secretary of any Committee as necessary.

**Article 3.00      Meetings:**

**3.01      Place of Meetings:**

- (a) All Meetings of Council, Committee of the Whole and City Council (Public Meeting) shall take place in the Sydney H. Blake Auditorium (Council Chambers), City Hall, 500 Donald Street East, Thunder Bay, unless deemed to be established as an electronic meeting.
- (b) All Meetings of Special Purpose and Advisory Committees and Non-Business Meetings, Ward/Town Hall Meetings established under this By-law or otherwise by Resolution of Council, shall take place at facilities that:
  - (1) are Accessible to the general public;
  - (2) serve the specific needs of each Committee; and
  - (3) are specified in the Notices issued for them (see Section 3.11 - Public Notice of Meetings).
  - (4) are specified as electronic meetings as per Section 238 (3.1) of *The Municipal Act, 2001* and outlined in Article 3.14 of this by-law.

**3.02      Chair of Meeting**

- (a) Each Meeting of Committee of the Whole shall be chaired by the Member of Council so appointed to Chair that particular session. In the absence of the appointed Chair, the appointed Vice Chair shall chair the session. In the absence of both the Chair and Vice Chair, Members present shall elect from amongst themselves a Chair for the Meeting.



- (1) Chairs and Vice Chairs of Committee of the Whole are appointed at the inaugural Meeting of City Council, with the appointments terminating at the last Meeting of Council, in the month of November of the second year of the four-year term; and are appointed for the remaining two years of the four-year term, with the appointments terminating at the last Meeting of Council, in the month of November.
- (b) All closed Meetings of Committee of the Whole shall be chaired by the Chair of the Development & Emergency Services (Planning) Services Session of Committee of the Whole.
- (c) All Special Meetings of Committee of the Whole shall be chaired by the Chair of the Administrative Services Session of Committee of the Whole.
- (d) Each Meeting of Council and City Council (Public Meeting) shall be chaired by the Mayor. In the absence of the Mayor, the appointed Acting Mayor shall chair the session. In the absence of both the Mayor and Acting Mayor, Members present shall elect from amongst themselves a Chair for the Meeting.
- (e) Each Meeting of Special Purpose and Advisory Committees of Council shall be chaired by the member appointed as Chair, according to the process defined in the Terms of Reference of each Committee.
- (f) Each Non-Business Meeting shall be chaired by the City Manager or designate.
- (g) Each Ward/Town Hall Meeting shall be chaired by the Mayor or Member for whom the Meeting has been established.

**3.03**      **Quorum:** Quorum is required in order for business to be conducted. If Quorum is not reached following 20 minutes of the Meeting start time, the Clerk shall adjourn the Meeting, recording for the minutes of Meeting, the attendance, start and end times.

**3.04**      **Meetings Open to the Public:** Subject to Section 3.12 of this by-law – Closed Meetings, all Meetings shall be open to the public except as provided for in this By-law and in accordance with *The Municipal Act, 2001* and any other applicable legislation.

**3.05      Confidentiality:**

- (a) All information, documentation or deliberation received, reviewed or taken in closed session of Council and its Committees is confidential.
- (b) Members and Administration shall not disclose, release or allow access to any confidential information except when required by law to do so.

**3.06      Inaugural City Council Meeting:**

- (a) The inaugural Meeting of Council shall be held on the first Monday of December following the general Municipal election, at 6:30 p.m. in the Council Chambers or established as an electronic meeting as per this By-law.
- (b) The agenda for the inaugural Meeting of the Council shall consist of only the following items:
  - (1) the taking of the oath of allegiance and declaration of elected office by each Member;
  - (2) the appointment of Chairs and Vice Chairs of Committee of the Whole in accordance with this By-law;
  - (3) the appointment of Acting Mayors in accordance with this By-law.

**3.07      Establishing Regular Meetings of Council and Committee of the Whole:**

- (a) City Council shall adopt a schedule of Meetings for the coming year or more, that will provide that in general:
  - (1) Council will meet on the second and fourth Monday of each month;
  - (2) City Council (Public Meeting) will meet on the third Monday of each month;
  - (3) Committee of the Whole shall meet on each Monday for not more than four Meetings in one month;
  - (4) Monthly schedules will be modified when Holidays occur on Mondays;
  - (5) Schedule for the summer months of July and August will be modified to allow for fewer meeting dates;
  - (6) Special City Council Meetings for the purposes of annual meetings for external boards.

- (b) After its inaugural Meeting, the Council and Committee of the Whole shall meet on the dates provided for in the schedule of Meetings as adopted by Council.
- (c) Committee of the Whole Meetings shall commence at 6:30 p.m., to be followed by the Meeting of Council (when one is scheduled).
- (d) City Council (Public Meeting), when scheduled, shall commence at 6:30 p.m., to be followed by Committee of the Whole.
- (e) Committee of the Whole, City Council and City Council (Public Meeting) shall not be scheduled between October and November in the year of the Municipal Election.
- (f) Committee of the Whole, City Council and City Council (Public Meeting) shall not be scheduled if it falls on June 21 in recognition of National Indigenous Peoples Day.
- (g) Council and Committee of the Whole has the authority to amend the Meeting schedule at any time.

### **3.08                    Establishing Additional and Special Meetings:**

(a) Additional and Special Meetings may be established by:

- (1) a Motion of the Committee or Council that is meeting;
- (2) at the call of the Chair and by providing Meeting Notice of at least 48 hours prior to the date and time of the Meeting; or
- (3) polling, at the request of the Chair, the majority of the Members if called within less than 48 hours of the date and time of the Meeting. The poll is to be conducted by the Clerk or designate, by either verbal or written expression or e-mail of the Members of Council.

(b) Special Meetings are only held for the purposes of presenting the business identified when the Meeting was established.

### **3.09                    Establishing Non-Business Meetings:** Non-Business Meetings are established at the call of the Chair and Notice provided to Members not less than seven days prior to the event.

### **3.10 Establishing Special Purpose and Advisory Committees of Council Meetings:**

Meetings are established as defined in the Terms of Reference for each Committee.

### **3.11 Public Notice of Meetings:**

- (a) Notice of all Meetings of Council, Committee of the Whole, City Council (Public Meeting) and other Committees of Council shall be given to the public in accordance with the Notice by-law and any other applicable legislation, and as otherwise provided for in this and other by-laws of the City.
- (b) Notice of Council, Committee of the Whole, City Council (Public Meeting) and Non-Business Meetings shall include the posting of the Meeting agendas on the City of Thunder Bay's website and through the listings in the Meeting calendar on the City of Thunder Bay's website.

### **3.12 Closed Meetings:**

- (a) Meetings of Committee of the Whole, Non-Business, and Special Purpose and Advisory Committees, may be closed to the public as provided for under the provisions for closing a Meeting contained in *The Municipal Act, 2001*, or in any other applicable legislation.
- (b) A Motion is required to close a Meeting or part of a Meeting to the public. Such a Motion shall state:
  - (1) the fact of the holding of the closed Meeting and the date and time of starting;
  - (2) the general nature of the matter to be considered as specified in the *Municipal Act, 2001* as outlined below:

Section 239 (2)(a-k) A meeting or part of a meeting may be closed to the public if the subject matter being considered is;

- (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;
- (d) labour relations or employee negotiations;

- (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;
  - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
  - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - (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; or
  - (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. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26
- (c) Where the purpose as defined in 3.12 (b) (2) must be amended, a Motion is required to be presented to a Special Committee of the Whole Meeting, held prior to the Closed Session Meeting.
  - (d) Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain, shall retire from (or not enter) the Meeting.
  - (e) No vote shall be taken during a Meeting or part of a Meeting that is closed to the public, except to give direction to Administration or on Motions of a procedural nature.
  - (f) Recommendations presented in a closed session will only be presented in open session upon the direction of Committee of the Whole.

### **3.13 Committee of the Whole Meetings:**

- (a) To allow for the efficient management of issues to be brought before Committee of the Whole, business will be divided as follows:

- (1) The Operations Session shall consider matters related to the work and services of those Divisions whose business includes roads and highway maintenance, maintenance of parkland and open space and municipal cemeteries, solid waste management and recycling, water and waste water supply and management, and the engineering of municipal infrastructure.
- (2) The Community Services Session shall consider matters related to the work and services of the Divisions whose business includes the provision of culture and recreation services and programming, recreational facilities and associated services together with business respecting the maintenance and supply of the Corporation's facilities and fleets including public transit.
- (3) The Development & Emergency Services Session shall consider matters related to the work and services of the Divisions whose business includes the provision of planning, land use and building development services, business licensing, by-law enforcement real property matters, fire and rescue services and emergency medical services.
- (4) The Administrative Services Session shall consider matters related to the work and services of the Divisions, whose business includes the provision of human resources and corporate safety, corporate information technology, finance and accounting, Long Term Care Homes, purchasing, legal and legislative services, corporate Administration, and matters handled by the Corporation's local Boards or corporate subsidiaries.

In a case of urgency, a report regarding subject matter categorized under one session may be brought to another session of Committee of the Whole with permission from the Clerk.

### **3.14 Electronic Meetings:**

Council may, as provided for in *The Municipal Act, 2001*, establish a Meeting to be held electronically, in full or in part, via electronic means (including telephone, video conferencing, or via means of the internet) and with or without in-person attendance. All articles of this by-law relating to conduct of meeting, agendas, voting, debate etc. apply to an electronic meeting in the same form as a meeting held in person outside from the items detailed below.

- (a) **Electronic Meetings** – Any regular or special Meeting of Council, including a meeting of Committee of the Whole, City Council, City Council (Public Meeting), Advisory Committees, Non-Business and Ward/Town Hall Meetings may be conducted by Electronic Meeting, in accordance with this Article.
- (b) Such meetings may be **Closed Session** – An Electronic Meeting may include a Closed Meeting, which shall be conducted in the absence of the public and in accordance with exceptions outlined in *The Municipal Act, 2001*.

- (c) **Quorum**– Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement of the meeting and at any point in time during the Meeting.
- (d) **Voting** – Members shall be entitled to vote through a vote recorded by the Clerk or designate as if they were attending the Meeting in person, during an Electronic Meeting. All voting, during an Electronic Meeting, shall take place by each Member audibly stating “yea” or “nay” in response to the Clerk calling their name in order.
- (e) **Participation of Members** –
  - (1) Members may be added to the speakers list during an Electronic Meeting by making request of the Chair.
  - (2) Members may move or second a motion during an Electronic Meeting by requesting in advance to the City Clerk or designate or by stating their intent at the meeting.
- (f) **Interruption in Communication** – If there is an interruption in the communications link to any Member who is participating electronically in a Meeting, the Clerk may:
  - (1) decide on a short recess until it is determined whether or not the link can be re-established with no more than two (2) attempts; or
  - (2) continue the Electronic Meeting and treat the interruption in the same manner as if the Member who is physically present leaves the room.
  - (3) where communication to all members participating electronically and the connection to the public is interrupted and unable to be resolved, the meeting shall be adjourned and rescheduled.
- (g) **Public Notice of Electronic Meeting** – A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session meeting of such Electronic Meeting, in addition to any other applicable detailed notice requirements as required by the Notice by-law.
- (h) **Deputations**– An Electronic Meeting shall permit public deputations by way of written submission received electronically in advance of the meeting, via virtual participation (audio or video) or via the City Hall deputation kiosk when available, which shall be submitted to the City Clerk’s Office by letter or **via the website [www.thunderbay.ca](http://www.thunderbay.ca) (Request to Speak to Council form)** in accordance with the timeframe established in section 5.08(b)(2), and shall be provided to Members at the Meeting.

**3.15 Reconvened Meetings:** In the event that agenda material prepared for regular or special Meetings of City Council, Committee of the Whole, City Council (Public Meeting) or Special Committee of the Whole (Closed Session), has not been completed prior to the adjournment of the Meeting, all unfinished business will be

considered at a reconvened session to be held on the date identified by the Members prior to the adjournment of the Meeting.

**3.16 Non-Business Meetings:**

- (a) Council may, as provided for in *The Municipal Act, 2001* establish a Meeting for the purposes of information or training of Members of Council.
- (b) Such Meetings may be closed to the public only as provided for in this By-law.
- (c) Motions will not be considered.

**3.17 Committees of Council:**

- (a) Committees for special and specific purposes are established by presentation of a Motion to Committee of the Whole indicating the type of Committee, its general purpose and its composition.
- (b) All Special Purpose and Advisory Committees of Council are required to prepare and submit for approval to Committee of the Whole, Terms of Reference in accordance with the Policies of Council. Terms of Reference includes:
  - (1) Appointment of Chair and Vice Chair on a yearly basis;
  - (2) Review of Terms of Reference on a yearly basis, with updates submitted to Committee of the Whole for approval.
- (c) Special Purpose and Advisory Committees of Council, if required, may establish working groups within their specific Committee for the purposes of achieving the deliverables of each Committee in the timelines indicated.
- (d) Authority for Committees to act independent of a Resolution of Council shall be determined by the Committee's approved terms of reference, or applicable legislation.
- (e) All Special Purpose and Advisory Committees of Council required to either hold a Closed Session Meeting and/or move into a Closed Session Meeting shall follow the rules as identified in Section 3.12 – Closed Meetings.
- (f) All Members of Council not forming part of the membership of the Special Purpose and Advisory Committees of Council, may attend these open session Meetings; receiving approval of the Chair prior to making presentation or participating in any Debate at these Meetings.
- (g) All Special Purpose and Advisory Committees of Council shall report on their proceedings to an identified session of Committee of the Whole through inclusion on an agenda:



- (1) the minutes of their Meetings;
  - (2) reports for information or with recommendations made in keeping with the Committee's terms of reference, as required;
  - (3) memoranda of information, as required.
- (h) Once the final report of a Special Purpose Committee has been submitted to Committee of the Whole for consideration, Committee of the Whole may pass a Motion to:
- (1) Accept or Reject to recommendations of the Special Purpose Committee;
  - (2) Dissolve the Special Purpose Committee;
  - (3) Refer matters back to the Special Purpose Committee;
  - (4) Re-establish the same Special Purpose Committee or another Special Purpose or Advisory Committee of Council.
- (i) Except for Committees/bodies established by a requirement of Provincial statute, Committees of Council shall take one of two forms as set out in this Section.
- (1) Special Purpose Committees: A Committee whose mandate is to investigate, report and recommend on a particular subject or area. In establishing the Special Purpose Committee, Council shall identify:
    - (i) the time frame for the Committee's final report to be no later than the end of term of the Council in which it was established;
    - (ii) the composition of the Committee which shall include no more than 5 Members of Council, all of whom shall be voting Members but may also include other voting members from the general public;
    - (iii) that Administrative resources to Committees shall be determined by the City Manager;
    - (iv) that invitation of non-voting resource members from the community at large be allowed, where such membership is identified in the terms of reference.
  - (2) Advisory Committees: A Committee established by Council to examine, develop, administer, implement, report upon and recommend initiatives and programs of the City within the jurisdiction of the Council. In establishing the Advisory Committee, Council shall identify:

- (i) the composition of the Committee which may include both Members of Council and the general public as voting members. Regardless of the composition, the Committee shall not have more than 5 Members of Council;
  - (ii) that administrative resources to Committees shall be determined by the City Manager.
- (j) Coordinating Committee:
  - (1) Coordinating Committee is an Advisory Committee established by Council for the purposes of reviewing the procedural rules as contained in this By-law and the operational practices for the preparation and delivery of the documents as contained in this By-law. This Committee shall:
    - (i) be composed of the Head of Council as Chair together with the Chairs of each of the four sessions of Committee of the Whole;
    - (ii) appoint a Vice Chair at its first Meeting, from among its Members, and yearly thereafter;
    - (iii) develop and be governed by its terms of reference.

#### **Article 4.00     Order of Proceedings**

**4.01     Committee of the Whole Agendas:** The Clerk shall have prepared for the use of the Members at the regular and special Meetings of Committee of the Whole, an agenda that may include the following headings:

- (a) Disclosures of Interest
- (b) Announcements
- (c) Confirmation of Agenda
- (d) Presentations
- (e) Deputations
- (f) Items arising from Closed Session
- (g) Reports of Committees, Boards and Outside Agencies
- (h) Reports of Municipal Officers
- (i) First Reports
- (j) Petitions and Communications
- (k) New Business
- (l) Outstanding Items
- (m) Adjournment

**4.02      Special Committee of the Whole (Closed Session) Agendas:** The Clerk shall have prepared for the use of the Members at Meetings of the Special Committee of the Whole (Closed Session), an agenda that may include the following headings:

- (a) Disclosures of Interest
- (b) Confirmation of Agenda
- (c) Reports of Municipal Officers
- (d) Petitions and Communications
- (e) New Business
- (f) Adjournment

**4.03      City Council Agendas:** The Clerk shall have prepared for the use of the Members at the regular and special Meetings of City Council, an agenda that may include the following headings:

- (a) Opening Ceremonies
- (b) Disclosures of Interest
- (c) Confirmation of Agenda
- (d) Minutes of Previous Meetings
- (e) Petitions and Communications
- (f) Reports of Committees, Boards and Outside Agencies
- (g) Reports of Municipal Officers
- (h) By-laws
- (i) New Business
- (j) Notice of Motion
- (k) Confirming By-law
- (l) Adjournment

**4.04      City Council (Public Meeting) Agendas:** The Clerk shall have prepared for the use of the Members at the regular and special Meetings of City Council (Public Meeting), an agenda that may include the following headings:

- (a) Disclosures of Interest
- (b) Confirmation of Agenda

- (c) Public Meeting
- (d) Reports of Municipal Officers
- (e) By-laws
- (f) Adjournment

**4.05     Non-Business Agendas:** The Clerk shall have prepared for the use of the Members at Non-Business Meetings, an agenda that may include the following headings:

- (a) Disclosures of Interest
- (b) Confirmation of Agenda
- (c) Minutes of Previous Meetings
- (d) Discussion Items
- (e) Adjournment

**4.06     Special Purpose and Advisory Committees of Council:** The Clerk shall have prepared for the use of the members at Special Purpose and Advisory Committees of Council Meetings, an agenda that may include the following headings:

- (a) Election of Chair and Vice Chair
- (b) Disclosures of Interest
- (c) Confirmation of Agenda
- (d) Presentations
- (e) Deputations
- (f) Minutes of Previous Meeting
- (g) Terms of Reference
- (h) Discussion Items
- (i) New Business
- (j) Next Meeting
- (k) Adjournment

**Article 5.00     Rules for Agenda Items:**

**5.01     Opening Ceremonies:** Each Meeting of City Council shall commence with one minute of silent reflection.

**5.02     Disclosures of Interest:**

- (a) Members shall disclose any interest in a matter being considered at any Meeting in accordance with the provision of conflict of interest legislation currently in effect.
- (b) Oral disclosure does not preclude the member from the requirement of completing the disclosure of interest form for inclusion on the conflict of interest registry as per *The Municipal Act, 2001*. Disclosures of interest shall be recorded by the Clerk in the minutes of the Meeting and posted in the Conflict of Interest Registry located on the city's website.
- (c) Disclosures of interest made, and recorded, at a Meeting of Committee of the Whole shall be deemed to be made at the Meeting of City Council at which the minutes of that Committee of the Whole are presented for Council's adoption.

**5.03     Confirmation of Agenda:** All Meetings will confirm the agenda as distributed including any additional information or New Business

**5.04     Minutes of Previous Meetings:**

- (a) The minutes shall record:
  - (1) the place, date and time of Meeting;
  - (2) the name of the presiding officer or officers and the names of Members and Administration in attendance; and
  - (3) all other proceedings of the Meeting without note or comment.
- (b) City Council agendas: include the presentation of minutes from previous City Council and City Council (Public Meeting) Meetings for confirmation.
- (c) Non-Business agendas: include the presentation of minutes from previous Non-Business Meetings for information.
- (d) Special Purpose Committee and Advisory Committee agendas: include the presentation of minutes from previous Meetings of the same type for adoption as required.

**5.05      Terms of Reference:** Special Purpose Committees and Advisory Committees present their Terms of Reference for approval following establishment of the Committee, and review yearly thereafter.

**5.06      Discussion Items:** Special Purpose Committees, Advisory Committees and Non-Business Agendas present agenda items for consideration or information.

**5.07      Presentations:**

(a)      Scheduling Presentations at Committee of the Whole:

- (1) All requests for Presentations must be made in writing to the Clerk a minimum of 4 calendar days before the date of the Meeting, by 12:00 noon, at which the person wishes to appear.
- (2) The subject matter of the Presentation must meet the definition of Presentation described in this By-law.
- (3) The Clerk shall schedule the Presentation and provide the Presenter with the appropriate information.

(b)      Paragraphs as contained in Section 5.08 – Deputations also apply to Presentations, with the exception of Time Limits.

(c)      Time limits for Presentations:

- (1) For formal recognition of visiting delegates or the announcement or promotion of city-wide events, the time limit is five (5) minutes.
- (2) For a Presentation of study results by Administration or a consultant on behalf of the City, the time limit is 10 (ten) minutes.
- (3) The time limits for Presentations do not include the time within which Members may question the Presenter.

(d)      Rules that apply for Presentations also apply for Special Purpose and Advisory Committees of Council and Non-Business Meetings.

## 5.08

### **Deputations:**

- (a) No Deputations are heard at City Council or City Council (Public Meeting).
- (b) Request for Deputations (Request to Speak to Council) at Committee of the Whole, Non-Business and Special Purpose and Advisory Committees:
  - (1) Any person who wishes to be a Deputant shall submit a formal request to the Clerk.
  - (2) The request must be submitted either by formal correspondence in writing addressed to the Clerk or as a Request to Speak to Council form located on the City of Thunder Bay website. Requests must be made a minimum of 4 calendar days prior to the Meeting, by 12:00 pm, at which the person wishes to appear.
- (c) The request must describe:
  - (1) the subject matter on which the person wishes to address the Committee;
  - (2) the outcome that is sought; and
  - (3) the efforts the person has made to achieve the desired outcome with Administration.
- (d) Where time constraints are involved, late requests will be received by the Clerk and if the matter is determined to be urgent, the request will be presented to Committee of the Whole as a potential item of New Business.
- (e) Denial of Deputation Requests: The Clerk shall deny a request for a Deputation where:
  - (1) The subject matter that the person wishes to address, or the outcome that the person seeks from the Committee is not within the City's Power;
  - (2) The person wishes to address the Committee to request financial support for a purpose which falls within the criteria of the City's established financial assistance programs including but not limited to Community, Youth, Cultural Funding Program, Community Partnership Program, approved funding agreements by City Council etc.;

- (3) The subject matter involves negotiation for development, land purchase or sale with the City of Thunder Bay;
  - (4) The subject matter involves a report from the Integrity Commissioner appointed to the City of Thunder Bay;
  - (5) The subject matter involves litigation or potential litigation with the City;
  - (6) The subject matter has already been presented to the Committee by the Deputant or an organization to which they belong, unless new information is being presented;
  - (7) The Deputant wishes to address a Meeting of Committee of the Whole at which the annual budget will be presented or considered outside of specific opportunities scheduled for deputations/public engagement within the Special Committee of the Whole (Budget Session) process;
  - (8) The Deputant seeks to have a prior decision of Council Reconsidered; or
  - (9) The Deputant wishes to address a matter which was the subject of the City Council (Public Meeting) under the *Planning Act*.
- (f) Scheduling Deputations:
- (1) Wherever possible, the Deputation shall be scheduled for the appropriate session of Committee of the Whole, considering the subject matter of the Deputation.
  - (2) Where the person requesting the Deputation is unable to attend on that date, or where the matter involves other time constraints, the Deputation shall be scheduled on a date that is most convenient.
- (g) Information to Deputant: The Clerk shall provide the Deputant with information outlining the Deputation process.
- (h) Rules for the Deputant:
- (1) If the Deputant wishes to distribute material with the agenda packages to the Members, the Deputant shall provide the Clerk's office with an electronic copy of the material to supply to Members,



Administration and the media, a minimum of 7 days prior to the Meeting at which they will appear. Information supplied must be accessible as per the Accessibility for Ontarians with Disabilities Act.

- (2) A Deputation shall not exceed 10 minutes in length. This time limit does not include the time within which Members of the Committee may question the Deputant.
- (3) If a Deputation includes more than one person, the combined speaking time of all persons addressing the Committee shall not exceed the limit of 10 minutes.
- (4) The Deputant must restrict their comments to the subject matter outlined in their request for Deputation.
- (5) Where several Deputations are scheduled on the same topic, the Chair may request that Deputations subsequent to each preceding Deputation only bring forward new information to the Committee.
- (6) All comments from the Deputant shall be directed through the Chair without the use of offensive language or behaviour.
- (7) In responding to questions from the Members of Committee, the Deputant shall not enter into Debate or question Members of the Committee.
- (8) Deputants must observe the rules set out in this By-law in addition to the terms and process provided by the City Clerk for attendance at virtual meetings, and the decisions and directions of the Chair presiding at the Meeting.

(i) Sanctions:

1. Where a Deputant disregards any one or more of the rules of this By-law, the Chair shall advise the Deputant of the error, remind them of the rules, and request that they adhere to the rules; or if the Deputant repeatedly ignores the rules, the Chair may call an end to the Deputation.

2. Where a Deputant repeatedly disregards any one or more of the rules the Chair may immediately order the Deputant to leave the Meeting for the remainder of the Meeting.
3. If the Deputant refuses to leave the Meeting, they may be escorted from the building by security or removed from an electronic meeting by the Clerk.
4. Council may, at its discretion, prohibit anyone from making Deputations for a period of time.

(j) Rules for Members and Administration:

1. When a request for a Deputation has been denied, the Clerk shall provide the person who made the request, the Members of the Committee and the City Manager with a memorandum outlining the reasons for the denial.
2. Where a Deputation relates to another matter on the agenda, the Deputation shall be scheduled during the same time on the agenda, following presentation of the related matter.
3. When a Deputation is received after 12:00 noon, 4 days prior to the Meeting, and the Deputation is approved as New Business, it will be presented under Deputations as a New Business Deputation.
4. Upon the conclusion of a Deputation, Members of the Committee may ask questions of the Deputant. Questions to Deputants shall be limited to the subject matter of the Deputation.
5. Members shall not enter into Debate with Deputants.
6. The Deputant shall be excused after Members of Committee have had the opportunity to question him or her. Questions by Members can be addressed to Administration at this point.
7. Except in cases involving established time constraints, no Motion regarding any Deputation aside from a Referral motion to Administration not associated with another agenda item shall be presented at the same Meeting as the one at which the Deputation occurred.

**5.09 Items Arising from Closed Session:** Items previously presented in Closed Session that require decision or direction from Council.

## **5.10      Reports of Committees, Boards and Outside Agencies:**

- (a)    Committee of the Whole agendas include presentation of:
  - (1)    Minutes of the Special Purpose and Advisory Committees Meetings, and various Boards and Outside Agencies Meetings, for information.
  - (2)    Memorandums containing Resolutions from Special Purpose and Advisory Committees Meetings for consideration by Committee of the Whole.
- (b)    City Council agendas include the presentation of:
  - (1)    Committee of the Whole minutes of Meetings for adoption.
    - (i)    A motion as contained in minutes being presented for adoption can be Amended by requesting to vote on the motion separately.
  - (2)    Ward and Town Hall minutes to be received.
  - (3)    Ratifying Motions previously adopted by Committee of the Whole held earlier in the same evening as the City Council meeting, requiring a two-thirds vote of Council.
  - (4)    Non-Business minutes to be confirmed.

## **5.11      Public Meeting:**

- (a)    City Council (Public Meeting) is held for the purposes of considering amendments to the zoning by-law and/or official plan and/or draft plan of subdivisions in accordance with the *Planning Act* or any other Act.
- (b)    The Clerk will advise those in attendance of the procedures to be followed when holding a Public Meeting pursuant to the provisions of the *Planning Act*, or any other Act.
- (c)    For each application presented at a City Council (Public Meeting), the following procedure will occur:
  - (1)    The Clerk will provide information on the application;
  - (2)    The Planning Division will summarize the application;
  - (3)    The Chair will ask the applicant if they wish to present any comments; the applicant will have a maximum of ten (10) minutes to speak to the application;

- (4) The Chair will ask if there are speakers to the application who wish to be heard, speakers will be provided with a maximum of ten (10) minutes to speak to the application;
- (5) The Chair will ask Council if they wish to ask questions of the applicant following comments made by any speakers to the application;
- (6) The Chair will ask Council if they wish to ask questions of Administration.

## **5.12 Reports of Municipal Officers:**

- (a) Corporate Reports prepared for presentation at Committee of the Whole, City Council, City Council (Public Meeting) and Special Committee of the Whole (Closed Session) Meetings are numbered and filed within the Office of the City Clerk.
- (b) Requests for reports from departments, when made at a Meeting of Committee of the Whole, City Council or City Council (Public Meeting), shall be by majority decision of the assembly and directed to the City Manager who, shall give direction to the appropriate departments, through the distribution of the Resolution.
- (c) Committee of the Whole – Corporate Reports will be presented where possible and efficient for consideration in the following order:
  - (1) Reports for Consideration: Includes those reports presented for the first time, seeking a recommendation from the Committee to Council;
  - (2) Reports for Information: Includes those reports presented for information only.
- (d) City Council – Reports may be presented directly to City Council when:
  - (1) The matter contained in the report is of an urgent nature and cannot be delayed by scheduling presentation at a regular Meeting of Committee of the Whole.
  - (2) Reports presented at the inaugural Meeting of City Council include Appointment of Acting Mayors and Appointments of Chairs and Vice Chairs of Sessions of Committee of the Whole.

(e) City Council (Public Meeting):

- (1) Motions from Reports relative to applications considered at a City Council (Public Meeting) portion of the Meeting, are presented in the order they were considered during the Public Meeting.

(f) Special Committee of the Whole (Closed Session):

- (1) Confidential Corporate Reports for review.

**5.13 First Reports:** Committee of the Whole – Corporate Reports on subjects that involve substantive policy matters, significant budget issues or that have major implications for the community. ‘First Reports’ are presented initially as information reports to be represented at a predetermined future Meeting for full discussion and Debate by Members. At first presentation there is a Motion to receive the report noting the date for consideration of its more specific recommendations.

**5.14 Petitions and Communications:**

- (a) All petitions and communications presented to a Meeting shall be signed, be legibly written or printed and shall not contain any obscene or improper matter or language.
- (b) Petitions are presented at Committee of the Whole in accordance with the Corporate Policy on Petitions.
- (c) Correspondence received from Members of Council, Administration and the public shall be filed with the Clerk no later than 12 noon, 14 calendar days prior to the Monday of the week in which the regular Meeting is held.

**5.15 By-laws:**

- (a) Corporate by-laws are presented at Meetings of City Council and City Council (Public Meeting) for consideration.
- (b) The subject matter of a by-law must have been either:
  - (1) considered and adopted by Committee of the Whole and ratified by Council; or
  - (2) considered and adopted by City Council.
- (c) Must be in the form conforming to accepted procedure and in compliance with the provisions of any Act and shall be complete with the exception of the date of passing.

- (d) Require only one reading prior to being passed by Council. A majority vote of Council is required.
- (e) Should a By-law be defeated by City Council, direction is given to Administration by that vote.
- (f) Introduced with a Motion, specifying the subject of the by-laws and open to Debate and amendment prior to passing:
  - (1) May be considered and Debated separately;
  - (2) May be Referred to the Committee of the Whole for further consideration;
  - (3) May be Deferred to a subsequent Meeting date of Council.
- (g) Every by-law enacted by Council shall be numbered and dated, signed by the Clerk and Mayor at the Meeting at which the by-law was passed and shall be sealed with the seal of the Corporation.
- (h) Every by-law shall be indexed and filed in a secure location in the Office of the City Clerk.

#### **5.16     New Business:**

- (a) The Clerk shall review and approve, in consultation with the Chair, all requests for presentation of New Business on a Meeting agenda.
- (b) No item of New Business may be dealt with by a Committee without the consent of a majority of the Members present.
- (c) All items of New Business shall be written and copied to all Members of the Committee prior to Debate, unless urgent matters arise during a Meeting.

#### **5.17     Notice of Motion:** Notice of Motion to Reconsider, Rescind or Amend a prior decision of Council will be presented at City Council Meetings only, in the following order:

- (a) Motions for Debate previously introduced at a prior City Council Meeting.
- (b) Introduction of Notices of Motion.

- 5.18      Confirming By-law:** The Confirming By-law is presented at each City Council Meeting to confirm the proceedings of Council.
- 5.19      Outstanding Items:** Outstanding Items will be presented at each Committee of the Whole Meeting and provide for a list of items passed by resolution and directed by Council to return by a designated date. The list of items will pertain to each section of Committee of the Whole.
- 5.20      Adjournment:**
- (a)      The Chair shall call for a Motion to adjourn each Meeting.
  - (b)      Committee of the Whole, City Council (Public Meeting), City Council, Special Committee of the Whole (Closed Session) – The Chair presents a Motion to Extend the Hour at 11:00 p.m. and every hour following until the Meeting is adjourned.

**Article 6.00      Motions**

- 6.01      Motions without Notice:** The Motions listed in this Section may be introduced verbally without written notice:
- (a)      A Point of Order or a Point of Privilege;
  - (b)      To Refer a matter under discussion;
  - (c)      To Defer a matter under discussion;
  - (d)      To Amend a matter under discussion;
  - (e)      Motions to suspend a Rule of Procedure;
  - (f)      Motions to adjourn;
  - (g)      Motion to Recess;
  - (h)      Motions to vote on the question;
  - (i)      Motions that Council resolve itself into Committee of the Whole in Closed Session.

**6.02      Committee of the Whole Motions:**

- (a)      All Motions, except procedural Motions, voted on in Committee of the Whole become recommendations to City Council.
- (b)      Council must ratify each recommendation of Committee of the Whole before it can become effective, through:

- (1) Presentation of the Committee of the Whole minutes, including all motions contained within the minutes, to City Council; or
- (2) Presentation of individual recommendations from Committee of the Whole to City Council.
- (c) Council may extract any motion from the Committee of the Whole minutes to consider the motion separately upon request of a Member, using the original mover and seconder of the Motion.
- (d) If the extracted motion is amended or the original decision reversed, the Committee of the Whole minutes will be not be amended.

**6.03 Dividing a Question:** When a Motion under consideration concerns two or more matters, each matter may be voted on separately upon the request of any Member.

**6.04 Withdrawal of Motion:** Once a Motion has been introduced, it is in the possession of the assembly and may only be withdrawn through a Motion and subsequent vote of the assembly.

**6.05 Subsequent Motions:** When a Motion is under Debate, no other Motion shall be in order except a Motion:

- (a) to adjourn;
- (b) to Recess;
- (c) to extend the hour;
- (d) to vote on the question;
- (e) to Defer;
- (f) to Refer;
- (g) to Amend.

**6.06 Rules for Subsequent Motions:**

(a) Motions to Adjourn:

- (1) Motions to adjourn shall:
  - (i) not be Amended;
  - (ii) not be Debated;
  - (iii) not include qualifications of additional statements; and
  - (iv) always be in order.



- (2) When a Motion to adjourn is lost, no further Motion to adjourn may be made until the matter at hand has been concluded.

(b) Motions to Recess: Motions to Recess shall:

- (1) Be amendable only as to the length of time of the Recess;
- (2) Be open to debate;
- (3) Include the time period for the Recess; and
- (4) Always be in order

(c) Motions to Extend the Hour: Motions to Extend the Hour shall:

- (1) Not be Amended;
- (2) Not be Debated; and
- (3) Always be in order, except when a Member is speaking or the Members are voting.

(d) Motions to Vote on the Question: A Motion to close the Debate and vote on the question is in order at any time, and shall:

- (1) Not be Amended;
- (2) Not be Debated; and
- (3) If carried lead directly to a vote on the question.

(e) Motions to Defer: If a Motion to Defer is decided in the affirmative by a majority vote of the Members present, then the main Motion and any Amendments to it shall be removed from the consideration of the assembly until such time as provided for in the Motion. A Motion to Defer a matter pending receipt of further information shall:

- (1) Not be Amended;
- (2) Be Debated only as to the time period of Deferral or postponement; and
- (3) Apply to the main Motion and any Amendments to it under Debate at the time when the Motion to Defer was made.

- (f) Motions to Refer: A Motion to Refer a matter under consideration to a Committee or to Administration shall:
- (1) Be open to Debate;
  - (2) Be Amendable; and
  - (3) End further Amendment or Debate of the preceding Motion, unless the Motion to Refer is lost.

- (g) Motions to Amend:
- (1) A Motion to Amend a Motion in possession of the Assembly shall:
    - (i) Be open to Debate;
    - (ii) Be relevant to the question to be received; and
    - (iii) Not be contrary to the main Motion.
  - (2) A Motion to Amend the main Motion must be dealt with prior to presenting any additional Motions to Amend the main Motion.
  - (3) An Amending motion to the main Motion can be Amended, with no more than 2 Amending Motions on the floor at the same time.

**6.07 Motion to Suspend the Rules:**

- (a) A Motion to suspend the Rules of Procedure of Council:
- (1) Shall be specific to the rule to be suspended and the purpose of doing so;
  - (2) Requires a two-thirds vote of Council; and
  - (3) Shall only be in order at City Council Meetings.

**6.08 Jurisdiction:** A Motion in respect of a matter that conveys authority or direction, that is beyond the power of Council or Committee is not in order.

**6.09 Submission of Motion:** Notice of all new Motions except Motions listed in Section 6.01 – Motions without notice, shall be given in writing to the Clerk at least 13 days preceding the date of the Meeting at which a Motion is to be introduced and the Motion shall be prepared for the agenda for that Meeting.

- 6.10**     **Receipt of Motions:** Every Motion, when moved and seconded and presented at a Meeting, in accordance with this By-law, shall be received by the Chair.
- 6.11**     **Order of Precedence of Motions:** Where a Motion is under consideration, no Motion shall be received except a Motion having precedence in the following order:
- (a)    to adjourn;
  - (b)    to Recess;
  - (c)    to vote on the question;
  - (d)    to close, limit or extend the Debate;
  - (e)    to Defer;
  - (f)    to Refer;
  - (g)    to Amend.
- 6.12**     **Non-debatable Motions:**
- (a)    to adjourn;
  - (b)    to close, limit or extend Debate;
  - (c)    Point of Order;
  - (d)    Point of Privilege;
  - (e)    to suspend the Rules of Procedure;
  - (f)    to Defer;
  - (g)    to request a Revote on a matter at the same Meeting.

## **Article 7.00     Debate**

### **7.01     Rules of Debate:**

- (a)       Debate may not begin until the Chair has stated the Motion.
- (b)       Debate must be relevant to the Motion under consideration.
- (c)       Debate must be courteous and respectful.
- (d)       Members who have declared conflicts of interest may not participate in the Debate.
- (e)       A Member who wishes to Debate must raise their hand or signal that they would like to be added to the speakers list in an electronic meeting and wait for

permission from the Chair to speak. The Chair shall keep a list of speakers, calling upon them in order of their recognition.

- (f) A Member may not speak on any subject other than the subject in Debate.
- (g) The Chair may not participate in the Debate on any Motion until all other Members have had at least one opportunity to speak.
- (h) The Chair may make brief remarks on non-debatable Motions.
- (i) A Member may interrupt a speaker on a Point of Order if they believe the speaker is violating any of the Rules of Procedure.
- (j) A Member may interrupt a speaker on a Point of Privilege if they believe the speaker has impugned a Member or the assembly.

**7.02 Reopening an item for further Debate:** At the request of any Member, any item on the agenda of a Meeting may be reopened with a majority vote of all Members present for further Debate; including a re-vote on the related main Motion or any Amendments that had been made.

**7.03 Limits on Speaking:**

- (a) Committee of the Whole, Special Committee of the Whole (Closed Session), Non Business Meetings, Special Purpose and Advisory Committees of Council: There is no limit of the number of rounds of speaking permitted by a Member speaking to a Motion or other item under consideration. Each Member is limited to 3 questions per round of speaking.
- (a.1) Special Committee of the Whole (Budget Session Only): Maximum of three rounds per item is permitted by a Member speaking to a Motion or other item under consideration. Each Member is limited to 3 questions per round of speaking.
- (b) Presentations and Deputations: Each Member is limited to one round of questions of Presenters and Deputants. Members are limited to 3 questions per round of speaking.
- (c) Council: One round of speaking is permitted. Each Member is limited to 3 questions per round of speaking. Members may not speak for more than 10 minutes to an item. A Member may speak again, with consensus of Council for no more than 5 minutes.
- (d) Notice of Motion to Reconsider, Rescind or Amend: There is no limit of the number of rounds of speaking permitted by a Member speaking to a Motion to Reconsider, Rescind or Amend under consideration. Each Member is limited to 3 questions per round of speaking.

#### **7.04     City Council (Public Meeting):**

- (1)     During the Public Meeting portion of the Meeting - Each Member is limited to one round of questioning for each speaker to an application and to Administration, with three 3 questions per Member per round. Applicants, Speakers (Supporters/Objectors) to applications before City Council Public Meeting are limited to no more than 10 minutes per speaker.
- (2)     During the City Council portion of the Meeting - There is no limit of the number of rounds of speaking permitted by a Member speaking to a Motion or other item under consideration. Each Member is limited to 3 questions per round of speaking.

### **Article 8.00     Voting**

#### **8.01     Rules for Voting:**

- (a) All Members present when a vote on a question is called must vote by a show of hands with the exception of an electronic meeting where electronic meeting rules apply.
- (b) Any Member who does not vote will be counted as having voted in the negative unless they are prohibited from voting having declared a conflict of interest.
- (c) Once the Chair has called a vote on a Motion, Members may not speak or make another Motion until after the result has been declared.

#### **8.02     Recorded Votes:**

- (a)     Committee of the Whole: The vote on any particular item shall not be recorded, but a Member may be recorded as being opposed.
- (b)     Council:
  - (1) When a Member requests a Recorded Vote, all Members present at the Council Meeting must vote, unless prohibited from doing so having declared a conflict of interest.
  - (2) The names of those who voted for and others who voted against shall be noted in the minutes.
  - (3) The Clerk shall announce the results.

- (4) If there is more than one Recorded Vote at a Meeting the list of Members called on for the vote will be reversed at each vote.

**Article 9.00     Revisiting Prior Decisions:**

**9.01     Revote:** Any Member may make a Motion to call for a Revote on a question that has been decided at the same Meeting. The Motion to Revote is non-debatable.

**9.02     Reconsideration, Rescission or Amend Prior Decisions of Council made in its Current Term:**

- (a) Motions to Reconsider, Rescind or Amend are subject to the following:
  - (1) Introduced at City Council Meetings, according to timelines indicated in 9.02 (b) and (c) prior to Debate at a subsequent City Council Meeting identified at the time of introduction.
  - (2) May only be introduced once during each term of Council with respect to any particular item.
  - (3) A Motion to Reconsider may be introduced by any Member.
  - (4) A Motion to Rescind or Amend may be introduced only by the Member that voted in favour of the prevailing side of the Motion to be Rescinded or Amended.
  - (5) A seconder is not required to Introduce the Notice of Motion.

(b) Reconsideration

- (1) The purpose of a Motion to Reconsider is to allow for fresh Debate of a Motion previously adopted by Council, where new information about a decided matter has been introduced.
- (2) A Motion to Reconsider may only be introduced by placing a Notice of Motion on the:
  - (i) Council agenda where the Motion to be Reconsidered was ratified by Council, or
  - (ii) Council agenda or the next Special Council agenda being held after the Council Meeting where the Motion to be Reconsidered was ratified.
- (3) During presentation of the Motion at a subsequent Council Meeting:
  - (i) the Motion to vote on whether or not to Reconsider the original Motion is introduced;

(ii) if the Motion to Reconsider is carried by two-thirds vote of Council, the original Motion is introduced;

(iii) the original Motion is now open for Debate and consideration as if the original vote had not occurred. A majority vote is required.

(4) Until the Motion to Reconsider has been dealt with by Council all actions are suspended relating to the original Motion previously adopted by Council.

(c) Rescission or Amendment

(1) The purpose of a Motion to Rescind is to reverse or cancel a decision previously adopted by Council.

(2) The purpose of a Motion to Amend is to change the wording or substance of a Motion or decision previously adopted by Council.

(3) A Motion to Rescind or Amend may only be introduced by placing a Notice of Motion at any City Council Meeting within the term of Council.

(4) During presentation of the Motion at a subsequent Council Meeting, the Motion to Rescind or Amend is carried by two-thirds vote of Council.

(5) Unless and until the Motion to Rescind or Amend has passed by two-thirds vote of Council, the original decision continues in full force and effect.

**Article 10.00 Conduct**

**10.01 Rules of Conduct:** Members of Council and Committees shall, at all Meetings, observe the Rules of Conduct set out in this Section. No Member shall:

- (a) Speak disrespectfully of a fellow Member or Administration;
- (b) Use offensive words or un-parliamentary language;
- (c) Operate any communication device during a closed Meeting of a Committee for purposes of recording communications during a Meeting of a Committee;
- (d) Disclose the content of any matter or substance of deliberations discussed in closed Meeting; or
- (e) Disobey the Rules of Procedure, or a decision of the Chair, or of the Committee on questions of order and practice or upon the interpretation of the Rules of Procedure.

**10.02 Failure to Obey the Rules of Conduct:**

- (a) Where a Member has been called to order by the Chair for failing to observe the Rules of Conduct and the Member persists in such conduct, the Chair

may put the question to a vote, without Amendment, adjournment or Debate being allowed, “that Councillor [Name of Member] be ordered to leave their seat for the duration of the Meeting” or during an electronic meeting, the Chair may advise “that Councillor [Name of Member] will be removed from the electronic meeting by the Clerk for the duration of the Meeting.”

- (b) If a Member apologizes, the Member may, by vote of the Members, be permitted to retake their seat.
- (c) Should a Member fail to leave their seat or exit the electronic meeting after being ordered to do so, the Chair may, at the Chair’s discretion, adjourn the Meeting without Debate or vote.

### **10.03 Point of Order, Point of Privilege:**

- (a) The Chair shall preserve order and decide Points of Order and Points of Privilege.
- (b) A Member may rise at any time, with the consent of the Chair;
  - (1) on a Point of Order; or
  - (2) on a Point of Privilege, where it is considered that the Member’s rights or integrity or the rights or integrity of the Committee or Council as a whole have been impugned;
- (c) Upon being recognized by the Chair, the Member shall state the Point of Order or Point of Privilege;
- (d) The Point of Order or Point of Privilege shall be immediately decided by the Chair, without Debate or discussion; the Chair may ask clarification questions of the person raising the point;
- (e) After a Point of Order or Point of Privilege has been ruled upon, no Member shall address the Chair, except for the purpose of appealing the Chair’s decision to the Committee;
- (f) If no Member appeals, the decision of the Chair is final;
- (g) If a decision is appealed, the Chair shall require that:



- (1) the following question be seconded: “Shall the decision of the Chair be sustained?”; and
- (2) call a vote, without Debate. The results of the vote shall be final.

**Article 11.00 General:**

**11.01 Repeal:**

- (a) By-law No 128-2012-as amended, being A By-law to govern the proceedings of City Council and its Committees, is hereby repealed;

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

Enacted and passed this 9th day of August, A.D. 2021 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

\_\_\_\_\_  
Mayor

Krista Power

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City Clerk



## Memorandum

Corporate By-law Number BL 61/2021

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

**FROM:** Jonathan Paske, Parking Authority  
Development & Emergency Services

**DATE:** 07/28/2021

**SUBJECT:** BL 61/2021 - Amendment to User Fee By-law Number 028-2007.

**MEETING DATE:** City Council - 08/09/2021 (mm/dd/yyyy)

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**By-law Description:** A By-law to amend By-law Number 028-2007, being a by-law to set fees and charges imposed for various Municipal Services.

**Authorization:** Report No. R 92/2021 (Development & Emergency Services – Licensing & Enforcement) – Committee of the Whole – July 26, 2021.

**By-law Explanation:** The purpose of this by-law is to amend By-law Number 028-2007, the User Fee By-law by replacing Schedule “C”.

### Schedules and Attachments:

SCHEDULE C – DEVELOPMENT & EMERGENCY SERVICES DEPARTMENT

**Amended/Repealed By-law Number(s):**



THE CORPORATION OF THE CITY OF THUNDER BAY  
BY-LAW NUMBER BL 61/2021

A By-law to amend By-law Number 028/2021, being a by-law to set fees and charges imposed for various Municipal Services.

Recitals

1. It is deemed necessary and expedient to amend By-law Number 028-2007, of The Corporation of the City of Thunder Bay by resolution of Committee of the Whole on July 26, 2021.

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

1. By-law Number 028-2007, as amended, is amended by deleting the following schedule:

Schedule C – Development & Emergency Services Department

2. By-law Number 028-2007, as amended, is further amended by inserting the following schedule:

Schedule C – Development & Emergency Service Department

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

Enacted and passed this 9th day of August, A.D. 2021 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

Mayor

Krista Power

City Clerk

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Licensing & Enforcement	Request for information regarding notices orders or proceedings against property	50.00
	Eating establishment or food shop class license issued to a "Not for Profit Organization"	-
	Eating establishment or food shop class license issued to any other person	250.00
	Hairstylist's license	250.00
	Lodging house license	250.00
	Master plumber's license	250.00
	Plumbing contractor's license	250.00
	Examination Fee	100.00
	Stationary Peddler License issued to a "Not-for-Profit Organization"	-
	Stationary Peddler license issued to any other person	250.00
	Peddler license issued to a "Not-for- Profit Organization"	-
	Peddler license issued to any other person	250.00
	Pet shop license	250.00
	Public hall license issued to a "Not-for-Profit Organization"	-
	Public hall license issued to any other person	250.00
	Refreshment vehicle license for a chip truck, hot dog cart, ice cream cart, popcorn cart issued to any other person	250.00
	Refreshment vehicle license issued to a "Not-for-Profit Organization"	-
	Other refreshment vehicle license issued to any other person	250.00
	<b>Vehicle for Hire and Designated Driver (by-law 17/2018):</b>	
	Broker Licence - No charge	-
	Business Licence -No charge	-
	Broker Licence Renewal - No charge	-
	Business Licence Renewal - No charge	-
	Vehicle Licence 1 year	150.00
	Vehicle Licence Renewal 1 year	100.00
	Driver's Licence 1 year	100.00
	Driver's Licence 90 days	50.00
	Driver's Licence Renewal 1 year	75.00
	Driver's Licence Renewal 90 days	40.00
	Licensing Committee Hearing Fee	200.00
	Change of Information Fee	25.00
	Replacement Licence Fee	25.00
	Aborted Impound Fee	-
	Trailer park license	250.00
	Production of Duplicate License (as provided for in all business license by-laws)	10.00

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Licensing & Enforcement	Fee for re-inspection (as provided for in all business license by-laws)	100.00
	Request by Applicant or Owner for hearing by Committee (as provided for in all business license by-laws)	-
	License fee for any license that runs for a calendar year period, or a set period of twelve months expiring on a certain date, where the application for the license is made at a time when there will be only six (6) months or fewer to run on the license when it will expire by operation of the by-law.	Prorated
	Surcharge on other applicable fees where any license is allowed to lapse prior to an application for renewal (as provided for in all business license by-laws)	100.00
	Encroaching Sign	125.00 or 5.50 per square meter of sign face
	Mobile Billboard Sign Permit	88.00 up to 4 months
	Mobile Permit-erected before permit issued	264.00
	Approved signs in excess of 23.2 square meters	5.50 per Sq. meter
	Mobile Sign Permit	88.00 up to 4 months
	Mobile sign permit-late renewal	132.00
	All Other Signs	125.00 or 5.50 per square meter of sign face
	Administration fee imposed for attending a property clean up, repair or demolition	75.00 per hour per officer
	Fee for re-inspection as provided for in Property Standards By-Law	100.00
	Fee for re-inspection as provided for in Yard Maintenance By-Law	100.00
	Fee for re-inspection for other Municipal compliance orders	50.00
	Order registered on title fee - non compliance	150.00
	Order removal from title fee	200.00
	Second Hand Dealers and/or Scrap dealer Registers	15.00
	Second Hand Dealers, Salvage Yards, Etc.	20.00
	Final Notice Fee/Notice of Violation fee	150.00
	Non-compliance administration fee-notices/NOV's/orders	150.00
	Appeal fee all notices	75.00
	Paid duty police assistance	Recovery cost
	Issuance of certificate of compliance	100.00

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Animal Services	Dog license fee – unaltered dogs	61.00
	Dog License Fee – unaltered dogs that have a microchip implant (upon production of a Veterinary Certificate)	45.50
	Dog License Fee – spayed or neutered dogs (upon production of a Veterinary Certificate)	30.50
	Lifetime Dog License Fee – spayed or neutered dogs that have a microchip implant (upon production of a Veterinary Certificate)	25.50
	Dog License Fee – replacement dog license	5.00
	Cat License Fee – unaltered cats	60.00
	Cat License Fee – unaltered cats that have a microchip implant (upon production of a Veterinary Certificate)	45.00
	Cat License Fee – spayed or neutered cats (upon production of a Veterinary Certificate)	30.00
	Lifetime Cat License Fee – spayed or neutered cats that have a microchip implant (upon production of a Veterinary Certificate)	25.00
	Cat License Fee – replacement cat registration	5.00
	Kennel License Fee	157.00
	Hobby Breeders License Fee	157.00
	Adoption Fee - Dog	222.00
	Adoption Fee - Cat	150.00
	Euthanasia Fee – Dog (Euthanasia to be performed by a veterinarian)	75.00
	Euthanasia Fee – Cat (Euthanasia to be performed by a veterinarian)	75.00
	Quarantine Fee – Each day or any part thereof the animal is in quarantine	30.50/day
	Pound Fees (on any first offence) – First Day	61.00
	Pound Fees (on any first offence) – Each additional day or any part thereof the animal has been impounded	30.50
	Pound Fees (on any second offence within the current calendar year) – First Day	120.00
	Pound Fees (on any second offence within the current calendar year) – Each additional day or any part thereof the animal has been impounded	60.00
	Miscellaneous Fees – Veterinary Fees	Recovery Cost
	Appeal for Restraint Order Fee	126.00
	Cat trap rental (7 nights)	25.50
	Trap recovery service fee	25.50

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Realty Services	Administration fee – Preparation of transfers, document generals, registrations, releases, teraview documents, easements, discharges, etc.	330.00 for up to 2 documents, 110.00 for each additional document
	Initial deposit from applicant – street & lane sale (to cover costs of survey prior to ordering same)	1000.00 minimum
	Annual Fee – License of Occupation Agreement	115.00
	Application Fee – License of Occupation Agreement (By-law 132-1996)	330.00
	Security Deposit by Proponents – Response to Request for Proposal (if proposal accepted, the fee is retained and used to defray administrative costs; if proposal is not accepted, fee is returned)	500.00
	Application Fee – Easement reduction/partial release of easement	330.00
	Costs (including: survey, appraisal, legal, registry costs, administration fees and any other administrative costs) relating to a street & lane sale	Recovery cost (commonly between 1000.00 – 5000.00) (Varies on how many parts & how many purchasers)
	Authorization for temporary land use	140.00
	Assignments for leases, license, agreements, etc.	330.00
	Street and lane closing application	330.00
SNEMS	Ambulance call reports/first response call reports	50.00 per request
	Rental of ambulance for special events (minimum 4 hours)	154.00 per hour
	Standard first aid with CPR/HCT training	175.00
	Standard first aid with CPR/HCT Recertification	100.00
	Standard first aid with CPR C training	155.00
	Standard first aid CPR C Recertification	90.00
	Standard first aid with CPR A training	132.00
	Standard first aid CPR A Recertification	85.00
	Emergency first aid with CPR C training	110.00
	Emergency first aid with CRP A training	95.00
	CPR HCP training	98.00
	CPR HCP Recertification	75.00
	CPR C training	86.00
	CPR C recertification	65.00
	CPR A training	75.00
	First aid instructor training	590.00
	First responder training	475.00
	Emergency medical care training	950.00

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
SNEMS	Baby Sitting Courses	45.00
	Training room	100.00 per day
	CPR – Actar squadron E008 training	25.00 per day
	ACLS Manikin and Stimulator E006/E0025 and E007/E0024	250.00 per day
	ATLS Manikin and E006/E0024 and E007/E0024	250.00 per day
	PALS Baby intubation kit	75.00 per day
	PALS/NALS Leg Replacement Kit/Skin Replacement Kit	132.00 per day
	BTLS/A/W crash Kelly	100.00 per day
Fire	Copies of fire reports	75.00 per report
	Letters of compliance for approval for properties	75.00
	<b>File search and written reports &amp; records against properties:</b>	
	Request made 10 or more working days prior to the date the report is required.	75.00
	Request made less than ten (10) days prior to the date the report is required.	150.00
	<b>Requested inspections of properties:</b>	
	Private home day care facilities (5 or less)	125.00
	Licensed day care centers (more than 5)	125.00
	Special care and group homes (3 or less)	125.00
	Special care and group homes (more than 3)	125.00
	Alcohol and gaming commission requests	125.00
	Lodging house	125.00
	Occupancy load calculation & posting	125.00
	Private nursing homes	125.00
	All rates per hour with 1 hour minimum and 30 minutes intervals, inclusive of administrative time	125.00 per hour
	Requested Inspections Under the Ontario Fire Code	125.00 per hour
	Requested after hours inspections (3 hour minimum). All rates per hour with 1 hour minimum and 30 minute intervals, inclusive of administrative time	150.00
	<b>Requested inspections under the Ontario Fire Code Special Inspections:</b>	
	Where fire code inspections are mandated (i.e. Tents, marquee)	150.00
	- High Hazard	175.00
	- Low Hazard (family fireworks)	75.00
	- Pyrotechnics	175.00
	Public Vendors – commercial establishments	75.00
	Public Vendors – from outside the region	250.00



## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Fire	Cost associated with boarding up, barricading, scene security and safety and any other miscellaneous cost after a fire or other response. Plus cost of material used. If the owner fails to pay the associated cost, the Fire chief or his/her designate may authorize the actual cost to be charged back through taxes and a 15% administration fee will be applied.	MTO Rate
	<b>Burning permits within the municipality per permit:</b>	
	Residential, subject to approval	30.00
	Commercial, permit required for each burn	120.00
	Open air burning permits granted with supervision of a firefighter – all permits subject to inspection and approval. If the owner fails to pay the associated cost, the Fire Chief or his/her designate may authorize the actual cost to be charged back through taxes and a 15% administration fee will be applied.	MTO Rate
	<b>Standby requests by private companies, developers, industry, provincial or regional government, other than emergency response:</b>	
	Per vehicle for the first hour	MTO Rate
	Per vehicle for every additional ½ hour	MTO Rate
	Response to transportation of dangerous goods incident per hour, per vehicle and related equipment usage cost recovery (or full recovery)	MTO Rate
	As per transportation of Dangerous Goods Act	MTO Rate
	Fire prevention presentation for commercial and industrial requests – familiarization of evacuation plans, extinguisher demonstrations, cost of manpower, providing demonstration or presentations	125.00
	Life safety study review (depending on complexity) – minimum charge	75.00
	<b>Fire safety plan review:</b>	
	New submission	-
	Subsequent review/consultation	150.00
	<b>Risk safety management plan (propane facilities):</b>	
	Level 1 facility <=5K water gallons	200.00
	Level 2 facility >5K water gallons	500.00
	Written responses to written requests relating to outstanding orders under the Ontario Fire Cost or any act, regulation or by-law with which the fire services has authority or jurisdiction	75.00
	Air bottle refills (up to 2200 psi)	10.00
	<b>Fire Responses to Structural Fires:</b>	
	Residential	See the Indemnification Technology® Section
	Commercial	
	Industrial	

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Fire	Emergency response to illegal burning of hazardous material or burning regarding open air burning permits under the Ontario Fire Code. If the owner fails to pay the associated cost, the Fire Chief or his/her designate may authorize the actual cost to be charged back through taxes and a 15% administration fee will be applied.	Current MTO Rate
	- Plus any additional cleanup costs	Current MTO Rate
	Emergency response to motor accidents on Ministry of Transportation Highways as per the Province of Ontario rates, plus any additional cleanup costs (cost recovery through MTO)	Current MTO Rate
	- Per vehicle per hour	Current MTO Rate
	- Per vehicle for every ½ hour thereafter	Current MTO Rate
	<b>Auto extraction for vehicles insured outside the City of Thunder Bay (Kings Highway exempt):</b>	
	Per vehicle per hour	Current MTO Rate
	Per vehicle for every ½ hour thereafter	Current MTO Rate
	<b>Auto or truck fires or rescues for vehicles insured outside the City of Thunder Bay (Kings Highway exempt):</b>	
	Per vehicle per hour	Current MTO Rate
	Per vehicle per every ½ hour thereafter	Current MTO Rate
	Fires on or beside the railroad, as a result of the railroad left unattended in tie burning or otherwise, out of control fires, and failure to attempt to extinguish those fires that impinge on private or public properties.	Current MTO Rate
	<b>Response to false alarm if determined by Fire Service to be a preventable alarm:</b>	
	Preventable false alarms – (3 vehicles) 2 <sup>nd</sup> false alarm within 12 months calendar year	1,525.50
	First false alarm within 12 month calendar year	-
	Second false alarm within 12 month calendar year	250.00
	Third false alarm within 12 month calendar year	500.00
	All subsequent false alarms within 12 month calendar year	500.00
	Non notification of false alarm work.	250.00
	Note: Owners will be given opportunity to show corrective actions within calendar year for eligibility for 50% reimbursement	
	Inspect illegal marijuana grow operation or clandestine lab first 185.81m2 (2000 ft2)	400.00
	Inspect illegal marijuana grow operation or clandestine lab each additional 185.81m2 (2000ft2)	60.00
	Inspect legalized marijuana grow operation inspection first 185.81m2 (2000ft2)	400.00
	Inspect legalized marijuana grow operation inspection each additional 185.81m2 (2000ft2)	60.00
	Inspection of illegal suites, base fee	500.00

# USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Fire	Inspection of illegal suites/room or suite	100.00
	Re-inspection fee: First re-inspection of fire inspection order.	-
	Re-inspection fee of any property	250.00
	Re-Inspection Fee (complaint inspection – including illegal suites): First and every subsequent re-inspection of fire inspection order as a result of a complaint.	250.00
		Current MTO rate per vehicle & personnel/hour plus any costs to Thunder Bay Fire Rescue or the City of Thunder Bay for each and every call. Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.
	Idemnification Technology ®	
	<b>TRAINING CENTRE:</b>	
	<b>Full Classroom Rental:</b>	
	full day	300.00
	1/2 day	150.00
	<b>Half Classroom Rental:</b>	
	full day	150.00
	1/2 day	100.00
	<b>Firefighter Survival Prop:</b>	
	full day	150.00
	1/2 day	100.00
	Fire Scene Assessment Prop	500.00 (plus consumables)
	Fire Tower	500.00 (plus consumables)
	<b>Roof Prop:</b>	
	full day	100.00 (plus consumables)
	1/2 day	50.00 (plus consumables)

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Fire		as per the TBPFFA collective agreement
	TBFR Training Support Personnel	
	Additional Apparatus	as per the MTO rate
	<b>Grounds Only:</b>	
	full day	250.00
	1/2 day	125.00
	<b>Confined Space Pit:</b>	
	full day	150.00
	1/2 day	100.00
	<b>Apparatus Area:</b>	
	full day	150.00
	1/2 day	100.00
	Face Fit Testing	50.00 per person
Planning		50.00 to 500.00 per use plus consumables (cost to be determined based on prop and duration of use)
	Miscellaneous Training Props	
	<b>Publications:</b>	
	Printed materials including those prepared internally such as the Official Plan, Zoning By-law, and various studies, as well as work undertaken by Consultants, typically on behalf of applicants, such as market studies, environmental impact studies and traffic reports.	Recovery Cost
	Custom Planning Research (minimum 1 hour)	76.50 per hour
	<b>Orthophotography:</b>	
	Per tile (per km2) 2012, 2007, 2002, 1996 pdf/tif/jpeg/MrSid	102.00
	Per tile (per km2) 2012, 2007, 2002, 1996 hardcopy of photo paper	30.00
	Mosaic of entire City 2012, 2007, 2002, 1996 pdf/tif/jpeg/MrSid	4,080.00
	Mosaic of entire City 2012, 2007, 2002, 1996 hardcopy of photo paper	120.00
	Tiles bulk purchase-approx. 520 tiles in 2012, 409 tiles in 2007, 2002, 1996	4,080.00
	Archive Air Photos – 1949, 1955, 1959, 1962, 1968, 1969, 1974, 1976, 1981, 1987, 1991 – scanned pdf/fit/jpg	20.00 per scan

# USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Planning	LiDar:	102.00 per km2
	LiDar derivative products such as bare earth, road surface, slope analysis	127.50 per km2
	Customized feature classification	cost recovery
	LiDar bulk purchase of entire City	5,100.00
	Media required for transfer of all LiDar products	cost recovery
	Topographical Maps in digital format	100.00 per tile
	- Printed @ 1:2000 scale hardcopy	20.00 per tile
	- Bulk purchase 425 topos in digital format	5,100.00
	- Entire City-1 layer from topo	1,020.00
	- One layer-per km2 in digital format	51.00
	DEM-Digital Elevation Model	1,020.00
	- Per km2	51.00
	- Annual Update	510.00
	Media required for transfer of DEM products	cost recovery
	<b>Geographic Legal Fabric Map-lot, plan, concession, section:</b>	
	Complete City in digital format	7,140.00
	Annual Updates - digital format	510.00
	Per km2-digital format	102.00
	Per km2-hardcopy	25.00
	Geographic Legal fabric-custom area hardcopy	76.50 per hr + 25.00
	Easement mapping with data-easement ownership rights, instrument number in easement obtained-digital format	15,300.00
	Easement mapping only-no ownership-in digital format	10,200.00
	-Update only	510.00
	-Per km2	102.00
	-Custom hourly fee-hardcopy pdf	76.50 per hr + 25.00
	Property Data Set custom area digital format	76.50 + 0.30 per pin
	Property Data Set and Digital Parcels Custom Area digital format	76.50 + 0.10 per pin
	City Street Map hardcopy1:25000	20.00
	City Street Map hardcopy1:15000	40.00
	Zoning Map hardcopy-large scale per page	25.00
	Official Plan per schedule hard copy	25.00
	Ward Boundaries in hardcopy	25.00
	Digital scans of plans, maps or air photos up to 8 ½ x 14"	20.00 per scan
	Custom Map Work-(minimum 1 hour)	76.50 per hour
	Custom GIS analysis	102.00 per hour

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Planning	Preconsultation-Fee will be credited to related planning application submitted within 1 year of the date of the preconsultation meeting	306.00
	Application for Official Plan Amendment	4,284.00
	Application for Zoning By-law Amendment	3,264.00
	Combined Official Plan and Zoning By-law Amendment	7,140.00
	- If situated within Urban Area Limit	306.00
	- If additional public meeting is required	510.00
	- If a newspaper notice is required	1,020.00
	- Minor revisions that require additional internal circulation	510.00
	- Major revisions that require recirculation and notice	1,071.00
	- Annual processing fee for recirculation of applications held over one year	1,020.00
	Notice of Open House	153.00
		255.00
		An additional fee of 510.00 will be required if an authorizing report must be considered by Committee of the Whole
	Application for removal of "H" holding symbol	
	Deeming By-law-establishing or rescinding	510.00
		2,550.00 plus 100.00 for each unit
		Parking units & locker units exempt from the additional fee
	Application for Approval of a Condominium	
		1,020.00 plus 100.00 for each unit
		Parking units & locker units exempt from the additional fee
	Application for Approval of a Condominium Exemption or Conversion	
		2,550.00 plus 100.00 for each lot or block
	Application for Subdivision Draft Plan Approval	
	Final Approval of Each Stage	1,530.00
	Extension of Draft Plan Approval	1,020.00

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Planning	<b>Modifications to any Draft Plan of Subdivision or Condominium Approval (as determined by the Director):</b>	
	Minor	510.00
	Major	1,020.00
	Application for Consent to Sever Land for Base Transaction and/or each new lot created	1,224.00
	- For each additional type of transaction (in addition to the Base Transaction) requested at the time of the application is made	306.00
	- Request to change conditions of consent	510.00
	- Certificate of Secretary-Treasurer-to be paid when the request is submitted	306.00
	- Minor Variance requested and processed jointly with Consent to sever	612.00
	Minor Variance/Permission	1,224.00
	Recirculation of Consent to Sever Land or Minor Variance/Permission	306.00
	Deferral of consent or minor variance requested by applicant	102.00
	Deferral of consent or minor variance requested by applicant and resulting in recirculation of application and new notice	612.00
	Validation of Title - Technical Severance	1,020.00
	Special Committee of Adjustment Meeting Requested by Applicant	510.00
	Part Lot Control Exemption Approval	1,224.00 plus 100.00 for each lot or block
	Part Lot Control Extension Approval	1,224.00
	Deferred Services Agreement, Noise Notification Agreement, Miscellaneous Notification Agreement	127.50
	- Addendums or Amendments to such Agreements	127.50
		An additional fee of 510.00 will be required if an authorizing report must be considered by Committee of the Whole
	Garden Suite Agreement	714.00
	Addendums or Amendments to such Agreements	714.00

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Planning		An additional fee of 510.00 will be required if an authorizing report must be considered by Committee of the Whole
	Registration of Agreements	510.00 to be paid when the agreement is executed
	Site Plan Control Application	1,530.00
	Major revisions to site plans requiring recirculation	510.00
	Addendums or Amendments to Site Plan Control Agreements	1,020.00
	Completed facilities inspection	250.00
	Development Agreements and other agreements related to land development	1,530.00
	Addendums or Amendments to such Agreements	1,020.00
	Phase I or II Environmental Enquiry	255.00
	Status letter on Planning Agreements	510.00
	Ministry Authorization Letter or Zoning Confirmation Letter	102.00
	Road Naming	1,530.00
	Owner initiated change of address	510.00
	Communications Towers Consultation	1,020.00
	Property List Request	306.00
	Legal Costs	Deposit 4,000.00
	Applicants for any planning approvals that may result in appeals to the Local Planning Appeal Tribunal are responsible to pay the City's legal costs in defending the relevant by-law, decision or other approval.	
	Legal Costs	Deposit 2,000.00
	Applicants for Committee of Adjustment approvals that may result in appeals to the Local Planning Appeal Tribunal are responsible to pay the City's legal costs in defending the relevant by-law, decision or other approval.	
	Peer Review Cost – Applicants required to prepare technical studies in support of planning applications are responsible to pay the City's costs for an independent peer review.	Recover Cost
	Planning fees waived for qualified and approved properties falling within Strategic Core Areas Improvement Plan.	



# USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Building	<b>New Buildings or Additions-Group A-Assembly Occupancies:</b>	
	Shell	16.80 per square meter
	Finished	21.00 per square meter
	<b>New Buildings or Additions-Group B-Institutional Occupancies:</b>	
	Shell	20.00 per square meter
	Finished	25.00 per square meter
	<b>New Buildings or Additions-Group C-Residential Occupancies:</b>	
	Single, semi, townhouse & duplex	13.00 per square meter
	Finished basement	3.00 per square meter
	Attached garage	5.00 per square meter
	Detached garage/shed/carport	3.00 per square meter
	Apartment building	13.00 per square meter
	Hotel/Motel	15.00 per square meter
	Residential care facility	13.00 per square meter
	<b>New Buildings or Additions-Group D-Business &amp; Personal Service Occupancies:</b>	
	Office building (shell)	16.00 per square meter
	Office building (finished)	20.00 per square meter
	<b>New Buildings or Additions-Group E-Mercantile Occupancies:</b>	
	Retail store (shell)	11.20 per square meter
	Retail store (finished)	14.00 per square meter
	<b>New Buildings or Additions-Group F-Industrial Occupancies:</b>	
	Shell	9.60 per square meter
	Finished	12.00 per square meter
	Farm Building	12.00 per 1,000.00 of construction value

# USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
Building	<b>Deposits:</b>	
	Minimum application deposit (non-residential)	50% of total fee
	Foundation permit	25% of total fee
	Water well deposit (refundable)	500.00
	Early water turn on deposit (refundable)	1,000.00
	Administration fee- processing/refunding refundable deposit	50.00
	Interior finish/renovation-all classifications	12.00 per 1,000.00 of construction value
	Temporary buildings/tents	100.00
	Portable classrooms-per unit	200.00
	Demolition (per building)	100.00
	Change of use	100.00
	Barrier free ramp	100.00
	Deck-uncovered	100.00
	Deck-covered	200.00
	Outdoor patio (Assembly Occupancies)	200.00
	Fireplace/Woodstove	100.00
	Swimming pool fence permit	50.00
	<b>Solar Collector:</b>	
	Residential	100.00
	Non-residential	200.00
	Retaining Wall	100.00
	Alter/replace mechanical systems	12.00 per 1,000.00 of construction value
	Alter/replace electrical life safety systems	12.00 per 1,000.00 of construction value
	Permit for plumbing only	12.00 per 1,000.00 of construction value
	Plumbing-meter downsize	100.00
	Plumbing-building control valve	50.00
	Backflow prevention device	100.00
	Minimum permit fee (all other permits)	100.00
	<b>Transfer of permit:</b>	
	Accessory buildings	100.00
	All other	250.00
	Zoning only permit	250.00
	Conditional permit	250.00
	Additional inspection	100.00

## USER FEES

SCHEDULE C - DEVELOPMENT & EMERGENCY SERVICES		
Division	User Fee Description	User Fee (\$)
<b>Building</b>	Special inspection fee after hours	200.00
	Reports-Building, Statistics Canada per month (HST included)	12.43
	Subscription-Building, Statistics Canada per year (HST included)	149.16
	Property Information report	100.00
	Liquor license inspection/letter	100.00
	Minimum fee retained	50.00
	Any project not included on user fee schedule for Building Services	12.00 per 1,000.00 of construction value
<b>Parking Authority</b>	Parking Meter Spaces	0.25/10 minutes
		1.50/60 minutes
	Parkade Charge	1.25/hour
		6.50 max. per day
	Parkade Monthly Rate (including HST in 2021)	62.50
	Surface lot monthly rate (including HST in 2021)	53.00
	Residential Parking Permit	5.00/permit
	Mobile Parking App Convenience Fee	0.15
	Online Ticket Payment Convenience Fee	3.50

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**MEETING DATE** 08/09/2021 (mm/dd/yyyy)

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**SUBJECT** By-law Resolution

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***SUMMARY***

By-law Resolution - August 9, 2021

***RECOMMENDATION***

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 govern the proceedings of meetings of City Council and its Committees and to repeal By-law 128-2012.

By-law Number: BL 51/2021

2. A By-law to amend By-law Number 028-2007, being a by-law to set fees and charges imposed for various Municipal Services.

By-law Number: BL 61/2021



## *Memorandum*

Corporate By-law Number BL 57/2021

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

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

**DATE:** 07/16/2021

**SUBJECT:** BL 57/2021 - Confirming By-law August 9, 2021.

**MEETING DATE:** City Council - 08/09/2021 (mm/dd/yyyy)

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**By-law Description:** A By-law to confirm the proceedings of a meeting of Council this 9th day of August, 2021.

**Authorization:** Committee of the Whole - 2003/02/04

**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 is 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 57/2021

A By-law to confirm the proceedings of a meeting of Council  
this 9th day of August, 2021.

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:

9th day of August, 2021 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 9th day of August, A.D. 2021 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

Mayor

Krista Power

City Clerk

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**MEETING DATE**     08/09/2021 (mm/dd/yyyy)

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**SUBJECT**             Confirming By-law Resolution - August 9, 2021- City Council

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***SUMMARY***

Confirming By-law Resolution - August 9, 2021 - City Council

***RECOMMENDATION***

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 9<sup>th</sup> day of August, 2021

By-law Number: BL 57/2021