



# **AGENDA MATERIAL**

## **CITY COUNCIL**

**MEETING DATE:** MONDAY, DECEMBER 7, 2020

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

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



**MEETING:** City Council

**DATE:** Monday, December 7, 2020

*Reference No.* CC – 1/52

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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 - December 7, 2020 - City Council **(Page 4)**

WITH RESPECT to the December 7, 2020 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 November 23, 2020. **(Pages 5 – 11)**

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

1. The Thunder Bay City Council meeting held on November 23, 2020.

## ***REPORTS OF COMMITTEES***

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

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

1. November 23, 2020 Committee of the Whole. **(Pages 12 – 26)**

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

1. November 23, 2020 Committee of the Whole.

### **Ratifying Resolutions**

### ***BY-LAWS***

#### **BL 4/2020 - A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual.**

A By-law to amend By-law 203-1996, being a By-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Credit and Collection - Corporate Policy No. 05-01-11, Open Data Portal - Corporate Policy No. 08-01-07 and Siting of Cannabis Retail Stores - Corporate Policy No. 08-03-01. **(Pages 27 – 44)**

#### **BL 123/2020 - Appointment of Fire Chief**

A By-law to provide for the appointment of a Fire Chief for the Thunder Bay Fire and Rescue Service and The Corporation of the City of Thunder Bay. **(Pages 45 – 46)**

### **By-law Resolution**

By-law Resolution - December 7, 2020 **(Page 47)**

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

1. A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual.

By-law Number: BL 4/2020

2. A By-law to provide for the appointment of a Fire Chief for the Thunder Bay Fire and Rescue Service and The Corporation of the City of Thunder Bay.

By-law Number: BL 123/2020

## ***NEW BUSINESS***

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

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

#### **BL 124/2020 - Confirming By-law - December 7, 2020**

A By-law to confirm the proceedings of a meeting of Council, this 7th day of December, 2020.  
**(Pages 48 – 49)**

#### **Confirming By-law Resolution - December 7, 2020 - City Council (Pages 50)**

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 7th day of December 2020

By-law Number: BL 124/2020

## ***ADJOURNMENT***



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**MEETING DATE**     12/07/2020 (mm/dd/yyyy)

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**SUBJECT**             Confirmation of Agenda

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***SUMMARY***

Confirmation of Agenda - December 7, 2020 - City Council

***RECOMMENDATION***

WITH RESPECT to the December 7, 2020 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**      12/07/2020 (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 November 23, 2020.

***RECOMMENDATION***

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

1. The Thunder Bay City Council meeting held on November 23, 2020.

***ATTACHMENTS***

1 City Council minutes Nov 23 2020



**MEETING:** City Council

**DATE:** November 23, 2020

*Reference No. 26/51*

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**OPEN SESSION in the S.H. Blake Memorial Auditorium at 11:24 p.m.**

City Council

Chair: Mayor B. Mauro

**ELECTRONIC PARTICIPATION: OFFICIALS:**

Mayor B. Mauro  
Councillor A. Aiello  
Councillor M. Bentz  
Councillor S. Ch'ng  
Councillor A. Foulds  
Councillor C. Fraser  
Councillor T. Giertuga  
Councillor R. Johnson  
Councillor B. McKinnon  
Councillor K. Oliver  
Councillor A. Ruberto  
Councillor Peng You

Ms. K. Power, City Clerk  
Ms. K. Piché, Committee Coordinator

**OFFICIALS - ELECTRONIC PARTICIPATION:**

Mr. N. Gale, City Manager  
Ms. D. Latta, Acting City Solicitor  
Ms. L. Evans, General Manager – Corporate Services  
& Long Term Care  
Ms. K. Marshall, General Manager – Infrastructure &  
Operations  
Ms. K. Robertson, General Manager – Community  
Services  
Mr. M. Smith, General Manager – Development &  
Emergency Services  
Ms. K. Lewis, Director – Corporate Strategic Services  
Ms. K. Ortgieste, Director – Human Resources &  
Corporate Safety

***OPENING CEREMONIES***

One Minute of Silence.

***DISCLOSURES OF INTEREST***

Councillor S. Ch'ng declared a conflict relative to Report No. 2020CLS.049 (Legal Services) as she is a property owner related to the matter.

Councillor C. Fraser declared a conflict relative to Report No. 2020CLS.049 (Legal Services) as his employer is a party to the matter.

### ***CONFIRMATION OF AGENDA***

Confirmation of Agenda - November 23, 2020 - City Council

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

With respect to the November 23, 2020 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 November 9, 2020;
2. The Thunder Bay City Council (Public Meeting) held on November 16, 2020 was distributed Separately on Friday, November 20, 2020.

MOVED BY: Councillor Peng You  
SECONDED BY: Councillor Kristen Oliver

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

1. The Thunder Bay City Council held on November 9, 2020;
1. The Thunder Bay City Council (Public Meeting) meeting held on November 16, 2020.

CARRIED

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



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

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

1. November 9, 2020 Committee of the Whole;
2. November 16, 2020 Committee of the Whole was distributed separately on Friday, November 20, 2020.

MOVED BY: Councillor Rebecca Johnson

SECONDED BY: Councillor Kristen Oliver

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

1. November 9, 2020 Committee of the Whole;
2. November 16, 2020 Committee of the Whole.

CARRIED

### **Ratifying Resolutions**

#### **Legal Matter**

Report No. 2020CLS.049 (Legal Services) was previously presented at Committee of the Whole Closed Session held earlier in the evening.

The City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

Councillor S. Ch'ng declared a conflict and refrained from discussing or voting on the resolution relative to Report No. 2020CLS.049 (Legal Services).

Councillor C. Fraser declared a conflict and refrained from discussing or voting on the resolution relative to Report No. 2020CLS.049 (Legal Services).

MOVED BY: Councillor Rebecca Johnson

SECONDED BY: Councillor Kristen Oliver

With respect to Report No. 2020CLS.049 (Legal Services) we recommend that Administration proceed as directed.

CARRIED

**Advocacy - Bill 229, Schedule 6: Conservation Authorities Act**

Memorandum from Councillor A. Foulds, dated November 19, 2020 relative to the above noted was previously presented at Committee of the Whole held earlier in the evening.

The City Clerk advised that the resolution previously adopted by Committee of the Whole held earlier in the evening relative to the above noted required ratification by Council. Under Council's policy a two-thirds vote of Council was necessary.

MOVED BY: Councillor Rebecca Johnson

SECONDED BY: Councillor Kristen Oliver

With respect to the memorandum from Councillor A. Foulds dated November 19, 2020, we recommend that City Council advocate to the Province of Ontario to repeal Schedule 6 of the Budget Measures Act (Bill 229);

AND THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth that do not negatively impact natural hazards;

AND THAT the Province respect the current conservation authority/municipal relationships;

AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

AND THAT a copy of this resolution be sent to the Premier Doug Ford, Hon. Jeff Yurek, Minister of Environment, Conservation and Parks, Hon. Rod Phillips, Minister of Finance, Hon. John Yakabuski, Minister of Natural Resources and Forestry, Michael Gravelle, MPP-Thunder Bay-Superior North, Judith Monteith-Farrell, MPP-Thunder Bay-Atikokan, Thunder Bay Chamber of Commerce and Lakehead Region Conservation Authority municipalities.

CARRIED

***BY-LAWS***

**BL 117/2020 - A By-law to Authorize the Borrowing Upon Serial Debentures**

A By-law to authorize the borrowing upon serial debentures in the principal amount of \$7,243,584.40 towards the cost of certain capital works described in schedule "A" to this by-law.

**BL 118/2020 - A By-law to Authorize the Borrowing Upon Serial Debentures**

A By-law to authorize the borrowing upon serial debentures in the principal amount of \$4,699,995.07 towards the cost of certain capital works described in Schedule "A" to this by-law.

**BL 119/2020 - A By-law to Authorize the Borrowing Upon Serial Debentures**

A By-law to authorize the borrowing upon serial debentures in the principal amount of \$2,499,993.20 towards the cost of certain capital works described in Schedule “A” to this by-law.

**By-law Resolution**

By-law Resolution - November 23, 2020

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Kristen Oliver

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 authorize the borrowing upon serial debentures in the principal amount of \$7,243,584.40 towards the cost of certain capital works described in schedule “A” to this by-law.

By-law Number: BL 117/2020

2. A By-law to authorize the borrowing upon serial debentures in the principal amount of \$4,699,995.07 towards the cost of certain capital works described in Schedule “A” to this by-law.

By-law Number: BL 118/2020

3. A By-law to authorize the borrowing upon serial debentures in the principal amount of \$2,499,993.20 towards the cost of certain capital works described in Schedule “A” to this by-law.

By-law Number: BL 119/2020

CARRIED

***CONFIRMING BY-LAW***

**BL 122/2020 - Confirming By-law - November 23, 2020**

A By-law to confirm the proceedings of a meeting of Council, this 23rd day of November, 2020.

**Confirming By-law Resolution - November 23, 2020 - City Council**

MOVED BY: Councillor Rebecca Johnson  
SECONDED BY: Councillor Kristen Oliver

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 23rd day of November, 2020

By-law Number: BL 122/2020

CARRIED

***ADJOURNMENT***

The meeting adjourned at 11:30 p.m.

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***MEETING DATE***      12/07/2020 (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. November 23, 2020 Committee of the Whole

***RECOMMENDATION***

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

1. November 23, 2020 Committee of the Whole.

***ATTACHMENTS***

1 COW minutes Nov 23 2020



**MEETING:** Committee of the Whole

**DATE:** November 23, 2020

*Reference No. 43/51*

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**CLOSED SESSION in the S. H. Blake Memorial Auditorium at 4:30 p.m.**

Committee of the Whole - Closed Session

Chair: Councillor T. Giertuga

**ELECTRONIC PARTICIPATION: OFFICIALS:**

Mayor B. Mauro  
Councillor A. Aiello  
Councillor M. Bentz  
Councillor A. Foulds  
Councillor T. Giertuga  
Councillor R. Johnson  
Councillor B. McKinnon  
Councillor K. Oliver  
Councillor A. Ruberto  
Councillor Peng You

Ms. K. Power, City Clerk

**OFFICIALS - ELECTRONIC PARTICIPATION:**

Mr. N. Gale, City Manager  
Ms. D. Latta, Acting City Solicitor  
Ms. L. Evans, General Manager - Corporate Services  
& Long Term Care

**DISCLOSURES OF INTEREST**

The City Clerk advised that that Councillor S. Ch'ng declared a conflict relative to Report No. 2020CLS.049 (Legal Services) as she is a property owner related to the matter and would not be in attendance.

The City Clerk advised that that Councillor C. Fraser declared a conflict relative to Report No. 2020CLS.049 (Legal Services) as his employer is a party to the matter and would not be in attendance.

**REPORTS OF MUNICIPAL OFFICERS**

Ms. K. Marshall, General Manager - Infrastructure & Operations, Ms. M. Warywoda, Director - Environment, Ms. K. Lewis, Director - Corporate Strategic Services, Mr. T. Santos, Manager - Compliance & Quality Control entered the meeting room via MS Teams.

### **Legal Matter**

Confidential memorandum from Mayor B. Mauro, dated November 2, 2020, relative to the above noted was distributed separately to Members of Council (excluding Councillor S. Ch'ng and Councillor C. Fraser), City Manager, Acting City Solicitor, General Manager - Corporate Services & Long Term Care, General Manager - Infrastructure & Operations, Director - Corporate Strategic Services, Director - Environment and Manager - Compliance & Quality Control only on Friday, November 20, 2020.

Report No. 2020CLS.049 (Legal Services) relative to the above noted was distributed separately to Members of Council (excluding Councillor S. Ch'ng and Councillor C. Fraser), City Manager, Acting City Solicitor, General Manager - Corporate Services & Long Term Care, General Manager - Infrastructure & Operations, Director - Corporate Strategic Services, Director - Environment and Manager - Compliance & Quality Control only on Friday, November 20, 2020.

Ms. D. Latta, Acting City Solicitor appeared before Committee via MS Teams, provided an overview and responded to questions.

Mr. T. Santos, Manager - Compliance & Quality Control, Ms. M. Warywoda, Director - Environment and Ms. K. Lewis, Director - Corporate Strategic Services responded to questions.

It was consensus of Committee that Administration proceed as directed.

The City Clerk advised that the recommendation relative to Report No. 2020CLS.049 (Legal Services) would be presented at the Committee of the Whole meeting to be held later in the evening.

### **OPEN SESSION in S.H. Blake Memorial Auditorium at 6:37 p.m.**

Committee of the Whole - Administrative Services Session

Chair: Councillor M. Bentz

#### **ELECTRONIC PARTICIPATION: OFFICIALS:**

Mayor B. Mauro  
Councillor A. Aiello  
Councillor M. Bentz  
Councillor S. Ch'ng  
Councillor A. Foulds  
Councillor C. Fraser

Ms. K. Power, City Clerk  
Ms. K. Piché, Committee Coordinator

#### **OFFICIALS - ELECTRONIC PARTICIPATION:**

Mr. N. Gale, City Manager

Committee of the Whole – November 23, 2020

Councillor T. Giertuga  
Councillor R. Johnson  
Councillor B. McKinnon  
Councillor K. Oliver  
Councillor A. Ruberto  
Councillor Peng You

Ms. D. Latta, Acting City Solicitor  
Ms. L. Evans, General Manager – Corporate Services  
& Long Term Care  
Ms. K. Marshall, General Manager – Infrastructure &  
Operations  
Ms. K. Robertson, General Manager – Community  
Services  
Mr. M. Smith, General Manager – Development &  
Emergency Services  
Ms. K. Ortgiese, Director – Human Resources &  
Corporate Safety  
Ms. S. Hauth, Chief of Police  
Ms. K. Lewis, Director – Corporate Strategic Services  
Mr. C. Halvorsen, Manager – Parks & Open Spaces  
Ms. R. Mandamin, Manager – Indigenous Relations &  
Inclusion  
Ms. T. Thompson, Indigenous Liaison

**DISCLOSURES OF INTEREST**

Councillor S. Ch'ng declared a conflict relative to Report No. 2020CLS.049 (Legal Services) as she is a property owner related to the matter.

Councillor C. Fraser declared a conflict relative to Report No. 2020CLS.049 (Legal Services) as his employer is a party to the matter.

**CONFIRMATION OF AGENDA**

Confirmation of Agenda - November 23, 2020 - Committee of the Whole

MOVED BY: Councillor Rebecca Johnson

SECONDED BY: Councillor Kristen Oliver

With respect to the November 23, 2020 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

***PRESENTATIONS***

**Police Facility Needs Assessment - Additional Options Update**

At the March 9, 2020 Committee of the Whole meeting representatives from Form Studio Architects and RPL Architects presented its Police Facility Needs Assessment Study – Final



Report, which presented options to either build a new facility or expand and upgrade the existing facility. At that time, it was decided that a further report was required to provide Council with additional options. At the May 25, 2020 Committee of the Whole meeting, and subsequently ratified at City Council that same evening, a motion was carried relative to recommending that the Steering Committee report to Council additional options for police facilities in the City. In addition, the options would include but not be limited to neighbourhood-based satellite offices and any financial implications of completing the additional review. This report was scheduled to be presented to Committee of the Whole on or before September 30, 2020.

At the September 14, 2020 Committee of the Whole meeting, memorandum from Chief S. Hauth, dated August 24, 2020, was presented. This memorandum noted that due to the current pandemic, the timelines for the completion of the report have been extended and therefore will be presented at the November 23, 2020 Committee of the Whole meeting.

Memorandum from Chief S. Hauth, dated November 18, 2020 requesting a presentation from FORM Architecture was distributed Separately on Friday, November 20, 2020.

Memorandum from Chief S. Hauth, dated November 18, 2020 relative to Police Facility Update - Current Building Limitations was distributed separately on Friday, November 20, 2020.

Confidential memorandum from Chief S. Hauth, dated November 18, 2020 relative to Police Facility Update was distributed to Members of Council, City Solicitor and City Manager only on Friday November 20, 2020.

Attachment A – Decentralized Headquarters Study relative to Police Facility Update was distributed separately on Friday, November 20, 2020.

Attachment B – Implementation Study relative to Police Facility Update was distributed separately on Friday, November 20, 2020.

Mr. J. Stephenson, FORM Studio Architects and Mr. J. Pepper, RPL Architects appeared before Committee via MS Teams, provided a PowerPoint presentation and responded to questions.

## ***REPORTS OF COMMITTEES***

### **Anti-Racism & Respect Advisory Committee Minutes**

Minutes of Meeting No. 01-2020 of the Anti-Racism & Respect Advisory Committee held on January 27, 2020, for information.

### **Inter-Governmental Affairs Committee Minutes**

Minutes of Meeting No. 04-2020 of the Inter-Governmental Affairs Committee held on September 14, 2020, for information.

### **Official Recognition Committee Minutes**

Minutes of Meeting Nos. 01-2020 and 02-2020 of the Official Recognition Committee Citizens of Exceptional Achievement held on February 24 and March 9, 2020, for information.

### **50th Anniversary Celebration Steering Committee Minutes**

Minutes of Meeting No. 03-2020 of the 50th Anniversary Celebration Steering Committee held on September 25, 2020, for information.

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

### **Legal Matter**

Report No. 2020CLS.049 (Legal Services) was previously presented at Committee of the Whole Closed Session held earlier in the evening.

Pending the passage of the resolution at the Committee of the Whole meeting, the resolution will be presented for ratification at the City Council meeting to be held later in the evening and will require a two-thirds vote.

Councillor S. Ch'ng declared a conflict and refrained from discussing or voting on the resolution relative to Report No. 2020CLS.049 (Legal Services).

Councillor C. Fraser declared a conflict and refrained from discussing or voting on the resolution relative to Report No. 2020CLS.049 (Legal Services).

MOVED BY: Councillor Trevor Giertuga  
SECONDED BY: Councillor Andrew Foulds

With respect to Report No. 2020CLS.049 (Legal Services) we recommend that Administration proceed as directed.

CARRIED

### **Uncollectible Accounts**

Report No. 136/2020 (Corporate Services & Long-Term Care - Revenue) seeking approval to write off uncollectible accounts which remain unpaid on the 2020 General Accounts Receivable files.

Confidential memorandum with attachments from Ms. C. Harris, Manager – Billing & Collection Services, dated November 16, 2020 relative to Report R. 136/2020 Uncollectible Accounts was distributed to Members of Council, City Solicitor, General Manager – Corporate Services & Long Term Care and City Manager only on Friday November 20, 2020.

MOVED BY: Councillor Aldo Ruberto  
SECONDED BY: Councillor Andrew Foulds

With respect to Report No. R 136/2020 (Corporate Services & Long Term Care - Revenue), we recommend that the uncollectible accounts, which remain unpaid on the 2020 receivable files, be written off as follows:

General Accounts (including interest) \$ 21,545.47  
Municipal Child Care \$ 316.85

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

CARRIED

### **Indigenous Relations & Inclusion Annual Report**

Report No. R 137/2020 (City Manager's Office - Corporate Strategic Services) recommending that Council adopt the "2021-2027 City of Thunder Bay Indigenous Relations and Inclusion Strategy".

Memorandum from Ms. R. Mandamin, Manager - Indigenous Relations & Inclusion, dated November 10, 2020, requesting to appear before Committee to provide a presentation relative to the above noted.

Ms. R. Mandamin, Manager - Indigenous Relations & Inclusion and Ms. T. Thompson, Indigenous Liaison appeared before Committee via MS Teams, provided a PowerPoint presentation and responded to questions.

MOVED BY: Councillor Rebecca Johnson  
SECONDED BY: Councillor Shelby Ch'ng

With respect to Report No. R 137/2020 (City Manager's Office - Corporate Strategic Services), we recommend that Council approve for adoption the "2021-2027 City of Thunder Bay Indigenous Relations and Inclusion Strategy" ("the IRI Strategy");

AND THAT the City of Thunder Bay Annual Report under the Thunder Bay Anti-Racism and Inclusion Accord ("the Accord") as outlined in this Report be received for information;

AND THAT the "2021-2027 City of Thunder Bay Indigenous Relations and Inclusion Strategy" and the Accord Annual Report be published on the City's website and in public communication materials;

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

CARRIED

### **2019 Corporate Safety Annual Review Report**

Report No. R 139/2020 (City Manager's Office - Human Resources & Corporate Safety) recommending that the updated Occupational Health and Safety Policy attached as Appendix “A” be approved and included with the Corporate Policy Manual.

MOVED BY: Councillor Aldo Ruberto  
SECONDED BY: Councillor Andrew Foulds

With respect to Report No. R 139/2020 (City Manager's Office – Human Resources & corporate Safety) we recommend that the updated Occupational Health and Safety Policy attached as Appendix “A” be approved and included with the Corporate Policy Manual:

AND THAT City Council affirm its commitment to implementing, maintaining and continually improving an occupational health and safety program guided by the elements of ISO 45001:2018:

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

CARRIED

### **2020 Corporate Safety Mid-year Summary Report**

Report No. R 140/2020 (City Manager's Office - Human Resources & Corporate Safety), summarizing the Corporate Safety section activities for the period of January – June 2020, for information.

### **Composition of City Council**

At the September 21, 2020 Committee of the Whole meeting, a resolution was passed requesting that Administration complete work associated with the process and requirements to complete a public consultation process relative to decreasing the composition of City Council and report back with a recommended plan for consultation, financial implications relative to this work and the legislative deadlines and considerations required to make any changes in advance of the 2022 Municipal Election.

Report No. R 126/2020 (City Manager's Office - Office of the City Clerk) recommending that Administration be directed to proceed with Option 3 as outlined within this report and plan for inclusion of costs in the 2023 Budget.

MOVED BY: Councillor Aldo Ruberto  
SECONDED BY: Councillor Andrew Foulds

With respect to Report R 126/2020 Composition of City Council (City Manager's Office – Office of the City Clerk), we recommend that Administration be directed to proceed with Option 3 as outlined within this report and plan for inclusion of costs in the 2023 Budget;

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

CARRIED

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

#### **Finnish Labour Temple Refurbishment**

Memorandum from Mr. A. Cotter, Chair - Heritage Advisory Committee, dated November 12, 2020 relative to the above noted, for information.

#### **Appointment of Fire Chief**

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services, dated November 13, 2020 containing a motion relative to the above noted.

MOVED BY: Mayor Bill Mauro  
SECONDED BY: Councillor Rebecca Johnson

With respect to the appointment of the Fire Chief, we recommend that Greg Hankkio be appointed as Fire Chief with the City of Thunder Bay;

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

CARRIED

#### **Municipal By-law Enforcement Officers**

At the July 27, 2020 Committee of the Whole meeting, a resolution was passed directing Administration to report back by November 23, 2020 on expansion of by-law officers in the Licensing and Enforcement Division, including how many officers, the costs associated with each officer, and human resources implications relating to scope and hours of work.

Memorandum from Mr. M. Smith, General Manager - Development & Emergency Services, dated November 16, 2020, advising that the report relative to the above noted will be presented at a later date.

### **Advocacy, Social Issues for Vulnerable People**

At the August 10, 2020 Committee of the Whole meeting, a resolution was passed recommending that the content and associated motions relative to advocacy, social issues and vulnerable people be referred to Administration in order to consult and collect feedback from the Thunder Bay Police Service, Crime Prevention Council and Thunder Bay Drug Strategy and that Administration report back on or before November 23, 2020.

Memorandum from Ms. K. Lewis, Director, Corporate Strategic Services, dated November 9, 2020, advising that the report relative to the above noted will be presented at a later date.

### **Stop-Arm Cameras**

At the July 20, 2020 Committee of the Whole meeting, a resolution was passed directing Administration to report back on the potential installation of stop arm cameras on school buses.

Memorandum from Ms. C. Cline, Deputy City Solicitor, dated November 4, 2020, advising that the report relative to the above noted will be presented at a later date.

### ***NEW BUSINESS***

#### **Chippewa Park C.W. Parker Carousel**

At the November 2, 2020 Committee of the Whole meeting, The Friends of Chippewa (TFOC) presented an opportunity to apply for funding for a new building to house and operate the C.W. Parker Carousel at Chippewa Park. A resolution was passed directing Administration to report back on or before December 7, 2020.

Memorandum from Mr. C. Halvorsen, Manager - Parks and Open Spaces, dated November 18, 2020, containing a motion relative to the above noted was distributed separately on Friday November 20, 2020.

Memorandum from Councillor A. Foulds, dated November 23, 2020, containing a motion relative to the above noted was distributed separately on Monday, November 23, 2020.

MOVED BY: Councillor Andrew Foulds  
SECONDED BY: Councillor Kristen Oliver

With respect to the memorandum from Mr. Cory Halvorsen, Manager – Parks and Open Spaces dated November 20, 2020 and in response to the deputation from the Friends of Chippewa Park received on November 2, 2020, we recommend that City Council support the work associated with the potential development of a structure to house the C.W. Parker Carousel and the associated funding applications;

AND THAT it be acknowledged that The Friends of Chippewa Park have submitted a Stage II application to the Northern Ontario Heritage Fund Corporation (NOHFC) for 50% of the cost of constructing a building to house and protect the fully restored City owned 105 year old C.W. Parker Heritage Carousel;

AND THAT NOHFC has requested that the City of Thunder Bay confirm by resolution that it is prepared to be a formal partner in the NOHFC application, which will include leading the procurement and financial control and reporting for all aspects of the project, in partnership with The Friends of Chippewa Park;

AND THAT we further recommend the support of the application by The Friends of Chippewa Park to Heritage Canada under the Building Communities Through Arts and Heritage program for which they are eligible as part of Chippewa Park celebrating its 100th anniversary of the official opening in 2021;

AND THAT City Council support the submission by The Friends of Chippewa Park to Heritage Canada for \$500,000 to be used towards the construction of a building to house the heritage Carousel owned by the City of Thunder Bay and also agrees to be a formal partner in the application and project;

AND THAT \$300,000 be committed to this project upon approval of funding from NOHFC and Heritage Canada;

AND THAT the \$300,000 be funded from the City of Thunder Bay from the Renew Thunder Bay Reserve Fund;

AND THAT any necessary by-laws be presented by City Council

It was requested that paragraph 6 and 7 of the resolution relative to the Chippewa Park C.W. Parker Carousel be voted on separately.

### **Chippewa Park C.W. Parker Carousel – Section 1**

MOVED BY: Councillor Andrew Foulds  
SECONDED BY: Councillor Kristen Oliver

With respect to the memorandum from Mr. Cory Halvorsen, Manager – Parks and Open Spaces dated November 20, 2020 and in response to the deputation from the Friends of Chippewa Park

received on November 2, 2020, we recommend that City Council support the work associated with the potential development of a structure to house the C.W. Parker Carousel and the associated funding applications;

AND THAT it be acknowledged that The Friends of Chippewa Park have submitted a Stage II application to the Northern Ontario Heritage Fund Corporation (NOHFC) for 50% of the cost of constructing a building to house and protect the fully restored City owned 105 year old C.W. Parker Heritage Carousel;

AND THAT NOHFC has requested that the City of Thunder Bay confirm by resolution that it is prepared to be a formal partner in the NOHFC application, which will include leading the procurement and financial control and reporting for all aspects of the project, in partnership with The Friends of Chippewa Park;

AND THAT we further recommend the support of the application by The Friends of Chippewa Park to Heritage Canada under the Building Communities Through Arts and Heritage program for which they are eligible as part of Chippewa Park celebrating its 100th anniversary of the official opening in 2021;

AND THAT City Council support the submission by The Friends of Chippewa Park to Heritage Canada for \$500,000 to be used towards the construction of a building to house the heritage Carousel owned by the City of Thunder Bay and also agrees to be a formal partner in the application and project;

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

CARRIED

#### **Chippewa Park C. W. Parker Carousel - Paragraph 6 and 7**

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Kristen Oliver

THAT \$300,000 be committed to this project upon approval of funding from NOHFC and Heritage Canada;

AND THAT the \$300,000 be funded from the City of Thunder Bay from the Renew Thunder Bay Reserve Fund.

CARRIED



**Advocacy - Bill 229, Schedule 6: Conservation Authorities Act**

Memorandum from Councillor A. Foulds, dated November 19, 2020 containing a motion relative to the above noted.

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

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Trevor Giertuga

With respect to the memorandum from Councillor A. Foulds dated November 19, 2020, we recommend that City Council advocate to the Province of Ontario to repeal Schedule 6 of the Budget Measures Act (Bill 229);

AND THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth that do not negatively impact natural hazards;

AND THAT the Province respect the current conservation authority/municipal relationships;

AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

AND THAT a copy of this resolution be sent to the Premier Doug Ford, Hon. Jeff Yurek, Minister of Environment, Conservation and Parks, Hon. Rod Phillips, Minister of Finance, Hon. John Yakabuski, Minister of Natural Resources and Forestry, Michael Gravelle, MPP-Thunder Bay-Superior North, Judith Monteith-Farrell, MPP-Thunder Bay-Atikokan, and Lakehead Region Conservation Authority municipalities.

**Amending Resolution**

MOVED BY: Councillor Rebecca Johnson

SECONDED BY: Councillor Peng You

THAT the Thunder Bay Chamber of Commerce be added to Paragraph 5.

CARRIED

**Amended Resolution**

MOVED BY: Councillor Andrew Foulds

SECONDED BY: Councillor Trevor Giertuga

With respect to the memorandum from Councillor A. Foulds dated November 19, 2020, we recommend that City Council advocate to the Province of Ontario to repeal Schedule 6 of the Budget Measures Act (Bill 229);

AND THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth that do not negatively impact natural hazards;

AND THAT the Province respect the current conservation authority/municipal relationships;

AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

AND THAT a copy of this resolution be sent to the Premier Doug Ford, Hon. Jeff Yurek, Minister of Environment, Conservation and Parks, Hon. Rod Phillips, Minister of Finance, Hon. John Yakabuski, Minister of Natural Resources and Forestry, Michael Gravelle, MPP-Thunder Bay-Superior North, Judith Monteith-Farrell, MPP-Thunder Bay-Atikokan, Thunder Bay Chamber of Commerce and Lakehead Region Conservation Authority municipalities.

CARRIED

### **11 o'clock Resolution**

During the discussion of the above noted item, the following resolution was passed:

MOVED BY: Councillor Kristen Oliver

SECONDED BY: Councillor Aldo Ruberto

THAT the hour being 11:00 p.m. we continue with the business at hand.

CARRIED

### **Establishment of Closed Session and Special Committee of the Whole**

Memorandum from Ms. K. Power, City Clerk, dated November 20, 2020, relative to the Establishment of a Special Committee of the Whole meeting was distributed separately on Friday, November 20, 2020.

The following resolution will be presented to Committee of the Whole for consideration:

MOVED BY: Councillor Rebecca Johnson

SECONDED BY: Councillor Aldo Ruberto

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, December 7, 2020 at 4:30 p.m. in order to receive information relative to advice that is subject to solicitor-

client privilege, including communications necessary for that purpose; litigation or potential litigation, including matters before administrative tribunals, affecting 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; and a proposed or pending acquisition or disposition of land by the municipality or local board;

AND THAT a Committee of the Whole – Special Session be scheduled on December 9, 2020 at 7:00 p.m. to review recommendations presented in the Program and Services Review report;

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

CARRIED

***ADJOURNMENT***

The meeting adjourned at 11:22 p.m.



## Memorandum

Corporate By-law Number BL 4/2020

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

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

**DATE:** 10/08/2019

**SUBJECT:** BL 4/2020 - A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual.

**MEETING DATE:** City Council - 12/07/2020 (mm/dd/yyyy)

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**By-law Description:** A By-law to amend By-law 203-1996, being a By-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Credit and Collection – Corporate Policy No. 05-01-11, Open Data Portal – Corporate Policy No. 08-01-07 and Siting of Cannabis Retail Stores - Corporate Policy No. 08-03-01.

**Authorization:** Report R 26/2020 (Revenue) Committee of the Whole - Aug. 24, 2020; Report R 64/2020 (Corporate Information & Technology) - Committee of the Whole - Sept. 28, 2020; R 125/2019 (Corporate Strategic Services) - Committee of the Whole - Aug. 12, 2019.

**By-law Explanation:** The purpose of this By-law is to amend By-law 203-1996, being a By-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Credit and Collection – Corporate Policy No. 05-01-11, Open Data Portal – Corporate Policy No. 08-01-07 and Siting of Cannabis Retail Stores - Corporate Policy No. 08-03-01.

**Schedules and Attachments:**

ATTACHMENT 1 - CREDIT AND COLLECTION

ATTACHMENT 2 – OPEN DATA PORTAL

ATTACHMENT 3 - SITING OF CANNABIS RETAIL STORES

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



THE CORPORATION OF THE CITY OF THUNDER BAY  
BY-LAW NUMBER BL 4/2020

A By-law to amend By-law 203-1996, being a By-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Credit and Collection – Corporate Policy No. 05-01-11, Open Data Portal – Corporate Policy No. 08-01-07 and Siting of Cannabis Retail Stores - Corporate Policy No. 08-03-01.

Recitals

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

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

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

05-01-11	Credit and Collection
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2. That Schedule “A” of By-law 203-1996 be amended by adding the following policies:  

05-01-11	Credit and Collection
08-01-07	Open Data Portal
08-03-01	Siting of Cannabis Retail Stores
3. This By-law shall come into force and take effect on the date it is passed.

Enacted and passed this 7th day of December, A.D. 2020 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

Mayor

Dana Earle

Deputy City Clerk

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<b>SECTION:</b>	CORPORATE SERVICES & LONG TERM CARE
<b>DEPARTMENT/DIVISION:</b>	REVENUE
<b>SUBJECT:</b>	CREDIT AND COLLECTION

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## **POLICY STATEMENT**

It is the policy of the Corporation of the City of Thunder Bay (“the City”) to establish guidelines with respect to the collection of property tax, water, general accounts receivable billings, provincial offences fines and child care billings.

## **PURPOSE**

The Credit and Collection Policy should ensure that activity undertaken by the City delivers services in a cost-effective manner, thereby providing our customers with value for money. Our financial goals need to include not only meeting the immediate needs of the public but also the long-term sustainability of the City in terms of service provision and maintaining the integrity of our infrastructures.

A collection policy for the City that will follow this process:

- improve revenue generation, since revenue generation is in the collected sale, not the sale itself;
- be designed to make every attempt to keep the customer;
- be designed to be time and cost effective; and
- improve timeliness of payment made by the customer.

The policy consists of the following sections:

- Tax Accounts Receivable Collection
- Water Accounts Receivable Collection
- General Accounts Receivable Credit and Collection
- Provincial Offences Fines Collection
- Child Care Receivable Collection

## **TAX ACCOUNTS RECEIVABLE COLLECTION**

The Tax Accounts Receivable Collection Policy consists of the following components:

<b>Tax Bill</b>	Tax bills are sent out twice a year and include any overdue balances. The interim bill has the first and second tax installment remittances and the final bill has the third and fourth tax installment remittances. The bill includes due dates, current
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	amount due, past due/credit amount, total amount due and the penalty/interest rate.
<b>Statement of Unpaid Taxes</b>	Statements of Unpaid Taxes are typically sent out after each installment is due. The statement includes details of the overdue taxes and penalty amounts by year.
<b>Arrears Letters</b>	Arrears letters are sent out for accounts with current year taxes in arrears and for accounts with current and one year taxes in arrears.
<b>Recovery of Arrears through Monies Owed to Taxpayer</b>	If the City is holding any monies owing to the customer, such as accounts payable cheques, tax adjustments, refunds or rebates, these amounts will be applied to the customer's tax arrears, with notification to the taxpayer.
<b>Recovery of Arrears through Insurance Proceeds</b>	If a fire occurs on a commercial property, the City will convey in writing to the insurers that it is the City's position that the amount of its interest in the land, as represented by the tax account, is to be paid out of the insurance proceeds in priority to payment to any other person with an interest in the land, except for any Crown liens.
<b>Verbal Follow Up</b>	Commercial accounts over one year in arrears with a tax balance greater than \$20,000 are monitored monthly with arrears reviewed for water and general accounts receivable as well, and telephone contact is made relative to establishing payment arrangements.
<b>Rent Attornment</b>	Where commercial properties are being leased and the City is aware of the tenant to which the property is being leased then the City can direct the tenant to make their monthly lease payments directly to the City.
<b>Bailiff Action on Commerical Accounts</b>	Under the Bailiff Act, the Bailiff will attend at the taxpayer's home, or place of business to serve the Warrant. The Bailiff will attempt to institute a payment arrangement. If a payment arrangement is not established, the Bailiff is authorized to distrain of such goods and chattels as may lawfully be distrained in respect of unpaid and overdue taxes, penalties, interest and lawful costs of distraint wherever they may be found of the property owner within the District of Thunder Bay.
<b>City Solicitor</b>	In special circumstances determined by the Director – Revenue, accounts may be sent to the City Solicitor to commence legal action.
<b>Tax Registration</b>	Arrears over two years are subject to the Tax Registration process commencing on the first day of the following year. Council authorizes accounts with two years arrears to be registered for Tax Registration and Sale proceedings.
	A taxpayer in Tax Registration may request an Extension

<b>Extension Agreement</b>	<p>Agreement, which will extend the period of time in which the balance outstanding is to be paid. The request must be approved within one year of the date that the property was registered for Tax Sale. Extension Agreements are established on a property by property basis using the following principles and guidelines:</p> <ul style="list-style-type: none"> <li>• maximum term of the agreement is 36 months to clear all outstanding balances;</li> <li>• monthly payment amount required over term of agreement; and</li> <li>• advance payment of required fee to establish Extension Agreement, the amount of this fee can be found in the User Fee By-law.</li> </ul> <p>In the event of default, a taxpayer is notified by registered letter as such, and the agreement is thereby terminated, putting the property in the same position in Tax Registration and Sale proceedings as it was prior to entering the Extension Agreement.</p>
<b>Tax Sale</b>	<p>A Tax Sale is held on an annual basis. Properties that meet one of the following criteria will be advertised for Tax Sale:</p> <ul style="list-style-type: none"> <li>• tax arrears are not paid in full within one year from the date of registration; or</li> <li>• taxpayer has defaulted on an Extension Agreement.</li> </ul>
<b>Successful Purchaser</b>	Where there is a successful purchaser, property is transferred to the name of the successful bidder.
<b>Vesting</b>	Where there is no successful purchaser, all risks of taking possession of the property are identified, including any environmental issues and within 2 years after the date of public sale the property may be registered in the name of the municipality, offered for public sale a second time, or the Tax Sale proceedings are cancelled.

### ***WATER ACCOUNTS RECEIVABLE COLLECTION***

The Water Accounts Receivable Collection Policy consists of the following components:

<b>Water Bill</b>	There are three water-billing sections. A customer receives four quarterly water bills a year. The bill includes the due date, current amount due, past due/credit amount and total amount due. The bill also includes the amount owing if paid after the due date, which includes a late penalty.
<b>Water Arrears Notice</b>	Water arrears notices are mailed out after the due date of every regular quarterly billing. The notice will advise customers that if the water arrears are not paid then the arrears maybe transferred



	to their property tax account and a transfer fee applied or their service may be discontinued and a disconnection and re-connection charge will apply. The notice indicates the balance on their account at the date of the statement and a due date for payment.
<b>Telephone &amp; Letter Follow Up on Commercial Accounts</b>	<p>In the event that water service is disconnected for non-payment, a telephone call is made to request payment in full or make payment arrangements. A water shut-off notice is sent to commercial accounts in arrears advising that water will be shut off in 10 working days for those accounts where the following applies:</p> <ul style="list-style-type: none"> <li>• there is no response to telephone contact;</li> <li>• payment in full is not received;</li> <li>• a payment plan is not established; or</li> <li>• a payment plan is in default.</li> </ul>
<b>Water Shut-off/disconnection</b>	<p>Water disconnection may commence after the water arrears notice due date. Accounts identified for shut-off must meet one of the following criteria:</p> <ul style="list-style-type: none"> <li>• water arrears balance is over \$100 and no payments have been received in the last six months; or</li> <li>• water arrears balance is over \$100 and payments have been made in the last six months, however, the arrears balance before the last two billings has not been totally cleared.</li> </ul> <p>Despite the criteria above, shut-off will not occur if an approved payment plan has been established and maintained.</p> <p>The Revenue Division sends the list of shut-offs and re-connections in the morning daily to the District Health Unit (DHU) because the DHU requires that landlords of rental units supply potable water to tenants despite water being shut off for arrears.</p> <p>Before water is turned back on, the arrears which includes the water off and on fee must be paid in full.</p>
<b>Transfer to Taxes</b>	Water arrears may be transferred from the water account to the customer's tax account. Water arrears added to the property tax account will have the same priority lien status as taxes. A transfer fee is applied to the customer's account in accordance with the user by-law. If there is a mortgage holder listed on the tax account then the outstanding balance will be paid directly by the mortgage company.
<b>Recovery of Arrears</b>	If the City is holding any monies owing to the customer, such as

<b>through Monies Owed to Customer</b>	accounts payable cheques, these amounts will be applied to the customer's water arrears, with notification to the customer.
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## ***GENERAL ACCOUNTS RECEIVABLE CREDIT AND COLLECTION***

The General Accounts Receivable Credit and Collection Policy consists of the following components:

- Reduction of Invoicing
- Credit Privileges to Customers
- Collection Actions on General Accounts Receivable

### **REDUCTION OF INVOICING**

The reduction of invoicing is a proactive measure to increase cash flow and prevent past due accounts.

Policies to achieve the reduction of invoicing are as follows:

- Offer Credit Card Payment Option
- Minimum Invoice Amount of \$100

#### **Credit Card Payment Option**

Credit cards are also an important payment option that should be offered where feasible and determined on a departmental basis.

#### **Minimum Invoice Amount of \$100**

The minimum limit permitted to be invoiced for goods or services is \$100. Amounts due of less than \$100 must be paid in advance or at the time the goods or services are provided.

Exceptions to this policy are:

- returned cheque fees invoiced;
- invoices of lesser amounts to regular, large volume customers that have been approved for credit.

### **CREDIT PRIVILEGES TO CUSTOMERS**

The extension of credit is a privilege for customers and prospective customers. It is important to review the credit history of new customers as collections start when the account is opened and not when the account is past due.

### **Extension of Credit to New Customers**

All new customers requesting credit privileges will be required to complete a Corporate Credit Application and Agreement form. The originating department will ensure that the customer completes the Corporate Credit Application and Agreement and submit it for approval prior to opening an account.

Exceptions to this policy are when invoicing is required for unforeseen events rather than the provision of goods or services, such as the recovery of damages to City property.

### **Corporate Credit Application and Agreement**

Both the Department Supervisor and the Manager, Billing and Collection Services must approve the completed Corporate Credit Application and Agreement. The Department Supervisor will sign the form and forward the completed application to the Revenue Division. A credit review will be performed using the services of a credit-reporting agency. The Manager, Billing and Collection Services will approve the form upon completion of a satisfactory credit review. All credit applications that are approved or denied will be kept on file in the Revenue Division.

### **Response Letter to Corporate Credit Application and Agreement**

The Revenue Division will send a letter to approved new customers, with a copy to the originating department.

The Revenue Division will send new applicants with an unfavourable credit rating a denial letter, with a copy to the originating department. The applicant will be informed to contact the credit-reporting agency for further information on their credit rating.

## **COLLECTION ACTIONS ON GENERAL ACCOUNTS RECEIVABLE**

The General Accounts Receivable Collection Policy consists of the following components:

<b>Invoice</b>	Each department generates invoices with the amount due within 30 days.
<b>Monthly Statement</b>	<p>The Revenue Division issues monthly statements. A statement is generated to advise customers of the balance on their account at the date of the statement. The statements include details of the current month documents; the balance carried forward from the previous month and/or accrued interest. As a result of these notices, many calls are received in the Revenue Division with the following results:</p> <ul style="list-style-type: none"> <li>• payment is made to clear account; or</li> <li>• payment arrangement is established.</li> </ul>

<b>Written and Verbal Follow Up</b>	The Revenue Division will follow up on accounts over 30 days past due. Statements with balances in arrears will be stamped with a notification that "ACCOUNTS NOT PAID PROMPTLY WILL RESULT IN COLLECTION ACTION." Accounts in arrears with balances over the Small Claims Court Limit will receive a telephone call and/or email. The Revenue Division will consult with the originating department before contacting the customer and will attempt to collect payment in full or negotiate an acceptable payment plan.
<b>Recovery of Arrears through Letters of Credit, Performance Guarantees and Monies Owed to Customer</b>	If the City is holding any Letters of Credit, Performance Guarantees or has monies owing to the customer, such as accounts payable cheques, these amounts will be applied to the customer's general accounts receivable arrears, with notification to the customer.
<b>Collection Agency</b>	Accounts over 60 days past due, up to the maximum of the Small Claims Court Limit, will be forwarded to the Collection Agency with prior notification to the originating department of the outstanding invoice(s) and/or interest.
<b>City Solicitor</b>	Accounts over 60 days past due, over the Small Claims Court Limit, will be forwarded to the City Solicitor to commence legal action after all above collection methods have been exhausted.
<b>Denial of Further Credit and/or Service</b>	A customer credit status will be undertaken for accounts over 90 days past due. The decision to deny further credit and/or service will be made by the Collection Supervisor in consultation with the Department Supervisor and the City Solicitor if applicable.

### ***PROVINCIAL OFFENCES FINES COLLECTION***

The City administers Provincial Offences for the District of Thunder Bay court services area pursuant to a Memorandum of Understanding (MOU) signed August, 2000 between the City and the Ministry of the Attorney General of the Province of Ontario.

Along with the administration of the courts, the City is responsible for the consistent collection of fines imposed by the court. The City must make every reasonable and consistent effort to collect on fines and in so doing, utilizes several methods of enforcement.

The collection of provincial offence fines are set out in the Provincial Offences Act.

### **COLLECTION ACTIONS ON PROVINCIAL OFFENCES FINES**

<b>Ticket</b>	Enforcement agency issues the offence notice.
<b>Notice of Fine and Due Date</b>	Notice sent reminding the defendant of the outstanding fine and the due date. The letter is mailed to the defendant setting out the amount owed and a due date for payment. The notice advises the defendant that non-payment of the fine may result in a suspension of their driver's licence and/or additional collection steps taken

	against the them.
<b>Suspension of Driver's Licence</b>	Suspension occurs upon expiration of legislated, or court-ordered, due date on offences that are applicable for suspension (Driving or vehicle related offences).
<b>Plate Denial</b>	Plate denial occurs to any plate solely owned by a defendant upon expiration of a legislated or court-ordered due date.
<b>Certificate of Default filed with Small Claims</b>	For fines over an established threshold. A Certificate of Default will be filed with the Small Claims Court after the fine is in default. This will provide opportunity for additional enforcement under the legislation (see writs/garnishment).
<b>Notice of Judgment</b>	Notice sent to the defendant, after a Certificate of Default (Judgment) has been filed with the Small Claims Court. The letter advises the defendant of the judgment and that further collection efforts will be undertaken which may include garnishment of the defendant's wages, bank accounts and/or a writ of seizure and sale filed against any property in which they have an interest.
<b>Writ of Seizure &amp; Sale</b>	Applicable where property is known to exist and judgment obtained (after the Certificate of Default is filed).
<b>Wage Garnishment</b>	Applicable where employment information is known (after the Certificate of Default is filed).
<b>Bank Account Garnishment</b>	Applicable where banking information is known (after the Certificate of Default is filed).
<b>Tax Rolling</b>	Fines are added to the defendant's property taxes where sole title is determined.
<b>Collection Agency</b>	When all other enforcement efforts listed above are unsuccessful or the fine amount is under established threshold, all outstanding defaulted fines are assigned to a collection agency.

### ***Child Care Receivable Collection***

Clients sign a contract which establishes the fees, terms and conditions of service.

<b>Invoice</b>	The invoice includes details of the current month's charges, the balance carried forward from the previous month and accrued interest.
<b>Written and Verbal Follow-Up</b>	An arrears notice is mailed when the account goes into arrears. The Supervisor will contact clients to set up a payment plan when an account is 20 days past due.
<b>Final Written and Verbal Follow-Up</b>	Accounts over 30 days past not on a payment plan or in default of their payment plan, will receive a final letter and phone call to pay their account in full or set-up a payment plan.

<b>Denial of Further Service</b>	Accounts 40 days in arrears will have services withdrawn. Exceptions must be approved by the Manager – Community, Older Adults & Child Care Centres.
<b>Tax Rolling</b>	Arrears are added to the client's property tax account where ownership of the property matches names on the contract for service.
<b>Collection Agency</b>	When all other enforcement efforts are unsuccessful the account is assigned to a collection agency.

**REFERENCE**

Report No. R 162/2017 (Revenue)

Report No. R 26/2020 (Revenue)

<b>APPROVED BY:</b>	City Council	<b>Date:</b>	September 14, 2020
<b>Replacing/Amending:</b>	R 62/2017		
<b>Originating Department:</b>	Revenue		
<b>Contact:</b>	Collection Supervisor		
<b>Departmental Procedural Manual:</b>	N/A		
<b>Affected Departments:</b>	Finance		

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<b>SECTION:</b>	MUNICIPAL GOVERNMENT
<b>DEPARTMENT/DIVISION:</b>	CITY MANAGER'S OFFICE / OFFICE OF THE CITY CLERK
<b>SUBJECT:</b>	OPEN DATA PORTAL

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## **POLICY STATEMENT**

It is the policy of The Corporation of the City of Thunder Bay (the "City") to embody a culture of Open Government when considering the release of data owned by the City to the Open Data Portal in support of an open, accountable, and transparent government.

## **PURPOSE**

The purpose of the Open Data Portal Policy is to establish a framework for making City data open and available to citizens, organizations, and businesses by minimizing barriers so that they can benefit from the information and add value to it.

## **CONDITIONS**

1. The City will:
  - Maintain an open data licence and other relative information on the Open Data Portal.
  - Maintain an online Open Data Portal with a listing of all Open Data available and links to download each dataset.
  - Proactively make Data available to the public on the Open Data Portal.
  - Where available, include Metadata for each Dataset with information such as how the data was collected, when the data was last updated, and the expected update frequency of the dataset.
  - Engage in dialogue with the community regarding data needs and requests.
  - Prioritize and evaluate requests for Open Data from citizens in accordance with City policies and priorities and based on the readiness and suitability of the Datasets for public release.
2. The City is required to comply with the law regarding the disclosure of private, confidential, or proprietary data including the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act*, 2004. The City may also have contractual or other obligations, all of which may limit the data which can be published on the Open Data Portal. The City will not publish information which would contravene any of these obligations, but may modify a dataset to remove private, confidential, or proprietary data when the City considers publication of the Dataset to be in the public interest.

### 3. Guiding Principles

The City has established the following guiding principles to inform what data should be made available to the public and how it should be made available:

*Complete:* Datasets will be provided in their entirety, unless legal or other concerns restrict the release of certain information.

*Primacy:* Data will be provided as it was collected at the source, not in aggregate or modified forms.

*Timely:* Whenever feasible, Datasets will be made available in a timely fashion to preserve the value of the data.

*Accessible:* Datasets will be as accessible as possible, with accessibility defined as the ease with which information can be obtained, and with as few access barriers as possible.

*Machine-readable:* Datasets will be provided in Machine-readable formats and in structures that allow automated processing in order to maximize potential access or re-use of the data, unless otherwise not feasible.

*Non-discriminatory:* Access to datasets is available to anyone who can access the portal.

*Non-proprietary:* Datasets will be available in formats over which no entity has exclusive control, to avoid unnecessary restrictions over who can use the data and how it can be used.

*Open Data Licence:* An Open Data Licence will be provided where Datasets are not subject to any copyright, patent, trademark, official mark, or trade secret regulations.

*Long term preservation:* Datasets will be available at a stable location indefinitely and archiving where applicable and available.

*Free:* Datasets will be provided free of charge.

*Respectful:* Datasets will respect the privacy of individuals whose information is reflected in the City's Datasets.

### 4. Roles and Responsibilities

The Administrative Open Data Committee, which is comprised of representatives from each of the City departments, provides leadership and oversight to the development, growth and ongoing maintenance of the Open Data Portal.

The Committee will:

Engage in dialogue with the public and dataset requestors as needed to get additional information and provide status about requests submitted through the open data request form on the City of Thunder Bay Website.



Work with the appropriate staff from each department to document, prioritize and evaluate requests for Open Data in accordance with City policies and priorities and based on the readiness and suitability of the datasets for public release.

Departments will:

Prepare and release the data to the Open Data Portal upon approval by the Committee.

Provide updates or Dataset revisions as they are created.

## 5. Glossary of Terms

“**Data**” is individual facts, statistics, or information.

“**Dataset**” is a collection of data stored in a machine-readable format.

“**Machine-readable**” is a format which can be understood by a computer or other device and used for automated processing, such as Microsoft Excel files.

“**Metadata**” is information about the data, such as date of collection

“**Open Data**” is data that can be freely used, reused, and distributed, which is available for anyone to download and use at no cost.

“**Open Data Portal**” is a single point of access available online where all of the open data can be accessed.

“**Open Government**” is a means to promote transparency, accountability and accessibility of good governance and fosters a culture of collaboration and improved service to the public.

## SCOPE

This policy applies to all City departments and divisions.

## REFERENCE:

Report R 64/2020 (Corporate Information and Technology) - Open Data Portal

Municipal Act, 2001, S.O. 2001, c. 25

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

Personal Health Information Protection Act, 2004, S.O. 2004, c. 3

City of Thunder Bay Open Data Licence

2019 – 2022 Corporate Strategic Plan

<b>APPROVED BY:</b> <b>Replacing/Amending:</b>	City Council	<b>Date:</b>	October 5, 2020
<b>Originating Department:</b>	City Manager's Office		
<b>Contact:</b>	Office of the City Clerk		
<b>Departmental Procedural Manual:</b>			
<b>Affected Departments:</b>	All		

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<b>SECTION:</b>	MUNICIPAL GOVERNMENT
<b>DEPARTMENT/DIVISION:</b>	CORPORATE STRATEGIC SERVICES
<b>SUBJECT:</b>	SITING OF CANNABIS RETAIL STORES

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## **POLICY STATEMENT**

The City of Thunder Bay has chosen to allow cannabis retail stores as defined by the *Cannabis Act*, 2017. The following provides municipal staff with guidance on commenting to the Alcohol and Gaming Commission of Ontario (AGCO) when a notice on a specific proposed cannabis retail store site within the City of Thunder Bay is provided.

For the purpose of this Policy Statement, a cannabis retail store shall mean a store licensed by the AGCO.

In order to protect youth and promote public health and safety cannabis retail stores are discouraged where nearby properties are designed to serve youth and/or provide support to individuals with substance use and/or mental health challenges. Cannabis retail stores should be located a minimum of 150 metres from the property line of all of the following:

- Any daycare facility; elementary, secondary or private school; college; university
- Any youth group home
- Any emergency shelter
- Any location where youth-focused programming is offered
- Any facilities where substance use and/or mental health challenges are treated
- Any community centre
- Any municipal library
- Any recreational facility, area, playground, and/or park
- Any LCBO or beer store

River and other watercourse areas within the city of Thunder Bay have been identified as areas where substance use activity is concentrated, resulting in public health and safety concerns. Cannabis retail stores should be located a minimum of 150 metres from all rivers and watercourses as identified in Schedule A to this Policy.

**PURPOSE**

The purpose of this Policy Statement is to provide guidance for the City of Thunder Bay's input to the AGCO as well as help prospective recreational cannabis retailers in considering the location of cannabis retail stores in Thunder Bay.

The AGCO is the provincial authority that licenses cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. The City of Thunder Bay has no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, to determine whether store locations are contrary to public interest as defined in the regulations.

**GUIDELINE****Principles for Cannabis Retail Store Locations**

**Land Use Planning:** The provincial licensing process does not remove the requirement to comply with the City's Official Plan and Zoning By-law. The policies of the Official Plan and the regulations of the Zoning By-law are applicable to all retail stores, including cannabis retail stores. The retail sale of cannabis from a provincially licensed store is legal and is permitted in all zones where a retail store is a permitted use. Areas zoned to permit retail stores that are located a minimum of 150 metres from identified sensitive uses are shown in Schedule A to this policy. The AGCO is encouraged to consult all current zoning regulations during the site selection process.

**Site Design:** A cannabis retail store site should incorporate Crime Prevention through Environmental Design principles into the design of the facility and the entire site on which it is located.

**Municipal Building Inspections:** While the licensing of the store operation is the responsibility of the AGCO, the Building Code applies to retail stores including cannabis retail stores. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

**Municipal Enforcement:** While the licensing of the store operation is the responsibility of the AGCO, enforcement of the City's Zoning By-law is the responsibility of the municipality. Where a complaint is received with respect to Zoning By-law compliance, Licensing & Enforcement staff will conduct an investigation as usual.

**Location Criteria:** Cannabis retail stores should be located in a commercial area where there is appropriate traffic circulation and on-site parking or transit access. Cannabis retail stores should not be permitted in areas where the predominant land use is residential. Schedule A to this policy shows properties within the city where it would be appropriate to locate a cannabis retail store. The locations of recreational facilities and other sensitive areas are also shown. The properties identified as being appropriate for cannabis retail stores are a minimum of 150 metres from the property boundary of each of the sensitive uses or areas identified as high risk. The information contained in Schedule A is subject to change without notice.

Density Criteria: Cannabis retail stores should not be permitted in areas that already have a high concentration of cannabis retail stores.

**REFERENCE:** Corporate Report R 125/2019 (City Manager's Office – Corporate Strategic Services)

Attachment A – Available with R 125/2019 in the Office of the City Clerk)

<b>APPROVED BY:</b>	City Council	<b>Date:</b>	August 26, 2019
<b>Replacing/Amending:</b>			
<b>Originating Department:</b>	Corporate Strategic Services		
<b>Contact:</b>	Thunder Bay Drug Strategy Coordinator		
<b>Departmental Procedural Manual:</b>			
<b>Affected Departments:</b>	All		



## *Memorandum*

Corporate By-law Number BL 123/2020

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

**FROM:** Mark Smith, General Manager  
Development & Emergency Services - Thunder Bay Fire Rescue

**DATE:** 11/09/2020

**SUBJECT:** BL 123/2020 - Appointment of Fire Chief

**MEETING DATE:** City Council - 12/07/2020 (mm/dd/yyyy)

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**By-law Description:** A By-law to provide for the appointment of a Fire Chief for the Thunder Bay Fire and Rescue Service and The Corporation of the City of Thunder Bay.

**Authorization:** Resolution - Committee of the Whole - November 23, 2020

**By-law Explanation:** The purpose of this by-law is to appoint a new Fire Chief for the Thunder Bay Fire and Rescue Service and The Corporation of the City of Thunder Bay.

**Schedules and Attachments:**

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



THE CORPORATION OF THE CITY OF THUNDER BAY  
BY-LAW NUMBER BL 123/2020

A By-law to provide for the appointment of a Fire Chief for the Thunder Bay Fire and Rescue Service and The Corporation of the City of Thunder Bay.

Recitals

1. The *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, requires City Council to appoint a Fire Chief for the municipal fire department.
2. City Council authorized the appointment of a Fire Chief for the Thunder Bay Fire and Rescue Service and The Corporation of the City of Thunder Bay by resolution on November 23, 2020.
3. The appointment in this By-law replaces the October 15<sup>th</sup>, 2007 appointment of Fire Chief.

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

1. That Greg Hankkio be appointed Fire Chief of The Corporation of the City of Thunder Bay, effective November 13, 2020, at such salary as shall from time to time be set by the Council of The Corporation of the City of Thunder Bay.
2. That By-law Number 098-2007 be repealed.
3. This By-law shall come into force and take effect on the date it is passed.

Enacted and passed this 7th day of December, A.D. 2020 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

Mayor

Dana Earle

Deputy City Clerk

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**MEETING DATE** 12/07/2020 (mm/dd/yyyy)

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**SUBJECT** By-law Resolution

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***SUMMARY***

By-law Resolution - December 7, 2020

***RECOMMENDATION***

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

1. A By-law to amend By-law 203-1996 being a By-law to adopt a Corporate Policy Manual.

By-law Number: BL 4/2020

2. A By-law to provide for the appointment of a Fire Chief for the Thunder Bay Fire and Rescue Service and The Corporation of the City of Thunder Bay.

By-law Number: BL 123/2020





## *Memorandum*

Corporate By-law Number BL 124/2020

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

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

**DATE:** 11/10/2020

**SUBJECT:** BL 124/2020 - Confirming By-law - December 7, 2020

**MEETING DATE:** City Council - 12/07/2020 (mm/dd/yyyy)

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**By-law Description:** A By-law to confirm the proceedings of a meeting of Council, this 7th day of December, 2020.

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

**By-law Explanation:** To confirm the proceedings and each motion, resolution and other action passed or taken by the Council at this meeting is, except where prior approval of the Local Planning Appeal 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 124/2020

A By-law to confirm the proceedings of a meeting of Council,  
this 7th day of December, 2020.

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:

7<sup>th</sup> day of December, 2020 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 Local Planning Appeal 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 7th day of December, A.D. 2020 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Bill Mauro

Mayor

Dana Earle

Deputy City Clerk

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**MEETING DATE** 12/07/2020 (mm/dd/yyyy)

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**SUBJECT** Confirming By-law Resolution - December 7, 2020 - City Council

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***SUMMARY***

Confirming By-law Resolution - December 7, 2020 - 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 7th day of December 2020

By-law Number: BL 124/2020